



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 24 August 2021

Time: 10:00 am

**Location: Te Rarawa Rugby Football Club
252 Ahipara Road
Ahipara**

Membership:

Chairperson Adele Gardner
Member Jaqi Brown
Member Darren Axe
Member Sheryl Bainbridge
Member John Stewart
Member William (Bill) Subritzky
Member Felicity Foy

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	Te Hiku Education Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/ Committee Member		
	Te Hiku Sports Hub			
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Darren Axe	Wharf Warden at Far North Holding Limited	Council Controlled organisation		
Sheryl Bainbridge	Ex-employee of Far North District Council			There should be no conflict of interest if we are all heading in the same direction
	Property in Coopers Beach			
Jaqi Brown	Te Hiku Navigation	Manager		
	Whangape Marae	Māori Land owner Trustee over Whangape School and marae		Will manage any potential interests/conflicts and it arises
	Te Rawawa Rugby Club Committee	TRRC Lease Ahipara Domain from FNDC		Will manage any potential interests/conflicts and it arises
	Property in Ahipara			
John Stewart	Printing.com Kaitaia	Managing Director	Produces some work for FNDC	Step aside for any decisions at the time
	Zenstone N.Z Limited	Managing Director	N/A	N/A

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	90 Mile Snapper Bonanza Limited	Shareholder / Organiser	May apply for event funding from FNDC	Step aside for any decisions at the time
	Property in Whatuwhiwi and Kaitaia			Step aside for any decisions at the time
John Stewart – Partner	Printing.com Kaitaia			
	Property in Whatuwhiwi and Kaitaia			Step aside for any decisions at the time
Felicity Foy	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties Seaview Road – Cable Bay, and Allen Bell Drive - Kaitaia.		
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight and Allen Bell Drive.	
	Foy Farms Partnership	Owner and partner in Foy Farms - a farm on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 7 dwellings on Church Road, Kaingaroa and 2 dwellings on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia, one title contains a cell phone tower.		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	112 Commerce Street Holdings Ltd	Owner of commercial property in Commerce Street Kaitaia.		
	Foy Property Management Ltd	Owner of company that manages properties owned by Foy Farms Rentals and Flick Family Trust.		
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
	Shareholder of Coastline Plumbing NZ Limited			
Partner Felicity Foy	Director of Coastline Plumbing NZ Limited			
	Friends with some FNDC employees			

Far North District Council
Te Hiku Community Board Meeting
will be held in the Te Rarawa Rugby Football Club, 252 Ahipara Road,
Ahipara on:
Tuesday 24 August 2021 at 10:00 am

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1 KARAKIA TIMATANGA – OPENING PRAYER**2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / 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.

3 PUBLIC FORUM**4 TE TONO KŌRERO / DEPUTATION**

A representative from Kaitaia Croquet Club will speak to the Community Board.

5 SPEAKERS

- 10.30 am A representative from Far North Joyfest will speak to their application and Item 7.13 – Funding Applications.
- 10.35 am A representative from Friends of Rangikapti Reserve will speak to their application and Item 7.13 - Funding Applications.
- 10.40 am A representative from Kaitaia College will speak to their application and Item 7.13 – Funding Applications.
- 10.45 am A representative from Northland Floral Art Society will speak to their application and Item 7.13 – Funding Applications.
- 10.50 am A representative from Te Whakaora Tangata will speak to their application and Item 7.13 – Funding Applications.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3281866

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board agrees that the minutes of the meeting held 6 July 2021 be confirmed as a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

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

Take Tūtohunga / Reason for the recommendation

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

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ĀPITI HANGA / ATTACHMENTS

- 1. 2021-07-06 Te Hiku Community Board Unconfirmed Minutes - A3272783**  

Hōtaka Take Ōkawa / 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.

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

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM, TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD,
KAITAIA
ON TUESDAY, 6 JULY 2021 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Deputy Chairperson Jaqi Brown, Member Darren Axe, Member Sheryl Bainbridge (via Microsoft TEAMS), Member John Stewart, Member William (Bill) Subritzky, Member Felicity Foy

IN ATTENDANCE: Cr Mate Radich, Mike Masters – Kaitaia Drainage Area Member, Joe Milich - Waiharara and Kaikino Drainage Area Member, Dean Radojkovich - Waiharara and Kaikino Drainage Area Member, Aaron Bainbridge - Waiharara and Kaikino Drainage Area Member, Paul Harvey – Motutangi Drainage Area Member, Jeremy White - Motutangi Drainage Area Member

1 KARAKIA TIMATANGA – OPENING PRAYER

Member Brown opened the meeting with a karakia/prayer.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

APOLOGY

RESOLUTION 2021/32

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That the apology received from Member Sheryl Bainbridge for lateness be accepted.

CARRIED

3 PUBLIC FORUM

Nil

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3254218, pages 12 - 22 refers.

RESOLUTION 2021/33

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board agrees that the minutes of the meeting held 1 June 2021 be confirmed as a true and correct record.

CARRIED

5 REPORTS

5.1 ROAD NAMING - 3608A FAR NORTH ROAD, HOUHORA

Agenda item 7.1 document number A3136385, pages 23 - 30 refers.

RESOLUTION 2021/34

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Mataroa Way that is currently addressed at 3608a Far North Road, Houhora as per map (A3134544).

CARRIED

5.2 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.2 document number A3244424, pages 31 - 42 refers.

MOTION

Moved: Chairperson Adele Gardner

Seconded: Deputy Chairperson Jaqi Brown

That Te Hiku Community Board:

- a) note the reports from Chairperson Gardner and Members Axe, Bainbridge and Subritzky.

AMENDMENT

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

- b) requests a copy of the heritage report that forms the basis of the Council decision to propose a blanket heritage precinct on an area of Mangonui that is not confined simply to properties of historic value.

CARRIED

The amendment became the substantive motion.

RESOLUTION 2021/35

Moved: Chairperson Adele Gardner

Seconded: Deputy Chairperson Jaqi Brown

That Te Hiku Community Board:

- a) note the reports from Chairperson Gardner and Members Axe, Bainbridge and Subritzky.
- b) requests a copy of the heritage report that forms the basis of the Council decision to propose a blanket heritage precinct on an area of Mangonui that is not confined simply to properties of historic value.

CARRIED

6 SPEAKERS

Andrea Panther and Tia Hohaia representing Kaitaia Business Association will speak to item 10.1 – Funding Application.

Attachments tabled at meeting

- 1 Tabled Documents - Kaitaia Business Association

7 NGĀ TONO KŌRERO / DEPUTATIONS

Dean Radojkovich, Chair of the Waiharara and Kaikino Drainage Area Committee and Mike Masters member of the Kaitaia Drainage Area Committee spoke to the Community Board in regards to the Drainage Committees and the work completed to date and upcoming work.

At 11:08 am, Member Sheryl Bainbridge left the meeting.

The meeting was adjourned from 11.08 am to 11.22 am.

At 11:23 am, Member Felicity Foy left the meeting. At 11:27 am, Member Felicity Foy returned to the meeting.

8 REPORTS CONTINUED

8.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MAY 2021

Agenda item 7.3 document number A3249049, pages 43 - 47 refers.

RESOLUTION 2021/36

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 May 2021.

CARRIED

9 INFORMATION REPORTS

9.1 LAKE OHIA COMMUNITY HALL - SIX MONTHLY UPDATE

Agenda item 8.1 document number A3250496, pages 77 - 79 refers.

RESOLUTION 2021/37

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board receive the report Lake Ohia Community Hall - six monthly update.

CARRIED

At 11:39 am, Member Sheryl Bainbridge returned to the meeting.

10 REPORTS CONTINUED

10.1 FUNDING APPLICATIONS

Agenda item 7.4 document number A3254706, pages 48 - 57 refers.

RESOLUTION 2021/38

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

That Te Hiku Community Board:

- a) approves the sum of \$6,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kaitaia Business Association for each of the financial years of 2021/2022 and 2022/2023 for costs towards CCTV monitoring to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities.

CARRIED

10.2 PROJECT FUNDING REPORTS

Agenda item 7.5 document number A3254887, pages 58 - 76 refers.

RESOLUTION 2021/39

Moved: Member John Stewart

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board note the project reports received from:

- a) Far North JoyFest Group
- b) Houhora Bowls & Sports Club Inc
- c) Kaitaia Sports & Leisure Trust
- d) Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust
- e) Volunteering Northland

CARRIED

11 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 12.04 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board meeting held on 24 August 2021.

.....
CHAIRPERSON

7 REPORTS

7.1 LEASE 6 SOUTH ROAD KAITAIA TO THE KAITAIA CENTRE NGA HOA AWHINA INC.

File Number: A3287442

Author: Tania Steen, Property Officer

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To obtain a recommendation from the Te Hiku Community Board to Council to grant a new nine year lease for part of the building at 6 South Road, Kaitaia to The Kaitaia People Centre Nga Hoa Awhina Inc

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Since 2012 The Kaitaia People Centre Nga Hoa Awhina Inc has leased part of the former museum building at 6 South Road, Kaitaia.
- The final expiry of the lease was 31 July 2021.
- The tenant has requested a new nine year lease, 3 terms of 3 years each.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board recommends that Council:

- a) approves granting The Kaitaia People Centre Nga Hoa Awhina Inc a new nine year lease on part of the building located at 6 South Road, Kaitaia, being Pt Section 20Blk V Takahue SD from 1 September 2021 at Market rent.
- b) agrees that the General Manager Infrastructure & Asset Management is authorised to negotiate and agree to the terms and conditions of the lease.

1) TĀHUHU KŌRERO / BACKGROUND

When Te Ahu opened in 2012, the Council resolved that expressions of interest should be invited for the lease of buildings becoming vacant (the former i-SITE/Lighthouse building, the former Library on Melba Street and parts of the former Museum building now Pioneer House and the subject property). Leases should be on commercial terms and at commercial rent.

The land on which the building is located is classified as a Local Purpose (community facilities) Reserve and in accordance with Clause 61(2A) of the Reserves Act 1977, Council as the administering body, may lease all or any part of the reserve to any person, body, voluntary organisation, or society (whether incorporated or not) for any of the following purposes: community building, playcentre, kindergarten, plunket room or other like purposes. Several expressions of interest were received from various groups and organizations; however most were either non-compliant or unable to pay commercial rent.

The current tenant, The Kaitaia People Centre Nga Hoa Awhina Inc (KPC) provide a broad range of information services, legal clinics, counselling and budgeting services, etc from the premises.

The lease to the KPC is on standard Auckland District Law Society commercial terms and conditions.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Once a lease has come to the final expiry, Council as the landlord, is under no obligation to continue leasing to the current tenant. Council has the option to seek expressions of interest again to find another tenant.

Over the years the KPC has been a good tenant, running a professional operation and providing a valued service to the community. The lease is on commercial terms and the rent is determined by valuation.

Council would not benefit financially from a change of tenant and could in fact find it difficult to attract a new tenant of this calibre given the restrictions under the Reserves Act.

Council has several options:

Option 1 (recommended):

Grant a new 9 year lease to the KPC lease by way of one 3 year initial term plus two times 3 year right of renewal.

Option 2:

Advertise for Expressions of Interest from interested parties.

Take Tūtohunga / Reason for the recommendation

Over the years the KPC has been a good tenant, running a professional business operation and providing a valued service to the community. The lease is on commercial terms and the rent is determined by valuation. Council would not benefit a change of tenants and could in fact find it difficult to attract a new tenant of this calibre.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The current “market rent” as determined by valuation is \$11,600 +GST per annum. The lease allows for rent reviews to market rent every 3 years.

ĀPITI HANGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks the views of the appropriate community board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	The implications for Maori are the same as the implications for the general ratepayer.
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).	N/A.
State the financial implications and where budgetary provisions have been made to support this decision.	Rental Income to Council for 3-year term is \$11,600 + GST per annum.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

7.2 KAITAIA DRAINAGE AREA 2020/2021 EXPENDITURE**File Number: A3343374****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with expenditure details and the closing balance for the 2020/2021 financial year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Over the 2020/2021 financial year, the Far North District Council completed a selection of drainage area works.
- The work which included spraying, cleaning and status reporting of the drains, came to a total expense of \$55,556.
- The Kaitaia Drainage Area Committee considered this report at their meeting on 16 August 2021 and makes the following recommendation.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the following financial summary for the past financial year 2020/2021:

Kaitaia	Budget
2019-20 Residual funds (reserve funds available)	\$46,646
2020 Opening Balance (rated income)	\$70,036
2020-21 Expenditure	\$55,556
2020-21 Closing Reserve Balance	\$61,126

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The works programme for the 2020/21 financial year was discussed at the previous Kaitaia Drainage Area Committee Meeting on 3 November 2020. In consultation with the spraying contractors, members of the public and Committee members, the list of required works had been compiled.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

2.1 Work programme summary 2020/2021

The past work programme from Financial Year 2020/2021 is included below. This has been divided into completed and remaining work. There is also a column showing the amount budgeted through previous meetings.

Kaitaia	Budgeted	Expended
Completed Work:		
Spraying of the Kaitaia drains	\$57,429	\$55,556
Total	\$57,429	\$55,556
Remaining Work & Allowances:		
Status report on the drains (Complete, yet to be invoiced)	\$700	
Machine cleaning contingency (Church Gulley Drain, in planning for 2021/2022)	\$13,000	
20% share of a drone for drain surveillance (Deferred for review 2021/2022)	\$664	
General contingency	\$3,000	
Total	\$17,364	

2.2 General maintenance within the work programme

Spraying

Spraying of the Kaitaia drains were completed, from November 2020 to February 2021. The spraying expenditure for the year is \$55,556. This is slightly under budget as some drain sections were inaccessible.

As part of the Kaitaia Drain Status Report 2021, the spraying contractor has identified several drains which require further spraying or machine cleaning. These drains are noted in the 2021/22 Programme.

Below is the programme confirming the drains that were sprayed, the distance sprayed, and the amount expended.

Waipapakauri Compartment	Total	Spray	Cost
Waipapakauri Outfall	4,800 m	4,800 m	\$2,640.00
Paparore Bank Drain (not invoiced)	4,000 m	4,000 m	\$0.00
Waipapakauri Bank	1,710 m	1,710 m	\$855.00
Thodes	684 m	684 m	\$376.20
Brattons Drain (On request)	282 m	0 m	\$0.00
Evans Drain (On request)	443 m	0 m	\$0.00
Yates (On request)	945 m	0 m	\$0.00
Westes	820 m	820 m	\$451.00
Sandhills	7,502 m	6,456 m	\$3,550.80
Birds Boundary	1,521 m	1,521 m	\$836.55
Abbots (On request)	422 m	0 m	\$0.00
Government drain	3,012 m	3,012 m	\$1,656.60
Waimanone - Walkers	4,221 m	4,221 m	\$2,110.50
Spains Drain (On request)	1,580 m	0 m	\$0.00
Spains Road Drain	2,170 m	1,580 m	\$869.00
Totals	34,112 m	28,804 m	\$13,345.65

Lower Awanui Compartment	Total	Spray	Cost
Prices Bank (Unahi)	2,615 m	2,615 m	\$1,307.50
McMillans - Tupes	6,840 m	6,840 m	\$3,420.00
Factory Bend - Michies	6,035 m	6,035 m	\$3,319.25
Flemings (On request)	764 m	0 m	\$0.00
Gills	2,008 m	1,489 m	\$818.95
Kumi Road	1,006 m	1,006 m	\$503.00
H Subritzky	1,127 m	1,127 m	\$563.50
Awanui	2,313 m	2,313 m	\$1,156.50
Sankeys No. 1 (On request)	201 m	0 m	\$0.00
Sankeys No. 2 (On request)	362 m	0 m	\$0.00
Totals	22,752 m	21,425 m	\$11,314.05

Puckeys Outfall Compartment	Total	Spray	Cost
Puckeys Outfall	484 m	484 m	\$266.20
J Subritzky Drain (On request)	402 m	0 m	\$0.00
Foleys (not invoiced)	450 m	450 m	\$0.00
Lisle (not invoiced)	1,710 m	1,710 m	\$0.00
Wireless	1,800 m	1,800 m	\$990.00
Bells Road	2,012 m	2,012 m	\$1,106.60
Totals	6,858 m	6,456 m	\$3,550.80

Pukepoto Outfall Compartment	Total	Spray	Cost
Pukepoto Outfall	5,828 m	5,828 m	\$3,205.40
Brass (On request)	1,388 m	0 m	\$0.00
W Masters C	1,207 m	1,207 m	\$663.85
W Masters E (On request)	1,300 m	1,300 m	\$715.00
Campbells	684 m	684 m	\$376.20
L Masters W	1,064 m	1,064 m	\$532.00
L Masters C	1,400 m	1,400 m	\$770.00
School	1,509 m	1,509 m	\$829.95
Reynolds (West Bank)	2,213 m	2,213 m	\$1,217.15
Maori	2,012 m	2,012 m	\$1,106.60
Pukepoto Creek	805 m	805 m	\$442.75
Houstons (West Bank)	2,213 m	2,213 m	\$1,106.50
Parkers	1,813 m	1,813 m	\$997.15
Reids West	2,615 m	2,615 m	\$1,438.25
Totals	26,051 m	24,663 m	\$12,724.25

Whangatane Compartment	Total	Spray	Cost
Texifros	785 m	785 m	\$431.75
Maimaru	1,127 m	1,127 m	\$563.50
Oinu Stream	1,650 m	1,650 m	\$907.50
Pairatahi Bank	2,716 m	2,716 m	\$1,493.80
Johnsons (On request)	150 m	0 m	\$0.00
Kareponia (On request)	402 m	0 m	\$0.00
Birds (On request)	504 m	0 m	\$0.00
Totals	7,334 m	6,278 m	\$3,452.90

Kaitaia Compartment	Total	Spray	Cost
Lewis Junction - Boundary	443 m	443 m	\$243.65
Lewis Junction - Road	322 m	322 m	\$177.10
Church Gully	2,865 m	2,585 m	\$1,421.75
Mathews Outfall	4,425 m	3,425 m	\$1,883.75
Wilds (On request)	503 m	0 m	\$0.00
Hanlons	322 m	322 m	\$177.10
Totals	8,880 m	7,097 m	\$3,892.35

Tangonge Compartment	Total	Spray	Cost
Reids East	3,017 m	3,017 m	\$1,659.35
Hoddles	1,667 m	1,667 m	\$916.85
Millers	2,615 m	2,615 m	\$1,438.25
McKenzies	634 m	634 m	\$348.70
Sharps (not invoiced)	402 m	402 m	\$0.00
Lewis & Crown Land	1,851 m	1,851 m	\$1,018.05
Totals	10,186 m	10,186 m	\$5,602.30

Wairoa Compartment	Total	Spray	Cost
Berghans	1,005 m	1,005 m	\$552.75
Wairoa Stream	3,058 m	3,058 m	\$1,681.90
Blairs	805 m	805 m	\$442.75
Totals	4,868 m	4,868 m	\$2,677.40

Machine cleaning

For the year, there was no machine cleaning completed. There is 1 drain (Church Gulley Drain) agreed for machine cleaning, however this has been delayed to allow for private fencing to be completed first.

Accessibility issues & maintenance

For the year, there were no significant access issues that were worked on.

A letter concerning the state of drain access and inefficiency of spraying this year has been received from Fenwick Contracting. This is attached for the Committee's consideration.

2.3 Drainage Area Requests for Service (RFS) summary

Since the most recent meeting in November, there have been 3 new Request's for Service received regarding the Kaitaia Drainage Area.

- RFS 4035632 – Request for the Council drain between the Waipap Cut, which runs between 494 Gill Road Awanui, the Bennetts and Dromgool properties be sprayed to avoid a blockage of the drain. Logged on the 25th of November 2020.
- Unknown RFS # – Phone call requesting the Church Gulley Drain be cleaned from a neighbouring landowner. Advised the drain is overgrown and blocked with sediment. Committee members visited and confirmed in March / April 2021, however on condition the drain had to be fenced off before any cleaning was undertaken. Raised in February / March 2021.
- Unknown RFS # – Request for the end of the Spains Road Drain (once it crosses the State Highway 1) to be cleaned / sprayed. Council inspected on the 6th of July 2021 and suspects the downstream end (last 100 - 200m) would not be managed effectively with spray, so cleaning could be appropriate.

Take Tūtohunga / Reason for the recommendation

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

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2020/2021 financial year is as follows:

Kaitaia	Budget
2019-20 Residual funds (reserve funds available)	\$46,646
2020 Opening Balance (rated income)	\$70,036
2020-21 Expenditure	\$55,556
2020-21 Closing Reserve Balance	\$61,126

ATTACHMENTS

1. Fenwick Contracting Letter - List of concerns with drainage areas - A3304701 [↓](#) 

Hōtaka Take Ōkawa / 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.

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

FENWICK CONTRACTING LTD

2291 Farnorth Rd

R,D,4

Kaitaia

0484

Phone: 094068831

E Mail: randlfenwick@slingshot.co.nz

Troy Smith FNDC.

This year the Drains have been a challenge we have encountered many problems firstly the amount of Avocado Farms these are problematic because we will arrive at the property sign in start to spray and the wind may pick up slightly and we have to leave only to go back at a later date this is costing our company in time fuel and milage.

Secondly running tracks are not that good in some places we spend ages just going in and out of paddocks as the paddock fences go right to the drain again time wasted driving Drive 100 metres to spray 20 metres.

Thirdly arriving at a property and cannot find the owner so cannot go on to the property without permission.

Access to some of the drains are in terrible condition mainly crossings.

Pukepoto Outfall has had culverts removed by the farmer this means we have to back track several times.

Oinu Access is poor and trees along the drain means having to pull hose in and out of the trees.

These are a few of the things the boys have mentioned.

We have approximately 11 drains to do this should take a week weather permitting.

Thanks

lynn

7.3 KAITAIA DRAINAGE AREA 2021/2022 PROGRAMME

File Number: A3343390

Author: Troy Smith, Assistant Engineer

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2021/2022 financial year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Over the 2021/2022 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the drains. It is recommended a budget of **\$88,333** is allocated to cover the required and potential work for Kaitaia.
- The Kaitaia Drainage Area Committee considered this report at their meeting on 26 August 2021 and makes the following recommendation.
- Financial changes requested by the Committee are also updated and highlighted throughout the report in **red**.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- approve the Kaitaia Drainage Area 2021/2022 work programme.**
- request staff send a letter to Mr van Bysterbelt with instruction to reinstate the crossing/culverts that he removed on Pukepoto Main Outfall and Reid's West drain at his own cost.**
- request staff arrange a workshop with the Kaitaia Drainage Area Committee in October 2021 or November 2021 to discuss the draft Kaitaia Area Drainage Management Plan.**
- request staff send an annual letter, preferably in summer, to remind property owners of their requirements to comply with the Land Drainage Bylaw.**
- approve that the general contingency budget for 2021/2022 be increased to \$5,000 and that a spray contingency be added for \$6,000.**

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The proposed works programme for the 2021/2022 financial year has been estimated from previous costs.

There is a new addition to the work programme for cleaning of the Church Gulley Drain. This was inspected in March / April 2021 by two committee members and approved for cleaning once fencing has been completed privately.

2) DISCUSSION AND OPTIONS

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

2.1 Proposed work programme summary

Work is to be completed before 30 June 2022, with the spraying programme to start during late 2021:

Kaitaia

Spraying of the Kaitaia drains (breakdown in section 2.2)	\$56,293 \$57,969
Status report on the drains	\$700
Cleaning of the Church Gulley Drain	\$8,000
20% share of a drone for drain surveillance (FNDC to review)	\$664
Spraying contingency (Includes 'On request' drains)	\$6,000
Machine cleaning contingency	\$10,000
General contingency	\$3,000 \$5,000
Total	\$78,657 \$88,333

2.2 General maintenance within the work programme

Spraying

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2021/2022. If spraying of the 'On request' drains are required during the year, a spraying contingency of \$6,000 has been added into the programme. If there are any other unexpected costs, such as an increase to the spray rate applied, this will be funded from the general contingency of \$5,000.

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

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

The spray programme consists of 105 kilometres of drain spraying and has been separated out into compartments and individual drains. Spray programme follows:

Waipapakauri Compartment	Total	Spray	Cost
Waipapakauri Outfall	4,800 m	4,800 m	\$2,640.00
Paparore Bank Drain	4,000 m	4,000 m	\$2,200.00
Waipapakauri Bank	1,710 m	1,710 m	\$940.50
Thodes	684 m	684 m	\$376.20
Brattons Drain (On request)	282 m	0 m	\$0.00
Evans Drain (On request)	443 m	0 m	\$0.00
Yates (On request)	945 m	0 m	\$0.00
Westes	820 m	820 m	\$451.00
Sandhills (Remainder is Urban)	7,502 m	6,456 m	\$3,550.80

Birds Boundary	1,521 m	1,521 m	\$836.55
Abbots (On request)	422 m	0 m	\$0.00
Government drain	3,012 m	3,012 m	\$1,656.60
Waimanone - Walkers	4,221 m	4,221 m	\$2,321.55
Spains Drain (On request)	1,580 m	0 m	\$0.00
Spains Road Drain (Remainder is Urban)	2,170 m	1,580 m	\$869.00
Totals	34,112 m	28,804 m	\$15,842.20

Lower Awanui Compartment	Total	Spray	Cost
Prices Bank (Unahi)	2,615 m	2,615 m	\$1,438.25
McMillans - Tupes	6,840 m	6,840 m	\$3,762.00
Factory Bend - Michies	6,035 m	6,035 m	\$3,319.25
Flemings (On request)	764 m	0 m	\$0.00
Gills	2,008 m	2,008 m	\$1,104.40
Kumi Road	1,006 m	1,006 m	\$553.30
H Subritzky's	1,127 m	1,127 m	\$619.85
Awanui (Remainder is Urban)	2,313 m	940 m	\$517.00
Sankeys No. 1 (On request)	201 m	0 m	\$0.00
Sankeys No. 2 (On request)	362 m	0 m	\$0.00
Totals	22,752 m	20,571 m	\$11,314.05

Puckeys Outfall Compartment	Total	Spray	Cost
Puckeys Outfall	484 m	484 m	\$266.20
J Subritzky's Drain (On request)	402 m	0 m	\$0.00
Foleys	450 m	450 m	\$247.50
Lisle	1,710 m	1,710 m	\$940.50
Wireless	1,800 m	1,800 m	\$990.00
Bells Road	2,012 m	2,012 m	\$1,106.60
Totals	6,858 m	6,456 m	\$3,550.80

Pukepoto Outfall Compartment	Total	Spray	Cost
Pukepoto Outfall	5,828 m	5,600 m	\$3,080.00
Brass (On request)	1,388 m	0 m	\$0.00
W Masters C	1,207 m	1,207 m	\$663.85
W Masters E (Requested 2021/2022)	1,300 m	1,300 m	\$715.00
Campbells (Requested 2021/2022)	684 m	684 m	\$376.20
L Masters W (Requested 2021/2022)	1,064 m	1,064 m	\$585.20
L Masters C	1,400 m	1,400 m	\$770.00
School	1,509 m	1,509 m	\$829.95

Reynolds (West Bank)	2,213 m	2,213 m	\$1,217.15
Maori	2,012 m	2,012 m	\$1,106.60
Pukepoto Creek	805 m	805 m	\$442.75
Houstons (West Bank)	2,213 m	2,213 m	\$1,217.15
Parkers	602 m	602 m	\$331.10
Reids West	2,615 m	2,615 m	\$1,438.25
Totals	24,840 m	23,224 m	\$12,773.20

Whangatane Compartment	Total	Spray	Cost
Texifros	785 m	785 m	\$431.75
Maimaru	1,127 m	1,127 m	\$619.85
Oinu Stream	1,650 m	1,650 m	\$907.50
Pairatahi Bank	2,716 m	2,716 m	\$1,493.80
Johnsons (On request)	150 m	0 m	\$0.00
Kareponia (On request)	402 m	0 m	\$0.00
Birds (On request)	504 m	0 m	\$0.00
Totals	7,334 m	6,278 m	\$3,452.90

Kaitaia Compartment	Total	Spray	Cost
Lewis Junction - Boundary	443 m	443 m	\$243.65
Lewis Junction - Road	322 m	322 m	\$177.10
Church Gully (Remainder to be cleaned)	2,865 m	500 m	\$275.00
Mathews Outfall (Remainder is Urban)	4,425 m	3,425 m	\$1,883.75
Wilds (On request)	503 m	0 m	\$0.00
Hanlons	322 m	322 m	\$177.10
Totals	8,880 m	5,012 m	\$2,756.60

Tangonge Compartment	Total	Spray	Cost
Reids East	3,017 m	3,017 m	\$1,659.35
Hoddles	1,667 m	1,667 m	\$916.85
Millers	2,615 m	2,615 m	\$1,438.25
McKenzies	634 m	634 m	\$348.70
Sharps	402 m	402 m	\$221.10
Lewis & Crown Land	1,851 m	1,851 m	\$1,018.05
Totals	10,186 m	10,186 m	\$5,602.30

Wairoa Compartment	Total	Spray	Cost
Berghans	1,005 m	1,005 m	\$552.75
Wairoa Stream	3,058 m	3,058 m	\$1,681.90
Blairs	805 m	805 m	\$442.75

Totals	4,868 m	4,868 m	\$2,677.40
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Machine cleaning

Over the 2021/2022 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal.

Due to the amount of issues identified in the 2021 Drain Status Report, it is recommended that the Committee discuss a potential 2021/2022 cleaning programme. Below are drains indicated for cleaning:

- **Oinu Stream** – Bank erosion, slips and trees blocking the drain (No fencing). **Action from meeting:** Requires an inspection with staff and Committee chair, Fiona King.
- **Church Gulley Drain** – Bank slumping and significant weed growth (No fencing).
- **Reids East Drain** – Raised by Committee member, Mike Masters, request for a staff inspection and potential cleaning.

An allowance of \$8,000 for the Church Gulley Drain has been programmed should the private fencing be complete. There is also the machine cleaning contingency of \$10,000 allocated, should there be any unexpected cleaning (potentially including Oinu and / or Reids East) required.

Accessibility issues & maintenance

The state of access can have negative / positive impacts on the efficiency and operations of the drainage area.

Due to the amount of issues identified in the 2020 and 2021 Drain Status Report, it may be prudent for the Committee to discuss an action plan in order to resolve these. Below are the unresolved items from the previous meeting, including additional items from the most recent report.

- **Spains Drain** – Leylandii trees planted along one side, blocking contractor access to the drain. **Action from meeting:** Has been cleaned privately.
- **Pukepoto Outfall** – Drain crossing to be reinstated for access on Dave van Bysterbelt's property. **Action from meeting:** FNDC to send a letter to Mr van Bysterbelt with instruction to reinstate the crossing/culverts that he removed. Note land is cared for under Lake Tangonge Ahu Whenua Trust, not Mr van Bysterbelt.
- **Mcmillans to Tupes Drain** – Fencing across the track on Shalders Farm. Note requesting the stop bank along the drain to be made driveable as it would save a lot of time. **Action from meeting:** FNDC to discuss stop bank maintenance with NRC.
- **Factory Bend** – Michies – Fencing without gates near the drain causing time delays.
- **Pairatahi Bank Drain** – Parts of the access track is overgrown, other side of the drain has no gates along the drain resulting in time delays. **Action from meeting:** FNDC to discuss stop bank maintenance with NRC.
- **Waipapakauri Bank Drain** – No gates near the drain causing lengthy delays. **Action from meeting:** FNDC to discuss stop bank maintenance with NRC.
- **Birds Boundary Drain** – Permanent electric wires put in front of the gateways, needs to be gated. **Action from meeting:** Committee member, Joe King, to follow up and investigate.
- **West's Drain** – Access track on one side is too rough to drive, the other has no gates along the drain which causes time delays. **Action from meeting:** Committee member, Joe King, to follow up and investigate. Along the Gray's property.

- **Oinu Stream** – Very few gates between farms, causing a lot of back tracking through the farm, driving from Quarry Road to Godinovich(?) Road. **Action from meeting:** Requires an inspection with staff and Committee chair, Fiona King.
- **H Subritzky** – Techno fencing across some gates and tracks is causing lengthy delays. **Action from meeting:** Committee chair, Fiona King, to follow up and investigate.
- **Houstons Drain** – Middle portion of the drain is inaccessible. **Action from meeting:** Committee member, Mike Masters, to follow up and investigate.

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

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

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

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

Action from meeting: FNDC to send an annual (preferably in summer) letter to remind property owners of their requirements to comply with the Land Drainage Bylaw.

2.3 Drainage area survey

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

To date, the entire Kaikino Drainage Area has been surveyed and is available online.

The other Drainage Areas, Waiharara, Kaitia and Motutangi, are yet to be physically surveyed. However, please note that there are representative drain lines mapped and available online.

Action from meeting: The Committee emphasised their support of this project. FNDC to assess the required work and schedule for completion.

2.4 Drainage area Requests for Service (RFS) summary

Since June 2021, there have been no new Requests for Service received regarding the Kaitia Drainage Area.

2.5 Drainage area management plan

Each of the Land Drainage Areas require a management plan to support their function as an activity under the existing Northland Regional Council (NRC), Regional Soil & Water Plan 2016, as well as the proposed NRC Regional Plan 2021.

The four Drainage Areas each have a draft management plan in place, which was most recently formally discussed as an agenda item in March and May 2017. Recent conversations with the Committees indicate that this is an ongoing priority, and further review of the draft plans is required.

The draft management plans will undergo an internal assessment by FNDC to ensure it is aligned with other relevant legislation.

Action from meeting: FNDC to arrange a workshop in October or November 2021, to discuss the draft Kaitaia Drainage Area Management Plan.

2.6 Assurance of programme delivery & engagement

Following the Te Hiku Community Board meeting on 6 July 2021, where members of the community attended to express their frustration of the lack of engagement by the council in terms of the drainage areas, Far North District Council management and Far North Waters have considered a number of options to ensure that the approved work programme is completed each year as practicable. With this in mind, additional support and direction will be provided particularly with respect to the scoping and the assurance / supervision wrapped around the completion of works within the programme.

Also included in the expression, were the concerns of irregularity regarding the Drainage Area Committee meetings of recent times. To confirm, FNDC, including Far North Waters, have an ongoing commitment to coordinate and support the biannual (March / September) committee meetings. This has not changed and is intended to provide the committee's visibility / engagement with the work programme and management of the Drainage Areas.

Take Tūtohunga / Reason for the recommendation

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2022.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2021/2022 financial year is as follows:

Kaitaia	Budget
2020-21 Residual funds (reserve funds available)	\$61,126
2021 Opening Balance (rated income)	\$70,000
2021-22 Proposed Expenditure	\$78,657 \$88,333
2021-22 Closing Reserve Balance	\$52,469 \$42,793

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / 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.

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

7.4 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME

File Number: A3343392

Author: Troy Smith, Assistant Engineer

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To advise and seek feedback from the Te Hiku Community Board on the proposed works and costs for the 2022/2023 financial year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Over the 2022/2023 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the drains. Currently there is a proposed budget of **\$82,129** to cover the required and potential work for Kaitaia.
- The work programme and associated budget is up for discussion.
- The Kaitaia Drainage Area Committee considered this report at their meeting on 16 August 2021 and makes the following recommendation.
- Financial changes requested by the Committee are also updated and highlighted throughout the report in **red**.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) note the report “Kaitaia Drainage Area 2022/2023 Programme” for information.**
- b) approve that the general contingency budget for 2022/2023 be increased to \$5,000 and that a spray contingency be added for \$6,000.**

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The works programme for the 2022/2023 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2021/2022 is completed as planned.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

Further review of the programme must be done during the following Drainage Area Committee Meeting held in March 2022 and over the next financial year. This is due to the estimated nature of the work programme.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2023, with the spraying programme to start during late 2022:

Kaitaia

Spraying of the Kaitaia drains (breakdown in section 2.2)	\$57,429
Status report on the drains	\$700
Spraying contingency (Includes 'On request' drains)	\$6,000
Machine cleaning contingency	\$13,000
General contingency	\$3,000 \$5,000
Total	\$74,129 \$82,129

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

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2021/2022. If spraying of the 'On request' drains are required during the year, a spraying contingency of \$6,000 has been added into the programme. If there are any other unexpected costs, such as an increase to the spray rate applied, this will be funded from the general contingency of \$5,000.

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

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

The spray programme consists of 104 kilometres of drain spraying and has been separated out into compartments and individual drains. Spray programme follows:

Waipapakauri Compartment	Total	Spray	Cost
Waipapakauri Outfall	4,800 m	4,800 m	\$2,640.00
Paparore Bank Drain	4,000 m	4,000 m	\$2,200.00
Waipapakauri Bank	1,710 m	1,710 m	\$940.50
Thodes	684 m	684 m	\$376.20
Brattons Drain (On request)	282 m	0 m	\$0.00
Evans Drain (On request)	443 m	0 m	\$0.00
Yates (On request)	945 m	0 m	\$0.00
Westes	820 m	820 m	\$451.00
Sandhills (Remainder is Urban)	7,502 m	6,456 m	\$3,550.80
Birds Boundary	1,521 m	1,521 m	\$836.55
Abbots (On request)	422 m	0 m	\$0.00
Government drain	3,012 m	3,012 m	\$1,656.60
Waimanone - Walkers	4,221 m	4,221 m	\$2,321.55
Spains Drain (On request)	1,580 m	0 m	\$0.00
Spains Road Drain (Remainder is Urban)	2,170 m	1,580 m	\$869.00
Totals	34,112 m	28,804 m	\$15,842.20

Lower Awanui Compartment	Total	Spray	Cost
Prices Bank (Unahi)	2,615 m	2,615 m	\$1,438.25
McMillans - Tupes	6,840 m	6,840 m	\$3,762.00
Factory Bend - Michies	6,035 m	6,035 m	\$3,319.25
Flemings (On request)	764 m	0 m	\$0.00
Gills	2,008 m	2,008 m	\$1,104.40
Kumi Road	1,006 m	1,006 m	\$553.30
H Subritzky	1,127 m	1,127 m	\$619.85
Awanui (Remainder is Urban)	2,313 m	940 m	\$517.00
Sankeys No. 1 (On request)	201 m	0 m	\$0.00
Sankeys No. 2 (On request)	362 m	0 m	\$0.00
Totals	22,752 m	20,571 m	\$11,314.05

Puckeys Outfall Compartment	Total	Spray	Cost
Puckeys Outfall	484 m	484 m	\$266.20
J Subritzky Drain (On request)	402 m	0 m	\$0.00
Foleys	450 m	450 m	\$247.50
Lisle	1,710 m	1,710 m	\$940.50
Wireless	1,800 m	1,800 m	\$990.00
Bells Road	2,012 m	2,012 m	\$1,106.60
Totals	6,858 m	6,456 m	\$3,550.80

Pukepoto Outfall Compartment	Total	Spray	Cost
Pukepoto Outfall	5,828 m	5,600 m	\$3,080.00
Brass (On request)	1,388 m	0 m	\$0.00
W Masters C	1,207 m	1,207 m	\$663.85
W Masters E (On request)	1,300 m	0 m	\$0.00
Campbells (On request)	684 m	0 m	\$0.00
L Masters W (On request)	1,064 m	0 m	\$0.00
L Masters C	1,400 m	1,400 m	\$770.00
School	1,509 m	1,509 m	\$829.95
Reynolds (West Bank)	2,213 m	2,213 m	\$1,217.15
Maori	2,012 m	2,012 m	\$1,106.60
Pukepoto Creek	805 m	805 m	\$442.75
Houstons (West Bank)	2,213 m	2,213 m	\$1,217.15
Parkers	602 m	602 m	\$331.10
Reids West	2,615 m	2,615 m	\$1,438.25
Totals	24,840 m	20,176 m	\$11,096.80

Whangatane Compartment	Total	Spray	Cost
Texifros	785 m	785 m	\$431.75
Maimaru	1,127 m	1,127 m	\$619.85
Oinu Stream	1,650 m	1,650 m	\$907.50
Pairatahi Bank	2,716 m	2,716 m	\$1,493.80
Johnsons (On request)	150 m	0 m	\$0.00
Kareponia (On request)	402 m	0 m	\$0.00
Birds (On request)	504 m	0 m	\$0.00
Totals	7,334 m	6,278 m	\$3,452.90

Kaitaia Compartment	Total	Spray	Cost
Lewis Junction - Boundary	443 m	443 m	\$243.65
Lewis Junction - Road	322 m	322 m	\$177.10
Church Gully	2,865 m	2,565 m	\$1,410.75
Mathews Outfall (Remainder is Urban)	4,425 m	3,425 m	\$1,883.75
Wilds (On request)	503 m	0 m	\$0.00
Hanlons	322 m	322 m	\$177.10
Totals	8,880 m	7,077 m	\$3,892.35

Tangonge Compartment	Total	Spray	Cost
Reids East	3,017 m	3,017 m	\$1,659.35
Hoddles	1,667 m	1,667 m	\$916.85
Millers	2,615 m	2,615 m	\$1,438.25
McKenzies	634 m	634 m	\$348.70
Sharps	402 m	402 m	\$221.10
Lewis & Crown Land	1,851 m	1,851 m	\$1,018.05
Totals	10,186 m	10,186 m	\$5,602.30

Wairoa Compartment	Total	Spray	Cost
Berghans	1,005 m	1,005 m	\$552.75
Wairoa Stream	3,058 m	3,058 m	\$1,681.90
Blairs	805 m	805 m	\$442.75
Totals	4,868 m	4,868 m	\$2,677.40

Machine cleaning

Over the 2021/2022 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and/or vegetation mats which will require removal.

The machine cleaning contingency of \$13,000 is currently allocated for 2022/2023. It's recommended that a cleaning programme for the year is decided upon in the September 2022 Committee meeting.

Accessibility issues & maintenance

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1. If this is the case, damaged drains will not be cleaned until the property owner installs a fence / prevents stock access.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

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

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

Take Tūtohunga / Reason for the recommendation

To discuss the expected works and their associated costs. With the work programme to be completed by 30 June 2023.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2022/2023 financial year is as follows:

Kaitaia	Budget
2021/2022 Residual funds (reserve funds available)	\$52,469 \$42,793
2022 Opening Balance (rated income)	\$70,000
2022/2023 Proposed Expenditure	\$74,129 \$82,129
2022/2023 Closing Reserve Balance	\$48,340 \$30,664

Note: Although the proposed expenditure is above the suggested rated income, the actual closing balance at year end has been consistently increasing, due to the contingency funds not being required. It may be appropriate for the committee to review the rated income and / or contingency amounts, in order to manage the funds appropriately. **Action from meeting:** After the Committee's consideration, there have been no changes made for remedy.

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / 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.

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

7.5 WAIHARARA AND KAIKINO DRAINAGE AREAS 2020/2021 EXPENDITURE**File Number:** A3343565**Author:** Troy Smith, Assistant Engineer**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with expenditure details and the closing balance for the 2020/21 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2020/2021 financial year, the Far North District Council completed a selection of drainage area works.
- The work which included spraying of the drains, came to a total expense of \$6,119 for Waiharara and a total expense of \$4,263 for Kaikino.
- The Waiharara and Kaikino Drainage Area Committee considered this report at their meeting on 16 August 2021 and makes the following recommendation.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the following financial summary for the past financial year 2020/2021:

Waiharara	Budget
2019-20 Residual funds (reserve funds available)	\$21,950
2020 Opening Balance (rated income)	\$9,000
2020-21 Expenditure	\$6,119
2020-21 Closing Reserve Balance	\$24,831
 Kaikino	 Budget
2019-20 Residual funds (reserve funds available)	\$12,873
2020 Opening Balance (rated income)	\$8,003
2020-21 Expenditure	\$4,263
2020-21 Closing Reserve Balance	\$16,614

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The works programme for the 2020/2021 financial year was discussed at the previous Waiharara and Kaikino Drainage Areas Committee Meeting on 3 November 2020. In consultation with the spraying contractors, members of the public and Committee members, the list of required works had been compiled.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

2.1 Work programme summary 2020/2021

The past work programme from Financial Year 2020/2021 is included below. This has been divided into completed and remaining work. There is also a column showing the amount budgeted through previous meetings.

Waiharara	Budgeted	Expended
Completed Work:		
Spraying of drains during early Summer	\$4,851	\$4,576
Additional spray of the Okohine Stream late Autumn		\$1,543
Total	\$4,851	\$6,119
Remaining Work & Allowances:	Budgeted	Expected
Status report on the drains (Complete, yet to be invoiced)	\$100	
Machine cleaning allowance (Okohine Stream complete, yet to be invoiced)	\$4,000	\$9,880
Contingency allowance (Supplement stream cleaning)	\$2,000	
20% share of a drone for drain surveillance (Deferred for review 2021/2022)	\$664	
Total	\$6,764	\$9,880
 Kaikino	 Budgeted	 Expended
Completed Work:		
Spraying of drains during early Summer	\$4,043	\$4,263
Total	\$4,043	\$4,263
Remaining Work & Allowances:	Budgeted	
Status report on the drains (Complete, yet to be invoiced)	\$100	
Complete new crossings along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain (Deferred to 2021/2022)	\$2,000	
Form the initial entranceway to the lower Hobson Drain access track (Deferred to 2021/2022)	\$4,000	
20% share of a drone for drain surveillance (Deferred for review 2021/2022)	\$664	
Machine cleaning allowance (Kaikino and Hobson Drain, in planning for 2021/2022)	\$2,000	
General contingency	\$562	
Total	\$9,326	

2.2 Current projects within the work programme

The Kaikino Drain access track and Hobson Drain access track projects from the 2020/2021 work programme were deferred to the 2021/2022 work programme due to a shortage in resources.

2.3 General maintenance within work programme

Spraying

Spraying of the Waiharara Area was completed in December 2020, at a cost of \$4,576. There was a second spray of the Okohine Stream required which was completed in May 2021, at a cost of \$1,543. Overall, the spraying budget was overspent due to a greater length of the Okohine Stream requiring maintenance, compared to what was initially budgeted.

Spraying of the Kaikino Area was completed in December 2020. The total cost for the Kaikino Area's spraying was \$4,263. This is slightly over what was budgeted, as the lower Hobson Drain was sprayed instead, where it was initially planned for machine cleaning.

Below is the programme confirming the drains that were sprayed, the distance sprayed, and the amount expended.

Waiharara Area	Total	Spray	Cost
Okohine Stream (Including extra 500m spraying of the outlet)	5,110 m	5,610 m	\$3,085.50
Okohine Stream (2 nd spray in May 2021)		3,085 m	\$1,542.50
Bilich Branch	1,800 m	1,800 m	\$990.00
Cox Branch	860 m	860 m	\$473.00
Tunnel Traverse	50 m	50 m	\$27.50
Totals	7,820 m	11,405 m	\$6,118.50

Kaikino Area	Total	Spray	Cost
Kaikino Drain	4,100 m	4,100 m	\$2,255.00
Hobson Drain + Extension	3,650 m	3,650 m	\$2,007.50
Totals	7,750 m	7,750 m	\$4,262.50

Machine cleaning

In the Waiharara Drainage Area there has been one drain that required cleaning:

- **Okohine Stream** – Approximately 2,500m of cleaning required along the drain, at an expected cost of \$9,880. This was completed in June 2021, but the invoice has been received in July 2021 and is likely to be paid in the 2021/2022 year.

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

Accessibility issues & maintenance

For the year, there were no significant access issues that were worked on.

A letter concerning the state of drain access and inefficiency of spraying this year has been received from Fenwick Contracting. This is attached for the Committee's consideration.

2.4 Drainage Area Requests for Service (RFS) summary

Since the most recent meeting in November, there has been 1 new Request for Service received regarding the Waiharara and Kaikino Drainage Areas.

- RFS 4057388 – 226 Kaimaumau Road, Waiharara – Concerns with neighbour having blocked an open drain, preventing discharge into a connecting drain of the Okohine Stream. Logged on the 28th of April 2021. **Action from meeting:** Guest speaker, Joe King, highlighted this issue to the Committee. FNDC have submitted a site visit report with findings, however to receive legal advice on FNDC responsibilities.

Take Tūtohunga / Reason for the recommendation

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

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

Waiharara	Budget
2019-2020 Residual funds (reserve funds available)	\$21,950
2020 Opening Balance (rated income)	\$9,000
2020-2021 Expenditure	\$6,119
2020-2021 Closing Reserve Balance	\$24,831
 Kaikino	 Budget
2019-2020 Residual funds (reserve funds available)	\$12,873
2020 Opening Balance (rated income)	\$8,003
2020-2021 Expenditure	\$4,263
2020-2021 Closing Reserve Balance	\$16,614

ATTACHMENTS

1. Fenwick Contracting Letter - List of concerns with drainage areas - A3346347 [↓](#) 

Hōtaka Take Ōkawa / 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.

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

FENWICK CONTRACTING LTD

2291 Farnorth Rd

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Troy Smith FNDC.

This year the Drains have been a challenge we have encountered many problems firstly the amount of Avocado Farms these are problematic because we will arrive at the property sign in start to spray and the wind may pick up slightly and we have to leave only to go back at a later date this is costing our company in time fuel and milage.

Secondly running tracks are not that good in some places we spend ages just going in and out of paddocks as the paddock fences go right to the drain again time wasted driving Drive 100 metres to spray 20 metres.

Thirdly arriving at a property and cannot find the owner so cannot go on to the property without permission.

Access to some of the drains are in terrible condition mainly crossings.

Pukepoto Outfall has had culverts removed by the farmer this means we have to back track several times.

Oinu Access is poor and trees along the drain means having to pull hose in and out of the trees.

These are a few of the things the boys have mentioned.

We have approximately 11 drains to do this should take a week weather permitting.

Thanks

lynn

7.6 WAIHARARA AND KAIKINO DRAINAGE AREAS 2021/2022 PROGRAMME**File Number:** A3343567**Author:** Troy Smith, Assistant Engineer**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide Te Hiku Community Board with an outline of the proposed works and costs for the 2021/2022 financial year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Over the 2021/2022 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying, cleaning and access maintenance of the drains.
- It is recommended a budget of **\$23,246** is allocated to cover the required and potential work for Waiharara, and a budget of **\$23,916** for Kaikino.
- The Waiharara and Kaikino Areas Committee considered this report at their meeting on 16 August 2021 and makes the following recommendation.
- Financial changes requested by the Committee are also updated and highlighted throughout the report in **red**.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) approve the Waiharara and Kaikino Drainage Area 2021/2022 work programme.
- b) request that contractors spray the drains in late spring (late September / early October) and late autumn (late April / early May).
- c) approve an increase to the 'Additional spraying' budget items, to \$4,301 and \$4,043 respectively.
- d) request staff to arrange a workshop with the Waiharara and Kaikino Drainage Areas Committee in October 2021 or November 2021 to discuss the draft Waiharara and Kaikino Areas Drainage Management Plan.
- e) request staff send an annual letter, preferably in summer, to remind property owners of their requirements to comply with the Land Drainage Bylaw.
- f) request staff investigate extending of the Hobson Drain Extension.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The proposed works programme for the 2021/2022 financial year has been estimated from previous costs.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Across both the Waiharara and Kaikino Areas, there are several points which require work. The items detailed in the below proposed work programme, have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware

of other work that is required, and this meeting provides an opportunity to adjust the work programme.

Note that both Waiharara and Kaikino Areas have a high expenditure proposed. The budget for Waiharara includes receipt of a late invoice for machine cleaning, whereas the budget for Kaikino includes a large amount of deferred minor projects / cleaning. It's intended that the Committee thoroughly reviews and is comfortable with the budgets before their recommendation.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2022, with the spraying programme to start during late 2021:

Waiharara

Spraying of the Waiharara drains (late spring) (breakdown in section 2.3)	\$4,301
Additional spraying of the Waiharara drains (autumn)	\$2,150 \$4,301
Status report on the drains	\$100
Cleaning of the Okohine Stream (Completed in 2020/2021, invoice to be received)	\$9,880
20% share of a drone for drain surveillance (FNDC to review)	\$664
Machine cleaning contingency	\$3,000
General contingency	\$1,000
Total	\$21,095 \$23,246

Kaikino

Spraying of the Kaikino drains (late spring) (breakdown in section 2.3)	\$4,043
Additional spraying of the Kaikino drains (autumn)	\$2,021 \$4,043
Status report on the drains	\$100
Cleaning of the lower Hobson Drain	\$5,850
Complete new crossings along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain	\$2,000
Form the initial entranceway to the lower Hobson Drain access track	\$4,216
20% share of a drone for drain surveillance (FNDC to review)	\$664
Machine cleaning contingency	\$2,000
General contingency	\$1,000
Total	\$21,894 \$23,916

2.2 Proposed projects within the work programme

Kaikino Drain access track

Continuing from the installation of seven new crossings along the Milich's and Gumdigger's properties in the 2018/2019 work programme; some finishing touches are required.

The work is expected to be approximately \$2,000.

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

Hobson Drain (downstream of Paparore Road) access track

In 2016 and 2017 there were plans of installing a new access track along the Hobson Drain, downstream of Paparore Road. In 2018/2019 some of the required culverts were purchased but due to unexpected costs elsewhere, the installation was put on hold.

As before, to start the new access track, there is approximately one new access culvert required to reach the drain bank and then another crossing along the track.

Once the initial entranceway is installed, further work will be investigated to ensure we can restore full access to the lower section and are able to maintain it. Due to budget constraints, this may not be practical for the 2022/2023 work programme, however will be considered in future.

A budget of \$4,216 is proposed in the work programme for installation of the entranceway.

Action from meeting: The Committee suggested another potential route for the access track proposed. FNDC to investigate the new route and schedule for completion as planned.

2.3 General maintenance within the work programme

Spraying

Spraying of the Waiharara and Kaikino Areas is to be completed during late spring 2021. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. This is enough to cover spraying of the entire area a second time should it be required.

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

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

The spray programme consists of 15 kilometres of drain spraying and has been separated out into the two areas and individual drains as follows:

Waiharara Area	Total	Spray	Cost
Okohine Stream	5,110 m	5,110 m	\$2,810.50
Bilich Branch	1,800 m	1,800 m	\$990.00
Cox Branch	860 m	860 m	\$473.00
Tunnel Traverse	50 m	50 m	\$27.50
Totals	7,820 m	7,820 m	\$4,301.00

Kaikino Area	Total	Spray	Cost
Kaikino Drain	4,100 m	4,100 m	\$2,255.00
Hobson Drain + Extension (Less 400m to be cleaned)	3,650 m	3,250 m	\$1,787.50
Totals	7,750 m	7,350 m	\$4,042.50

Machine cleaning

Over the 2020/2021 year, the Waiharara and Kaikino Areas were investigated in conjunction with the spraying contractor, to identify the location of any significant siltation and / or vegetation mats which will require removal. Below is a review of what's been completed recently, and what's identified for the 2021/2022 year.

Waiharara Drainage Area:

- **Okohine Stream** – Completed approximately 2,500m of cleaning in 2020/2021. Expecting an invoice of \$9,880 to be received this year.

Kaikino Drainage Area:

- **Lower Hobson Drain** – Approximately 400m of cleaning is required. An estimate for the cleaning has been received at \$5,850. This has been combined with the access works to reduce transport costs.
- **Kaikino Drain** – The spraying contractor identified the drain as being full of weeds and in poor condition. Another issue is slightly downstream of the Heath Road bridge, there are a number of large trees fallen over the Kaikino Drain. There are also some small trees growing from the drain banks. Although not part of the programme at this stage, these should be discussed for removal or follow up with the private owners.

The Waiharara and Kaikino Drainage Areas also have a machine cleaning contingency allocated, \$3,000 and \$2,000 respectively.

Accessibility issues & maintenance

The state of access can have negative / positive impacts on the efficiency and operations of the drainage area.

Once formed, the 2 new access tracks formed along the Kaikino drain and lower Hobson drain may need yearly mulching to keep the track in good condition. Although not included in the 2021/2022 budget, this may be suitable for the future.

In the Waiharara Drainage Area, the spraying contractor raised 1 concern:

- **Okohine Stream** – Access on Bainbridge's through to Honey Tree Farm's was blocked by crops. **Action from meeting:** FNDC to follow up with the developers to ensure the work is compliant.

In the Kaikino Drainage Area, the spraying contractor raised 1 concern:

- **Hobson Extension Drain** – Access along the drain is not clear, long grass along the edge of the drain. Access listed as poor condition. **Action from meeting:** FNDC to assess whether light spot spraying of the access track is suitable for maintenance.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

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

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

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and the above issues. Another notice to remind property owners of their obligations is overdue.

Action from meeting: FNDC to send an annual (preferably in summer) letter to remind property owners of their requirements to comply with the Land Drainage Bylaw.

2.4 Drainage area survey

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

To date, the entire Kaikino Drainage Area has been surveyed and is available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are yet to be physically surveyed. However, please note that there are representative drain lines mapped and available online.

Action from meeting: The Committee emphasised their support of this project. FNDC to assess the required work and schedule for completion.

2.5 Drainage Area Requests for Service (RFS) summary

Since the end of June 2021, there have been no new Requests for Service received regarding the Waiharara, or Kaikino Drainage Areas.

2.6 Drainage area management plans

Each of the Land Drainage Areas require a management plan to support their function as an activity under the existing Northland Regional Council (NRC), Regional Soil & Water Plan 2016, as well as the proposed NRC Regional Plan 2021.

The 4 Drainage Areas each have a draft management plan in place, which was most recently formally discussed as an agenda item in March and May 2017. Recent conversations with the Committees indicate that this is an ongoing priority, and further review of the draft plans is required.

The draft management plans will undergo an internal assessment by FNDC to ensure it is aligned with other relevant legislation.

Action from meeting: FNDC to arrange a workshop in October or November 2021, to discuss the draft Kaitaia Drainage Area Management Plan.

2.7 Assurance of programme delivery & engagement

Following the Te Hiku Community Board meeting on 6 July 2021, where members of the community attended to express their frustration of the lack of engagement by the council in terms of the drainage areas, Far North District Council management and Far North Waters have considered a number of options to ensure that the approved work programme is completed each year as practicable. With this in mind, additional support and direction will be provided particularly with respect to the scoping and the assurance / supervision wrapped around the completion of works within the programme.

Also included in the expression, were the concerns of irregularity regarding the Drainage Area Committee meetings of recent times. To confirm, FNDC, including Far North Waters, have an ongoing commitment to coordinate and support the biannual (March / September) committee meetings. This has not changed and is intended to provide the committee's visibility / engagement with the work programme and management of the Drainage Areas.

Action from meeting: The Committee have expressed their concerns with the standard of work, along with their suggestion of other potential subcontractors. FNDC to consider their suggestions and ensure that more detailed scopes / quality controls are instilled.

Take Tūtohunga / Reason for the recommendation

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2022.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2021/2022 financial year is as follows:

Waiharara	Budget
2020-2021 Residual funds (reserve funds available)	\$24,831
2021 Opening Balance (rated income)	\$8,000
2021-2022 Proposed Expenditure	\$21,095 \$23,246
2021-2022 Closing Reserve Balance	\$11,736 \$9,585

Kaikino	Budget
2020-2021 Residual funds (reserve funds available)	\$16,614
2021 Opening Balance (rated income)	\$8,000
2021-2022 Proposed Expenditure	\$21,894 \$23,916
2021-2022 Closing Reserve Balance	\$2,720 \$698

Please note the reserve balance for the Kaikino Drainage Area is low with the proposed work programme. **Action from meeting:** After the Committee's consideration, there have been no changes made for remedy.

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / 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.

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

7.7 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME

File Number: A3343752

Author: Troy Smith, Assistant Engineer

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To advise and seek feedback from the Te Hiku Community Board on the proposed works and costs for the 2022/2023 financial year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Over the 2022/2023 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying, cleaning and access maintenance of the drains. Currently there is a proposed budget of **\$12,702** to cover the required and potential work for Waiharara and a budget of \$8,494 for Kaikino.
- The forward works programme and associated budget is up for discussion.
- The Waiharara and Kaikino Drainage Areas Committee considered this report at their meeting on 16 August 2021 and makes the following recommendation.
- Financial changes requested by the Committee are also updated and highlighted throughout the report in **red**.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) note the report “Waiharara and Kaikino Drainage Areas 2022/2023 Programme”.
- b) approve an increase to the Waiharara Drainage Area’s ‘Additional spraying’ budget item to \$4,301.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The forward works programme for the 2022/2023 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2021/2022 is completed as planned.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

Further review of the proposed programme must be done during the following Drainage Area Committee Meeting to be held in March 2022 and over the next financial year.

2.1 Proposed work programme summary

Work is to be completed before 30 June 2023, with the spraying programme to start during late 2022:

Waiharara

Spraying of the Waiharara drains (late spring) (breakdown in section 2.3)	\$4,301
Additional spraying of the Waiharara drains (autumn)	\$2,150 \$4,301
Status report on the drains	\$100
Machine cleaning contingency	\$3,000
General contingency	\$1,000
Total	\$10,551 \$12,702

Kaikino

Spraying of the Kaikino drains (late spring) (breakdown in section 2.3)	\$4,263
Additional spraying of the Kaikino drains (autumn)	\$2,131
Status report on the drains	\$100
General contingency	\$2,000
Total	\$8,494

2.2 Proposed projects within the work programme**Hobson Drain (downstream of Paparore Road) access track**

Once the initial entranceway is installed in the 2021/2022 work programme, further work will be investigated to ensure we can restore full access to the lower section and are able to maintain it. Due to budget constraints, this may not be practical for the 2022/2023 work programme however, will be considered in future.

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

Spraying of the Waiharara and Kaikino Areas is to be completed during late spring 2021. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. For Waiharara, this is enough to cover spraying of the entire area a second time should it be required. For Kaikino, the allowance is enough to cover spraying half the length of drains a second time.

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

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

The spray programme consists of 15 kilometres of drain spraying and has been separated out into the two areas and individual drains as follows:

Waiharara Area	Total	Spray	Cost
Okohine Stream	5,110 m	5,110 m	\$2,810.50
Bilich Branch	1,800 m	1,800 m	\$990.00

Cox Branch	860 m	860 m	\$473.00
Tunnel Traverse	50 m	50 m	\$27.50
Totals	7,820 m	7,820 m	\$4,301.00

Kaikino Area	Total	Spray	Cost
Kaikino Drain	4,100 m	4,100 m	\$2,255.00
Hobson Drain + Extension	3,650 m	3,650 m	\$2,007.50
Totals	7,750 m	7,750 m	\$4,262.50

Machine cleaning

Over the 2021/2022 year, the Waiharara and Kaikino Areas shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal. There is no cleaning scheduled at this stage.

The Waiharara Drainage Area has a machine cleaning contingency of \$3,000 allocated. The Kaikino Drainage Area does not have a machine cleaning contingency allocated due to budget constraints however, does have a \$2,000 general contingency should it be required.

Accessibility issues & maintenance

Once formed, the two new access tracks formed along the Kaikino drain and lower Hobson drain may need yearly mulching to keep the track in good condition. Although not included in the 2022/2023 budget, this may be suitable for the future.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

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

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

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

Take Tūtohunga / Reason for the recommendation

To discuss the proposed works and their associated costs, with the work programme to be completed by 30 June 2023.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2022/2023 financial year is as follows:

Waiharara**Budget**

2021-2022 Residual funds (reserve funds available)	\$11,736 \$9,585
2022 Opening Balance (rated income)	\$8,000
2022-2023 Proposed Expenditure	\$10,551 \$12,702
2022-2023 Closing Reserve Balance	\$9,185 \$4,883

Kaikino**Budget**

2021-2022 Residual funds (reserve funds available)	\$2,720 \$698
2022 Opening Balance (rated income)	\$8,000
2022-2023 Proposed Expenditure	\$8,494
2022-2023 Closing Reserve Balance	\$2,336 \$204

Please note the reserve balance for the Kaikino Drainage Area is low with the proposed rated income and work programme. **Action from meeting:** After the Committee's consideration, there have been no changes made for remedy.

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / 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.

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

7.8 MOTUTANGI DRAINAGE AREA 2020/2021 EXPENDITURE**File Number:** A3343774**Author:** Troy Smith, Assistant Engineer**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with expenditure details and the closing balance for the 2020/2021 financial year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Over the 2020/2021 financial year, the Far North District Council completed a selection of drainage area works.
- The work which included spraying and cleaning of the drains, came to a total expense of \$21,030.
- The Motutangi Drainage Area Committee considered this report at their meeting on 16 august 2021 and makes the following recommendation.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the following financial summary for the past financial year 2020/2021:

Motutangi	Budget
2019-2020 Residual funds (reserve funds available)	\$71,595
2020 Opening Balance (rated income)	\$41,520
2020-2021 Expenditure to date	\$21,030
2020-2021 Closing Reserve Balance	\$92,085

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The works programme for the 2020/2021 financial year was discussed at the previous Motutangi Drainage Area Committee Meeting on 3 November 2020. In consultation with the spraying contractors, members of the public and Committee members, the list of required works had been put together.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

2.1 Work programme summary 2020/2021

The past work programme from Financial Year 2020/2021 is included below. This has been divided into completed and remaining work. There is also a column showing the amount budgeted through previous meetings.

Motutangi	Budgeted	Expended
Completed Work:		
Spraying of the drains during early summer	\$14,900	\$9,625
Machine cleaning of the Motutangi Stream (Completed in July 2020)	\$11,405	\$11,405
Total	\$26,305	\$21,030
Remaining Work & Allowances:	Budgeted	Expected
Status report on the drains (Complete, yet to be invoiced)	\$300	
Machine cleaning of the Motutangi Stream in Autumn (Complete, yet to be invoiced)	\$10,000	\$13,140
Machine cleaning allowance for other drains / Selwyn Drain (Complete, yet to be invoiced)	\$4,000	\$6,173
Install a gate and strainers for the new Harvey/Bryan boundary culvert on the Beazley Drain (Deferred to 2021/2022)	\$1,500	
Install a culvert, access track, gate and strainers within Bede's property on the Selwyn Drain (Deferred to 2021/2022)	\$3,000	
Cut to Lands End Drain Track widening (Deferred to 2021/2022)	\$2,000	
Access track maintenance (Deferred to 2021/2022)	\$2,000	
Northland Regional Council fee	\$500	
Department of Conservation Concession Agreement Fee (one off fee)	\$1,540	
20% share of a drone for drain surveillance (Deferred to 2021/2022 for review)	\$664	
General contingency	\$3,000	
Total	\$28,504	\$19,313

2.2 Current projects within the work programme

Beazley Drain access at the Harvey/Bryan boundary

To install a gateway at the recently installed culvert to complete the access point. This will enable better access to the Beazley Drain for maintenance. This has been deferred to the 2021/2022 work programme.

Selwyn Drain access on the Bede property

To install a culvert and gateway along the property fence line. This will enable better access to the Selwyn Drain for maintenance. This has been deferred to the 2021/2022 work programme.

Cut to Lands End Drain access widening

The spraying contractor identified the need for access track widening along the 'Cut to Lands End' drain. There is minimal room for the spraying truck to drive through and at points can get quite dangerous. This has been deferred to the 2021/2022 work programme.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi drains were completed over November / December 2020 at a cost of \$9,625. This is below what was initially approved, as only 1 spray run was required this year, whereas the budget allowed for spraying half the drains a 2nd time should it have been required.

Below is the programme confirming the drains that were sprayed, the distance sprayed, and the amount expended.

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	\$1,430.00
Main Outfall Drain	1,150 m	1,150 m	\$632.50
Bryan Drain	2,900 m	2,900 m	\$1,595.00
Beazley Drain	2,050 m	2,050 m	\$1,127.50
Aspin Drain	2,250 m	2,250 m	\$1,237.50
Cut to Lands End Drain	1,700 m	1,140 m	\$627.00
Selwyn Drain (Approx. 500m for cleaning)	2,950 m	2,450 m	\$1,347.50
Seymour Drain	750 m	750 m	\$412.50
Bacicas Drain	2,050 m	2,050 m	\$1,127.50
Subritzky Drain	160 m	160 m	\$88.00
Totals	18,560 m	17,500 m	\$9,625.00

Machine cleaning

The Motutangi Drainage Area has had 2 drains that required cleaning:

- **Motutangi Stream** – Spot cleaning of weeds in July 2020, with a long reach digger from the scientific reserve, to the intersection with the Main Outfall Drain and downstream as required. This came to a cost of \$11,405.
- **Motutangi Stream** – Spot cleaning of weeds in June 2021, with a long reach digger from the intersection with the Main Outfall Drain, and downstream as required. This came to a cost of \$13,140, however the invoice was received in July 2021 and is likely to be paid in the 2021/2022 year.
- **Selwyn Drain** – Weed cleaning in June 2021 with a standard digger, from approximately 200m upstream of the Seymour Drain intersection, to 200m downstream of the Bacicas Drain intersection. This came to a cost of \$6,173 and was also received in July 2021, so is likely to be paid in the 2021/2022 year.

A long reach digger was used for the stream cleaning as there were promising results from the previous two. This has proved to be more expensive than using a medium reach digger, however removing all the weed mats reduces the need for a second clean later in the year.

Accessibility issues & maintenance

For the year, there were no significant access issues that were worked on.

A letter concerning the state of drain access and inefficiency of spraying this year has been received from Fenwick Contracting. This is attached for the Committee's consideration.

2.3 Drainage Area Requests for Service (RFS) summary

Since the most recent meeting in November, there have been no new Requests for Service received regarding the Motutangi Drainage Area.

Take Tūtohunga / Reason for the recommendation

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

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the past 2020/2021 financial year is as follows:

Motutangi	Budget
2019-2020 Residual funds (reserve funds available)	\$71,595
2020 Opening Balance (rated income)	\$41,520
2020-2021 Expenditure to date	\$21,030
2020-2021 Closing Reserve Balance	\$92,085

ATTACHMENTS

1. Fenwick Contracting Letter - List of concerns with drainage areas - A3346347 [↓](#) 

Hōtaka Take Ōkawa / 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.

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

FENWICK CONTRACTING LTD

2291 Farnorth Rd

R,D,4

Kaitaia

0484

Phone: 094068831

E Mail: randlfenwick@slingshot.co.nz

Troy Smith FNDC.

This year the Drains have been a challenge we have encountered many problems firstly the amount of Avocado Farms these are problematic because we will arrive at the property sign in start to spray and the wind may pick up slightly and we have to leave only to go back at a later date this is costing our company in time fuel and milage.

Secondly running tracks are not that good in some places we spend ages just going in and out of paddocks as the paddock fences go right to the drain again time wasted driving Drive 100 metres to spray 20 metres.

Thirdly arriving at a property and cannot find the owner so cannot go on to the property without permission.

Access to some of the drains are in terrible condition mainly crossings.

Pukepoto Outfall has had culverts removed by the farmer this means we have to back track several times.

Oinu Access is poor and trees along the drain means having to pull hose in and out of the trees.

These are a few of the things the boys have mentioned.

We have approximately 11 drains to do this should take a week weather permitting.

Thanks

lynn

7.9 MOTUTANGI DRAINAGE AREA 2021/2022 PROGRAMME**File Number:** A3343790**Author:** Troy Smith, Assistant Engineer**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2021/2022 financial year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Over the 2021/2022 financial year, the Far North District Council proposes to complete a selection of drainage area works.
- The work includes spraying, cleaning and access maintenance of the drains.
- It is recommended a budget of \$73,329 is allocated to cover the required and potential work for Motutangi.
- The Motutangi Drainage Area Committee considered this report at their meeting on 16 August 2021 and makes the following recommendation.
- Financial changes requested by the Committee are also updated and highlighted throughout the report in red.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- approve the Motutangi Drainage Area 2021/2022 work programme.
- request staff send an annual (preferably in summer) letter to remind property owners of their requirements to comply with the Land Drainage Bylaw.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The works programme for the 2021/2022 financial year has been estimated from previous costs.

The general maintenance works required may be due to change in line with any additional work agreed upon in the DoC Concession Agreement.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

2.1 Proposed work programme summary

Work is to be completed before 30 June 2022, with the spraying programme to start during late 2021:

Motutangi

Spraying of the Motutangi drains (late spring) (breakdown in section 2.3)	\$10,208
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Additional spraying of the Motutangi drains (autumn)	\$5,104
Status report on the drains	\$300
Machine cleaning of the Motutangi Stream (Completed in 2020/2021, invoice to be received)	\$13,140
Machine cleaning of the Selwyn Drain (Completed in 2020/2021, invoice to be received)	\$6,173
Machine cleaning of the Motutangi Stream in autumn	\$14,000
Install a gate and strainers for the new Harvey/Bryan boundary culvert on the Beazley Drain	\$3,000
Install a culvert, access track, gate and strainers within Bede's property on the Selwyn Drain	\$4,000
Cut to Lands End Drain Track widening	\$4,000
Northland Regional Council fee	\$500
Department of Conservation Concession Agreement Fee (one off fee)	\$1,540
20% share of a drone for drain surveillance (FNDC to review)	\$664
Machine cleaning contingency	\$6,000
Access track maintenance contingency	\$2,000
General contingency	\$3,000
Total	\$73,329

2.2 Proposed projects within the work programme

Beazley Drain access at the Harvey / Bryan boundary

To install a gateway at the recently installed culvert to complete the access point. This will enable better access to the Beazley Drain for maintenance. An allowance of \$3,000 has been programmed for this work.

Selwyn Drain access on the Bede property

To install a culvert and gateway along the property fence line. This will enable better access to the Selwyn Drain for maintenance. An allowance of \$4,000 has been programmed for this work.

Action from meeting: A guest speaker, Croydon Thompson, showed concern with the price rises between the current and previous work programmes for these projects. The Committee confirmed that the rising price for materials, with the suggestion that work should be undertaken as soon as possible, preferably before the spraying season, to reduce any further increases.

Cut to Lands End Drain access widening

The spraying contractor identified the need for access track widening along the 'Cut to Lands End' drain. There is minimal room for the spraying truck to drive through and at points can get quite dangerous. An allowance of \$4,000 has been programmed for the access track widening, however it will need more appropriately identified and priced before completion. This is to be completed early in the season before spraying is to begin.

Main Outfall Drain bank erosion

Guest speaker, Morgan Harvey, raised concerns with growing bank erosion at multiple points along the Main Outfall Drain. The initial observation from the Committee, is that the volume of water discharged at the erosion points has significantly increased with recent land developments.

Action from meeting: FNDC to investigate potential causes and conduct a site inspection as soon as possible to identify potential remedies.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi Area is to be completed during late spring 2021. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray half of the drains a second time.

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

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

The spray programme consists of 19 kilometres of drain spraying and has been separated out into individual drains. Spray programme follows:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	\$1,430.00
Main Outfall Drain	1,150 m	1,150 m	\$632.50
Bryan Drain	2,900 m	2,900 m	\$1,595.00
Beazley Drain	2,050 m	2,050 m	\$1,127.50
Aspin Drain	2,250 m	2,250 m	\$1,237.50
Cut to Lands End Drain	1,700 m	1,700 m	\$935.00
Selwyn Drain	2,950 m	2,950 m	\$1,622.50
Seymour Drain	750 m	750 m	\$412.50
Bacicas Drain	2,050 m	2,050 m	\$1,127.50
Subritzky Drain	160 m	160 m	\$88.00
Totals	18,560 m	18,560 m	\$10,208.00

Machine cleaning

Over the 2020/2021 year, the Motutangi Area has been investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require mechanical removal. Below is a review of what's been completed recently, and what's planned for the 2021/2022 year.

- **Motutangi Stream** – Spot cleaning of weeds in June 2021. This came to a cost of \$13,140, however the invoice was received in July 2021 and has been allowed for in this year's budget.
- **Selwyn Drain** – Weed cleaning in June 2021. This came to a cost of \$6,173 and was also received in July 2021, so has been allowed for in this year's budget.
- **Motutangi Stream** – Spot cleaning of weeds with a long reach digger in autumn 2022. This is likely to be from the scientific reserve and downstream towards the outlet as required. This should remain relatively clear until next autumn 2023. This is the same method used over the last year and appeared to be effective, it does however rely on the spraying being completed in time, over October / November 2021. An allowance of \$14,000 has been allocated for this work.

Any additional cleaning required is likely to be completed with a smaller digger. The total length that requires cleaning, or the need entirely, will vary depending on the weather conditions and growth. An allowance of \$6,000 has been allocated should this be needed.

A machine cleaning allowance of \$39,313 has been included in the 2021/2022 year.

Action from meeting: The Committee has emphasised that machine cleaning once a year (as proposed) is suitable, however the drains in the area must be sprayed on time, around late spring, in order to retain the drain condition. There were also concerns with the quality of cleaning this season, as a number of bank slumps have appeared as a result.

Accessibility issues & maintenance

The state of access can have negative / positive impacts on the efficiency and operations of the drainage area.

Due to the amount of issues identified in the 2020 Drain Status Report, it may be prudent for the Committee to discuss an action plan in order to resolve these. Below are the unresolved items from the last status report.

- **Aspin Drain** – Crops planted directly alongside the drain in some points, could not complete spraying. **Action from meeting:** FNDC to cover this type of issue in the annual letter requested.
- **Seymour Drain** – Vegetation on drain banks blocking some spray access. **Action from meeting:** The Committee advised the drain has been sprayed privately.
- **Subritzky's Drain** – Access track completely covered in weeds, undriveable in some spots. **Action from meeting:** FNDC to assess whether light spot spraying of the access track is suitable for maintenance.
- **Selwyn Drain** – Access track is covered in gorse, undriveable in some spots. **Action from meeting:** The Committee advised that this has been cleared in conjunction with the recent drain cleaning.
- **Cut to Lands End Drain** – Vegetation on drain banks blocking some spray access. Access on the south side of Paul Harvey's is blocked by trees / scrub. **Action from meeting:** FNDC to assess whether light spot spraying of the access track is suitable for maintenance.
- **Beasley Drain** – Wind break trees planted alongside the drain, time consuming spraying through the Mapua Orchard. **Action from meeting:** FNDC to cover this type of issue in the annual letter requested.
- **Motutangi Stream** – On the northern end, gorse and weeds are starting to encroach on the access. **Action from meeting:** The Committee advised that this has been cleared in conjunction with the recent drain cleaning.

A contingency of \$2,000 has been allowed should this be required.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

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

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

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

Action from meeting: FNDC to send an annual (preferably in summer) letter to remind property owners of their requirements to comply with the Land Drainage Bylaw.

2.4 Motutangi Drainage Area management plan / DoC concession agreement

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

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

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

Action from meeting: FNDC to update the Committee with progress as it comes. No further updates as yet.

2.5 Drainage area survey

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

To date, the entire Kaikino Drainage Area has been surveyed and is available online.

The other Drainage Areas, Waiharara, Kaitia and Motutangi, are yet to be physically surveyed. However, please note that there are representative drain lines mapped and available online.

2.6 Drainage Area Requests for Service (RFS) Summary

Since the end of June 2021, there have been no new Requests for Service received regarding the Motutangi Drainage Area.

2.7 Assurance of programme delivery & engagement

Following the Te Hiku Community Board meeting on 6 July 2021, where members of the community attended to express their frustration of the lack of engagement by the council in terms of the drainage areas, Far North District Council management and Far North Waters have considered a number of options to ensure that the approved work programme is completed each year as practicable. With this in mind, additional support and direction will be provided particularly with respect to the scoping and the assurance / supervision wrapped around the completion of works within the programme.

Also included in the expression, were the concerns of irregularity regarding the Drainage Area Committee meetings of recent times. To confirm, FNDC, including Far North Waters, have an ongoing commitment to coordinate and support the biannual (March / September) committee meetings. This has not changed and is intended to provide the committee's visibility / engagement with the work programme and management of the Drainage Areas.

Action from meeting: The Committee have expressed their concerns with the standard of work, along with their suggestion of other potential subcontractors. FNDC to consider their suggestions and ensure that more detailed scopes / quality controls are instilled.

Take Tūtohunga / Reason for the recommendation

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2022.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2021/2022 financial year is as follows:

Motutangi	Budget
2020-2021 Residual funds (reserve funds available)	\$92,085
2021 Opening Balance (rated income)	\$34,000
2021-2022 Proposed Expenditure	\$73,329
2021-2022 Closing Reserve Balance	\$52,756

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / 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.

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

7.10 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME**File Number: A3343805****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To advise and seek feedback from Te Hiku Community Board on the proposed works and costs for the 2022/2023 financial year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Over the 2022/2023 financial year, the Far North District Council proposes to complete a selection of drainage area works.
- The work includes spraying, cleaning and access maintenance of the drains. Currently there is a proposed budget of \$85,612 to cover the required and potential work for Motutangi. The forward work programme and associated budget is up for discussion.
- The Motutangi Drainage Area Committee considered this report at their meeting on 16 August 2021 and makes the following recommendation.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the report “Motutangi Drainage Area 2022/2023 Programme” for information.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The proposed works programme for the 2022/2023 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2021/2022 is completed as planned. It is also due to change in line with any additional work agreed upon in the DoC Concession Agreement.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

Further review of the proposed programme must be completed during the Drainage Area Committee Meeting held in March 2022 and over the next financial year. This is due to the estimated nature of the work programme.

2.1 Proposed work programme summary

Work proposed to be completed before 30 June 2023, with the spraying programme to start during late 2022:

Motutangi

Spraying of the Motutangi drains (breakdown in section 2.3)

\$10,208

Additional spraying of the Motutangi drains (autumn)	\$5,104
Status report on the drains	\$300
Machine cleaning of the Motutangi Stream in autumn	\$14,000
The Motutangi Stream stockpile relocation programme	\$45,000
Machine cleaning contingency	\$6,000
Access track maintenance contingency	\$2,000
General contingency	\$3,000
Total	\$85,612

2.2 Proposed projects within the work programme

Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area has to be positioned in accordance with the Department of Conservation (DoC) Concession Agreement conditions. These are planned to be finalised by the end of the 2022 calendar year.

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

There has been little feedback regarding progress on the agreement at this stage, of which this project may require deferral to a later work programme.

An allowance of \$45,000 has been allocated to this project, should the work proceed this year. This is an estimated figure and further consultation, scoping and pricing is required before it should be completed.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi Area is to be completed during late spring / early summer 2022. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray half of the drains a second time.

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

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

The spray programme consists of 19 kilometres of drain spraying and has been separated out into individual drains. Spray programme follows:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	\$1,430.00
Main Outfall Drain	1,150 m	1,150 m	\$632.50
Bryan Drain	2,900 m	2,900 m	\$1,595.00
Beazley Drain	2,050 m	2,050 m	\$1,127.50
Aspin Drain	2,250 m	2,250 m	\$1,237.50
Cut to Lands End Drain	1,700 m	1,700 m	\$935.00
Selwyn Drain	2,950 m	2,950 m	\$1,347.50
Seymour Drain	750 m	750 m	\$412.50

Bacicas Drain	2,050 m	2,050 m	\$1,127.50
Subritzky Drain	160 m	160 m	\$88.00
Totals	18,560 m	18,560 m	\$10,208.00

Machine cleaning

Over the 2021/2022 year, the Motutangi Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which may require mechanical removal. Other than cleaning a section of the Motutangi stream, there is no further cleaning scheduled. Below is a review of what's been undertaken in the past.

- Motutangi Stream - Spot cleaning of weeds with a long reach digger in autumn 2023. This is likely to be from the scientific reserve and downstream towards the outlet as required. This should remain relatively clear until next autumn 2024. This is the same method used over the last year and appeared to be effective, it does however rely on the spraying being completed in time, over October / November 2022. An allowance of \$14,000 has been allocated for this work.

Any additional cleaning required is likely to be completed with a smaller digger. The total length that requires cleaning, or the need entirely, will vary depending on the weather conditions and growth. An allowance of \$6,000 has been allocated should this be needed.

A machine cleaning allowance of \$20,000 has been included in the 2022/2023 year.

Accessibility issues & maintenance

It's believed access track maintenance may be required along several drains, particularly the Motutangi Stream. A contingency of \$2,000 has been allowed should this be required.

In addition to maintenance of the drains, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

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

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

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

Take Tūtohunga / Reason for the recommendation

To discuss the proposed works and their associated costs, with the work programme to be completed by 30 June 2023.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2022/2023 financial year is as follows:

Motutangi	Budget
2021-2022 Residual funds (reserve funds available)	\$52,756
2022 Opening Balance (rated income)	\$34,000
2022-2023 Proposed Expenditure	\$85,612
2022-2023 Closing Reserve Balance	\$1,144

Please note the reserve balance for the Motutangi Drainage Area is low with the proposed rated income and work programme. **Action from meeting:** After the Committee's consideration, there have been no changes made for remedy.

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / 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.

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

7.11 CHAIRPERSON AND MEMBERS REPORTS

File Number: A3328862

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board note the reports from Chairperson Gardner and Members Axe, Bainbridge, Brown and Subritzky.

1) TE TĀHUHU KŌRERO / BACKGROUND

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

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.











Te Take Tūtohunga / Reason for the recommendation

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

3) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

NGĀ ĀPITI HANGA / ATTACHMENTS

1. Chairperson Gardner's Report - A3328854  
2. Member Axe's Report - A3328851  
3. Member Bainbridge's Report - A3328721  
4. Member Brown's Report - A3328762  
5. Member Subritzky's Report - A3330794  

Te Hōtaka Take Ōkawa / 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.

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

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Te Hiku
Chairperson's Name	Adele Gardner
Subdivision	Kaitaia – Te Hiku
Date	23 June - 6 August 2021

REPORT

1) Meetings/Functions

23 June 2021	Representation Arrangement workshop – virtual
24 June 2021	Council Meeting in Kaikohe
27 June 2021	Te Hiku Project Working Group meeting
29 June 2021	Citizenship Ceremony in Te Ahu
29 June 2021	Community Board Working Party workshop – virtual
30 June 2021	Customer Experience Programme update - in Kaikohe
30 June 2021	Mid Term Governance Review Workshop in Kaikohe
1 July 2021	Council Meeting
5 July 2021	Community Consultation with residents at Pukenui
6 July 2021	Te Hiku Community Board Meeting
7 July 2021	Meeting with the Kaitaia Croquet Club with the Mayor
8 July 2021	Te Hiku Project Working Group zoom meeting
8 July 2021	Allen Bell Park consultation
9 July 2021	Te Ahu Trust Meeting
12 July 2021	Te Hiku Project Meeting
14 July 2021	Chairs quarterly meeting with FNHL in Kaikohe
21 July 2021	Infrastructure Committee Meeting Kaikohe
21 July 2021	Audit Risk & Finance Committee Meeting Kaikohe
22 July 2021	Housing workshop in Kaikohe
22 July 2021	Doubtless Bay Promotions AGM in Mangonui
23 July 2021	Kaitaia Animal Shelter Opening
26 July 2021	Met with FNDC to scope new toilet in North Park
26 July 2021	Te Hiku Project Working Group Meeting

29 July 2021	Big Ideas Lab Workshop
3 Aug 2021	Supported the Speed Review Team at Ahipara
4 Aug 2021	Events Investment Funding 21/22 Deliberations - via zoom
5 Aug 2021	Attended the blessing of the Mangonui Broadwalk
5 Aug 2021	Te Hiku Sports Hub Meeting

2) Report:

Opening of the Alleyways in Kaitia is on 14 August 2021 at 1pm. The alleyways have had significant streetscaping work done, along with ACL boards of beach scenes around the back of the old ex-Warehouse building and Boards on the North side have been added.

Jaycee Park - the new footpath has been added opposite Te Ahu to the basketball court. The Landscaping is now finished in the park. The concrete slabs are in ready for the concrete tables. The new toilet is still in transit. We have been working with the Project Manager over the beach scenes wrappings for the new toilets.

The Te Hiku Sports Hub - weather permitting the work has started, the foundations have been dug out. At the meeting on 5th August a number of large items were approved, 1. Top Energy to supply and install a 3 phase, 1000 amp per phase transformer, 2. Fire Detection Systems, 3. Joinery internal & external, 4. To Install Security. Also Met with FNDC & Te Hiku Sports Hub PM/ Councillor Foy & myself re 2km footpath from Sports Hub along Awanui River to Te Ahu along South Road to the Sports Hub. Hopefully the 2km footpath surrounding the Hub will be done early next year in the construction season, by FNDC.

Infrastructure Meeting - 2 roads in Te Hiku for 21/22 have been nominated from the roading matrix for areas of sealing, they are Brass Road and Parapara-Toatoa Road, and in 23/24 Ruaroa Road. The NZTA subsidised criteria will be announced in September. The Roding Matrix is attached to the Infrastructure Committee Agenda 21 July 2021 on the FNDC Website.

Drainage Committees: After our last Community Board Meeting I emailed the CEO Office (I copied all Community Board Members into this email), asking for Drainage Meetings to be arranged. The concerns of the Drainage Committees are work to be actioned, work that is not being actioned and future planning on the Drains across the Te Hiku Ward. I have asked the 3 Water Alliance for clarification as to whether Rural Drainage is included in the 3 waters reforms or not.

Opening of the new Northern Animal Shelter - the new facility will house up to 20 dogs, 3 exercise areas, separate quieter areas for elderly or more anxious dogs as well as dogs with young puppies. Claudia Lyons from MBIE was there to mark the occasion, as some of the funding for the facility was from the COVID-19 economic Stimulus fund.

3) Resource Consents - Nil

4) RFS

RFS 4056952 - Following up on behalf of a ratepayer re a sewage issue.

RFS 4070849 - Potholes on SH 1 - forwarded to NZTA.

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku
Members Name: Darren Axe
Subdivision: North Cape
Date: 10 June – 1 August 2021

REPORT

1) Meetings/Functions

10 June 2021 Combined Community Board Meeting, in Kaikohe.
06 July 2021 Community Board Meeting, at Te Ahu Centre.
13 July 2021 Ratepayers Meeting, Raio Hall, Pukenui. Tsunami planner.
22 July 2021 Aquifer Meeting, Raio Hall, Pukenui.
23 July 2021 RSF for broken foot path for reinstatement sent to CE Office. (Job now complete, thanks to Melissa Wood)
28 July 2021 Feral Dog Crisis Meeting – Fishing Club, Houhora.
01 August 2021 Visited Croydon Thompson to look and photograph his drains.
01 August 2021 Secured Golf Club in Houhora as a Tsunami gathering point.

2) Issues - NIL

3) Resource Consents: NIL

4) Request for Service: NIL

TE HIKU COMMUNITY BOARD MEMBER'S REPORT

Member Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: to 6 August 2021

REPORT

1) Meetings

25 June 2021	Museum meeting
05 July 2021	Community Board meeting at Houhora
06 July 2021	THCB
09 July 2021	TACT
12 July 2021	Meeting in Kaitaia re town Clock
20 July 2021	Museum strategy meeting
21 July 2021	Destination Northland 'Journeys' meeting
27 July 2021	Welcome for museum curator
04 August 2021	Meeting with Doubtless Bay Promotions Chair and Regulatory staff

2) Issues

Draft District Plan – proposed heritage precinct for Mangonui. Ongoing. Awaiting the outcome of the meeting held on 4 August 2021.

Future Planning – I notice that in the LTP the council has increased transportation by 1c in the dollar and reduced future planning by 2c which is a step in the right direction, but I'd still like to see a bit more money in the footpath budget for pedestrian safety reasons.

Beach Signage – there has been concern about inaccurate signage at Coopers Beach and Taipa. District Facilities are looking into this as per a phone call to me on 4 August 2021 and an article in the Age on 6 August 2021. Awaiting an outcome.

Rangitoto Reserve – how is divestment tracking along? Obviously, the council did not agree to funding a management plan. I was told by a fourth tier manager that no report would be forthcoming but it would be interesting to know how the council intends to manage the gross degradation of this important historic site in the meantime while the divestment goes through the necessarily long process. Perhaps we'll just have to watch with interest as weeds increase in size and number and completely cover a valuable historic and potential tourism asset.

Rangiputa Boat Trailer Parking – Boat trailer parking in Doubtless Bay has well exceeded capacity. There is potential to develop a site at Rangiputa near the toilet to accommodate 10 - 12 vehicles to perhaps alleviate the problem in the short term. I mentioned this to District Facilities staff member at the Board's June meeting at Whatuwhiwhi but have heard nothing. Bill is aware of and acting on this but I believe we need to pursue this before summer. It is mentioned in the Far North Boat Ramp Study

Drainage Districts – can someone report on the outcome of the meeting 16 August please.

Museum at Te Ahu – we have our relief curator and there are some good initiatives planned.

Delegations - The Long Term Plan clearly states that drainage – Motutangi, Waiharara and Kaikino and Kaitaia drainage areas have been delegated to Te Hiku Community Board (p 4). This is not reflected in the delegations listed in the front of our agendas and needs to be corrected.

Recommendation: *That the Te Hiku Community Board requests the Governance Services Manager to correct the information in the front of the monthly Board agendas to include the following:*

“Specific to the Te Hiku Community Board - drainage – Motutangi, Waiharara and Kaikino and Kaitaia drainage areas.”

3) Resource Consents

LUC RC2300645 – extension to dwelling Taipa

4) Requests for Service

3 separate sewerage leaks

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku
Members Name: Jaqi Brown
Subdivision: Ahipara / Kaitaia
Date: 6 August 2021

REPORT

1) Meetings/Functions

Attended several Ahipara Aroha community meetings supporting progression of shovel ready projects. Also brought Neighbourhood Support into Ahipara to talk to the community about creating a more connected and safer community. Working on speed safety plan with Ahipara. Continue to coordinate locally driven response in Ahipara to the Fire and Tsunami. IT appears Ahipara has an arsonist and the community are very concerned.

Attended Allen Bell Drive meeting re the redevelopment of the reserve and playground

Following the Gore Community Board Conference I'm looking at how Te Hiku can create a Huanui or 'highway' of support for its community to have access to accessible seamless and responsive services to promote growth, employment, improved wellbeing across the Te Hiku region.

Promoting the community roadshows and information updates to networks and social media re roading and encouraging council consultation via social media.

Attended Ministers Davis, Henare, Prime community engagement hui

Attended Community Board regular meetings

2) Issues

Have been working with Police and a local group to remove drug utensils for sale from shops in Kaitaia. These items are on public sale and often promoted at the front counter and can be accessed by children. Have found legislation and a gazetted notice that prohibits this. Seeking further advice from Police re this matter.

Have supported the Art Walk Project with cultural matters pertaining to some of the installations.

3) Resource Consents: 0

4) Request for Service: Several people referred. Gave out lots of pamphlets to public

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku
Members Name: Bill Subritzky
Subdivision: Whatuwhiwhi/Awanui
Date 6/8/21

REPORT

1) Meetings/Functions

23/06/2021	Awanui community Centre meeting
05/07/2021	Meeting Pukenui/ Houhora Ratepayers
06/07/2021	Te Hiku Board meeting
07/07/2021	Quantity Survey of old Unahi Wharf timber
07/07/2021	Awanui Progressive and Ratepayers meeting
08/07/2021	Meeting Kaitaia Airport staff
14/07/2021	Lake Ohia Hall meeting
21/07/2021	Whatuwhiwhi Ratepayers meeting
29/07/2021	Meeting D.O.C Kaitaia
04/08/2021	Awanui Progressive and Ratepayers meeting

2) Issues -

1 Community Halls and rate payer groups.

All groups are operating well and currently working with Council staff to address issues specific to their areas. After discussion with most of the ward groups I am drawing up a survey form to identify areas where we can learn from and assist one another in our day-to-day operations and future planning. The survey results will give us an agenda for the 1st meeting. If the initial meeting proves successful, there is the opportunity for others to join. I will keep the Board informed of progress.

2 Awanui Township and Unahi Wharf (general and Shovel ready work progress)

The concrete pads for 4 new BBQ tables were installed in the park and a new Awanui hotel fence, on which the historical port hole murals will be installed. Renovations on the old Blue Moon Takeaways building is complete and Brad Jackson and his team are about to commence on two other projects. There has been a delay in work at Unahi

Wharf and Far North Holdings are fencing off an area to store the salvaged timbers timber from the wharf, which APR inc will auction off.

3 Rangiputa Car Parking.

Both I, Sheryl and Rangiputa ratepayers recognise the sort fall in terms of parking in this area however DOC will have to be involved with any development initiatives. If work can be done here, I hope we can put this in the LTP as Sheryl suggested.

4 Request for Services.

I am disappointed in both the response times, if any, regarding RFS submissions. A prime example RFS 4029062, requesting the clearing of weeds from the Awanui River Basin. This RFS was lodged on the 10 October 2020, by a committee member of Awanui Progressive and Ratepayers Inc. And still no resolution. Like other Ward members we have been encouraging ratepayers to use this service, but I have no confidence that this service will give a positive outcome.

3)Resource Consents: 0

4)Request for Service:

RFS 4069132 9/7 Mow car park area opposite the Rangiputa Fire Station.

RFS 4069140 9/7 Replace damaged BBQ table adjacent to boat ramp.

RFS 4069144 9/7 Install 2 BBQ tables Whatuwhiwhi community centre

RFS 4069149 9/7 Install safety barriers Mahimaru Marae.

Response to 4x RFS 9/8/2021

7.12 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2021**File Number: A3330054****Author: Segun Rotimi, Accounting Support Officer****Authoriser: Angie Thomas, Manager - Accounting Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 July 2021.

TĀHUHU KŌRERO / BACKGROUND

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

Community Fund Account balance as at 01 July 2021	\$151,701.00
• Plus Community Board Placemaking Fund	\$100,000.00
• Plus Unspent from 2020/21 - Xcape Design Unahi Wharf	\$8,250.00
• Plus Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	\$2,720.00
• Plus Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	\$3,000.00
• Plus Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	\$5,000.00
• Plus Unspent from 2020/21 - Jaycee Park picnic tables	\$7,711.46
• Plus Unspent 2020/21 - Placemaking project for Awanui	\$35,338.00
• Less funds granted and uplifted to 31 July 2021	\$6,090.00
• Less funds not uplifted from 6 July 2021 for Kaitia Business Association for CCTV monitoring for 21/22 and 22/23	\$6,000.00
• Less funds not uplifted from 14 July 2020 for XCape Design Limited for Unahi Wharf project	\$2,160.00

• Less funds not uplifted from 17 November 2020 for Be Free	\$2,720.00
• Less funds not uplifted from 6 April 2021 for Born to Run Adventure Racing	\$3,000.00
• Less funds not uplifted from 1 June 2021 for Te Pokapu Tiaki Taiao o Te Tai Tokerau	\$5,000.00
• Less funds not uplifted from 1 June 2021 for Jaycee Park picnic tables	\$7,711.46
• Less funds not uplifted from 1 June 2021 for Placemaking project for Awanui	\$35,338.00
Community Fund Account balance as at 31 July 2021	\$245,701.00

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 31 July 2021 is \$245,701.00

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.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 31 July 2021 is attached.

ĀPITIHINGA / ATTACHMENTS

1. Statement of Te Hiku Community Fund Account as at 31 July 2021 - A3329924 [↓](#) 

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 July 2021**

Allocation Grants & Donations Annual Budget 2021-22	151,701.00	
Community Board Placemaking Fund	100,000.00	
Unspent from 2020/21 - Xcape Design Unahi Wharf	8,250.00	
Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	2,720.00	
Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	3,000.00	
Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	5,000.00	
Unspent from 2020/21 - Jaycee Park picnic tables	7,711.46	
Unspent from 2020/21 - Placemaking project for Awanui	35,338.00	
		313,720.46
Less Expenditure 2021/22 (Funds Uplifted)		
July 21		
Unahi Wharf and Park Xcape Design Li	6,090.00	6,090.00
Balance as at 31 July 2021		<u>\$307,630.46</u>
Less Commitments 2021/22 as at 31 July 2021 (Funds not yet uplifted)		
Meeting 06.07.21		
Kaitia Business Association for CCTV monitoring for 21/22 and 22/23	6,000.00	
Carry Forwards from 20/21:		
Meeting 14.07.20		
Unspent from 2020/21 - Xcape Design Unahi Wharf	2,160.00	
Meeting 17.11.20		
Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	2,720.00	
Meeting 06.04.21		
Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	3,000.00	
Meeting 01.06.21		
Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	5,000.00	
Unspent from 2020/21 - Jaycee Park picnic tables	7,711.46	
Unspent from 2020/21 - Placemaking project for Awanui	35,338.00	
		61,929.46
Balance 31 July 2021 Uncommitted/(Overcommitted)		<u>\$245,701.00</u>

7.13 FUNDING APPLICATIONS

File Number: A3314718

Author: Kathryn Trewin, Funding Advisor

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the 24 August 2021 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- 8 new applications for funding has been received, requesting \$17,121.
- 1 previous application that was left to lie on the table has been returned to the Board for a decision.
- At time of writing, the amount of funding amount for the Community Board for the 2021/22 financial year is not available.
- It has been indicated that the amount of funding for the Board to grant will increase by 25% on the 2021/22 financial year.
- It has also been indicated that the Boards will also have \$100,000 for placemaking funding to grant in the 2021/22 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) uplifts the funding application from Pukenui Coast Care for consideration.
- b) approves the sum of \$3,572 (plus GST if applicable) be paid from the Board's Community Fund account to Pukenui Coast Care for Planting on corner of SH1 and Waterfront Road, Pukenui, to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- c) approves the sum of \$1,080 (plus GST if applicable) be paid from the Board's Community Fund account to Awanui Sports Complex Inc for flood prevention of the complex grounds to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- d) approves the sum of \$3,000 (plus GST if applicable) be paid from the Board's Community Fund account to Far North Joyfest for Joyfest 2022 to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- e) approves the sum of \$2,214 (plus GST if applicable) be paid from the Board's Community Fund account to Friends of Rangikapiti Reserve for production and installation of interpretation and way-finding signage to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

- f) approves the sum of \$4,107 (plus GST if applicable) be paid from the Board's Community Fund account to Kaitaia College for arts expo – dance production to support the following Community Outcomes:**
 - i) Communities that are healthy, safe, connected and sustainable**
 - ii) Proud, vibrant communities**
- g) approves the sum of \$732 (plus GST if applicable) be paid from the Board's Community Fund account to Karikari Peninsula Residents and Ratepayers Association for annual Seniors Christmas Lunch to support the following Community Outcomes:**
 - i) Communities that are healthy, safe, connected and sustainable**
 - ii) Proud, vibrant communities**
- h) approves the sum of \$788 (plus GST if applicable) be paid from the Board's Community Fund account to Mangonui Lions for Mangonui Fun Run to support the following Community Outcomes:**
 - i) Communities that are healthy, safe, connected and sustainable**
 - ii) Proud, vibrant communities**
- i) approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Northland Floral Art Society NZ for Designer of the Year competition and show to support the following Community Outcomes:**
 - i) Communities that are healthy, safe, connected and sustainable**
 - ii) Proud, vibrant communities**
- j) approves the sum of \$2,700 (plus GST if applicable) be paid from the Board's Community Fund account to Te Whakaora Tangata for Family Restoration Programme Far North to support the following Community Outcomes:**
 - i) Communities that are healthy, safe, connected and sustainable**
 - ii) Proud, vibrant communities**

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Pukenui Coast Care	Planting on cnr of SH1 and Waterfront Road, Pukenui	\$3,572	\$3,572	The Board has had submissions previously about this project, both from the applicant and a group in the community who object to what is proposed. The applicant has provided further information including letters of support for the proposed project.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community Development
Awanui Sports Complex Inc	Flood prevention of complex grounds	\$1080 (69%)	\$1080 (69%)	This would be an out of policy decision, as the works have already started. The complex has a pump that takes water from the fields so that they are able to be played on. The pump stopped working, so the complex has had to find a last-minute solution to allow games/training to continue for the season. They are asking for assistance to help cover this cost while they apply for funds to cover the cost of a new pump for the 2022 season.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure
Far North Joyfest	Joyfest 2022	\$3000 (10%)	\$3000 (10%)	It is noted that funding was provided last year and the applicant was verbally advised that the Board urged them to seek funding elsewhere for future events and that they could not rely on the funding being granted for future applications.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Friends of Rangikapiti Reserve	Production and Installation of Signboard	\$2214 (48%)	\$2214 (48%)	The group would like to install four large information boards/interpretation and 7 smaller directional signs/way finding signage to provide visitors with guidance for the 34 hectare reserve.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Kaitaia College	Arts Expo – Dance Production	\$4107 (50%)	\$4107 (50%)	This group is seeking funding to help put on a showcase dance production written and created by the students. Some items the group are looking to fund would be used for future shows.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Karikari Peninsula Residents and Ratepayers Association	Annual Seniors Christmas Lunch	\$732 (27%)	\$732 (27%)	This is an annual event put on by volunteers to provide a special Christmas dinner for senior citizens on the Karikari Peninsula.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Mangonui Lions	Mangonui Fun Run	\$788 (60%)	\$788 (60%)	Mangonui Lions applied to funding from the Events Investment fund but were unsuccessful. The panel recommended their application be forwarded to the Board for consideration. Due to time constraints, this application is the original Events Investment application, but has most of the same information that would be provided on a community grant application form	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Northland Floral Art Society NZ	Designer of the Year	\$2500 (46%)	\$2500 (46%)	The Northland Floral Art Society will host the Northland Designer of the Year show at Te Ahu Centre at the end of October. They are seeking funding to assist with the show.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Te Whakaora Tangata	Family Restoration Programme Far North	\$2700 (12%)	\$2700 (12%)	The applicant is seeking assistance to help cover their rent costs for their programmes, which provide counselling services with high-risk clients and meetings with referring agents and new clients seeking help. The need for these services has increased markedly since the outbreak of Covid-19, necessitating the move to larger premises and the increased rental costs. As rent (operating expenses) is not usually covered, this would be an out of policy decision.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community Development

Take Tūtohunga / Reason for the recommendation

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

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ĀPITI HANGA / ATTACHMENTS

1. Application - Pukenui Coast Care - A3196400 [↓](#) 
2. Application - Awanui Sports Complex Inc (Flood Prevention of Complex Grounds) - A3325360 [↓](#) 
3. Application - Far North Joyfest Group (2022) - A3331833 [↓](#) 
4. Application - Friends of Rangikapiti Reserve (Production & Installation of Signboard) - A3325361 [↓](#) 
5. Application - Kaitaia College (Arts Expo - Dance Production) - A3325356 [↓](#) 
6. Application - Karikari Peninsula Residents & Ratepayers Assn (Annual Seniors Xmas Lunch) - A3325359 [↓](#) 
7. Application - Mangonui Fun Run - Application - TOC - A3331541 [↓](#) 
8. Application - Northland Area Floral Art Society NZ - Designer of the Year - A3325358 [↓](#) 
9. Application - Te Whakaora Tangata - Family Restoration Programme (Far North) - A3325357 [↓](#) 

Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / 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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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	<u>Pukenui Coast Care</u>	Number of Members	<u>Community</u>
Postal Address	<u>1410 A Ngunguru RD RD3 Whangarei</u>	Post Code	<u>0143</u>
Physical Address	<u>16 A Waterfront RD Pukenui</u>	Post Code	
Contact Person	<u>Julie Gordon</u>	Position	<u>administrator</u>
Phone Number	<u>0211220033</u>	Mobile Number	<u>0211220033</u>
Email Address	<u>red?kiwi@gmail.com</u>		

Please briefly describe the purpose of the organisation.

Manage a Community Garden at Coastal Pukenui
Weed removal & Plant low growing plants for regeneration of natural ecology

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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 Pukenui Coast Care
Communit Planting Date april 2021
Location Cnr SH1 + Waterfront Rd Pukenui Time

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

If so, how much? N/A

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

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

Who will Benefit: Nearby residents will benefit from significant reduction of Fire risk. Locals + visitors to Pukenui waterfront will benefit from having the use of a much tidier, cleaner space to enjoy. Weed clearance will open a beautiful view to the estuary. This area currently attracts Litter + rubbish dumping + defecating in the bushes. Public toilets nearby can be seen once low growing plants fill the area. Pedestrians, walkers, cyclists and others out for exercise will have views from the planted area which is normally obscured by wilding wattles. As vehicles are barred from the wharf unless drivers hold barrier arm access, people in vehicles - travellers, tourists + people making a rest stop can share in enjoying this otherwise beautiful gem location of the north.

Broadens the range of activities: the best views in Pukenui will be made available to all. Public toilets won't be as obscured from people. Emergency service people will be much less likely to be called to fires here (a risk every summer, unless something is done here) given that overhead wires are still in place. Top Energy power supply to the remainder of the Far North will be made a safer supply without the fire risk. Children are taught conservation + ecology in schools - here's a living example to experience.

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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		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire <i>Contractor / mulch chip</i>	500	500
Equipment Purchase (describe)	623	623
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	1324	1324
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	16 288	not applicable
Other (describe) <i>Plants</i>	1125	1125
TOTALS		3572

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
Revegetation Plants.	
TOTAL	

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

Funding Source	Amount	Approved
NRC Bio Fund		Yes <input type="radio"/> Pending <input checked="" type="radio"/>
Internal affairs		Yes <input type="radio"/> Pending <input checked="" type="radio"/>
Top Energy	\$1000	Yes / <input type="radio"/> Pending <input checked="" type="radio"/>
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
	Nil.		Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Pukenui Coast Care

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) N/A
 - A regularly maintained PAYE record (if applicable) N/A
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One



Signatory Two



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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 Julie Gordon Position Administrator
 Postal Address 1410 A Ngunguru RD RD3 Whangarei Post Code 0173
 Phone Number 0211220033 Mobile Number 0211220033
 Signature [Signature] Date 20/4/2021

Signatory Two

Name Angus Craig Gordon Position Administrator
 Postal Address 1410 A Ngunguru RD RD3 Whangarei Post Code 0173
 Phone Number 0211744610 Mobile Number 0211744610
 Signature [Signature] Date 20/4/2021

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Schedule of Supporting Documentation

Pukenui Coast Care – Community Planting

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

1	Westpac Proof of Bank Account Details
2	Community Garden Budget Expenses Breakdown x2 pages
3	Map of proposed planting
4	Support Letter – Te Hiku Community Board x2 pages
5	Quote – Arnold Franks Ltd
6	Quote – Mitre 10
7	Quote – Primehort x2
8	Quote – Yara Mila Complex 20kg
9	Quote – Cut ‘n’ Paste Weed Gel Products Price List and Freight Charges
10	Quote – Round Up
11	Quote – Ngataki Native Plants
12	FNDC – Volunteer Health, Safety & Wellbeing Handbook x9 pages
13	FNDC – Job Safety Analysis – HS005A x5 pages
14	FNDC – Volunteer Health, Safety & Wellbeing Induction Checklist
15	Plant List
16	Waka Kotahi – NZTA Report

Local Grant Application Form



Instructions

Please read carefully:

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- 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	<u>Awanui Sports Complex Inc.</u>	Number of Members	<u>180</u>
Postal Address	<u>PO Box 614 Kaikōhe 0441</u>	Post Code	<u>0441</u>
Physical Address	<u>94 State Highway 1 Awanui</u>	Post Code	<u>0486</u>
Contact Person	<u>Mr Wihi Stevenson</u>	Position	<u>Chairperson</u>
Phone Number	<u>09 4080458</u>	Mobile Number	<u>Nil</u>
Email Address	<u>wihi@xtra.co.nz</u>		

Please briefly describe the purpose of the organisation.

To encourage, foster and promote the practice and appreciation of sport and recreation in Awanui and its surroundings.

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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 Flood prevention of Complex grounds Date 21/7/2021
 Location Awanui Sports Complex Time 8am - 6pm
 Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No
 If so, how much?

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.

Due to heavy rain and the field pump breaking down, storm water began to back up and flood the rugby fields. If left untouched the flood water will eventually enter the Awanui Community Hall, rugby changing rooms, implement shed and downstairs area of the Complex building, which includes store rooms and squash courts. Flooding of this nature used to happen pre-2002. This is when the FNDI installed a field pump in 2002 and we have only had one issue in 2011 when the pump failed and water flooded the whole Complex area. All the other years the pump worked brilliantly. This latest breakdown has seen the Complex committee immediately request help from local contractor, Poo Masters, to use his machines to pump flood waters off our fields. We had his machines for 3 days continuously (continued on separate paper)

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Outline of activity continued.

pumping 12 hours a day. A few of us from the rugby club volunteered our hours to ensure the operation ran smoothly and also act as security for the machinery.

The benefit of this activity is our fields and buildings were not flooded although, we lost the opportunity to host the Northland senior mens team training on Thursday 22nd July due to the fields being water-logged and they did not want to risk injury to the players.



Chairperson ASC.

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		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	1080.00	1080.00
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	20 x 24 = 480	not applicable
Other (describe)		
TOTALS	1560.00	1080.00

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 17-417-554

How much money does your organisation currently have? 20885.00

How much of this money is already committed to specific purposes? 13500.00

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

Purpose	Amount
Foundation North Grant to upgrade the carpet in the Complex lounge	11500.00
Oxford Trust for ceiling repairs in the Complex lounge	2000.00
TOTAL	13500.00

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

Funding Source	Amount	Approved
<u>Nil</u>		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
<u>Nil</u>			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Awanui Sports Complex Inc.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

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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 Wihiri Stevenson Position Chairperson
 Postal Address PO Box 179 Kaitiaki Post Code 0441
 Phone Number 09 4080458 Mobile Number Nil
 Signature [Signature] Date 28/7/21

Signatory Two

Name RAYMOND PAUL JUVENOVICH Position TREASURER
 Postal Address 37 COMMERCE ST KAITIAKI Post Code 0410
 Phone Number 09 4080150 Mobile Number 027-2798091
 Signature [Signature] Date 28/7/21

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Schedule of Supporting Documentation**AWANUI SPORTS COMPLEX INC.****(FLOOD PREVENTION OF COMPLEX GROUNDS)**

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

1	Financial Performance Report FYE 31 March 2021 x 11 pages
2	BNZ Bank Statements period 12 July to 26 July 2021 x 3 pages
3	Invoice – Masters Bros. x 1 page

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	<input type="text" value="FAR NORTH JOYFEST GROUP"/>	Number of Members	<input type="text" value="20"/>
Postal Address	<input type="text" value="40 1036 TAUPŌ BAY ROAD, RPI, MANGONUI"/>	Post Code	<input type="text" value="0494"/>
Physical Address	<input type="text"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="HARI BANS ANGELL KAUR"/>	Position	<input type="text" value="CHAIR"/>
Phone Number	<input type="text" value="021 570126"/>	Mobile Number	<input type="text" value="021 570126"/>
Email Address	<input type="text" value="haribans.angellkaur@hotmail.co.uk"/>		

Please briefly describe the purpose of the organisation.

TO ORGANISE EVENTS / FESTIVALS WHICH INCREASE ACCESS AND FACILITATE PARTICIPATION IN HEALTH, WELLNESS AND CONSCIOUS LIVING

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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 FAR NORTH JOYFEST Date 29-30 JAN 22
Location BUTLER POINT Time

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

If so, how much? \$40 - \$60 PER DAY, PAY IT FORWARD TICKETS TO
HELP LOW/NO INCOME ATTEND.

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.

PLEASE SEE ATTACHED.

Who will benefit from the activity and how?

Far North Joyfest is going to be a family friendly event which combines health and well-being with conscious living. It will take place at Butler Point, Hihi, in the Far North of New Zealand, on Saturday 29th and Sunday 30th January 2022. The mission of the festival is to help people to Live their Best Life in all senses of the word.

Objectives of Joyfest

- 1) To increase the sense of joy of all participants.
- 2) To put the Far North on the festival map, enhancing the profile of the region and increasing economic prosperity not just for those facilitating workshops, running stalls or sharing their wisdom but for all local businesses too.
- 3) To be a festival that celebrates diversity whilst honouring the values of living in a conscious and respectful way. For example, this festival will feature plant-based food but also sustainable and respectful hunting and fishing practices.
- 4) To cultivate understanding so we may celebrate the diversity of local spiritual and cultural traditions.
- 5) To bring people together in community in a holistic and wholesome way that promotes personal and environmental well-being.

Once again, we are aiming this event at families with children as well as individuals interested in health and well-being, sustainability, caring for the earth, living with more awareness. We have tried various strategies for keeping costs low but ensuring costs are covered; the entry fee began at \$40 plus booking last year and then grew to \$60 plus booking. This year we have decided to do two days to see if we can increase attendance and financial support for our event; as well as making it easier for locals who work having two days makes it more attractive for people from outside the area. We have decided the best way to support low income/unemployed people to come along is to have a pay it forward scheme where other festival goers gift a ticket to someone – we would then advertise this and have a criteria for people to meet to be eligible. Children and teenagers are free to the age of 16. We are targeting people aged 22-50 living in the Far North – Whangarei upwards but also further afield.

The event is once again being organised by a group of volunteers who have formed a not for profit group. This funding will enable the group to book the key marquees/toilets which have always required a payment pre event. and contribute to getting a marketing campaign off the ground. This is our third year of holding the event, we have already noticed more interest in it on our Facebook page and talking to local people. We feel many were put off by COVID last year and also the date meant a lot of locals were away or working as it's the key tourist season, by delaying the date slightly we hope to attract greater numbers of both locals and out of towners.

The event will directly benefit all participants. The event will provide information on new ways of living which are more in tune with the world around us. We will have people talking about their experience of building more sustainable homes, of reducing waste, of using nature's resources in a way that preserves and protects the

environment, honouring and respecting where resources come from. Every decision we take has an impact on someone or something else, this event aims at increasing our awareness of this so we can make decisions which are more compassionate to the earth and to others.

The event will nourish people's souls connecting them with a higher sense of themselves as well as rooting them firmly on the earth. Our physical and mental bodies give us the ability to change the way we think and feel; they are a gateway to more subtle sensations providing us with stronger connection to who we are. Previous memories, painful pasts are stored at a cellular level, as we begin to move our bodies physically, we can start to let go and release the past. Science has shown that exercise realises endorphins which increases our sense of well-being. All of the dance and yoga that will be on offer will give people an experience of this.

The event will benefit families and the wider community. People returning home will have an increased sense of joy which will ripple out to those around them. When we are balanced and happy within ourselves, we are much more able to create strong and happy families.

Stallholders, musicians and workshop facilitators will benefit in that more people will become aware of the services and products they offer. We are one of the few festivals which has a real focus on local producers/facilitators. They will also benefit financially as a result of selling their services/products which in turn helps to increase the economic abundance within the local community.

Local restaurants and accommodation providers will benefit from people coming to the Far North for the event. Promoting the area and increasing prosperity for all.

How will it broaden the range of activities and experiences available to the community?

Every year we offer a different line up, this allows for the creation of a growing audience, spreads out the opportunity and makes it interesting year on year for people who attend regularly. Often festivals have the same presenters all the time and it becomes a little frustrating for new people who wish to share their offerings. Workshops are very varied.

Healthy, nutritious food will be on sale giving people the opportunity to try new food combinations, maybe inspiring them to change the way they eat. We are promoting healthy lifestyles at every level.

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	2000	
Advertising/Promotion	190	
Facilitator/Professional Fees ²	2200 2200	
Administration (incl. stationery/copying)	200	
Equipment Hire	7238	3000
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	500	
Refreshments		
Travel/Mileage	200	
Volunteer Expenses Reimbursement	300	
Wages/Salary	7900	not applicable
Volunteer Value (\$20/hr)	514 x 20 = \$10,280	not applicable
Other (describe) PUBLIC LIABILITY ST JOHNS.	1144	
TOTALS	XXXXX 29,852	3000

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

Financial 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
PAYING BACK 50% OF SEED FUNDING FROM 2021 ↳ (awaiting invoice)	\$ 250
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
FAR NORTH JOYFEST 2021	3,000	25th AUG 2020	(Y) / N
FAR NORTH JOYFEST 2020	3,000	20th AUG 2019	(Y) / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

FAR NORTH JOYFEST GROUP

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

For Sue Ayell Chair

Signatory Two

Meegan

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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 MARI BANS ANGELL KAUA Position CHAIR

Postal Address 1036 TAUPU BAY ROAD, RD1, MANGOWAI Post Code 0494

Phone Number Mobile Number 021 570126

Signature Mari Bans Angell Kaua Date 27/7/2021

+ Signatory Two

Name Toyah Coogan Position SECRETARY

Postal Address 30 Stratford Drive Cable Bay Northland Post Code 0420

Phone Number 021 1274124 Mobile Number

Signature Toyah Coogan Date 27/7/21

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Schedule of Supporting Documentation**FAR NORTH JOYFEST GROUP****(2022)**

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

1	ANZ Bank statements 16.04.2021 – 16.06.2021 x 2 pages
2	Income and Expenditure budget for event x 1 page
3	Background of event x 2 pages
4	Health & Safety Plan x 34 pages

Local Grant Application Form



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- **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
- N/a ☐ Your organisation's business plan (if applicable)
- N/a ☐ 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	Friends of Rangikapiti Reserve		Number of Members	40
Postal Address	15b Berghan Road, Coopers Beach		Post Code	0420
Physical Address	1 Kotare Drive, Coopers Beach		Post Code	0420
Contact Person	Sue Ricketts	Position	Secretary	
Phone Number	027 416 5816	Mobile Number	027 416 5816	
Email Address	sue@ricketts.gen.nz			

Please briefly describe the purpose of the organisation.

To restore the mana to Rangikapiti Reserve by making it predator and weed free by 2029 so it becomes an inspiration to

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 Production + installation of signboards Date Spring 2021

Location Rangikapiti Reserve, Mangonui Time

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

If so, how much? n/a

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

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

Our request is to part fund the provision and placement of 4 large information boards and 7 smaller directional signs to provide walkers and visitors with a clear map of the walking tracks through Rangikapiti Reserve, 34 hectares of regenerating coastal forest/ngahere surrounding the mighty Rangikapiti Pa above Coopers Beach. This new resource will encourage and provide confidence to approximately 600 local people and visitors to use and enjoy the beauty of the Reserve for exercise and recreation.

Large map signs indicating the tracks, approximate length and walking time, together with locations of benches and stairways will be placed at the entrance to the Reserve from the Beach, the Pa and the Rangikapiti Road car parks as well as at the entrance to the Mill Bay track. Signage will also indicate dogs to be on leads and will acknowledge our funders. Small directional signs will be positioned at track junctions to indicate route ways and viewpoints.

This area has been transformed in recent years through the hard work of a skilled and enthusiastic group of volunteers who have successfully trapped predators, eradicated noxious weeds, and planted over 6,000 native trees and shrubs. In the past year, efforts have also succeeded, in liaison with Mangonui Lions Club and DOC, to install four sets of steps and gravel areas of track, where required, and install benches.

This volunteer effort has resulted in the upgrade of the Loop Track, the Kohekohe Track (including access from the beach) and the Mill Bay Track to a good quality. Currently many visitors are unaware of the full range of opportunities since there are no marked tracks. With the new signage, people will be encouraged to discover the further reaches of the Reserve – children, adults, dog walkers will feel free to safely explore, exercise and regenerate in the beautiful and uplifting environment.

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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:

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- 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	—	—
Facilitator/Professional Fees ²	—	—
Administration (incl. stationery/copying)	—	—
Equipment Hire	—	—
Equipment Purchase (describe) signage (as per quote) Makita grass trimmer(")	3,237 (incl. GST) 1,049 (" ")	1,515 524
Utilities	—	—
Hardware (e.g. cement, timber, nails, paint)	350 (")	175
Consumable materials (craft supplies, books)	—	—
Refreshments	—	—
Travel/Mileage	—	—
Volunteer Expenses Reimbursement	—	—
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	—	not applicable
Other (describe)	—	—
TOTALS	4,636	2,214

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

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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
For maintaining current and future work commitments in the Reserve covering new plants, fertilizer, traps and contingencies	
TOTAL	3500

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

Funding Source	Amount	Approved
Pub charity	2214-00	Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Building and installing steps along paths in the Reserve	3699	2020	Y / N
			Y / N
			(Y) / N
			Y / N

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Local Grant Application Form



Privacy Information

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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)

Friends of Rangikapiti Reserve Inc.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One



Signatory Two



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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 JOAN HAINES Position Chair FORRS
 Postal Address 15 KUPE ROAD Post Code 0420
 Phone Number Mobile Number 021 184 8661
 Signature [Signature] Date 22/07/21

Signatory Two

Name Sue Ricketts Position Secretary
 Postal Address 156 Berghan Road, Coopers Beach Post Code 0420
 Phone Number 027 416 5816 Mobile Number 027 416 5816
 Signature [Signature] Date 20 July 2021

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Schedule of Supporting Documentation**FRIENDS OF RANGIKAPITI RESERVE****PRODUCTION & INSTALLATION OF SIGNBOARD**

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

1	ASB Bank statement 25 May 2021 to 25 June 2021 x 2 pages
2	Quotes Signs Design & Print and McCarthy Mitre 10 x 2 pages
3	Meeting Notes 29 May 2021 x 1 page
4	Health & Safety Plan x 2 pages

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
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- 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) *N/A*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *N/A*
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<input type="text" value="Kaitaia College"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="53-79 Redan Rd, Kaitaia"/>	Post Code	<input type="text" value="0410"/>
Physical Address	<input type="text" value="Redan Rd, Kaitaia"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Josie Thomson"/>	Position	<input type="text" value="Dance teacher"/>
Phone Number	<input type="text" value="09-408 0190"/>	Mobile Number	<input type="text" value="02102269672"/>
Email Address	<input type="text" value="jthomson@kaitaiacollege.school.nz"/>		

Please briefly describe the purpose of the organisation.

*We are a Secondary School catering to years 9-13.
Our Arts Department has a range of subjects including dance, drama
music and photography, painting etc.*

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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 Arts Expo (Dance production) Date 14/15 Sept

Location Te Ahu Centre Time 2.46 pm

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

If so, how much? \$5.00 per person

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.

Many of our students have never performed in a public theatre before. They have created their own choreography and also learnt several dances to be performed at this event. This will help to build self worth by being involved in a wider world extensive experience and present their choreography in a professional setting. Whanau will benefit through viewing & responding to the student's performance. This encourages a sense of pride and interaction through involvement. The college & its teachers will be taking the students seriously by the viewing the show with professional lighting, costumes & film projection & real live theatre. Experiences of this nature are remembered as landmarks in the lives of those taking part for years.

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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	600.00	300.00
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	2,807.00	1403.00
Equipment Purchase (describe)		
costumes for 3 dances	4,807.00	2403.00
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	8214.00	4107.00

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

10-197 171

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
Please see attached financial statements.	
TOTAL	

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

Funding Source	Amount	Approved
MOE FUNDING	4107.00	<input checked="" type="radio"/> Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

KAITIAI COLLEGE BOARD OF TRUSTEES

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

Principal

[Signature]

Signatory Two

Executive Officer

[Signature]

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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	LOUISE ANARU	Position	PRINCIPAL
Postal Address	PO BOX 265 KAITIA	Post Code	0441
Phone Number	4080190	Mobile Number	
Signature	L. Anaru	Date	27/07/21

Signatory Two

Name	TRACY RUIE	Position	EXECUTIVE OFFICER
Postal Address	PO BOX 265 KAITIA	Post Code	0441
Phone Number	4080190	Mobile Number	
Signature	[Signature]	Date	27/07/21

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Schedule of Supporting Documentation**KAITAIA COLLEGE****(ARTS EXPO – DANCE PRODUCTION)**

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

1	Annual Financial Repot FYE 31 December 2020 x 27 pages
2	Quote – Te Ahu Centre – Hire x 1 page
3	Quote – Lakeside Sound and Light x 1 page
4	Quote – Mallonae Garton x 1 page
5	ASB Bank Deposit Slip x 1 page
6	Project Outline x 1 page
7	Health & Safety EOTC Risk Assessment – Arts Expo 15-15 September 2021 x 3 pages
8	School Charter Strategic and Annual Plan x 29 pages

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	Karikari Peninsula Residents & Ratepayers Assn		Number of Members	30
Postal Address	C1-44 Cillies Rd, RD3, Kaikōura 0483		Post Code	0483
Physical Address			Post Code	
Contact Person	Lesley McCormick	Position	Secretary / Treasurer	
Phone Number	09-4087100	Mobile Number	0277413230	
Email Address	lmccomb@yahoo.com			

Please briefly describe the purpose of the organisation.

Advocate on behalf of community for health, welfare and community safety

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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 Date
 Location Time
 Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No
 If so, how much?

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.

This is an annual event co-ordinated by volunteers to provide a special Xmas dinner for the senior citizens on the Karikari Peninsula.

We have provided lunch for between 70 to 90 residents of our community.

We host this event, by volunteers, for the elderly. We are seeking the cost of the food. All preparation and cooking and presentation is done by volunteers.

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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	\$250	-
Advertising/Promotion	No charge	
Facilitator/Professional Fees ²	-	
Administration (incl. stationery/copying)	-	
Equipment Hire	-	
Equipment Purchase (describe)	-	
Utilities	-	
Hardware (e.g. cement, timber, nails, paint)	-	
Consumable materials (craft supplies, books)		
Refreshments non-alcoholic punch Tea & coffee	\$28	\$28
Travel/Mileage	-	
Volunteer Expenses Reimbursement	-	
Wages/Salary	-	not applicable
Volunteer Value (\$20/hr)	\$1680	not applicable
Other (describe) Food	\$704	\$704
TOTALS	\$2662	\$732

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
CCTV (Whakawhiri Community)	\$20439
TOTAL	

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

Funding Source	Amount	Approved
D.I.		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Seniors Lunch	\$900	Sept 2019	(Y) / N
Basketball Back Board	\$2500	Oct 2019	(Y) / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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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)

Karikari Peninsula Residents & Ratepayers Assn.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

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Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

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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 Lesley McCormick Position Secretary / Treasurer
 Postal Address 41-44 Cullis Rd, RD3, Kaiaua Post Code 0483
 Phone Number 09-4087100 Mobile Number 0277 413230
 Signature [Signature] Date 26-09-21

Signatory Two

Name Brian Page Position CHAIRPERSON
 Postal Address P. Simon UELICH RD WAIKAWA WAIKAWA Post Code 0483
 Phone Number 027 322 1652 Mobile Number
 Signature [Signature] Date 27-07-2021

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Schedule of Supporting Documentation**KARIKARI PENINSULA RESIDENTS & RATEPAYERS ASSN.****ANNUAL SENIORS XMAS LUNCH**

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

1	ASB Bank transaction history report 1 June to 26 July 2021 x 2 pages
2	Statement of Financial Performance FYE 31 March 2021
3	Project Budget x 1 page

Events Investment Funding Application Form

The items below should all be expanded on in your business plan, but we ask that you provide summary details on this form and include it in your application. *Please complete this in full – partially completed applications will not be progressed.*

CONTACT DETAILS

Primary contact/ Event organiser	Alan Dow		
Address	35 Stratford Drive, Cable Bay Mangonui 0420	Phone number(s)	09 406 0136
		Mobile number	021 217 0366
Email address	mangonuifunrun@lionsclubs.org.nz		

EVENT DETAILS

Name of event	Mangonui Lions Fun Run and Walk	Event date(s)	31 October 2021
Location of event	Coopers Beach, Mangonui		
Webpage URL	facebook.com/mangonuilionfunrun		
Is this the first time the event has been held?	Yes	<input checked="" type="checkbox"/> No	
If no, how many times has this event been held and where?	8, Coopers Beach		
Financial objective (tick one)	<input checked="" type="checkbox"/> Fundraising/profit	<input type="checkbox"/> None (cover costs)	
Event description (please write a brief description)	<p>Participants take part in walking or running from Mangonui School, Col Mould Dr, to Coopers Beach Reserve.</p> <p>Our event, now into its ninth year, encourages families to participate in an outdoor physical activity, thus raising general fitness within the community. We also use it to promote Doubtless Bay and the Far North by advertising widely online, through tourism and running websites.</p> <p>As an side effect, entry fees raise funds for local community groups, such as Kindergarten, Playcentre, etc.</p>		

Events Investment Funding Application Form

EVENT INFORMATION

How many attendees do you expect will attend from:

Please provide as close an estimate of the numbers as possible for each of the following categories (it is better to underestimate attendance than to over estimate)

Numbers Expected	Northland (not incl. Far North)	Rest of N.Z.	Overseas	Far North
Participants	20	0	0	50
Spectators	20	0	0	50
Trade / Event staff	0	0	0	35

Anticipated accommodation needs:

	Number of beds	Number of nights
Paid accommodation	Unable to quantify	Unable to quantify
Friends & family	20	40

How long do you expect visitors from each of these areas to attend your event (in days)

Within the Far North district?	1
From the wider Northland region (not including Far North)?	1
From outside of the Northland region?	0
From overseas?	0

BUSINESS PLAN

We ask all applicants to provide a business plan for their event. Detailed information and guidance of the information required is outlined in more detail in the Application Guidance document. It is strongly recommended applicants read this guidance before completing their application. This business plan must include the following information:

Event background

- How did your event start?
- Why is it being held?
- What other funding has been secured to enable the event to proceed?
- What previous experience do you have running events?

How will your event meet the following principles?:

- Cultural benefits - how will your event celebrate Far North Culture in an exciting and vibrant way?
- Social benefits - how will your event contribute to building stronger communities?
- Economic benefits - how will your event benefit the Far North economically?
- Environmental sustainability - how will your event minimise negative impacts on neighbourhoods and natural areas? You also need to include a detailed waste management plan.

Events Investment Funding Application Form

FINANCIAL INFORMATION

Please note:

- 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.

Is your organisation registered for GST?

Yes



No

GST number

Provide a detailed costs estimate for the project or event (GST excl.)

Total cost:

\$1016

Do you estimate the total overall cost to run your event to be?

Amount requested:

\$788

amount are you requesting from the Events Investment Fund?

What funds (amount) do you have secured already for this event?

Nil

Please provide evidence of the funds you have already secured

Has this event received funding from the Events Investment Grant fund before?

Yes

No

If yes, please explain

Has this event received funding from Council before (including Community Boards and other funds)?



Yes

No

If yes, please explain

In the past 5 years we have received:

2020, \$322 : 2019, \$276 : 2018, \$311 : 2017, \$342 : 2015, \$500

Events Investment Funding Application Form

	Expenditure	Total cost	Amount requested
Rent/venue hire	n/a		
Advertising/promotion	Sign writing	92	92
Facilitator/professional fees ²	n/a		
Administration (incl. stationery/copying)	Photocopying	24	24
Equipment hire	n/a		
Equipment purchase (describe)	Plywood for signage	66	66
Utilities	n/a		
Hardware (e.g. cement, timber, nails, paint)	n/a		
Consumable materials (craft supplies, books)	Paint for course marking	27	27
Refreshments	Compostable cups	39	39
Travel/mileage	Est 22km @ \$0.76/km	167	100
Volunteer expenses reimbursement	n/a		
Wages/salary	n/a		Not applicable
Volunteer value	20 Lions @ 4 hours	160	Not applicable
Other (describe)	Trophy engraving	40	40
	Shuttle bus (Coopers to Mangonui)	517	517
Totals		\$ 1132	\$ 905

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

A full budget breakdown has been included in our business plan instead of being completed above

We have provided financial information to support our application ☒



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

Events Investment Funding 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 Council it becomes public information and may be made available on 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 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 day time contact phone number and be contactable during normal business hours.

On behalf of: (Full name of organisation)

We, the undersigned, declare the following:

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



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 funding@fndc.govt.nz
 Phone 0800 920 029

Events Investment Funding Application Form

We agree to the following conditions if we are funded by Events Investment Grant Funding:

1. 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.
2. To spend the funding only for the purpose(s) approved by Far North District Council.
3. 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.
4. To acknowledge the receipt of Event Investment funds as a separate entry in our accounts or in a note to our accounts in our organisation's annual report.
5. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project and to provide copies or photographic evidence of same.
6. 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.
7. To complete and return a Project Report within two months of the event. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
8. 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).
9. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
10. To notify the Far North District Council immediately if our GST status changes.

SIGNATORY ONE

Name	Alan Dow	Position	Treasurer
Postal address	P O Box 109		Town Mangonui
			Post code 0442
Phone number	09 406 0136	Mobile number	021 217 0366
Signature			Date 22/6/21

SIGNATORY TWO (IF APPLICABLE)

Name	John Mead	Position	Fun Run Committee
Postal address	6/163 SH10, Coopers Beach		Town Mangonui
			Post code 0420
Phone number	945 7996	Mobile number	027 537 3044
Signature			Date 22-6-2021

CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Completed application form | <input type="checkbox"/> Details of all other funding secured or pending approval for this project |
| <input type="checkbox"/> Business plan | <input type="checkbox"/> Signed applicant declaration |
| <input type="checkbox"/> Financial information | |

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Funding Application for Mangonui Fun Run
Schedule of Supporting Documentation

1	Financial Statement
2	Business Plan
3	Quotes

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	Floral Art Society NZ Northland Area		Number of Members	79
Postal Address	PO Box 486 Kerikeri		Post Code	0230
Physical Address	13 Pa Road Kerikeri		Post Code	0245
Contact Person	Lyn Read	Position	Northland Area Treasurer	
Phone Number	09 407 5455	Mobile Number	0210793337	
Email Address	lynread42a@gmail.com			

Please briefly describe the purpose of the organisation.

To encourage, stimulate + promote community participation in the Art of floral design + appreciate its cultural value.

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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 Northland Area Floral Art Society NZ ^{Designer of the Year} Date 28/29/30 October
Location Te Hiku Centre, Kaitiaia Time 30th, Open to the Public.

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

If so, how much? Gold coin entry + \$10 for Floral Art Demonstration
on Public Day

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.

"Designer of the Year" is a competitive event encompassing the four clubs in Northland - Whangarei, Kerikeri, Doubtless Bay + Kaitiaia, to find the best design, technically + artistically. Designers create their entries on the Friday morning - they are judged Friday afternoon + results announced at the Awards dinner Friday evening. Saturday, the venue is open for the public to view as well as the opportunity to attend a demonstration of floral art to encourage ^{membership,} stimulate and promote this art form in the Far North Community and to educate about plant material - indigenous, exotic + past. Each club takes a turn to host Designer of the Year, the winner representing Northland at National Conference. All age groups can benefit from the visual impact + design components of this competitive event - Novice, Intermediate, Open + Senior. The public also have the opportunity to vote for their favourite design.

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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

*please refer
to attached
budget for
more details.*

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire <i>(quote attached)</i>	924	924
Advertising/Promotion	200	100
Facilitator/Professional Fees ² *	450	450
Administration (incl. stationery/copying)	450	200
Equipment Hire	250	-
Equipment Purchase (describe)	-	-
Utilities	-	-
Hardware (e.g. cement, timber, nails, paint)	-	-
Consumable materials (craft supplies, books)	200	
Refreshments	200	
Travel/Mileage	468	400
Volunteer Expenses Reimbursement	100	-
Wages/Salary	-	not applicable
Volunteer Value (\$20/hr) <i>26 hrs</i>	520	not applicable
Other (describe) <i>Awards dinner Accommodation - Judge + demonstrators</i>	1200 525	- 426.
TOTALS	5487	2500

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

** attached - contracts for
Judge +
Demonstrators*

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

How much money does your organisation currently have?

Current bank statements attached

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

We need to be able to cover this event if funding is not granted.

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

Purpose	Amount
<i>Ongoing education of members</i>	
<i>100% of funds</i>	<i>6013</i>
TOTAL	<i>6013.</i>

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

Funding Source	Amount	Approved
<i>Creative Communities Nthld</i>	<i>948</i>	<input checked="" type="radio"/> Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
<i>Designer of the Year - Whg</i>	<i>1000</i>	<i>2016</i>	<input checked="" type="radio"/> Y / N
<i>" " " - Kta</i>	<i>680</i>	<i>2017</i>	<input checked="" type="radio"/> Y / N
<i>" " " - Kenkeni</i>	<i>2963</i>	<i>2018</i>	<input checked="" type="radio"/> Y / N
<i>" " " - Doubtless Bay</i>	<i>1000</i>	<i>2020</i>	<input checked="" type="radio"/> Y / N

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Kaitiaki Floral Art Club (host club for this event)

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

R. G. Best

Signatory Two

R. Pennele

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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 Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

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Schedule of Supporting Documentation**FLORAL ARTS SOCIETY NZ – NORTHLAND AREA****DESIGNER OF THE YEAR 2021**

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

1	Cover letter for funding application x 1 page
2	Budget for event x 2 pages
3	ANZ Bank statement as at 30 June 2021 x 3 pages
4	Financial Report as at 31 December 2020 x 5
5	Health & Safety Plan x 1 page
6	Quote Judges Contract – FASNZ x 2 pages
7	Quote – Te Ahu Charitable Trust x 1 page

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
- ☒ n/a Your organisation's business plan (if applicable)
- ☒ n/a 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	<input type="text" value="Te Whakaora Tangata"/>	Number of Members	<input type="text" value="n/a"/>
Postal Address	<input type="text" value="PO Box 497, Kaitaia"/>	Post Code	<input type="text" value="0441"/>
Physical Address	<input type="text" value="44 Puckey Avenue, Kaitaia"/>	Post Code	<input type="text" value="0410"/>
Contact Person	<input type="text" value="Simone Graham"/>	Position	<input type="text" value="Grants Manager"/>
Phone Number	<input type="text" value="(09) 408 0910 - Kaitaia Office"/>	Mobile Number	<input type="text" value="(021)1400265"/>
Email Address	<input type="text" value="simone@tewhakaora.org.nz"/>		

Please briefly describe the purpose of the organisation.

Te Whakaora Tangata delivers programmes and services to the community which identify the root causes of intergenerational dysfunction and help restore emotional resilience and wellbeing to vulnerable whānau.

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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 Date

Location Time

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

If so, how much?

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.

What we do:

Te Whakaora Tangata serves the highest-risk families in the Far North, working to break cycles of dysfunction for families in need of a better future. Our work addresses the deep-rooted issues of trauma that cause inter-generational family dysfunction, along with the multiple challenges our communities face including depression, drug & alcohol abuse, domestic violence, suicide, sexual abuse and family breakdown.

Our programmes include Family Restoration Courses, Whānau Coaching, One-on-One counselling, group mentoring, crisis intervention and advocacy. We work with local community services who refer their clients to us including He Korowai Trust, He Tupua Waiora, Ngatikahu Social and Health Services, Te Rarawa Social Services, Korou Kore Marae, and Kaitaia Christian Fellowship. These groups have begun to rely on us to bring emotional stability to their clients so their programmes can be more effective. Since launching in the Far North in early 2020 we have facilitated four Family Restoration Courses to 128 clients – positively impacting up to 450 vulnerable children.

Who we work with:

Our work in the Far North is based in Kaitaia, but we work with whānau from the whole surrounding region. The people we work with struggle with complex issues, including depression, drug addictions, criminal activity, and intergenerational welfare dependency. 86% of the whānau we work with in the Far North are Māori, 5% Pasifika; 62% are unemployed, and 29% are employed in part-time or casual work only. 50% did not complete or did not attend high school at all. 94% of our clients have children in their homes.

How they benefit:

Te Whakaora's programme successfully engages 'hard-to-reach' parents and significantly increases child protective factors in the home, reducing the disruption and trauma caused by family violence. As they build emotional wellness and resilience through our programmes, many of our clients give up the drugs and alcohol they were addicted to as they find that they no longer need to 'numb their pain'.

Over the last year we surveyed clients before and after each Family Restoration Course – the first stage of their journey with us – and 93% stated they have experienced an improvement in at least one of the following:

- Mental health: depression, anxiety, and suicidal thoughts.
- Social connectedness: social contact, domestic violence, and relationships with children.

Our Request:

After being designated an Essential Service during the national lockdown, we saw a huge increase in requests for help and quickly outgrew the space we had been using at He Korowai Trust and needed to move into larger premises. In April 2021 we moved to our new premises in Puckey Ave, where we prepare our programmes, conduct counselling sessions with high-risk clients and meet with referring agents and new clients seeking help. Although we receive some grants funding towards various aspects of programme and service delivery, this does not cover our overheads such as premises rental. We are requesting funding assistance of \$2,700 towards 6 weeks' rent for our premises at 44 Puckey Ave, Kaitaia.

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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 - 44 Puckey Ave, Kaitaia	\$23,400.00 per year / \$450 per wk	\$2700 - for 6 weeks
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$23,400.00	\$2700.00

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

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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
Beyond Horizons Trust grant - one year salary/ AKL Whanau Coach	\$39,000
Puffin Charitable Trust \$5k, Wilberforce Foundation \$15k - AKL Opex	\$20,000
Lighthouse Foundation \$9k, Rotary Onehunga \$8k - Far North Salaries	\$17,000
Monthly Payroll	\$84,923
TOTAL	\$160,923

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

Funding Source	Amount	Approved
J R McKenzie Trust	\$12,000	Pending
<i>Northland Community Foundation</i>	<i>\$15,000</i>	Declined

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

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

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Local Grant Application Form



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Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Te Whakaora Tangata

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

Simone Graham

Signatory Two

Jenilee Reddy

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Local Grant Application Form



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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 Position

Postal Address Post Code

Phone Number Mobile Number


Signature  Date

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature  Date

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Schedule of Supporting Documentation**TE WHAKAORA TANGATA****FAMILY RESTORATION PROGRAMME – FAR NORTH**

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

1	Annual Accounts – FYE 31 March 2021 x 15 pages
2	Audit Report – FYE 31 March 2021 x 2 pages
3	Westpac Bank Statements – 1 June to 30 June 2021 x 8 pages
4	Rental details supporting application with commercial deed of lease x 7 pages
5	Funding Request supporting letter and information x 4 pages
6	Application Support letters x 3
7	Health & Safety Manual x 55 pages

7.14 PROJECT FUNDING REPORTS**File Number:** A3325351**Author:** Kathryn Trewin, Funding Advisor**Authoriser:** Ana Mules, Team Leader - Community Development and Investment**TAKE PŪRONGO / 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.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the project reports received from:

- a) Friends of Rangikapiti Reserve
- b) Hullabaloo Outreach (Jacman Entertainment)

1) TĀHUHU KŌRERO / 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) MATAPAKI ME NGĀ KŌWHIRINGA / 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.

Take Tūtohunga / Reason for the recommendation

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

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ĀPITI HANGA / ATTACHMENTS

- 1. Project Report - Friends of Rangikapiti (Rangikapiti Historic Reserve, Coopers Beach) - A3325340 [!\[\]\(0d11e49c561fa84a6677bf9d4d629be0_img.jpg\)](#) 
- 2. Project Report - Jacman Entertainment Limited (Hullabaloo Children's Arts Festival - Outreach Programme) - A3325341 [!\[\]\(6a2e00d457a4a9d0194df568dc2b3699_img.jpg\)](#) 

Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / 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.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation: Friends of Rangikapiti
 Name & location of project: Rangikapiti Historic Reserve, Coopers Beach
 Date of project/activity: 08/10/2020 and earlier dates

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaitake-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 3699.41

Board meeting date the grant was approved: 02/06/2020

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.

Supplier/Description	\$amount	Receipt/s attached (please tick)
<u>Anthony Te Kare</u>	<u>\$ 3699.41</u>	<u>✓</u>
	\$	
	\$	
	\$	
Total:	<u>\$ 3699.41</u>	

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

The contractor and his team completed the work but a team of 5 volunteers hauled wheelbarrows of gravel and completed 6 of the steps at a remote, difficult-to-reach part of the track.

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

The contractor realised he had under estimated the time required to complete the project hence the assistance of volunteers as mentioned earlier. The steps are robust and just the right gradient making it much easier and safer for the public to walk the track in all weather conditions. A great outcome!

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

See email sent to my Friends of Rangikapiti list plus attached photo of Anthony Te Kare's team completing the work 08/10/2020

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

facebook.com/Friends-of-Rangikapiti-Reserve

This report was completed by:

Name: John Haines
 Address: 15 Kupe Road, Coopers Beach
 Phone: mob: 021 184 8661
 Email: johnpaulhaines@gmail.com
 Date: 20/10/2020

Schedule of Supporting Documentation**FRIENDS OF RANGIKAPITI****(RANGIKAPITI HISTORIC RESERVE, COOPERS BEACH)**

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

1	ASB Bank Transactions 2 October to 18 October 2020 x 1 page
2	Invoice – A Te Kare x 1 page
3	Minutes – Friends of Rangikapiti – x 4 pages
4	Photo – Anthony Te Kare Team at work x 1 page
5	Email – John Haines x 3 pages



Project Report COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:	JACMAN ENTERTAINMENT LIMITED
Name & location of project:	Hullabaloo Children's Arts Festival (Outreach Programme)
Date of project/activity:	8 October 2020

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund:	\$ 1700
Board meeting date the grant was approved:	6 August 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.

Supplier/Description	\$amount	Receipt/s attached (please tick)
Hiring venue for concert	\$ 300	YES
Equipment (contribution towards costs)	\$ 250	YES
Artist fee and accom (contribution towards costs)	\$ 1150	Yes
	\$	
Total:	\$1700	

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

<p>Anika Moa performed at the Te Ahu Centre on the 8 October. We had 202 attendees.</p> <p>This was made up of 182 paid tickets and 20 complimentary tickets</p> <p>_____</p> <p>_____</p> <p>_____</p>

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

1

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

The funding made it possible to keep ticket prices low (\$7.50) and we saw large amounts of bookings from local childcare centres. Our complimentary tickets were via radio promotion and also Bald Angels as we donated a large amount of tickets to them to distribute to families that may not have been able to afford to come. Tickets for Bald Angels were across multiple events. Funding and the support of artists in reducing their fees made this possible. We used a local Kaitaia production company. Venue was extremely supportive and we are looking to bring The Wonky Donkey Man in October 2021

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

We made a video of our day at Te Ahu in Kaitaia. You can view the video at this link
<https://www.dropbox.com/s/tej19bxfu07tgkv/Hullabaloo%20Kaitaia%202020%20v1.1.mp4?dl=0>

Photos provided

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

@hcafz

This report was completed by:

Name: Jackie Sanders
 Address: 154 Waipapa West Road, RD2, Kerikeri 0295
 Phone: mob: 021 373739
 Email: jackie@jacman.co.nz
 Date: 1 Dec 2020

Schedule of Supporting Documentation
JACMAN ENTERTAINMENT LIMITED
HULLABALOO CHILDREN'S ARTS FESTIVAL
(OUTREACH PROGRAMME)

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

1	Income & Expenses report – 14/10/2020 to 02/11/2020 x 4 pages
2	Invoices – Anika Moa (Diamond & Kowhai Ltd), Lakeside Sound and Light, Te Ahu Charitable Trust x 3 pages
3	Event photos – Hullabaloo Outreach Te Hiku (Anika Moa) x 2 pages

8 INFORMATION REPORTS

8.1 COMMUNITY AND CUSTOMER SERVICES ACTIVITIES - 6 MONTHLY REPORT

File Number: A3284093

Author: Jacine Warmington, General Manager - Corporate Services (Acting)

Authoriser: Dean Myburgh, General Manager - District Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to provide information to the Te Hiku Community Board for the community and customer service activities including Libraries and Museum, i-SITEs, Customer Care (Service Centres, Contact Centre), Housing for Elderly tenancy, Event applications and Cemeteries plots and burials.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This information only report is provided by way of an update to Community Boards every six months.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Community and Customer Services Activities - 6 Monthly Report.

TĀHUHU KŌRERO / BACKGROUND

Statistical information in relation to the Community and Customer Services Department of the District Services Group is provided to the Te Hiku Community Board to provide an overview of activity and performance for the months of January to the end of June 2021 for the Te Hiku area.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Contact Centre

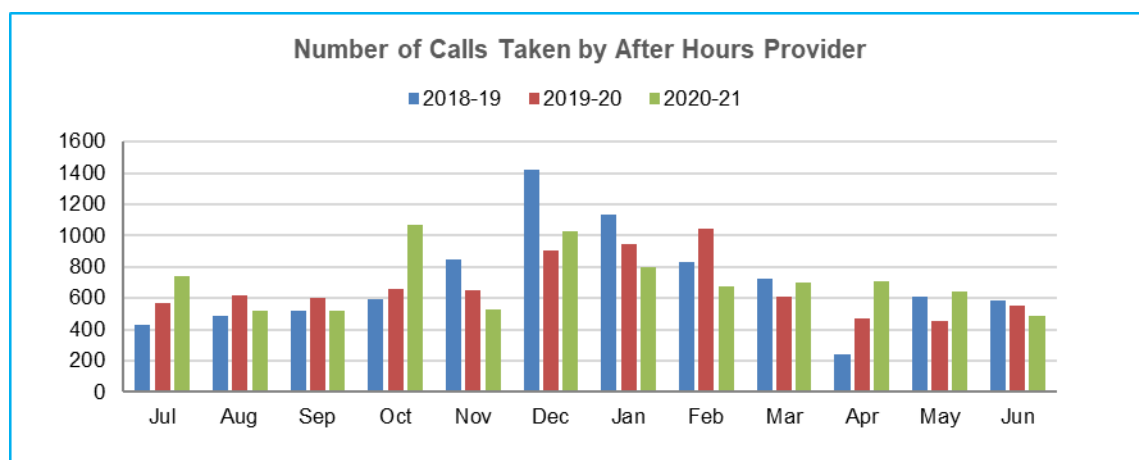
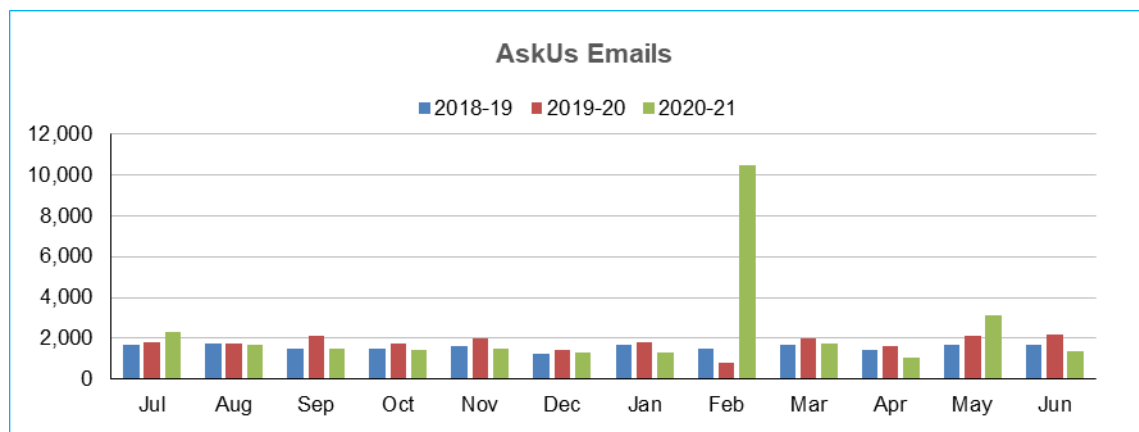
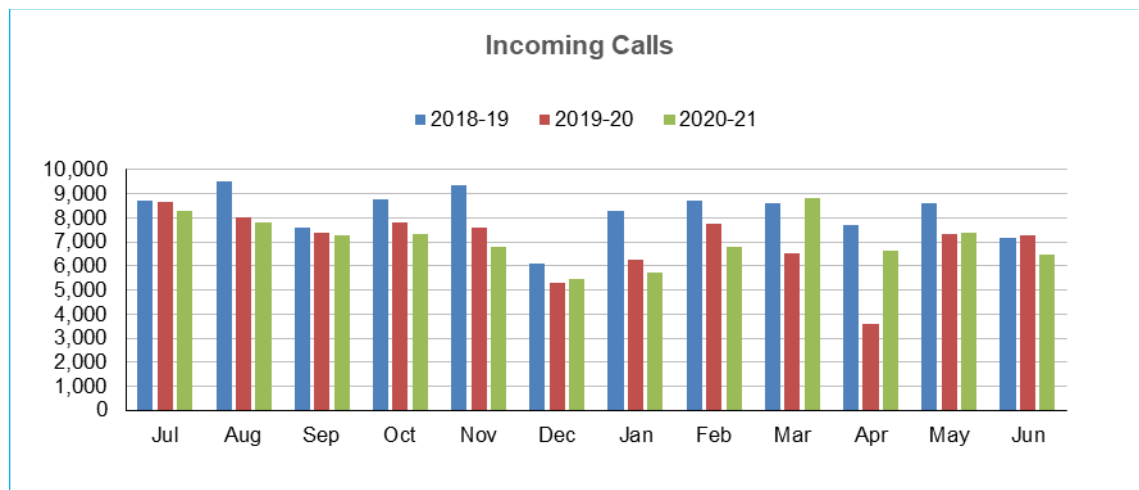
When comparing statistics against those for the same time last year, it needs to be considered that, for six weeks from the end of March 2020 to mid-May 2020, NZ was in lockdown due to Covid-19, halting building inspections and halving customer contact via phone and requests for service.

Customer interactions, district-wide, for the six months ending June 2021 totalled 84,165 which is a 21.6% increase (up from 69,206) on the same six month period in the previous year. These interactions included Phone calls: 41,787, AskUs emails: 19,112, Requests for Service: 13,822, and Booking Building Inspections: 4,291 (a 45.7% increase).

The spike in AskUs Emails in February 2021 happened due to a technical error which caused thousands of "no response required" emails to drop into the inbox, which had to be manually deleted.

The use of the after-hours service is holding steady at approximately 4,000 calls over the six-month period for both years.

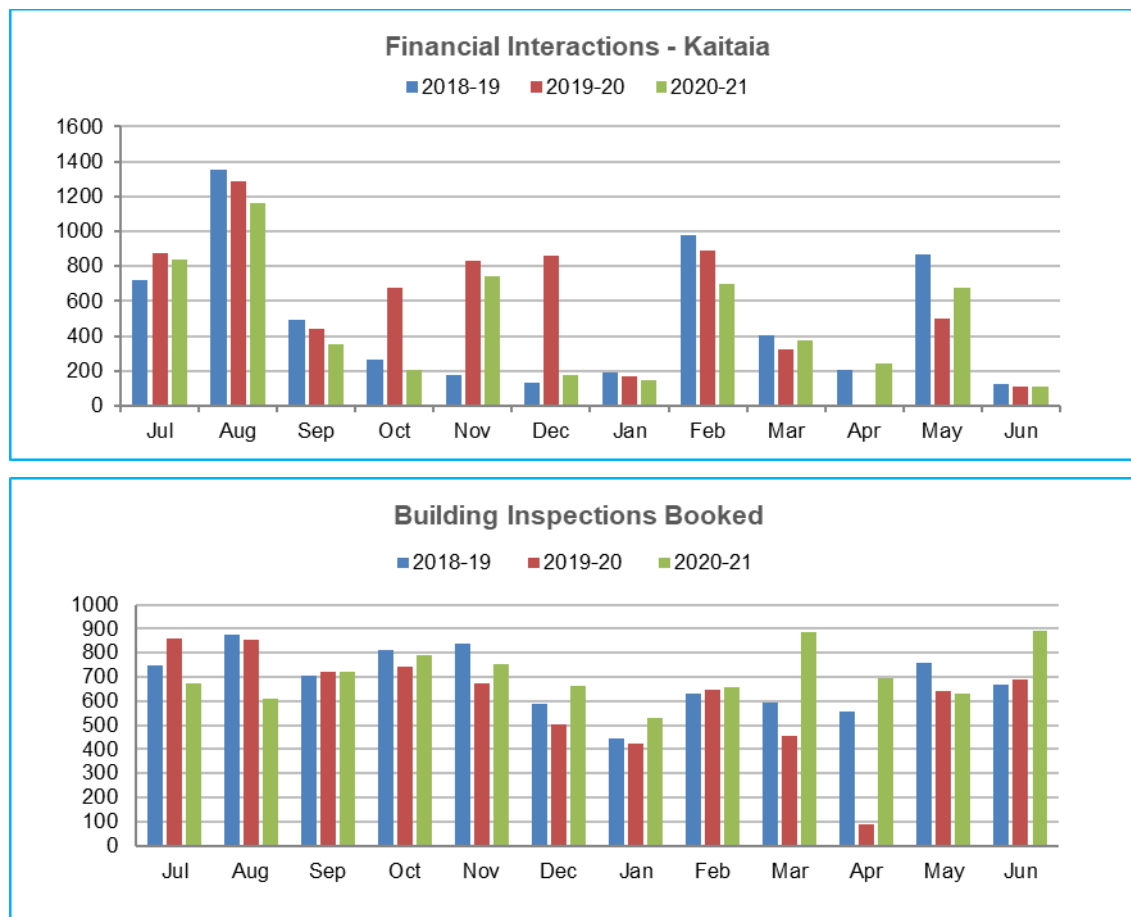
District-wide, the top two issues that customers contacted Council about were Rates: 21,435 (including payments, account balance queries, and direct debits) and Building 13,211 (includes booking building inspections).



Service Centre

The Covid-19 lockdown halted face-to-face interactions for 6 weeks as indicated in the data for April and May 2020. However, overall, the total walk-ins for January to June for both years remains the same.

There is a new Customer Experience Programme which is in its early stages of receiving customer feedback, but the early indicators are that the service centres, district-wide, are consistently high-performing and meeting the needs of customers.



Kaitaia Library

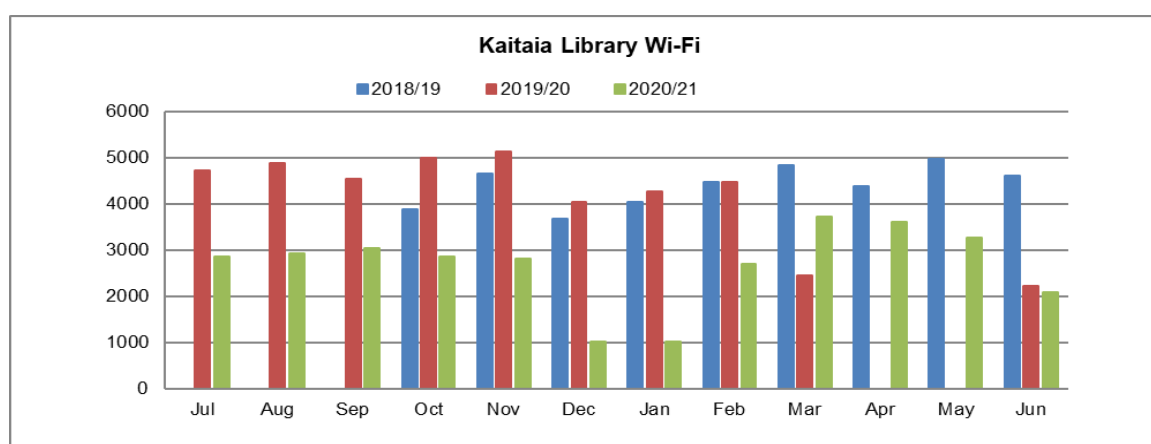
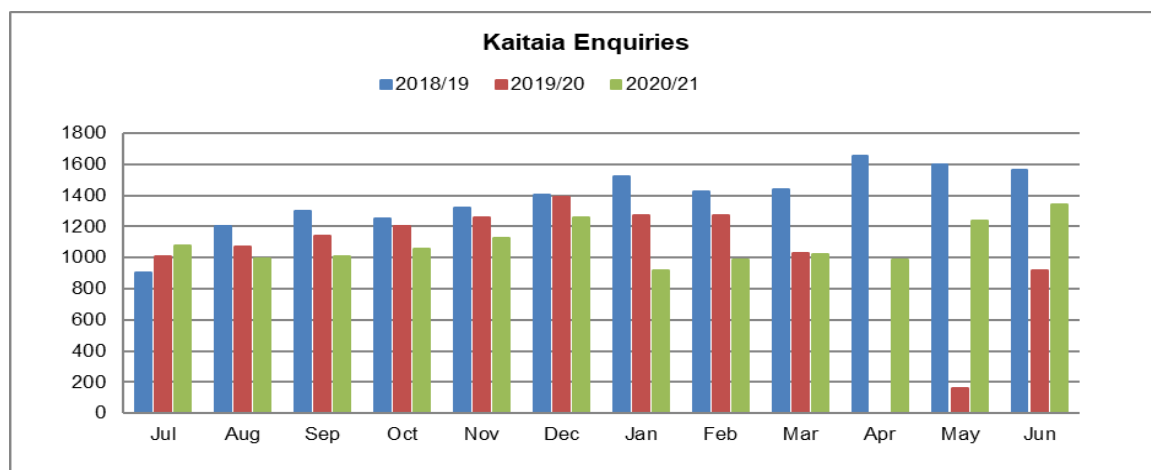
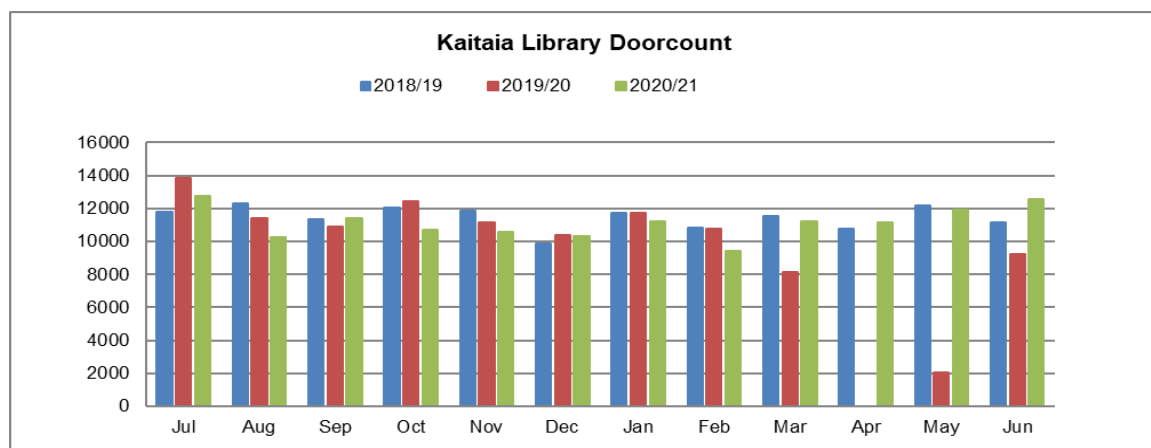
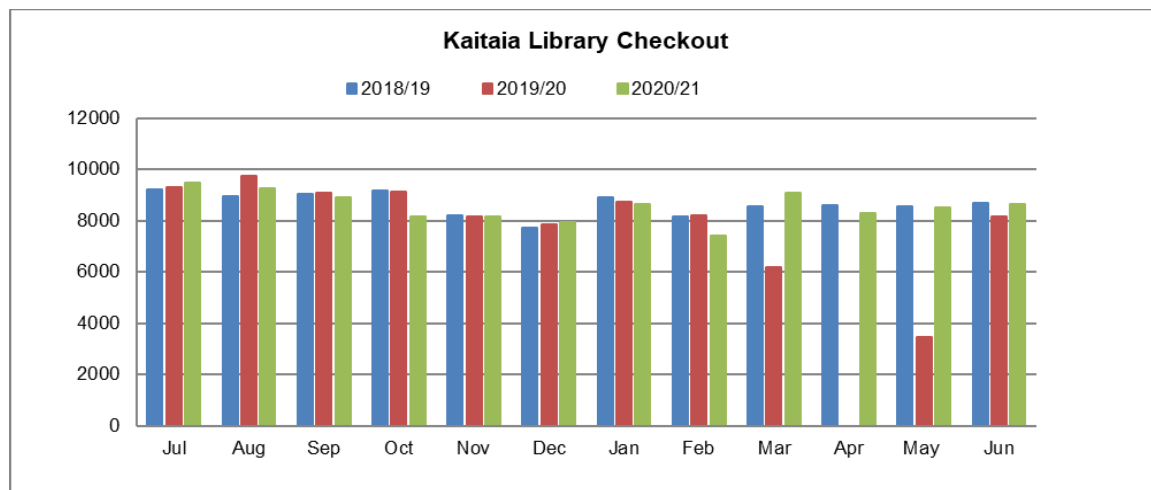
Long-time Senior Librarian at Kaitaia Helen Yuretich retired in May. Helen successfully led the team through the transition from the old library in the middle of town into Te Ahu. With strong community connections, and knowing every face who came in, she will be missed.

Kaitaia Library continues to be a national leader for the delivery of the Skinny Jump programme. This programme is a partnership with the DIA and facilitates the provision of free modems and low-cost internet into family homes.

The range of children's programming has grown at Kaitaia. Lego and Robotics programmes are both successful after school, and Tamariki Tune Time for 0-2 year olds continues to grow. April school holidays had a tech focus, with over 60 local youth turning up to try out Virtual Reality.

School visits have begun to grow again post Covid level changes, with recent visits from Taipa and Abundant Life schools.

The elimination of fines on overdue child and teen books has led to a sharp increase in borrowing. Over the year that the change has been in place, borrowing in this age group has increased by 75%.



Museum@Te Ahu

The museum strategy 2021-2026 was completed in May. The strategy identifies focus areas for the next five years, including in digital access and supporting student and public education.

Museum curator Whina Te Whiu is on sabbatical until January 2022. During the next six months, Whina will be working towards the opening of a museum at Raiatea Marae in the Hokianga. An acting curator will be in place during this time.

The project to digitize the museum collections for online use continues. Contractors have completed the initial cataloguing process and have moved into the phase of capturing images of the taonga. This project will make the museum collection available anywhere, anytime.

A number of special exhibitions have been held, including the ANZAC memorial exhibition. The Charlie Dawes photographic exhibition is currently underway.

Local school visits increased once alerts returned to Level 1.

Museum Facebook stats 2021

Month	Page views	Post reach	Post engagement	New followers	Weekly page likes	Total page likes
January	86	2,251	117	80	49	2,513
February	163	6,154	185	55	78	2,685
March	899	29,835	5,288	110	55	2,740
April	792	28,398	5,058	132	110	2,850
May	645	28,314	4,032	122	145	2,955
June	282	7,875	589	33	94	3,049

Museum visits Jan – June 2021

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Week 1	598	280	245	855	650	712	
Week 2	890	190	366	1204	800	688	
Week 3	1120	355	412	1126	756	774	
Week 4	1222	192	468	992	582	394	
Monthly totals	3830	1017	1491	4177	2788	2568	15,871

Museum Research Enquiries Jan – June 2021

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Week 1	6	22	12	32	26	30	
Week 2	12	15	12	23	22	21	
Week 3	18	26	10	21	31	18	
Week 4	10	9	27	22	28	26	
Monthly totals	46	72	61	98	107	95	479

Kaitaia (Far North) i-SITE

Visitor numbers have increased over the last couple of months with New Zealanders exploring the region. There is a lack of product in the area with companies reducing their offering. This has resulted in less sales although retail is doing well with strong support from both locals and visitors.

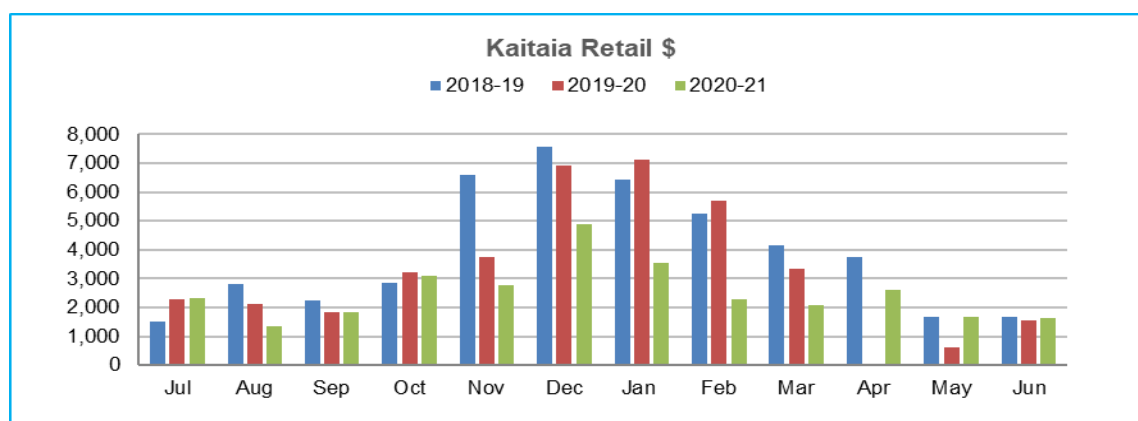
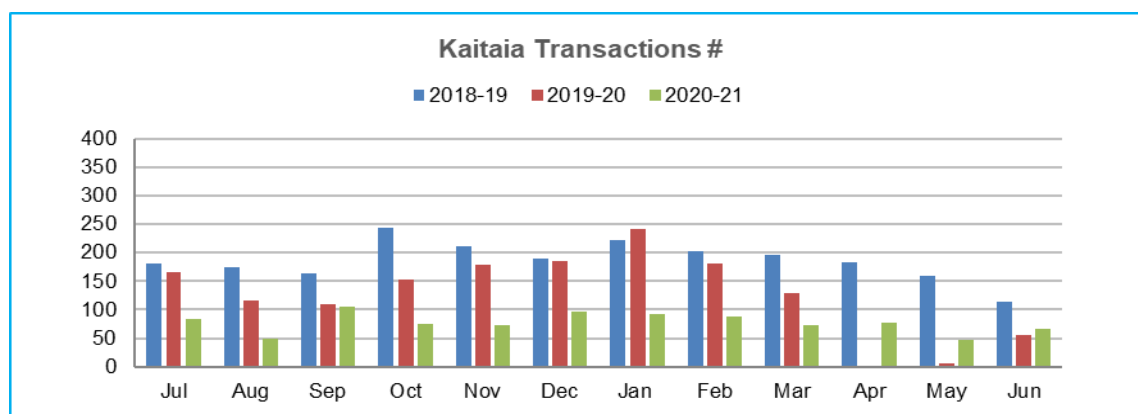
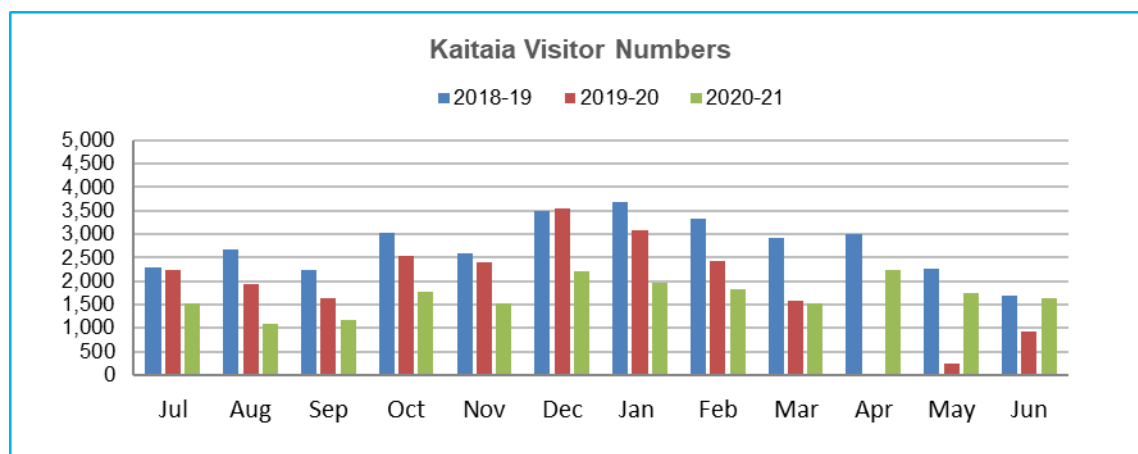
There are issues with a lack of good accommodation in the area with a lot of the local Motels being used for emergency accommodation.

Intercity bookings have been strong but when Auckland goes into lockdown, Intercity does not operate.

The i-SITE is trialling making bookings for Barrier Air as there is no travel agency in Kaitaia and people are finding it hard to make bookings.

The i-SITES have taken over the bookings for the Twin Coast Cycle Trail. The staff have participated to see how transportation between sites works and to familiarise themselves with the accommodation, so they are able to better inform customers.

The i-SITES are participating in a new initiative from Tourism New Zealand called Trees that Count. People can donate \$10 towards planting a tree. The goal is to plant 1,500 trees this year.



Events on Council Reserves and other Council Managed Spaces

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

From January to the end of June, 28 events were successfully held across the district. The move to COVID19 level 2 in February and March resulted in some large events being cancelled.

Events on Council property across the district can now be applied for online. This is in line with Council's move to more online services enabling customers to be able to help themselves, where and when they need to. The following link is available on Council's website:

<https://www.fndc.govt.nz/Our-Facilities/Parks-playgrounds-and-reserves/Book-a-Park-Reserve-or-Open-Space>

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 By-Law 1401-1442.

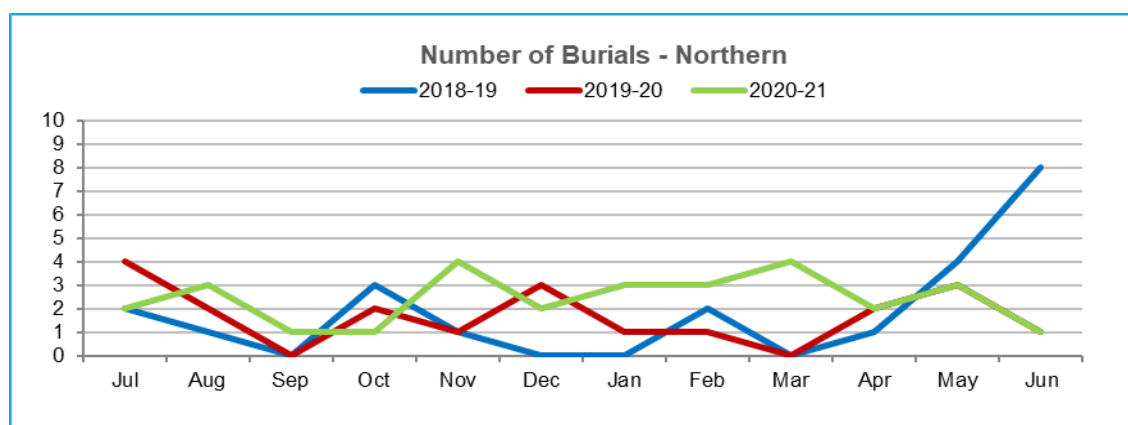
The Cemeteries and Crematoria Collective Conference was successfully run on 26-27 May 2021 in Rotorua, after it was postponed last year.

The programme included the formation of Cemeteries and Crematoria Response Team and Emergency Preparedness group. The group will formulate a plan for the provision of specialised assistance for emergency events involving large numbers of fatalities.

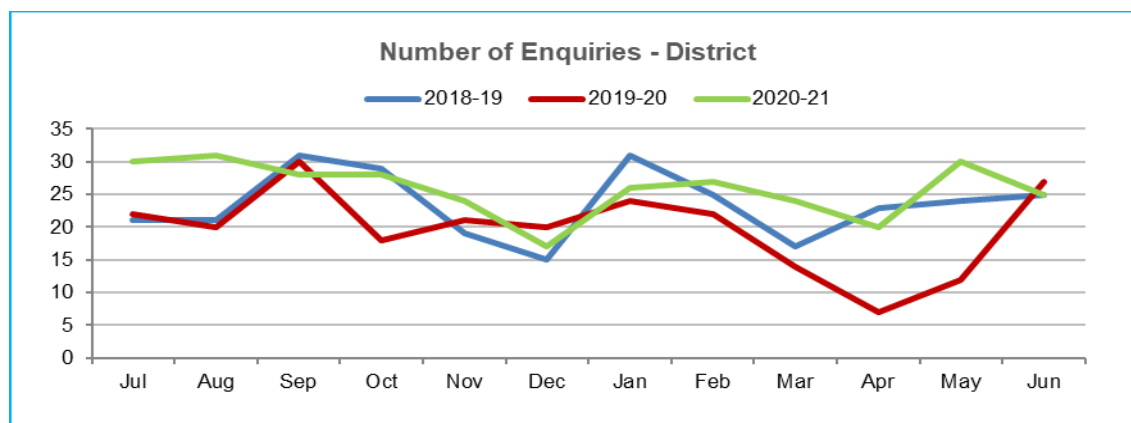
A presentation on the sector response to the Christchurch Mosque Attacks & COVID19 showed the importance of working together. The organisation and logistics required for the digging of over 50 graves, and burials which took 3 days to complete were exemplary. It was also reminder of what we could face should the pandemic take hold in New Zealand.

Plans remain in place for the management the Council-run cemeteries during the COVID 19 pandemic.

There has been an increase in the number of ash burials during this period. There are also several ash burials on hold, waiting for families to be able to travel from overseas.



There were 8 full burials and 8 ash burials in the Te Hiku Ward from 1 January to the end of June 2021.



There has been an average of 25.5 enquiries per month during the January - June 2021.

Housing for the Elderly

Council owns and rents out 147 Housing for the Elderly units and bedsits overall.

In the Te Hiku area there are Villages at:

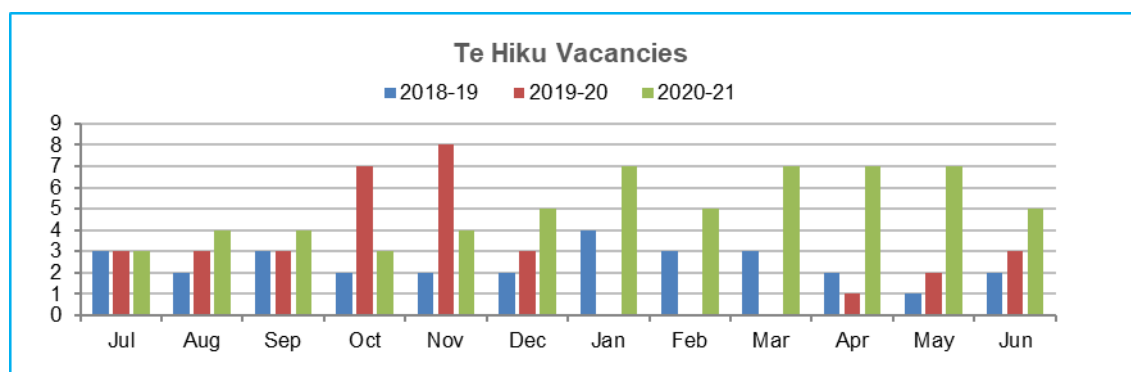
<u>Locations</u>	<u>One bedroom</u>	<u>Current Vacancies</u>
Ahipara	6	0
Awanui	12	1
Oxford Street, KTA	26	1
Puckey Ave, KTA	22	0

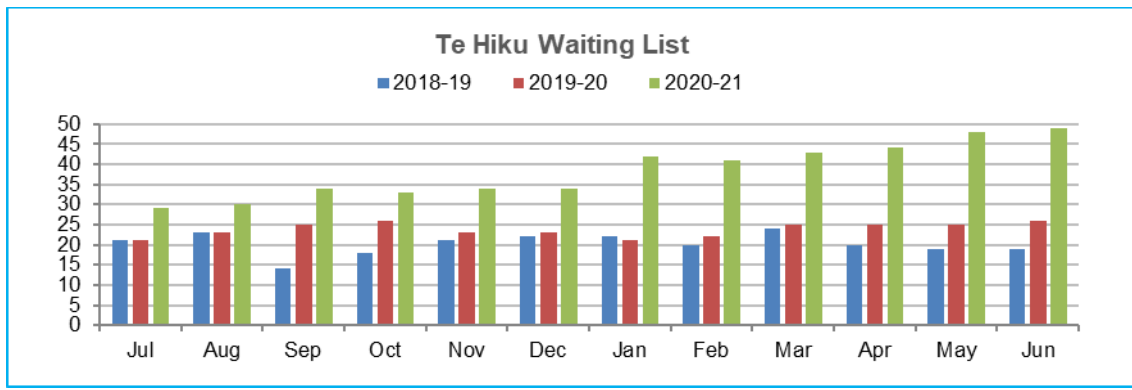
During the period 1 January – 30 June 2021, four tenancies ended (3 x Oxford St and 1 x Ahipara) and four tenancies began (2 x Oxford Street, 1 x Ahipara and 1 x Awanui).

One tenant transferred units in Oxford Street to a unit with a more accessible shower. Three Oxford St tenants were relocated to other units in Oxford St and Puckey Ave while investigations into the structure of units 13 – 15 are undertaken.

There are currently only two vacancies in the Te Hiku area, (1 x Awanui and 1 x Oxford Street). The 3 recently vacated units at Oxford Street will not be tenanted until investigations into land stability issues causing structural damage have been completed and a decision made as to future use. Note that the vacancies graph below shows number of all empty units (1 x Awanui, 4 x Oxford Street) in June.

The Healthy Homes regulations came into effect on 1 July 2021, heating and ventilation has been installed in all units. Draft stopping is yet to be completed.





PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

ĀPITIHINGA / ATTACHMENTS

Nil

8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2021**File Number:** A3332077**Author:** Kim Hammond, Meetings Administrator**Authoriser:** Aisha Huriwai, Team Leader Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an overview of outstanding decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update August 2021.

TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. THCB Outstanding Actions 20200101 - 20210810 - A3333409  

Meeting	Title	Resolution
Te Hiku Community Board 25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	<p>That the Te Hiku Community Board:</p> <ul style="list-style-type: none"> a) requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown. b) requests that a report be provided back to the Te Hiku Community Board with information and options. <p style="text-align: right;">CARRIED</p> <p>The Mayor spoke about this as part of his Mayoral Announcements at the Council meeting 25/02/2021., This action will not be completed until THCB has been provided with information on the divesting of Rangitoto Recreation Reserve.</p> <p>March 2021 - Legal services initially thought we were to transfer this reserve to DOC, but it appears that that may be more complex than first envisaged., April 2021 - Information from Legal Services to Mr Palmer, the CE and Mayor re Council access and Mr Palmer, weeds and overgrowth on the reserve. , Public cannot access the reserve other than by boat from the seaward side. , Mr Palmer uses part of the reserve to access his property. , Mr Palmer is seeking a reserve management plan (a process managed by SP&P) and funding to tidy it up and remove the weeds. , However, as the public cannot access the reserve it is noted that it would be difficult to justify spending limited resources on a reserve that only 2 or 3 people can access., For the public to gain access to the reserve will require that the Landowner to agree to an easement over his property and the paper road to be realigned in part and an formal agreement or easement entered into with the landowner creating a ROW over the reserve to allow him access as this has never been formalised. And in turn for him to grant council easement over his land which allows access over a corridor on his land to access the reserve. , If one was to use the ROW at the far end of the property the dominant tenements may be required. The public could then access the paper road which takes them onto the reserve. , For Mr Palmer, the issue may be security and interference with his farming operations currently conducted on the land. The reserve is definitely worthwhile preserving, but while there is no easy access, difficult to justify spending time and money on creating a management plan that would be difficult to implement., The current cost to do a basic weed control exercise is \$20,000 (excl. any potential Heritage NZ costs) with an on-going cost being approx. \$5-\$10,000 annually.</p>

Meeting	Title	Resolution
Te Hiku Community Board 6/10/2020	Notice of Motion - Concept Plans for Allen Bell on Parkdale Playground, Awanui Playground, Korora Park, Ahipara and Unahi Wharf.	<p>That the Te Hiku Community Board,</p> <ul style="list-style-type: none"> a) adopts the Te Hiku Community Board Strategic Plan 2020-2021 as the overarching document that will guide the Community Board in identifying, confirming and allocating funding to its strategic and community planning projects. COMPLETED b) endorses the community plans for Ahipara, Karikari and Awanui for the purpose of using the information to understand community priorities and guide the Community Board's decision making and funding allocations in a way that will meet the needs of communities and promote the social, economic, environmental and cultural well-being of communities as required by the Local Government Act 2002. COMPLETED c) requests that a directory is set up within Governance for its strategic plan, current and future community plans, concept plans and other relevant documents so that the plans are available to current and future Community Board members for implementation and review. d) requests community plans are added to the Council website so that they can be accessed by members of communities. e) receives and adopts the concept plans for Allen Bell on Parkdale Playground, Awanui Playground, Korora Park and Unahi Wharf, as documents that will assist the Board to confirm and allocate funding to elements of the plans as identified in its strategic and community planning and during consultation with the relevant communities. COMPLETED <p style="text-align: right;">CARRIED</p>
Te Hiku Community Board 1/06/2021	Te Hiku Footpath Programme 2021/2022	<p>That Te Hiku Community Board:</p> <ul style="list-style-type: none"> a) request staff deliver projects subject to funding in the following order <ul style="list-style-type: none"> i) Ahipara Road, Ahipara – Ahipara School to the new subdivision ii) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10 with the available \$150,000 100% funded from Far North District Council Funds. b) advise the remaining footpath projects should be delivered in the following order of priority <ul style="list-style-type: none"> i) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10 ii) Takahe Road, Ahipara – from golf course entrance to Kaka Street iii) Kotare Street, Ahipara – from Takahe Road to Kakapo Street iv) Tasman Heights, Ahipara – Foreshore road to outside house #25. v) Oruru Road, Taipa – State highway 10 to house #25 Oruru Road

Meeting	Title	Resolution
		<p>vi) Kotare Drive, Mangonui – Kupe Road to Kotara Road turning head (cul-de-sac).</p> <p>vii) Doubtless Bay Drive, Karikari Peninsula – existing to De Surville Road.</p> <p style="text-align: right;">CARRIED</p> <p>NOTE: Te Hiku Community Board request Northland Transport Alliance to undertake a footpath concept development for Norman Senn Street, Kaitaia taking into account the community growth in the area, educational facilities and passenger transport options.</p>

9 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE