

# NOTICE OF A COAST COMMUNITY BOARD MEETING

# TE RUNANGA O TE WHĀNAU OFFICES STATE HIGHWAY 35, TE KAHA Tuesday, 3 December 2019 Commencing at 10.00am

# **ORDER PAPER**

#### **APOLOGIES**

#### **PUBLIC FORUM**

Carol Williams and Lyn Parekura in support of funding application from Te Waika Hoe O Pokohinu

		Page
ITEM 01	MINUTES – COAST COMMUNITY BOARD MEETING 30 JULY 2019	3
ITEM 02	ACTION SCHEDULE	9
ITEM 03	GENERAL MANAGERS' UPDATE REPORT	11
ITEM 04	COAST LIBRARY SERVICES	33
ITEM 05	CONFIRMATION OF FUNDING APPROVALS – COAST INITIATIVES FUND FUNDING APPLICATIONS	G
	(i) TE KURA O TE WHĀNAU A APANUI (ii) TE KURA MANA MĀORI O WHANGAPARAOA	37 43
ITEM 06	COAST INTITIATIVES FUND	53
ITEM 07	COAST INITIATIVES FUND – FUNDING APPLICATION – WHARIKI ADVENTURE LIMITED	58
ITEM 08	COAST INITIATIVES FUND – FUNDING APPLICATION – TE WAKA HOE O POKOHINU	60
ITEM 09	COAST INITIATIVES FUND – FUNDING APPLICATION – TE PAE TAWHITI COMMUNITY TRUST	62

Members:	Cr Louis Rāpihana (Chairperson)
	Michael (Spike) Collier
	Gail Keepa
	Jack Parata
	Allen Waenga
Committee Secretary:	Gae Finlay
Quorum:	3
•	ave a pecuniary or non-pecuniary interest in any item or interest and refrain from discussing or voting on this item

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, 30 JULY AT 10.02AM

PRESENT:

Haki McRoberts (Chairperson)

Mike Collier Gail Keepa Allen Waenga

IN ATTENDANCE:

Ari Erickson (Engineering and Services Group Manager)

Anthony Kirikiri (Technical Engineer – Assets)

Garry Page (Reserves Manager)

Sarah Jones (Corporate Planner and Executive Officer)

Gae Newell (Executive Assistant & Governance Support Officer)

PUBLIC Mark Stringfellow

Adelaide Waititi

Caitlin Metz and Jessica Lethaby (Rural Connectivity Group)

The Chairperson opened the meeting with a karakia and extended a welcome to everyone.

#### **APOLOGY**

Jack Parata

#### **RESOLVED**

#### (1) That the apology be sustained.

Keepa/Waenga Carried

#### **PUBLIC FORUM**

Adelaide Waititi – Toilets at Oruaiti Beach

Adelaide Waititi stated she wished to talk to the Board regarding the building of toilets at Oruaiti Beach. It is a highly used area, with a Kohanga Reo, a school, a large number of passers-by and a popular beach.

Adelaide Waititi further stated that her understanding of where this matter got to was that there was a suggestion that a respite area be built by NZTA near to the shop. She recalled coming back to the Board requesting that the respite area be at Oruaiti Beach as there are no toilets in the vicinity, nor within three kilometres. It has been proven over the years that the main use of the toilet by the shop is by people who come to Waihau Bay to go fishing. Adelaide Waititi advised that her request was set aside, subject to NZTA putting in the respite area. The respite area has since been shelved. In the meantime, Adelaide Waititi has had conversations with Matapapa 9 which was willing to lease a portion of land for the toilet facilities. She is present at today's meeting to request more information as to why the building of a toilet facility at Oruaiti Beach was deferred, adding that her understanding is that Council no longer leases land for such purposes. There is also a health problem as people are using the area for toileting and then covering it over.

Adelaide Waititi also requested that the Board nominate someone to attend Runanga Board meetings as a guest speaker. She will be the Runanga's contact for this.

Allen Waenga advised that the matter of toilets at Oruaiti Beach has been an ongoing discussion over a number of years and that there are complications around land issues.

The Chairperson stated that Council does not put money into the concept of facilities being built on private land by other people. For such facilities to be built by Council, they have to be on Council owned land.

The Engineering and Services Group Manager entered the meeting at 10.10am.

The Chairperson advised Adelaide Waititi that he will have a discussion with the Board members around a Board representative attending the Runanga Board meetings.

*Mark Stringfellow – Civil Defence Warnings* 

Mark Stringfellow advised that he presented to Council last week around tsunami warnings. He noted that Civil Defence is a regional function and people live very spread out along the Coast, particularly in terms of thinking of tsunamis. Mark Stringfellow has asked Civil Defence what systems there are for tsunami warnings and the response was Facebook, Twitter etc. As there is little cell/internet coverage on the Coast, Mark Stringfellow asked Board members to keep asking the question "what about the others who are spread out and do not have coverage.

The Chairperson stated that Council is talking about Civil Defence warnings and more information will be forthcoming, adding that people should go to higher ground and not wait.

Gail Keepa advised that there was a community meeting last year with Civil Defence, police and other services personnel attending. The discussion was around each Marae establishing an evacuation plan which she thought was still in progress. They were trying to establish areas so the Coast was covered and there were points where people could go. Civil Defence was going to put out some pamphlets to the households, denoting the person responsible in their area; those people would be given radios. Gail Keep was aware that most of the maraes are in the tsunami red zone.

The Chairperson will make some enquiries to obtain more information as to what is happening in relation to Civil Defence warnings etc.

#### 1. PRESENTATION – RURAL CONNECTIVITY GROUP

**Verbal Item** 

Caitlin Metz, Rural Connectivity Group Engagement Manager, handed out copies of a powerpoint presentation which covered the following:

- About the Rural Connectivity Group
- What will Rural Connectivity Group Deliver?
- Bay of Plenty 30 proposed Sites
- Te Kaha Proposal Horizon Compound
- Ōmaio Proposal Roadside Pole Beside the Chorus Cabinet
- Kutarere Proposal Lightpole in Road Reserve
- Predicted Coverage Ōpōtiki District

Caitlin Metz and Jessica Lethaby, Rural Connectivity Group Acquisition Manager Rural, spoke to the presentation and answered questions from the Board members.

Caitlin Metz stated that the Rural Connectivity Group would be happy to give a presentation to the Runanga and any other local groups.

Allen Waenga noted that this is the first piece of formal information which the Board has received and thanked the Caitlin and Jessica for the presentation.

Caitlin Metz and Jessica Lethaby left the meeting at 11.07am.

2. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING 18 JUNE 2019

p3

#### **RESOLVED**

(1) That the minutes of the Coast Community Board meeting held on 18 June 2019 be confirmed as a true and correct record.

Keepa/Collier Carried

3. ACTION SCHEDULE

р8

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

#### **RESOLVED**

(1) That the Action Schedule be received.

Waenga/Keepa Carried

4. GENERAL MANAGERS' UPDATE

p10

#### **RESOLVED**

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

Collier/Waenga Carried

#### 5. RESERVES MANAGEMENT PLAN UPDATE

p13

The Reserves Manager handed out copies of the Reserves Management Plan update presentation which he spoke to, along with the report.

Mike Collier noted that it can be seen that a lot of work has been put into the update of the Reserves Management Plan and commended the Reserves manager in that regard.

#### **RESOLVED**

(1) That the report titled "Reserves Management Plan Update" be received.

Waenga/Keepa Carried

6. CLIMATE CHANGE UPDATE AND STOCKTAKE

p16

#### **RESOLVED**

(1) That the report titled "Climate Change Update and Stocktake" be received.

Keepa/Collier Carried

7. COAST INITIATIVES FUND

p30

#### **RESOLVED**

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

Waenga/Keepa Carried

# 8. COAST INITIATIVES FUND – FUNDING APPLICATION: TE KURA MANA MĀORI O WHANGAPARAOA

p35

Allen Waenga felt a representative from Te Kura Mana Māori o Whangaparaoa should have attended the meeting to talk to the application. He added that he was not comfortable with the application.

Mike Collier and Gail Keepa expressed that they were also not comfortable with the application. The

Chairperson added that the applicant was asking for too much.

Concern was also voiced that there was no evidence of any fundraising being undertaken to add to the kura's contribution.

Allen Waenga moved that the application be declined. This was seconded by Mike Collier.

The Board secretary was asked to advise the applicant that they have the right to reapply and if so, are encouraged to attend a meeting to give a presentation in support of the application.

#### **RESOLVED**

- (1) That the Board receives the funding application and notification of contribution from the Te Kura Mana Māori o Whangaparaoa Board of Trustees.
- (2) That the application be declined.

Waenga/Collier Carried

9. COAST INITIATIVES FUND – FUNDING APPLICATION: OF PĀHĀOA MARAE

p35

The Board members did not agree to funding the koha requested in the application. The general feeling was that koha should be paid to the artists by the recipients of the training.

It was agreed to fund the kai/food in the amount requested of \$4,000.

#### **RESOLVED**

- (1) That the Board receives the funding application from Pāhāoa Marae.
- (2) That the sum of \$4,000 be paid to Pahaoa Marae to cover the cost of the kai/food for the three day Te Ruruku Mokopapa Wananga event.

Waenga/Keepa Carried

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

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12.24PM.

CONFIRMED PURSUANT TO COAST COMMUNITY BOARD STANDING ORDERS 27.4

\_\_\_\_\_

HAKI McROBERTS CHAIRPERSON A LAWRIE
CHIEF EXECUTIVE OFFICER

Date: 10 October 2019

# ACTION SCHEDULE for the COAST COMMUNITY BOARD as at 3 December 2019

DESCRIPTION	DATE	RESOLUTION and / or TASK / ACTION	WHO IS RESPONSIBLE?	OUTCOME / RESULT
Public Forum	17 June	PUBLIC FORUM	ESGM/RM	Resolved.
	2014	Oho Gage (Ōmaio Marae Committee)  A request for an extension of the urupa into Ōmaio Reserve.		Next report will be upon completion of Reserve Management Plans.
		Garry Page has since spoken with kaumatua and will include provision in the reserves management plan.		
Te Kaha Water Supply – Northern and Southern Extensions Update	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.	ESGM	Pipeline construction now complete. There are yet remaining components to be done in future but these are non-critical and until every easement for the entire area is obtained it is not prudent to commit to further works.
Action Schedule	Action Schedule  26 Mar. 2019  As the 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.		ESGM	Need to follow up on confirmation for several potential locations with NZTA.
It was agreed that that a good location may be on corner railing below Marae. The Engineering and Services Group Manager will talk to N regarding this location.				

Action Schedule	18 June 2019	Signage Jack Parata asked the Engineering and Services Group Manager to raise a request with NZTA for signs denoting accommodation, food etc., for the Te Kaha Resort. The Engineering and Services Group Manager noted that signs should be requested for all accommodation providers.	ESGM	Signage can be installed at businesses' expense.
		Parking Issues – Maraetai Bay The Chairperson requested that the Engineering and Services Group Manager look at parking issues with freedom campers at Maraetai Bay.		We will be looking at what we can do at the Maraetai Bay Reserve as part of the Comprehensive Reserve
		Maraetai Bay Playground In response to a request from Gail Keepa that more funding be put towards improving facilities at the Maraetai playground, e.g. installing BBQs etc., the Engineering and Services Group Manager said he will work with the Reserves Manager on an order of priority.		Management Plan which is progressing. As soon as that is adopted we can move on MBIE Tourism Infrastructure Fund funding.



#### **REPORT**

Date : 21 November 2019

To : Coast Community Board Meeting, 3 December 2019

From : Engineering and Services Group Manager, Ari Erickson

Subject: GENERAL MANAGERS' UPDATE

File ID : A184387

#### 4G Poles Being Installed

The Rural Connectivity Group will be erecting the 12m high 4G poles at Ōmaio and Te Kaha. This follows a presentation to the CCB earlier in the year and resource consents being subsequently granted in September.

#### Pakihi Track

After a big effort by DOC teams, the Pakihi Track has reopened in time for the summer peak. Track repairs have taken place at a number of slips and washouts, as well as general track maintenance. Operations Manager Jade King-hazel is proud of her team's work: "We're rapt to have the Pakihi open again. A whole lot of people have been keenly waiting for this. While there's been a lot of work on the track, it's crucial to know the Pakihi is an advanced track for experienced riders. The track itself is evenly graded but the surrounding hills are very steep. Slips and windfalls are common, and in many places there are drop-offs beside the track. Pakihi is a track to ride with real care on a bike that allows you to comfortably handle an uneven and rocky trail. Treat it with respect and it's a fabulous experience. Walkers and runners are welcome on the Pakihi Track, so less confident cyclists have the option of going on foot", she said.

More.. https://www.doc.govt.nz/.../excitement-as-pakihi-track-reope.../

#### Quarterly Progress Report of Emergency Management Activities Across the Bay of Plenty

Please find attached the quarterly progress report of Emergency Management Bay of Plenty which outlines the work that has been carried out across the region and within the district (page 18) over the first three months of the financial year.

Staff from Bay of Plenty Regional Council, Emergency Management Bay of Plenty and Ōpōtiki District Council intend to present a project to Board in the first quarter of next year. Seeking feedback about a project to improve hazard awareness and understanding along the coast.

#### Waihau Bay Ambulance Building Update

The Board has previously agreed to provide a funding contribution from the Coast Initiatives Fund of \$20,000 towards the new ambulance station at Waiahu Bay. The funding is being held pending confirmation from St John that construction will be commencing.

An update e-mail has been received from Christine Elmiger, Te Whānau a Apanui Area Committee St John, Waihau Bay PDC as follows:

I am delighted to able to inform you that our committee has been successful in receiving a large grant from Bay Trust.

Together with other kind donations received this means we can now prepare to go to tender with our project to build a new station here at Waihau Bay!

We now have a Facebook page 'Waihau Bay St John' where you can see our fundraising progress displayed. We have two more confirmed contributors we can only apply to after we have the successful tender for the remaining balance.

I will keep you informed of progress.

Thank you once again for your support which is so appreciated.

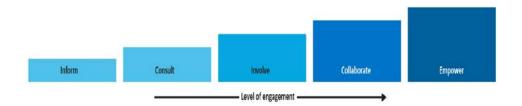
#### SIGNIFICANCE ASSESSMENT

#### **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** 

# QUARTERLY REPORT

1st Quarter 2019/20

1 July - 30 September 2019

A safe, strong Bay of Plenty, together
Toi Moana, Kia Haumaru, Kia Kaha, Mā Tātau Katoa



Foreword	3
Progress Dashboard	4
Highlights for the Quarter	5
Community Empowerment	6
Operational Excellence	7
Organisational Excellence	9
Understanding and managing our natural hazard risks	1
Financials	1
Overview of the BOPCDEM Group	1
Bay of Plenty Lifelines Group Update	1
Bay of Plenty Welfare Coordination Group Update	2

# **Foreword**

This report summarises the activities of the Bay of Plenty Civil Defence Emergency Management (BOPCDEM) Group over the first quarter of the 2019/20 financial year against the outcomes of the Annual Plan. It includes activities across the four work streams, highlights across the local authorities and financial performance.

At a national level, the New Zealand Government continues the emergency management system reform programme that will improve the country's ability to respond to natural disasters and other emergencies. Key activities include the establishment of the National Emergency Management Agency (NEMA), the review and update of the Civil Defence Emergency Management Act 2002, the review and update to the Coordinated Incident Management System (CIMS) and the development of the Emergency Management Assistance Teams (EMAT), which are now operational.

At the regional level, the Partnership Agreement between the seven council members of the BOPCDEM Group and Emergency Management Bay of Plenty was agreed shortly before the start of the financial year. Focus will now be to transition to the most effective way of delivering these services with minimal impact on delivering the Annual Plan. A restructure of Emergency Management Bay of Plenty is underway, while local authorities assess and implement the best way to provide the local services laid out in the Partnership Agreement.

MCDEM also released their new, public focussed website, Get Ready (below). The website takes all previous public education websites and consolidates them into one user friendly location. This roll out of the new website has been supported by the BOPCDEM Group. To visit the website go to <a href="https://getready.govt.nz/">https://getready.govt.nz/</a>.



# **Progress Dashboard**



The progress dashboard provides a snapshot of the BOPCDEM Group activities laid out in the Annual Plan. The overall progress shows all of the 71 activities, including the standing annual activities, for 2019-20. The work stream dashboard, to the right, shows the progress in each of the work streams. The dashboard is designed to provide strategic oversight and identifies trends across progress of activities.

The majority of activities are 'On Track' to be completed, however, there are number of activities where minor issues have been identified. This is primarily due to the transition to the new Partnership Agreement, where there is a level of uncertainty. The restructure of Emergency Management Bay of Plenty and coinciding departure of some staff means there are roles currently waiting to be filled. Member councils are also assessing the resources required to deliver local services. As certainty increases and recruitment develops expect to see many of these issues to be resolved or elevated in Quarter 2.

One activity has been highlighted with significant issues; the digitization of the Waste Management Tool. Although funding has been approved from the CDEM Resilience Fund, a request for proposal process was unable to identify a suitable provider to deliver the project for the current funding available. Other avenues of funding are being investigated but until they are sought the programme will not progress, which is out of the BOPCDEM Groups control.

One activity has also been reprioritised; the Hikurangi Response Plan. The BOPCDEM Group has completed its participation in phase 1 of the project.



Legend					
Colour	Series	Definition			
	Completed	Activity has been completed.			
	On Track	Activity is expected to be complete as per the Annual Plan.			
	Issues	Issues that can be resolved internally.			
	Significant Issues	Issues that cannot be resolved internally.			
	Reprioritised	Postponed or deferred.			

# **Highlights for the Quarter**

# **International Recognition**

In September 2019, the Civil Defence Youth Ambassador Programme was awarded two awards in the category 'Partners in Preparedness' by the International Association of Emergency Managers (IAEM). The awards recognized the partnership between Emergency Management Bay of Plenty, Bay of Plenty Regional Council and the schools of the Bay of Plenty. The programme won the 2019 IAEM Partners in Preparedness Award in both the Oceania and Global categories.





Although the programme will take place in the 4<sup>th</sup> quarter of this year there are opportunities to connect the Youth Ambassadors to their communities throughout the whole

year. A number of Youth Ambassadors who attended the programme in March 2019 have joined their local Community Response Teams and even provided a youthful perspective to help the team conduct informed planning. The programme has also created a strong partnership between the Pāpāmoa Community Response Team, Pāpāmoa College and Emergency Management Bay of Plenty.

One the Youth Ambassadors, Mah'rufa Cassim, presented to the BOPCDEM Group Joint Committee and the Minister of Civil Defence (below) to articulate the benefits she saw in

the programme, both personally and for her school/community. The Minister suggested that engaging with our youth was something we should be focussing on nationally and recognised that the programme is now being developed in a number of other regions across New Zealand.



#### **Developing our Response Capabilities**

The BOPCDEM Group hosted a response seminar (below) in conjunction with the



Ministry of Health, Toi Te Ora Public Health and the regional district health boards. The seminar focussed on enhancing emergency management officials understanding of support/partner agency capabilities and capacities,

with a specific focus on health. The forum included pandemic preparedness, an operational overview of a district health board and examined community resilience in a health context. Our response seminars are key professional development activities alongside the controller, welfare and recovery forums to strengthen our response and recovery capabilities. They aim to integrate planning across the region and strengthen key relationships that will be vital to an effective response.

# **Improving Hazard Awareness**

The Bay of Plenty Natural Hazards Forum (below) aims to raise awareness of reduction activities amongst key stakeholders within the region. It is a good opportunity for

organisations across the region to learn from each other and share best practice. The September forum included national updates on the New Zealand SeaRise Programme and MCDEMs' Risk Assessment Guides. Regional and local updates included a brief on the Tauranga liquefaction study and



the Bay of Plenty Regional Council Climate Change Action Plan. As well as an opportunity to develop knowledge these forums are also a chance for hazard planners to network with people in a similar field and encourage integrated planning.

# **Community Empowerment**

Community empowerment places people at the heart of emergency response, working with them to raise awareness of their hazardscape, and supporting them to take actions to strengthen and sustain their own readiness and resilience.

Over this quarter, in our communities we have...



Empowered 21 communities



Facilitated 20 engagements



Built 11 supportive relationships



Completed 5 public education activities

#### **Tsunami: Know When to Go**

Last year, GNS released a report highlighting that a tsunamigenic earthquake originating



from parts of the Kermadec
Trench may not be felt in areas
of the Bay of Plenty as strongly
as first thought. Adjusted
messaging was developed to
support this information,
underlining the need for
residents to understand all of
the natural warning signs and

how they can be alerted. The digital campaign supporting the messaging ran through July 2019 and reached over 200,000 people. The other CDEM Groups, who are affected by the new information are now planning to use the video to support campaigns with the same messaging. The video from the campaign can be found <a href="https://example.com/here">here</a>.

# **Regional Public Education Approach**

The BOPCDEM Group Public Education Plan (below) has undergone a robust redesign to



ensure consistent messaging across the region. The plan is designed to be a user friendly resource that will support local authority communications teams to quickly reference the regional approach to educating our communities. The plan includes key messaging, target audiences, key resources and lays out the annual campaigns that will take place each year.

The Public Education Strategy will be incorporated into the Community Resilience Strategy that will be reviewed later in the year.

### A pathway to resilience indicators

The BOPCDEM Group supported the 'Te ara o Tāwhaki – a pathway to resilience indicators' project (below), a national initiative led by Hawkes Bay CDEM Group using the CDEM Resilience Fund. This kaupapa Māori initiative uses the NZ resilience index, previous research and pūrākau (traditional Māori stories) as a framework for engaging with communities, and measuring changes to their resilience. This new concept encourages communities to develop their own drivers of resilience by reflecting on past events and considering what factors allowed the community to cope. The framework empowers the community to develop their own work programme to improve what they

have defined as resilience. Since attending the workshop, the framework has been successfully trialled in Pāpāmoa. Benefits are now being captured to support the development of the BOPCDEM Group Community Resilience Strategy and being fed back into to the national resilience project.



# **Operational Excellence**

Our operational excellence activities focus on ensuring our people are prepared through effective training and exercising, efficient processes and procedures, and with fit for purpose facilities and equipment to conduct response coordination with our partners.

Over this quarter, we have coordinated, supported or attended...



5 incidents/ events



4 courses/ exercises



4 development opportunities

# Refining our Ability to Transition from BAU to Response

On the morning of 3 July, MetService issued a severe weather warning for areas east of Ōpōtiki, before extending the warning to cover the whole of the Bay of Plenty (left) that



evening. Due to rising river levels, ground saturation and continued forecast rain, the BOPRC flood room was activated the following afternoon in order to pre-emptively manage the situation. Numerous rivers reached their first warning level, the Whakatāne River reached its second warning level and surface flooding occurred in many parts of the

eastern Bay of Plenty before the rain eased and the rivers levels dropped. The early activation of the flood team and deployment of a CDEM liaison officer proved to be very effective in keeping the BOPCDEM Group, particularly local controllers, appraised of the situation. The liaison officer remained in support of the flood team until the event was closed on 5 July.

#### **Summary of other events**

The BOPCDEM Group have responded to a number of other events including two volcanic alert bulletins and a severe weather event, which were managed through the duty system standing procedures. Details of the support provided to the bus crash in Mamaku can also be found later in the report.

# **Developing our Controllers**

The controller's toolbox (below) is a MCDEM hosted, two-day workshop designed to



develop controllers across the country and allow an opportunity to network and share best practice across regions. The topics covered included strategic communications, relationship management and personal resilience. Four controllers

attended the toolbox from the region and Andrea Thompson represented the BOPCDEM Group as one of the key note speakers, articulating the role of the Controllers Assistant.

# **Understanding National Operations**

The BOPCDEM Group and MCDEM hosted an operational workshop (below) to provide an update on national operational activities and integrate planning for the implementation

of Office365 Teams across the country. The BOPCDEM
Group have also supported the national project reference group to implement Office365
Teams. The workshop included an overview of national warnings and a summary of two national



projects; the strategic business case for a best practice common operating picture and the alternative National Crisis Management Centre (NCMC), which will be based in

Auckland. The workshop focussed on raising awareness of national operations and fostering collaboration between all of the emergency managers in the Bay of Plenty and MCDEM.

## **Understanding Operational Finances**

The BOPCDEM Group and the MCDEM hosted an event finance workshop (below) that focussed on enhancing understanding of financial procedures throughout an event. Some

of the topics covered included; lessons and observations from recent events, financial support from the government available to local authorities and essential infrastructure recovery costs. It was a useful platform to share best practice and knowledge across the



region and targeted those most likely to be handling finance, including chief financial officers and infrastructure, recovery and welfare managers. It was also a good opportunity to upskill key coordination centre staff and technical advisors.

# **Training and Exercising Summary**

The BOPCDEM Group have maintained training activities throughout the quarter, which



have focussed on preparing our people to work within an Emergency Operations or Coordination Centre. Function specific training for logistics has been delivered (left) and a tier 2 oil spill exercise has taken place. The training and exercising statistics for

the quarter and proposed training activities for quarter 2 can be seen below.

	Training and Exercising Stats								
	M Induction	ITF Foundation	ITF Intermediate	ITF Logistics	Ex Ōmanu Blue				
S	Sessions	Course	24-25 July 19 27-28 Aug 19	13-14 Aug 19	15 Aug 19				
	10	27	43*	13	18				

\*The 17-18 Sep 2019 ITF Intermediate Course was cancelled due to insufficient attendees committing.

Planned Training Courses Q2 19/20: 1 August – 31 Dec 19							
ITF PIM ITF Intermediate Psychological ITF Intermediate ITF Welfar First Aid							
17 Oct 19	23-24 Oct 19	6 Nov 19	20-21 Nov 19	4-5 Dec 19			
Pāpāmoa Community Centre	Western Bay of Plenty District Council	Mount Maunganui Fire Station	Rotorua Lakes Council	Whakatāne, BOPRC			

# **Organisational Excellence**

Our organisational excellence activities are focused on enabling governance and management processes, and our collective continuous improvement and performance management capabilities.

# **Optimising Performance**

The Partnership Agreement between the seven council members of the BOPCDEM Group and Emergency Management Bay of Plenty was agreed shortly before the start of the financial year. Work is now underway to understand what this means for Emergency Management Bay of Plenty and the seven member councils.

Local authorities are conducting an analysis of the services they need to provide before understanding the resources they need to best deliver these services.

In order to realign resourcing against the roles and responsibilities of the Partnership Agreement, Emergency Management Bay of Plenty are undergoing a restructure. During this quarter, the initial change proposal has been made and consultation has been completed. The final structure has been communicated to staff and now enters a transition period.



It should be highlighted that the transition period will be ongoing until end of June 2020.

# **Vehicle Requirements**

The review of the Emergency Management Bay of Plenty vehicle fleet is now complete after consultation with staff. A number of the double cab, 4 wheel drive utes will be phased out at the end of their life cycle and replaced. This will be initiated with the replacement of one double cab ute for a sedan. As the vehicles reach the end of their life cycle and assessment will be made of the type of vehicle to replace it. Due to the increase in staff in the new structure the fleet will also increase by one vehicle, with another sedan being purchased.

# **BOPCDEM Group Long Service Awards**

The



BOPCDEM Group recognized a number of its members for long service (above). The Minister of Civil Defence, the Honourable Peeni Henare and the chair of the BOPCDEM Group Joint Committee, Mayor Greg Brownless, presented the awards on Friday 27 September 2019 as volunteers and staff were commended for 10, 20 and 30 years' service. In total, 7 people from across the region were recognized from Bay of Plenty Regional Council, Tauranga City Council, Ōpōtiki District Council and Emergency Management Bay of Plenty.

# Understanding and managing our natural hazard risks

Understanding and managing our risks requires us to continuously evaluate our understanding of the environment we live in, especially its vulnerability and resilience to impacts from natural hazards. The development and sharing of this knowledge enables communities, businesses and our Councils to reduce risks from natural hazards.

Over this quarter, we coordinated, supported or attended...



10 reduction activities



6 opportunities to raise awareness



4 development opportunities

# **Understanding and Managing Volcanic Unrest**

The BOPCDEM Group has continued to support the Caldera Advisory Group (below) to



identify the risks and potential consequences of caldera unrest and eruption, and co-ordinate the management and mitigation of the effects on behalf of the communities at risk and at the national level. We have concurrently supported the ECLIPSE Programme; a unique

collaborative research project that brings together scientific and emergency management communities alongside local iwi to better understand and manage the risk of living on the most active supervolcano system on earth – the Taupō/ Rotorua caldera complex. The

ECLIPSE Programme has also facilitated scenario based desktop exercising with Bay of Plenty Lifelines Group. The ECLIPSE Programme website can be found <a href="here">here</a>.

# Upgrading the Rangitāiki River

Stage 4 of the Rangitāiki Floodway Project is complete and Stage 5 has reached a significant milestone as the bridge construction is nearing completion on Thornton Hall



Road (left). Stage 5 involves creating a bifurcation cut to connect the Rangitāiki Floodway with the Rangitāiki River, as well as building a bridge over the new bifurcation and undertaking stopbank overlay works along Thornton Hall Road.

The bifurcation cut will continue reduce the risk of future flooding on the Rangitāiki and the bridge will provide a tsunami evacuation route for anyone residing or frequenting the area east of the river. Stage 5 is due to be complete by the end of October. Stage 7 has also been brought forward, which will include stopbank upgrading and drainage alterations. More information about the project can be found <a href="here">here</a>.

# **Repairing our Catchments**

Two extreme weather events in April 2017 resulted in record high river levels and extensive flooding, causing significant damage to river and drainage networks and assets, from the Kaituna River in the west, to the Waioeka and Otara Rivers in the east. 520 sites have been identified, with a repair estimate in excess of \$45 million. The flood recovery project is two years into the estimated four year programme. Each site has been prioritised based on the risk of the damage becoming worse, the consequence of that



occurring, any impact to community assets, and the practical ability to complete the work. 63% of high priority sites have now been completed. High priority works are expected to be complete by December. More information can be found here.

# **Financials**

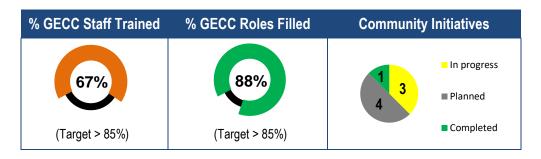
Bay of Plenty CDEM Group	Year to date (31 August 2019)			19)	
	\$	Budget	\$	Actual	
19/20 Territorial Authority Contributions		556,100	0		556,100
Regional Rate		376,632	2		376,632
Total Revenue		932,732	2		932,732
Total Operating Expenditure		552,53°	1		461,350
Net Surplus (deficit)		380,20	1		471,350
Bay of Plenty CDEM Group Reserve Account					
Balance		1,328,892	2		1,328,892

Bay of Plenty Lifelines Group	Year	to date (3	1 Aı	ugust 201	19)	
	\$	Budget		\$	Actual	
Member contributions			0			(2500)
Total Operating Revenue			40,381			(2500)
Total Operating Expenditure			40,831			8,398
Net Surplus (deficit)						(10,898)
Bay of Plenty Lifelines Reserve Account						
Opening Balance			63,950			63,950
Surplus/(deficit) transferred			(0)			(10,898)
Closing Balance			63,950			53,052

- 1

# Overview of the BOPCDEM Group

# BAY OF PLENTY REGIONAL COUNCIL



#### **Community Empowerment**

The New to the Bay Expo has been developed to welcome people who are new to the area. It is an opportunity to create connections and learn more about how to build a life in



our beautiful region. It is a useful opportunity for the BOPCDEM Group to promote personal preparedness and raise awareness of our hazards to people who may not be familiar with New Zealand's landscape. Emergency Management Bay of Plenty, with the support of some of our welfare volunteers used this opportunity to

engage with newcomers to the region and connect them to potential groups who could provide support during an emergency. There is a well-connected network of cultural or faith based groups who can support each other in an event, which could prove vital during a response.

#### **Operational Excellence**

BOPRC undertook a regional level oil spill response exercise in Ōmanu. The scenario was based on an unknown-source medium spill of heavy fuel oil within the local vicinity of



Ōmanu Surf Club. This enabled Maritime New Zealand (MNZ) to validate the shoreline clean-up operations as well as the processes of the Emergency Operations Centre. A number of regional responders (left), including the Regional On-Scene Commander also completed their revalidation.

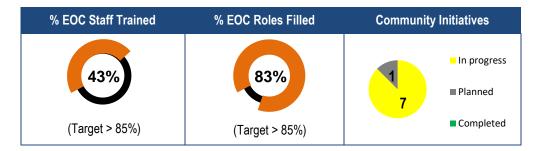
The exercise included staff from various teams within BOPRC including the Maritime, GIS and Communications. It also included Emergency Management Bay of Plenty, the Department of Conservation and local iwi representatives. MNZ commended the organisation of the exercise, the

skills of the regional responders and the control element. The overall summary in the post event report stated 'Very well prepared and executed activity that was realistic, and showcased the high level of commitment and capability in the Bay of Plenty'. There were no significant corrective actions.

The scoping phase of project to develop a digital tool to support the Disaster Waste Management Plan is now complete. The project is co-led by BOPRC, Waikato Regional Council and Environment Canterbury and supported by the BOPCDEM Group. The funding that has been approved from the 2019/20 MCDEM Resilience Fund does not cover the costs of the desired tender so all stakeholders are currently investigating other avenues of funding to support the project.

The tool will provide a national template that can track and estimate disaster waste. It will be linked to GIS mapping that will enable a hazard area to be overlaid in order to support planning.

# **TAURANGA**



# **Community Empowerment**

The Pāpāmoa community (below) have conducted initial planning towards developing



their resilience. Active participatory learning has allowed the group to understand their local hazards and alerting tools. Supportive networks are being developed between local NZ Police, FENZ, CPNZ, Neighbourhood Support, the Surf Lifesaving Club and

Pāpāmoa College. Civil Defence Youth Ambassadors are supporting planning by providing relevant information from their final year projects.

The Otumoetai community have developed their Community Response Plan and reviewed their Community Guide to Emergencies. They have communicated the details of their plan to key stakeholders and enhanced supportive networks between Neighbourhood Support, the Lions Club and Matua Residents Association. They now intend to test the plan through a number of desktop exercises before finalising the plan.

A number of community engagement activities have also taken place, including workshops with ACC Tauranga, Greenwood Retirement Village, Bethlehem Baptist Church, Pāpāmoa Probus and Waikato University. Public education activities have included a one-pager in 'What's Up' magazine and the campaign for ShakeOut, our national earthquake drill has also commenced.

### **Understanding and Managing our Natural Hazard Risks**

The mapping and analysis of the city liquefaction study commenced in July and is



expected to be complete by December.

Ground investigations using a small rig (left) commenced in August to assess the likelihood/scale of liquefaction in the event of an earthquake. This will allow detailed analysis and mapping to influence future planning and resilience activities. A detailed

landslide mapping project commenced in August, with the initial pilot area study due to be complete by the end of October. Coastal erosion mapping and analysis has now commenced and is due to be complete by December.

Modelling for harbour inundation has been updated across Tauranga. The data identifies

areas of land surrounding the harbour margins that may be affected by coastal inundation and includes consideration of different sea level rise scenarios. The information replaces existing data and provides a more thorough understanding of inundation risks for the harbour margins. Residents of 5,500 properties that are affected by the new data have been informed directly and consultation has taken place to raise awareness of how the information affects those

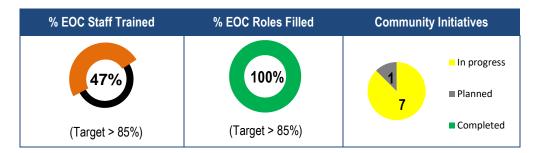


properties. A mapping tool (right) has been developed to allow residents to view and manipulate the new information. The mapping tool can be found <a href="https://example.com/here">here</a>.

Tauranga City Council has initiated a Tsunami Risk Management project, which will include the installation of voice-over tsunami sirens between Papamoa and Mt Maunganui. This multi-year, integrated project is one of several actions that will ensure a comprehensive tsunami risk management approach for this coastal area. The voice-over sirens are being installed as a complimentary public emergency alerting system to regional and national systems. Other integrated actions include community education, evacuation planning, mapping updates and asset management, and hazard risk research activities

Page 25 Page 25

# **WESTERN BAY OF PLENTY**



#### **Community Empowerment**

Waihi Beach, Athenree and Bowentown are updating their Community Guide to Emergencies, which will increase preparedness and understanding of local hazards. They are also updating their Community Response Plans, which will increase their capability to conduct collaborative planning across all three areas. A desktop exercise for Katikati, Tanners Point, Athenree, Waihi Beach and Bowentown has been planned to test the



response plans, once they are complete. Kauri Point have drafted their Community Response Plan and are exploring opportunities to promote the team.

The BOPCDEM Group supported the Katikati Community Response Team at the Katikati Whānau Fun Day (left). It was an opportunity to

build supportive networks within the community and increase preparedness and understanding of the local hazardscape.

Pukehina Beach have conducted two desktop exercises and used them as an opportunity to update the Community Response Plan. They have improved and tested their communications plan, increasing their capability to support the community in an event.

Maketu have finalised their Community Guide to Emergencies, which will raise understanding of the local hazardscape.

The Te Puke Community Response Team have conducted a desktop exercise and have used the opportunity to update their communications plan, increasing the capability of the



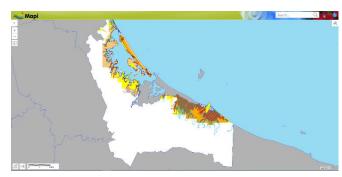
community to respond to an event. Supported by the BOPCDEM Group, the team promoted their work at Te Puke High School (left), while running an awareness workshop. This increased supportive networks within the community and increased preparedness and

understanding of the local hazardscape. A number of students showed an interest in both the Community Response Team and the Civil Defence Youth Ambassador Programme.

#### **Understanding and Managing our Natural Hazard Risks**

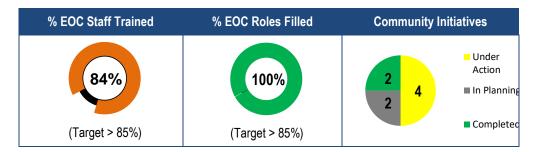
Modelling for coastal inundation within the harbour margins of the Western Bay of Plenty has been updated. The data has been utilised to identify areas of land surrounding the

harbour that may be affected by coastal inundation and includes consideration of different sea level rise scenarios. The information replaces existing data and provides a more thorough understanding of inundation risks. Residents



of 1,500 properties that are affected by the new data have been informed directly and a mapping tool (above) has been developed to allow residents to veiw and mainpulate the new data. The mapping tool can be found <a href="https://example.com/here">here</a>.

# **ROTORUA**



#### **Community Empowerment**

The Waikite Valley Community Response Team have completed their Community Response Plan, increasing the capability of the team and the community. The next part of the community work programme will be to test and review the plan using a desktop exercise. Mamaku, Lake Tarawera and Paradise Valley communities have continued to



develop their response plan, while building supportive networks within their communities.

The BOPCDEM Group supported the Toi Ohomai Institute of Technology Community Connectedness Expo (left). The expo encourages students

to explore agencies and opportunities for volunteering in their community and provides an opportunity promote preparedness amongst students.

# **Operational Excellence**

On 4 September, a tour bus carrying 27 Chinese nationals overturned on SH5, near Rotorua. Police, FENZ and St John coordinated the immediate response, supplemented with support from the BOPCDEM Group. Initial welfare support was provided at the St John's station in Rotorua, where a triage centre was established, while a Civil Defence Centre was set up at Te Rūnanga Tea Rooms. 18 staff supported the response, including the coordination of volunteers and the provision of welfare services. Volunteers from a



local business (left) provided support, translation services and food on the day of the event and for a number of days following. Although the incident occurred within the Waikato CDEM boundaries, Rotorua was the closest logistical hub meaning that Rotorua Lakes Council were able to provide support. A small amount of

cross boundary de-confliction ensured that the two CDEM Groups were aware of all movements.

# **Understanding and Managing our Natural Hazard Risks**

Initial scoping has taken place to understand the potential role of land use planning for

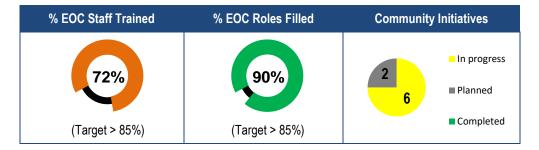
managing volcanic hazards (right). This was an opportunity to raise awareness amongst key stakeholders who could influence development in the Rotorua Lakes area. GNS provided an overview of the volcanic hazards that affect the district to set context for discussions. BOPRC



provided a summary of the work programme to assess the hazard and risks and identified any work that has been conducted to date. This allowed planners to then consider how our understanding of the hazards and risks can affect land use. The workshop then focussed on how these principles might be applied in a recovery context. Overall, it was an excellent opportunity to raise awareness and foster collaborative planning.

The Ngongotahā Flood Review project is a joint Rotorua Lakes Council and Bay of Plenty Regional Council programme to implement the 24 recommendations of an independent review panel relating to the flood event of 29 April 2018. Engineering solutions are currently being designed for the lower catchment and a multi-agency response and resiliency plan is out for consultation. Rotorua Lakes Council held two planting days around the stream to develop community networks and discuss the plan.

# **WHAKATĀNE**



#### **Community Empowerment**

The Matatā Community Response Team have reviewed and updated their Community Response Plan, increasing the capability to conduct collaborative planning. The team have agreed their activities for the year and will use a desktop exercise to test their updated plan.

The Thornton Community Response Team have formed, creating supportive networks between Federated Farmers, Thornton School and Thornton Campground. They have drafted their Community Guide to Emergencies to raise awareness of the local hazardscape and increase preparedness.



The Pikowai Community Response Team have drafted their Community Guide to Emergencies to review during quarter two. They have also identified opportunities to promote the guide and raise awareness, once complete. The Pikowai Community Response Plan has been drafted and will be tested through a desktop exercise before being finalised.

Te Kura O Te Teko, Te Kura O Te Paroa and Whakatāne Seventh Day Adventist School have increased their understanding of the local hazardscape

and recommended preparedness activities to their staff and students. The Apanui Girl

Guides (left) completed their civil defence badge, with support from the BOPCDEM Group, who provided resources and a syllabus. The Girl Guides learnt about their hazardscape and developed their own programme of how to increase preparedness. The syllabus has been captured for future Girl Guide groups and will be reviewed at the National Public Education Reference Group in November.

The BOPCDEM Group supported the Whakatāne Lions Club by providing advice and resources to develop their understanding of their local hazards and to increase preparedness. There was a specific focus on how to support those with mobility issues during an emergency to enable the members to develop a whole of community plan.

### **Operational Excellence**

On the 15 August, the Projects and Services Committee approved plans to conduct seismic strengthening and upgrades of the Whakatāne District Council Civic Centre. This will allow the continued use of the building as an EOC, which must be operational immediately after an earthquake. Building is planned to commence later this year.

# **Understanding and Managing our Natural Hazard Risks**

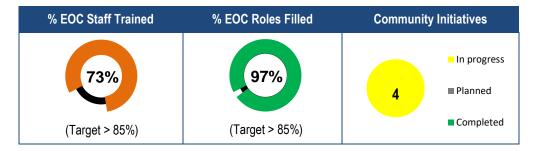
On 17 July, funding was approved to facilitate a managed retreat of the Awatarariki Fan Head in Matatā. Following a major debris flow in 2005, a GNS report was commissioned, which recommended there was a high likelihood of a similar event happening again in the future. Further research and analysis identified 45 properties within the at-risk area, on

the fan head (right). An agreement between the government, BOPRC and WDC to co-fund a managed retreat will enable at-risk property owners to sell their properties and relocate to a safer environment. Considering the vulnerability of the fan head, the implementation of this managed retreat will



significantly reduce the consequences of future debris flows. Two navigators will provide property owners with support throughout the process and direct them to resources and support agencies. More information can be found here.

# **KAWERAU**



# **Community Empowerment**

The Kawerau Community Response Team have conducted CDEM training based (below) around the ITF Foundation Course, increasing the capability and capacity of the

community. They now have a better understanding of their role in an emergency and how the official response is structured. Amongst those who attended the training were members of NZ Police, FENZ, St John



and Neighbourhood Support; increasing supportive networks between local entities within the community.

The response team have set their objectives for the year and intend to embed Neighbourhood Support into key roles within the team. The Kawerau Community Response Plan has been updated based on the learnings from the exercise and is now ready for completion. The Community Guide to Emergencies is also complete, which will raise awareness of the local hazardscape amongst the community and increase preparedness.

Emergency Management Bay of Plenty, the Kawerau Community Response Team, Neighbourhood Support and Tarawera High School Civil Defence Youth Ambassadors supported Woodfest over 28 – 29 September 2019.

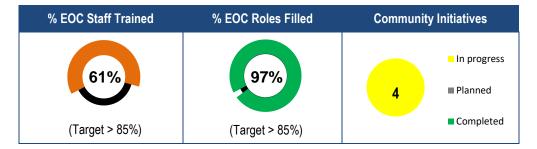
Around 12,000 people flock to the Bay of Plenty during the annual wood chopping festival (below), which is one of the main events in the Kawerau calendar. The festival provides a



great opportunity for the BOPCDEM Group to engage with the community of Kawerau, while promoting preparedness and local hazard information. It is the perfect platform to promote the work of the Community

Response Team, while encouraging people to join the team and sign up to the neighbourhood support network. Competitions were run to encourage people to improve their personal preparedness, sign up to ShakeOut and engage with the Community Response Team.

# **ÖPÖTIKI**



#### **Community Empowerment**

The Ōpōtiki Coastal Kaumātua Forum (below) met in Te Kaha in August to conduct an

analysis of their risks and hazards. Using previous events and past experience, the Kaumātua have started developing their Community Guide to Emergencies. This will allow them to raise awareness of the community's resilience activities and encourage the coastal communities of



Ōpōtiki to better understand their hazards and how they can prepare themselves. The forum will now look to develop their Community Response Plan throughout the next year, while building supportive networks that can support the development and implementation of the plan.

Community Response Planning in the Ōpōtiki Township has resumed following the reformation of Neighbourhood Support. The BOPCDEM Group are supporting the community to review any previous planning and providing resources to enable them to raise awareness of the local hazardscape and increase preparedness.

The BOPCDEM Group have been promoting ShakeOut at early childhood centres, kōhanga reo and schools across Ōpōtiki. The drill is not due to take place until next quarter but visiting schools now will ensure that they have enough time to sign up and prepare for the day itself.

# **Understanding and Managing our Natural Hazard Risks**



On 5 September, Ōpōtiki District Council initiated the consultation process to identify the priority earthquake prone buildings within their district. The national system for managing earthquake prone buildings highlighted the whole of the Ōpōtiki region as a high seismic risk area, meaning that priority buildings must be identified by January 2020. Buildings are categorised based on their use but also their location. Prioritising buildings based on the use is straightforward but the consultation asks residents to agree with the proposed thoroughfares that Council have identified as this will enable the prioritisation of buildings based on their location. Council invites the public to agree that there are four roads that should be categorised as thoroughfares (left). Consultation closes on the 12 October and will

increase the public's understanding of the hazard but also how it is planned to be managed.

Once these thoroughfares have been agreed, Council will assess the buildingS on those roads and issue Earthquake Prone Building (EPB) notices to building owners who will have 12 months to provide a building assessment. This will then allow Council to recommend whether remediation is required and initiate the reduction activities to ensure the safety of the town. More information about the project can found <a href="here">here</a>.

# **Bay of Plenty Lifelines Group Update**



## **Climate Change Risk Assessment**

The Bay of Plenty Lifelines Group commissioned initial scoping and have developed a project plan for a Lifelines Utilities Climate Change Risk Assessment (CRA). The project plan was informed by two workshops; one with the Lifelines Executive Group, and the second with the broader Bay of Plenty Lifelines Group.

The objectives of the Bay of Plenty Lifelines Group CRA were agreed as follows:

- 1. Understand the Bay of Plenty's climate and how it may change in the future.
- 2. Understand the risks to legislated Lifelines Utilities' infrastructure and networks and how these risks may vary over time.
- 3. Establish a risk assessment framework to identify, quantify and prioritise climate related risks to allow prioritisation of adaptation initiatives.
- 4. Provide broad strategies for the implementation of these adaptation measures.

The proposal will be presented at the Lifelines Group annual general meeting on 23 October, where members will vote on whether the full risk assessment is to be undertaken.

# **Bay of Plenty & Waikato Lifelines Forum**



The Bay of Plenty and Waikato
Lifelines Utilities Groups cohosted the 2019 combined
Lifelines Forum at the Hamilton
Gardens. The aim of these
forums is to share information
across various utilities that make
up 'Lifelines', provide updates on
relevant scientific research
underway and network with

colleagues from further afield. The topics covered included: emerging hazards for lifeline utilities, digital security, radio as a lifeline utility and an overview of seismic detection systems for buildings.

The forum also included a realistic scenario based desktop exercise that was developed by the ECLIPSE Programme. The scenario focussed on volcanic unrest and other volcanic processes throughout a five year period in the Taupō Volcanic Zone (TPZ). The aims of the exercise were:

- 1. To raise awareness of unrest as an issue which can affect Lifelines Utilities organisations.
- 2. What are the impacts of unrest on your organisation? (Network Performance? Management of Resources? Capital Works Programme?)
- 3. What are the implications of those impacts on your organisation?

# Completion of the national ITF LUC online learning module

The Ministry of Civil Defence and Emergency Management in conjunction with two Lifeline Utilities Coordinators (Fraser Toulmin – Bay of Plenty CDEM Group and Sarah Hexamer – Otago CDEM Group) have developed the national online training module for Lifelines Utility Coordinators (LUC). This will likely be piloted in October 2019. The working group continue to develop the one day face-to-face



exercise that will accompany this online training.

#### **National Lifelines Conference**

The National Lifelines Forum is being held in Christchurch from 14 – 17 October 2019. Nigel D'Ath from NZTA (representing Bay of Plenty Lifelines Group Chairperson), and Fraser Toulmin (Bay of Plenty CDEM Group Lifeline Utilities Coordinator).

# **Bay of Plenty Welfare Coordination Group Update**

# **Welfare Coordination Group**

On 20 August 2019, the Bay of Plenty Welfare Coordination Group met in Tauranga and began to work through the Bay of Plenty CDEM Group Work Programme for 2019/2020.

A number of agencies including the Local Welfare Managers (present as chairs of the Local Welfare Committees) began to understand the expectations for the delivery of the welfare work programme and explore the resourcing required to deliver the programme.

The Group Welfare Manager is continuing to work with the Welfare Coordination Group to help them understand their legislative requirements and begin developing their Welfare

Sub-Function plans for delivery of welfare services in response and recovery for the region.

On 28 June 2019, the BOPCDEM Group held a Coordinating Evacuations, People, Pets and Livestock forum, this was to assist the Ministry of Primary Industries (MPI) in the development of the Group Animal Welfare



Plan. The first draft of the plan has been developed and the Group Welfare Manager is supporting MPI to finalise a draft which will be circulated for consultation during October.

#### **National Welfare Coordination Group**

The Bay of Plenty CDEM Group Welfare Manager has been nominated to represent the Civil Defence Emergency Management sector on the National Welfare Coordination Group. At the meeting held on 13 August 2019, the Ministry for Primary Industries (MPI) presented on how they are beginning to plan for a potential Foot and Mouth outbreak in New Zealand. Over the coming months CDEM Groups will have the opportunity to feed into this plan, particularly in the area of Navigators and Psychosocial Support.



#### **REPORT**

Date: 25 November 2019

To : Coast Community Board Meeting, 3 December 2019

From : Corporate Planner and Executive Officer, Sarah Jones

Subject : **COAST LIBRARY SERVICES** 

File ID : A184186

#### **EXECUTIVE SUMMARY**

The Board is requested to consider and comment on three options for providing an increased level of public library services to the Coast in the future. The Board is also requested to comment on whether any other options should be considered. Further comment is sought from the Board in relation to future potential public engagement processes.

#### **PURPOSE**

To provide and seek comments on potential options of how library services might be extended to the Coast area in future. This report also seeks comments from the Board on what a future public engagement process, that targets the Coast community, might look like.

#### **BACKGROUND**

In September this year, following a public consultation exercise, Council resolved to move forward with the delivery of Te Tāhuhu o Te Rangi – Technology and Research Centre, including the existing library service. Work is currently underway, with technical drawings being finalised to enable submission of a revised building consent. We expect to tender for the construction of the building and commence building works early in 2020. It is noted that the Board has pledged \$10,000 from the Coast Initiatives Fund towards the Te Tāhuhu project.

As part of the development of this project, consideration is being given to how we can ensure that the new facilities and services being provided in Te Tāhuhu o Te Rangi can be extended to the Coast area.

In the past, an informal arrangement with the Ōpōtiki Public Library supported volunteers to operate a small book lending service out of the Raukokere School. This system operated for a number of years and was used by locals and visitors to the Coast. It was the only direct service provided to the Coast by the library. However, in 2016 the school closed and despite enquiries by the volunteers no alternative premises were found and the service ceased.

#### **DISCUSSION AND OPTIONS SECTIONS**

Staff are considering the options for establishing a service for the Coast community and are seeking input from the Board on the options being considered.

The options listed below are not costed, nor are their operational requirements understood, but they provide some suggestions around services that could be looked at by staff. We seek the views of the Board on these options, and whether there are any other options that should be considered.

#### 1. Traditional Mobile Library Service

Traditional mobile libraries tend to operate out of a bus, providing predominately books. Typically they would keep a more regular timetable, stopping at specific places at specific times. Given the extent of the Coast area, a mobile option has some merit as it would allow the service to be accessible to a wider area, and a greater number of people.

#### 2. Modern Mobile Service.

Similar to the traditional service, a modern mobile service would ensure services are accessible to a larger proportion of Coast residents. Such a service would lend books, magazines, DVDs and requested resources. However, in addition to providing traditional resources, a modern mobile service would also be fitted out to provide support to customers in relation to a broader range of activities including offering basic Information Technology (IT) training, accessing online agencies and other advice. Computer access, WiFi, scanning and printing is also usually provided.

Modern mobile libraries typically operate on a more flexible timetable and also provide 'pop-up' venue opportunities, 'popping up' at schools, and sporting and other community events. Such facilities and use tends to promote and facilitate communication between Council and the community.

Similar facilities are being provided in other parts of New Zealand at present.

#### 3. Static Library Facilities in a Specific Location or Locations

Alternatively, a part-time resident service could be provided at various community hubs – schools or marae are obvious possibilities. This option would rely on co-operation and input by a number of other parties. Again, such a facility/facilities could provide similar services to option 1, but the services are likely to be more limited in scope due to logistical constraints. Should multiple locations be preferred, services and resources would be spread wider therefore providing limitations on the level of service offered.

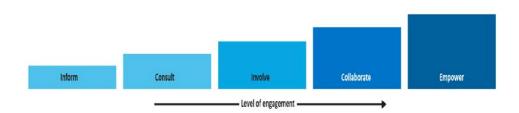
#### SIGNIFICANCE ASSESSMENT

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 'Coast Library Services' is considered to be *low* as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

The decisions or matters in this report are part of a process to arrive at a decision that may be significant in accordance with section 2 of the Significance and Engagement Policy. The Policy states that a matter shall be determined to be significant if it will have a major and long term impact on Council's current level of service.

#### **Assessment of engagement requirements**

As the level of significance for Coast Library Services is considered to be of low significance at the present time, the level of engagement associated with this report, is determined to be at the level of 'inform' according to Schedule 2 of the Significance and Engagement Policy.



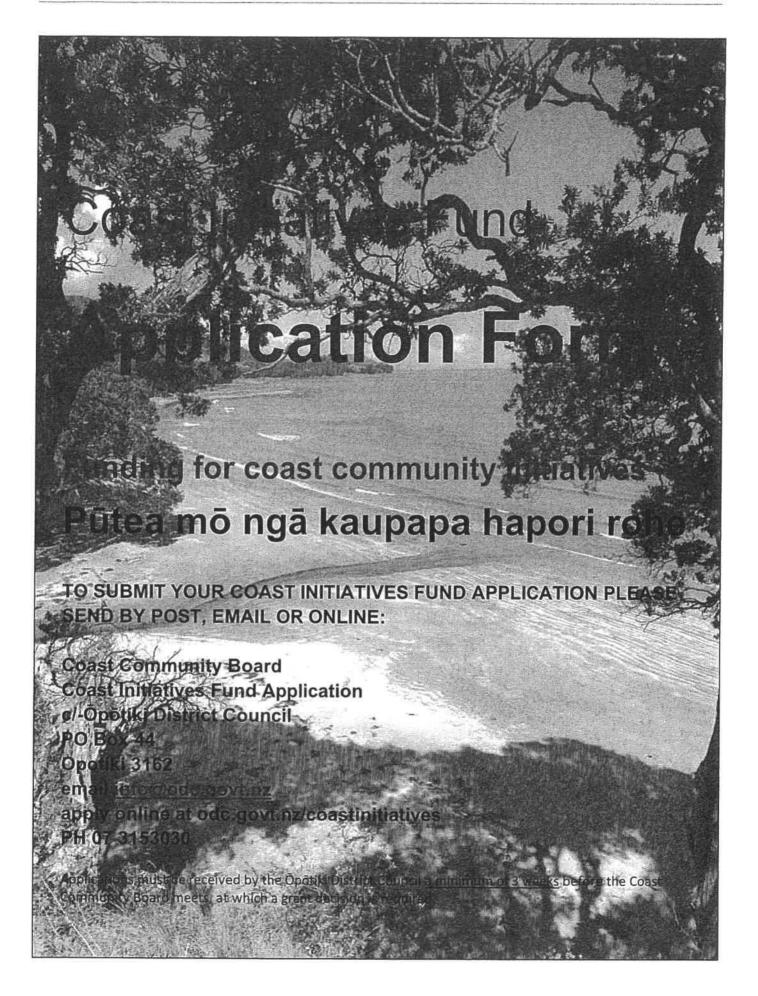
At this stage, staff are just seeking the views of the Board on the options – no decision is sought. However, once the options have been explored and costed, the level of significance may increase and engagement requirements will change. Staff would be interested to hear the views of the Coast Community Board on the best ways to engage with the Coast community in respect of this matter to ensure any future engagement can filter into Council decision making.

#### **RECOMMENDATIONS:**

- 1. That the report titled "Coast Library Services" be received.
- 2. That the Board provides comments on the options presented and notes whether there are any other options worth exploring.
- 3. That the Board provides comments on a future public engagement process that targets the Coast community.

Sarah Jones

**CORPORATE PLANNER AND EXECUTIVE OFFICER** 



## PART 1: APPLICANT DETAILS

Te Kwa o Te	Whomas	A Apani	Primay PTA
			3
Treasurer			
6446 State	Highwa	35	
Te Kaha	Town/City:	OpohKi	
3199	Country:	New Zealand	
twalke Particol	C.00.112		
027 574 0484			
-			
E KWA OTE WHAMAU	. A Apanic	GST number:	lot Registered
			3
	Trinity Wall Treasurer  6446 State Te Kana 3199  twalker Dantlood 027574049  e above email or postal address Exman of Te Whanau	Trinity Walker  Treasurer  6446 State Highra  Te Kaha Town/City: 4  3199 Country:  Twalker Dartlook.co.viz  0275740484  e above email or postal address  E Kura o Te Whanau A Apanic	Treasurer  6446 State Highwa 35  Te Kana Town/City: Opoh Ki  3199 Country: New Zealand  twalker Dartlook.co. nz  0275740484  e above email or postal address

## **Application requirements:**

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

- 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 <u>prior</u> 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: + V Tr. 1) - a. 1 10 20
Event/Project name: Te Vwa o Te Whanau A Apanui.  Brief description of event/project:
Being a part of the lotovera Princy Schools Festival
Event/Project location, timing and numbers
Venue and suburb or town:
Date of event: Nov 26th - 29th. Date grant
Event/Project details
•
1. The idea/Te kaupapa: What do you want to do?
attend the Rotorua Princey Schools Festival that he have bee
invited to section Kapahaka at This opputunity will allow any
children to promote ou tikinga emaovi culture. Engage mit children from another livi e learn their tikinga. Build their confidence on the stage outside of Debruce Cup, gain experi develop their social skills e open their minds a eyes.
children from another wie learn their tranga. But their
contidence on the stage outside of Delance Cup, gain experi
develop their social skills a open their minds e-eyes.
2. The process/Te whakatutuki: How will the project happen?
* Planning: making sure we stick to plan so we don't encounter any
B.D.T: Ensuring they support this project.
K School Staff: Covering the safety aspects.
& Fundraising: Total required & 15000, 00 à our fundraising efforts
thus for total 47778.65 with a couple more ismall functiones ever remaining. If we don't get to our total me will cut-a-day off trip.
3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.
Kaumatua-for their quidance e knowledge.
Kaumatua-for their quidance e knowledge. Parents   Caregivers-to help with contering for our tamariki
PTA. supporting a helping where needled
School Staff- than organising day to day, caring for tamarki, encuring safety is 100% etc.
encuring safety is 100% etc.

# 4. The budget/Ngā pūtea

Are you GST registered	d? Yes	Do NOT include GST in your budget
	No	Include GST in your budget
ject costs	Write down all	the costs of your project and include details of it

Project costs	Write down all the costs of your project and include details of items this covers.			
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300		
Travel-Van hive		43857-17/		
Food-		\$ 3000.00		
Accomodation:	x76pp)	44480.00		
Diesel	x5 vans total (already have x2 vans).	4500 ??		
Incidentals	Re	mainder.		
	1	1		
	]			
		[		
Total Costs		\$ 15000.00		
Amount you are reques	sting from the Coast Initiative Fund	\$ 5000		

## PART 3: APPLICATION CRITERIA

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 re agree to each		n each box t	to show that you have read the information and
	declare that the details contained in this applicating conditions.	ation are cor	rect and that I/we have authority to commit to the
I/We a	agree to the application requirements stated in	application (	details on page one.
If this applic	ation is successful, I/we agree to:		
	ete the project as outlined in this application (o for any significant change to the project)	r request pe	ermission in writing from the Coast Community
utilise	funding within two years from the date of appro	oval (failure	will require applicant to reapply)
	a project report within two months after the pro ations being declined)	oject is comp	pleted (failure may lead to further funding
return	any unspent funds		
where	applicable (e.g. where items are purchased) re	eceipts and/	or written quotes shall be provided to Council.
acknow	wledge Coast Initiative Funding at event openi	ngs, present	ations or performances
I under Act 19		by the Loca	al Government Official Information and Meetings
	nderstand that my/our name and brief details a ty material.	bout the pro	ject may be released to the media or appear in
I/we ur unders	ndertake that I/we have obtained the consent of stand that I/we have the right to have access to consent is given in accordance with the Privacy	this informa	
Name	Trinity Walker		
	(Print name of contact person/applicant)		(Print name of parent/guardian for applicants under 16 years of age)
Signed:	Ahr alk	Signed:	
	(Applicant or organisation's contact person)		(Parent/guardians signature for applicants under 16 years of age)
Date:	29/8/19	Date:	

**Subject:** 

FW: OPO Website - Coast Initiatives Fund ref: OPO-OF-190829-C78A9-OMR

### **OPO Website - Coast Initiatives Fund**

Reference: OPO-QF-190829-C78A9-QMR

Attachment: not attached

Name of organisation making application:: Te Kura Mana Maori o Whangaparaoa

Name of person submitting application and relationship to organisation:

Lisa Bell

Contact email:: lisa@tihirau.school.nz

Street address or PO Box

11555 State Highway 35 Whangaparaoa,

RD3 Opotiki 3199.

Daytime phone:: 073253686

Event / Project name:: Mana Tuatahi National Performing Arts Competition

Brief description of event/project:

National Primary Schools Kapa Haka Competition

Venue and location where event will take place:

Claudelands Show Ground Hamilton

Date of the event (if applicable):: 4th -8th November 2019

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

To enable our students to participate & perform at a National Level, competing against other Primary Schools who have also being chosen to represent their regions.

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

A 20 week program has been implemented by Tutors.

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

Kaumatua - To Provide the overall guidance of Tikanga & Kawa of Te Whanau a Apanui.

Principal & BOT - To Endorse the Project

Parents - TProvide the support with catering needs and support to the children & the Kura

Students- The Performing Group & support team

Is your organisation GST registered?: Yes

Project costs:

Travel - Eastern Buses \$5635 Accomodation/Meals Waikato Tainui \$12,000 Registration \$1700 TOTAL COSTS \$19335 Contributions Land Blocks \$3500 Fundrasing \$2150 School BOT \$ 6000 TOTAL INCOME \$11650

Amount of grant requested:: \$7685.00

From:

Gail Keepa <297tekaha@gmail.com>

Sent:

Friday, 13 September 2019 6:19 p.m.

To:

Gae Newell

Cc:

Councillor McRoberts; jack.parata@apanui.co.nz; spikeopotiki@gmail.com;

ajwaenga@yahoo.co.nz

Subject:

Re: COAST INITIATIVES FUNDING APPLICATIONS

Thank you Gae.

My response for

1. Te Whanau a Apanui PTA to attend a primary school festival to perform Kapa Haka.

Applicant meets the criteria to apply, they have fundraised to contribute toward cost of event. Based on that, I am happy to give my approval for the full amount requested for their excursion of \$5000.00

2. Te Kura Mana Maori o Whangaparaoa Primary, to compete at the Primary Schools National Kapa Haka competition.

I am satisfied applicant meets criteria, project costs and contributions toward costs are clear, they have fundraised toward the event and have sought other means of funding.

I I give my approval for the full amount requested of \$7565 to be paid for the students to compete at the Kapa Haka Nationals.

Many thanks

Te Kaha Log Haulage Gail Keepa & Charlie Semmens 7032 State Highway 35 Te Kaha RD3 Ōpōtiki 3199 0273252003

On 13/09/2019, at 4:34 PM, Gae Newell < GaeN@odc.govt.nz> wrote:

Hi all

There were two funding applications submitted for the CCB agenda for 10 September. As you will recall the meeting was cancelled due to a lack of a quorum.

Haki is happy for me to circulate the two applications, as waiting until the next CCB meeting will be too late for these applications, as the funding is required well prior to the next meeting.

Attached are the two applications for your consideration. Can you please go through the applications carefully and if you are happy they be funded (or part funded) please let me know by return e-mail.

Once I hear back from you all and we have a majority vote one way or the other, I will circulate resolutions for your approval. These resolutions can be ratified at the next meeting.

I would appreciate a quick response from you all so that we can get this sorted within the next week.

Once we have a decision, I will advise the applicants.

From:

AJ Waenga <ajwaenga@yahoo.co.nz>

Sent:

Saturday, 14 September 2019 7:21 a.m.

To:

michael collier

Cc:

Gail Keepa; Gae Newell; Councillor McRoberts; jack.parata@apanui.co.nz

**Subject:** 

Re: COAST INITIATIVES FUNDING APPLICATIONS

**Follow Up Flag:** Flag Status:

Follow up Flagged

Morena All,

I was unable to see the attachments, but I move to support Gail and Mike on both matters of funding and the amounts proposed.

Nga mihi

Allen

Sent from my iPhone

On 13/09/2019, at 10:11 PM, michael collier <spikeopotiki@gmail.com> wrote:

I support Gail's approval for funding of Te Whanau a Apanui PTA (\$5000), and Te Kura Mana Maori o Whangaparaoa (\$7565). Regards,

Michael Collier (Spike)

On Fri, Sep 13, 2019 at 6:19 PM Gail Keepa <297tekaha@gmail.com> wrote:

Thank you Gae.

My response for

- 1. Te Whanau a Apanui PTA to attend a primary school festival to perform Kapa Haka. Applicant meets the criteria to apply, they have fundraised to contribute toward cost of event. Based on that, I am happy to give my approval for the full amount requested for their excursion of \$5000.00
- 2. Te Kura Mana Maori o Whangaparaoa Primary, to compete at the Primary Schools National Kapa Haka competition.

I am satisfied applicant meets criteria, project costs and contributions toward costs are clear, they have fundraised toward the event and have sought other means of funding. I I give my approval for the full amount requested of \$7565 to be paid for the students to compete at the Kapa Haka Nationals.

Many thanks

Te Kaha Log Haulage Gail Keepa & Charlie Semmens 7032 State Highway 35 Te Kaha RD3 Ōpōtiki 3199 0273252003

From: Jack Parata <jack.parata@apanui.co.nz>
Sent: Sunday, 15 September 2019 4:09 p.m.

To: Gae Newell; Councillor McRoberts; Gail Keepa; spikeopotiki@gmail.com;

ajwaenga@yahoo.co.nz

**Subject:** RE: COAST INITIATIVES FUNDING APPLICATIONS

Follow Up Flag: Follow up Flag Status: Flagged

Kia ora tatau

I have just had a chance to read the two proposals. I will support the approval by the majority of the board with some reservations which I will voice at our next hui.

Jack

----Original Message----

From: Gae Newell < GaeN@odc.govt.nz > Sent: Friday, 13 September 2019 4:34 pm

To: Councillor McRoberts <mcroberts833@gmail.com>; jack.parata@apanui.co.nz; Gail Keepa (297tekaha@gmail.com) <297tekaha@gmail.com>; spikeopotiki@gmail.com; ajwaenga@yahoo.co.nz

Subject: COAST INITIATIVES FUNDING APPLICATIONS

Hi all

There were two funding applications submitted for the CCB agenda for 10 September. As you will recall the meeting was cancelled due to a lack of a quorum.

Haki is happy for me to circulate the two applications, as waiting until the next CCB meeting will be too late for these applications, as the funding is required well prior to the next meeting.

Attached are the two applications for your consideration. Can you please go through the applications carefully and if you are happy they be funded (or part funded) please let me know by return e-mail.

Once I hear back from you all and we have a majority vote one way or the other, I will circulate resolutions for your approval. These resolutions can be ratified at the next meeting.

I would appreciate a quick response from you all so that we can get this sorted within the next week.

Once we have a decision, I will advise the applicants.

Thanks.

Gae

Gae Newell

Executive Assistant and Governance Support Officer Ōpōtiki District Council | PO Box 44 | 108 St John Street | Ōpōtiki 3162 | New Zealand Telephone 07 3153030 | Fax 07 3157050 | Web

www.odc.govt.nz<http://www.odc.govt.nz/> |

www.facebook.com/opotikidistrictcouncil<a href="http://www.facebook.com/opotikidis">http://www.facebook.com/opotikidis</a>

trictcouncil>

From:

Haki McRoberts < mcroberts833@gmail.com>

Sent:

Monday, 16 September 2019 9:00 AM

To:

Gae Newell

**Subject:** 

**Re: FUNDING APPLICATIONS** 

Hi Gae,

Like the rest of the board I approve the funding application for the two schools. Haki McRoberts chairperson

Sent from my iPad

On 16/09/2019, at 8:19 AM, Gae Newell < GaeN@odc.govt.nz> wrote:

Hi Haki

All of the other Board members have approved both funding applications I sent out on Friday.

Can you please approve (or otherwise).

Thanks.

Gae

Gae Newell

Executive Assistant and Governance Support Officer

Õpōtiki District Council | PO Box 44 | 108 St John Street | Ōpōtiki 3162 | New Zealand
Telephone 07 3153030 | Fax 07 3157050 | Web www.odc.govt.nz |
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From: Haki McRoberts <mcroberts833@gmail.com>
Sent: Wednesday, 18 September 2019 3:41 PM
To: Gae Newell
jack.parata@apanui.co.nz; Gail Keepa (297tekaha@gmail.com);

spikeopotiki@gmail.com; ajwaenga@yahoo.co.nz

Subject: Re: APPROVAL REQUIRED URGENTLY

Approve the funding of \$7.685 toward Whangaparaoa school Haki McRoberts Sent from my iPhone

On 18/09/2019, at 3:30 PM, Gae Newell <GaeN@odc.govt.nz> wrote:

Hi all

Can I ask you all to respond to this e-mail promptly please.

Funding Application Approved for Te Kura Mana Maori o Whangaparaoa: **The application was for \$7,685.** 

**Can you please approve the funding for this amount.** In the e-mails which were previously circulated the figure of \$7,565 which stemmed from Gail's original approval.

Thanks.

Gae

Aileen Lawrie
Chief Executive Officer
Öpōtiki District Council | PO Box 44 | 108 St John Street | Ōpōtiki 3162 | New Zealand
Telephone 07 3153030 | Fax 07 3157050 | Web <a href="https://www.odc.govt.nz">www.odc.govt.nz</a> |
<a href="https://www.facebook.com/opotikidistrictcouncil">www.facebook.com/opotikidistrictcouncil</a>

#### <image001.jpg>

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From: Sent: To: Cc:	AJ Waenga <ajwaenga@yahoo.co.nz> Wednesday, 18 September 2019 4:23 PM Gae Newell Councillor McRoberts; jack.parata@apanui.co.nz; Gail Keepa (297tekaha@gmail.com); spikeopotiki@gmail.com</ajwaenga@yahoo.co.nz>
Subject:	Re: APPROVAL REQUIRED URGENTLY
Kia Ora Gae,	
I approve the revised figure \$7,68	35.
Regards	
Allen	
Sent from my iPhone	
> On 18/09/2019, at 3:30 PM, Gae >	e Newell <gaen@odc.govt.nz> wrote:</gaen@odc.govt.nz>
> Hi all	
> Can I ask you all to respond to t	his e-mail promptly please.
> Funding Application Approved f > The application was for \$7,685.	or Te Kura Mana Maori o Whangaparaoa:
> Can you please approve the fun \$7,565 which stemmed from Gail	ding for this amount. In the e-mails which were previously circulated the figure of soriginal approval.
> > Thanks.	
>	
> Gae	
<b>&gt;</b>	
>	
> Aileen Lawrie > Chief Executive Officer > Ōpōtiki District Council   PO Box > 3162   New Zealand Telephone > www.odc.govt.nz <http: www.c=""> www.facebook.com/opotikidistricticouncil&gt;</http:>	07 3153030   Fax 07 3157050   Web
>   cid:image001.jpg@01D3C5E4.A	\$55590E0]
>	
>	
> Please consider the environmen	
> > Attention:	
>	
> The information contained in th	is email (including any attachments) is intended solely for the addressee(s). It is

From: Gail Keepa <297tekaha@gmail.com>
Sent: Wednesday, 18 September 2019 5:17 PM
To: Gae Newell

**Cc:** Councillor McRoberts; jack.parata@apanui.co.nz; spikeopotiki@gmail.com;

ajwaenga@yahoo.co.nz

Subject: Re: APPROVAL REQUIRED URGENTLY

I'll move and approve amount of \$7685.00 Gae. Sorry amount was incorrect on my part.

Te Kaha Log Haulage Gail Keepa & Charlie Semmens 7032 State Highway 35 Te Kaha RD3 Ōpōtiki 3199 0273252003

On 18/09/2019, at 3:30 PM, Gae Newell < GaeN@odc.govt.nz > wrote:

Hi all

Can I ask you all to respond to this e-mail promptly please.

Funding Application Approved for Te Kura Mana Maori o Whangaparaoa: **The application was for \$7,685.** 

Can you please approve the funding for this amount. In the e-mails which were previously circulated the figure of \$7,565 which stemmed from Gail's original approval.

Thanks.

Gae

Aileen Lawrie
Chief Executive Officer
Öpōtiki District Council | PO Box 44 | 108 St John Street | Ōpōtiki 3162 | New Zealand
Telephone 07 3153030 | Fax 07 3157050 | Web <a href="https://www.facebook.com/opotikidistrictcouncil">www.facebook.com/opotikidistrictcouncil</a>

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From: Jack Parata < jack.parata@apanui.co.nz> Sent: Wednesday, 18 September 2019 5:18 PM To: Gae Newell; Gail Keepa Cc: Councillor McRoberts; spikeopotiki@gmail.com; ajwaenga@yahoo.co.nz **Subject:** Re: APPROVAL REQUIRED URGENTLY Yes I approve the revised figure. Kia ora Jack Get Outlook for Android From: Gail Keepa <297tekaha@gmail.com> Sent: Wednesday, September 18, 2019 5:16:54 PM To: Gae Newell <GaeN@odc.govt.nz> Cc: Councillor McRoberts <mcroberts833@gmail.com>; jack.parata@apanui.co.nz <jack.parata@apanui.co.nz>; spikeopotiki@gmail.com <spikeopotiki@gmail.com>; ajwaenga@yahoo.co.nz <ajwaenga@yahoo.co.nz> Subject: Re: APPROVAL REQUIRED URGENTLY I'll move and approve amount of \$7685.00 Gae. Sorry amount was incorrect on my part. Te Kaha Log Haulage Gail Keepa & Charlie Semmens 7032 State Highway 35 Te Kaha RD3 Õpõtiki 3199 0273252003 On 18/09/2019, at 3:30 PM, Gae Newell < GaeN@odc.govt.nz> wrote: Hi all Can I ask you all to respond to this e-mail promptly please. Funding Application Approved for Te Kura Mana Maori o Whangaparaoa: The application was for \$7,685. Can you please approve the funding for this amount. In the e-mails which were previously circulated the figure of \$7,565 which stemmed from Gail's original approval. Thanks. Gae

Aileen Lawrie
Chief Executive Officer
Öpōtiki District Council | PO Box 44 | 108 St John Street | Ŏpōtiki 3162 | New Zealand
Telephone 07 3153030 | Fax 07 3157050 | Web <a href="https://www.facebook.com/opotikidistrictcouncil">www.facebook.com/opotikidistrictcouncil</a>

From:

michael collier <spikeopotiki@gmail.com>

Sent:

Thursday, 19 September 2019 6:29 AM

To:

Jack Parata

Cc:

Gae Newell; Gail Keepa; Councillor McRoberts; ajwaenga@yahoo.co.nz

**Subject:** 

Re: APPROVAL REQUIRED URGENTLY

I approve the revised figure.

Regards,

Spike.

On Wed, Sep 18, 2019 at 5:17 PM Jack Parata < jack.parata@apanui.co.nz > wrote: Yes I approve the revised figure.

Kia ora Jack

Get Outlook for Android

From: Gail Keepa <297tekaha@gmail.com>

Sent: Wednesday, September 18, 2019 5:16:54 PM

To: Gae Newell < GaeN@odc.govt.nz >

**Cc:** Councillor McRoberts <<u>mcroberts833@gmail.com</u>>; <u>jack.parata@apanui.co.nz</u> <<u>jack.parata@apanui.co.nz</u>>; <u>spikeopotiki@gmail.com</u>>; <u>ajwaenga@yahoo.co.nz</u> <<u>ajwaenga@yahoo.co.nz</u>>

Subject: Re: APPROVAL REQUIRED URGENTLY

I'll move and approve amount of \$7685.00 Gae.

Sorry amount was incorrect on my part.

Te Kaha Log Haulage Gail Keepa & Charlie Semmens 7032 State Highway 35 Te Kaha RD3 Ōpōtiki 3199 0273252003

On 18/09/2019, at 3:30 PM, Gae Newell < GaeN@odc.govt.nz > wrote:

Hi all

Can I ask you all to respond to this e-mail promptly please.

Funding Application Approved for Te Kura Mana Maori o Whangaparaoa:

The application was for \$7,685.



#### **REPORT**

Date: 27 November 2019

To : Coast Community Board Meeting, 3 December 2019

From : Chief Financial Officer, Gregory Robertson

Subject : **COAST INITIATIVES FUND** 

File ID : A184405

#### **EXECUTIVE SUMMARY**

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

## **PURPOSE**

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

#### **BACKGROUND**

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

#### **CRITERIA**

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

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

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

#### 19.7 Financial conflicts of interests

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

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

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

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

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

#### 8. Conflicts of Interest

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

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

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

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

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

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

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

Coast Community Board Reserve		
Opening Balance 1 July 2019 (provisional)	128,834	
Balance from Activity Statement as at 31 October 2019	29,315	
Closing Reserve Balance 31 October 2019	158,149	
Estimated interest on balance	1,435	
Estimated closing reserve balance 31 October 2019	159,584	

Community Board Initiative Activity Statement as at 31 October 2019		
Revenue Received	Community Development Grant 2019-20	\$ 50,000
Less Funding Activities		
Tihirau Victory club JAB - end of	year trip	4,000
Pahaoa Marae Committee - Te Rurku Mokopapa wananga		4,000
Te Kura O Te Whānau A Apanui P	rimary PTA - ATTENDANCE AT ROTORUA PRIMARY SCHOOL	5,000
Whangapararoa School - KAPA H	AKA NATIONS FOR KURA TUATAHI	7,685
Total grants / funding allocate	ed	20,685
Balance Community Board Ini	itiatives activity as at 31 October 2019	29,315

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

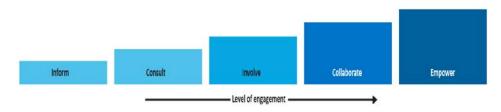
#### SIGNIFICANCE ASSESSMENT

## **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.

**Gregory Robertson** 

**CHIEF FINANCIAL OFFICER** 

From: Opotiki District Council <do.not.reply@odc.govt.nz>

Sent: Tuesday, 15 October 2019 3:59 PM

To: Gae Finlay

**Subject:** OPO Website - Coast Initiatives Fund ref: OPO-QF-191015-9A1TE-1AZ1

Follow Up Flag: Follow up Flag Status: Flagged

## **OPO Website - Coast Initiatives Fund**

Reference: OPO-QF-191015-9A1TE-1AZ1

Attachment: not attached

Name of organisation making application:: Whariki Adventure Limited

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

Oriwa Callaghan - one of two Co-Directors.

Contact email:: oriwa@wharikiadvenutre.nz

#### Street address or PO Box

124 Otitori Bay Road Titirangi Auckland

Daytime phone:: 0226773154

Event / Project name:: Whariki Adventure 3 day Wananga

## Brief description of event/project:

We will deliver a project that is Marae based and will consist of a 3-day wananga which will involve Mau Rakua, Maori cultural practices, Tikanga Maori, Marae tikanga, fishing, land history and day hunting.

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

Wairuru Marae or other marae if un-available. Raukokore, Waihau Bay

Date of the event (if applicable):: December 2019

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

Whariki Adventure wants to deliver this programme to create a holistic view and well-being by utilizing natural resources being the land and the see. Our aim is to create a positive impact on Youth and other people in terms of health, knowledge, well- being and creating a space where they can connect with their Maoritanga. We will include Mau Rakau teaching, Te Reo me ona Tikanga, Use of maori language and cultural practices, fishing, health and safety practices, hunting and knowledge/education. We offer tours and experiences to our people through animal Hunting and a 3-day package in the beautiful lands of Raukokore.

Whariki Adventure will create some employment, knowledge and education to our lwi by experience. Clients will have opportunities to discover themselves, cultural awareness, positive experience by utilizing the natural resources, both land and sea.

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

If successful for this grant, all funding will go to our company's Operating Expenses to ensure we can provide safe and compliant equipment and supplies for our clients. Success for this grant will also give Whariki Adventure to develop sustainable statistics for NZTourism and Tourism growth within the Iwi of Te Whanau-A-Apanui, create employment opportunities to our local Maori people, as well as promoting, motivating and excelling in Raukokore. In future, there may be an opportunity to collaborate with other Local Business' to increase Tourism and employment. Whariki Adventure is valuable as we are a whanau (family) driven team, it is locally owned, we have strong connections with our Maoritanga, Te Reo me ona Tikanga, and utilising Maori Assets eg. Land, Marae, Waiata, History, Rongoa, Mau Rakau.

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

Key people involve myself, Oriwa, Moana-Roa (Co-Director) and Rosco Callaghan (Head Tour Guide) as we are the main sources of project delivery.

Whariki Adventure has plenty of support surrounding us. We have our beloved local lwi of Te Whanau-a-Apanui, our hapu of Te Whanau-a-Maruhaeremuri who are both very strongly passionate about our Project. We have had brief communication during the early times of this business with staff from KPMG and NZ Maori Tourism, which have enabled us to create a positive relationship with these key stakeholders, as well as personal motivation and inspiration for the Business team.

We also have support of other key people in our community.

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

#### **Project costs:**

Marae hire (2 nights) - \$500.00
Fishing rod + reels (20) - \$6000.00
First Aid Kit (4) - \$91.52
Hi-Vis Jackets (20) - \$600.00
Walkie Talkies (4) - \$720.00
Taiaha (10) - \$3000.00
Rakau (20) - \$2000.00
Boy movie DVD (2) - \$60.00
Projector (1) - \$600.00
GPS (4) - \$2400.00
Horse gear (4) - \$9000.00
Multi-kai cooker (2) - \$2000.00
Maro (20) - \$4000.00
BBQ (2) - \$2000.00
Powhiri gear - \$2500.00

Amount of grant requested:: \$35,500.00

From: Opotiki District Council <do.not.reply@odc.govt.nz>

Sent: Tuesday, 19 November 2019 8:14 AM

To: Gae Finlay

Subject: OPO Website - Coast Initiatives Fund ref: OPO-QF-191119-4UI7C-IYA

Follow Up Flag: Follow up Flag Status: Flagged

## **OPO Website - Coast Initiatives Fund**

Reference: OPO-QF-191119-4UI7C-IYA

Attachment: not attached

Name of organisation making application:: Te Waka Hoe O Pokohinu

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

Lynette Parekura

Contact email:: lynetteparekura@hotmaiol.com

#### Street address or PO Box

23 Waiorore Road Omaio 3199

**Daytime phone::** 07 3252612

Event / Project name:: Give it a Go - Waka Ama Whanau Day

## Brief description of event/project:

To promote the sport of Waka Ama and increase participation within the Iwi.

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

Tokomaia - Omaio Bay

Date of the event (if applicable):: 29/12/2019

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

To provide an alternative sport that all whanau members can participate in.

Encourage our youth/whanau to become more active

To provide basic skills that will enable whanau to participate in events/races either socially or competitively.

To encourage membership for the club.

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

Club members will gather afternoon 28th to set up course and plan the next days event which will consist of -

Basic land based training. - Run by Club members

On the Water/safety Training. - Run by Club members

Short 250m races-

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

Te Waka Hoe o Pokohinu members - past and present.

Whanau/community members

Hoilday makers

Is your organisation GST registered?: No

#### **Project costs:**

Waka Hire x2 @ \$300 each \$600

Petrol - Pick up waka & Return to Opotiki \$100

- Safety Boat \$100

Marae Hire x2 days @ \$100 \$200 Food/water supplies \$400 First aid Supplies/Sunscreen \$100

Amount of grant requested:: \$1500

From: Opotiki District Council <do.not.reply@odc.govt.nz>

Sent: Wednesday, 20 November 2019 11:53 PM

To: Gae Finlay

Subject: OPO Website - Coast Initiatives Fund ref: OPO-QF-191120-E0CIX-F13

Follow Up Flag: Follow up Flag Status: Flagged

## **OPO Website - Coast Initiatives Fund**

Reference: OPO-QF-191120-E0CIX-F13

Attachment: not attached

Name of organisation making application:: Te Pae Tawhiti Community Trust

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

Paul O'Brien

Contact email:: paoraobrien@gmail.com

#### Street address or PO Box

6606 State Highway 35, , Opotiki, 3199

**Daytime phone::** 073252194

Event / Project name:: Te Whanau -A-Sports and Recreation

#### Brief description of event/project:

Supply and place a storage container at Maraetai Bay to house sports and recreation equipment for the use of Waka Ama Training and Whanau Days, Triathlon Training, Swimming and fitness Aids and buoys and Water safety and First Aid.

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

Maraetai Bay TeKaha

Date of the event (if applicable):: Start December 14th 2019.

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

Set up a training base at Maraetai Bay TeKaha for our developing

sports teams and activities that encourage exercise and wellbeing Waka Ama training has commenced, swimming and snorkelling lessons, and water safety training is happening over the summer months as is triathlon training and also outdoor basketball and beach volleyball.

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

Waka ama is currently operating at Maraetai Bay.

Beach volleyball is being set up .An upgrade of the basketball area is underway.

Te Pae Tawhiti Community Trust has taken on the role of sport co-ordinator. Helping to promote health/wellness and provide activities to enhance the social well being of our community.

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

Te Pae Tawhiti Community Trust is currently supporting and assisting Te Whanau -a- Apanui Waka Ama Club and Pokohinu Club

to regenerate themselves. Providing Waka and tools and equipment and now facilities.

Developing activities for the all of the community to partake in

such as fitness on the beach, Basketball, Volleyball, swimming, snorkelling and water safety lessons.

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

## **Project costs:**

1 x 20ft Storage container includes Delivery \$5000.00 1x 6x9m Gazebo \$ 200.00 1x BBQ and Gaz bottle \$ 300.00 2x fold out Tables \$ 100.00 1x Volleyball net and Poles \$ 300.00 2x Permanent Basket Ball Stands \$ 2600.00 10x Mask and snorkel set. \$ 300.00

Amount of grant requested:: \$8800.00

**Coast Community Board** 

State Highway 35 TeKaha

RD3 Opotiki 3199

#### Tena Koutou Katoa.

Te Pae Tawhiti Community Trust is providing services and infrastructure to our Te Whanau - A- Apanui Coastal Community that aim to educate, promote and uplift the cultural, spiritual, environmental, economic, social and physical well being of Tangata whenua.

We have various projects underway such as

: Helping TWA Waka Ama Club get re established and move positively forward Facilitate the inaugural AGM for the club after the resignation of Aroha Grant.

: Assist Pokohinu Waka Ama Club with trainings and wananga.

:Set up Waka Ama waka for use at Cape Runaway.

: Preparing the Old Dairy Factory for community use –Such as Waka Ama Club Rooms
Re eastablish the TeKaha Fire Brigade, Engineering/ Mechanical Workshop, Gym etc.

: Helping Rangatahi prepare for the 2020 World Waka Ama Championships in Hawaii.

: Planning for our first Apanui Midgets Triathlon in prep for the 2020 Weetbix and Iron Maori Events.

: Co-ordinate training courses via Sport BOP and EIT Tairawhiti such as

Water Safety, Swimming and snorkelling Lessons, Boating and Waka AmaTikanga & safety.

: Co ordinate Beach sporting activities eg, Basketball, Beach Volleyball, Fitness Classes.

: Co ordinating Community work projects with Justice Department labour force.

We have more Health and wellbeing initiatives in the pipelines and are keen to establish a base at Maretai bay to facilitate these.

My self and local community workers have recently cleaned up parts of the bay from broken glass and litter and cleared logs away for the mowing contractor and will we continue to look after and beautify the Bay the more time we spend there.

We expect to have two more 6 man Waka and 2 single waka on site very soon.

Our application to you the Coast Commmunity board for resources to help us

set up the base for this summer season including a storage container would allow

us to provide regular and on the spot activities.

The container will provide storage for regularly used items such as First Aid Kit, Life Jackets

Paddles, safety floating devices, Swimming and snorkelling gear, Beach Volleyball set, markers

and buoys BBQ, Gazebo, tables, Chairs, Sun Umbrella's etc.

The development of waka ama at the bay will no doubt foster and be

a catalyst for more health and wellness initiatives in the future.

We will publicly acknowledge any support that is given to our projects.

We thankyou for your time and consideration to this exciting community kaupapa.

Na Naku noa

Paora

Paora O'Brien

Chairman Te Pae Tawhiti Community Trust

6606 SHWY 35 TeKaha

RD3 Opotiki 3199.

Ph 073252194

Email: paoraobrien@hotmail.com

Page 65