



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**

**Te Hiku Community Board Meeting**

**Tuesday, 5 October 2021**

**Time: 10:00 am**

**Location: Held virtually via Microsoft TEAMS**

**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. Specific to Te Hiku Community Board – the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. 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.
19. 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.
20. 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.
21. 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 I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
  - a) the disposal and purchase of land
  - b) proposals to acquire or dispose of reserves
  - c) representation reviews
  - d) development of new maritime facilities
  - e) community development plans and structure plans
  - f) removal and protection of trees
  - g) local economic development initiatives
  - h) changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

**TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS**

<b>Name</b>	<b>Responsibility (i.e. Chairperson etc.)</b>	<b>Declaration of Interests</b>	<b>Nature of Potential Interest</b>	<b>Member's Proposed Management Plan</b>
<b>Adele Gardner</b>	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.			
<b>Partner of Adele Gardner</b>	N/A as Retired			
<b>Darren Axe</b>	Wharf Warden at Far North Holding Limited	Council Controlled organisation		
<b>Sheryl Bainbridge</b>	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			
<b>Jaqi Brown</b>	Te Hiku Navigation	Manager		
	Whangape Marae	Māori Landowner Trustee over Whangape School and marae		Will manage any potential interests/conflicts and it arises
	Te Rarawa Rugby Club Committee	TRRC Lease Ahipara Domain from FNDC		Will manage any potential interests/conflicts and it arises
	Property in Ahipara			
<b>John Stewart</b>	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
<b>John Stewart – Partner</b>	Printing.com Kaitaia			
	Property in Whatuwhiwi and Kaitaia			Step aside for any decisions at the time
<b>Felicity Foy</b>	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			
<b>Partner Felicity Foy</b>	Director of Coastline Plumbing NZ Limited			
	Friends with some FNDC employees			



**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held virtually via Microsoft TEAMS on:**  
**Tuesday 5 October 2021 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

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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 TE WĀHANGA TŪMATANUI / PUBLIC FORUM****4 TE TONO KŌRERO / DEPUTATION**

Representatives from Kaitaia Croquet Club will speak to the Board in relation to Item 10.1 – 8A Matthews Ave – Property for Sale.

**5 NGA KAIKORERO / SPEAKERS**

A representative from Te Whakaora Tangata will speak in relation to Item 8.3 – Funding Applications.

A representative from Youthline Charitable Trust will speak in relation to Item 8.3 – Funding Applications.

**6 NOTICE OF MOTION****6.1 NOTICE OF MOTION - ALLOCATION OF PLACEMAKING FUNDING 2021/2022, XCAPE DESIGN LIMITED****File Number: A3415752**

I, Chairperson Adele Gardner give notice that at the next meeting of Te Hiku Community Board to be held on 5 October 2021, I intend to move the following motion:

**MŌTINI / MOTION**

**That Te Hiku Community Board identifies projects from the attached quote and allocates \$100,000 (plus GST if applicable) from the 2021/2022 Placemaking Fund and \$6,560 (plus GST if applicable) from the 2021/2022 Grants Fund to Xcape Design Limited.**

**TAKE / RATIONALE**

Te Hiku Community Board identified in their Strategic Plan that there are areas in Te Hiku that require forward planning for the Annual Plans 2022/2023, 2023/2024 and Long Term Plan 2024-2034. The Hiku Community Board invited Xcape Design Limited to quote on this work. This work will be part of the Te Hiku o Te Ika Master Plan when adopted, that forms part of the strategic plan.

I commend this Notice of Motion to Council.

**ĀPITI HANGA / ATTACHMENTS**

1. **Notice of Motion - Placemaking Fund Xcape Design - A3415759** [↓](#) 
2. **Xcape Design Quote September 2021 - A3415763** [↓](#) 

**NOTICE OF MOTION****TE HIKU COMMUNITY BOARD PROJECTS**

The Te Hiku Community Board identified in their Strategic Plan that there are areas in Te Hiku that require forward planning for the Annual Plans 2022/23, 2023/24 & Long Term Plan (LTP) 2024 - 2034. Te Hiku Community Board invited XCape Design Limited to quote on this work. This work will be part of the Te Hiku o te Ika Master plan when adopted, that forms part of the Strategic Plan.

**MOTION**

The Te Hiku Community Board identifies projects from the quote and allocates \$100k (exclusive of GST) and \$6,560 (exclusive of GST) from the Grant Funding allocation to cover this work.

**ADELE GARDNER - CHAIR OF THE TE HIKU COMMUNITY BOARD**



**JOHN STEWART - BOARD MEMBER**



**BILL SUBRITZKY - BOARD MEMBER**



 XCAPE DESIGN LTD LANDSCAPE ARCHITECTS 0272810640 delwyn.shepherd57@gmail.com					
QUOTE Sept2021					
LOCATION	DETAILS	HOURS	SUM	Sub Total	TOTAL
	<i>Landscape Architecture fees for placemaking locations 2021</i>				
	Te Hiku Townships & Communities				
<b>Te Kao</b>	<b>TASK Landscape Architecture</b>				
	Overview Concept Plan for Te Kao Township, includes playground and township footpath creating a livable community	80	\$ 120.00	\$ 9,600.00	
	Includes site visits			\$ 9,600.00	
	<b>TASK Planning &amp; Urban Design</b>				
	Planning works			\$3,000.00	
	<b>TOTAL Te Kao</b>			<b>\$ 12,600.00</b>	<b>\$12,600.00</b>
<b>Rarawa Beach</b>	<b>TASK Landscape Architecture</b>				
	Concept Plan Rarawa Beach	32	\$120.00	\$3,840.00	
	Includes site visits			\$3,840.00	
	<b>TASK Planning &amp; Urban Design</b>				
	Planning works			\$3,000.00	
	<b>TOTAL Rarawa Beach</b>			<b>\$6,840.00</b>	<b>\$6,840.00</b>
<b>Henderson Bay</b>	<b>TASK Landscape Architecture</b>				
	Concept Plan Henderson Bay	32	\$120.00	\$3,840.00	
	Includes site visits			\$3,840.00	
	<b>TASK Planning &amp; Urban Design</b>				
	Planning works		\$3,000.00	\$3,000.00	
	<b>TOTAL Henderson Bay</b>			<b>\$6,840.00</b>	<b>\$6,840.00</b>
<b>Houhora/Pukenui</b>	<b>TASK Landscape Architecture</b>				
	Concept Plan Houhora Heads linking reserves, walkways	40	\$ 120.00	\$ 4,800.00	

	Pukenui Township and foreshore reserves plan	40	\$120.00	\$4,800.00	
	Includes site visits			\$ 9,600.00	
	<b>TASK Planning &amp; Urban Design</b>				
	Houhora Heads		\$3,000.00		
	Pukenui Township		\$3,000.00	\$6,000.00	
	<b>TOTAL Horhoria/ Pukenui</b>			\$ 15,600.00	\$15,600.00
<b>Karikari Peninsula townships</b>	<b>TASK Landscape Architecture</b>				
	Concept Plan Rangiputa beach	40	\$120.00	\$4,800.00	
	Concept Plan Tokerau beach	40	\$120.00	\$4,800.00	
	Concept Plan Whatuwhiwhi Beach	40	\$120.00	\$4,800.00	
	Includes site visits			\$14,400.00	
	<b>TASK Planning &amp; Urban Design</b>				
	Planning works, Rangiputa		\$3,000.00		
	Tokerau planning		\$3,000.00		
	Whatuwhiwhi planning		\$3,000.00	\$9,000.00	
	<b>TOTAL Karikari Peninsula Townships</b>			\$23,400.00	\$23,400.00
<b>Karikari Peninsula</b>	<b>TASK Landscape Architecture</b>				
	Overview Concept plan connecting all communities				
	Includes Walkway/ Cycle way connecting peninsula	40	\$ 120.00	\$ 4,800.00	
	<b>TASK Planning &amp; Urban Design</b>				
	Planning works		\$5,500.00	\$5,500.00	
	<b>TOTAL Karikari Peninsula Overview</b>			\$ 10,300.00	\$10,300.00
<b>Doubtless Bay</b>	<b>TASK Landscape Architecture</b>				
	Overview Concept plan connecting all communities	40	\$120.00	\$ 4,800.00	
	Includes Walkway/ Cycle way connecting with existing plans				
	Includes site visits				
	<b>TASK Planning &amp; Urban Design</b>				
	Planning works		\$5,500.00	\$5,500.00	

	<b>TOTAL Doubtless Bay includes Hihi Connection</b>				\$ 10,300.00	\$10,300.00
<b>Taipa</b>	<b>TASK Landscape Architecture</b>					
	Overview Concept Plan Taipa	40	\$ 120.00		\$ 4,800.00	
	Foreshore Coastal plan , includes playground	30	\$ 120.00		\$ 3,600.00	
	Includes site visits				\$ 8,400.00	
	<b>TASK Planning &amp; Urban Design</b>					
	Planning works		\$3,000.00		\$3,000.00	
	<b>TASK Survey Works</b>					
	Provide legal boundaries, roads, river and foreshore				\$ 1,000.00	
	<b>TOTAL Taipa</b>				\$ 12,400.00	\$12,400.00
<b>Hi Hi</b>	<b>TASK Landscape Architecture</b>					
	Concept Plan Hihi	40	\$ 120.00		\$ 4,800.00	
	Includes site visits					
	<b>TASK Planning &amp; Urban Design</b>					
	planning works		\$3,000.00		\$3,000.00	
	<b>TOTAL Hihi</b>				\$ 7,800.00	\$7,800.00
<b>Printing</b>	<b>Disbursements Printing Cost</b>	Number				
	Plan Printing A3 Colour spiral doc.	8	\$40.00		\$320.00	
	Plan Printing A4 Colour spiral doc.	8	\$20		\$160	
					\$480	\$480.00
	<b>TOTAL FEE (exclusive GST)</b>					\$106,560.00
	<u>GST</u>					\$15,984.00
	<u>TOTAL GST Inclusive</u>					\$122,544.00

## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A3281920

**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 24 August 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.

#### ĀPITIHINGA / ATTACHMENTS

1. 2021-08-24 Te Hiku Community Board Unconfirmed Minutes - A3349676 [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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 VIRTUALLY VIA MICROSOFT TEAMS  
ON TUESDAY, 24 AUGUST 2021 AT 10:00 AM**

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

**1 KARAKIA TIMATANGA – OPENING PRAYER**

Member Jaqi Brown opened the meeting with a karakia/prayer.

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

**CONFLICT OF INTEREST**

**RESOLUTION 2021/40**

Moved: Chairperson Adele Gardner  
Seconded: Member William (Bill) Subritzky

**Member Darren Axe declared a conflict of interest in relation to item 7.13 – Funding Applications and the application received from Pukenui Coast Care.**

**CARRIED**

**3 PUBLIC FORUM**

Shaun Clarke - Chief Executive Officer, spoke to the Board in regards to the precautions and essential services that Far North District Council are facing with COVID-19.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Nil.

**5 SPEAKERS**

Josie Thomson representing Kaitaia College spoke to their application and Item 7.13 – Funding Applications.

Raewyn Penell representing Northland Floral Art Society spoke to their application and Item 7.13 – Funding Applications.

Indranee Reddy representing Te Whakaora Tangata spoke to their application and Item 7.13 – Funding Applications.

**6 CONFIRMATION OF PREVIOUS MINUTES**

**6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A3281866, pages 12 - 17 refers.

**RESOLUTION 2021/41**

Moved: Chairperson Adele Gardner  
 Seconded: Member Darren Axe

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

## 7 REPORTS

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

Agenda item 7.1 document number A3287442, pages 18 - 20 refers.

#### RESOLUTION 2021/42

Moved: Member Darren Axe  
 Seconded: Member John Stewart

**That 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.**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

### 7.2 KAITAIA DRAINAGE AREA 2020/2021 EXPENDITURE

Agenda item 7.2 document number A3343374, pages 21 - 27 refers.

#### RESOLUTION 2021/43

Moved: Chairperson Adele Gardner  
 Seconded: Member Darren Axe

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

Kaitaia	Budget
2019-2020 Residual funds (reserve funds available)	\$46,646
2020 Opening Balance (rated income)	\$70,036
2020-2021 Expenditure	\$55,556
2020-2021 Closing Reserve Balance	\$61,126

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

### 7.3 KAITAIA DRAINAGE AREA 2021/2022 PROGRAMME

Agenda item 7.3 document number A3343390, pages 28 - 35 refers.

#### RESOLUTION 2021/44

Moved: Chairperson Adele Gardner

Seconded: Member John Stewart

**That Te Hiku Community Board:**

- a) approve the Kaitaia Drainage Area 2021/2022 work programme;
- b) 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;
- c) 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;
- d) request staff send an annual letter, preferably in summer, to remind property owners of their requirements to comply with the Land Drainage Bylaw; and,
- e) approve that the general contingency budget for 2021/2022 be increased to \$5,000 and that a spray contingency be added for \$6,000.

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

### 7.4 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME

Agenda item 7.4 document number A3343392, pages 36 - 41 refers.

#### RESOLUTION 2021/45

Moved: Member Jaqi Brown

Seconded: Member John Stewart

**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.

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**7.5 WAIHARARA AND KAIKINO DRAINAGE AREAS 2020/2021 EXPENDITURE**

Agenda item 7.5 document number A3343565, pages 42 - 47 refers.

**RESOLUTION 2021/46**

Moved: Member Darren Axe

Seconded: Member Jaqi Brown

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

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**7.6 WAIHARARA AND KAIKINO DRAINAGE AREAS 2021/2022 PROGRAMME**

Agenda item 7.6 document number A3343567, pages 48 - 54 refers.

**RESOLUTION 2021/47**

Moved: Member Darren Axe

Seconded: Member John Stewart

**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; and,
- f) request staff investigate extending of the Hobson Drain Extension.

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

## 7.7 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME

Agenda item 7.7 document number A3343752, pages 55 - 59 refers.

### RESOLUTION 2021/48

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That Te Hiku Community Board:**

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

## 7.8 MOTUTANGI DRAINAGE AREA 2020/2021 EXPENDITURE

Agenda item 7.8 document number A3343774, pages 60 - 65 refers.

### RESOLUTION 2021/49

Moved: Member Darren Axe

Seconded: Member William (Bill) Subritzky

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

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**7.9 MOTUTANGI DRAINAGE AREA 2021/2022 PROGRAMME**

Agenda item 7.9 document number A3343790, pages 66 - 72 refers.

**RESOLUTION 2021/50**

Moved: Member Darren Axe  
 Seconded: Member John Stewart

**That Te Hiku Community Board:**

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**7.10 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME**

Agenda item 7.10 document number A3343805, pages 73 - 77 refers.

**RESOLUTION 2021/51**

Moved: Chairperson Adele Gardner  
 Seconded: Member Darren Axe

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**7.11 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.11 document number A3328862, pages 78 - 88 refers.

**RESOLUTION 2021/52**

Moved: Chairperson Adele Gardner  
 Seconded: Member Darren Axe

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

At 11.57 am, Member Jaqi Brown left the meeting. At 12:02 pm, Member Jaqi Brown returned to the meeting.

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**RESOLUTION 2021/53**

Moved: Member Sheryl Bainbridge  
 Seconded: Chairperson Adele Gardner

**That the Te Hiku Community Board request add to the front of the Community Board agendas to include the following: “Specific to the Te Hiku Community Board – drainage area committees – Motutangi, Waiharara and Kaikino and Kaitaia drainage areas”.**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**7.12 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2021**

Agenda item 7.12 document number A3330054, pages 89 - 91 refers.

**RESOLUTION 2021/54**

Moved: Chairperson Adele Gardner  
 Seconded: Member Sheryl Bainbridge

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**7.13 FUNDING APPLICATIONS**

Agenda item 7.13 document number A3314718, pages 92 - 164 refers.

**RESOLUTION 2021/55**

Moved: Member Sheryl Bainbridge  
 Seconded: Member Darren Axe

**That the Te Hiku Community Board:**

- a) uplifts the funding application from Pukenui Coast Care for consideration.**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**RESOLUTION 2021/56**

Moved: Member Sheryl Bainbridge  
 Seconded: Member Jaqi Brown

- b) decline the application from Pukenui Coast Care due to the community meeting that was held with the local residents and feedback received from the local community that they would like to see natural regeneration of the landscape take place.**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Sheryl Bainbridge, John Stewart and William (Bill) Subritzky

Against: Nil

Abstained: Members Darren Axe and Felicity Foy

#### **RESOLUTION 2021/57**

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

- 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**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

#### **RESOLUTION 2021/58**

Moved: Member Sheryl Bainbridge

Seconded: Chairperson Adele Gardner

- d) 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**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

#### **RESOLUTION 2021/59**

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

- e) 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****CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**RESOLUTION 2021/60**

Moved: Member Sheryl Bainbridge

Seconded: Member Jaqi Brown

**f) declines the application received from Karikari Peninsula Residents and Ratepayers Association for the annual Seniors Christmas Lunch.**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**RESOLUTION 2021/61**

Moved: Chairperson Adele Gardner

Seconded: Member John Stewart

**g) 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**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**RESOLUTION 2021/62**

Moved: Member Sheryl Bainbridge

Seconded: Chairperson Adele Gardner

**h) 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**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**RESOLUTION 2021/63**

Moved: Member Jaqi Brown  
 Seconded: Member John Stewart

- i) **decline the application received from Te Whakaora Tangata for Family Restoration Programme Far North and note that the Te Whakaora Tangata could apply for funding from the Department of Internal Affairs who is more likely to allocate funding towards social services.**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**7.14 PROJECT FUNDING REPORTS**

Agenda item 7.14 document number A3325351, pages 165 - 172 refers.

**RESOLUTION 2021/64**

Moved: Chairperson Adele Gardner  
 Seconded: Member Darren Axe

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

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**8 INFORMATION REPORTS****8.1 COMMUNITY AND CUSTOMER SERVICES ACTIVITIES - 6 MONTHLY REPORT**

Agenda item 8.1 document number A3284093, pages 173 - 181 refers.

**RESOLUTION 2021/65**

Moved: Chairperson Adele Gardner  
 Seconded: Member William (Bill) Subritzky

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

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2021**

Agenda item 8.2 document number A3332077, pages 182 - 185 refers.

**RESOLUTION 2021/66**

Moved: Chairperson Adele Gardner

Seconded: Member Sheryl Bainbridge

**That the Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update August 2021.**

**CARRIED**

In Favour: Chairperson Adele Gardner, Members Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

**8 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 1.01 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board meeting to be held on 5 October 2021.

.....  
**CHAIRPERSON**

## 8 REPORTS

### 8.1 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A3402416

**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 Member 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 ĀPITIHINGA / ATTACHMENTS

1. **Chairperson Gardner's Report - A3396938**  
2. **Member Subritzky Report - A3402367**  

**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.

<b>He Take Ōkawa / Compliance requirement</b>	<b>Te Aromatawai Kaimahi / Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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

<b>Report to Community Board</b>	Te Hiku Community Board
<b>Chairperson's Name</b>	Adele Gardner
<b>Subdivision</b>	Te Hiku
<b>Date</b>	Aug - 17 Sept 21

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### REPORT

#### 1) Meetings/Functions attended

09 Aug 2021	Project Working Group Meeting
10 Aug 2021	Far North 2100 Workshop in Kaikohe
12 Aug 2021	Council Meeting
13 Aug 2021	Te Ahu Trust Meeting
14 Aug 2021	Attended the opening of the Alleyways in Kaitaia
16 Aug 2021	Kaitaia Drainage Meeting at Te Ahu
17 Aug 2021	Citizenship Ceremony at Te Ahu
19 Aug 2021	Attended Matauri Wastewater workshop - virtually
23 Aug 2021	Project Working Group Meeting - virtually
24 Aug 2021	Placemaking Funding Workshop
24 Aug 2021	Te Hiku Community Board Meeting - virtually
26 Aug 2021	District Plan Review Update briefing - virtually
06 Sept 2021	Project Working Group Meeting - virtually
07 Sept 2021	Strategy & Policy Committee Meeting - Virtually
07 Sept 2021	Regulatory Compliance Committee Meeting - virtually
08 Sept 2021	Infrastructure Committee Meeting - virtually
08 Sept 2021	Audit Risk & Finance Committee Meeting - virtually
10 Sept 2021	Te Ahu Trust Meeting
14 Sept 2021	Emergency Council Meeting - virtual
14 Sept 2021	Big Labs Workshop - virtual

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#### 2) Report:

**Project Working Group** - In this COVID environment our group has continued to meet virtually and get on with the business at hand. The opening of the Alleyways in

Kaitaia was well attended and certainly marked the occasion for all and achieving a milestone for our group.

**Te Ahu:** The Trustees met face to face on Friday 10<sup>th</sup> Sept. A very reduced service, the Café, Cinema and Hall were closed. The Café may open before level 1 is introduced but depends on demand. As the Level 2 restrictions are much harsher this time round the Cinema will be closed until Level 1 is introduced. The wage subsidies have been claimed so that the staff have surety of income.

**Te Hiku Sports Hub:** When Level 3 was introduced construction resumed.

**Strategy & Policy Meeting:** Two new bylaws were adopted being Vehicle Crossing and Treated Water Supply. Three new Bylaws are out for submissions to be received by 15/10/21 being New Parking Bylaw, Road User Bylaw and Onsite Wastewater Systems Bylaw. Hearings will be held on 26/10/21. The information can be found on the FNDC website on the above Bylaws.

**Big Labs Workshop:** This workshop was focusing on the many changes that Central Government are imposing on Local Government. Some being 3 waters reform, RMA reform, SNA's and many others. One of the issues was how would our Council look like going forward. Local Government is not resistant to change, but it must be change which does not threaten the local and community element which is the life blood of our sector. Community Boards will have a huge role to play here.

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### 3) Resource Consents

RMA22200128 - Donalds Road Kaitaia, Lot 15 DP46427 & part Lot 5 DP 12002. Being a 2 staged subdivision, first stage being a 17 lot subdivision and 2<sup>nd</sup> stage being 26 lot subdivision.

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### 4) Requests for Service - 0

## COMMUNITY BOARD MEMBERS REPORT

**Report to Community Board:** Te Hiku  
**Members Name:** Bill Subritzky  
**Subdivision:** Whatuwhiwhi/Awanui  
**Date** 19 September 2021

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### REPORT

#### 1) Meetings/Functions:

11/08/2021 Meeting Kaingaroa ratepayers  
14/08/2021 Attended Dalmatian Alley opening and blessing  
24/08/2021 Online Te Hiku board meeting  
24/08/2021 Online discussion Chris Galbraith, Far North Holdings, Kaitaia Airport  
15/09/2021 Awanui community centre AGM  
18/09/2021 Request from Rangiputa Ratepayers for funding to repair northern beach access ramp  
18/09/2021 Confirmation of renewed Memorandum of Agreement (MOA), between FNDC and Awanui Progressive and Ratepayers in relation to the management of Unahi wharf.  
APR INC 2021 accounts to be presented to Te Hiku Board as per MOA

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#### 2) Issues:

**Community Halls and rate payer groups** - trying to contact other groups in my ward especially those south of State Highway 10.

**Awanui township and Unahi Wharf** - all work ceased due to COVID-19. Concrete wharf decking for Unahi Wharf should arrive in week 20-26/9/21.

**Rangiputa Car Park** - request funds to repair northern beach access ramp. This is urgent to cope with expected Labour Weekend traffic. The damage was caused by the recent heavy rainfall. We have a local contractor who has worked on this ramp before.

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#### 3) Resource Consents: 0

#### 4) Request for Service: 0

## 8.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 AUGUST 2021

**File Number:** A3398849

**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 August 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*".

<b>Community Fund Account balance as at 01 July 2021</b>	<b>\$241,710.00</b>
• <b>Plus Unspent from 2020/21 - Xcape Design Unahi Wharf</b>	<b>\$8,250.00</b>
• <b>Plus Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021</b>	<b>\$2,720.00</b>
• <b>Plus Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop</b>	<b>\$3,000.00</b>
• <b>Plus Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau</b>	<b>\$5,000.00</b>
• <b>Plus Unspent from 2020/21 - Jaycee Park picnic tables</b>	<b>\$7,711.46</b>
• <b>Plus Unspent 2020/21 - Placemaking project for Awanui</b>	<b>\$35,338.00</b>
• <b>Less funds granted and uplifted to 31 August 2021</b>	<b>\$14,090.00</b>
• <b>Less funds not uplifted from 6 July 2021 for Kaitaia Business Association for CCTV monitoring for 21/22 and 22/23</b>	<b>\$6,000.00</b>
• <b>Less funds not uplifted from 14 July 2020 for XCape Design Limited for Unahi Wharf project</b>	<b>\$2,160.00</b>
• <b>Less funds not uplifted from 17 November 2020 for Be Free</b>	<b>\$2,720.00</b>

• 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
• Less funds not uplifted from 24 August 2021 for Awanui Sports Complex Inc for flood prevention of the complex grounds	\$1,080.00
• Less funds not uplifted from 24 August 2021 for Friends of Rangikapiti Reserve for production and installation of interpretation and way-finding signage	\$2,214.00
• Less funds not uplifted from 24 August 2021 for Kaitaia College for arts expo – dance production	\$4,107.00
• Less funds not uplifted from 24 August 2021 for Mangonui Lions for Mangonui Fun Run	\$788.00
• Less funds not uplifted from 24 August 2021 for Northland Floral Act Society NZ for Designer of the Year competition and show	\$2,500.00
<b>Community Fund Account balance as at 31 August 2021</b>	<b>\$225,021.00</b>

#### **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 August 2021 is \$225,021.00

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 August 2021 is attached.

#### **ĀPITIHINGA / ATTACHMENTS**

1. **Statement of Te Hiku Community Fund Account as at 31 August 2021 - A3398114**  

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

Allocation Grants & Donations Annual Budget 2021-22	141,710.00	
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	
		303,729.46
<b>Less Expenditure 2021/22 (Funds Uplifted)</b>		
<b>July 21</b>		
Unahi Wharf and Park Xcape Design Li	6,090.00	
<b>August 21</b>		
Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	5,000.00	
Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	3,000.00	
		14,090.00
<b>Balance as at 31 August 2021</b>		<b><u>\$289,639.46</u></b>
<b>Less Commitments 2021/22 as at 31 August 2021 (Funds not yet uplifted)</b>		
<b>Meeting 06.07.21</b>		
Kaitaia Business Association for CCTV monitoring for 21/22 and 22/23	6,000.00	
<b>Meeting 14.07.20</b>		
Unspent from 2020/21 - Xcape Design Unahi Wharf	2,160.00	
<b>Meeting 17.11.20</b>		
Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	2,720.00	
<b>Meeting 01.06.21</b>		
Unspent from 2020/21 - Jaycee Park picnic tables	7,711.46	
Unspent from 2020/21 - Placemaking project for Awanui	35,338.00	
<b>Meeting 24.08.21</b>		
Awanui Sports Complex Inc for flood prevention of the complex grounds	1,080.00	
Friends of Rangikapiti Reserve for production and installation of interpretation and way-finding signage	2,214.00	
Kaitaia College for arts expo - dance production	4,107.00	
Mangonui Lions for Mangonui Fun Run	788.00	
Northland Floral Act Society NZ for Designer of the Year competition and show	2,500.00	
		<u>64,618.46</u>

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

**Balance 31 August 2021 Uncommitted/(Overcommitted) \$225,021.00**

### 8.3 FUNDING APPLICATIONS

**File Number:** A3398473

**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 5 October 2021 meeting.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Two new applications for funding have been received, requesting \$4,304.
- The Community Board funding for the 2021/22 financial year was increased by 25% on the previous year to \$141,710. The unallocated balance is \$127,741.
- The Board also has \$100,000 placemaking funding in the 2021/2022 financial year.
- In October 2019, the Board allocated their placemaking funding to the Awanui community in line with their strategic plan, with a subsequent \$2,005 being added to this figure. The revitalisation group has indicated they would like to use this funding for upgrading the Awanui toilets, and an updated resolution is recommended for this, to ensure the funding is used for the specific purpose indicated.
- The Community Board allocated \$37,150 to Xcape Design Limited at their meeting on 14 July 2020 for Community Plans at Allen Bell Park, Awanui, Korora Park and Unahi Wharf to be completed. This work came in over budget due to printing costs and the Board is now required to approve the additional \$103.50 to complete the payment.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) approves the sum of \$1,304 (plus GST if applicable) be paid from the Board's Community Fund account to Te Whakaora Tangata for venue hire for the family restoration graduation ceremony, to support the following Community Outcomes:
  - i) Communities that are healthy, safe, connected and sustainable
  - ii) Proud, vibrant communities
- b) approves the sum of \$3,000 (plus GST if applicable) be paid from the Board's Community Fund account to Youthline Auckland Charitable Trust for youthline support line to support the following Community Outcomes:
  - i) Communities that are healthy, safe, connected and sustainable
  - ii) Proud, vibrant communities
- c) Amends their resolution of 1 October 2019; *allocates funds of \$33,333 from the Placemaking Fund toward a placemaking project for Awanui as identified in the Te Hiku Community Board Strategic Plan, subject to Board consultation with the Awanui Progressives Ratepayers Association and the Awanui Community to read:*  
**allocates funds of \$35,338 from the Placemaking Fund toward a placemaking project for Awanui as identified in the Te Hiku Community Board Strategic Plan, subject to Board consultation with the Awanui Progressives Ratepayers Association and the Awanui Community and approves the transfer of this sum to the Awanui Revitalisation fund (within Council) to be specifically utilised for the upgrading of the toilets at Awanui.**

- d) approves the sum of \$103.50 (plus GST if applicable) be paid from the Boards Community Fund account to Xcape Design Limited for the printing of the Community Plans.**

**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**

<b>Applicant</b>	<b>Project</b>	<b>Requested</b>	<b>Recommended</b>	<b>Comments</b>	<b>Community Outcome(s)</b>	<b>Type</b>
Te Whakaora Tangata	Family Restoration Programme Far North Graduation Ceremony	\$1304 (3%)	\$1304 (3%)	The applicant is seeking assistance to help cover the cost for venue hire for the graduation ceremony for students and families of the family restoration programme. This event is open to the students, their families and invited guests. Students have usually been referred to the programme by other social service providers (e.g. WINZ, NZ Police and similar) to help students and their wider whanau deal with issues such as violence, drug use and lack of parenting skills.	<ul style="list-style-type: none"> <li>i) Communities that are healthy, safe, connected and sustainable</li> <li>ii) Proud, vibrant communities</li> </ul>	Event
Youthline Auckland Charitable Trust	Youthline services	\$3000 (1%)	\$3000 (1%)	Youthline has asked all three Boards to contribute \$3000 each towards their youthline services, specifically the phonenumber for youth to reach out and find support.	<ul style="list-style-type: none"> <li>i) Communities that are healthy, safe, connected and sustainable</li> <li>ii) Proud, vibrant communities</li> </ul>	Community Development
Awanui Revitalisation Project	Wrapping of toilets	\$35,338		On 1 October 2019, the Board resolved to grant the full placemaking fund for that year to the Awanui revitalisation project, subject to community feedback. An additional \$2,005 was added to this amount at a later date. The revitalisation group has indicated they would like this funding to be allocated to the upgrading of the Awanui toilets. While this funding can be transferred to the Council account for this project, it is recommended the Board amends its resolution, so the purpose of this funding transfer is clearly stated and the funding is not reallocated within the wider project without further reference to the Board and their resolution.		

**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

**ĀPITIHINGA / ATTACHMENTS**

1. **Application - Te Whakaora Tangata - A3398271** [↓](#) 
2. **Application - Youthline Auckland Charitable Trust - A3398272** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.

- **Send your completed form** to [funding@fndc.govt.nz](mailto: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)1400625"/>
Email Address	<input type="text" value="simone@tewhakaora.org.nz"/>		

**Please briefly describe the purpose of the organisation.**

Te Whakaora Tangata works with vulnerable Far North whānau to identify the root causes of intergenerational dysfunction and help restore emotional resilience and wellbeing to vulnerable whānau, partnering with other community organisations to achieve significant, long-term, intergenerational transformation.

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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 facing our community including suicide, depression, drug & alcohol abuse, domestic violence, sexual abuse and family breakdown. Our programmes include: Family Restoration Courses, Whānau Coaching, One-on-One counselling, Kia Kaha workshops & group mentoring, crisis intervention and advocacy.

#### Broadening the range of services available to the community

We actively partner with other local community services for the benefit of high-risk families, including He Korowai Trust, He Tupua Waiora, Ngatikahu Social and Health Services, Te Rarawa Social Services and Korou Kore Marae. Our clients are often involved with multiple agencies and community services, as they are struggling with complex issues, including depression, drug addictions, criminal activity, and intergenerational welfare dependency. Our community partners have begun to rely on us to bring emotional stability to their clients, which helps their own programmes become more effective. They value the work we are doing in the Far North and see our work as a unique and vital addition to the community (*see letters attached*).

#### How they benefit:

We are not a big-name organisation, but we get massive results and make a difference long-term in the lives of high-risk families\*, helping create home/family environments which are safe and healthy for children to grow up in. Our Impact Lab score of 753% ROI for Social Good puts us in the top 5% of the most effective social service organisations in New Zealand. As an essential service, we are continuing to work keeping families and children safe, throughout all alert levels, offering crisis intervention, counselling, mentoring and support to families who are under a huge amount of pressure and who are at a high risk\* of escalating into serious difficulty without support. *\*(high-risk families are those in circumstances which put them at greater risk of family violence, suicide, drug and alcohol abuse, criminal activity and poor outcomes for their children).*

We survey clients before and after each Family Restoration Course – the first stage of their journey with us. In the past year 93% of clients stated they have experienced an improvement in at least one of the following through our work:

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

#### Our Request:

We plan to run four Family Restoration Courses in the Far North in September 2021, February, April and July 2022. After each course we hold a Graduation event, with fully catered lunch, where whānau, community, and stakeholders come together to celebrate the achievement of course participants. We hire the local venue, Te Ahu Community Centre, at a cost of \$434.78 (excl GST) per graduation. We are requesting funding assistance from Te Hiku Community Board to cover the cost of venue hire for three graduation events - \$1304 excl. GST in total.

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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	Cost per Course (Grad)	Total Cost – 4 Courses	Amount Requested
Venue Hire: <b>Te Ahu Community Centre</b>	\$434.78	\$1739.12	<b>\$1304</b>
Advertising/Promotion	-	-	
Professional Fees: <b>Cleaner</b>	\$100	\$400	
Administration: <b>Stationery/Printing</b>	\$100	\$400	
Equipment Hire	-	-	
Equipment Purchase (describe)	-	-	
Utilities	-	-	
Hardware (e.g. cement, paint)	-	-	
Consumable materials: <b>Flowers, venue decor</b>	\$200	\$800	
Refreshments – Catering	\$2500	\$10,000	
Travel/Mileage	\$280	\$1,120	
Volunteer Expenses Reimbursement	\$100	\$400	
Wages/Salary	\$7074	\$28,296	not applicable
Volunteer Value (\$20/hr) <b>3 volunteers x 4 hours @\$20/hr</b>	\$240	\$960	not applicable
Other (describe)	-	-	
<b>TOTALS</b>	<b>\$11,028.78</b>	<b>\$44,115.12</b>	<b>\$1304</b>

<sup>2</sup> 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
(Monthly Payroll)	(\$84,923)
Rano Community Trust – Salary Service Delivery Manager AKL	\$5000
Lighthouse Foundation \$9k, Rotary Onehunga \$8k - Far North Salaries	\$17,000
Charis Foundation – Rent	\$15,000
MSD Covid Wage Subsidy	\$21,000
<b>TOTAL</b>	<b>\$58,000</b>

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

Funding Source	Amount	Approved
Lighthouse Foundation – salaries	\$9000	Yes
Rotary Onehunga - salaries	\$8000	Yes

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)**

**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



### 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**

**TE WHAKAORA TANGATA**

**(FAMILY RESTORATION PROGRAMME GRADUATIONS – FAR NORTH)**

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

1	Project Graduation Budget x 1 page
2	Invoice – Te Ahu Centre hire x 1 page
3	Westpac Bank Transaction list covering period 2 August to 31 August 2021 x 5 pages
4	Annual Financial Accounts FYE 31 March 2021 x 17
5	Applicant letter supporting application x 2 pages
6	Supporting information flyer x 2 pages
7	Application Supporting letter – He Tupua Waiora x 2 pages
8	Application Supporting letter – Heather Pearson x 1 page
9	Application Supporting letter – email Te Rarawa – Peter Campbell x 1 page
10	Health & Safety Manual X 55 pages

## Application Form

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- 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	Youthline Auckland Charitable Trust	Number of Members	15,000
Postal Address	PO Box 8670, Symonds St, Grafton Auckland	Post Code	1150
Physical Address	13 Maidstone St, Grey Lynn, Auckland	Post Code	1021
Contact Person	Geoff Lawson	Position	Funding Coordinator
Phone Number	021727004	Mobile Number	021727004
Email Address	geoff@youthline.co.nz		

**Please briefly describe the purpose of the organisation.**

We are a "with youth, for youth" organisation and the first point of contact for many young people accessing youth support and youth development services across Aotearoa New Zealand. We are the only specialist youth service supporting young people who are in need of help and we have been supporting them for over 50 years.

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029

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## 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.

Youthline operates a free, 24/7 national Helpline for young people in need. Last year we received 147,000 texts, calls and emails through the Helpline which is staffed by over 200 volunteer counsellors. An estimated 549 were from the Te Hiku area. There are 2,450 young people aged 15-24 years in the area meaning almost 1 in 4 reached out to us for help.

We are requesting funding of \$3,000 as a contribution to the Te Hiku share of \$4,989 of the annual budgeted costs of \$1.35m to provide Helpline services to the rangatahi of Te Hiku.

The funding will be allocated against the cost of volunteer training and supervision and telecommunications. Many of the young people we work with are disadvantaged and often feel lonely, alone, disengaged and desperate with a reduced sense of belonging to family, school or community. Often we are the only service a young person in a rural area will have access to that is free, anonymous and accessible on a youth-friendly platform. What we know is that if we are able to address the issues that the young people present with they are much more likely to 'normalise' their lives and re-engage with family and school.

In this digital world, phone, text and online are key means of connecting with young people. So it makes no difference if the young person is in Opuia and the counsellor is in Auckland or Invercargill. We counsel and refer. We encourage the young person to connect with support in their community. We provide information regarding services available in their town. We work collaboratively with local support agencies in your towns to provide the right sort of care for these vulnerable young people.

As a "with youth, for youth" organisation and the first point of contact for many young people accessing youth development and support services across Aotearoa New Zealand we have witnessed at first hand the impact of the COVID-19 pandemic. Now, 16 months after the first lockdown, the stress and anxiety that young people felt as a result of COVID-19 remains for many as an underlying condition and will require great care as we work with our rangatahi going forward. Our work is far from complete.

The Helpline is the most important thing we do. With your help we can ensure that disadvantaged young people in the Far North receive the support they need, when they need it.

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## 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 <sup>2</sup>		
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)		
Telecommunications (text, calls, emails)	\$132,821	\$1,500
Volunteer Training	\$112,951	\$1,500
<b>TOTALS</b>	<b>\$245,772</b>	<b>\$3,000</b>

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

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## 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
Helpline Services	\$638,000
<b>TOTAL</b>	

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

Funding Source	Amount	Approved
Local and Central Government (Councils/Lottery)	\$82,106	Yes / Pending
Govt Departments (MSD/MYD)	\$178,048	Yes / Pending
Philanthropic & Gaming Trusts	\$377,869	Yes / Pending
Funds to Raise from other funders	\$710,403	Yes / Pending
[Please see attached Youthline Helpline Funding Explanation]		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Bay of Islands - Helpline Telecoms	\$1,939	5/7/19	Y / N
Kaikohe-Hokianga - Helpline Telecoms	\$1,800	4/7/19	Y / N
Te Hiku - Helpline Telecoms	\$1,535	16/7/19	Y / N
			Y / N

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## 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)**

Youthline Auckland Charitable Trust

**We, the undersigned, declare the following:**

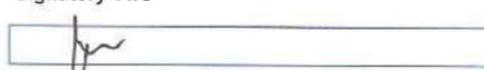
In submitting this application:

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

Signatory One



Signatory Two



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## Application Form

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

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in **advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name	<input type="text" value="Geoff Lawson"/>	Position	<input type="text" value="Funding Coordinator"/>
Postal Address	<input type="text" value="PO Box 8670, Symonds St, Grafton Auckland"/>		Post Code <input type="text" value="1150"/>
Phone Number	<input type="text" value="021727004"/>	Mobile Number	<input type="text" value="021727004"/>
Signature		Date	<input type="text" value="17/8/2021"/>

### Signatory Two

Name	<input type="text" value="John Nilsen"/>	Position	<input type="text" value="Finance Manager"/>
Postal Address	<input type="text" value="PO Box 8670, Symonds St, Grafton, Auckland"/>		Post Code <input type="text" value="1150"/>
Phone Number	<input type="text" value="022 344 6980"/>	Mobile Number	<input type="text" value="022 344 6980"/>
Signature		Date	<input type="text" value="17/8/2021"/>

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029

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### Schedule of Supporting Documentation

#### Youthline Auckland Charitable Trust

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

1	ASB Bank Statement as at Friday 20 August 2021
2	Group Financial Statements for the year ended 31 March 2021 x17 pages
3	Budget for financial year 1 April 2021 to March 31, 2022 x2 pages
4	Transaction and Training Costs from 1 April 2021 to 31 August 2021
5	Modica and Vodafone expenses from January 2021 to December 2021
6	Vodafone Statement as at 15 May 2021
7	Vodafone Statement as at 15 June 2021
8	Vodafone Statement as at 15 July 2021
9	Tax Invoice – Modica Group Ltd – 31 May 2021
10	Tax Invoice – Modica Group Ltd – 30 June 2021
11	Tax Invoice – Modica Group Ltd – 31 July 2021
12	Youthline Helpline Funding Breakdown 1 April 2021 to 31 March 2022
13	Cover Letter – Shae Ronald - CEO
14	Support Letter – About Youthline x15 pages
15	Support Letter – Lifewise - Peter Shimwell – Community Services Manager
16	Support Letter –AraTaiohi - Jane Zintl - CEO
17	Support Letter – Sandra Palmer Psychology Ltd
18	Support Letter – Development and Relationships National Manager – Brendon Crompton

## 8.4 PROJECT FUNDING REPORTS

**File Number:** A3405086

**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) CBEC Ecosolutions – Waste Wise Schools
- b) Goodlife Projects Charitable Trust
- c) Mangonui Rugby Football Union Inc

### 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 - CBEC Ecosolutions (Waste Wise Schools) - A3405047 [↓](#) 
2. Project Report - Goodlife Projects Charitable Trust - A3405050 [↓](#) 
3. Project Report - Mangonui Rugby Football Union Inc - A3405055 [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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](mailto: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: CBEC Ecosolutions

Name & location of project: Waste Wise Schools Te Hiku

Date of project/activity: Ongoing (Nov 2020 - 4/08/2021)

Which Community Board did you receive funding from?

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 2,312

Board meeting date the grant was approved: 17 November 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)
Empire Mat	\$ 168.57	✓
Warehouse Stationery	\$ 48.22	✓
Fabric Markers	\$ 49.04	
Friendly Pak	\$ 1,341.89	
(+ Attached Docs) Total:	\$	

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

Hi, Waste Wise Schools have had a busy year! We used those resources to 1. create over 1,000 beeswax lunchwraps at schools, kindis and community groups

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

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

We intalled compost collection systems in 4 schools including Kaitaia College and have Diverted 10 tonnes of compostable Packaging so far.

We installed recycling bins in three low income childcare centres.

We have increase awareness of kaitiakitanga!

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

Attached cont. we installed a recycling station at Taps Area School (Abundant Life and Kaitaia Primary) and ran zero waste classes that culminate in t-shirt bag making & a beeswax lunchwrap for each student in our 100 schools throughout FNDC.

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

Waste Wise Schools / EcoSolutions

**This report was completed by:**

Name: Joanne Gillian Shanks

Address: 190 Pukepoto Rd.

Phone: mob: 022 6893 154

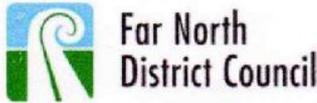
Email:

Date: 9/09/2021

**Schedule of Supporting Documentation****THCB - PROJECT REPORT - WASTE WISE SCHOOLS &  
ECOSOLUTIONS**

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

<b>1</b>	<b>Project Expenses Transactions (ES Wastewise &amp; FNDC) period 1 November 2020 to 31 August 2021 (x 2 pages</b>
<b>2</b>	<b>Photos – Waste Wise Schools (Letter of Thanks) x 1 page</b>



**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](mailto: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: Goodlife Projects Charitable Trust  
 Name & location of project: Purchase of shipping container for storage  
 Date of project/activity: November 2020

Which Community Board did you receive funding from?

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Amount received from the Community Fund: \$2,400.00

Board meeting date the grant was approved: 14 July 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>Shipping Container</u>	<u>\$4,800</u>	<input checked="" type="checkbox"/>
	\$	
	\$	
	\$	
Total:	\$	

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

We provide a gardening program for 16 adults with intellectual disabilities. 12 Support Workers, 8 volunteers. With the grant funding received we have purchased a shipping container for storing gardening tools & resources.

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

We found a good shipping container that was already fitted with shelving perfect for our use. Once the container was placed on site our project members helped paint the inside shelves. It has been so good to have the container for keeping our tools and resources safe, dry and tidy.

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

Please find letters of support and photos  
Thankyou so much Far North District Council for your help, its much appreciated.

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

Goodlife Projects Charitable Trust

**This report was completed by:**

Name: Pamela Clarke  
Address: PO Box 422, Kaitaia  
Phone: 021 298 0266 mob:  
Email: goodlife.projects.kta@gmail.com  
Date: 12/8/21

**Schedule of Supporting Documentation**  
**GOODLIFE PROJECTS CHARITABLE TRUST**  
**(PURCHASE OF SHIPPING CONTAINER)**

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

1	ANZ Bank statements period 30 x 2 pages
2	Invoice – Reef Point Family Trust x 1 page
3	Email with photo of container purchased x 1 page



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](mailto:funding@fndc.govt.nz) PDF attachment via email is preferred) OR:

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

<b>Name of organisation:</b>	Mangonui Rugby Football Union Incorporated
<b>Name &amp; location of project:</b>	Mangonui Rugby Centennial Celebration, Kaitaia
<b>Date of project/activity:</b>	24 <sup>th</sup> July

**Which Community Board did you receive funding from?**

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

**Amount received from the Community Fund:** \$10,000

**Board meeting date the grant was approved:** 2 June 2021

**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)
Collards - We used their service to run our celebration evening, this included the cost of the Te Ahu venue hire, the set up and set down of the venue, bar licensing, grazing tables, buffet dinner meal for 300, bar and wait staff, security and clean up.	\$11,425	<input checked="" type="checkbox"/>
	\$	
Total:	\$11,425	

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

Our celebration evening was the final part of our Centennial Weekend, this followed our triple header held at Arnold Rae Park during the day. This was a fabulous evening where past and present members congregated, as well as all of the players from the day, close to 400 guests. There was an incredible spread put on, which was accompanied by many speeches, including captains, referees, Mangonui Rugby committee representatives and Northland Rugby representatives, and life member presentations. It was an excellent evening, and all who attended really enjoyed themselves.

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

1

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

As stated above, everyone who was in attendance, really enjoyed themselves! This was a very special milestone occasion that connects with so many of our community members of the wider region. The day in itself, including the games at Arnold Rae Park, just showed how much our community, young and old, appreciate local events. We hope that we will be able to run similar events in the future, as it was a huge success!

**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 had a photographer who documented the day and the evening, that we are still waiting for a digital album from. We will make sure this is shared with you as soon as possible.

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

<https://www.facebook.com/Mangonui-Rugby-Sub-Union-Inc-1936421316430250>

**This report was completed by:**

Name: Rachael Skeen-Toia  
 Address: 11 Meenas Place, Cable Bay, 0420  
 Phone: mob: 0274032793  
 Email: mangonuirugby@gmail.com  
 Date: 6 August 2021

**Schedule of Supporting Documentation****MANGONUI RUGBY FOOTBALL UNION INCORPORATED****(MANGONUI RUGBY CENTENNIAL CELEBRATION – KAITAIA)**

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

<b>1</b>	<b>Invoice – Collards Sport Bar &amp; Restaurant x 1 page</b>
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## 9 INFORMATION REPORTS

### 9.1 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE OCTOBER 2021

**File Number:** A3378282

**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 October 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 - 20210928 - A3416055  

Date	Title	Resolution
25/08/2020	Notice of Motion - Adoption of Te Hiku o Te Ika Open Spaces Revitalisation Master Plan	<p><b>RESOLUTION 2020/44</b></p> <p><b>That the Te Hiku Community Board adopts the Te Hiku o Te Ika Open Spaces Revitalisation Master Plan as its overarching document that will sit within the Te Hiku Community Board Strategic Plan (including guiding the Board in identifying, confirming and allocating funding to its strategic and community planning projects).</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	<p><b>RESOLUTION 2020/45</b></p> <p><b>That the Te Hiku Community Board:</b></p> <p><b>a) requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown.</b></p> <p><b>b) requests that a report be provided back to the Te Hiku Community Board with information and options.</b></p> <p style="text-align: right;"><b>CARRIED</b></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 is a reserve management plan (a process managed by SP&amp;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>
6/10/2020	Notice of Motion - Concept Plans for Allen Bell on Parkdale Playground, Awanui Playground, Korora Park, Ahipara and Unahi Wharf.	<p><b>RESOLUTION 2020/70</b></p> <p>Moved: Chairperson Adele Gardner Seconded: Member Darren Axe</p> <p><b>That the Te Hiku Community Board,</b></p> <p><b>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.</b></p> <p style="text-align: center;"><b>COMPLETED</b></p>

Date	Title	Resolution
		<p>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. <b>COMPLETED</b></p> <p>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.</p> <p>d) requests community plans are added to the Council website so that they can be accessed by members of communities.</p> <p>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. <b>COMPLETED</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
1/06/2021	Te Hiku Footpath Programme 2021/2022	<p><b>RESOLUTION 2021/19</b></p> <p><b>That Te Hiku Community Board:</b></p> <p>a) request staff deliver projects subject to funding in the following order</p> <ul style="list-style-type: none"> <li>i) Ahipara Road, Ahipara – Ahipara School to the new subdivision</li> <li>ii) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10</li> </ul> <p>with the available \$150,000 100% funded from Far North District Council Funds.</p> <p>b) advise the remaining footpath projects should be delivered in the following order of priority</p> <ul style="list-style-type: none"> <li>i) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10</li> <li>ii) Takahe Road, Ahipara – from golf course entrance to Kaka Street</li> <li>iii) Kotare Street, Ahipara – from Takahe Road to Kakapo Street</li> <li>iv) Tasman Heights, Ahipara – Foreshore road to outside house #25.</li> <li>v) Oruru Road, Taipa – State highway 10 to house #25 Oruru Road</li> <li>vi) Kotare Drive, Mangonui – Kupe Road to Kotara Road turning head (cul-de-sac).</li> <li>vii) Doubtless Bay Drive, Karikari Peninsula – existing to De Surville Road.</li> </ul>

Date	Title	Resolution
		<b>CARRIED</b>
6/07/2021	Road Naming - 3608a Far North Road, Houhora	<b>RESOLUTION 2021/34</b> <b>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).</b> <b>CARRIED</b>



**10 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>10.1 - 8A Matthews Ave - Property for Sale</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**11 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**12 TE KAPINGA HUI / MEETING CLOSE**