

NOTICE OF AN ORDINARY COUNCIL MEETING

**Opōtiki District Council Chambers, 108 St John Street, Opōtiki
Tuesday, 4 June 2019
Commencing at 9.00am**

ORDER PAPER

OPENING KARAKIA / PRAYER / INSPIRATIONAL READING – COUNCILLOR HOWE

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

PUBLIC FORUM

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PUBLIC EXCLUDED BUSINESS

ITEM 11 CONFIRMATION OF IN-COMMITTEE MINUTES ORDINARY COUNCIL MEETING 23 APRIL 2019	
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**ITEM 12 IN-COMMITTEE MINUTES – AUDIT AND RISK COMMITTEE MEETING
18 FEBRUARY 2019**

ITEM 13 HARBOUR DEVELOPMENT PROJECT (presentation)

ITEM 14 INVESTMENT UPDATE

ITEM 15 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC

Chair: His Worship the Mayor – John Forbes

Members: Cr Lyn Riesterer (Deputy Mayor)

Cr Shona Browne

Cr Barry Howe

Cr Haki McRoberts

Cr Arihia Tuoro

Cr Ken Young

Committee Secretary: Gae Newell

Quorum: 4

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

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

Aileen Lawrie

CHIEF EXECUTIVE OFFICER



**MINUTES OF AN ORDINARY COUNCIL MEETING DATED TUESDAY, 23 APRIL 2019 IN THE
OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, OPOTIKI AT 9.00AM**

PRESENT:

Deputy Mayor Lyn Riesterer (Chairperson)
Councillors:
Shona Browne
Barry Howe
Haki McRoberts
Arihia Tuoro
Ken Young

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Gerard McCormack (Planning and Regulatory Group Manager)
Michael Homan (Finance Systems and Property Group Manager)
Muriel Chamberlain (Corporate Services Manager)
Sarah Jones (Corporate Planner and Executive Officer)
Jakob Carter (Events and Senior i-SITE Officer)
Gae Newell (Executive Assistant and Governance Support Officer)
Bevan Gray (via video conferencing)

MEDIA:

James Sandbrook (Opotiki News)

PUBLIC:

Anne Hill
Len Forrester
Janet Thompson

Councillor Browne opened the meeting with prayer.

Deputy Mayor Riesterer advised that an extra item, Reserve Sites, will be included in the in-committee section of the meeting for consideration as a matter of urgency. A revised Resolution to Exclude the Public has also been tabled, setting out the reasons for the item to be considered in-committee.

APOLOGY

His Worship the Mayor, John Forbes

RESOLVED

(1) That the apology be sustained.

Riesterer/McRoberts

Carried

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Councillors Young and Tuoro declared an interest in relation to any items pertaining to the Ōpōtiki Harbour Development Project and Whakatōhea Mussels (Ōpōtiki) Ltd.

PUBLIC FORUM

Anne Hill – Update on Horse Trail Project

Anne Hill stated that progress with the horse trail has come a long way and a very good public meeting was held recently. She added that there are still some issues to be resolved which she will continue to work on with the Reserves Manager.

Following handing a map around to Councillors, Anne Hill stated that she is working with Council in order to get the old stock route, which is a legal road, open for a temporary circuit.

In the long term Anne Hill said that she can see financial issues arising, e.g. fencing, consultants etc.

Anne Hill thanked Council for supporting the project and her team, noting that she intends to see the project through to the bitter end. She asked that thanks be passed on to the Reserves Manager for his support.

In conclusion, Anne Hill extended her thanks, in particular to His Worship the Mayor, for the support she received at the time of the loss of her daughter, Dale.

Anne Hill left the meeting at 9.09am.

Len Forrester – Lack of Maintenance in the District

Len Forrester thanked the Engineering and Services Group Manager for taking time out to visit him and look at the issues he raised around maintenance. Together they looked at open drains which have been neglected for six years now and roads with no kerb and channelling. These items were noted in the notebooks he gave to the Chief Executive Officer and Councillors at an earlier Council meeting.

Len Forrester queried what Council has done in relation to flooding, noting that Ōpōtiki is in a prone position with two rivers.

Councillor Howe advised that flood protection is governed by the Regional Council.

The Chief Executive Officer stated that Council is represented on a committee around river management so it can see what is going on. In 2021 the Regional Council will be undertaking a full review on stopbanks and the technical conditions underneath. Up in the catchment area, which is owned by the Department of Conservation, their practices have a significant effect on the flood scheme. Each year Council submits to the Regional Council's Annual Plan around river management and currently Council is making a submission to the river gravel consents which are currently open.

Mr Forrester stated he will attend a Council meeting in two months' time.

Len Forrester left the meeting at 9.23am.

Janet Thompson entered the meeting at 9.04am.

The Planning and Regulatory Group Manager entered the meeting at 9.22am.

1. CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING: 12 MARCH 2019 p4

RESOLVED

- (1) That the minutes of the Ordinary Council meeting held on 12 March 2019 be confirmed as a true and correct record.**

McRoberts/Young

Carried

2. MINUTES – COAST COMMUNITY BOARD MEETING 12 FEBRUARY 2019 p12

RESOLVED

- (1) That the minutes of the Coast Community Board meeting held on 12 February 2019 and any recommendations therein be received.**

McRoberts/Riesterer

Carried

3. MINUTES – EASTERN BAY OF PLENTY JOINT COMMITTEE MEETING 5 MARCH 2019 p17

RESOLVED

- (1) That the minutes of the Eastern Bay of Plenty Joint Committee meeting held on 5 March 2019 be received.**

Riesterer/Tuoro

Carried

4. MINUTES – REGIONAL TRANSPORT COMMITTEE MEETING 15 MARCH 2019 p23

RESOLVED

- (1) That the minutes of the Regional Transport Committee meeting held on 15 March 2019 be received.**

Tuoro/Young

Carried

5. MINUTES – CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE MEETING 22 MARCH 2019 p21

RESOLVED

- (1) That the minutes of the Civil Defence Emergency Management Group Joint Committee meeting held on 22 March 2019 be received.**

Riesterer/Browne

Carried

6. MINUTES – ŌHIWA HARBOUR IMPLEMENTATION FORUM MEETING 28 MARCH 2019 p41

RESOLVED

- (1) That the minutes of the Ōhiwa Harbour Implementation forum meeting held on 28 March 2019 be received.**

Riesterer/Tuoro

Carried

7. MAYORAL REPORT 1 MARCH 2019 – 9 APRIL 2019 p51

RESOLVED

- (1) That the report titled “Mayoral Report 1 March 2019 – 9 April 2019” be received.**

Riesterer/Young

Carried

8. ŌPŌTIKI MARINE ADVISORY GROUP (OMAG) UPDATE

p54

RESOLVED

(1) That the report titled "Ōpōtiki Marine Advisory Group (OMAG) Update" be received.

Browne/Howe

Carried

Jakob Carter entered the meeting at 9.38am.

Item 10 (Annual Community Survey Results) was considered following Item 8 above.

9. 2019-2020 ANNUAL PLAN INFORMATION

p57

Bevan Gray joined the meeting via video conference. He spoke to a powerpoint presentation covering the following points:

- The purpose of the presentation
- Timeline
- The Pre-Christmas Workshop
- Updated Financials
- Unexpected Expenditure
- Reasons for Changes
- Rating and Rates Changes
- Consultation – Legal Requirements
- Informal Consultation
- Significant or Material Change

A revised Information Document was tabled. Bevan Gray explained the change is that Council has decided to engage with the community around the Library redevelopment. The wording in the Information Document in relation to the Library redevelopment has been amended to reflect the change.

The Chief Executive Officer advised that clause 2 of the recommendations is confirming formally what Council had informally decided in relation to consultation.

RESOLVED

(1) That the report titled "2019-2020 Annual Plan Information" be received.

(2) That Council formally endorses the decision not to formally consult on the 2019-2020 Annual Plan.

(3) That Council adopt the 2019-20 Information Document 'Your assets, your community, your future – our plan in action' and approve it for public release.

Young/McRoberts

Carried

10. ANNUAL COMMUNITY SURVEY RESULTS

p62

RESOLVED

- (1) That the report titled "Annual Community Survey Results" be received.**

Young/McRoberts

Carried

The Corporate Services Manager entered the meeting at 9.43am.

The Corporate Planner and Executive Officer entered the meeting at 9.49am.

Item 13 (Matariki Festival Funding Applications) was considered following Item 10 above.

The Events and Senior i-SITE Officer and the Corporate Services Manager left the meeting at 10.02am.

The meeting adjourned for a Citizenship Ceremony at 10.03am and reconvened at 10.36am.

Item 14 (Local Government New Zealand Conference 2019) was considered at this time, then Item 9 (2019-2020 Annual Plan Information), then Item 12 (Resolution to Declare Hunting Dogs to be Working Dogs for the Purposes of the dog control Act 1996), followed by Item 11 (Conflict of Interest Policy), Item 15 (Chief Executive Officer's Update) and Item 16 (Resolution to Exclude the Public).

11. CONFLICT OF INTEREST POLICY

p69

Deputy Mayor Riesterer suggested that under Elected and Appointed Members, clause 4.1, page 76 of the agenda, the word "or" be deleted from the first and third bullet points so that in both cases it reads "the Mayor and Chief Executive". Under General Staff, clause 4.3, page 79 of the agenda, that the word "or" be deleted from paragraph number 2 under Identified Conflict so it reads "Manager and the Chief Executive". These minor amendments were agreed to.

RESOLVED

- (1) That the report titled "Conflict of Interest Policy" be received.**
(2) That Council adopt the Conflict of Interest Policy for use.

Tuoro/Browne

Carried

12. RESOLUTION TO DECLARE HUNTING DOGS TO BE WORKING DOGS FOR THE PURPOSES OF THE DOG CONTROL ACT 1996

p89

RESOLVED

- (1) That the report titled "Resolution to Declare Hunting Dogs to be Working Dogs for the Purposes of the Dog Control Act 1996" be received.**

- (2) That hunting dogs that are kept solely or principally for the purposes of hunting game by a person undertaking legal hunting activities, and that have completed avian awareness and aversion training, be declared to be working dogs for the purposes of the dog control Act 1996.

Howe/Riesterer

Carried

13. MATARIKI FESTIVAL FUNDING APPLICATIONS

p94

RESOLVED

- (1) That the report titled "Matariki Festival Funding Applications" be received.
- (2) That Council approves the lodging of a funding application with Southern Trust to support the 2019 Matariki Festival, subject to quotes.
- (3) That Council approves the lodging of a funding application with The Lion Foundation to support the 2019 Matariki Festival, subject to quotes.
- (4) That Council approves the lodging of a funding application with the Lottery Community Committee to support the 2019 Matariki Festival, subject to quotes.
- (5) That Council approves the lodging of a funding application with BayTrust to support the 2019 Matariki Festival subject to quotes.

Tuoro/Browne

Carried

14. LOCAL GOVERNMENT NEW ZEALAND CONFERENCE 2019

p97

Councillor Young advised that he was on rotation to attend but declined as he is not standing for Council in the upcoming election.

As next in rotation to attend the conference, Councillors Browne and Howe confirmed that they will be standing for Council again.

RESOLVED

- (1) That the report titled "Local Government New Zealand Conference 2019" be received.
- (2) That His Worship the Mayor together with Councillors Browne and Howe are authorised to attend the Local Government New Zealand Conference 2019 in Wellington.

Tuoro/Young

Carried

The Corporate Planner and Executive Officer left the meeting at 11.24am.

15. CHIEF EXECUTIVE OFFICER'S UPDATE

p99

RESOLVED

(1) That the report titled "Chief Executive Officer's Update" be received.

Browne/Tuoro

Carried

James Sandbrook and Janet Thompson left the meeting at 11.51am.

16. RESOLUTION TO EXCLUDE THE PUBLIC

p126

A revised Resolution to Exclude the Public was tabled.

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

17. Confirmation of In-Committee Minutes – Ordinary Council Meeting 12 March 2019.

Extra Item – Reserve Sites

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
17.	Confirmation of In-Committee Minutes – Ordinary Council Meeting 12 March 2019	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
Extra Item	Reserve Sites	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

17.	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out negotiations Maintain legal professional privilege Carry out commercial activities Avoid prejudice to measures protecting the health and safety of members of the public Avoid prejudice to measures that prevent or mitigate material loss to members of the public Commercial sensitivity	Section 7(2)(a) Section 7(2)(b)(i) & (ii); (d) & (e) and Section 7(2)(c)(i) & (ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(i) Section 7(2)(g) Section 7(2)(h) Section 7(2)(d) Section 7(2)(e) Section 7(2)(b)(ii)
Extra Item	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment	Section 7(2)(A) Section 7(2)(b)(ii) Section 7(f)(ii)

McRoberts/Young

Carried

RESOLVED

- (1) That the resolutions made while the public was excluded, be confirmed in open meeting.**
- (2) That the public be readmitted to the meeting.**

Browne/Tuoro

Carried

RESOLVED

- (1) That the in-committee minutes of the Ordinary Council meeting held at on 12 March 2019 be confirmed as a true and correct record.**

Tuoro/Young

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12.01PM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE COUNCIL HELD ON 4 JUNE 2019

J H FORBES

HIS WORSHIP THE MAYOR



MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL AUDIT AND RISK COMMITTEE MEETING HELD ON MONDAY, 18 FEBRUARY 2019 IN THE OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.02AM

PRESENT:

Councillor Arihia Tuoro (Chairperson)
Councillor Ken Young
David Love
Mayor John Forbes

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Michael Homan (Finance, Systems and Property Group Manager)
Billy Kingi (Chief Financial Officer)
Sarah Jones (Corporate Planner and Executive Officer)
Amy Kirikiri (Payroll Officer and HR Advisor)
Gae Newell (Executive Assistant & Governance Support Officer)

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

David Love noted that he is a Bay of Plenty Regional Councillor and is also a member of the Regional Council's Audit and Risk Committee.

The Chairperson and Councillor Young declared an interest in any item in relation to the Opotiki Harbour Development Project.

PUBLIC FORUM

Nil.

1. CONFIRMATION OF MINUTES – AUDIT AND RISK COMMITTEE MEETING p5
15 OCTOBER 2018

RESOLVED

- (1) That the minutes of the Audit and Risk Committee meeting held on 15 October 2018 be confirmed as a true and correct record.**

Young/Love

Carried

2. ACTION SCHEDULE p13

It was noted that completed items will drop off the Action Schedule for each subsequent agenda.

The Shand Report item will be changed to 'Crown Land' and will remain on the Action Schedule.

RESOLVED

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

Love/Young

Carried

The Corporate Planner and Executive Officer entered the meeting at 10.11am.

3. FINANCIAL REPORT TO 31 DECEMBER 2018 p13

It was noted that the total "% Spent Adjusted or Deferred" in the table on page 18 should be 12%, not 39.09%.

In response to a query from His Worship the Mayor, the Chief Financial Officer sated adjustments could be made around our valuations. This would cost more, but could be staggered.

David Love noted that the Audit and Risk Committee needs to be aware of the risks in relation to the Harbour Project.

RESOLVED

- (1) That the report titled "Financial Report to 31 December 2018" be received.**

Young/Tuoro

Carried

Item 5 (Draft Conflict of Interest Policy) was considered prior to Item 4 (Audit Report for the Year Ended 30 June 2018)

4. AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2018

Separate Document

RESOLVED

- (1) That the Audit Report for the Year Ended 30 June 2018 be received.**

Tuoro/HWTM

Carried

5. DRAFT CONFLICT OF INTEREST POLICY

p29

RESOLVED

- (1) That the report titled "Draft Conflict of Interest Policy" be received.**
(2) Subject to any comments being incorporated, that the draft Conflict of Interest Policy be recommended to Council for adoption.

Love/Young

Carried

The Corporate Planner and Executive Officer left the meeting at 11.25am.

The Payroll Officer and HR Advisor entered the meeting at 11.28am.

6. RESOLUTION TO EXCLUDE THE PUBLIC

p48

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- 7. Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 15 October 2018.**
8. Health, Safety, Staff Resources and Wellbeing Report.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution

7.	Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 15 October 2018	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
8.	Health, Safety, Staff Resources and Wellbeing Report	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

7.	Maintain effective conduct of public affairs Protect information Protect the privacy of natural persons Protection from improper pressure or harassment Carry out negotiations Prevent the disclosure of official information Carry out commercial activities without prejudice or disadvantage	Section 7(2)(f)(i) & (ii) Section 7(2)(b)(i) & (ii), (d) & (e) Section 7(2)(a) Section 7(2)(f)(ii) Section 7(2)(i) Section 7(2)(j) Section 7(2)(h)
8.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)

HWTM/Young

Carried

RESOLVED

(1) That the resolutions made while the public was excluded be confirmed in open meeting.

(2) That the public be readmitted to the meeting.

HWTM/Young

Carried

RESOLVED

(1) That the in-committee minutes of the Audit and Risk Committee meeting held on 15 October 2018 be confirmed as a true and correct record.

Young/Tuoro

Carried

RESOLVED

(1) That the report titled "Health, Safety, Staff Resources and Wellbeing Report" be received.

Love/HWTM

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12.06PM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT IN-
COMMITTEE MEETING OF THE AUDIT AND RISK
COMMITTEE ON 13 MAY 2019.**

**COUNCILLOR ARIHIA TUORO
CHAIRPERSON**



MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE RUNANGA O TE WHANAU OFFICES, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 26 MARCH 2019 AT 10.16AM

PRESENT:

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

IN ATTENDANCE:

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

PUBLIC

Glenn Webber
Oho Gage
Mark Stringfellow

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

APOLOGIES

Nil

PUBLIC FORUM

Glenn Webber – Office For Māori Crown Relations – Te Arawhiti

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

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

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

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

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

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

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

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

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

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

The Chairperson thanked Glenn Webber for attending the meeting.

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

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

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

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

Oho Gage left the meeting at 10.46am.

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

RESOLVED

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

Waenga/Parata

Carried

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

RESOLVED

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

Waenga/Keepa

Carried

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

p11

RESOLVED

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

Waenga/McRoberts

Carried

Oho Gage rejoined the meeting at 10.49am.

4. ACTION SCHEDULE

p16

Ōmaio Reserve – Boundary Adjustment

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

Oho Gage left the meeting at 10.53am.

Coast By Nature Signs

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

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

Maintenance – Mowing of Reserves

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

Ōmaio – on a monthly cycle

Te Kaha – on a fortnightly cycle

Waihau Bay – on a monthly cycle

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

RESOLVED

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

Waenga/McRoberts

Carried

Mark Stringfellow rejoined the meeting at 11.06am.

5. GENERAL MANAGERS' UPDATE p18

RESOLVED

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

Parata/Collier

Carried

6. PRE-ELECTION UPDATE – COAST COMMUNITY BOARD p23

RESOLVED

(1) That the report titled "Pre-Election Update – Coast Community Board" be received.

(2) That Board members note:

(i) the Pre-Election Protocol Policy adopted by Council on 12 March 2019; and

(ii) the Election Signs – General Conditions Applicable to All Areas Policy also adopted by Council on 12 March 2019.

Parata/McRoberts

Carried

Mark Stringfellow left the meeting at 11.19am.

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

7. COAST INITIATIVES FUND p43

RESOLVED

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

Keepa/Waenga

Carried

8. COAST INITIATIVES FUND – FUNDING APPLICATION: OMAIO MARAE P48

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

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

RESOLVED

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

Parata/Keepa

Carried

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

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

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

HAKI McROBERTS

CHAIRPERSON

COAST COMMUNITY BOARD

REPORT

Date : 23 May 2019
To : Ordinary Council Meeting, 4 June 2019
From : His Worship the Mayor, J H Forbes
Subject : **MAYORAL REPORT 10 APRIL 2019 – 23 MAY 2019**
File ID : A168367

Since 10 April 2019 I have attended or met with the following:

10 APRIL 2019

Opotiki Marine Advisory Group (OMAG) meeting

11 APRIL 2019

Emergency Management System Reform Workshop: Amending the Civil Defence Emergency Management Act 2002

12 APRIL 2019

Bay of Plenty Triennial meeting

14 APRIL 2019

Opotiki RSA ANZAC dinner

16 APRIL 2019

Met with Glenn Webber - Chief Crown Negotiator, Office For Maori Crown Relations – Te Arawhiti

18 APRIL 2019

New Zealand Walking Access Commission Audit and Risk Committee meeting, Wellington

30 APRIL – 1 MAY 2019

New Zealand Walking Access Commission meeting, Hamilton

2 MAY 2019

New Zealand Walking Access Commission – Presentation to Rayonier Matariki Forests for its support of the Hikuai Trails Trust, Pauanui

3 MAY 2019

Mayors Taskforce For Jobs Core Group meeting, Wellington

9 MAY 2019

NZ Walking Access meeting with Minister Damien O'Connor

13 MAY 2019

Opotiki District Council Audit and Risk Committee meeting

14 MAY 2019

Met with NZ Kiwifruit Growers and Zespri representatives

17 MAY 2019

Provincial Growth Fund announcement by Minister Shane Jones, Te Kaha

22 MAY 2019

Mayors' Reflection Workshop, Wellington

23 MAY 2019

Met with Auditor-General John Ryan and Sector Manager (Office of the Auditor-general) Kristin Aitken

MEETINGS ATTENDED WITH OR ON BEHALF OF THE MAYOR BY DEPUTY MAYOR LYN RIESTERER

1 MAY 2019

Meeting with Chorus re fibre roll out in Opotiki

17 MAY 2019

Provincial Growth Fund announcement by Minister Shane Jones, Te Kaha

22 MAY 2019

Mayors' Reflection Workshop, Wellington

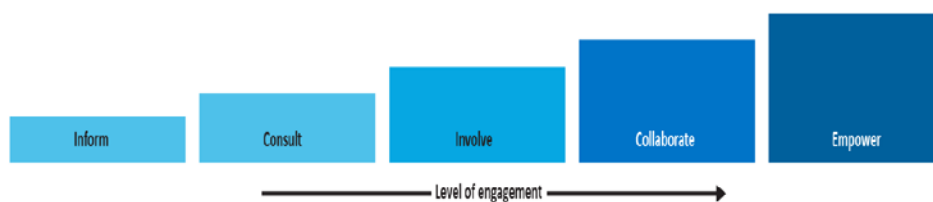
SIGNIFICANCE ASSESSMENT

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 Mayoral 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 Mayoral Report 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 "Mayoral Report 10 April 2019 –23 May 2019" be received.**

John Forbes

HIS WORSHIP THE MAYOR

REPORT

Date : 22 May 2019
To : Ordinary Council Meeting, 4 June 2019
From : Opotiki Harbour Project Manager, John Galbraith
Subject : **HARBOUR DEVELOPMENT PROJECT UPDATE**
File ID : A167384

EXECUTIVE SUMMARY

This report updates on activities and outcomes from the harbour redesign and recosting phase of work and rock source investigations and is submitted on behalf of the Opotiki Harbour Project Steering Group.

Concept designs for the harbour walls with no or significantly reduced seismic protection have been produced showing manageable levels of damage in liquefaction events, with low cost seismic protection measures used where required. These designs are expected to achieve construction and risk contingency savings of about \$25m to \$30m compared with the designs used in the December 2017 Detailed Business Case for a harbour at Opotiki. The next stage of proposed work will produce designs and construction methodology sufficient to provide a revised tender price for construction, not including rock supply.

In January and February 2019, GNS Science carried out office and field investigations of suitable local sources of armour rock for the harbour. Their report concluded there are sufficient rock sources within about 50 to 60 kilometres of the harbour site to provide suitable armour rock, subject to new consent and new development requirements.

Opotiki District Council will carry out a registration of interest (ROI) process, followed by a targeted request for proposals (RFP) to procure a suitable supply of armour rock and other rock and aggregate materials, totalling about 620,000 tonnes.

PURPOSE

This report updates Council on activities and outcomes from the Ōpōtiki harbour redesign and recosting phase of work and rock source investigations.

BACKGROUND

Ōpōtiki District Council (ODC) approved expenditure of \$250,000 for redesign and recosting of the existing harbour design and a contract was entered with HEB Construction (HEB) for this work. The rock investigations work is funded from co-investment from the Provincial Growth Fund (PGF), as announced by the Minister for Regional Economic Development in December 2019, being investment in the development of a business case to progress an affordable Ōpōtiki harbour plan.

Redesign and Recosting project

In January 2019, ODC contracted HEB and their design partner Tonkin and Taylor (T+T) to carry out detailed design, confirm construction methodologies, and identify construction costs for alternative/value engineered designs that may reduce the overall cost of the Ōpōtiki Harbour Development Project.

From a workshop held on 19 February involving HEB, T+T and members of the Ōpōtiki Harbour Project Steering Group (the steering group), the agreed design outcomes were:

1. Seismic design:
 - a. T+T to prepare a concept design for a non-seismically protected harbour structure and identify expected performance of the structure in significant event(s). The description will estimate the return period for a liquefaction event.
 - b. T+T will outline the case for investment in partial or full earthquake protection.
2. Channel depth / operability: A proposal for T+T to review a reduced depth option, e.g. -3m mean sea level (MSL), for effect on navigability and potential effect on flood performance, was not progressed because:
 - a. No additional funding is available to model the potential effects of a shallower entrance on flood performance.
 - b. The first priority being to achieve an acceptable cost design for the walls, which could subsequently be shortened to e.g. -3m MSL level if further cost reductions required, at the expense of navigability.
3. Cost estimates: It was agreed that HEB would liaise with T+T during the concept design period and prepare a best estimate of construction costs, less rock supply, for a second workshop to be held on 9 April.

9 April workshop

HEB and T+T reported back on their design and cost estimation work to the steering group.

Key outcomes:

1. T+T looked at likely failure consequences during liquefaction events for design options including:
 - a. No ground improvement.
 - b. Use of heavy geogrid under the base of the walls.
 - c. Combination of geogrid and ground improvement by dynamic compaction under the core of the walls.
 - d. The effects were considered for two different sections of the walls, i.e. inland and seaward of the -1.5m MSL level.
2. Results:
 - a. With no ground improvement or geogrid in place, displacements during liquefaction events could exceed 2m and be at risk of continuing / accumulating lateral failure.
 - b. With basal geogrid in place, failure can be limited to less than 2m in the landward sections and less than 1.5m in the seaward sections, providing sand build up outside of the walls is managed.
 - c. With basal geogrid and dynamic compaction, failure could be limited to less than 0.2m.
3. Construction method, rock demand and navigability:
 - a. A change of concrete armour protection units from Xbloc to "hanbar" units to allow for a more flexible structure in earthquake events produced a very significant increase in armour rock (rip rap) volumes.
 - b. HEB also estimated time and cost savings of about \$8m by constructing shorter walls, being a total 130m reduction split across both walls, to end at -3.5 to -3.7m MSL. However T+T advice is that this option would likely result in appreciable restrictions to navigability in NW/W conditions and breaking waves at the entrance, plus increased dredging.
 - c. An intermediate option to shorten walls by a total of 80m was considered to offer full or near-full levels of service, with some additional maintenance dredging, for a construction cost reduction of about \$5m.

30 April meeting

Outputs from the 9 April workshop were discussed with HEB and T+T, leading to a further meeting in Tauranga on 30 April.

Key outcomes from the 30 April meeting:

- Rock volumes were more closely estimated for a “full hanbar” armouring option. While hanbars are more expensive per unit than rock, they allow a steeper wall gradient with less rock and are relatively neutral for overall cost.
- Refer to table 1 for a summary of construction options for performance and comparative costs, including rock supply. The preferred options are D1 and D2, featuring an 80m overall shortening of the walls, with basal geogrid (D1) and an option for dynamic compaction under the landward sections (D2).
- From this meeting, the proposed approach for finalisation of the concept design and recosting to revised tender level was discussed with the steering group and the recommendations to the Project Governance Group are as below.
- It is noted that the information from 3b. and 3c. above will also inform discussions with harbour users regarding the interplay between capital investment, navigability and maintenance costs, before finalising the business case.

Table 1. Summary of Redesign Options for Ōpōtiki Harbour

Design options	Earthquake protection options			Comments
	1 Geogrid under core, no DC	2 Geogrid, DC land to -1.5MSL	3 Geogrid, full length DC	
B: Full lengths to -4 MSL, Hanbar protected full length				DC – dynamic compaction MSL – mean sea level PR – Principal’s requirements
C: As for B, but W wall shortened by 130m to -3 MSL				Restrictions to navigability in NW/W conditions, breaking waves. Increased dredging.
D: As for B, but walls shortened by total 80m (nom. E 30, W 30-50m)				Increased maintenance dredging, likely maintain full or near full service level.
Preferred options				
Feasible, but higher cost				
Not feasible				

Recommendations

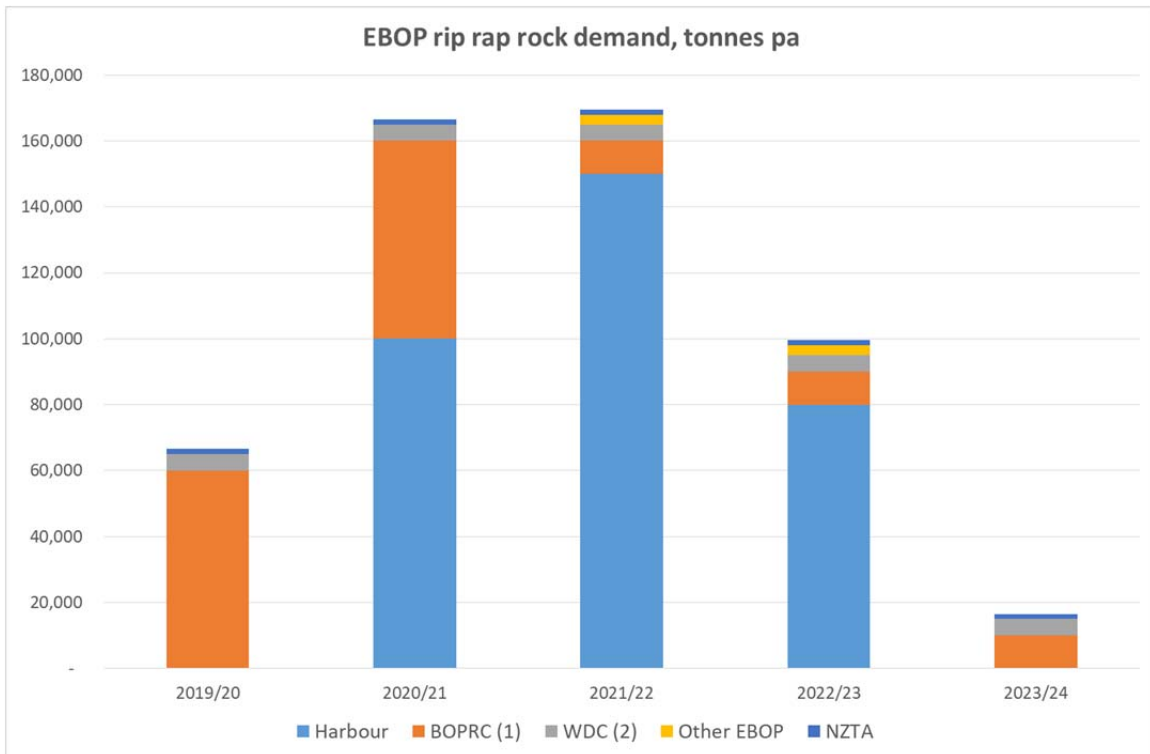
1. That the next stage of design and revision of tender be focussed on options D1 and 2, being:
 - a. Walls shortened by a total of 80m between the two walls – manageable effects on navigability and maintenance for a \$5m construction cost reduction (D1).
 - b. Primary earthquake resilience achieved by use of heavy geogrid under the full length of core of walls. This should limit failure movement to less than 1.5m in liquefaction events, with prudent management of sand build up on the outsides of the walls.

- c. Explore additional earthquake protection option of dynamic compaction under core of walls inland of -1.5m MSL (D2).
 - d. T+T will also:
 - i. Review performance and design requirements for seaward, non-channel side scour blankets to optimise construction/maintenance costs.
 - ii. Investigate replacing the concrete capping with compacted gravel.
- These changes are expected to result in further cost reduction.

Rock sources and supply

1. GNS investigations: The final report from GNS Science on armour rock sources in the Ōpōtiki District and adjacent areas was received on 18 March. The findings are in line with those from the draft report, with actual density lab test results generally exceeding the specifications. Only one rock source, Waioeka Gorge, met weathering specification, but other sources, including existing quarries at Whakatāne and Awakeri, will probably be suitable. The conclusions remain that there are sufficient sources of rock within about 50 to 60 kilometres of the harbour site to provide suitable armour rock, subject to new consent and development requirements. It is noted that rock requirements have increased about 15% since the GNS work, so a budget allowance for a component of rock supply from outside of the region will be retained. It is also noted that there is a current shortage of rip rap rock within the Whakatāne and Ōpōtiki districts, due to a mixture of contractual matters, consent requirements and overburden removal.
2. NZTA Waioeka Gorge resilience risk sites: A roadside inspection of high risk (resilience) sites along SH2 in the lower Waioeka Gorge was carried out with a representative of the Aggregate and Quarry Association (AQA) on 5 March, followed by a more detailed assessment by a quarries consultant in May. Two of the very high risk sites are considered potentially quarriable, but not surprisingly both are difficult propositions. A key issue for each would be visual and environmental impacts while opening up access to a working face and then traffic impacts while operating. By their nature, these sites are close to the river, with no or very limited opportunity to move the road away from the face. These sites are within 35 kilometres of the harbour site. The site assessments will next be discussed with NZTA, but at this stage are considered low probability for supply options to the harbour project.
3. Procurement: Projected demands for rip rap rock (being armour rock greater than 100mm diameter) for all major users in the Eastern Bay have been assembled, so that a combined approach to supply sources could be carried out, or a harbour supply could be progressed with knowledge of the other demands. The 30 April meeting with HEB and T+T, refined the expected rock and aggregate quantities required for the selected design. Total supply requirement for the

harbour project is expected to be about 619,000 tonnes, spread over a two and a half to three year supply period.



The harbour requirement will more than double demand for rip rap rock over a five year period, including the harbour build. The Bay of Plenty Regional Council (BOPRC) forecast demand reflects urgent erosion repairs in the first two years, then reducing to more average levels.

The profile for harbour demand is arbitrarily set to smooth demand around the BOPRC forecast demand. The current build schedule for the harbour is for completion in the first half of calendar year 2023, so supply will need to be completed by the end of calendar year 2022. To the extent that the harbour rock procurement process stimulates development of additional rock resources in the sub-region, the longer term supply situation will in fact be significantly enhanced.

Procurement for harbour rock supply by ODC is now proceeding with an initial registration of interest (ROI) addressed to known and potential rock suppliers to the project, followed by a targeted request for proposals (RFP) to selected ROI respondents. The procurement process aims to secure rock supply tenders or commitments by mid-July 2019, to a sufficient standard to accompany the revised tender for harbour construction in a revised business case for harbour investment.

SIGNIFICANCE ASSESSMENT

Assessment of significance

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

Assessment of engagement requirements

As the level of significance is considered to be low, the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



CONSIDERATIONS

Financial/budget considerations

ODC approved expenditure of \$250,000 for redesign and recosting of the existing harbour design and a contract has been entered with HEB for this work (progress on which is covered in this report).

In December 2018, the Minister for Regional Economic Development announced that the PGF would invest up to \$750,000 to assist with the development of a business plan to progress an affordable Ōpōtiki Harbour plan. The PGF funding agreement includes rock source investigations and commercial and due diligence matters and recognises the ODC co-funding on harbour design as above.

Policy and planning implications

The work that is the subject of this report is consistent with the Long Term Plan.

Risks

Rock supply: The primary risk arising from recent decisions on the harbour project is that ODC, or any succeeding Principal for the harbour construction contract, takes on the responsibility for supply of rip rap and other construction rock required for the project. The primary mitigation for this risk will be to enter firm contracts for supply of rock to stockpile at the harbour site, from three or more supply sources. The contracts will need to have sufficient flexibility in quantities and specifications to allow for any shortfalls from individual sources. It is also intended to start stockpiling rock well ahead of

construction commencement, to de-couple rock demand and supply scheduling. A suitable contingency will need to be carried for the risks inherent in this supply.

Consents lapsing: The consents for the harbour construction and associated works were issued in August 2009, for a period of 15 years, lapsing 31 August 2024 if not given effect to by that date. The current earliest construction schedule, assuming funding approval by the end of 2019, is for commissioning in the second quarter of calendar year 2023. It is expected that the consents will be given effect to well before they lapse, although completion may not be achieved by then if delays of up to 12 months are experienced in commencement and/or construction.

Other risks: Construction and operation risks for the harbour project are summarised in the Detailed Business Case (DBC) submitted to government in December 2017. These risks primarily remain, except that treatment of the geotechnical risk has changed as noted below.

Geotechnical risk: In previous designs, which were developed to provide resilience to the harbour walls against damage during liquefaction events, the Principal carried the risk of higher construction costs to achieve a specified level of ground improvement under the walls during construction. This risk was the major component of the approximately \$11m of Principal's construction contingency included in the DBC. The additional geotechnical tests carried out in early 2018 were not able to be completed and significant uncertainty remained. However, the designs developed in March and April 2019 are for a flexible structure, which may experience some damage during a significant event but would remain functional and may require limited repair. Some allowance for a risk contingency for periodic repair costs may be included in future maintenance costs.

RECOMMENDATIONS:

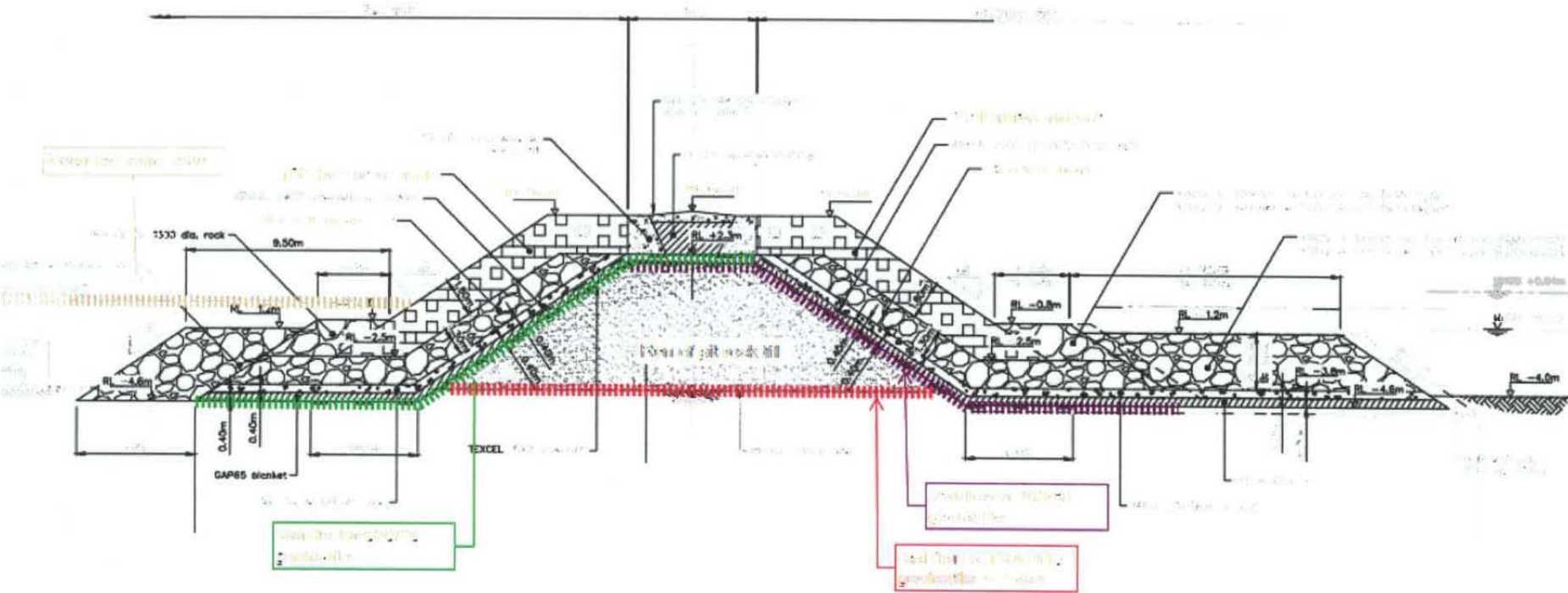
- 1. That the report titled "Harbour Development Project Update" be received.**
- 2. That Council notes that an initial registration of interest (ROI) will be addressed to known and potential rock suppliers to the Ōpōtiki Harbour Development Project, followed by a targeted request for proposals (RFP) to selected ROI respondents to secure rock supply tenders or commitments by mid-July 2019, for inclusion in the revised business case for harbour funding.**

John Galbraith

ŌPŌTIKI HARBOUR PROJECT MANAGER

ATTACHMENT 1. Harbour plan view and wall cross section

Option 2 No ground improvement. With basal and sideslope geotextile



REPORT

Date : 19 May 2019.

To : Ordinary Council Meeting, 4 June 2019.

From : Finance, Systems and Property Group Manager, Michael Homan.

Subject : **PROPOSED CHANGES TO ELECTED MEMBER REMUNERATION.**

File ID : A168221

EXECUTIVE SUMMARY

The remuneration for the Mayor and elected members is set by the Remuneration Authority. Following a review of the remuneration setting process for elected members, the Remuneration Authority advised all Mayors and CEOs in early March 2019 of proposed changes. These changes, once confirmed, will become effective from 1 July 2019 with a second amendment following the 2019 Local Government Elections.

The advice in March from the Remuneration Authority was made in confidence. Staff, however, are now required to make the level of remuneration publically known as part of this year's Candidates Handbook which has recently been approved by Election Services for use.

This report outlines the proposed changes to elected member remuneration.

PURPOSE

This report advises elected members of the proposed changes to remuneration setting effective from 1 July 2019 and again following the 2019 Local Government election.

BACKGROUND

Since the last Local Government election the Remuneration Authority has reviewed the method of remuneration setting for Elected Members.

The Remuneration Authority have proposed, following the 2019 Elections, to implement a “governance pool” system which is allocated to each council aligned with the ranking of that council based on a size index and within a framework of the new local government pay scale.

The exact details around the ranking method used have not been provided to Council.

The governance pool will provide the total amount that can be paid in remuneration to councillors at each individual council (aside from the Mayor).

The governance pool allocated does not have any relationship to the number of councillors. If a council wishes to change the number of councillors and the Local Government Commission agrees, the governance pool does not change. It will be shared amongst fewer or more councillors.

Each council can decide how it wishes to allocate its pool according to its own priorities and circumstances.

There are however four requirements for each council:

- The whole pool must be utilised.
- The council is required to decide a “base remuneration” for councillors who have no additional responsibilities. This cannot be below the base amount set by the authority.
- For roles that have additional responsibility above the base rate, the council is required to have a vote and must include a title, a short job description of the role and the proposed dollar value of remuneration attached to each role.
- Following the vote and formal resolution the council is required to forward the resolution to the authority for consideration and inclusion in the determinations.

The Remuneration Authority intends to review the ranking of each council on its size every three years and will provide a new governance pool at the start of each election year.

DISCUSSION AND OPTIONS SECTIONS

The following tables highlight the changes that the proposed governance pool will have on elected member remuneration.

Table A.

Current Elected Member Remuneration.	
Mayor	\$75,284 (Includes vehicle allowance of \$3,382.38)
Deputy Mayor	\$38,807
Chair – Audit and Risk	\$36,815
Chair – Coast Community Board	*\$27,026
Councillor	\$20,530
Coast Community Board Member x 4	\$4,891

Table B.

Proposed Elected Member Remuneration: effective 1 July 2019	
Mayor	\$82,856 (Includes vehicle allowance of \$3,382.38)
Deputy Mayor	\$42,567
Chair – Audit and Risk	\$40,382
Chair – Coast Community Board	*\$34,278
Councillor	\$24,300
Coast Community Board Member x 4	\$4,989
<i>(Proposed pool for Deputy Mayor and Councillors - \$180,150)</i>	

*Combined remuneration of Councillor and chair role.

Table C

Proposed Elected Member Remuneration Post 2019 Election.	
Mayor	\$98,000 (Includes vehicle allowance of \$3,382.38)
Deputy Mayor	\$50,084
Chair – Audit and Risk	\$47,514
Councillor	\$28,593
Chair – Coast Community Board	\$9,978
Coast Community Board Member x 4	\$4,989
<i>(Proposed pool for Deputy Mayor and Councillors - \$211,968)</i>	

IMPORTANT NOTE: Table C assumes structure of Council remains the same and the current ratio for additional responsibilities is endorsed by Council. Council decides how best to divide the Governance Pool between Deputy Mayor and Councillors.

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

Assessment of engagement requirements

As the level of significance is considered to be low the level of engagement required is determined to be at the level of Inform according to Schedule 2 of the Significance and Engagement Policy.



CONSIDERATIONS

Financial/budget considerations

Any changes to the remuneration will be paid from existing Council operational budget within the representation activity.

Authority

The Remuneration Authority is the responsible authority for setting the remuneration of elected members. Council is merely receiving the report and noting the changes proposed to the method of remuneration setting.

RECOMMENDATIONS:

- 1. That the report titled "Proposed Changes to Elected Member Remuneration" be received.**
- 2. That elected members note the changes proposed by the Remuneration Authority.**

Michael Homan

FINANCE, SYSTEMS AND PROPERTY GROUP MANAGER

REPORT

Date : 27 May 2019

To : Ordinary Council Meeting

From : Rapid numbering and Road Naming Administration Officer, Anna-Marei Kurei

Subject : **PROPOSAL FOR NEW ROAD NAME: KUAKA LANE**

File ID : A168258

EXECUTIVE SUMMARY

Council's Road Naming Policy outlines the road naming requirements. An application has been made to Council to have a private roadway named Kuaka Lane under this policy. This report recommends that the application is approved and Kuaka Lane be officially named.

PURPOSE

The purpose of this report is to propose a road name for a private roadway located in the Ōhiwa Harbour area following an application to do so by Meg Collins. The application proposes the private roadway be named Kuaka Lane after the bar-tailed godwit, a migrating bird that can be found in Ōhiwa.

BACKGROUND

Section 3 of the Council's Road Naming Policy states "All formed roads that have 6 or more lots accessing off of it or that are likely to have 6 or more in future, shall be named". Currently the private unnamed road has eight properties that gain access from it (see appendix A). Residents have also stated that emergency services have had problems locating their properties, delaying response times.

The applicants have completed and put forward an application (see appendix B) to Council to have their private roadway named to address these issues.

DISCUSSION AND OPTIONS SECTIONS

The following options are proposed for Council's consideration

Option 1 - Council to approve the name change put forward.

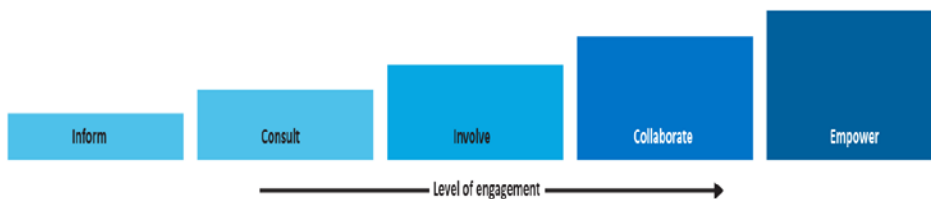
Option 2 – To leave the road unnamed.

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 Proposal For New Road Name: Kuaka Lane 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 Proposal For New Road Name: Kuaka Lane 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.



COMMUNITY INPUT AND PUBLICITY

In accordance with the road naming policy the applicant has consulted and informed affected parties of the proposed name change. All the residents contacted responded to the consultation and were supportive of the road being named Kuaka Lane.

The consultation process undertaken by the applicant and the outcomes are attached in Appendix B.

Two property owners with frontage onto Ōhiwa Harbour Road at the access point to the current unnamed road requested that their addresses remain unchanged which has been agreed. All the other residents on the unnamed road have agreed with the road being named Kuaka Lane and for their addresses to be changed accordingly.

If the decision is made to name the road the case officer will inform Land Information New Zealand of the road changes and reassign numbers in accordance to the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011).

CONSIDERATIONS

As set out in Council's Road Naming Policy the cost of signage, consultation and communication with affected properties will be the responsibility of the applicant. The only cost to Council is the officer time spent on administering the process, which is likely to be between two and three hours.

The name had received approval from the local kaumatua Wallace Aramoana of Upokorehe. It is understood that Upokorehe discussed the naming of the road at the hapū hui dated Sunday, 17 February 2019. At this time of drafting this report the case officer had not received the minutes.

The residents of these lots are keen to have Kuaka Lane assigned as their road name. This will make it easier for their addresses to be located, avoiding the current confusion that exists particularly when emergency services are seeking to access their properties.

The name Kuaka relates to the bar-tailed godwit which is regularly observed within Ōhiwa Harbour, as such the name is appropriate to the area.



A picture of a bar-tailed godwit

POLICY AND PLANNING IMPLICATIONS

Applicants have followed the guidelines set in Council's road naming application and the name is consistent with Council's Road Naming Policy and the AS/NZS 4819:2011.

Authority

Council has the authority to make the required decision.

Conclusion

The applicants have completed the road naming application for the proposal of the private way to be named Kuaka Lane. The application and road name is consistent with the Council's Road Naming Policy and the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011).

RECOMMENDATIONS:

- 1. That the report titled "Proposal For New Road Name: Kuaka Lane" be received.**
- 2. That Council in approves the naming of the private way Kuaka Lane and agrees to it being officially recognised as a named road.**

Anna-Marei Kurei

RAPID NUMBERING AND ROAD NAMING ADMINISTRATION OFFICER

Appendix A: Map and road centreline of proposed road



Appendix B: Application Form for road name/renaming



Date of application		1 November	
1. Name of person making request		First name: MEG	Surname: COLLINS
2. Postal Address of applicant		336 Ohawa Harbour Road	
3. Contact details		Phone: 07 9746510	Mobile: 022 173 3061
		Email: mcollins658@gmail.com	
4. Road to be named location		Address: from 318 Ohawa Harbour Road	Legal Description:
5. Type of naming:	<input type="checkbox"/> New road created from subdivision	<input type="checkbox"/> Road Re-Naming	
	<input type="checkbox"/> Existing Legal Unnamed Road	<input checked="" type="checkbox"/> Private road	
6. Proposed road names Please provide three names in order of preference along with their background			
Road 1			
Name	Kuaka Lane		
Road 2			
Name	Godwit Lane		
Road 3			
Name	Ohawa Lane		
Background	<p>The driveway was created in the 1970's with 9 sections. There are now 8 properties which use the driveway. This has caused confusion with emergency services access. Postal Services also have had problems finding the right number</p>		

Road renaming
 Please state the current road name and your reason for requesting the name change below then complete the rest of the form. Also, please ensure you attach the written consents of at least 85% of affected residents and attach to the application form.

There is no name on driveway - We use the numbers of Ohiva Harbour Road, which makes it confusing for visitors, fire & ambulance, as google maps does not reflect the position of dwellings as they are up on a hill

Road naming guide

Type of Roads	
Relatively short, dead-end roads, cul-de-sacs	Place, Court, Close, Grove, Way, Rise, Courtyard
Loop road to same street	Crescent, Loop, Circle
Long cul-de-sac through road	Road, Street, Drive, Ridge, Terrace
Narrow road, service lane	✓
Wide spacious road	Avenue, Boulevard, Parade
Streets in commercial area	Arcade, Mall, Plaza, square, Street, Road
Short road leading to water	Landing

4

Council to decide upon. Substantial evidence must be submitted with the application to show ownership of the land and confirmation that all owners are in agreement.

Renaming roads and naming existing legal but previously unformed roads

Alterations or changing names of existing roads can be problematic and confusing. Therefore alterations to an existing named road will only be considered by the Council if changes will result in a clear benefit to the community. Benefits of change may include

- a) To correct spelling or pronunciation
- b) To eliminate duplication in spelling or sound
- c) To prevent confusion arising from major changes to a road layout
- d) To make geographical corrections
- e) Where the name causes offense.

The request to alter an existing road name or to name an existing but previously unformed legal road will be reviewed by Council Staff and sent to the planning manager who will determine whether the request is appropriate. If agreed then it will be recommended to the Council. Should the Council accept the application the Council will decided the appropriate level of consultation in accordance with the Council Significance of Engagement Policy and section 82 of the Local Government Act 202.

Documentation required for application

The applicant must provide the following:

- A completed application and checklist
- Map showing the location and boundary of the road to be named
- Documentation of all consultation (both positive and negative) as evidence of the application *iw*
- Proposed three names in order of preference
- Background and meaning behind names
- A name put forward by the iwi authority following consultation with them. *X. Nallase Ave iwi agreed to Kuatka. 29 Oct*
- If the application is for a private way and only one name is being submitted evidence to confirm *by phone* that all owners must be in agreeance with proposed name. *he said ka pai*

Timeframe of notification and application

When a road has been identified by Council for naming the relevant property owner/s we be advised in writing to submit an application and will be provided with a timeframe to complete it. If the owner/s identified by Council do not wish to or fail to submit the application with the prescribed timeframe it will then be completed by Council staff at the cost to the property owner/s. The administration cost associated with implementing this policy will be an hourly rate basis, which will be the same charge rate as a resource consent planner as specified in the Council's annual fees and charges.

X

Report to the Council

When a completed application is application is received it will be reviewed by Council staff, before a report is presented to the relevant Council meeting for Councillors to decide on the name based on the options provided. After Council have approved a name Land Information New Zealand will then be notified and will update their database accordingly.

Lodgement

When the new name is confirmed, the road name sign is required to comply with Council requirements.

For all private roads property owners will be responsible for signage cost, erection and maintenance.

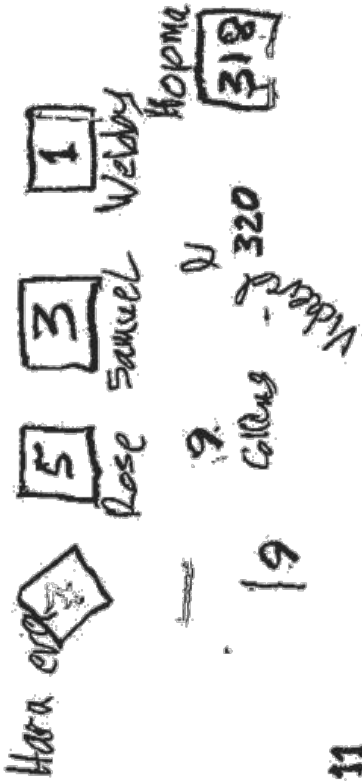
Resident responses to Kuaka Lane driveway name

Current No.	Name	Agreed on Kuaka Lane	New Number	Comments
318	Hopman	Yes, but keep Ohiwa Harbour Rd number	318	
320	Vickerage	Yes, but keep Ohiwa Harbour Rd number	320	
322	Webby	Yes	1	Discussed and OK. Will remove confusion.
324	Samuel	Yes	3	Very keen on change
326	Rose	No reply to email.	5	Tried to contact but no reply
332	Harawera	Yes	7	Very enthusiastic. Will remove current confusion.
334	Collins	Yes	9	Managed consultation process.
336	Collins	Yes	9a	Separate titles.
338	Foster	Yes	11	New owners. <i>OK with name</i> <i>2/Nov/18</i>

Discussed with Wallace Aramoana on 29th October and he said "Kapai!"



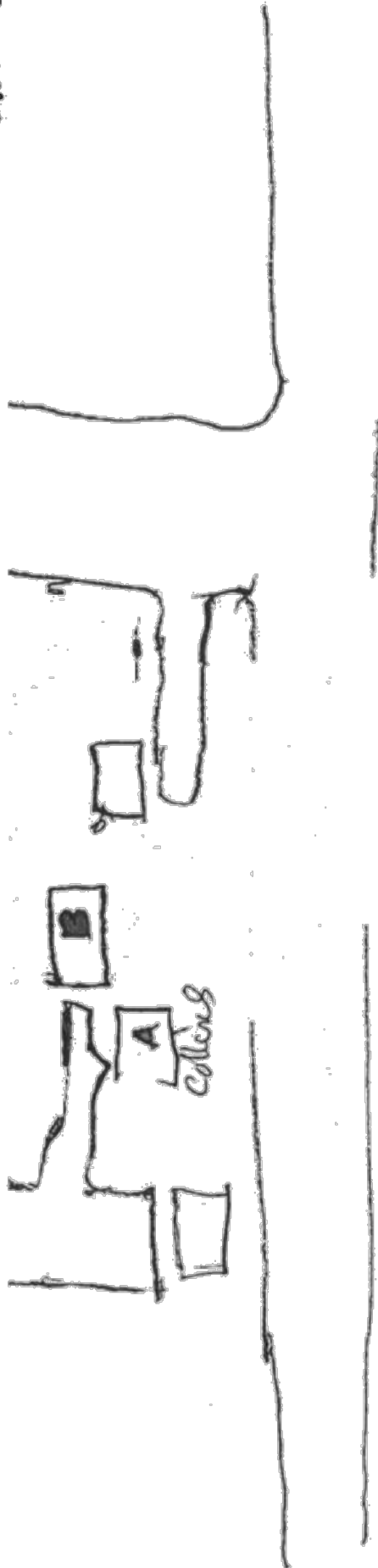
Ku ka lane



Foster 11

Ohewa Harbour Road

Niker Collins 2-11-2018



REPORT

Date : 21 May 2019
To : Ordinary Council Meeting, 4 June 2019
From : Corporate Services Manager, Muriel Chamberlain
Subject : **PROPERTY, *i*-SITE AND LIBRARY ACTIVITY REPORT**
File ID : A168498

EXECUTIVE SUMMARY

The Property, *i*-SITE and Library Activity Report covers the six month period between 1 July 2018 and 31 December 2018. The report provides information on the use of Council's facilities, services delivered and revenue across a range of activities.

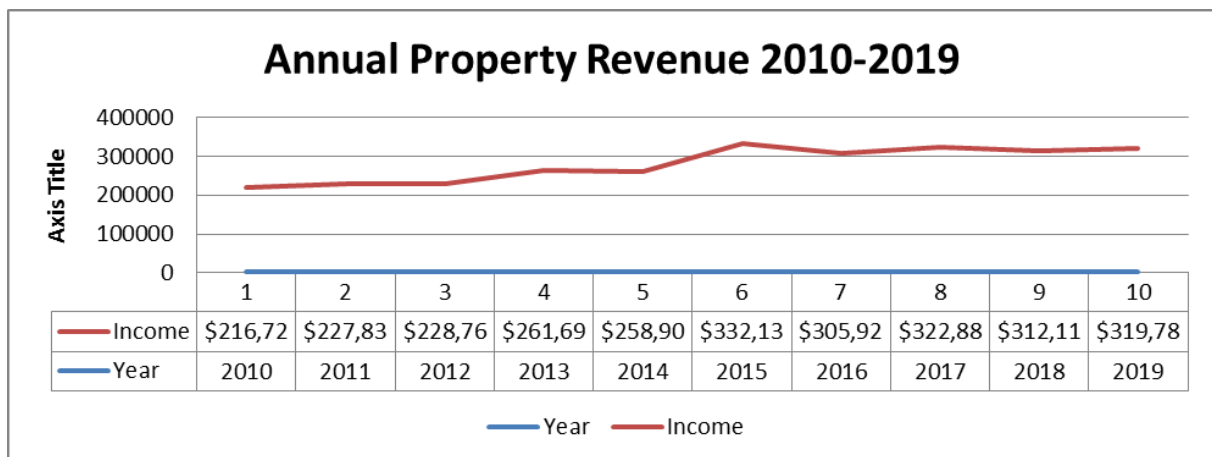
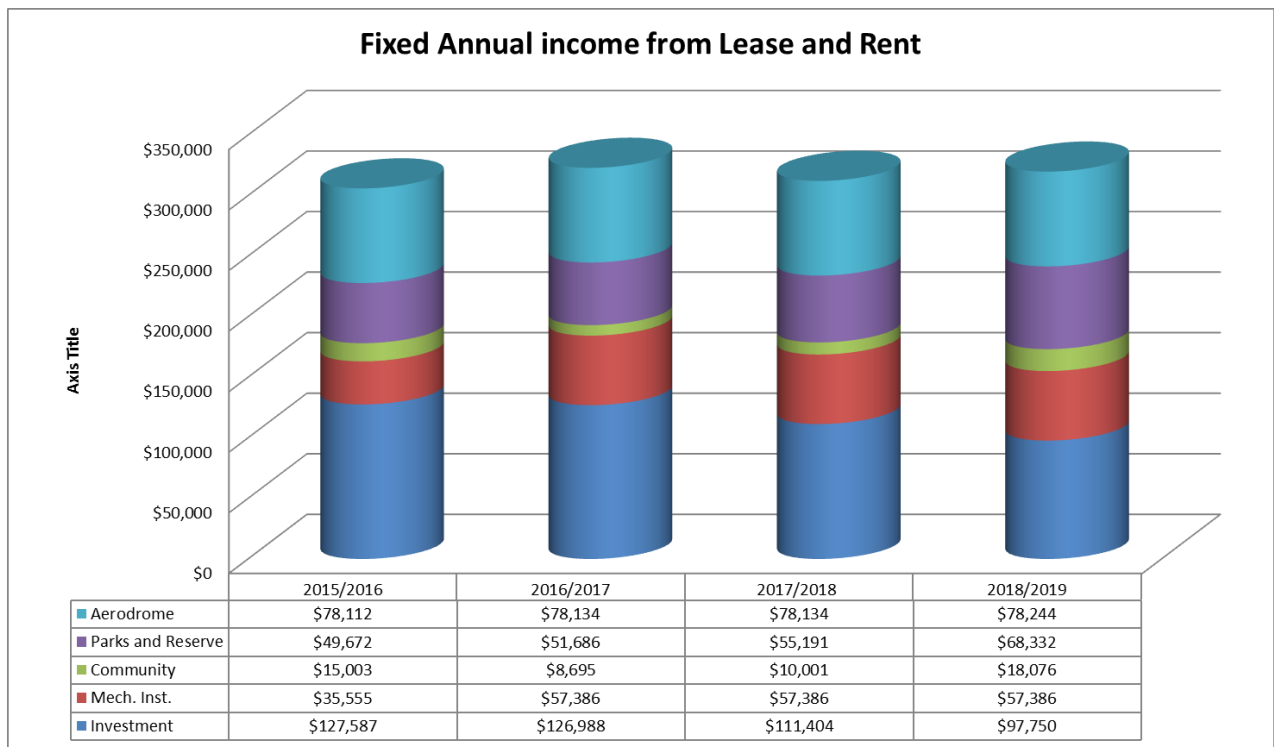
PURPOSE

To provide a six month report on the performance and delivery of services by the Property, *i*-SITE and Library activities.

PROPERTY

Annual revenue from fixed leases, licences and rent for Council properties is currently sitting at \$319,788. Revenue is derived from a range of Commercial, Community Facilities and Reserves summarised in the graph below.

There is a 2.5% increase in revenue for the 2018/2019 financial year compared to the previous year. Several new Parks and Reserves leases have been implemented. Annual rates paid by Lessees on Council owned Land is \$89,741.



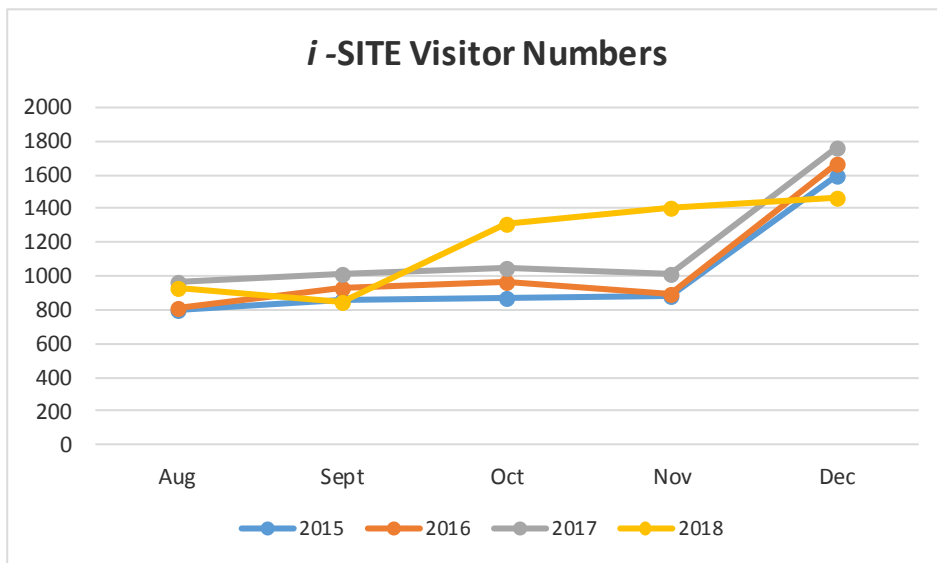
TOURISM – *i*-SITE

i-SITE VISITOR NUMBERS

The figures provided in the table below are based on estimated numbers of interactions for the 2015, 2016 and 2017 years and include walk in visits, website and telephone enquiries. In early August a people counter was installed and the August figures are actual walk in visits to the *i*-SITE.

The increase in visitor numbers is consistent with the tourism industry ambition to grow visitor numbers during the shoulder season.

i-SITE Customer Interactions– 2015/16/17 are estimated numbers and include walk in/website and phone. 2018 is actual walk in only visits.							
	July	Aug	Sept	Oct	Nov	Dec	Total(Aug-Dec)
2015	998	794	858	876	885	1596	5,009
2016	1064	816	925	963	896	1665	5,265
2017	1161	961	1009	1052	1019	1761	5,802
2018	Not avai	927	845	1307	1404	1461	5,944



WEBSITE

The Ōpōtiki *i*-SITE did not own the previous domain name of opotikin.com. In July that domain name went to auction and we were outbid with the domain name purchased by an offshore company. The new domain name www.opotikin.co.nz has been purchased by the *i*-SITE and we are quickly building our google rating for the new domain name. The *i*-SITE is using the website as a first point of call to promote the district.

EVENTS

Eastern Bay Ag Fest

i-SITE supported in the planning and lead up to the new community led event, the Eastern Bay Ag Fest which was held in Ōpōtiki in November 2018. *i*-SITE staff were also on site on the day hosting a mobile *i*-SITE station, and stage managing the music and entertainment. The inaugural event was hailed a success by the community and will be held again in November 2019.

Ōpōtiki Summer Festival 2018-19

The TransPower Food Market and movie night was the first event to take place in our Summer Festival which takes place during December 2018 and January 2019. The other successful events will be reported in the Annual Report.

ŌPŌTIKI DISTRICT LIBRARY

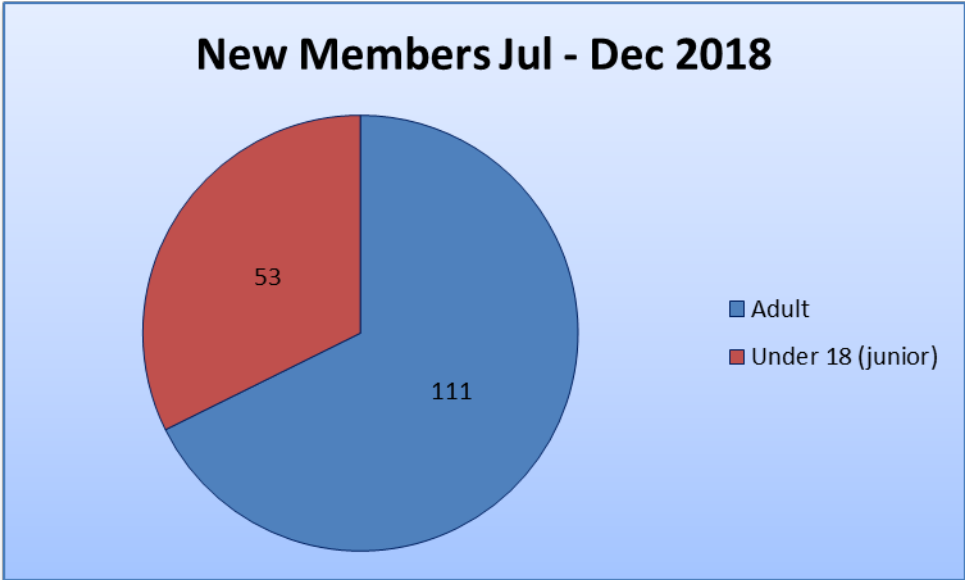
HIGHLIGHTS 1 July – 31 December 2018

Library activity over the reporting period was influenced by the discovery in late June 2018 of toxic black mould in the library ceiling. The mould was subsequently treated but expert advice was that the roof was beyond repair and that ongoing leaks would lead to mould regrowth, making the building unfit for use as a public space. The months that followed provided logistical challenges for library services and staff. After Council secured a lease, a temporary library was opened in the smaller 'ANZ building' in late September. The Library was closed to facilitate the move and significant adjustments continued to be made to library services throughout the reporting period.

KEY PERFORMANCE INDICATORS

1. Membership activity

A total of 164 new members accessed the Library service over the July-December period. This was down from 233 for the previous six months.



2. 2018/2019 6 Monthly Statistics

People: Due to building disruptions, library visitor numbers are unavailable for the reporting period.

APNK: Aotearoa Peoples Network kahaora (APNK) internet sessions were up significantly from 3,976 to 4,581 compared to the previous reporting period.

APNK wifi sessions: Software problems have meant that the wifi sessions stats are unreliable and have not been reported.

Revenue: Library revenue remained positive with the period ending \$875 ahead of budget income. Fees and charges are predominantly made up of printing and related services, rental materials (DVDs, adult fiction) and overdue fines.

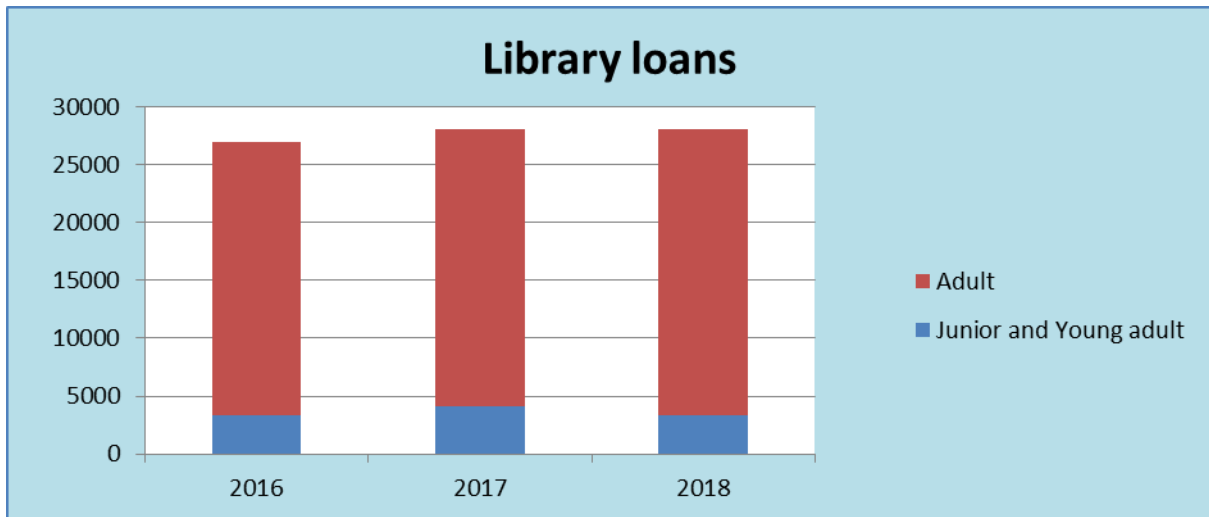
3. Library use and activities

Despite space constraints, the Library continued to be a busy, active hub for the Ōpōtiki community and visitors to the area. Events and activities such as PechaKucha and author visits were re-located to the Senior Citizens Hall and school holiday programmes were put on hold. After some troubling conflict of use there was a decision to stand children down from PC use until further solutions could be found. Meantime, two highly popular evening book groups continued throughout the period and staff worked on providing a 'bespoke' service, retrieving books from temporary stack and improving readers' advisory services for all users.

4. Loans (books, e-books, magazines, audio books and DVDs)

Despite facility disruptions, Ōpōtiki Library members continued to enjoy a wide range of lending services, borrowing both virtual and hard copy books and audio. The magazine collection and DVD collections are popular. Other special collections such as the Large Print, Reference and Local History are also well-used.

Ōpōtiki Library's loans figures for the past three calendar years have remained steady (see graph below). This is counter to national trends for decreasing loans reported by many public libraries in New Zealand.



RECOMMENDATION:

1. That the report titled "Property, i-SITE and Library Activity Report" be received.

Muriel Chamberlain

CORPORATE SERVICES MANAGER

REPORT

Date : 23 May 2019

To : Ordinary Council Meeting, 4 June 2019

From : Chief Executive Officer, Aileen Lawrie

Subject : **CHIEF EXECUTIVE OFFICER'S UPDATE**

File ID : A168473

LGOIMA REQUESTS

LGOIMA Report (01/02/2019-23/05/2019)

Month	Submitter	Subject	Due
February 2019	New Zealand Taxpayers' Union	Report on overheads costs	Completed
	New Zealand Taxpayers	Companies with councillors as interested parties awarded council contracts	Completed
	Coastline Markers	Road Marking Contracts	Completed
	New Zealand Taxpayers Union	Amount of money paid in Koha	Completed
	Auckland University	Resource Consents for quarries	Completed
	Chris Hopman	Allocation of costs for recycling bins procurement and distribution.	Completed
March 2019	Safe for Animals Org	Chicken farming operations	Completed
	Laura Dooney	tonnage of recycling collected from kerbside collection	Completed
	Kieran Hickey	Waioweka bridge maintenance correspondence	Completed
	Opus	Notified Resource Consents	Completed
April 2019	Sally gepp	Resource Consents issued with conditions to control domestic cats	Completed
	Chris Hopman	rating spreadsheet	Completed

May 2019	NZTA	Information on Iwi Hapu engagement	Completed
	Responsible Campers Association	Camping bylaws - Self Containment survey	Completed
	Department of Public Health	Council inspection of firing ranges	Completed
	ALTO	Waste Management & Recycling	08/06/2019
	Paw Justice - Craig Dunn	Dog registration figures 2013 - 2018	20/06/2019

MEETINGS / EVENTS ATTENDED BY CEO – 10 APRIL 2019 – 23 MAY 2019

10 APRIL 2019

Ōpōtiki Marine Advisory Group (OMAG) meeting

11 APRIL 2019

Resilience and Coping With Change Workshop

12 APRIL 2019

Bay of Plenty Triennial meeting, Rotorua

15 APRIL 2019

Eastern Bay of Plenty CEs meeting, Whakatāne

16 APRIL 2019

Met with Glenn Webber – Chief Crown Negotiator, Office for Māori crown Relations – Te Arawhiti

29 APRIL 2019

The Drug Detection Agency (TDDA) Managers and Supervisors Training

30 APRIL 2019

Hikurangi Response Plan Workshop, Mt Maunganui

7-8 MAY 2019

Advanced Leadership Programme workshop, Auckland

9 MAY 2019

Eastern Bay of Plenty CEs meeting, Whakatāne

10 MAY 2019

Ōpōtiki District Council Tenders Sub-Committee meeting

13 MAY 2019

Ōpōtiki District Council Audit and Risk Committee meeting

14 MAY 2019

Met with NZ Kiwifruit Growers and Zespri representatives

Met with BayTrust CEO, Alastair Rhodes

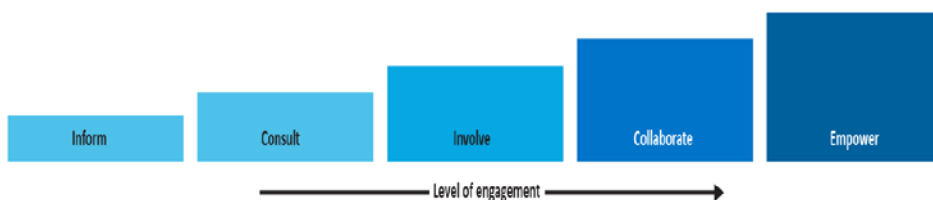
SIGNIFICANCE ASSESSMENT

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 Chief Executive Officer’s 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 Chief Executive Officer’s 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 “Chief Executive Officer’s Update” be received.**

Aileen Lawrie

CHIEF EXECUTIVE OFFICER

REPORT

Date : 23 May 2019
To : Ordinary Council Meeting, 4 June 2019
From : Chief Executive Officer, Aileen Lawrie
Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

1. THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- 11. Confirmation of In-Committee Minutes – Ordinary Council Meeting 23 April 2019.**
- 12. In-Committee Minutes – Audit and Risk Committee Meeting 18 February 2019.**
- 13. Harbour Development Project (presentation).**
- 14. Investment Update.**

2. THAT the following person be permitted to remain at this meeting after the public has been excluded because of their knowledge of the subject item in relation to the following.

This knowledge will be of assistance and is relevant to the matters to be discussed:

Name: John Galbraith

Item: Harbour Development Project (presentation)

Business: To provide Council with a detailed update on the Opotiki Harbour Development Project

Reason: To enable the accurate presentation of sensitive information to the Council and to provide responses to queries.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
11.	Confirmation of In-Committee Minutes – Ordinary Council Meeting 12 March 2019	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
12.	In-Committee Minutes – Audit and Risk Committee Meeting 13 February 2019	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
13.	Harbour Development Project (presentation)	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
14.	Investment Update	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

11.	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out negotiations Maintain legal professional privilege Carry out commercial activities Commercial sensitivity	Section 7(2)(a) Section 7(2)(b)(i) & (ii); (d) & (e) and Section 7(2)(c)(i) & (ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(i) Section 7(2)(g) Section 7(2)(h) Section 7(2)(b)(ii)
12.	Maintain effective conduct of public affairs Protect information Protect the privacy of natural persons Carry out negotiations Prevent disclosure or use of official information Carry out commercial activities	Section 7(2)(f)(i) & (ii) Section 7(2)(b)(i) & (ii), (d) & (e) Section 7(2)(a) Section 7(2)(i) Section 7(2)(j) Section 7(2)(h)

13.	Protect the privacy of natural persons Commercial sensitivity Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(j)
14.	Protect the privacy of natural persons Commercial sensitivity	Section 7(2)(a) Section 7(2)(b)(ii)