Far North District Council

Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 29 March 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 & 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. Specific to Te Hiku Community Board – the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official information and Meetings Act 1987.
19. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
20. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
21. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.

4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
   a) Holding a Community forum prior to Board meetings
   b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

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

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards l 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 severaltitles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	

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

Far North District Council
Te Hiku Community Board Meeting
will be held in the Virtually via Microsoft Teams on:
Tuesday 29 March 2022 at 10:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

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

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader Democracy Support (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

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: **A3538562**

Author: **Rhonda-May Whiu, Democracy Advisor**

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 15 February 2022 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.

ĀPITIHANGA / ATTACHMENTS

1. 2022-02-15 Te Hiku Community Board Minutes [A3591338] - A3591338

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 VIRTUALLY VIA MICROSOFT TEAMS
ON TUESDAY, 15 FEBRUARY 2022 AT 10:03 AM

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

IN ATTENDANCE: Shaun Clarke (Chief Executive).

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Adele Gardner commenced the meeting and Member Jaqi Brown opened with a karakia.

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

- Member John Stewart declared a conflict regarding item 7.2 Funding Applications.
- Member Felicity Foy arrived at 10:07 am.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Manuera Riwai – requested Community Board support for an extension of the Tangonge Park lease.
- Julie Gordon – requests the Community Board include a footpath at Waterfront Road Pukenui.

4 NGĀ TONO KŌRERO / DEPUTATIONS

- Mark Osbourne – Mangonui Waterfront development.

5 NGĀ KAIKŌRERO / SPEAKERS

There were no speakers.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3538546, pages 12 - 18 refers.

RESOLUTION 2022/1

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That Te Hiku Community Board agrees that the minutes of the meeting held 7 December 2021 be confirmed as a true and correct record with the following amendment.

- **Kaitaia Carparks – removal of 1 carpark outside Riders Sports Store and 1 from Gecko Café**

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

CARRIED

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.1 document number A3573843, pages 19 - 28 refers.

RESOLUTION 2022/2

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

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.

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

CARRIED

7.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3535883, pages 29 - 38 refers.

MOTION

Moved: Member Darren Axe
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board 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

AMENDMENT

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That Te Hiku Community Board approves the sum of $500.00 (plus GST if applicable) be paid from the Board's Community Fund account to Kaitaia and Districts A&P Association for costs to support the 2022 Kaitaia A&P show should it go ahead, to support the following community Outcomes:

i) Proud, vibrant communities

In Favour: Crs Adele Gardner, Darren Axe, Sheryl Bainbridge, William (Bill) Subritzky and Felicity Foy
Against: Cr Jaqi Brown
Abstained: Cr John Stewart

CARRIED

The amendment became the substantive motion.

RESOLUTION 2022/3

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That Te Hiku Community Board approves the sum of $500.00 (plus GST if applicable) be paid from the Board's Community Fund account to Kaitaia and Districts A&P Association

for costs to support the 2022 Kaitaia A&P show should it go ahead, to support the following community Outcomes:

ii) Proud, vibrant communities

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

CARRIED

Member Stewart declared a conflict of interest, as he provided a quote for this application.

7.3 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A3567947, pages 39 - 43 refers.

RESOLUTION 2022/4

Moved: Member Jaqi Brown
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board note the project reports received from Northland Area Floral Art Society.

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

CARRIED

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

Agenda item 7.4 document number A3569988, pages 44 - 47 refers.

RESOLUTION 2022/5

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

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

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

CARRIED.

8 INFORMATION REPORTS

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

Agenda item 8.1 document number A3570023, pages 48 - 50 refers.

RESOLUTION 2022/6

Moved: Member William (Bill) Subritzky
Seconded: Member Darren Axe

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.

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

CARRIED

8.2 COMMUNITY AND CUSTOMER SERVICES ACTIVITIES - 6 MONTHLY REPORT

Agenda item 8.2 document number A3568576, pages 51 - 59 refers.

RESOLUTION 2022/7

Moved: Chairperson Adele Gardner
Seconded: Member Jaqi Brown

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

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

CARRIED

8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE JANUARY 2022

Agenda item 8.3 document number A3564934, pages 60 - 63 refers.

RESOLUTION 2022/8

Moved: Member Jaqi Brown
Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Report Update January 2022.

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

CARRIED

8.4 TANGONGE RESERVE LEASE

RESOLUTION 2022/9

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That the Te Hiku Community Board request a report from District Services regarding the status of the existing lease for Tangonge Reserve, formerly the Kaitaia soccer field.

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

CARRIED

8.5 MANGONUI WHARF PROPOSED WORK

RESOLUTION 2022/10

Moved: Member Sheryl Bainbridge
Seconded: Chairperson Adele Gardner

That the Te Hiku Community Board support, in principle, the expanded scope for the Mangonui Wharf as presented to the Board by Mark Osbourne.

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

CARRIED

The meeting was closed with a karakia.

9 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 12:04 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 29 March 2022.

.....

CHAIRPERSON

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: **A3630526**

Author: **Rhonda-May Whiu, Democracy Advisor**

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 and Members Darren Axe 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 ĀPITIHANGA / ATTACHMENTS

1. **Chair Adele Gardner Report - A3630560**
2. **Member Darren Axe Report - A3630877**
3. **Member Bill Subritzky Report - A3630835**

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	24 January - 10 March 22

REPORT

1) Meetings/Functions attended

24 Jan - Elections Handover workshop
27 Jan - District Plan re Natural hazards workshop - virtual
27 Jan - Development of a Climate Assessment Policy - virtual
1 Feb - Project Working Group meeting
2 Feb - Assurance Risk & Finance Committee Meeting - virtual
2 Feb - Risk Workshop - virtual
2 Feb - Big Ideas Lab Workshop - virtual
3 Feb - Spaitial Planning Eastern areas workshop with Contractor
9 Feb - Infrastructure Committee Meeting - virtual
14 Feb - Te Hiku Project Working Group
15 Feb - Te Hiku Community Board Meeting - virtual
22 Feb - District Plan workshop - virtual
24 Feb - Council Meeting - virtual
28 Feb - Te Hiku Project Working Group
1 Mar - Future for Local Government workshop - virtual
1 Mar - Community Board Finances - virtual
3 Mar - Met with OTC group at Tangonge Domain
7 Mar - Community Board Finances - virtual
10 Mar - District Plan workshop - virtual
10 Mar - Climate Change workshop - virtual

2) Report - Te Hiku Revitalisation work - as at the 9th March 22, the Playground at Allen Bell Park is fairly advanced, the play equipment is

placed within the area, the bark has been laid and the poles for the shade sails have been inserted - I believe the shades will be fixed in the next 2 weeks. The playground in Korora Park Ahipara the play equipment is being built into the area by the workmen, the shade sail poles have been concreted in awaiting the shade sails. At Awanui playground the work has begun on creating the area where the playground equipment will be laid. The playground equipment will be due in approximately 2 weeks time to be laid in the prepared ground. The shade sail poles have been inserted also around the table areas on the Foreshore at Ahipara.

Te Hiku Sports/Te Ahu loop concrete footpath is underway.

Te Hiku Sports Hub Building - This build is progressing well, the cover is

Complete on the dry wing, also all the pools are now formed.

Tongonge Domain on Bonnetts Road. I met with the OTC group on the 3rd

March and discussed the variation to the lease that was given 4 years ago by our Community Board. The variation is the shifting of the basket ball court to the south western corner and enlarging the area of the north western area to allow for larger community gardens. The group are requesting an extension on the lease, in order to request funding to develop this sight as per the deputation at our last Community Board Meeting in February 22. I have a further meeting with the group next week.

3) Request for Service: - RFS 4094513 - to check for a water leak on North Road near ex Toll Property. RFS 4094586 - Seedling Palms growing along the road edge on North Road from Haines property to Whangatane Drive, spraying is required. RFS 4095105 - weeds along the edges of the new footpath on North Road, spraying required. RFS 4095106 - Trees on North Park Drive require a cut back from Mitre 10 to Corrections and also south of the Kaitaia Cemetery entrance - blocking the view for turning traffic. RFS 4095109 - Footpaths along Whangatance Drive & North Park Drive are badly cracked, require repair. RFS 4095116 - On North Park Drive there is no centre line on the road from Folders to Donald Lane, please could this be rectified. RFS 4095118 - Not enough parking for MSD Building in North Park Road, cars are parked on empty sections. RFS 4095123 - Public toilet is required in North Park, customer has been notified that this is happening this year. RFS 4095124 - Potholes developing outside Farmers and the old Post Office in Commerce Street. RFS 4095140 - North end of Paparore Road and Heath Road, bank has slipped into the drain where the covert crosses the road. RFS 4099138 - I asked for a timeline on the Mangonui Netball Courts resurface.

4) Resource Consents - Nil

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku

Members Name: Darren Axe

Subdivision: North Cape

Date: 8 February – 1 March 2022

REPORT

1) Meetings/Functions

8 February – Ratepayers Meeting, Pukenui

11 February – DAG Meeting, Rawene

15 February – Virtual Community Board Meeting

16 February – RFS 4097021
Road Speed Sign change 100km to 50km in Waterfront Road

16 February – RFS 4097029
Troy Smith Request for spray on Bainbridge Farm

16 February – RFS 4097035
Repair concrete path across road from Houhora Four Square

22 February – RFS 4098897
Road speed and sign change for Whalers Road, Houhora from 100km to 50km

22 February – RFS 4098893
For potholes to be repaired in Whalers Road

26 February – RFS 4098900
Request for trees blown down in storm to be cleared as it is a serious road danger. 5901G Far North Road, Malcolm Davies property.

1 March – Meeting with Delwyn Shephard to discuss projects in Houhora and Te Kao

2) Issues - NIL

3) Resource Consents: NIL

4) Request for Service: 5

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku

Members Name: Bill Subritzky

Subdivision: Whatuwhiwhi/Awanui

Date 10/3/22

REPORT

1) Meetings/Functions

1 24/1 Induction review meeting, Te Hiku Board. Gecko Cafe

2 01/2 Awanui Progressive and Ratepayers meeting

3 03/2 Mangonui, Taipa, Karikari peninsula spatial planning meeting, Taipa resort

4 08/2 Meeting Whatuwhiwhi ratepayers

5 15/2 Te hiku Board meeting

6 23/ 2 Lake ohia Hall meeting

7 24/2 Meeting DOC Kaitaia

8 25/2 Meeting Whatuwhiwhi community hall

9 25/2 Networking with Kevin Hoskins to review Lake Ohia Hall "Condition Report"

9 02/3 Awanui Progressive and Ratepayers meeting

10 09/3 Kaingaroa Hall meeting

2)Issues -

1 Karikari peninsula ratepayer and community groups have been notified of the Councils Spatial planning initiatives. At the meeting 25/2, Sana Ryan was elected to ensure other community and Iwi groups were notified and from this we hope to hold future meetings to ensure the community can contribute to the Vision for Karikari Peninsula

2 On the 07/3 work started on the new playground in the Awanui Reserve while work has continued at Unahi on the new wharf. The initial spatial plans for Unahi Wharf will need to be reviewed to ensure these are suited to this coastal environment and further consultation with the local community and wharf users is crucial to achieving the best long-term results for all stakeholders.

3 At my first meeting of the Te hiku Board there was discussion about the community halls currently owned by the council. During this meeting, the consensus was to get rid of these as the cost of maintaining these was fast becoming a burden to the ratepayer. I would like to ask that if this is still the direction, we are heading down what if any are the options for current ratepayer groups who manage these halls.

3) Request for Service

4097108 11/2 Replace missing bolts on septic pump lid on premises next to Big River Cafe. Suspect vandals. Work Complete

4098935 24/2 Remove large broken tree branch from Awanui Reserve. Result of recent gale force winds. Work pending

7.2 PROJECT FUNDING REPORTS

File Number: **A3581757**

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 Friends of Rangikapiti Reserve Society Incorporated.

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.

ĀPITIHANGA / ATTACHMENTS

1. **Project Report - Friends of Rangikapiti Reserve Society Inc - A3581758** ⇩

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

Far North District Council

Project Report
COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

Please return the completed form to: funding@fndc.govt.nz **PDF attachment via email is preferred) OR:**
Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Friends of Rangikapiti Reserve Society Inc.

Name & location of project: Production + installation of signboards at Rangikapiti Reserve

Date of project/activity: November 2021 - January 2022

Which Community Board did you receive funding from?

- [x] Te Hiku
- [ ] Kaikohe-Hokianga
- [ ] Bay of Islands-Whangaroa

Amount received from the Community Fund: $ 2214 -

Board meeting date the grant was approved: August 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)
Signs of Life - signboards	$ 1515	✓
McCarthy Mitre 10 - grass trimmer	$ 524	✓
- posts, concrete	$ 175	✓
	$	
Total:	$ 2214	

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

Four volunteers concreted in 4 large signboards showing walking track information at the 4 access points to the reserve. Seven smaller directional signs were also firmly installed at track junctions. The Reserve is now easily accessible for able bodied walkers. (Further plans for wheelchair access are being considered)

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:

Since the signs were installed, we have had a lot of appreciative comments from regular users and visitors (around 40-50 comments). We have also had some financial donations as a result of the signage, together with increased use of our Facebook page. So thank you, Te Hiku Board and adviser, for helping us make the project happen.

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

Te Hiku Community Board logo appears on the 4 large signboards.
We attach a couple of photos of the signs in place

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

friends of rangikapiti reserve

This report was completed by:

Name:	Sue Ricketts
Address:	15B Berghan Road, Coopers Beach 0420
Phone	027 416 5816 mob: 027 416 5816
Email:	sue@ricketts.gen.nz
Date:	1 February 2022

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

FRIENDS OF RANGIKAPITI RESERVE SOCIETY INCORPORATED

(Production and installation of signboards at Rangikapiti Reserve)

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

1	Invoice – Signs of Life x 1 page
2	Bank Statement showing payments x 2 pages
3	Invoice – Mitre 10 x 2 pages
4	Photos of project x 2 pages

7.3 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2022

File Number: **A3600542**

Author: **Ajay Kumar, Management Accountant**

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 January 2022.

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 January 2022**	**$79,881.00**
• **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 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**

• **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 January 2022	**$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 January 2022 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 January 2022 is attached.

ĀPITIHANGA / ATTACHMENTS

1. Statement of Te Hiku Community Fund Account as at 31 January 2022 - A3600549

Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 January 2022

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 intepretation 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	
Te Hiku Revitalisation fund for the upgrading and beautification of the toilets and the reserve at Awanui	35,338.00	
		79,881.00
Balance as at 31 January 2022		**$223,848.46**
Less Commitments 2021/22 as at 31 January 2022 (Funds not yet uplifted)		

Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 January 2022

Meeting 17.11.20		
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 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	
		20,520.46
Balance 31 January 2022 Uncommitted/(Overcommitted)		**$203,328.00**

7.4 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2022

File Number: **A3627451**

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 28 February 2022.

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 28 February 2022**	**$88,418.50**
• **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 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**

• **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**
• **Less funds not uplifted from 15 February 2022 for Kaitaia and Districts A&P Association for costs to support the 2022 Kaitaia A&P show**	**$500.00**
Community Fund Account balance as at 28 February 2022	**$194,290.50**

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 28 February 2022 is $194,290.50

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 28 February 2022 is attached.

ĀPITIHANGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 28 February 2022 - A3627401** ⇩

Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 28 February 2022

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 intepretation 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	
Te Hiku Revitalisation fund for the upgrading and beautification of the toilets and the reserve at Awanui	35,338.00	
February 22		
Hawthorn Landscape Architects for Te Hiku Community Board Spatial Landscape Concept Planning	8,537.50	
		88,418.50

Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 28 February 2022

Balance as at 28 February 2022		**$215,310.96**
Less Commitments 2021/22 as at 28 February 2022 (Funds not yet uplifted)		
Meeting 17.11.20		
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 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	
Meeting 15.02.22		
Kaitaia and Districts A&P Association for costs to support the 2022 Kaitaia A&P show	500.00	
		21,020.46
Balance 28 February 2022 Uncommitted/(Overcommitted)		**$194,290.50**

7.5 FUNDING APPLICATIONS

File Number: **A3622941**

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 the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the March 2022 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Three applications were received for funding, requesting $59,707.30.
- 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 $105,545.
- 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 $30,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Ahipara Boardriders Club for the purchase of a public address system, trailer and signwriting seating and shelter, to support the following Community Outcomes:**

   i) Proud Vibrant Communities

   ii) Communities that are healthy, safe, connected and sustainable.

b) **approves the sum of $22,794.17 (plus GST if applicable) to be paid from the Board's Community Fund account to Awanui Sports Complex Incorporated for the purchase and installation of a submersible pump, to support the following Community Outcomes:**

   i) Proud Vibrant Communities

   ii) Communities that are healthy, safe, connected and sustainable.

c) **approves the sum of $2,140 (plus GST if applicable) be paid from the Board's Community Fund account to R. Tucker Thompson to send a youth from the Te Hiku Community Board area to attend the seven day Youth Development Voyage on the R. Tucker Thompson, to support the following Community Outcomes:**

   i) Proud, vibrant communities

   ii) Communities that are healthy, safe, connected and sustainable.

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 and Project	Requested	Recommend	Comments	Type
Ahipara Boardriders Club – Purchase of equipment	$31,354 (48%)	Approve - $30,000	The Grants Policy states that the applicant can only apply for up to 50% of the total costs of the project. The application form has been filled out incorrectly and the total project cost is $64,411, not $32,057 as noted. The applicant has included the volunteer time for Ahipara Boardriders Club but this purchase will benefit four groups in Ahipara, so the volunteer time would be higher if you take this into account. This asset will be widely used at community events and although is a large upfront cost, it will save Ahipara from having to rent this equipment in the future. The Community Development Advisor notes that this application aligns with the Strategic Plan Vision 'the promotion of health, both mentally and physically, through team building and the engagement with others that will help to give the youth of Te Hiku an opportunity to thrive and fulfil their potential'.	Community Development
Awanui Sports Complex Incorporated – Submersible Pump Replacement	$26,213.30 (64%)	Approve - $22,794.17	The amount requested, $26,213.30 includes GST. If applicants are GST registered, then all requests must be GST exclusive and is why the amount recommended is $22,791.17. This is the full amount of funding requested excluding GST.	Sport and Recreation

Applicant and Project	Requested	Recommend	Comments	Type
R. Tucker Thompson Sail Training Trust – Youth Development Voyage	$2,140 (9%)	Approve - $2,140	R. Tucker Thompson relies on tourism to support/subsidise the youth development programme. Since 2020 and the COVID-19 lockdown/mandates this has not allowed R. Tucker Thompson to generate as much income as previous years. The amount requested is minimal, but has the possibility to leave an ever-lasting impact on a local rangitahi from the Te Hiku Community Board area. There is evidence to show the benefits that rangitahi who attend the voyage benefit in regard to psychological resilience, increased self-esteem and positive outlook and more. The Community Development Advisor notes that this application aligns with the Strategic Plan Vision 'the promotion of health, both mentally and physically, through team building and the engagement with others that will help to give the youth of Te Hiku an opportunity to thrive and fulfil their potential'.	Community Development

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.

ĀPITIHANGA / ATTACHMENTS

1. **Application - Ahipara Boardriders Club (Collective Application) - A3623037**
2. **Application - Awanui Sports Complex - A3638671**
3. **Application - R. Tucker Thompson Sailing Trust - A3622921**

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	Ahipara Boardriders Club	Number of Members	136
Postal Address	26 Korora Street, Ahipara	Post Code	0449
Physical Address	as per above	Post Code	
Contact Person	Blanche Morrogh	Position	Board Member
Phone Number		Mobile Number	02108283304
Email Address	ahiparasurf@outlook.com		

Please briefly describe the purpose of the organisation.

We are the Ahipara Boardriders, a group of locals that are passionate about creating a safe & fun surfing community, whilst creating pathways for our families, individuals and grom/rangatahi that want to learn about surfing, water safety and or swim.
We hold multiple events throughout the year that range between keeping your competitive edge during in our Wednesday days that are for all our members - even those who don't want to surf but to be involved in our community.
Whilst we love sharing our slice of paradise here in Tai Tokerau, we ask that you also take care when in the water, and leave no rubbish behind.
The Ahipara Boardriders Club was founded in 2019 by Daniel Bird President & Liam Morrogh Vice President, and support by 5 board members, for its members.

Local Grant Application Form

Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

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

Clearly describe the project or event:

Name of Activity | Date

Location | Time

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

If so, how much?

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

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

Equipment Purchase to share between 4 different entities at Ahipara, being the Ahipara Boardriders Club the Ahipara Surf Life Saving Club, the Ahipara Takiwa roopu, and the Te Wairoa Challenge. Also, the equipment can be utilised by the local Ahipara School through parents at the School using the equipment at the school and public event days.

The intent of the Equipment Purchase is to allow quality equipment to be utilised by a large range of stakeholders across the whole community, to get widescale use by many people in the community at many public events in both Ahipara and the wider area.

The proposed Equipment includes an events trailer that is lockable, and includes a power source,sound and a mic system,amenties for cooking and food prep, and also shelter and seating.

In the new COVID environment a lot of activities and events are being held outside and this events trailer allows for a fast and effective setup in many locations for all types of outdoor events. This will allow for many years of events for the whole community, and in events such as the Ahipara pump track opening etc this events trailer can provide for community events for all of the community in existing outdoor spaces.

Instead of the 4 different entities applying for funding seperately, it is considered to be much more efficent to approve this funding for quality equipment to share and utilise between many stakeholders.

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	$5000	$0
Advertising/Promotion	$4000	$0
Facilitator/Professional Fees[2]	$500	$0
Administration (incl. stationery/copying)	$3000	$0
Equipment Hire	$31354	$31354 (as much as possible as this will be a shared unit / facility. Not just one bank acc or one entity.
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	$1000	$0
Refreshments	$1000	$0
Travel/Mileage	$3747 ABC (Calculation table attached)	NZ Surf Life Saving & NZ Surf Calendars are available on Facebook Events
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value ($20/hr)	$8810.00 ABC (Calculation table attached)	not applicable
Other (describe) Wananga, Whanau Days, Maori Surf Competition Support School Support Network Costs	$6000.00	$0
TOTALS	$32,057	$31,354

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

Local Grant Application Form

Financial Information

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

How much money does your organisation currently have? 8,000

How much of this money is already committed to specific purposes? 8,000

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

Purpose	Amount
ABC Signage	3000
Sponsor Prizes	2000
Merchandise Costs	1000
Sponsorship Travel	2000
TOTAL	8000

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

Funding Source	Amount	Approved
Sport Northland Travel Fund	1000	Yes /
Merchandise Sales	2000	/ Pending
Surf Sponsors	1000	Yes /
Community Businesses	600	Yes /
Unfortunately due to canceled events, our fundraising opportunities are halved		/ Pending

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

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

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)

Ahipara Boardriders

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

Blanche Morrogh

Signatory Two

Nancy Murray

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	Blanche Morrogh	Position	Board Member
Postal Address	56 West Road, Awanui, Kaitaia	Post Code	0483
Phone Number		Mobile Number	02108283304
Signature		Date	12/11/2021

Signatory Two

Name	Nancy Murray	Position	Secretary
Postal Address	19 Empire Street, Kaitaia	Post Code	0410
Phone Number		Mobile Number	02102925892
Signature		Date	12/11/2021

Schedule of Supporting Documentation

AHIPARA BOARDRIDERS CLUB (COLLECTIVE APPLICATION)

(Purchase of equipment for Ahipara Boardriders Club, Ahipara Surf Lifesaving Club, Ahipara Takiwa roopu and Te Wairo Challenge)

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

1	Quotes x 6 pages
2	Letter of Support x 1 page
3	Volunteer Breakdown x 4 pages

Local Grant Application Form

Instructions

Please read carefully:

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- 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	Awanui Sports Complex Inc.	Number of Members	200
Postal Address	PO Box 22, AWANUI 0451	Post Code	
Physical Address	92 SH1 Awanui	Post Code	
Contact Person	Jordan Jujnovich	Position	President
Phone Number	0275006869	Mobile Number	
Email Address	jordan@finsol.co.nz		

Please briefly describe the purpose of the organisation.

We manage and promote the Awanui Sports Complex facility for the our community to use as a sports venue, event venue and community wellbeing hub.

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	Submersible pump replacement	Date	1/4/22
Location	Awanui Sports Complex	Time	0900

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

If so, how much?

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

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

We are having to replace our submersible pump which drains the whole complex. The design of the drainage system that council designed means that we have to dewater the facility ourselves so that stormwater enters the council reticulation system. 22 years ago we self funded to put this pump in place and we have not had a flood event close the complex since. Older members of the board will recall our sports complex under water for weeks each winter. This pump is industrial in nature and the cost associated with replacing it also has a price tag to match. We have been without a pump for 7 months and have had to pay a contractor to come in and dewater however the cost and pump rate make this an option that is not feasible. We have ordered the pump and have so far secured $14,500 of funding from an insurance claim and Oxford Sports Trust however we require another $20,000 exc GST to complete this project. We humbly ask fo rassistance with the cost of replacing and installing the pump and it's associated control panel. Once this pump is in we will be able to give our community cetainty that this facility will be available for use year round.

Local Grant Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees[2]		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	Sumbersible pump supply and install $40713.30	$26213.30 inc gst
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	40713.30	26213.30

[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 017417554

How much money does your organisation currently have? $18,389.69

How much of this money is already committed to specific purposes? $15,000

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

Purpose	Amount
Replace submersible pump	$15,000
TOTAL	$15,000

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

Funding Source	Amount	Approved
Oxford Sports Trust	$5,000	Yes / Pending
AMP Insurance claim	$9,500	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
Pay contractor to dewater complex	$1200	07/2021	Y / N
after old pump had failed			Y / N
			Y / N
			Y / N

Local Grant Application Form

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Applicant Declaration

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

On behalf of: (full name of organisation)

Awanui Sports Complex Inc

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One **Signatory Two**

Local Grant Application Form

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

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

Signatory One

Name	Jordan Jujnovich	Position	President
Postal Address	37 Commerce St Kaitaia 0410	Post Code	
Phone Number	0275006869	Mobile Number	
Signature		Date	16/03/2022

Signatory Two

Name	Raymond Jujnovich	Position	Treasurer
Postal Address	37 Commerce St Kaitaia 0410	Post Code	
Phone Number	0272798091	Mobile Number	
Signature		Date	16/03/2022

Schedule of Supporting Documentation

AWANUI SPORTS COMPLEX INCORPORATED

(Submersible Pump replacement)

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

1	Quote – Pump x 1 page
2	Bank Statements x 15 pages
3	Performance Report for Year Ended March 2021 x 11 pages

Local Grant Application Form

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

Applicant details

Organisation	R Tucker Thompson Sail Training Trust	Number of Members	NA
Postal Address	PO Box 42, Opua	Post Code	0200
Physical Address	Opua Wharf, Beechy St	Post Code	
Contact Person	Jo Lynch	Position	Chief Executive
Phone Number	0275773336	Mobile Number	027 577 3336
Email Address	jo.lynch@tucker.co.nz		

Please briefly describe the purpose of the organisation.

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

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Please briefly describe the purpose of the organisation.

The R. Tucker Thompson Sail Training Trust operates a tall ship youth development programme funded by tourism activity, patrons, grants and sponsorship. The mission of the R. Tucker Thompson Sail Training Trust is: *Learning for Life through the Sea.*

Through the values of kaitiakitanga and whakawhānaungatanga we act in three areas:

Tangata - People	**Turangawaewae - Place**	**Waka - Ship**
Make a positive difference to the lives of those who come on board, whether for a day, a week or longer	Allow those who sail in her to learn more about who they are, where they come from and where they are going	Embrace the values of Kaitiakitanga; preserve the tradition of tall ship sailing and specifically the R. Tucker Thompson

Our primary purpose is youth development, focused on rangatahi from Te Tai Tokerau. Annually we take approximately 200 taitamariki, aged from 13 to 18, on 7-day voyages on the tall ship, the R. Tucker Thompson.

The Youth Development programme has focused on youth development since 2006. Key measurable outcomes include:

- Improved self-confidence
- Improved ability to build relationships
- A better understanding of their own strengths
- A strengthening of personal identity
- The development of leadership skills

Historically we would raise funds through tourism to support the youth development programme; we have consistently raised approximately $200,000 each summer to subsidize each placement. Unfortunately, due to COVID-19, for the last two years we have not generated revenue. The impact of the pandemic, coupled with a 7-week breakdown this summer costing $100,000, means we are seeking alternative funding support. We have excellent reserves in place for a breakdown such as this, but we require additional support please.

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	Youth Development Voyage	Date	March to Nov 2022
Location	Bay of Islands	Time	7 day voyages

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

If so, how much? $2,140 exclusive of GST

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 applying for these funds to sponsor a rangatahi specifically from the Te Hiku Ward. The trainee can be selected by the Community Board or we can work with local schools and iwi to ensure this funding benefits youth within the Ward.

We work with rangatahi from 13 to 18 from Te Tai Tokerau. We have over 200 young people each year from Northland of which 65% are Māori. Tikanga Māori, education, new experiences and a focus on belonging underpin delivery.

Environment: Whakawhānaungatanga is our guiding principle. We focus on creating a sense of belonging, demonstrated through deliberate inclusivity and acceptance.
Education: A structured programme is delivered. Crew deliver modules on Safety at Sea; Meteorology; Sailing and Seamanship; Polynesian Celestial Navigation; Marine Navigation; Sustainability, Pollution and Recycling; Marine Wildlife; Financial Literacy; Food and Nutrition; Fishing; and Environmental activities. A specific talk on careers and post-school planning is also delivered.

New Experiences: Like many adventure education programmes, exposure to many new and unique experiences and challenges creates and strengthens neural pathways that support improved coping skills and decision making in the future. The tall ship experience is no different. The Trainees learn traditional sailing skills, climb the mast, swim, collect seafood, walks ashore and engage in many other outdoor activities.

Tikanga: Te Ao Māori approach is woven into the programme. Over 65% of the Trainees are Māori; our crew members are Maori and NZ Pākehā. Relationships are Tuakana- Teina in nature and tikanga is foundational in our delivery.

Evidence of outcomes

Otago University Research: In addition to assessing the effect the voyages had on psychological resilience, self-esteem, and positive outlook, the research was also looking to determine the contribution of *whakawhānaungatanga* or collective identity to these outcomes. The quantitative research found that:

- Both Māori and Pākehā Youth displayed a significant increase in **Resilience** as a result of the voyage. Maori youth had a significantly lower level of resilience at the beginning, but were comparable by the end. View here.
- Pākehā youth showed a moderate increase in **Self-esteem**, and Māori Youth a significant increase: directly compared, Maori Youth reported significantly lower levels of self-esteem at the beginning but at the end the levels were comparable.
- Both Māori and Pākehā Youth displayed a significant increase in **Positive Outlook** as a result of the voyages.
- The survey found that both Māori and Pākehā Youth benefited from a sense of **Collective identity** but that it was not directly related to the shift in self-esteem or positive outlook.

Furthermore, qualitative research indicated that the group identity formed on the voyages was experienced by all participants, but was potentially more salient and meaningful for the Māori trainees. Researcher Hitaua Arahanga-Doyle stated that this "also lends support to the previous findings that social identity development in the voyage group is more strongly linked to resilience and positive outlook for Māori when compared to the NZ European trainees."

The Trust is in discussion with the University about further longitudinal studies and is also considering economic impact research to further strengthen the evidence of our outcomes.

We are partnering with different tertiary and work placement organisations such as CompeteNZ, NorthTec to connect our Trainees to apprenticeships, work and tertiary study.

From this last year's survey of trainees, there were a number of benefits in terms of wellbeing, including

- 82.61% were more confident meeting new people
- 73.91% felt more positive/happy/relaxed
- 72.46% felt they had gained leadership skills/take on responsibility
- 65.22% were more self-confident
- 59.42% had better understanding of people
- 57.97% considered they were better able to tackle problems
- 49.28% enjoyed a chance to be involved in decision making
- 42.03% said they liked themselves better

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

COSTS

I have provided the voyage costs and costs per child; there figures are exclusive of GST.

I have also included the Fixed Expenses of which 50% is apportioned to each Youth Voyage.

Direct costs	Annual cost	Per voyage	Per child
Advertising	4000	250	23
Cleaning & Refuse	1500	94	9
Expenses	2000	125	11
Fuel & Oil	6000	375	34
KiwiSaver	5670	354	32
LPG, & Outboard fuel	1000	63	6
Petrol	800	50	5
Printing & Stationery	2200	138	13
Provisions	17000	1063	97
Wages	189000	11813	1074
Total Direct costs	229170	14323	1302
Contribution to central costs*	147541	9221	838
Total voyage costs ex GST	164541	23544	2140
Plus GST	24681	3532	321
Total including GST	189222	27076	2461

*Fixed Expenses all activities	Apportionment	Annual
ACC Premiums	2353	4706
Assets under $500	390	780
Audit fees	1900	3800
Bank Charges	75	150
Depreciation Expense - Development Expenditure	695	1390
Depreciation Expense - Office Equipment	257	515
Depreciation Expense - Plant & Equipment	3609	7218
Depreciation Expense - Vessel	24339	48679
Electricity	548	1096
Expenses Shed	15366	30732
General Expenses	720	1440
Health & Safety	820	1640
Hire of Plant & Equipment	374	747
Insurance	5750	11500
Internet	0	0
IT Equipment	3500	7000
IT licenses	861	1722
IT R&M	170	339
Kiwi saver R&M	600	1200
Legal Fees	495	990
Licences & Fees	4750	9500
Meals	102	203
Petrol (car)	242	485
Postage, Telephone & Tolls	1373	2745
Printing & Stationery	368	737
R&M - wages	20000	40000
R&M expenses	500	1000
R&M Schooner & Ancillary Plant	20000	40000
Rent	12684	25367
Staff Training	3132	6263
Travel	318	637
Uniforms	250	500
Wages Executive Trustee	21000	42000
TOTAL	147541	295081

Local Grant Application Form

Financial Information

Is your organisation registered for GST? ☑ Yes ☐ No GST Number 94-452-252

How much money does your organisation currently have? $367,000

How much of this money is already committed to specific purposes? $217,000

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

Purpose	Amount
Working capital - monthly overheads and operational costs	$40,000
Maintenance Reserves - for annual maintenance costs	150,000
Donations - for voyages	$52,000
Reserves - organisational reserves	$125,000
TOTAL	$367,000

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

Funding Source	Amount	Approved
Foundation North	$100,050	Yes / ~~Pending~~
Sponsorship	$70,460	Yes / ~~Pending~~
Unconfirmed sponsorship	$117,348	~~Yes~~ / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Far North Holdings fund 1 voyage	$20,086	Annually	Y / ~~N~~
			Y / N
			Y / N
			Y / N

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)

R. Tucker Thompson Sail Training Trust

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

J Lynch

Signatory Two

Jim Yeates

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	Jo Lynch	Position	Chief Executive
Postal Address	63 Oromahoe Road Opua	Post Code	0200
Phone Number	027 577 3336	Mobile Number	027 577 3336
Signature	J Lynch	Date	16 February 2022

Signatory Two

Name	Tim Yeates	Position	Trustee
Postal Address	Total Marine Group Beechy Street Opua	Post Code	0200
Phone Number	021 412 954	Mobile Number	021 412 954
Signature	Jim Yeates	Date	16 February 2022

Schedule of Supporting Documentation

R. TUCKER THOMPSON SAIL TRAINING TRUST

(Youth Development Voyage)

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

1	Programme Overview x 4 pages
2	Business Plan 2021 – 2022 x 20 pages
3	Health and Safety Plan x 21 pages
4	Bank Statement or January 2022 x 3 pages
5	Performance Report until 31 May 2021 x 22 pages

7.6 ROAD NAMING - 373 KIMBERLY ROAD, PUKENUI

File Number: **A3629141**

Author: **Selina Topia, Roading Support Officer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from the Te Hiku Community Board to officially name a public road.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a public road addressed at 373 Kimberly Road, Pukenui. Community Boards have delegated authority to name public roads.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a public road, Klondike Lane that is currently addressed at 373 Kimberly Road, Pukenui as per map (A3436715).

1) TĀHUHU KŌRERO / BACKGROUND

Shane Stratton from Shane Stratton Surveying has advised that this is a public road created by a sub-division addressed at 373 Kimberly Road, Pukenui.

The name Klondike is from the Dalmatian ancestry of the applicant who has knowledge of the local Dalmatian immigrants who settled in this area. The property being subdivided once contained a lake which was drained by local gum diggers. A very rich deposit of kauri gum was discovered, and the area was nicknamed 'The Klondike', by the local gum diggers, in reference to the Klondike gold fields in Northern Canada. This name is our preferred name as it references the gum digging history of the area where gum digging was largely undertaken by both Dalmatian settlers and Maori.

The name Waihopo is from the local area or the nearby lake with the same name.

The name Podgora is from the name of the village in Dalmatia County in Croatia. Dalmatia was the coastal county where many of the settlers came from. This name also reflects the dalmatian settlement and history of this area and the applicant has a direct link to the village as it is where his family immigrated from.

The background for these names is given also as per the Road Naming application attached (A3436711).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Klondike Lane
2. Waihopo Road
3. Podgora Lane

The Roading team has no objections to the names suggested above.

Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications to Council. The costs for road signage, blue on white background, and installation will be met by the developer.

ĀPITIHANGA / ATTACHMENTS

1. **Application - Document number - A3436711**
2. **Map - Document number - A3436715**
3. **History of names - Document number - A3436708**
4. **Resource Plan - Document number - A3436714**
5. **LINZ approval - Document number - A3629133**
6. **Schedule - Document number - A3629187**

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 the naming of a public road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	There are currently no property owners as this is a new subdivision.
State the financial implications and where budgetary provisions have been made to support this decision.	The cost of the road signage and installation will be met by the Far North District Council (white on blue background name blade).
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

Far North District Council

Application for Road Naming/Renaming

GENERAL INFORMATION

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

APPLICANT DETAILS

Applicant/Developer Name: Grant Kokich

Organisation: Waikopu Avocado's Limited

Postal Address: c/c Shane Stratton Surveying 286 Puhipuhi Rd RD2, Hikurangi, 0182

Phone: (09) 4339937 Mobile: 0274390092

Email: shane@sbsurveyors.co.nz

ROAD LOCATION

Address: 373 Kimberly Road

Legal Description: Between Lots 1-4 DP541736

Resource Consent Application Number: 2300355-RMASUB

Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.

TYPE OF ROAD (Please tick) -

☑ Public Road (unmaintained) ☐ Private Road ☐ Right-of-Way

PROPOSED ROAD NAMES

Road 1	First Choice: Klondike Lane
	Second Choice: Waitepo Road
	Third Choice: Podgora
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:

BACKGROUND

A background to the names, their origins and their link with the area is to be supplied

Please see attached supporting Letter

ROAD RENAMING

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

NA

GENERAL INFORMATION AND GUIDELINES

Ensure that road names are not duplicated in the Far North District *(both spelling and pronunciation to be considered)*; this includes same road names with different suffix. To do this, please use www.google.co.nz/maps and search "proposed road name (excl suffix) Northland" to check if proposed names may be duplicates.
Ensure that road type appropriately matches the definition of the suffix, such as 'road', 'avenue' etc. Road names without a suffix are now strongly discouraged (e.g. Broadway). The following definitions provide a guide, but please note that other appropriate suffixes that are not in this list may be used.

Suffix	Definition
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded by buildings
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses

Suffix	Definition
Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
Rise	A roadway going to a higher place or position
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section 315
Terrace	Roadway on a hilly area that is mainly flat
Vale	A roadway along low ground between hills
Way	A winding or curved track or path for passing along

The following are suitable suffixes for particular road types:

Road Type	Suffix
Cul-de-sac *(short dead-end street with turnaround at the end)*	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

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

Road Type	Suffix
Narrow road and right of way	Lane, Way
Associated with high ground	Rise,
Associated with low ground	Vale
Tree lined road	Avenue, Glade, Grove

Applicants Signature: _____ Date: 16/9/2021
(on behalf of applicant)

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

Appendix - Guidelines for Choosing a Road Name

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

7.1 History – Weighting 3

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

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

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

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

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

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

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

7.3 Geography – Weighting 2

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

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

7.3.3 Views must be readily identifiable.

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

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

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

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

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

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

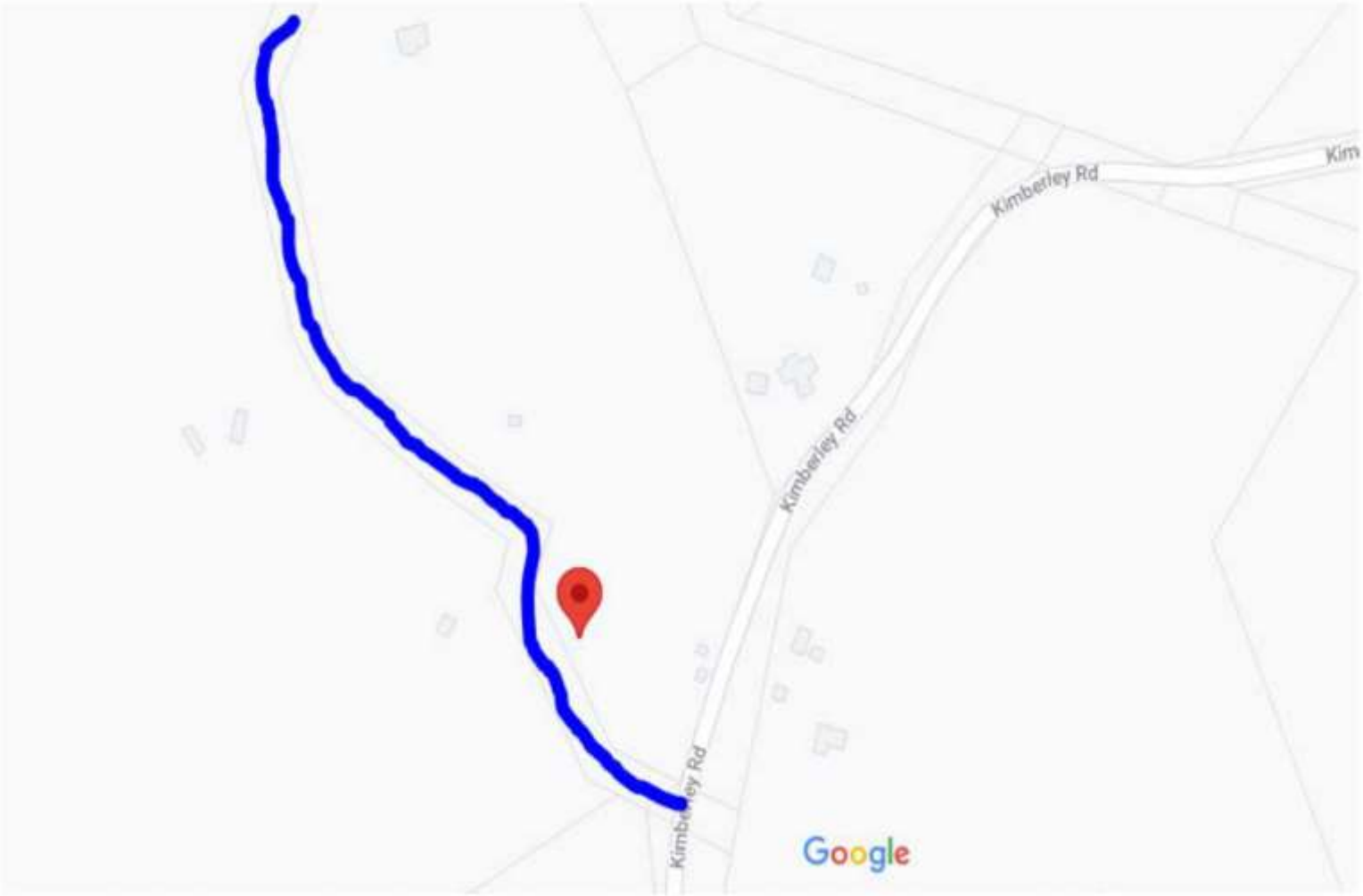
7.5 Noteworthy Person – weighting 1 *(Personal name for special service to the District or community)*

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

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

7.6 Weighting the Names

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


Kimberley Rd
Kimberley Rd
Kimberley Rd
Google

Shane Stratton Surveying Limited
PO Box 7144, Tikipunga, Whangarei, PH (09) 4371749 , Mob 027 4390092, Email shane@sbsurveyors.co.nz

16 September 2021

Far North District Council
Memorial Avenue
Private Bag 752
Kaikohe 0440

Attn: Selina Topia

Kia Ora Selina

RE: ROAD NAMING APPLICATION RESOURCE CONSENT 2300355-RMASUB – WAIKOPU AVOCADOS LIMITED

Please find attached a completed road naming application form for the naming of a currently unnamed road which the above subdivision will be using. As there is not a lot of room on the form to provide background of our preferred road names I will do this here.

First Choice – Klondike Lane
The applicant who has Dalmatian ancestry has knowledge of the local Dalmatian immigrants who settled in this area. He has advised that the property being subdivided once contained a lake which was drained by local gum diggers. A very rich deposit of kauri gum was discovered and the area was nicknamed The Klondike by the local gum diggers, in reference to the Klondike gold fields in Northern Canada. This name is our preferred name as it references the gum digging history of the area where gum digging was largely undertaken by both Dalmatian settlers and Maori.

Second Choice – Waihopo Road
This choice needs little explanation. There does not appear be a road which carries the name of this local area or the nearby lake with the same name.

Third Choice – Podgora Lane
Podgora is the name of a village/town in Dalmatia County in Croatia. Dalmatia was the coastal county where I understand many of the settlers came from. This name also reflects the dalmatian settlement and history of this area and the applicant has a direct link to the town as it is where his family immigrated from.

If you could please begin the process of having this application processed that would be much appreciated.

If you have any questions please do not hesitate to contact me.

Yours faithfully,

Shane Stratton
Licensed Cadastral Surveyor

Title Plan - LT 565904

Survey Number	LT 565904
Surveyor Reference	Waikopo Orchards Limited 1568
Surveyor	Shane Michael Stratton
Survey Firm	Shane Stratton Surveying Ltd
Surveyor Declaration	

Survey Details

Dataset Description	Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736		
Status	Initiated		
Land District	North Auckland	**Survey Class**	Class B
Submitted Date		**Survey Approval Date**	
		Deposit Date	

Territorial Authorities

Far North District

Comprised In

RT 910804

Created Parcels

Parcels	Parcel Intent	Area	RT Reference
Lot 1 Deposited Plan 565904	Fee Simple Title	26.4699 Ha	1011682
Lot 2 Deposited Plan 565904	Fee Simple Title	24.9746 Ha	1011683
Lot 3 Deposited Plan 565904	Fee Simple Title	4.7953 Ha	1011684
Area A Deposited Plan 565904	Easement		
Area B Deposited Plan 565904	Easement		
Area C Deposited Plan 565904	Easement		
Area G Deposited Plan 565904	Easement		
Total Area		56.2398 Ha	

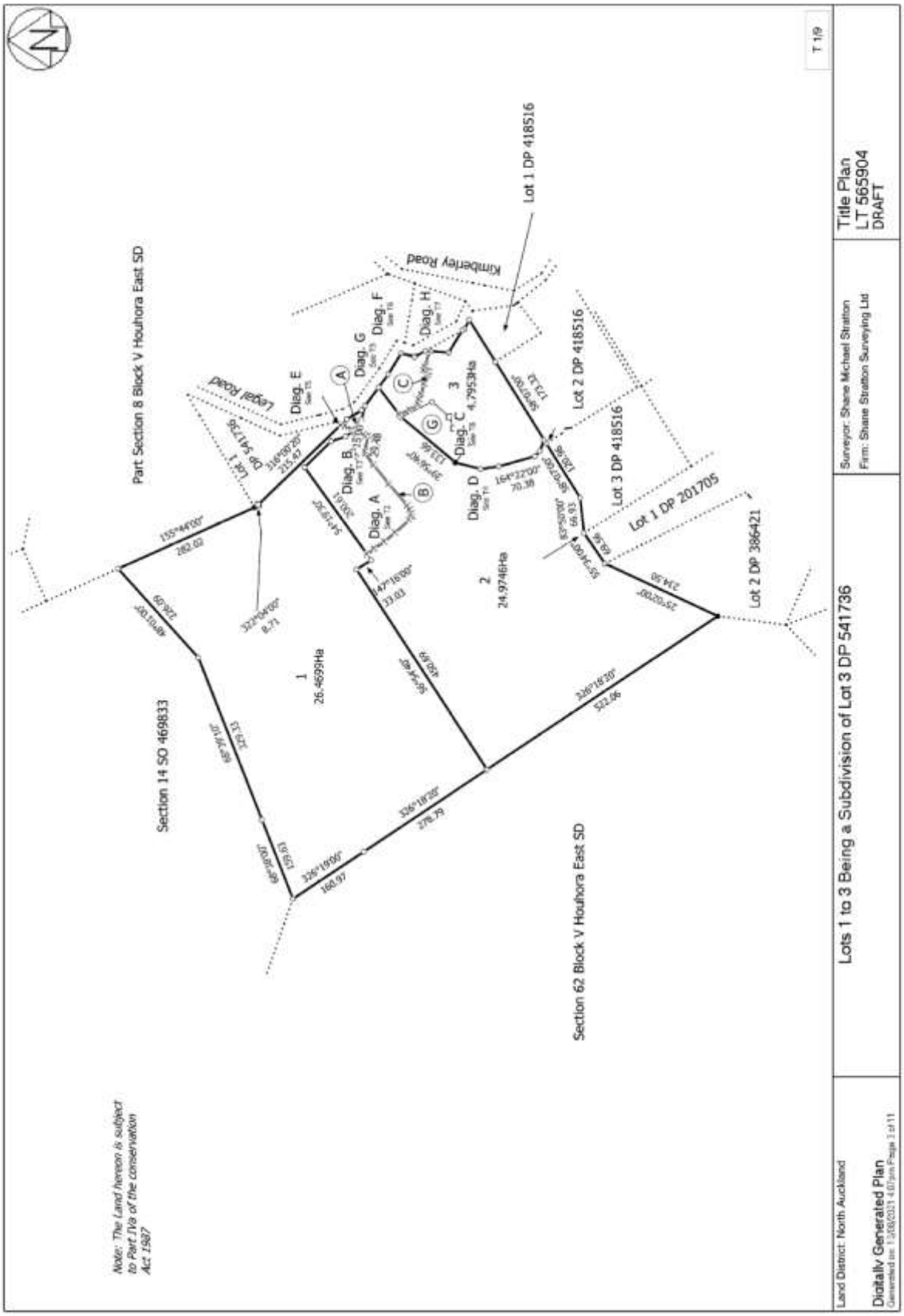
Schedule / Memorandum

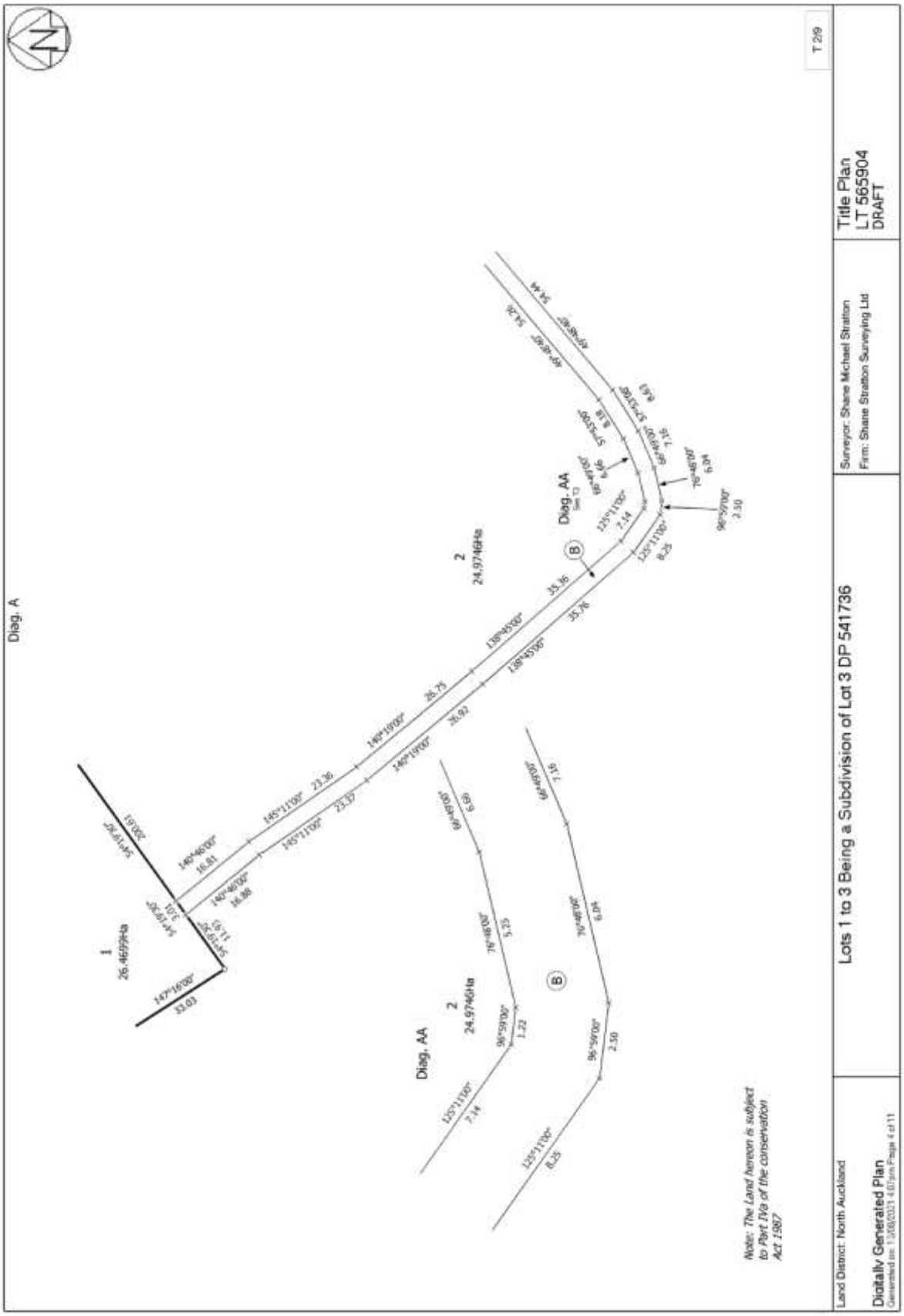
Schedule of Easements

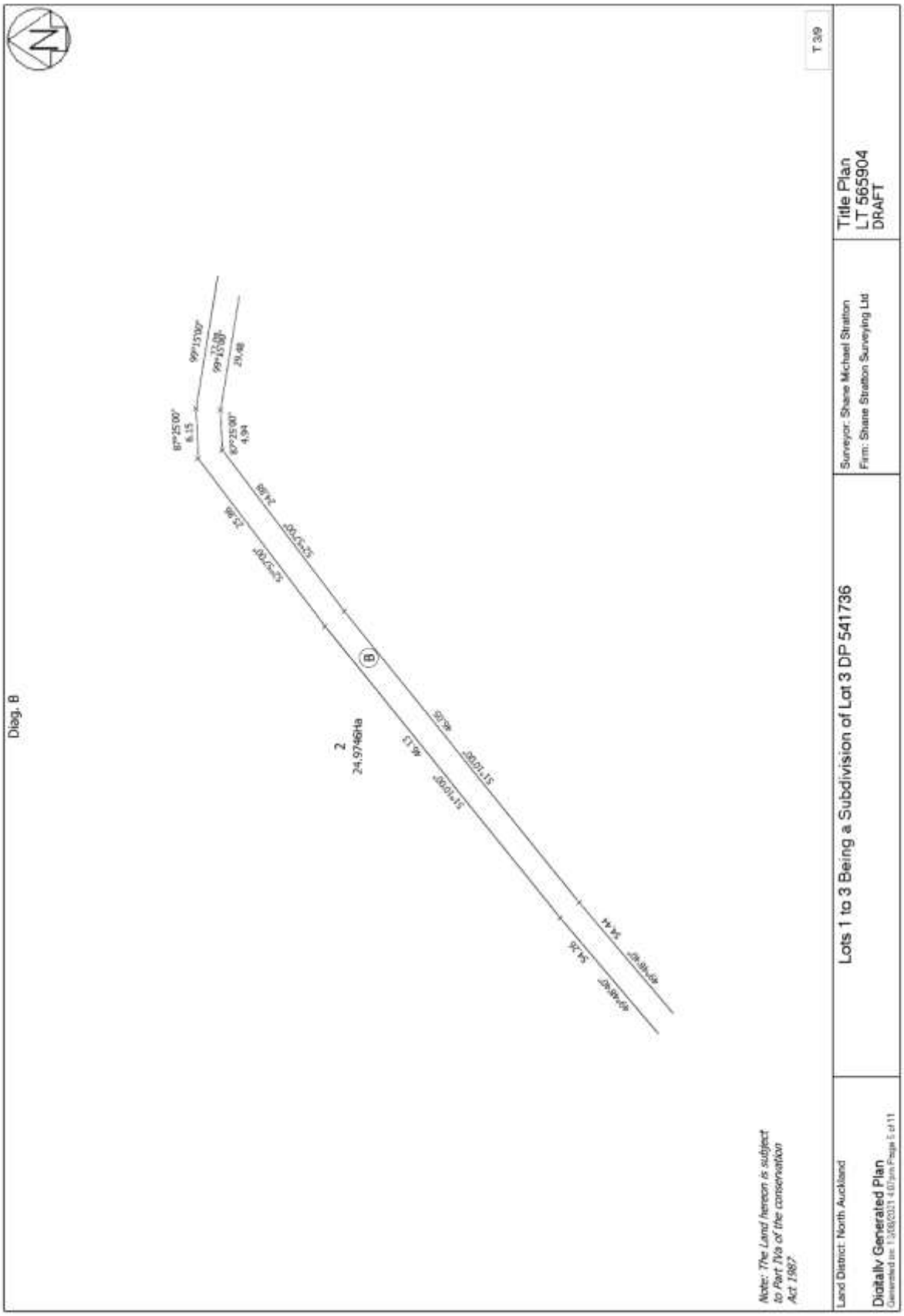
Purpose	Shown	Servient Tenement (Burdened Land	Dominant Tenement (Benefited Land)
Right to convey electricity	A	Lot 1 hereon	Lot 2 hereon
	B	Lot 2 hereon	Lot 1 hereon
	C	Lot 3 hereon	Lot 2 hereon and Lot 4 DP 541736

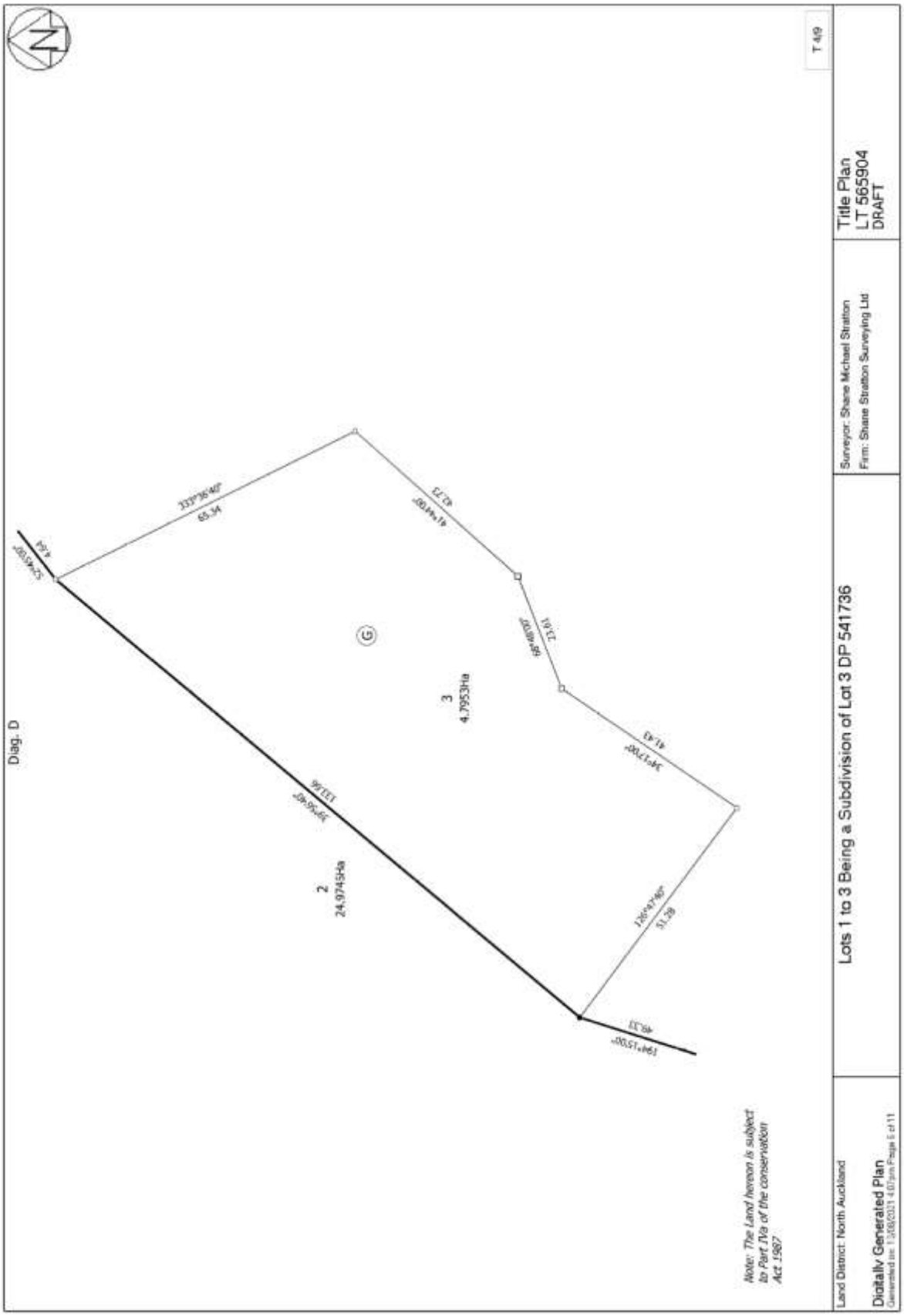
Area G is subject to an existing consent notice (vegetation protection)

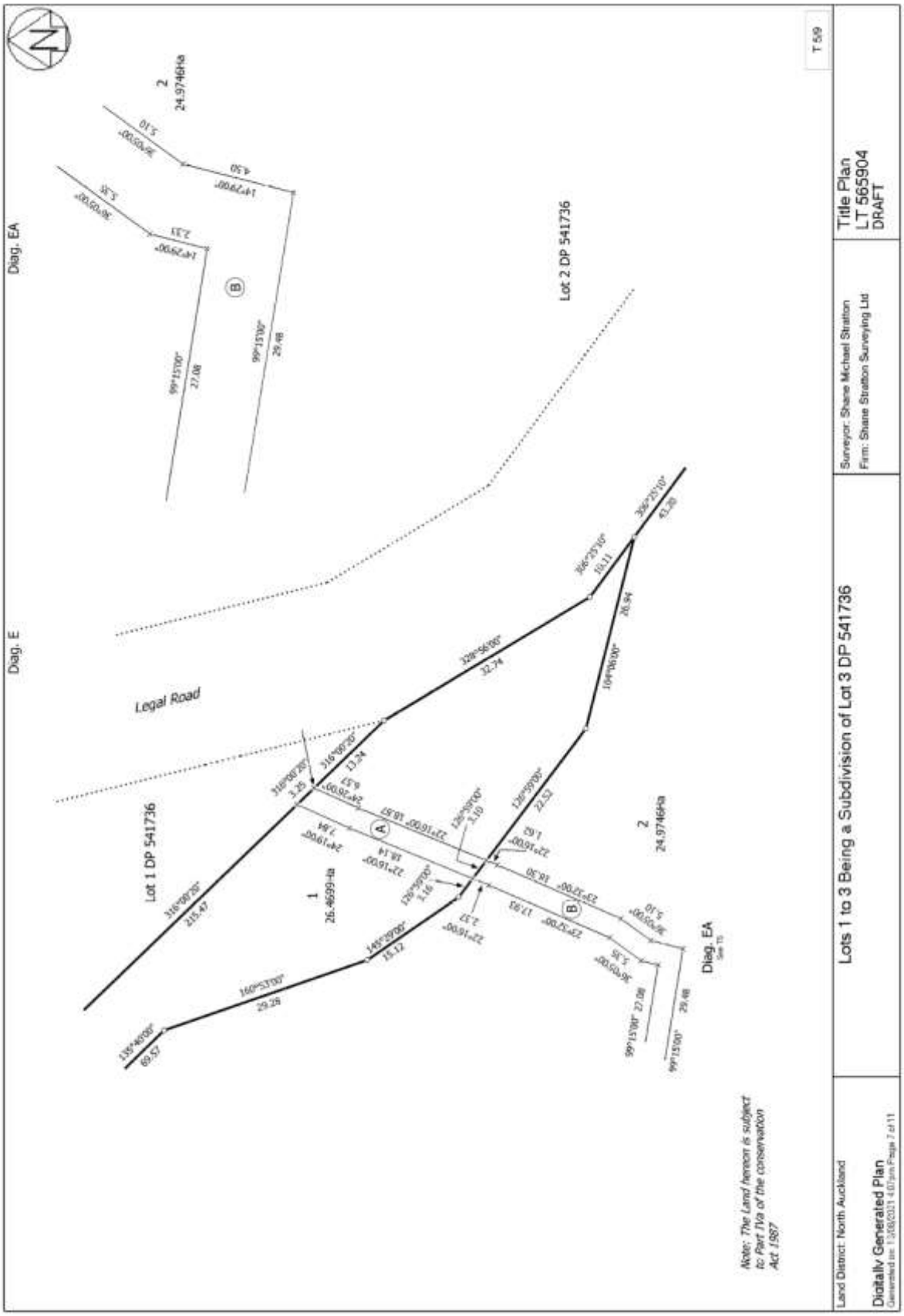
Note: The land hereon is subject to Part IVA of the Conservation Act 1987

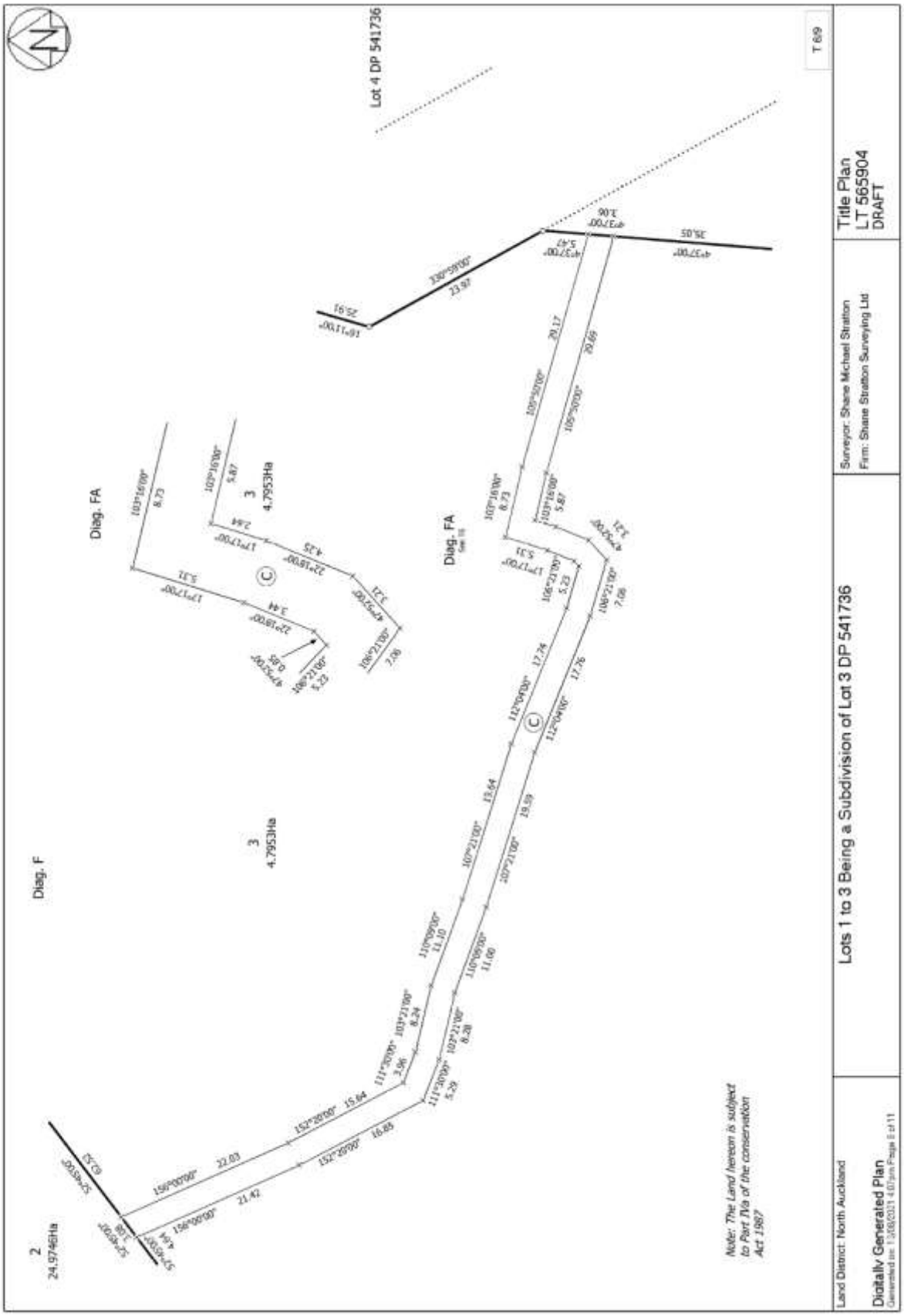

Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Title Plan
LT 565904
DRAFT
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Land District: North Auckland
Digitally Generated Plan
Part Section 8 Block V Houhora East SD
Section 14 SO 469833
Section 62 Block V Houhora East SD
Legal Road
Kimberley Road
Lot 1 DP 418516
Lot 2 DP 418516
Lot 3 DP 418516
Lot 1 DP 201705
Lot 2 DP 386421
Lot 1 DP 541736
Diag. A
Diag. B
Diag. C
Diag. D
Diag. E
Diag. F
Diag. G
Diag. H
1
26.4699Ha
2
24.9746Ha
3
4.7953Ha
Note: The Land hereon is subject to Part IVa of the conservation Act 1987

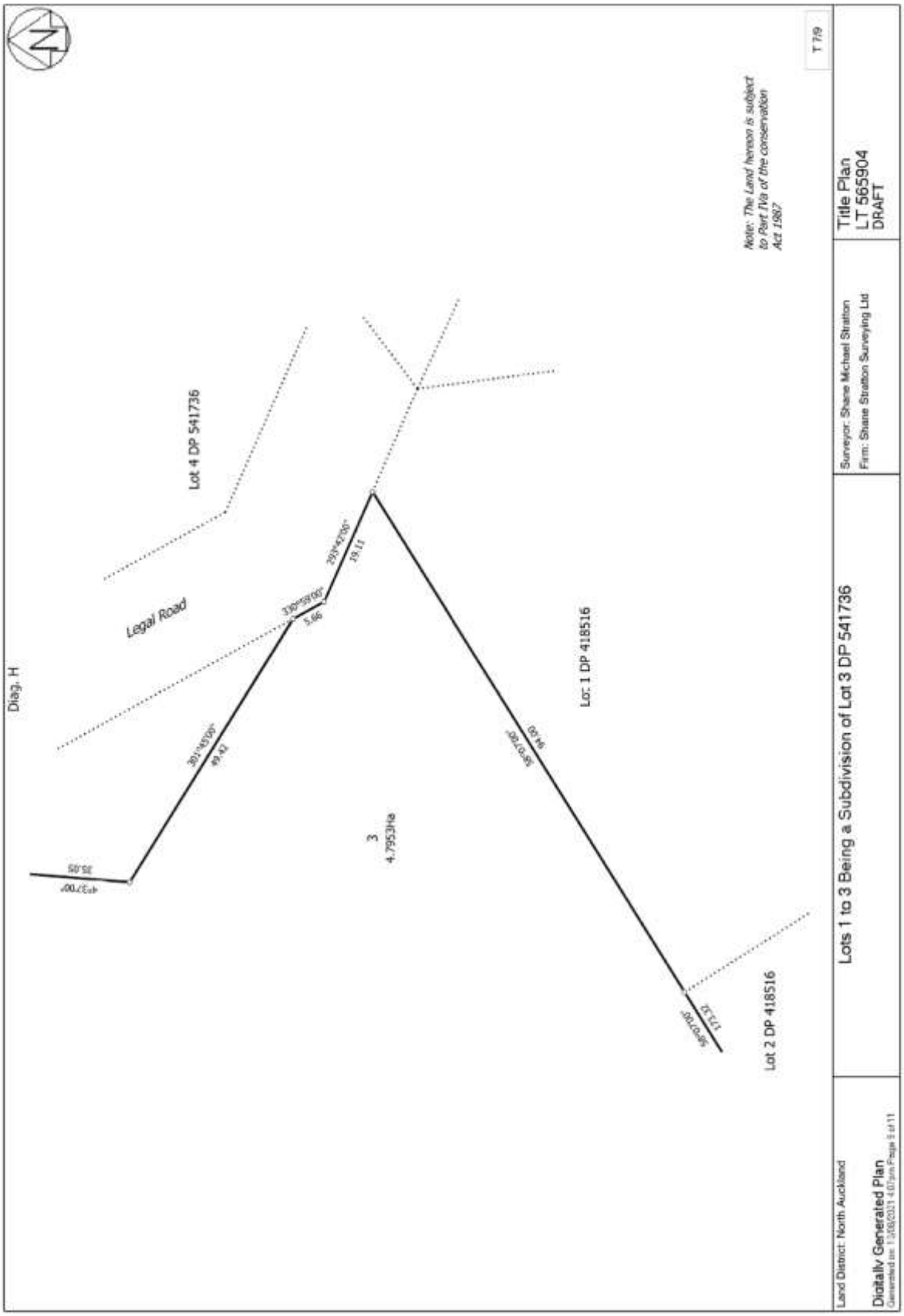

Diag. A
T 2/9
Title Plan
LT 565904
DRAFT
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Land District: North Auckland
Digitally Generated Plan
Note: The Land hereon is subject to Part IVA of the conservation Act 1987
Diag. AA
Diag. AA
1
26.4699Ha
2
24.9746Ha
2
24.9746Ha

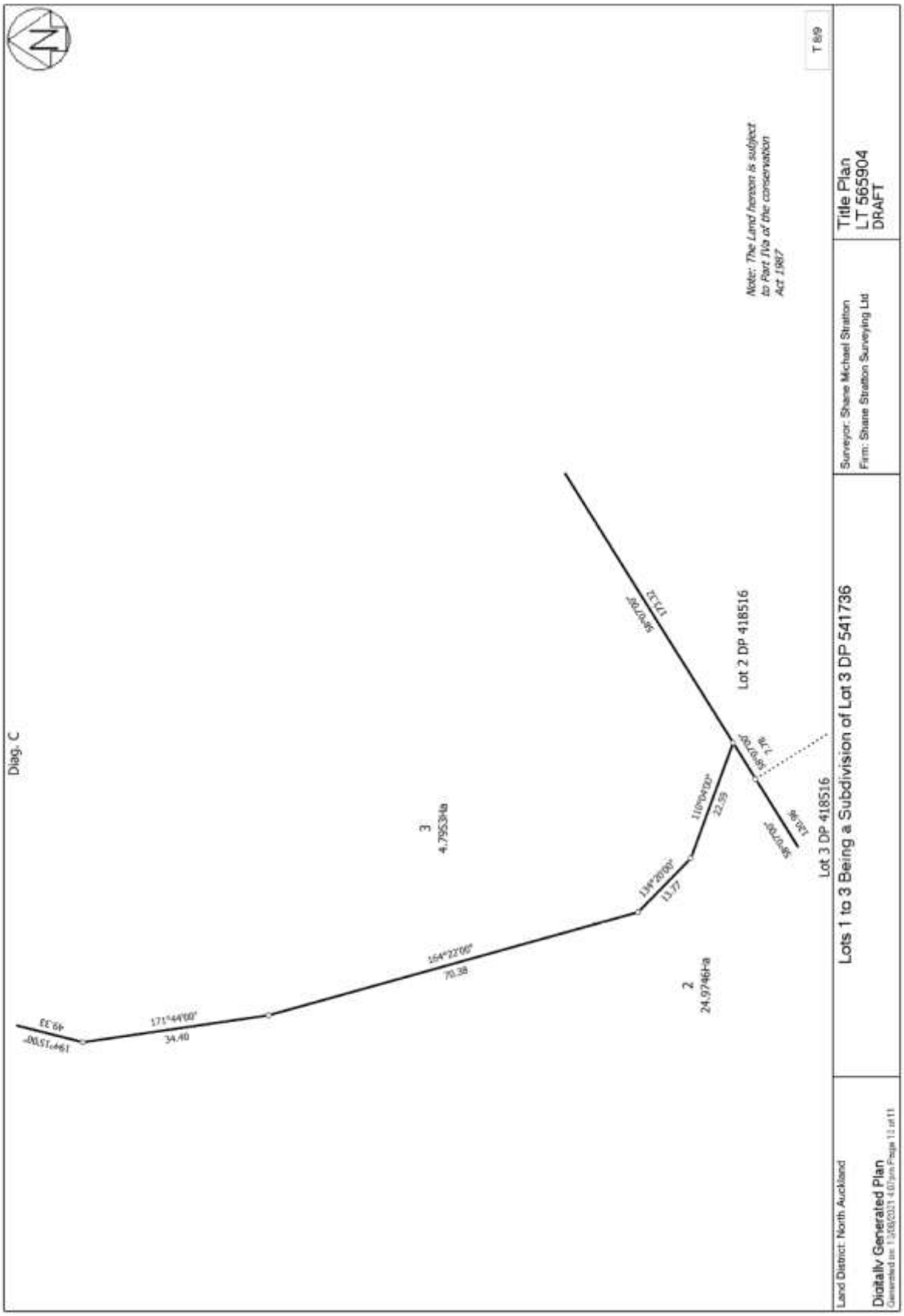

Diag. B
2
24.9746Ha
B
87°25'00"
6.15
99°15'00"
99°15'00"
87°25'00"
4.94
29.48
24.98
S2°50'00"
S2°50'00"
25.98
S1°10'00"
S1°10'00"
46.15
46.15
S1°10'00"
S1°10'00"
50.98
S4°48'00"
S4°48'00"
54.26
S4°48'00"
S4°48'00"
54.44
T 3/9
Note: The Land hereon is subject to Part IVa of the conservation Act 1987.
Land District: North Auckland
Digitally Generated Plan
Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Title Plan
LT 565904
DRAFT

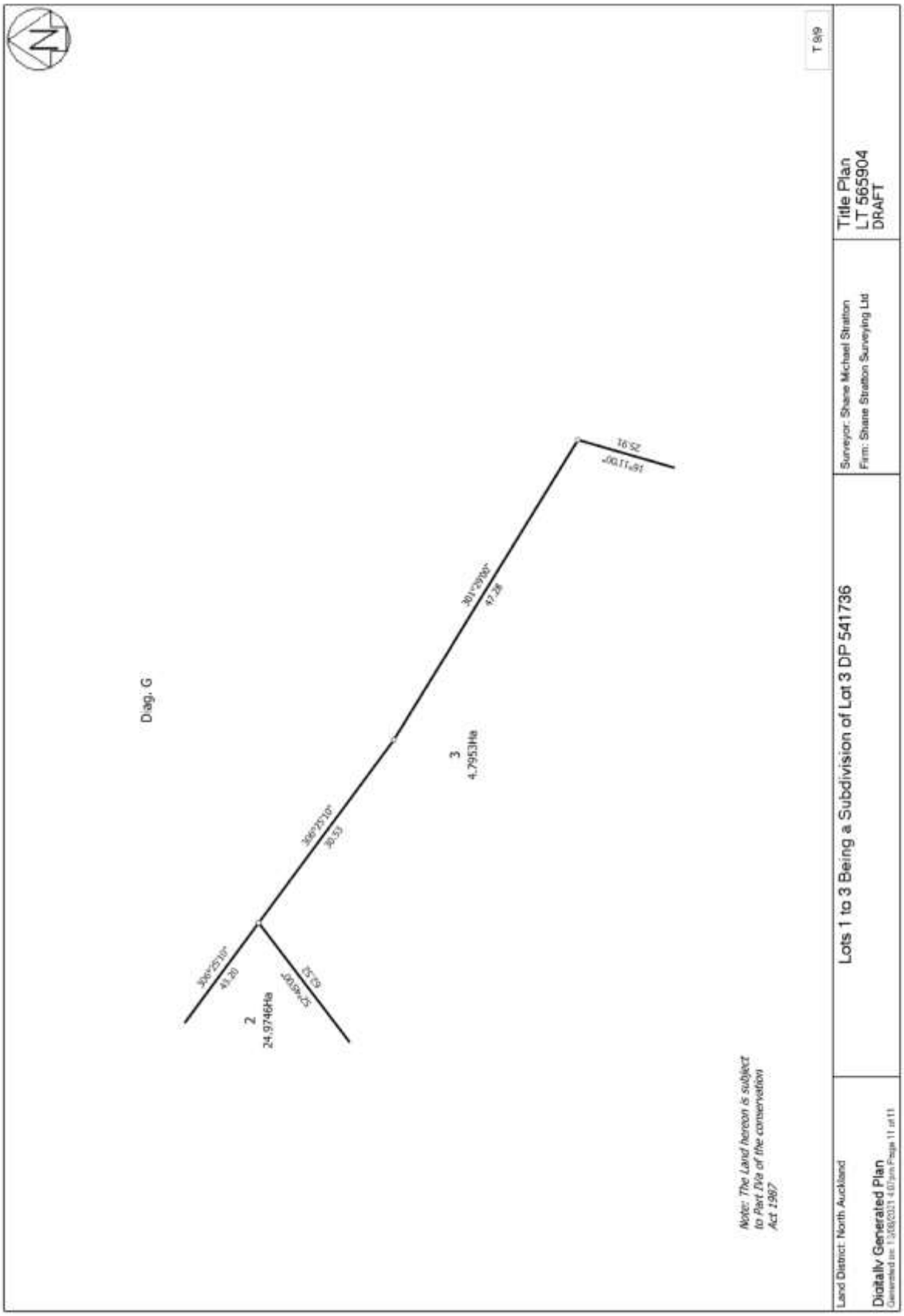

Diag. D
333°36'40"
65.34
41°44'00"
42.73
49°49'00"
21.61
34°12'00"
41.43
126°47'40"
51.38
194°15'00"
40.33
329°45'40"
131.56
2
24.9745Ha
3
4.7953Ha
G
T 4/9
Note: The Land hereon is subject to Part IVa of the conservation Act 1987
Land District: North Auckland
Digitally Generated Plan
Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Title Plan
LT 565904
DRAFT


Diag. EA
Diag. E
Legal Road
Lot 1 DP 541736
Lot 2 DP 541736
1
26.4699ha
2
24.9746Ha
Diag. EA
Note: The Land hereon is subject to Part IVa of the conservation Act 1987
Land District: North Auckland
Digitally Generated Plan
Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Title Plan
LT 565904
DRAFT


Lot 4 DP 541736
Diag. FA
Diag. FA
Diag. F
3
4.7953Ha
3
4.7953Ha
2
24.9746Ha
Note: The Land hereon is subject to Part IVA of the conservation Act 1987
Land District: North Auckland
Digitally Generated Plan
Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Title Plan
LT 565904
DRAFT


Diag. H
Lot 4 DP 541736
Legal Road
Lot 1 DP 418516
3
4.7953Ha
Lot 2 DP 418516
Note: The Land hereon is subject to Part IVa of the conservation Act 1987
T 7/9
Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Title Plan
LT 565904
DRAFT
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Land District: North Auckland
Digitally Generated Plan


Diag. C
T 8/9
Note: The Land hereon is subject to Part IVa of the conservation Act 1987
Lot 2 DP 418516
Lot 3 DP 418516
3
4.7953Ha
2
24.9746Ha
49.33
171°44'00"
34.40
164°22'00"
70.38
139°20'00"
13.77
110°04'00"
22.59
90°00'00"
7.74
90°00'00"
136.98
90°00'00"
171.32
Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Land District: North Auckland
Digitally Generated Plan
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Title Plan
LT 565904
DRAFT


Diag. G
306°25'10"
43.20
2
24.9746Ha
52°49'00"
15.19
306°25'10"
30.53
3
4.7953Ha
301°29'00"
47.28
18°11'00"
25.91
Note: The Land hereon is subject to Part IVa of the conservation Act 1987
T 8/9
Land District: North Auckland
Digitally Generated Plan
Generated on: 13/08/2021 4:07pm Page 11 of 11
Lots 1 to 3 Being a Subdivision of Lot 3 DP 541736
Surveyor: Shane Michael Stratton
Firm: Shane Stratton Surveying Ltd
Title Plan
LT 565904
DRAFT

From: Addresses <addresses@linz.govt.nz>
Sent: Friday, 12 November 2021 2:05 PM
To: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Subject: RE: NEW ROAD NAME REQUEST addressed at 373 Kimberley Road Pukenui

Kia ora Selina

Please ensure you give yourself wiggle room when sending in road name checks etc. We are slightly behind in work because of what seems to be a mad rush from TA's 😉.
I only just saw that your emails came through with high importance. Not a growling just saying we may not see your emails till too late.

Here are my findings;

1. Klondike Lane Acceptable.
2. Waihopo Road Acceptable.
3. Podgora Lane Acceptable.

Regards

Renni
Addressing Analyst
Addressing and Properties
addresses@linz.govt.nz | **DDI** 04 460 0110 |

Toitū Te Whenua
Land Information
New Zealand

Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz

Te Hiku Community Board Road Naming Schedule (Public) - 29 March 2022

Pukenui

Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Public Lane addressed at 373 Kimberly Road Pukenuia	First Road	Klondike Lane	1	The name Klondike is from the Dalmatian ancestry of the applicant who has knowledge of the local Dalmatian immigrants who settled in this area. The property being subdivided once contained a lake which was drained by local gum diggers. A very rich deposit of kauri gum was discovered and the area was nicknamed 'The Klondike', by the local gum diggers, in reference to the Klondike gold fields in Northern Canada. This name is our preferred name as it references the gum digging history of the area where gum digging was largely undertaken by both Dalmatian settlers and Maori.		Klondike Lane
	Second Road	Waihopo Road	1	The name Waihopo is from the local area or the nearby lake with the same name.		Waihopo Road
	Third Road	Podgora Lane	1	The name Podgora is from the name of the village in Dalmatia County in Croatia. Dalmatia was the coastal county where many of the settlers came from. This name also reflects the dalmatian settlement and history of this area and the applicant has a direct link to the village as it is where his family immigrated from.		Podgora Lane

Document number A1917820 1

7.7 KAITAIA DRAINAGE AREA 2021/2022 PROGRAMME UPDATE

File Number: **A3637920**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To notify the Te Hiku Community Board of progress on all drainage aspects; planning, financing, and physical works, for the financial year ending the 30th of June 2022.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- As the 2021/2022 summer has begun, several activities on the approved work programme have been completed or are in progress.
- The work programme includes spraying and cleaning of drains.
- There are significant budgetary changes required to meet projected costs. Deviations from the previously approved budget are highlighted in **red**.
- The work programme and associated budget is up for discussion, with the opportunity to make any late additions if required.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board:

a) Note the report "Kaitaia Drainage Area 2021/2022 programme update" for information.
b) Approve the 2021/2022 work programme with feedback from the Kaitaia Drainage Area Committee.

1) TĀHUHU KŌRERO / BACKGROUND

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

The Kaitaia Drainage Area Committee was formally established at the 22 February 2016 meeting of the Te Hiku Community Board at the request of the members of the Kaitaia Drainage Management Committee.

The work programme for the 2021/2022 financial year was most recently approved on the 16th of August 2021 Committee meeting. Additionally, it was reviewed during an earlier Committee meeting on the 3rd of November 2020.

From the most recent Committee meeting, a resolution was made to:

- Request that W Masters E, Campbells, and L Masters W drains be sprayed as part of the 2021/2022 work programme upon receiving permission from the landowner.
- Request staff send a letter to Mr van Bysterbelt asking him to reinstate to the crossing/culverts that he removed on Wests Drain at his own costs.
- Request a workshop with the Kaitaia Drainage Area Committee in October/November to work on the draft management plan. Area Committee in October/November to work on the draft management plan.

In the following Te Hiku Community Board meeting in August 2021, the Kaitaia Drainage Area 2021/2022 Programme was amended, including two items:

- General contingency budget for 2021/2022 be increased to $5,000.
- Spray contingency be added and increased to $6,000.

These items have since been included into the programme and financial totals updated.

2) MATAPAKI ME NGA KOWHIRINGA / DISCUSSION AND OPTIONS

Within the Kaitaia Area, there are several agreed points which require work. This section details the work currently programmed from August 2021 and what progress has been made.

There are significant budgetary changes required, which are described in section 2.1 and 2.2 of this report. These are associated with an increase in operational costs (Increased spraying rate etc.). It is intended that the 2021/2022 work programme is reviewed to include these changes.

2.1 Work programme summary

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

Kaitaia	**Budgeted**	**Expended**
Completed Work:		
Total	**$0**	**$0**
Remaining Work & Allowances:	**Budgeted**	**Revised**
Status report on the drains (In progress)	$700	$777
Spraying of the Kaitaia drains (In progress)	$57,969	$80,108
Cleaning of the Church Gulley Drain	$8,000	$8,880
Total (planned work)	**$66,669**	**$89,765**
Spraying contingency	$6,000	$6,000
Machine Cleaning contingency	$10,000	$10,000
20% share of a drone for drain surveillance (To be removed)	$664	$0
Contingency allowance	$5,000	$5,000
Total (contingencies)	**$21,664**	**$21,000**

2.2 General maintenance within work programme

Spraying

Spraying of the Kaitaia drains is being completed during December 2021 to February 2022. At the time of writing, the majority of the drains had been sprayed. There is also the recent addition of a $6,000 spraying contingency, to allow for spraying of 'On Request' drains.

If Alligator weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

Spraying cost analysis

In the past, a historic rate of 55c per metre was maintained for the cost of drain spraying within the area. Over the past year, operational expenses have risen abruptly. In order to continue a successful partnership with our chosen spraying contractor, Fenwick Contracting, an assessment of the previously agreed rate and immediate remediation was required.

The average rate for spraying has been assessed, and in negotiation with Fenwick Contracting, a new rate limited to 65c per metre has been agreed upon. Although this is a considerable increase from the historic rate, it was not sustainable nor fair to continue with the historic rate for 2021/2022.

This, along with other increases in operational costs, has impacted the work programme with an approximate increase of 29% expected on the programmed spraying costs.

With additional drains being sprayed so far, and further programmed, it is projected that the final cost for spraying will be approximately $80,108. Should the full programme be completed, part of the reserve fund will be required to supplement the rated income and meet the costs (Further defined in section 3.1).

Action – Request that the Committee approve the projected cost for spraying of $80,108 to allow for the significant increase in operational costs and additional drains to be sprayed.

Spray programme

The spray programme consists of 111 kilometres of drain spraying and has been separated out into compartments and individual drains. This has been adjusted for the increased operational costs, also to include any changes (highlighted in Red) from the approved programme in August 2021.

Spray programme follows:

Waipapakauri Compartment	**Total**	**Spray**	**Cost**
Waipapakauri Outfall (Both sides of drain sprayed)	4,800 m	9,000 m	$6,493.50
Paparore Bank Drain	4,000 m	4,000 m	$2,886.00
Waipapakauri Bank	1,710 m	1,710 m	$1,233.77
Thodes	684 m	684 m	$493.51
Brattons Drain (On request)	282 m	0 m	$0.00
Evans Drain (On request)	443 m	0 m	$0.00
Yates (On request)	945 m	0 m	$0.00
Wests	820 m	820 m	$591.63
Sandhills (Remainder is Urban)	7,502 m	6,456 m	$4,658.00
Birds Boundary	1,521 m	1,521 m	$1,097.40
Abbots (On request)	422 m	422 m	$304.47
Government drain	3,012 m	3,012 m	$2,173.16
Waimanoni - Walkers	4,221 m	4,221 m	$3,045.45
Spains Drain (On request)	1,580 m	0 m	$0.00
Spains Road Drain (Remainder is Urban)	2,170 m	1,580 m	$1,139.97
Totals	**34,112 m**	**33,426 m**	**$24,116.86**

Lower Awanui Compartment	**Total**	**Spray**	**Cost**
Prices Bank (Unahi)	2,615 m	2,615 m	$1,886.72
McMillans - Tupes	6,840 m	6,840 m	$4,935.06
Factory Bend - Michies	6,035 m	6,035 m	$4,354.25
Flemings (On request)	764 m	0 m	$0.00
Gills	1,489 m	2,008 m	$1,448.77
Kumi Road	1,006 m	1,000 m	$721.50
H Subritzkys	1,127 m	1,127 m	$813.13
Awanui (Remainder is Urban)	2,313 m	940 m	$678.21
Sankeys No. 1 (On request)	201 m	201 m	$145.02
Sankeys No. 2 (On request)	362 m	0 m	$0.00
Totals	**22,752 m**	**20,766 m**	**$14,982.67**

Puckeys Outfall Compartment	**Total**	**Spray**	**Cost**
Puckeys Outfall	484 m	484 m	$349.21
J Subritzkys Drain (On request)	402 m	0 m	$0.00
Foleys	450 m	450 m	$324.68
Lisle	1,710 m	1,710 m	$1,233.77

Wireless	1,800 m	1,800 m	$1,298.70
Bells Road	2,012 m	2,012 m	$1,451.66
Totals	**6,858 m**	**6,456 m**	**$4,658.00**

Pukepoto Outfall Compartment	**Total**	**Spray**	**Cost**
Pukepoto Outfall	5,828 m	5,600 m	$4,040.40
Brass (On request)	1,388 m	0 m	$0.00
W Masters C	1,207 m	1,207 m	$870.85
W Masters E (Requested 2021/2022)	1,300 m	1,300 m	$937.95
Campbells (Requested 2021/2022)	684 m	684 m	$493.50
L Masters W (Requested 2021/2022)	1,064 m	1,064 m	$767.68
L Masters C	1,400 m	1,400 m	$1,010.10
School	1,509 m	1,509 m	$1,088.74
Reynolds (West Bank)	2,213 m	2,213 m	$1,596.68
Maori	2,012 m	2,012 m	$1,451.66
Pukepoto Creek	805 m	805 m	$580.81
Houstons (West Bank)	2,213 m	2,213 m	$1,596.68
Parkers	602 m	602 m	$434.34
Reid's West	2,615 m	2,615 m	$1,886.72
Totals	**24,840 m**	**23,031 m**	**$16,616.87**

Whangatane Compartment	**Total**	**Spray**	**Cost**
Texifros	785 m	785 m	$566.38
Maimaru	1,127 m	1,127 m	$813.13
Oinu Stream	1,650 m	1,650 m	$1,190.48
Pairatahi Bank	2,716 m	2,716 m	$1,959.59
Johnsons (On request)	150 m	0 m	$0.00
Kareponia (On request)	402 m	0 m	$0.00
Birds (On request)	504 m	504 m	$363.64
Totals	**7,334 m**	**6,782 m**	**$4,893.22**

Kaitaia Compartment	**Total**	**Spray**	**Cost**
Lewis Junction - Boundary	443 m	443 m	$319.62
Lewis Junction - Road	322 m	322 m	$232.32
Church Gully (Remainder to be cleaned)	2,865 m	500 m	$360.75
Mathews Outfall (Remainder is Urban)	4,425 m	3,425 m	$2,471.14
Wilds (On request)	503 m	503 m	$362.91
Hanlons	322 m	322 m	$232.32
Totals	**8,880 m**	**5,515 m**	**$3,979.07**

Tangonge Compartment	**Total**	**Spray**	**Cost**
Reid's East	3,017 m	3,017 m	$2,176.77
Hoddles	1,667 m	1,667 m	$1,202.74
Millers	2,615 m	2,615 m	$1,886.72
McKenzie's	634 m	634 m	$457.43
Sharps	402 m	402 m	$290.04
Lewis & Crown Land	1,851 m	1,851 m	$1,335.50
Totals	**10,186 m**	**10,186 m**	**$7,349.20**

Wairoa Compartment	Total	Spray	Cost
Bergan's	1,005 m	1,005 m	$725.11
Wairoa Stream	3,058 m	3,058 m	$2,206.35
Blairs	805 m	805 m	$580.81
Totals	**4,868 m**	**4,868 m**	**$3,512.26**

Machine cleaning

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

Due to the amount of issues identified in the 2021 Drain Status Report, a number of drains were selected for cleaning in the most recent Committee meeting in August 2021.

The drains selected for cleaning are listed below:

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

An allowance of $8,880 for the Church Gulley Drain has been programmed should the private fencing be complete. There is also the machine cleaning contingency of $10,000 allocated, should there be any unexpected cleaning (potentially including Oinu and / or Reid's East) required.

Accessibility issues & maintenance

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

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

- **Oinu Stream** – Very few gates between farms, causing a lot of back tracking through the farm, driving from Quarry Road to Godinovich(?) Road. **Action from last meeting:** Requires an inspection with staff and Committee chair, Fiona King.
- **H Subritzkys** – Techno fencing across some gates and tracks is causing lengthy delays. Have been advised through RFS that a nearby landowner does not allow spray contractors to access the downstream end. **Action from last meeting:** Committee chair, Fiona King, to follow up and investigate.
- **Houstons Drain** – Middle portion of the drain is inaccessible. **Action from last meeting:** Committee member, Mike Masters, to follow up and investigate.

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

i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.

iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues. Another notice to remind property owners of their obligations is to be sent prior to the end of June, in-line with a request by the Committee to make the notice an annual piece of correspondence.

2.4 Kaitaia Drainage Area management plan

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

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

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

A workshop of the draft management plan for the Drainage Committee has been requested and was planned, however due to a number of reasons, this was delayed and is now proposed for Monday the 4th of April, 10 am, in Kaitaia, should circumstances allow.

Action – Request that the Committee approve the new management plan workshop date, on the 4th of April 2022 at 10 am.

2.5 Drainage area mapping

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

To date the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are planned for mapping when we have the available staff.

Council had previously discussed and accounted for the Drainage Areas to collectively purchase a drone for surveying the drains. This resulted in a $664 share, roughly equal to 20% of the estimated

costs, being included in the budget. At the Committee meeting in August 2021, this was discussed for review, but commented that Council will bear the costs as it would be a useful asset for the district. The $664 share has then been proposed for removal from the 2021/2022 work programme.

Action – Request that the Committee approve the removal of the 20% drone share, $664, from the work programme, with Council to bear the costs of purchase.

2.6 Drainage Area Requests for Service (RFS) Summary

In the last 6 months, there has been one RFS received regarding the Kaitaia Drainage Area. Please find a summary of the request below:

23 State Highway 1, Awanui - RFS 4081324, 4087372 & 4088219 – This is a request for the cleaning of the H Subritzky Drain downstream of where it crosses State Highway 10. Currently awaiting assessment by FNW. Received requests in October, November, and December 2021.

Take Tūtohunga / Reason for the recommendation

To ensure that the Kaitaia Drainage Area Committee are up to date on current work progress and expenditure. Also, to ensure the Committee has the opportunity to review and make changes to the programme if required.

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

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

Kaitaia	
2021 Opening balance (2020/2021 Reserve balance)	$61,126
2021/2022 Rated income	$76,256
2021/2022 Proposed expenditure (*Breakdown in section 3.1*)	$89,765
2022 Closing balance	**$47,616 (-1 from rounding)**

Note - The rated income for 2021/2022 has been raised slightly from the approved amount ($70,000) in November 2020. This was caused by the initial proposed expenditure ($76,256) being matched as the expected rated income by mistake, which was then approved within the Long-Term Plan 2021/2031. Changes to the report format have been made to prevent this from reoccurring.

3.1 Budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the ‘planned work’ total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Kaitaia	
2021/2022 Rated income	$76,256
2021/2022 Proposed expenditure (Funded from rates)	$76,256

2022 Closing rated balance	**$0**

Reserve component

Kaitaia	
2021 Opening balance (2020/2021 Reserve balance)	$61,126
2021/2022 Proposed expenditure (Funded from reserve)	$13,509
2022 Closing reserve balance	**$47,616 (-1 from rounding)**

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

7.8 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME

File Number: **A3638045**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2022/2023 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2022/2023 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Kaitaia drains. Currently there is a proposed budget of $75,955 for planned work, with an additional $26,222 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board:

approve the reviewed Kaitaia Drainage Area 2022/2023 work programme.

approve a reserve balance of '$xx,xxx' to be held for unplanned works should it be required, based on feedback from the Kaitaia Drainage Area Committee .

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The proposed work programme for the 2022/2023 financial year has been estimated from previous costs and quotes where possible.

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

The programme will be available for further review / adjustment at the next Committee meeting in August 2022, however the overall budget will be set by that time.

2.1 Proposed work programme summary

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

Kaitaia

Spraying of the Kaitaia drains (breakdown in section 2.2)	$75,178

Status report on the drains	$777
Total (planned work)	**$75,955**
Spraying contingency	$8,222
Machine cleaning contingency	$13,000
General contingency	$5,000
Total (contingencies)	**$26,222**

2.2 General maintenance within the work programme

Spraying

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2022/2023. If additional spraying is required, this will be funded from the spraying contingency of $8,222. The spraying contingency is calculated from the total of 'spray on request' drains.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

The spray programme consists of 104 kilometres of drain spraying and 11 kilometres of 'On request' drains. This has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report. This has been separated out into compartments and individual drains.

Spray programme follows:

Waipapakauri Compartment	**Total**	**Spray**	**Cost**
Waipapakauri Outfall	4,800 m	4,800 m	$3,463.20
Paparore Bank Drain	4,000 m	4,000 m	$2,886.00
Waipapakauri Bank	1,710 m	1,710 m	$1,233.77
Thodes	684 m	684 m	$493.51
Brattons Drain (On request)	282 m	0 m	$0.00
Evans Drain (On request)	443 m	0 m	$0.00
Yates (On request)	945 m	0 m	$0.00
Wests	820 m	820 m	$591.63
Sandhills (Remainder is Urban)	7,502 m	6,456 m	$4,658.00
Birds Boundary	1,521 m	1,521 m	$1,097.40
Abbots (On request)	422 m	0 m	$0.00
Government drain	3,012 m	3,012 m	$2,173.16
Waimanoni - Walkers	4,221 m	4,221 m	$3,045.45
Spains Drain (On request)	1,580 m	0 m	$0.00
Spains Road Drain (Remainder is Urban)	2,170 m	1,580 m	$1,139.97
Totals	**34,112 m**	**28,804 m**	**$20,782.09**

Lower Awanui Compartment	**Total**	**Spray**	**Cost**
Prices Bank (Unahi)	2,615 m	2,615 m	$1,886.72
McMillans - Tupes	6,840 m	6,840 m	$4,935.06
Factory Bend - Michies	6,035 m	6,035 m	$4,354.25

Flemings (On request)	764 m	0 m	$0.00
Gills	1,489 m	1,489 m	$1,074.31
Kumi Road	1,006 m	1,006 m	$725.83
H Subritzkys	1,127 m	1,127 m	$813.13
Awanui (Remainder is Urban)	2,313 m	940 m	$678.21
Sankeys No. 1 (On request)	201 m	0 m	$0.00
Sankeys No. 2 (On request)	362 m	0 m	$0.00
Totals	**22,752 m**	**20,051 m**	**$14,467.52**

Puckeys Outfall Compartment	**Total**	**Spray**	**Cost**
Puckeys Outfall	484 m	484 m	$349.21
J Subritzkys Drain (On request)	402 m	0 m	$0.00
Foleys	450 m	450 m	$324.68
Lisle	1,710 m	1,710 m	$1,233.77
Wireless	1,800 m	1,800 m	$1,298.70
Bells Road	2,012 m	2,012 m	$1,451.66
Totals	**6,858 m**	**6,456 m**	**$4,658.00**

Pukepoto Outfall Compartment	**Total**	**Spray**	**Cost**
Pukepoto Outfall	5,828 m	5,600 m	$4,040.40
Brass (On request)	1,388 m	0 m	$0.00
W Masters C	1,207 m	1,207 m	$870.85
W Masters E (On request)	1,300 m	0 m	$0.00
Campbells (On request)	684 m	0 m	$0.00
L Masters W (On request)	1,064 m	0 m	$0.00
L Masters C	1,400 m	1,400 m	$1,010.10
School	1,509 m	1,509 m	$1,088.74
Reynolds (West Bank)	2,213 m	2,213 m	$1,596.68
Maori	2,012 m	2,012 m	$1,451.66
Pukepoto Creek	805 m	805 m	$580.81
Houstons (West Bank)	2,213 m	2,213 m	$1,596.68
Parkers	602 m	602 m	$434.34
Reid’s West	2,615 m	2,615 m	$1,886.72
Totals	**24,840 m**	**20,176 m**	**$14,556.98**

Whangatane Compartment	**Total**	**Spray**	**Cost**
Texifros	785 m	785 m	$566.38
Maimaru	1,127 m	1,127 m	$813.13
Oinu Stream	1,650 m	1,650 m	$1,190.48

Pairatahi Bank	2,716 m	2,716 m	$1,959.59
Johnsons (On request)	150 m	0 m	$0.00
Kareponia (On request)	402 m	0 m	$0.00
Birds (On request)	504 m	0 m	$0.00
Totals	**7,334 m**	**6,278 m**	**$4,529.58**

Kaitaia Compartment	**Total**	**Spray**	**Cost**
Lewis Junction - Boundary	443 m	443 m	$319.62
Lewis Junction - Road	322 m	322 m	$232.32
Church Gully	2,865 m	2,865 m	$2,067.10
Mathews Outfall (Remainder is Urban)	4,425 m	3,425 m	$2,471.14
Wilds (On request)	503 m	0 m	$0.00
Hanlons	322 m	322 m	$232.32
Totals	**8,880 m**	**7,377 m**	**$5,322.51**

Tangonge Compartment	**Total**	**Spray**	**Cost**
Reid's East	3,017 m	3,017 m	$2,176.77
Hoddles	1,667 m	1,667 m	$1,202.74
Millers	2,615 m	2,615 m	$1,886.72
McKenzie's	634 m	634 m	$457.43
Sharps	402 m	402 m	$290.04
Lewis & Crown Land	1,851 m	1,851 m	$1,335.50
Totals	**10,186 m**	**10,186 m**	**$7,349.20**

Wairoa Compartment	**Total**	**Spray**	**Cost**
Bergan's	1,005 m	1,005 m	$725.11
Wairoa Stream	3,058 m	3,058 m	$2,206.35
Blairs	805 m	805 m	$580.81
Totals	**4,868 m**	**4,868 m**	**$3,512.26**

Machine cleaning

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

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

Accessibility issues & maintenance

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

i. Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii. Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii. Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1. If this is the case, damaged drains will not be cleaned until the property owner installs a fence / prevents stock access.

iv. Obstructions to flow within the drainage channel due to excessive vegetation material.

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

Take Tūtohunga / Reason for the recommendation

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

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

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

Kaitaia	
2022 Opening balance (2021/2022 Reserve balance)	$47,616
2022/2023 Proposed rated income	$70,000
2022/2023 Proposed expenditure (*Breakdown in section 3.1*)	$75,955
2023 Closing balance	**$41,661**

3.1 Proposed budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the ‘planned work’ total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Kaitaia	
2022/2023 Proposed rated income	$70,000
2022/2023 Proposed expenditure (Funded from rates)	$70,000
2023 Closing rated balance	**$0**

Reserve component

Kaitaia	
2022 Opening balance (2021/2022 Reserve balance)	$47,616
2022/2023 Proposed expenditure (Funded from reserve)	$5,955
2023 Closing reserve balance	$41,661

3.2 Reserve balance

Throughout recent years, the closing balance (reserve balance) at the end of each year has been consistently increasing. To ensure the rated income is utilised most appropriately, an ideal reserve balance should be agreed upon by the Committee. It is then proposed that a portion of the reserve balance is purposefully expended each year through the work programme (supplementing the rated income) until this ideal reserve is met. The ideal reserve will then be maintained each year unless the Committee agrees otherwise.

As there is a proposed total contingency of $26,222 for 2022/2023 (with similar amounts to be expected in future years), it is suggested that the desired reserve balance is no less than that amount.

Action – Request that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required.

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

7.9 KAITAIA DRAINAGE AREA 2023/2024 PROGRAMME

File Number: **A3638099**

Author: **Troy Smith, Assistant Engineer**

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

PURPOSE OF THE REPORT

To advise Te Hiku Community Board on the proposed works and costs for the 2023/2024 financial year.

EXECUTIVE SUMMARY

- Over the 2023/2024 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Kaitaia drains. Currently there is a proposed budget of $75,955 for planned work, with an additional $26,222 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board note the report "Kaitaia Drainage Area 2023/2024 Programme" for information.

1) BACKGROUND

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

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

The works programme for the 2023/2024 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2022/2023 is completed as planned.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

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

2.1 Proposed work programme summary

Work is to be completed before 30 June 2023, with the spraying programme to start during late 2024:

Kaitaia	
Spraying of the Kaitaia drains (breakdown in section 2.2)	$75,178
Status report on the drains	$777
Total (planned work)	**$75,955**
Spraying contingency	$8,222

Machine cleaning contingency	$13,000
General contingency	$5,000
Total (contingencies)	**$26,222**

2.2 General maintenance within the work programme

Spraying

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2023/2024. If additional spraying is required, this will be funded from the spraying contingency of $8,222. The spraying contingency is calculated from the total of 'spray on request' drains.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

The spray programme consists of 104 kilometres of drain spraying and 11 kilometres of 'On request' drains. This has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report. The spray programme has been separated out into compartments and individual drains.

Spray programme follows:

Waipapakauri Compartment	**Total**	**Spray**	**Cost**
Waipapakauri Outfall	4,800 m	4,800 m	$3,463.20
Paparore Bank Drain	4,000 m	4,000 m	$2,886.00
Waipapakauri Bank	1,710 m	1,710 m	$1,233.77
Thodes	684 m	684 m	$493.51
Brattons Drain (On request)	282 m	0 m	$0.00
Evans Drain (On request)	443 m	0 m	$0.00
Yates (On request)	945 m	0 m	$0.00
Wests	820 m	820 m	$591.63
Sandhills (Remainder is Urban)	7,502 m	6,456 m	$4,658.00
Birds Boundary	1,521 m	1,521 m	$1,097.40
Abbots (On request)	422 m	0 m	$0.00
Government drain	3,012 m	3,012 m	$2,173.16
Waimanoni - Walkers	4,221 m	4,221 m	$3,045.45
Spains Drain (On request)	1,580 m	0 m	$0.00
Spains Road Drain (Remainder is Urban)	2,170 m	1,580 m	$1,139.97
Totals	**34,112 m**	**28,804 m**	**$20,782.09**

Lower Awanui Compartment	**Total**	**Spray**	**Cost**
Prices Bank (Unahi)	2,615 m	2,615 m	$1,886.72
McMillans - Tupes	6,840 m	6,840 m	$4,935.06
Factory Bend - Michies	6,035 m	6,035 m	$4,354.25
Flemings (On request)	764 m	0 m	$0.00
Gills	2,008 m	1,489 m	$1,074.31

Kumi Road	1,006 m	1,006 m	$725.83
H Subritzkys	1,127 m	1,127 m	$813.13
Awanui (Remainder is Urban)	2,313 m	940 m	$678.21
Sankeys No. 1 (On request)	201 m	0 m	$0.00
Sankeys No. 2 (On request)	362 m	0 m	$0.00
Totals	**22,752 m**	**20,051 m**	**$14,467.52**

Puckeys Outfall Compartment	**Total**	**Spray**	**Cost**
Puckeys Outfall	484 m	484 m	$349.21
J Subritzkys Drain (On request)	402 m	0 m	$0.00
Foleys	450 m	450 m	$324.68
Lisle	1,710 m	1,710 m	$1,233.77
Wireless	1,800 m	1,800 m	$1,298.70
Bells Road	2,012 m	2,012 m	$1,451.66
Totals	**6,858 m**	**6,456 m**	**$4,658.00**

Pukepoto Outfall Compartment	**Total**	**Spray**	**Cost**
Pukepoto Outfall	5,828 m	5,600 m	$4,040.40
Brass (On request)	1,388 m	0 m	$0.00
W Masters C	1,207 m	1,207 m	$870.85
W Masters E (On request)	1,300 m	0 m	$0.00
Campbells (On request)	684 m	0 m	$0.00
L Masters W (On request)	1,064 m	0 m	$0.00
L Masters C	1,400 m	1,400 m	$1,010.10
School	1,509 m	1,509 m	$1,088.74
Reynolds (West Bank)	2,213 m	2,213 m	$1,596.68
Maori	2,012 m	2,012 m	$1,451.66
Pukepoto Creek	805 m	805 m	$580.81
Houstons (West Bank)	2,213 m	2,213 m	$1,596.68
Parkers	602 m	602 m	$434.34
Reid’s West	2,615 m	2,615 m	$$1,886.72
Totals	**24,840 m**	**20,176 m**	**$14,556.98**

Whangatane Compartment	**Total**	**Spray**	**Cost**
Texifros	785 m	785 m	$566.38
Maimaru	1,127 m	1,127 m	$813.13
Oinu Stream	1,650 m	1,650 m	$1,190.48
Pairatahi Bank	2,716 m	2,716 m	$1,959.59
Johnsons (On request)	150 m	0 m	$0.00

Kareponia (On request)	402 m	0 m	$0.00
Birds (On request)	504 m	0 m	$0.00
Totals	**7,334 m**	**6,278 m**	**$4,529.58**

Kaitaia Compartment	**Total**	**Spray**	**Cost**
Lewis Junction - Boundary	443 m	443 m	$319.62
Lewis Junction - Road	322 m	322 m	$232.32
Church Gully	2,865 m	2,865 m	$2,067.10
Mathews Outfall (Remainder is Urban)	4,425 m	3,425 m	$2,471.14
Wilds (On request)	503 m	0 m	$0.00
Hanlons	322 m	322 m	$232.32
Totals	**8,880 m**	**7,377 m**	**$5,322.51**

Tangonge Compartment	**Total**	**Spray**	**Cost**
Reid's East	3,017 m	3,017 m	$2,176.77
Hoddles	1,667 m	1,667 m	$1,202.74
Millers	2,615 m	2,615 m	$1,886.72
McKenzie's	634 m	634 m	$457.43
Sharps	402 m	402 m	$290.04
Lewis & Crown Land	1,851 m	1,851 m	$1,335.50
Totals	**10,186 m**	**10,186 m**	**$7,349.20**

Wairoa Compartment	**Total**	**Spray**	**Cost**
Bergan's	1,005 m	1,005 m	$725.11
Wairoa Stream	3,058 m	3,058 m	$2,206.35
Blairs	805 m	805 m	$580.81
Totals	**4,868 m**	**4,868 m**	**$3,512.26**

Machine cleaning

Over the 2022/2023 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and/or vegetation mats which will require removal.

The machine cleaning contingency of $13,000 is currently allocated for 2023/2024. It's recommended that a cleaning programme for the year is decided upon in the August 2023 Committee meeting.

Accessibility issues & maintenance

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

i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1. If this is the case, damaged drains will not be cleaned until the property owner installs a fence / prevents stock access.

iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

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

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

Reason for the recommendation

To discuss the expected works and their associated costs. With the work programme to be completed by 30 June 2024.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2023/2024 financial year is as follows:

Kaitaia	**Budget**
2023 Opening balance (2022/2023 Reserve balance)	$41,661
2023/2024 Proposed rated income	$70,000
2023/2024 Proposed expenditure (*Breakdown in section 3.1*)	$75,955
2024 Closing balance	**$35,706**

3.1 Proposed budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the ‘planned work’ total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Kaitaia	
2023/2024 Proposed rated income	$70,000
2023/2024 Proposed expenditure (Funded from rates)	$70,000
2024 Closing rated balance	**$0**

Reserve component

Kaitaia	
2023 Opening balance (2022/2023 Reserve balance)	$41,661
2023/2024 Proposed expenditure (Funded from reserve)	$5,955

2024 Closing reserve balance	**$35,706**

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

7.10 WAIHARARA AND KAIKINO DRAINAGE AREAS 2021/2022 PROGRAMME UPDATE

File Number: **A3638124**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To notify the Te Hiku Community board of progress on all Drainage aspects; Planning, financing, and physical works, for the financial year ending the 30th of June 2022.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- As the 2021/2022 summer has begun, several points on the approved work programme have been completed or are in progress.
- The work programme includes spraying and cleaning of drains.
- There are significant budgetary changes required to meet projected costs. Deviations from the previously approved budget are highlighted in **red.**
- The work programme and associated budget is up for discussion, with the opportunity to make any late additions if required.

RECOMMENDATION

That the Te Hiku Community Board:

a) Note the report "Waiharara and Kaikino Drainage Areas 2021/2022 programme update" for information.

b) Approve the Waiharara and Kaikino Drainage Areas 2021/2022 work programme.

1) BACKGROUND

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

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

The work programme for the 2021/2022 financial year was most recently approved on the 16th of August 2021 Committee meeting. Additionally, it was reviewed during an earlier Committee meeting on the 3rd of November 2020.

From the most recent Committee meeting, a resolution was made to increase the spray budget:

- Request that the 'Additional Spray' budget items, to $4,301 and $4,043 respectively (full cost and not half as previously programmed).

These items have since been included into the programme and financial totals updated.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Within the Waiharara and Kaikino Areas, there are several agreed points which require work. This section details the work currently programmed from August 2021 and what progress has been made.

There are significant budgetary changes required, which are described in section 2.1 and 2.2 of this report. These are associated with an increase in operational costs (Increased spraying rate etc.). It is intended that the 2021/2022 work programme is reviewed to include these changes.

2.1 Work programme summary

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

Waiharara	**Budgeted**	**Expended**
Completed Work:		
Cleaning of the Okohine Stream (Completed in 2020/2021, invoice received 2021/2022)	$9,880	**$17,995**
Total	**$9,880**	**$17,995**
Remaining Work & Allowances:	**Budgeted**	**Revised**
Spraying of the Waiharara drains (late spring) (breakdown in section 2.3) (In progress)	$4,301	$5,642
Additional spraying of the Waiharara drains (late autumn)	$4,301	$5,642
Status report on the drains (In progress)	$100	$111
Total (planned work)	**$8,701**	**$11,395**
Machine Cleaning contingency	$3,000	$3,000
20% share of a drone for drain surveillance (To be removed)	$664	$0
General contingency	$1,000	$1,000
Total (contingencies)	**$4,664**	**$4,000**

Kaikino	**Budgeted**	**Expended**
Completed Work:		
Total	**$0**	**$0**
Remaining Work & Allowances:	**Budgeted**	**Revised**
Spraying of the Kaikino drains (late spring) (breakdown in section 2.3) (In progress)	$4,043	$5,303
Additional spraying of the Kaikino drains (late autumn)	$4,043	$5,303
Status report on the drains (In progress)	$100	$111
Cleaning of the lower Hobson Drain	$5,850	$6,494
Complete new crossings along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain	$2,000	$2,220
Form the initial entranceway to the lower Hobson Drain access track	$4,216	$4,680
Total (planned work)	**$20,252**	**$24,111**
Machine Cleaning contingency	$2,000	$2,000
20% share of a drone for drain surveillance (To be removed)	$664	$0

General contingency	$1,000	$1,000
Total (contingencies)	**$3,664**	**$3,000**

2.2 Projects within work programme

Kaikino Drain access track

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

The work is expected to be approximately $2,220.

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

Hobson Drain (downstream of Paparore Road) access track

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

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

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

A budget of $4,680 is proposed in the work programme for installation of the entranceway.

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

2.3 General maintenance within work programme

Spraying

Spraying of the Waiharara and Kaikino Areas begun in November 2021, however, has suffered extensive delays due to the unfortunate bush fires, and otherwise constant, unfavourable weather conditions since December 2021. The remaining sections to be sprayed will be completed once conditions settled. No expenses received at the time of writing.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

Spraying cost analysis

In the past, a historic rate of 55c per metre was maintained for the cost of drain spraying within the area. Over the past year, operational expenses have risen abruptly. In order to continue a successful partnership with our chosen spraying contractor, Fenwick Contracting, an assessment of the previously agreed rate and immediate remediation was required.

The average rate for spraying has been independently assessed by the Far North Waters Alliance, and in negotiation with Fenwick Contracting, a new rate limited to 65c per metre has been agreed upon. Although this is a considerable increase from the historic rate, it was not sustainable nor fair to continue with the historic rate for 2021/2022.

This, along with other increases in operational costs, have impacted the work programme with an approximate increase of 29% expected on the programmed spraying costs.

It is projected that the final cost for spraying will be approximately $5,642.13 for Waiharara, and $5,303.03 for Kaikino. Should the full programme be completed, part of the reserve fund will be required to supplement the rated income and meet the costs (Further defined in section 3.1).

Action – Request that the Committee approve the projected cost for spraying of $5,642.13 for Waiharara, and $5,303.03 for Kaikino, to allow for the significant increase in operational costs.

Spray programme

The spray programme consists of 15 kilometres of drain spraying and has been separated out into compartments and individual drains. This has been adjusted for the increased operational costs, also to include any changes (highlighted in Red) from the approved programme in August 2021.

Spray programme follows:

Waiharara Area	**Total**	**Spray**	**Cost**
Okohine Stream	5,110 m	5,110 m	$3,686.87
Bilich Branch	1,800 m	1,800 m	$1,298.70
Cox Branch	860 m	860 m	$620.49
Tunnel Traverse	50 m	50 m	$36.08
Totals	**7,820 m**	**7,820 m**	**$5,642.13**

Kaikino Area	**Total**	**Spray**	**Cost**
Kaikino Drain	4,100 m	4,100 m	$2,958.15
Hobson Drain + Extension (Less 400m to be cleaned)	3,650 m	3,250 m	$2,344.88
Totals	**7,750 m**	**7,350 m**	**$5,303.03**

Machine cleaning

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

Waiharara Drainage Area:

- **Okohine Stream** – Completed approximately 2,500m of cleaning in 2020/2021. Invoice received in July 2021/2022 with a total cost of $17,955 as a result of the operational increases.
- **Okohine Stream** – As a result of recent development works upstream, the top section of the Okohine Stream has begun silting up at a much higher rate. This should be investigated further and followed up as a compliance action against the developers for remediation.

Kaikino Drainage Area:

- **Lower Hobson Drain** – Approximately 400m of cleaning is required. An estimate for the cleaning had been received and with additional costs is now $6,494. This has been combined with the access works to reduce transport costs.
- **Kaikino Drain** – The spraying contractor identified the drain as being full of weeds and in poor condition. Another issue is slightly downstream of the Heath Road bridge, there are a number of large trees fallen over the Kaikino Drain. There are also some small trees growing from the drain banks. Although not part of the programme at this stage, these should be discussed for removal or follow up with the private owners.
- **Kaikino Drain** – Council was contacted by Far North Roading in autumn 2021, with a request for permission to clean the drain downstream of the avocado block beside Milich's to the outlet. There was no further contact, however it is believed potentially up to 2,800 m of cleaning was completed at no expense to the Kaikino Area.

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

Accessibility issues & maintenance

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

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

- **Okohine Stream** – Access on Bainbridge's through to Honey Tree Farm's was blocked by crops. It has also been recently advised that other access points have been intentionally blocked. Site visit planned for the 25th of February 2022. **Action from last meeting:** FNDC to follow up with the developers to ensure the work is compliant. This was partially inspected by Far North Waters staff on the 24th of February 2022.

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

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

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

i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.

iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

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

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues. Another notice to remind property owners of their obligations is to be sent prior to the end of June, in-line with a request by the Committee to make the notice an annual piece of correspondence.

2.4 Waiharara and Kaikino Drainage Area management plans

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

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

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

A workshop of the draft management plan for the Drainage Committee has been requested and was planned, however due to a number of reasons, this was delayed and is now proposed for Monday the 4th of April, 12 pm, in Kaitaia, should circumstances allow.

Action – Request that the Committee approve the new management plan workshop date, on the 4th of April 2022 at 12 pm.

2.5 Drainage area mapping

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

To date the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are planned for mapping when we have the available staff.

Council had previously discussed and accounted for the Drainage Areas to collectively purchase a drone for surveying the drains. This resulted in a $664 share, roughly equal to 20% of the estimated costs, being included in the budget.

At the Committee meeting in August 2021, this was discussed for review, but commented that Council will bear the costs as it would be a useful asset for the district. The $664 share has then been proposed for removal from the 2021/2022 work programme.

Action – Request that the Committee approve the removal of the 20% drone share, $664, from the work programme, with Council to bear the costs of purchase.

2.6 Drainage Area Requests for Service (RFS) Summary

There has been one RFS received for the Waiharara and Kaikino Drainage Areas in the last 6 months. Please find a summary of the requests below:

Waiharara and Kaikino Drainage Areas – RFS 4097029 – This is a request regarding the lack of drain spraying in both Drainage Areas up to February 2022. Initial email responses discussing the delays have been provided to the Council CE Office. Request received on the 10th of February 2022.

Take Tūtohunga / Reason for the recommendation

To ensure that the Waiharara and Kaikino Drainage Areas Committee are up to date on current work progress and expenditure. Also, to ensure the Committee has the opportunity to review and make changes to the programme if required.

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

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

Waiharara	
2021 Opening balance (2020/2021 Reserve balance)	$24,831
2021/2022 Rated income	$10,951
2021/2022 Proposed expenditure (*Breakdown in section 3.1*)	$29,390
2022 Closing balance	**$6,392**
Kaikino	
2021 Opening balance (2020/2021 Reserve balance)	$16,614
2021/2022 Rated income	$13,103
2021/2022 Proposed expenditure (Breakdown in section 3.1)	$24,111
2022 Closing balance	**$5,606**

Note - The rated income for both Waiharara and Kaikino 2021/2022 has been raised from the approved amount ($8,000) in November 2020. This was caused by the initial proposed expenditure

($10,951 for Waiharara and $13,103 for Kaikino) being matched as the expected rated income by mistake, which was then approved within the Long-Term Plan 2021/2031. Changes to the report format have been made to prevent this from reoccurring.

3.1 Budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the 'planned work' total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Waiharara	
2021/2022 Rated income	$10,951
2021/2022 Proposed expenditure (Funded from rates)	$10,951
2022 Closing rated balance	**$0**
Kaikino	
2021/2022 Rated income	$13,103
2021/2022 Proposed expenditure (Funded from rates)	$13,103
2022 Closing rated balance	**$0**

Reserve component

Waiharara	
2021 Opening balance (2020/2021 Reserve balance)	$24,831
2021/2022 Proposed expenditure (Funded from reserve)	$18,439
2022 Closing reserve balance	**$6,392**
Kaikino	
2021 Opening balance (2020/2021 Reserve balance)	$16,614
2021/2022 Proposed expenditure (Funded from reserve)	$11,008
2022 Closing reserve balance	**$5,606**

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

1. A Local authority must, in the course of the decision-making process,

a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and

b) Assess the options in terms of their advantages and disadvantages; and

c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

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

7.11 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME

File Number: **A3638182**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2022/2023 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2022/2023 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Areas drains. Currently there is a proposed budget of $11,395 for Waiharara, and $11,294 for Kaikino, for planned work, with an additional $6,000 for Waiharara, and $2,000 for Kaikino, of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board:

a) Approve the reviewed Waiharara and Kaikino Drainage Areas 2022/2023 work programme.

b) Approve a reserve balance of '$xx,xxx' be held for unplanned works should it be required, based on feedback from the Waiharara and Kaikino Drainage Area Committee.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

The programme will be available for further review / adjustment at the next Committee meeting in August 2022, however the overall budget will be set by that time.

2.1 Proposed work programme summary

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

Waiharara

Spraying of the Waiharara drains (late spring) (breakdown in section 2.3)	$5,642
Additional spraying of the Waiharara drains (late autumn)	$5,642
Status report on the drains	$111
Total (planned work)	**$11,395**
Machine cleaning contingency	$3,000
General contingency	$3,000
Total (contingencies)	**$6,000**

Kaikino	
Spraying of the Kaikino drains (late spring) (breakdown in section 2.3)	$5,592
Additional spraying of the Kaikino drains (late autumn)	$5,592
Status report on the drains	$111
Total (planned work)	**$11,294 (-1 for rounding)**
General contingency	$2,000
Total (contingencies)	**$2,000**

2.2 Proposed projects within the work programme

Hobson Drain (downstream of Paparore Road) access track

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

2.3 General maintenance within the work programme

Spraying

Spraying of the Waiharara and Kaikino Areas is to be completed during late spring / early summer 2022. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray all of the drains a 2nd time.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

The spray programme consists of 15 kilometres of drain spraying and has been separated out into the two areas and individual drains. The programme has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report.

Spray programme follows:

Waiharara Area	Total	Spray	Cost
Okohine Stream	5,110 m	5,110 m	$3,686.87
Bilich Branch	1,800 m	1,800 m	$1,298.70
Cox Branch	860 m	860 m	$620.49
Tunnel Traverse	50 m	50 m	$36.08
Totals	**7,820 m**	**7,820 m**	**$5,642.13**

Kaikino Area	Total	Spray	Cost
Kaikino Drain	4,100 m	4,100 m	$2,958.15
Hobson Drain + Extension	3,650 m	3,650 m	$2,633.48
Totals	**7,750 m**	**7,750 m**	**$5,591.63**

Machine cleaning

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

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

Accessibility issues & maintenance

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

Once formed, the 2 new access tracks formed along the Kaikino drain and lower Hobson drain may need yearly mulching to keep the track in good condition. Although not included in the 2022/23 budget, this may be suitable for the future.

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

i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.

iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

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

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with under the Drainage Bylaw, and in particular the above issues.

Take Tūtohunga / Reason for the recommendation

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

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

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

Waiharara	
2022 Opening balance (2021/2022 Reserve balance)	$6,392
2022/2023 Proposed rated income	$8,000
2022/2023 Proposed expenditure (*Breakdown in section 3.1*)	$11,395
2023 Closing balance	**$2,997**
Kaikino	
2022 Opening balance (2021/2022 Reserve balance)	$5,606
2022/2023 Proposed rated income	$8,000
2022/2023 Proposed expenditure (*Breakdown in section 3.1*)	$11,294 (-1 for rounding)
2023 Closing balance	**$2,312**

Please note the reserve balances for both the Waiharara and Kaikino Drainage Areas are low with the proposed rated income and work programme. Changes may be appropriate.

3.1 Proposed budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the ‘planned work’ total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Waiharara	
2022/2023 Proposed rated income	$8,000
2022/2023 Proposed expenditure (Funded from rates)	$8,000
2023 Closing rated balance	**$0**
Kaikino	
2022/2023 Proposed rated income	$8,000
2022/2023 Proposed expenditure (Funded from rates)	$8,000
2023 Closing rated balance	**$0**

Reserve component

Waiharara

2022 Opening balance (2021/2022 Reserve balance)	$6,392
2022/2023 Proposed expenditure (Funded from reserve)	$3,395
2023 Closing reserve balance	**$2,997**
Kaikino	
2022 Opening balance (2021/2022 Reserve balance)	$5,606
2022/2023 Proposed expenditure (Funded from reserve)	$3,294
2023 Closing reserve balance	**$2,312**

3.2 Reserve balance

Throughout recent years, the closing balance (reserve balance) at the end of each year has been at extremes, either too high or too low. To ensure the rated income is utilised most appropriately, an ideal reserve balance should be agreed upon by the Committee. The ideal reserve will then where practicable be maintained, resulting in alterations to the proposed rated income and / or proposed work programme each year unless the Committee agrees otherwise.

As there is a proposed total contingency of $6,000 for Waiharara, and $2,000 for Kaikino (would also ideally be $6,000+) for 2022/2023 (with similar amounts to be expected in future years), it is suggested that the desired reserve balance is no less than that amount.

Action – Request that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required.

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

7.12 WAIHARARA AND KAIKINO DRAINAGE AREAS 2023/2024 PROGRAMME

File Number: **A3638209**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To advise Te Hiku Community Board on the proposed works and costs for the 2023/2024 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2023/2024 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Areas drains. Currently there is a proposed budget of $11,395 for Waiharara, and $11,294 for Kaikino, for planned work, with an additional $6,000 for Waiharara, and $2,000 for Kaikino, of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.
- With the proposed rated income and work programme, it is forecasted that both Drainage Areas will have no reserve balance at the end of the 2023/2024 year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the report "Waiharara and Kaikino Drainage Areas 2023/2024 Programme" for information.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The forward works programme for the 2023/2024 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2022/2023 is completed as planned.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

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

2.1 Proposed work programme summary

Work is to be completed before 30 June 2024, with the spraying programme to start during late 2023:

Waiharara

Spraying of the Waiharara drains (late spring) (breakdown in section 2.2)	$5,642
Additional spraying of the Waiharara drains (late autumn)	$5,642
Status report on the drains	$111
Total (planned work)	**$11,395**
Machine cleaning contingency	$3,000
General contingency	$3,000
Total (contingencies)	**$6,000**

Kaikino	
Spraying of the Kaikino drains (late spring) (breakdown in section 2.2)	$5,592
Additional spraying of the Kaikino drains (late autumn)	$5,592
Status report on the drains	$111
Total (planned work)	**$11,294 (-1 for rounding)**
General contingency	$2,000
Total (contingencies)	**$2,000**

2.2 General maintenance within the work programme

Spraying

Spraying of the Waiharara and Kaikino Areas is to be completed during late spring / early summer 2023. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray all of the drains a 2nd time.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

The spray programme consists of 15 kilometres of drain spraying and has been separated out into the two areas and individual drains. The programme has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report.

Spray programme follows:

Waiharara Area	Total	Spray	Cost
Okohine Stream	5,110 m	5,110 m	$3,686.87
Bilich Branch	1,800 m	1,800 m	$1,298.70
Cox Branch	860 m	860 m	$620.49
Tunnel Traverse	50 m	50 m	$36.08

Totals	**7,820 m**	**7,820 m**	**$5,642.13**

Kaikino Area	**Total**	**Spray**	**Cost**
Kaikino Drain	4,100 m	4,100 m	$2,958.15
Hobson Drain + Extension	3,650 m	3,650 m	$2,633.48
Totals	**7,750 m**	**7,750 m**	**$5,591.63**

Machine cleaning

Over the 2022/23 year, the Waiharara and Kaikino Areas shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal. There is no cleaning scheduled at this stage.

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

Accessibility issues & maintenance

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

Once formed, the 2 new access tracks formed along the Kaikino drain and lower Hobson drain may need yearly mulching to keep the track in good condition. Although not included in the 2023/24 budget, this may be suitable for the future.

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

i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.

iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

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

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with under the Drainage Bylaw, and in particular the above issues.

Take Tūtohunga / Reason for the recommendation

To discuss the proposed works and their associated costs, with the work programme to be completed by 30 June 2024.

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

A summary of the expected 2023/24 financial year is as follows:

Waiharara	
2023 Opening balance (2022/2023 Reserve balance)	$2,997
2023/2024 Proposed rated income	$8,398
2023/2024 Proposed expenditure (*Breakdown in section 3.1*)	$11,395
2024 Closing balance	**$0**
Kaikino	
2023 Opening balance (2022/2023 Reserve balance)	$2,312
2023/2024 Proposed rated income	$8,982
2023/2024 Proposed expenditure (*Breakdown in section 3.1*)	$11,294 (-1 for rounding)
2024 Closing balance	**$0**

Please note there is no reserve balance for both the Waiharara and Kaikino Drainage Areas with the proposed rated income and work programme. The rated income has been raised slightly to prevent a negative balance.

Action – Request that the Committee agree on changes to the rated income or work programme in order to maintain the ideal reserve balance requested in the 2022/2023 report of this meeting.

3.1 Proposed budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the ‘planned work’ total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Waiharara	
2023/2024 Proposed rated income	$8,398
2023/2024 Proposed expenditure (Funded from rates)	$8,398
2024 Closing rated balance	**$0**
Kaikino	

2023/2024 Proposed rated income	$8,982
2023/2024 Proposed expenditure (Funded from rates)	$8,982
2024 Closing rated balance	**$0**

Reserve component

Waiharara	
2023 Opening balance (2022/2023 Reserve balance)	$2,997
2023/2024 Proposed expenditure (Funded from reserve)	$2,997
2024 Closing reserve balance	**$0**
Kaikino	
2023 Opening balance (2022/2023 Reserve balance)	$2,312
2023/2024 Proposed expenditure (Funded from reserve)	$2,312
2024 Closing reserve balance	**$0**

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

7.13 MOTUTANGI DRAINAGE AREA 2021/2022 PROGRAMME UPDATE

File Number: **A3638247**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To notify Te Hiku Community Board of progress on all drainage aspects; planning, financing, and physical works, for the financial year ending the 30th of June 2022.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- As the 2021/2022 summer has begun, several points on the approved work programme have been completed or are in progress.
- The work programme includes spraying and cleaning of drains.
- There are significant budgetary changes required to meet projected costs. Deviations from the previously approved budget are highlighted in **red**.
- The work programme and associated budget is up for discussion, with the opportunity to make any late additions if required.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board:

a) **note the report "Motutangi Drainage Area 2021/2022 work programme update" for information.**
b) **approve the reviewed Motutangi Drainage Area 2021/2022 work programme.**

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The work programme for the 2021/2022 financial year was most recently approved on the 16th of August 2021 Committee meeting. Additionally, it was reviewed during an earlier Committee meeting on the 3rd of November 2020.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Within the Motutangi Area, there are several agreed points which require work. This section details the work currently programmed from August 2021 and what progress has been made.

There are significant budgetary changes required, which are described in section 2.1 and 2.2 of this report. These are associated with an increase in operational costs (Increased spraying rate etc.). It is intended that the 2021/2022 work programme is reviewed to include these changes.

2.1 Work programme summary

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

Motutangi	**Budgeted**	**Expended**
Completed Work:		
Machine cleaning of the Motutangi Stream (Completed in 2020/2021, invoice received 2021/2022)	$13,140	$23,933
Machine cleaning of the Selwyn Drain (Completed in 2020/2021, invoice received 2021/2022)	$6,173	$11,188
Total	**$19,313**	**$35,121**
Remaining Work & Allowances:	**Budgeted**	**Revised**
Spraying of the Motutangi drains (late spring) (breakdown in section 2.3)	$10,208	$13,391
Additional spraying of the Motutangi drains (autumn)	$5,104	$6,696
Status report on the drains (In progress)	$300	$333
Machine cleaning of the Motutangi Stream in autumn	$14,000	$20,000
Install a gate and strainers for the new Harvey/Bryan boundary culvert on the Beazley Drain	$3,000	$3,330
Install a culvert, access track, gate, and strainers within Bede's property on the Selwyn Drain	$4,000	$4,440
Cut to Lands' End Drain Track widening	$4,000	$4,440
Northland Regional Council fee	$500	$500
Department of Conservation Concession Agreement Fee (one off fee)	$1,540	$1,540
Total (planned work)	**$42,652**	**$54,670**
Machine Cleaning contingency	$6,000	$15,000
20% share of a drone for drain surveillance (To be removed)	$664	$0
Access track maintenance contingency	$2,000	$2,000
General contingency	$3,000	$3,000
Total (contingencies)	**$11,664**	**$20,000**

2.2 Projects within work programme

Beazley Drain access at the Harvey / Bryan boundary

To install a gateway at the recently installed culvert to complete the access point. This will enable better access to the Beazley Drain for maintenance. An allowance of $3,330 has been programmed for this work.

Selwyn Drain access on the Bede property

To install a culvert and gateway along the property fence line. This will enable better access to the Selwyn Drain for maintenance. An allowance of $4,440 has been programmed for this work.

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

Cut to Lands' End Drain access widening

The spraying contractor identified the need for access track widening along the 'Cut to Lands' End' drain. There is minimal room for the spraying truck to drive through and at points can get quite dangerous. An allowance of $4,440 has been programmed for the access track widening, however it will need more appropriately identified and priced before completion. This is to be completed early in the season before spraying is to begin.

Main Outfall Drain bank erosion

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

Action from last meeting: Far North Waters to investigate potential causes and conduct a site inspection as soon as possible to identify potential remedies. Site visit planned for Thursday the 24th of February.

2.3 General maintenance within work programme

Spraying

Spraying of the Motutangi Area begun in November 2021, however, has suffered extensive delays due to the unfortunate bush fires, and otherwise constant, unfavourable weather conditions since December 2021. The remaining sections to be sprayed will be completed once conditions settled. No expenses received at the time of writing.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

Spraying cost analysis

In the past, a historic rate of 55c per metre was maintained for the cost of drain spraying within the area. Over the past year, operational expenses have risen abruptly. In order to continue a successful partnership with our chosen spraying contractor, Fenwick Contracting, an assessment of the previously agreed rate and immediate remediation was required.

The average rate for spraying has been independently assessed by the Far North Waters Alliance, and in negotiation with Fenwick Contracting, a new rate limited to 65c per metre has been agreed upon. Although this is a considerable increase from the historic rate, it was not sustainable nor fair to continue with the historic rate for 2021/2022.

This, along with other increases in operational costs, have impacted the work programme with an approximate increase of 29% expected on the programmed spraying costs.

It is projected that the final cost for spraying will be approximately $13,391.04 for Motutangi. Should the full programme be completed, part of the reserve fund will be required to supplement the rated income and meet the costs (Further defined in section 3.1).

Action – Request that the Committee approve the projected cost for spraying of $13,391.04 for Motutangi, to allow for the significant increase in operational costs.

Spray programme

The spray programme consists of 19 kilometres of drain spraying and has been separated out into compartments and individual drains. This has been adjusted for the increased operational costs, also to include any changes (highlighted in Red) from the approved programme in August 2021.

Spray programme follows:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	$1,875.90
Main Outfall Drain	1,150 m	1,150 m	$829.73
Bryan Drain	2,900 m	2,900 m	$2,092.35
Beazley Drain	2,050 m	2,050 m	$1,479.08
Aspin Drain	2,250 m	2,250 m	$1,623.38
Cut to Lands' End Drain	1,700 m	1,700 m	$1,226.55
Selwyn Drain	2,950 m	2,950 m	$2,128.43
Seymour Drain	750 m	750 m	$541.13
Bacicas Drain	2,050 m	2,050 m	$1,479.08
Subritzky Drain	160 m	160 m	$115.44
Totals	**18,560 m**	**18,560 m**	**$13,391.04**

Machine cleaning

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

- **Motutangi Stream** – Spot cleaning of weeds in June 2021. This came to a cost of $23,933, however the invoice was received in July 2021 and has been allowed for in this year's budget.
- **Selwyn Drain** – Weed cleaning in June 2021. This came to a cost of $11,188 and was also received in July 2021, so has been allowed for in this year's budget.
- **Motutangi Stream** – Spot cleaning of weeds with a long reach digger in autumn 2022. This is likely to be from the scientific reserve and downstream towards the outlet as required. This should remain relatively clear until next autumn 2023. This is the same method used over the last year and appeared to be effective, it will however be affected by the late spraying to be completed in February 2022. An allowance of $20,000 has been allocated for this work.

Any additional cleaning required is likely to be completed with a smaller digger. The total length that requires cleaning, or the need entirely, will vary depending on the weather conditions and growth. An allowance of $15,000 has been allocated should this be needed.

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

Accessibility issues & maintenance

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

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

- **Aspin Drain** – Crops planted directly alongside the drain in some points, could not complete spraying. **Action from last meeting:** FNDC to cover this type of issue in the annual letter requested.
- **Subritzky's Drain** – Access track completely covered in weeds, undriveable in some spots. **Action from last meeting:** FNDC to assess whether light spot spraying of the access track is suitable for maintenance.

- **Cut to Lands' End Drain** – Vegetation on drain banks blocking some spray access. Access on the south side of Paul Harvey's is blocked by trees / scrub. **Action from last meeting:** FNDC to assess whether light spot spraying of the access track is suitable for maintenance.
- **Beasley Drain** – Wind break trees planted alongside the drain, time consuming spraying through the Mapua Orchard. **Action from last meeting:** FNDC to cover this type of issue in the annual letter requested.

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

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

i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.

iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

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

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues. Another notice to remind property owners of their obligations is to be sent prior to the end of June, in-line with a request by the Committee to make the notice an annual piece of correspondence.

2.4 Motutangi Drainage Area management plan / DOC concession agreement

After an initial response from DoC on the 19th of December 2018 along with their further revised concession agreement; there has been little communication between Council and DoC. Council are attempting to follow up with DoC to find out if there are any updates or if further information is required. No further updates as yet.

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

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

2.5 Drainage area mapping

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

To date the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are planned for mapping when we have the available staff.

Council had previously discussed and accounted for the Drainage Areas to collectively purchase a drone for surveying the drains. This resulted in a $664 share, roughly equal to 20% of the estimated costs, being included in the budget.

At the Committee meeting in August 2021, this was discussed for review, but commented that Council will bear the costs as it would be a useful asset for the district. The $664 share has then been proposed for removal from the 2021/2022 work programme.

Action – Request that the Committee approve the removal of the 20% drone share, $664, from the work programme, with Council to bear the costs of purchase.

2.6 Drainage Area Requests for Service (RFS) Summary

In the last 6 months there have been no RFSs received regarding the Motutangi Drainage Area.

Take Tūtohunga / Reason for the recommendation

To ensure that the Motutangi Drainage Area Committee are up to date on current work progress and expenditure. Also, to ensure the Committee has the opportunity to review and make changes to the programme if required.

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

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

Motutangi	
2021 Opening balance (2020/2021 Reserve balance)	$92,085
2021/2022 Rated income	$77,612
2021/2022 Proposed expenditure (*Breakdown in section 3.1*)	$89,791
2022 Closing balance	$79,907

Note - The rated income for Motutangi 2021/2022 had been raised significantly from the approved amount ($34,000) in November 2020. This was caused by the initial proposed expenditure ($77,612 for Motutangi) being matched as the expected rated income by mistake, which was then approved within the Long-Term Plan 2021/2031. Changes to the report format have been made to prevent this from reoccurring.

3.1 Budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the ‘planned work’ total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Motutangi	
2021/2022 Rated income	$77,612
2021/2022 Proposed expenditure (Funded from rates)	$77,612
2022 Closing rated balance	**$0**

Reserve component

Motutangi	
2021 Opening balance (2020/2021 Reserve balance)	$92,085
2021/2022 Proposed expenditure (Funded from reserve)	$12,179
2022 Closing reserve balance	**$79,907 (+1 from rounding)**

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

7.14 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME

File Number: **A3638260**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an outline of the proposed works and costs for the 2022/2023 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2022/2023 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Areas drains. Currently there is a proposed budget of $40,420 for Motutangi for planned work, with an additional $17,000 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board:

a) Approve the reviewed Motutangi Area 2022/2023 work programme.

b) Approve a reserve balance of '$xx,xxx' be held for emergency works should they be required, based on feedback from the Motutangi Drainage Area Committee.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

The programme will be available for further review / adjustment at the next Committee meeting in August 2022, however the overall budget will be set by that time.

2.1 Proposed work programme summary

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

Motutangi

Spraying of the Motutangi drains (spring) (breakdown in section 2.3)	$13,391
Additional spraying of the Motutangi drains (autumn)	$6,696
Status report on the drains	$333
Machine cleaning of the Motutangi Stream (autumn)	$20,000
Total (planned work)	**$40,420**
Machine cleaning contingency	$12,000
Access track maintenance contingency	$2,000
General contingency	$3,000
Total (contingencies)	**$17,000**

2.2 Proposed projects within the work programme

Deferred projects

Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area has to be positioned in accordance with the Department of Conservation (DoC) Concession Agreement conditions. Additionally, any dumpsites would be identified by DoC before work commences.

As discussed in the 2021/2022 report, a review of the agreement by DoC is underway, however there is no defined timeframe for completion. With that in mind, it would be worthwhile deferring this project again to a later work programme.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi Area is to be completed during late spring / early summer 2022. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray half of the drains a 2nd time.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

The spray programme consists of 19 kilometres of drain spraying and has been separated out into the two areas and individual drains. The programme has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report.

Spray programme follows:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	$1,875.90
Main Outfall Drain	1,150 m	1,150 m	$829.73
Bryan Drain	2,900 m	2,900 m	$2,092.35
Beazley Drain	2,050 m	2,050 m	$1,479.08
Aspin Drain	2,250 m	2,250 m	$1,623.38
Cut to Lands' End Drain	1,700 m	1,700 m	$1,226.55

Selwyn Drain	2,950 m	2,950 m	$2,128.43
Seymour Drain	750 m	750 m	$541.13
Bacicas Drain	2,050 m	2,050 m	$1,479.08
Subritzky Drain	160 m	160 m	$115.44
Totals	**18,560 m**	**18,560 m**	**$13,391.04**

Machine cleaning

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

- Motutangi Stream - Spot cleaning of weeds with a long reach digger in autumn 2023. This is likely to be from the scientific reserve and downstream towards the outlet as required. This should remain relatively clear until next autumn 2024. This is the same method used over the last year and appeared to be effective, it does however rely on the spraying being completed in time, over October / November 2022. An allowance of $20,000 has been allocated for this work.

Any additional cleaning required is likely to be completed with a smaller digger. The total length that requires cleaning, or the need entirely, will vary depending on the weather conditions and growth. An allowance of $12,000 has been allocated should this be needed.

A machine cleaning allowance of $32,000 has been included in the 2022/2023 year.

Accessibility issues & maintenance

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

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

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

i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.

iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

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

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with under the Drainage Bylaw, and in particular the above issues.

Take Tūtohunga / Reason for the recommendation

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

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

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

Motutangi	
2022 Opening balance (2021/2022 Reserve balance)	$79,907
2022/2023 Proposed rated income	$34,000
2022/2023 Proposed expenditure (*Breakdown in section 3.1*)	$40,420
2023 Closing balance	**$73,487**

3.1 Proposed budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the ‘planned work’ total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Motutangi	
2022/2023 Proposed rated income	$34,000
2022/2023 Proposed expenditure (Funded from rates)	$34,000
2023 Closing rated balance	**$0**

Reserve component

Motutangi	
2022 Opening balance (2021/2022 Reserve balance)	$79,907
2022/2023 Proposed expenditure (Funded from reserve)	$6,420
2023 Closing reserve balance	**$73,487**

3.2 Reserve balance

Throughout recent years, the closing balance (reserve balance) at the end of each year has been consistently increasing. To ensure the rated income is utilised most appropriately, an ideal reserve balance should be agreed upon by the committee. It is then proposed that a portion of the reserve balance is purposefully expended each year through the work programme (supplementing the rated income) until this ideal reserve is met. The ideal reserve will then be maintained each year unless the committee agrees otherwise.

As there is a proposed total contingency of $17,000 for 2022/2023 (with similar amounts to be expected in future years), it is suggested that the desired reserve balance is no less than that amount. There is also the potential stop bank relocation project which carries a significant cost

($45,000 - $50,000), and a portion could be retained towards this project to ease a sudden rise in expenditure.

Action – Request that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required.

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

7.15 MOTUTANGI DRAINAGE AREA 2023/2024 PROGRAMME

File Number: **A3638324**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To advise the Te Hiku Community Board on the proposed works and costs for the 2023/2024 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2023/2024 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Areas drains. Currently there is a proposed budget of $90,420 for Motutangi for planned work, with an additional $17,000 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board note the report "Motutangi Drainage Area 2023/2024 Programme" for information.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The proposed works programme for the 2023/2024 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2022/2023 is completed as planned. It is also due to change in line with any additional work agreed upon in the DoC Concession Agreement.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

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

2.1 Proposed work programme summary

Work proposed to be completed before 30 June 2024, with the spraying programme to start during late 2023:

Motutangi

Spraying of the Motutangi drains (spring) (breakdown in section 2.3)	$13,391
Additional spraying of the Motutangi drains (autumn)	$6,696
Status report on the drains	$333
Machine cleaning of the Motutangi Stream (autumn)	$20,000
The Motutangi Stream stockpile relocation programme	$50,000
Total (planned work)	**$90,420**
Machine cleaning contingency	$12,000
Access track maintenance contingency	$2,000
General contingency	$3,000
Total (contingencies)	**$17,000**

2.2 Proposed projects within the work programme

Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area has to be positioned in accordance with the Department of Conservation (DoC) Concession Agreement conditions. These are planned to be finalised by the end of the 2022 or 2023 calendar year.

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

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

An allowance of $50,000 has been allocated to this project, should the work proceed this year. This is an estimated figure and further consultation; scoping and pricing is required before it should be completed.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi Area is to be completed during late spring / early summer 2023. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray half of the drains a 2nd time.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required.

The spray programme consists of 19 kilometres of drain spraying and has been separated out into the two areas and individual drains. The programme has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report.

Spray programme follows:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	$1,875.90
Main Outfall Drain	1,150 m	1,150 m	$829.73
Bryan Drain	2,900 m	2,900 m	$2,092.35

Beazley Drain	2,050 m	2,050 m	$1,479.08
Aspin Drain	2,250 m	2,250 m	$1,623.38
Cut to Lands' End Drain	1,700 m	1,700 m	$1,226.55
Selwyn Drain	2,950 m	2,950 m	$2,128.43
Seymour Drain	750 m	750 m	$541.13
Bacicas Drain	2,050 m	2,050 m	$1,479.08
Subritzky Drain	160 m	160 m	$115.44
Totals	**18,560 m**	**18,560 m**	**$13,391.04**

Machine cleaning

Over the 2022/23 year, the Motutangi Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which may require mechanical removal. Other than cleaning a section of the Motutangi stream, there is no further cleaning scheduled. Below is a review of what's been undertaken in the past.

- Motutangi Stream - Spot cleaning of weeds with a long reach digger in autumn 2024. This is likely to be from the scientific reserve and downstream towards the outlet as required. This should remain relatively clear until next autumn 2025. This is the same method used over the last year and appeared to be effective, it does however rely on the spraying being completed in time, over October / November 2023. An allowance of $20,000 has been allocated for this work.

Any additional cleaning required is likely to be completed with a smaller digger. The total length that requires cleaning, or the need entirely, will vary depending on the weather conditions and growth. An allowance of $12,000 has been allocated should this be needed.

A machine cleaning allowance of $32,000 has been included in the 2023/2024 year.

Accessibility issues & maintenance

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

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

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

i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.

ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.

iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.

iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

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

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with under the Drainage Bylaw, and in particular the above issues.

Take Tūtohunga / Reason for the recommendation

To discuss the proposed works and their associated costs, with the work programme to be completed by 30 June 2024.

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

A summary of the expected 2023/2024 financial year is as follows:

Motutangi	
2023 Opening balance (2022/2023 Reserve balance)	$73,487
2023/2024 Proposed rated income	$40,000
2023/2024 Proposed expenditure (*Breakdown in section 3.1*)	$90,420
2024 Closing balance	**$23,067**

3.1 Proposed budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the ‘planned work’ total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

Rated income component

Motutangi	
2023/2024 Proposed rated income	$40,000
2023/2024 Proposed expenditure (Funded from rates)	$40,000
2024 Closing rated balance	**$0**

Reserve component

Motutangi	
2023 Opening balance (2022/2023 Reserve balance)	$73,487
2023/2024 Proposed expenditure (Funded from reserve)	$50,420
2024 Closing reserve balance	**$23,067**

ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

8 INFORMATION REPORTS

8.1 TE HIKU COMMUNITY HALL ANNUAL INFORMATION UPDATE

File Number: **A3603250**

Author: **Nina Gobie, Team Leader - Facilities Operations**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Te Hiku Community Board the minutes of the annual AGM, financial statements and statistical data as provided by the Mangonui, Kaingaroa and Lake Ohia Community Hall Committees.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to various letters, emails and phone calls from Council Officers.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Community Hall Annual Information Update.

TĀHUHU KŌRERO / BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 (as attached) and the Community Halls Policy dated September 2016 (as attached).

The Hall and Facilities Strategy notes Council's vision for community halls is: "*A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities*."

The Community Halls Policy includes the following key statements:

1. *Ensure that communities' current and future needs for halls or similar facilities are met.*
2. *Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe ad well maintained facilities.*
3. *Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.*
4. *Encourage and enhance the capability of communities to improve their facilities.*

The policy also identifies the 'Procedures for Hall Committees' including:

c) *Committee will produce annual audited accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.*

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls, the various and complex circumstances per Ward:

	Council owned on Council land	Community owned on Council land	Council owned on Crown Land	Community owned buildings on

				community owned land
Te Hiku Ward	Herekino and Mangonui *Oruru remains closed*	Whatuwhiwhi	Lake Ohia and Kaingaroa	Fairburn, Waiharara and Araiawa *Takahue – no longer exists*
BOI – Whangaroa Ward	Paihia, Russell, Totara North, Waipapa and Whangaroa Memorial Hall (Kaeo)	Moerewa	Maromaku	Opua and Pakaraka
Kaikohe – Hokianga Ward	Kaikohe, Kohukohu, South Hokianga War Memorial, Kaikohe Senior Citizen's Hall, Horeke, Okaihau and Rawene		Taheke	Broadwood, Ngawha, Waimamaku and Umawera

Towards the end of the year on an annual basis, Council staff contact the various hall committees reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

Numerous attempts are made to contact the hall committees by way of letters, emails and phone calls as a reminder and means to obtain this information.

It is the intention of Council staff to present the Community Hall Committee information to the appropriate Community Board around March / April annually.

At the time of writing this report, community hall information had not been received from the Herekino Hall Committee.

Letters / emails of thanks have been sent to those Hall Committees who have provided their information.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the content of the information received.

The Community Board to decide what steps to take next with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

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

There are no financial implications and budgetary provisions as a result of this report.

ĀPITIHANGA / ATTACHMENTS

1. **2021 Lake Ohia Hall Annual Information - A3637951**
2. **2021 Mangonui Hall Annual Information - A3637962**
3. **2021 Kaingaroa Hall Annual Information - A3637957**
4. **Annual Hall Letter, Information and Statistics TEMPLATE - A3638439**
5. **Community Halls Policy 2016 - A3638428**
6. **Halls and Facilities Strategy 2015 - A3638432**

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Lake Ohia Community Hall		
Physical address:	Corner of SH10 and Pekerau Road.		
Postal address:	393 Pekerau Road, RD3 Kaitaia 0483		
Booking Officer (name):	Vicki Stevens		
Booking Officer (contact):	Ph.:	0278468537	lakeohiahall@gmail.com
Afterhours contact (name):			
Emergency Contact (name):	John Templeton 027886297		
Afterhours (contact):	Ph.:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairman	John Templeton			027886297
Treasurer/Secretar	Vicki Stevens		lakeohiahall@gmail.com	0278468537
Committee Members	Haina Tamahere	Eric Foster	Eileen Schluter	Vicki Amunsden
Stu Patterson	Lauren Jurlina	Ray and Lou Jurlina	Yong Hing	Meagan Garton

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	10 (about monthly)
How often did the Committee meet in the year?	10

HALL INFORMATION	
Usage Data	
Number of bookings:	23
Number of users:	Sorry we don't count people at different meetings.
Type of use	
Community (regular users):	5
Casual (one off):	12

2

Commercial:				
Hire rates (per hour)				
Community:	Donation (ranges from $12 – 1200) some use it for fundraisers for hall.			
Casual:	$50 for small events $100 medium and $150 for large events			
Commercial:	$100 but negotiable depending on actual event.			
Other:	If providing an event to bring community together then rates can be waived. As we want to encourage community get togethers.			
2020/21 Financial Statement	Attached: yes			
BWOF	Attached: yes / No		Expiry Date:	
Insurance - Contents	No		Value:	
Improvements completed	Fencing, water pump, levelling of ground, hole covered, floor polished, new tables.			
Maintenance completed	Grounds, water tanks, hole in ceiling and wall, hall clean up, weed removal, lawns, rubbish removal, glass removal (broken by passers by), tennis court fencing,			
Other:	Upgrade of kitchen appliances, Covid supplies put in.			
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	100 people
Kitchen facilities	Older facilities. Microwave, pie warmer, basic cutlery, plates, etc.
Toilets	2
Disabled access	No
Parking	Yes
Furniture available	Tables and chairs.

3

Other facilities / assets available e.g.: stage, lighting, heating	Hall is fully fenced in to ensure safety of children at events.

4

Our committee have listened to our community consultation and taken on board the councils mission of Creating great places, supporting our people. The feedback from our community consultation done through a survey and 3 community meetings was very clear; People want us to create a great place at Lake Ohia hall that supports our local people to come together. We are focussing on the FNDC value of Whanaungatanga: Family, community , connecting and sharing.

Regular Users:

- Cards Night (fortnightly)
- Home Schooling Group (Approx. Monthly – used more in wet weather)
- Committee Meetings (monthly)
- Civil Defence

Community Events:

- Community Christmas Get together (approximately 60 people attended)
- Easter Get together (sponsored by FMG) (approximately 45 people attended)
- Cheese and Wine Evening (approximately 45 people attended)
- Cooking with Hong (Donations made to hall) (approximately 30 people attended)
- Pink Breakfast
- Shield Celebration

Other Use:

- Tsunami Evacuation Point
- Civil Defence Group Meetings
- Trusts Law Changes
- Schluter Hire (x2)
- Jurlina Hire

Income:

Hall Hire and Community Events:	$1598
Donations:	$450

Month	Maintenance	Development/Repairs
December	Grounds Clean-up Lawns Weed removal Weed spraying Glass removal Cleaning of Hall Interior	New Fence to secure grounds Hole in ceiling repaired.
January	Weed Spraying Lawns	
February	Total Clean of hall ready for potential Evacuees from Tsunami Lawns Weed removal Weed spraying	Water Pump replaced Guttering and Water tanks cleared and maintained. Replaced Toaster, Kettle, microwave, panini maker. Levelling Ground Hole in wall covered
March	Hall clean up for Cheese Evening Lawns Weed spraying Rubbish Removal	Levelling of future car parking area Polished Floors
April	Removal of Glass from grounds before Easter Do. Clean up following Intruder in hall.	Fixing Damage from Intruder Tennis Court Fencing
May	Lawns Weed spraying	

Issues:

Parking
Bus ability to turn around outside
Traffic
Grounds – Council indicated in December that they would meet obligations to do this regularly. They have been once. Community continues to do the regular maintenance that council indicated was their responsibility.
Fixes:
Fencing has enabled family events such as the Christmas function and Easter do. Also has encouraged users such as Home schoolers and Birthday Celebrations.

Regular Costs:
$50 for small family events
Up to $150 for larger events.
Community Groups are asked to provide a koha to cover costs.

Transaction I	Amount	Other Party	Hall Hire	Community Fundraisers	Raffles	Donations	R&M	Consumables	Electricity	Capital Purchases	Interest	Reimbursement
03/05/2021	-88.81	CONTACT ENERGY LTD							-88.81			
02/06/2021	-102.82	CONTACT ENERGY LTD							-102.82			
13/06/2021	-95.66	3 Meagan Garton										-95.66
13/06/2021	-430.73	3 Vicki Stevens										-430.73
05/07/2021	-86.48	CONTACT ENERGY LTD							-86.48			
09/07/2021	150	D/C FROM Y D M TOMAR	150									
27/07/2021	150	D/C FROM GIRLS FOR CH	150									
02/08/2021	60	Ladies night Raffle			60							
02/08/2021	62	Hong First Event		62								
02/08/2021	-86.26	CONTACT ENERGY LTD							-86.26			
04/08/2021	50	D/C FROM HERITAGE NO	50									
31/08/2021	80	D/C FROM L T H & R F JU	80									
02/09/2021	-96.96	CONTACT ENERGY LTD										
23/09/2021	18.44	ASB BANK - INTEREST									18.44	
04/10/2021	-71.71	CONTACT ENERGY LTD							-71.71			
Total:	-488.99		430	62	60	0	0	0	-436.08	0	18.44	-526.39
Transaction I	Amount	Other Party	Hall Hire	Cheese Evening		Donations	R&M	Consumables	Electricity	Capital Purchases	Interest	

Balances:	6345.9
Term Deposit	8000
Outstanding Receipts:	757.31
Total Funds:	$13,588.59

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Mangonui War Memorial Hall		
Physical address:	130 Waterfront Drive		
Postal address:	P.O. Box 158, Mangonui 0442		
Booking Officer (name):	(Booking Officer will be added to our website) Lynn Pooley		
Booking Officer (contact):	Ph.: 406070	Mobile: 0212168025	Email: lynpooley13@gmail.com
Afterhours contact (name):	as above		
Emergency Contact (name):	Loraine Wilson		
Afterhours (contact):	Ph: 406136O	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	L. Wilson	PO Box 360		406136O
Sec/Treas	L. Pooley	PO Box 73	lynpooley13@gmail.com	406017O

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	N/A
How often did the Committee meet in the year?	N/A

HALL INFORMATION	
Usage Data	
Number of bookings:	Sorry not counting (same response as last year)
Number of users:	
Type of use	
Community *(regular users)*:	Markets, Tai Chi, Move & Groove, Library, Open Rhythms Dance, Modern Jive, Indoor Bowls, Chickens Dancing,
Casual *(one off)*:	* FNDC - waterfront Committee * COVID disruptions through year

2

Commercial:			
Hire rates (per hour)			
Community:	Library pay $400 per year		
Casual:	$7 per year -		
Commercial:	Booking if community group + non profit		
Other:			
2020/21 Financial Statement	Attached: (yes) no		
BWOF	Attached (yes) No	Expiry Date: April 22 - FNDC	
Insurance - Contents	Yes (No)	Value Council Hall issued	
Improvements completed			
Maintenance completed			
Other:	Lawns mowed every 2-3 week Spouting on 3 sides done when required		
Check list *(cross out as provided)*	~~AH / emergency contact details~~	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: *Main hall – 250 pp*	100 ~~Stage~~, Library Attached
Kitchen facilities	1 stove 2 wall urns 1 microwave plates, cups, no cutlery 1 ~~small fridge~~ (assorted)
Toilets	1 ladies, 1 mens 1 urinal, Council toilets underneath
Disabled access	N/A Has been investigated by F.N.DC cannot be done.
~~Parking~~ Furniture Available	1 Piano, 15 trestle tables 100 chairs
~~Furniture available~~ Other facilities	stage, 8 wallheaters, 2 fans

Parking – wherever you can

3

MANGONUI WAR MEMORIALHALL

ANNUAL FINANCIAL REPORT

From 1st April 2020-31st March 2021

Cash in Bank 1.04.2020	5219.84		
Receipts		**Payments**	
Tai Chi	254.00	Contact	1534.87
Z.Love	219.00	Repairs	1128.09
Community Library	400.00	Cleaning Materials	225.41
Move it or lose it	222.10	Cleaning Wages	400.00
Pop-up MKTS	238.00	Keith Jackson	720.00
Markets	1470.00	Statement fees	48.00
Z.Love	226.50	MJ & L M Pooley	60.00
Kanikani Kids	66.00		4116.37
Misc meetings	184.00		
Pstl Stment Refund	40.00		
	3100.60		
Opening Balance	5219.84		
	8320.44		
Less Expenditure	4116.37		
Bank Statement Balance	**4204.07 as @ 31.3.2021**		

Investment Account	**7214.96 @ 31.03.21**
	7164.67 @ 1.04.20
	50.31

I have examined the records of this committee and according to the information provided; the Statement presented is a true and fair review of the committee for the 2019/2020 Financial Year.

Signed.....

M.J.Pooley JP

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Kaingaroa Memorial Hall		
Physical address:	4 Mill Road KAINGAROA 0483		
Postal address:	C/- Martin & Lynne McDonald 1124 Church Rd Kaingaroa R D 2 KAITAIA 0482		
Booking Officer (name):	(Booking Officer will be added to our website) Lynne & Martin McDonald		
Booking Officer (contact):	Ph.: 09 4087837	Mobile: 027 4082145	Email: marlyn_bend@xtra.co.nz
Afterhours contact (name):	As above		
Emergency Contact (name):	As above		
Afterhours (contact):	Ph.: As Above	Mobile: As Above	Email: as above
Other:	Tony Cusack 09 4087147		

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairman	Mark Atkinson	247 Duncan Rd R D 2 Kaitaia 0482	markatkinson023@gmail.com	09 408 7844 022 329 9157
Treasurer	Martin McDonald	1124 Church Rd R D 2 Kaitaia 0482	marlyn_bend@xtra.co.nz	09 408 7837
Secretary	Lynne McDonald	As above	As above	09 4087 837 027 408 2145
Committee	Tony Cusack	124 Champion Rd R D 2 Kaitaia 0482	suzyqsack@gmail.com	09 408 7147
Committee	Lois Sandle	Duncan Rd R D 2 Kaitaia 0482	lois2530ls@gmail.com	09 408 7840

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Monthly
How often did the Committee meet in the year?	9

HALL INFORMATION	
Usage Data	
Number of bookings:	78 - but it wasn't used when booked whenever in lock down.
Number of users:	10
Type of use	
Community (regular users):	4
Casual (one off):	6

Commercial:	Nil			
Hire rates (per hour)				
Community:	By arrangement depending on use and number of people attending.			
Casual:	As Above			
Commercial:	"			
Other:	"			
2020/21 Financial Statement	No Hall hire- $1424.00 Community functions - $764			
BWOF	Attached: No		Expiry Date:	
Insurance - Contents	Yes		Value: $1109 pa	
Improvements completed	Outside of hall painted – Feb 21 Water filter fitted – Oct 21			
Maintenance completed	New water pump fitted after theft, and placed inside – by council. Monthly interior cleaning and general maintenance carried out. Guttering and exterior cleaned. Lawns and spraying regularly carried out.			
Other:				
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main Hall seats 80 comfortably Supper Room - 20
Kitchen facilities	Two stoves, microwave, fridge, dish washer, gas & electric hot water. Crockery and cutlery use by arrangement.
Toilets	Male and Female.
Disabled access	Through main front door. No disabled toilet.
Parking	20 off street parking
Furniture available	Tables and chairs.
Other facilities / assets available e.g.: stage, lighting, heating	Stage. No PA system.

Far North District Council
Te Kaunihera o Tai Tokerau ki te Raki

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: mail.mail@fndc.govt.nz
Website: www.fndc.govt.nz
Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 405 5200
Fax: (09) 405 2137

Date

Hall Name
Email

Dear Sir / Madam

As per Council's 2016 Community Halls Policy (as attached), there is a requirement that Hall Committee's will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments (improvements) made in the hall.

The period for this being 1 July 2020 to 30 June 2021.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. This is more so important with COVID impacting on our day to day lives and the operation of the halls etc.

Therefore, can you please complete the information below and return it by Friday 1 December 2021.

This information will form part of a report that is presented to your local Community Board early 2022.

Can you also provide a copy of the hall's evacuation plan and a copy of the current BWOF for our records?

We will send out a few more reminders before the closing date of the reports and should we not receive any information, we will note this in the report for the Community Board to consider.

As such, please find attached the following documents:

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy
- 2021 COVID Level 2 information sheet
- Hall Committee details and statics template

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

Should you have any further queries, please contact me P: 0800 920 029.

Yours sincerely

Tam Marselos
District Facilities

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:			
Physical address:			
Postal address:			
Booking Officer *(name)*:	(Booking Officer will be added to our website)		
Booking Officer *(contact.)*:	Ph.:	Mobile:	Email:
Afterhours contact *(name)*:			
Emergency Contact *(name)*:			
Afterhours *(contact)*:	Ph.:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	**Name**	**Postal Address**	**Email address**	**Phone number**

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	
How often did the Committee meet in the year?	

HALL INFORMATION	
Usage Data	
Number of bookings:	
Number of users:	
Type of use	
Community *(regular users)*:	
Casual *(one off)*:	
Commercial:	

Hire rates (per hour)				
Community:				
Casual:				
Commercial:				
Other:				
2020/21 Financial Statement	Attached: yes / no			
BWOF	Attached: yes / No		Expiry Date:	
Insurance - Contents	Yes / No		Value:	
Improvements completed				
Maintenance completed				
Other:				
Check list *(cross out as provided)*	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: *Main hall – 250 pp*	
Kitchen facilities	
Toilets	
Disabled access	
Parking	
Furniture available	

Other facilities / assets available **e.g.:** *stage, lighting, heating*	

Far North District Council
Te Kaunihera o Tai Tokerau ki te Raki

www.fndc.govt.nz
Memorial Ave, Kaikohe 0440
Private Bag 752, Kaikohe 0440

askus@fndc.govt.nz
Phone 0800 920 029

Community Halls Policy

Adopted: 8 September, 2016

Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
   a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
   b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
   a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
   b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
   c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
   a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
   b. Council has a partnership approach to community facilities consistent with the Community Grant Policy.

c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.

d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).

e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.

4. Encourage and enhance the capability of communities to improve their facilities.

a. The Council will consider community-empowered management and community-led divestment.

b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:

a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.

b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.

c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.

d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.

e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.

f. Public halls owned by Council are non-rateable, except for water and sewerage charges.

g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.

h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.

i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

Halls and Facilities Strategy

June 2015

Far North District Council
Te Kounihera o Tai Tokerau Ki Te Raki

Foreword

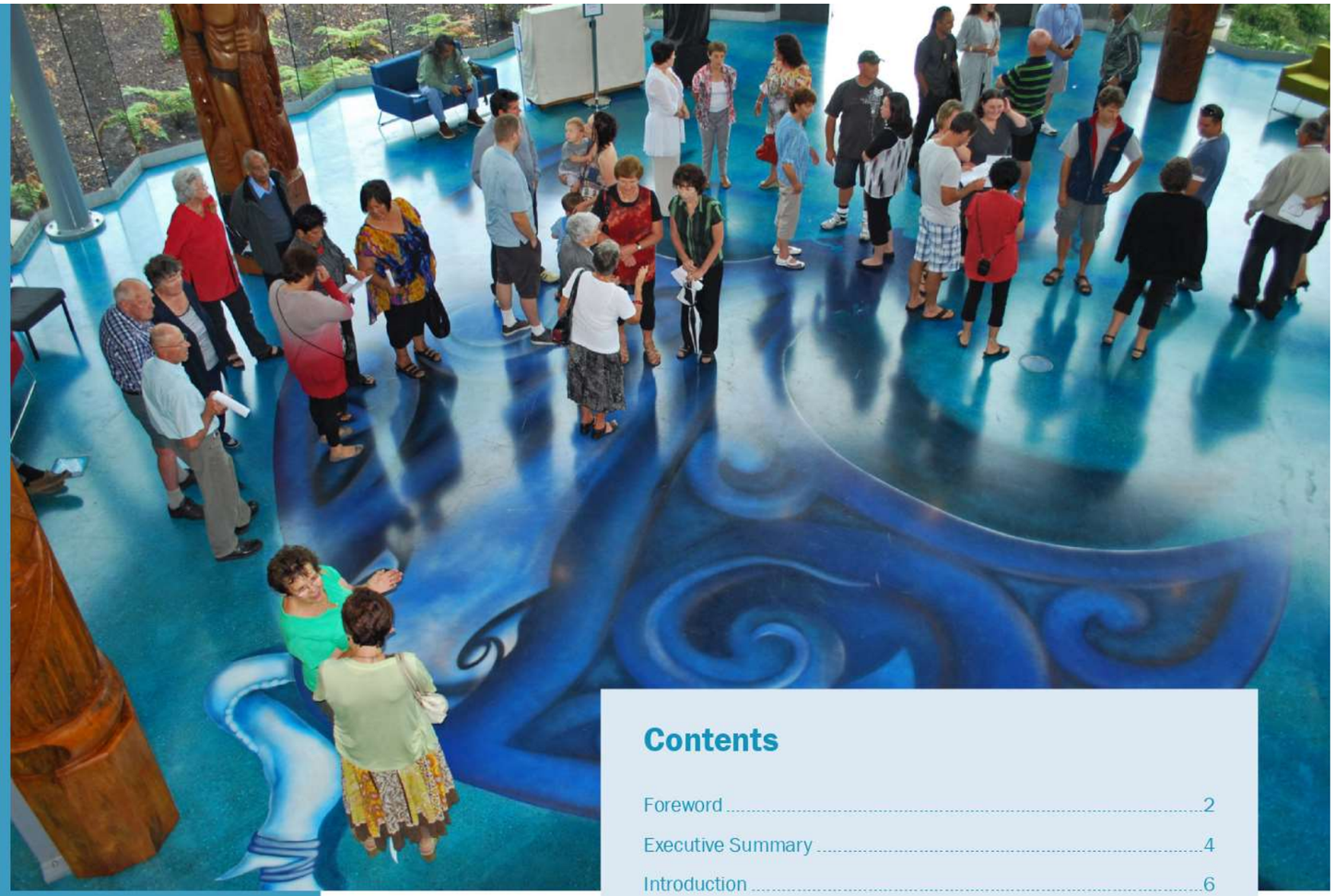
A discussion document was adopted for consultation in conjunction with the draft 2015-2025 Long Term Plan by Council in December 2014.

It was amended to reflect the feedback from Hall Committees, Community Boards and the general public and presented, as a strategy, to the Strategy and Governance Committee, which recommended its adoption to Council.

This strategy was adopted by Council on 5 June 2015.
It was subsequently (14 September 2015) updated with the Council, vision, mission and objectives as adopted by Council as part of the Long Term Plan and with the District Vision (as per the 5 June 2015 resolution).

At the same time the reference to ASB was updated to Foundation North and Appendix 1 – **Policy #5003 – Community Facilities/Community Halls** (which is to be reviewed as a result of this strategy) was attached.

A table of contents was also added, and minor typographical errors corrected.



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Executive Summary

Council signalled in its 2012-2022 Long Term Plan that it would develop a sustainable approach to management and provision of community halls and buildings.

To do this Council needed to clarify what Council's future role might be. To determine this Council developed a discussion document and sought, in conjunction with the development of the 2015-2025 Long Term Plan, the community's views on various options for ownership, management, governance, and funding of existing and new facilities.

Feedback from hall committees, Community Boards and the general public has been considered and has influenced Council's strategy.

The following principles of the strategy provide the foundation and a reference point for future decision making:

- **Integrated Network**
- **Efficient Use**
- **Hierarchy**
- **Affordability**
- **Agreed Standard**
- **Support Resilient Communities**

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

The Council's strategic objectives are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities

Integrated network and hierarchy

Council recognises an integrated network and hierarchy of private, community and Council owned facilities providing a range of types, sizes and configurations. The network and hierarchy will guide Council's decisions on the ownership, including divestment of management, governance and funding of existing and new facilities.

The hierarchy is:

- **Facilities of Local Importance**
  These facilities are local halls and facilities that are fit for purpose and serve a local community catchment.
- **Facilities of Local Significance**
  War Memorial Halls/Heritage buildings – these local facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status.
- **Facilities of District Importance**
  These are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use and are generally on Council land. Turner Centre and Te Ahu will be recognised as Facilities of District Importance.

Funding

Local facilities will be funded locally (through the community rate either directly or through grants from the Community Board).

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Services and agreed Key Performance Indicators (KPIs).

Council will investigate further a contestable fund for works and operational subsidies for community owned facilities.

Ownership and Management models

The strategy sets out Council's policy for managing Council owned halls that is an enhanced status quo. The strategy also provides alternative options that will be considered on a case by case basis that include:

1. Community empowered management (with a greater role in managing the facility including prioritising what repairs and maintenance or renewal work might be scheduled).
2. Community led divestment (effectively selling the building but not the land).
3. Council led divestment of non-strategic facilities.

Introduction

In the Far North there are 32 community halls; 20 are owned and funded by Council and 12 are owned and managed by their respective communities without any direct funding from the Council.

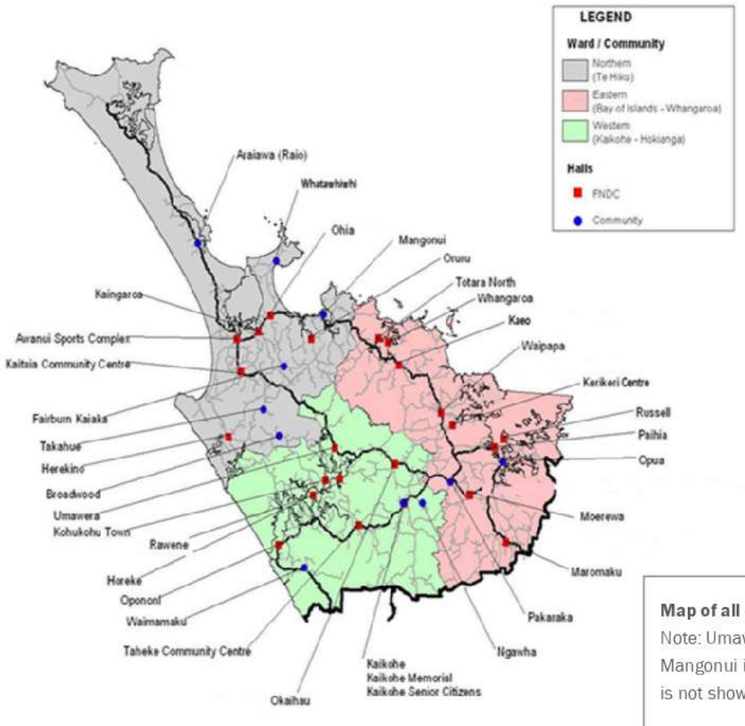
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

Two communities have told Council they want to take ownership of their local hall facilities and our current policy does not permit this.

Council highlighted through the Long Term Plan 2012-2022 its intention to undertake a fundamental reappraisal of Council's role in owning, maintaining and promoting Council owned community halls.

Council wanted to develop a framework for determining what its future role might be, acknowledging that should Council's role change this will need to be signaled to the community and may require a change to **Policy #5003 – Community Facilities/Community Halls**.

Council developed a discussion document setting out the current situation, issues and possible options for consideration for funding, managing, and supporting an appropriate number of strategically located community halls in the District, both directly and indirectly. It sought community, hall committee and Community Board feedback and adopted this strategy in June 2015.



Map of all community halls
Note: Umawera is not Council-owned, Mangonui is Council-owned, Waiharara is not shown and is not Council-owned.

Current Situation

Activity Rationale

Council has traditionally had a role in the provision of community halls as they "recognise the importance to the community of providing a range of public spaces strategically located where they can meet exchange information and hold events."

Council owned halls have generally been inherited from previous territorial authorities. The only exception is the Horeke hall that was transferred to Council from the community in 2000. Some halls in small communities were originally schools that were closed in the last 60 years. Some halls have historic and/or memorial value as well as providing places for the community to gather.

Council's objective for this activity is:

"Council provides and supports a range of accessible, affordable, safe and well maintained community and civic buildings strategically located around the district".

Ownership and Management

Ownership of the halls, the facilities and the land, is varied and complex, which reflects historic circumstances.

Of the 32 community halls:

- Ten halls are community owned buildings on community owned land: Opua, Pakaraka, Ngawha, Waimamaku, Broadwood, Takahue, Fairburn, Umawera, Waiharara and Araiawa.
- Two halls are community owned on Council land: Whatuwhiwhi and Moerewa.
- Sixteen are Council owned on Council land: Herekino, Kaikohe, Kohukohu, South Hokianga, Paihia, Russell, Kaikohe Senior Citizens, Mangonui, Horeke, Okaihau, Oruru, Rawene, Totara North, Waipapa and Whangaroa Memorial Hall [Kaeo].
- Four are Council-owned on Crown land: Taheke Community Centre, Maromaku, Kaingaroa and Lake Ohia.

Council's management approach is set out in **Policy #5003 – Community Facilities/Community Halls**. This policy was adopted by Council in 2004 and a copy is attached in Appendix 1.

Council takes responsibility for the maintenance of the external envelope of the building, building compliance [BWOF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any hall that it owns.

Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc. The hall committee is also responsible for insurance of the hall committee's chattels such as chairs, tables and crockery. This is generally funded from user fees, local fundraising, community grant fundraising or other funders.

The exception to this is the Kaikohe Memorial Hall which is booked directly through Council's District Office, Kaikohe and Council officers manage the day to day issues. Council also employs a cleaner/ custodian and this position is funded through the community rate.

Council is embarking on proactive asset management to provide appropriately timed and suitably funded renewal programs based on the condition of the asset.

Funding and Renewal program

The Council is required by legislation to collect sufficient revenue to fund the long term replacement (renewal) of assets it may own including halls and community buildings. For community halls this a significant cost funded from the community rate.

Community hall assets are renewed at the end of their useful life, which is when their condition is such that they are unserviceable or it is considered that the condition of the asset causes an unacceptable level of risk to health and safety, security or the environment.

Remission of Rates on land Owned or Used by a Charitable or Community Organisation

Council provides rating relief to certain charitable and community organisations including those that

provide community halls. Council may agree to remit up to 100% of the rates payable, however this does not apply to rates for the supply of services such as water or sewerage etc.

Demographics/Geography

The Far North doesn't have the rural to urban drift that may have happened in other areas of the country and our rural areas are not depopulating.

Up until 2008 the Far North townships were growing more rapidly therefore the percent of people in towns grew more than rural areas. But during this period the Far North had a relatively stable rural usually resident population.

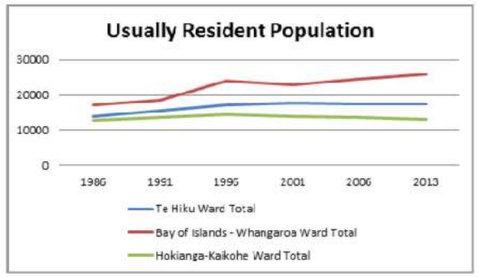
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

The population of the Far North has declined slightly from 55,848 residents (Census 2006), down to 55,734 based on September 2013 statistics (these figures have since been revised). This decline is against the trend of our neighbours in Whangarei, Auckland and in the Kaipara. It is also a significant change to the growth rate in the preceding inter-Census period (2001–2006).

Population growth and decline has not been even throughout the District. The following graph illustrates how the resident population has changed across the Wards since 1986.

Nearly half, 46%, of the District's residents live in 6 settlement areas. These areas are Kaitaia, Kaikohe, Kawakawa–Moerewa, Kerikeri, the Bay of Islands crescent [Russell, Opua, Te Haumi, Paihia, Waitangi and Haruru Falls] and the ribbon development from Mangonui to Taipa and extending around Doubtless Bay up the Karikari Peninsular to Whatuwhiwhi.

Another 12.5% residents live within the smaller townships of Awanui, Ahipara, Kaeo-Whangaroa, Kohukohu, Rawene, Omapere, Opononi, Okaihau and Ohaeawai.



More than 40% of the District's residents do not reside within a township of any kind, but rather on a rural or coastal lifestyle property.

Maori comprise the majority in most parts of the District, with the exception of the Eastern Ward. In the West and Northern Wards, numerous communities are comprised of 70-90% Maori. The majority of Maori residing in the Far North are affiliated to local Iwi/hapu. For iwi/hapu Maori, the first choice for a community gathering is more likely to be their local marae than a community hall.

Nearly half of all community halls (Council and non-Council) are outside the urban settlements and small townships. However, 70% of Council owned halls are in urban settlements. Council owned halls that are the exceptions to this are Herekino, Taheke Community Centre, Oruru, Maromaku, Kaingaroa and Lake Ohia.

Kaikohe-Hokianga Ward with the smallest portion of the District's population at 23% and a declining population has 38% of all community halls. It also has the highest number of Council owned community halls that are predominantly located in small townships with the exception of Taheke Community Centre.

Te Hiku Ward, with 31% of the District's population has a third of all community halls. Of these, eight are in rural areas and only two are in townships. There are five Council owned community halls in the ward and Mangonui is the only one in a township.

The Bay of Islands-Whangaroa Ward has 46% of the Districts population and 30% of all community halls. Council owns seven halls with only one located in a rural area (Maromaku).

Analysis of the problems or issues for Council

Current State of Council Halls

Most of Council's halls are over 50 years old, and in some cases are no longer fit for purpose. Many do not meet current building standards that require disability compliant toilets and barrier free access.

Kitchens are often old and need to be upgraded to comply with current health standards for food preparation.

Structural issues have been identified in two halls; Oruru and Horeke that require major investment to remedy. Even if they were made structurally sound they may not be fit for purpose and still require further modernisation. Council has signaled in the Long Term Plan that prior to undertaking this work, Council will consult with the community to determine if this is value for money in terms of the investment required.

Maintenance and energy costs for these older buildings are high compared with modern facilities.

Council has stated it needs to balance future maintenance and upgrade costs of community halls and buildings with the level of use and what the community can afford.

Additionally, the cost of funding for asset renewal is a significant cost that Council must provide for. Community or private owned halls do not need to fund depreciation in the same way.

War Memorial or Heritage Status

Some halls have significance beyond their simple facility, such as having War Memorial status or heritage status. This significance is an important aspect of the hall and why it is valued by the community. Accessing war memorial funding has changed the ownership of some facilities e.g. South Hokianga War Memorial Hall was transferred to Council to enable access to post WWII funding to build war memorials. Decisions about the future of halls that contain war memorials will need to be done in consultation with the Returned Services Association.

Hierarchy of Community Facilities

More recently Council has elected to support Te Ahu in Kaitaia and the Turner Centre in Kerikeri being community facilities that attract visitors from a wider catchment than what a traditional community hall might. These venues can host regional cultural events of a commercial nature.

These facilities are also multi-functional and are expected to provide a range of affordable and accessible venue options for community use as well. Getting the balance right between commercial return and community use is a challenge for both those managing these facilities and for Council to identify the appropriate balance in community of district rate funding.

The development of these two facilities has created a de-facto community facility hierarchy. Council support for these facilities is from the district rate and is based on the premise that these facilities provide economic benefit to the region by attracting visitors to and locals from across the District.

Council is also considering, as one of a number of options to achieve building compliance and increase accommodation capacity for the organisation the re-development of the Kaikohe Service Centre/Memorial Hall/Library. This could create another District facility hub that may require a mix of community/district funding.

Greater Range of Options

There is now a competing range of more modern privately or community owned meeting venues available for hire in the District such as the Order of St John in Rawene, Kerikeri and Kawakawa, Red Cross, Rarawa Rugby Clubrooms and the Doubtless Bay Tennis Clubrooms.

Also it is common for school halls to be available for wider community use rather than just be used as educational facilities. Additionally, some schools have accessed community grants funds such as Foundation North grants on the understanding that these community facilities are to be available for the wider community (such as Taipa Area School Marae or Kawakawa Primary school hall).

The greater choice of venues that are fit for purpose i.e. easy to heat, modern kitchen, offers a range of sizes has lead to a decline in the use of Council owned halls - particularly in rural locations.

Potential Second Life/Retrofitting

There is potential for other community uses to be made of some community halls such as recreation centres or community centres. Community centres are open normal business hours or potentially longer. They would have a different layout, including space for semi-permanent recreation or social services. They could have hot desks for visiting agencies or community use. The community is best placed to determine if this is a future option.

Demographics and Supply

Low population and low usage of halls is an indicator that community resilience is in decline in some areas such as Lake Ohia, Kaingaroa, Oruru and Takahue.

In particular the Kaikohe-Hokianga ward has a small and declining population and yet it is supporting a higher number of Council owned halls then other wards. These halls are generally well used and are meeting the needs of small urban settlements.

Over time a trend has developed whereby Council has retained ownership in community halls that are generally located in urban settlements. The exception to this is in the Te Hiku ward where four rural halls are retained in communities with very small and declining populations in Lake Ohia, Kaingaroa, Oruru and Takahue.

Community owned versus Council owned

There are a number of examples of well-maintained halls that are community owned. An advantage of this ownership model is that they can access grant funding that Council is ineligible for. A further advantage is that the community ownership model requires a level resilience to be in place to provide for the long term governance and maintenance of these facilities. The responsibility for the facility may initiate the resilience and corresponding community pride and connections.

The flip side to this is that there needs to be a level of resilience and a local desire to take on community ownership of facilities. Oruru community and the South Hokianga RSA (Opononi) want to take on the ownership of their local halls.

Discussion document feedback

In February 2015 as part of the pre-consultation, Community Boards and Hall Committees were asked for feedback on the draft Halls and Facilities Strategy - Discussion Document 2015.

The document was also consulted on simultaneously with the 2015-2025 Long Term Plan.

Feedback was received from Whangaroa, Waipapa, Totara North, Russell, Herekino, Kaingaroa, Okaihau, Paihia, Rawene and Kohukohu Hall Committees. In summary:

Majority support the status quo and added:

- There was appreciation for Council's investment in their halls and they considered they had a good relationship with Council staff.
- If Council changed the responsibility for maintenance (Council external Committee interior) this would cause rents to increase significantly.
- They would like to be in a position to be able to access external funding (i.e. non-Council funding).
- When Council is financially constrained this is generally reflected in communities and therefore there is no capacity for communities to take on more financial responsibility.
- Some committees believe they were already empowered in the current arrangements.

There was also support for:

- Retaining strategic facilities especially those used for civil defense purposes.
- Facilitating community ownership if there is a desire.
- Looking at alternative ownership arrangements if there was no local support or future demand for a hall. However, this option would need to involve consultation with community and special interest groups e.g. RSA and the community given the option of purchasing the hall.

- A hierarchy including heritage and war memorial classification.
- Consideration of new facilities (Bledisloe Domain pavilion and a further low-cost facility in Kerikeri were given as examples).

Feedback was received from the Kaikohe-Hokianga Community Board:

- Future options for management would need to provide benefits to the community that outweigh the additional workload for the community.
- More information would be required about a contestable fund especially if there was a change in the responsibility of the hall committee. E.g. would they be responsible for insurance, or rates? Would the fund include depreciation?).
- Smaller communities have limited financial and human resources and would need to prioritise what would be supported and this could be at the expense of halls.
- Community empowered management had some support.
- Another option put forward was a town council committee that had an overview of all community facilities e.g. sewerage scheme, water and hall.
- Mixed support for district funding of Turner Centre/Te Ahu.

In summary, there was strong support for the status quo however if communities wanted alternative management arrangements these should be considered on a case by case basis.

Two submissions were received from the general public:

- Financial support should be given to the Oruru Hall Committee as it is an important local infrastructure asset meeting a community need.
- Turner Centre is an important asset that will become a liability if not supported by Council.

Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places

Strategy development

Guiding principles

The guiding principles of the strategy provide the foundation and a reference point for future decision making. They guide the choices and tradeoffs that have been considered. They also need to be consistent with Council's vision, mission statement, values and strategic objectives.

Council consulted on a draft vision for the District in the 2015-2025 Long Term Plan:

"The place where people love to be."

This has subsequently been amended to reflect the outcome of the district wide visioning process. (The District Vision was adopted by Council in August 2015.)

"HE WHENUA RANGATIRA - A DISTRICT OF SUSTAINABLE PROSPERITY AND WELL BEING."

Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places.

A mission statement tells people how the Council will achieve their vision. Council's mission statement in the 2015-2025 Long Term Plan is:

"Working together to enable culturally strong, healthy, vibrant, resilient, prosperous, connected people and communities."

Council's strategic objectives for the next three years that relate to this strategy are:

- **Prudent financial management within long term strategic planning**
- **Safe, healthy, resilient places and people**
- **Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of the District**

It is proposed that the principles of the strategy be:

Integrated network – Council owned facilities are only part of the network of halls, community centres and meeting spaces that are available to the community.

Hierarchy – Council will support a range of halls and community facilities in a community, district and regional context.

Agreed standard – Council owned facilities will be accessible to all members of the community regardless of age or physical ability, be well maintained and comply with building, fire and health regulations applicable to the community, district and regional context of the facility.

Efficient use – Council will encourage alternative management and ownership arrangements of Council owned halls that make more efficient use of existing facilities.

Affordable – Council will consult with communities to determine the level of support for funding upgrades of Council owned facilities.

Support resilient vibrant communities – Facilities should be retained where they are in the right place to support strong vibrant communities.

Vision for Community Halls

A key part of developing strategy and setting strategic direction is articulating a vision for the desired state of the future. A vision is a concise summary statement describing the world as it would ideally exist if current issues could be fully addressed.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Strategic Objectives

The vision needs to be supported by strategic objectives as these define those things that need to be achieved to bring about our desired future.

The Council's strategic objectives based on the agreed principles are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement and for flexible partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

How do we get there/ Solutions

Council will achieve its vision for community halls by implementing the following:

Integrated Network and Hierarchy

Council will recognise an integrated network and hierarchy of private, community and Council district and local community facilities so that a range of facility types, sizes, configurations are available to meet the needs of the district's communities. This network and hierarchy will be used to guide Council's decisions on the ownership, management and governance and funding of existing and new facilities.

Facilities of Local Importance - these facilities are local halls and facilities that are fit for purpose and serve a local community catchment and provide opportunities for events or to provide local services.

Facilities of Local Significance - War Memorial Halls/Heritage buildings – these facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status. These serve a local community catchment and provide opportunities for the community to hold events or provide local services

Any change proposed to a War Memorials Hall will need to be done in consultation with the Returned Services Association. Any change to a heritage building needs to recognise the constraints of the heritage status and will require input from Heritage New Zealand.

Facilities of District Importance – these are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use.

These are not always Council owned facilities although they are generally on Council land, e.g. Turner Centre and Te Ahu. Getting the balance right between commercial return and community use is a challenge for these facility owners. These facilities often require Council support for them to be sustainable and provide for the care of their assets.

Council may invest in these facilities through a Contract for Service with agreed key performance indicators consistent with **Policy #3213 - Community Assistance**.

Council's Funding

Facilities of Local Importance or Local Significance will be funded from the community rate either directly or through grants from the Community Board.

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Service and agreed Key Performance Indicators. They could also apply to Community Board – Local Grants to offset costs for providing for community use at non-commercial rates. The Community Board would consider the merits of any application.

Contestable Fund

Alternative management or ownership options would be made more attractive to the community if Council sets up a contestable fund in each ward.

Council will investigate further the establishment of a contestable fund for works and operational subsidies for community owned facilities.

This contestable fund would need to be consistent with the principles of **Policy #3213 - Community Assistance** to enhance access to facilities, to broaden the range of facilities, to enhance volunteer capability to provide services and supplement the resources of Council from external sources (a minimum of 50% funding for projects from sources other than Council).

The fund could be applied to for either work programs or for an operational subsidy.

Ownership and Management

Council's policy on the management and operation of community halls is:

1. Council will take responsibility for the maintenance of the external envelope of the building, building compliance [BWOF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any halls that it owns.
2. Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc.
3. Local hall committees will be responsible for insurance of chattels such as chairs, tables and crockery. This will be funded from user fees, local fundraising or grant applications to community grant funds or other funders.
4. Hall committees will become not-for-profit legal entities or under the umbrella of one to ensure there is a high level of accountability and transparency and to maximise the opportunity to access external funding.
5. Hall Committees will report annually to Community Boards on the level of facility use, income received and any investment they may have made in the facility.

Council will consider on a case by case basis the ownership and management options below. When considering these proposals Council will need to consider **Policy #2124 – Significance and Engagement** and determine which proposals and decisions are significant and Council's community engagement strategy.

1. Community empowered management

Council would consider proposals from the community to take on a greater role in managing the facility including prioritising repairs and maintenance, renewal work or re-development. This arrangement would be formalised through an agreement with Council. This would require a not-for-profit entity being established. The proposal may come from:

- A hall committee
- A community group
- A primary or main user

The agreement would require the following roles to be undertaken:

i. Determine the communities current and future needs.

ii. Provide the facility to meet the needs.

iii. Ensure the building is compliant for its intended use.

iv. Monitor and provide to Council usage records.

v. Manage income and expenditure and report to Council.

vi. Put forward repairs and maintenance/renewal schedules for Council consideration.

vii. Make applications for external funding for re-development .

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. The organisation would be able to apply to external funders.

2. Community led divestment (effectively selling the building but not the land)

Council would consider proposals from the community to take on a greater role in managing and re-developing their facility. This would require a not-for-profit entity being established and the transfer of the ownership of a hall building[s] and a license to occupy for the land to:

- A community group
- A primary or main user
- Private entity

The transfer would be subject to entering into an agreement to undertake the following roles:

i. Determine the communities current and future needs.

ii. Provide the facility to meet the needs.

iii. Ensure the building is compliant for its intended use.

iv. Monitor and provide to Council usage records.

v. Manage income and expenditure and report to Council.

vi. Put forward applications to secure sufficient funding.

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. They could apply to other funders such as Foundation North or Lotteries.

3. Council led divestment of non-strategic facilities

The following principles would be used to determine non-strategic facilities:

- Integrated network/Hierarchy – Determine if existing non-Council facilities are capable of meeting current and projected demand. The measure will be within 20 minutes distance to nearest similar facility.
- Affordable/Agreed standard/Support resilient communities – A facility which has significant deferred maintenance or needs a major upgrade to meet an agreed standard and this work could not be justified because of the low level of use the building will not be retained. The measure may be usage verses cost to upgrade to agreed standard.

Non-strategic facilities will be divested to the community. This would be a Council led divestment process and if there is no identified community demand or likely future demand or community interest the properties would be made available for a non-community use or sold.

Developing New Facilities

If the community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

i. The community has demonstrated a need and demand.

ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility.

iii. The supply of existing facilities (Council and non Council) is unable to meet local demand (current and projected supply and demand).

iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.

v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.

vi. No viable partnership or brokerage opportunities for meeting community demand have been identified.

If Council confirms there is an identified need for a new facility it may be included in a Long Term Plan for public feedback.

Implementation plan, monitoring and evaluation

Actions:

1. Review **Policy #5003 – Community Facilities/ Community Halls** to align with the strategic plan.
2. Develop a Schedule for inclusion in **Policy #5003 of Halls of Local Importance, Local Significance and Facilities of District Importance** and their funding sources.
3. Investigate further the contestable fund concept.
4. Work with Hall Committees to assist them to become a not-for-profit legal entity, determine reporting requirements and provide opportunities to learn more about accessing non-Council funding sources.
5. Consider alternative ownership and/or management arrangements on a case by case basis.

APPENDIX

Policy #5003 – Community Facilities/Community Halls

1. BACKGROUND

Each Community Board has a number of facilities on their asset register, mostly halls, that provide a focus point for communities to gather together for both social and community activities. At the present time, these facilities are being managed in an 'ad hoc' way. This does not mean that facilities are being run inefficiently and well on behalf of Council and the community, but rather that there is a large divergence in the management styles. This divergence confuses management committees and often inhibits the communication required for communities to make proactive decisions on their facility requirements.

This policy shall:

i. Clarify the types of arrangements Community Boards have for their facilities.

ii. To set procedures in place to ensure effective management of these facilities.

iii. To give more control of long-term decision making to communities.

Styles of Management and Ratings Liability

There are four distinct types of management:

i. Community elected committees manage the hall operation on behalf of the Community Board. This includes all operational charges unless expressly remitted by the Community Board and the Community Board has budgeted for these amounts annually. As of July 1, 2003 all public halls owned or used by Council, apart from applicable service charges, are non-rateable. In this instance, Council is responsible for the external envelope and building compliance issues only. Examples of this style are the Waipapa, Herekino and Rawene Halls.

ii. Once again, community elected committees manage the hall operation on behalf of the Community Board, but Council Customer Services Liaison staff manage bookings, bonds and other payments including invoicing and/or receipting customers. An example in this case would be Whangaroa Memorial Hall, Kaeo.

iii. Halls and other facilities are either leased or sold to community groups who have a mandate to offer the facility for public use or in some instances the public good. The community may dictate the level of service required and the facility may have a predominant designated purpose. In instances where the facility is used exclusively for sports and the arts, 50% of the normal rate will apply. An example is Awanui Sports Complex.

iv. The hall or facility is for the exclusive use of a single charitable or community organisation. In this instance, Council may consider an application for a rates remission. Examples are Plunket Rooms, the Order of St Johns and the New Zealand Scouts.

Types of Facilities

Community centres

The term 'community centre' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. In their operation, community centres may employ paid staff and volunteers, who are proactive and innovative in meeting local community needs, open to all groups in the community, non competitive and complement other resources in the community. Community Centres are owned by Council and funded through Community Rates.

Community halls

The term 'community hall' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. A community hall may be hired for private purposes. To meet operational costs, secure new equipment and fund internal maintenance expenses or renewals, hall management committees use hall income. Council provides planned maintenance and renewal of the exterior envelope through depreciation funds.

Community leases

The Council leases land, buildings or land and buildings to community groups for a wide range of activities.

APPENDIX

Partnerships

Wherever possible and appropriate, Council will take a partnership approach in its community facility asset management, development and divestment (Council in all partnerships must be guided by the Policy on Partnership with the Private Sector).

This means that:

i. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations and agencies (e.g. schools or churches).

ii. If divesting of a community facility, Council will consider any proposals by a third party to manage and develop it as a community facility.

iii. Council will actively encourage and seek ways to support schools and other organisations to provide community access to venues such as school halls and church meeting spaces. Such spaces will then form part of the district- wide network of facilities.

New types of facilities

In response to the District's increasingly diverse communities and changing trends in community and leisure activities, Council will consider innovative and different types of facilities. These could include multi-purpose facilities and facilities as part of commercial, retail or residential developments. They could include dedicated or purpose-build facilities (e.g. for young people or for performing arts).

Community Boards may in the first instance, support communities in achieving their goals in regards to new facilities by providing expertise, supporting the establishment of a Community Trust and if appropriate, contribute funds. Ownership of new facilities would remain with the community, usually managed by a Community Trust.

War memorials

Council recognises the special value of War Memorial Halls and will not seek to divest or lease the facility without the direct support of the RSA. If the Memorial is removed to another special purpose facility, then the hall will revert to Community Hall status.

District wide level of provision

Council aims to have a network of community venues across the District so people can meet and participate in the life of their communities. The network will consist of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.

A catalogue of facilities

From a planning perspective, there is a need to catalogue all facilities along with specified use and contact persons. All non-Council facility 'owners' will be given the opportunity to list on Council's web site along with appropriate details.

Developing new facilities

If Community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

i. A need has been demonstrated through the development of the Long Term Community Plan.

ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility (an example is the recreation plan).

iii. The supply of existing community facilities (Council and non-Council) is unable to meet local demand (current and projected supply and demand).

iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.

v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.

6. No viable partnership or brokerage opportunities for meeting community demand have been identified.

Redevelop existing facilities

If monitoring indicates the need to redevelop an existing facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs. However, the primary focus will be on the facility in question and how best to develop it to meet changing needs and demands.

Council will consider redeveloping an existing facility when:

i. A more detailed analysis of the criteria used for indicating the appropriate ward/district - wide level of provision confirms a local need for a change or development of a particular.

ii. There are relatively high levels of facility use and the facility cannot meet demand (usage data).

iii. There is demand or pressure for facilities to meet different or greater levels of needs than are currently addressed (supply and demand, needs assessment, demographic trends).

iv. The physical design and size of the facility is unsuitable for preferred community use, is unable to meet demand or is better suited to another use (supply and demand, needs assessment).

v. The condition of the building is good and warrants redevelopment to meet changing demand.

vi. There is relatively high customer satisfaction with this current facility.

vii. The building is of historical or War Memorial status.

viii. There are no viable partnership or brokerage opportunities to meet different or increased needs.

ix. There are major operational issues affecting the viability of the operation (e.g. conflict between commercial use and community use).

Divestment

Community Boards may indicate that it would be appropriate to divest a particular facility.

Divestment options could include:

i. Selling the facility.

ii. Council using the facility for non-community purposes (e.g. commercial use/lease).

iii. Using the facility as leverage for community based partnership. A number of issues may indicate that divestment is a good option to explore. Examples include: Close proximity of similar facilities (geographical spread), very low usage and/or an apparent over supply of community facilities (usage data, supply and demand), a change in demographics resulting in a community which does not match user profiles (community and user demographics).

iv. Planned community facility developments (Council or non-Council) that would meet community demand.

v. A facility design that is no longer suitable for the community and cannot easily be rectified.

vi. A facility which requires major work, but this work could not be justified because of the poor condition of the building.

If divestment is an option, then a detailed analysis will be undertaken. The analysis will focus on a particular geographical location. Within this context, it will explore whether or not it was appropriate to divest of the particular community facility.

In particular, the analysis will cover: current and projected demand; the ability of existing and any planned facilities to meet the projected demand; the condition of the facility in question and its potential for redevelopment; opportunities to use the facility as leverage for a community partnership to operate.

APPENDIX

APPENDIX

A recommendation to divest of a community facility will only be made if:

i. There is little current or projected community demand or,

ii. Existing and planned facilities are capable of meeting current and projected demand (supply and demand).

iii. The facility is not a War Memorial Hall.

iv. The facility is not meeting demand and does not have the potential to be redeveloped to meet any projected demand.

v. The building has reached the end of its useful life and community needs can be met in other ways.

vi. The community indicates that they want ownership in order to offer services that may be commercial or non inclusive of a wider community.

2. GOALS

The goal of the Community Services Department is to ensure the existence of a network of venues across each ward for people to meet and participate in the life of their communities. These Community Facilities may be used for leisure, arts, cultural, educational, sporting and community activities. They may also provide accommodation for community groups and organisations. The provision of accessible community venues contributes to the development of strong communities.

3. POLICY STATEMENTS

Council believes that halls provide an important link for the people of each community and will actively encourage devolvement of the facility to the community.

Community Boards are responsible for audited annual accounts and statistical information regarding the hall. This responsibility is delegated to the organisation/committee managing the hall on behalf of the Board.

Where no community organisation or committee can be formed within the community, the facility will revert back to the Community Board for management. Options for the Board may be devolvement; sale/demolition or mothballing while community consultation is carried out. Refer to "Background"

4. PROCEDURES

Some Community Boards through consultation with their community will continue to want to retain 'ownership' and have a hall committee as delegated authority to oversee the halls operation. The following procedures are required.

i. The committee will have a minimum of 5 elected members. A Community Board Member will be seconded to the committee to provide a liaison/advisory role, but cannot take office.

ii. The Hall Committee shall hold an Annual General Meeting every 12 months – this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.

iii. As of July 2003, community halls on reserve land will no longer be rated so there will not be a need for the Community Boards to budget for rates on behalf of most Hall Committees.

iv. Hall committees will be responsible for all bookings, fee collections and resolving any operational problems.

v. Where Hall Committees are the delegated bodies on behalf of Community Boards, they are responsible for producing annual audited accounts and statistical information in regards to use and numbers of users.

vi. Hall committees will be responsible for all operational expenditure including water, pan charges, power, phone and cleaning. All public halls owned by Council will not be rateable whether on reserve land or not. These halls are still rateable for water and sewerage.

vii. Hall committees will be responsible for all internal maintenance, refurbishments and purchase of replacement equipment such as stoves etc.

viii. Where fees' income does not meet expenses, the following procedures may be followed: An approach can be made through the Community Board for a one off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise.

a. Fees may need to be increased reflecting a full fees recovery scenario.

b. A hall may no longer meet the communities needs (refer to Background, section 1).

ix. Council is responsible for the external envelope and building compliance issues but wishes to devolve more of the planning to community. To this end, a working party will be formed. Members will be the Committee's Community Board Member, an elected Committee representative and a Council Officer. They will develop a long-term strategy for maintaining the facility and put forward the renewal or capital projects to the Community Board to be included in the Long Term Strategic Plan or Annual Plan.

x. Council will insure the facility but this may not include Committee chattels such as crockery but will include fixtures such as stoves, Zip hot water heaters etc.

APPENDIX

8.2 PETITION - WATERFRONT ROAD PUKENUI

File Number: **A3633563**

Author: **Marlema Baker, Meetings Administrator**

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

PURPOSE OF THE REPORT

For the Board to receive the Waterfront Road Pukenui Petition.

EXECUTIVE SUMMARY

- This petition was presented John and Margaret McIntyre, Colleen Cowie and Phillip Shuker on behalf of The Permanent Residents of Waterfront Road, Pukenui and is specific to Waterfront Road.
- It is addressed to Julie and Craig Gordon of 16 Waterfront Road, Pukenui.
- There are 24 signatories
- All signatories do not support urban development on Waterfront Road, in Pukenui.
- It was received on 21 November 2021 via RFS-4087409.

RECOMMENDATION

That Te Hiku Community Board:

a) formally receive the petition from The Permanent Residents of Waterfront Road, Pukenui; and

b) requests the Chief Executive ask staff to provide a report to the Board on any current or future urban development planned for Waterfront Road, Pukenui.

1) BACKGROUND

This petition was received from The Permanent Residents of Waterfront Road, Pukenui on 19 November 2021 via the Far North District Council (FNDC) Requests for Service (RFS-4087409).

It is titled “16 Waterfront Road & urban development” and addressed to Julie and Craig Gordon of 16 Waterfront Road, Pukenui. It was not addressed to Council.

The permanent residents of Waterfront Road would like Waterfront Road left the way it is. They do not want urban development.2) Discussion and Options

Petitions may be presented to the FNDC or any of its committees or community boards.

Petitions must contain at least 20 signatures and the request must consist of fewer than 150 words (not including signatures). The petition must be received by the Chief Executive at least five working days before the date of the meeting at which it will be presented.

Petitions must not use offensive language or include malicious statements They may be written in English or te reo Māori.

To be accepted, a petition must be clearly addressed to the Far North District Council.

A petition may be delivered by electronic means.

The name of the principal petitioner must appear at the head of the petition, and that contact information is provided when the petition is presented. The principal petitioner is usually the person who has initiated or organised the petition and presents the petition to Council.

Reason for the recommendation

To allow the community board to formally receive the petition and provide a mechanism for the Board to advocate on behalf of its constituents where appropriate.

This petition is not addressed to Council; however, the Te Hiku Community Board may receive the petition and request a report via the Chief Executive's office if deemed necessary.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in requesting a report. The report when provided will need to articulate and financial implications in the options including speedbumps.

ATTACHMENTS

1. PETITION - Waterfront Road, Pukenui - A3636796

Compliance schedule:

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

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

Compliance requirement	**Staff assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is 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.	Reserves Act 1977
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Will impact the community of Kaikohe. 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.	None beyond those for wider community.
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.	Residents living on Hillcrest Road.
State the financial implications and where budgetary provisions have been made to support this decision.	None anticipated at this stage.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

Copy to Council

FNDC ADMIN
19 NOV 2021

To Julie and Craig Gordon of

We the permanent residents of Waterfront Road would like Waterfront Road left as is. We like it the way it is. We don't want urban development.

Name	Address	Signature	Phone no.
John and Margaret McIntyre			contact details have been deacted to protect information under the Privacy Act
Colleen Cowie			
PHIL SHUKER			
Maureen Ronald			
Wayne Heather Cory			
Helen & Greg Yuill			
Sheryl Martin	contact details have been deacted to protect information under the Privacy Act		
Alan Nicholson			
Margaret Matthews			
Lloyd Matthews			
* Karen Nattrass			
Rona Peter Ross			
Amanda Bell			
Paul Adams			
Muriel Masters			
CLYDE MASTERS			
TRACEY HOLD			
Desree Kemp			
Ian Kemp			
Ross Wagener			
Joanne Wagener			
RUWE NATTRASS			
STEPHEN NATTRASS			

* Keen on a tiress trail though

Certified as a true copy of the Original Document sighted by myself this 1st day of March 2021

Signed (Deputy) Registrar

M HYNES
Deputy Registrar
District Court

8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE MARCH 2022

File Number: **A3583045**

Author: **Rhonda-May Whiu, 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 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.

ĀPITIHANGA / ATTACHMENTS

1. Te Hiku Community Board March 2022 Action Sheet - A3638606

OUTSTANDING ACTIONS REPORT

Printed: Friday, 18 March 2022 5:55:04 PM

Division:
Committee: Te Hiku Community Board
Officer:

Date From: 1/01/2020
Date To: 18/03/2022

^Meeting	Date	Officer	Title	Target
Te Hiku Community Board 25/08/2020	25/08/2020	Storey, Shayne	Notice of Motion - Adoption of Te Hiku o te Ika Open Spaces Revitalisation Master Plan	8/09/2020

Notes

17 Feb 2022 3:18pm Hammond, Kim - Reallocation
Action reassigned to Whiu, Rhonda-May by Hammond, Kim - These just need to be put on the FNDC website on their community page.

18 Mar 2022 5:41pm Whiu, Rhonda-May - Reallocation
Action reassigned to Storey, Shayne by Whiu, Rhonda-May - allocated to Shayne as leading the THCB strat planning process

^Meeting	Date	Officer	Title	Target
Te Hiku Community Board 25/08/2020	25/08/2020	Gobie, Nina	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	8/09/2020

Notes

30 Apr 2021 5:15am Gobie, Nina
March 2021 - Legal services initially thought we were to transfer this reserve to DOC, but it appears that that may be more complex than first envisaged. , April 2021 - Information from Legal Services to Mr Palmer, the CE and Mayor re Council access and Mr Palmer, weeds and overgrowth on the reserve. , Public cannot access the reserve other than by boat from the seaward side. , Mr Palmer uses part of the reserve to access his property. , Mr Palmer is seeking is a reserve management plan (a process managed by SP&P) and funding to tidy it up and remove the weeds. , However, as the public cannot access the reserve it is noted that it would be difficult to justify spending limited resources on a reserve that only 2 or 3 people can access., For the public to gain access to the reserve will require that the Landowner to agree to an easement over his property and the paper road to be realigned in part and an formal agreement or easement entered into with the landowner creating a ROW over the reserve to allow him access as this has never been formalised. And in turn for him to grant council easement over his land which allows access over a corridor on his land to access the reserve. , If one was to use the ROW at the far end of the property the dominant tenements may be required. The public could then access the paper road which takes them onto the reserve. , For Mr Palmer, the issue may be security and interference with his farming operations currently conducted on the land. , The reserve is definitely worthwhile preserving, but while there is no easy access, difficult to justify spending time and money on creating a management plan that would be difficult to implement. , The current cost to do a basic weed control exercise is $20,000 (excl. any potential Heritage NZ costs) with an on-going cost being approx. $5-$10,000 annually.

^Meeting	Date	Officer	Title	Target
Te Hiku Community Board 6/10/2020	6/10/2020	Storey, Shayne	Notice of Motion - Concept Plans for Allen Bell on Parkdale Playground, Awanui Playground, Korora Park, Ahipara and Unahi Wharf.	20/10/2020

Notes

17 Feb 2021 10:14am Baker, Marlema - Reallocation
Action reassigned to Mules, Ana by Baker, Marlema - I have assign this action to you to follow-up, complete or assign to Shayne/Ken.

17 Feb 2021 1:41pm Hammond, Kim - Reallocation
Action reassigned to Hammond, Kim by Hammond, Kim

17 Feb 2022 3:18pm Hammond, Kim - Reallocation
Action reassigned to Whiu, Rhonda-May by Hammond, Kim - These just need to be put on the FNDC website on their community page.

18 Mar 2022 5:43pm Whiu, Rhonda-May - Reallocation
Action reassigned to Storey, Shayne by Whiu, Rhonda-May - allocated to Shayne as she is leading the THCB strat planning process

^Meeting	Date	Officer	Title	Target
Te Hiku Community Board 1/06/2021	1/06/2021	Stacey, Elizabeth	Te Hiku Footpath Programme 2021/2022	15/06/2021

Notes

19 Jan 2022 2:51pm Baker, Marlema
This action Item will be transferred to Dawn Spence (NTA) who is replacing Sandi Morris.

09 Feb 2022 3:39pm Baker, Marlema
Have requested Elizabeth Stacey (NTA) attend the meeting to speak to this action item.

10 Feb 2022 9:39am Baker, Marlema - Reallocation
Action reassigned to Stacey, Elizabeth by Baker, Marlema - This action item has been reassigned to you as Sandi Morris is no longer with FNDC/NTA.

^Meeting	Date	Officer	Title	Target
Te Hiku Community Board 7/12/2021	7/12/2021	Deane, Rochelle	Notice of Motion - Waterfront Cafe and Bar - Mangonui	21/12/2021

Notes

10 Feb 2022 10:28am Baker, Marlema - Reallocation

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OUTSTANDING ACTIONS REPORT

Printed: Friday, 18 March 2022 5:55:04 PM

Division:
Committee: Te Hiku Community Board
Officer:

Date From: 1/01/2020
Date To: 18/03/2022

^Meeting	Date	Officer	Title	Target
Action reassigned to Deane, Rochelle by Baker, Marlema - Can you please provide an update on this action item, or, allocate it to the staff member in should sit with. Thank you				

^Meeting	Date	Officer	Title	Target
Te Hiku Community Board 7/12/2021	7/12/2021	Rainham, Glenn	Major Item Not on the Agenda	21/12/2021

Notes

10 Feb 2022 10:32am Baker, Marlema

On 10 December 2021 Glenn Rainham spoke with Adele regarding Drainage and has assured her that the work programme is underway and that it was delayed due to bad weather. Also, that Far North Waters will be discussing suitable dates for the 2022 Drainage workshops with Adele. , Adele has also confirmed that the urgent Teams meeting that was to be held before xmas, as per the resolution made on Tuesday 7, December, no longer need to take place. A workshop will be set for Jan/Feb 2022, Troy and Glenn will keep us apprised of any updates.

10 Feb 2022 10:36am Baker, Marlema - Reallocation

Action reassigned to Rainham, Glenn by Baker, Marlema - I am reallocating this action item to you as on 10/12/2021 you confirmed with Adele that the urgent Teams meeting that was to be held before xmas, as per the resolution made on Tuesday 7, December, no longer needed to take place and that a workshop would be set for Jan/Feb 2022. You and Troy would keep the CB apprised of any updates.

^Meeting	Date	Officer	Title	Target
Te Hiku Community Board 15/02/2022	15/02/2022	Baker, Marlema	Tangonge Reserve Lease	1/03/2022

Notes

18 Mar 2022 11:41am Whiu, Rhonda-May

Report to be provided at May meeting from Legal Team. Copy of current lease provided to be circulated Board members

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE