



KAIKOHE-HOKIANGA COMMUNITY BOARD



Pakanae

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 3 August 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 Hessel
Member Moko Tepania
Member Louis Toorenborg
Member John Vujcich



Far North District Council



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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long-Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.

5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long-Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long-Term Plan and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community 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.

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 3 August 2022 at 10:30 am

Te Paeroa Mahi / Order of Business

1	Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest.....	7
2	Te Wāhanga Tūmatanui / Public Forum	7
3	Ngā Tono Kōrero / Deputation	7
4	NGā kaikōrero / Speakers	7
5	Confirmation of Previous Minutes.....	8
5.1	Confirmation of Previous Minutes.....	8
6	Reports	13
6.1	Funding Applications.....	13
7	Information Reports.....	31
7.1	Kaikohe-Hokianga Community Board Action Sheet Update August 2022.....	31
8	Te Wāhanga Tūmataiti / Public Excluded.....	34
9.1	Confirmation of Previous Minutes - Public Excluded	34
9	Te Kapinga Hui / Meeting Close.....	35

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

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

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

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

2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed at the meeting.

3 NGĀ TONO KŌRERO / DEPUTATION

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

4 NGĀ KAIKŌRERO / SPEAKERS

Funding Applicants:

- Rob Pink – representing Hokianga Bowling Club Incorporated. Item 6.1 a) refers.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3538481

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 6 July 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 6 July 2022 - A3779480** [↓](#) 

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 6 JULY 2022 AT 10:30 AM**

PRESENT: Chairperson Mike Edmonds, Deputy Chairperson 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 KARAKIA TIMATANGA / OPENING PRAYER

Chair Edmonds commenced the meeting.

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

No apologies or conflicts declared.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Shaun Reilly
 - Roadside cleaning is non-existent. They need to be cleaned.
 - Bunnings needs to be encouraged to stay in Kaikohe.
 - A banking hub in Kaikohe would be an innovative idea.
- Linda Bracken
 - Need more than Bunnings to service our area, like a Hammer Hardware
 - Kaikohe Business Association is looking at ways to support the community as a whole.
 - Roding Priority Taheke Bridge – if it floods, that part of Hokianga is cut off.
 - The Kaikohe Business Association and community would like to meet with new CEO.
Cr Vujcich will liaise with the CE's office.
 - Petersen Building has historical meaning to the Ngawha and Kaikohe communities. Could it be moved to the Pioneer Village and re-purposed, instead of demolished?
 - Innovation Park special event – July 25th, 4pm will be a 1 hour bus tour and guest speakers.
 - Kaikohe looks untidy, buildings need maintenance from absentee owners. Drains are blocked, kerb and verge overgrowth is unruly and traffic speed through town is concerning.

4 NGĀ TONO KŌRERO / DEPUTATIONS

There were no deputations for this meeting.

5 NGĀ KAIKŌRERO / SPEAKERS

There were no speakers for this meeting.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3763868, pages 10 - 17 refers

RESOLUTION 2022/39

Moved: Deputy Chairperson Emma Davis

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 1 June 2022 as a true and correct record with the following amendment/s:

- a) **Item 7.4 Major Item Not On The Agenda – Pohutukawa Trees in Opononi.**
- d) ***please include, as background, the contrast between the policy and the decision to put the footpath near the Pohutukawa trees and the refusal to consider amenity lighting around the trees.***

CARRIED

7 REPORTS

7.1 PROJECT FUNDING REPORTS

Agenda item 7.1 document number A3747239, pages 18 - 28 refers

RESOLUTION 2022/40

Moved: Member John Vujcich

Seconded: Member Moko Tepania

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.**

CARRIED

7.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3747431, pages 29 - 45 refers

RESOLUTION 2022/41

Moved: Member Louis Toorenburg

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board:

- a) **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 lawnmower and line trimmer, laminator, signage/advertising and a cell phone to support the following Community Outcomes:**
 - i) **Proud, vibrant communities**
 - ii) **We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride**

CARRIED

RESOLUTION 2022/422

Moved: Member Kelly van Gaalen

Seconded: Deputy Chairperson Emma Davis

- b) approves the sum of **\$1,110** (plus GST if applicable) to be paid from the Boards Community Fund account to Living Theatre Trust for the purchase of **60** tickets to the Matariki Glow Show 2022 at the Turner Centre, Kerikeri to support the following Community Outcomes:
- i) Proud, vibrant communities
 - ii) We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

CARRIED**8 INFORMATION REPORTS****8.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JULY 2022**

Agenda item 8.1 document number A3747215, pages 46 - 49 refers

RESOLUTION 2022/43

Moved: Member Moko Tepania

Seconded: Member Alan Hessel

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

CARRIED**Notes**

Start dates and updates requested on action sheet items for Omapere Wharf and Freese Park.
Request for hall delegations update to be added to the action sheet.

9 MAJOR ITEMS NOT ON THE AGENDA THAT CANNOT BE DELAYED**RESOLUTION 2022/44**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board;

- a) resolves to consider the item not on the agenda:
1. Kohukohu Hall progress report
 2. Progress report on hall delegations
- b) and notes that Deputy Chair Emma Davis provided an explanation of why these items were not on the agenda and why they could not be delayed.

CARRIED**9.1 MAJOR ITEMS NOT ON THE AGENDA THAT CANNOT BE DELAYED****RESOLUTION 2022/45**

Moved: Deputy Chairperson Emma Davis

Seconded: Member Moko Tepania

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

- a. Kohukohu Hall progress report
- b. Progress report on hall delegations

CARRIED

10 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 11:29 am.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 3 August 2022.

.....
CHAIRPERSON

6 REPORTS

6.1 FUNDING APPLICATIONS

File Number: A3791421

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 August 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 has allocated a total of \$10,335 to date and has a unallocated budget of \$92,876 for the 2022/23 financial year.
- Two applications for funding were received requesting a total of \$7,915.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

a) approves the sum of \$5,580 (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Bowling Club Incorporated for the purchase and installation of a storage shed at 61 Clendon Esplanade, Rawene, to support the following Community Outcomes:

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

NOTE: Payment will only be made once the Hokianga Bowling Club has been granted permission for the storage shed to be built on 61 Clendon Esplanade, Rawene by Council.

b) approves the sum of \$2,335 (plus GST if applicable) be paid from the Boards Community Fund account to Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for the purchase of a mobile phone, mobile plan and workshop facilitator fee, to support the following Community Outcomes:

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

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 Bowling Club Incorporated – Storage Shed	\$5,580 (45%)	\$5,580	<p>The Hokianga Bowling Club is located at 61 Clendon Esplanade, Rawene and has a small club house compared to other bowling clubs. Storage of the equipment in the club house would be taking up room that they don't have to spare.</p> <p>The Bowling Club has a lease with Council, clause 12 of the lease states that a further building will require the Club to seek written consent from Council before erecting a structure. Based on this clause, the recommendation is to approve the funding, however the payment will not be made to the Club until the approval has been granted. If approval is not granted then staff will bring back a report revoking the decision and the funding will be added back to the Community Boards Community Grant budget.</p>	Sport and Recreation
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust – Tai Tokerau Timebank	\$2,455 (13%)	\$2,335	<p>Te Pokapu Tiaki Taiao o Te Tai Tokerau is based in Kaitaia. With travel being difficult they are now wanting to run workshops in Kaikohe so that more people can attend without having to travel to Kaitaia. The costs in this application are for the Kaikohe workshops. The consumables that they would like to purchase are materials for the workshop e.g. wax for bee wrap workshop. The mobile phone will be used to the Kaikohe-Hokianga Time Bank Coordinator.</p> <p>The amount recommended by staff does not include the funding of administration costs.</p>	Environment

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 - Hokianga Bowling Club Incorporated - A3791720** [↓](#) 
2. **Application - Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre) - A3791561** [↓](#) 

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.	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.

7 INFORMATION REPORTS

7.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2022

File Number: A3805777

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 August 2022.

TĀHUHU KŌRERO / BACKGROUND

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

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

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. KHCB Action Sheet - August 2022 - A3805859 [↓](#) 

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

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

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

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

9 TE KAPINGA HUI / MEETING CLOSE