



Far North District Council



AGENDA

Te Hiku Community Board Meeting

Tuesday, 1 October 2019

Time: 10:00 AM

**Location: Karikari Community Hall
16 Matai Bay Rd
Karikari Peninsula**

Membership:

Chairperson Adele Gardner - Chairperson
Member Lawrie Atkinson
Member Bronwyn Bauer-Hunt
Member Melanie Dalziel
Member Awhina Murupaenga
Member Nuū Ward
Cr Felicity Foy

The Local Government Act 2002 states the role of a Community Board is to:-

- (a) Represent, and act as an advocate for, the interests of its community;
- (b) Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- (c) Maintain an overview of services provided by the territorial authority within the community;
- (d) Prepare an annual submission to the territorial authority for expenditure within the community;
- (e) Communicate with community organisations and special interest groups within the community;
- (f) Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

Exclusions: From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.

7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centers.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a. Control of Use of Public Spaces – Dispensations on signs
 - b. Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c. Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d. Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e. Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Maori.

5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a. the disposal and purchase of land
 - b. proposals to acquire or dispose of reserves
 - c. representation reviews
 - d. development of new maritime facilities
 - e. community development plans and structure plans
 - f. removal and protection of trees
 - g. local economic development initiatives
 - h. changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	The Far North 20/20, ICT Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitia Branch	Trustee/Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Bronwyn Hunt	CBEC		Director	Stand aside from any discussion held
	Independent Hearings Commissioner			Continue to be available as a commissioner with the exception of any within the Te Hiku area.
	Te Rarawa Anga Mua	Senior member of TRAM and technical advisor to PSGE for Te Runanga o Te Rarawa		Remove oneself from discussion and any decision making
	Principle Advisor Policy, Strategy and Service Delivery	Te Hiku Beach Governance Board		Continue to provide technical advice to the board, no decision making authority with respect to the board
	Reconnecting Northland (Chair)			
	Te Ahu Charitable Trust (member)		Council is a tenant of the Te Ahu Facility	
	R Tucker Thompson Sail Training Trust		Trust leases a building and mooring currently operated by Far North Holdings	Abide by the trust document, remove oneself from discussion and any decision making.
	Far North Regional Museum Trust (chair)		Museum located and operated by FNDC, Advisory and responsibility of trust is with the collections.	Abide by the MOU (May 2017)

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Was employed between 1995-2010 as a senior manager within Council. There are staff who are still with FNDC that once reported to me. Don't think there's a conflict but would like it noted.			
Awhina Murupaenga	No form received			
Melanie Dalziel	No form received			
Nuu Ward	No form received			
Lawrie Atkinson	No form received			
Felicity Foy	Director - Northland Planning & Development	I am the director of a planning and development consultancy that is based in the Far North and have two employees. Property owner of Commerce Street, Kaitaia		I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.
				I will declare a conflict of interest with any planning matters that relate to resource consent processing, and the management of the resource consents planning team.
				I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.
	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties on Weber Place, Seaview Road, and Allen Bell Drive.		

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight, and Allen Bell Drive.	
	Foy Farms partnership	Owner and partner in Foy Farms - a farm in three titles on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 6 dwellings on Church Road, Kaingaroa and 2 dwelling on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
Partner Felicity Foy	Employed by Justaplumber Taipa			
	Friends with some FNDC employees			

Far North District Council
Te Hiku Community Board Meeting
will be held in the Karikari Community Hall, 16 Matai Bay Rd, Karikari
Peninsula on:
Tuesday 1 October 2019 at 10:00 AM

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1 APOLOGIES AND CONFLICTS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader Governance Support (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

2 PUBLIC FORUM**3 SPEAKERS**

10:30 am Te Houtaewa Maori Charitable Trust

4 DEPUTATION

10:35 am Evan Mackay - Karikari Ratepayers Association - CCTV project update

10:40 am Tony Gillespie - Karikari Ratepayers Association - Civil Defense update

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2588970

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

true and correct record of the previous meeting.

RECOMMENDATION

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 20 August 2019 be confirmed as a true and correct record.

1) BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness".

Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

ATTACHMENTS

1. Te Hiku Community Board unconfirmed minutes 20 August 2019 - A2611243  

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE TE AHU, CNR SOUTH ROAD & MATTHEWS AVE, KAITAIA, KAIKOHE
ON TUESDAY, 20 AUGUST 2019 AT 10:00 AM**

PRESENT: Member Lawrie Atkinson, Member Bronwyn Bauer-Hunt, Member Melanie Dalziel, Member Nuu Ward, Chairperson Adele Gardner, Cr Felicity Foy,

STAFF PRESENT: Melissa Wood - Meeting Administrator, Aya Morris - Community Development Advisor, Jaco Cronje - Project Manager Footpaths and Cycleways, Rob Koops - Property Services.

1 APOLOGY

APOLOGY

RESOLUTION 2019/52

Moved: Chairperson Adele Gardner

Seconded: Member Bronwyn Bauer-Hunt

That the apology received from Member Awhina Murupaenga be accepted and leave of absence granted.

CARRIED

Member Atkinson declared an interest in agenda item 8.7; Cr Felicity Foy declared an interest in agenda item 7.1.

2 PUBLIC FORUM

Jo Kiro Chariperson Kaitaia Business Association spoke to the Board regarding agenda item 7.1 and tabled their objections formally to the report recommendation.

3 SPEAKERS

Kim Robinson, Eddie Hokianga, and Megan Griffiths representatives from Learn NZSL with Eddie Trust, spoke to the Board regarding their funding application, agenda item 8.5 refers.

Hari Bans Angell Kaur, representative from Far North Joyfest Group spoke to the Board regarding their funding application, agenda item 8.8 refers.

4 DEPUTATION

Hone Popata, representative from Omatai Waka Ama Club, spoke to the Board in regard to their request to build a semi-permanent storage facility on an enclosed area of public land close to the Taipa boat ramp.

The meeting adjourned at 11:00 am and resumed at 11:20 am.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2557791, pages 12 - 13 refers

RESOLUTION 2019/53

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Nuū Ward

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 16 July 2019 be confirmed as a true and correct record.

CARRIED

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 TE HIKU FOOTPATHS PROGRAMME 2019/20 AND 2020/21

Agenda item 6.1 document number A2583975, pages 19 - 23 refers

RESOLUTION 2019/54

Moved: Member Bronwyn Bauer-Hunt

Seconded: Cr Felicity Foy

That

- a) the Te Hiku Community Board agrees to the revised 2019/20 footpath programme as follows:**
 - Kaitaia: North Park Drive to Whangatane Drive**
 - SH1 Matthews Avenue**
 - Kaitaia: Dominion Road, should funds allow**
- b) the Board requests that FNDC increase the budget of the Community Boards footpath allocation to \$450,000 per ward in the next Annual/Long Term Plan**
- c) Council seek 100% funding from NZTA for State Highway shared use footpaths**

CARRIED

7 STRATEGIC PLANNING AND POLICY GROUP

Cr Felicity Foy declared an interest and left the meeting at 11:57 am.

7.1 REVIEW BALLOTING FOR THE CONTINUATION OF THE KAITAIA BUSINESS IMPROVEMENT DISTRICT PROGRAMME

Agenda item 7.1 document number A2583635, pages 26 - 30 refers

RESOLUTION 2019/55

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Melanie Dalziel

That the item "Review Balloting for the Continuation of the Kaitaia Business Improvement

District Programme” be left to lie on the table until further information is received.

CARRIED

Attachments tabled at meeting

- 1 Correspondence from Kaitaia Business Association

At 12:11 pm, Cr Felicity Foy returned to the meeting.

8 CORPORATE SERVICES GROUP

8.1 LEASE HOUHORA HEADS MOTOR CAMP

Agenda item 8.1 document number A2567408, pages 38 - 41 refers

RESOLUTION 2019/56

Moved: Chairperson Adele Gardner

Seconded: Member Melanie Dalziel

That the Te Hiku Community Board:

- a) recommends to Council that a public consultation process is commenced for a new lease on the Houhora Heads Recreation Reserve being Lot 1 & 2 DP 402482. The proposed lease is to the existing lessee; Houhora Head Motor Camp Limited and the main terms proposed are:

Term: 21 years.

Rent: Commercial rate determined by valuation.

Right of Renewal: One further term of 21 years.

- b) is appointed to hear any submissions received in response to the consultation process and to make recommendations to the Council in respect of the granting of the lease.

CARRIED

8.2 CHAIRPERSON AND MEMBER REPORTS

Agenda item 8.2 document number A2560520, pages 43 - 44 refers

RESOLUTION 2019/57

Moved: Chairperson Adele Gardner

Seconded: Member Melanie Dalziel

That the Te Hiku Community Board note the reports from the Chairperson, and Members Ward, and Atkinson, and the verbal report from Cr Foy.

CARRIED

8.3 FUNDING PROJECT REPORTS

Agenda item 8.3 document number A2560532, pages 50 - 51 refers

RESOLUTION 2019/58

Moved: Cr Felicity Foy

Seconded: Chairperson Adele Gardner

That the Te Hiku Community Board notes the following Local Community Grant Project Reports from:

- a) **Community Business and Environment Centre**
- b) **Far North Palliative and Cancer Care**

CARRIED

8.4 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 30 JUNE 2019

Agenda item 8.4 document number A2577086, pages 62 - 63 refers

RESOLUTION 2019/59

Moved: Member Bronwyn Bauer-Hunt

Seconded: Cr Felicity Foy

That the Te Hiku Community Board receives the report “Te Hiku Statement of Community Fund Account as at 30 June 2019”.

CARRIED

8.5 APPLICATION FOR FUNDING - WHATUWHIWHI & TOKERAU RATEPAYERS ASSOCIATION

Agenda item 8.7 document number A2585883, pages 85 - 87 refers

Member Atkinson declared an interest

RESOLUTION 2019/60

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Melanie Dalziel

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$900 (plus GST if applicable) to be paid from the Board's Community Fund account to Whatuwhiwhi & Tokerau Ratepayers Association towards costs for their 2019 Seniors Christmas Luncheon, to support the following community outcomes:

- i) **Proud vibrant communities.**
- ii) **Liveable communities that are healthy, safe, connected, and sustainable.**

Member Atkinson abstained from voting

CARRIED

8.6 APPLICATION FOR FUNDING - LEARN NZSL WITH EDDIE TRUST

Agenda item 8.5 document number A2560559, pages 65 - 67 refers

RESOLUTION 2019/61

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Nuū Ward

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,067 (plus GST if applicable) to be paid from the Board's Community Fund account to Deaf Action NZ Learn NZSL with Eddie Trust, towards their costs of providing New Zealand Sign Language classes in Kaitia.

- i) Proud vibrant communities**
- ii) Liveable communities that are healthy, safe, connected, and sustainable**

CARRIED

8.7 APPLICATION FOR FUNDING - MANGONUI LIONS CLUB

Agenda item 8.6 document number A2578229, pages 75 - 77 refers

RESOLUTION 2019/62

Moved: Chairperson Adele Gardner

Seconded: Member Nuū Ward

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$276 (plus GST if applicable) to be paid from the Board's Community Fund account to Mangonui Lions Club for their 2019 Fun Run and Walk event for the following community outcomes:

- i) Proud vibrant communities**
- ii) Liveable communities that are healthy, safe, connected, and sustainable.**

CARRIED

8.8 ITEM LEFT TO LIE ON THE TABLE - APPLICATION FOR FUNDING - FAR NORTH JOYFEST GROUP

Agenda item 8.8 document number A2570110, pages 95 - 97 refers

RESOLUTION 2019/63

Moved: Chairperson Adele Gardner

Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board:

- a) agree to uplift the item left to lie on the table "Application for Funding - Far North Joyfest Group".**
- b) in considering the provisions of the Community Grant Policy authorise the sum of \$3,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Far North Joyfest Group for costs toward their 2019 Joyfest event to support the following community outcomes.**
 - i) Proud vibrant communities**

ii) Liveable communities that are healthy, safe, connected, and sustainable**CARRIED**

At 1:20 pm, Cr Felicity Foy left the meeting.

9 INFORMATION REPORTS**9.1 COMMUNITY AND CUSTOMER SERVICES REPORT 1 JANUARY - 30 JUNE 2019**

Agenda item 9.1 document number A2570226, pages 107 - 117 refers

RESOLUTION 2019/64

Moved: Member Melanie Dalziel

Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board receive the report Community and Customer Services Report 1 January - 30 June 2019.

CARRIED**10 MEETING CLOSE**

The Meeting closed at 1:23 pm.

The minutes of this meeting were confirmed at the Te Hiku Community Board Meeting held on 1 October 2019.

.....
CHAIRPERSON

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 KAITAIA DRAINAGE AREA 18/19 EXPENDITURE

File Number: A2647704

Author: Troy Smith, Assistant Engineer

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with expenditure details and the closing balance for the 2018/19 financial year.

EXECUTIVE SUMMARY

Over the 2018/19 financial year, the Far North District Council completed a selection of drainage area works. The work which included spraying, cleaning and status reporting of the drains, came to a total expense of \$63,504. This is under what was initially budgeted / approved in the previous committee meetings.

The Kaitaia Drainage Area Committee considered this report at their meeting on 2 September 2019 and made the following recommendation to the Board.

RECOMMENDATION

That the Te Hiku Community Board note the following financial summary for the past financial year 2018/19:

Kaitaia	Budget
2017-18 Residual funds (reserve funds available)	\$41,676
2018 Opening Balance (rated income)	\$71,393
2018-19 Expenditure	\$63,504
Historic Correction (subtracted from expenditure)	\$250
2018-19 Closing Reserve Balance	\$49,815

1) BACKGROUND

The founding of the Kaitaia Drainage Area dates back to 1913 where the Kaitaia Land Drainage Act was adopted with the exception that a drainage committee was to be applied.

In recent times, the Kaitaia Drainage Area Committee was formally re-established at the 22 February 2016 meeting of the Te Hiku Community Board as part of Council's formal process and procedures.

The works programme for the 2018/19 financial year was discussed at the previous Kaitaia Drainage Area Committee Meeting on 18 March 2019. Through various conversations and onsite meetings with the spraying contractors, members of the public and Committee members, the list of required works had been put together.

2) DISCUSSION AND OPTIONS

Across the Kaitaia Drainage Area, there are several points which had work completed. This section further explains the work completed, and any uncompleted work that has been transferred into the current financial years programme.

2.1 Work programme summary 18/19

The past work programme from Financial Year 2018/19 is included below. This has been divided into completed and uncompleted work. There is also a column showing the amount budgeted through previous meetings.

<u>Kaitaia</u>	<i>Budgeted</i>	<i>Expended</i>
<u>Completed Work:</u>		
<i>Spraying of the Kaitaia drains</i>	<i>\$53,531</i>	<i>\$54,743</i>
<i>Residual payment from Hoddles Drain cleaning</i>	<i>\$13,000</i>	<i>\$210</i>
<i>Cleaning of the Awanui Drain</i>	<i>\$13,000</i>	<i>\$4,048</i>
<i>Access Track Reinstatement for Church Gulley Drain</i>	<i>\$3,000</i>	<i>\$4,503</i>
<i>Total</i>	<i>\$69,531</i>	<i>\$63,504</i>
<u>Remaining Work & Allowances:</u>		
<i>Status report on the drains (Awaiting invoice)</i>	<i>\$1,200</i>	<i>\$1,200</i>
<i>Machine Cleaning Contingency</i>	<i>\$8,742</i>	
<i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i>	<i>\$664</i>	
<i>Total</i>	<i>\$10,606</i>	<i>\$1,200</i>

2.2 General maintenance within the work programme

Spraying

Spraying of the Kaitaia drains were completed during January and February 2019. The spraying expenditure for the year is \$54,743.

As part of the Kaitaia Drain Status Report 2019, the spraying contractor has identified several drains which require further spraying or machine cleaning. These drains are noted in the 19/20 Programme.

Machine cleaning

In the Kaitaia Drainage Area there has been a relatively small amount of machine cleaning. For the year, the following drain has been cleaned:

- Awanui Drain – Cleaning of the section on the Jurlina property which receives water from the state highway and neighbouring farms. This has gradually silted up over the last 15 years. Total cost: \$4,048

Accessibility issues & maintenance

For the year, there was one significant access issue which required work:

- Church Gulley Drain – Very wet, rough and overgrown track at some points, including the entranceway. Near the recycling centre it is also full of rubbish. The access was reinstated at a cost of \$4,503.

Reason for the recommendation

To ensure that the Kaitaia Drainage Area Committee are notified of the expenditure and closing balance for the year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2018/19 financial year is as follows:

Kaitaia	Budget
2017-18 Residual funds (reserve funds available)	\$41,676
2018 Opening Balance (rated income)	\$71,393
2018-19 Expenditure	\$63,504
Historic Correction	-\$250
2018-19 Closing Reserve Balance	\$49,815

ATTACHMENTS

Nil

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for	Ngai Takoto and Te Rarawa Iwi are in the local area

Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	affected by the Kaitaia Drainage Area. It is intended that they have an opportunity to review the Drainage Area Management Plan currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

6.2 KAITAIA DRAINAGE AREA 20/21 PROGRAMME

File Number: A2647960

Author: Troy Smith, Assistant Engineer

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To advise and seek feedback from the Te Hiku Community Board on the proposed works and costs for the 2020/21 financial year.

EXECUTIVE SUMMARY

Over the 2020/21 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying and cleaning of the drains. Currently there is a proposed budget of \$74,027 to cover the required and potential work for Kaitaia. The work programme and associated budget is up for discussion.

The Kaitaia Drainage Committee considered this report at their meeting on 2 September 2019 and made the following recommendation to the Board.

RECOMMENDATION

That the Te Hiku Community Board:

- a) approve the Kaitaia Drainage Area Work Programme 2020/2021.**
- b) request staff check the additional maps and amend the 2020/2021 Work Programme accordingly.**
- c) increase the general contingency from \$3,000 to \$5,000 to include drains that have been left off the 2020/2021 work programme.**

1) BACKGROUND

The founding of the Kaitaia Drainage Area dates back to 1913 where the Kaitaia Land Drainage Act was adopted with the exception that a drainage committee was to be applied.

In recent times, the Kaitaia Drainage Area Committee was formally re-established at the 22 February 2016 meeting of the Te Hiku Community Board as part of Council's formal process and procedures.

The works programme for the 2020/21 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2019/20 is completed as planned.

2) DISCUSSION AND OPTIONS

Within the Kaitaia Area, there are several areas which require work. The items detailed in the below work programmes have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

Further review of the programme must be done during the following Drainage Area Committee Meeting held in March 2020 and over the next financial year. This is due to the highly estimated nature of the work programme.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2021, with the spraying programme to start during late 2020:

Kaitaia

<i>Spraying of the Kaitaia drains (breakdown in section 2.2)</i>	<i>\$54,827</i>
<i>Status report on the drains</i>	<i>\$1,200</i>
<i>Machine cleaning contingency</i>	<i>\$13,000</i>
<i>General contingency</i>	<i>\$5,000</i>
<i>Total</i>	<i>\$74,027</i>

2.2 General maintenance within the work programme

Spraying

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2020/21. If additional spraying is required, this will be funded from a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise a stronger spray with the approval below may be more practical:

An EPA "Permission for Use of Substances" & Northland Regional Council consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can affect crop growth, for some distance downstream.

The spray programme has been separated out into compartments and individual drains. Spray programme follows:

Waipapakauri Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Waipapakauri Outfall	4,800 m	4,800 m	\$2,400.00
Paparore Bank Drain	4,000 m	4,000 m	\$2,000.00
Waipapakauri Bank	1,710 m	1,710 m	\$855.00
Thodes	684 m	684 m	\$342.00
Brattons Drain (Upon Request)	282 m	0 m	\$0.00
Evans Drain (Upon Request)	443 m	0 m	\$0.00
Yates	945 m	945 m	\$472.50
Sandhills	7,502 m	6,456 m	\$3,228.00
Westes	820 m	820 m	\$410.00
Birds Boundary	1,521 m	1,521 m	\$760.50
Abbots (Upon Request)	422 m	0 m	\$0.00
Government Drain	3,012 m	3,012 m	\$1,506.00
Waimanone - Walkers	4,221 m	3,701 m	\$1,850.50
Spains Drain (Upon Request)	1,620 m	0 m	\$0.00
Spains Road Drain	2,170 m	1,580 m	\$790.00

Totals	33,112 m	29,229 m	\$14,614.50
Lower Awanui Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Prices Bank (Unahi)	2,615 m	2,615 m	\$1,307.50
McMillans - Tupes	6,840 m	6,840 m	\$3,420.00
Factory Bend - Michies	6,035 m	6,035 m	\$3,017.50
Flemings (Upon Request)	764 m	0 m	\$0.00
Kumi Road	1,006 m	1,006 m	\$503.00
H Subritzky's	1,127 m	1,127 m	\$563.50
Awanui (Part Urban Stormwater)	2,313 m	2,313 m	\$1,156.50
Gills	1,489 m	2,008 m	\$1,004.00
Sankeys No. 1 (Upon Request)	201 m	0 m	\$0.00
Sankeys No. 2 (Upon Request)	362 m	0 m	\$0.00
Totals	22,752 m	21,944 m	\$10,972.00

Puckeys Outfall Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Puckeys Outfall	484 m	484 m	\$242.00
J Subritzky's Drain (Upon Request)	402 m	0 m	\$0.00
Foleys	450 m	450 m	\$225.00
Lisle	1,710 m	1,710 m	\$855.00
Wireless	1,800 m	1,800 m	\$900.00
Bells Road	2,012 m	2,012 m	\$1006.00
Totals	6,858 m	6,456 m	\$3,228.00

Pukepoto Outfall Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Pukepoto Outfall	5,828 m	5,600 m	\$2,800.00
Brass (Upon Request)	1,388 m	0 m	\$0.00
W Masters C	1,207 m	1,207 m	\$603.50
W Masters E	1,300 m	1,300 m	\$650.00
Campbells	684 m	684 m	\$342.00
L Masters W	1,046 m	1,064 m	\$532.00
L Masters C	1,400 m	1,207 m	\$603.50
School	1,509 m	1,509 m	\$754.50
Reynolds (West Bank)	2,213 m	2,213 m	\$1,106.50

Maori	2,012 m	2,012 m	\$1,006.00
Pukepoto Creek	805 m	805 m	\$402.50
Houstons (West Bank)	2,213 m	1,200 m	\$600.00
Parkers	1,813 m	1,813 m	\$906.50
Reids West	2,615 m	2,615 m	\$557.50
Totals	26,033 m	23,229 m	\$11,614.50

Whangatane Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Pairatahi Bank	2,716 m	2,716 m	\$1,358.00
Maimaru	1,127 m	1,127 m	\$563.50
Johnsons (Upon Request)	150 m	0 m	\$0.00
Kareponia (Upon Request)	402 m	0 m	\$0.00
Birds (Upon Request)	504 m	0 m	\$0.00
Oinu Stream	1,650 m	1,650 m	\$825.00
Texifros	785 m	785 m	\$392.50
Totals	7,334 m	6,278 m	\$3,139.00

Kaitaia Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Lewis Junction - Boundary	443 m	443 m	\$221.50
Lewis Junction - Road	322 m	322 m	\$161.00
Church Gully	2,865 m	2,467 m	\$1,233.50
Mathews Outfall (First 1,000 m is urban)	4,425 m	4,425 m	\$2,212.50
Wilds	503 m	0 m	\$0.00
Hanlons	322 m	322 m	\$161.00
Totals	8,880 m	7,979 m	\$3,989.50

Tangonge Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Reids East	3,017 m	3,017 m	\$1,508.50
Hoddles	1,667 m	1,667 m	\$833.50
Millers	2,615 m	0 m	\$1,307.50
McKenzies	634 m	634 m	\$317.00
Sharps	402 m	402 m	\$201.00
Lewis & Crown Land	1,851 m	1,851 m	\$925.50
Totals	10,186 m	7,571 m	\$5,093.00

Wairoa Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Berghans	1,005 m	1,005 m	\$502.50
Wairoa Stream	3,058 m	2,543 m	\$1,271.50
Blairs	805 m	805 m	\$402.50
Totals	4,668 m	4,353 m	\$2,176.50

Machine cleaning

Over the 2019/20 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal.

An allowance of \$13,000 is currently allocated for 2020/21 and it's recommended that a cleaning programme for the year is decided upon in the September 2020 Committee meeting.

Accessibility issues & maintenance

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

In the Te Hiku Community Board meeting of November 2018, the board motioned that another notice be sent to remind property owners of their obligations. This will be sent out in spring 2019.

Reason for the recommendation

To discuss the expected works and their associated costs. With the work programme to be completed by 30 June 2021.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2020/21 financial year is as follows:

Kaitaia	Budget
2019-20 Residual funds (reserve funds available)	\$45,124
2020 Opening Balance (rated income)	\$70,000
2020-21 Proposed Expenditure	\$74,027
2020-21 Closing Reserve Balance	\$41,097

ATTACHMENTS**Nil****Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to advise the Te Hiku Community Board of progress on planning for the Kaitaia Drainage Area in 2020/21..
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto and Te Rarawa Iwi are in the local area affected by the Kaitaia Drainage Area. It is intended that they have an opportunity to review the drainage area management plan currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

6.3 KAITAIA DRAINAGE AREA 19/20 PROGRAMME**File Number: A2647966****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2019/20 financial year.

EXECUTIVE SUMMARY

Over the 2019/20 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying and cleaning of the drains. It is recommended a budget of \$74,691 is allocated to cover the required and potential work for Kaitaia.

The Kaitaia Drainage Committee considered this report at their meeting on 2 September 2019 and made the following recommendation to the Te Hiku Community Board.

RECOMMENDATION

That the Te Hiku Community Board:

- a) approve the Kaitaia Drainage Area Work Programme 2019/2020.**
- b) request staff check the additional maps and amend the 2019/2020 Work Programme accordingly.**
- c) increase the general contingency from \$3,000 to \$5,000 to include drains that have been left off the 2019/2020 work programme.**

1) BACKGROUND

The founding of the Kaitaia Drainage Area dates back to 1913 where the Kaitaia Land Drainage Act was adopted with the exception that a drainage committee was to be applied.

In recent times, the Kaitaia Drainage Area Committee was formally re-established at the 22 February 2016 meeting of the Te Hiku Community Board as part of Council's formal process and procedures.

The works programme for the 2019/20 financial year has been estimated from previous costs.

2) DISCUSSION AND OPTIONS

Within the Kaitaia Area, there are several points which require work. The items detailed in the below work programme have been determined by staff based on information from the spraying contactor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2020, with the spraying programme to start during late 2019:

Kaitaia

<i>Spraying of the Kaitaia drains (breakdown in section 2.2)</i>	<i>\$54,827</i>
<i>Status report on the drains</i>	<i>\$1,200</i>
<i>Machine cleaning contingency</i>	<i>\$13,000</i>
<i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i>	<i>\$664</i>
<i>General contingency</i>	<i>\$5,000</i>
<i>Total</i>	<i>\$74,691</i>

2.2 General maintenance within the work programme**Spraying**

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2019/20. If additional spraying is required, this will be funded from a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise a stronger spray with the approval below may be more practical:

An EPA "Permission for Use of Substances" & Northland Regional Council consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can affect crop growth, for some distance downstream.

The spray programme has been separated out into compartments and individual drains. Spray programme follows:

Waipapakauri Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Waipapakauri Outfall	4,800 m	4,800 m	\$2,400.00
Paparore Bank Drain	4,000 m	4,000 m	\$2,000.00
Waipapakauri Bank	1,710 m	1,710 m	\$855.00
Thodes	684 m	684 m	\$342.00
Brattons Drain (Upon Request)	282 m	0 m	\$0.00
Evans Drain (Upon Request)	443 m	0 m	\$0.00
Yates	945 m	945 m	\$472.50
Sandhills	7,502 m	6,456 m	\$3,228.00
West	820 m	820 m	\$410.00
Birds Boundary	1,521 m	1,521 m	\$760.50
Abbots (Upon Request)	422 m	0 m	\$0.00
Government Drain	3,012 m	3,012 m	\$1,506.00
Waimanone - Walkers	4,221 m	3,701 m	\$1,850.50

Spains Drain (Upon Request)	1,620 m	0 m	\$0.00
Spains Road Drain	2,170 m	1,580 m	\$790.00
Totals	33,112 m	29,229 m	\$14,614.50

Lower Awanui Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Prices Bank (Unahi)	2,615 m	2,615 m	\$1,307.50
McMillans - Tupes	6,840 m	6,840 m	\$3,420.00
Factory Bend - Michies	6,035 m	6,035 m	\$3,017.50
Flemings (Upon Request)	764 m	0 m	\$0.00
Kumi Road	1,006 m	1,006 m	\$503.00
H Subritzky's	1,127 m	1,127 m	\$563.50
Awanui (Part Urban Stormwater)	2,313 m	2,313 m	\$1,156.50
Gills	1,489 m	2,008 m	\$1,004.00
Sankeys No. 1 (Upon Request)	201 m	0 m	\$0.00
Sankeys No. 2 (Upon Request)	362 m	0 m	\$0.00
Totals	22,752 m	21,944 m	\$10,972.00

Puckeys Outfall Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Puckeys Outfall	484 m	484 m	\$242.00
J Subritzky's Drain (Upon Request)	402 m	0 m	\$0.00
Foleys	450 m	450 m	\$225.00
Lisle	1,710 m	1,710 m	\$855.00
Wireless	1,800 m	1,800 m	\$900.00
Bells Road	2,012 m	2,012 m	\$1006.00
Totals	6,858 m	6,456 m	\$3,228.00

Pukepoto Outfall Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Pukepoto Outfall	5,828 m	5,600 m	\$2,800.00
Brass (Upon Request)	1,388 m	0 m	\$0.00
W Masters C	1,207 m	1,207 m	\$603.50
W Masters E	1,300 m	1,300 m	\$650.00
Campbells	684 m	684 m	\$342.00
L Masters W	1,046 m	1,064 m	\$532.00
L Masters C	1,400 m	1,207 m	\$603.50

School	1,509 m	1,509 m	\$754.50
Reynolds (West Bank)	2,213 m	2,213 m	\$1,106.50
Maori	2,012 m	2,012 m	\$1,006.00
Pukepoto Creek	805 m	805 m	\$402.50
Houstons (West Bank)	2,213 m	1,200 m	\$600.00
Parkers	1,813 m	1,813 m	\$906.50
Reids West	2,615 m	2,615 m	\$557.50
Totals	26,033 m	23,229 m	\$11,614.50

Whangatane Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Pairatahi Bank	2,716 m	2,716 m	\$1,358.00
Maimaru	1,127 m	1,127 m	\$563.50
Johnsons (Upon Request)	150 m	0 m	\$0.00
Kareponia (Upon Request)	402 m	0 m	\$0.00
Birds (Upon Request)	504 m	0 m	\$0.00
Oinu Stream	1,650 m	1,650 m	\$825.00
Texifros	785 m	785 m	\$392.50
Totals	7,334 m	6,278 m	\$3,139.00

Kaitaia Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Lewis Junction - Boundary	443 m	443 m	\$221.50
Lewis Junction - Road	322 m	322 m	\$161.00
Church Gully	2,865 m	2,467 m	\$1,233.50
Mathews Outfall (First 1,000 m is urban)	4,425 m	4,425 m	\$2,212.50
Wilds	503 m	0 m	\$0.00
Hanlons	322 m	322 m	\$161.00
Totals	8,880 m	7,979 m	\$3,989.50

Tangonge Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Reids East	3,017 m	3,017 m	\$1,508.50
Hoddles	1,667 m	1,667 m	\$833.50
Millers	2,615 m	0 m	\$1,307.50
McKenzies	634 m	634 m	\$317.00
Sharps	402 m	402 m	\$201.00

Lewis & Crown Land	1,851 m	1,851 m	\$925.50
Totals	10,186 m	7,571 m	\$5,093.00

Wairoa Compartment	Drain Length	Sprayed Length 18-19	Estimated Cost @ 50c
Berghans	1,005 m	1,005 m	\$502.50
Wairoa Stream	3,058 m	2,543 m	\$1,271.50
Blairs	805 m	805 m	\$402.50
Totals	4,668 m	4,353 m	\$2,176.50

Machine cleaning

Over the 2019/20 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal.

Due to the amount of issues identified in the 2019 Drain Status Report, it is recommended that the Committee discuss a potential 2019/20 cleaning programme. Below are the unresolved items from the previous meeting.

- **Spains Drain** – Thick mats of floating rush. **Action from meeting:** Joe King to investigate.
- **Church Gully Drain** – Very thick oxygen weed along the whole drain. **Action from meeting:** Spray and then determine.
- **Houstons Drain** – The outlet of the drain is blocked with thick weed. **Action from meeting:** Clean this 2019-20 year.
- **Reids East Drain** – Thick weed and silt. **Action from meeting:** Await further discussions between Mike Masters and Dave Van Bysterbelt.
- **Blairs Drain** – This is an arising item from the meeting for cleaning in the 2019-20 year.
- **Berghans Drains** - This is an arising item from the meeting for cleaning in the 2019-20 year.

An allowance of \$13,000 is currently allocated for 2019/20.

Accessibility issues & maintenance

Due to the amount of issues identified in the 2019 Drain Status Report, it may be prudent for the Committee to discuss an action plan in order to resolve these. Below are the unresolved items from the previous meeting.

- **Spains Drain** – Leylandii trees planted along one side blocking digger farm access to the drain. **Action from last meeting:** Contact land owner for tree removal.
- **Pukepoto Outfall** – Drain crossing to be reinstated for access, on Dave Van Bysterbelt's property. **Action from last meeting:** Mike Masters to continue discussions.
- **Birds Drain** – Row of trees along one side of the drain. **Action from last meeting:** Private drain, stop spraying.
- **Wireless Drain** – Very rough access track along farmland. **Action from last meeting:** Check the access.

- **Mcmillans to Tupes Drain** – Fencing across the track on Shalders Farm. **Action from last meeting:** Mike Masters to contact.
- **Factory Bend** – Michies – Fencing without gates near the drain causing time delays. **Action from last meeting:** Mike Masters to investigate.
- **Pairatahi Bank Drain** – Parts of the access track is overgrown, other side of the drain has no gates along the drain resulting in time delays. **Action from last meeting:** Mulching to be completed.
- **Maimaru Drain** – Parts of the access track was sprayed as it is overgrown. Middle of the drain was not sprayed as the property owner did not allow access. **Action from last meeting:** Mulching to be completed and land owner contacted.
- **Waimanone to Walkers Drain** – Overgrown access track through Brian Dean and Shalders properties. Could not access through Dean's property. **Action from last meeting:** Check with George / contact land owners.
- **Birds Boundary Drain** – Row of trees along one side of the drain. **Action from last meeting:** Check the tree location.
- **Yates Drain** – Fencing without gates and drains without culverts near the drain causing time delays. **Action from meeting:** Contact the land owner and if no success only spray the drain on request.
- **West's Drain** – Access track on one side is too rough to drive, the other has no gates along the drain which causes time delays. **Action from meeting:** Joe King to contact Dave Gray in regard to the Yates and West's Drain.

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

In the Te Hiku Community Board meeting of November 2018, the board motioned that another notice be sent to remind property owners of their obligations. This will be sent out in spring 2019.

2.3 Drainage area mapping

Late 2017, Council began using GIS (Geographic Information System) or mapping tools to log the location of the Drainage Area Drains electronically. The aim of this project is to put together a relatively accurate database of the drain width, depth, grade and location. Once gathered, the information will be added as a new layer in the Far North District Council's online maps which are available to the public.

To date, the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are yet to be mapped.

2.4 Drainage Area Requests for Service (RFS) Summary

In the last 6 months, there have been no new Request's for Service received regarding the Kaitaia Drainage Area.

Reason for the recommendation

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2020.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2019/20 financial year is as follows:

Kaitaia	Budget
2018-19 Residual funds (reserve funds available)	\$49,815
2019 Opening Balance (rated income)	\$70,000
2019-20 Proposed Expenditure	\$74,691
2019-20 Closing Reserve Balance	\$45,124

ATTACHMENTS

Nil

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks approval from the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto and Te Rarawa Iwi are in the local area affected by the Kaitaia Drainage Area. It is intended that they have an opportunity to review the drainage area management plan currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

6.4 WAIHARARA AND KAIKINO DRAINAGE AREAS 18/19 EXPENDITURE**File Number: A2647987****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with expenditure details and the closing balance for the 2018/19 financial year.

EXECUTIVE SUMMARY

Over the 2018/19 financial year, the Far North District Council completed a selection of drainage area works. The work which included spraying, cleaning and access improvements of/for the drains, came to a total expense of \$5,997 for Waiharara and a total expense of \$19,165 for Kaikino. This is under what was initially budgeted / approved in the previous committee meetings, for Waiharara but over for Kaikino.

The Waiharara and Kaikino Drainage Area Committee considered this report at their meeting on 2 September 2019 and made the following recommendation to the Board.

RECOMMENDATION

That the Te Hiku Community Board note the following financial summary for the past financial year 2018/19:

Waiharara	Budget
2017-18 Residual funds (reserve funds available)	\$16,627
2018 Opening Balance (rated income)	\$9,997
2018-19 Expenditure	\$5,997
Historic Correction (2012 overdraw)	\$721
2018-19 Closing Reserve Balance	\$19,906
 Kaikino	 Budget
2017-18 Residual funds (reserve funds available)	\$19,297
2018 Opening Balance (rated income)	\$8,003
2018-19 Expenditure	\$19,165
2018-19 Closing Reserve Balance	\$8,136

1) BACKGROUND

The Waiharara and Kaikino Drainage Areas Committees were formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

The works programme for the 2018/19 financial year was discussed at the previous Waiharara and Kaikino Drainage Areas Committee Meeting on 18 March 2019. Through various conversations

and onsite meetings with the spraying contractors, members of the public and Committee members, the list of required works had been put together.

2) DISCUSSION AND OPTIONS

Across both the Waiharara and Kaikino Areas, there are several points which had work completed. This section further explains the work completed, and any uncompleted work that has been transferred into the current financial years programme.

2.1 Work programme summary 18/19

The past work programme from Financial Year 2018/19 is included below. This has been divided into completed and uncompleted work. There is also a column showing the amount budgeted through previous meetings.

Unbudgeted work was also completed upon instruction from committee members (given it was authorised by 2 unaffected members and identified as urgent). Several of the unbudgeted works were authorised by the committee during the most recent meeting in March.

The uncompleted works were delayed for a variety of reasons, most commonly wet ground conditions or over commitments in other areas.

<u>Waiharara</u>	<i>Budgeted</i>	<i>Expended</i>
<u>Completed Work:</u>		
<i>Spraying of drains during late Spring / early Summer (Additional spray of the outlet below the bridge)</i>	<i>\$4,410</i>	<i>\$3,885</i>
<i>Okohine Stream access improvements – Honeytree Farms (In progress)</i>	<i>\$3,000</i>	<i>\$2,112</i>
<i>Total</i>	<i>\$6,522</i>	<i>\$5,997</i>
<u>Remaining Work & Allowances:</u>		
<i>Additional spray of the Okohine Stream as required (Awaiting Invoice)</i>	<i>\$525</i>	<i>\$1,350</i>
<i>Machine cleaning of the Bilich Branch as required (Awaiting Invoice)</i>	<i>\$1,500</i>	<i>\$840</i>
<i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i>	<i>\$664</i>	
<i>Machine cleaning contingency</i>	<i>\$2,660</i>	
<i>Contingency allowance</i>	<i>\$888</i>	
<i>Total</i>	<i>\$5,577</i>	<i>\$2,190</i>
 <u>Kaikino</u>	 <i>Budgeted</i>	 <i>Expended</i>
<u>Completed Work:</u>		
<i>Spraying of drains during late Spring / early Summer (In progress)</i>	<i>\$3,825</i>	<i>\$3,825</i>

Bamboo mulching 10 meters from the Kaikino Drain embankment adjacent to the Heath Road bridge	\$700	\$4,946
Access track maintenance (used to supplement Bamboo mulching)	\$1,000	\$1,000
Supply & install ~7 culverts, gates and strainers along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain	\$2,413	\$10,393
Contingency allowance (used to supplement Kaikino drain access track)	\$2,000	\$2,000
Total	\$9,933	\$19,165

Remaining Work & Allowances:

Install a culvert, access track, gate and strainers at John Matijevich's (Deferred)	\$1,500
Form an access track and install ~3 crossings to provide access to the downstream section of the Hobson Drain (Deferred)	\$2,000
Removal of the Alligator weed from the Hobson Drain may be required if weed growth proves detrimental (Deferred)	\$1,500
20% share of a drone for drain surveillance (Approved in Sept Meeting)	\$664
Machine cleaning contingency	\$2,000
Total	\$2,664

2.2 Current projects within the work programme

Kaikino Drain access track

Continuing from access improvements along the Milich's property and exploratory mulching in the 2017/18 work programme, further access improvements have been made.

This is in the form of 7 new crossings along the back of the Milich's and Gumdigger's properties, with the aim of making maintenance much more efficient and cost effective for the area.

The project has cost \$10,393 this financial year which has exceeded the approved budget of \$2,413 in consultation with a Committee member. This includes purchasing several culverts, fencing supplies, and fill material, along with the cost of machine usage and labour.

Okohine Stream access crossing near Honeytree Farms

As discussed at the previous Committee meeting on the 10th of September 2018, this will enable better access for spraying of the mid-section of the Okohine Stream. The crossing only requires one, 1 metre diameter culvert. The culvert has been purchased at a cost of \$2,112 and has been installed.

2.3 General maintenance within work programme

Spraying

Spraying of the Waiharara Area was completed in November at a cost of \$3,885. The additional spraying of the Okohine Stream has also been completed at a cost in the vicinity of \$1,350. We still are to receive the invoice.

The Kaikino Area suffered a few delays due to wind conditions but was completed in February. The total cost for the Kaikino spraying was \$3,825.

Machine cleaning

In the Waiharara Drainage Area there has been a relatively small amount of machine cleaning. For the year, the following drain has been cleaned:

- Bilich Branch – Cleaning as required along the drain. This was completed for \$840.

There was no machine cleaning completed for the Kaikino Drainage Area this year.

Accessibility issues & maintenance

In the Kaikino Drainage Area there has been one significant access issue which required work:

- Kaikino Drain – Entranceway and track overgrown with bamboo and requiring mulching and reinstatement. The access was reinstated at a cost of \$4,946.

There was no access maintenance required for the Waiharara Drainage Area this year.

Reason for the recommendation

To ensure that the Waiharara and Kaikino Drainage Areas Committee are notified of the expenditure and closing balance for the year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the past 2018/19 financial year is as follows:

Waiharara	Budget
2017-18 Residual funds (reserve funds available)	\$16,627
2018 Opening Balance (rated income)	\$9,997
2018-19 Expenditure	\$5,997
Historic Correction (2012 overdraw)	\$721
2018-19 Closing Reserve Balance	\$19,906
 Kaikino	 Budget
2017-18 Residual funds (reserve funds available)	\$19,297
2018 Opening Balance (rated income)	\$8,003
2018-19 Expenditure	\$19,165
2018-19 Closing Reserve Balance	\$8,136

ATTACHMENTS

Nil

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks approval from the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Council are currently identifying the Iwi and/or Hapu that are in the local area affected by the Waiharara and Kaikino Drainage Areas. It is intended that they have an opportunity to review the drainage area management plans currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

6.5 WAIHARARA AND KAIKINO DRAINAGE AREAS 19/20 PROGRAMME

File Number: A2647996

Author: Troy Smith, Assistant Engineer

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2019/20 financial year.

EXECUTIVE SUMMARY

Over the 2019/20 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying, cleaning and access maintenance of the drains. It is recommended a budget of \$12,324 is allocated to cover the required and potential work for Waiharara and a budget of \$13,239 for Kaikino.

The Waiharara and Kaikino Drainage Area considered this report at their meeting on 2 September 2019 and made the following recommendation to the Board.

RECOMMENDATION

That the Te Hiku Community Board:

- a) approve the Waiharara and Kaikino Drainage Area 2019/20 work programme.**
- b) remove the works planned at John Matijevichs to the value of \$1,500 from the 2019/220 work programme leaving the closing reserve at \$4,097.**

1) BACKGROUND

The Waiharara and Kaikino Drainage Areas Committee was formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

The proposed works programme for the 2019/20 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2018/19 is completed as planned.

2) DISCUSSION AND OPTIONS

Across both the Waiharara and Kaikino Areas, there are several areas which require work. The items detailed in the below proposed work programmes have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

The Waiharara Drainage Area programme is similar to the 2018/19 programme, but the Kaikino budget and proposed work programme has a number of changes from the 2018/19 programme, and requires the Committee's attention.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2020, with the spraying programme to start during late 2019:

Waiharara

<i>Spraying of drains during late Spring / early Summer (Additional spray of the outlet below the bridge)</i>	\$4,410
<i>Drain status reporting during spraying</i>	\$250
<i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i>	\$664
<i>Machine cleaning allowance</i>	\$5,000
<i>Contingency allowance</i>	\$2,000
<i>Total</i>	\$12,324

Kaikino

<i>Spraying of drains during late Spring / early Summer</i>	\$3,875
<i>Drain status reporting during spraying</i>	\$200
<i>Complete new crossings along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain</i>	\$2,000
<i>Form an access track and install ~3 crossings to provide access to the downstream section of the Hobson Drain</i>	\$3,500
<i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i>	\$664
<i>Machine cleaning allowance</i>	\$2,000
<i>Contingency allowance</i>	\$1,000
<i>Total</i>	\$13,239

2.2 Proposed projects within the work programme**Kaikino Drain access track**

Continuing from the installation of 7 new crossings along the Milich's and Gumdigger's properties in the 2018/19 work programme; some finishing touches are required.

We're currently awaiting a quote for the work required which is expected to be approximately \$2,000.

After completion, the new track will offer much needed access for the spraying contractors, cutting down the time taken for spraying.

Hobson Drain (downstream of Paparore Road) access track

In 2016 and 2017 there were plans of installing a new access track along the Hobson Drain, downstream of Paparore Road. In 2018/19 some of the required culverts were purchased but due to unexpected costs elsewhere, the installation was put on hold.

As before, to start the new access track, there are approximately 2 new access culverts required to reach the drain bank and then another crossing along the track. These 3 culverts will cost \$1,563.

Once the 2 initial culverts are installed, further work will be investigated to ensure we can restore full access to the lower section and are able to maintain it.

A budget of \$3,500 is proposed in the work programme for purchase of supplies and installation of the 3 new crossings.

Hobson Extension Drain access crossing near John Matijevich's

This has been completed privately by the property owner. As such it has been removed from the work programme.

2.3 General maintenance within the work programme

Spraying

Spraying of the Waiharara and Kaikino Areas is to be completed during late spring / early summer 2019. Any additional spraying will be included as a contingency. The recently mulched bamboo near the Heath Road bridge will also require spraying with a high strength mix to stop the bamboo from growing back.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise a stronger spray with the approval below may be more practical:

An EPA "Permission for Use of Substances" & Northland Regional Council consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can affect crop growth, for some distance downstream.

Machine cleaning

Over the 2018/19 year, the Waiharara and Kaikino Areas were investigated in conjunction with the spraying contractor, to identify the location of any significant siltation and / or vegetation mats which will require removal. The inspections from last year's spray were positive and indicate there isn't a need for cleaning. Below is a review of what's been completed recently.

The Waiharara Drainage Area will now be 3 years since the last major clean, as the area was last cleaned in 16/17. A large allowance of \$5,000 has been included in order to cover this cleaning.

The Kaikino Drainage Area does not have any scheduled cleaning. An allowance of \$2,000 has been included which will be available for any machine cleaning if required.

Please note the downstream section of the Hobson Drain requires cleaning but is inaccessible until the access project is completed. If the project is completed as planned in the 19/20 work programme, the cleaning can then be undertaken using the allowance.

Accessibility issues & maintenance

Once formed, the 2 new access tracks formed along the Kaikino drain and lower Hobson drain will need yearly mulching in order to keep the track in good condition. This has been estimated to cost \$1,000.

In the Waiharara Drainage Area, the spraying contractor raised one concern:

- Okohine Stream – Along the Honey Tree Farm's property, the access track is full of gorse and requires spraying or removal. **Action from meeting:** To contact Tony Hayward and check if the requested access work has been completed.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.

- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

In the Te Hiku Community Board meeting of November 2018, the board motioned that another notice be sent to remind property owners of their obligations. This will be sent out in spring 2019.

2.4 Waiharara and Kaikino Drainage Area management plans

There have been some minor changes made to the Management Plans in line with what was agreed upon in March 2017. The Management Plans were then approved by the Te Hiku Community Board in May 2017.

The next step is to have the approved Management Plans reviewed by the Northland Regional Council. This is required under section 27.2 Rules for Drainage and River Control Activities - Controlled Activities, of the Regional Water and Soil Plan for Northland.

2.5 Drainage area mapping

Late 2017, Council began using GIS (Geographic Information System) or mapping tools to log the location of the Drainage Area Drains electronically. The aim of this project is to put together a relatively accurate database of the drain width, depth, grade and location. Once gathered, the information will be added as a new layer in the Far North District Council's online maps which are available to the public.

To date the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are still to be mapped.

2.6 Drainage Area Requests for Service (RFS) Summary

In the last 6 months, there have been no new Request's for Service received regarding the Waiharara and Kaikino Drainage Areas.

Reason for the recommendation

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2020.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2019/20 financial year is as follows:

Waiharara	Budget
2018-19 Residual funds (reserve funds available)	\$19,906
2019 Opening Balance (rated income)	\$10,000
2019-20 Proposed Expenditure	\$12,324
2019-20 Closing Reserve Balance	\$17,582

Kaikino	Budget
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2018-19 Residual funds (reserve funds available)	\$8,136
2019 Opening Balance (rated income)	\$9,000
2019-20 Proposed Expenditure	\$13,239
2019-20 Closing Reserve Balance	\$3,897

ATTACHMENTS**Nil**

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks approval from the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Council are currently identifying the Iwi and/or Hapu that are in the local area affected by the Waiharara and Kaikino Drainage Areas. It is intended that they have an opportunity to review the drainage area management plans currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

6.6 WAIHARARA AND KAIKINO DRAINAGE AREAS 20/21 PROGRAMME

File Number: A2648055

Author: Troy Smith, Assistant Engineer

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To advise and seek feedback from the Te Hiku Community Board on the proposed works and costs for the 2020/21 financial year.

EXECUTIVE SUMMARY

Over the 2020/21 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying, cleaning and access maintenance of the drains. Currently there is a proposed budget of \$11,660 to cover the required and potential work for Waiharara and a budget of \$8,075 for Kaikino. The work programme and associated budget is up for discussion.

The Waiharara and Kaikino Drainage Area Committee considered this report at their meeting on 2 September 2019 and made the following recommendation to the Board.

RECOMMENDATION

That the Te Hiku Community Board:

- a) receive the report “Waiharara and Kaikino Drainage Areas 20/21 Programme”.
- b) agrees that the status reporting of the drains being undertaken by Fenwick Contractors can be paid from the contingency budget.

1) BACKGROUND

The Waiharara and Kaikino Drainage Areas Committee was formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

The works programme for the 2020/21 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2019/20 is completed as planned.

2) DISCUSSION AND OPTIONS

Across both the Waiharara and Kaikino Areas, there are several areas which require work. This section details the work currently programmed and it is intended that Committee review the 2020/21 work programme and adjust based on more recent information.

Further review of the programme must be done during the following Drainage Area Committee Meeting held in March 2020 and over the next financial year. This is due to the highly estimated nature of the work programme.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2021, with the spraying programme to start during late 2020:

Waiharara

<i>Spraying of drains during late Spring / early Summer (Additional spray of the outlet below the bridge)</i>	\$4,410
<i>Drain status reporting during spraying</i>	\$250
<i>Machine cleaning allowance</i>	\$5,000
<i>Contingency allowance</i>	\$2,000
<i>Total</i>	\$11,660

Kaikino

<i>Spraying of drains during late Spring / early Summer</i>	\$3,875
<i>Drain status reporting during spraying</i>	\$200
<i>Machine cleaning allowance (Hobson Drain outlet)</i>	\$2,000
<i>Access track maintenance</i>	\$1,000
<i>Contingency allowance</i>	\$1,000
<i>Total</i>	\$8,075

2.2 General maintenance within the work programme**Spraying**

Spraying of the Waiharara and Kaikino Areas is to be completed during late spring / early summer 2020. Any additional spraying will be included as a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise a stronger spray with the approval below may be more practical:

An EPA "Permission for Use of Substances" & Northland Regional Council consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can affect crop growth, for some distance downstream.

Machine cleaning

Over the 2019/20 year, the Waiharara and Kaikino Areas shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal. There is no planned cleaning scheduled, below is a review of what's been completed recently.

The Waiharara Drainage Area will now be 4 years since the last major clean, as the area was last cleaned in 16/17. A large allowance of \$5,000 has been included in order to cover cleaning, if it is required as estimated. This is slightly lower than what was previously approved as the drains are still in good condition.

The Kaikino Drainage Area has no programmed cleaning and has had little cleaning completed over the last 5 years. A contingency of \$2,000 has been included which will be available for any machine cleaning required.

The downstream section of the Hobson Drain (below Paparore Road) is programmed for cleaning in the 2019/20 work programme under the cleaning allowance.

Accessibility issues & maintenance

2 new access tracks to be formed along the Kaikino drain and lower Hobson drain will need yearly mulching in order to keep the track in good condition. This has been estimated to cost \$1,000.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

In the Te Hiku Community Board meeting of November 2018, the board motioned that another notice be sent to remind property owners of their obligations. This will be sent out in spring 2019.

Reason for the recommendation

To discuss the expected works and their associated costs. With the work programme to be completed by 30 June 2021.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2020/21 financial year is as follows:

Waiharara	Budget
2019-20 Residual funds (reserve funds available)	\$17,582
2020 Opening Balance (rated income)	\$9,000
2020-21 Proposed Expenditure	\$11,660
2020-21 Closing Reserve Balance	\$14,922
Kaikino	Budget
2019-20 Residual funds (reserve funds available)	\$3,897
2020 Opening Balance (rated income)	\$8,000
2020-21 Proposed Expenditure	\$8,075
2020-21 Closing Reserve Balance	\$3,822

ATTACHMENTS

Nil

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to advise the Te Hiku Community Board of progress in planning for the drainage area in 20/21.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Council are currently identifying the Iwi and/or Hapu that are in the local area affected by the Waiharara and Kaikino Drainage Areas. It is intended that they have an opportunity to review the drainage area management plans currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

6.7 MOTUTANGI DRAINAGE AREA 18/19 EXPENDITURE**File Number: A2648823****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with expenditure details and the closing balance for the 2018/19 financial year.

EXECUTIVE SUMMARY

Over the 2018/19 financial year, the Far North District Council completed a selection of drainage area works. The work which included spraying, cleaning and access improvements of/for the drains, came to a total expense of \$42,181. This is over what was initially budgeted / approved in the previous committee meetings due to a greater need for machine cleaning than anticipated when the budget was set.

This report was on the agenda for the Motutangi Drainage Area Committee meeting scheduled for 2 September 2019, however was not able to be considered by the Committee as the meeting lapsed due to a lack of quorum.

RECOMMENDATION

That the Te Hiku Community Board note the following financial summary for the past financial year 2018/19:

Motutangi	Budget
2017-18 Residual funds (reserve funds available)	\$43,711
2018 Opening Balance (rated income)	\$46,008
2018-19 Expenditure to date	\$42,181
2018-19 Closing Reserve Balance	\$47,538

1) BACKGROUND

The Motutangi Drainage Area Committee was formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

The works programme for the 2018/19 financial year was discussed at the previous Motutangi Drainage Area Committee Meeting on 18 March 2019. Through various conversations and onsite meetings with the spraying contractors, members of the public and Committee members, the list of required works had been put together.

2) DISCUSSION AND OPTIONS

Across both the Motutangi Area, there are several points which had work completed. This section further explains the work completed, and any uncompleted work that has been transferred into the current financial years programme.

2.1 Work programme summary 18/19

The past work programme from Financial Year 2018/19 is included below. This has been divided into completed and uncompleted work. There is also a column showing the amount budgeted through previous meetings.

Unbudgeted work was also completed upon instruction from committee members (given it was authorised by 2 unaffected members and identified as urgent). Several of the unbudgeted works were authorised by the committee during the most recent meeting in March.

The uncompleted works were delayed for a variety of reasons, most commonly wet ground conditions or over commitments in other areas.

<u>Motutangi</u>	<i>Budgeted</i>	<i>Expended</i>
<u>Completed Work:</u>		
<i>Spraying of Motutangi Stream, 10th to 13th September (primarily focused on spraying the West/far side)</i>	<i>\$1,300</i>	<i>\$1,300</i>
<i>Spraying of the Main Outfall drain through the Harvey property and to the DOC boundary, 10th to 13th September</i>	<i>\$1,000</i>	<i>\$550</i>
<i>Spraying of drains during late spring / early summer</i>	<i>\$7,096</i>	<i>\$6,034</i>
<i>Machine cleaning spring</i>	<i>\$4,500</i>	<i>\$6,929</i>
<i>Machine cleaning autumn (Long reach digger)</i>	<i>\$3,000</i>	<i>\$15,925</i>
<i>Cleaning the inaccessible portion of the Aspin drain (500m)</i>	<i>\$3,000</i>	<i>\$2,697</i>
<i>Access track maintenance (Mulching as directed)</i>	<i>\$2,000</i>	<i>\$6,741</i>
<i>Install a culvert, access track, gate and strainers at the Harvey/Harrington boundary on the Aspin Drain</i>	<i>\$2,500</i>	<i>\$1,121</i>
<i>Install a gate and strainers at the Bryan/Blucher boundary on the Bryan Drain</i>	<i>\$500</i>	<i>\$884</i>
<i>Total</i>	<i>\$24,896</i>	<i>\$42,181</i>
<u>Remaining Work & Allowances:</u>		
<i>Spraying of drains during autumn (Awaiting invoice)</i>		<i>\$5,748</i>
<i>Install a culvert, access track, gate and strainers at the Harvey/Bryan boundary on the Beazley Drain</i>	<i>\$2,500</i>	
<i>A culverted access track is required at Bede's property on the Selwyn Drain</i>	<i>\$3,000</i>	
<i>Department of Conservation Concession Agreement Fee (one off fee)</i>	<i>\$1,540</i>	
<i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i>	<i>\$664</i>	
<i>Total</i>	<i>\$7,704</i>	<i>\$5,748</i>

2.2 Current projects within the work programme

Aspin Drain access crossing at the Harvey/Harrington boundary

This will enable better access for maintenance of the Aspin Drain. This crossing will require a gate, strainer posts and culvert to be installed. An allowance of \$2,500 was programmed but both culverts have been purchased at a cost of \$1,121. The culverts will then be installed by the property owner.

Bryan Drain access crossing at the Bryan/Blucher boundary

This crossing will enable better access for maintenance of the Bryan Drain. This crossing will require a gate, strainer posts and culvert to be installed. An allowance of \$500 was programmed but both culverts have been purchased at a cost of \$884. The culverts will now be installed by the property owner.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi drains were completed over October and November at a cost of \$7,884. It was then advised that the second spray of the drains as required would be beneficial during Autumn. Although awaiting confirmation, we believe this work has been completed. We expect the value of the work to be in the vicinity of \$5,748.

Machine cleaning

The Motutangi stream outlet was cleaned in September with a medium reach digger from the drain intersection and downstream as required. This came to a cost of \$6,929 which is consistent with last year's cost of \$6,998. After cleaning with a medium reach digger, the remainder of the channel was sprayed.

While the clean was successful, the long and hot summer this year has led to significant weed growth in the Motutangi Stream. A second clean was required and this time completed with a long reach digger as part of a 2 or 3 yearly cycle. This second clean with the long reach digger came to a total cost of \$15,925, which also includes widening a portion of the access track.

The Aspin Drain has also been cleaned during the summer as the digger was able to gain access due to the dry season. The Aspin Drain cleaning cost \$2,697.

Accessibility issues & maintenance

Exploratory mulching at the end of the Motutangi Stream access track was completed with a cost of \$6,741.

Reason for the recommendation

To ensure that the Motutangi Drainage Area Committee are notified of the expenditure and closing balance for the year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the past 2018/19 financial year is as follows:

Motutangi	Budget
2017-18 Residual funds (reserve funds available)	\$43,711
2018 Opening Balance (rated income)	\$46,008
2018-19 Expenditure to date	\$42,181
2018-19 Closing Reserve Balance	\$47,538

ATTACHMENTS**Nil****Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks approval from the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Council are currently identifying the present Iwi / Hapu affected by the Motutangi Drainage Area. It is intended that they have an opportunity to review the drainage area management plan currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

6.8 MOTUTANGI DRAINAGE AREA 19/20 PROGRAMME**File Number: A2648861****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2019/20 financial year.

EXECUTIVE SUMMARY

Over the 2019/20 financial year, the Far North District Council proposes to complete a selection of drainage area works. The work includes spraying, cleaning and access maintenance of the drains. It is recommended a budget of \$77,691 is allocated to cover the required and potential work for Motutangi.

This report was on the agenda for the Motutangi Drainage Area Committee meeting scheduled for 2 September 2019, however was not able to be considered by the Committee as the meeting lapsed due to a lack of quorum.

RECOMMENDATION

That the Te Hiku Community Board approve the Motutangi Drainage Area 2019/20 work programme.

1) BACKGROUND

The Motutangi Drainage Area Committee was formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

The works programme for the 2019/20 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2018/19 is completed as planned. It is also due to change in line with any additional work agreed upon in the DOC Concession Agreement.

2) DISCUSSION AND OPTIONS

Across the Motutangi Area, there are several points which require work. The items detailed in the below proposed work programme have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

The 2019/20 work programme has an unusually high proposed expenditure due to several of the work items not being completed last financial year. It is intended that the Motutangi Drainage Area Committee thoroughly reviews the work programme before approving.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2020, with the spraying programme to start during late 2019:

Motutangi

<i>Spraying of the drains during early spring and in the autumn if required</i>	<i>\$13,037</i>
<i>Drain status reporting during spraying</i>	<i>\$450</i>
<i>Machine cleaning of the Motutangi Stream in late spring</i>	<i>\$8,000</i>
<i>Machine cleaning of the Motutangi Stream in autumn</i>	<i>\$4,500</i>
<i>Machine cleaning allowance for other drains</i>	<i>\$2,500</i>
<i>The Motutangi Stream stockpile relocation programme</i>	<i>\$34,000</i>
<i>Install a culvert, access track, gate and strainers at the Harvey/Bryan boundary on the Beazley Drain</i>	<i>\$2,500</i>
<i>A culverted access track is required at Bede's property on the Selwyn Drain</i>	<i>\$3,000</i>
<i>Cut to Lands End Drain Track Widening</i>	<i>\$2,000</i>
<i>Access track maintenance</i>	<i>\$2,000</i>
<i>Northland Regional Council fee</i>	<i>\$500</i>
<i>Department of Conservation Concession Agreement Fee (one off fee)</i>	<i>\$1,540</i>
<i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i>	<i>\$664</i>
<i>Contingency allowance</i>	<i>\$3,000</i>
<i>Total</i>	<i>\$77,691</i>

2.2 Proposed projects within the work programme

Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area has to be positioned in accordance with the Department of Conservation (DOC) Concession conditions. These are planned to be finalised by the end of the 2019 calendar year.

Additionally, any dumpsites would be identified by DOC before work commences.

An allowance of \$34,000 has been included in the proposed work programme.

Beazley Drain access at the Harvey/Bryan boundary

This will enable better access to the Beazley Drain for maintenance. An allowance of \$2,500 has been programmed for this work.

Selwyn Drain access on the Bede property

This will enable better access to the Selwyn Drain for maintenance. An allowance of \$3,000 has been programmed for this work.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi Area is to be completed during late spring / early summer 2019/20. If additional spraying is required in autumn, this will be funded from a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise a stronger spray with the approval below may be more practical:

An EPA "Permission for Use of Substances" & Northland Regional Council consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can affect crop growth, for some distance downstream.

Machine cleaning

Over the 2018/19 year, the Motutangi Area has been investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require mechanical removal. Other than cleaning a section of the Motutangi stream, there is no further cleaning scheduled.

In the past, the Motutangi stream has required 2 partial cleans a year. In the 2017/18 FY, both cleans were completed using a medium reach digger as this machine is quicker and therefore cheaper. To assist the effect of using a medium reach digger along the Motutangi Stream, the far bank was sprayed with an extended spray gun during a very low tide. A recent inspection has confirmed that this method provides good value.

In the 2018/19 FY, the spring clean was completed using a medium reach digger and the autumn clean using a long reach digger. This is part of a rotation to clean the far side which had been sprayed until now. It's proposed that a long reach digger does this every 2 or so years to ensure the weed doesn't become too established on the far side.

The work programme's cleaning costs are based on the above method of using a medium reach digger. The total length that requires cleaning will vary depending on the weather conditions and growth.

A machine cleaning allowance of \$15,000 has been included in the 2019/20 year.

Accessibility issues & maintenance

Access track maintenance is required along several drains. An allowance of \$2,000 has been programmed.

The spraying contractor identified the need for access track widening along the 'Cut to Lands End' drain. There is minimal room for the spraying truck to drive through and at points can get quite dangerous. A budget of \$2,000 has been programmed for the access track widening in the 19/20 programme. This is to be completed early in the season before spraying is to begin.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

In the Te Hiku Community Board meeting of November 2018, the board motioned that another notice be sent to remind property owners of their obligations. This will be sent out in spring 2019.

2.4 Motutangi Drainage Area management plan / DOC concession agreement

After an initial response from DOC on the 19th of December 2018 along with their further revised concession agreement; there has been little communication between Council and DOC. Council will check with DOC in September to find out if there are any updates or if further information is required.

For a summary of the consultation timeline between FNDC and DOC, please see Attachment 1 – “Motutangi Concession Agreement – DOC Consultation Summary”.

Once the concession management plan is approved by the members, Council and DOC, the next step is to have the complete document reviewed by the Northland Regional Council. This is required under section 27.3 Rules for Drainage and River Control Activities - Discretionary Activities, of the Regional Water and Soil Plan for Northland.

An allowance of \$1,540 and \$500 for the DOC and NRC fees has been included in the programme for this year.

2.5 Drainage area mapping

Late 2017, Council began using GIS (Geographic Information System) or mapping tools to log the location of the Drainage Area Drains electronically. The aim of this project is to put together a relatively accurate database of the drain width, depth, grade and location. Once gathered, the information will be added as a new layer in the Far North District Council's online maps which are available to the public.

To date the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are planned for mapping when we have the available staff.

2.6 Drainage Area Requests for Service (RFS) Summary

In the last 6 months, there have been no new Request's for Service received regarding the Motutangi Drainage Area.

Reason for the recommendation

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2020.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2019/20 financial year is as follows:

Motutangi	Budget
2018-19 Residual funds (reserve funds available)	\$47,538
2019 Opening Balance (rated income)	\$34,000
2019-20 Proposed Expenditure	\$77,691
2019-20 Closing Reserve Balance	\$3,847

ATTACHMENTS

1. **Attachment 1: Motutangi Concession Agreement - DOC Consultation Summary - A2602366**  

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks approval from the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Council are currently identifying the present Iwi / Hapu affected by the Motutangi Drainage Area. It is intended that they have an opportunity to review the drainage area management plan currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

08/08/2019

RE: Motutangi Concession Agreement – DOC Consultation Summary

As requested by the chairperson of the Motutangi Drainage Area Committee, please find tabled below the most recent emails sent from Council to the Department of Conservation (DOC).

Sender	Date	Contents
FNDC	06/04/2018	Sending our latest amendments to DOC for comment
FNDC	20/07/2018	Request for DOC to provide an update on progress
FNDC	17/08/2018	Request for DOC to provide an update on progress
DOC	17/08/2018	Response advising an update will be given on the 22/08/2018
FNDC	28/09/2018	Request for DOC to provide an update on progress
FNDC	09/10/2018	Request for DOC to provide an update on progress
FNDC	24/10/2018	Request for DOC to provide an update on progress
FNDC	16/11/2018	Request for DOC to provide an update on progress
DOC	16/11/2018	Response advising of a final response by 23/11/2018
DOC	19/12/2018	Revised concession document received for us to consider
FNDC	01/02/2019	Request for meeting to discuss further changes
FNDC	07/02/2019	Request for a response
FNDC	19/02/2019	Transferred to DOC Hamilton – Sent revised document for their review
FNDC	08/03/2019	Request for a response

Upon receiving DOC's comments and revisions on the 19th of December 2018, FNDC staff would like to make further changes and discuss these with DOC directly as opposed to sending another revision back for assessment.

In February it appeared DOC Hamilton had been asked to take over the assessment but after a phone call several months ago, it appears this has been handed back to Kaitia. We are currently awaiting feedback however to my understanding haven't been in contact for several months.

If you require any further information please do not hesitate to contact Council on 09 401 5200 or free-phone 0800 920 029.

Yours sincerely

Troy Smith

Graduate Engineer – 3 Waters

Troy.smith@fndc.govt.nz

6.9 MOTUTANGI DRAINAGE AREA 20/21 PROGRAMME**File Number: A2648883****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To advise and seek feedback from the Te Hiku Community Board on the proposed works and costs for the 2020/21 financial year.

EXECUTIVE SUMMARY

Over the 2020/21 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying, cleaning and access maintenance of the drains. Currently there is a proposed budget of \$33,487 to cover the required and potential work for Motutangi. The work programme and associated budget is up for discussion.

This report was on the agenda for the Motutangi Drainage Area Committee meeting scheduled for 2 September 2019, however was not able to be considered by the Committee as the meeting lapsed due to a lack of quorum.

RECOMMENDATION

That the Te Hiku Community Board receive the report “Motutangi Drainage Area 20/21 Programme”.

1) BACKGROUND

The Motutangi Drainage Area Committee was formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

The works programme for the 2020/21 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2019/20 is completed as planned. It is also due to change in line with any additional work agreed upon in the DOC Concession Agreement.

2) DISCUSSION AND OPTIONS

Within the Motutangi Area, there are several areas which require work. The items detailed in the below work programmes have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

Further review of the programme must be done during the following Drainage Area Committee Meeting held in March 2020 and over the next financial year. This is due to the highly estimated nature of the work programme.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2021, with the spraying programme to start during late 2020:

Motutangi

<i>Spraying of the drains during early spring and in the autumn if required</i>	<i>\$13,037</i>
<i>Drain status reporting during spraying</i>	<i>\$450</i>
<i>Machine cleaning of the Motutangi Stream in late spring</i>	<i>\$8,000</i>
<i>Machine cleaning of the Motutangi Stream in autumn</i>	<i>\$4,500</i>
<i>Machine cleaning allowance for other drains</i>	<i>\$2,500</i>
<i>Access track maintenance</i>	<i>\$2,000</i>
<i>Contingency allowance</i>	<i>\$3,000</i>
<i>Total</i>	<i>\$33,487</i>

2.2 General maintenance within the work programme**Spraying**

Spraying of the Motutangi Area is to be completed during late spring / early summer 2020/21. Any additional spraying will be included as a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise a stronger spray with the approval below may be more practical:

An EPA "Permission for Use of Substances" & Northland Regional Council consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can affect crop growth, for some distance downstream.

Machine cleaning

Over the 2019/20 year, the Motutangi Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which may require mechanical removal. Other than cleaning a section of the Motutangi stream, there is no further cleaning scheduled. Below is a review of what's been undertaken in the past.

The Motutangi stream has required 2 partial cleans a year. In the 2017/18 FY, both cleans were completed using a medium reach digger as this machine is quicker and therefore cheaper. To assist the effect of using a medium reach digger along the Motutangi Stream, the far bank was sprayed with an extended spray gun during a very low tide. A recent inspection has confirmed that this method provides good value.

In the 2018/19 FY, the spring clean was completed using a medium reach digger and the autumn clean using a long reach digger to clean the far side which had been sprayed until now. It's proposed that a long reach digger does this every 2 or so years to ensure the weed doesn't become too established on the far side.

The work programme's cleaning costs are based on this method.

The total length cleaned will vary depending on the weather conditions and growth.

A machine cleaning allowance of \$15,000 has been included in the 2020/21 year.

Accessibility issues & maintenance

Access track maintenance is required along several drains, an allowance of \$2,000 has been programmed.

In addition to maintenance of the drains, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

In the Te Hiku Community Board meeting of November 2018, the board motioned that another notice be sent to remind property owners of their obligations. This will be sent out in spring 2019.

Reason for the recommendation

To discuss the expected works and their associated costs. With the work programme to be completed by 30 June 2021.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2020/21 financial year is as follows:

Motutangi	Budget
2019-20 Residual funds (reserve funds available)	\$3,847
2020 Opening Balance (rated income)	\$34,000
2020-21 Proposed Expenditure	\$33,487
2020-21 Closing Reserve Balance	\$4,360

ATTACHMENTS

Nil

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to advise from the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Council are currently identifying the present Iwi / Hapu affected by the Motutangi Drainage Area. It is intended that they have an opportunity to review the drainage area management plan currently in draft form.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

7 STRATEGIC PLANNING AND POLICY GROUP

7.1 TE HIKU COMMUNITY BOARD STRATEGIC PLAN 2019-2020

File Number: A2598630

Author: Aya Morris, Community Development Advisor

Authoriser: Sheryl Gavin, General Manager Strategic Planning and Policy (Acting)

PURPOSE OF THE REPORT

The purpose of the report is to support the current Te Hiku Community Board to hand over the Board's Strategic Plan to the incoming Board, post the 2019 Local Body Elections, and to make allocations from the board's funds toward strategic projects identified in the plan. The new Board will then continue to develop the Strategic Plan to inform the 2021-31 Long Term Plan (LTP), and prioritise how the Board allocates its Community Grant funding.

EXECUTIVE SUMMARY

- The report presents the most current Te Hiku Community Board Strategic Plan in preparation for handover to the incoming board after the 2019 Local Body Elections
- The report enables the allocation of funds toward strategic projects identified in the Te Hiku Community Board Strategic Plan.

RECOMMENDATION

That the Te Hiku Community Board:

- a) passes on the ongoing development of the Te Hiku Community Board Strategic Plan for the 2021-31 Long Term Plan to the new Te Hiku Community Board, post the 2019 Local Body Elections.**
- a) allocates funds of \$33,300 from the Placemaking Fund toward a placemaking project for Awanui as identified in the Te Hiku Community Board Strategic Plan.**
- b) allocates funds of \$5000 from the Board's community fund toward the Karikari Recreation Hub project to establish basketball backboards at the Whatuwhiwhi multipurpose courts as identified in the Te Hiku Community Board Strategic Plan.**
- c) allocates funds of _____ from the Board's community fund toward the Centennial Park placemaking project for Kaitaia as identified in the Te Hiku Community Board Strategic Plan.**
- d) Allocates funds of \$500 from the Board's community fund toward 2020 Anzac Day Service Expenses.**

1) BACKGROUND

The Community Boards were given a mandate to develop their own Strategic Plans, as part of the 2015-25 Long Term Plan. Each Board, supported by Community Development staff has developed a Strategic Plan.

In 2016, the current Board received the Strategic Plan developed by the former Board, and this has been reviewed annually by the Board.

2) DISCUSSION AND OPTIONS

While the new Board has the right to start again, a formal handing over of the current draft means that the new Board must give cognisance to that plan, and to continue its development to inform and/or influence Council decisions for the 2021-31 LTP.

The new Board will need to:

- Develop a recommendation for the 2020/21 Annual Plan (AP)
- Consider further alignment of past and current Community Plans/Hapū Management Plans
- Engage with other Council supported groups e.g. Youth Council, Disability Action Group, etc.
- Consider some form of community consultation for the Board Strategic Plan, prior to the 2021-31 LTP.
- Use the Strategic Plan to define the Board's input into the 2021-31 LTP development
- Use the Strategic Plan as a basis for submissions (if needed) to the 2020/21 AP and the 2021-31 LTP.

Reason for the recommendation

The most up to date Te Hiku Community Board Strategic Plan is attached. Community Development staff will continue to support the new Board to develop its Strategic Plan.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are financial implications around the allocation of FNDC funds toward infrastructure which may require ongoing operational expenditure.

ATTACHMENTS

1. THCB Draft Strategic Plan 2019-2020 - A2598689  

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The matters covered in the plan have varying levels of significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	A specific requirement in the 2015-25 Long Term Plan.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Led by community boards.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Māori are considered as part of the strategy.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The board has engaged with a range of groups.
State the financial implications and where budgetary provisions have been made to support this decision.	There are financial implications around the allocation of FNDC funds toward infrastructure which may require ongoing operational expenditure.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

And Setting the Direction for The Annual Plan 2020-2021



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Board Vision and Priorities

Vision

“To strengthen, support and uphold the wellbeing, prosperity and resilience of Te Hiku O Te Ika.”

Because we, the Board, believe:

The people of Te Hiku O Te Ika are enthusiastic, creative, active and co-operative, and they take pride in their ownership of a self-reliant, prosperous and sustainable local economy.

Mission

“To engage at all levels with our communities to ensure that the development and provision of facilities and services, are fit for purpose, aesthetically pleasing and sustainable. And follows a transparent, fair and safe process that meets the needs of the Te Hiku Ward”

Priorities

As a Board, we acknowledge our sphere of influence within Te Hiku O Te Ika from a Council perspective is:

Our level of influence/mandate	Areas of Council responsibility
Is Relatively High for	Communities and people, and local economies
Is Moderate for	Halls, Parks & Community Facilities, Built Environments and Town Planning
Is Low for	Water reticulation, Waste management, Waste water management, Roading and its infrastructure.

The Board has decided to relate the nature and extent of services and facilities provided by Council to the size of a town, and probably more importantly, to its functional role in a ward or catchment / community of interest. To that end, the table below outlines how that thinking could be applied both through planning processes and operationally.

Category	FNDC Service provision	Settlements Identified
Rural Hinterland	1,5,6,11,13, 3(if applicable),	Te Hapua, Te Kao, Herekino, Waitiki, Fairburn, Kaingaroa,

	15(if applicable), 7 (on border)	Peria, Hihi, Takahue, Rangiputa, Kaimaumau, Pamapuria
Foundation	All the above plus 2,4,7,10,16,17	Awanui, Taipa, Whatuwhiwhi, Ahipara
Building Blocks	All the above plus 11,12,14,20, 19(if applicable), 8 (on border)	Pukenui, Mangonui/Coopers Beach
Cornerstone	All the above plus 18, Plus Council offices & Service Centres	Kaitaia

The numbers relate to the following table:

Code	Service Provided	Code	Service Provided
1	Amenity lighting	2	Cemeteries
3	Drainage (not reticulated storm water)	4	Footpaths, walk and cycle ways
5	Public toilets	6	Reserves
7	Halls	8	Swimming pools
9	Town litter	10	Town Beautification and maintenance
11	Street furniture & Information signage	12	Street / public art
13	Trees on Council land	14	Car Parks & off road public car parks
15	Roads, streets, bridges	16	Three waters
17	Solid waste management	18	Airports
19	Maritime facilities	20	Heritage features and urban design
21	Council Service Centre	22	Seat of Council (Chambers)

Priorities 2019/20

Strategic allocation of Placemaking Fund, Events Investment Fund, Infrastructure Grant Fund and Local Grant Fund in alignment with the Te Hiku Community Board Strategic Plan. Prioritise future work and projects to be co-ordinated geographically, rather than having one small project at a time in an area, combine several, eg several projects planned in Awanui may be completed concurrently.

Consider the future of the Kaitaia Town Clock.

Allocate beautification funds toward items identified in the strategic plan, and seek to clarify the processes which allow the board to allocate these funds.

Weed matting and planting for the bank in Pukenui which is subsiding onto the footpath next to State Highway 1 near the old Spark building.

Possible relocation of existing trees on Commerce St, and replacement with another type of tree - as magnolias are growing into camera zones.

Te Hiku Community Board recommends an accelerated replacement of the current street lights with LED lights for reasons of community safety and crime prevention.

Contribute to the redevelopment of Jaycee Park/Centennial Park in Kaitaia.

Junior play equipment, seating, shade and drinking water taps for Jaycee Park, with children's playground as the priority, followed by Skate Park. Consideration toward BBQ facilities, a stage for concerts, a basketball court and fruit trees. Investigate the ownership of the reserve to identify which section is owned by the Tennis and Squash club. Investigate smaller shade structures as an alternative to large structures.

Update the old i-site building in Centennial Park to public toilets.

Support the Karikari Recreation Hub project to establish basketball backboards at the Whatuwhiwhi multipurpose courts.

Work with the group involved with the most recent review of the Awanui Community Plan toward a placemaking project in central Awanui, focused on creating attractive and community-friendly spaces within the reserve where the playground and public toilets are located.

The Te Hiku Community Board would like to begin formally engaging with youth as part of their community engagement.

Amenity Lighting

Priority areas for the allocation of new amenity lights:

- Kaitaia: Centennial Park amenity lighting near the toilets and uplighting for trees.
- Kaitaia: Corner of Okahu Rd and Kaitaia-Awaroa Rd, street light at intersection
- The toilets at Korora Park, Ahipara, will be closed at night, so no lights needed.

Public toilets

- Relocation of old Taipa toilets to Korora Park, Ahipara
- Allocation for ongoing operational expenditure for public toilets at Korora Park

Strategic Allocations from Community Fund

The board supports various organisations and events and some of these will receive annual allocations of funding from the community fund as outlined in the board's strategic plan:

- Te Ahu ANZAC Service: Annual allocation of \$500.

Future Priorities (AP 2020-21)

Public Toilets

- Unahi Rd – new toilets at the wharf

Reserves and recreation facilities

- Awanui – placemaking project for the reserve where the children's playground and public toilets are located, targeted to create attractive and community friendly public spaces in the town.

- Karikari Recreation Hub – sports field development should be retimed into Year 3 of the current LTP in conjunction with toilets. The board recommends a reserve management plan for this area.
- Ahipara playground – the board recommends that funds formerly allocated for a foreshore playground should be reallocated to Korora Park.

Cycleways

- Cycleways at Ahipara
- Cycleways at Whatuwhiwhi

Amenity Lighting

Priority areas for the allocation of new amenity lights:

- Mangonui: Improved street lighting in the waterfront area.
- Karikari: Amenity lighting for the multi-courts at Karikari Recreation Hub.

Future Priorities (LTP 2021-31 and future LTP 2024-2034)**Lighting**

Kaitaia: Improved street lighting throughout the town, with a focus on community safety. Parameters are from North Park to Moerua Park. Possible collaboration with the KBA to access BID funds for the CBD service lane lighting.

Tokerau Beach: Whale Crescent and south end of Tokerau Beach Rd

Kaitaia: Donald Rd – to cater for new 60 lot subdivision

Mangonui: George St

Pukenui: From Northwood Ave, to connect to existing lighted area – this is an 80km zone

Reserves and recreation facilities**Priority 1**

Karikari Recreation Hub project, a key component of the Karikari Community Plan.

Sports field development near the existing courts and community hall. Public toilets for Karikari Recreation Hub to improve community usage.

Installation of Basketball backboards and hoops for multi-court.

Karikari Watersports HQ – beach showers and storage facility for watersports gear at the northern end of Tokerau Beach.

Stage 2 for Te Hiku Sports Hub Hall – LTP funds to enlarge proposed hall. Te Hiku Community Board recommends that the increased cost of enlarging the facility should be funded through a general rate rather than a targeted rate.

Centennial Park Skate Bowl renewals in Kaitaia.

Priority 2

Parkdale Reserve – drainage, footpaths to connect road to basketball court and playground, drinking taps, picnic tables, BBQ areas – a possible community-led development project with the committee seeking funds for the project.

Priority 3

Coopers Beach Domain – implement management plan.

Te Hapua playground funds, to be granted to Te Hapua School toward their playground.

Kaimaumu playground funds reallocated to development of a Waipapakauri playground at Waipapakauri ramp.

Shade sail for Pukenui playground.

Awanui – potential placemaking project for the reserve where the public toilets are located.

Community litter bins

Litter bins for Mangonui entrance where the concrete picnic tables are.

Public toilets**Priority 1**

Upgrade for public toilets at Pukenui Fishing Club and replace these with new toilets due to tour bus usage. Relocate old toilets elsewhere.

Old Taipa toilets to be relocated to Ahipara – Korora Park.

Public toilets for Unahi Reserve.

Public toilets for Pukenui Sports Field – Araiawa. To serve sports field development.

Public toilets for Karikari Recreation Hub by the Whatuwhiwhi Hall and courts, in conjunction with sports field development. Possibly the old toilets from Centennial Park.

Public toilets in North Park Drive. Relocation of old toilets from Centennial Park to North Way, Pak'n Save cul-de-sac. Reallocate funds for new toilets at North Park to the proposed toilet project at the old i-site in Centennial Park.

Priority 2

Public toilets – Parkdale Reserve in Kaitaia – closer to the road where there is a light.

Public toilets at Waitiki Landing - seek a possible location perhaps through relationship with Ngati Kuri/Muriwhenua via TIF. OR possible reinstatement of Council subsidy for public use over the main tourist season.

Priority 3

Public toilets – Herekino via TIF – Twin Coast Discovery Highway

Public toilets for Paua via TIF

Tourism & town beautification & improvements

Signage at Tokerau Beach & Parakerake Beach – no camping.

Welcome to Kaitaia sign for North Rd. Presently with KBA but board recommend that FNDC take on this process due to lack of progress. Discussion around a possible location on land acquired by NZTA.

Redevelopment of Kaitaia Town Centre – road layout – currently being driven by KBA.

Town Clock restoration as a placemaking project in collaboration with museum trust.

Pukenui – weed matting and planting on side of SH1 where bank is subsiding onto footpath.

Cycleways

Kaitaia to Ahipara via the road – Twin Coast Discovery

Awanui to Kaitaia via riverbank

Kaitaia to Awanui via Gill Rd and Bonnets Rd

Karikari cycleways utilizing council paper roads

Kaitaia: Footpath and/or cycleway to connect North Park Drive to Whangatane Drive/the Mill.

Footpaths

Footpath matrix comment

The current footpath matrix does not recognise the value of walking/cycling, or allow sufficient recognition to the volume of pedestrian generation for marae and urupa (private Māori cemeteries).

Priority 1

Tokerau Beach: Safety issue - footpaths for Simon Ulrich Rd. Safe pedestrian access for children particularly on the bridge where there is no pedestrian access currently and pedestrians must walk on the road to cross the bridge. This is a high pedestrian area and a tourism area as the road leads to the beach, public toilets and children's playground.

Kaitaia: Footpath and/or cycleway to connect North Park Drive to Whangatane Drive/the Mill

Kaitaia: Matthews Avenue from Davis St to SH1.

Ngataki: Footpath from the marae to the urupa/cemetery. This is a state highway in a high tourism area.

Ahipara: Footpath to connect Ahipara Foreshore Rd toilets up to Panorama Lane and along to Tasman Heights and Reef View, taking a staged approach with the Toilets to Panorama Lane as Stage 1 and Tasman Heights carpark to toilets as Stage 2. Possibly to be split up into several sections.

Priority 2

Pukenui: Fitzgerald Rd - a 250m stretch that connects to Lambs Rd at Pukenui and is used by children walking to school as well as agricultural traffic. Possibly minor safety improvements.

Ahipara: Footpath extension. A short section on Takahe Rd footpath to be extended to the golf club and campground.

Pukenui: Waterfront Rd cutting – footpath to connect Waterfront Rd to the footpath on SH1.
Possibly a targeted approach to the issue with pedestrian access in the area, with a hill which limits visibility.

Mangonui: Connect the footpaths around the CDB in Mangonui.

Awanui: South end of Awanui from Warau St to Back-to-Wood demolition

Awanui: Footpath from Pensioner village in Awanui to intersection SH1-SH10 to connect to corner café and market area

Awanui: Footpath from the intersection SH1 to SH10, along SH10 to the café or motel entrance

Priority 3

Taipa – to be done in conjunction with Taipa Bridge and Taipa stormwater project

Taipa: Foreshore Rd – footpaths to connect Foreshore Rd to SH10 on Mamaru Rd and Taipa Point Rd.

Taipa: Oruru Rd – footpath from the State Highway to the Kohanga Reo, early learning centre and rugby club – possibly as part of Taipa Bridge project – to extend from NZTA footpath, to East St and along East St.

Mangonui: Connect Mill Bay Rd footpath to Rangikapiti Rd footpath.

Mangonui: Connect Mill Bay Rd and Rangikapiti Rd to Richmond Rd.

Pukenui: Harbour View Rd

Priority 4

Kaitia: Taupata Place – 10m of footpath missing

Ahipara: Footpaths for Tasman Heights and Reef View Rd in future.

Whatuwhiwhi: Whatuwhiwhi Rd to Perehihi Reserve

Pukenui: Waterfront Rd

Coopers Beach: Up Cable Bay Block Rd to Pekama Drive

Priority 5

Coopers Beach: Kotare Drive

Coopers Beach: SH10 section of footpath from the eastern/southern side of Coopers Beach bridge through the reserve to connect to the playground and beach

Priority 6

Coopers Beach: SH10 footpath from Coopers Beach shopping centre to Bayside Drive.

Coopers Beach: Footpath outside the barista adjacent to Coopers Drive and Bayside Drive.

Stormwater & Wastewater

Pukenui sewage system – three waters team to look into for future AP/LTP.

Karikari: Inland Rd from shop to the top of the hill – lack of drainage causing flooding for residents – entrance to Whatuwhiwhi – remediation works to this area to be recommended for the LTP.

Taipa stormwater remediation for the foreshore in conjunction with footpaths for this area.

Road safety

Speed management in urban areas – develop a case for NZTA minor safety improvements in areas including Lake Rd, Bonnetts Rd, Church Rd and Allen Bell Drive. Bonnetts Rd in particular noted, with requests for chicanes or speed bumps.

Funds for feasibility studies for proposed cycleways, walkways and shared pedestrian area for Commerce St.

Work with NZTA to review speed zones on the north side of Kaitaia, to extend the 70km zone beyond Whangatane Drive to improve safety.

Safe pedestrian access to cross SH1 at the Pak'n Save roundabout in conjunction with NZTA.

Karikari – intersection of Inland Rd and Rangiputa Rd – this intersection is on a corner with limited visibility, leading to hidden queues and a lack of stacking room for traffic waiting to turn.

Karikari – intersection of Inland Rd and Simon Ulrich Rd - hidden queues and a lack of stacking room for traffic waiting to turn.

Community Events funded through Community Grant fund

Te Hiku Community Board would like to establish an annual calendar of events funded by the Community Board and set a benchmark for funding of these events so that this is more consistent. A tiered approach will be used where larger events may attract up to \$5000, smaller events up to \$3000, the smallest events up to \$1000. Events with a community focus rather than a commercial focus will receive priority.

Some of the events previously funded by the board on a regular basis include:

Storylines Children's Literature Festival – once each triennium

Arts & Crafts Fair – annually

Doubtless Bay Fishing Contest – annually

YoiFest Storytellers – annually

Snapper Bonanza – annually

Kaitaia A & P Show – annually

Whatuwhiwhi Christmas for the elderly - annually

Mangonui School Christmas in the Park - annually

Far North Christmas Carnival – annually

ANZAC service at Te Ahu - annually

Role of Community Boards

The Far North District Council's three Community Boards are a valuable resource for their communities and should be contacted about local issues before the Council itself is approached.

The Boards have locally elected members who know and support their communities and are the best place to go when there are local issues, problems or situations that need to be addressed.

They are the Bay of Islands/Whangaroa, Te Hiku, and Kaikohe/Hokianga Community Boards.

These Boards are the Council's "eyes and ears" at grass roots level and are often able to resolve issues within their communities without needing to refer them on to other people. However, when extra help is needed, they have the ready attention of the Council and can liaise with other agencies as required.

- a. Represent, and act as an advocate for, the interests of its community;
- b. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- c. Maintain an overview of services provided by the territorial authority within the community;
- d. Prepare an annual submission to the territorial authority for expenditure within the community;
- e. Communicate with community organizations and special interest groups within the community;
- f. Undertake any other responsibilities that are delegated to it by the territorial authority

Delegations

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated stormwater systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

Exclusions: From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitiaki Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.

Therefore Community Boards:

1. Set local priorities for minor capital works in accordance with existing strategies, Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centres.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council,
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a. Control of Use of Public Spaces – Dispensations on signs
 - b. Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c. Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d. Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e. Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia

17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans
3. Assist their communities to set priorities for Pride of Place programmes
4. Have special regard for the views of Maori
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - Holding a Community forum prior to Board meetings
 - Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards
2. Organize and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a. the disposal and purchase of land
 - b. proposals to acquire or dispose of reserves
 - c. representation reviews
 - d. development of new maritime facilities
 - e. community development plans and structure plans
 - f. removal and protection of trees
 - g. local economic development initiatives
 - h. Changes to the Resource Management Plan
4. Organize and host quarterly meetings between Boards, the CEO and senior management staff
5. Prepare an induction/familiarization process targeting new members in particular early in the term

6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information

Ward Rate

Council set a targeted rate on the basis of a fixed amount assessed on every SUIP to fund urban, recreational and other local services and activities within the three wards of the district. The Ward Rate has been set on a differential basis according to the Ward in which the rating unit is located as described below and is for all rating units located within each Ward.

Te Hiku Ward	29%
Bay of Islands / Whangaroa Ward	47%
Kaikohe / Hokianga Ward	24%

What the Board Funds

Provides and administers community grants

- Community local grants scheme
- Contestable Community – District Plan Scheme and the Sports and Recreation Loan Scheme
- Creative Communities Scheme on behalf of Creative New Zealand
- Rural Travel Fund on behalf of Sport New Zealand
- The Mayoral Fund(s)
- As appropriate on behalf of other funding bodies

The Ward Story

Location and Boundaries:

Te Hiku Ward is bounded by the Pacific Ocean in the north, the locality of Mangapa-Matauri Bay in the east, the locality of Hokianga North and Whangape Harbour in the south, and the Tasman Sea in the west.

Settlement History:

European settlement dates from the 1830s when a Mission Station and whaling base were established at Kaitaia and Mangonui respectively. Land was used largely for crop growing, timber getting and sheep and cattle grazing. Population was minimal until the 1870s, with growth during the late 1800s. The most significant development occurred during the post-war years, particularly from the 1960s in Kaitaia. The population was relatively stable between 1996 and 2013, a result of some new dwellings being added to the area, but a decline in dwelling occupancy rates and the average number of persons living in each dwelling.

Land use:

Te Hiku Ward is a largely rural area, with small townships at Ahipara and Kaitaia, and numerous small settlements and holiday areas. Land is used largely for forestry and horticulture, including vineyards, fruit and nut growing, dairy and beef farming.

Major features:

Major features of the area include:

- Herekino Harbour, Houhora Harbour, Mangonui Harbour, Parengarenga Harbour, Rangaunu Harbour, Whangape Harbour
- Kaitaia Airport
- Houhora Golf Club, Kaitaia Golf Club, Peppers Carrington Resort & Golf Club
- Kaitaia Hospital, Te Ahu Civic and Community Centre (including Far North Regional Museum), North Tec (Kaitaia Campus), Te Wananga o Aotearoa (Kaitaia Campus)
- Awanui Sports Complex, Kaitaia Memorial Swimming Pool, A & P Showgrounds Kaitaia, Kaitaia Domain, Tangonge Domain, Ahipara
- Gumfields Historic Reserve, Butler Point Whaling Museum & Butler House, Subritzky Historic Homestead, He Timatanga Hou (formerly Ancient Kauri Kingdom)
- Aupouri Forest, Herekino Forest, Maungataniwha Forest, Otangaroa Forest, Raetea Forest
- Ninety Mile Beach, numerous other beaches, Te Paki Sand Dunes, Cape Reinga, Lake Ngatu, Lake Ohia, Lake Rotokawau, Lake Wahakari, Lake Waiparera, numerous other lakes
- Cape Karikari Light, Cape Reinga Lighthouse, Tauroa Lighthouse
- Butterfish Bay Estate Wines, Doubtless Bay Wine Company, Karikari Estate (Vineyard & Winery), Okahu Estate Vineyard & Winery, Waitapu Estate Vineyard Ahipara

Economic Profile

Te Hiku's main service town for primary industries is Kaitaia. The primary sector focuses on farming (sheep, cattle and dairy), and commercial fishing and aquaculture, as well as forestry, vineyards and fruit growing e.g. avocados. Kaitaia is also the main centre for public services e.g. hospital, DOC, and MSD. Additionally Kaitaia is a centre for manufacturing of wood products at the triboard mill.

It must be noted that Te Hiku has an important tourism sector predominantly based in the eastern and northern areas of the ward e.g. Doubtless Bay and North Cape.

Te Hiku Business Associations

Kaitaia Business Association (KBA): KBA manage Kaitaia Business Improvement District (BID) targeted rate. The only BID in the District.

Doubtless Bay Promotions: A group of Tourism businesses that market and promote the Doubtless Bay as a destination for domestic and international visitors.

Economic Data

Te Hiku's three largest industry sectors by employment are:

1. Agriculture, forestry and fishing (981 people or 16%)
2. Health care and social assistance (711 people or 11.6%)
3. Education and training (702 people or 11.5%)

Change in sector of employment 2006 to 2013

Top 3 job gains Gains

Health care and social assistance

(+138 people)

1. Education and training people)

(+69

2. Administration & support services & Electricity, Gas and waste services (+18 people each)

Top 3 job losses

1. Manufacturing (-174 people)
2. Agriculture, forestry & fishing (-90 people)
3. Accommodation & food services (-72 people)

**Unemployment rate (2013 Census) 12.3%

The Ward Demographics

Population:

Females	8,916	51.1%
Males	8,562	48.9%
Total	17,478	100.00%

Ethnic Groups:

European	10,179	58.3%
Maori	7,548	43.2%
Pacific Peoples	627	3.6%
Asian	300	1.7%
Middle Eastern/Latin/African	33	0.2%
New Zealander	288	1.6%
Other ethnicity	6	0.1%

Qualifications:

Higher Degree	297	2.2%
Bachelor Degree	741	5.5%
Post School (excluding University)	2,355	17.5%
School Qualification	3,714	27.6%
No qualification	3,783	28.1%
Not stated/included	2,589	19.2%
Total	13,479	100.0%

Employment Status:

Employed full-time	4,509	63.5%
Employed part-time	1,716	24.2%
Unemployed	876	12.3%
Total	7,101	100.0%

Individual Income:

Negative or zero income:	945	7.0
\$1 - \$5,000	609	4.5
\$5,001 - \$10,000	765	5.7
\$10,001 - \$15,000	1,638	12.2
\$15,001 - \$20,000	1,476	11.0
\$20,001 - \$25,000	1,185	8.8
\$25,001 - \$30,000	861	6.4
\$30,001 - \$40,000	1,302	9.7
\$40,001 - \$50,000	792	5.9
\$50,001 - \$70,000	930	6.9
\$70,001 - \$100,000	435	3.2
\$100,001 or more	306	2.3
Not stated	2,217	16.5

TOTAL	13,461	100.0%
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Household Income:

Negative or zero income:	72	1.1%
\$1 - \$5,000	84	1.3%
\$5,001 - \$10,000	147	2.2%
\$10,001 - \$15,000	306	4.6%
\$15,001 - \$20,000	405	6.1%
\$20,001 - \$25,000	456	6.8%
\$25,001 - \$30,000	456	6.8%
\$30,001 - \$40,000	672	10.1%
\$40,001 - \$50,000	501	7.5%
\$50,001 - \$70,000	702	10.5%
\$70,001 - \$100,000	717	10.7%
\$100,001 or more	636	9.5%
Not stated	1,530	22.9%
Total	6,684	100.0%

Occupations:

Managers	1,173	18.9
Professionals	1,020	16.4
Technicians and trades workers	615	9.9
Community and personal service workers	534	8.6
Clerical and administrative workers	591	9.5
Sales workers	477	7.7
Machinery operators and drivers	402	6.5
Labourers	915	14.7
Not stated/included	495	8.0
Total	6,222	100.0%

Industries:

Agriculture, forestry and fishing	981	16.0%
Mining	6	0.1%
Manufacturing	378	6.2%
Electricity, gas, water and waste services	60	1.0%
Construction	471	7.7%
Wholesale Trade	108	1.8%
Retail Trade	651	10.6%
Accommodation and food services	342	5.6%
Transport, postal and warehousing	213	3.5%
Information media and telecommunications	21	0.3%
Financial and insurance services	63	1.0%
Rental, hiring and real estate services	129	2.1%
Professional, scientific and technical services	201	3.3%
Administrative and support services	177	2.9%
Public Administration and safety	126	2.1%
Education and training	702	11.5%
Healthcare and social assistance	711	11.6%
Arts and recreation services	51	0.8%
Other services	255	4.2%
Not elsewhere included	480	7.8%
Total	6,126	100.0%

Family Types:

Couples with children		
Couple with dependent children	1,251	30.2%
Couple with adult children only	213	5.1%

Couple with children – dependency unknown	0	0
One parent families		
One parent family with dependent children	867	20.9%
One parent family with adult children only	165	4.0%
One parent family with children – dependency unknown	0	0
Couple without children		
Total	1,647	100.0%

What we have heard from Community Plans

The board recommends a three year review cycle for all community plans to coincide with each Long Term Plan.

Karikari:

Karikari Recreation Hub forms a key component of this plan.

Sports field development near the existing courts and community hall. Public toilets for

Karikari Recreation Hub to improve community usage. Amenity lighting.

Installation of Basketball backboards and hoops for multi-court.

Karikari Watersports HQ – beach showers and storage facility for watersports gear at the northern end of Tokerau Beach.

Pukenui:

The board recommends that the plan needs review.

Far North initiative as identified in the plan

Upgrade of sports fields

Sewage system – three waters team to look into for future AP/LTP

Reticulated drinking water supply for Pukenui

Kaitaia:

The board recommends that the plan needs review.

Town Clock placemaking project

Te Hiku Sports Hub

Creation or improvement of community spaces such as Jaycee Park, Tangonge Domain, and Parkdale Reserve; the repair of Kaitaia Town Clock, town beautification and a change of the main street layout.

Awanui:

The board recommends that the plan needs review.

Awanui community have reviewed their community plan and provided a copy to FNDC.

Unahi Wharf

Tree planting – removal of trees in reserve, replace with Awanui tree.

Placemaking project

Paparore:

Have expressed interest in completing a Community Plan, maybe can combine with Awanui/Waipapakauri

Doubtless Bay:

The board recommends that the Taipa plan needs review.

Rangiputa parking for boat trailers. Part of Karikari Community Plan

Doubtless Bay Promotions/info centre

Taipa beach improvement society

Mangonui harbour marina project

Parking and boat trailer parking in Mangonui

What we have heard from Hapu Management Plans

Haiti Tai Marangai have developed a plan. Priority to work with this group through Karikari Community Plan work in the area, such as the Karikari Recreation Hub project which is strongly supported by members of the hapu.

Ahipara Takiwa – hapu are working together to develop their management plan

What we have heard – Kanohi ki kanohi

A strategic plan around car parking is needed for Kaitaia, possibly to be developed in conjunction with Far North Holdings Ltd.

Establishment of incentives for recycling in future

Poor lighting in Kaitaia

Footpaths not connected in areas of Kaitaia

Untidy appearance of some businesses in Kaitaia

Condition of seal in Kaitaia main street is poor

Privately owned carpark behind the old Warehouse carpark in a poor condition

Footpaths toward pensioner flats in Awanui

Upgrade for Jaycee Park playground – shade cover for playground, splash pad playground, shade cover for Skate Park, drinking water fountains for both skatepark & playground, BBQ tables, seating.

Composting toilets wanted for Tauroa Point at Ahipara – possibly a partnership between DOC/Te Rarawa/TIF.

Ngati Kuri have a tourism plan - consider publicly available toilets for Waitiki Landing.

Footpath wanted to connect Allen Bell Basketball Court to the footpath on the street.

Beach Management Plan will involve consultation meetings and a consultation on the use of public reserves could be conducted in conjunction with this.

Kaitaia Airport renewals need to be included in the LTP process.

Recent projects

Centennial Park – Stage 1

Centennial Park – Stage 2 – currently underway

Two new streetlights on Pukepoto Rd

Two new concrete tables at Waterfront Rd Pukenui

Two new concrete tables at Ahipara

Footpaths – still in progress – Kupe Rd to Mangonui & Donald Rd to Hillcrest Rd Kaitaia

Kaitaia: Pukepoto Rd footpath short section by College.

Kaitaia: Footpath by Arnold Rae Park

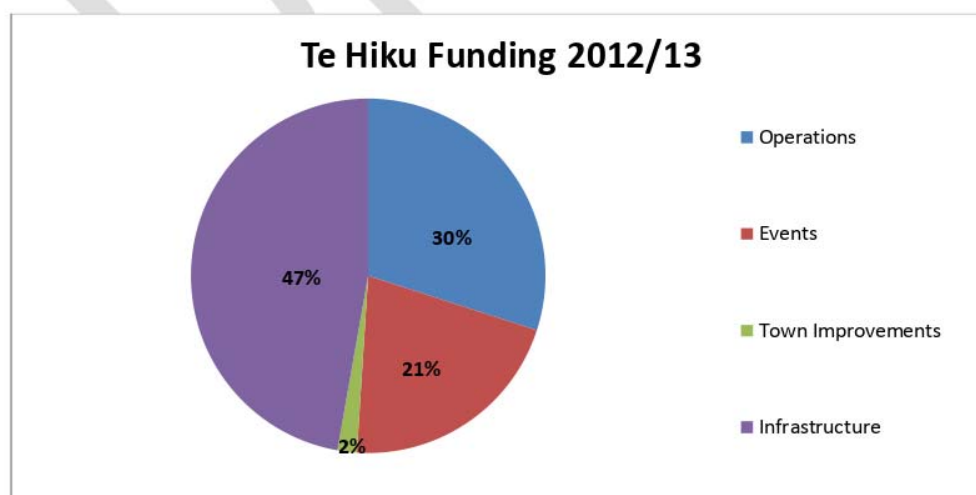
Kaitaia: Donald Road – continuation of Donald Rd footpath until Hillcrest Rd

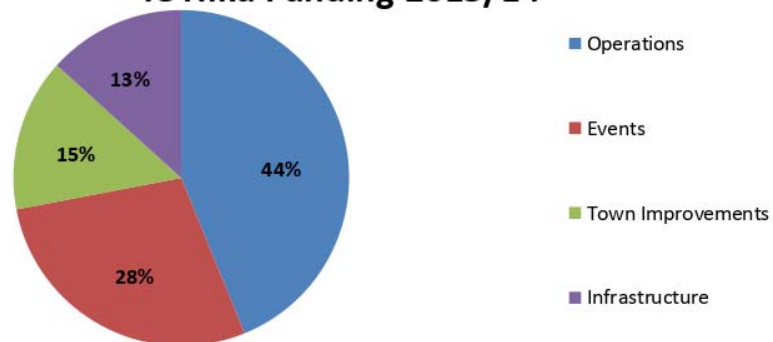
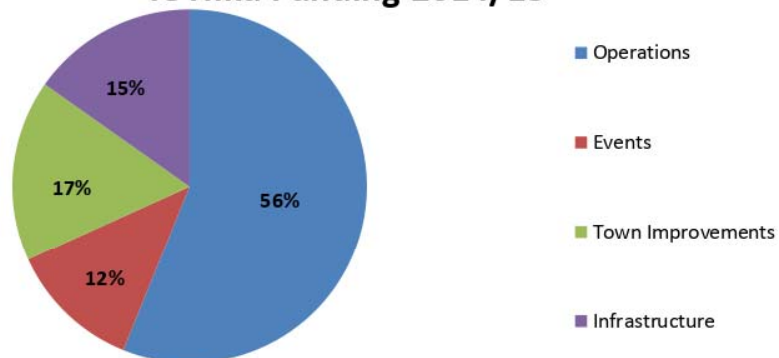
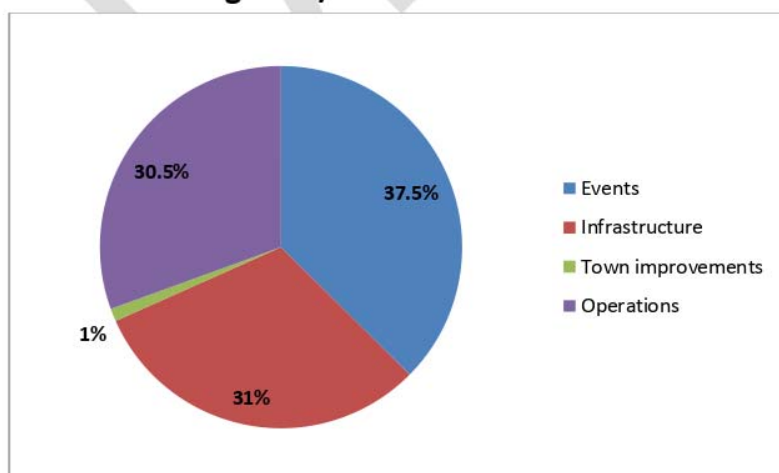
What we have funded

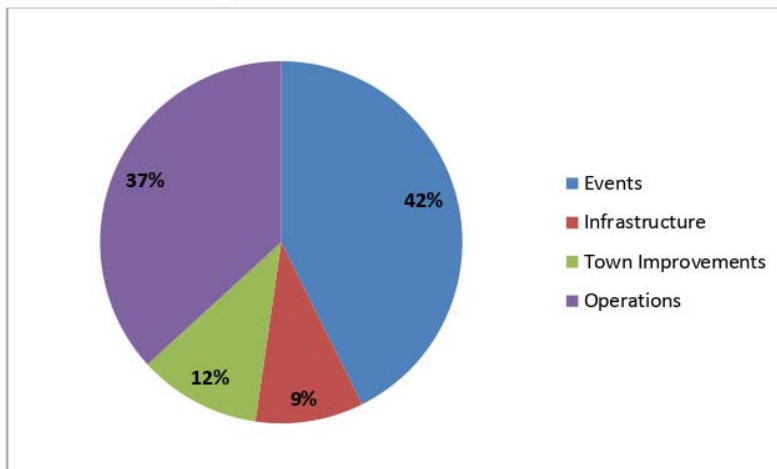
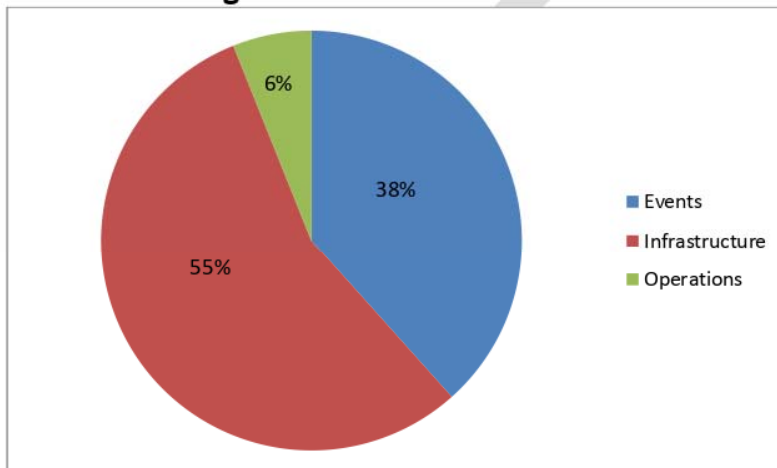
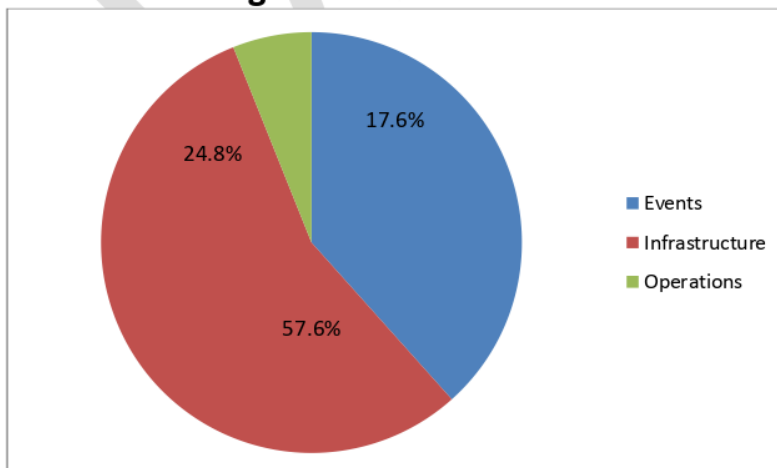
Community Boards fund a range of projects through their Local Community Funding. Analysis of previous years funding is shown graphically below and has been categorised as follows:

1. Operations
2. Events
3. Town Improvements
4. Infrastructure

In 2017 the Te Hiku Community Board agreed to conflate Town Improvements with Infrastructure so that the final graph records only three categories.



Te Hiku Funding 2013/14**Te Hiku Funding 2014/15****Te Hiku Funding 2015/16**

Te Hiku Funding 2016-2017**Te Hiku Funding 2017-2018****Te Hiku Funding 2018-2019**

7.2 ITEM LEFT TO LIE ON THE TABLE - REVIEW BALLOTING FOR THE CONTINUATION OF THE KAITAIA BUSINESS IMPROVEMENT DISTRICT PROGRAMME**File Number: A2676300****Author: Roger Ackers, Manager - Strategy Development****Authoriser: Darrell Sargent, General Manager - Strategic Planning and Policy****PURPOSE OF THE REPORT**

That the Te Hiku Community Board (THCB) agree to request a ballot of the Kaitaia Business Association (KBA) voting members to determine whether the Kaitaia Business Improvement District (BID) Programme should continue or cease at the commencement of 2020/21 financial year.

EXECUTIVE SUMMARY

- A BID programme is in place in Kaitaia
- The BID is governed by a Memorandum of Understanding (MOU) between the THCB and the KBA.
- The MOU allows for parties to the agreement to decide on whether the BID Programme should continue or cease
- This report recommends that the THCB enact clauses 33-36 of the MOU under the section Review Balloting, by writing to the KBA requesting that they conduct a ballot of KBA voting members to determine whether the BID Programme for Kaitaia should continue or cease at the commencement of the 2020/21 financial year.
- The Te Hiku Community Board considered this item at their meeting on 20 August 2019. The Board resolved to leave this item to lie on the table to allow time to receive further information.

RECOMMENDATION**That the Te Hiku Community Board:**

- a) **agrees to uplift the item left to lie on the table “Review Balloting for the Continuation of the Kaitaia Business Improvement District Programme”**
- b) **requests a ballot of the Kaitaia Business Association voting members to determine whether the Kaitaia Business Improvement District Programme should continue or cease at the commencement of 2020/21 financial year.**
- c) **Agrees the ballot be completed by 12 November 2019.**

1) BACKGROUND

- A business improvement district (BID) is a public - private partnership in which businesses in a defined area pay an additional tax or fee in order to fund improvements within the district's boundaries
- In the New Zealand context the public-private partnership is established between the local district council and a business orientated incorporated society who then levy a targeted rate
- Council decided in 2010 to support the BID concept and promoted their establishment in the main towns of the district. The KBA formally wrote to Council on 30 June 2011 requesting that a BID be established for Kaitaia and for Council funding to establish a BID. This request was approved at a meeting of the KBA on 16 June 2011
- Council was satisfied that the KBA was ready to undergo a BID process and through its delegations supported the KBA to establish a BID.

- The KBA defined the BID area, developed its strategic plan and decided on a targeted BID rate of \$50,000 based on land value and on a proportional basis for charged rates. An independent postal ballot was held, and a simple majority was achieved that resulted in the establishment of the Kaitaia BID as part the Long Term Plan (LTP) 2012-22.
- As a result of Council adopting a Kaitaia BID targeted rate, Council developed a Memorandum of Understanding (MOU) between the KBA and the THCB as the representative of Council.
- This agreement was updated on 11 June 2017 (the date of the last signature). The updated version of the MOU is attached to this report.
- The Kaitaia BID was identified in the 1 July 2018 Adopted Long Term Plan 2018-28 as one of small number of 'targeted improvement rates' (Pg. 26) that are in place in the District;

Kaitaia Business Improvement Development (BID): Allows for the Kaitaia Business Association to undertake improvement works in the Kaitaia business area. The rate is set on land value and is charged to commercial rating units in Kaitaia

- The funding impact statement within the Long Term Plan 2018-28 contains the following (Pg. 176):

Kaitaia Business Improvement District Rate: This targeted rate is set to support the Kaitaia Business Improvement District (KBID). Council has a memorandum of understanding with the Business Association for them to undertake agreed improvement works to be funded by the targeted rate. This rate is set on the basis of land value assessed overall Rating Units which are assessed against the General Rate – Commercial Differential within the defined rating area within the Kaitaia Township

2) DISCUSSION AND OPTIONS

The MOU between the THCB and KBA allows for a number of interventions to be made. These interventions allow for parties to the BID Programme and the MOU to assess the effectiveness of the BID Programme. Two sections of the BID programme allow for participating parties to take the corrective action of ceasing the BID programme.

Option One: Do nothing

Under this option there is no change to the BID Programme for Kaitaia. Under this option Council will continue to rate for the BID Programme in the financial year 2020-21.

Option Two: Review Balloting

Sections 33 – 36 of the MOU provide the option of either the KBA or the THCB to request a ballot of the KBA voting members to determine whether the BID Programme should continue or cease at the commencement of 2020/21 financial year.

If a request is made to ballot the members then the KBA is required to conduct the ballot of voting members as per clause 34 of the MOU. As per the MOU in order to initiate this request the chairperson of the THCB must send the minutes of the meeting where this decision was made to the KBA.

Option Three: Right of Termination

Section 37 of the MOU gives FNDC the absolute authority to terminate the Kaitaia BID Programme on 30 calendar days written notice given to the KBA. In such an event the BID targeted rate will continue to be levied for the remainder of the current financial year.

Reason for the recommendation

It is recommended that Option Two – Review Balloting be adopted. This allows for the voting members in the KBA to decide on whether the BID Programme for Kaitaia should continue or cease effective as of 1 July 2020.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The outcome of the ballot of the KBA voting members will determine if the targeted rate for the Kaitaia BID will continue or not in the 2020-21 financial year.

ATTACHMENTS

1. Kaitaia BID MoU 2017 - Signed - A2585519  

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The recommendation in this report does not meet any of the criteria of the significance and engagement policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Memorandum of Understanding between the THCB and KBA is the relevant legal document to this report. This is attached.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The recommendation in this report has relevance to the Te Hiku Community Board as a signatory and party to the MOU between the THCB and KBA
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	This report has no direct implications for Māori
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The recommendation in this report will impact on the Kaitia Business Association (KBA) and it's voting and non-voting members. If the recommendation is adopted they will be required to participate in a ballot as per sections 33-36 of the MOU between the KBA and THCB
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications as result of the adoption of the recommendation in this report.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

Memorandum of Understanding**Between the****Kaitaia Business Association****and the****Te Hiku Community Board (on behalf of the Far North District Council)****PARTIES**

1. The Kaitaia Business Association (KBA) is registered under the Incorporated Societies Act 1908, and includes and represents almost 300 businesses in the Kaitaia Central Business District (CBD) and in the wider business area. The KBA undertakes business-led programs, initiated by the local business community, which promote and develop the local economy.
2. The Te Hiku Community Board (THCB) is authorised and empowered under the Local Government Act 2002 to represent the interests of its community. In entering into this Memorandum of Understanding (MOU), the THCB is acting on behalf of the Far North District Council (FNDC), which has principal offices located at 5 Memorial Avenue, Kaikohe 0440. Whenever the FNDC is mentioned in this MOU, it is agreed and understood that, unless otherwise stated, this wording is to be interpreted to mean the FNDC, acting through and represented by the THCB.

BACKGROUND

3. The purpose of the Business Improvement District (BID) programme is to improve local business and economic development within the designated BID boundary area.
4. Attached to this MOU is a map indicating in red the boundaries of the Kaitaia BID area.
5. The BID Programme targeted rate is levied upon all business properties located within the boundary of the Kaitaia BID area and collected pursuant to powers conferred upon the FNDC by the Local Government (Rating) Act 2002.
6. In 2012, the appropriate BID Programme procedural steps were conducted by the KBA, including a successful balloting of businesses and owners of commercial properties located in the Kaitaia BID area. As a result, the Kaitaia BID Programme was established. The Kaitaia BID Programme Targeted Rate was first charged in the 2012/2013 rating year as per Far North District Council resolution dated 28 June 2012 and pursuant to the terms of a Memorandum of Understanding entered into at that time.
7. The present Memorandum of Understanding (MOU) replaces the 2012 Memorandum of Understanding. All events and circumstances occurring before the last date of signature hereto shall continue to be interpreted according to the terms and conditions of the 2012 Memorandum of Understanding. All events and circumstances occurring after the last date of signature hereto shall be interpreted according to the terms of the present MOU, and not the terms of the 2012 Memorandum of Understanding.

TARGETED RATE

8. The FNDC shall continue to levy the targeted rate for the Kaitaia BID Programme upon all business properties located within the boundary of the Kaitaia Business Improvement District (BID). Funds received as a result of this targeted rate will be paid to the KBA. The FNDC shall continue to ensure that the Kaitaia BID Programme Targeted Rate be included in each Annual Plan and Long Term Plan, subject to the terms and conditions contained within this MOU.

ROLE OF KAITAIA BUSINESS ASSOCIATION (KBA)Implementation

9. The KBA shall implement this BID Programme by carrying out the various activities and projects proposed by the KBA and funded by the BID Programme, approved by the FNDC. The KBA shall also implement this BID Programme through the performance of its other duties set forth in this MOU.

Reporting

10. The KBA will report, inform and update the THCB on all significant matters pertaining to the BID Programme, as soon as may be reasonably possible.
11. In addition, not later than 1 December of each year, the KBA shall provide the THCB with the following 3 financial documents:
 - a. An Annual Report for the previous financial year; and
 - b. Audited Annual Financial Accounts for the previous financial year; and
 - c. An Annual Business Plan including a Financial Budget for the next financial year showing expected income and expenditure.

The 1 December reporting date is intended to allow the THCB sufficient time to review these 3 annual financial documents and to report to the FNDC not later than 1 March of each following year as discussed in clause 20 below.

Annual Presentation

12. Each year, on an agreed day, the KBA shall make an annual presentation to the THCB, during which the 3 financial documents referred to in clause 11 above shall be discussed.
13. Other presentations to the THCB shall be as mutually agreed upon between the parties.

Standards

14. The KBA shall at all times conduct its affairs in full compliance with the requirements contained within the Incorporated Societies Act 1908, as well as the terms contained in the KBA Constitution.

Membership

15. All businesses within the BID Programme boundary pay the targeted rate and should therefore benefit from its activities. Accordingly, the KBA shall extend full membership without payment of any membership fee to the owners of all business properties located within the BID Programme boundary indicated on the map attached to this MOU.

Member Appointed

16. The KBA will admit the representative member appointed by the THCB, referred to below in clause 23, and permit him or her to attend KBA proceedings such as ordinary meetings, Executive Committee meetings, and other such proceedings.

ROLE OF TE HIKU COMMUNITY BOARD (THCB)Liaison

17. The THCB shall share relevant information in a timely manner with the KBA as to all matters which may have an impact upon the KBA and its activities. Where appropriate, the THCB may act as a liaison point or conduit for the relationship between the BID Programme and the local community.

Advocacy

18. Where appropriate, the THCB may advocate on behalf of the KBA to FNDC departments and Council Controlled Organisations in order to advance business outcomes and local economic development.

Reports

19. Not later than 1 December of each year, the THCB will receive from the KBA the 3 annual financial documents referred to in clause 11 above. In February of each year, the THCB shall receive the annual presentation made by the KBA, referred to in clause 12 above, during which the 3 financial documents shall be discussed.
20. After receiving and reviewing the 3 annual financial reports and the annual presentation, the THCB will report to the FNDC not later than 1 March of each year. This report to the FNDC shall contain:
- a. The THCB's recommendation to the FNDC as to the dollar amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year. The report and recommendation shall be supported by the 3 financial documents submitted by the KBA to the THCB; and,
 - b. Information about the effectiveness of and any other economic development about the Kaitaia BID Programme.

Standards

21. By virtue of being a local government organisation, the THCB is obliged to observe and comply with due process of law, both procedural and substantive, as well as the requirements imposed by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. In addition to these standards, the THCB is also subject to FNDC processes and policies.

Member Appointed

22. The THCB will appoint one of its members to represent the Board at KBA proceedings such as ordinary meetings, Executive Committee meetings, and other proceedings as referred to in clause 16 above.

MODIFICATIONS

23. This Kaitaia BID Programme may be expanded, reduced, or otherwise modified in any way only by a written agreement between and executed by the duly authorised representatives of the KBA and the THCB.

Variation in Funding

24. If the modification requested consists of an increase or decrease in the amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year, the request must be approved by the KBA through a vote of its members at an Annual General Meeting (AGM) or a Special Meeting (SM).

25. In the interests of transparency and accountability, the KBA must, at a reasonable period of time before the AGM or SM referred to above, distribute to all of its voting members relevant financial planning documents and budgets, which include the proposed increase or decrease, clearly identified and explained in reasonable detail.
26. The maximum amount of any such requested increase or decrease in the amount to be rated for the next financial year shall be 5% of the presently existing amount of the targeted rate, or \$5,000, whichever is less, absent a written agreement between, and executed by, the duly authorised representatives of the KBA and the THCB.
27. In order to align with the FNDC's annual planning process, a request from the KBA to the FNDC for an increase or decrease of the amount to be rated in the Kaitaia BID rate must be included in the KBA's Annual Report referred to in clause 11 above and accompanied by the recommendations of the THCB to the FNDC. This will enable the FNDC to include the increased or decreased amount to be rated in the FNDC's Annual Plan process.

SPECIAL CIRCUMSTANCES

28. Under ordinary circumstances, the Kaitaia BID Programme shall be administered by and through the KBA. However, if Special Circumstances should arise relating to governance, management, or operational procedures of the Kaitaia BID Programme, certain exceptional measures described below may be necessary. Special Circumstances shall include, but are not limited to:

- a. Non compliance with the KBA's constitution and rules;
- b. Non compliance with the terms of the Incorporated Societies Act 1908;
- c. Any misappropriation of BID Programme funds;
- d. Any other inappropriate business practices;
- e. Financial errors such as underspending, overspending, or the accumulation of unsustainable debt;
- f. Failure to meet legal obligations.

Support

29. As a first measure in response to Special Circumstances, the FNDC may offer to provide support to the BID Programme in the form of FNDC officers or nominated representatives who shall work alongside members of the KBA's executive committee on a case-by-case basis to resolve issues and to find solutions to any problems.

Written Notice

30. Alternatively, if the FNDC believes that the Support described above will be insufficient to cure the Special Circumstances, it may decide instead to send a written notice to the executive committee of the KBA. This written notice shall describe the Special Circumstances and shall extend to the KBA a reasonable period of time (but not less than 30 calendar days) to cure the Special Circumstances.
31. If, in the sole discretion of the FNDC, the KBA fails to cure the Special Circumstances within the period of time extended by the written notice, then the FNDC may forthwith, and without further notice, suspend payments to the KBA of the funds generated by the BID Programme Targeted Rate, and may further take one or both of the following exceptional measures:
 - a. **Intervention:** The FNDC may decide to direct that FNDC officers or nominated representatives intervene to directly manage the business affairs of the BID Programme until the Special Circumstances have been cured and the BID Programme is ready to be returned to the management of the KBA. During this period of intervention management, KBA staff will cooperate with the FNDC

officers or nominated representatives and shall support them in their efforts to cure the Special Circumstances.

- b. Termination: The FNDC may decide to terminate the Kaitaia BID Programme by sending written notice of such termination to the executive committee of the KBA. The FNDC shall continue to levy the BID Targeted Rate until the 1st of July next occurring, upon which date the FNDC shall cease to levy the BID Targeted Rate.

32. All matters relating to Special Circumstances and/or Termination shall be decided according to the sole judgment and discretion of the FNDC. This includes, but is not limited to, the existence of Special Circumstances, the form of exceptional measures to be taken, the length of the reasonable period of time granted within which to cure any Special Circumstances (but not less than 30 calendar days), and the manner and period of the Intervention Management to be undertaken.

REVIEW BALLOTING

33. At any time, either the THCB or the KBA may request a ballot of KBA voting members to determine whether the BID Programme should continue or cease. Whichever party makes the request shall forward to the other party a copy of the minutes of the meeting at which the relevant resolution was adopted.
34. The ballot shall be conducted by the KBA in a manner similar to the balloting referred to in clause 6 above.
35. If the balloting produces a mandate to discontinue the BID Programme, the FNDC shall cease to levy the Kaitaia BID Programme Targeted Rate on the 1st of July next occurring.
36. If the balloting produces a mandate to continue with the BID Programme and to continue to receive the funds produced by the BID Targeted Rate, the BID Programme shall continue to function and operate as before the Review Balloting took place.

RIGHT OF TERMINATION

37. The length of the period of time during which the Kaitaia BID Programme shall remain in full force and effect under the terms of this MOU is subject to the legal principle that an elected Council may not unreasonably fetter, bind, or obligate a future Council which is yet to be elected. In accordance with this principle, the FNDC, in its sole discretion and through no fault or dereliction of duty on the part of the KBA, and with no obligation to provide cause or reason, shall have the absolute authority to terminate this Kaitaia BID Programme on 30 calendar days written notice given to the KBA. In the event of such a termination, the BID Targeted Rate shall continue to be levied until the 1st of July next occurring.

NO OBLIGATIONS

38. This MOU does not give either party any power or authority to incur any debts or obligations which bind, obligate, or encumber the other party unless there is a written document, properly witnessed and signed by duly authorised officers of the FNDC and by the Executive Committee of the KBA.

DISPUTE RESOLUTION

Negotiation

39. In the event of any disagreements or disputes between the parties, it is agreed that there shall be a good faith effort made to resolve the matter by negotiation.

Mediation

40. If such negotiation does not succeed in resolving the disputed matter after a period of one calendar week, or such longer period of time upon which the parties may mutually agree, then either party may serve upon the other a written Notice of Mediation. The Chairperson of the New Zealand Chapter of Lawyers Engaged in Dispute Resolution "LEADR" shall be invited to appoint a mediator by the party serving the Notice of Mediation. Each party shall bear its own mediation costs and one-half of the mediator's fees.

41. All discussions, documents, or proposals presented or exchanged during the negotiation period or the mediation process shall be made "without prejudice" and thus shall be inadmissible in the binding arbitration proceeding referred to below.

Binding Arbitration

42. If the disputed matter is not resolved within 30 calendar days of the appointment of a mediator or within such other period of time upon which the parties may mutually agree, either party may refer the disputed matter to binding arbitration and may request that the Chairperson of the Auckland District Law Society appoint an arbitrator.

43. Arbitration proceedings are to be conducted in accordance with the provisions of the Arbitration Act 1996, with the arbitrator having full authority to decide all procedural or substantive issues. Both parties agree to be bound by the decision of the arbitrator, which may contain an award of costs and/or fees as the arbitrator shall see fit to make.

For and on behalf of the Kaitia Business Association

Dated: 21/9/17


Signature

SHIRLEY WILLIAMS

Printed Name

CHAIRPERSON.

Office or Title

For and on behalf of the Te Hiku Community Board, (acting for and on behalf of the Far North District Council)

Dated: 11/7/17

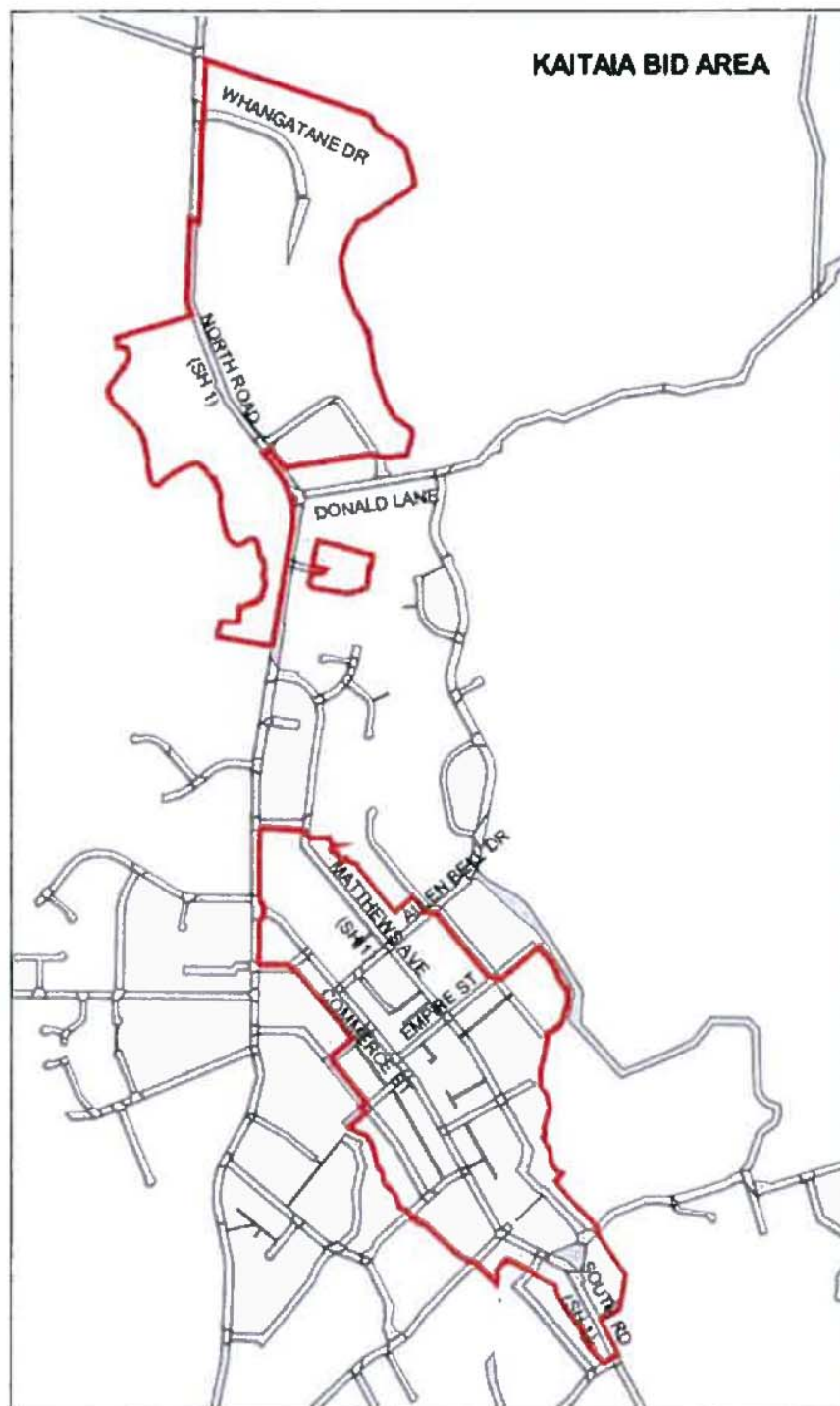

Signature

Adele Gardner

Printed Name

Te Hiku Community Board Chair

Office or Title



8 CORPORATE SERVICES GROUP

8.1 CHAIRPERSON AND MEMBER REPORTS

File Number: A2628871

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

special interest groups within the community.

RECOMMENDATION

That the Te Hiku Community Board note the reports from the Chairperson and Member Atkinson.

1) BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a community board is to represent, and act as an advocate for the interests of its community.

2) DISCUSSION AND OPTIONS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised.

The reports from the Chairperson and Members are attached.

Reason for the recommendation

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

ATTACHMENTS

1. Chairperson's Report - July-Sept 2019 - A2657278  
2. Member Atkinson Report - July-Sept 2019 - A2657272  

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Not applicable
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Yes
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Te Hiku
Chairperson's Name	Adele Gardner
Subdivision	Kaitaia – Te Hiku
Date	July- September 2019

REPORT

1) Meetings

- 30 July - Attended the Kaitaia Business Association Networking Hui
- 31 July - Infrastructure & Event Grant Funding
- 8 Aug - Revenue Review Workshop
- 9 Aug - Te Ahu Trust Meeting
- 9 Aug - Te Hiku Sports Hub Meeting
- 13 Aug - Swimming Pool workshop
- 13 Aug - Disability Action Group Meeting
- 20 Aug - Te Hiku Community Board Meeting
- 21 Aug - Ahipara Community Plan workshop
- 22 Aug - Jaycee/Centennial Park workshop re costings in Kaikohe
- 22 Aug - Revenue Review Workshop
- 22 Aug - 'Deep Dive' Risk workshop
- 29 Aug - Council Meeting
- 30 Aug - Awanui Ratepayers – Unahi - MOA
- 2 Sept - Kaitaia Drainage Meeting
- 2 Sept - Waiharara/Kaikino Drainage Meeting
- 5 Sept - Bylaws workshop
- 5 Sept - Council Meeting
- 8 Sept - Oruru Hall Community Meeting

2) Issues - Lake Ohia Hall – RFS3964984. Kaitaia Business Association

3) Resource Consents: RC 2200053 – Christopher & Robin Kimber, 520 Mangatoetoe Road Kaitaia, Part Allotment 86 Parish of Kaitaia – to create one additional lot in the Rural Production Zone.

RC2200040 – Landuse Consent – Jason Walker, 195 Foreshore Road Ahipara. Lot 1 DP1201072, Construct & establish 3 new attached dwellings, internal garage and new waste water system.

4) Request for Service: RFS 3963465 – Timeline for Te Hiku Sports Hub track/walkway.

RFS3962758 – Alleyway between \$2 shop and Far North Pharmacy to be water blasted clearing debri and also repair the stormwater grate.

RFS3962757 – Saturday Market/carpark upgrade.

Report to the Community Board	Te Hiku
Members name	Lawrie Atkinson
Subdivision	Whatuwhiwhi
Date	August/September

Meetings and other activities

6/8/2019 Karikari Community Hall meeting
6/8/2019 Karikari Recreation hub meeting
20/8/2019 Tokerau Beach/Whatuwhiwhi Ratepayers meeting
21/8/2019 Kaingaroa Hall meeting
30/8/2019 Rangiputa Boat trailer parking issue site visit
2/9/2019 Motutangi drainage meeting
3/9/2019 Karikari Community hall meeting
3/9/2019 Karikari Recreation hub meeting
4/9/2019 Awanui Progressive Ratepayers meeting

Issues

- Boat trailer parking Rangiputa – RFS – 3956269 – Waiting for quote for cost of clearing scrub, drawing up site plan, and finance availability on Reserve opposite the Fire Station
- Marreine place storm water drainage – RFS – 3900550 – Contract has been told to stop by D.O.C and NRC until FNDC complies with their rules and regulations

RFS Security camera sites

Resource consents - Nil

8.2 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 JUNE 2019

File Number: A2566051

Author: Sam Chapman, Accounting Support Officer

Authoriser: Angie Thomas, Manager - Accounting

PURPOSE OF THE REPORT

The purpose of the report is to provide the Te Hiku Community Board with financial statements for the period ended 30 June 2019.

EXECUTIVE SUMMARY

The financial report is ward-specific, covering the activities in the Te Hiku ward only.

Understanding the report

Variances in excess of \$100k and significant “%” variances will be commented on.

The financial year runs from 01 July 2018 to 30 June 2019.

The “Year to date” columns reflect income and expenses for the period 01 July 2018 to 30 June 2019.

The variances column highlights the difference between the budget set in the 2018/19 Long Term Plan (year 1) and actual income and expenses as at 30 June 2019.

The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2018 to 30 June 2019.

The full year forecast column shows the best estimate for the actual year end position as advised by Managers.

Unfavourable variances will represent expenses higher than budget or income less than budget.

RECOMMENDATION

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 30 June 2019.

BACKGROUND

This is the fourth financial report for 2018-2019 detailing the financial performance of community activities to be provided to the Te Hiku Community Board.

DISCUSSION AND NEXT STEPS

Refer to the commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

- 1. 2019-10-01 THCB Statement of Financial Performance Activities by Ward for the period ending 30 June 19 - A2564684**  

Statement of Financial Performance
Community Activities by Ward
for the period ending
30-June-2019
Te Hiku

	Year to date		Year to date		Full year			Full year
	Actual	Annual Plan Budget	Variance		Annual Plan Budget	Carry Forward Budgets	Total Annual Budget	Forecast
Operations								
Operational income								
Rates - general (excl water supply rates)	3,203	3,195	8	0%	3,195	0	3,195	3,195
Rates - penalties	0	68	(68)	-100%	68	0	68	68
Fees & charges (inc water supply rates)	95	91	4	4%	91	0	91	91
Central govt subsidies - operational	90	0	90	100%	0	0	0	110
Other income	(1)	2	(3)	-154%	2	0	2	2
Capital income								
Central govt subsidies - new works	40	0	40	100%	0	0	0	96
Central govt subsidies - renewals	19	0	19	100%	0	0	0	90
Other contributions	78	0	78	100%	0	0	0	53
Total operating income	3,524	3,356	168	5%	3,356	0	3,356	3,705
Expenditure								
Amenity Lighting	47	61	13	22%	61	0	61	61
Carparks	94	94	0	0%	94	0	94	94
Cemeteries	74	80	6	8%	80	0	80	80
Community Centres	89	102	13	13%	102	0	102	102
Footpaths	281	311	30	10%	311	0	311	311
Halls	167	175	8	5%	175	0	175	175
Parks & Reserves	39	1,221	1,182	97%	1,221	0	1,221	1,192
Public Toilets	593	566	(27)	-5%	566	0	566	676
Swimming Pools	325	302	(23)	-8%	302	0	302	331
Town Maintenance	459	444	(15)	-3%	444	0	444	444
Total operating expenditure	2,168	3,356	1,188	35%	3,356	0	3,356	3,466
Net operating surplus/(deficit)	1,355	(0)	1,355		(0)	0	(0)	238

Commentary - Te Hiku

Operational Income

Rates Penalties - there were no rates penalties applied.

Central Government Subsidies Operational - Grant received from MBIE for servicing of seasonal toilets which were unbudgeted.

Capital Income

Central Government Subsidies New and Renewals - TIF funding for Waitangi Mountain Bike, Waitangi Boat Ramp, Opononi, Mitimiti, Mobile public toilet grant received from MBIE which were unbudgeted.

Other contributions - Community Board Grant allocation to Jaycee Park/Centennial

Expenditure

Parks and Reserves - land valuation loss from prior years being offset.

8.3 FUNDING PROJECT REPORTS

File Number: A2657401

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To receive the project reports from funding applicants in accordance with the Community Grants Policy.

EXECUTIVE SUMMARY

Recipients of grants from the Community Fund must complete and submit a project report within two months of completion of their project. Project reports have been received from Be Free Inc, Kaitaia Basketball Association, Kaitaia Business & Professional Women's Association, and Kerikeri Theatre Company.

RECOMMENDATION

That the Te Hiku Community Board notes the following Local Community Grant Project Reports from:

- a) Be Free Inc
- b) Kaitaia Basketball Association
- c) Kaitaia Business & Professional Women's Association
- d) Kerikeri Theatre Company

1) BACKGROUND

The Community Grant Policy - Section 1, Clause 15 states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years".

2) DISCUSSION AND OPTIONS

Copies of the project reports are attached for the Board's information. Further supporting documentation provided by the applicant has been provided to Board Members for their consideration separately. Should Board members have concerns or issues with the report, they should be discussed at this part of the meeting.

A refund of \$100 was received from Be Free Inc as the full amount of the grant was not required.

Reason for the recommendation

To receive the project reports from funding applicants in accordance with the Community Grants Policy.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

- 1. Community Grant Fund Project Report - Be Free Inc - A2645269 
- 2. Community Grant Fund Project Report - Kaitaia Basketball Association - A2623922 
- 3. Community Grant Fund Project Report - Business & Professional Women Kaitaia - A2668178 
- 4. Community Grant Fund Project Report - Kerikeri Theatre Company - A2645281 

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Community Grant Policy applies to this matter and relevant sections are included in the content of the report.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a community board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	None
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The Community Board has delegated authority to allocate funding.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for Budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

RFS 3970780

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to:

Governance Support

Far North District Council

Private Bag 752

KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation:

BE FREE INC.

Name & location of project:

YOUTH STAGE & MANOONUI FESTIVAL 2019.

Date of project/activity:

YOUTHSTAGE SAT. 30 MAR 2019.

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaitake-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$1000.00

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	Amount	Receipt/s attached (please tick)
SEE ATTACHED REPORT (STAGE HIRE)	\$900.00	
	\$	
	\$	
	\$	
Total:	\$900.00	
RETURNING \$100.00		

Give a brief description of the highlights of your project including numbers participating:

SEE ATTACHED REPORT

Kaitake Service Centre

20 AUG 2019

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

SEE ATTACHED REPORT

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

SEE ATTACHED REPORT.

If you have a Facebook page that we can link to please give details:

facebook.com/befreeplaymusic

This report was completed by:

Name: CLAIRE GORDON & JO DANILO
Address: C/- 188A WAIPAPA WEST ROAD, R.D.2
Phone: mob: 021 883 616
Email: musicplacekerikeri@gmail.com
Date: 29 AUG 2019



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to: governance@fndc.govt.nz (PDF attachment via email is preferred) OR:

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Kaitia Basketball Association
Name & location of project: Indigenous Youth Basketball Tournament - Kaitia
Date of project/activity: 13-19 August 2017

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund: \$3000.00

Board meeting date the grant was approved: 6 July 2017

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	Amount	Receipt/s attached (please tick)
* Reimbursement for Hire Venue/Halls/Catering - Waimarere	\$1250.00	✓
* Marae/Pungu Rugby Club - Accommodation	\$950.00	✓
* Te Kura Kaupapa Māori o Te Pōngiwharua - Hire Venue	\$600.00	✓
* Kōpōhina Marae - Hire Accommodation	\$200.00	✓
* (Reimbursements) PLEASE NOTE - DUE TO DEPOSIT NOT MADE UNTIL A MONTH AFTER THE EVENT, THE FUNDS REIMBURSED OUR ACCOUNTS. AS DISCUSSED WITH ADELE GARDNER AND THER IN JULY 2017.	Total: \$3000.00	

Give a brief description of the highlights of your project including numbers participating:

* Significant number of participants, supporters and contributors - improve local calibre.
* Recognition locally and nationally internationally on television, newspapers and social media. Exposure of Kaitia and Far North in a positive light.
* Excellent whanaungatanga and connections made with Indigenous groups - experience of Marae and meeting networking with Council, iwi and Hapu.

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

We had Council members, Māori Women's Welfare League, Te Ora Trust, For North Reef, Youth Councils, Sitohs, Marae, Iwi, Hapu, Runanga - so many representatives involved in this amazing Project. We generated thousands into the local economy from our visitors enjoying shopping at our local businesses. The event reached out into the media with positive exposure for our community. The connections made have continued and will be ever lasting.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

As attached. There were also Radio Interviews where the THCB was acknowledged extensively and a segment on Te Kōwhiri where the logo was displayed for the story. Unfortunately the short news stories only stay live for one week. But it was added exposure and the THCB as main funder was made aware on multiple forums and media.

If you have a Facebook page that we can link to please give details:

This report was completed by:

Name:

Address:

Phone: mob:

Email:

Date:



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

FNDC ADMIN
13 SEP 2019

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to:

Governance Support
Far North District Council
Private Bag 752

KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation: Business + Professional Women, Kaitiaia.
Name & location of project: Publishing an archival account of the Ten Years of Art to Wear in Kaitiaia
Date of project/activity: Dec 2018 - June 2019.

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaitiaia-Hokianga

☐ Bay of Islands-Whangaroa

P063087

Amount received from the Community Fund: \$ 4000

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	\$amount	Receipt/s attached (please tick)
1 Printing of 100 copies - printing.com Kaitiaia	\$ 6173.00	✓
2 Photo scanning for Book	\$ 48.30	✓
3 Receipts for pre-print Book orders + posters	\$ 50.68	✓
4 Postage of ordered Books. ^{+ packaging}	\$ 144.00	✓
Total:	\$ 6415.98	

Give a brief description of the highlights of your project including numbers participating:

The funding allowed us to print a 98 page, full colour, case bound book, acknowledging + documenting the creative talent of the Far North Community, showcasing each entry into "Art 2 Wear" from 1998-2008. Over half the 100 copies were ordered pre-print + sales are progressing.



TE HIKU
Project Report
COMMUNITY GRANT FUND - LOCAL

3970802
Kerikeri Theatre Company
30 AUG 2019

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to: governance@fndc.govt.nz (PDF attachment via email is preferred) OR:
Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Kerikeri Theatre Company
Name & location of project: Ladies Night - Various
Date of project/activity: 22 June - 6 July 2019

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$1514.00

Board meeting date the grant was approved: 28.5.19

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	Amount	Receipt/s attached (please tick)
Travel/Mileage	\$314.00	*
A.V.I.T Equipment Hire	\$300.00	*
Tony Kay Set build	\$334.00	*
RSA Venue hire	\$200.00	✓
Advertising	Total: \$366.00	*
	Total \$1514.00	

Give a brief description of the highlights of your project including numbers participating:

Audiences of up to 30, with 12 performers & stage crew, Ladies Night was a fantastic success, bringing a varied & entertaining show to the Far North communities by local performers. This was KTC's first touring show & as the tour progressed so did the Ladies Night fever! We had full & excited audiences who participated whole heartedly. It was great to see people out & enjoying theatre who normally wouldn't attend.

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029.

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

* It is always difficult to encourage far North communities to commit to these events in advance, so it was important to remember that presale would 'boom' in the final days before the show. This was scary but rewarding.
 * Venue choice is important. Although KSA Kaitiaki was a great space, the stigma attached to the venue (older crowd etc) may have hindered ticket sales.
 * Kaitiaki has a potentially great crowd, but difficult to engage in the promotional hype. More strategy for this next time.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

By the time we received funding, all of our promotional material had been printed & distributed. However, we had an MC during the show, and each night he acknowledged our sponsors and funders. We are extremely grateful for the kindness and generosity shown by the Te Hiku board, and this was shared with our audiences all over the Far North.

If you have a Facebook page that we can link to please give details:

Kerikeri Theatre Company

This report was completed by:

Name: Janna Sicely
 Address: P.O. Box 168, Kerikeri
 Phone: 027, 226 9974 mob:
 Email: kerikeritheatrecompany@gmail.com
 Date: 30.8.19

④ Receipts

Due to the nature of production, receipts are not often received for services. Therefore, I have attached proof of payment by way of our bank statement/transactions, so you can see where/when the funding was spent. Thank you for your understanding.

Private Bag 752, Memorial Ave, Kaitiaki 0400, New Zealand, Freephone: 0800 920 029,
 Phone: (09) 405 2750. Fax: (09) 401 2137. Email: ask.us@fndc.govt.nz. Website: www.fndc.govt.nz

Janna.

2

8.4 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 AUGUST 2019**File Number: A2649788****Author: Sam Chapman, Accounting Support Officer****Authoriser: Angie Thomas, Chief Financial Officer (Acting)****PURPOSE OF THE REPORT**

Fund Policy.

RECOMMENDATION**That the Te Hiku Community Board receives the:**

- a) Te Hiku Statement of Community Fund Account as at 31 July 2019**
- b) Te Hiku Statement of Community Fund Account as at 31 August 2019**

BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, *"applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion"*.

Community Fund Account balance as at 01 July 2019	\$146,701.00
• Less funds granted and uplifted to 31 July 2019	\$4,725.00
• Less funds not uplifted from 16 July 19 for NZ Barok Incorporated Baby Baroque children's concert	\$1,000.00
Community Fund Account balance as at 31 July 2019	\$140,976.00
• Less funds granted and uplifted to 31 August 2019	\$9,068.00
• Less funds not uplifted from 20 August 2019 for Whatuwhiwhi and Tokerau Ratepayers Association 2019 Senior Christmas Luncheon and Far North Joyfest Group for 2019 Joyfest event	\$3,900.00
• Less funds not uplifted from 16 July 2019 NZ Barok Incorporated Baby Baroque children's concert in Kaitia	\$1,000.00
Community Fund Account balance as at 31 August 2019	\$132,733.00

DISCUSSION AND NEXT STEPS





Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The balance in the Community Fund account as at 31 August 2019 is \$132,733.00.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Te Hiku Community Fund account to the Te Hiku Community Board. The statements of the Community Fund account as at 31 July 2019 and 31 August 2019 are attached.

ATTACHMENTS

1. THCB Statement of Te Hiku Community Board Fund Account as at 31 July 19 - A2650036  
2. THCB Statement of Te Hiku Community Board Fund Account as at 31 August 2019 - A2653692  

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 July 2019**

Allocation Grants & Donations Annual Budget 2019-20	113,368.00	
Community Board Placemaking Fund	33,333.00	
		146,701.00
Less Expenditure 2019/20 (Funds Uplifted)		
Meeting 16.07.19		
Far North Environmental Centre for Crafty Mondays workshops	990.00	
Youthline Auckland Charitable Trust operational costs	1,535.00	
Lions Club Mangonui Charitable Trust for coach hire and koha expenses of hosting 2019		
Lions District 202K Convention	2,200.00	
		<u>4,725.00</u>
Balance as at 31 July 2019		<u>\$141,976.00</u>
Less Commitments 2019/20 (Funds not yet uplifted)		
Meeting 16.07.19		
NZ Barok Incorporated for Baby Baroque children's concert in Kaitia	1,000.00	
		1,000.00
Balance 31 July 2019 Uncommitted/(Overcommitted)		<u>\$140,976.00</u>

**Far North District Council
Te Hiku Community Board**

Statement of the Community Fund Account as at 31 August 2019

Allocation Grants & Donations Annual Budget 2019-20	113,368.00	
Community Board Placemaking Fund	33,333.00	
		146,701.00
Less Expenditure 2019/20 (Funds Uplifted)		
Meeting 16.07.19		
Far North Environmental Centre for Crafty Mondays workshops	990.00	
Youthline Auckland Charitable Trust operational costs	1,535.00	
Lions Club Mangonui Charitable Trust for coach hire and koha expenses of hosting 2019		
Lions District 202K Convention	2,200.00	
Meeting 20.08.19		
Deaf Action NZ Learn NZSL with Eddie Trust for costs of providing New Zealand Sign		
Language classes in Kaitaia	4,067.00	
Mangonui Lions Club 2019 Fun Run and Walk event	276.00	
		9,068.00
Balance as at 31 August 2019		\$137,633.00
Less Commitments 2019/20 (Funds not yet uplifted)		
Meeting 20.08.19		
Whatuwhiwhi and Tokerau Ratepayers Association 2019 Senior Christmas Luncheon	900.00	
Far North Joyfest Group costs towards 2019 Joyfest event	3,000.00	
Meeting 16.07.19		
NZ Barok Incorporated for Baby Baroque children's concert in Kaitaia	1,000.00	
		4,900.00
Balance 31 August 2019 Uncommitted/(Overcommitted)		\$132,733.00

8.5 APPLICATION FOR FUNDING - TE HOUTAEWA MAORI CHARITABLE TRUST**File Number: A2586961****Author: Melissa Wood, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with the information on the application from Te Houtaewa Maori Charitable Trust for a Community grant, to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards their event scheduled for March 2020
- The Board has funded the applicant previously, in 2013.

RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Houtaewa Maori Charitable Trust for costs towards the 2020 Te Houtaewa Challenge to support the following community outcomes:

- i) **Proud vibrant communities**

1) BACKGROUND

Te Houtaewa Challenge is an annual beach race held on Te Oneroa-A-Tohe (Ninety Mile Beach). The event offers a number of marathon options, which both national and international participants compete in. Te Houtaewa Challenge holds a great deal of cultural significance for local iwi, with its origins in the legend of Te Houtaewa. The event also combines with arts and crafts, and food festivals.

2) DISCUSSION AND OPTIONS**Preliminary assessment of the application:**

The Board has funded the applicant in a previous triennium in 2013. A project report was not submitted for this grant. This does not affect the eligibility criteria as the Policy states a period of 5 years ineligibility only if a project report is not received for a previous grant.

The Trust received a grant of \$5,000 from the FNDC Events Investment Fund for the March 2020 event.

This application is for 5% of the 15 months budgeted expenses that have been tabled.

Option 1 Authorise the full amount requested

Funding of 5% (\$20,349) of the of the costs could be considered,

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered. In keeping with the Board's strategic approach to grant approvals an amount of \$5,000 has been recommended, however the Board may choose to consider a different amount in line with the application request. The Board should also consider the amount of any grant authorisation, in relation to the total year's grant allocation budget, so as the grant is accessible to a wide variety and number of community applicants.

Option 2 is recommended by staff as it aligns with the Board's strategic approach.

Reason for the recommendation

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

ATTACHMENTS

1. **Funding Application - Te Houtaewa Maori Charitable Trust - A2669279**  
2. **Schedule of Supporting Documentation - Te Houtaewa Maori Charitable Trust - A2669281**  

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori in relation to land and / or water
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Local Grant Application Form

FNDC ADMIN
09 SEP 2019



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

The following **must** be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☒ A health and safety plan
- ☒ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Te Houtaewa Maori Charitable Trust		Number of Members	5
Postal Address	14/18 Dudley Crescent		Post Code	
Physical Address	Cable Bay, Northland		Post Code	0420
Contact Person	Teresa Hart	Position	Senior Facilitator	
Phone Number	021 187 5709	Mobile Number		
Email Address	info@tehoutaewa.co.nz			

Please briefly describe the purpose of the organisation.

Main purpose for event was to share the legend of Te Houtaewa by symbolically returning the Kūmara to Te Rauawa as a means of healing wounds, addressing the wairua and restoring peace between the 2 Kūbes

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029

(version Sept 2018)
A1859967

Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Te Houtaewa 2020 Event/Festival Date 07/03/2020

Location Te Ari (Maringani Bluff) back to Paupari Time 7:30am - 6pm

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No

If so, how much? N/A

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

• The community of Te Hiku benefit from this iconic event of 20yrs + also by coming together to contribute a positive message for our region. This caters all ages and ethnicities.

• Our Kaupapa seeks to raise awareness and capture unique stories of our local history, significant landmarks, beautiful people, also sacred places. Our cultural heritage is connected through Te Ao Māori which embraces Te Whare Tapa Whā. This concept acknowledges the balance through taha wairua, taha hīnengaro, taha tinana and taha whāiri. We connect to Whānau, hapu and iwi with activities, events, wānanga (education) to provide opportunities to learn, grow and develop. Building capacity, capability and tinoranga/tinongia. All of these aspects enable our Kaupapa to nurture, celebrate our traditional narratives, practices to ensure these taonga are preserved for our future generations and succession of our collective roka Kaitiaki.

Application Form

Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	12 200	
Advertising/Promotion	72 000	
Facilitator/Professional Fees ² <i>Kaitiaki a Hui o Te Whānau</i>	214 070	10 000
Administration (incl. stationery/copying)	34 905	
Equipment Hire <i>from Northlink Heavyweights The Training Team</i>	10 349	10 349
Equipment Purchase (describe)		
Utilities	3975	
Hardware (e.g. cement, timber, nails, paint)	4 000	
Consumable materials (craft supplies, books)	14 500	
Refreshments	1 320	
Travel/Mileage <i>14821 8667</i>	23 559	
Volunteer Expenses Reimbursement <i>uniforms</i>	8 000	
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	(98 285)	not applicable
Other (describe) <i>Travel Base Accom. Village Entertainment</i>	12 500	
TOTALS	411 377	20 349

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 85-661-566

How much money does your organisation currently have? 7271

How much of this money is already committed to specific purposes? 7000

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Travel, Mileage, Volunteer Reimbursements	5000
Administrative Costs also GST	2000
TOTAL	7000

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
* Like Minds - Mental Health Foundation	9000	Yes / Pending
* For 2x3 Day Nohu Wānanga,		Yes / Pending
Promotion Noho Camp Base		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Events Investment Fund	6000	1-2019	Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Te Houtaewa Maori Charitable Trust

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One



Signatory Two



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Page 5

Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name	<input type="text" value="Hailey Jane Tobin"/>	Position	<input type="text" value="Chairperson"/>
Postal Address	<input type="text" value="21 East Street, Taipa RD3, Kaitaia, Northland"/>		Post Code <input type="text" value="0483"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021 080 1599"/>
Signature	<input type="text" value="HJT"/>	Date	<input type="text" value="09/09/2019"/>

Signatory Two

Name	<input type="text" value="(Ngairi) Teresa Hart"/>	Position	<input type="text" value="Senior Lead Facilitator"/>
Postal Address	<input type="text" value="18 Dudley Crescent Cable Bay"/>		Post Code <input type="text" value="0420"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021 1875709"/>
Signature	<input type="text" value="Teresa Hart"/>	Date	<input type="text" value="09/09/2019"/>

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Schedule of Supporting Documentation**Te Houtaewa Maori Charitable Trust**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Cover letter
2	Quote - Far North Link
3	Quote Kaitaia 4x4 Club Inc
4	Quote - Harrisons Holdings & Investments Ltd
5	Quote - The Timing Team
6	15 month budget/cost schedule
7	2019/20 predicted operational budget
8	Bank deposit slip
9	Certificate of Incorporation
10	Event plan & details
11	Health & Safety / Incident Management Plan
12	Financial Performance Report - March 2018
13	Bank account statement 12 September 2019
14	Further correspondence

9 MEETING CLOSE