

# NOTICE OF A COAST COMMUNITY BOARD MEETING

**TE RUNANGA O TE WHĀNAU OFFICES**  
**State Highway 35, Te Kaha**  
**Tuesday, 7 May 2019**  
**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 WHANAU OFFICES, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 26 MARCH 2019 AT 10.16AM**

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**PRESENT:**

Haki McRoberts (Chairperson)  
Mike Collier  
Gail Keepa  
Jack Parata  
Allen Waenga

**IN ATTENDANCE:**

Ari Erickson (Engineering and Services Group Manager)  
Michael Homan (Finance, Systems and Property Group Manager)  
Anthony Kirikiri (Technical Engineer – Assets)  
Gae Newell (Executive Assistant & Governance Support Officer)

**PUBLIC**

Glenn Webber  
Oho Gage  
Mark Stringfellow

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The Chairperson opened the meeting with a karakia. This was followed by around the room introductions.

**APOLOGIES**

Nil

**PUBLIC FORUM**

*Glenn Webber – Office For Māori Crown Relations – Te Arawhiti*

Glenn Webber extended his thanks for the time to advise where the Te Whānau a Apanui Treaty Settlement process is currently at and obtain feedback from the Board. He then gave the Board a brief outline of the order of the process.

Glenn Webber stated that the situation of the Te Whānau a Apanui area is different; half is in the Raukūmara and half is Māori freehold land. Hapū are still functioning entities which is also unusual.

The Office For Māori Crown Relations – Te Arawhiti – is exploring what land might be returned in a settlement, noting that there are a number of Council properties dotted along the Coast. Glenn Webber said there is a keenness to explore what can be done in relation to the Council properties, adding that it is a principle of Treaty settlements to consider third party interests when there is a transfer of land. He thought that the aspect of the return of some of those coastal sites would be of interest to the Board and said he would welcome feedback on any issues which could be seen in relation to coastal sites.

In response to a query from the Engineering and Services Group Manager, Glenn Webber said a map showing the coastal sites could be drawn up and presented to the Board at a later meeting.

The Chairperson noted that there is a large amount of land on the Coast in kiwifruit and all these orchards are run by Māori Trusts. There are some reserves around a lot of the orchards where people camp. The Board, alongside Council is involved with camping on reserves. The Chairperson queried who would operate those reserves if they went through the Treaty settlement.

Glenn Webber stated that it would depend on the nature of the third party interest. Iwi may own the land and Council administer it, or there could be joint administration. Each decision on administration is on a case by case basis. Kiwifruit land is beyond the scope of the settlement and will not be touched.

The Finance, Systems and Property Group Manager noted that public access to reserves and how that is administered is of interest to residents.

The Chairperson asked if kiwifruit orchardists on the Coast applied to take water from coastal rivers, what effect that would have on the negotiations.

Glenn Webber stated that water is a hot topic across the country at present. There is a regime in place through the RMA. The negotiations will look at whether it is appropriate to include water or not, however at this stage it is too early to give an indication of the outcome. He added that there is currently no proposal on the table around water.

Glenn Webber acknowledged the encouragement from the Mayor and Chief Executive Officer to meet with the Board. He thanked the Board for the discussion, adding that he appreciated the feedback and has noted the issues which were raised. He stated that it will most likely be about a year before things are finalised, so there is time for feedback.

The Chairperson thanked Glenn Webber for attending the meeting.

*Glenn Webber and Mark Stringfellow left the meeting at 10.40am.*

*Oho Gage – Coast Initiatives Fund – Funding Application: Omaio Marae*

Oho Gage spoke in support of the funding application to the Coast Initiatives Fund on behalf of the Whānau a Nuku hapū (Ōmaio). The funding is required to assist with the costs of an ANZAC Day event being hosted at Ōmaio Marae. Assistance on the day will come from the schools, the local community and the hapū. The budget for food is a large amount, however this is a two day event, with preparations the day before and on the day.

*Item 8 (Coast Initiatives Fund – Funding Application: Ōmaio Marae was considered prior to Item 1 (refer page 5 of these minutes).*

*Oho Gage left the meeting at 10.46am.*

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

**RESOLVED**

- (1) That the minutes of the Coast Community Board meeting held on 23 October 2018 be confirmed as a true and correct record.**

Waenga/Parata

**Carried**

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

**RESOLVED**

- (1) That the minutes of the Coast Community Board meeting held on 4 December 2018 be confirmed as a true and correct record.**

Waenga/Keepa

**Carried**

**3. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING  
12 FEBRUARY 2019**

**p11**

**RESOLVED**

- (1) That the minutes of the Coast Community Board meeting held on 4 December 2018 be confirmed as a true and correct record.**

Waenga/McRoberts

**Carried**

*Oho Gage rejoined the meeting at 10.49am.*

**4. ACTION SCHEDULE**

**p16**

*Ōmaio Reserve – Boundary Adjustment*

Oho Gage provided an update in relation to the boundary adjustment in relation to the extension of the urupa into the Ōmaio Reserve, advising that Willie Ngamoki is discussing the matter with Council's Reserves Manager.

*Oho Gage left the meeting at 10.53am.*

*Coast By Nature Signs*

As the Coast By Nature sign at Schoolhouse Bay has been removed by persons unknown, staff asked the Board for suggestions around an alternative location.

It was agreed that that a good location may be on corner railing below the Marae. The Engineering and Services Group Manager will talk to NZTA regarding this location.

*Maintenance – Mowing of Reserves*

Staff advised the following in relation to the mowing of Reserves:

Ōmaio – on a monthly cycle

Te Kaha – on a fortnightly cycle

Waihau Bay – on a monthly cycle

The above cycles may be less frequent when growth is slow.

**RESOLVED**

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

Waenga/McRoberts

**Carried**

*Mark Stringfellow rejoined the meeting at 11.06am.*

**5. GENERAL MANAGERS' UPDATE**

**p18**

**RESOLVED**

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

Parata/Collier

**Carried**

**6. PRE-ELECTION UPDATE – COAST COMMUNITY BOARD**

**p23**

**RESOLVED**

**(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.**

Parata/McRoberts

**Carried**

*Mark Stringfellow left the meeting at 11.19am.*

*Mike Collier left the meeting at 11.20am and returned at 11.23am.*

**7. COAST INITIATIVES FUND**

**p43**

**RESOLVED**

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

Keepa/Waenga

**Carried**

**8. COAST INITIATIVES FUND – FUNDING APPLICATION: OMAIO MARAE**

**P48**

The Board discussed the application in the Public Forum, following a presentation from the applicant's representative.

The Board approved the application from Ōmaio Marae to assist with the costs of hosting an ANZAC Day commemoration event on 25 April 2019. It was agreed that funding be provided in the sum requested of \$3,500.

**RESOLVED**

- (1) That the funding application from Omaio Marae be received.**
- (2) That the sum of \$3,500.00 be paid to Ōmaio Marae to assist with the costs of hosting an ANZAC Day commemoration event on 25 April 2019.**

Parata/Keepa

**Carried**

The Chairperson thanks everyone for their attendance and closed the meeting with a karakia.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.28AM.**

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING  
A TRUE AND CORRECT RECORD AT A SUBSEQUENT  
MEETING OF THE COAST COMMUNITY BOARD HELD  
ON TUESDAY, 7 MAY 2019.**

**HAKI McROBERTS**

**CHAIRPERSON**

**COAST COMMUNITY BOARD**



**ACTION SCHEDULE for the COAST COMMUNITY BOARD as at 7 May 2019**

| DESCRIPTION   | DATE         | RESOLUTION and / or TASK / ACTION   | WHO IS RESPONSIBLE? | OUTCOME / RESULT   |
|---|--------------|---|---------------------|--|
| <b>Public Forum</b>   | 17 June 2014 | <p><b>PUBLIC FORUM</b></p> <p><i>Oho Gage (Omaio Marae Committee)</i></p> <p>A request for an extension of the urupa into Omaio Reserve.</p> <p>The Community Facilities Manager stated that in relation to the urupa, ground radar was used a couple of years back to identify the location of burial sites. It will take time to do a boundary adjustment and report to Council.</p> <p>Garry Page has since spoken with kaumatua and will include provision in the reserves management plan.</p> | <b>ESGM/RM</b>      | Resolved. Next report will be upon completion of Reserves Management Plans.                          |
| <b>Te Kaha Water Supply – Northern and Southern Extensions Update</b> | 28 Mar. 2017 | Final construction works required for the Southern Extension is pending Māori Land Court approval of Māori Roadway status and easements. Some easements still require land owner agreement.   | <b>ESGM</b>         | A report has been provided to the Maori Land Court and a hearing date has been planned for late May. |

|                        |                 |  |             |  |
|------------------------|-----------------|--|-------------|--|
| <b>Action Schedule</b> | 26 Mar.<br>2019 | <p><i>Coast By Nature Signs</i><br/>As the Coast By Nature sign at Schoolhouse Bay has been removed by persons unknown, staff asked the Board for suggestions around an alternative location.</p> <p>It was agreed that that a good location may be on corner railing below the Marae. The Engineering and Services Group Manager will talk to NZTA regarding this location.</p> | <b>ESGM</b> | Proceeding with NZTA permission for locating of the signage. |
|------------------------|-----------------|--|-------------|--|

## REPORT

Date : 24 April 2019

To : Coast Community Board Meeting, 7 May 2019

From : Engineering and Services Group Manager, Ari Erickson

Subject : **GENERAL MANAGERS' UPDATE**

File ID : A166530

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### HIKURANGI RESPONSE PLAN

Five Civil Defence Emergency Management Groups (Bay of Plenty, Tairāwhiti, Hawkes Bay, Wellington, Manawatu-Whanganui) are currently preparing a response plan for a significant tsunami generating earthquake on the Hikurangi Trench, located to the North East-East of the North Island. Scientists have been working on developing a plausible scenario and then modelling the effects of shaking and tsunami. On 30 April a workshop was held with the Bay of Plenty Civil Defence stakeholders from across the many agencies that make up Civil Defence (Local Government, emergency services, lifeline utilities etc).

The purpose of the workshop was to identify the probable impacts and compound vulnerabilities of a plausible M8.9 earthquake and tsunami generated from the Hikurangi Trench.

The workshop was carried out in two parts:

- Explaining the Inter-regional Hikurangi Response Plan project, and explaining the planning scenario and its possible impacts
- Starting a critical analysis of the scenario to identify localised impacts, vulnerabilities and response opportunities/challenges.

There is information available at <https://www.eastcoastlab.org.nz/our-science/our-projects/hikurangiresponseplan/> that describes the scenario, the modelled shaking and the expected resulting tsunami. Presenters went to some lengths to explain that any event in the Hikurangi trench may be different (smaller, larger, further north, further south etc) but that the scenario was plausible

and any event would generate significant effects across a large part of the country. For the eastern Bay of Plenty all scenarios show a high intensity of shaking, particularly along the coast, but less of a tsunami impact. Civil Defence personnel have started considering the likely impacts on our specific communities. Such an event would undoubtedly cause a range of problems in our isolated communities (power, communications, potable water, sewerage, roads and bridges). As the plan progresses staff will bring further information for the input of the CCB members.

## **HUNTING DOGS**

At the Animal Control pop-up shops in Te Kaha we received feedback from owners of hunting dogs in coastal and rural communities indicating that one reason they do not register their dogs is because the fee is too high and they feel it is unfair that hunting dogs fall into the same fee category as domestic dogs kept as pets. As a result of this feedback Council has passed a resolution confirming hunting dogs that are kept solely or principally for the purposes of hunting game by a person undertaking legal hunting activities, and that have completed avian awareness and aversion training, will fall within the working dog classification and the lower working dog fee will be applied.

## **RAPID NUMBERING**

St John in Te Kaha has been provided with a link to the Council's mapping system which provides accurate addresses for them to use when responding to callouts. It is proving significantly more useful than their previous mapping system.

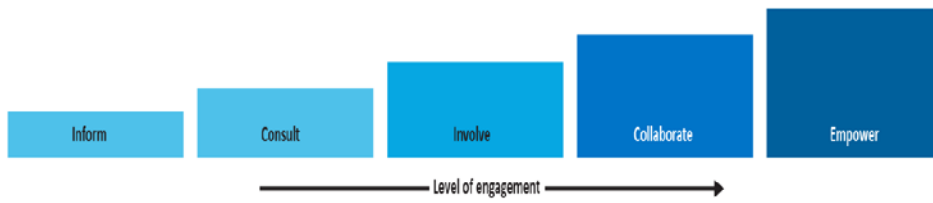
## **SIGNIFICANCE ASSESSMENT**

### **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**

## REPORT

Date : 1 May 2019

To : Coast Community Board Meeting, 7 May 2019

From : Corporate Planner and Executive Officer, Sarah Jones

Subject : **CONFLICT OF INTEREST POLICY**

File ID : A166633

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### EXECUTIVE SUMMARY

**Audit New Zealand made a recommendation that the Council develop a policy to manage the way it deals with conflict of interest. In response to this recommendation a Conflict of Interest Policy has been drafted and was adopted by Council on the 23 April 2019. The adopted policy is attached for the Coast Community Boards information.**

### PURPOSE

To present to Coast Community Board the recently adopted Conflict of Interest Policy.

### BACKGROUND

The Interim Audit for the year ended 30 June 2018 prepared by Audit New Zealand included a recommendation that the Council "update the interest register for elected members and staff to record the nature of the interest, type of conflict and the mitigating actions to manage that conflict". This was noted as an "urgent" matter relating to a "serious deficiency that exposes the Council to significant risk".

The recommendation was reiterated in Audit New Zealand's final Report to Council for the year ended 30 June 2018, where they also noted that the existing interest register "only records the interests elected members and staff have. It does not provide information about:

- The nature of the interest, whether it is pecuniary or non-pecuniary
- Whether it represents an actual, potential or perceived conflict, or
- The agreed approach to managing any conflicts amongst the declared interest".

A Conflict of Interest Policy has been put together to address the recommendations made by Audit New Zealand. The policy has been drafted based on policies that exist in other district councils who have developed a policy in response to similar recommendations from Audit New Zealand. However, it has been edited to suit our requirements and processes.

The Conflict of Interest Policy was adopted by Council at the last Council meeting on the 23 April 2019.

**DISCUSSION**

From an organisational perspective the Conflict of Interest Policy provides a clear set of principles and process for declaring and recording conflict of interest. It clearly sets out what can be expected of all those involved decision making. It will ensure a consistent approach is applied across the Council and will address the concerns raised by Audit New Zealand.

**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 Conflict of Interest Policy 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 Conflict of Interest Policy is considered to be of low significance 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 "Conflict of Interest Policy" be received.

Sarah Jones

**CORPORATE PLANNER AND EXECUTIVE OFFICER**

| <b>POLICY</b>                      | <b>STATUS</b>  | <b>AT</b>               | <b>DATE</b>          | <b>DOC ID</b> |
|------------------------------------|----------------|-------------------------|----------------------|---------------|
| <i>Conflict of Interest Policy</i> | <i>Adopted</i> | <i>Ordinary Council</i> | <i>23 April 2019</i> |               |



**OPOTIKI DISTRICT COUNCIL**

# **CONFLICT OF INTEREST POLICY**



# 1. BACKGROUND

Elected Members, appointed representatives and all staff working for a Local Authority are obliged under the Local Authorities (Members' Interests) Act 1968 (the Act) to meet defined standards in regards to transparency and integrity in the performance of their roles.

The Act helps protect the integrity of local authority decision-making by ensuring that people are not influenced by personal motives when they participate in local authority decision-making and that they cannot use their position to obtain preferential or inappropriate access to contracts.

For the local government sector, specific rules are set out in the Act that govern requirements for disclosing and managing conflicts of interest at the governance level.

Complying with any relevant statutory requirements will not necessarily be enough to ensure that decision-making processes meet the more general public law requirements of fairness and transparency. Council must also take steps to ensure that no other aspect of the process could be tainted by a conflict of interest arising outside of those processes regulated by statute.

The responsibility for identifying and acknowledging any conflict of interest sits with the elected or appointed member, tender evaluation team member or individual staff member.

While the statutory requirements are primarily confined to the declaration and management of conflicts of interest by members of a governing board or council, conflict problems might also arise as a result of the interests or associations of staff members or other participants in any procurement process.

Council staff should be aware that the potential for conflicts of interest exists for every staff member and adviser who is directly or indirectly involved in any aspect of a procurement process. This includes governance, management, operational staff and Council as the approving authority itself.

This expectation of integrity extends beyond the Code of Conduct for Elected Members, and the detailed procurement process involving the Tender Evaluation Team. It includes the general staff of a local authority in the conduct of all day to day activities and functions.

Conflicts of Interest are common in New Zealand. Having one is not an issue in itself, once declared it will be determined whether it is material or not and how it will then be addressed. Not declaring a conflict or perceived conflict can be an issue and could jeopardise the integrity of any process.

# 2. PURPOSE

The purpose of this policy is to clearly explain how a conflict of interest should be dealt with by elected and appointed members, tender evaluation teams and all other staff working for Ōpōtiki District Council.

# 3. INTRODUCTION

For the purposes of this policy, there are three basic groups, each of which has a variation of associated risk which requires declaration of any potential conflict of interest.

- Elected or appointed members (both Council and Community Board Members)
- Tender evaluation teams

- General staff

### **3.1. Elected or appointed members:**

Members must ensure that they maintain a clear separation between their personal interests and their role as a Member. This is to ensure that those who fill positions of authority carry on their duties free from bias (whether real or perceived). Members therefore need to familiarise themselves with the provisions of the Act which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

For Elected and Appointed Members the risk would be classified as high and therefore declaration of any and all conflicts of interest should be considered a high priority before any decision-making process commences.

### **3.2. Tender evaluation teams and tender sub-committee:**

As part of a robust and transparent procurement strategy all members of any Tender Evaluation Team or Tender Sub-Committee are required to proactively declare any actual or potential conflicts of interest or risk of bias as they arise.

As with Elected and Appointed Members, the risk for Tender Evaluation Teams and the Tender Sub-Committee would be classified as high and therefore declaration of any and all conflicts of interest should be considered a high priority before any decision-making process commences.

### **3.3. General staff:**

It is expected that all staff shall perform their duties honestly and impartially, and avoid situations which might compromise their integrity or otherwise lead to a conflict of interest. All staff are required to avoid financial or other undertakings that could directly or indirectly compromise the performance of their duties, or the standing of the Council in relationships with the public, clients or Councillors/Community Board members.

Conflict of interests are commonly lower risk, however any and all risks, regardless of severity, need to be acknowledged and therefore any potential conflict of interest should be registered. This is, in part, to reflect the fact that all general staff members are potentially involved in procurement for the Council as part of their day to day activities. This particularly applies to all staff who hold a purchase order book and/or have a delegated authority. The higher the delegated authority the higher the potential risk.

The following section set out the procedures and guidelines for managing conflict and interest in relation to each of the three groups outlined above.

## 4. PROCEDURES AND GUIDELINES

### 4.1. Elected and Appointed Members

Elected Members must ensure that they maintain a clear separation between their personal interests and their duties as an elected member. This is to ensure that those who fill positions of authority carry on their duties free from bias (whether real or perceived). Members therefore need to familiarise themselves with the provisions of the Act which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member, without the consent of the Office of the Auditor General (OAG), is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 (GST inclusive) in any financial year.

Additionally, elected members are prohibited from participating 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. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest. Members must declare their interests at council meetings when matters in which they have a pecuniary interest arise.

Members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by council. The declaration must notify the council of the nature and extent of any interest, including:

- Any employment, trade or profession carried on by the member or the member's spouse for profit or gain
- Any company, trust, partnership etc. for which the member or their spouse is a director, partner, trustee or beneficiary
- The address of any land in which the member has a beneficial interest greater than the public at large and which is in the Ōpōtiki District
- The address of any land where the landlord is Ōpōtiki District Council and:
  - The member or their spouse is a tenant, or
  - The land is tenanted by a firm in which the member or spouse is a partner, or a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee or beneficiary
- Any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member.

If the 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 Audit Office for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the member 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. The Chief Executive must also seek approval from the Audit Office for contractual payments to members, their spouses or their companies that exceed the \$25,000 (GST inclusive) annual limit.

Failure to observe the requirements of the Act could potentially invalidate the particular decision made, or the action taken, by Council. Failure to observe these requirements could also leave the

elected member open to prosecution under the Act. In the event of a conviction elected members can be ousted from office.

**From an agenda item:**

Any Member with a conflict of interest (real or perceived) arising from an agenda item must:

- Declare the conflict verbally prior to commencement of any Council discussions and/or deliberation associated with the agenda item. The Mayor and Chief Executive will evaluate the associated risks and determine the appropriate measures required to mitigate those risks. In the event that conflict is declared by the Mayor, the Deputy Mayor and Chief Executive will evaluate the risks and mitigation measures.
- Should the item require further council discussions and/or deliberation at subsequent meetings, complete a formal written declaration (Appendix 1) prior to any future meetings.

**Standing/ongoing:**

Any Member with a conflict of interest (real or perceived) which will be an ongoing conflict throughout their time in office must:

- Declare the conflict verbally to the Mayor and Chief Executive
- Complete a formal written declaration (Appendix 1), at which time the Mayor and Chief Executive will evaluate the associated risks and determine the appropriate measures required to mitigate those risks.
- Keep the Mayor and Chief Executive updated should the circumstances of the conflict cease/alter/increase.
- In the event that conflict is declared by the Mayor, the Deputy Mayor and Chief Executive will evaluate the risks and mitigation measures.

## **4.2. Tender Evaluation Teams and Tender Sub-Committee**

As part of a robust and transparent procurement strategy all members of any Tender Evaluation Team and the Tender Sub-Committee are required to proactively declare any actual or potential conflicts of interest or risk of bias as they arise.

With any procurement process, (including Registrations of Interest and Requests for Proposals) there may be stages of the process when the respondents are unknown. However, members of the Tender Evaluation Team or Tender Sub-Committee may have a reasonable idea of who the potential respondents will be. Rather than a reactive response, a proactive approach of identifying potential conflicts is recommended.

Using public scrutiny and perception as the guideline the recommended approach would be to err on the side of caution. A declared non-conflict is always preferred over a non-declared conflict.

As part of the general obligation to act fairly, councils must take care that their decision-making processes cannot be challenged on the basis of actual or potential bias and/or conflicts of interest.

Council staff should be aware of the potential for conflicts of interest for every staff member and/or adviser who is directly or indirectly involved in any aspect of the procurement process. This includes governance, management, operational staff and Council as the approving authority itself.

### **Prior to commencement of procurement process all members of a Tender Evaluation Team (TET) must either:**

1. Complete the Tender Evaluation Team Declaration – Part 1 (Appendix 2) confirming whether there is any conflict of interest to be declared.
2. If required, declare any potential conflict of interest by completing the Tender Evaluation Team Declaration - Part 2 (Appendix 3), at which time the Tender Evaluation Team Leader will make a determination as follows:
  - a. The TET member may be permitted to remain on the team – this would occur only when the declaration is confirmed as a perceived conflict with a zero risk factor, or
  - b. The TET member may be permitted to be present for the evaluations but will not take any part in the decision making, or
  - c. The TET member may be required to withdraw from the procurement process

Please Note: Declaration of a conflict of interest and withdrawal from any procurement process does not automatically preclude that person from inclusion in another TET. Each evaluation is a stand-alone process, including the declaration of any conflict of interest.

### **Prior to the commencement of a Tender Sub Committee meeting, all Tender Sub Committee Members (TSCM) must either:**

1. Complete the Tender Sub Committee Declaration – Part 1 (Appendix 4) confirming whether there is any conflict of interest to be declared.
2. If required, declare any potential conflict of interest by completing the Sub Committee Declaration - Part 2 (Appendix 5), at which time the Chair of the Sub Committee will make a determination as follows:
  - a. The TSCM member may be permitted to remain on the committee – this would occur only when the declaration is confirmed as a perceived conflict with a zero risk factor, or
  - b. The TSCM member may be permitted to be present for some agenda items, but not

others,

- c. The TSCM member may be permitted to be present for the evaluations but will not take any part in the decision making, or
- d. The TSCM member may be required to withdraw from the Tender Sub Committee meeting.

### **4.3. General Staff**

It is expected that all staff shall perform their duties honestly and impartially, and avoid situations which might compromise their integrity or otherwise lead to a conflict of interest. All staff are required to avoid financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties, or the standing of the Council in relationships with the public, clients or Councillors/Community Board members.

This may include any situations where actions taken in an official capacity may be seen to influence or be influenced by a staff member's private interest such as outside employment.

If any actual or potential conflict of interest arises during the full, effective, and impartial discharge of their official duties, staff should inform their Manager or the Chief Executive. It will then be the responsibility of the Manager or Chief Executive to determine the nature and degree of the conflict (if any) as it may relate to the official duties of the staff member making the declaration and decide upon the appropriate course of action.

#### **Identified Conflict:**

Any staff member who identifies a Conflict of Interest (real or perceived) arising from, or pertaining to the fulfilment of their role within Council must:

1. Declare the conflict verbally to their Manager and/or Chief Executive
2. Complete a formal written declaration (refer appendix 6), at which time their Manager and the Chief Executive will evaluate the associated risks and determine the appropriate measures required to mitigate those risks.
3. Keep their Manager and/or Chief Executive updated should the circumstances of the conflict cease/alter/increase.

#### **Building Control Authority exemption:**

The Building Control Authority function of the Council is bound by the requirements of the Building (Accreditation of Building Consent Authorities) Regulations 2006. These Regulations set out specific requirements for assuring quality (Regulation 17). Regulation 17 (2) requires a Quality Assurance system to be in place and one of the specified components of that system is a procedure for identifying and managing conflicts of interest (Regulation 17 (2)(i)).

The Ōpōtiki District Council Building Control Authority meets the requirements of this Regulation through the production and review of the Quality Manual.

Staff working for the Council's Building Control Authority are bound by the requirements of the Building Regulations and subject to the Conflict of Interest process set out in the Quality Manual, which follows a similar process to the process set out above for general staff. For that reason, and to avoid a duplication of effort, staff working for the Council's Building Control Authority, making decisions governed by the Building Regulations, are exempt from the requirements of this policy.

## 5. BREACHES OF THE POLICY

Should a breach of the policy be identified, the process set out below must be followed to mitigate the associated risk.

### **Elected and Appointed Members:**

Any undeclared conflict identified during or following any Council decision making will be managed by the Mayor.

The Mayor will first discuss the conflict and its implications with the Council. Then, working in conjunction with the Chief Executive this conflict will be presented to the Office of the Auditor General for a formal decision.

The process for such a circumstance is clearly outlined in the Act, and will be adhered to.

Outcomes range from seeking consent from the Office of the Auditor General through to dismissal of the member.

### **Tender Evaluation Team (TET) and Tender Sub Committee (TSC) Members:**

Any undeclared conflict identified during or following any procurement process will be managed by the Chief Executive and the TET Leader. The Mayor is to be informed throughout this process.

The process for such a circumstance is set out in the flowchart attached (appendix 7), and will be adhered to.

Outcomes range from exclusion from the singular tender evaluation process to dismissal of the employee.

### **General Staff Members:**

Any undeclared conflict identified during or following any operational process will be managed by the Chief Executive and the Manager of the department concerned.

The process for such a circumstance will be dependent on the severity of the conflict and will be determined by the Chief Executive based on the requirements of the Act.

Outcomes range from risk mitigation through to dismissal of the employee. Decisions will be made in accordance with the details set out in the employees Employment Contract and the Employee Code of Conduct.



## 6. RELEVANT LEGISLATION AND GUIDANCE

- Local Authorities (Members' Interests) Act 1968
- Building (Accreditation of Building Consent Authorities) Regulations 2006 (Regulation 17 (2)(i))

The Office of the Auditor General has produced two guides on conflict of interest issues to assist public entities:

- Managing conflicts of interest: Guidance for public entities applies to all public entities and sets out an approach for dealing with conflict of interest issues when they arise. [www.oag.govt.nz/2007/conflicts-public-entities](http://www.oag.govt.nz/2007/conflicts-public-entities)
- Guidance for members of local authorities about the law on conflicts of interest has been developed specifically for local authorities and other entities that are subject to the Local Authorities (Members' Interests) Act 1968. [www.oag.govt.nz/2010/lamia](http://www.oag.govt.nz/2010/lamia)

## 7. REVIEW

Due 2021 (Every third year).

Appendix 1



# ELECTED AND APPOINTED MEMBER DECLARATIONS

Any elected or appointed member wishing to declare an interest should complete this form and submit to Chief Executive or Mayor

|  |  |
|--|--|
| <b>Name:</b>   |  |
| <b>Date raised:</b>  |  |
| <b>Description of actual/potential interest (to be completed by member):</b>                       |  |
|  |  |
| <b>Decision/action require to mitigate conflict (to be completed by Mayor or Chief Executive):</b> |  |
|  |  |
| <b>Review completed by:</b>  |  |
| <b>Signed:</b>   |  |
| <b>Dated:</b>  |  |
| <b>Date member advised of decision/action:</b>   |  |

Appendix 2



# TENDER EVALUATION TEAM

**All Tender Evaluation Team members to complete this form**

|                                       |  |
|---------------------------------------|--|
| <b>Date:</b>                          |  |
| <b>Contract name:</b>                 |  |
| <b>Contract number:</b>               |  |
| <b>Tender Evaluation Team Member:</b> |  |

| Conflict of Interest Declaration – please circle which applies – (either A or B) |   |
|--|---|
| A.   | <p>I declare that to the best of my knowledge, I do not have:</p> <ul style="list-style-type: none"> <li>Any financial interest in the supply of goods, and or services for this project</li> <li>Any relatives, or friends with any financial interest in the supply of goods, and or services for this project</li> <li>Any personal bias, inclination, personal obligations, allegiance or loyalty which would in any way affect my decisions in relation to the evaluation of the tenders/proposals.</li> </ul> |
| B.   | <p>I have declared a potential conflict of interest as follows:</p> <ul style="list-style-type: none"> <li>I have completed a Tender Evaluation Team Declaration – Part 2, see attached.</li> <li>This declaration has been addressed by the Leader of the TET team and I agree to the approved method of mitigation.</li> </ul>  |

| Confidentiality Declaration   |
|---|
| <p>During the tender evaluation period and prior to the formal announcement of the successful supplier, I will not:</p> <ul style="list-style-type: none"> <li>Pass any information on the project to any potential suppliers for the project.</li> </ul> |

| Declaration                   |       |        |      |           |
|-------------------------------|-------|--------|------|-----------|
| Tender Evaluation Team Member | Title | A or B | Date | Signature |
|                               |       |        |      |           |

| Approval                      |       |  |      |           |
|-------------------------------|-------|--|------|-----------|
| Tender Evaluation Team Leader | Title |  | Date | Signature |
|                               |       |  |      |           |

**Appendix 3**



# TENDER EVALUATION TEAM DECLARATIONS – PART 2

This form needs to be completed when an interest is declared in Part 1 (Option B). If your answer is 'Yes' to any of the questions below, then you have a potential conflict that may require mitigation.

| <b>Date:</b>                          |   |            |           |  |
|---------------------------------------|---|------------|-----------|--|
| <b>Contract name:</b>                 |   |            |           |  |
| <b>Contract number:</b>               |   |            |           |  |
| <b>Tender Evaluation Team Member:</b> |   |            |           |  |
| <b>Potential conflict</b>             |   | <b>Yes</b> | <b>No</b> | <b>Details (required when answer is yes)</b> |
| 1.                                    | Have you carried out works for any tenderer (or member of its group) in the last two years?   |            |           |  |
| 2.                                    | Do you have a family and/or personal relationship with any tenderer (or member of its group)?   |            |           |  |
| 3.                                    | Are you employed by, or do you have a professional relationship with, or hold any office with any tenderer, including executive relationships such as Director or Board Member? |            |           |  |
| 4.                                    | Are you currently involved, or about to be involved, with any tenderer in submitting another tender to Ōpōtiki District Council or any other party?                             |            |           |  |
| 5.                                    | Are you advising any party that is in a dispute with any tenderer?  |            |           |  |
| 6.                                    | Have you been a witness for or against any tenderer, or an expert witness in proceedings involving any tenderer in the past two years?  |            |           |  |
| 7.                                    | Do you have a financial or other relevant interest in any tenderer (or member of its group)?  |            |           |  |
| 8.                                    | Are you a creditor or do you hold any security over any tenderer (or member of its group)?  |            |           |  |
| 9.                                    | Does any company, trust, or other organisation in which you hold office, or over which you have any material influence, have an interest?                                       |            |           |  |
| 10.                                   | Without making specific enquiry, to the best of your knowledge does any member of your immediate family have an interest?   |            |           |  |
| 11.                                   | Any other conflict?   |            |           |  |

|  |              |
|--|--------------|
| <b>Signature:</b>  | <b>Date:</b> |
| Agreed mitigation/method to remove potential conflict of interest: |              |
| Approval for member to remain on team – TET Leader to sign         |              |
| <b>Team Leader Name:</b>   |              |
| <b>Signature:</b>  | <b>Date:</b> |



**All Tender Sub Committee Members to complete this form prior to the commencement of the Tender Sub Committee meeting.**

|   |  |
|---|--|
| <b>Tender Sub Committee Meeting Date:</b> |  |
| <b>Tender Sub Committee Member:</b>       |  |

| Conflict of Interest Declaration – please circle which applies – (either A or B) |   |
|--|---|
| A.   | <p>I declare that to the best of my knowledge, I do not have:</p> <ul style="list-style-type: none"> <li>Any financial interest in the supply of goods, and or services for any project on the agenda of this meeting</li> <li>Any relatives, or friends with any financial interest in the supply of goods, and or services for any project on the agenda of this meeting</li> <li>Any personal bias, inclination, personal obligations, allegiance or loyalty which would in any way affect my decisions in relation to the evaluation of the tenders/proposals.</li> </ul> |
| B.   | <p>I have declared a potential conflict of interest as follows:</p> <ul style="list-style-type: none"> <li>I have completed a Tender Sub Committee Declaration – Part 2, see attached.</li> <li>This declaration has been addressed by the Chair of the Tender Sub Committee and I agree to the approved method of mitigation.</li> </ul>   |

| <b>Declaration</b>            |       |        |      |           |
|-------------------------------|-------|--------|------|-----------|
| Tender Sub Committee Member   | Title | A or B | Date | Signature |
|                               |       |        |      |           |
| <b>Approval</b>               |       |        |      |           |
| Chair of Tender Sub Committee | Title |        | Date | Signature |
|                               |       |        |      |           |



# TENDER SUB COMMITTEE DECLARATIONS – PART 2

This form needs to be completed when an interest is declared in Part 1 (Option B). If your answer is 'Yes' to any of the questions below, then you have a potential conflict that may require mitigation.

| <b>Tender Sub Committee Meeting Date:</b> |   |            |           |  |
|---|---|------------|-----------|--|
| <b>Tender Sub Committee Member:</b>       |   |            |           |  |
| <b>Agenda Item:</b>                       |   |            |           |  |
| <b>Potential conflict</b>                 |   | <b>Yes</b> | <b>No</b> | <b>Details (required when answer is yes)</b> |
| 1.  | Have you carried out works for any tenderer (or member of its group) in the last two years?   |            |           |  |
| 2.  | Do you have a family and/or personal relationship with any tenderer (or member of its group)?   |            |           |  |
| 3.  | Are you employed by, or do you have a professional relationship with, or hold any office with any tenderer, including executive relationships such as Director or Board Member? |            |           |  |
| 4.  | Are you currently involved, or about to be involved, with any tenderer in submitting another tender to Opotiki District Council or any other party?                             |            |           |  |
| 5.  | Are you advising any party that is in a dispute with any tenderer?  |            |           |  |
| 6.  | Have you been a witness for or against any tenderer, or an expert witness in proceedings involving any tenderer in the past two years?  |            |           |  |
| 7.  | Do you have a financial or other relevant interest in any tenderer (or member of its group)?  |            |           |  |
| 8.  | Are you a creditor or do you hold any security over any tenderer (or member of its group)?  |            |           |  |
| 9.  | Does any company, trust, or other organisation in which you hold office, or over which you have any material influence, have an interest?                                       |            |           |  |
| 10.                                       | Without making specific enquiry, to the best of your knowledge does any member of your immediate family have an interest?   |            |           |  |
| 11.                                       | Any other conflict?   |            |           |  |

|   |              |
|---|--------------|
| <b>Signature:</b>   | <b>Date:</b> |
| Agreed mitigation/method to remove potential conflict of interest:            |              |
| Approval for member to remain on team – Chair of Tender Sub Committee to sign |              |
| <b>Chair of Tender Sub Committee:</b>   |              |
| <b>Signature:</b>   | <b>Date:</b> |



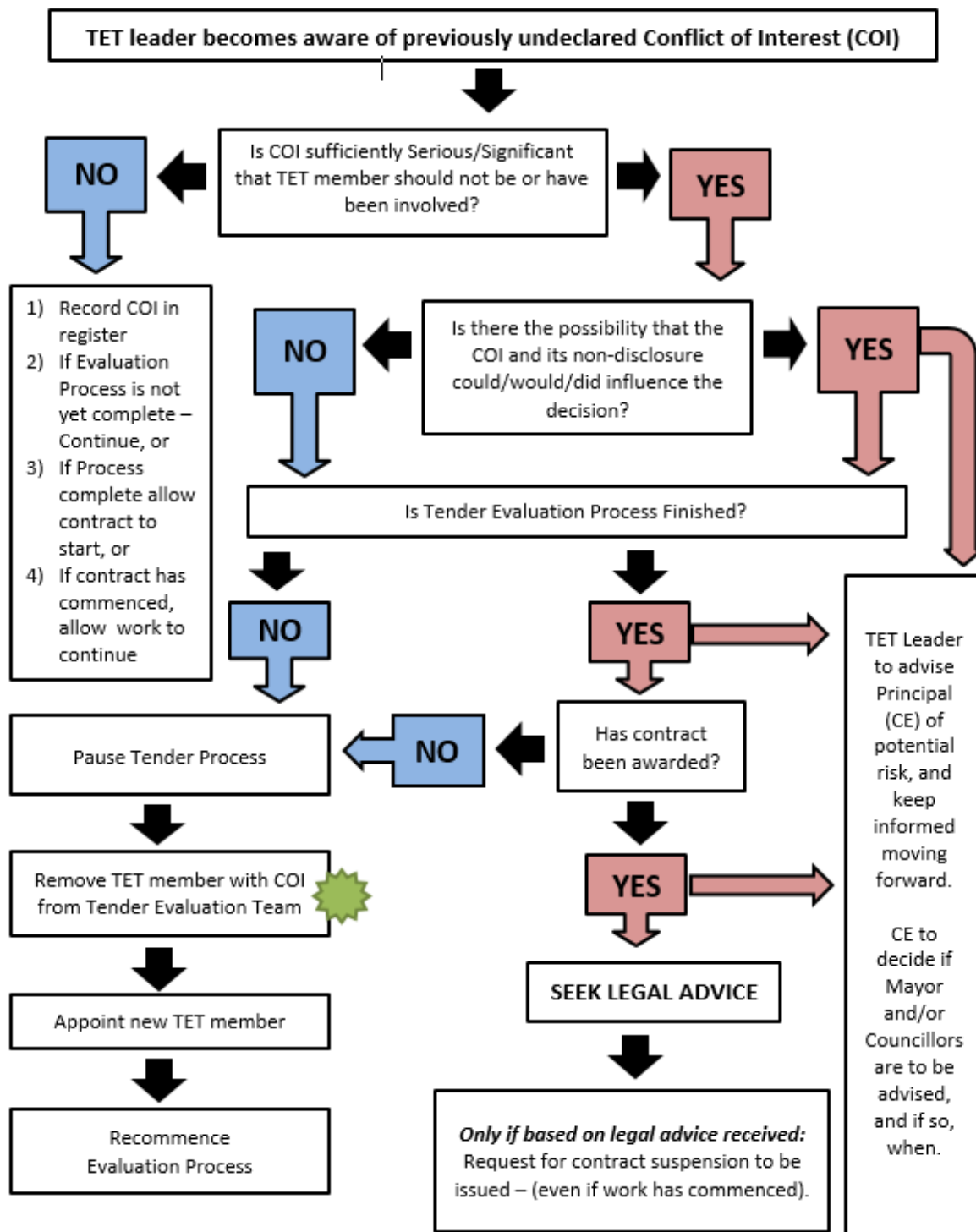
# GENERAL STAFF DECLARATIONS

Subtitle here

Any staff member wishing to declare an interest should complete this form and submit to manager or Chief Executive

|   |  |
|---|--|
| <b>Name:</b>  |  |
| <b>Date raised:</b>   |  |
| <b>Description of actual/potential interest (to be completed by staff member):</b>    |  |
|   |  |
| <b>Decision/action require to mitigate conflict (to be completed by manager/CEO):</b> |  |
|   |  |
| <b>Review completed by:</b>   |  |
| <b>Signed:</b>  |  |
| <b>Dated:</b>   |  |
| <b>Date staff member advised of decision/action:</b>                                  |  |

Appendix 7



At this point it would be for the TET Leader and CE to decide if the member can remain available as an expert or observer for the remainder of the evaluation process.



## REPORT

Date : 30 April 2019  
To : Coast Community Board Meeting, 7 May 2019  
From : Finance, Systems and Property Group Manager, Michael Homan  
Subject : **ANNUAL COMMUNITY SURVEY RESULTS**  
File ID : A166534

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### **EXECUTIVE SUMMARY**

**Every year, Council conducts a survey to find out how satisfied the community is with the Council and the services provided. A summary of the results of the community survey undertaken in February 2019 was provided to Council for their information on 23 April.**

### **PURPOSE**

To provide members of the Coast Community Board with the same data as provided to Council for their information.

### **BACKGROUND**

As one of the measures of Council's success in meeting its key performance indicators set out in the Long Term Plan, Council annually undertakes a survey of community perceptions and satisfaction with its services. This is one measure of a suite of measures reported in the annual report.

A telephone survey of 302 people took place in February this year asking standard questions about Council's services. This survey uses a random selection method and meets quotas set for interviews with proportional numbers of residents in all wards and in age groups from 18/+ years.

While Council may consider conducting its annual survey by other means in future as landline usage declines, the response rate for this phone survey was 69% which is much higher than seen typically in web or mail-out surveys (often in the 5-30% range).

This survey is just one way for people to communicate with Council. Alternative contact methods include the customer contact centre, web forms and online services, direct contact with staff and councillors, public speaking times at meetings, coast meetings, and community workshops.

**RESULTS**

**Spend emphasis**

Residents were asked whether they would like more, about the same, or less spent on particular Council services/facilities, given that more cannot be spent on everything without increasing rates and/or user charges where applicable.



40% of residents want more spent on solid waste, while 39% want more spent on stormwater.

In line with last year’s survey, solid waste and stormwater were the main services residents wanted Council to spend more on. Residents also said they would like to see more spent on community facilities, council controlled roads (49% of those wanting more spent were in the Coast ward), preparedness and response to civil defence emergencies (45% wanting more spent were in the Coast ward), wastewater and water supply.

Overall 31% of residents want Council to spend more on day to day services.

**Contact**

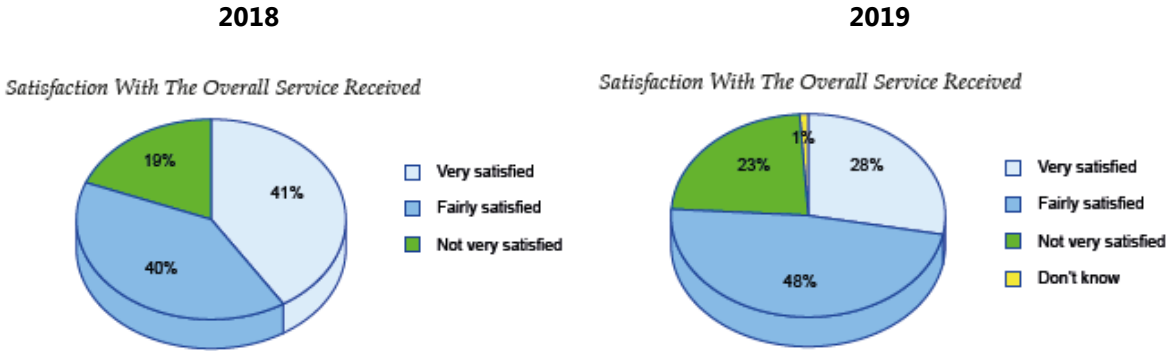
54% of residents surveyed said they had contacted the Council offices by some means in the last 12 months.



76% of residents who contacted Council offices (by phone, in person, in writing and/or by email), in the last 12 months were satisfied with the overall service received.

While the combined total of those who are very/fairly satisfied with the overall service received has not changed much over the last year, the number who are very satisfied dropped from 41% to 28%.

Council may consider requesting comments for this survey section next year to find out why the previously high level of satisfaction has declined. Steps could then be taken to improve customer experience.



**Council policy and direction**

Residents were asked whether there is any recent Council action, decision or management that they:

- Like or approve of; or
- Dislike or disapprove of.

This question is asked to gauge the level of community support for Council’s policies and overall direction by measuring agreement with the activity or decision and whether residents feel adequately informed about it.

The main likes or approvals in the February 2019 survey were:

- Harbour / wharf development
- Community events / programmes / activities
- Good communications / consultation / keeping community informed

Upcoming changes to the urban refuse and recycling collection service, the fixes being made under the Ōpōtiki Sewerage Upgrade Project, and decisions or actions resulting in positive changes to the town appearance also received a number of mentions.

The main dislikes or disapprovals were:

- Rubbish/recycling/transfer station issues/charges
- Appearance of District/need cleaning/tidying up/ beautification/more bins

A small percentage of disapprovals about rates increases, roading/footpath/traffic issues and expenditure were voiced as well.

### **Services**

Perceptions of facilities including cemeteries and recreation facilities and levels of service for traffic, solid waste, stormwater, wastewater and water are all similar to last year's results.

Satisfaction with animal control was up again this year with a 4% increase in those stating they were very/fairly satisfied. However, it still tracks below peer and national averages and verbatim comments continue to list roaming animals and dangerous dogs as areas of concern.

While many said they are not very satisfied with the service, only 31% of respondents said they had actually contacted animal control in the last year. Council encourages residents to report issues so our officers can work with the community to address areas of concern. Reports can be made by phone, web form, email or through the Antenno app.

Council has introduced free microchipping for dogs registered on time, a neutering programme for dangerous dogs, and pop up shops in Te Kaha with discounted registrations and free microchipping. Plans are being put in place for school education programmes.

The library still ranks highly among residents with 76% stating they are very/fairly satisfied. There was, however, an increase in those stating they were not very satisfied this year and that amount was above the peer and national averages.

The main reasons given for not being satisfied were:

- the library needs upgrading
- it is too small
- a new library is needed
- there is no library service/mobile service available (for coast residents).

In late September 2018, Council's library service was forced to move into temporary premises due to persistent mould issues and a leaking roof in the old building. The temporary premises are smaller with

fewer books on display, and events once held in the library have had to move to other venues. These factors would account for the increase in dissatisfaction. Council is confident this trend will be reversed once the library moves to new, permanent premises.



80% of residents are satisfied that traffic services are accurate and visible.

After an 8% drop in satisfaction with the standard of footpaths last year, Council was able to complete its maintenance programme in the 2017-18 year and lift the level of satisfaction this year. In fact, many verbatim comments list the work Council has done on new footpaths, kerb, and channelling in the town area as recent actions, decisions or management by Council that they most approve of.



39% are not very satisfied with the quality of toilet facilities, improving from 49% in 2018.

After a drop of 11% in satisfaction last year, Council has been able to stop the downward trend in satisfaction with public toilet facilities. This year saw a 4% increase in those very/fairly satisfied. More importantly, the percentage who rated their satisfaction as not very satisfied reduced by 10% from 49% in 2018 to 39% this year.

The main reasons listed for not being satisfied with the quality of toilet facilities are:

- Cleanliness and smell
- Maintenance or upgrading required
- Not enough toilets throughout the district.

As the rate of satisfaction is still around 20% lower than peer and national averages, Council is continuing to focus efforts in this area. A revamp of the Church Street central business district public toilets is underway and, dependant on gaining external funding, Council is planning to include new toilets at the Church Street (Rose Garden) Reserve when proposed upgrades take place.

## Representation

Positive perceptions about our elected members' performance are down slightly on last year but still on a par with peer groups and above the national average.



53% of residents rate the performance of the mayor and councillors as very good/fairly good.

**Ōpōtiki District residents are similar to the Peer Group Average and on par with the National Average, in terms of feeling councillors give a fair and open-minded hearing.**

48% of residents want consultation on major issues. This is similar to last year and on par with peer group averages.

When asked what they considered to be major issues, the main responses were:

- harbour development/entrance, mentioned by 12% of all residents
- items of major expenditure/major spending, 6%
- rates/rates increases/things that affect rates/other rates issues, 5%
- rubbish collection and disposal/recycling, 5%.

The number of residents who feel they have the opportunity to be involved and participate in the way Council makes decisions increased by 6%.

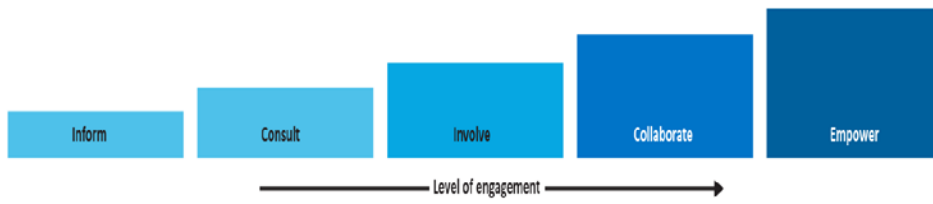
## SIGNIFICANCE ASSESSMENT

### 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 receiving the Annual Community Survey 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 receiving the Annual Community Survey 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 "Annual Community Survey" be received.**

Michael Homan

**Finance, Systems and Property Group Manager**

## REPORT

Date : 29 April 2019  
To : Coast Community Board Meeting, 7 May 2019  
From : Chief Financial Officer, Billy Kingi  
Subject : **COAST INITIATIVES FUND**  
File ID : A166360

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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 30 April 2019    | 21,320         |
| <b>Closing Reserve Balance 30 April 2019</b>           | <b>129,104</b> |
| Estimated interest on balance                          | 2,961          |
| <b>Estimated closing reserve balance 30 April 2019</b> | <b>132,065</b> |

| <b>Community Board Initiative Activity Statement as at 30 April 2019</b>      |                                     |                  |
|---|-------------------------------------|------------------|
| <b>Revenue Received</b>   |                                     | <b>\$ 50,000</b> |
|   | Community Development Grant 2018-19 |                  |
| <b>Less Funding Activities</b>  |                                     |                  |
| Te Kapa Haka O Te Whānau a Apanui - provision of kapa haka teaching & funding |                                     | 10,000           |
| Tauria Mai Tawhiti - kapa haka funding  |                                     | 10,000           |
| Te Whānau a Apanui Waka Ama Inc. - waka ama challenge 30 Dec                  |                                     | 5,180            |
| Ōmaio Marae Committee - hosting ANZAC Day Comemoration event                  |                                     | 3,500            |
| <b>Total grants / funding allocated</b>                                       |                                     | <b>28,680</b>    |
| <b>Balance Community Board Initiatives activity as at 30 April 2019</b>       |                                     | <b>21,320</b>    |

| <b>Community Board Initiative - Future Approved Funding</b>  |        |
|--|--------|
| Technology & Research Centre - Pledge (2018/19)              | 10,000 |
| Te Whānau a Apanui St John Area Committee - 12 February 2019 | 20,000 |

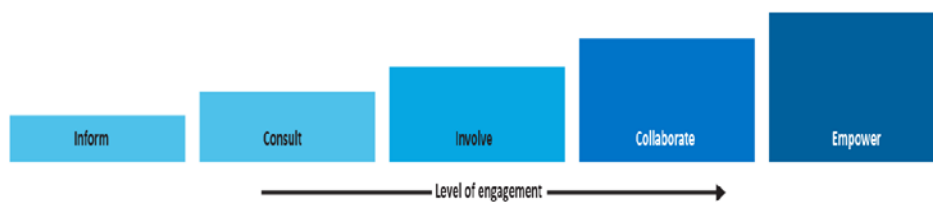
## SIGNIFICANCE ASSESSMENT

### 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**

## Gae Newell

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**From:** Opotiki District Council <do.not.reply@odc.govt.nz>  
**Sent:** Wednesday, 20 March 2019 1:23 p.m.  
**To:** Gae Newell  
**Subject:** OPO Website - Coast Initiatives Fund ref: OPO-QF-190320-7VGNA-HZ5

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### OPO Website - Coast Initiatives Fund

**Reference:** OPO-QF-190320-7VGNA-HZ5  
**Attachment:** not attached

**Name of organisation making application::** Te Kura Mana Maori o Maraenui

**Name of person submitting application and relationship to organisation:**  
Taalo Grant - School Administrator

**Contact email::** [maraenui@kura.org.nz](mailto:maraenui@kura.org.nz)

**Street address or PO Box**  
12 Maraenui Pa Rd - SHW35 Opotiki  
P.O Box 446 Opotiki 446

**Daytime phone::** 07 3252688

**Event / Project name::** Te Kura Mana Maori o Maraenui Annual Surf Casting Competition

**Brief description of event/project:**

This fundraising is to enable our children to go on school trips. Our trips are highly educational and well organised. Children attending Maraenui School are experienced travellers thanks to the help from our sponsors towards our fishing event.

There has been strong support from businesses, community and individuals for this annual competition which has been running for more than fourteen years.

**Venue and location where event will take place:**

Maraenui Beach - Maraenui Pa Rd - SHW 35 36kms east of Opotiki. Competition is sign posted a few days before the competition.

**Date of the event (if applicable)::** 27th December 2019

**The idea/Te kaupapa: What do you want to do?**

School Fishing Comp Fundraiser day with foodstalls and raffles  
Purchasing of X21 Prizes covering X5 sections. -  
Purchase of food for Hangi Fundrasier  
Purchase of items towards Grocery Hamper fundraiser  
Purchase of food for BBQ Fundraiser

**The process/Te whakatutuki: How will the project happen?**

All School Parents/whanau on Board with organisation.  
Bike Marshalls monitor beach activity and tagging of Fish.  
Competition starts at 8am and final weigh in is 2pm.  
Fishing occurs in between the boundary flags only.  
Prize giving commences at 2:30pm

**The people/Nga tangata: Tell us about the key people and/or the groups involved.**

Our key people are our long time sponsors who are local businesses of Opotiki. We shop only in opotiki for our competition due to the continued support of these businesses towards our competition.  
Sadly we have lost Hickeys who always donated quality Fishing rods for our junior and womens sections.

Preparation happens at the marae the night before and whanau stay at the marae to catch the early campers wanting to buy tickets and rearing to cast at 8am!!

**Is your organisation GST registered?: Yes**

**Project costs:**

Prizes valued at \$4280.00

Hangi - \$1000.00

BBQ - \$500.00

Grocery Hamper Raffle - \$200.00

Marae koha - \$300.00

**Amount of grant requested:: \$4000.00**

## Gae Newell

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**From:** Opotiki District Council <do.not.reply@odc.govt.nz>  
**Sent:** Sunday, 7 April 2019 2:37 p.m.  
**To:** Gae Newell  
**Subject:** OPO Website - Coast Initiatives Fund ref: OPO-QF-190407-8K264-N1O

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### OPO Website - Coast Initiatives Fund

**Reference:** OPO-QF-190407-8K264-N1O

**Attachment:** not attached

**Name of organisation making application::** Te Kura O Te Whanau-a-Apanui

**Name of person submitting application and relationship to organisation:**

Kahukura Webb  
PTA Chairperson/parent

**Contact email::** [kahuwebb2881@hotmail.com](mailto:kahuwebb2881@hotmail.com)

**Street address or PO Box**

103 Parekura Hei road  
Te Kaha  
3199

**Daytime phone::** 073252776

**Event / Project name::** Sports equipment for the tamariki of Te Kura O Te Whanau a Apanui

**Brief description of event/project:**

New Sports equipment for our tamariki of Te Kura O Te Whanau-a-Apanui

**Venue and location where event will take place:**

Te Kura O Te Whanau-a-Apanui. Omaio

**Date of the event (if applicable)::** not supplied

**The idea/Te kaupapa: What do you want to do?**

It would be great to get funding to purchase Sports equipment for our tamariki. Example: Rugby balls, Netballs, skipping ropes, Athletics equipment, Drink bottles etc...

**The process/Te whakatutuki: How will the project happen?**

It's a simple process. If our tamariki are accepted for the funding we will purchase the sports equipment that is required for the kura.

**The people/Nga tangata: Tell us about the key people and/or the groups involved.**

The people that will be involved would be the students and teachers of Te Kura O the Whanau-a-Apanui.

**Is your organisation GST registered?:** No

**Project costs:**

Basketball size 6, x3 @ \$29.99 each  
Basketball size 3, x2 @ \$14.99 each  
Netball size 5, x 4 @ \$29.99 each  
Rugby ball size 5, x5 @ \$19.99 each  
Volleyball, x2 @ \$24.99 each  
COMP 1st aid kit, x2 @ \$49.99 each  
Adventurer 1st aid kit, x1 @ \$89.99 each

Frisbee, x4 @ \$11.99 each  
Jump rope 8 feet, x4 @ \$16.99 each  
Speed jump rope, x6 @ \$16.99 each  
Brass whistle, x3 @ \$3.99 each  
whistle lanyard, x3 @ \$1.49 each  
Training cones 10 pack, x2 @ \$34.99 each  
Water bottle carrier, x2 @49.99 each  
Drink bottles x20 @ \$14.99 each  
Mesh ball bag holder, x1 @ \$24.99 each  
Estimated shipping \$5.00

**Amount of grant requested:: \$1,313.86**