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SITUATIONS VACANT

ADMINISTRATION POSITION

We are looking to appoint an administrator for Ōtanemutu Lands trust located in Ōpōtiki. The ideal candidate must be able to:

- Prepare a draft agenda in consultation with the Chairperson and circulate it
- Prepare board packs and record accurate minutes for distribution to trustees in a timely manner
- Follow up action tasks set by the trustees and provide an update at the meetings
- Arrange a suitable venue, location and time of the meeting and arrange the catering of food and refreshments
- Be available and attend all meetings when required

Knowledge in Te Reo Māori would be an advantage. Details about remuneration will be discussed with the successful candidate.

Send your covering letter and CV to
Mereaira Hata at mereairah@gmail.com

Closing date is 4 December 2018

F619125aa

SITUATIONS VACANT

Kiwifruit Sprayer Operator
Wanted for progressive
Kiwifruit Orchard

Full time Employment opportunity
We are looking for an enthusiastic employee with:-

- Experience (a bonus)
- All onsite training given for fully enclosed Atom Sprayer
- Great communication skills
- Good grasp of literacy and numeracy
- Willing to work variable hours
- Accuracy in completing paperwork
- Truck Drivers Licence
- Good vehicle to come to and from work essential

Excellent remuneration offered to successful applicant

Application in writing to:
dbstephensonltd@gmail.com

Applications close 4pm,
December 4, 2018.

w619192AA

SITUATIONS VACANT

Permanent Part-time (20 hours)
Licensing Officer & Relief Vacancies

Eastbay REAP is looking for two (2) someone with fantastic customer service skills to join our team in Opotiki!

From January, Eastbay REAP will be taking up the NZTA licensing service in Opotiki, to be based in our Heartlands Office on Church Street. So we're looking for someone welcoming in a permanent role, and a second person as a reliever. Some key attributes that will make you great for the roles:

- Friendly and able to relate to people across the Opotiki community
- Organised with strong administration skills and attention to detail
- Computer confident (the role comes with training on NZTA software)
- On time and reliable to keep the service consistent for community

If you're interested in either the part-time or relief role, e-mail Ryan (ryan@eastbayreap.org.nz) for a copy of the application pack

Applications close 12th December, with interviews expected the following week

F619339aa

MEETINGS

ROSEGARDEN PRESCHOOL
ANNUAL GENERAL MEETING OF
OPOTIKI ROSEGARDEN PRESCHOOL
COMMUNITY TRUST INCORPORATED

Tuesday, December 4, 2018
6pm at Rosegarden Preschool

AGENDA

- Karakia/Mihimihi
- Apologies
- Minutes of 2017 AGM
- Chairperson's Report
- Manager's Report
- Treasurer's Report
- Financial Reports for 2017
- Audit Results
- Future Budget & Strategic Plan
- Appointment of Auditor & Accountant
- Election of Trustees
- Nibbles

Election of Trustees

Nomination forms are available from the Secretary and must be received no later than Friday, November 30, 2018

Signed: Heather MacDonald/Secretary

AGM

MAUNGAROA 3B INCORPORATED
Sunday 9th December 2018,
10.00am at Maungaroa Marae

AGENDA

1. Karakia/Mihi
2. Apologies
3. Election of Committee Members
4. Minutes of the Last AGM
5. Chairman's Report
6. Financial Report
7. Election of Auditor and Share Valuer
8. Election Results
9. General Business

Current members standing down by rotation and available for re-election are Ruhi Richards and Kevin Webb. Nominations must be in writing and signed by both nominee and nominator. Nominations and proxies must be lodged with the Secretary within three working days prior to the AGM. Forms can be obtained from:

The Secretary
Maungaroa 3B Inc.
PO Box 2034, Kopeopeo
Whakatane 3159
email otairua@gmail.com
phone 027 345 4967

F618673aa

FARM WORK
WANTED

CASUAL work, mustering, stock work, fencing, orchard maintenance, reliable, experienced. Ph Thomas 027 334 9081.

MEETINGS

WAIOWEKA
PAPAKAINGA 25
Opeke Marae
Trustee AGM

December 2, 2018
Te Tautara

10am

AGENDA

Karakia/Mihi
Inward/Outward
Chairman Report
Treasurer Report
Election of Officers
General Business

Nomination forms are available by emailing paula_kurei@yahoo.com and are to be received by November 29

MEETINGS

NOTE DATE
AND TIME
CHANGE

WAIORORE
MARAÉ
AGM
2pm
Dec 16, 2018

GET
SOLD
ON
CLASS-
ADS

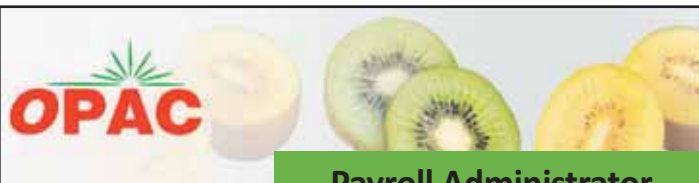
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Phone the
CLASS-AD
HOTLINE

Now on
308 8129

OPOTIKI NEWS



Payroll Administrator

ABOUT OPAC

OPAC is dedicated to growing great fruit, growing great people and growing great communities. In an industry facing rapid expansion, the OPAC team delivers orchard management and post-harvest services to kiwifruit growers in the eastern Bay of Plenty and Gisborne. OPAC's grower returns are amongst the best in the industry. By focusing on best practice techniques, innovation and with recent substantial investments in leading edge technology we seek to continue our growth and support our community.

ABOUT THIS ROLE:

To ensure OPAC employees are paid accurately, on time and in accordance with legislation, policies and employment agreements. You will be responsible for post-harvest payroll, orchard payroll and assist with salary processing if required.

Key Responsibilities:

- Process employee payroll.
- Payroll set up for new employees, input, maintain and keep accurate employee records.
- Complete a variety of accounting-based calculations/reconciliations in preparation, processing and maintenance of payroll.
- Review, analyse and verify payroll data, records and documents for accuracy.
- Investigate, report and process payroll queries, provide clear and transparent explanations to customers on payroll.
- Assist Manager's to report on historical payroll trends.
- Complete weekly reporting on payroll KPI's and RSE deductions.
- Develop and maintain payroll manuals, templates and guidelines.
- Work with the Payroll Manager to actively seek ways to continuously improve payroll systems and processes.

Key Skills and Requirements:

- Good working knowledge of NZ payroll legislation and systems with a minimum of three years' experience in a similar role.
- Accurate data entry skills.
- Excellent time management, problem solving and process improvement skills.
- Intermediate excel skills are essential.
- Contribute to the team, eager to learn and support our one team culture.


This role is based in the sunny Eastern Bay of Plenty – where the housing is affordable, the sport is adventurous and there is a strong community feel.

If this sounds like you then please contact us today!

Applicants for this position should have New Zealand residency or a valid New Zealand work permit.

To register your interest, apply online at personnelresources.co.nz. For further information contact Leanne or Andrea on (07) 307-9266.





TORERE RESERVES TRUST
ANNUAL GENERAL MEETING
Saturday 15th December 2018
10.30am Torere Marae

AGENDA

1. Karakia
2. Mihimihi
3. Apologies
4. Previous Minutes 21 April 2018
5. Torere Reserves Trust Report
6. Torere Marae Report
7. Audited Accounts
8. Trustee Election
9. Realignment of Urupe boundary
10. Karakia Whakamutunga

Light lunch to follow

Any queries please contact
torere.reserves.trust@outlook.co.nz

F61827AA

OPOTIKI NEWS

I was found in
the classifieds

Your local newspaper
Phone 315 6106



OPOTIKI NEWS

Your local newspaper
Phone 315 6106

Potikirua Incorporation AGM

Saturday 8th December 2018
Kauaetangohea Marae Whangaparaoa
9:00am Registration
10:00am meeting starts

AGENDA:

- Karakia
- Mihimihi
- Apologies
- Adoption of minutes from previous AGM & Matters Arising
- Chairpersons' Report
- Audited Financial Report
- Appointment of Auditor and Share Valuer
- General Business

ELECTIONS: Current members standing down by rotation and available for re-election are Kamaea Tukaki-Gallagher and Tuihana Pook. Nominations shall be in writing and signed by the share holder making the nomination and accepted in writing by the person nominated. Nominations shall be lodged at the Potikirua office no later than the end of day Tuesday, December 4, 2018.

Proxy forms must be lodged at the Potikirua office no later than 10am Thursday, December 6, 2018.

Nomination and Proxy Forms are available online and from the Potikirua office.

GENERAL BUSINESS: Any items for general business must be lodged with the chairperson 3 days before the meeting for consideration.

For any enquiries please contact:

Potikirua office:
email whakaari@xtra.co.nz
PO Box 209, Opotiki 3162

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CLASSIFIEDS

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Whakatane Beacon 32 Pyne Street

FUNERAL NOTICES

FISHER Eric Selby
— At Tauranga Hospital on November 25, 2018. Husband of Joan (deceased), father of Keith (deceased), Mervyn, and Robyn, father-in-law of Monica and Peter, loving grandfather of Kevin, Anna, Suzanna, Simon and Jay, and great grandfather to Robbie, Adam, Daniel and Cooper. A Requiem Mass will be celebrated at St Mary Immaculate Church, 1st Avenue, Tauranga on Friday, November 30 at 1.30pm. All communications to the Fisher family, C/- PO Box 650, Tauranga 3144.



FUNERAL SERVICES



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Call Steve, Kylee, Julie, Kyle, Pauline or Christine for experienced, qualified, professional & caring service
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FROM OUR FAMILY TO YOURS, WITH DIGNITY...
With decades of experience we provide a personal service, with Memorials, Burials & Cremations starting at \$2800.
CALL THE FRIENDLY TEAM BRADLEY, LAURA, HEMI, YONNIE OR ROBERT
Pre-arranged & pre-paid funerals available



24-hour service 17 AWAKAPU DRIVE, WHAKATANE
PHONE 308 6102

PUBLIC NOTICES

OPOTIKI ART SOCIETY Small Works Exhibition
Opening Saturday, December 1 at 11am
Open Daily: 10am-4pm & 5pm-7pm
Closes Saturday, December 8
All welcome

PUBLIC NOTICES

OPOTIKI GLASS CENTRE WILL BE CLOSED
Friday, December 7
RE-OPENING
Mon, December 10
We are sorry for any inconvenience

DON'T collect dust, collect cash. Advertise through the classifieds. Phone 315 6106.

Public notice of application for on licence SECTION 101 SALE AND SUPPLY OF ALCOHOL ACT 2012

Belladonna McMillan, owner/manager of Bridge Street Cafe & Grill, 77A Bridge St, Opotiki 3122, has made application to the District Licensing Committee at Opotiki for the issue of an on-licence in respect of the premises situated at 77A Bridge Street, Opotiki, known as Bridge Street Cafe and Grill.

The general nature of the business conducted under the licence is cafe/restaurant.

The days on which and the hours during which liquor is intended to be sold under the licence are: Monday - Sunday, 10am-11pm.

The application may be inspected during ordinary office hours at the office of the Opotiki District Licensing Committee at 108 St John Street, Opotiki.

Any person who is entitled to object and who wishes to object to the grant of the application may, no later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 44, Opotiki.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

This is the first publication of this notice.

PUBLIC NOTICES

OHOPE CRAFT MARKET
- OHOPE HALL -
This Saturday
DECEMBER 1
8.30am - 12.30pm
PHONE (07) 312 3339

TWIN RIVERS COUNTRY MUSIC CONCERT CLUB DAY

December 2, 1pm
Senior Citizens Hall
Christmas Theme
Everyone welcome
(This Sunday)
See you there!

Temporary Road Closure

Pursuant to the Transport (Vehicular Road Closure) Regulations 1965, notice is hereby given that for the purpose of allowing **Club Targa Inc** to hold the **Silver Fern Rally 2018** the following road/streets will be closed to ordinary vehicular traffic on *Saturday 01 December 2018* for the period indicated hereunder:
Motu Road— between 1:00pm to 6:30pm
From: Boundary with Gisborne to Omarumutu Road
During the period of closure, provision will be made for ordinary vehicular traffic to be driven on the closed road only in cases of emergency.
Aileen Lawrie
Chief Executive
108 St John Street | PO Box 44 | Opotiki 3162 | NZ
PH 07 315 3030 | Fax 07 315 7050
www.odc.govt.nz

OPOTIKI COLLEGE SWIMMING POOL HOURS

Opotiki College Swimming Pool will be open to the public between **1pm - 5pm** through the following dates:
26 November 2018 - 16 December 2018
Saturday and Sunday only
17 December 2018 - 27 January 2019
Wednesday to Sunday each week
28 January 2019 - 24 February 2019
Saturday and Sunday only
Please note:
The pool will be CLOSED on:
CHRISTMAS DAY
BOXING DAY
NEW YEAR'S DAY
Children under 8 must be:
ACTIVELY SUPERVISED by a caregiver who is 16 years of age +
Pool Charges:
\$1 - under 16 years of age
\$2 - 16 years of age and over

PUBLIC NOTICES

BOOKS BOOKS BOOKS
QUOTA INT. OF OPOTIKI are looking for your surplus books for our annual **BOOK FEST** in December & January
Drop off depot at Opotiki Glass King Street

DON'T collect dust, collect cash. Advertise through the classifieds. Phone 315 6106.

SERVICES OFFERED

EAST BAY Appliance Repairs Ltd in Opotiki Wednesdays for all household appliance repairs. Ph Zac 027 842 6367.

HANDYMAN Services. House maintenance, garden maintenance. Ph Shane 315 5298 or 0272 524 702.

PLASTERER, interior. Phil Chatfield. Phone 021 027 07717.

TRICKY TREES, felling, topping, dismantling, shaping hedges. Ph Mike 315 7500.

WATER BLASTING, chemical washing, moss control, concrete cleaning. Ph Gary 315 8363, 027 367 7165.

CHEAP RENTAL VEHICLES
From \$65/day
Economy Rentals
35 Church Street
Ph 315 5031

WANTED TO RENT

3 BEDROOM home, single/double garage, in Opotiki bush or country setting, Waiotaha, Ohiwa or water views, not township. Fixed term 12 months, plus ability to extend. Rent up to \$500pw, one adult male, one cat. Ph Roger 022 680 9565.

VEHICLES WANTED

TOP \$\$\$ PAID DEAD OR ALIVE
Toyota, Nissan, Isuzu & Mitsubishi vans, utes, 4x4's & trucks
Ph 0800 551-700
Txt 021 400 778



I FOUND THEM IN THE
OPOTIKI NEWS CLASS-ADS 315 6106

GARAGE SALES

15 WAIOWEKA RD, Saturday, 8am, household goods.

WANTED KNOWN

WANTED, Carpenter - Handyperson, to renovate and realign bathroom area. Must be completed before Christmas. Ph 07 325 3625.

PERSONAL

I'M AN outgoing woman in my seventies, hoping to meet a gentleman in same age bracket, with own transport and non smoker, for companionship. Reply to Personal, PO Box 51, Opotiki.

FIREWOOD

GUM mix, wattle mix, ute load, \$120, truck load \$300. Ph 07 315 5881.

LIVESTOCK WANTED

COWS, heifers, steers, bulls, prompt payment. Ph 315 6855, 027 479 7026.

LIVESTOCK wanted:

Steers, bulls, cows, heifers, any numbers. Nett price in paddock. Ph Steve (07) 312 3213.

OPOTIKI NEWS CLASS-ADS 315 6106

OLD embossed New Zealand bottles. Phone Collector (07) 322 9339 evenings.

FOR SALE

222, 243, 270, 7mm 08, 30-06, 7mm Rem Mag, 22 Hornet ammo, all sale price at Hickeys.

LPG Swappa bottles \$33, TyreMan Opotiki, Richard Street.

NEED a new chainsaw or mower? See Ericksen Chainsaws & Mowers, 33a King St, (behind Wakelins). Ph 315 6746.

PARMCO wall oven, good condition, \$300 ono. Ph 315 7118.

SALES and service of Oleo-mac, Victa, Makita, Shindaiwa outdoor power equipment at Erickson Chainsaws and Mowers, 33a King St, (behind Wakelins). Ph 315 6746.

SLEEPING bags, air beds and pumps on sale at Hickeys.

WARNE USA steel scope rings, half price, now \$60 at Hickeys.

3 + 1

Advertise your run on classified advertisement three times and get the fourth one free.

WANTED TO BUY

OLD embossed New Zealand bottles. Phone Collector (07) 322 9339 evenings.

OPOTIKI NEWS ON SALE IN YOUR COMMUNITY AT.....

- Bell & Hodgson
- Fuel Stop
- Bluemoon Four Square
- Caltex Bridge St
- Caltex Opotiki
- Highway 35, Omaio
- Hot Bread Shop
- Kawerau New World
- Lucky Halfway Store
- Mananui Dairy
- Mobil Opotiki
- Waihau Bay Camp Store
- Paperplus Opotiki
- Paperplus Whk
- Oasis Store
- Ohope Beach Four Square
- Opotiki Bait & Tackle
- Opotiki News Office
- Opotiki Four Square
- Opotiki Internet Cafe
- Opotiki New World
- Tirohanga Store
- Te Kaha Beach Resort
- Te Kaha Holiday Park
- Waihau Bay Store
- Whakatane Beacon

I FOUND IT IN THE
OPOTIKI NEWS CLASS-ADS Ph 315 6106

DUTY PHARMACY
SATURDAY Kerry Nott Pharmacy & Opotiki Pharmacy
9am - 12noon
SUNDAY Opotiki Pharmacy, 110 Church St. Ph (07) 315 6251
10am - 12noon