



NOTICE OF A COAST COMMUNITY BOARD MEETING

**TE RUNANGA O TE WHĀNAU OFFICES
STATE HIGHWAY 35, TE KAHA
Tuesday, 11 February 2020
Commencing at 10.00am**

ORDER PAPER

APOLOGIES

PUBLIC FORUM

Astrid Tawhai in support of funding application from Te Whānau a Rūtaia

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Members: **Cr Louis Rāpihana (Chairperson)**

Michael (Spike) Collier

Gail Keepa

Jack Parata

Allen Waenga

Committee Secretary: **Gae Finlay**

Quorum: **3**

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

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

Aileen Lawrie

CHIEF EXECUTIVE OFFICER



MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE RUNANGA O TE WHANAU OFFICES, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 3 DECEMBER AT 10.00AM

PRESENT:

Louis Rāpihana (Chairperson)
Mike Collier
Gail Keepa
Jack Parata
Allen Waenga

IN ATTENDANCE:

Ari Erickson (Engineering and Services Group Manager)
Haydn Read (Finance and Systems Group Manager)
Sarah Jones (Corporate Planner and Executive Officer)
Gae Newell (Executive Assistant & Governance Support Officer)

PUBLIC

Carol Williams
Lyn Parekura
Rosco Callaghan
Paul O'Brien
Mark Stringfellow

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

APOLOGIES

Nil.

PUBLIC FORUM

Coast Initiatives Funding Application – Te Waika Hoe o Pokohinu

Carol Williams and Lyn Parekura attended and spoke in support of the funding application from Te Waika Hoe o Pokohinu.

Lyn Parekura advised that the waka club had been in recess and was now being opened up again. There has been an open day to promote membership and participation within the community.

The main reason for the application is to obtain funding for waka as currently there are being hired. The club has a midget team and two intermediate teams hoping to go the nationals. In the past there has been a world representative from Te Kaha and a lot of medals won at the nationals.

All club events are drug and alcohol free. The majority of members have not touched drugs or alcohol and the club actively pushes kaupapa around new drugs.

Carol Williams passed around an album of pictures of depicting what the club is about; it is all about whānau.

The Chairperson thanked Lyn Parekura and Carol Williams for their attendance.

Lyn Parekura and Carol Williams left the meeting at 10.06am.

Mark Stringfellow – Coast Library Services

Mark Stringfellow noted the Coast Library Services item on the agenda. He stated that there is interest at Whanarua Bay for Coast Library Services, adding that residents often get caught out by overdue dates. There is also the drive to and from Ōpōtiki.

Mark Stringfellow thanked the Board for their time and reiterated that there is definitely interest in Coast Library Services.

Mark Stringfellow left the meeting at 10.08am.

Coast Initiatives Funding Application – Whariki Adventure Ltd

Rosco Callaghan spoke in support of the funding application from Whariki Adventure Ltd, a registered company. The company is interested in running youth programmes which will include Māori cultural practices, tikanga Māori, marae tikanga, fishing, diving and hunting etc. The funding application is for resources to undertake this family focussed venture.

A hunting venture has also started with a connection to the Chinese market. This has also been promoted in Auckland and the promotional script is being translated into Spanish and German.

Mike Collier entered the meeting at 10.13am.

Coast Initiatives Funding Application – Te Pae Tawhiti Community Trust

Paul O'Brien spoke in support of the funding application from Te Pae Tawhiti Community Trust. He noted some of the projects which the Trust is involved in as follows:

- A rebuild of the old dairy factory
- Endeavouring to bring back a Te Kaha based fire brigade
- Providing clubrooms for the Waka Ama Club
- Working with fuel companies to try and get petrol back into Te Kaha
- Helping repair houses by using some materials from the school rebuild
- Water safety training and waka ama

The funding applied for is to assist with setting up a base for the Trust; a container for storing waka ama gear.

The Trust is working with Water Safety NZ to run some training courses and also wants to run beach activities such as beach volleyball and reinstate the basketball court.

Paul O'Brien acknowledged that the Trust requires permission to place a container at Maraetai Bay. He added that the Trust has a team to call on including a builder and an engineer to assist with any projects going forward.

The Chairperson thanked Paul O'Brien for his attendance.

Rosco Callaghan and Paul O'Brien left the meeting at 10.31am.

1. MINUTES – COAST COMMUNITY BOARD MEETING 30 JULY 2019

p3

RESOLVED

(1) That the minutes of the Coast Community Board meeting held on 30 July 2019 be received.

Keepa/Waenga

Carried

2. ACTION SCHEDULE

p9

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

No Camping Signs – Maraetai Bay

Gail Keepa stated the need for 'No Camping' signs at Maraetai Bay.

The Engineering and Services Group Manager advised that he would need to look further into this as the Freedom Camping Act is complex.

RESOLVED

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

Waenga/Parata

Carried

3. GENERAL MANAGERS' UPDATE

p11

RESOLVED

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

/ **Carried**

The Finance and Systems Group Manager left the meeting at 10.44am and returned at 10.48am

RESOLVED

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

Parata/Collier

Carried

4. COAST LIBRARY SERVICES

p33

In response to a query if any scoping had been done on the numbers of people likely to use a Coast Library Service, the Corporate Planner & Executive Officer stated that the annual community survey showed there is a demand for a service, but it is not known how big that demand is.

Mike Collier noted that the Ōmaio School could be vacant when the new school is built. He also liked the idea of incorporating more into a library, e.g. a community hub where people can pay bills etc.

Allen Waenga agreed that a static library facility would be best, adding that young people are connected at school and at home. He was in favour of incorporating a community type hub offering into a library. He stated that the schools have the buildings and the infrastructure and although it might be costly, it would be well patronised.

The Chairperson said he could see benefits with all of the options put forward in the report. With a static hub, Council could use this more to have a higher presence on the Coast. He also liked the idea of a mobile service to attend events etc.

In regard to community engagement, it was suggested that a list of questions be drawn up for the Board members to take to their respective hapū for discussion.

RESOLVED

- (1) That the report titled "Coast Library Services" be received.**
- (2) That the Board requests the staff consider the comments made in the discussion.**
- (3) That staff consider suggestions made by the Board in relation to community engagement as follows:**
 - (a) Using unused school buildings as a library.**
 - (b) Incorporating a community hub with the library, offering a range of services.**
 - (c) Drawing up a list of questions for Board members to take to their respective hapū for discussion.**

Waenga/Keepa

Carried

5. CONFIRMATION OF FUNDING APPROVALS – COAST INITIATIVES FUND FUNDING APPLICATIONS

- (i) Te Kura o Te Whānau a Apanui**

p37

RESOLVED

- (1) That the funding application from Te Kura o Te Whānau a Apanui be received.**
- (2) That the Board confirms the e-mail approval of funding for Te Kura o Te Whānau a Apanui in the amount of \$5,000 to assist with the costs of attending the Rotorua Primary Schools Festival to perform kapa haka.**

Waenga/Keepa

Carried

(ii) **Te Kura Mana Māori o Whangaparaoa**

p43

RESOLVED

- (1) That the funding application from Te Kura Mana Māori o Whangaparaoa be received.**
- (2) That the Board confirms the e-mail approval of funding for Te Kura Mana Māori o Whangaparaoa in the amount of \$7,685 to assist with the costs of participating in the National Primary Schools Kapa Haka Competition.**

Keepa/Collier

Carried

6. COAST INITIATIVES FUND

p53

RESOLVED

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

Parata/Keepa

Carried

7. COAST INITIATIVES FUND – FUNDING APPLIATION – WHARIKI ADVENTURE LIMITED

p58

The Board discussed the application, with the following points being made:

- The application does not meet the criteria as it is a private entity.
- The applicant is a company and not GST registered.
- Some health and safety items could possibly be funded.
- Once the initiatives are up and running, events could be supported.

Following the discussion, It was agreed that the application be declined.

The Board requested staff to provide some guidance to the applicant around alternative funding opportunities.

RESOLVED

- (1) That the Board receives the funding application from Whariki Adventure Limited.**
- (2) That the Board declines the application.**
- (3) That the Board request staff to provide some guidance to the applicant around alternative funding opportunities.**

Waenga/Collier

Carried

8. COAST INITIATIVES FUND – FUNDING APPLICATION – TE WAKA HOE O POKOHINU p60

The Board agreed to provide funding to Te Waka Hoe o Pokohinu in the amount applied for of \$1,500 to assist with the costs of waka ama training and promotion of participation.

RESOLVED

- (1) That the Board receives the funding application from the Te Waka Hoe o Pokohinu.**
- (2) That the Board agrees to fund Te Waka Hoe o Pokohinu in the amount of \$1,500 to assist with the costs of waka ama training and promotion of participation.**

Keepa/Collier

Carried

9. COAST INITIATIVES FUND – FUNDING APPLICATION – TE PAE TAWHITI COMMUNITY TRUST p35

It was noted that a consent would be required to place a container on a specified area at Maraetai Bay. The Board asked staff to assist the Trust with obtaining this consent.

As no quotes for items to be purchased were provided with the application, the Board agreed that it would provide funding, in the amount requested of \$8,800, upon receipt of an invoice for each of the items purchased.

RESOLVED

- (1) That the Board receives the funding application from Te Pae Tawhiti Community Trust.**
- (2) That the Board request staff to assist the applicant with obtaining consent to place a container on a specified area at Maraetai Bay.**
- (3) That the Board agrees to provide funding to Te Pae Tawhiti Community Trust in the amount requested of \$8,800.00 upon receipt of an invoice for each of the items purchased.**

Robson/Waenga

Carried

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

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.38AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING
A TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE COAST COMMUNITY BOARD HELD
ON TUESDAY, 11 FEBRUARY 2020.**

**LOUIS RĀPIHANA
CHAIRPERSON
COAST COMMUNITY BOARD**

ACTION SCHEDULE for the COAST COMMUNITY BOARD as at 11 February 2020

DESCRIPTION	DATE	RESOLUTION and / or TASK / ACTION	WHO IS RESPONSIBLE?	OUTCOME / RESULT
Public Forum	17 June 2014	<p>PUBLIC FORUM</p> <p><i>Oho Gage (Ōmaio Marae Committee)</i></p> <p>A request for an extension of the urupa into Ōmaio Reserve.</p> <p>The Community Facilities Manager stated that in relation to the urupa, ground radar was used a couple of years back to identify the location of burial sites. It will take time to do a boundary adjustment and report to Council.</p> <p>Garry Page has since spoken with kaumatua and will include provision in the reserves management plan.</p>	ESGM/RM	<p>Resolved.</p> <p>Next report will be upon completion of Reserve Management Plans.</p>
Te Kaha Water Supply – Northern and Southern Extensions Update	28 Mar. 2017	<p>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.</p>	ESGM	<p>Pipeline construction now complete. Report has gone away to the Ministry for final payment of awarded subsidies.</p>
Action Schedule	26 Mar. 2019	<p><i>Coast By Nature Signs</i></p> <p>As the Coast By Nature sign at Schoolhouse Bay has been removed by persons unknown, staff asked the Board for suggestions around an alternative location.</p> <p>It was agreed that that a good location may be on corner railing below the Marae. The Engineering and Services Group Manager will talk to NZTA regarding this location.</p>	ESGM	<p>NZTA has proposed locations for relocation of Omaio and for new location for Te Kaha. Expected to have a response before this meeting, hopefully moved as well.</p>

Action Schedule	18 June 2019	<p><i>Signage</i> 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.</p> <p><i>Parking Issues – Maraetai Bay</i> The Chairperson requested that the Engineering and Services Group Manager look at parking issues with freedom campers at Maraetai Bay.</p> <p><i>Maraetai Bay Playground</i> 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.</p>	ESGM	<p>Signage can be installed at businesses' expense.</p> <p>We will be looking at what we can do at the Maraetai Bay Reserve as part of the Comprehensive Reserve Management Plan which is progressing. As soon as that is adopted we can move on MBIE Tourism Infrastructure Fund funding.</p>
Coast Library Services	3 Dec. 2019	<p>RESOLVED</p> <p>(1) That the Board requests the staff consider the comments made in the discussion.</p> <p>(2) That staff consider suggestions made by the Board in relation to community engagement as follows:</p> <p>(a) Using unused school buildings as a library.</p> <p>(b) Incorporating a community hub with the library, offering a range of services.</p> <p>(c) Drawing up a list of questions for Board members to take to their respective hapū for discussion.</p> <p>Waenga/Keepa Carried</p>	Executive Officer & Corporate Planner	



REPORT

Date : 30 January 2020

To : Coast Community Board Meeting, 11 February 2020

From : Engineering and Services Group Manager, Ari Erickson

Subject : **GENERAL MANAGERS' UPDATE**

File ID : A189738

PRELIMINARY ANNUAL PLAN AND LONG TERM PLAN PROCESSES

Council have begun workshops toward adopting the 2021-22 Annual Plan. These workshops allow staff to highlight the key issues from infrastructural and financial perspectives and reconcile the overall outcomes of the operating long term plan with the upcoming annual plan. As we are currently planning for the final year of the current long term plan it is prudent to start the process for the subsequent 2022-2025 long term plan.

So far two workshops have been held where Councillors were introduced to the 'big picture' question surrounding Council's vision to improve the welfare of the community. This vision is driven by numerous wide-reaching outcomes primarily revolving around supporting existing industry and developing new industries but also extending to education, commercial activity, health, the environment and cultural values, all holistically interlinking. Provision of services from the essentials such as potable water through to open spaces for activities combine to provide for the wellbeing of the community, the first question comes down to the level of service balanced against the community's ability to afford the services. Industry, commercial enterprise and education increase the availability of jobs and capability of our people to attain better jobs, encouraging our people to return home and new people to move to the district. The next big question then becomes about growth. Growth is a double edged sword. Growth means the cost of services can be spread wider and as such be made more affordable, however at the same time it requires an increase in services. Increasing services to provide for growth at a lesser cost than the income created by said growth is the balance that must be struck.

For coastal communities essential services such as water supply are always a factor, industries like kiwifruit imply a workforce demand which must be allowed for. Another big driver for coastal communities is tourism. Tourism managed well brings money into the community, enabling the development of open spaces and facilities like public toilets. These facilities in turn provide for our local people.

Currently the main considerations for the coastal communities are ensuring continuing and security of water supply for Te Kaha and development of our reserves.

The Te Kaha water supply system will require several upgrades in the next LTP period, some of the pipes are beginning to age and require replacement, a larger reservoir is needed for redundancy in the event of critical line failures and the treatment plant requires upgrades to increase water production to cater for growth and additional components to address turbidity spikes that occur when we get heavy rainfall.

Reserves also need to be looked at carefully. The development of open spaces, construction of public toilets and facilities are important to give our people nice areas for activities and provide for tourism. Developing and encouraging the use of reserves will ideally address issues with freedom camping and will target movements of tourists at locations where the local shop owners, camp sites and tourism businesses will see the maximum benefits.

Moving into the annual plan and the next long term plan Council officers will be developing improvement plans. Under the current government there is the Tourism Infrastructure fund, a significant pool of money that can be utilised to improve our reserves. Having up to date improvement plans to inform the necessary business cases to secure this funding will be an important workflow.

The purpose of this update has been to briefly introduce the preliminary thinking that staff have underway and is being communicated with Council for input and direction. The Coast Community Board can provide guidance for staff and Council and moving forward the intention is to bring more robust reports surrounding all of the numerous steps in the planning process for discussion and contribution.

Attached to this report is some further information regarding Council Planning Processes.

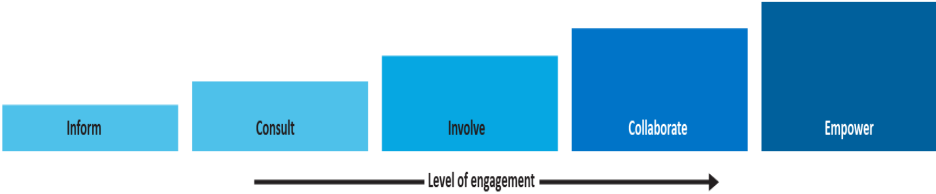
SIGNIFICANCE ASSESSMENT

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



Opōtiki District Council

STRONG COMMUNITY STRONG FUTURE

Council Planning Processes

Bevan Gray

Overview

Long Term Plan (LTP)

- What is a long term plan and why is it important

Annual Plan

- How is this different to a LTP

Annual Report

- What is it and why is it important

The context that we operate in!

How do we forecast?





Opōtiki District Council
STRONG COMMUNITY STRONG FUTURE

Long Term Plans – LTP's

For financial purposes we think in 10 year periods called Long Term Plans, LTP's
The first LTP's were introduced in 2006

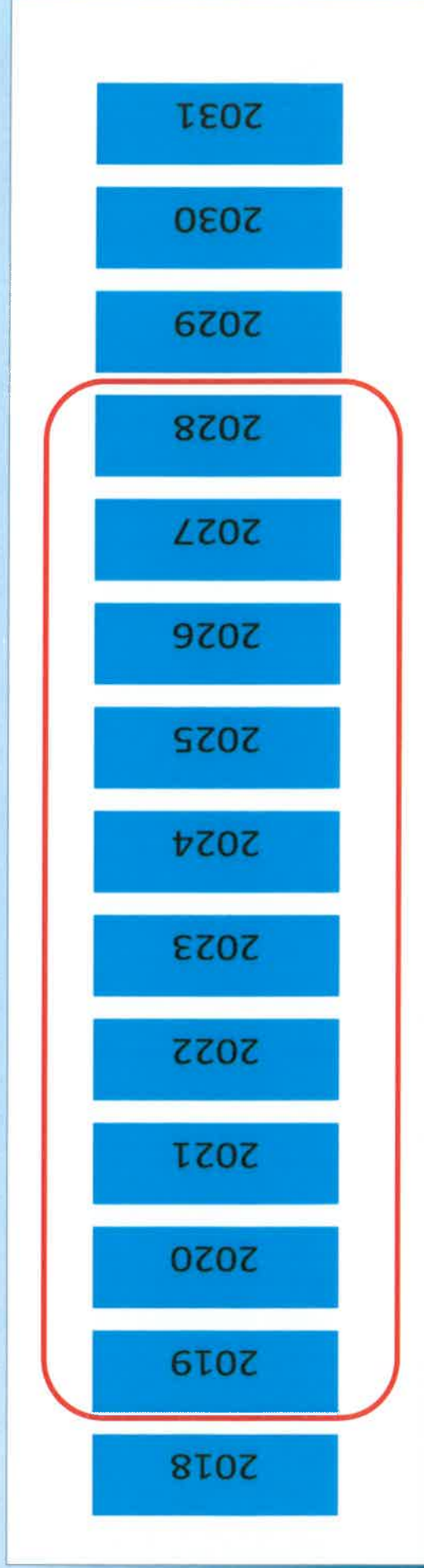
They outline;

Long term goals and priorities – Community Outcomes

Information about what we do and the levels of service we provide

A financial strategy that outlines the cost and how it will be paid for

Key performance targets



Where are we now?



We are currently in Year 2 of the 2018-28 Long Term Plan
The next LTP will be the 2021-31 LTP, and we will start preparing this shortly
A good LTP can 12-18 months to prepare
At any given time there are 3 LTP's that relate to the year we are in
Right now we are in Year 2 of 2018-28, Year 5 of 2015-25, Year 8 of 2012-22 LTP's





How do they compare?

When we compare this year in the current LTP to the previous two it is surprising to see that the only real differences are timing related, and a better understanding of our assets.

Over the LTP's we have also put in additional projects that require borrowing to support growth in the district.

	2020		
	2012-22 LTP	2015-25 LTP	2018-28 LTP
Rates	11,052	12,260	11,270
Other Revenue	5,364	12,444	22,098
Operating Expenditure	15,981	15,774	15,300
Total Assets	294,104	283,358	253,650
Borrowings	18,481	23,819	28,791

timing of harbour and govt subsidy

Better understanding of asset data

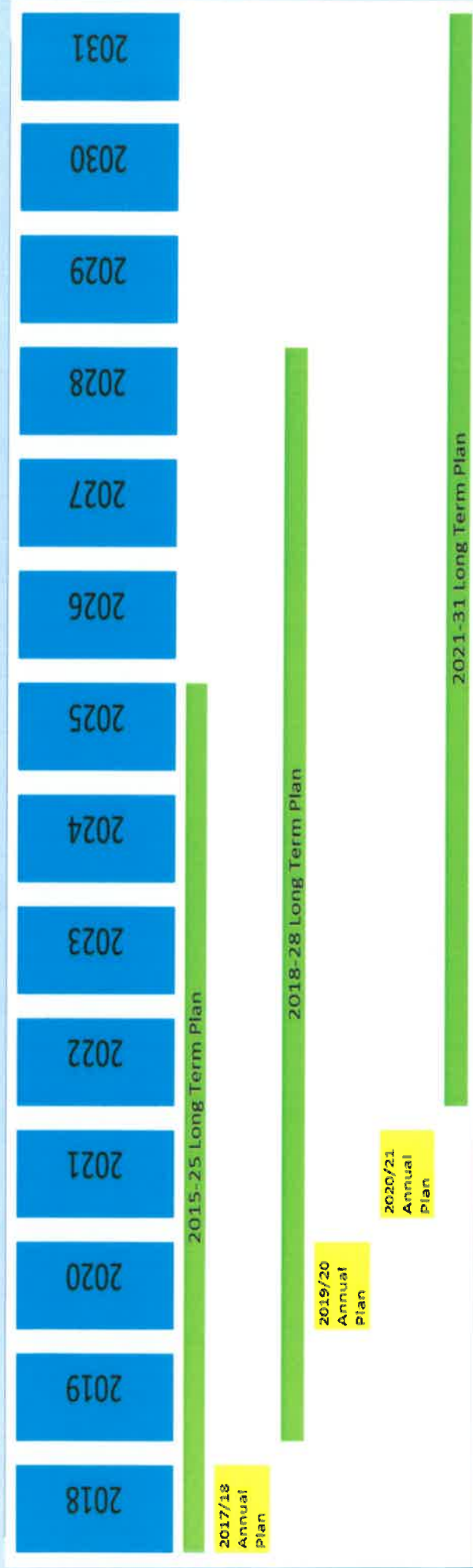
Factoring for growth and infrastructure replacement

Annual Plans

For the two years in between compiling LTP's we need to prepare an Annual Plan, which is a 1 year forecast, and is compared to the LTP.

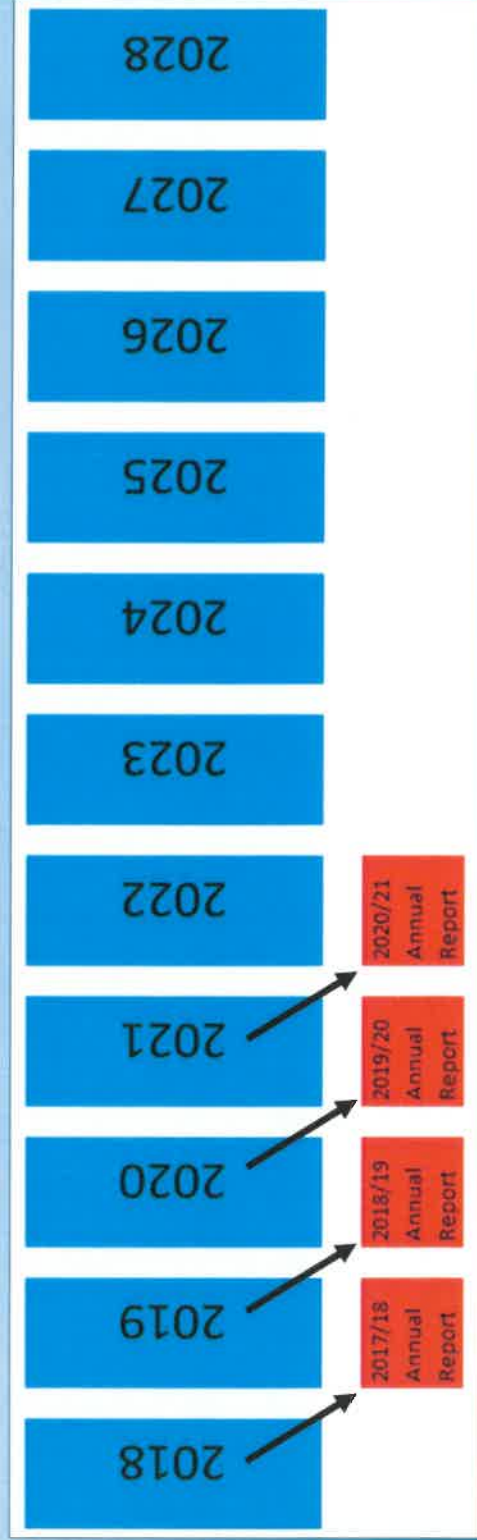
We are currently in the process of preparing a 2020-21 Annual Plan, which will be adopted before 30 June this year. This will form the basis for setting next years rates.

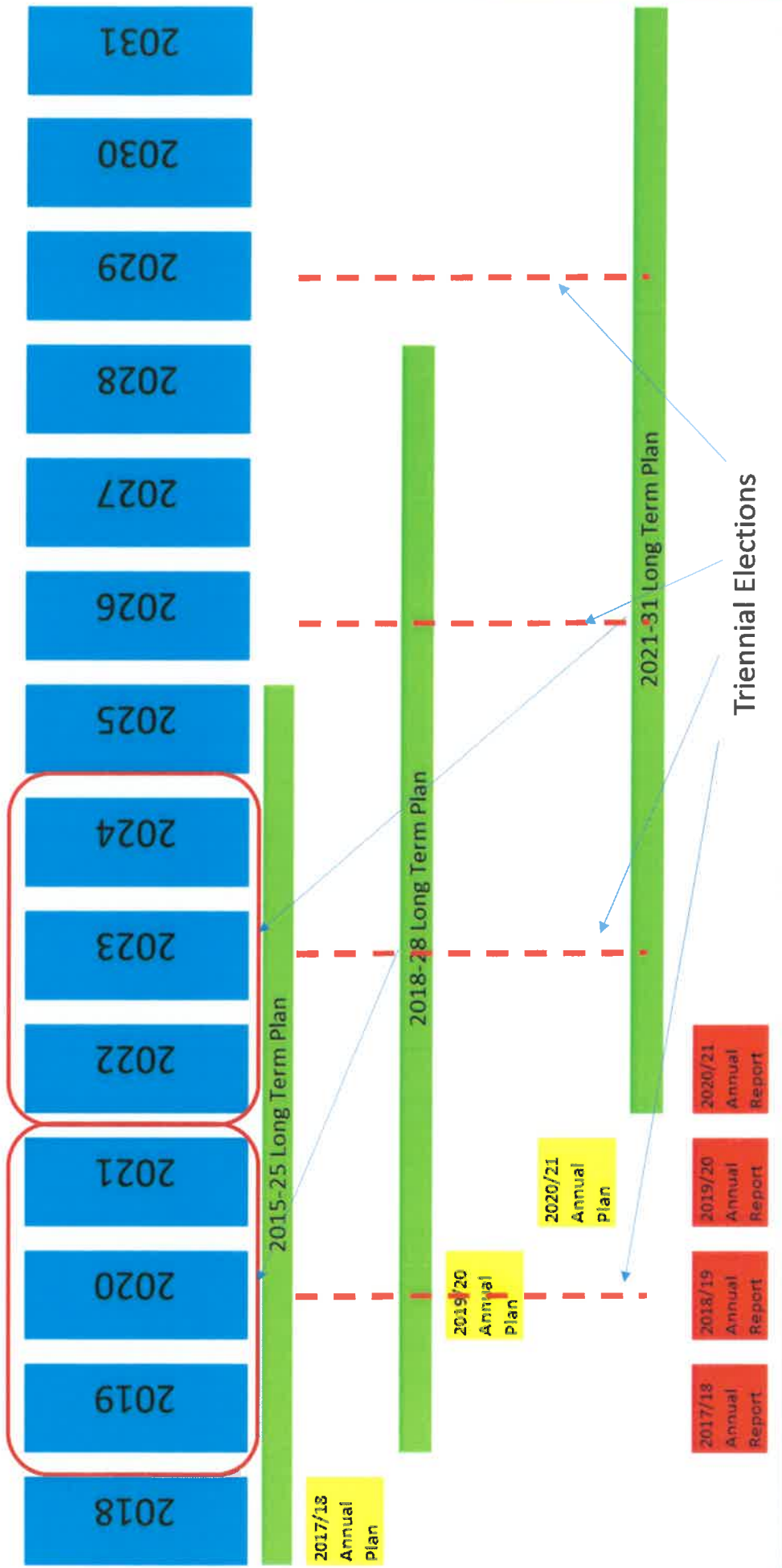
Annual Plans cannot vary significantly from the LTP or a new consultation process needs to be entered into – Approximately \$150k to undertake.



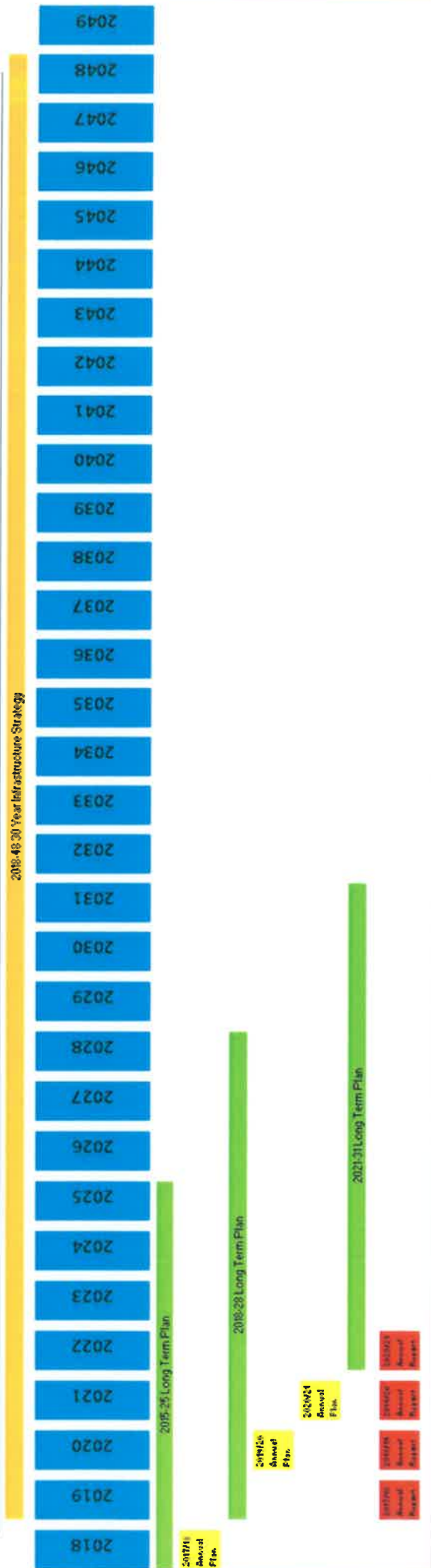
Annual Reports

At the end of every financial year we need to prepare an Annual Report, which compares how we actually did against the LTP. The Annual Report document and process is audited and they are completed in the first part of the following year.





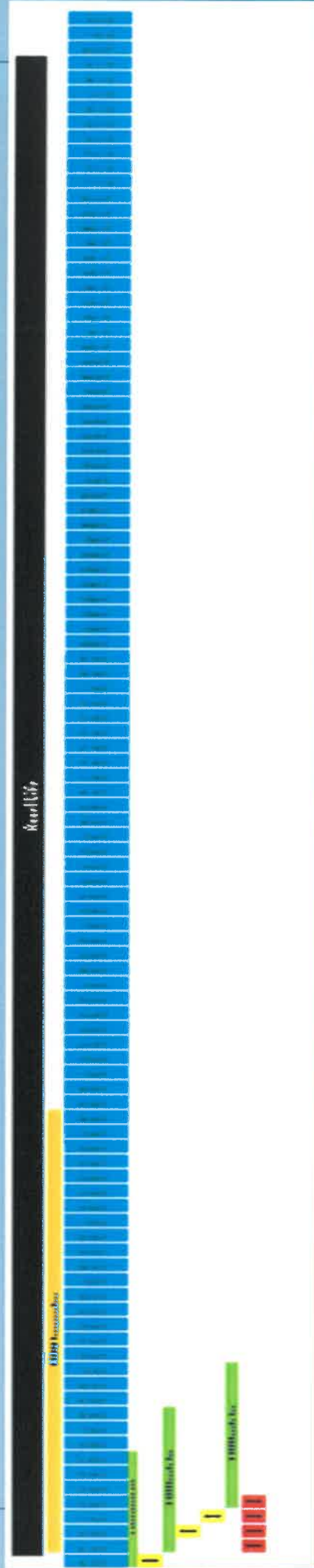
Food for thought!



One last thought

- 3 - 30 Year Infrastructure Strategy Timeframes (Actually 33 Infrastructure Strategy documents)
- 33 Long Term Plans
- 66 Annual Plans
- 100 Annual Reports

All in the space potentially of one asset life!



REPORT

Date : 16 January 2020

To : Community Coast Board, 11th February 2020

From : Planning and Regulatory Group Manager, Gerard McCormack

Subject : **PLANNING, REGULATORY, PARKS AND RESERVES SIX MONTH REVIEW**

File ID : A187706

EXECUTIVE SUMMARY

The report provides an overview of the activities carried out within the Planning, Regulatory, Parks and Reserves Group for the first six months of the 2019-20 financial year.

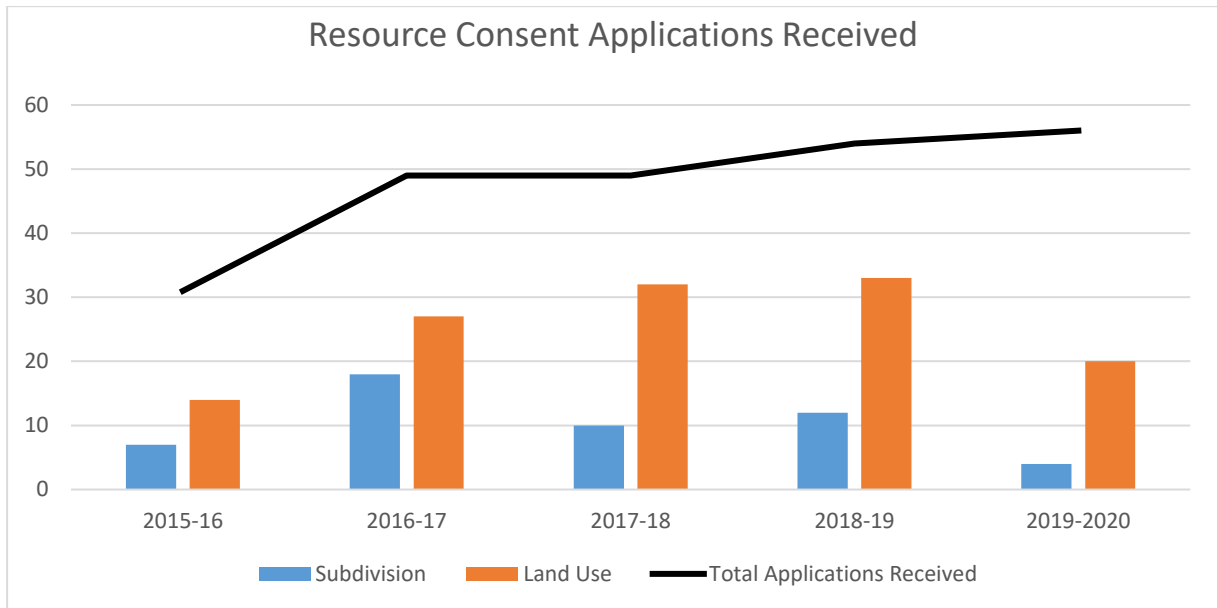
PURPOSE

This report seeks to provide an overview of the work undertaken within the Planning, Regulatory, Parks and Reserve Group during the first half of this financial year 2019-20. This report is for information only.

DISCUSSION

Resource Consents

A total of 24 resource consent applications were received, consistent with the trend since 2016 with approximately 50 applications being received per annum. The number of subdivision and land use consents are on track to be similar in number to the previous three financial years.



We have received and dealt with 188 enquiries relating to resource consents, representing a drop of just over 100 enquiries compared the same period last year.

We currently have one full time resource consent officer processing the majority of resource consents and dealing with all enquiries received. The larger more complicated and time-consuming consents received are being processed by a consultant. At this stage workloads are manageable with enquiries being responded to in a timely manner and all resource consent applications being processed within 20 working days. If application numbers were to increase beyond current levels then we would be reliant on consultants to assist with processing consents in the short term. If application numbers were to remain high then the appointment of another resource consent officer would be considered as a longer term solution.

Following requests from local iwi and community groups, all resource consents applications received and the decisions made in respect of those application from June 2017 have been made available on our website on the following link: <https://www.odc.govt.nz/our-services/planning-guidance-and-resource-consents/Pages/default.aspx>

A student was employed between June and September to update our resource consent database and ensure that all files are scanned into our document management system. As a result all resource consent files back to 2009 have been scanned. The Council has begun back scanning property files and as part of this project all remaining resource consents files will be scanned into the system. This will improve the availability of resource consent files and accuracy of the information held on property files.

District Plan

Following the notification of decisions on the proposed District Plan in May 2018, ten appeals were lodged with the Environment Court. These appeals have all been resolved, subject to one final consent order being agreed and signed off by the Environment Court Judge in the coming weeks. A report summarising the outcome of the appeals will be presented to a future Council meeting.

Town centre revitalisation

The town centre revitalisation project commenced in July, and numerous consultation events carried out with the community. Providing a useful insight as to how they feel about the town centre and what they would like to see happen to it in the future. Work is ongoing to finalise a draft version of the revitalisation plan and this will be presented as part of a workshop to CBD revitalisation working group, followed by a report to Council, prior to going out to public consultation.

Building consents

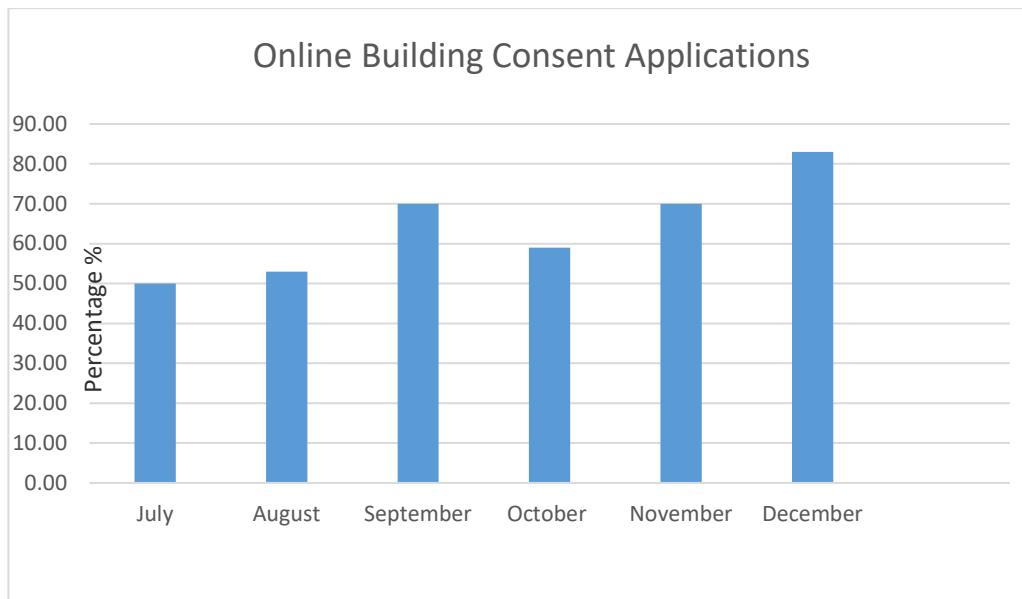
Ninety building consents were received during the reporting period, which represents a 32% increase in the number of applications compared to the same period last year. If the trend continues then it is expected that this year will exceed the previous highest number of applications received in 2017-18.

A total of 74 building consents have been approved, 65 (88%) within 20 working days and 9 (12%) outside. Fifty eight Code for compliance certificates were received and 69 were issued, 77% within 20 working days.

In relation to the estimated work value of building consent applications received this year it is just under \$7.5 million which is consistent with an annual figure of around 15million, achieved over the last five years.

Online applications

So far this year 62% of building consent applications have been received using the online portal, an increase of 12% since last year. The intention is to do more publicity around the availability of the online portal and increase the number of online submissions. Online applications improve efficiency as officers can begin assessing the application on day one rather than having to wait for paperwork to be scanned in and files made up. Vetting of applications is more streamlined and applicants don't have to pay a deposit as they get billed once the consent is ready to be issued.



Notices to fix

Thirteen Notices to Fix have been issued during reporting period as outlined in the table below:

Reason for notice to fix	Number of notices issued
Swimming pool fencing does not comply	2
Drainage works undertaken	1
Works to a residential property	4
Works to an outbuilding	1
No current building warrant of fitness	1
No building consent for change of backpackers to residential accommodation	1
No Building consent for change of use from a bake house to residential unit	1
Failure to meet building code E.1.1(a) by safeguarding people from injury or illness and other property from damage caused by surface water	1
Residential unit built without consent	1

An audit of compliance work was undertaken relating to Building Warrants of Fitness (BWOFs), compliance schedules and swimming pools, by officers from MBIE in August. A number of recommendations were made which are currently being worked through. The intention is to visit the majority of premises with BWOFs over the coming year to increase the levels of compliance within the District. This process of improving compliance is likely to lead to more Notices to Fix and potentially Infringement Notices being issued.

Natural hazards

The Bay of Plenty Regional Council have recently completed work on a coastal calculator which models inundation from the sea. The Regional Council is currently undertaking further studies on coastal erosion and flood modelling for the Ōpōtiki township. This improved knowledge and understanding of natural hazards and the impact on land within the District will impact on the way building consent applications are processed. It is expected that a significant number of consent applications will require a notice under section 73 of the Building Act on the title of the property, before they can be approved, due to the land being subject to one or more natural hazards.

The building consents team currently has one full time administrator, two full-time and one part-time Building Consent Officers. Western Bay of Plenty District Council (WBOP) have agreed to process consents on our behalf where required and are also providing officers to assist with site inspections. We continue to work closely with WBOP to improve our resilience and ability to respond to spikes in application numbers. This relationship is also assisting us to fill the gaps in technical knowledge that arise in a small team. We will continue to monitor application numbers and if the trend continues to rise then consideration will be given to recruiting additional members of staff.

Earthquake prone buildings

As required by legislation Council has identified priority earthquake prone buildings. Letters have been sent to 50 owners requesting that a structural engineer undertake an assessment of the building. Owners have until the end of this year to provide a copy of the assessment carried out. One earthquake prone building notice has been issued on the St John building and they are working on ensuring compliance with it.

Environmental Health

The number of food premises registered within the district has decreased slightly from 64 to 62 we are on track to inspect all food premises, operating under food control plan templates, within the financial year, with 13 having already been visited. Our inspectors are reporting continued improvement in operating practices and compliance with the Food Act requirements.

Premises type	Number registered	Inspection carried out (Revisits not included)
Food (operating under food control plan template)	46	13
Food (Operating under national programmes)	16	n/a*

Campground	12	0
Hairdressers	4	0
Mobile Traders/Hawkers	14	n/a**

*Visits are carried out by third party providers not the Council

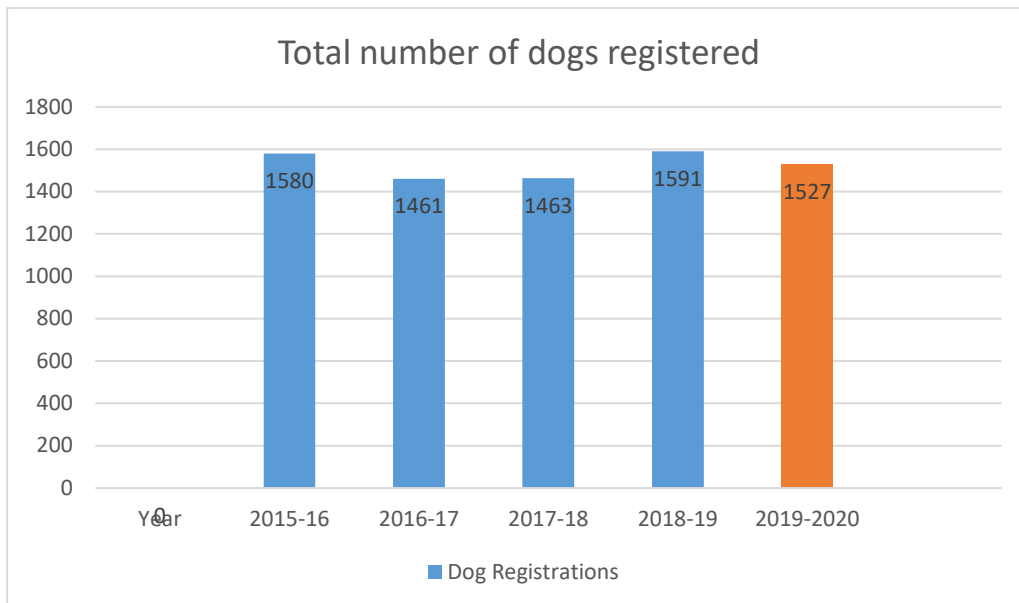
**Council does not proactively visit mobile traders or hawkers operating in the district

Inspections and verification of food control plan templates for food businesses are currently carried out by consultants. The consultants carry out the work over the course of a week every 8-10 weeks.

The annual inspection of all campgrounds and hairdressers is scheduled to be completed by 1 March 2020.

Animal Control

This year 1,527 dogs have already been registered, which is 33 more than last year which had the highest number of registered dogs ever. The graph below shows the total number of dogs registered each year since 2015-16.



In terms of numbers of dogs impounded there has been a decrease compared to previous years. In terms of impounded dogs very few are now of a menacing or dangerous breed, which can be directly attributed to the Council's decision to fund a de-sexing programme over the past five years.

During the reporting period 62% of impounded dogs were either rehomed or returned to their owners which is up from the last year's previous high of 47%. Following the SPCA's decision to leave the District

last year, Animal Control Officers have been pro-actively working with adoption groups and organisations throughout the country to rehome dogs.

The table below provides an overview of the total number of dogs impounded and reason they left the pound, since 2015.

Activity	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
Dogs euthanized	44 (36%)	206 (52%)	181 (64%)	280 (66%)	294 (66%)	426 (70%)
Dogs stolen from pound	2	3	1	5	1	8
Dogs returned to owner	45 (38%)	128 (32%)	87 (31%)	98 (23%)	95 (21%)	134 (22%)
Dogs rehomed	29 (24%)	60 (15%)	14 (5%)	39 (9%)	54 (12%)	34 (6%)
Dogs impounded	120	397	283	422	444	602

As set out in the Long Term Plan the pound facilities will be upgraded in the coming year, which will ensure that it is fully compliant with the Ministry for Primary Industries guidance on care of animals.

Officers have developed a dog education programme that the New Zealand Institute of Animal Management are currently peer reviewing. The programme main focus is on educating children about how to safely interact with dogs to prevent bites that can ultimately lead to serious and life altering ramifications for them and their pets. Once finalised the programme will be presented to schools and community groups within the District. We will be the first Council in New Zealand to provide the option of having our dog education programme available in either te reo Māori or English.

Liquor Licensing

Licensing applications continue to be processed within targeted timeframes. A couple of hearings have been carried out during the reporting period. We currently have half a full-time post allocated to processing licensing applications and carrying out inspections of premises. At present the number of applications received is consistent with previous years and staffing levels are sufficient to cover the workload.

Application type	Number received	Number processed
Specials	13	13
Cubs	1	1
ONS	4	3
OFF	2	1
Manager Certificate	14	14
Temporary	1	1
Total	35	33

Other Regulatory Activities

Council decided in October 2018 to establish infringement fines under the Litter Act 1979. Since then twelve Infringement Notices have been issued to individuals who were found to be illegally dumping rubbish.

Officers continuing to monitor vehicles parked within the township on an ad hoc basis and in response to complaints from members of the public, who are increasingly using the Council Antenno application to report concerns. The table below provides an overview of the reasons for issuing infringement notices and number of notices issued.

Reason for infringement notice	Number of notices
Parking in disabled bay	12
No warrant of fitness	10
No registration	8
Parking on a footpath	16
Inconsiderate parking	7
Double parking	6
Wrong side of the road	3
Total	62

Rapid Numbering Project

In August last year the RAPID Numbering and Road Naming Officer attended a kaumatua hui organised by Te Runanga o Te Whānau to discuss the importance of rapid numbers for rural communities. Officers

from St John and Fire and Emergency New Zealand were present and these organisations are now discussing ways to enable Council to share the addressing data with local emergency services to improve response times.

The rapid numbering project will be completed in the coming weeks once updated addresses for properties along State Highway 35 are sent to Land Information New Zealand. Community groups (such as hapū, iwi and neighbourhood watch) are being helped in developing maps and spreadsheets as they develop address databases to assist with emergency evacuation and neighbourhood safety.

The inclusion of macrons in the spelling of Ōpōtiki District has been approved by the New Zealand Geographic Board and came into effect on 17 January 2020.

Parks and Reserves

Cemeteries

There have been nine burials and four ash lawn interments in the main Te Ranganui Cemetery with 10 burials, and four ash interments at the old Waitangi Cemetery.

	Te Ranganui Cemetery	Waitangi (Ōpōtiki Lawn) Cemetery
Adult Burial	8	9
Infant Burial	1	1
Lawn Ash Interment	4	2
Niche Wall Ash Interment	0	2

Reserve Management Plan

The draft reversion of the Council updated Reserve Management Plan is currently out for public consultation with the final date for submissions being the 28 February. The plan includes 48 specific policies that relate to all reserves and then the more detailed information and future management strategies for each of the 30 specific reserve areas identified in this plan.

Cycle Trail

Staff have been working with the Motu Trails Trust and Department of Conservation to improve and ensure more consistency in the maintenance standards of the Dunes and Pakihi cycle trails. The Pakihi trail was unfortunately closed for almost six months, following a slip on the trail. This had a significant effect in reducing the number of visitors using the trail over this period.

The Trails Trust has constructed two new shelters at the 9km mark on the DOC section of the Dunes Trail and at the shuttle drop off point on the Gisborne District Council's portion of the Motu Rd.

The revised business case for funding the extension of the Motu Cycle Trail from Ōpōtiki to Whakatāne was submitted to MBIE for consideration. In response MBIE have offered to fund half of the cost of the detailed design work and cost estimates for the trail. Officers have responded asking for assurances that if the Council were to fund the remaining 50% of this work that the construction phase would follow. To date we have not received assurances but further enquiries are being made and options being considered. It is expected that a report will be presented to Council in due course to make a decision accordingly.

Te Ahiaua (Pipi Beds) Reserve

Resource consent has been approved and the detailed design for the internal roadway extension and car/ campervan parking areas has been finalised. Officers are now moving forward with tendering for this work and envisage commencement before the end of June.

Church St Reserve (formerly known as the Rose Gardens Reserve)

The roses from this reserve have been relocated to a more compactly set out formal rose garden on the Bridge Street Reserve. Work on the redevelopment of the Church Street Reserve as approved by Council on 23 July is expected to commence by the end of June.

Tree Removals and Pruning

Three of the large Poplar trees located in the section of St John St between Kelly and Victoria Streets were removed with the remaining nine having 20-25% reduction pruning works undertaken. These trees, which are listed as notable trees in the District Plan, had become unsafe and dangerous.

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 Planning and Regulatory Six Month Review 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 Planning and Regulatory Six Month review is considered to be low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



CONCLUSION

At present, the number of applications being received and general workload within the Planning and Regulatory Group remains similar to previous years and therefore manageable within existing resourcing allowances. Improvements to systems and processes have been carried out and consultants have been brought in to respond to spikes in workload and build resilience within the team.

With potential for further positive announcements in relation to the harbour development and other funding for projects within the Eastern Bay, it is envisaged that more applications will be received over the next 1-3 years. This will put pressure on our small team. However, with improved use of IT, continued development of relationships with other Councils and consultants, we should have sufficient capacity to deal with a small uplift in application numbers in the short term. If larger numbers of applications are received over a longer term, consideration will be given to the recruitment of additional staff.

RECOMMENDATION:

- 1. That the report titled "Planning and Regulatory Six Month Review" be received.

Gerard McCormack

PLANNING AND REGULATORY GROUP MANAGER

REPORT

Date : 29 January 2020
To : Coast Community Board Meeting, 11 February 2020
From : Chief Financial Officer, Gregory Robertson
Subject : **COAST INITIATIVES FUND**
File ID : A189196

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	<i>(provisional)</i>	128,834
Balance from Activity Statement as at 31 December 2019		27,815
		<hr/>
Closing Reserve Balance 31 December 2019		156,649
Estimated interest on balance		2,141
Estimated closing reserve balance 31 December 2019		158,790
		<hr/>

Community Board Initiative Activity Statement as at 31 December 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 Primary PTA - ATTENDANCE AT ROTORUA PRIMARY SCHOOL		5,000
Whangapararua School - KAPA HAKA NATIONS FOR KURA TUATAHI		7,685
TE WAKA HOE O POKOHINU - WAKA AMA TRAINING & PROMOTION OF PARTICIPATION		1,500
Total grants / funding allocated		22,185
		<hr/>
Balance Community Board Initiatives activity as at 31 December 2019		27,815
		<hr/>

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

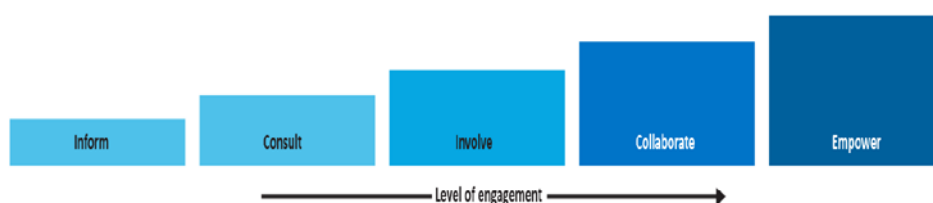
SIGNIFICANCE ASSESSMENT

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.



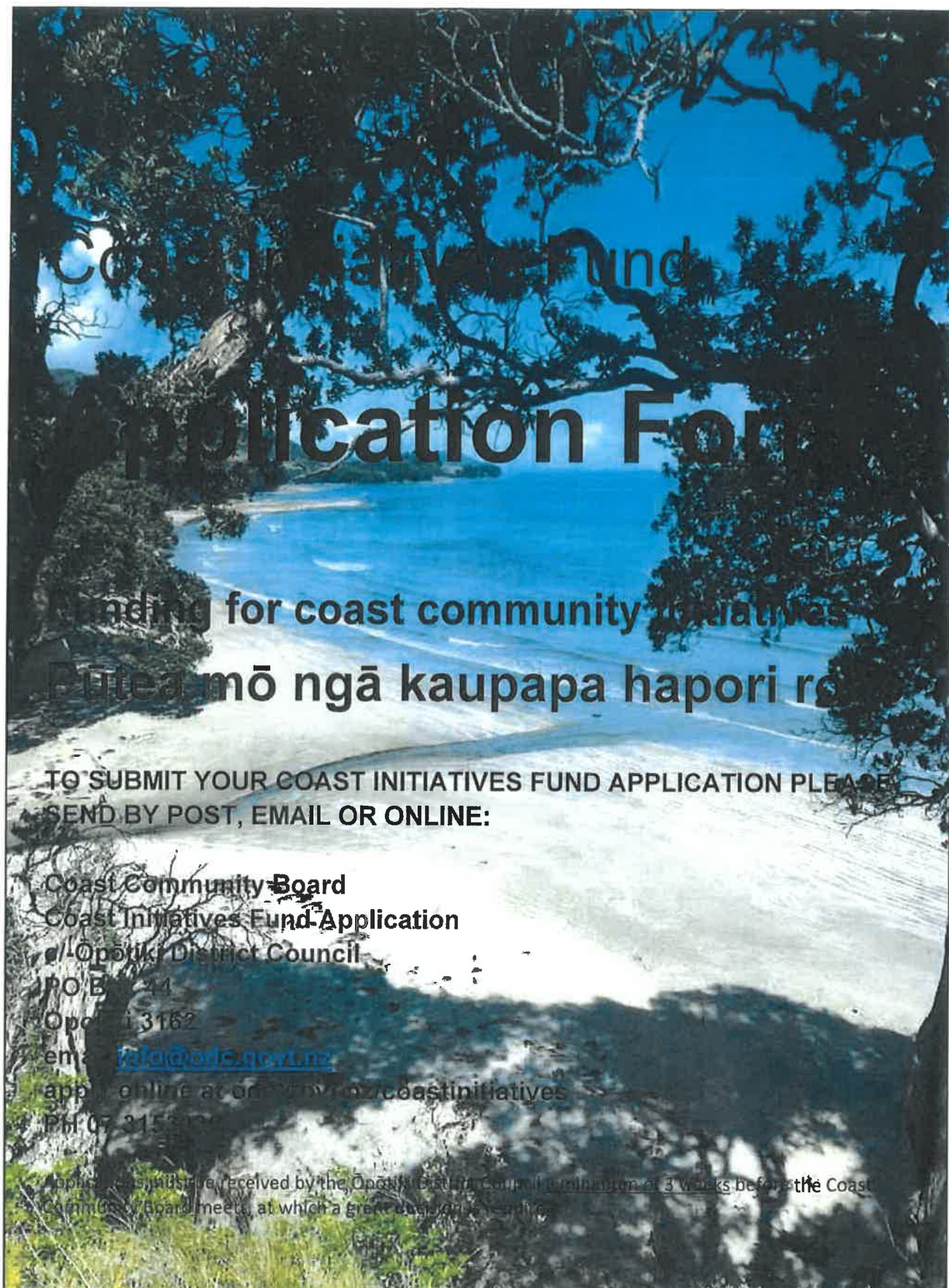
RECOMMENDATION:

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

Gregory Robertson

CHIEF FINANCIAL OFFICER

Appendix B



**Coast Initiatives Fund
Application Form**

**Funding for coast community initiatives
Putea mō ngā kaupapa hapori roto**

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

Coast Community Board
Coast Initiatives Fund Application
c/o Ōpōtiki District Council
PO Box 44
Ōpōtiki 3162
email: info@orc.govt.nz
app online at www.opotiki.co.nz/coastinitiatives
PH 07 3153100

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 made.

PART 1: APPLICANT DETAILS

Name and contact details

Full name of organisation:	Otuwhare Marae		
Contact person:	Mate Ki-Ingarangi Webb		
Relationship to organisation:	Member and current chairperson for Rutaia ki Tamaki (Auckland)		
Street address/PO Box:	5B Romulus place, Sunnynook		
Suburb:	Glenfield 0629	Town/City:	Auckland
Postcode:		Country:	New Zealand
Email:	mate.webb@gmail.com		
Telephone (day):	0211912717		

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

Name on bank account:	Otuwhare Marae Charitable Trust	GST number:	None
Bank account number:	01-1825-0011366-00		

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

Application requirements:

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

PART 2: PROJECT DETAILS

Event/ Project name: ANZAC Day commemorations 2020

Brief description of event/project:

Te Whanau a Rutaia are the hapu of Otuwhare Marae and they have agreed to host ANZAC Day 2020

Event/Project location, timing and numbers

Venue and suburb or town: Otuwhare Marae, Omaio via Opotiki

Date of event:

25 April 2020

Date grant

04/03/2020

Event/Project details

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

To host ANZAC DAY on behalf of Te Whanau a Apanui iwi and to remember and acknowledge our whanau who contributed to and served our country in both world wars with particular attention given to the 28th Maori Battalion. Furthermore, to also acknowledge those returned service men and women who are still with us today. Essentially we anticipate catering for up to 250 people.

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

Although the initial planning of this event is being led by Rutaia ki Tamaki (sub group of Otuwhare marae residing in Auckland), we will be guided by our Marae committee back in Omaio. Rutaia ki Tamaki have met twice since November and can confirm the following: Our anticipated budget to co-ordinate this event is likely to be around \$10,300.00 and we will also seek funding from other organisations for example, the local land trusts. A comprehensive list of items required for the event include, 1) Food and beverage, 2) Entertainment, 3) Hireage includes, glassware, sound and lighting system 4) Linen, 5) Miscellaneous (wreaths, wooden crosses, brass plaque and signage), 6) Stationary, 7) Marquee hire, 8) Koha.

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

Those in attendance include:

- > Members of the New Zealand Defence Force
- > Te Whanau a Apanui area school
- > Members of the Ngarimu whanau
- > Guest speakers
- > Kaumatua and Kuia
- > Community of Te Whanau a Apanui
- > Te Kura Kaupapa o Te Whangaparaoa
- > Te Whanau a Rutaia (hosting)

4. The budget/Ngā pūtea

Are you GST registered? Yes Do NOT include GST in your budget
 No Include GST in your budget

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
Food and beverage	Pre drinks and hors d'oeuvres followed by a Buffet lunch	\$2,000.00
Entertainment	"Children of the Mist" music for the older generation	\$2,000.00
Hireage	1 day, glassware, lighting and sound system, RSA hall	\$300.00
Linen	2 days includes dry cleaning	\$200.00
Marque hire	2 days 12 x 18, 200 chairs,24 tables and transport costs	\$4,500.00
Stationary	Board markers, paints, brushes, reams of paper	\$100.00
Advertising	Opotiki News and the Whakatane Beacon	\$200.00
Miscellaneous	Wreaths, brass plaque, wooden crosses and signage	\$500.00
Koha	Marae maintenance, power and gas. Guest speakers	\$500.00
Total Costs		\$ 10,300.00
Amount you are requesting from the Coast Initiative Fund		\$ 8,000.00

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

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

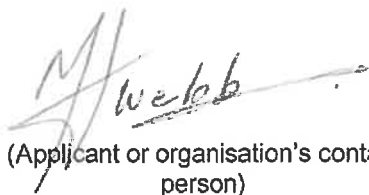
If this application is successful, I/we agree to:

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

Name Mate Ki-Ingarangi Webb
(Print name of contact person/applicant)

(Print name of parent/guardian for applicants under 16 years of age)

Signed:



(Applicant or organisation's contact person)

Signed:

(Parent/guardians signature for applicants under 16 years of age)

Date:

17-12-2019

Date:

Annette Papuni-McLellan

From: Gae Finlay
Sent: Sunday, 2 February 2020 8:51 AM
To: Annette Papuni-McLellan
Subject: Fw: Additional information and quotes
Attachments: Opotiki Council additional information re quotes.docx; webbma2_17-12-2019_15-03-33(signed copy) (4).pdf; Bugler invoice 2.pdf; Children of the mist.docx; Invoice bugler.pdf; Marquee.pdf; Skellens Plaques invoice.docx

From: Mate Webb <matewebb7@gmail.com>
Sent: Saturday, February 1, 2020 9:00:56 AM
To: Gae Finlay <GaeF@odc.govt.nz>
Cc: astrid.tawhai@bopdhb.govt.nz <astrid.tawhai@bopdhb.govt.nz>; Vikki Demant <vikkidemant@gmail.com>
Subject: Additional information and quotes

Tena koe Gae

As per your request I have attached quotes and a follow up letter for consideration by your board. Aunty Astrid Tawhai will attending the hearing of our application on our behalf. I have also attached the original application and rather than make changes to it I have instead explained in the letter what that change is. Let me know if your require any other information
Thank you
Hei kona mai
Mate

5b Romulus place
Sunnynook
Northshore City 0629
Auckland

2/02/2020

Additional information to support application

Tena koe Gae

The initial application I submitted to you on 17 December 2019 excluded the quotes. As per your request I have now received these and attached for your board's consideration. There is an adjustment to our budget particularly with the catering component. I had originally estimated \$2,000.00 however in discussion with my aunty Astrid Tawhai, it appears I have underestimated this item because I am not a subject matter expert in this area and the anticipated numbers attending have increased from what we originally thought. Aunty Astrid is the person responsible for all catering at our Marae and she will be attending the meeting as our hapu representative to hear our application. It is at the same meeting aunty Astrid will also present the catering information to you in more detail.

Te Whanau a Rutaia who are hosting this year's ANZAC event have done considerable voluntary hours of meticulous planning and preparation to ensure the occasion is not only memorable but also authentic for our whanau and the community. Our planning has primarily focussed on two important timelines; April 25, 2020 recognises 105 years since the original Dawn Landing at Gallipoli and 81 years since the start of World War 2. Many of our men from the Tairawhiti (East Coast) enlisted and served in both these Wars. They saw this as an opportunity to serve their country honourably and to experience other parts of the world. Unfortunately, many of them did not return.

In addition to our funding application, there are delegated roles in which whanau members have and will volunteer their time. These include but are not limited to the following:

- Two working bees prior to the event
- Attending meetings in Auckland and Omaio
- Designing programme brochures
- Making crosses
- Preparing speakers and their speeches
- Designing flags to represent each hapu of Te Whanau a Apanui
- Co-ordinating two local schools for powhiri process
- Contacting external organisations for example the New Zealand Defence Force for their assistance
- Preparing invitation letters to be sent out to dignitaries, community leaders and the general community
- Confirming sound system
- Ongoing communication with our organisers and the local hapu

To conclude, I am hopeful this information will suffice with meeting your requirements. Thank you for considering our application.

Noho ora mai

A handwritten signature in black ink, appearing to read 'M. J. Webb'. The signature is stylized with a large 'M' and 'J' and a cursive 'Webb'.

Chairperson

Rutaia ki Tamaki (sub committee of Te Whanau a Rutaia residing in Auckland)



Andys Marquee and Party Hire
30 Sunset Road, Rotorua 3015
Ph: 07 348 3400 Fax: 07 349 4669
www.andyshire.co.nz info@andyshire.co.nz

Page: 1
GST Number
121885778

BOOKING CONFIRMATION

Written by Aneta Stone

10:18a. 28/01/2020

To WEBB, MATE
STATE HIGHWAY
OMAIO

Hire From:
Thu 23 Apr, 2020

Booking No: 86813

To:
Tue 28 Apr, 2020

Mob.0211912717

Item Code	Qty	Description	Unit Price	Total
MARQUEE				
M12ME1	1.00	MARQUEE 12M X 18M inc labour	3130.00	\$ 3130.00
M18ME	1.00	MARQUEE 18M ENDS (PAIR)		
M18MM	1.00	MARQUEE 18M MIDS (6M)		
LE	1.00	LABOUR FOR ROPE AND POLE.....		
MISC				
CHAIRS				
CSPAN	200.00	SPANISH CHAIR	3.00	\$ 600.00
MISC		Not to be used on Wooden floors, or		
MISC		Polished Concrete or similar floor.		
MISC				
TABLES				
T8FTW	24.00	8FT(2.4m) TRESTLE TABLE -WOODEN TOP	12.00	\$ 288.00
MISC				
DELIVERY				
MISC	1.00	DELIVERY & COLLECTION TO OMAIO	600.00	\$ 600.00
MISC	1.00	DISCOUNTED	-118.00	\$ -118.00
DELIVER ON: Thursday 23/04/2020 at TO OTUWHARE MARAE, OMAIO				
COLLECT: Tuesday 28/04/2020 at FROM OTUWHARE MARAE, OMAIO				

SubTotal \$ 3913.04

GST \$ 586.96

Less Payments \$ 0.00

Balance Due \$ 4500.00

A. CONDITIONS OF HIRE

Please SIGN and FAX Back ASAP to confirm your booking.

PLEASE NOTE THAT ALL MARQUEES FOR PUBLIC USE OVER 100 SQ M REQUIRE A COUNCIL BUILDING CONSENT

Please check the details above are correct and notify us of any errors or alterations required.

ALL GOODS TO BE RETURNED CLEAN OR A FEE MAY APPLY. RETURN BY 12 NOON.

Thank you.

If you have any problems please phone the 24hour

PRINT
NAME

X

Signature of Hirer

Chris Lawrence

TAX INVOICE

Vikki Demant
vikkidemant@gmail.com

QUOTE ONLY

Invoice Date
27/01/2020

Invoice Number
01

Reference
Te Kaha

GST Number
not registered

Chris Lawrence
97 Riverside Drive
Whakatane
3120
New Zealand
mob 021 36 76 26

Description	Quantity	Unit Price	Amount NZD
QUOTE ONLY for bugling services on ANZAC Day 2020. Including the dawn ser			300.00
Subtotal TOTAL			
GST 15%			0
TOTAL NZD			\$ 300.00

Due Date: 25 April 2020

Additional notes



Quote - Entertainment

Anzac Ball 25 April 2020

Apanui RSA

January 28, 2020

Tena koe Vikki as per your request. Please note, I do not have an electronic signature to confirm this arrangement however I am happy to receive a phone call or an email to verify the details listed below.

Band - Children of the Mist

C/o - Abel Rawiri Teka

Ph 07 3663228 Ext 1

Email: p.h.a.t.2hoe@gmail.com

Cost \$2,000

Includes travel and accommodation

Noho ora mai koe

Rawiri

QUOTATION

Costing for scanning

For: BSS BoP
Address: Omaramutu School
Val: 7650-016-04
Occupant:
Quote ID B1342

Hourly Rate \$45.00

Minutes \$0.75

A4 \$0.30 *New costs approved 1/7/2019*
 A3 \$0.40
 A2 \$0.80
 A1 \$1.60

	Number of Pages	
A4 @0.30	545	\$163.50
A3 @0.40	37	\$14.80
A2 @0.80	15	\$12.00
A1 @1.60	6	\$9.60

Estimates can be low due to
\$14.80 PDF script counts both sides
\$12.00 manual estimates do not
\$9.60

Kb \$199.90 sub total A

DIGITAL EXTRACT 91.00

Admin costs @ \$5.00 \$5.00
 Postage @ \$7.50
 DVD @ \$5.00

Actual reasonable \$5.00 sub total B

\$204.90 Charge to customer

Disassembly - reassembly plus

Scanning Time

266.5333333 0.185092593 4.44 Hours

2000 takes approximately 1 Hour to count

Subsequent copies once digitised \$61.47

30% of scanning cost

13.3cpp

Printed 4/02/2020 13:43



3 Hotel Road
State Highway 35
Te Kaha, RD3
OPOTIKI 3199
07-3252830

reception@tekahabeachresort.co.nz

QUOTE/INVOICE

GST Registration: 120-947-621

Reference: 21487

Date: 27th January 2020

To: Otuwhare Marae
C/o Vikki Demant

Re: Christopher Lawrence- Accommodation & Dinner 24th April 2020

Description	Amount \$
1x 2 Bedroom Apartment @ \$205.00per night	205.00
Dinner x 4 @ \$50.00 approx	200.00
Total Amount Due(including gst):	\$405.00NZD

Payments can be made onsite or by cheque/cash or direct credit to the following account:

BANK: BNZ
ACCOUNT NAME: TWA Resort Ltd
ACCOUNT #: 02-0488-0192236-00
REF: 21487

(Please make cheques payable to TWA Resort Ltd)

Noho ora mai i roto i ngā mihi.

Fwd: Creative Bronze Plaques

Inbox



Mate Webb

18:53 (2 hours ago)

to me

----- Forwarded message -----

From: **Skellerns Plaques** <Plaques@skellerns.co.nz>

Date: Tue, 14 Jan 2020, 1:52 PM

Subject: Creative Bronze Plaques

To: mate.webb@gmail.com <mate.webb@gmail.com>

Hi Mate,

Standard Bronze Plaque 370 x 220 text only \$919.53incl gst.

Please feel free to contact me for any further information.

Regards

Marie

Marie Kearney
Tel: +64 9 827 4539

86 Patiki Road, Avondale,
Auckland 1026 ([map](#))

www.skellerns.co.nz

Attachments area

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

Sent: Friday, 6 December 2019 2:54 PM

To: Gae Finlay <GaeF@odc.govt.nz>

Subject: OPO Website - Coast Initiatives Fund ref: OPO-QF-191206-8NIHH-V3S

OPO Website - Coast Initiatives Fund

Reference: OPO-QF-191206-8NIHH-V3S

Attachment: not attached

Name of organisation making application:: Te Matarau

Name of person submitting application and relationship to organisation:

Kylie Poihipi - Trustee

Contact email:: Kpoihipi@gmail.com

Street address or PO Box

3688 State Highway 35, RD3 Ōpōtiki

Daytime phone:: 073252764

Event / Project name:: Intensive Moko Wānanga

Brief description of event/project:

Hosting of Tā Moko artist to build our own capable artist here in Te Whānau a Apanui

Venue and location where event will take place:

This wānanga is being hosted by Te Whānau a Hīkarukutai at Maraenui Marae

Date of the event (if applicable):: 5th to the 8th of Feb 2020

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

This wānanga has been called for to build our tā moko artist here in Te Whānau a Apanui, we now have 3 Marae that host Mokopapa Wānanga that has built over a period of 11 years. The current artist's that support these mokopapa come from out of the Iwi, they have also built this kaupapa out of pure love for facial moko. This wānanga is only but the start to build our own moko artist and to run the Mokopapa Wānanga hosted in Maraenui, Pahāoa and Whangaparāoa. We have the greats of tā moko Derek Lardelli and Mark Kopua who will be taking the group of 10 students into an indepth space to learn about moko, the whakapapa, the styles, the reasons and then actually applying this to the skin and how to read skin when applying.

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

Our lead facilitators of this wānanga are Derek Lardelli and Mark Kopua, these have been responsible for the revival of facial moko world wide.

They will be facilitating an intensive wānanga with a selected group of young talented rangatahi of Te Whānau a Apanui, they will be covering everything from where tradition māori tā moko came from how it has evolved over the generations right down to the actual application of ink to skin, how to read the signs while applying, depth etc.

This wānanga is closed only to the selected group so we can have the intense one on one with our future local artist

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

Te Matarau is a trust that was formed to help strengthen whānau connections through out Te Whānau A Apanu, we are a trust that has many connections far and wide to help support initiatives. Current Trustees are Kylie Poihipi, Louis Rāpihana and Tuamutu Poihipi we also our kaumātua Danie Poihipi who guides us through our processes.

We have been involved in the Mokopapa arena for the last 11 going on 12 years since beginning the kaupapa here in Maraenui with Mark and Derek. These two have been pioneers in this sector and even within our kaupapa here, they were our first two artist when we started the kaupapa here in Maraenui.

Is your organisation GST registered?: No

Project costs:

Guest Speakers Koha \$500.00 x 2 = \$1,000.00

Marae Koha \$500.00 x 1 = \$500.00

Tatoo gear (for wānanga) \$1,000.00 x 1 = \$1,000.00

Kai for duration of wānanga \$1,000.00 x 1 = 1,000.00

Amount of grant requested:: 3,500.00