



KAIKOHE-HOKIANGA COMMUNITY BOARD



AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 3 March 2021

Time: 10.30 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Member Mike Edmonds - Chairperson
Member Emma Davis – Deputy Chairperson
Member Laurie Byers
Member Kelly van Gaalen
Member Alan Hessell
Member Moko Tepania
Member Louis Toorenborg
Member John Vujcich



Far North District Council



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 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:
 - 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.

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Mike Edmonds	Chair	Kaikohe Mechanical and Historic Trust	Council Funding	Decide at the time
	Committee member	Kaikohe Rugby Football and Sports Club	Council Funding	Withdraw and abstain
Kelly van Gaalen	No form received			
Louis Toorenburg	No form received			
Alan Hessel	Nil	Nil	Nil	Nil
Laurie Byers	Kaikohe Golf Club			
	Kaikohukohu Trust			
	North Point Trust			
	Patron Bay of Islands Hockey			
Emma Davis	Secretary	Pompallier Hokianga Trust	Council Funding	Decide at the time to withdraw and/or abstain
	Trustee	Raiatea Resource Centre	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Rawene Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Kohukohu Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Member of teaching staff	Broadwood Area School	Council Funding	Decide at the time to withdraw and/or abstain
John Vujcich	Board Member	Pioneer Village	Matters relating to funding and assets	Declare interest and abstain
	Director	Waitukupata Forest Ltd	Potential for council activity to directly affect its assets	Declare interest and abstain
	Director	Rural Service Solutions Ltd	Matters where council regulatory function impact of company services	Declare interest and abstain
	Director	Kaikohe (Rau Marama) Community Trust	Potential funder	Declare interest and abstain
	Partner	MJ & EMJ Vujcich	Matters where council regulatory function impacts	Declare interest and abstain

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
			on partnership owned assets	
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
Moko Tepania	Teacher	Te Kura Kaupapa Māori o Kaikohe.	Potential Council funding that will benefit my place of employment.	Declare a perceived conflict
	Chairperson	Te Reo o Te Tai Tokerau Trust.	Potential Council funding for events that this trust runs.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Te Rarawa	As a descendent of Te Rarawa I could have a perceived conflict of interest in Te Rarawa Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Whaingaroa	As a descendent of Te Rūnanga o Whaingaroa I could have a perceived conflict of interest in Te Rūnanga o Whaingaroa Council relations.	Declare a perceived conflict
	Tribal Member	Kahukuraariki Trust Board	As a descendent of Kahukuraariki Trust Board I could have a perceived conflict of interest in Kahukuraariki Trust Board Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga ā-Iwi o Ngāpuhi	As a descendent of Te Rūnanga ā-Iwi o Ngāpuhi I could have a perceived conflict of interest in Te Rūnanga ā-Iwi o Ngāpuhi Council relations.	Declare a perceived conflict

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 3 March 2021 at 10.30 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 Democracy 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 DEPUTATIONS

No requests for deputations were received at the time of the Agenda going to print.

4 SPEAKERS

Funding Applicants:

- Willie Mailhi – CHI Festival 2021 – Item 6.4 refers.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3052575

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The minutes are attached to allow the Kaikohe-Hokianga Community Board to confirm that the minutes are a true and correct record of the previous meeting.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 3 February 2021 as a true and correct record.

1) BACKGROUND

Local Government Act 2002 Schedule 7 clause 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 unconfirmed minutes of the meeting are attached.

The Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 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. 2021-02-03 Kaikohe-Hokianga Community Board Minutes - A3074913 [↓](#) 

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 3 FEBRUARY 2021 AT 10.30 AM**

PRESENT: Chairperson Mike Edmonds, Member Emma Davis, Member Louis Toorenburg, Member Kelly van Gaalen, Member Alan Hessell, Member Laurie Byers, Member John Vujcich, Member Moko Tepania

IN ATTENDANCE: Shaun Clarke (CEO)

STAFF PRESENT: Kathryn Trewin (Funding Advisor), Shayne Storey (Community Development Advisor), Ana Mules (Team Leader – Community Development and Investment), Aisha Huriwai (Team Leader – Democracy Services), Marlema Baker (Meetings Administrator – Democracy Services).

1 APOLOGIES AND CONFLICTS OF INTEREST

Alan Hessell sought leave to attend another meeting at 10:30 am and returned at 1:16 pm.

2 PUBLIC FORUM

- Mr David Boyce – Roading and drainage at Station Road (RFS submitted by Member Davis).
- Matoroa Mocaraka – House next door makes her place look untidy and is concerned that no one is using the COVID app when they come to the Council building.
- Jenni Kerr and Shem Kerr – Broadwood Community decision to replace unusable footbridge/walking link (Takahue and Broadwood). Advocacy on maintenance and support for the Mangonuiowai suspension footbridge. (Ana Mules spoke briefly on this issue).
- Shaun Reilly – Neglected town maintenance. Station Road, footpaths, and substandard maintenance. Property owned by Grey Phillips has been under negotiations for 25 years and Council should purchase it.
- Gail Aitkin – Hokianga Environmental Group – Spraying verges in Rawene. (follow-up on letter sent to all CB members). Stop spraying and mow first and then look at other alternatives.

3 DEPUTATIONS

Nil

4 SPEAKERS

Funding Applicants

Brian Vesey, Wally Te Huia,	- Man Vs Wild Fishing Competition;	Item 6.2a refers.
Peter McCraith,	- North Hokianga A & P Show;	Item 6.2c refers.
Heather Randerson,	- Niniwa Collective;	Item 6.2d refers.
Pamela Collins, Jenny McDougall,	- Manaki Tinana Trust;	Item 6.2b refers.

4.1 ITEM OF BUSINESS NOT ON THE AGENDA WHICH CANNOT BE DELAYED – RAWENE GLYPHOSATE WEED SPRAYING

RESOLUTION 2021/1

Moved: Member Louis Toorenburg

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community board resolves, under Section 46A (7), LGOIMA, to address the Rawene Glyphosate Weed Spraying item and the Chairperson provides the following information during the public part of the meeting:

- a) the reason the item is not on the agenda is that there was limited time for the Community to discuss this item.
- b) the reason why the discussion of the item cannot be delayed until a subsequent meeting is that the weed spraying is imminent.

CARRIED

4.2 MOTION TO TEMPORARILY SUSPEND STANDING ORDERS

RESOLUTION 2021/2

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board agrees to temporarily suspend Standing Orders so that the establishment of a Rawene Spraying Committee can be discussed without having a motion on the floor.

.CARRIED

Standing Orders suspended at 12:05 pm

Kelly van Gaalen left the meeting at 12:06 pm – 12:10 pm

Moko Tepania left the meeting at 1:23 pm

4.3 MOTION TO REINSTATE STANDING ORDERS

RESOLUTION 2021/3

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board reinstate Standing Orders.

CARRIED

4.4 ESTABLISHMENT OF A HOKIANGA SPRAYING SUB-COMMITTEE

RESOLUTION 2021/4

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board establish a Hokianga Spraying Committee which will include Chairperson Mike Edmonds and members Louis Toorenborg, Emma Davis, John Vujcich, Alan Hessel and 2 members of the public.

CARRIED

Meeting adjourned 12:17 pm.

Spray Committee Meeting opened 12:22 pm

Present: Chair Mike Edmonds, Members Emma Davis, John Vujcich, Louis Toorenburg, Shaun Clarke (CEO) Marlema Baker (Meeting Administrator), Gail Aitkin (Hokianga Environmental Group).

4.5 KAIKOHE-HOKIANGA COMMUNITY BOARD SUB-COMMITTEE - HOKIANGA SPRAYING COMMITTEE

RESOLUTION 2021/5

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Hokianga Spraying subcommittee agree to discuss the issue of spraying in Rawene.

CARRIED

Spray Committee Meeting closed 12:39 pm.
Meeting resumed 1:10 pm.

PUBLIC FORUM CONTINUED

- June Hicks – Broadwood-Mangonuiowai Community Rep – replacement of the Broadwood Bridge.

Member Alan Hessell arrived 1:16 pm

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3039832, pages 10 - 17 refers

RESOLUTION 2021/6

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 9 December 2020 as a true and correct record.

CARRIED

6 REPORTS

6.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2020

Agenda item 7.1 document number A3062151, pages 18 - 21 refers

RESOLUTION 2021/7

Moved: Member Kelly van Gaalen

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 December 2020.

CARRIED

6.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3056417, pages 22 - 56 refers

MOTION

Moved: Member Louis Toorenburg

Seconded: Member Kelly van Gaalen

- a) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$xxx** (plus GST if applicable) to be paid from the Board's Community Fund account to Man vs Wild Fishing Competition for costs towards the 2021 fishing competition to support the following Community Outcomes:

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

MOTION

- b) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$xxx** (plus GST if applicable) to be paid from the Board's Community Fund account to Manaki Tinana Trust for costs towards hall hire for one year of community fitness classes to support the following Community Outcomes:

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

MOTION

- c) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$xxx** (plus GST if applicable) to be paid from the Board's Community Fund account to North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show to support the following Community Outcomes:

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

MOTION

- d) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$xxx** (plus GST if applicable) to be paid from the Board's Community Fund account to Niniwa Collective for costs towards the Te Whenua Tupu Ora to support the following Community Outcomes:

- (iii) Proud vibrant communities.
- (iv) Communities that are healthy, safe, connected, and sustainable.

CARRIED

6.3 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2021/8

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.2 – Funding Applications	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

6.4 MOTION TO MOVE OUT OF CLOSED MEETING INTO OPEN MEETING

RESOLUTION 2021/9

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board moves out of closed meeting into open meeting.

CARRIED

6.4 FUNDING APPLICATIONS (CONTINUE)

RESOLUTION 2021/10

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

a) **That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1,600 (plus GST if applicable) to be paid from the Board's Community Fund account to Man vs Wild Fishing Competition for costs towards the 2021 fishing competition to support the following Community Outcomes:**

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

RESOLUTION 2021/11

b) **That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1,560 (plus GST if applicable) to be paid from the Board's Community Fund account to Manaki Tinana Trust for costs towards hall hire for one year of community fitness classes to support the following Community Outcomes:**

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

RESOLUTION 2021/12

- c) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$3,720** (plus GST if applicable) to be paid from the Board's Community Fund account to North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show to support the following Community Outcomes:

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

RESOLUTION 2021/13

- d) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$2,000** (plus GST if applicable) to be paid from the Board's Community Fund account to Niniwa Collective for costs towards the Te Whenua Tupu Ora to support the following Community Outcomes:

- (iii) Proud vibrant communities.
- (iv) Communities that are healthy, safe, connected, and sustainable.

CARRIED

7 INFORMATION REPORTS

7.1 KAIKOHE STREETSCAPE PROJECTS

Agenda item 8.1 document number A3051552, pages 57 - 84 refers

RESOLUTION 2021/14

Moved: Member Emma Davis

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board receive the report, Kaikohe Streetscape Projects, dated 3 February 2021.

.CARRIED

Note: that the tall planting on concept plan 72 has been updated and will now be low level planting of flaxes and shrub types. Akau in conversation with He Waka Kotahi regarding potential funding for specific sections of the Streetscape plan

8 MEETING CLOSE

The Meeting closed at 1:30 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 3 March 2021.

.....
CHAIRPERSON

6 REPORTS

6.1 ROAD NAMING - 5978B STATE HIGHWAY 12, OHAEAWAI

File Number: A3080628

Author: Selina Topia, Roding Support Officer

Authoriser: Glenn Rainham, Manager - Infrastructure Operations

PURPOSE OF THE REPORT

To seek approval from the Kaikohe-Hokianga Community Board to officially name a private road.

EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 5978b State Highway 12, Ohaeawai. Community Boards have delegated authority to name private roads.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Te Mania Drive that is currently addressed at 5978b State Highway 12, Ohaeawai as per application and maps (A3080460).

1) BACKGROUND

Mrs Dorothy Johnson (Resident) has advised that this is a private road addressed at 5978b State Highway 12, Ohaeawai.

The name Te Mania is the original name given to the block.

The background for these names is given also as per the Road Naming application attached (A3080460).

2) DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Te Mania Drive
2. Te Mania Lane
3. Te Mania Way

The Roding team have no objections to the names suggested above.











Reason for the recommendation

The road names recommended in this report are not duplicates of any other road names in the District, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant

ATTACHMENTS

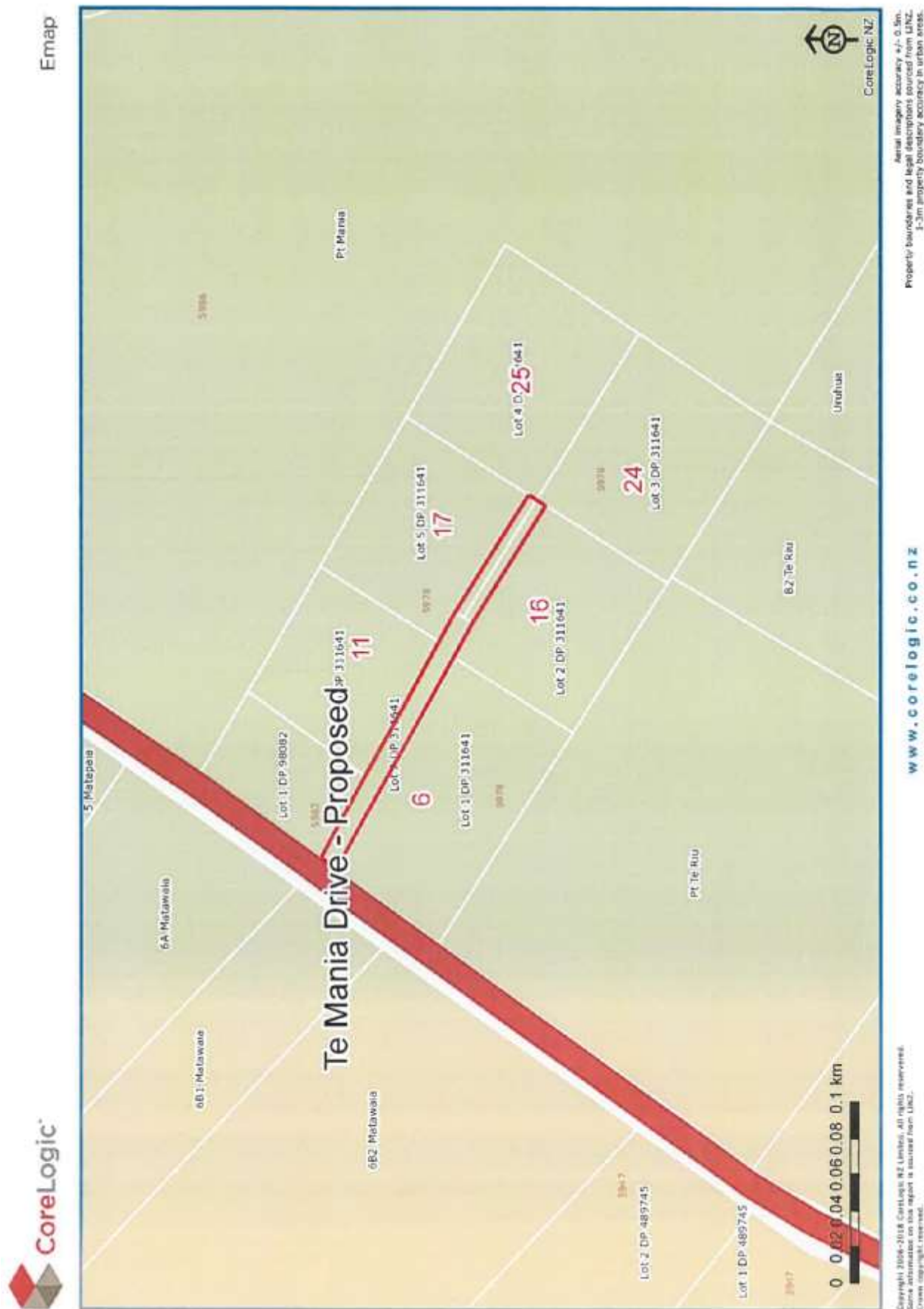
1. Application - Document number - A3080460  
2. Schedule - Document number - A3080615  
3. Property Owner consents - Document number - A3080467  
4. LINZ approval - Document number - A3080462  
5. Iwi approval - Document number - A3080459  

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 the naming of a private road and is 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.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
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.	No district wide relevance and the Community Board have the delegated authority to approve road names
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.	Hapu representatives were consulted and were asked to provide their input. They are happy with the names requested as per Iwi approval attached (A3080459)
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 (for example – youth, the aged and those with disabilities).	All property owners have given written consent as per the Road Naming application (A3080460) and Property Owners consents (A3080459)
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.





Far North
District Council

ROAD NAMING and/or RE-NAMING

Please complete this form and return to the Far North District Council by 27th February 2018

Your Name: TAE SMITH	
Postal Address: 5928F SH12 RD2 KAIKOHE	
Phone: 0274343417	Email: 1/9
Add other property owner names or attach a list if a joint application is preferred (a signature will be needed for each applicant)	
Name: CHERRY SMITH	
Name:	
Name:	
Road Location or Existing name	
AS ASAKE	
Proposed Road Names	
You may list more than one choice in order of preference for each road to be named (See <u>General Information and guidelines over</u>)	
Road 1	First Choice: TE MANA DRIVE
	Second Choice:
	Third Choice:
Background Information	
AS PER NAME OF OLD BOOK.	
OUR KUNA CROTCHY JOHNSON	
HAS SPOKEN TO ALL RESIDENTS	
AND WE AGREE WITH THIS NAME	
CHANGE.	

5.6 Style Guide

All road names are entirely at the discretion of Council whether for policy reasons or other considerations.

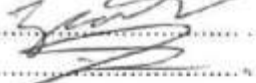

Names should be easy to spell and pronounce, however in the case of Maori names it is accepted that a name that may at first appear to be complex will, over time, become familiar and easy to use within the community. Names cannot be offensive, insensitive, ambiguous, nor have a double meaning.

The possessive's' is discouraged.

Names should generally be 15 characters or less including spaces but excluding suffix. However in exceptional circumstances longer road names may be allowed.

Short names should be chosen for short streets for mapping purposes.

Cardinal points of the compass (e.g. North, South) as a prefix or suffix to a road name should not be used. Generally roads should not be named after any commercial organisation or any living or recently deceased person. Road names should not be anagrams, amalgamations or derivatives of people's names.

Signature:  Date: 21/02/18
Signature:  Date: 21/02/18

Return This Form to: Far North District Council
Private Bag 752
KAIKOHE

Attn: Marie Boyd
Addressing Improvement Officer

Obj ID: A1770092



Far North
District Council

FNDC ADMIN
23 FEB 2018

ROAD NAMING and/or RE-NAMING

Please complete this form and return to the Far North District Council by 27th February 2018

Your Name: <u>Dorothy B Johnson</u>	
Postal Address: <u>5978 E. S.H 12. Ohaeawai R.D. Kaikohe</u>	
Phone: <u>094059515</u> Email: <u>dorothy@kineet.co.nz</u>	
Add other property owner names or attach a list if a joint application is preferred (a signature will be needed for each applicant)	
Name: <u>Daley Phillips 59789</u>	
Name:	
Name:	
Road Location or Existing name	
<u>Between Ohaeawai & the radio mast</u>	
Proposed Road Names	
You may list more than one choice in order of preference for each road to be named	
(See <u>General Information and guidelines over</u>)	
Road 1	First Choice: <u>Te Mania Drive</u>
	Second Choice:
	Third Choice:
Background Information	
<u>The original name given to</u>	
<u>this block of land was Te Mania.</u>	
<u>This is what local Maori call it & so the</u>	
<u>name for our street should reflect this.</u>	

5.6 Style Guide

All road names are entirely at the discretion of Council whether for policy reasons or other considerations.

Names should be easy to spell and pronounce, however in the case of Maori names it is accepted that a name that may at first appear to be complex will, over time, become familiar and easy to use within the community. Names cannot be offensive, insensitive, ambiguous, nor have a double meaning.

The possessive 's' is discouraged.

Names should generally be 15 characters or less including spaces but excluding suffix. However in exceptional circumstances longer road names may be allowed.

Short names should be chosen for short streets for mapping purposes.

Cardinal points of the compass (e.g. North, South) as a prefix or suffix to a road name should not be used. Generally roads should not be named after any commercial organisation or any living or recently deceased person. Road names should not be anagrams, amalgamations or derivatives of people's names.

Signature: *Marie Boyd* Date: *22-2-2018*

Signature: *Philips* Date: *22/2/2018*

Return This Form to: Far North District Council
Private Bag 752
KAIKOHE

Attn: Marie Boyd
Addressing Improvement Officer

Obj ID: A1770092



ROAD NAMING and/or RE-NAMING

Please complete this form and return to the Far North District Council by 27th February 2018

Your Name: SC & PL Brajkovich
 Postal Address: PO Box 444 Kaikohe
 Phone: 0276464383 Email: frish2306@xtra.co.nz

Add other property owner names or attach a list if a joint application is preferred (a signature will be needed for each applicant)

Name:
 Name:
 Name:

Road Location or Existing name

5978B State Highway 12 Ohaeawai
RD2 Kaikohe

Proposed Road Names
 You may list more than one choice in order of preference for each road to be named
 (See General Information and guidelines over)

Road 1	First Choice: <u>Te Mani'a Lane</u>
	Second Choice: <u>Te Mani'a Drive</u>
	Third Choice: <u>Te Mani'a Way</u>

Background Information

Te Mani'a is the name of the
block on which our land is
situated. Also, we hear a local
chief was called Te Mani'a
in the past and we want our
street name to be connected
to Maori.

5.6 Style Guide

All road names are entirely at the discretion of Council whether for policy reasons or other considerations.

Names should be easy to spell and pronounce, however in the case of Maori names it is accepted that a name that may at first appear to be complex will, over time, become familiar and easy to use within the community. Names cannot be offensive, insensitive, ambiguous, nor have a double meaning.

The possessive 's' is discouraged.

Names should generally be 15 characters or less including spaces but excluding suffix. However in exceptional circumstances longer road names may be allowed.

Short names should be chosen for short streets for mapping purposes.

Cardinal points of the compass (e.g. North, South) as a prefix or suffix to a road name should not be used. Generally roads should not be named after any commercial organisation or any living or recently deceased person. Road names should not be anagrams, amalgamations or derivatives of people's names.

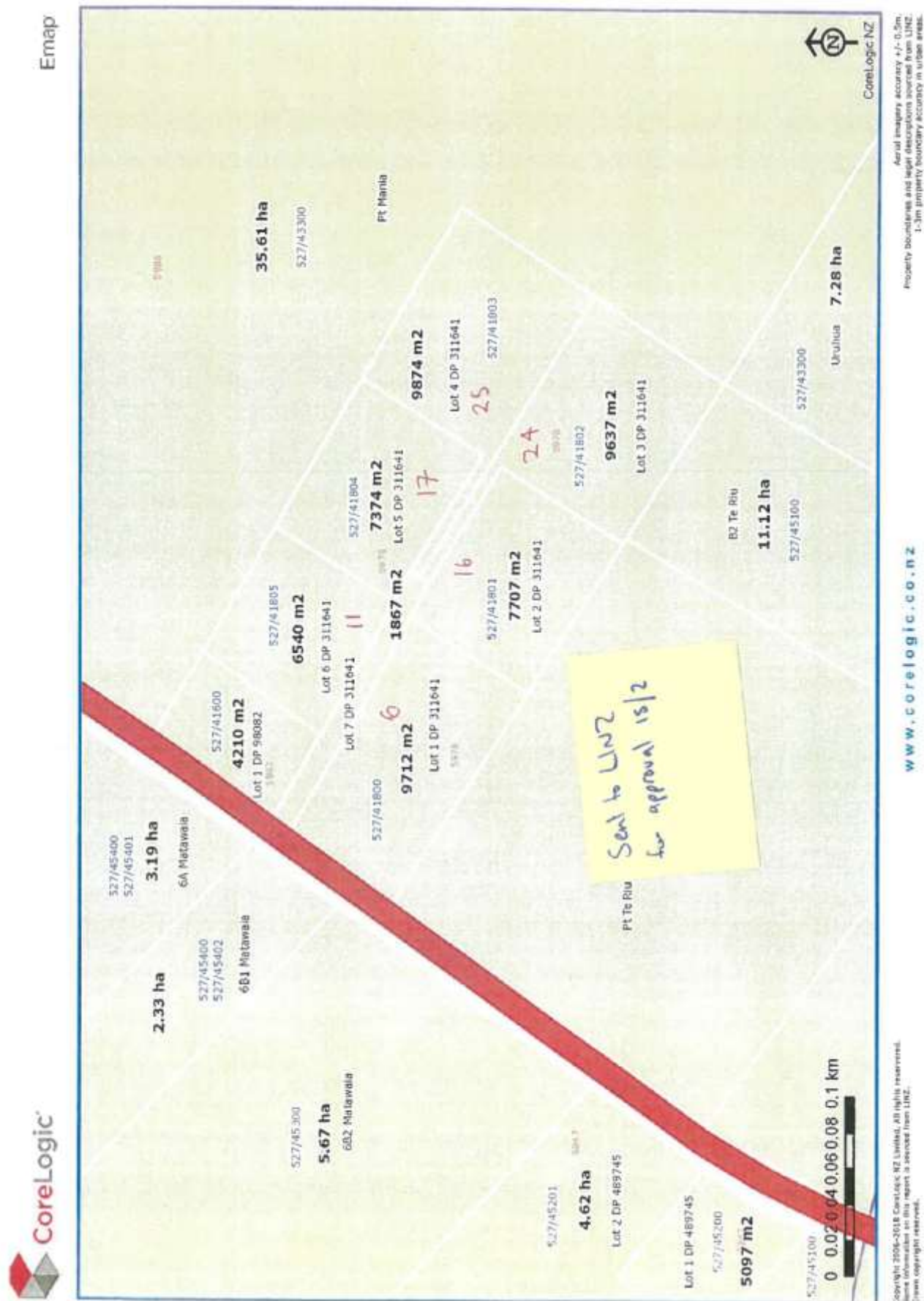
Signature:  Date: 26/2/18

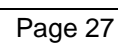
Signature:  Date: 26/2/18

Return This Form to: Far North District Council
Private Bag 752
KAIKOHE

Attn: Marie Boyd
Addressing Improvement Officer

Obj ID: A1770092





Te Mania Drive-Several of our homes already have gecko decorations.



22/02/2018

Google Maps

Google Maps



Imagery ©2018 CNES / Airbus, Map data ©2018 Google, MapData Sciences Pty Ltd, PSMA 20 m

<https://www.google.co.nz/maps/@-35.3615661,173.8754199,232a,35y,39.42t/data=!3m1!1e3?hl=en>

1/1

Kaikohe-Hokianga Community Board Road Naming Schedule (Private Road) - 3 March 2021						
Kaitia						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at 5978b State Highway 12 Ohaewai	First Preference	Te Mania Drive	1	Is the original name given to the block		Te Mania Drive
	Second Preference	Te Mania Lane	1			
	Third Preference	Te Mania Way	1			

Dorothy B Johnson
5978E State Highway 12
R D 2
Kaikohe

dorothy@kinect.co.nz
6494059515
Cellphone: 0274888337



Dear far North District Council,

WE are waiting to have our street named. We have suggested to the council that we keep th original name of this block- Te Mania and call it Te mania Drive or Te mania Lane.

Unfortunately at such short notice it is not possible to get signatures from all the block owners:

A Dorothy Johnson
B Braykovich
C & D not built on so owners not present.
E Dorothy Johnson
F Tate Smith

Kaikohe Service Centre

21 JAN 2021

Kaikohe Service Centre

21 JAN 2021

From: [Addresses](#)
To: [Selina Topia](#)
Subject: RE: New Road Name requests
Date: Tuesday, 2 February 2021 2:50:07 PM

Thanks Selina

I've run these names through our database and recorded my findings in red for simplicity:

I have received 3 x new road name requests as following:

1. Addressed at 190 Waipapa Road, Kerikeri
 - a. The Lakes Drive...**Yes this name would be acceptable**
 - b. Lakeview Drive...**Yes this name also acceptable**
 - c. Mason Heights...**Would not be acceptable as "Heights" is not a valid Road type**
2. Addressed at 6 Bissett Road, Kaikohe
 - a. Timatanga Place...**Yes this name would be acceptable**
 - b. Heke Place...**not acceptable as Heke Street is already in use in close proximity**
 - c. Hika Place...**Yes this name would be acceptable**
3. Addressed at 5978b State Highway 12, Ohaewai
 - a. Te Mania Lane...**Yes this name would be acceptable**
 - b. Te Mania Drive...**Yes this name would be acceptable**
 - c. Te Mania Way...**Yes this name also acceptable**

Hope this helps

Regards
Richard

From: Selina Topia <Selina.Topia@fndc.govt.nz>
Sent: Monday, 1 February 2021 1:47 p.m.
To: Addresses <addresses@linz.govt.nz>; Cushla Jordan <cushla.jordan@fndc.govt.nz>
Subject: New Road Name requests

Tena Koutou,

I have received 3 x new road name requests as following:

1. Addressed at 190 Waipapa Road, Kerikeri
 - a. The Lakes Drive...**Yes this name would be acceptable**
 - b. Lakeview Drive...**Yes this name also acceptable**
 - c. Mason Heights...**Would not be acceptable Heights is not a valid Road type**
2. Addressed at 6 Bissett Road, Kaikohe
 - a. Timatanga Place...**Yes this name would be acceptable**
 - b. Heke Place...**not acceptable as Heke Street is already in use in close proximity**
 - c. Hika Place...**Yes this name would be acceptable**

3. Addressed at 5978b State Highway 12, Ohaewai
 - a. Te Mania Lane...**Yes this name would be acceptable**
 - b. Te Mania Drive...**Yes this name would be acceptable**
 - c. Te Mania Way...**Yes this name also acceptable**

Can you please confirm if these can be used thanks.

Regards,

Selina Topia

Customer Service Administrator (Roading)

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029

DDI +6494015236 | E Selina.Topia@fndc.govt.nz



Get it done online at your convenience, visit our website - www.fndc.govt.nz

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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki
Ph. 09 401 5200 | Fax. 09 401 2137 | Email: ask.us@fndc.govt.nz
Address: Memorial Avenue, Private Bag 752, Kaikohe 0440, New Zealand

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From: [Culture North](#)
To: [Selina Topia](#)
Subject: RE: New Road Name requests
Date: Tuesday, 2 February 2021 4:19:28 PM
Attachments: [image002.png](#)
[image003.png](#)

Tena Koe Selina

I consider the names appropriate

Na Kena Alexander

Culture North
 021 1006001
kena@culturenorth.co.nz
 Three times finalist NZ Tourism Awards

From: Selina Topia [<mailto:Selina.Topia@fndc.govt.nz>]
Sent: Tuesday, 2 February 2021 3:25 p.m.
To: 'hone@taiamaitours.co.nz'; kena@culturenorth.co.nz; agetari47@gmail.com
Subject: RE: New Road Name requests

Tena Koutou,

Can you please advise if the names below will be appropriate for the area in which the customer has indicated.

Thank you,

Selina Topia

Customer Service Administrator (Roding)

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029

DDI +6494015236 | E.Selina.Topia@fndc.govt.nz



From: Ted Wihongi <ted.wihongi@fndc.govt.nz>
Sent: Tuesday, 2 February 2021 2:36 PM
To: Selina Topia <Selina.Topia@fndc.govt.nz>; Rachel Ropiha <Rachel.Ropiha@fndc.govt.nz>
Subject: RE: New Road Name requests

Anei Selina,

I have received a new road name request as following:

1. Addressed at 5978b State Highway 12, Ohaewai
 - a. Te Mania Lane
 - b. Te Mania Drive
 - c. Te Mania Way

Why the names were chosen: the original name to the block of land was Te Mania block

Iwi Contacts:

- a. Hone Mihaka hone@taiamaitours.co.nz
- b. Kena Alexander kena@culturenorth.co.nz
- c. Adrienne Tari agetar47@gmail.com

Nga mihi.....Ted



Ted Wihongi

Senior Maori Liaison Officer

Strategic Planning & Policy, Far North District Council | 24-hour Contact Centre 0800 920 029

DDI +6494015257 | M +64274051017 | ted.wihongi@fndc.govt.nz

[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)



From: Selina Topia <Selina.Topia@fndc.govt.nz>

Sent: Monday, 1 February 2021 1:49 PM

To: Rachel Ropiha <Rachel.Ropiha@fndc.govt.nz>; Ted Wihongi <ted.wihongi@fndc.govt.nz>

Subject: New Road Name requests

Tena Koutou,

I have received a new road name request as following:

1. Addressed at 5978b State Highway 12, Ohaewai
 - a. Te Mania Lane
 - b. Te Mania Drive
 - c. Te Mania Way

Can you please advise who I make contact with to get consent for these road names?

Thank you,
Regards,

Selina Topia

Customer Service Administrator (Roading)

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029

DDI +6494015236 | E Selina.Topia@fndc.govt.nz



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Address: Memorial Avenue, Private Bag 752, Kaikohe (440), New Zealand

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6.2 ROAD NAMING - 6 BISSET ROAD KAIKOHE

File Number: A3083222

Author: Selina Topia, Roding Support Officer

Authoriser: Glenn Rainham, Manager - Infrastructure Operations

PURPOSE OF THE REPORT

To seek approval from the Kaikohe-Hokianga Community Board to officially name a private road.

EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 6 Bisset Road, Kaikohe. Community Boards have delegated authority to name private roads.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Timatanga Place that is currently addressed at 6 Bisset Road, Kaikohe as per map (A3080456).

1) BACKGROUND

Esнем Properties Ltd has advised that this is a private road created by a subdivision addressed at 6 Bisset Road, Kaikohe.

The name Timatanga means 'beginning' or 'start'. This would be a fitting street name as many see Kaikohe as the gateway to the North. Also, with the proposed business park going ahead near the township, there will be many new jobs and growth opportunities. The business park will bring many people from far and wide which will inject the area with new life and activity. It will be the beginning of a new era for Kaikohe.

The name Hika is reference to a war chief whose home was in Kaikohe.

The background for these names is given also as per the Road Naming application attached (A3080455).

2) DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Timatanga Place
2. Hika Place

The Roding team have no objections to the names suggested above.

Reason for the recommendation





The road names recommended in this report are not duplicates of any other road names in the District, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

ATTACHMENTS

1. Application - Document number - A3080455 [↓](#) 

2. **Map - Document number - A3080456** [↓](#) 
3. **Schedule - Document number - A3083220** [↓](#) 
4. **LINZ approval - A3080457** [↓](#) 
5. **Iwi approval - Document number - A3080458** [↓](#) 

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 the naming of a private road and is 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.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
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.	No district wide relevance and the Community Board have the delegated authority to approve road names.
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.	Hapu representatives were consulted and were asked to provide their input. They are happy with the names requested as per Iwi approval attached (A3080458).
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 (for example – youth, the aged and those with disabilities).	There are currently no property owners as this is a new subdivision/ private road.
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Application for Road Naming/Renaming

GENERAL INFORMATION

- Proposed names are to be submitted for **new roads in subdivisions** to Infrastructure & Asset Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for **existing legal but unnamed roads**, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road **renamings** are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection.
- A background to the names, their origins and their link with the area is to be supplied.
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander.
- It is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable.
- Where more than one road is being created in a subdivision, a common theme is recommended for road names.
- Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).
- Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form.
- If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.

APPLICANT DETAILS

Applicant/Developer Name: Esнем Properties Ltd

Organisation: _____

Postal Address: 6F Tahora Avenue, Remuera, Auckland

Phone: _____ Mobile: 0212506671

Email: esnemppropertiesltd@gmail.com

ROAD LOCATION	
Address: <u>6 Bisset Road, Kaikohe, Northland</u>	
Legal Description: <u>Lot 2 DP 161706</u>	
Resource Consent Application Number: <u>RC2300042</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>Timatanga Place</u>
	Second Choice: <u>Heke Place</u>
	Third Choice: <u>Hika Place</u>
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
<p>The translation of Timatanga is 'the beginning' or 'start' or 'commencement.'</p> <p>We believe this to be a fitting street name as many see Kaikohe as the gateway to the north. Also, with the proposed business park going ahead near the township, there will be many new job and growth opportunities. The business park will bring many people from far and wide which will inject the area with new life and activity, it will be the beginning of a new era for Kaikohe.</p>	
Heke = Reference to Hone Heke	
Hika = Reference to Hongi Hika	
Both war chiefs who's homes were at Kaikohe.	

ROAD RENAMING

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

The proposed name is for a new private road.

GENERAL INFORMATION AND GUIDELINES

Ensure that road names are not duplicated in the Far North District (*both spelling and pronunciation to be considered*); this includes same road names with different suffix. To do this, please use www.google.co.nz/maps and search "proposed road name (excl suffix) Northland" to check if proposed names may be duplicates.

Ensure that road type appropriately matches the definition of the suffix, such as 'road', 'avenue' etc. Road names without a suffix are now strongly discouraged (e.g. Broadway). The following definitions provide a guide, but please note that other appropriate suffixes that are not in this list may be used.

Suffix	Definition
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded by buildings
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses
Suffix	Definition
Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
Rise	A roadway going to a higher place or position
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section 315
Terrace	Roadway on a hilly area that is mainly flat
Vale	A roadway along low ground between hills
Way	A winding or curved track or path for passing along

The following are suitable suffixes for particular road types:**Road Type**

Cul-de-sac (*short dead-end street with turnaround at the end*)
Wide spacious street

Suffix

Close, Court, Place
Avenue, Boulevard, Parade

The following are suitable suffixes for private roads and private ways categorised into particular road types:**Road Type**

Narrow road and right of way
Associated with high ground
Associated with low ground
Tree lined road

Suffix

Lane, Way
Rise,
Vale
Avenue, Glade, Grove

Applicants Signature: _____



Date: 18/11/20

Return Application to Postal: Far North District Council or Email: selina.topia@fndc.govt.nz
Private Bag 752
KAIKOHE 0440
Attention: Selina Topia

Appendix - Guidelines for Choosing a Road Name

Road names should be chosen from the following categories provided they meet the criteria in clause 5.5 and 5.6 of this policy.

7.1 History – Weighting 3

7.1.1 The name of a historical person, event, industry or activity associated with the area. Such names may include early settlers and early notable people such as conservationists or naturalists.

7.1.2 The family name of the former owner of a farm or property or the name of the farm or property may be used if a historical context is established.

7.2 Culture – Weighting 3 (*Cultural significance to Maori or culture other than Maori*)

7.2.1 This category includes the name of a Maori heritage precinct, site or track or traditional appropriate Maori name for the area.

7.2.2 All Maori names are to be submitted to an Iwi representative to ensure that they are appropriate, spelt correctly, interpreted correctly and are not offensive to Maori.

7.2.3 Maori should be consulted as to whether they have an interest in the land on which the road is to be constructed and asked if they wish to contribute names at the beginning of the Resource Consent process.

7.2.4 Joint non-Maori/Maori names will not generally be considered.

7.3 Geography – Weighting 2

7.3.1 This category includes local geographical, topographical, geological and landscape features.

7.3.2 Local flora and fauna also fall into this category e.g. trees, plants and animals that are widespread and plentiful in the area.

7.3.3 Views must be readily identifiable.

7.4 Theme – Weighting 2 (*Common or established themes in the area*)

7.4.1 Where more than one road is being created in a development, a common theme is recommended for the names.

7.4.2 Where there is an established theme in an area, new road names should reflect this theme.

7.4.3 Proposed themes for a new subdivision must be submitted to council for approval.

7.4.4 When all the roads in a development or suburb fit a theme, the road layout of the development is easier to remember. The area will stand out on a map.

7.4.5 A theme may contribute to a sense of community within the area. A well chosen theme with the roads named accordingly can leave a lasting impression long after the development process has been completed.

7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

7.5.1 Persons who have made a notable contribution to the area or the District fall into this category. The contribution which can be duly recognised may be in conservation, community service, sport, arts, military, commerce, local government or other sphere of activity.

7.5.2 Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

7.6 Weighting the Names

7.6.1 Names may fit more than one category. The weighting reflects the relative importance of the categories and enables names to be ranked in order of merit - with the highest scored being the highest ranked.

Sheet Index			
Layout ID	Layout Name	Issue ID	Issue Date
RC01	Cover Sheet	D	11/09/20
RC02	Site Plan Compliance Schedule	D	11/09/20
RC03	Site Bulk & Location	D	11/09/20
RC04	Vehicle Tracking/Landscape Plan & Critical Point Sections	D	11/09/20
RC05	Perspectives	A	22/07/20
RC06	Site Plan Boundary Setout	D	11/09/20



- GENERAL NOTES**
- 0.1 Contractor to verify all dimensions and condition on site before commencing work.
 - 0.2 Work only from signed dimensions. In the event a discrepancy consult the Architect.
 - 0.3 The drawings are to be read in conjunction with Specification.
 - 0.4 If in doubt, consult the Architect.

APPROVED PLAN
Planner: pkilalea
RC: 2300042
Date: 15/09/2020

6 Bisset Road, Kaikohe - Resource Consent

Combined Subdivision / Land Use Consent Application



Rev	Chg	Revision	Date
A			22/07/20
B	B-01	Boundary Setout plan added to set	18/08/20
C			21/08/20
D	D-01	Issue Schedule updated	11/09/20

P: 021 250 8671
E: esnemproperties@gmail.com
Site

Esnem Properties Ltd

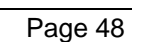
Proposed Subdivision
6 Bisset Road
Kaikohe
Northland

sheet title
RC Submission
Cover Sheet

Drawn
ST
scale
As marked at A1

sheet no.
RC01
issue
D

printed Friday, 11 September 2020
Resource Consent
X:\esnem\Arch\1\1304\RC\200011\6 Bisset RC Setout 01.dwg







GENERAL NOTES

- 0.1 Contractor to verify all dimensions and conditions on site before commencing work.
- 0.2 Work only from figured dimensions. In the event of a discrepancy consult the Architect.
- 0.3 The drawings are to be read in conjunction with Specification.
- 0.4 If in doubt, consult the Architect.

Vehicle Driveway
 5000L Water Tanks as Stormwater Assessment
 Proposed Specimen Tree
 Proposed pittosporum hedge along road boundaries
 Existing timber fences to remain
 Proposed timber fencing
 Indicative washing line zone

P. 021 250 6671
E. esnempowersttd@gmail.com

Proposed Subdivision
6 Bisset Road
Kaikohe
Northland

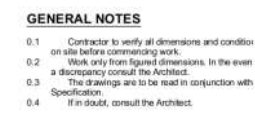
RC Submission
Vehicle Tracking/
Landscape Plan &
Critical Point Sections
ST

As marked at A1

sheet no. **RC04** issue **D**

Resource Consent

[View Supplement/Archival Files/NC/200811 & Supplement NC Doc. Texas B.gla](#)



PERSPECTIVE 'A'



P. 021 250 6671
E. csn@propteksltd@gmail.com

Esnem Properties Ltd

Proposed Subdivision
6 Bisset Road
Kaikohe
Northland

RC Submission
Perspective

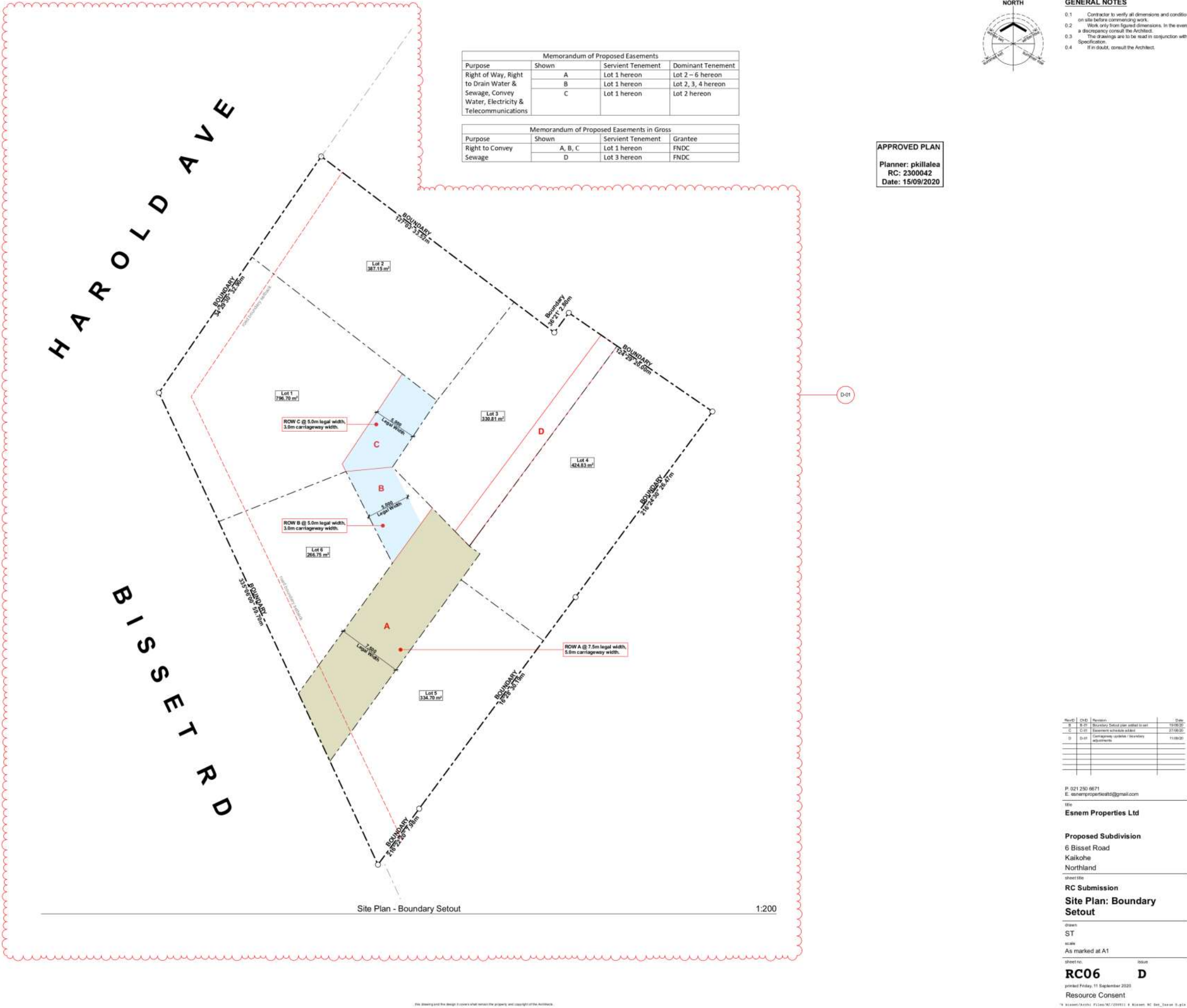
drawn
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scale
As marked at

sheet no.

RC05

Resource Conservation

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Kaikohe-Hokianga Community Board Road Naming Schedule (Private Road) - 3 March 2021						
Kaikohe						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at 6 Bisset Road Kaikohe	First Preference	Timatanga Place	1	The name Timatanga means 'beginning' or 'start'. This would be a fitting street name as many see Kaikohe as the gateway to the north. Also, with the proposed business park going ahead near the township, there will be many new jobs and growth opportunities. The business park will bring many people from far and wide which will inject the area with new life and activity. It will be the beginning of a new era for Kaikohe.		Timatanga Place
	Second Preference	Hika Place	1			
	Third Preference		0			

From: [Selina Topia](#)
To: [Selina Topia](#)
Subject: RE: New Road Name requests
Date: Tuesday, 9 February 2021 9:56:20 PM

Selina Topia

Customer Service Administrator (Roading)

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029

DDI +6494015263 | M 09 401 5673 | E Selina.Topia@fndc.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Addresses <addresses@linz.govt.nz>
Sent: Tuesday, February 2, 2021 2:50 PM
To: Selina Topia <Selina.Topia@fndc.govt.nz>
Subject: RE: New Road Name requests

Thanks Selina

I've run these names through our database and recorded my findings in red for simplicity:

1. Addressed at 6 Bissett Road, Kaikohe
 - a. Timatanga Place...**Yes this name would be acceptable**
 - b. Heke Place...**not acceptable as Heke Street is already in use in close proximity**
 - c. Hika Place...**Yes this name would be acceptable**

Hope this helps

Regards
 Richard

From: Selina Topia <Selina.Topia@fndc.govt.nz>
Sent: Monday, 1 February 2021 1:47 p.m.
To: Addresses <addresses@linz.govt.nz>; Cushla Jordan <cushla.jordan@fndc.govt.nz>
Subject: New Road Name requests

Tena Koutou,

I have received 3 x new road name requests as following:

1. Addressed at 190 Waipapa Road, Kerikeri
 - a. The Lakes Drive...**Yes this name would be acceptable**
 - b. Lakeview Drive...**Yes this name also acceptable**
 - c. Mason Heights...**Would not be acceptable Heights is not a valid Road type**

2. Addressed at 6 Bissett Road, Kaikohe
 - a. Timatanga Place...**Yes this name would be acceptable**
 - b. Heke Place...**not acceptable as Heke Street is already in use in close proximity**
 - c. Hika Place...**Yes this name would be acceptable**
3. Addressed at 5978b State Highway 12, Ohaewai
 - a. Te Mania Lane...**Yes this name would be acceptable**
 - b. Te Mania Drive...**Yes this name would be acceptable**
 - c. Te Mania Way...**Yes this name also acceptable**

Can you please confirm if these can be used thanks.

Regards,

Selina Topia

Customer Service Administrator (Roading)

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029

DDI +6494015236 | E Selina.Topia@fndc.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



Get it done online at your convenience, visit our website - www.fndc.govt.nz

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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki
Ph. 09 401 5200 | Fax. 09 401 2137 | Email ask.us@fndc.govt.nz
Address: Memorial Avenue, Private Bag 752, Kaikohe 0440, New Zealand

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From: [David Rankin](#)
To: [Selina Topia](#)
Subject: Re: New Road Name requests
Date: Tuesday, 2 February 2021 4:47:10 PM

Tena koe Selina,
I have no problem with either name, as Ted would have advised you well.

David

Sent from my iPhone

On 2/02/2021, at 3:10 PM, Selina Topia <Selina.Topia@fndc.govt.nz> wrote:

Tena Koutou,

Can you please advise if the names below will be appropriate for the area in which the customer has indicated.

Nga mihi nui,

Selina Topia

Customer Service Administrator (Riding)

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre
0800 920 029

DDI +6494015236 | E Selina.Topia@fndc.govt.nz

<image001.jpg>

From: Ted Wihongi <ted.wihongi@fndc.govt.nz>

Sent: Tuesday, 2 February 2021 2:36 PM

To: Selina Topia <Selina.Topia@fndc.govt.nz>; Rachel Ropiha
<Rachel.Ropiha@fndc.govt.nz>

Subject: RE: New Road Name requests

Anei Selina,

1. Addressed at 6 Bissett Road, Kaikohe
 - a. Timatanga Place
 - b. Hika Place

Why the names were chosen: they see Kaikohe is the gateway and Hika was one of the chiefs

Iwi Contacts:

- a. Tamaiti Wihongi woodywihongi@hotmail.com
- b. David Rankin drankin.unitec.ac.nz@gmail.com
- c. Konohi Maihi konohi@maihi.co.nz

Nga mihi.....Ted

<image006.png> **Ted Wihongi**

Senior Maori Liaison Officer

Strategic Planning & Policy, Far North District Council | **24-hour Contact**

Centre 0800 920 029

DDI +6494015257 | **M** +64274051017 | ted.wihongi@fndc.govt.nz

[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)

<image007.png>

From: Selina Topia <Selina.Topia@fndc.govt.nz>

Sent: Monday, 1 February 2021 1:49 PM

To: Rachel Ropiha <Rachel.Ropiha@fndc.govt.nz>; Ted Wihongi

<ted.wihongi@fndc.govt.nz>

Subject: New Road Name requests

Tena Koutou,

I have received a new name request as following:

1. Addressed at 6 Bissett Road, Kaikohe
 - a. Timatanga Place
 - b. Hika Place

Can you please advise who I make contact with to get consent for these road names?

Thank you,

Regards,

Selina Topia

Customer Service Administrator (Roading)

Infrastructure & Asset Management, Far North District Council | **24-hour Contact Centre**

0800 920 029

DDI +6494015236 | **E** Selina.Topia@fndc.govt.nz

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Ph. 09 401 5200 | Fax. 09 401 2137 | Email. ask.us@fndc.govt.nz
Address: Memorial Avenue, Private Bag 752, Kaikohe 0440, New Zealand

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6.3 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2021

File Number: A3083803

Author: Ajay Kumar, Management Accountant

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Kaikohe-Hokianga Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 January 2021.

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.

Community Fund Account balance as at 1 July 2020	\$115,902.00
• Plus, uncommitted funds from 2019-20 carried forward	\$59,550.00
• Less funds granted and uplifted to 31 January 2021	\$80,552.00
• Less funds not uplifted from 05 August 2020 for Okaihau Bowling Club and Life Education Trust	\$5,005.00
• Less funds not uplifted from 07 October 2020 for Te Puna o Kupuenuku Inc and Maihi Memorial Charitable Trust	\$18,291.00
• Less funds not uplifted from 09 December 2020 for Kaikohe Business Association and Okaihau Bowling Club	\$9,750.00
Community Fund Account balance as at 31 January 2021	\$61,854.00

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 January 2021 is \$61,854.00.

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 relevant community board funds to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 31 January 2021 is attached.

ATTACHMENTS

- Statement of Kaikohe-Hokianga Community Board Fund Account as at 31 January 2021 - A3083801** [↓](#) 

**Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 31 January 2021**

Allocation Grants & Donations Annual Budget 2020-21	82,569.00	
Community Board Placemaking Fund	33,333.00	
Uncommitted funds from 2019-20 carried forward	59,550.00	
		175,452.00

Less Expenditure 2020/21 (Funds Uplifted)

July 20

Kaikohe Business Association for costs towards Community Patrol vehicle	1,000.00
Kaikohe Pioneer Village for the annual Halloween community event	1,500.00
Wekaweka Valley Community Trust for costs towards updating the Waimamaku Community Centre	3,000.00

September 20

Kaikohe & Districts Sportsville costs towards Lindvart Park Promotional Video	625.00
Te Rau o Te Huia costs towards running a four day community weaving workshop	3,100.00
Hokianga Community Educational Trust for costs towards clearing/cleaning Rawene Campus	2,619.00

October 20

Kaikohe Community Arts Council for costs towards Te Wairua o Kaikohe art exhibition	1,095.00
Kaikohe Sewing Club for costs towards Community Sewing Skills Course	5,300.00
Jacman Entertainment for costs towards Hullabaloo Children's Arts Festival 2020	5,000.00
Ngawha Springs Forward Charitable Trust on behalf of Te Whakamanamai Whanau Trust costs towards where to whenua	20,000.00
South Hokianga Memorial Hall costs towards erecting a hall sign	1,000.00
Okaihau Bowling Club for costs towards new mats and jacks	1,300.00

November 20

Te Puna o Kupuenuku Inc costs towards establishing and furnishing the Rawene Campus	17,291.00
Kaikohe Business Association costs towards Kaikohe Christmas in the Village 2020	2,500.00
Kaikohe Rugby and Sports Club towards adjusting lighting for televised Mitre 10 Rugby game at Lindvart Park	3,972.00
Ngapuhi Hokianga Ki te Raki Inc towards Mangamuka Christmas in the Park 2020	2,320.00
Hokianga Treks 4 Kids for costs towards refreshing the display at the Rawene turnoff	3,400.00
Far North Environment Centre for costs towards Te Tai Tokerau Timebank – Kohukohu and Kaikohe branches	1,300.00

December 20

Wekaweka Valley Community Trust for costs towards sports equipment for community use	1,000.00
Heritage New Zealand for costs towards 181st Commemorations of signing of Te Tiriti at Mangungu Mission	3,230.00
	80,552.00

**Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 31 January 2021**

Balance as at 31 January 2021	<u>\$94,900.00</u>
Less Commitments 2020/21 (Funds not yet up lifted)	
Meeting 05.08.20	
Okaihau Bowling Club for costs towards new mats and jacks	4.00
Life Education Trust costs towards mobile classroom refurbishment	5,001.00
Meeting 07.10.20	
Te Puna o Kūpenuku Inc costs towards establishing and furnishing the Rawene Campus	17,291.00
Maihi Memorial Parks Charitable Trust costs towards the CHI Festival 2021	<u>1,000.00</u>
Meeting 09.12.20	
Kaikohe Business Association for costs towards updated town/cycle trail signage	4,750.00
Okaihau Bowling Club for costs towards Okaihau Bowling Club renovations and repairs	5,000.00
	33,046.00
Balance 31 January 2021 Uncommitted/(Overcommitted)	<u>\$61,854.00</u>

7.4 FUNDING APPLICATION

File Number: A3086614

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which application/s will receive funding at the 3 March 2021 meeting.

EXECUTIVE SUMMARY

- The applicant applied to the Community Board for funding in the amount of \$41,562 (71% of the projected total cost of the event), and funding in the amount of \$1,000 was granted to the Maihi Memorial Parks Charitable Trust for their 2021 CHI Festival at the Board meeting of 7 October 2020.
- This was an out of policy decision, as the applicant did not have 50% of the overall required funding for the event.
- The applicant has asked that the Board reconsider the original application with a view to increasing the amount granted (no additional information has been received at the time this report was prepared).

RECOMMENDATION

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$1,000** (plus GST if applicable) to be paid from the Board's Community Fund account to Maihi Memorial Parks Charitable Trust for costs towards the CHI Festival 2021 to support the following Community Outcomes:

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

1) BACKGROUND

In 2020, Mr Maihi, on behalf of the Maihi Memorial Parks Charitable Trust, applied for an event to take place in early 2020. Due to Covid-19, this event was postponed and rescheduled to take place in March 2021.

The initial application was declined by the Board as it did not meet the minimum criteria for funding, particularly the minimum requirement of 50% of the funding being secured from non-Council sources.

The Kaikohe-Hokianga Community Board considered the application at their 7 October 2020 meeting, and while the application did not meet the minimum criteria, the Board decided to make an out of policy decision and support the event with \$1000.

Mr Maihi has requested that the Board reconsider his application, hence this report.

2) DISCUSSION AND OPTIONS

The applicant was required to complete a standard application form and provide supporting information.

The Board has three options.

Option 1 Let the original resolution for \$1,000 stand

Option 2 Rescind the original resolution and increase the funding amount granted.

Option 3 Rescind the original resolution and decrease the funding amount granted.

Reason for the recommendation

The Board has already considered the initial application and made an out-of-policy decision to support this event.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

ATTACHMENTS

1. KHCB - CHI Festival Funding Application copy - A2958289 [↓](#) 

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.	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 does not have district-wide relevance.
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 Māori 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 (for example – youth, the aged and those with disabilities).	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



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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@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	MAIHI MEMORIAL PARKS CHARITABLE TRUST.		Number of Members	7
Postal Address	PO BOX 195 KAIKOHE		Post Code	
Physical Address	85 PCCADJILLY ROAD		Post Code	
Contact Person	WILLIE MAIHI	Position	CHAIRMAN	
Phone Number	09-4052428	Mobile Number		
Email Address	debbie.willie@slingshot.co.nz			

Please briefly describe the purpose of the organisation.

TO PROMOTE AND ENHANCE THE CULTURAL HERITAGE AND IDENTITY AT KAIKOHE-TE KAIHUA WHAKA, ARE POST COLONIAL AND ITS ROLL

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

A2686814

(version Sept 2018)

AS THE CAPITAL OF THE MID NORTH
CAPITOL

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 C.H.I FESTIVAL Date 14th & 15th MARCH 2020
Location KAIKOHE AIRPORT Time 8am - 10pm

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

If so, how much? SOLD COIN - PRIMARY - TEN DOLLARS PER CHILD - FORTY DOLLARS CONCERT

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.

PONHURI OPENING - OUTLINES CULTURE AND HISTORY.
INFORMS AND EDUCATES THE PEOPLE ITS COMMUNITIES
OF THE SIGNIFICANCE OF THE KAIKOHE AIRPORT.

HOT AIR BALLOONS - DISPLAY FIRST TIME EXPERIENCE THE
BEGINNINGS OF AVIATION FLIGHT.

TRAIL BLAZERS - KIDS ENTERTAINMENT PROGRAM.

STALLS - FOOD SELLING AND ARTS AND CRAFTS

HEKE MARATHON - ZIKS, FITNESS, HEALTH, ENJOYMENT AND
BRING HISTORY AND CULTURE INTO THE MIX INCLUDING
FORESTRY, DAIRY FARMS, SHEEP AND BEEF.

STAGE ENTERTAINMENT SUNDAY 15th MARCH 2020

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

A2686814 (version Sept 2018)

Page 2

Local Grant 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		
Advertising/Promotion	1,000	1,000
Facilitator/Professional Fees ² <i>Ins.</i>	788	788
Administration (incl. stationery/copying)	4,300	4,300
Equipment Hire		
Equipment Purchase (describe) <i>Balloons</i>	2,850	2,850
<i>Disco Bang Cakes</i>	1,300	1,300
Utilities <i>Heating Salt</i>	6,317	6,317
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments <i>Security 1</i>	3,440	3,440
Travel/Mileage <i>11 2</i>	4,687	4,687
Volunteer Expenses Reimbursement		
Wages/Salary <i>Nil</i>	<i>Nil</i>	not applicable
Volunteer Value (\$20/hr)	16,880	not applicable
Other (describe)		
TOTALS	58,442	41,562.

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

How much money does your organisation currently have?

How much of this money is already committed to specific purposes?

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Hangi sales - Sat, 250x6	1,500
" " - Sun, 500x6	3,000
Ground Work	2,000
TOTAL	

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
Due to reschedule information asked for - 14th January - re Mr M. Gale,		Yes / Pending
leaves our first out of time		Yes / Pending
to apply for further funding to		Yes / Pending
other funding agencies.		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Zero			Y / N
			Y / N
			Y / N
			Y / N

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

A2686814

(version Sept 2018)

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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)

MAHI MEMORIAL PARKS 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

W.P. MAM

Signatory Two

CH. A. LEE

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A2596814

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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 Willie P. Maahi Position Chairman
 Postal Address P.O. Box 195 Kaho Post Code 0405
 Phone Number 09. 405. 2428 Mobile Number —
 Signature W. P. MAHI Date 9. 1. 2020

Signatory Two

Name Michelle Angha Tito Position Signatory
 Postal Address 12 Kowhai Ave Kaikohe Post Code 0405
 Phone Number 02108275271 Mobile Number —
 Signature MAHI Date 12. 01. 20.

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

A2566814

(version Sept 2018)

Page 6

6.5 PROJECT FUNDING REPORTS

File Number: A3084602

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project reports received from:

- a) Ngapuhi Hokianga Ki Te Raki Incorporated Society
- b) North Hokianga A&P Show (2020 report)
- c) Te Rau o Te Huia

1) BACKGROUND

Clause 15 of the Community Grant Policy 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. Should Board members have concerns or issues with these reports, these should be discussed at this part of the meeting.




Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

1. KHCB - Project Report - Ngapuhi Hokianga Ki Te Raki Inc Soc - Mangamuka Xmas in the Park - A3067855 [!\[\]\(693fcb3caaca16f960792dd4ef78f66d_img.jpg\)](#) 
2. KHCB - Project Report - North Hokianga AP show - A3067855 [!\[\]\(23263ed0fd0aeb8a53f2a13da8e5026a_img.jpg\)](#) 
3. KHCB - Project Report - Te Rau O Te Huia - A3073429 [!\[\]\(39ad1907ce6023cfdaae6ae2a000608b_img.jpg\)](#) 


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.	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.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
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 the project reports. Any implications on Māori arising from matters included in project reports 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 (for example – youth, the aged and those with disabilities).	This report is asking for the project reports to be approved, 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.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

FO080402



Far North District Council

Project Report
COMMUNITY GRANT FUND - LOCAL

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: funding@fndc.govt.nz PDF attachment via email is preferred) OR:
Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 6440

Name of organisation: North Hokianga A & P Assoc. Inc.

Name & location of project: North Hokianga A & P Show

Date of project/activity: 15/02/2020

Which Community Board did you receive funding from?

☐ Te Hiku ☒ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$1,603

Board meeting date the grant was approved: 05/02/2020

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.

2020 Financials attached:

Supplier/Description	Amount	Receipt/s attached (please tick)
Hokianga Country Music Band & Evening band (Chemamani)	\$1400	
Poster printing	\$253	
PR & sound system (incl technician)	\$1800	
Generator, portalo, amp box (Kaitiaki Hire) & sundry	\$663	
Total:	\$4,116	X

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

A great day enjoyed by all. Great variety of talent on stage from the region - Kapa haka performance, kids performing skits, Hokianga Country music band really enjoyed. Even a young comedian! Estimated over 1000 attended with 100 involved in the performances on stage.

Private Bag 752, Whangarei Ave, Kaikohe (400), New Zealand. Freephone: 0800 820 029.
Phone: (09) 405 2750, Fax: (09) 401 2107, Email: info@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

It started the process of integrating the wider community in the North Hokianga A&P show. Apart from the side show activities, there hasn't historically been enough for the local kids or communities outside of the Ag & Pastoral sector. The music bands also brought new people along to perform a watch. Also encouraging wider community spirit.

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

Please find attached poster for online & external.
This acknowledges Creative Communities NZ.

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

North Hokianga A&P Show

This report was completed by:

Name:

Peter McCraith

Address:

706 Pawarenga Road

Phone

09 409 5594

mob:

027 499 0350

Email:

pmccraith@gmail.com

Date:

14/01/2021

Schedule of Supporting Documentation**North Hokianga A&P Association Inc**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Performance Report year ended 31 March 2020
2	Photo - Advertisement

ga A & P Association Inc

forming part of the Performance Report (continued)

Ended 31 March 2020

lated to providing goods or services


2020

\$

ses - Saleyards	-
ses - Social Club	-
Money	3,695
dry	565
nties Prize Money	400
nties Sundry	200
Prize Money	240
Sundry	110
ibits Prize Money	1,037
ibits Sundry	154
ize Money	560
rpenses	80
rinting	700
Hall	1,014
Grounds	1,221
	1,047
ent	3,863
	681
· Saleyards	73
· Hall	4,804
· Grounds	2,279
	1,106
ce - Saleyards	4,146
ce - Hall	884
ce - Grounds	4,791
p	-
ous	-
ting	53
Stationery	1,054
eyards	819
	441
& Tolls	983
sts related to providing goods or services	37,000



FO080402



Far North District Council

Project Report
COMMUNITY GRANT FUND - LOCAL

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Far North District Council
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KAIKOHE 6440

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Total:	\$4,116	X

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Phone: (09) 405 2750, Fax: (09) 401 2107, Email: info@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

It started the process of integrating the wider community in the North Hokianga A&P show. Apart from the side show activities, there hasn't historically been enough for the local kids or communities outside of the Ag & Pastoral sector. The music bands also brought new people along to perform a watch. Also encouraging wider community spirit.

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mob:

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pmccreith@gmail.com

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Schedule of Supporting Documentation**North Hokianga A&P Association Inc**

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forming part of the Performance Report (continued)

Ended 31 March 2020

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	2020
	\$
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spenses	80
rinting	700
Hall	1,014
Grounds	1,221
	1,047
ent	3,863
	681
· Saleyards	73
· Hall	4,804
· Grounds	2,279
	1,106
ce - Saleyards	4,146
ce - Hall	884
ce - Grounds	4,791
p	-
ous	-
ting	53
Stationery	1,054
eyards	819
	441
& Tolls	983
sts related to providing goods or services	37,000



Name of organization: Te Rau O Te Huia

Name & Location of project: Te Waa Haakuku

Te Kura Kaupapa Maori O Kaikohe

Date of Wananga: 28/09/2020 – 01/10/2020

Received Funding from: Kaikohe-Hokianga Community Board

Amount received: \$3100.00

Board meeting date grant approved: 02/09/2020

Details of how the money was spent:

Tools/Resources: \$578.76

Food: \$270.23

Photography: \$50.00

Travel expenses: \$200.00

Tutor Fees: \$2000.00

Highlights of the wananga, including number of participants:

- The wananga has provided a positive experience for each participant, that has motivated and encouraged an interest in weaving piupiu, as well as opened many pathways for other weaving projects.
- 22 participants; 5 rangatahi-teens (nga kotiro), 6 tamariki (5 kotiro, 1 tama), 10 wahine, 1 tane, 2 wahine tutors both Master Weavers (myself and Mandy Sunlight), 2 guest speakers; 1 tane, 1 wahine. The ages of the participants ranged from 6 years to 14 years, and 30 years to 70+ years.
- There were many highlights, the first was meeting new people and sharing a common interest. Also mindful that there was a good balance of both first time weavers who want to develop their interest in weaving, as well as those ones who had experienced some weaving in the past, and now felt they are ready to grasp the knowledge and skills of weaving, and those who are experienced weavers, that are up skilling to extend their existing skills.
- Other highlights include the venue of the wananga, at Te Kura Kaupapa Maori o Kaikohe. It was comfortable and clean, contributing to an excellent learning environment, which inspired confidence and whakawhanaungatanga throughout the learning processes. Also resource provisions such as access to a computer with internet connection, which made it possible for our guest speaker Karl Leonard to give his presentation via zoom.

- Guest speakers were; our local kuia Toi Te Rito Maihi and Karl Leonard of Rotorua. Both Masters of weaving, who shared knowledge, wisdom, techniques and skills, they also shared experiences which provided insight and understanding of this Traditional Maori Art, handed down from our tupuna. Their presentations also provided a massive opportunity to observe and ask lots of necessary questions.
- This wananga has also contributed to the passing down of this tradition, which has highlighted that sense of cultural identity for each person, and a deeper appreciation for this art.
- It was fantastic to see the children so content throughout the wananga, and absorbing the whole experience, no doubt they felt that sense of belonging. They were all so tuned in and did remarkable well with their listening and learning lessons, each producing a good quantity of whenu.

Benefits:

- Each participant has benefited from this wananga as they have learned the basic knowledge and skills of making a piupiu from beginning to finish.
- They each have achieved making their own taura (sample), of a piupiu that will remind them of the processes, the challenges they encounter and overcome.
- The positive experience of this wananga, which has encouraged and motivated them to continue their interest in weaving piupiu.
- Each participant has had their cultural identity valued, increasing their sense of self-esteem, worth and mana/pride.
- The enthusiasm and motivation for future wananga to continue.
- This wananga has opened pathways for each participant to have the ability for future earnings to support their families/nga whanau katoa

Evaluation:

An evaluation of the wananga emphasized the following:

- The vast and common interest for weaving within our community here in Kaikohe.
- The location of the venue and the neutrality, contributed greatly to a positive learning environment.
- Our Master Weavers who gave presentations, and tutored, set a well balanced standard of teaching that each participant could clearly grasp and understand.
- A Kaupapa and a standard of learning have been set for future development of wananga piupiu, which will continue well in to the future.

Nga mihi atu

Tracey Harris, Te Rau O Te Huia weavers

Schedule of Supporting Documentation**Te Rau O Te Huia – Te Waa Haakuku**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Income / Expense Report
2	Photo's x 4 pages

INCOME		EXPENSES					
MONTH	Funding	food	Tutors fees	tools/resources	photography	travel/petrol	
2020 SEPTEMBER							
FNDC GRANT	3100.00						
New World		61.98					
Tony's Butcher		60.00					
Countdown		148.25					
Mitre 10 Kerikeri				496.53			
The Warehouse				40.00			
Bunnings Kaikohe				24.98			
Bunnings Whangarei				17.25			
Tracey			600.00			50.00	
Delwyn					50.00	50.00	
Mandy			600.00			100.00	
Karl			800.00				
	3,100.00	270.23	2,000.00	578.76	50.00	200.00	
					Total Expenses	3,098.99	
Income	3,100.00						
(less) Expenses						1.01	









7 INFORMATION REPORTS

7.1 COMMUNITY FUNDING AND REPORTING REVIEW

File Number: A3085298

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

PURPOSE OF THE REPORT

This report is provided to give the Board a review of what funding has been provided this financial year and to update the Board on Project Funding reports for previously funded projects.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Community Funding and Reporting Review.

BACKGROUND

A request was received from a Member of the Bay of Islands – Whangaroa Community Board asking how many funding applications had outstanding project reports. As such, a similar report has also been created for Kaikohe-Hokianga Community Board and Te Hiku Community Board for the March meetings.

It is noted that Clause 15 of the Community Grant Policy 2018 states that recipients of funding must provide a project form within two months of completion of the project and that recipients who do not complete this form are ineligible for funding for a period of five years.

This report also provides the Board with a breakdown of the funding that they have granted in this financial year.

DISCUSSION AND NEXT STEPS

Between October of 2016 and June of 2020, Kaikohe-Hokianga Community Board received 84 funding applications and granted funding to 68 applicants. At the time of writing this report, 16 project reports appear to be outstanding (19%) for this five-year period.

In the current financial year (1 July 2020 – 30 June 2021), Kaikohe-Hokianga Community Board has made 24 community grants, with 24 project reports outstanding as at 30 January 2021. This number is anticipated to reduce at projects are completed by applicants.

Prior to 1 July 2020, this information was recorded on multiple spreadsheets and some information does not appear to be recorded. Staff are currently reviewing the records from 2016-June 2020 to ascertain whether reports have been received but not recorded. Where no report can be found, applicants will be contacted to request one be completed. Staff intend to provide an updated report at the end of this financial year.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

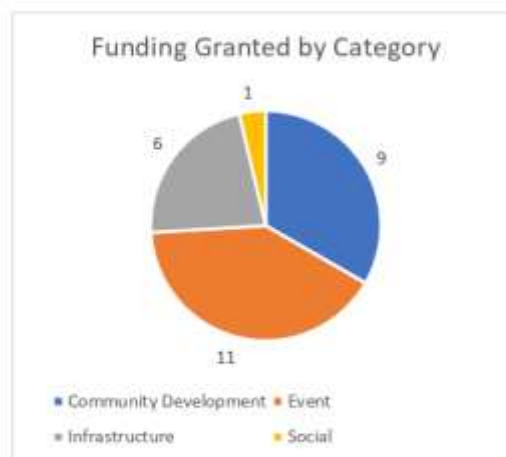
ATTACHMENTS

1. KHCB Funding Report - A3086107 [↓](#) 

Kaikohe-Hokianga Community Board Funding Grants: July 2020 – January 2021

Funding Granted by Category Type:

Category	Grant Total
Community Development	9
Event	11
Infrastructure	6
Social	1
Grand Total	27

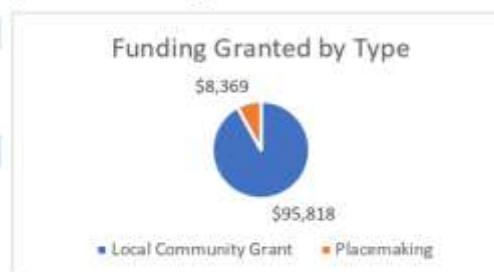


Funding Granted by Category Amount Type:

Category	Grant Amount
Community Development	\$40,505
Event	\$27,937
Infrastructure	\$34,441
Social	\$1,304
Grand Total	\$104,187

Funding Granted by Grant Type (Local Community or Placemaking):

Grant Type	Number	Total Amount
Local Community Grant	24	\$95,818
Placemaking	3	\$8,369
Grand Total	27	\$104,187



Funding was granted for projects taking place in:

- Omapere
- Kohukohu
- Rawene
- Kaikohe
- Manungungu
- Waimamaku
- Okaihau
- Kaikohe

7.2 COMMUNITY AND CUSTOMER SERVICES REPORT 1 JULY 2020 - 31 DECEMBER 2020**File Number: A3082526****Author: Chris Pigott, Manager - Libraries and Museums****Authoriser: Dean Myburgh, General Manager - District Services****PURPOSE OF THE REPORT**

The purpose of the report is to provide information to the Kaikohe-Hokianga Community Board for the community and customer service activities.

EXECUTIVE SUMMARY

This information-only report is provided by way of an update to Community Boards.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Community and Customer Services Report 1 July 2020 - 31 December 2020.

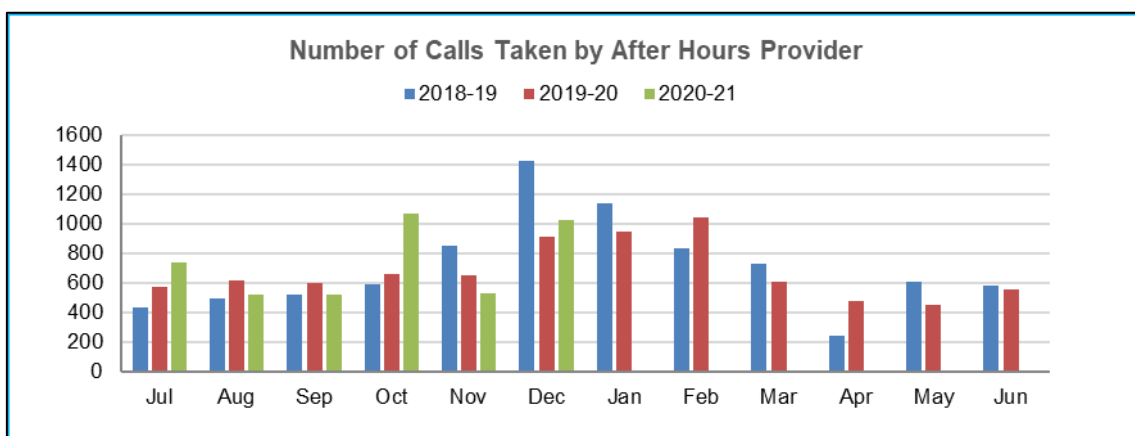
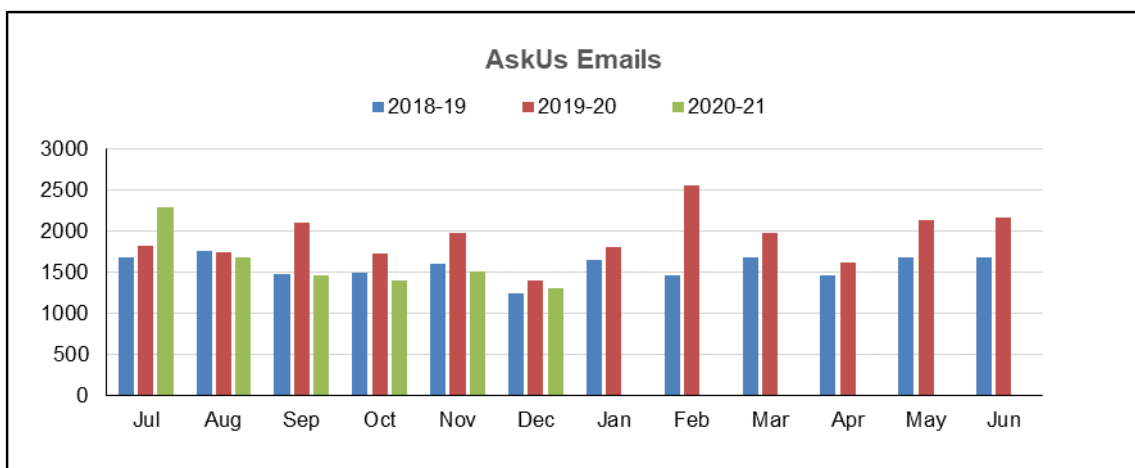
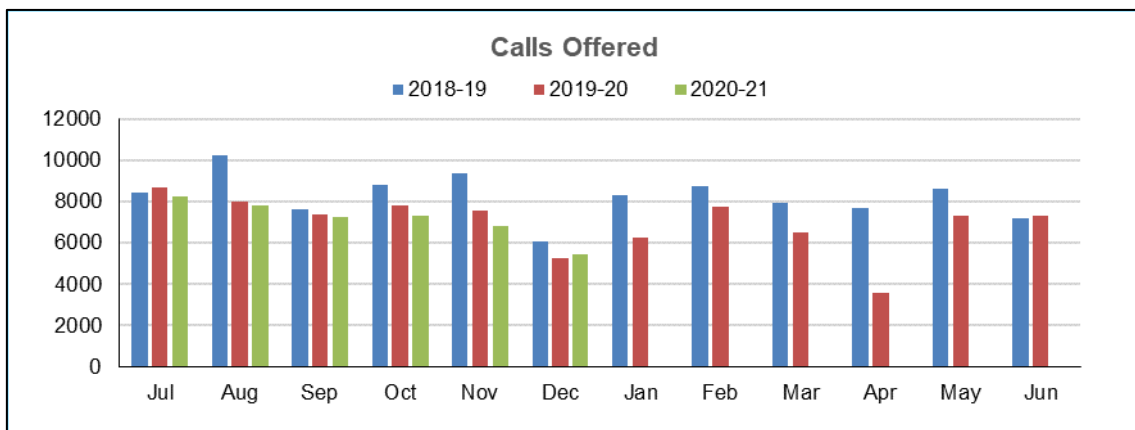
BACKGROUND

Statistical information in relation to the community and customer services department of the district services group is provided to the Kaikohe-Hokianga community board to provide an overview of activity and performance for the months of July to end of December 2020 for the Kaikohe-Hokianga area.

DISCUSSION AND NEXT STEPS**Contact Centre**

Customer interactions district wide for the 6 months ending December 2020 totalled 83,230 (which was less than the same 6 months in the previous year at 90,413.) These interactions included Phone calls: 42,930, Ask Us emails: 9,649, Requests for Service: 13,518, Booking Building Inspections: 2,915.

- In comparison to the previous year, incoming calls are holding at a similar number.
- Incoming emails (AskUs Emails) overall are decreasing compared to the same period last year which may reflect a change in customers preferred channel in which to contact council.
- Customers use of the Afterhours phone service has shown an overall increase.
- District wide the top two issues that customers contacted Council about were Rates: 17,899 (including payments, account balances and direct debits) and Building: 12,054 (including booking Building inspections).

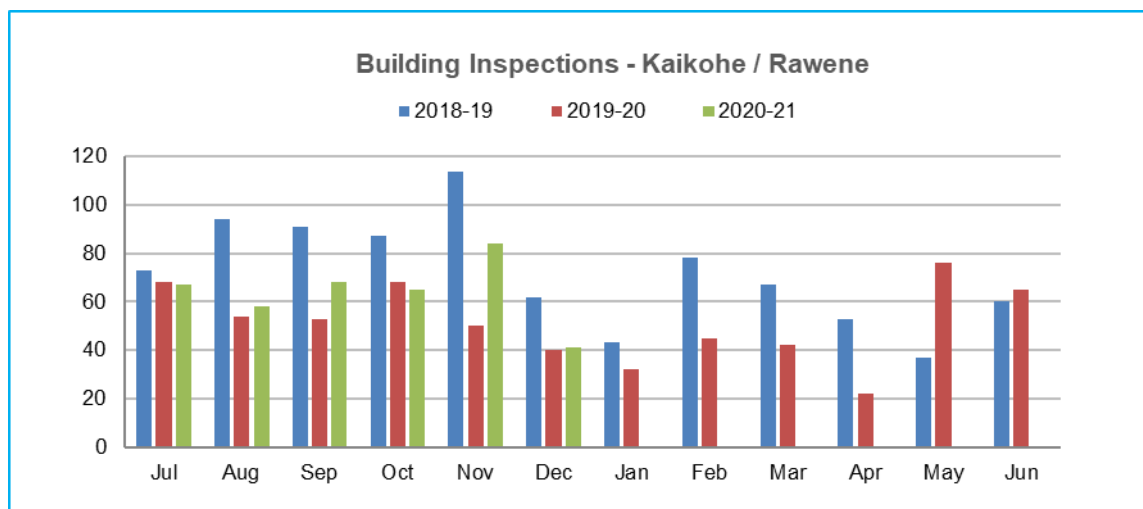
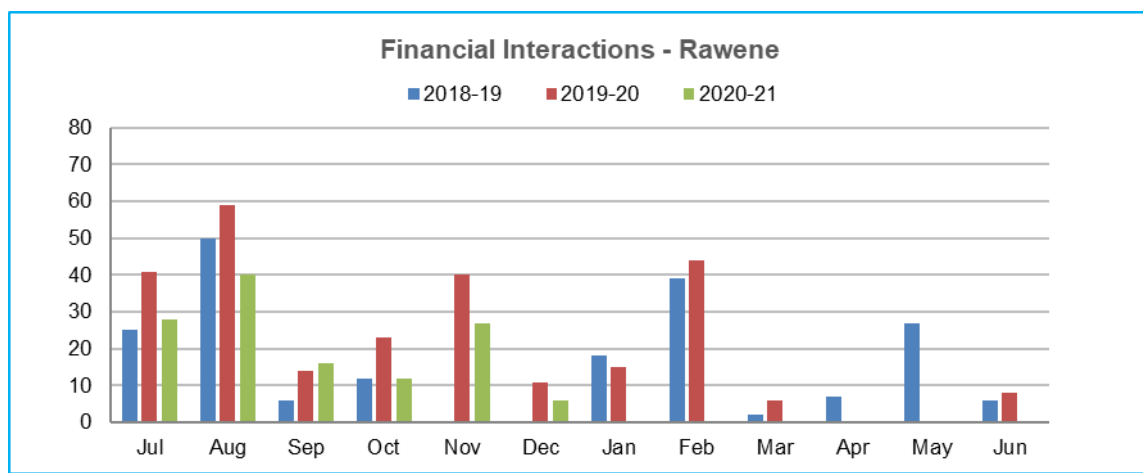
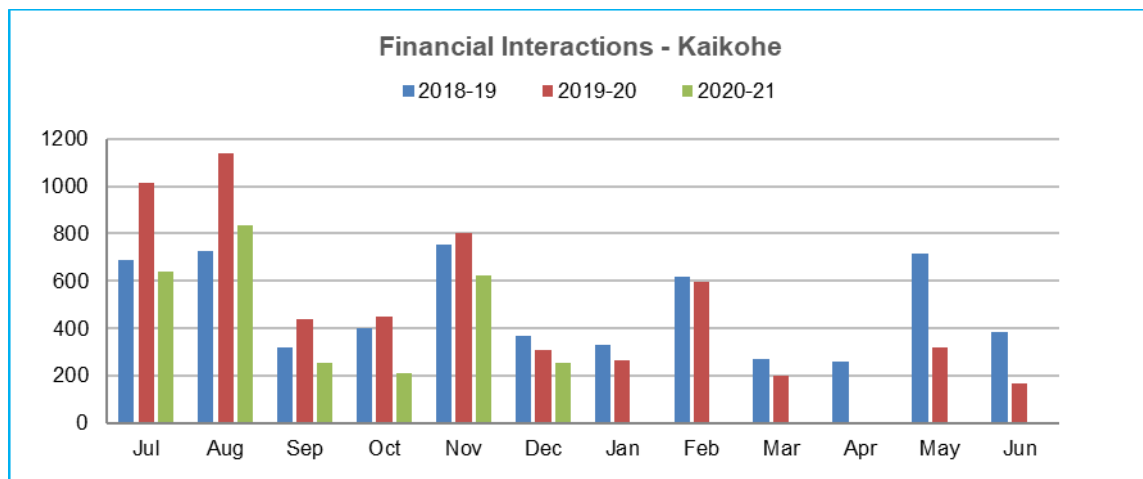


Service Centres

Across all service centres the decline in the number of financial transactions continues as customers are entering into Rates Easy Pay arrangements and direct debit payments.

Processing building inspection bookings and responding to AskUs emails remain a core focus of Rawene and Kaikohe service centres.

The results from the Customer Experience Programme indicates that the service centres district wide are consistently addressing and meeting the needs of customers. The staff are engaged with customers and strive to deliver the best service possible.



Kaikohe Library

Kaikohe Library introduced a successful range of new initiatives in the second half of 2020. These included running a Matariki poetry programme that saw several local schools participating. This was supported by prizes from local businesses including Café Malaahi, The Warehouse Kaikohe and Ngapuhi.

Kaikohe Library staff were involved in producing two read aloud stories on FB, for Books Alive Online Events & Virtual Storytime's with LIANZA and New Zealand Book Awards for Children's and Young Adults. The author of one of these stories reposted the recording on her own FB page, she was so delighted with it.

Te Wiki O Te Reo was celebrated with a suite of Facebook posts, and a phrase of the day in the branch.

A Seniors Christmas morning tea was held in the library with 12 residents attending. Senior Librarian Joanna Boyd worked with the Librarian at Northland College on a Youth Summer Reading Programme, with prizes sponsored generously by local businesses.

Outreach Service

The library outreach service has grown effectively during the second half of 2020. A monthly pop-up library has been established at Opononi Hall, several visits were made to kura, kohanga and schools across the district. Over the holiday period, three successful sessions in partnership with DOC were held for children staying on Urupukapuka Island. Attendees had the opportunity to engage with library books, crafts, and virtual reality.

In the new year, the outreach librarian will be supporting provision of Skinny Jump internet modems into FNDC-managed Housing for Elderly facilities. These modems are free, and customers can then top up data under a low-cost model provided by the Spark Foundation.

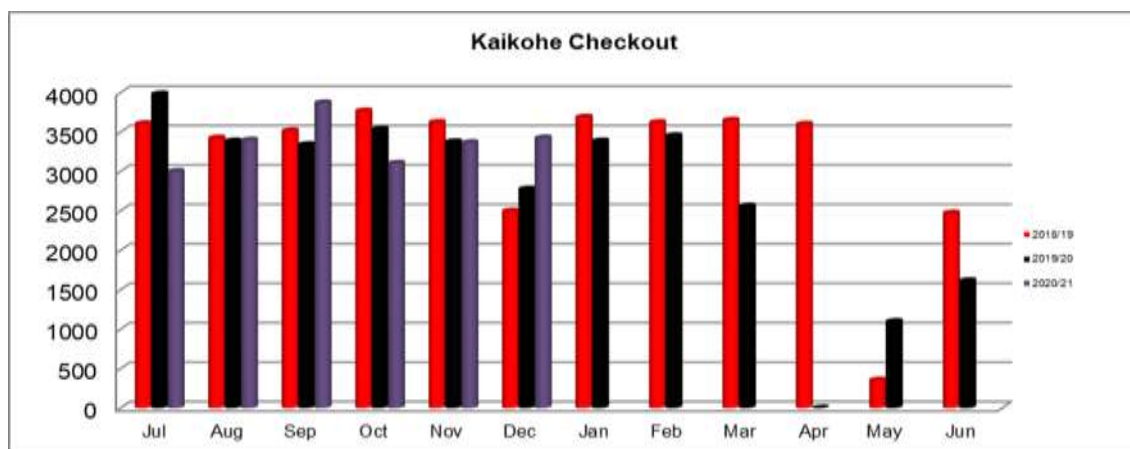
Other Library News

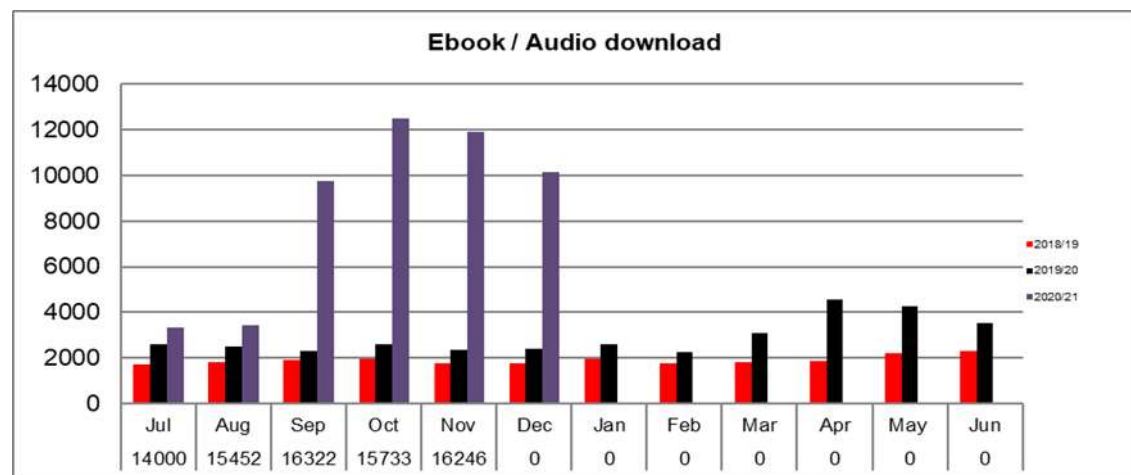
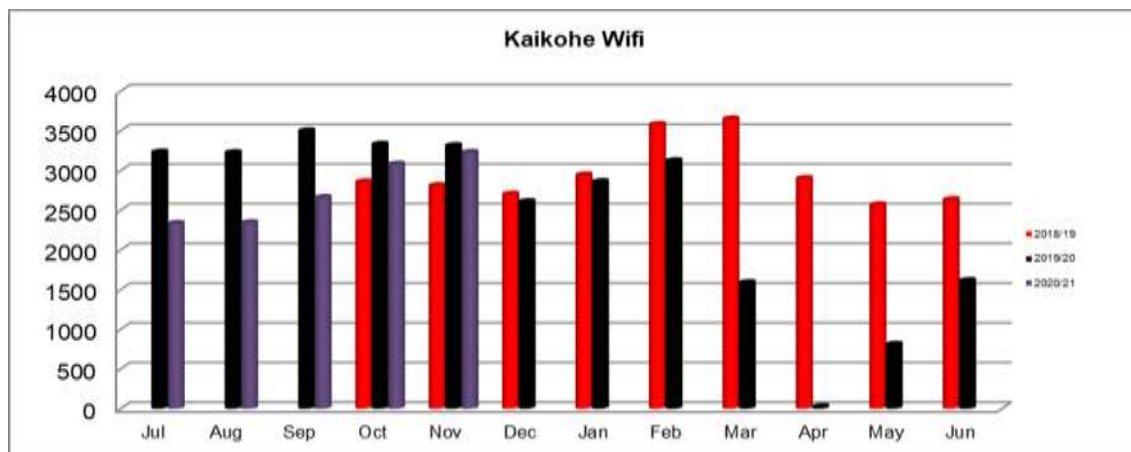
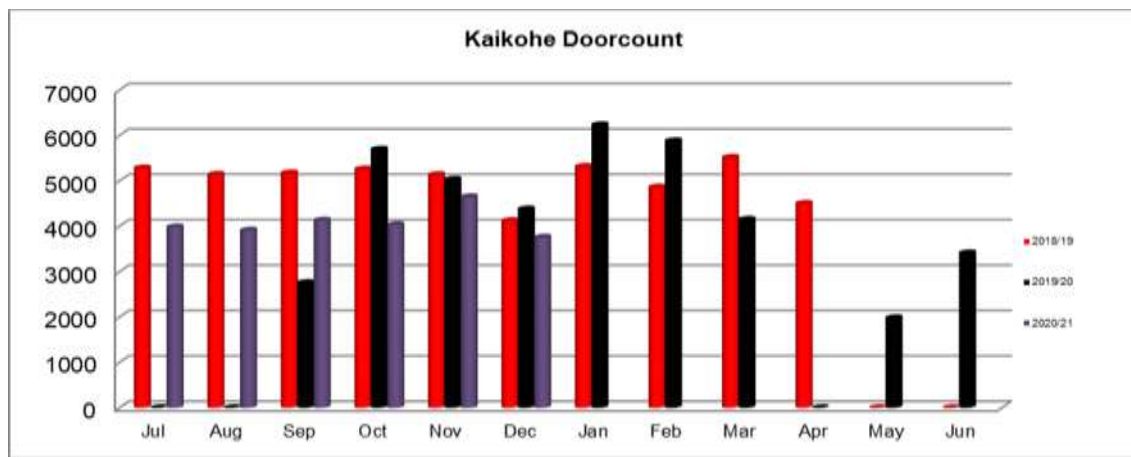
New online databases have been added to the library package of E-Resources. Made possible in part by National Library fee waivers post-Covid, new sites include Press Reader (Local and international magazines and Newspapers), Beamafilm (independent films and documentaries) and EBSCO (academic databases). Customer uptake has been high, especially with Press Reader. The library has also added Niche Academy, an online help dataset, that provides video on how to get started with digital tools and resources.

National Library funding also enabled the appointment of a Services for Maori Specialist to our library team. This role has been filled and will begin in late January. Another funded role, Digital Programmes Specialist, has yet to be filled and will be re-advertised.

A project to bring customer self-check units into our libraries is currently underway. There are some compatibility issues with FNDC IT systems to manage before this project moves forwards, but the hope is to begin work this financial year.

Another project to enable collections work to be outsourced to a book supplier has been completed. Work will get underway at the start of the next financial year. It will result in cataloguing being done off-site and books arriving in our libraries shelf-ready. This will enable staff currently engaged in collections work to focus on future projects and increased levels of programming and services.





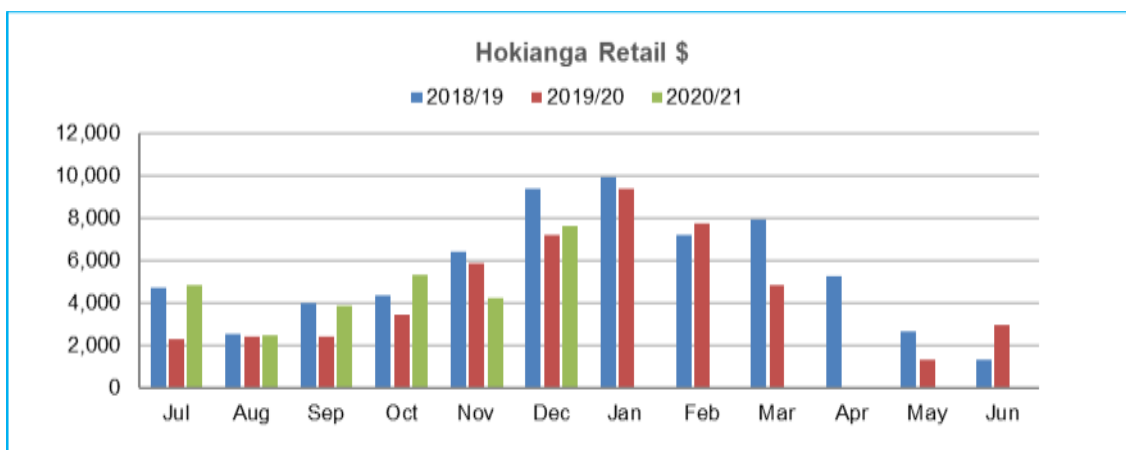
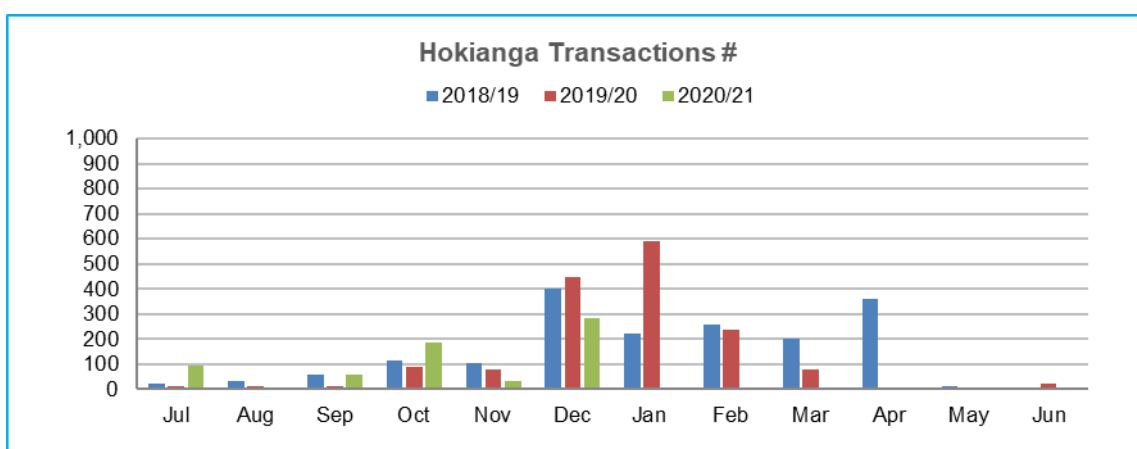
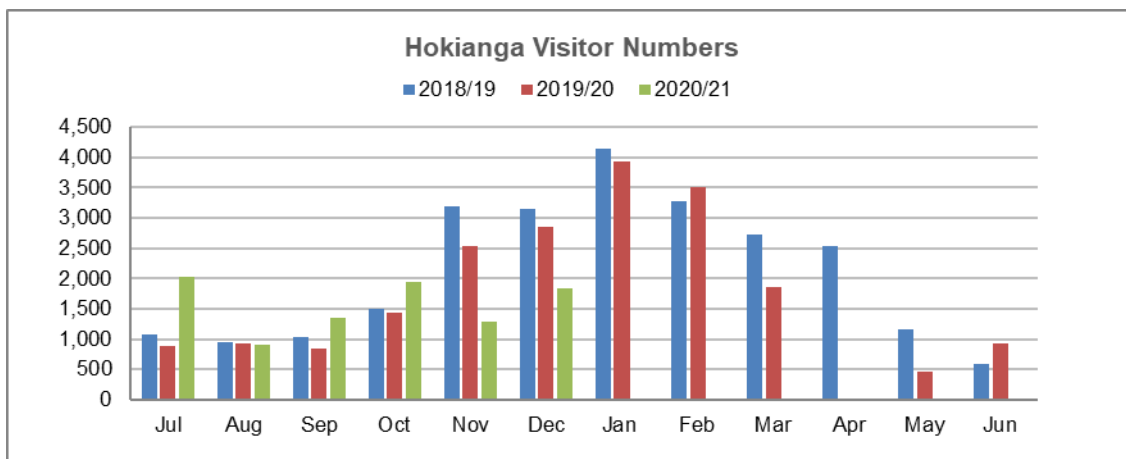
Hokianga i-SITE

Visitor numbers are down due to Covid-19 and the lack of international visitors.

Retail has been doing well with strong support from both locals and visitors. There is a good selection of locally made items. Staff are continuing to source good product that is made in the area. There is often a problem of supply with artisans unable to keep up with demand. There is a shortage of accommodation in the area, but a lot of Airbnb properties and the team is currently investigating the possibility of representing them to make bookings.

Manea Footprints of Kupe is now open and is a quality product. There has been a lack of product in the area and what is available is often weather dependent.

The community are utilising the i-SITE to make payments and processing other Council work and can ask questions there.



Events on Council Reserves and other Council Managed Spaces

Permits are issued to applicants for the use of Councils open spaces for many kinds of activities such as weddings, family picnics, sporting events, circuses, fairs, and large community events.

From July to the end of December, 29 events were successfully held across the district.

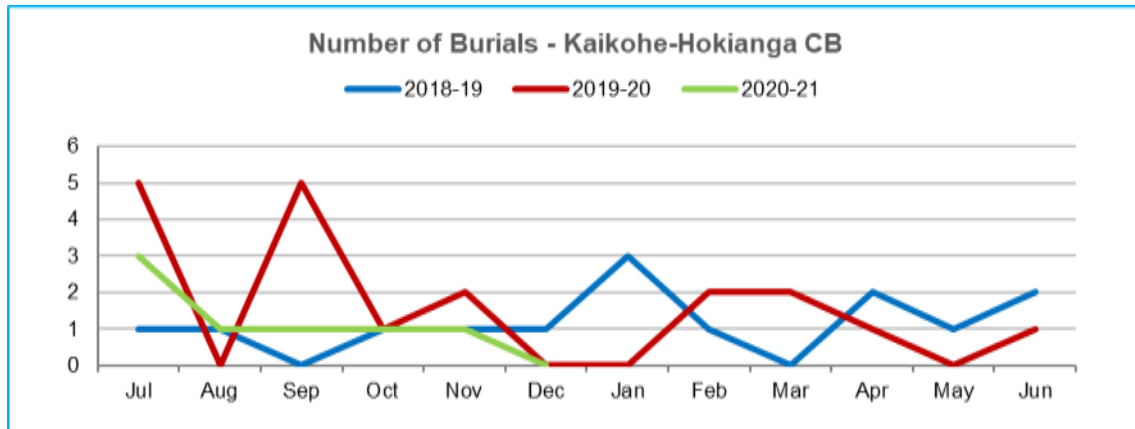
Unfortunately, 5 scheduled events were cancelled because of the COVID-19 pandemic moved to Level 2 in August. This included the much-anticipated tours by The Great Moscow Circus and the Royal New Zealand Navy Band.

Cemeteries - Sexton Services

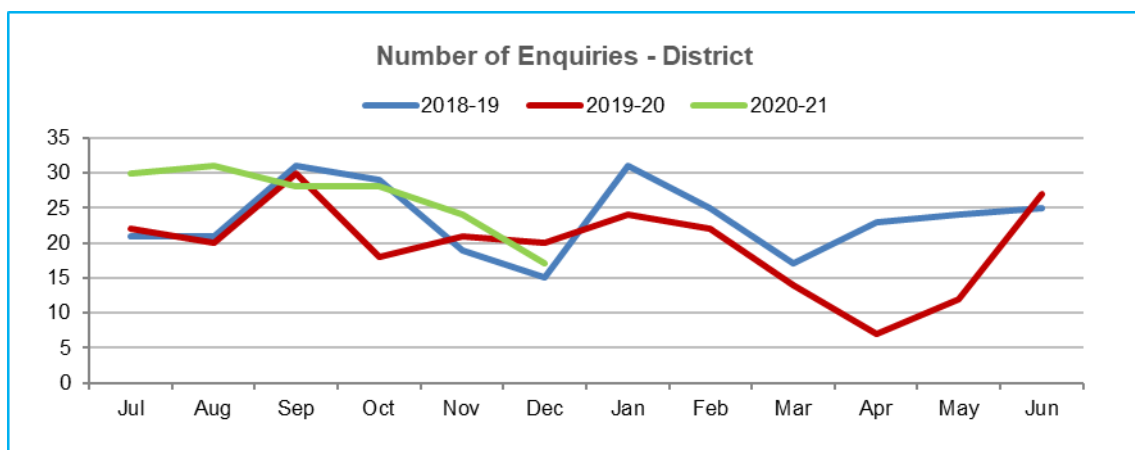
Council manages the Kaikohe, Kohukohu, Okaihau and Rawene public cemeteries under the legislation of the Burial and Cremation Act 1964 and Far North District Council Bylaw 1401-1442.

Plans are actively in place for the management the Council run cemeteries during the COVID 19 pandemic. The reservation of plots for use future use has not been allowed during the pandemic. All plots are available for immediate use only.

At the time of writing this report New Zealand is at COVID-19 Level 1, but this can change at any time. When the pandemic is declared over there will be a return to normal practices.



There were 6 full burials and one ash burial in the Kaikohe-Hokianga Ward over the July to December period.



The number of cemetery enquiries have followed the normal trend of dropping in numbers in the second half the year.

Housing for the Elderly

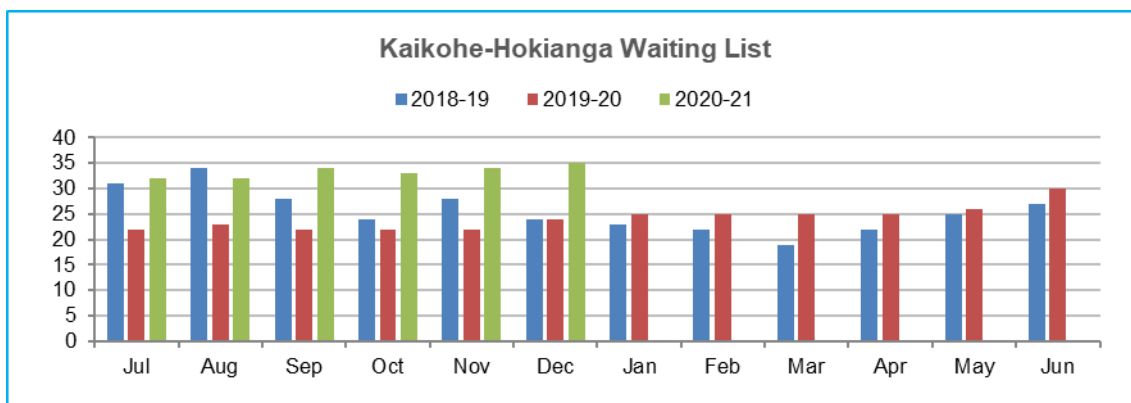
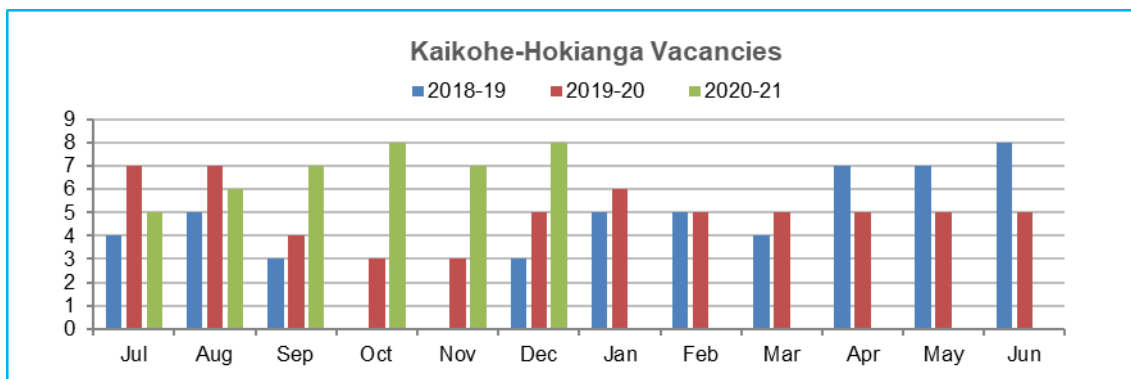
Council owns and rents out 147 Housing for the Elderly units and bedsits overall. In the Kaikohe-Hokianga area there are Villages at:

Location	Two/Three bedroom	One bedroom	Bed-sit	Vacancies
Horeke	-	2	-	0
Kaikohe	-	2	36	3
Kohukohu	-	6	-	1
Omapere	6	3	-	2
Rawene	-	6	4	2
Waima	-	3	-	1

During the period from 1 July – 31 December 2020, seven tenancies ended (3 in Kaikohe, 1 in Kohukohu, 2 in Omapere and 1 in Rawene and two tenancies began (2 in Kaikohe). Two tenants (1 in Rawene and 1 in Waima) transferred units within the same complex.

There are currently 3 units undergoing refurbishment in Kaikohe, 1 in Rawene, 2 in Omapere, 1 in Kohukohu and 1 in Waima. Several of these in Kaikohe, Omapere and Kohukohu will be ready to tenant early in the new year.

There is continued focus around the Healthy Homes regulations that are set to take effect on 1 July 2021. Units require heating, ventilation, and extraction methods to be installed in the next 12 months to comply with the regulations. With insulation already completed, heating will be installed next.



FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

ATTACHMENTS

Nil

8 MEETING CLOSE