



# COMBINED COMMUNITY BOARD

Tuesday, 12 March 2024  
*Rātū, 12 Poutūterangi 2024*

Totara Room, Whakatāne Council  
14 Commerce Street, Whakatāne  
commencing at 4:00 pm

Chief Executive: Steph O'Sullivan

Publication Date: 7 March 2024



**A Membership - Mematanga**

**A Membership - Mematanga**

Membership includes all Community Board Members

**Murupara Community Board:**

M K McLean - Chairperson (Chairperson), M Edmonds , S Jones, I M Prentice, A Silcock, and Councillor N Rangiaho

**Rangitāiki Community Board:**

L Waaka (Chairperson), R Gardiner (Deputy Chairperson), C McIndoe, H Brown, P Falwasser, P Flowerday, and Councillor G L Dennis

**Tāneatua Community Board:**

D S Yalden (Chairperson), M Stensness (Deputy Chairperson), H Thrupp, L Ruiterman, T Bryant, N George and Deputy Mayor A V Iles

**Whakatāne-Ōhope Community Board:**

C L Hamill (Chairperson), L J Bonne (Deputy Chairperson), C G A Howard, D S McLean, M A Marshall-Inman, O D Iseri and Councillor T Boynton.

Leeann Waaka, chairperson for the Rangitāiki Community Board, will be chairing the meeting.

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## TABLE OF CONTENTS

|            |   |           |
|------------|---|-----------|
| <b>1</b>   | <b>Apologies - <i>Te hunga kāore i tae</i> .....</b>                                | <b>6</b>  |
| <b>2</b>   | <b>Acknowledgements/Tributes - <i>Ngā Mihimihi</i> .....</b>                        | <b>6</b>  |
| <b>3</b>   | <b>Public Participation - <i>Wānanga Tūmatanui</i> .....</b>                        | <b>6</b>  |
| <b>3.1</b> | <b>Public Forum - <i>Wānanga Tūmatanui</i> .....</b>                                | <b>6</b>  |
| <b>3.2</b> | <b>Deputations - <i>Ngā Whakapuaki Whaitake</i> .....</b>                           | <b>6</b>  |
| <b>4</b>   | <b>Conflicts of Interest - <i>Ngākau kōnatunatu</i> .....</b>                       | <b>6</b>  |
| <b>5</b>   | <b>Confirmation of Minutes - <i>Te whakaaetanga o ngā meneti o te hui</i> .....</b> | <b>7</b>  |
| <b>5.1</b> | <b>Minutes – Combined Community Board 27 July 2023 .....</b>                        | <b>7</b>  |
| <b>6</b>   | <b>Reporting .....</b>  | <b>13</b> |
| <b>6.1</b> | <b>Governance Services Information Update .....</b>                                 | <b>13</b> |
| <b>6.2</b> | <b>Pecuniary Interest form 2024 .....</b>   | <b>14</b> |
| <b>7</b>   | <b>Community Board Executive Committee Update .....</b>                             | <b>21</b> |
| <b>8</b>   | <b>Community Board Discussion .....</b>   | <b>22</b> |

## **1 Apologies - *Te hunga kāore i tae***

### **1 Apologies - *Te hunga kāore i tae***

Apologies received at the time of compiling the agenda include:

- Chairperson Yalden

### **2 Acknowledgements/Tributes - *Ngā Mihimihi***

An opportunity for members to recognise achievements, to notify of events, or to pay tribute to an occasion of importance.

### **3 Public Participation - *Wānanga Tūmatanui***

#### **3.1 Public Forum - *Wānanga Tūmatanui***

The Board has set aside time for members of the public to speak in the public forum at the commencement of each meeting. Each speaker during the forum may speak for five minutes. Permission of the Chairperson is required for any person wishing to speak during the public forum. Applicants seeking funding from the Board are encouraged to speak in support of their application at this time.

With the permission of the Chairperson, Board Members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

#### **3.2 Deputations - *Ngā Whakapuaki Whaitake***

A deputation enables a person, group or organisation to make a presentation to Community Board on a matter or matters covered by their terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, five working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered. No more than two speakers can speak on behalf of an organisation's deputation. Speakers can speak for up to 5 minutes, or with the permission of the Chairperson, a longer timeframe may be allocated.

With the permission of the Chairperson, Elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

- Mr Ian Morton will provide an update on the CCTV Project

### **4 Conflicts of Interest - *Ngākau kōnatunatu***

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interests they might have.

The Elected Member Register of Interest is available on the Whakatāne District Council website. If you wish to view the information, please click this [Register link](#)

**5 Confirmation of Minutes - *Te whakaaetanga o ngā meneti o te hui***

**5 Confirmation of Minutes - *Te whakaaetanga o ngā meneti o te hui***

**5.1 Minutes – Combined Community Board 27 July 2023**

|   |                     |  |
|---|---------------------|--|
|  <p><b>WHAKATĀNE</b><br/>District Council<br/><i>Kia Whakatāne au i ahau</i></p> | Details of Meeting: | <b>COMBINED COMMUNITY BOARD MEETING HELD IN THE COUNCIL CHAMBERS, WHAKATĀNE DISTRICT COUNCIL, 14 COMMERCE STREET, WHAKATANE THURSDAY, 27 JULY 2023 COMMENCING AT 3.12 PM</b>   |
|   | Present:            | Board Members C L Hamill (Chairperson), D S McLean, M A Marshall-Inman, D S Yalden (Chairperson), M Stensness (Deputy Chairperson), L Ruiterman, R Gardiner, C McIndoe, P Flowerday, M K McLean, K J Bannan, I M Prentice, A Silcock, L J Bonne, and Councillor N Rangiaho.  |
|   | In Attendance:      | E Hatch (General Manager People and Engagement), M Trudgen (Change Manager), A Dominic (Systems Analysts), E R Allerby (Communications Advisor), F Begley (Manager Community Partnerships), Leny Woolsey (Manager Strategy and Performance), K Boreham (Principal Advisor), C Viljoen (Manager Governance Services), S French (Senior Governance Support Advisor), C Tongariro (Governance Support Advisor) and A Dass (Governance Support Advisor)<br><br>Via Teams: S Perdia (GM Strategy and Transformation). |
|   | Visitors:           |  |
|   | Apologies:          | His Worship the Mayor V Luca, Deputy Mayor L Immink, Councillors G Dennis, Boynton, Board Members T Bryant, N George, T L Barnett, J P Goldsmith, L Waaka and lateness for Member L J Bonne.   |

Chairperson welcomed all to the meeting.

**1. APOLOGIES**

Moved Member Inman/ Seconded Member Flowerday

**RESOLVED:**

**THAT** the Combined Community board accept the apologies from His Worship the Mayor Dr V Luca, Deputy Mayor L Immink, Councillors G Dennis, Boynton, Board Members T Bryant, N George, T L Barnett, L Waaka and lateness for Member L J Bonne.

**CARRIED**

## 5.1 Minutes – Combined Community Board 27 July 2023(Cont.)

### 2. Announcement

Chairperson advised the meeting would move to the reporting on the Long Term Plan (LTP) as Mr Steven Perdia was limited on time to present. The meeting would then move to introductions following the report.

### 3. Reporting

#### 3.1. Long Term Plan (LTP) Update

Refer to Tabled items 1a-b.

Steven Perdia (General Manager of Strategy and Transformation) presented an update on the LTP plan.

Following queries from members discussion included:

- Clarification of the Five Strategic Priorities.
- The importance to strengthen relationships within communities.
- A brief discussion on the Local Government reforms.

Mr Perdia extended his appreciation to the Community Board members involved in the Long-Term Plan and advised council staff would consult further on engagement in the new year.

**Attendance:** Steven Perdia left the meeting 3:37 pm.

#### 3.2. Introduction

Chairperson welcomed all Community board members and attendees, which included Council staff, to introduce themselves to the meeting.

#### 3.3. Media Training

Refer to Tabled items 1c.

Kay Boreham (Principal advisor) and Estelle Reid-Allerby (Communications Advisor) spoke to the Media and Communications presentation.

It was clarified the presentation was not to provide media training but more to introduce the Communication and Engagement team and inform members how the team operates and the levels of support that they could provide to board members.

The following areas were discussed:

- If approached by media, it was highlighted that there was no urgency to answer their enquiries. Members were encouraged to email council staff or consider adopting a policy to direct enquiries to their chairperson.
- The new approach to Media releases with elected members being notified prior to media.
- Media play a crucial role in providing important information to communities especially during emergency events.

### 5.1 Minutes – Combined Community Board 27 July 2023(Cont.)

- Members were advised there was a change of direction in the councils' social media approach which had a positive impact with gaining over 13,000 followers.
- A style guide was being developed to provide guidance with communication.

Discussion following queries from members included:

- Councils approach to commenting on social media posts was to provide clarity to a question.
- Discussion ensued on social media and some target audiences may not be reached through the current platforms. It was mentioned that while Tik Tok and Snapchat may be a preference for the younger people they were resource intensive platforms.
- A concern was raised that there was limited communication in the Murupara area. It was clarified communication in Murupara were through the council website, facebook page, and the bi-monthly Murupara newsletter.

### 3.4. Pecuniary Interest Forms

Refer to pages 3-13 of agenda.

Chirese Viljoen (Manager Governance Services) reminded members it was important to return their completed Pecuniary interest forms. A change in legislation required council to hold a register of interest for all Elected members and this to be made publicly available.

Members were advised that a link would be made available in meeting agenda and completed forms were required annually.

Moved Member Chairperson/ Seconded Member Bannan

#### **RESOLVED:**

**THAT** the Combined Community board receive the reports on the Long-Term Plan Update, Media Training and Pecuniary Interest Forms.

#### **CARRIED**

## 4. Community Board Executive Committee Update

Refer to page 14 of the agenda.

Chairperson Hamill provided an update to the board regarding the Community Board Executive Committee (CBEC) as Zone 2 representative.

Member Hamill advised that it was interesting to be a part of the committee, and they had so far had one in person meeting and one virtual meeting. The committee's focus was on advocacy on inclusion for all communities around the country.

Key points highlighted:

- The Kiwisaver eligibility for all Elected members was being discussed at Local Government for New Zealand conference held in Christchurch and had been ongoing for over 10 years.
- CBEC submitted on the Future for Local Government Review as the review very lightly touched on Community boards.

### 5.1 Minutes – Combined Community Board 27 July 2023(Cont.)

- The CBEC conference had changed its structure to reduce costs. They were in the process of changing its format to host in a major centre, to allow more Community Board members to attend by keeping travel costs to a minimum.
- CBEC members were advised that Community board members could attend Zone 2 meetings. They were encouraged to attend and to contact the chair if they were interested.
- It was advised that CBEC can provide support with training if members were interested.

Moved Member Inman / Seconded Member Silcock

#### **RESOLVED:**

**THAT** the Combined Community Board receive the Community Board Executive Committee update.  
**CARRIED**

## 5. Community Board Round-Ups

Refer to page 15 of the agenda.

The Chairperson or representative from each Community Board were invited to share the activities their boards were working on.

### 5.1. Murupara Community Board

Refer to page 15 of agenda and 1d of the tabled items.

Mere McLean (Murupara Community Board Chairperson) presented to the board.

Member McLean shared their board's vision 'To empower and actively strengthen our communities' and the five areas the board were focussed on included to engage, encourage, support, promote and advocate for the communities in their area.

She introduced the members of the board and the areas they represent and advised that Tina Barnett had resigned as a member as she had found employment in Australia, and they wished her all the best.

A summary of the 2023 allocations were provided to highlight the projects and applications the board had supported throughout the year.

### 5.2. Rangitāiki Community Board

Ross Gardiner (Rangitāiki Community Board Deputy Chairperson) spoke to the update.

The board, while relatively fresh, were finding their place and how they operate with the support from their chairperson Leeann Waaka.

Member Gardiner advised the board had provided targeted support to various projects throughout the community such as the netball courts, bus stop and community plan and explained that during the cycle events chairperson Waaka led the charge to provide direct support to the Te Karaka community.

### 5.1 Minutes – Combined Community Board 27 July 2023(Cont.)

They had supported upgrades to the Thornton area, the establishment of a jetty within Matatā and provided feedback on the establishment of CERT teams in the Thornton, Edgumbe and Matatā areas.

As a board they were still working towards finalising their board strategy.

#### 5.3. Tāneatua Community Board

Diane Yalden (Tāneatua Community Board Chairperson) spoke to the update.

Member Yalden advised the board had provided feedback and done a leaflet drop to Tāneatua residents for the councils CCTV Camera's meeting held at the Tāneatua Police. It was advised that following a five year wait the community welcomed the opening of the newly built Tāneatua Police station.

The board were still working on the Waimana and Nukuhou halls to be earthquake strengthened and while the discretionary funds applications had been light for the board, they were expecting more in the coming months.

It was requested the timing for the Combined Community board meeting be later in the day to accommodate working members, and if staff could follow up on the location of the Tāneatua Community boards banner to allow recipients of funds and members to promote the board.

#### 5.4. Whakatāne-Ōhope Community Board

Chairperson Carolyn Hamill provided an overview of the Whakatāne-Ōhope Community Board activities.

It was advised their meetings were going well but were full of funding applications from individuals and Community groups.

The board were involved in the LTP community panel, Community safety cameras project, members were involved in the climate change panel, and they were working with Awatapu Otamakaokao trust on projects they want to achieve, and how the board could support them.

Members were having regular informal catchups to build relationships and brainstorm on their projects, such as picnic tables at Maraetōtara reserve, legacy projects for the community, as well as a submission to the districts speed management plan.

Moved Chairperson Hamill / Seconded Member Stensness

#### **RESOLVED:**

**THAT** the Combined Community Board receive the Community Board Round Ups.

#### **CARRIED**

### 6. Other items

- Chairperson Hamill allowed members to raise any items they wanted to share.

**5.1 Minutes – Combined Community Board 27 July 2023(Cont.)**

**6.1. Re-opening of Council building**

Member Alison Silcock (Murupara Community Board member) expressed her disappointment that Community board members were included in the invite to the re-opening of the Whakatāne District Council building.

Council staff acknowledged her disappointment and emphasised there was no intention to exclude Community board members, the reawakening of the building was limited due to the number of staff and Elected members that needed to be inducted into the building on the day.

**6.2. Council Staff response times**

Member Peter Flowerday (Rangitāiki Community Board) raised concerns with council staff response times.

Discussion ensued on council staff response times and how they respond.

Members were encouraged to use the 'Request for Service' function on the council website or contact the council's customer service team.

Council staff reminded members that some queries can be answered faster than others, and at times a subject matter expert may be required such as a consultant to verify the information prior to it being disclosed which may take time.

Members could approach their chairperson or other known council staff for guidance if required.

**6.3. Next meeting**

Members were advised that the next meeting would be toward the end of the year and would be moved to another ward of the district. Staff would aim to accommodate a 4pm start time.

**THE MEETING CLOSED WITH A KARAKIA FROM CHAIRPERSON HAMILL AT 4:33 PM.**

## 6 Reporting

### 6 Reporting

#### 6.1 Governance Services Information Update

Manager of Governance Services will provide a Governance Services Update to the Community Board members on the following.

##### 1. Murupara Galatea-Waiōhau Subdivision By-Election

We wish to notify you that member and Chairperson Ken Bennan resigned from his seat on the Murupara Community Board – Galatea/Waiōhau Subdivision.

As a result of the resignation from Elected Eember Ken Bannan of the Murupara Community Board - Galatea/Waiohau Subdivision, an extraordinary vacancy has occurred.

A by-election is now required to be held for this vacancy for the Murupara Community Board (Galatea/Waiohau Subdivision).

Section 120(1) of the Local Electoral Act 2001 states that where an extraordinary vacancy occurs, the Chief Executive of the local authority must give notice of the vacancy to the electoral officer; and the election must be held not later than 89 days after the date on which the electoral officer receives notice of the vacancy.

The electoral officer was advised of the extraordinary vacancy by our Chief Executive on Friday 8 March 2024.

A by-election will be held on Wednesday 5 June 2024. The by-election will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001.

##### 2. Strategic Planning Workshop

We are aware that some of our Community Boards have really leaned into the development of their Strategic plans and acknowledge that others may need additional support and guidance to get their Strategic Plan fit for purpose.

There is an opportunity for Community Boards to engage in an active Strategic Planning workshop with Kerri Price from the Facilitators Network. Kerri is a professional facilitator with over 20-years experience in facilitation roles. She is the founder of The Facilitators Network and regularly facilitates workshops on Facilitation and Building a Facilitation Business.

There is the opportunity for a facilitated Strategic Workshop session to be scheduled with our Community Boards to help develop and/or enhance and strengthen their Strategic Plans. This will provide Community Boards the ability to be effective in their planning, and efficient in achieving their community aspirations and goals.

Council Staff are seeking feedback from the Community Boards to gauge their interest in this engagement opportunity. It would be most cost effective if all Boards consider this collective engagement opportunity.

**6.2 Pecuniary Interest form 2024**

**3. Pecuniary Interest Forms**

The Local Government Act 2022 (LGA) requires Elected Members to provide annual returns of certain pecuniary interests.

Manager Governance Services will update the meeting on Elected Member obligations under the LGA and will be available for questions regarding this.

The Pecuniary Interest Form has been included in this agenda.

**6.2 Pecuniary Interest form 2024**

## 6.2 Pecuniary Interest form 2024(Cont.)



### Information pertaining to: Pecuniary Interests Return Form

#### Information for members:

Sections 54A to 54I of the Local Government Act 2002 (LGA) requires members to provide annual returns of certain pecuniary interests. Please use this form to provide your return.

You are responsible for complying with your obligations under the LGA relating to this return.

Please contact a member of the Governance Services team for advice and guidance about completing your return.

#### How to file this return:

You can file your completed return form by submitting it with the Governance Services Team or you could email it to them at [governance@whakatane.govt.nz](mailto:governance@whakatane.govt.nz)

The due dates for the return are as shown below:

|   |   |
|---|---|
| Year 1  | the day that is 120 days after the date on which the member comes into office |
| Year 2  | the last day of February in the second year of the triennium                  |
| Year 3  | the last day of February in the third year of the triennium                   |
| <i>Note: If 28 February (or 29 February in a leap year) falls on a weekend, then the due date will be the next working day.</i> |   |

#### Privacy statement:

Your personal information is being collected so that the Council and the Registrar can comply with their obligations under the LGA, particularly those in sections 54A and 54G.

You are required to provide this information under sections 54C to 54H of the LGA. Failure to do so will constitute an offence under section 235 of the LGA.

Your personal information will be used and disclosed in accordance with the purpose of the register set out in section 54B of the LGA, which is to record members' interests so as to provide transparency and to strengthen public trust and confidence in local government processes and decision-making. The information will be retained for 7 years from the date on which you provide it and will then be removed from the register.

A summary of your personal information will be made publicly available by the Council, in accordance with section 54A of the LGA. In addition, your personal information will constitute official information, and so is subject to the Local Government Official Information and Meetings Act 1987.

You have the right to access and seek correction of your personal information under the Privacy Act 2020. This can be done by contacting the Whakatāne District Council Privacy Officer.

**6.2 Pecuniary Interest form 2024(Cont.)**

## Pecuniary Interest Return Form

**Return:**

This return is made under section 54C of the Local Government Act 2002, providing information required under sections 54E and 54F of that Act.

**Member's name:**

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**12 month period covered by this return:**

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**Yes    No**

1. Are you the director of a company?  
(Section 54E(1)(a))

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|  |  |
|--|--|

If yes, please provide the name of the company (or companies) and a description of their main business activities:

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**Yes    No**

2. Do you hold or control more than 10% of the voting rights in a company?  
(Section 54E(1)(a))

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If yes, please provide the name of the company (or companies) and a description of their main business activities:

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**6.2 Pecuniary Interest form 2024(Cont.)**

### Pecuniary Interest Return Form

3. Do you have a pecuniary interest in any other company or business entity (except as an investor in a managed investment scheme)?  
*(Section 54E(1)(b))*

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please provide the name of the company (or companies) or business entity (or entities) and a description of their main business activities:

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4. Are you employed?  
*(Section 54E(1)(c))*

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please provide the name of your employer(s) and a description of their main business activities:

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5. Do you have a beneficial interest in a trust?  
*(section 54E(1)(d)) Note: See also Question 9.*

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please provide the name of the trust(s):

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**6.2 Pecuniary Interest form 2024(Cont.)**

### Pecuniary Interest Return Form

6. Are you a member of an organisation, a member of the governing body of the organisation, or a trustee of the trust **and** that organisation or trust receives, or has applied to receive, funding from the Council, local board, or community board to which you are elected? Yes    No
- |  |  |
|--|--|
|  |  |
|--|--|
- (Section 54E(1)(e))*

*Note:* Answer 'No' if the organisation or trust is a CCO of Whakatāne District Council.

If yes, please provide the name of the organisation(s) or trust(s) and a description of their main business activities:

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7. Are you appointed to any organisation by virtue of being an elected member? Yes    No
- |  |  |
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- (Section 54E(1)(f))*

If yes, please provide the title for your appointed role(s), the name of the organisation(s), and a description of them:

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8. Do you have a legal interest, other than as a trustee, in any real property? Yes    No
- |  |  |
|--|--|
|  |  |
|--|--|
- (Section 54E(1)(g))*

If yes, please provide the location of the real property (e.g., suburb and city, or town) and a description of the nature of property (e.g., family residence, rental property, or commercial property):

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**6.2 Pecuniary Interest form 2024(Cont.)**

**Pecuniary Interest Return Form**

9. Are you the beneficiary of a trust that holds real property (but excluding a trust that is a unit trust you have already disclosed under question 5 or a trust that is a retirement scheme whose membership is open to the public)?  
*(Section 54E(1)(h))*

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please provide the location of the real property (e.g., suburb and city, or town) and a description of the nature of property (e.g., family residence, rental property, or commercial property):

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10. Have you travelled to any country (other than New Zealand) where your travel and accommodation costs were not paid in full by you and/or a member of your family?  
*(Section 54F(1)(a))*

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

*(In this question, "family" means the member's spouse, partner, parent, grandparent, child, stepchild, foster child, grandchild, or sibling.)*

If yes, please provide the name of the country, the purpose of travelling to the country, the name of each person who contributed (in whole or in part) to the costs of travel to or from the country to or any accommodation costs incurred by the member while in the country (if more than one country was travelled to, provide all of this information for each country):

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**6.2 Pecuniary Interest form 2024(Cont.)**

**Pecuniary Interest Return Form**

|  | Yes                      | No                       |
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| 11. Have you received any gift (other than a gift from a family member, unless you consider that gift should be disclosed taking into account the purpose of the members' pecuniary interests register) that:  | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"><li>• has an estimated market value in New Zealand of over \$500; or</li><li>• when combined with all other gifts from the same donor, have a total estimated market value in New Zealand of over \$500?</li></ul> |                          |                          |
| <i>(Section 54F(1)(b))</i>   |                          |                          |
| <i>(In this question: "gift" includes hospitality and donations in cash or kind, but excludes electoral expenses, and "family" means the member's spouse, partner, parent, grandparent, child, stepchild, foster child, grandchild, or sibling.)</i> |                          |                          |
| If yes, please provide a description of the gift(s) and the name of the donor of the gift(s) (if known or reasonably ascertainable by you):  |                          |                          |
| <hr/>  |                          |                          |

|  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 12. Have you received any payment for an activity in which you are involved, excluding:  | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"><li>• any salary or allowance paid to you under the Remuneration Authority Act 1977 or the Local Government Act 2002</li><li>• any payment received from an interest that has already been disclosed in this return; or</li><li>• any payment made in respect of an activity that you ceased to be involved in before becoming a member?</li></ul> |                          |                          |
| <i>(Section 54F(1)(c))</i>   |                          |                          |
| If yes, please provide a description of the payment(s) received by you:  |                          |                          |
| <hr/>  |                          |                          |

## **7 Community Board Executive Committee Update**

### **7 Community Board Executive Committee Update**

As a representative on the Community Board Executive Committee, C Hamill will provide a verbal update to members.

## **8 Community Board Discussion**

### **8 Community Board Discussion**

This is an opportunity for Chairpersons or a representative of each Community Board to provide a verbal update on their activities at the meeting.

- Murupara Community Board
- Rangitāiki Community Board
- Tāneatua Community Board
- Whakatāne-Ōhope Community Board