



# KAIKOHE-HOKIANGA COMMUNITY BOARD



MITIMITI

## AGENDA

### Kaikohe-Hokianga Community Board Meeting

**Wednesday, 2 March 2022**

Time: 10.30 am  
Location: Virtual via TEAMS

#### **Membership:**

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



**Far North District Council**



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

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

**Council Delegations to Community Boards - January 2013**

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

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

**Exclusions:** *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitaia 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.

**KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS**

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

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







**Far North District Council**  
**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 2 March 2022 at 10:30 am**

**Te Paeroa Mahi / Order of Business**

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## **1        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.

## **2        TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

## **3        TE TONO KŌRERO / DEPUTATION**

Paul Condrun and Phil Grimshaw – Healthy Families Far North Update

Te Miringa Mihaka, Rhonda Zeilinski, Shannyn Waerea – Funding Proposition

## **4        NGA KAIKORERO / SPEAKERS**

## 5 CONFIRMATION OF PREVIOUS MINUTES

### 5.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A3538461

**Author:** Marlema Baker, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### PURPOSE OF THE REPORT

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

#### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 4 February 2022 as a true and correct record.**

#### 1) BACKGROUND

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

#### 2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

The Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

#### ATTACHMENTS

1. 2022-02-04 Kaikohe-Hokianga Community Board Minutes - A3572557  

**MINUTES OF  
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD VIRTUALLY VIA MICROSOFT TEAMS  
ON FRIDAY, 4 FEBRUARY 2022 AT 10:30 AM**

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

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

There were no apologies or declarations of interest.

**2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

- Ginni Ryan – Coastal erosion, water tanks and heavy traffic in Rawene.

**3 NGĀ TONO KŌRERO / DEPUTATIONS**

There were no deputations.

**4 NGĀ KAIKŌRERO / SPEAKERS**

Funding Applicants:

- Peter Mcraith, June Hicks, Ana Belz and Linda Lunjevich representing Broadwood/Mangonui o Wai. Item 7.5 f) refers.
- Rene De Vries and Craig Joiner – representing Hokianga Sailing Club. Item 7.5 a) refers.

**5 CONFIRMATION OF PREVIOUS MINUTES**

**5.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A3538453, pages 12 - 18 refers.

**RESOLUTION 2022/1**

Moved: Chairperson Mike Edmonds

Seconded: Member Louis Toorenburg

**That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 8 December 2021 as a true and correct record.**

**CARRIED**

**6 REPORTS**

**6.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2021**

Agenda item 7.1 document number A3557022, pages 19 - 22 refers.

**RESOLUTION 2022/2**

Moved: Member John Vujcich

Seconded: Member Laurie Byers

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

In Favour: Mike Edmonds, Emma Davis, Louis Toorenborg, Kelly van Gaalen, Alan Hessell, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

**CARRIED**

## **6.2 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2021**

Agenda item 7.2 document number A3557067, pages 23 - 25 refers.

### **RESOLUTION 2022/3**

Moved: Member Alan Hessell

Seconded: Member John Vujcich

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 31 December 2021**

In Favour: Mike Edmonds, Emma Davis, Louis Toorenborg, Kelly van Gaalen, Alan Hessell, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

**CARRIED**

The meeting adjourned 12:02 to 12:05 pm

## **6.3 RESOLUTION TO EXCLUDE THE PUBLIC**

### **RESOLUTION 2022/4**

Moved: Member Moko Tepania

Seconded: Chairperson Mike Edmonds

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>7.5 – Funding Applications</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.  s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority.	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7.

**CARRIED****6.4 MOTION TO MOVE OUT OF CLOSED MEETING IN TO OPEN MEETING****RESOLUTION 2022/5**

Moved: Member Moko Tepania

Seconded: Member Emma Davis

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

**CARRIED****6.5 FUNDING APPLICATIONS**

Agenda item 7.3 document number A3549200, pages 26 - 66 refers

**RESOLUTION 2022/6**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

**That the Kaikohe Hokianga Community Board:**

- a) declines the funding application received from Hokianga Sailing Club for the tar sealing of the accessway for the Sailing Club and Hokianga Gym and suggests the Hokianga Sailing Trust make a submission during the next Long Term Plan submission process with support from the Kaikohe-Hokianga Community Board Strategic Planning process.

**CARRIED**

- b) approves the sum of \$758.00 (plus GST if applicable) be paid from the Board's Community Fund account to Manāki Tinana Trust for the purchase of a laptop to support the following Community Outcomes:

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

**CARRIED**

- c) approves the request from Manāki Tinana Trust to extend the project timeframe for the funding that was allocated in February 2020 for hiring the Rawene Town Hall for weekly exercise sessions.

**CARRIED**

Moved: Member Kelly van Gaalen

Seconded: Member Emma Davis

- d) approves the sum of \$1,650 (plus GST if applicable) be paid from the Board's Community Fund account, for 2022/23, to Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, to support the following Community Outcomes:

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

**noting that sand must be deposited landward side of the Mean High Water Springs line (MHWS). Sand is not to be deposited in the Coastal Marine Area without attaining consent from the Northland Regional Council.**

**CARRIED**

- e) **approves the request from Pioneer Village Kaikohe to roll over the \$1,500 that was allocated for the costs of the 2021 Halloween Party to now be used for the 2022 Halloween Party.**

**CARRIED**

- f) **declines the sum of \$56,041.80 (plus GST if applicable) be paid from the Board's Placemaking Fund account to June Hicks for the completion of the Broadwood Bridge Feasibility Study to support the following Community Outcomes:**

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

**CARRIED**

Moved: Chairperson Mike Edmonds

Seconded: Member Louis Toorenburg

- g) **authorise \$5,000 from the Boards Placemaking Fund, towards placement of barriers for the protection of the Opononi Pohutukawa trees, following the resolution 2021/94, Item 8.1 Pohutukawa Trees – Opononi made at their meeting 8 December 2021.**

**CARRIED**

- h) **grant the sum of \$20,000 to AKAU for a masterplan of Mangamuka from the Boards Placemaking Fund.**

**CARRIED**

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

- i) **That the Kaikohe-Hokianga Community Board work closely with Council and the Broadwood Community with regard to the plan for the Broadwood Bridge.**

**CARRIED**

*Member John Vujcich left the meeting 12:23 pm.*

In Favour: Mike Edmonds, Emma Davis, Louis Toorenburg, Kelly van Gaalen, Alan Hessell, Laurie Byers and Moko Tepania

Against: Nil

**CARRIED**

## **7 INFORMATION REPORTS**

### **7.1 COMMUNITY AND CUSTOMER SERVICE ACTIVITIES - 6 MONTHLY REPORT**

Agenda item 8.1 document number A3555152, pages 67 - 75 refers.

#### **RESOLUTION 2022/7**

Moved: Member Moko Tepania

Seconded: Member Alan Hessell

**That the Kaikohe-Hokianga Community Board receive the report Community and Customer Service Activities - 6 Monthly Report.**

In Favour: Mike Edmonds, Emma Davis, Louis Toorenburg, Kelly van Gaalen, Alan Hessell, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

**CARRIED**



**7.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JANUARY 2022**

Agenda item 8.2 document number A3555904, pages 76 - 78 refers

**RESOLUTION 2022/8**

Moved: Member John Vujcich

Seconded: Member Louis Toorenborg

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update January 2022.**

In Favour: Mike Edmonds, Emma Davis, Louis Toorenborg, Kelly van Gaalen, Alan Hessel, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

**CARRIED**

The Board requested the minutes record the following requests following comments reported on their Action Sheet.

- Footpaths to be followed up and an updated list of footpaths be provided to the Board as soon as possible.
- That a workshop on Footpaths be held after the Kaikohe-Hokianga Community Board April meeting.

**8 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 12.37 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 2 March 2022.

.....  
**CHAIRPERSON**

## 6 REPORTS

### 6.1 GROUND LEASE OVER PART OF OKAIHAU RECREATION RESERVE TO OHAEAWAI COMMUNITY EDUCATION TRUST

**File Number:** A3548216

**Author:** Kay Meekings, Property Legalisation Officer

**Authoriser:** William J Taylor MBE, General Manager - Corporate Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To inform the Kaikohe-Hokianga Community Board of the outcome of the public consultation undertaken and seek a recommendation from the Board to Council in relation to the proposed new ground lease to the Ōhaeawai Community Education Trust (OCET) over part of the Ōkaihou recreation reserve being Pt Lot 1 DP 24206, vested in Council, located at 3 Michie Street Ōkaihou.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- OCET is a registered Charitable Trust and currently a provider of early childhood education at 7568 SH 1 Ōhaeawai
- OCET believes an early childhood education centre will provide value to the community of Ōkaihou. OCET are now looking to widen the scope of their operation to include more community-based education opportunities for people of all ages. See background below and attachment 2 refers.
- The Reserves Act 1977 requires a lease proposal to be publicly notified and consideration given to any objections and submissions received in relation to it.
- Public consultation ran from 20 January – 20 February 2022. A total of twelve submissions were received, 10 in support of the lease proposal. Three against the proposal with two of these objectors requesting to be heard.
- The next step is for the Community Board to hear the 2 respondent(s) as required by section 120(1)(c) Reserves Act 1977. A reasonable opportunity must be given to the respondents to appear before the committee nominated by the administering body.
- Following the hearings, the Community Board will deliberate on the submissions and make recommendation to Council.
- An Agreement to Lease is conditional on the building(s) and fixtures situated on the premises being fit for business use, in a tidy and cared for condition.
- Council should not be responsible for the costs of a building upgrade nor removal of a substandard building.

#### TŪTOHUNGA / RECOMMENDATION

**Following public notification of this matter, objections were received. Accordingly, to avoid predetermination of the matter, recommendation to Council will not be drafted until after the hearing (3 March). Council staff will draft recommendation under Community Board instruction following the hearing. To assist the Community Board, three options have been proposed for consideration.**

## 1) TĀHUHU KŌRERO / BACKGROUND

This matter was last before the Kaikohe-Hokianga Community Board on 8 December 2021 when the Board recommended initiation of the public consultation process in respect of the lease proposal.

### 6.2 GROUND LEASE OVER PART OF OKAIHAU RECREATION RESERVE TO OHAEAWAI COMMUNITY EDUCATION TRUST

Agenda item 7.2 document number A3475952, pages 25 - 29 refers

#### RESOLUTION 2021/86

Moved: Member Laurie Byers

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board, acting under delegated authority and pursuant to section 73(3) of the Reserves Act 1977 recommends to Council:**

- a) that a public consultation process, under Reserves Act, is commenced on the granting of a new ground lease to Ohaeawai Community Education Trust over approximately 780 square metres of Pt Lot 1 DP 24206, being part Record of Title NA618/108, vested in Far North District Council as recreation reserve and located at 3 Michie Street, Okaihau.
- b) that the Kaikohe-Hokianga Community Board is appointed to hear any submissions received in response to the consultation process and to then make recommendations to the Council in respect of granting the proposed lease;

and

- c) that the Kaikohe-Hokianga Community Board expresses extreme disappointment in the delays and apologises and shares in all of the grief of the affected parties.

**CARRIED**

Ōkaihau Recreation Reserve is vested in Council and is occupied by the Ōkaihau Rugby Club, the Ōkaihau Bowling Club and until 2 years ago by the Ōkaihau Playcentre.

The playcentre site is at the south-eastern corner of the reserve and accessed from Michie Street. Site Map attached.

Early 2021, the NZPA approached Council seeking a process to sell the building. NZPA were advised Council supported the removal of the building at NZPA cost or the transferring of the building occupation to a Council endorsed body. NZPA are in contract with OCET for the transfer of ownership of the building.

OCET indicated their wish was to operate an early childhood centre from the reserve site and has sought a ground lease over the former playcentre footprint. The existing site includes the vacant playcentre building and the associated fenced off green space.

OCET has further indicated, post the initiation of public consultation, their intention to extend the purpose of their proposed use of the former playcentre building to include community-based education opportunities for people of all ages. Attachment 2 refers.

The OCET reiterates their intention to upgrade the existing building and fixtures to be fit for OCET business purposes and in a tidy and cared for condition.

## 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

### Reserves Act 1977

Section 73 of the Reserves Act 1977 ("the Act") authorises Council to grant leases over a vested recreation reserves by way of Minister of Conservation delegation 12 June 2013. This delegation includes reserves not subject to a management plan. There is no management plan in place for the Ōkaihau recreation reserve.

Sections 119 and 120 of the Act require that before granting a lease the proposal must be publicly notified and all submissions/objections to the proposal are to be in writing and where requested, a submitter must be given the opportunity to appear before Council or a committee of Council, to speak to their objection/submission. Every submission/objection in relation to the proposal must be considered before proceeding with the proposal.

### **Council delegations: the role of the Board vs the role of the Council**

Council's delegations to Community Boards authorise the Boards to hold hearings of submissions received resulting from notice procedures and 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.

The Kaikohe-Hokianga Community Board is therefore now required to complete hearings as requested by submitters, consider and deliberate upon the submissions received (see attached list of submissions), and then make a recommendation to Council in respect of the proposal.

The Council will be required to consider the Board's recommendation and make the final decision regarding the proposal. This involves two decisions: one from the standpoint of the Council as the administering body for the reserve, and the other from the standpoint of the Council as the Minister of Conservation's delegate.

In its role as the administering body of the reserve, the Council will be required to consider the merits of the proposal, and every submission and objection, while also considering any recommendation from the Community Board, before deciding whether to grant the lease.

In its role as the Minister's delegate, the Council will need to ensure that correct processes have been followed under the Act; that any submissions and objections have been considered, and that on the basis of the evidence the decision is a reasonable one, before consenting to the granting of the lease.

### **Council Policies**

Council's Reserves Policy requires consultation with iwi and other stakeholder groups, as appropriate, regarding the management, development and use of reserves and parks.

Under Council's Significance and Engagement Policy, the proposed decision to lease the reserve is considered to be of low significance. The land is not a strategic asset under the policy. The degree of consultation required by the Reserves Act also satisfies policy requirements.

### **Public Notification**

Public Notice was advertised in the Northern Advocate 20th January 2022. This notice does not expressly record the purpose of the occupation as early childhood centre. The Reserves Act section 119 requires the notice to be published once in a newspaper circulating in the area in which the reserve is located. Public Notification on FNDC Website. This notification discusses the purposes-as an early childhood centre. The public responses are all in regard to the site being used for an early childhood centre.

The Reserves Act section 73(3) provides for a lease over part of recreation reserve where any part of such a reserve is not likely to be used for that purpose and it is considered inexpedient to revoke the reservation at this time. The lease is subject to the conditions of Reserves Act schedule 1.

The options available for this particular site are:

#### **Option 1**

The Kaikohe-Hokianga Community Board may decide to recommend that a new ground lease be granted to the OCET on the terms publicly notified and will support any further public notification required for the expanded purposes as expressed in writing by OCET.

**Option 2**

The Kaikohe-Hokianga Community Board may decide not to recommend the proposed new ground lease to be granted to OCET given that the public notice has shown there may be other interested parties.

**Option 3**

The Kaikohe-Hokianga Community Board may decide to recommend to Council further community engagement be undertaken so as to hear and understand the needs of the Ōkaihou community and then make final recommendation to Council.

**Take Tūtohunga / Reason for the recommendation**

**Option 1:** OCET approached Council in May 2021 seeking a ground lease for an early childhood centre. OCET is a registered Charitable Trust Inc 2011, providing quality education and training for people of all ages. This includes professional education courses for ECE professionals. Currently as it stands the site and the building have been vandalised and taking no action will lead to further decay. OCET is experienced, willing and capable to take over and manage the run-down building.

**Options 2 and 3:** On completion of the requests to be heard and the deliberation of the submissions the **Kaikohe**-Hokianga Community Board may conclude the way forward is not to lease the property at this time as further public engagement would be prudent.

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

As Council is not the building owner, there will be no cost to Council for any works or removal associated with the building.

**ĀPITIHINGA / ATTACHMENTS**

1. **Okaihou Recreation Reserve - Proposed ECC Site Map - A3487804** [!\[\]\(4695f05050b0d393767d0512587d4e50\_img.jpg\)](#) [!\[\]\(e6380cce6342e403c00cb7c9feb7e762\_img.jpg\)](#)
2. **Okaihou Lease - OCET Extended Plan 18-2-2022 - A3600425** [!\[\]\(7528551b00a221bf92619f04e9b6fdc4\_img.jpg\)](#) [!\[\]\(61103e278339dd729c6548dc05b28450\_img.jpg\)](#)

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 section 77 in relation to decision making, in particular:

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	FNDC Reserves Policy: The Policy supports a long-term lease being offered to community orientated groups wanting a permanent base, requiring significant financial investment.  The Reserves Act 1977: Section 73(3) provides for a lease over recreation reserve for other purposes without requiring a change of reserve classification.
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.	Delegation to the relevant Community Board enables them to hear submissions and make a recommendation to Council.
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.	Local Iwi will be included in the public consultation process.
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).	Public consultation provides for the community as individuals and groups to make submissions which will form part of the deliberations prior to a recommendation to Council being made.

State the financial implications and where budgetary provisions have been made to support this decision.	All upgrade and maintenance costs fall to the lessee. An appropriate commercial rent for the land will be negotiated.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

## PROPOSED LEASE AREA AND LOCALITY PLAN

Part Lot 1 DP 24206 – Area 780m<sup>2</sup> approx.

## LOCALITY MAP





**Ohaeawai Community Education Trust Extended Plan  
for Proposed Lease Area over Okaihau Recreation Reserve - 18 February 2022**

Our original plan was to open an Early Childhood Education and Care Centre but also to provide Education and wellbeing for people of all ages in the wider community. Now more than ever before people need to feel like they belong, can contribute, and have a voice to be heard. This was an integral part of our original plan.

Indeed, it has been a long journey to date. Had things gone to the original plan we would have expected to have completed the renovations and to have opened for business by January 2022. However, looking at the current situation the MOE have announced major changes for new ECE licensees, more ECE Centres have been forced to close their doors now, than previous years. The mandate has affected the industry, with many staff qualified and unqualified deciding to leave. (This has added to the already shortage of teachers, being unable to appoint good teachers has a serious effect on the tamariki, kaiako and whanau, and it is detrimental to the funding. Info attached).

We have overcome many challenges along the way! With such things as ECE doing equal work with equal qualifications getting ridiculously low wages in comparison to the kindergarten teachers who get paid much better. ECE centres receive much less funding to what the kindergarten sector receives.

Today it was on the news again stating that ECE centres throughout New Zealand are hard hit by COVID-19 and have been unable to operate due to teacher shortages.

Emailed by Liz Owen 18-02-2022  
Ohaeawai Community Education Trust

## 6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2022

**File Number:** A3600362

**Author:** Ajay Kumar, Management Accountant

**Authoriser:** Janice Smith, Chief Financial Officer

### PURPOSE OF THE REPORT

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

### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 January 2022.**

### 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.

<b>Community Fund Account balance as at 1 July 2021</b>	<b>\$203,211.00</b>
<ul style="list-style-type: none"> <li>Plus, carry forward – Kaikohe Community &amp; Youth Centre Trust for installation of the basketball court and hoops at Memorial Park</li> </ul>	<b>\$19,523.79</b>
<ul style="list-style-type: none"> <li>Plus, carry forward – Junior Bike Park</li> </ul>	<b>\$14,376.54</b>
<ul style="list-style-type: none"> <li>Plus, Unspent from 2020/21 – BOI Canine Association</li> </ul>	<b>\$2,580.00</b>
<ul style="list-style-type: none"> <li>Plus, Unspent from 2020/21 – Nth Hokianga A&amp;P Society 2021 Show</li> </ul>	<b>\$3,720.00</b>
<ul style="list-style-type: none"> <li>Plus, Unspent from 2020/21 – Outward Bound Student Sponsorship</li> </ul>	<b>\$6,000.00</b>
<ul style="list-style-type: none"> <li>Plus, Unspent from 2020/21 – Allocation to the Tamariki</li> </ul>	<b>\$10,751.00</b>
<ul style="list-style-type: none"> <li>Less funds granted and uplifted to 31 January 2022</li> </ul>	<b>\$35,924.55</b>
<ul style="list-style-type: none"> <li>Less funds not uplifted from 2016/2017 Commitment Carry Forward – Junior Bike Park</li> </ul>	<b>\$14,376.54</b>
<ul style="list-style-type: none"> <li>Less funds not uplifted from 2019/2020 Commitment Carry Forward – Kaikohe Community &amp; Youth Centre Trust for installation of the basketball court and hoops at memorial park</li> </ul>	<b>\$19,523.79</b>
<ul style="list-style-type: none"> <li>Less funds not uplifted from 03 February 2021 for North Harbour A&amp;P Society</li> </ul>	<b>\$3,720.00</b>
<ul style="list-style-type: none"> <li>Less funds not uplifted from 02 June 2021 for Outward Bound Students that were selected for sponsorship through the Mayors</li> </ul>	<b>\$16,751.00</b>

<b>Taskforce for jobs and Allocation to the Tamaraki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year</b>	
<ul style="list-style-type: none"> <li>Less funds not uplifted from 04 August 2021 for travel and attendance costs for students attending Outward Bound in association with the Mayors Taskforce for Jobs</li> </ul>	<b>\$4,724.16</b>
<ul style="list-style-type: none"> <li>Less funds not uplifted from 06 October 2021 for Pioneer Village Kaikohe for costs towards 2021 Halloween event</li> </ul>	<b>\$1,500.00</b>
<ul style="list-style-type: none"> <li>Less funds not uplifted from 08 December 2021 for Hokianga Community Educational Trust for the purchase of a shredder/chipper</li> </ul>	<b>\$2,999.00</b>
<ul style="list-style-type: none"> <li>Community Fund Account balance as at 31 January 2022</li> </ul>	<b>\$160,643.29</b>

### DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 January 2022 is \$160,643.29.

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

### FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Kaikohe-Hokianga 31 January 2022 is attached.

### ATTACHMENTS

- Statement of Community Fund Account Kaikohe-Hokianga as at 31 January 2022 - A3600424**

**Far North District Council****Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 31 January 2022**

Allocation Grants & Donations Annual Budget 2021-22	103,211.00	
Community Board Placemaking Fund	100,000.00	
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
Carry Forward - Junior Bike Park	14,376.54	
Unspent from 2020/21 - BOI Canine Association	2,580.00	
Unspent from 2020/21 - Nth Hokianga A&P Society 2021 Show	3,720.00	
Unspent from 2020/21 - Outward Bound Student Sponsorship	6,000.00	
Board Contribution to Rural Travel Funding	10,751.00	
		260,162.33

**Less Expenditure 2021/22 (Funds Uplifted)****July 21**

Okaihau Community Association for costs towards town signage repair	425.00
Bay of Islands Canine Association for costs towards community dog education and training	2,580.00
Hush Dance Studio for costs towards Dance Showcase and Dinner	1,550.00

**August 21**

Kaikohe and Districts Sportsville for costs towards Māori Warden monitoring of Penney Cres parking	1,000.00
Hokianga Community Education Trust for costs towards Walks of the Hokianga publication	4,316.00
Hokianga Country Music Festival for costs towards 2021 Hokianga Country Music Festival	3,235.00

**October 21**

Youthline Auckland Charitable Trust for costs towards Youthline services	3,000.00
Ngā Mahi Toi o Horeke for costs towards installation of murals along Te Pou Herenga cycle trail	1,785.00

**November 21**

South Hokianga War Memorial Hall for costs towards the purchase and installation of an AED defibrillator	4,098.60
Ngapuhi Hokianga Ki O Rahi for costs towards 2021 Christmas event	1,300.00
Okaihau Residents Association for costs towards the replacement of community hall lights	1,555.95
Kaikohe Business Association for costs towards 2021 Christmas Festival	2,500.00

**December 21**

Rawene Residents and Ratepayers for costs towards reprinting "Rawene: A past in pictures"	2,475.00
Rawene Community Hall Management Committee to purchase chairs	3,296.00

**January 22**

Parent to Parent Northland for the transport, admission and catering from Manea Footprints of Kupe, facilitator fees and volunteer costs for the Siblings Activity Day	1,059.00
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**Far North District Council****Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 31 January 2022**

Te Pu o Te Wheke Community Art Gallery Trust for costs to install an oven and track spotlights	1,749.00	
		<u>35,924.55</u>
<b>Balance as at 31 January 2022</b>		<b><u>\$224,237.78</u></b>
<b>Less Commitments 2021/22 as at 31 January 2022 (Funds not yet uplifted)</b>		
<b>2016/2017 Commitment</b>		
Carry Forward - Junior Bike Park	14,376.54	
<b>2019/2020 Commitment</b>		
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
<b>Meeting 03.02.21</b>		
North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show	3,720.00	
<b>Meeting 02.06.21</b>		
Outward Bound Student that were selected for sponsorship through the Mayors Taskforce for Jobs.	6,000.00	
Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	10,751.00	
<b>Meeting 04.08.21</b>		
Far North District Council for travel costs and attendance costs towards three students attending Outward Bound in association with the Mayors Taskforce for Jobs	4,724.16	
<b>Meeting 06.10.21</b>		
Pioneer Village Kaikohe for costs towards 2021 Halloween event	1,500.00	
<b>Meeting 08.12.21</b>		
Hokianga Community Educational Trust for the purchase of a shredder/chipper	2,999.00	
		63,594.49
<b>Balance 31 January 2022 Uncommitted/(Overcommitted)</b>		<b><u>\$160,643.29</u></b>

### 6.3 PROJECT FUNDING REPORTS

**File Number:** A3588071

**Author:** Kim Hammond, Meetings Administrator

**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 the Kaikohe-Hokianga Community Board note the project report received from Ngā Mahi Toi o Hōreke.

#### 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.

#### ĀPITIHINGA / ATTACHMENTS

1. Project Report - Nga Mahi Toi o Horeke - A3588078  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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



Far North  
District Council

Project Report  
COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

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

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Name of organisation: Nga Mahi Toi o Horeke  
Name & location of project: Horeke Hall, murals.  
Date of project/activity: 29th - 30th January 2022

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 1785.00

Board meeting date the grant was approved: October Meeting 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)
Bunnings - Posts, Paint, Brushes, Screws + Delivery	\$1,594.35	✓
Ngapuhi Service Station - Petrol Vouchers	\$ 150.00	✓
Kerikeri Hire - Concrete Breaker & generator	\$ 155.00	✓
Total:	\$ 1899.35	

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

The Highlight of this project was the community support, over the 2 days we had 18 helpers, as well tamariki following along.

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

1



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

This project has made a great impact on our community, from one end of the valley to the other it has connected us. Instilling pride and belonging the murals tell personal stories and pūrākau. This project got whānau bonding through participation and a way of giving back to their community.

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

During our whānau Day and exhibition we had a framed print with all our sponsors. You have also been acknowledged on our facebook page. We are also planning to do a book and some sort of plaques for our murals along the cycle trail which will include acknowledgement.

If you have a Facebook page that we can link to please give details: Thank you for your support.

Nga Mahi Toi o Horeke.

This report was completed by:

Name: Rawinia Lenoel  
 Address: 5667 SH12, RD2 Kaikohe  
 Phone: mob: 020 40653170  
 Email: ra71lenoel@gmail.com  
 Date: 9/02/2022

2

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

**Schedule of Supporting Documentation****NGĀ MAHI TOI O HŌREKE**  
**(Ngā Mahi Toi o Hōreke - Murals)**

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

1	Invoice - Bunnings x 1 page
2	Invoice – Kerikeri Hire x 1 page
3	Receipt – Mobil Ngapuhi x 1 page
4	Photos of Project x 46 pages

## 7 INFORMATION REPORTS

### 7.1 KAIKOHE CARES PROJECT REPORT

**File Number:** A3596140

**Author:** Laurel Belworthy, Community Development Advisor

**Authoriser:** Darren Edwards, General Manager - Strategic Planning and Policy

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Kaikohe Hokianga Community Board with an overview of the Kaikohe Cares Project and Mayors Taskforce for Jobs Community Recovery Programme funding.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- To maximise collective impact, the Community Development Team is trialling a new way of working in Kaikohe, with one dedicated team member focused on Kaikohe Cares (KC).
- Kaikohe Cares is a cross-council place-based community and economic development initiative. This single lens gives capacity to provide high-level overview and coordination between partners, as opposed to the traditional multi-town lens.
- This is a place-based, place-making approach that builds on local strengths and social connections.
- This also supports better service delivery and outcomes for Council, which will naturally ripple out to lift outcomes for surrounding areas.

#### TŪTOHUNGA / RECOMMENDATION

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe Cares Project Report.**

#### TĀHUHU KŌRERO / BACKGROUND

Kaikohe is the heart of the mid-north, rich in social capital, culture, and history. Historically it is the centre of a wide area, serving a large community beyond the township. In the last 30 years, Kaikohe has seen a shift from the thriving main centre, to one with the highest deprivation score in the Far North. With recent Provincial Growth Fund (PGF) projects like the Ngawha Innovation and Enterprise Park and Te Kona Digital Hub, and Council's commitment to new facilities (Civic Hub) and infrastructure in the town, the opportunity for Council to support the regeneration of Kaikohe and create positive change for its' community and future, is now.

#### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Kaikohe Cares aims to create a pathway for increased inclusion of the Kaikohe community in Kaikohe Hokianga Community Board business. The Kaikohe based Community Development Advisor will work towards building open engagement with both external and internal individuals, groups, iwi, organisations, business and agencies to coordinate and support the community to collaborate, organise, and grow leadership towards our vision, He Whenua Rangatira - A District of Sustainable Prosperity and Well-Being. The project also includes a refresh of the Kaikohe Community Plan and working with the Kaikohe-Hokianga Community Board to develop their Strategic Plan. This approach aligns with Council's Community Outcomes and anticipates the Future for Local Government Review, which seeks to 'design a system of local governance that is built on relationships....and creates the conditions in which communities can thrive into future generations' ([Ārewa ake Te Kaupapa' Interim Report September 2021, pg 2\).](#)

This focussed approach aims to 'join the dots', ensuring community initiatives and Kaikohe Hokianga Community Board projects are not developed and delivered in isolation of each other and the collective benefit is realised. This is currently being mitigated with the formation of a Kaikohe Cares

Core Group with community and Council representation. An initial stocktake of community initiatives via an online survey is also being developed to inform the Kaikohe Cares project and Kaikohe Community Plan refresh.

Council recently received significant funding from the Mayors Task Force for Jobs (MTFJs) Community Recovery Programme to support Kaikohe Cares. This funding has led to meaningful partnerships with Ngawha Innovation and Enterprise Park, Te Kona Digital Hub and local MSD teams with positive reputational impact for Kaikohe Hokianga Community Board. This includes provision of the 'Berry Bus' which has enabled sustainable employment for teams at Ngawha Park, ferrying workers to Kerikeri and Waipapa while Kaikohe Berries grows capacity at Ngawha. The funding is for a total of \$400,000, released in 2 tranches. \$250,000 to deliver 15 Sustainable Employment Outcomes (SEO's) and a following \$100,000 to deliver 25 SEO's. Future MTFJ's funded projects include digital skills training, working with the Kaikohe Business Association to support local business to employ locally (including role specific training for employees and wage subsidies) and employer expos for established businesses and start-ups.

Covid disruptions are a risk as they challenge kanohi ki te kanohi meetings/hui and interactions, which, in the context of community development work/mahi, cannot effectively be replaced with virtual hui, therefore delaying true community relationship building. This will be mitigated by closely following Covid management protocols until such a time free community interaction returns.

#### **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**

**Nil**

**7.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE MARCH 2022****File Number:** A3600486**Author:** Marlema Baker, Meetings Administrator**Authoriser:** Aisha Huriwai, Team Leader Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding decisions from 1 January 2020.

**WHAKARĀPOOTO 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 Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update March 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.

**ĀPITIHINGA / ATTACHMENTS**

1. KHCB Action Sheet March 2022 - A3600944 [↓](#) 

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Monday, 21 February 2022 1:52:06 pm Date From: 1/01/2020 Date To: 21/02/2022	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 11/11/2020	Petition of Perry van Gaalen - Speedbumps on Hillcrest Road - Kaikohe.	<b>RESOLUTION 2020/52</b> <b>Moved: Member Moko Tepania</b> <b>Seconded: Member John Vujcich</b> <b>That the Kaikohe-Hokianga Community Board;</b> a) request a report investigating options, including speed bumps, to reduce speed along Hillcrest Road in Kaikohe. b) draft a letter of support for this petition to be sent to Mayor Carter. <div style="text-align: right;"><b>CARRIED</b></div>	<b>29 Jan 2021 1:46pm Baker, Marlema - Reallocation</b> Action reassigned to Morris, Sandi by Baker, Marlema - Kia ora Sandi, Jaco spoke to this request at the KHCB workshop and was tasked with investigating speedbump options. I have reallocated this task to you as his replacement. <b>20 Oct 2021 3:51pm Baker, Marlema - Reallocation</b> Action reassigned to Goes, Aram by Baker, Marlema - This was a task allocated to Jaco Cronje and Sandi in November 2020. The CB did not receive a response. Has there been any update? <b>23 Nov 2021 12:55pm Baker, Marlema</b> No update provided
Kaikohe-Hokianga Community Board 2/06/2021	Kaikohe-Hokianga Footpath Programme	<b>MOTION</b> <b>Moved: Member Louis Toorenburg</b> <b>Seconded: Member Alan Hessel</b> <b>That the Kaikohe-Hokianga Community Board:</b> a) Agree to the 2021/2022 footpath programme to include the following 'top nine' prioritised and subject to funding availability: i) Parnell Street Rawene - Hospital to Clendon Esplanade (Est \$500,000) ii) Manning Street Rawene - Existing to House #54 Manning Street (Est \$70,000) iii) Koutu Point Road Koutu - SH12 to 68 Koutu Point Road (Est \$340,000)	<b>15 Sep 2021 11:16am Baker, Marlema - Reallocation</b> Action reassigned to Jordan, Cushla by Baker, Marlema - This action has been reassigned to you as Sandi Morris has left Council. <b>23 Nov 2021 12:41pm Baker, Marlema</b> A virtual workshop was held 18 August 2021 ti KHCB members, FNDC staff and NTA staff to discuss KHCB Footpaths. Chair Edmonds and Nick Marshall (NTA) were to liaise and review Footpaths Matrix for KHCB. No update received to date. <b>24 Jan 2022 2:27pm Baker, Marlema</b>

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Monday, 21 February 2022 1:52:06 pm Date From: 1/01/2020 Date To: 21/02/2022	
Meeting	Title	Resolution	Notes
		iv) Old Wharf Road Omapere - SH12 to Wharf (Est \$40,000) v) Freese Park Road Omapere – Old Wharf Road to end (Est \$40,000) vi) Horeke Road Okaihau - Existing to house 2054 (Est \$230,000) vii) Honey Street – Parnell Street to End (Est \$120,000) viii) Taumataiwi Street Opononi – Walkway to SH10 - via bowling green (Est \$30,000) ix) Michie Street – Start to Playschool (Est \$30,000)  That the Kaikohe-Hokianga Community Board: b) Identify and recommend to Council a list of footpaths from the above priority safety programme to the value of \$150,000 to be constructed 100% funded from Far North District Council Funds.  <b>ITEM LEFT TO LIE</b>  Workshop with Sandi Morris (NTA) for Monday 14 June 2021 at Pioneer Village 10am.	27/01/2022 Update from Elizabeth Stacey (NTA): NTA is currently conducting a gap analysis and prioritisation matrix of the footpath network for the Kaikohe-Hokianga area. The Community Board currently has \$450,000 in footpath budget to allocate over Year 2 and Year 3 of the LTP. Of the money to be allocated, \$150,000 is carry over from 2021-2022, giving a total of \$300,000 to allocate in Year 2. NTA is requesting a workshop at the April community board meeting to prioritise and select footpath locations for design and construction in Years 2 and 3.
Kaikohe-Hokianga Community Board 6/10/2021	Koutu Mangeroa Picnic Area Encroachment	RESOLUTION 2021/62 Moved: Member Alan Hessel Seconded: Member Louis Toorenburg That the Kaikohe-Hokianga Community Board. a) engage with the kaitiaki of the Koutū Mongeroa Picnic Area to formalise a Kaitiaki Agreement for the lawful use of the area as a campground; and b) engage with the kaitiaki to obtain the necessary consents under the Resource Management Act, Local Government Act	23 Nov 2021 12:51pm Baker, Marlema

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Monday, 21 February 2022 1:52:06 pm Date From: 1/01/2020 Date To: 21/02/2022	
Meeting	Title	Resolution	Notes
		and Health Act to facilitate the lawful use of the area as a campground.  <b>CARRIED</b>	This matter has been returned to Council. Staff are preparing a report for the February 2022 Council Meeting., Update from Cr Tepania (17/11/2) – “the kaitiaki group cannot make decisions around the site alone and included in the conversations needs to be Ngāti Korokoro. For the time being they will need to follow tikanga around next steps forward as a kaitiaki group and Ngāti Korokoro and asked for me to pass on to council that until they have had time to have these conversations, and reach out, council staff are asked to respect conditions not to be on the whenua there.” <b>24 Jan 2022 2:34pm Baker, Marlema</b> This matter is ongoing. No update or directives have been received from the Kaitiaki Group to date.
Kaikohe-Hokianga Community Board 6/10/2021	Upgrade Memorial Park, Kaikohe	<b>RESOLUTION 2021/64</b> <b>Moved: Member Moko Tepania</b> <b>Seconded: Member Kelly van Gaalen</b> <b>That Kaikohe-Hokianga Community Board:</b> a) approves the final concept for Memorial Park as developed by AKAU. b) approves the removal of the Casuarina Tree close to the final location of the Wharepaku. c) approves the use of Streetscapes budget for the landscaping, furniture, footpaths, tree works and learn to ride paths within Memorial Park (\$344,200).	<b>23 Nov 2021 1:02pm Baker, Marlema</b>  <b>24 Jan 2022 10:43am Baker, Marlema</b> 19/01/2022 Update from Jeanette England: There has not be any further progress with the project as the final design has not been approved by the Community Board. Design changes to the overall concept were being made by AKAU and they were discussing direct with KHCB Chairperson. Progress with other works is also on hold pending receipt of the final approved design.



OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Monday, 21 February 2022 1:52:06 pm Date From: 1/01/2020 Date To: 21/02/2022	
Meeting	Title	Resolution	Notes
		d) approves the use of Town Beautification budget for the new civil works and surfacing for the new Playground within Memorial Park (\$100,000). e) approves the use of the Amenity Lighting budget for new lights within Memorial Park (\$18,500). <b>CARRIED</b>	
Kaikohe-Hokianga Community Board 6/10/2021	Omapere Wharf - Renewal of End section	<b>RESOLUTION 2021/65</b> <b>Moved: Member Louis Toorenburg</b> <b>Seconded: Member Emma Davis</b> <b>That the Kaikohe-Hokianga Community Board:</b> a) Receive the report Omapere Wharf - Renewal of End section. b) Supports the new design concept for the replacement section of the Wharf; and c) that inter-tidal steps be strongly recommended and incorporated into the design. <b>CARRIED</b>	<b>23 Nov 2021 12:53pm Baker, Marlema</b> H Ronaldson awaiting a report back from FNHL at the beginning of December <b>23 Nov 2021 1:11pm Baker, Marlema - Reallocation</b> Action reassigned to Ronaldson, Helen by Baker, Marlema - I have received an update from Darren James that this matter is now with you and you are expecting a report back from FNHL in December. <b>23 Nov 2021 1:18pm Baker, Marlema</b> Helen Ronaldson is expecting a report back from FNHL in December. <b>24 Jan 2022 10:15am Baker, Marlema</b> Update received from Helen Ronaldson: The recommendation for intertidal steps has been included in the design and can be included in existing budgets available for this project. This project will now progress to approval at the appropriate delegation so contracts can be awarded.

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Monday, 21 February 2022 1:52:06 pm Date From: 1/01/2020 Date To: 21/02/2022	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 6/10/2021	Kaikohe-Hokianga Footpath Programme	<b>RESOLUTION 2021/66</b> <b>Moved: Chairperson Mike Edmonds</b> <b>Seconded: Member Louis Toorenburg</b> <b>That the Kaikohe-Hokianga Community Board identifies:</b> a) Manning Street Rawene - Existing to House #54 Manning Street (Est \$70,000) to be constructed 100 % from the footpath budget and a list of Kaikohe footpaths be brought back to Kaikohe-Hokianga Community Board for consideration; and b) request that the remaining footpath budget from 2020 (estimated 80k) be found and returned for allocation to Kaikohe-Hokianga Community footpaths <b>CARRIED</b>	<b>24 Jan 2022 2:36pm Baker, Marlema</b> 27/01/2022 Update from Elizabeth Stacey (NTA): NTA is currently conducting a gap analysis and prioritisation matrix of the footpath network for the Kaikohe-Hokianga area. The Community Board currently has \$450,000 in footpath budget to allocate over Year 2 and Year 3 of the LTP. Of the money to be allocated, \$150,000 is carry over from 2021-2022, giving a total of \$300,000 to allocate in Year 2. NTA is requesting a workshop at the April community board meeting to prioritise and select footpath locations for design and construction in Years 2 and 3.

**8        TE KAPINGA HUI / MEETING CLOSE**