



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 15 February 2022

Time: 10:00 am

Location: Virtually via Microsoft Teams

Membership:

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

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

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.

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

Protocols

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

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

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

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

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

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

Far North District Council
Te Hiku Community Board Meeting
will be held in the Virtually via Microsoft Teams on:
Tuesday 15 February 2022 at 10:00 am

Te Paeroa Mahi / Order of Business

| | | |
|-----------|--|-----------|
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| 2 | Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest..... | 11 |
| 3 | Te Wāhanga Tūmatanui / Public Forum | 11 |
| 4 | Te Tono Kōrero / Deputation..... | 11 |
| 5 | Nga Kaikorero / Speakers..... | 11 |
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| 8 | Information Reports..... | 48 |
| | 8.1 Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2021 | 48 |
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| 9 | Karakia Whakamutunga / Closing Prayer..... | 63 |
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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

- Julie Gordon – Te Hiku Footpaths

4 TE TONO KŌRERO / DEPUTATION

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

5 NGA KAIKORERO / SPEAKERS

6 CONFIRMATION OF PREVIOUS MINUTES**6.1 CONFIRMATION OF PREVIOUS MINUTES**

File Number: A3538546

Author: Marlema Baker, 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 7 December 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. 2021-12-07 Te Hiku Community Board Minutes - A3510988 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

**MINUTES OF TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM, TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD,
KAITAIA
ON TUESDAY, 7 DECEMBER 2021 AT 10.00 AM**

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

IN ATTENDANCE:

STAFF PRESENT: Shayne Storey (Community Development Advisor), Kim Hammond (Funding Advisor), Marlema Baker (Democracy Advisor).

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Adele Gardner commenced the meeting and member John Stewart opened with a prayer.

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

Deputy Chairperson Jaqi Brown arrived at 10:10 am.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Mark Osbourne:

- Mangonui Sports Hub.
- Mangonui Waterfront Project.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Daniel Thompson

- Waterfront Café and Bar Mangonui – Alfresco Dining
- Mangonui Carparking

5 NGĀ KAIKŌRERO / SPEAKERS

Potahi Marae Te Kao Funding Application, Item 8.4b refers.

- Josephine Nathan and Rosie Conrad.

The meeting was adjourned from 10:50 am to 11:07 am.

6 NOTICE OF MOTION

6.1 NOTICE OF MOTION - WATERFRONT CAFE AND BAR - MANGONUI

Agenda item 6.1 document number A3502233, pages 12 - 12 refers

RESOLUTION 2021/77

Moved: Member Felicity Foy

Seconded: Chairperson Adele Gardner

That Te Hiku Community Board recommends that the Far North District Council:

- a) approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar.
- b) and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres.

CARRIED

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 7.1 document number A3281940, pages 16 - 18 refers

RESOLUTION 2021/78

Moved: Member Jaqi Brown

Seconded: Member Sheryl Bainbridge

That Te Hiku Community Board agrees that the minutes of the meeting held 9 November 2021 be confirmed as a true and correct record.

CARRIED

8 REPORTS

8.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 8.1 document number A3492283, pages 25 - 27 refers

RESOLUTION 2021/79

Moved: Member William (Bill) Subritzky

Seconded: Member Darren Axe

That the Te Hiku Community Board;

- a) note the reports from Chairperson Adele Gardner and Members Sheryl Bainbridge and Bill Subritzky.
- b) agree to uplift the Seat Report and Magnolia Trees in the main street of Kaitaia, left to lie at the 9 November 2021 meeting; and
- c) supports the removal of carparks outside of Gecko Café, Riders, Mussel Rock and Town and Country and the installation of parklets.

CARRIED

8.2 SETTING OF MEETING DATES FOR 2022

Agenda item 8.2 document number A3500325, pages 41 - 43 refers

RESOLUTION 2021/80

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board

- a) adopt the following monthly meeting dates for the Te Hiku Community Board

- **15 February 2022, 10 am – Te Ahu**
- **29 March 2022, 10 am – Mangonui (Cruising Club)**
- **10 May 2022, 10 am– Te Ahu**
- **21 June 2022, 10 am Pukenui (Bowling Club)**
- **12 July 2022, 10 am – Te Ahu**
- **16 August 2022, 10 am Ahipara (Golf Club)**
- **20 September 2022, 10 am – Te Ahu**

b) **adopt the following meeting dates for Kaitaia, Motutangi and Waiharara and Kaikino Drainage Area Committees;**

- **7 March 2022, 10 am**
- **8 August 2022, 10 am**

c) **delegates to Chair Adele Gardner authority to change the meeting dates.**

CARRIED

8.3 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 OCTOBER 2021

Agenda item 8.3 document number A3491534, pages 47 - 48 refers

RESOLUTION 2021/81

Moved: Member Sheryl Bainbridge

Seconded: Member Jaqi Brown

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

CARRIED

8.4 FUNDING APPLICATIONS

Agenda item 8.4 document number A3486652, pages 51 - 54 refers

COMMITTEE RESOLUTION 2021/82

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board:

- a) **approves the sum of \$2,055 (plus GST if applicable) be paid from the Board's Community Fund account to Rosemary Archibald for the purchase of outdoor Christmas tree lights, power extension cords and the cost of delivery, to support the following Community Outcomes:**
- i) **Proud, vibrant communities**
 - ii) **Communities that are healthy, safe, connected and sustainable**

- b) approves the sum of **\$7,210** (plus GST if applicable) be paid from the Board's Community Fund account to Te Kao Marae - Potahi Marae for purchase of playground equipment and hardware, to support the following Community Outcomes:
- i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable

CARRIED

The meeting was adjourned from 12:50 pm to 1:16 pm

8.4 MAJOR ITEM NOT ON THE AGENDA – TE HIKU DRAINAGE

RESOLUTION 2021/83

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That the Te Hiku Community Board:

- a) resolves to consider the item not on the agenda - Te Hiku Drainage.
- b) notes the item was not on the agenda because staff have not prepared a Drainage update.
- c) notes that the report cannot be delayed because the requested workshop, scheduled for October/November 2021 with the Kaitaia Drainage Area Committees, has not eventuated.

CARRIED

8.5 TE HIKU DRAINAGE, WORK PROGRAM AND MAINTENANCE.

RESOLUTION 2021/84

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That the Te Hiku Community Board request an urgent TEAMs meeting before Christmas 2021 between the Board, Mayor John Carter, the Manager for Infrastructure Operations, and staff to discuss Te Hiku drainage, work program and management.

CARRIED

8.5 PROJECT FUNDING REPORTS

Agenda item 8.5 document number A3456935, pages 69 - 70 refers

RESOLUTION 2021/85

Moved: Chairperson Adele Gardner

Seconded: Member John Stewart

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

- a) Kaitaia and Districts A&P Association.
- b) Tokerau Beach Whatuwhiwhi Ratepayers Association (update report)

CARRIED

9 RESOLUTION TO EXCLUDE THE PUBLIC**RESOLUTION 2021/86**

Moved: Member Sheryl Bainbridge

Seconded: Member Jaqi Brown

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|---|--|--|
| 9.1 - Confirmation of Previous Minutes - Public Excluded | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

CARRIED

10 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 2:15 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 15 February 2022.

.....
CHAIRPERSON

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A3573843

Author: Marlema Baker, 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 Adele Gardner, Deputy Chairperson Jaqi Brown and Members Darren Axe, Sheryl Bainbridge, John Stewart and Bill 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. CHAIRPERSONS REPORT - Adele Gardner Feb 2022 - A3576732  
2. MEMBERS REPORT - Darren Axe Feb 2022 - A3576722  
3. MEMBERS REPORT - Sheryl Bainbridge Feb 2022 - A3576725  
4. MEMBERS REPORT - Jaqi Brown Feb 2022 - A3576728  
5. MEMBERS REPORT - John Stewart Feb 2022 - A3576724  
6. MEMBERS REPORT - Bill Subritzky Feb 2022 - A3576714  

Te Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

COMMUNITY BOARD CHAIRPERSON'S REPORT

| | |
|----------------------------------|--------------------------------|
| Report to Community Board | Board Name |
| Chairperson's Name | Adele Gardner |
| Subdivision | Te Hiku |
| Date | 22 Nov 21 - 17 Jan 2022 |

REPORT

1) Meetings/Functions attended

- 22 Nov - Te Hiku Sports Hub Meeting
- 24 Nov - Infrastructure Committee Meeting - virtual
- 25 Nov - Annual Plan workshop in Kaikohe
- 29 Nov - Te Hiku Project Working Group meeting
- 30 Nov - Far North Holdings Statement of Intent - virtual
- 30 Nov - Risk Workshop - virtual
- 1 Dec - Treated Wastewater disposal to land workshop in Kaikohe
- 1 Dec - FNHL Governance to Governance workshop in Kaikohe
- 1 Dec - Audit Risk & Finance Committee Meeting in Kaikohe
- 7 Dec - Te Hiku Community Board Meeting at Te Ahu
- 8 Dec - Meeting with OTC re Tangonge Reserve lease
- 9 Dec - Annual Plan workshop - virtual
- 9 Dec - District Plan workshop - virtual
- 10 Dec - Te Ahu Trust Meeting
- 10 Feb - Opening of the Kaitaia Pump Track
- 13 Dec - Te Hiku Project working group meeting
- 14 Dec - Extraordinary Council Meeting - virtual
- 15 Dec - Policy & Bylaw Workshop - virtual
- 16 Dec - Council Meeting - virtual
- 17 Jan - Te Hiku Project working group meeting

2) Requests for Service - RFS 4093943 - Solar Power light has been vandalised in Jaycee Park Kaitaia

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku
Members Name: Darren Axe
Subdivision: North Cape
Date: 3 December 2021 – 24 December 2021

REPORT

1) Meetings/Functions

3 December -RFS for 2 Liquor Ban Signs for Houhora Commercial Wharf

20 December – Unofficial opening of Houhora Commercial Wharf. Reuben Murray did the blessing and dedication.

24 December – Myself and a lot of volunteers put up bird protection fences at Rarawa Beach.

2) Issues - NIL

3) Resource Consents: NIL

4) Request for Service: 0

TE HIKU COMMUNITY BOARD MEMBER'S REPORT

Member Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: to 23 January 2022

REPORT

1) **Congratulations** to all concerned regarding progress on the Mangonui boardwalk which will be a fantastic asset for our community

2) **Meetings**

23 December – meeting with staff regarding museum accommodation

1 January – visit to Parapara Road as a result of complaints about its condition

3) **Issues**

We're only 8 months away from the end of this electoral term and I am frustrated with the number of issues raised that have not resulted in progress or solutions.

Draft District Plan – proposed heritage precinct for Mangonui. Despite public objection to the proposed heritage precincts in many areas including Mangonui, we have heard nothing about any outcome. Could the communities have the courtesy of a public response to confirm that their concerns have/have not been listened to please.

Beach Signage – Following concern about inaccurate signage at Coopers Beach and Taipa, we have been waiting for a response and outcome from the District Facilities department since 4 August last year. With the number of drownings already this year it is important that signage accurately reflects the condition of the beaches. This signage does not.

Rangitoto Reserve – Ongoing for more than a year. The council did not agree to funding a management plan. A report covering the way that the council intends to manage the gross degradation of this important historic site was flatly refused, and it does not look like any effort is being made to put a long-term plan in place regarding weed control while protecting the site's historic and potential tourism values. What is the council doing about (a) divestment and (b) weed control taking into consider historic values as above?

Rangiputa Boat Trailer Parking – A member of the public complained about a concrete block being placed in an area that prevented a car and boat trailer parking on the grass verge. I asked for it to be moved back so that parking in an exceedingly busy area could be achieved while maintaining the desired outcome of not having cars drive around to the beachfront in front of private properties RFS 4092713. I received the following response: *if they were to move it, they would relocate it towards the road to prevent parking there due to the H&S concerns raised (also apparently the owner of the house next door uses it to park his quad and vehicles). There are no plans to move the block further back.* I have queried the response regarding health and safety in particular, especially as in an email from staff dated 3 January included the statement regarding the shocking condition of Parapara Road that: *I'm not sure I'd classify road corrugations as a health & safety matter requiring urgent attention.* Is there consistency within council about health and safety issues?

Document number

Government Purchase of Property at Taipa for Iwi – There is a public accessway between the two parcels of land that the government is said to have purchased. On 12 December 2021 Mayor Carter said *“This looks like a legal issue. George should be able to comment. He will keep us posted.”* The council will need to look at options regarding the public accessway.

Parapara Road – After receiving complaints from residents I went to have a look at the condition of the hill which was extremely badly corrugated. I believe some work has been done but a more permanent solution is required as this will be an ongoing health and safety issue. And before anyone says that roading is not a Community Board delegation, I would point out that maintaining an overview of services provided by the territorial authority within the community is part of the Board's role under the LGA.

Track to Paewhenua Island - Although it was understood that the track would be mown before Christmas, it wasn't and any locals, or visitors that the Mangonui Information Centre may have directed to this walk would not have had a good experience walking through waist-high paspalum. If council is not going to keep on top with this work, it might have to look at better solutions regarding community input instead of hiding behind H&S and getting nothing done.

Drainage Districts – still no meetings held, and summer is almost over. What is happening?



Document number

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku
Members Name: Jaqi Brown
Subdivision: Ahipara / Kaitaia
Date: January 2022

REPORT

1) Meetings/Functions

The community development in Ahipara has been substantial and the opening of the Pump Track in December 2021 was a highlight. The event was attended by at least 200 locals and visitors. The pump track has sparked a visitor surge to the park and the community have been talking about improving parking and traffic safety. A survey is underway with a view to closing the road and creating 2 parking areas.

Ahipara Aroha community meetings supporting progression of shovel ready projects and local safety issues are raised. Neighbourhood Support is coordinating a fire safety day in February. The recent fire in Ahipara is once again of concern to the locals with 6 houses threatened. This has prompted more calls for video cameras.

Personal project to establish a 'Huanui or highway' of support to develop a seamless and responsive services to promote growth, employment, improved well being across the Te Hiku region is progressing steadily.

Using social media platforms to promote key information about how to access council services. Also have been working alongside the Te Hiku Delta Group to ensure information is developed and accessible should an outbreak come into the region.

Attended Te Hiku Community Board regular meetings

2) Issues

Have been responding to issues and helping people use the RFS services, particularly around roading.

Great work done on the Whangape Road to improve culverts, and wash outs from seawall deterioration.

Have noticed improvement in public toilets maintenance.

3) Resource Consents: 0

4) Request for Service: Have supported several RFS, including out of area ones. The responses from staff have been great.

COMMUNITY BOARD MEMBERS REPORT

| | |
|---------------------------|--------------|
| Report to Community Board | Te Hiku |
| Members Name | John Stewart |
| Subdivision | Kaitaia |
| Date | Jan 22 |

REPORT

1) Meetings/Functions:

Have organised a meeting with the Far North Community Forest Trust, Jan 27th at my office.

Have spoken to Summit re where the trust stands with carbon credits.

Will discuss all this with the trust members and look into the lease of the land from 2035. I will also stand on this trust for future meetings. (if they agree)

Current members: Clive Patterson, Greg Hodgson, Evan Bird, Mike Metcalf, Peter Jackson

2) Issues:

3) Resource Consents:

4) Request for Service:

4094213 – Pruning of the magnolia trees in commerce street, they are blocking too much of the CCTV coverage. And rubbing up against business signs etc

4091331 - request to replace public rubbish bin, when the footpath in front of Haze real estate was replaced back in August the contractors removed the footpath rubbish bin. The same thing happened opposite the age office years ago and it never got replaced.

4092530 – Water fountain for Kaitaia pump track

Answer below from the CE Office

Thank you for your query.

The suggestions below regarding connections are not suitable or appropriate I'm afraid.

Therefore, a new water connection and meter will need to be installed to the new water fountain to monitor usage of the site to ensure it does not get abused and is billed solely to FNDC.

This process can only be done through Far North Waters (FNW) to connect to Council's water main.

I've attached an application form for a new water meter. Connections have let us know that there is no longer a set price for water meter installations, however your probably looking at \$1500 – \$2000 for a new water meter and there is a \$45 application fee.

FNW quotes the cost for the new water meter once Connections have lodged an application with them.

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku

Members Name: Bill Subritzky

Subdivision: Whatuwhiwhi/Awanui

Date: 21/01/2022

REPORT

1) Meetings/Functions

1. 23/11 Working with Councillor Collard on dispute at 18 Gills Rd. Awanui
2. 23/11 Final meeting APR Inc 2021
3. 25/11 Meeting Shayne Storey, Awanui Development Plan
4. 01/12 Check roadside slip Paparore, RFS follow-up
5. 02/12 Meeting Perehihi Reserve Whatuwhiwhi
6. 07/12 Te Hiku Board meeting
7. 14/12 Whatuwhiwhi Ratepayers final 2021 meeting
8. 15/12 Awanui CCTV consultation meeting
9. 02/01 Rangiputa Ratepayers AGM
10. 019/01 Checking proposed drainage of Awanui Park and boundaries

2) General Summary:

2021 has been a year of learning. I have enjoyed establishing working relationships within the Council, with the Ratepayer groups, relevant stakeholders, and the public and I trust this aspect will continue. Once again, I thank Te Hiku Board members for their support and Kim for her guidance, especially in those initial months.

The unfinished work / projects, identified in 2021 will be addressed in 2022 and all ratepayer groups are looking forward to meeting and sharing ideas as well as developing plans or refining established plans for their respective areas.

4) RFS:

No 4092054 23/12 request sign for public toilets at Whatuwhiwhi community hall

7.2 FUNDING APPLICATIONS

File Number: A3535883

Author: Kim Hammond, 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 February 2022 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One application for funding has been received, requesting \$2,547.23.
- 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 \$106,045.
- The Board resolved that the \$100,000 placemaking fund in the 2021/2022 financial year would be used to develop concept plans to assist in understanding community priorities and guide further board decisions for funding.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) approves the sum of \$2,391 (plus GST in applicable) be paid from the Board's Community Fund account to Kaitaia and Districts A&P Association for costs to printing of the outdoor/indoor booklets and purchase of the ribbons for the 2022 Kaitaia A&P show, to support the following community Outcomes:
 - i) Proud, vibrant communities

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

| Applicant | Project | Requested | Recommend | Comments | Type |
|---------------------------------------|-------------------------------------|------------|-----------|---|-------|
| Kaitaia and Districts A&P Association | Kaitaia and Districts A&P Show 2022 | \$2,547.23 | \$2,391 | As the applicant is GST registered, they cannot include GST in the amount requested – which they have for the ribbons. The total amount requested, excluding GST, is \$2,391. | Event |

Take Tūtohunga / Reason for the recommendation

The applicant/s is required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

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

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

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

ĀPITI HANGA / ATTACHMENTS

1. Kaitaia and Districts A&P Show Application - A3536098 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

Local Grant Application Form



Instructions

Please read carefully:

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

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

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

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

Applicant details

| | | | |
|------------------|---|-------------------|---------------------------|
| Organisation | <u>Kaitake & Districts A&P Assn</u> | Number of Members | <input type="text"/> |
| Postal Address | <u>PO Box 56 Kaitake</u> | Post Code | <u>0441</u> |
| Physical Address | <u>30 South Road</u> | Post Code | <input type="text"/> |
| Contact Person | <u>Bonnie Travers</u> | Position | <u>Committee Member</u> |
| Phone Number | <u>09 929 68 22</u> | Mobile Number | <u>0274 711432 (text)</u> |
| Email Address | <u>bionny326@gmail.com</u> | | |

Please briefly describe the purpose of the organisation.

To provide entertainment, rides for the public & the good old A&P show with animals large & small for everyone to see

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

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 Kaitia & Districts A & P Date 27th Feb 2022

Location South Road @ A & P Grounds Time 9am -> 3pm

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

If so, how much? Adults \$5 children \$2 under 5's free

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.

We are trying to provide an awesome day out for families & the community from the indoor classes to the main show where we are attempting to provide free rides & entertainment for the children.

We will be advertising by putting flyers up round town, on facebook and advertising in the local papers.

We will try to have something for everyone's tastes from bouncy castles, face painting, & sumo wrestling, tradespace, food, horses, dairy cattle, beef cattle, sheep racing, & the big shed filled with small animals.

Come along for a fun day out which brings smiles to kids faces, brings the community together.

And covid plays ball & the show can go ahead.
At our meeting we decided the indoor & equestrian will

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Still run. Not tradespace or children's rides.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

| Expenditure | Total Cost | Amount Requested |
|---|----------------|------------------|
| Rent/Venue Hire | | |
| Advertising/Promotion | | |
| Facilitator/Professional Fees ² | | |
| Administration (incl. stationery/copying) | 1357-04 | 1357-04 |
| Equipment Hire | | |
| Equipment Purchase (describe) Ribbons for Horses | 1,190-19 | 1190-19 |
| Utilities | | |
| Hardware (e.g. cement, timber, nails, paint) | | |
| Consumable materials (craft supplies, books) | | |
| Refreshments | | |
| Travel/Mileage | | |
| Volunteer Expenses Reimbursement | | |
| Wages/Salary | | not applicable |
| Volunteer Value (\$20/hr) | | not applicable |
| Other (describe) | | |
| TOTALS | 2547-23 | 2547-23 |

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 045-456-021

How much money does your organisation currently have? 3930

How much of this money is already committed to specific purposes? 3930

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

| Purpose | Amount |
|--------------------|-------------|
| <u>Prize money</u> | <u>3930</u> |
| | |
| | |
| | |
| | |
| TOTAL | |

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

| Funding Source | Amount | Approved |
|----------------|--------|---------------|
| | | Yes / Pending |
| | | Yes / Pending |
| | | Yes / Pending |
| | | Yes / Pending |
| | | Yes / Pending |

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

| Purpose | Amount | Date | Project Report Submitted |
|-----------------------|--------------|-------------|--------------------------|
| <u>A & P Show</u> | <u>3,000</u> | <u>2020</u> | <u>Y</u> / N |
| | | | Y / N |
| | | | Y / N |
| | | | Y / N |

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A2686814

(version Sept 2018)

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Kaitaia & Districts A&P Assn Inc.

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

B McDonald

Signatory Two

R Benthall

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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 | <u>Bionwyn Travers</u> | Position | <u>Committee Member</u> |
| Postal Address | <u>607 Te Koro Road, RD1 Kaitia</u> | Post Code | <u>0481</u> |
| Phone Number | <u>09 9296822</u> | Mobile Number | <u>027 4 711 432 (text)</u> |
| Signature | <u>B Travers</u> | Date | <u>15-11-21</u> |

Signatory Two

| | | | |
|----------------|--|---------------|---------------------|
| Name | <u>Raewyn Braithwaite</u> | Position | <u>Treasurer</u> |
| Postal Address | <u>87 Braithwaite Road, RD2 Kaitia</u> | Post Code | <u>0482</u> |
| Phone Number | <u>09 4084 271</u> | Mobile Number | <u>021 257 6306</u> |
| Signature | <u>R Braithwaite</u> | Date | <u>15-11-21</u> |

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Schedule of Supporting Documentation**KAITAIA AND DISTRICTS A&P ASSOCIATION**

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

| | |
|----------|---|
| 1 | Minutes of the meeting of Kaitaia & Districts A&P Association x 1 page |
| 2 | Quote: Printing.com Kaitaia for Outdoor Show Booklets x 1 page |
| 3 | Quote: Ovato for Indoor Show Booklets x 1 page |
| 4 | Quote: Quality Presentations Limited for Ribbons x 1 page |

7.3 PROJECT FUNDING REPORTS

File Number: A3567947

Author: Kim Hammond, 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 Northland Area Floral Art Society.

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 - Northland Area Floral Art Society NZ - A3549840  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: NORTHLAND AREA FLORAL ART SOCIETY NZ
Name & location of project: TE AHU CENTRE, KAITIAIA.
Date of project/activity: 28/29/30 October 2021

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund: \$2500.00 P074372

Board meeting date the grant was approved: August Tues 21st 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) |
|---|------------|----------------------------------|
| Judge & Demonstrators Fee/Milage/Flower | \$ 855.20 | ✓ |
| Kauri Park Lodge Accommodation | \$ 530.00 | ✓ |
| Te Ahu Centre | \$ 924.00 | ✓ |
| Printing Co. Kaitiaia/Gold & Gifts/Ani's Kai/Award Presentation | \$ 581.20 | ✓ |
| Total: | \$ 2890.40 | ✓ |

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

Award Designer of the Year Northland - Compete in H3 Final 2022 April
Venue open to public and to attend the opportunity to view Demo of
Floral Art to encourage the community and promote this Art form &
educate about Plant material - indigenous, exotic & pest plants
56 Attended the Demo, View Designs by Donation in excess over 100

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, Website: www.fndc.govt.nz

1

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

Having Members on the Floor to share with the Community and to encourage, stimulate and promote participation in the Art of Floral Design and to appreciate its cultural value.
The cultivation the art designing to any age group and any Ethnic Group as a Recreational and Social activity and to inspire environments awareness and Conservation of indigenous flora.

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

Northland Area Floral Art Poster
Program
Signwriting Boards on roadside, business window
Venue Posters - And Appreciation of Funding
Unfortunately unable to give the Banner to pickup

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

Each of the Clubs have websites and Facebook Page.

This report was completed by:

Name: Lyn Read
Address: 13 PA Rd Kerikeri
Phone: 09-4075455 mob: 0210793337
Email: lynread42@gmail.com
Date: 10th December 2021

Schedule of Supporting Documentation
NORTHLAND AREA FLORAL ART SOCIETY NZ
(Designer of the Year 2021)

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

| | |
|---|--|
| 1 | Covering Letter x 1 page |
| 2 | Income and Expenditure Tracking x 2 pages |
| 3 | Bank Statements x 4 pages |
| 4 | Invoices x 12 pages |
| 5 | Photos x 6 pages |
| 6 | 2021 Handbook x 2 pages |
| 7 | Poster/Advertising x 1 page |
| 8 | News Article from the Northland Age x 1 page |

7.4 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2021

File Number: A3569988

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

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 December 2021.

TĀHUHU KŌRERO / BACKGROUND

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

| | |
|--|---------------------|
| Community Fund Account balance as at 01 July 2021 | \$241,710.00 |
| • Plus Unspent from 2020/21 - Xcape Design Unahi Wharf | \$8,250.00 |
| • Plus Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021 | \$2,720.00 |
| • Plus Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop | \$3,000.00 |
| • Plus Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau | \$5,000.00 |
| • Plus Unspent from 2020/21 - Jaycee Park picnic tables | \$7,711.46 |
| • Plus Unspent 2020/21 - Placemaking project for Awanui | \$35,338.00 |
| • Less funds granted and uplifted to 31 December 2021 | \$44,543.00 |
| • Less funds not uplifted from 17 November 2020 for Be Free | \$2,720.00 |
| • Less funds not uplifted from 1 June 2021 for Jaycee Park picnic tables | \$7,711.46 |
| • Less funds not uplifted from 5 October 2021 for Te Hiku Revitalisation fund for the upgrading and beautification of the toilets and the reserve at Awanui | \$35,338.00 |

| | |
|---|---------------------|
| <ul style="list-style-type: none"> • Less funds not uplifted from 9 November 2021 for Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box | \$8,034.00 |
| <ul style="list-style-type: none"> • Less funds not uplifted from 7 December 2021 for Rosemary Archibald for the purchase of outdoor Christmas tree lights, power extension cords and the cost of delivery | \$2,055.00 |
| Community Fund Account balance as at 31 December 2021 | \$203,328.00 |

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 31 December 2021 is \$203,328.00

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 December 2021 is attached.

ĀPITIHINGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 31 December 2021 - A3569908** [↓](#)



**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 December 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 |
| Less Expenditure 2021/22 (Funds Uplifted) | | |
| July 21 | | |
| Unahi Wharf and Park Xcape Design Li | 6,090.00 | |
| August 21 | | |
| 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 | |
| September 21 | | |
| Unspent from 2020/21 - Xcape Design Unahi Wharf | 2,160.00 | |
| Awanui Sports Complex Inc for flood prevention of the complex grounds | 1,080.00 | |
| Mangonui Lions for Mangonui Fun Run | 788.00 | |
| 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 | |
| Northland Floral Act Society NZ for Designer of the Year competition and show | 2,500.00 | |
| October 21 | | |
| Youthline Auckland Charitable Trust for youthline support line | 3,000.00 | |
| Te Whakaora Tangata for venue hire for the family restoration graduation ceremony | 1,304.00 | |
| November 21 | | |
| Xcape Design Limited for the printing of the Community Plans | 90.00 | |
| Kaitaia Business Association for CCTV monitoring for 21/22 and 22/23 | 6,000.00 | |
| December 21 | | |
| Te Kao Marae - Potahi Marae for purchase of playground equipment and hardware | 7,210.00 | |
| | | 44,543.00 |
| Balance as at 31 December 2021 | | <u>\$259,186.46</u> |
| Less Commitments 2021/22 as at 31 December 2021 (Funds not yet uplifted) | | |

Meeting 17.11.20

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

| | |
|--|----------------------------|
| Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021 | 2,720.00 |
| Meeting 01.06.21 | |
| Unspent from 2020/21 - Jaycee Park picnic tables | 7,711.46 |
| Meeting 05.10.21 | |
| Te Hiku Revitalisation fund for the upgrading and beautification of the toilets and the reserve at Awanui | 35,338.00 |
| Meeting 09.11.21 | |
| Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box | 8,034.00 |
| Meeting 07.12.21 | |
| Rosemary Archibald for the purchase of outdoor Christmas tree lights, power extension cords and the cost of delivery | 2,055.00 |
| | <u>55,858.46</u> |
| Balance 31 December 2021 Uncommitted/(Overcommitted) | <u>\$203,328.00</u> |

8 INFORMATION REPORTS

8.1 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2021

File Number: A3570023

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

The purpose of the report is to provide the Te Hiku Community Board with financial statements for the period ended 31 December 2021.

EXECUTIVE SUMMARY

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

Understanding the report

- Variances in excess of \$100k and significant “%” variances will be commented on.
- The financial year runs from 01 July 2021 to 30 June 2022.
- The “Year to date” columns reflects income and expenses for the period 01 July 2021 to 31 December 2021.
- The variances column highlights the difference between the budget set in the 2021/31 Long Term Plan and actual income and expenses as at 31 December 2021.
- The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2021 to 30 June 2022.
- The full year forecast column shows the best estimate for the actual year end position as advised by Managers.
- Unfavourable variances will represent expenses higher than budget or income less than budget.

RECOMMENDATION

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2021.

BACKGROUND

This is the second quarterly financial report for 2021-2022 detailing the financial performance of community activities to be provided to the Te Hiku Community Board.


DISCUSSION AND NEXT STEPS

Refer to the commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **THCB Statement of Financial Performance Activities by Ward for the period ending 31 December 2021 - A3569909** [↓](#) 

Statement of Financial Performance
Community Activities by Ward
for the period ending
31-December-2021
Te Hiku

| | Year to date | | Year to date | | Full year | | | Full year |
|---|-------------------|----------------------------------|---------------------|-------------|----------------------------------|--|-----------------------------------|---------------------|
| | Actual (\$000) | Annual Plan Budget (\$000) | Variance (\$000) | | Annual Plan Budget (\$000) | Carry Forward Budgets (\$000) | Total Annual Budget (\$000) | Forecast (\$000) |
| Operations | | | | | | | | |
| Operational income | | | | | | | | |
| Rates - general (excl water supply rates) | 1,487 | 1,464 | 23 | 2% | 2,929 | 0 | 2,929 | 2,929 |
| Rates - penalties | 0 | 34 | (34) | -100% | 68 | 0 | 68 | 68 |
| Fees & charges (inc water supply rates) | 44 | 35 | 9 | 26% | 95 | 0 | 95 | 95 |
| Central govt subsidies - operational | 62 | 14 | 49 | 353% | 28 | 0 | 28 | 151 |
| Other income | 134 | 1 | 133 | 12100% | 2 | 0 | 2 | 6 |
| Capital income | | | | | | | | |
| Central govt subsidies - new works | 222 | 262 | (40) | -15% | 2,461 | 0 | 2,461 | 2,524 |
| Central govt subsidies - renewals | 0 | 57 | (57) | -100% | 230 | 0 | 230 | 230 |
| Other contributions | 2,669 | 0 | 2,669 | 100% | 5,998 | 0 | 5,998 | 7,197 |
| Total operating income | 4,619 | 1,868 | 2,751 | 147% | 11,811 | 0 | 11,811 | 13,200 |
| Expenditure | | | | | | | | |
| Amenity Lighting | 22 | 24 | 2 | 10% | 49 | 0 | 49 | 49 |
| Carparks | 33 | 40 | 7 | 17% | 80 | 0 | 80 | 80 |
| Cemeteries | 55 | 36 | (19) | -53% | 72 | 0 | 72 | 72 |
| Community Centres | 45 | 44 | (2) | -3% | 87 | 0 | 87 | 87 |
| Footpaths | 136 | 140 | 4 | 3% | 280 | 0 | 280 | 280 |
| Halls | 97 | 107 | 10 | 9% | 201 | 0 | 201 | 201 |
| Museums | 0 | 0 | 0 | 100% | 0 | 0 | 0 | 0 |
| Parks & Reserves | 700 | 698 | (1) | 0% | 1,395 | 0 | 1,395 | 1,438 |
| Public Toilets | 277 | 374 | 96 | 26% | 745 | 0 | 745 | 868 |
| Swimming Pools | 123 | 225 | 102 | 45% | 538 | 0 | 538 | 541 |
| Town Maintenance | 193 | 178 | (15) | -8% | 355 | 0 | 355 | 355 |
| Total operating expenditure | 1,682 | 1,866 | 184 | 10% | 3,802 | 0 | 3,802 | 3,971 |
| Net operating surplus/(deficit) | 2,937 | 1 | 2,935 | | 8,009 | 0 | 8,009 | 9,229 |

Commentary - Te Hiku

Operational Income

Central Government Subsidies Operational

- Income received in advance last financial year (20/21) from Ministry of Business, Innovation & Employment (MBIE) under the Tourism Infrastructure Fund (TIF) package for upgrading public toilets at Ramp Rd and Karikari. These are scheduled to be spent in the current financial year.

Other Income

- Grant received in advance last financial year (20/21) from Ministry of Business, Innovation & Employment (MBIE) under the Responsible Camping initiative for the Karikari and Doubtless Bay Rangers Program is scheduled to be spent in the current financial year.

Capital Income

Central Government Subsidies New Works

- Income received in advance last financial year (20/21) from Ministry of Business, Innovation & Employment (MBIE) for public toilet upgrade works at Te Paki Stream Road, Cape Reinga and enhancements at Cable Bay carpark.

Other Contributions

- Provincial Growth Funds (PGF) capital grant received for the Te Hiku o te Ika projects (revitalisation).

Expenditure

Public Toilets

- Favourable budget variance recorded in external services due to reduced number of request for services (RFS).

Swimming Pools

- Favourable budget variance recorded as FNDC has not been invoiced for the Te Hiku swimming pool grant.

8.2 COMMUNITY AND CUSTOMER SERVICES ACTIVITIES - 6 MONTHLY REPORT**File Number: A3568576****Author: Jacine Warmington, Manager - Community and Customer Services****Authoriser: Dean Myburgh, General Manager - District Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This information only report provides an update to Community Boards every six months.

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

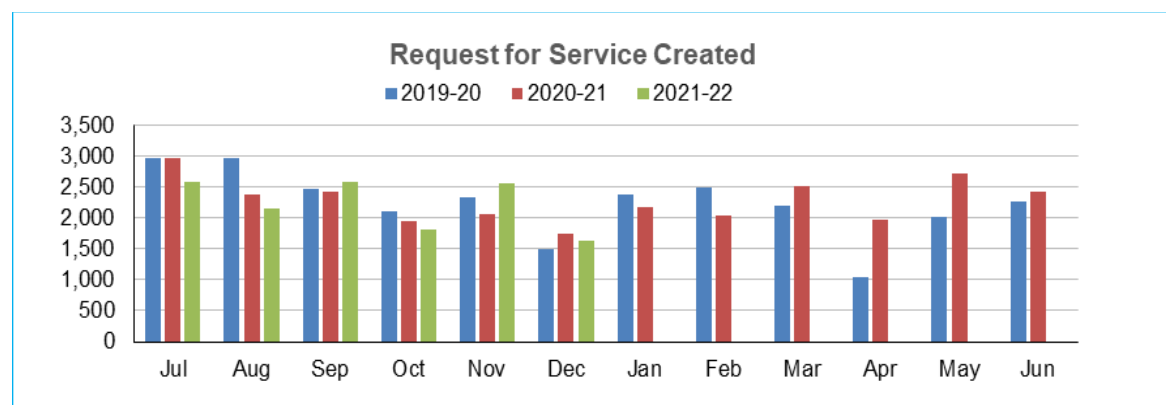
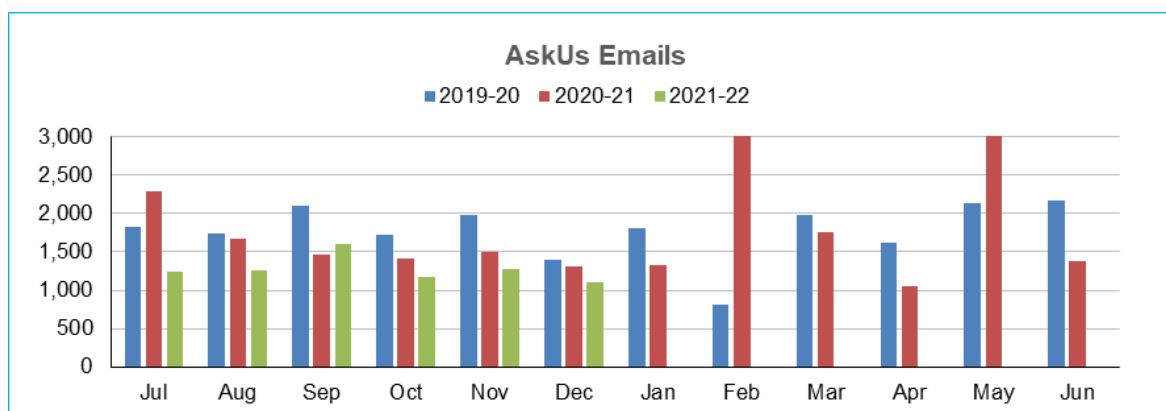
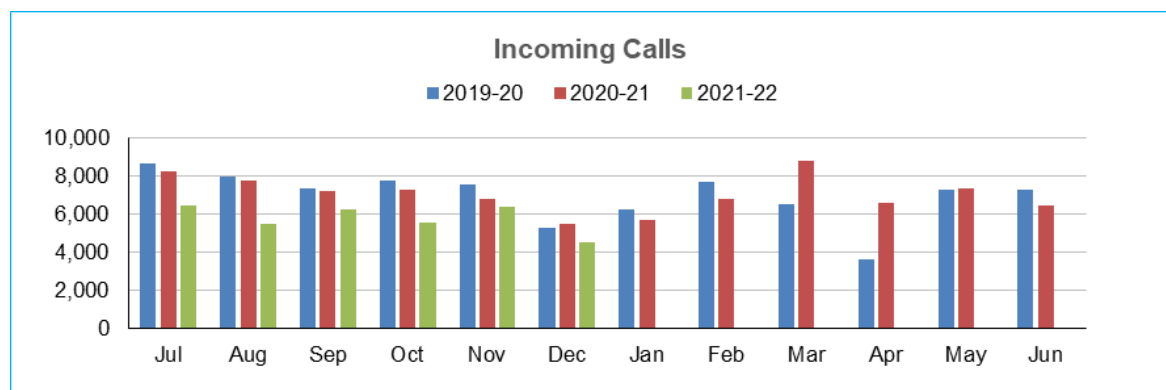
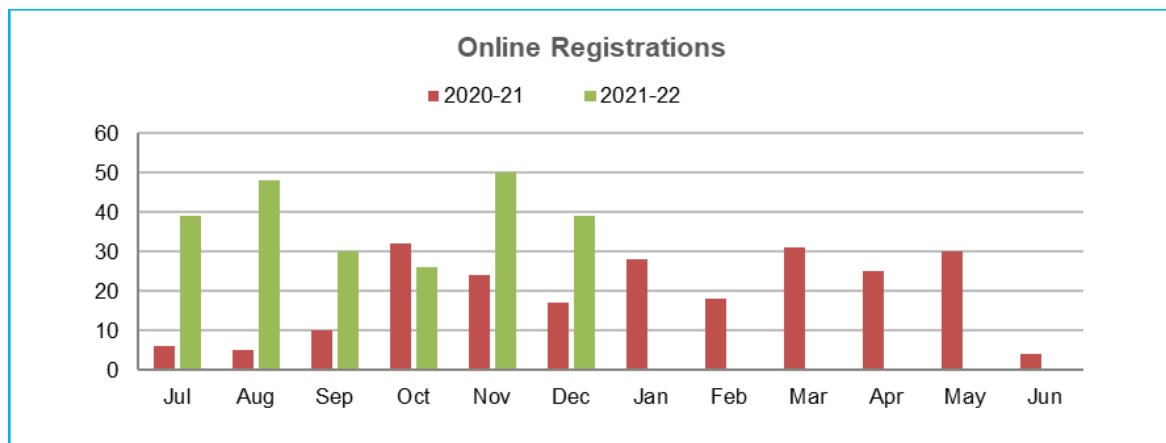
Statistical information in relation to the Community and Customer Services Department of the District Services Group is provided to the Te Hiku Community Board to provide an overview of activity and performance for the months of July to the end of December 2021 for the Te Hiku area.

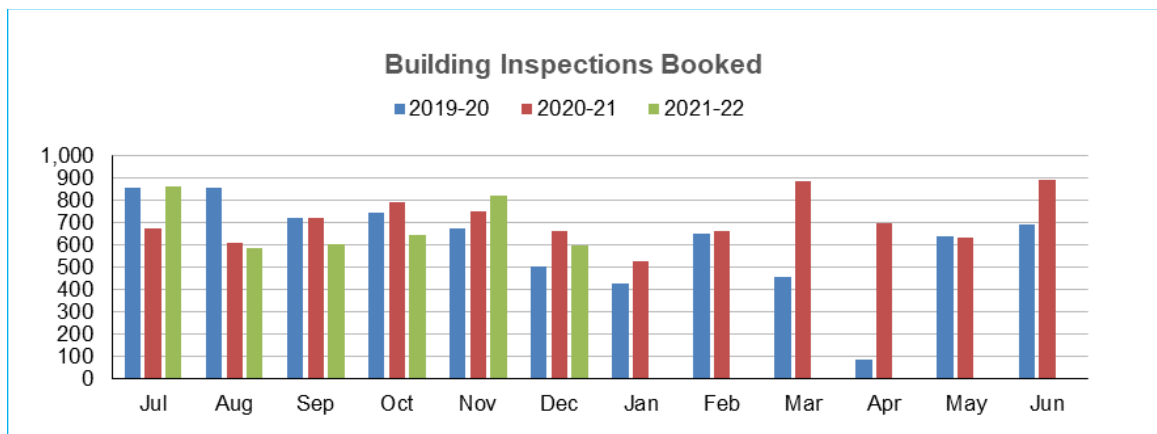
MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS**Contact Centre**

When comparing statistics against the same time last year it needs to be recognised that, the Far North was in full lockdown due to Covid-19 for 23 working days over August, September and October 2021, halting building inspections and reducing customer contact. Te Ahu experienced a further seven days in lockdown in November.

Customer interactions district-wide for the six months ending December 2021 totalled 61,542 which is a 27.2% decrease (down from 84,526) for the same six months in the previous year. These interactions included Phone calls: 34,686, AskUs emails: 7,659, Requests for Service: 13,339, and Booking Building Inspections: 4,120.

Online Registrations are now part of our regular reporting. This data indicates the number of customers who have registered on FNDC's online portal which enables them to track and view details of their properties, see the status of applications, licences, and make payments online.

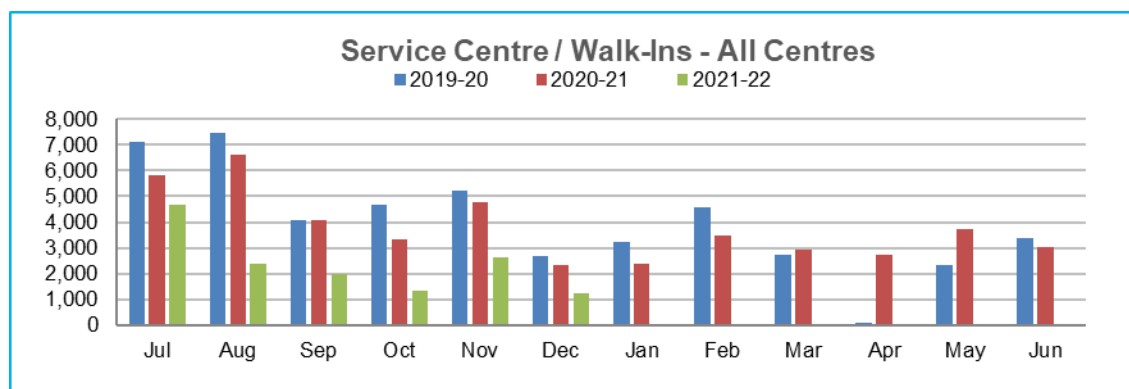
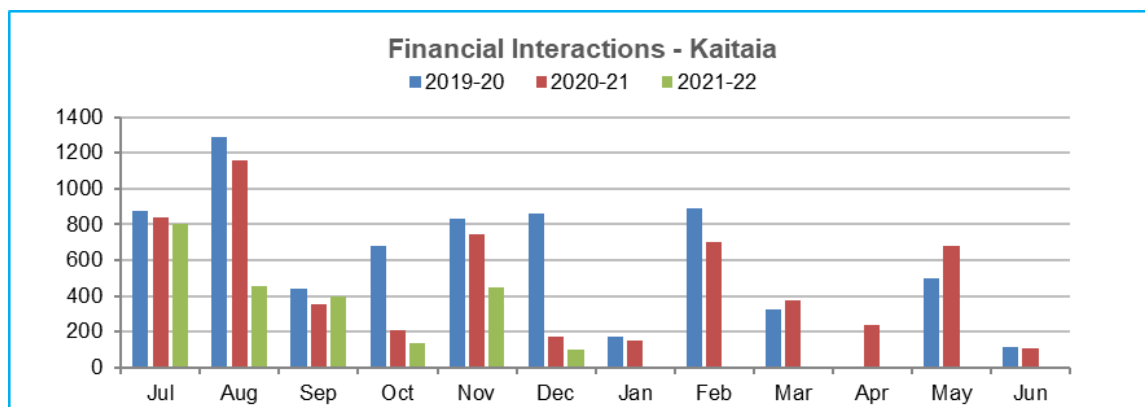




Service Centre

The Covid-19 lockdowns halted face-to-face interactions for 30 workdays in Kaitia, spread over August, September, October and November. During this down-time, the affected service centre staff assisted other teams in Council with administrative work.

The position of 'Multi-skilled CSO' was assessed and deemed at high risk of transmission or infection of COVID-19, resulting in this customer-facing role requiring a Vaccination Pass from January 2022.



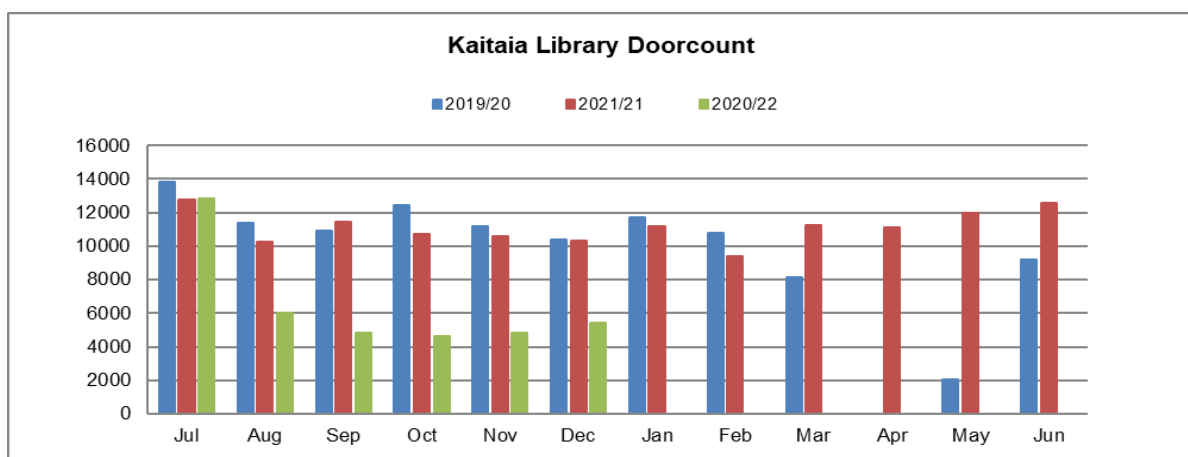
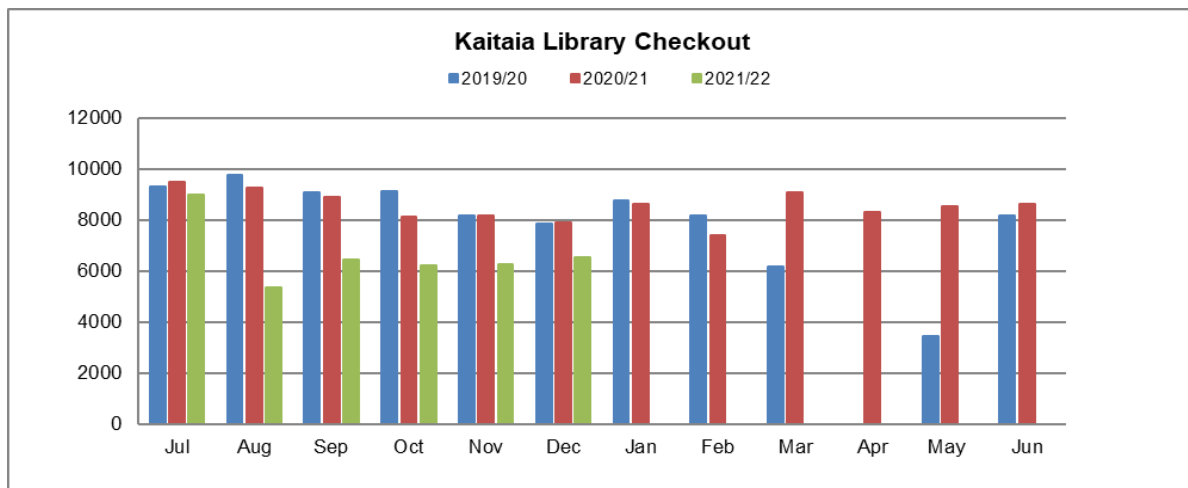
Kaitaia Library

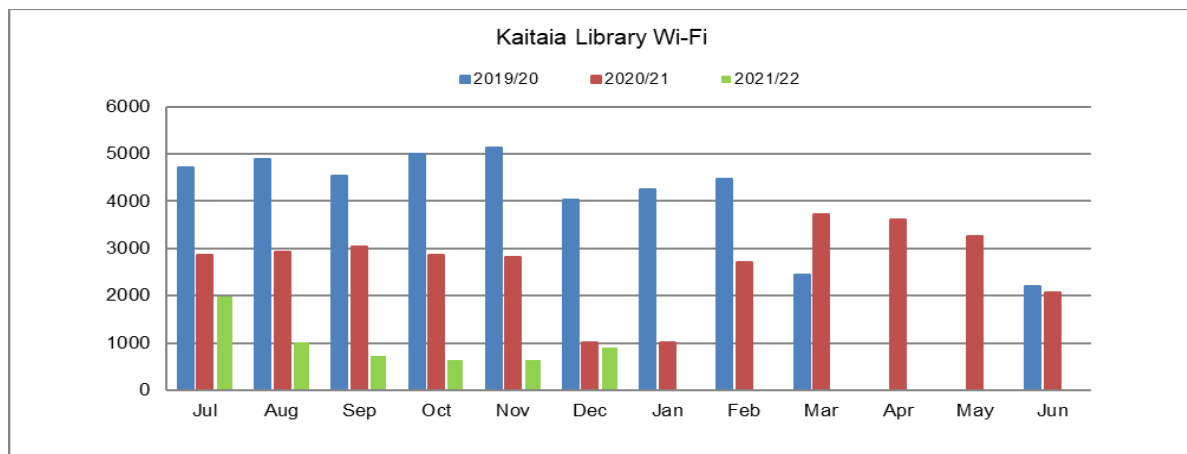
Library services were affected by a number of Covid-19 lockdowns in the second half of 2021.

Libraries have had to implement reduced levels of service during this period in response to Covid-19 guidelines classifying libraries as public gathering spaces, including restrictions on programmes, events, and school visits. Mask-wearing and sign-in requirements were also in place.

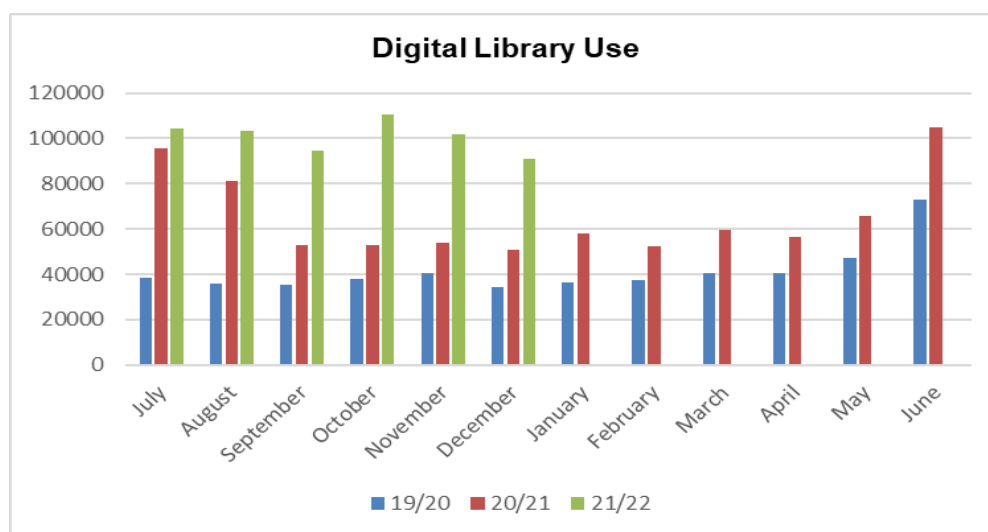
The above factors led to lower physical borrowing and usage numbers than in previous reporting periods. However, digital borrowing continues to grow as customers adapt to the Covid-19 environment.

Self-check machines were installed across Far North District Libraries in December. These units will enable customers to have more freedom in their journey through the library and will provide staff with more time to be involved in value-added library work.





Digital Library Use



Museum@Te Ahu

Linda Wigley was acting Curator in the second half of 2021 while Whina Te Whiu was on sabbatical. During this time, Linda progressed the Vernon project significantly. A high number of taonga were digitized. These were added to the Vernon database and will be available for public access on the internet in mid-2022.

Work was also completed to modernise the Museum's website. This work will also be completed in mid-2022 and will become the primary access point for the new digital records.

Covid-19 had a significant effect on usage statistics. Public health requirements and reduced numbers of people visiting public spaces meant that customers through the door, school visits and research enquiries dropped.

However, use of the Museum Facebook page grew as newly digitised artifacts were added and received enthusiastically by page visitors from around the world.

Museum Facebook stats July – December 2021

| Month | Page Followers | Page Reach | Number of posts | Likes and Reactions | Post Reach | Link Clicks |
|-----------|----------------|------------|-----------------|---------------------|------------|-------------|
| July | 3,254 | 11,727 | 7 | 345 | 16,275 | 551 |
| August | 3,269 | 16,134 | 16 | 751 | 38,744 | 1,953 |
| September | 3,281 | 50,365 | 31 | 1,495 | 96,019 | 7,616 |
| October | 3,297 | 24,831 | 37 | 1,868 | 87,928 | 2,876 |
| November | 3,348 | 28,661 | 32 | 2,045 | 89,700 | 3,766 |
| December | 3,360 | 21,343 | 22 | 526 | 28,786 | 481 |

Museum visits July – December 2021

| | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Total |
|----------------|--------|--------|--------|--------|--------|--------|-------|
| Week 1 | 212 | 280 | 5 | 119 | 32 | 75 | |
| Week 2 | 204 | 190 | 83 | 0 | 2 | 66 | |
| Week 3 | 291 | 355 | 73 | 33 | 101 | 88 | |
| Week 4 | 228 | 192 | 98 | 54 | 66 | 216 | |
| Monthly totals | 935 | 688 | 259 | 206 | 201 | 445 | 2,734 |

Museum Research Enquiries July – Dec 2021

| | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Total |
|----------------|--------|--------|--------|--------|--------|--------|-------|
| Week 1 | 18 | 3 | 1 | 32 | 0 | 0 | |
| Week 2 | 19 | 0 | 1 | 23 | 0 | 1 | |
| Week 3 | 18 | 1 | 1 | 21 | 3 | 1 | |
| Week 4 | 30 | 1 | 1 | 22 | 2 | 2 | |
| Monthly totals | 85 | 5 | 4 | 76 | 5 | 4 | 179 |

Kaitia (Far North) i-SITE

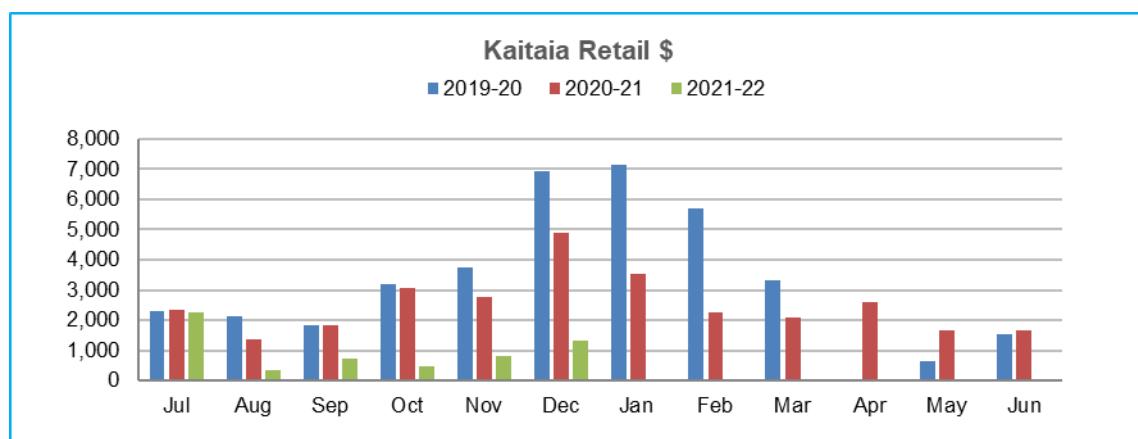
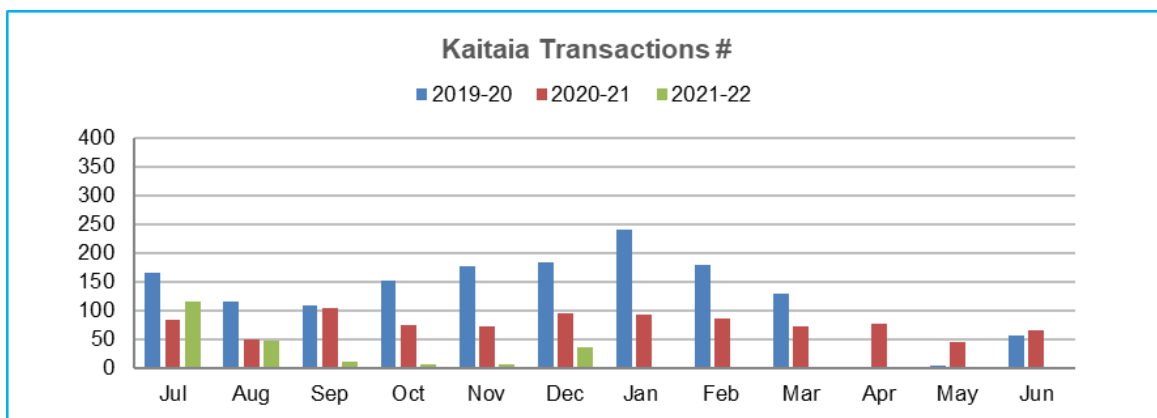
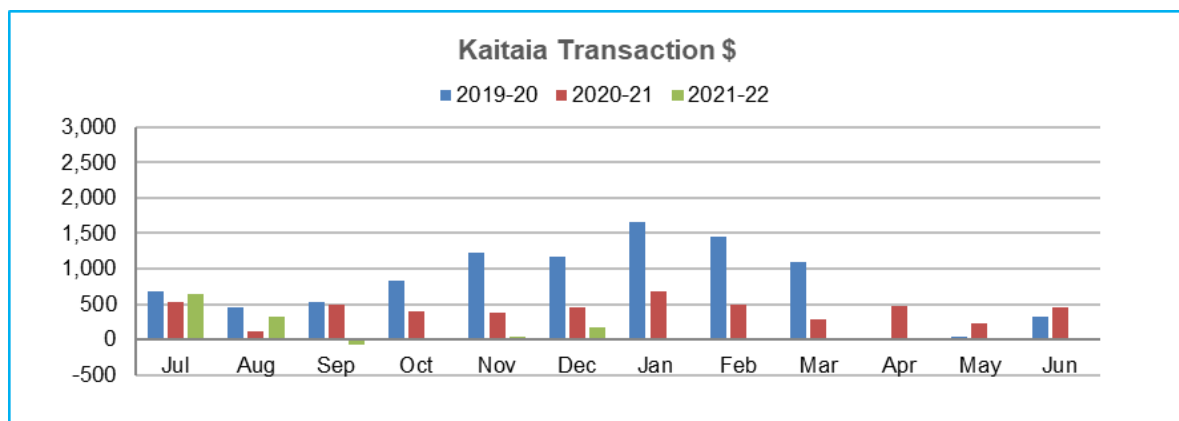
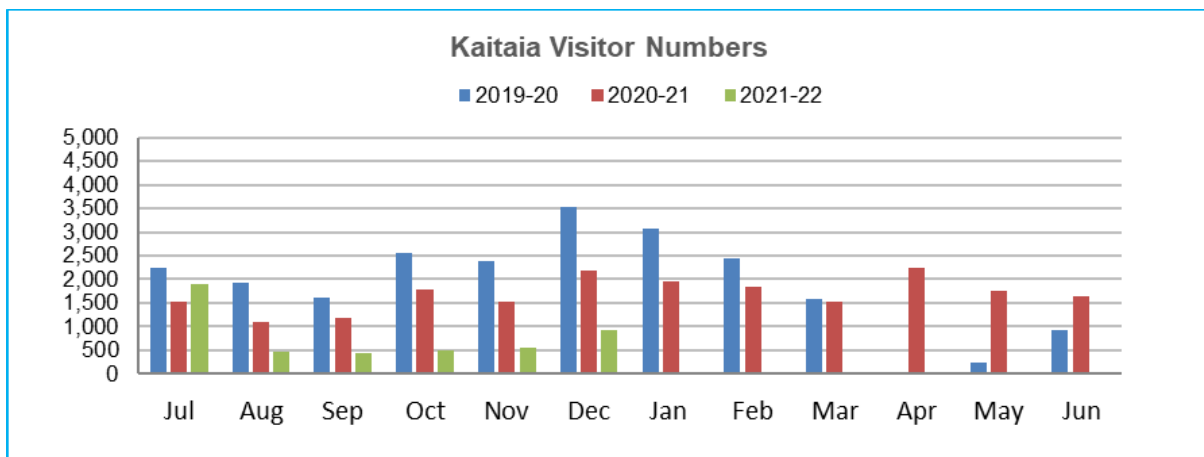
The Far North i-SITE has been affected by the Auckland lockdown and when the northern part of the region was in lockdown.

Opening hours were reduced and there was a lack of product with Cape Reinga tours on restricted numbers and cancelling when numbers were low. Intercity services stopped operating and many people experienced issues travelling into or back out of the area. Other operators went into hibernation.

When the i-SITE is open and has good product, the Retail is selling well.

During lockdown, the i-Site team contacted the Pensioner Housing tenants to make sure they were safe and being looked after. They also updated phone numbers and details of ratepayers on the database. They checked the dog registration database to ensure that it was up to date and correct.

The Far North i-SITE continues to process Council payments for rates, mobile licenses, dog registrations etc.



Events on Council Reserves and other Council Managed Spaces

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

From July to the end of December, 11 events were successfully held across the district. COVID19 level changes meant 12 events were cancelled with one postponed to March 2022. Unfortunately, the Kerikeri Half Marathon, the Coastal Classic and Christmas Parades were among the events that had to be cancelled.

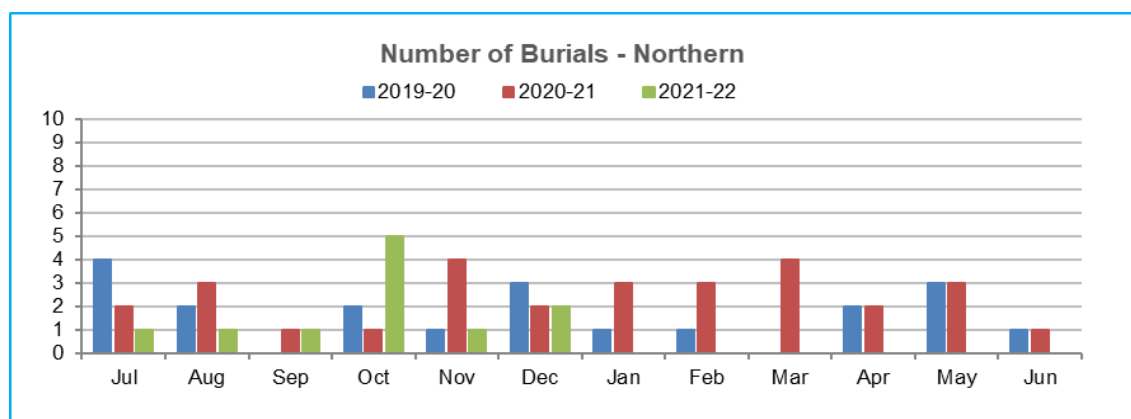
Most of the event organisers have taken advantage of Council's online application process, and all event organisers are encouraged to use this process. <https://www.fndc.govt.nz/Our-Facilities/Parks-playgrounds-and-reserves/Book-a-Park-Reserve-or-Open-Space>

Cemeteries - Sexton Services

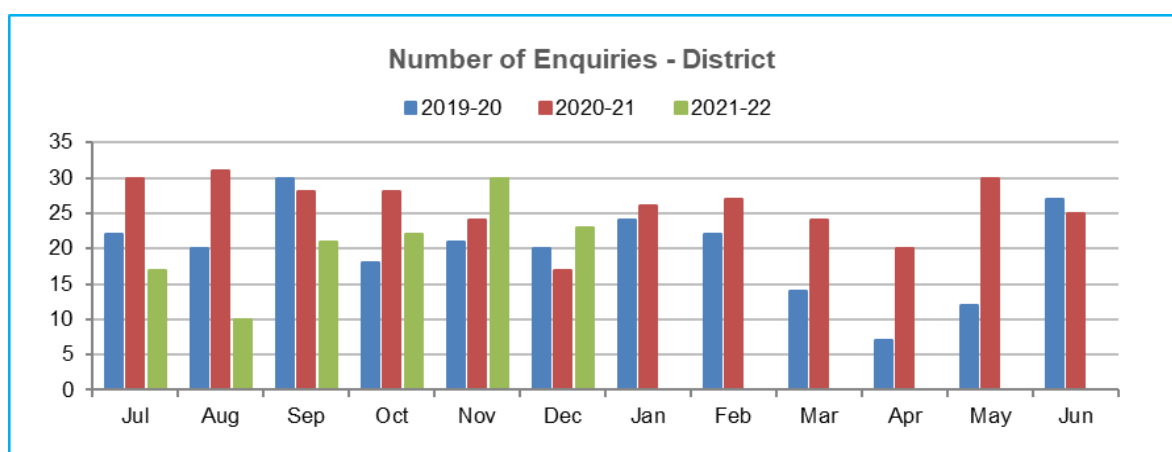
Council manages the Kaitaia and Totara North public cemeteries under the legislation of the Burial and Cremation Act 1964 and Far North district Council By-Law 1401-1442.

Plans remain in place for the management the Council-run cemeteries during the COVID 19 pandemic.

Families have struggled to arrange burials under Covid 19 restrictions with many choosing ash burials. After the 15 December 2021, when Aucklanders were able to travel outside of their district, there was a notable increase in the number of ash burials district-wide as families were able to gather together. There are still many ash burials on hold until overseas family members can return.



There were 9 full burials and 3 ash burials in the Te Hiku Ward from 1 July to the end of December 2021.



There has been an average of 20.5 enquiries per month during the July – December 2021 period.

Housing for the Elderly

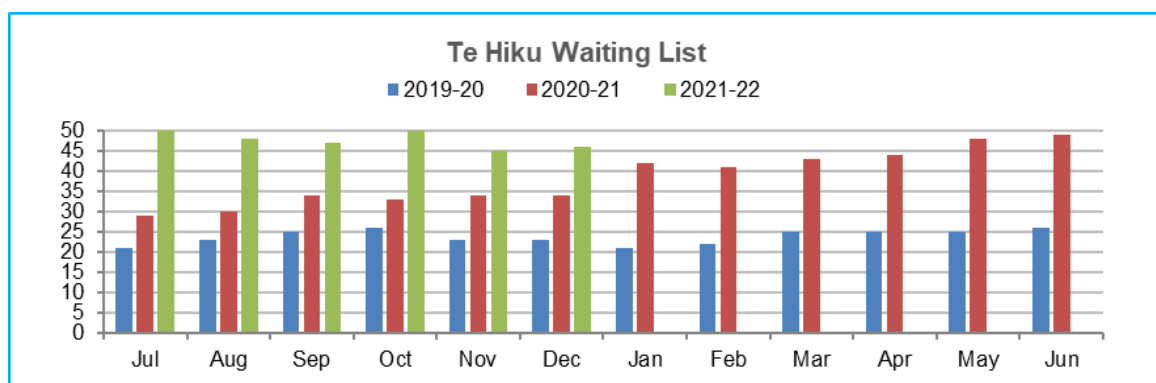
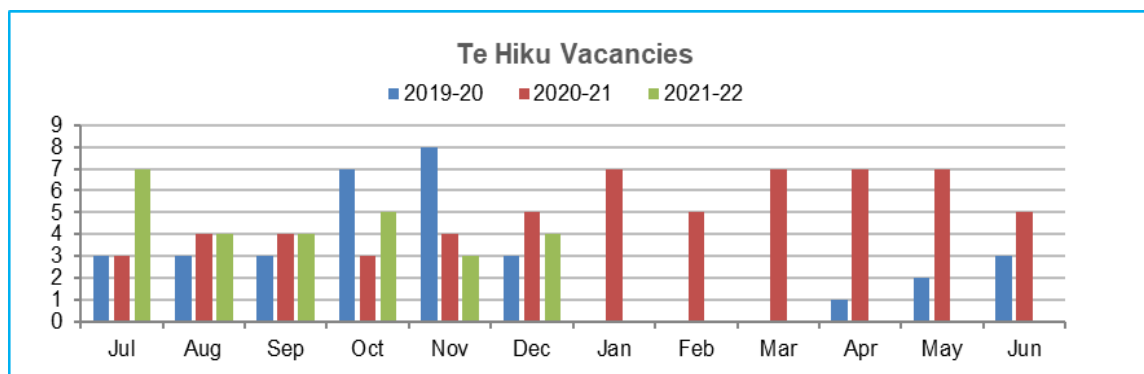
The number of units available to be tenanted has been reduced from 147 to 144 due to a block of three units in the Oxford Street village being structurally compromised. The decision was made to demolish these units and this process is currently underway (to be completed by the end of January 2022). The three tenants that were in this block have been re-tenanted in other Housing for the Elderly villages.

In the Te Hiku area, there are Villages at:

| • <u>Locations</u> | • <u>One bedroom</u> | • <u>Current Vacancies</u> |
|----------------------|----------------------|----------------------------|
| • Ahipara | • 6 | • 0 |
| • Awanui | • 12 | • 1 |
| • Oxford Street, KTA | • 26 | • 1 |
| • Puckey Ave, KTA | • 22 | • 0 |

During the period 1 July – 31 December 2021, 8 tenancies ended (5x Oxford Street and 3x Puckey Avenue) and 7 tenancies began (2x Awanui, 3x Oxford Street and 2x Puckey Avenue).

There are currently 4 vacancies in the Te Hiku ward, 3 in Oxford Street and 1 in Puckey Avenue. Two of the units in Oxford Street are ready to be re-let and interviews will be held in January 2022. The other requires repairs and maintenance before it can be made available. The vacancy in Puckey Avenue requires the carpet to be replaced before being re-let.



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

No financial implications. ĀPITI HANGA / ATTACHMENTS

Nil

8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE JANUARY 2022**File Number:** A3564934**Author:** Marlema Baker, Democracy Advisor**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 Report Update January 2022.

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.

ĀPITI HANGA / ATTACHMENTS

1. **ACTION SHEET - Te Hiku Community Board Feb 2022 - A3576677**  

| OUTSTANDING ACTIONS REPORT | | | |
|--------------------------------------|---|---|---|
| Division: Committee: Officer: | | Te Hiku Community Board | |
| | | Printed: Wednesday, 9 February 2022 3:41:15 pm Date From: 1/01/2021 Date To: 9/02/2022 | |
| Meeting | Title | Resolution | Notes |
| Te Hiku Community Board 1/06/2021 | Te Hiku Footpath Programme 2021/2022 | <p>The amendment became the substantive motion. RESOLUTION 2021/19</p> <p>Moved: Member Felicity Foy Seconded: Member Darren Axe</p> <p>That Te Hiku Community Board:</p> <p>a) request staff deliver projects subject to funding in the following order</p> <ul style="list-style-type: none"> i) Ahipara Road, Ahipara – Ahipara School to the new subdivision ii) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10 with the available \$150,000 100% funded from Far North District Council Funds. <p>b) advise the remaining footpath projects should be delivered in the following order of priority</p> <ul style="list-style-type: none"> i) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10 ii) Takahe Road, Ahipara – from golf course entrance to Kaka Street iii) Kotare Street, Ahipara – from Takahe Road to Kakapo Street iv) Tasman Heights, Ahipara – Foreshore Road to outside house #25. v) Oruru Road, Taipa – State highway 10 to house #25 Oruru Road vi) Kotare Drive, Mangonui – Kupe Road to Kotara Road turning head (cul-de-sac). vii) Doubtless Bay Drive, Karikari Peninsula – existing to De Surville Road. <p style="text-align: right;">CARRIED</p> <p>NOTE: Te Hiku Community Board request Northland Transport Alliance to undertake a footpath concept development for Norman Senn Street, Kaitaia taking into account the community growth in the area, educational facilities and passenger transport options.</p> | <p>19 Jan 2022 2:51pm Baker, Marlema This action Item will be transferred to Dawn Spence (NTA) who is replacing Sandi Morris.</p> <p>09 Feb 2022 3:39pm Baker, Marlema Have requested Elizabeth Stacey (NTA) attend the meeting to speak to this action item.</p> |

| OUTSTANDING ACTIONS REPORT | | | |
|--------------------------------------|---|---|---|
| | | Division: Committee: Officer: | Te Hiku Community Board 1/01/2021 9/02/2022 |
| | | Printed: Wednesday, 9 February 2022 3:41:15 pm Date From: Date To: | |
| Meeting | Title | Resolution | Notes |
| Te Hiku Community Board 9/11/2021 | Notice of Motion - Allocation of Placemaking Funding 2021/2022. | RESOLUTION 2021/69 Moved: Member Sheryl Bainbridge Seconded: Member Darren Axe That Te Hiku Community Board: a) allocate a total of \$100,000 from its 2021/22 Placemaking fund for concept plans to assist in understanding community priorities and guide further Board decisions for funding, as identified in Te Hiku Community Board Strategic Plan; b) agree the following communities be engaged for the development of concept plans with the 2021/22 Placemaking funding: 1. Te Kao 2. Houhora Heads/Pukenui 3. Karikari Peninsula 4. Doubtless Bay 5. Taipa 6. Hihi c) request staff to engage the appropriately qualified vendors to carry out the work on behalf of the Far North District Council. <div>CARRIED</div> | 09 Feb 2022 3:38pm Baker, Marlema Update received from Sheryl Gavin: The procurement has been done by staff and the suppliers are doing the work now. |

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE