



# KAIKOHE-HOKIANGA COMMUNITY BOARD



Ōmāpere - Opononi

## AGENDA

### Kaikohe-Hokianga Community Board Meeting

**Wednesday, 6 July 2022**

**Time: 10.30 am**  
**Location: Council Chambers**  
**Memorial Avenue**  
**Kaikohe**

#### **Membership:**

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



**Far North District Council**



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

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

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

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

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

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

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

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

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

**Terms of Reference**

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Maori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
  - a. Holding a Community forum prior to Board meetings
  - b. Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

**Protocols**

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

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

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

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

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

**Far North District Council**  
**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 6 July 2022 at 10:30 am**

---

**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Karakia Timatanga / Opening Prayer.....</b>	<b>9</b>
<b>2</b>	<b>Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest.....</b>	<b>9</b>
<b>3</b>	<b>Te Wāhanga Tūmatanui / Public Forum .....</b>	<b>9</b>
<b>4</b>	<b>Te Tono Kōrero / Deputation.....</b>	<b>9</b>
<b>5</b>	<b>NGA kaikorero / Speakers .....</b>	<b>9</b>
<b>6</b>	<b>Confirmation of Previous Minutes.....</b>	<b>10</b>
	6.1 Confirmation of Previous Minutes.....	10
<b>7</b>	<b>Reports.....</b>	<b>18</b>
	7.1 Project Funding Reports.....	18
	7.2 Funding Applications.....	29
<b>8</b>	<b>Information Reports.....</b>	<b>46</b>
	8.1 Kaikohe-Hokianga Community Board Action Sheet Update July 2022 .....	46
<b>9</b>	<b>Karakia Whakamutunga / Closing Prayer.....</b>	<b>50</b>
<b>8</b>	<b>Te Kapinga Hui / Meeting Close.....</b>	<b>50</b>





**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:** A3763868

**Author:** Marlema Baker, Meetings Administrator

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

#### PURPOSE OF THE REPORT

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

#### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 1 June 2022 as a true and correct record.**

#### 1) BACKGROUND

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

#### 2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

#### ATTACHMENTS

1. **Kaikohe-Hokianga Community Board Minutes - 1 June 2022 - A3727822** [↓](#) 

Kaikohe-Hokianga Community Board Meeting Minutes

1 June 2022

**MINUTES OF  
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE  
ON WEDNESDAY, 1 JUNE 2022 AT 10:32 AM**

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

**IN ATTENDANCE:**

**STAFF PRESENT:** Kim Hammond (Funding Advisor), Marlema Baker (Democracy Advisor)

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

**1.1 APOLOGIES AND DECLARATIONS OF INTEREST**

**RECOMMENDATION**

- Member John Vujcich declared a conflict regarding Item 6.2 c), d). and e) and abstained from voting.
- Chair Edmonds and Member Kelly Van Gaalen declared a conflict regarding item 6.2 e) and abstained from voting.

**2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

No Public Forum for this meeting.

**3 NGĀ TONO KŌRERO / DEPUTATIONS**

No Deputations for this meeting.

**4 NGĀ KAIKŌRERO / SPEAKERS**

Funding Applicants:

- Wally Te Huia and John Schollum representing Kaikohe (Rau Marama) Community Trust. Item 6.2 c) and d) refers. *Tabled document: Pictures of Graffiti.*
- Raewyn Smythe and Nick Hammer representing Far North Land Search and Rescue. Item 6.2 a) refers. *Tabled document: WanderSearch Brochure*  
**NOTE: Chair Edmonds to write a letter to FNHL to negotiate rent on their behalf.**
- Jenny McDougal and Judy Cartwright representing Manaki Tinana Trust. Item 6.2 e) refers. *Tabled document: Manaaki Tinana Trust volunteer hours*
- Neil Shaw and Rufus Post representing Rawene Area Residents Association. Item 6.2 g) refers.
- Rene de Vries representing Hokianga Sailing Trust. Item 6.2 b) refers.
- Kelly van Gaalen representing Pioneer Village Kaikohe. Item 6.2 f) refers.

Kaikohe-Hokianga Community Board Meeting Minutes

1 June 2022

**5 CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A3709477, pages 12 – 17 refers

**RESOLUTION 2022/39**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 11 May 2022 as a true and correct record.****CARRIED****6 REPORTS****6.1 AMENITY LIGHTING AND TOWN BEAUTIFICATION BUDGETS**

Agenda item 7.1 document number A3697600, pages 18 - 20 refers

**MOTION**

Moved: Member Louis Tooreburg

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board:

- a) accepts the report outlining the allocation of the Amenity Lighting and Town Beautification budgets for financial year 2022/2023.
- b) approves the allocation of the Amenity Lighting budget for financial year 2022/23.
- c) approves the allocation of the Town Beautification budgets for financial year 2022/23.

**AMENDMENT**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board leave this report to lie on the table until after a workshop to discuss the Amenity Lighting and Town Beautification budget allocations

**CARRIED**

The amendment became the substantive motion.

**RESOLUTION 2022/40**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board leave this report to lie on the table until a workshop is held to discuss the Amenity Lighting and Town Beautification budget allocations.****CARRIED****LEFT TO LIE**

The meeting was adjourned from 11:41 am to 12:21 pm.

**6.2 FUNDING APPLICATIONS**

Agenda item 7.2 document number A3717267, pages 21 - 73 refers

**RESOLUTION 2022/41**

Moved: Member Emma Davis

Seconded: Member John Vujcich

**That the Kaikohe-Hokianga community Board:**

- a) approves the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****RESOLUTION 2022/42**

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

- b) approves the sum of **\$3,560,00** (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Sailing Trust for the purchase of an outboard motor, to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****RESOLUTION 2022/43**

Moved: Member Kelly van Gaalen

Seconded: Member Emma Davis

- c) approves the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Kaikohe (Rau Marama) Charitable Trust for the administration, equipment hire, purchase of hardware and materials plus travel and mileage for Wipe Out Project, to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.
- d) approves the sum of **\$5,000** (plus GST if applicable) to be paid from the from the 2022/2023 Boards Community Fund account to Kaikohe (Rau Marama) Charitable Trust for the administration, equipment hire, purchase of hardware and materials plus travel and mileage for Wipe Out Project, to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****RESOLUTION 2022/44**

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

- e) approves the sum of **\$1,659** (plus GST if applicable) be paid from the Boards

Page 3

,Community Fund account to Manaki Tinana Trust for the purchase of a TV and portable stand, to support the following Community Outcomes:

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

**CARRIED**

**RESOLUTION 2022/45**

Moved: Member Emma Davis  
Seconded: Member Alan Hessell

- f) approves the sum of **\$10,430** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Pioneer Village Kaikohe for the repair costs the 1902 Burrell Steam Traction engine, to support the following Community Outcomes:
  - i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED**

**RESOLUTION 2022/46**

Moved: Member Louis Toorenburg  
Seconded: Member Kelly van Gaalen

- g) approves the sum of **\$1,002** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Rawene Area Residents Association for venue hire, legal fees and incorporation costs, including incorporation fee, to support the following Community Outcomes:
  - i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

**Note: funding allocated does not include refreshments and the contingency of 10%.**

**CARRIED**

**RESOLUTION 2022/47**

Moved: Chairperson Mike Edmonds  
Seconded: Member Alan Hessell

- h) revokes the following decision made at the Kaikohe-Hokianga meeting on 4 February 2022 meeting

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

Proud, vibrant communities

Communities that are healthy, safe, connected and sustainable.

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

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

Kaikohe-Hokianga Community Board Meeting Minutes

1 June 2022

i) **Proud, vibrant communities**

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

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

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

i) **Proud, vibrant communities**

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

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

**CARRIED**

#### **RESOLUTION 2022/48**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

k) **approves the sum of \$10,000 be tagged for the 2022/2023 Rural Travel from the Boards Placemaking Fund account due to the limited amount allocated to the Community Board compared to the amount requested from applicants and the outcomes and opportunities for children and youth this fund provides.**

**CARRIED**

#### **RESOLUTION 2022/49**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

l) **allocates the remaining \$39,607.85 from the Placemaking Fund to the design work for the Kaikohe - Ngawha shared footpath.**

Against: Crs Louis Toorenborg and Alan Hessell

**CARRIED**

### **6.3 PROJECT FUNDING REPORTS**

Agenda item 7.3 document number A3725644, pages 74 - 90 refers

#### **RESOLUTION 2022/50**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

**That the Kaikohe-Hokianga Community Board**

a) **note the project report received from Manāki Tinana Trust**

b) **note the project report received from Te Pū o Te Wheke Community Art Gallery**

c) **approve Hokianga Community Educational Trust to spend the remaining \$1,249.00, allocated at the December 2021 meeting, to be spent on the purchase of a Makita Multi-Functional Split Shaft Power Head and Makita Pole Saw Attachment, to meet the following Community Outcomes:**

Page 5

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

**CARRIED**

## **7 INFORMATION REPORTS**

### **7.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2022**

Agenda item 8.1 document number A3713441, pages 91 - 95 refers

#### **RESOLUTION 2022/51**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 30 April 2022**

**CARRIED**

### **7.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JUNE 2022**

Agenda item 8.2 document number A3709479, pages 96 - 100 refers

#### **RESOLUTION 2022/52**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

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

**CARRIED**

#### **NOTE:**

- Member Toorenburg would like the \$80,000 allocated by the Community Board in 2020 be found and this added back onto the action sheet.

### **7.3 MAJOR ITEMS NOT ON THE AGENDA**

#### **RESOLUTION 2022/53**

Moved: Chairperson Mike Edmonds

Seconded: Member Louis Toorenburg

**That the Kaikohe-Hokianga Community Board;**

- resolves to consider the item not on the agenda: Pohutukawa Trees in Opononi.**
- and notes that Member Louis Toorenburg provided an explanation of why these items were not on the agenda and why they could not be delayed.**

**CARRIED**



**7.4 MAJOR ITEM NOT ON THE AGENDA – POHUTUKAWA TREES IN OPONONI****RESOLUTION 2022/54**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board: requests that the CE provide a report to the Board addressing the following questions;**

- a) what policies are in place to protect trees from infrastructure construction?**
- b) were the policies followed with regard to the footpath under the Pohutukawa trees in Opononi?**
- c) what delegated authority did the decisionmaker have to override the policy?**
- d) please include, as background, the contrast between the policy and the decision to put the footpath near the Pohutukawa trees.**

**CARRIED****8 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 1:26 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 6 July 2022.

.....  
**CHAIRPERSON**

## 7 REPORTS

### 7.1 PROJECT FUNDING REPORTS

**File Number:** A3747239

**Author:** Kim Hammond, Meetings Administrator

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

#### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board

- a) note the project report received from Kaikohe Business Association.
- b) note the project report received from Youthline Auckland Charitable Trust.
- c) note the thank you letter from Mukoto Suzuki Guest.

#### 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.

The Kaikohe-Hokianga Community Board has the following options in relation to the request from Hokianga Community Educational Trust:

**Option 1:** Approve the request and allow Hokianga Community Education Trust to purchase the additional equipment; or

**Option 2:** Decline their request and Hokianga Community Educational Trust will need to return the unspent funds to the Kaikohe-Hokianga Community Board.

#### Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

#### ĀPITIHINGA / ATTACHMENTS

1. KHCB - Project Report - Kaikohe Business Association - A3747738  
2. Project Report - Youthline Auckland Charitable Trust - A3747315  
3. Thank You Letter - Outward Bound Mayors Taskforce for Jobs Letter - A3747310  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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



**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

**Name of organisation:**

**Name & location of project:**

**Date of project/activity:**

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

Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

**Board meeting date the grant was approved:**

**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)
Mel Borich - Map, website	\$ 396.75	x
Crazy Domains	\$ 49.50	x
Signs x 4 - BBM (Fusion Graphics)	\$ 200	x
Xmas in the village - marketing, posters design, administration	\$ 2000	x
Kaikohe New World Prize money	\$ 434.78	
Total:		\$3396.03

Please note I have attached zero report and receipt

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

This is event was created out of need due to red light restrictions for covid  
 We had 17 entries (shop windows decorated)  
 We created a peoples choice award whereby over 50 people voted.  
 The decorated shop windows created a feeling of festivity and positivity in a time of great negativity and little hope.  
 The KBA itself put on a display also (Sleigh/Santa) and this was very well recieved.

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



















## 7.2 FUNDING APPLICATIONS

**File Number:** A3747431

**Author:** Kim Hammond, Funding Advisor

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the July 2022 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Board has a total of \$103,211 to allocate during the 2022/23 financial year, and an additional \$100,000 for Placemaking activities/projects.
- The Community Board allocated \$6,650 from their 2022/23 budget, in the 2021/22 financial year for projects taking place in 2022/23.
- This leaves a budget of \$96,561 to allocate for the remainder of the year.
- Two applications for funding were received requesting a total of \$4,610.

### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- approves the sum of \$2,575 (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Historical Society for the purchase of a landmower and line trimmer, laminator, signage/advertising and a cell phone to support the following Community Outcomes:
  - Proud, vibrant communities
  - We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.
- approves the sum of \$2,035 (plus GST if applicable) to be paid from the Boards Community Fund account to Living Theatre Trust for the purchase of 120 tickets to the Matariki Glow Show 2022 at the Turner Centre, Kerikeri to support the following Community Outcomes:
  - Proud, vibrant communities
  - We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

### 1) TĀHUHU KŌRERO / BACKGROUND

Each application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the 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
Hokianga Historical Society –	\$2,575 (100%)	\$2,575	The applicant has requested full funding of this project; how ever they have not included volunteer hours as part of the project cost. The Museum is open four days a week for four hours	Historic

Maintain the Museum			each day which is covered by volunteers.  The Museum Services Policy states that Councils financial assistance options include - c. 'making funds available to the Community Grants scheme for application by Museums and private collection holders with legal charitable or community purpose structure, with priority given to organisations already established to conserve Far North cultural heritage.	
Living Theatre Trust – Matariki Glow Show	\$2,340 (25%)	\$2,035	Living Theatre Trust is working with Bald Angels who will allocate tickets to whanau from the Kaikohe area. By working with Bald Angels, tickets will be provided to whanau who do not get a chance to attend show like this.  The applicant has included GST in the amount requested, the amount recommended excludes GST.	Event

### Take Tūtohunga / Reason for the recommendation

The applicants are 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 Provisions has been made and the grant is allocated in accordance with the Community Grant Policy.

### ĀPITIHINGA / ATTACHMENTS

1. **Application - Kaikohe Historical Society - A3750613** [↓](#) 
2. **Application - Living Theatre Trust - A3750683** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are 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.

































## 8 INFORMATION REPORTS

### 8.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JULY 2022

**File Number:** A3747215

**Author:** Marlema Baker, Meetings Administrator

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### 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 Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update July 2022.**

#### TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

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

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

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

There are no financial implications or need for budgetary provision in receiving this report.

#### ĀPITIHINGA / ATTACHMENTS

1. **Kaikohe-Hokianga Community Board Action Sheet July 2022 - A3763983**  









**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**8 TE KAPINGA HUI / MEETING CLOSE**