



# NOTICE OF A COAST COMMUNITY BOARD MEETING

**TE RUNANGA O TE WHĀNAU OFFICES**  
**State Highway 35, Te Kaha**  
**Tuesday, 26 March 2019**  
**Commencing at 10.00am**

## ORDER PAPER

### APOLOGIES

### PUBLIC FORUM

**Oho Gage re Coast Initiatives Fund Application – Ōmaio Marae**

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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 WHĀNAU A APANUI  
COMMUNITY HEALTH CENTRE, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 23 OCTOBER 2018  
AT 10.13AM**

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PRESENT:

Haki McRoberts (Chairperson)  
Jack Parata  
Allen Waenga

IN ATTENDANCE:

Ari Erickson (Engineering and Services Group Manager)  
Gae Newell (PA to CEO and Mayor)

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The Chairperson opened the meeting with a karakia.

**APOLOGIES**

Mike Collier, Gail Keepa.

**RESOLVED**

**(1) That the apologies be sustained.**

Parata/Waenga

**PUBLIC FORUM**

There were no speakers in the Public Forum.

A letter was tabled by the Board Secretary which Mike Collier had forwarded on from Houpoto Te Pua Trust in relation to a Code of Compliance Certificate for a shed on a property recently purchased by the Trust. The Board Secretary advised that she has passed the letter on to Council's Planning and Regulatory Group Manager for his attention.

**1. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING  
11 SEPTEMBER 2018**

**p3**

**RESOLVED**

- (1) That the minutes of the Coast Community Board meeting held on 11 September 2018 be confirmed as a true and correct record.**

Waenga/Parata

**Carried**

**2. ACTION SCHEDULE**

**p7**

*Water Supply Extension*

The Engineering and Services Group Manager provided an update on the Te Kaha Water supply southern extension.

*Coast By Nature Signs*

The locations for the Coast by Nature signs at Te Kaha and Ōmaio were discussed. The Chairperson confirmed that the Te Kaha sign is to be placed just past the Police Station and the Ōmaio sign where Mike Collier had suggested, along the straight.

*Maintenance – Waihou Bay*

With regard to the mowing at the Waihou Bay junction and the section next to the Fire Station, the Engineering and Services Group Manager advised that he will arrange for Delta Contracting to undertake the maintenance work until Ike Matchitt is SHE accredited.

*Tōrere Water Supply*

The Engineering and Services Group Manager stated that this item is being held in abeyance until there is a resolution of the Ngaitai Iwi Authority board.

**RESOLVED**

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

Waenga/Parata

**Carried**

**3. COAST INITIATIVES WORKSHOP: RESERVES, FACILITIES AND INFRASTRUCTURE**

**Verbal Item**

The Engineering and Services Group Manager tabled maps of the Coast area. He outlined a proposal to work with the Board towards the next Long Term Plan and discuss where the Board would like to see toilets, new infrastructure and anything which would assist economic growth. Not everything goes through with a Long Term Plan but it is worthwhile thinking about items which could be of benefit to the Coast.

There are other avenues of funding such as the Tourism Infrastructure Fund which could be applied to for funding of toilets, water supply systems, car parking, trees etc. The Eastern Bay Energy Trust could be a source of funding for BBQs.

From a discussion it was identified that Schoolhouse Bay has a lot of use and the amenities need an upgrade, such as a couple of extra toilets and BBQs.

Mention was also made that toilets at Hoani Waititi Reserve, Omaio would be well received.

Allen Waenga mentioned that toilets at Oruaiti are needed. The Board acknowledged that there are some historical issues in relation to the provision of land for toilets at Oruaiti and these would need to be resolved.

**4. COAST INITIATIVES FUND**

**p9**

**RESOLVED**

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

Parata/Waenga

**Carried**

The Chairperson closed the meeting with a karakia.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.58AM.**

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING  
A TRUE AND CORRECT RECORD AT A SUBSEQUENT  
MEETING OF THE COAST COMMUNITY BOARD HELD  
ON TUESDAY, 26 MARCH 2019.**

**HAKI McROBERTS  
CHAIRPERSON  
COAST COMMUNITY BOARD**



**MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE WHĀNAU A APANUI  
COMMUNITY HEALTH CENTRE, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 4 DECEMBER 2018  
AT 10.20AM**

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**PRESENT:**

Haki McRoberts (Chairperson)  
Gail Keepa  
Allen Waenga

**IN ATTENDANCE:**

Ari Erickson (Engineering and Services Group Manager)  
Gerard McCormack (Planning and Regulatory Group Manager)  
Anna-Marei Kurei (Rapid Numbering and Road Naming Officer)  
Gae Newell (PA to CEO and Mayor)

**PUBLIC:**

Mark Stringfellow

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The Chairperson opened the meeting with a karakia.

**APOLOGIES**

No apologies were received.

**PUBLIC FORUM**

Nil.

**1. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING  
23 OCTOBER 2018**

**p3**

As there were not enough members present who were also at the last meeting, confirmation of the minutes will be held over until the next meeting.

## 2. ACTION SCHEDULE

p7

### RESOLVED

#### (1) That the Action Schedule be received.

Waenga/Keepa

Carried

## 3. PROGRESS UPDATE – RESERVES

Verbal Item

The Engineering and Services Group Manager noted that Council has employed an intern who is loading data for the Asset Management Plans. A consultant has also been engaged.

## 4. DISCUSSION PAPER ON DOG CONTROL SERVICES AND COMMUNITY ENGAGEMENT

p9

The Rapid Numbering and Road Naming Officer tabled copies of her presentation slides.

The presentation covered the following points:

- Why We Do Animal Control
- Dog Fees
- Opportunities
- Online Dog Safety Education Resources
- Summer Dog Walks and Events
- Dog Education Schools/Businesses/Service Groups
- Ngā Kuri Auau o Kaikohe
- Outcomes of Ngā Kuri Auau o Kaikohe
- Recommendations

The Planning and Regulatory Group Manager advised that a trailer has been purchased and 'pop-up shops' are planned which will provide free microchipping, the opportunity to register dogs, provide information and answer queries from the public. School visits are also planned. He asked the Board members to advise him if they have any further ideas for promoting Dog Control on the Coast.

### RESOLVED

#### (1) That the report titled "Discussion Paper on Dog Control Services and Community Engagement" be received.



- (2) That the Coast Community Board endorses the implementation of an education pilot project in relation to dog safety, dog ownership and registrations on the Coast.**

Waenga/Keepa

**Carried**

**5. COAST INITIATIVES FUND**

**p13**

Allen Waenga passed on the gratitude of Tauramaitawhiti Kapa Haka for the Board's contribution to their costs of attending Te Matatini 2019.

It was noted that Maraenui School purported to have lodged an application for funding for the Maraenui Fishing Competition. The secretary advised she had no record of receiving the application but would check if it had come in via the online system and had not been sent to her.

The Board expressed a desire to assist with funding the fishing competition if, in fact, an application had been received.

Allen Waenga moved that the Board fund the fishing competition in the amount requested, if an online application had been lodged but not passed on to the Board Secretary for inclusion in the agenda. This was seconded by Gail Keepa.

**RESOLVED**

- (1) That the report titled "Coast Initiatives Fund" be received.**
- (2) That the Board agrees to assist with funding the Maraenui Fishing Competition in the amount requested, if an application had been lodged online but not passed to the Secretary for inclusion in the agenda.**

Waenga/Keepa

**Carried**

**6. COAST INITIATIVES FUND – FUNDING APPLICATION: TE WHĀNAU A APANUI WAKA AMA**

**p18**

The Board approved the application from Te Whānau a Apanui Waka Ama to assist with the costs associated with a waka ama challenge event to be held on 30 December 2018. It was agreed that funding be provided in the sum requested of \$5,180.

**RESOLVED**

- (1) That the funding application from Te Whānau a Apanui Waka Ama be received.**

- (2) That the sum of \$5,180 be paid to Te Whānau a Apanui Waka Ama to assist with the costs associated with the Te Whānau a Apanui Waka Ama challenge event to be held on 30 December 2018.

Keepa/Waenga

**Carried**

**General Item Raised**

*Camping – Maraetai Bay*

Gail Keepa advised that the “No Camping” signs at Maraetai Bay Reserve are lying in the grass.

She further advised that people are not camping in the freedom camping area at Maraetai Bay.

The Planning and Regulatory Group Manager stated that Council will be undertaking a higher level of monitoring of freedom camping sites.

The Chairperson closed the meeting with a karakia.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.17AM.**

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING  
A TRUE AND CORRECT RECORD AT A SUBSEQUENT  
MEETING OF THE COAST COMMUNITY BOARD HELD  
ON TUESDAY, 26 MARCH 2019.**

**HAKI McROBERTS**

**CHAIRPERSON**

**COAST COMMUNITY BOARD**



**MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE RUNANGA O TE WHANAU OFFICES, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 12 FEBRUARY 2018 AT 10.05AM**

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PRESENT:

Haki McRoberts (Chairperson)  
Mike Collier  
Allen Waenga

His Worship the Mayor John Forbes

IN ATTENDANCE:

Anthony Kirikiri (Technical Engineer – Assets)  
Gae Newell (Executive Assistant & Governance Support Officer)

PUBLIC

Mark Stringfellow  
Moe Turoa

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The Chairperson opened the meeting with a karakia.

His Worship the Mayor acknowledged the late Len Te Moana, Tipi Stainton and Manny Mokokoko who served with him on his first term on Council in 1986. He advised the Board that he will be retiring in October this year, adding that Council is fortunate to have a representative on Council from the Coast as it is important that the Coast feeds issues back to Council.

His Worship the Mayor raised some items of interest with the Board as follows.

*Roading*

The road to the Coast is not the best. NZTA have had changes in leadership which has taken the decision-making away from Regional Managers. The challenge for the Coast is to get the new Regional Manager to visit the Opōtiki district so they know what is important on the roads.

### *Water*

His Worship the Mayor noted the outcome in relation to the Three Waters following the Havelock North water crisis, where the rules around potable supplies are changing.

There is a community interest around water and His Worship the Mayor advised that he is drumming up support from other Mayors.

*Mark Stringfellow and Moe Turoa entered the meeting at 10.06am.*

### *Council Staffing*

His Worship the Mayor acknowledged that it is difficult to get people with expertise to come to Ōpōtiki. Councils in the region are working together in some cases to share workload and expertise. An example of this is Western Bay District Council providing assistance to our building department with processing and inspections.

His Worship the Mayor concluded by saying that it will be with great regret that he will step back from his role – this is a wonderful part of the country, a great environment with good fishing.

### **APOLOGIES**

Gail Keepa and Jack Parata

Waenga/Collier

**Carried**

### **PUBLIC FORUM**

Nil.

#### **1. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING 23 OCTOBER 2018** **p3**

As there were not enough members present who were also at the 23 October 2018 meeting, confirmation of the minutes will be held over until the next meeting.

#### **2. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING 4 DECEMBER 2018** **p7**

As there were not enough members present who were also at the 4 December 2018 meeting, confirmation of the minutes will be held over until the next meeting.

### **3. ACTION SCHEDULE**

**p11**

#### *Te Kaha Water Supply – Southern Extension*

The Technical Engineer – Assets advised that the date for the Māori Land Court hearing will be re-confirmed and will, hopefully, be around the end of March.

#### *Maintenance – Mowing of Reserves*

Allen Waenga requested a schedule of mowings and the costs associated with that.

#### *Coast By Nature Signs*

The Board discussed placement of the Coast by Nature sign at Te Kaha, agreeing that their preference was on the road reserve at the Te Kaha Resort. The Technical Engineer – Assets will check if that is a possibility in relation to the road reserve. The Board further agreed that if the road reserve at the resort was not appropriate, then their preference would be at Schoolhouse Bay.

#### **RESOLVED**

- (1) That the Action Schedule be received.**
- (2) That the Coast by Nature Sign at Te Kaha be placed on the road reserve at the Te Kaha Resort but if that is not appropriate then at Schoolhouse Bay.**

Waenga/Collier

**Carried**

### **4. GENERAL MANAGERS' UPDATE**

**p13**

His Worship the Mayor expanded on some of the items in the report.

The Chairperson extended his thanks to staff for introducing the General Managers' Update Report to the agenda.

#### **RESOLVED**

- (1) That the report titled "General Managers' Update" be received.**

Waenga/Collier

**Carried**

### **5. COAST INITIATIVES FUND**

**p16**

#### **RESOLVED**

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

Collier/Waenga

**Carried**

**6. COAST INITIATIVES FUND – FUNDING APPLICATION: ST JOHN TE WHĀNAU  
A APANUI AREA COMMITTEE**

**P21**

His Worship the Mayor queried if the proposed building will be big enough to serve the community for the next 20-30 years. He also suggested that a DHB clinic could be incorporated into the facility.

The Board also questioned if there was enough capacity for growth built into the concept.

It was agreed to add a further clause to the recommendations that the St John Te Whānau a Apanui Area Committee be asked if capacity for future growth has been built in.

**RESOLVED**

- (1) That the funding application from St John Te Whānau a Apanui Area Committee be received.**
- (2) That the Board approve the application in the sum of \$20,000.**
- (3) That the St John Te Whānau a Apanui Area Committee be asked if they have built in capacity for future growth.**

Collier/Waenga

**Carried**

*Items Raised by Board Members*

*Waiving of RRC Charges*

The Chairperson advised that he has heard from the Te Kaha St John Ambulance group that the ambulance members in Ōpōtiki and Waihou Bay have their RRC charges waived.

The Technical Engineer – Assets and His Worship the Mayor advised that they were not aware of any such an arrangement for free dumping of rubbish.

His Worship the Mayor noted that the St John Ambulance group could write to Council with a request for fees to be waived.

*Te Kaha St John Ambulance Relocation*

Mike Collier advised that the St John Ambulance group at Te Kaha was planning a move to the medical centre site. There is land adjoining which may be available for the relocation.

*Members of the public attending the meeting, Mark Stringfellow and Moe Turoa, raised some items with the Board. Staff noted these items as below:*

- *The Te Kaha RRC is a pleasure to visit.*
- *Suggestion that Animal Control staff attend community events, e.g. the waka ama event at Maraetai Bay.*
- *Pāhāoa Marae – the Marae sign has gone.*
  - *The Chairperson offered to take this to the Eastern Bay Road Safety Committee.*
- *The access road to the Pāhāoa is very difficult; rain comes off the main road and forms a drain in the middle where the road veers; a short bit of sealing or compacting would remedy this.*
- *Whanarua Bay Stream – this is privately owned. Both the 10,000 Club book and the i-SITE website have a cell phone number showing as the contact for obtaining permission to visit but there is little cell coverage in the area.*

The Chairperson thanked the His Worship the Mayor for his attendance and closed the meeting with a karakia.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.24AM.**

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING  
A TRUE AND CORRECT RECORD AT A SUBSEQUENT  
MEETING OF THE COAST COMMUNITY BOARD HELD  
ON TUESDAY, 26 MARCH 2019.**

**HAKI McROBERTS**

**CHAIRPERSON**

**COAST COMMUNITY BOARD**





<b>General Items Raised</b>	13 Feb. 2018	<p><i>Coast By Nature Signs</i></p> <p>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.</p>	<b>ESGM</b>	<p>The proposed area is on State Highway. The Council road reserve at the Te Kaha Resort begins too far off the State Highway for the sign to be effective.</p> <p>The sign was therefore erected on the reserve at Schoolhouse Bay.</p> <p>Unfortunately, the sign has been removed by persons unknown; posts and all.</p>
<b>Action Schedule</b>	12 Feb. 2019	<p><i>Maintenance – Mowing of Reserves</i></p> <p>Allen Waenga requested a schedule of mowings and the costs associated with that.</p>	<b>RM</b>	<p>A schedule and costings will be provided at the meeting.</p>



## **REPORT**

Date : 13 March 2019

To : Coast Community Board Meeting, 26 March 2019

From : Engineering and Services Group Manager, Ari Erickson

Subject : **GENERAL MANAGERS' UPDATE**

File ID : A163400

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### **TE KAHA SOUTHERN EXTENSION**

Staff took two reports to Council recently regarding the Southern Extension Project and the resolution of historic easements.

Council resolved the refunding of the Southern Extension which was omitted from the 2018 LTP with the expectation at the time that Ministry of Health funding would not be continued.

As MOH funding was approved and further progress has been made toward the resolution of easements, staff sought and Council resolved refunding of the project.

Staff are now hoping to have another Maori Land Court special hearing late March / early April and finalise easement agreements for the planned extension as well as other historic agreements.

### **3 WATERS**

The Department of Internal Affairs are reviewing the delivery of the 3 waters (Drinking water, sewerage and stormwater) following the contamination of drinking water in Havelock North. All aspects are up for review including ownership, regulation and delivery.

Current proposals under discussion include Regional Councils taking a more active role in protecting and reporting on risks to drinking water. Territorial authorities would be responsible for delivering higher standards of water quality, more robust risk and reporting measures and would require staff with increased qualifications. A regulator would be responsible for greater enforcement, training and

setting qualifications for staff involved in water quality management, approving various plans and monitoring and reporting performance of water suppliers.

We expect the reform to drive significant costs increases that will be problematic in districts like Ōpōtiki.

**EASTERN BAY OF PLENTY PROGRAMME MANAGER**

The recruitment process for this role is complete and Ian Morton and Karl Gradon have been employed to report through ODC to the Eastern BOP Regional Growth Leadership Group, under the direction of MP Kiri Allan. Ian has a background in programme management in companies ranging from military aircraft to telecommunications and more recently has been the water programme manager at BOPRC. Karl also has a diverse background from genetics to being a Director on food company boards and more recently CEO of NZ Manuka in Ōpōtiki.

Karl and Ian are up and running and pulling together details of all the approved and potential applications in the Eastern BOP. The intention of the RGLG is to show regional support for projects being submitted. It is noted that there are also a number of constraints to development that are common across many projects and we are collectively seeking ways to address workforce development, housing, land transport and capability shortfalls. Potential applicants can liaise with Karl and Ian on a confidential basis.

The benefits and value Ian and Karl are hoping to bring to individual projects are set out in the attached document (currently in draft).

**DOG CONTROL FEES**

Council has agreed to freeze the dog registration fees for a fifth consecutive year. The fees for 2019/20 are set out below:

(All charges include GST)

Charges  
1 July 2018

Charges  
1 July 2019

<b>Dog Registration</b>		
The following fees apply to registration of dogs in the Ōpōtiki District		
	Charges 1 July 2018	Charges 1 July 2019
<b>Discounted fee (applies if paid on or before 1 August 2018)</b>		
Complete dog	\$110.00	\$110.00
Neutered dog	\$55.00	\$55.00
Working dog	40.00	\$40.00

(All charges include GST)

	Charges 1 July 2018	Charges 1 July 2019
<b>Full fee (applies if paid after 1 August 2018)</b>		
Complete dog	\$165.00	\$165.00
Neutered dog	\$82.50	\$82.50
Working dog	\$60.00	\$60.00

In addition owners who pay their annual dog registration before 1 August 2019 will get a micro-chip transponder implanted for free.

Animal Control Officers are continuing with the pop-up shop in Te Kaha every Thursday and have also begun setting it up on an ad hoc basis in other coastal settlements. This has contributed to a rise in the number of dogs registered with the feedback from those who have spoken to officers being positive.

#### **FOOD ACT 2014**

The Ministry for Primary Industries (MPI) has recently finished trials in relation to remote verification services and ODC has registered interest in undertaking or providing these services. This could potentially reduce the cost of verification for food businesses by eliminating travel costs.

#### **CREATIVE COMMUNITIES**

The next round of applications closes on 8 April. Refer to the ODC website for more information. <https://www.odc.govt.nz/our-district/community-grants/ccs/Pages/default.aspx>

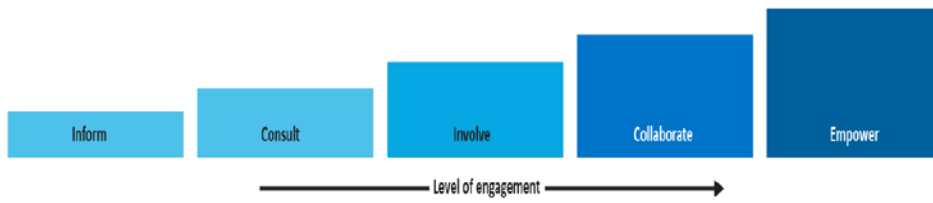
#### **SIGNIFICANCE ASSESSMENT**

##### **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 General Managers' Update 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 General Managers' Update is considered to be of 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 "General Managers' Update" be received.**

Ari Erickson

**ENGINEERING AND SERVICES GROUP MANAGER**

Pre – Pipeline (No funding received to Date)		Post Pipeline (Funding received)	
<b>Value proposition (Why)</b>	Understand status of application & <u>help needed</u> to get this into MBIE	<b>Value proposition (Why)</b>	Understand if there are any constraints to delivery – <u>help needed</u>
	Engage with MBIE & provide some <u>useful early feedback</u> – based on experience		Clear understanding of <u>4 constraints</u> & feed this back into ToI EDA to address
	<u>Political support</u> for project – through RGLG		Wider comms support / Ministerial visits - <u>visibility</u>
	<u>Visibility</u> of when application landing with MBIE - <u>speed up process</u>		Benefit tracking – <u>demonstrate successes</u> across the region
	<u>Understand constraints</u> to delivery & advise on support available – help application		Knowledge of <u>new funds</u> that may be able to be accessed within PGF
	Link project into wider sub-regional story – link to <u>strategic story</u>		
	Wider comms support / Ministerial visits - <u>visibility</u>		
<b>Information Needed (What)</b>	Current status & plan ?	<b>Information Needed (What)</b>	Current status & plan ?
	Any barriers to success ?		Any barriers to success ?
	Benefits of project – link in with wider story (FTE / Social)		Benefit tracking – EBOP (FTE / benefits)
	Understand impact to constraints – link in with wider story		Key Milestones – Ministerial visits
	Key Milestones – Ministerial visits		Are there new PGF allocations that this project may be able to tap into?
<b>Shake the Tree</b>	How does approach align with 4 clusters identified ?	<b>Shake the Tree</b>	How does approach align with 4 clusters identified?
	Consider – is there other opportunities that could be delivered by reshaping ?		Consider – is there other opportunities that could be delivered by reshaping ?
	How does project align with PGF Criteria ? Is there other ministry funding available ?		How does project align with PGF Criteria ? Is there other ministry funding available ?
	How shovel ready is the project ?		How shovel ready is the project ?
	What private investment has been attracted ?		What private investment has been attracted ?
	What other locations in the EBOP may benefit from a similar type of project in their area?		What other locations in the EBOP may benefit from a similar type of project in their area?

**REPORT**

Date : 14/03/2019  
To : Coast Community Board, 26 March 2019  
From : Finance, Systems and Property Manager, Michael Homan  
Subject : **PRE-ELECTION UPDATE – COAST COMMUNITY BOARD**  
File ID : A163029

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**EXECUTIVE SUMMARY**

**The 2019 triennial Local Government Elections will occur on Saturday, 12 October 2019. An update on preliminary matters relating to the election is provided to Council and Community Boards.**

**PURPOSE**

- 1/ Update Coast Community Board members on matters relating to the forthcoming Local Government elections.
- 2/ Provide a copy of the Pre-Election Protocol Policy and the Election Signs – General Conditions Applicable to All Areas Policy which were both adopted by Council on 12 March 2019.

**BACKGROUND**

Attached as is a report from Dale Ofsoske, Council's appointed Electoral Officer from Independent Election Services Ltd. This outlines matters relating to the October 2019 election and is provided for Board Members information.

Also attached is the Pre-election Protocol Policy (refer Appendix 4) adopted by Council on 12 March 2019. One change was made to the policy as it stood for the 2016 Elections. It now includes 'digital devices' as an example of a council communications tool that Board Members will not have access to for campaign purposes.

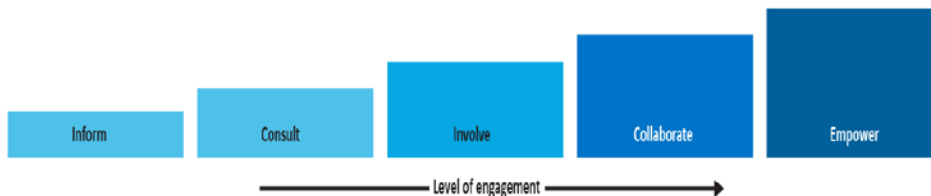
Independent Elections Services Ltd publish for Council the 'Candidate Information Handbook' as a complete guide for all candidates which will include Council's 'Election Signs – General Conditions Applicable To All Areas Policy' (refer Appendix 5).

### **SIGNIFICANCE ASSESSMENT**

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 receiving the Pre-Election 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 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.



### **CONCLUSION**

Community Board members are encouraged to become familiar with both of the recently adopted policies.

The Pre-Election period for the 2019 Elections is determined to be 12 July 2019 to 12 October 2019. Election signs are not to be erected more than (1) calendar month prior to Election Day.

### **RECOMMENDATIONS:**

- 1. That the report titled "Pre-Election Update – Coast Community Board" be received.**
- 2. That Board Members note:**
  - (i) the Pre-Election Protocol Policy adopted by Council on 12 March 2019; and**
  - (ii) the Election Signs – General Conditions Applicable to All Areas Policy also adopted by Council on 12 March 2019.**

Michael Homan

**FINANCE, SYSTEMS AND PROPERTY MANAGER**



**Election Services**  
Level 2, 198 Federal Street, Auckland  
PO Box 5135, Wellesley Street  
Auckland 1141  
Phone: 64 9 973 5212  
Email: [info@electionservices.co.nz](mailto:info@electionservices.co.nz)

Report to the  
Ōpōtiki District Council  
regarding the

## 2019 Triennial Election

From the  
Electoral Officer

28 February 2019



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## Outline

The 2019 triennial local government elections will occur on Saturday 12 October 2019. An update on preliminary matters relating to the election is provided to Council, including consideration of the order of candidate names to appear on the voting documents.

## Background

The 2019 triennial elections for most local authorities are due to occur on Saturday 12 October 2019 and are required to be undertaken according to the Local Electoral Act 2001, the Local Electoral Regulations 2001, the New Zealand Public Health & Disability Act 2000 and, to a limited extent, the Local Government Act 2002.

Certain pre-election information and tasks are outlined in this report for Council's information and attention.

The Local Electoral Regulations 2001 provides for Council to resolve the order of candidate names to appear on the voting documents (alphabetical, pseudo-random or random order). If no decision is made, the order of names defaults to alphabetical.

## Narrative

### 2019 Elections

Elections will be required for the following positions:

- mayor (elected 'at large')
- councillors (6)
  - Coast Ward (1)
  - Waioeka-Waiōtahe Ward (2)
  - Ōpōtiki Ward (3)
- community board members (4)
  - Coast Community (4)
- Bay of Plenty Regional Council members (either 2 members from the Eastern Bay of Plenty General Constituency or 1 member from the Kohi Māori Constituency)
- Bay of Plenty District Health Board members (7 members elected 'at large')

### 2019 Election Timetable

With an election date of **Saturday 12 October 2019**, the following key functions and dates will apply:

#### **Nominations open/roll open**

Friday 19 July 2019

#### **Nominations close/roll closes (noon)**

Friday 16 August 2019

#### **Delivery of voting mailers**

From Friday 20 September 2019

### **Close of voting**

Noon Saturday 12 October 2019

A more detailed timetable is attached [Appendix 1](#).

### **2019 Election Fact Sheet**

A 2019 Election Fact Sheet summarising the key functions of the election ([Appendix 2](#)) is also attached.

### **Compilation of non-resident Ratepayer Roll**

The compilation of the 2019 non-resident Ratepayer Roll is required to commence in early-mid 2019. This will include:

- an insert detailing the qualifications and procedures for enrolment as a ratepayer elector to be included with a 2019 rates instalment notice ([Appendix 3](#));
- a national Ratepayer Roll inquiry hotline operating between 15 April and 30 August 2019;
- a confirmation letter issued to all current ratepayer electors in April 2019;
- a national advertising campaign on the qualifications and procedures for enrolment as a ratepayer elector during May 2019.

Council can undertake additional promotion of the ratepayer roll if it wishes - such as contacting (letter/email etc) all current or potential ratepayer electors encouraging their enrolment and participation in the electoral process.

### **Local Government Regulatory Systems Amendment Bill**

One of the clauses of the Local Government Regulatory Systems Amendment Bill, if enacted, would be that the duty to facilitate and foster representative and substantial elector participation is placed on the chief executive of a local authority.

This new requirement would basically necessitate Council to promote the election process and particularly to encourage greater public participation.

### **Order of Candidate Names**

Regulation 31 of the Local Electoral Regulations 2001 provides the opportunity for Council to choose the order of candidate names appearing on the voting documents from three options – alphabetical, pseudo-random (names drawn out of a hat in random with all voting documents printed in this order) or random order (names randomly drawn by computer with each voting document different).

Council may determine which order the names of candidates are to appear on the voting documents, but if no decision is made, the order of names defaults to alphabetical.

Council has resolved to adopt the alphabetical order for previous triennial elections.

For Council's information, following a recent analysis undertaken by Auckland Council, research showed there was no compelling evidence that candidates being listed first were more likely to be elected.

### **Alphabetical Order**

Alphabetical order is simply listing candidate surnames alphabetically and is the order traditionally used in local and Parliamentary elections.

Comments regarding alphabetical order are:

- voters are easily able to find names of candidates for whom they wish to vote. Some candidates and voters over the years have argued that alphabetical order may tend to favour candidates with names in the first part of the alphabet, but in practice this is generally not the case – most voters tend to look for name recognition, regardless of where in the alphabet the surname lies;
- the order of candidate names on the voting document matches the order listed in the candidate directory (candidate profile statements).

### **Pseudo-Random Order**

Pseudo-random order is where candidate surnames are randomly selected, and the same order is used on all voting documents for that position. The names are randomly selected by a method such as drawing names out of a hat.

Comments regarding pseudo-random order are:

- the candidate names appear in mixed order (not alphabetical) on the voting document;
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there are many candidates;
- the order of candidate names on the voting document does not match the order in the candidate directory (candidate profile statements).

### **Random Order**

Random order is where all candidate surnames are randomly selected and are listed in a different order on every voting document. The names are randomly selected by computer so that the order is different.

Random order enables names to be listed in a completely unique order on each voting document.

Comments regarding random order are:

- the candidate names appear in mixed order (not alphabetical) on the voting document;
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there are many candidates;
- the order of candidate names on the voting document does not match the order listed in the candidate directory (candidate profile statements).

There is no longer any price differential in printing costs between the three orders of candidate names.

#### **Number of Electors**

The number of electors for the 2019 triennial elections is expected to be in the order of 5,850 (as at 31 January 2019 this was 5,832). This compares to 5,490 electors for the 2016 triennial election or +6.6% growth.

#### **Pre-Election Report**

Section 99A of the Local Government Act 2002 requires each local authority to prepare a pre-election report, whose purpose is to provide information to promote public discussion about the issues facing the local authority. The pre-election report is prepared by the Chief Executive, must contain financial and major project information, and must be completed by 2 August 2019 (two weeks before the close of nominations).

#### **Online Voting Trials**

Following a strong push by a number of local authorities (led by Auckland Council) in 2018 to trial online voting alongside postal voting for the 2019 local elections, the proposed trial was unfortunately halted due to costs. All security and delivery requirements for the online voting provider were met, but the cost involved forced the decision.

Work on a collaborative approach with relevant government sectors is continuing so as to deliver online voting for the 2022 local elections.

## Recommendation

It is recommended that:

Council resolves for the 2019 triennial election, to adopt *either*:

- (i) the alphabetical order of candidate names; *or*
- (ii) the pseudo-random order of candidate names; *or*
- (iii) the random order of candidate names

as permitted under regulation 31 of the Local Electoral Regulations 2001.

Author:



Dale Ofsoske  
Electoral Officer // Ōpōtiki District Council  
Election Services

## APPENDIX 1



### SATURDAY 12 OCTOBER 2019

Saturday 2 March - Tuesday 30 April 2019	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
Saturday 2 March - Saturday 6 July 2019	Preparation of ratepayer roll [Reg 10, LER]
May 2019	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
Monday 1 July 2019	Electoral Commission's enrolment update campaign commences
Wednesday 17 July 2019	Public notice of election, calling for nominations, rolls open for inspection [Sec 42, 52, 53, LEA]
Friday 19 July 2019	<b>Nominations open / roll open for inspection</b> [Sec 42, LEA]
Friday 16 August 2019	<b>Nominations close (12 noon) / roll closes</b> [Sec 5, 42, 55 LEA, Reg 21, LER]
Wednesday 21 August 2019	Public notice of day of election, candidates' names [Sec 65, LEA]
by Monday 16 September 2019	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
Friday 20 September - Wednesday 25 September 2019	<b>Delivery of voting documents</b> [Reg 51, LER]
Friday 20 September - Saturday 12 October 2019	Progressive roll scrutiny [Sec 83, LEA] Special voting period [Sec 5 LEA, Reg 35, LER] Early processing period [Sec 80, LEA]
by Friday 11 October 2019	Appointment of scrutineers (12 noon) [Sec 68, LEA]
<b>Saturday 12 October 2019</b>	<b>Election day</b> [Sec 10, LEA] Close of voting (12 noon) [Sec 84, LEA] Progress and preliminary results available as soon as practicable after close of voting [Sec 85, LEA]
Saturday 12 October (pm) - Thursday 17 October 2019	Official count [Sec 84, LEA]
Thursday 17 October - Wednesday 23 October 2019	Declaration of result/public notice of declaration [Sec 86, LEA]
mid-December 2019	Return of electoral donations & expenses form [Sec 112A, LEA]

LEA = Local Electoral Act 2001  
LER = Local Electoral Regulations 2001





## FACT SHEET

### Triennial election

Ōpōtiki District Council  
12 OCTOBER 2019

#### GENERAL

Triennial elections for elected members of most local authorities throughout New Zealand are to be conducted, by postal vote, on Saturday 12 October 2019.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 and will be undertaken by Election Services, under contract to Ōpōtiki District Council.

#### POSITIONS

Elections will be required for the following positions:

- Mayor (elected 'at large')
- Councillors (6)
  - Coast Ward (1)
  - Waioeka-Waiōtahe Ward (2)
  - Ōpōtiki Ward (3)
- Community Board Members (4)
  - Coast Community (4)
- Bay of Plenty Regional Council Members (either 2 members from the Eastern Bay of Plenty General Constituency, or 1 member from the Kohi Constituency)
- Bay of Plenty District Health Board Members (7 members elected 'at large').

#### NOMINATIONS

Nominations for the above positions will open on **Friday 19 July 2019** and close at **noon on Friday 16 August 2019**.

Nomination papers will be available during this period:

- from Ōpōtiki District Council offices, 108 St John Street, Ōpōtiki
- by accessing [www.odc.govt.nz](http://www.odc.govt.nz);
- by telephoning the electoral office on 0800 922 822.

To be eligible to stand for election, a candidate **must** be:

- a New Zealand citizen (by birth or naturalisation ceremony); **and**
- enrolled as a Parliamentary elector (anywhere in New Zealand); **and**
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

Detailed candidate information handbooks will be available from the electoral office from May 2019.

#### ELECTORAL ROLL

Those eligible to vote in the election are all resident electors and non-resident ratepayer electors whose names appear on the electoral roll when it closes on Friday 16 August 2019. The Preliminary Electoral Roll will be available for public inspection from **Friday 19 July 2019** to **Friday 16 August 2019** at the above locations.

**Resident Roll:** All parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (eg change of address details, including new postal addresses) should be made by:

- completing the appropriate form at any post shop;
- phoning 0800 ENROLNOW (0800 367 656)
- accessing the Electoral Commission website on [www.elections.org.nz](http://www.elections.org.nz)

**Ratepayer Roll:** If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident ratepayer roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area). Ratepayer Roll enrolment forms are available at Council's offices, or by phoning the electoral office on 0800 922 822.

#### ELECTORAL SYSTEM

The first past the post (FPP) electoral system will be used for all elections except for the Bay of Plenty District Health Board which will use the single transferable voting (STV) electoral system.

#### VOTING PERIOD

Voting documents will be sent to all eligible electors, by post, from **Friday 20 September 2019**.

The voting period is three weeks (**Friday 20 September 2019 to noon Saturday 12 October 2019**). Electors may post their completed voting documents back to the electoral officer using the orange pre-paid envelope sent with their voting document. Polling places for the issuing of special voting documents and for the receiving of completed voting documents will be available from Friday 20 September 2019 to noon Saturday 12 October 2019 at Council's offices.

*Continued over page .....*

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by **noon Saturday 12 October 2019**.

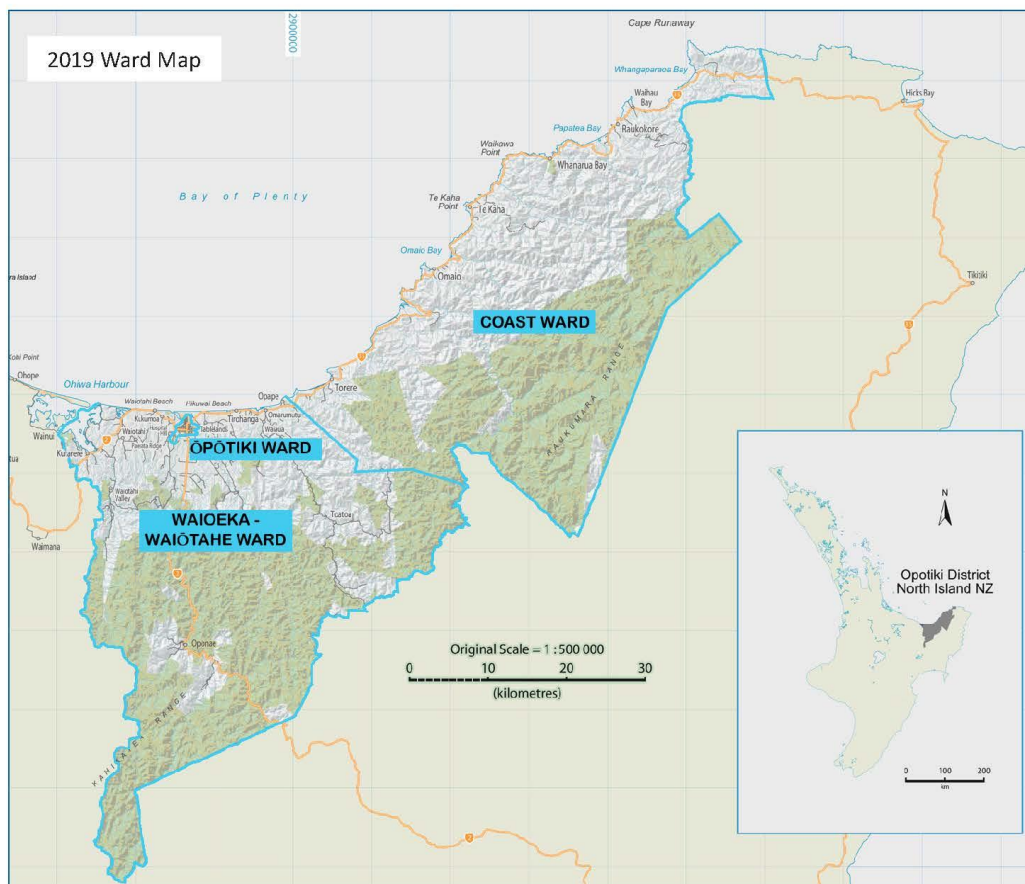
Progress results will be known early afternoon, and preliminary results will be known early on Sunday morning, 13 October 2019. These will be accessible on Council's website [www.odc.govt.nz](http://www.odc.govt.nz)

## CONTACT US

For further information regarding this election, please contact the electoral office:



Dale Ofsoske, Electoral Officer  
Ōpōtiki District Council  
C/o PO Box 5135, Wellesley Street, Auckland 1141  
Email: [info@electionservices.co.nz](mailto:info@electionservices.co.nz)  
Phone: 0800 922 822





**WHEREVER YOU  
PAY RATES IT PAYS  
TO VOTE**

**DO YOU LIVE IN ONE AREA AND PAY RATES ON A PROPERTY  
IN ANOTHER?**

Then you may qualify to vote more than once at the local authority elections on 12 October 2019

- If you live and vote in one council district, but also pay rates on a property in another district, you may be eligible to enrol as a non-resident ratepayer elector in that other council district.
- If your council district has community or local boards established, and you are a residential elector in one community or local board area and pay rates on a property in another community or local board area, you may be eligible to enrol as a ratepayer elector in that other community or local board area.
- A firm, company, trust, corporation or society which pays rates on a property may nominate one of its members or officers as a non-resident ratepayer elector, provided that the nominator and the person nominated are both registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.
- In the case of partners, joint tenants and tenants in common, who collectively pay rates on a property, one of the group may be nominated to be entered on the ratepayer electoral roll. Again, the nominated person and the nominator must be registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.

Note: The term 'council district' includes a city, district and regional council area.

**Eligibility to enrol or be nominated will depend on individual circumstances**

In each case only one ratepayer elector can be nominated, irrespective of the number of properties owned by the firm, company, society, trust, partnership or ratepayer in a council district.

**New Ratepayer Electors**

If you think you may be eligible to enrol or to nominate a person for the ratepayer electoral roll, you will need to obtain an Enrolment Form for Ratepayer Electors from the city or district council to which you pay your rates.

If you are on the Parliamentary electoral roll you will automatically be on the local authority residential electoral roll

If you want further information please phone toll free

**0800 54 8683**

**0800 LG VOTE**

(from 15 April 2019 to 30 August 2019)



**ENROL NOW –  
THE RATEPAYER  
ELECTORAL ROLL  
CLOSES ON  
16 AUGUST 2019**

Appendix 4

<b>POLICY</b>	<b>STATUS</b>	<b>AT</b>	<b>DATE</b>	<b>DOC ID</b>
<i>Pre-Election Protocol Policy</i>	<i>Adopted</i>	<i>Ordinary Council Meeting</i>	<i>19/04/2016</i>	



**OPOTIKI DISTRICT COUNCIL**

**PRE-ELECTION  
PROTOCOL POLICY**

## **BACKGROUND**

A local authority must not promote, nor be perceived to promote the re-election prospects of a sitting member. Therefore, the use of council resources, directly or indirectly, wittingly or unwittingly, for re-election purposes is unacceptable and possibly unlawful.

## **PURPOSE**

To clarify Councils approved communications protocol for elected members during the pre-election period in an effort to pre-empt unacceptable and unlawful conduct.

## **SCOPE**

Three months prior to the local body elections being 12 July to 12 October 2019.

Use of Council communications resources.

Communication by elected members relating to Council.

## **POLICY**

Authority to authorise council communications during the pre-election period is vested solely with management.

Elected members do not have access to council communications facilities (such as stationary, postage, internet, email, telephones or those on digital devices) for campaign purposes.

Council communications, including newsletters, media releases, advertisements and regularly published columns will not feature elected members during the pre-election period.

Journalistic use of photographs or information on elected members will be discontinued for the pre-election period.

Comments attributed to elected members in their official capacities as spokespersons will, where possible, be avoided.

All comments made by elected members should be identified as personal comment unless authorised by management.

The use of staff for the purposes of information collection is limited to current issues and the day to day business of the council.

Council funded events and community activities involving elected members will be restricted to those that are absolutely necessary for Council business to continue.

Elected members are responsible for ensuring the accuracy and appropriateness of political comment during the pre-election period.

Members are collectively responsible for council decisions, for the effective operation and for the public. Politically motivated criticism of council, other members or management is not considered appropriate.

Members should be conscious of the need for Council to present a professional and businesslike corporate image and actions that misrepresent or undermine Council's position are deemed inappropriate.

Management will not publicly respond to politically motivated discussion during the pre-election period.

Elected members shall not make reference to any staff member, by name or by function at any time.

Elected members are at all times subject to the requirements of confidentiality, Standing Orders and the Council's Code of Conduct. Particular attention to these requirements should be shown during the pre-election period.

## **DELEGATIONS**

Authority to authorise council communications during the pre-election period is vested solely with management.

## **RELEVANT LEGISLATION**

'The Controller and Auditor-General's Good Practice for Managing Public Communications by Local Authorities' - with particular reference to Principles 12 & 13 (see Appendix 1 below).

Local Electoral Act 2001.

Employment Relations Act.

Protected Disclosures Act.

Standing Orders and Opotiki District Council

## **Appendix 1 – Office of the Controller and Auditor General ‘Good Practice for Managing Public Communications by Local Authorities’ principles 12 and 13**

### *Communications in a pre-election period<sup>13</sup>*

#### **Principle 12**

A local authority must not promote, nor be perceived to promote, the re-election prospects of a sitting member. Therefore, the use of Council resources for re-election purposes is unacceptable and possibly unlawful.

#### 4.45

Promoting the re-election prospects of a sitting Member, directly or indirectly, wittingly or unwittingly, is not part of the proper role of a local authority.

#### 4.46

A Council would be directly promoting a Member's re-election prospects if it allowed the member to use Council communications facilities (such as stationery, postage, internet, e-mail, or telephones) explicitly for campaign purposes.

#### 4.47

Other uses of Council communications facilities during a pre-election period may also be unacceptable. For example, allowing Members access to Council resources to communicate with constituents, even in their official capacities as members, could create a perception that the Council is helping sitting Members to promote their re-election prospects over other candidates.

#### 4.48

For this reason, we recommend that mass communications facilities such as –

- Council-funded newsletters to constituents; and
- Mayoral or Members' columns in Council publications –

be suspended during a pre-election period.

#### 4.49

Promoting the re-election prospects of a sitting Member could also raise issues under the Local Electoral Act 2001. For example:

- Local elections must be conducted in accordance with the principles set out in section 4 of the Local Electoral Act – see Appendix 1 on page 27. The principles apply to any decision made by a Council under that Act or any other Act, subject only to the limits of practicality. A breach of the principles can give rise to an “irregularity” which could result in an election result being overturned.<sup>14</sup>
- The publication, issue, or distribution of information, and the use of electronic communications (including web site and e-mail communication), by a candidate are “electoral activities” to which the rules concerning disclosure of electoral expenses apply.

#### 4.50

“Electoral expenses”<sup>15</sup> include:

- the reasonable market value of any materials applied in respect of any electoral activity that are given to the candidate or that are provided to the candidate free of charge or below reasonable market value; and
- the cost of any printing or postage in respect of any electoral activity.

4.51

A Member's use of Council resources for electoral purposes could therefore be an "electoral expense" which the Member would have to declare – unless it could be shown that the communication also related to Council business and was made in the candidate's capacity as a Member.

**Principle 13**

A Council's communications policy should also recognise the risk that communications by or about Members, in their capacities as spokespersons for Council, during a pre-election period could result in the Member achieving electoral advantage at ratepayers' expense. The chief executive officer (or his or her delegate) should actively manage the risk in accordance with the relevant electoral law.

4.52

Curtailling all Council communications during a pre-election period is neither practicable nor (as far as mandatory communications, such as those required under the LGA, are concerned) possible. Routine Council business must continue. In particular:

- Some Councils publish their annual reports during the months leading up to an October election, which would include information (including photographs) about sitting Members.
- Council leaders and spokespersons need to continue to communicate matters of Council business to the public.

4.53

However, care must be taken to avoid the perception, and the consequent risk of electoral irregularity, referred to in the commentary to principle 12. Two examples are:

- journalistic use of photographic material or information (see paragraph 4.42 on page 21 of the guide) that may raise the profile of a Member in the electorate should be discontinued during the pre-election period; and
- access to Council resources for Members to issue media releases, in their capacities as official spokespersons, should be limited to what is strictly necessary to communicate Council business.

4.54

Even if the Council's Communications Policy does not vest the power to authorise Council communications solely in management at normal times, it should do so exclusively during the pre-election period.



Appendix 5

<b>POLICY</b>	<b>STATUS</b>	<b>AT</b>	<b>DATE</b>	<b>DOC ID</b>
<i>Elections Signs – General Conditions Applicable To All Areas</i>	<i>Adopted</i>	<i>Extra Ordinary Council Meeting</i>	<i>2/4/2008</i>	<i>A95468</i>



**OPOTIKI DISTRICT COUNCIL**

**ELECTIONS SIGNS –  
GENERAL  
CONDITIONS  
APPLICABLE TO ALL  
AREAS POLICY**

## **BACKGROUND**

Election signs can cause visual clutter and distract drivers. However, the Electoral Act 1993 specifies how long such signs can be displayed and removed.

## **PURPOSE**

The placement of elections signs on private land needs to be managed to avoid where ever possible distractions to drivers due to visual clutter that might result in traffic accidents.

## **POLICY**

- (a) All permits and permission to be subject to the condition that signs be removed on the day prior to the election.
- (b) Erection and siting to be to the satisfaction of the officer delegated to make the decision.

### **CONDITIONS FOR ERECTION OF TEMPORARY ELECTION SIGNS (as determined by the Ōpōtiki District Council Control of Signs Bylaw 2008)**

The erection of temporary election signs will be required to comply with the following conditions:

- 1.0 The maximum size for temporary signs is 1.8m<sup>2</sup>.
- 2.0 Election signs will only be permitted on private land and the owner's consent is required.
- 3.0 Election signs will not be permitted on Council owned or Council controlled lands or roads.
- 4.0 Signs shall be sited so that they do not cause any obstruction to or restrict the vision of vehicle operators.
- 5.0 No temporary sign shall be erected within 6m of an intersection or on a roundabout.
- 6.0 The Opotiki District Council retains the right to require the position of any sign to be moved, or the sign to be removed due to Condition 4.0 above.
- 7.0 Election signs shall not be erected more than one (1) calendar month prior to Election Day.
- 8.0 Election signs shall be removed in accordance with the requirements of the Electoral Act 1996.

An application for the erection of election signs is not required.

## **DELEGATIONS**

The following position holders have delegated authority from Council using the policy principles above:

The officer delegated to make the decision.

## **RELEVANT LEGISLATION**

Electoral Act 1993.

Ōpōtiki District Council Control of Signs Bylaw 2008.

## REPORT

Date : 13 March 2019

To : Coast Community Board Meeting, 26 March 2019

From : Chief Financial Officer, Billy Kingi

Subject : **COAST INITIATIVES FUND**

File ID : A162874

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### 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.

<b>Coast Community Board Reserve</b>	
<b>Opening Balance 31 July 2018</b>	<b>107,784</b>
Balance from Activity Statement as at 31 March 2019	24,820
	<hr/>
<b>Closing Reserve Balance 31 March 2019</b>	<b>132,604</b>
Estimated interest on balance	2,704
<b>Estimated closing reserve balance 31 March 2019</b>	<b>135,309</b>
	<hr/> <hr/>

<b>Community Board Initiative Activity Statement as at 31 March 2019</b>	
<b>Revenue Received</b>	<b>\$</b>
Community Development Grant 2018-19	<b>50,000</b>
<b>Less Funding Activities</b>	
Te Kapa Haka O Te Whānau a Apanui - provision of kapa haka teaching & funding	10,000
Tauira Mai Tawhiti - kapa haka funding	10,000
Te Whānau a Apanui Waka Ama Inc. - waka ama challenge 30 Dec	5,180
	<hr/>
<b>Total grants / funding allocated</b>	<b>25,180</b>
<b>Balance Community Board Initiatives activity as at 31 March 2019</b>	<b>24,820</b>
	<hr/> <hr/>

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

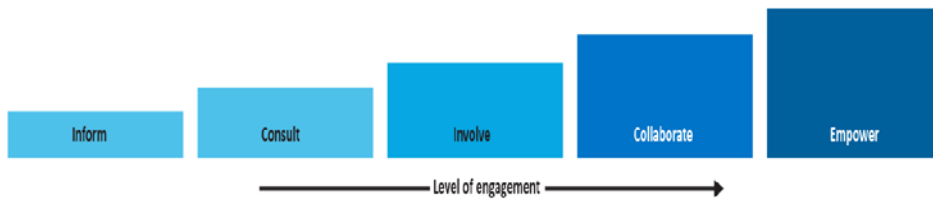
## **SIGNIFICANCE ASSESSMENT**

### **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**



Coast Initiatives Fund

# Application Form

Funding for coast community initiatives

Pūtea mō ngā kaupapa hapori rohe

**TO SUBMIT YOUR COAST INITIATIVES FUND APPLICATION PLEASE  
SEND BY POST, EMAIL OR ONLINE:**

**Coast Community Board  
Coast Initiatives Fund Application  
c/- Ōpōtiki District Council  
PO Box 44  
Opotiki 3162  
email [info@odc.govt.nz](mailto:info@odc.govt.nz)  
apply online at [odc.govt.nz/coastinitiatives](http://odc.govt.nz/coastinitiatives)  
PH 07 3153030**

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.



# PART 1: APPLICANT DETAILS

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## Name and contact details

Full name of organisation:	Omaio Marae		
Contact person:	Oho Gage		
Relationship to organisation:	fundraising committee. Marae committee member. Kaikaranga		
Street address/PO Box:	65d Marae road SH35 RD3		
Suburb:	Omaio	Town/City:	Opotiki
Postcode:	3119	Country:	New Zealand
Email:	Ohorere.gage@apanui.co.nz		
Telephone (day):	073252726 ext 4		

All correspondence will be sent to the above email or postal address

Name on bank account:	Omaio Maori Marae	GST number:	nil
Bank account number:	1161470098660-11		

If you are successful your grant will be deposited into this account

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## Application requirements:

1. Deliberations on grant money applications will be conducted by the Coast Community Board and must meet criteria approved by the Board, see part 3 Application Criteria.
2. Applications must be received in a timely fashion to allow a grant decision to be made prior to the anticipated date of expenditure for which funding is requested.
3. Grant applications will only be considered from organisations and not (an) individual(s).
4. Applications will only be accepted from those organisations that are established within the Coast ward. If such an organisation proposes to provide assistance funding from a CIF grant then the reasons shall be outlined in the application.
5. 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.

# PART 2: PROJECT DETAILS

**Event/ Project name:** ANZAC Day

Brief description of event/project:

To host the ANZAC day on our Marae.

## Event/Project location, timing and numbers

Venue and suburb or town: Omaio Marae

Date of event: 25/4/2019 Date grant 4/3/2019

## Event/Project details

### 1. The idea/Te kaupapa: What do you want to do?

On the 25th April is ANZAC day, a very important day in our local community which covers Hawaii to Whangaparaoa. We want to host our iwi for this occasion, our wharekai is called Te Rau Aroha after the canteen truck Maori battalion.

We in the process of a dining room building project, we to have new dining room built. Hosting the ANZAC will be a very memorable occasion for our hapu. This will be our last ANZAC in Te Rau aroha dining room.

### 2. The process/Te whakatutuki: How will the project happen?

The project is a commemoration of ANZAC day for our 28th Maori battalion and families. Process: have had hapu hui to plan and discuss project.

Planning :catering/agenda for the day, speakers, activities, finance. transport and having key people in place.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

New Zealand Navy- will be attendance  
The children of Te Whanau A Apanui school  
The whanau Nuku(hapu)  
The community.  
Kuia/kaumatua  
guest speakers  
Media.



# PART 3: APPLICATION CRITERIA

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

1. The types of project/event which will be considered for funding are;
  - Marae facility development and upgrades excluding projects, or components of projects, that can attract funding from other funding sources.
  - Community facilities and sports fields.
  - Pride and beautification projects within the community.
  - Community events.
  - Coastal access excluding private access.
  - Infrastructure projects specific to coastal communities that may be outside of Council's immediate priorities or that may add value to existing initiatives.
  - Education and training for organisations, or members of organisations, resulting in ongoing benefit or increased opportunities to the coast community.
  
2. In preparing to assess applications to the CIF the Community Board Members shall at all times give due consideration to:
  - The Model Standing Orders for meetings of the Opotiki District Council on the matter of pecuniary (i.e. financial) interest; and
  - The Opotiki District Council Code of Conduct in regard to conflicts of interest.

# PART 4: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.
- I/We agree to the application requirements stated in application details on page one.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the Coast Community Board for any significant change to the project)
- utilise funding within two years from the date of approval (failure will require applicant to reapply)
- return a project report within two months after the project is completed (failure may lead to further funding applications being declined)
- return any unspent funds
- where applicable (e.g. where items are purchased) receipts and/or written quotes shall be provided to Council.
- acknowledge Coast Initiative Funding at event openings, presentations or performances
- I understand that the Opotiki District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.  
This consent is given in accordance with the Privacy Act 1993

Name	<input type="text" value="Oho Gage"/> (Print name of contact person/applicant)	<input type="text"/> (Print name of parent/guardian for applicants under 16 years of age)
Signed:	<input type="text" value="O. Gage"/> (Applicant or organisation's contact person)	<input type="text"/> (Parent/guardians signature for applicants under 16 years of age)
Date:	<input type="text" value="4/3/2019"/>	<input type="text"/>