



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 16 August 2022**

**Time: 10:00 am**

**Location: Te Ahu**

**Cnr South Road & Matthews Ave**

**Kaitaia 0410**

**Membership:**

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

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

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

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

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

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

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

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

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

8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
  - a) Control of Use of Public Spaces – Dispensations on signs
  - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
  - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
  - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
  - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. Specific to Te Hiku Community Board – the Kaitia 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 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**  
**Te Hiku Community Board Meeting**  
**will be held in the Te Ahu, Cnr South Road & Matthews Ave , Kaitaia**  
**0410 on:**  
**Tuesday 16 August 2022 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Karakia Timatanga / Opening Prayer.....</b>	<b>7</b>
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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 NGĀ TONO KŌRERO / DEPUTATION**

Manuera Riwai regarding Tangonge Park

**5 NGĀ KAIKŌRERO / SPEAKERS**

Funding applicants:

- Representative from Kaingaroa Memorial Hall
- Representative from Kaitia Community Voices
- Representative from Taemaro Marae Committee
- Representative from Kaitia Sport and Leisure Trust

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

**File Number:** A3538610

**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 21 June 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.

**ĀPITI HANGA / ATTACHMENTS**

1. Te Hiku Minutes - 21 June 2022 - A3759540 [↓](#) 

**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.	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.

Te Hiku Community Board Meeting Minutes

21 June 2022

**MINUTES OF TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM, TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD, ,  
KAITAIA, 0410 ON TUESDAY, 21 JUNE 2022 AT 11:00 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:** Blair King (CEO) departed 12:06pm

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

**1 KARAKIA TIMATANGA / OPENING PRAYER**

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

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

**APOLOGY**

**RESOLUTION 2022/42**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That the apology received from Member John Stewart be accepted and leave of absence granted.**

**CARRIED**

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

No public forum speakers for this meeting.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Kaitaia Police – Daniel Williams

**5 NGĀ KAIKŌRERO / SPEAKERS**

Representative from Far North Land Search and Rescue.

Representative from Mangonui Cemetery Committee.

Representative from Te Hapua Sports Recreation Club (booklet tabled).

Representative from Te Pokapu Tiaki Taio o Te Tai Tokerau Trust.

*12:05 pm meeting adjourned for lunch – returned 12:15pm*

Te Hiku Community Board Meeting Minutes

21 June 2022

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

Agenda item 6.1 document number A3538600, pages 12 - 14 refers

**RESOLUTION 2022/43**

Moved: Member Darren Axe

Seconded: Member Jaqi Brown

**That Te Hiku Community Board agrees that the minutes of the meeting held 10 May 2022 be confirmed as a true and correct record.****CARRIED****7 REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A3742559, pages 21 - 22 refers

**RESOLUTION 2022/44**

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

**That the Te Hiku Community Board note the reports from Chairperson Adele Gardner and Members Darren Axe, Jaqi Brown and Bill Subritzky.****CARRIED****7.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2022**

Agenda item 7.2 document number A3713468, pages 28 - 29 refers

**RESOLUTION 2022/45**

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

**That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 30 April 2022.****CARRIED****7.3 FUNDING APPLICATIONS**

Agenda item 7.3 document number A3729047, pages 32 - 37 refers

**RESOLUTION 2022/46**

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

**That Te Hiku Community Board;**

- a) approves the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Far North Land Search and Rescue for the lease of 218**

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21 June 2022

**Wiroa Road, Kerikeri to support the following Community Outcomes:**

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

**CARRIED****7.3 FUNDING APPLICATIONS****RESOLUTION 2022/47**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That Te Hiku Community Board**

- b) approves the sum of **\$1,788.70** (plus GST if applicable) to be paid from the Board's Community Fund account to Living Theatre Charitable Trust for the purchase of 120 tickets for the Matariki Show which will be given to Bald Angles to distribute, 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****7.3 FUNDING APPLICATIONS****MOTION**

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

**That Te Hiku Community Board**

- c) approves the sum of **\$9,581** (plus GST if applicable) to be paid from the Board's Community Fund account to Mangonui Cemetery Committee for the removal of four large pine tree at Mangonui Cemetery, to support the following Community Outcomes:
  - i) Communities that are healthy, safe, connected and sustainable.

**LEFT TO LIE****7.3 FUNDING APPLICATIONS****RESOLUTION 2022/48**

Moved: Member Sheryl Bainbridge

Seconded: Member Jaqi Brown

**That Te Hiku Community Board**

- d) approves the sum of **\$1,200** (plus GST if applicable) to be paid from the Board's Community Fund account to Pamapurua School for the purchase of basketball poles from Basketball Northland, to support the following Community Outcomes:
  - i) Communities that are healthy, safe, connected and sustainable

**CARRIED**

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**7.3 FUNDING APPLICATIONS****RESOLUTION 2022/49**

Moved: Member Felicity Foy

Seconded: Member Darren Axe

**That Te Hiku Community Board**

- e) approves the sum of **\$20,000** (plus GST if applicable) to be paid from the Board's Community Fund account to Te Hapua Sports Recreation Club, for the costs of fixing the roof and septic drainage at Te Hapua Sports Recreation Club, to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****7.3 FUNDING APPLICATIONS****RESOLUTION 2022/50**

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

**That Te Hiku Community Board**

- f) approves the sum of **\$5,000** (plus GST if applicable) to be paid from the Board's Community Fund account to Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitia) for facilitator fees and materials for the Community Upcycling for the Environment (CUE) programme, to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable
  - iii) A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki.

**CARRIED****7.3 FUNDING APPLICATIONS****MOTION**

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

**That Te Hiku Community Board**

- g) approves the sum of **\$2,673** (plus GST if applicable) to be paid from the Board's Community Fund account to Te Whakaora Tangata for the purchase and installation of a heat pump at 44 Puckey Avenue, Kaitia, to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable.

**LOST**

**7.3 FUNDING APPLICATIONS****RESOLUTION 2022/51**

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

**That Te Hiku Community Board**

- h) approves the amount of **\$10,000** (plus GST if applicable) to be paid from the Board's Community Funds 2021/2022 account, **\$10,000** (plus GST if applicable) from the Board's 2021/2022 Placemaking Fund, and **\$100,000** (plus GST if applicable) from the Boards 2022/2023 Placemaking Fund to the Kaitaia Business Association for the Town Centre Retail Strategy to support the following Community Outcomes:

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

**CARRIED****7.3 FUNDING APPLICATIONS****RESOLUTION 2022/52**

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

**That Te Hiku Community Board**

- i) allocates the sum of **\$2,000** (plus GST if applicable) to be paid from the Board's Community Fund account to remove a Monkey Apple Tree in the Coopers Beach Shopping Centre and
- j) allocates the sum of **\$7,150** (plus GST if applicable) to be paid from the Board's Placemaking Fund 2021/22 to Hawthorne Landscape Architects for Placemaking Consultation, and
- k) allocates the sum of **\$2,122.13** (plus GST if applicable) to be paid from the Board's Community Fund account 2021/22 to Far North Safer Communities for graffiti removal to support the following Community Outcomes:

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

**CARRIED****7.4 PROJECT FUNDING REPORTS**

Agenda item 7.4 document number A3739809, pages 162 - 163 refers

**RESOLUTION 2022/53**

Moved: Member William (Bill) Subritzky

Seconded: Member Felicity Foy

**That Te Hiku Community Board:**

- a) Note the project report received from Houhora Big Game Sports Fishing Club.
- b) Note the project report received from Te Pokapu Tiaki Taiao O Te Tai Tokerau

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**(EcoCentre Kaitaia).****CARRIED****7.5 ROAD NAMING - 9 WHANGATANE DRIVE, KAITAIA**

Agenda item 7.5 document number A3679751, pages 170 - 173 refers

**RESOLUTION 2022/54**

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

**That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a public road, Te Paia Lane that is currently addressed at 9 Whangatane Drive, Kaitaia as per map (A3640109).****CARRIED****7.6 ROAD NAMING - 189 STATE HIGHWAY 10, COOPERS BEACH**

Agenda item 7.6 document number A3736574, pages 187 - 190 refers

**RESOLUTION 2022/55**

Moved: Member Sheryl Bainbridge

Seconded: Member William (Bill) Subritzky

**That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Hunter Way that is currently addressed at 189 State Highway 10, Coopers Beach as per map (A3710128).****CARRIED****7.7 ROAD NAMING - 1A-5A JAMIESON ROAD, KAITAIA**

Agenda item 7.7 document number A3736576, pages 200 - 203 refers

**RESOLUTION 2022/56**

Moved: Chairperson Adele Gardner

Seconded: Member Felicity Foy

**That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Ohotu Way that is currently addressed at 1a-5a Jamieson Road, Kaitaia as per map (A3690681).****CARRIED****7.8 ROAD NAMING - LOT 3 SPICER ROAD, MANGONUI**

Agenda item 7.8 document number A3736578, pages 216 - 218 refers

**RESOLUTION 2022/57**

Moved: Member Sheryl Bainbridge

Seconded: Member William (Bill) Subritzky

**That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Ōhumuhumu Lane that is currently addressed at Lot 3 Spicer Road, Mangonui as per map (A3710125).**

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**CARRIED****8 INFORMATION REPORTS****8.1 KAITAIA BUSINESS IMPROVEMENT DISTRICT TARGETED RATE 2022-2023**

Agenda item 8.1 document number A3706335, pages 237 - 242 refers

**RESOLUTION 2022/58**

Moved: Member Sheryl Bainbridge  
Seconded: Chairperson Adele Gardner

**That the Te Hiku Community Board receive the attached reports from the Kaitaia Business Association and recommend that Council levy the Kaitaia Business Improvement District Targeted Rate 2022-2023 for \$50,000.**

**CARRIED****NOTE:**

*That the Te Hiku Community Board hold a workshop with the Kaitaia Business Association regarding updating the Memorandum of Understanding*

**8.2 TANGONGE RECREATION RESERVE - STATUS OF EXISTING LEASE**

Agenda item 8.2 document number A3625814, pages 271 - 272 refers

**RESOLUTION 2022/59**

Moved: Chairperson Adele Gardner  
Seconded: Member Jaqi Brown

**That the Te Hiku Community Board;**

- a) receive the report Tangonge Recreation Reserve - Status of Existing Lease,**
- b) recommends to Council that the process for a new long-term lease commence now, and**
- c) that the existing lease remain in place until the new long-term lease is executed.**

**CARRIED****8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE MAY 2022**

Agenda item 8.3 document number A3700969, pages 294 - 294 refers

**RESOLUTION 2022/60**

Moved: Member Sheryl Bainbridge  
Seconded: Chairperson Adele Gardner

**That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update May 2022.**

**CARRIED****Notes**

- Remove Rangitoto
- Follow-up and report on action items
- Only include resolutions

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21 June 2022

- Remove Tangonge Reserve

## 9 RESOLUTION TO EXCLUDE THE PUBLIC

### RESOLUTION 2022/61

Moved: Chairperson Adele Gardner

Seconded: Member Sheryl Bainbridge

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

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

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

**CARRIED**

## 10 TE KAPINGA HUI / MEETING CLOSE

The meeting closed with a karakia at 2:24pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 16 August 2022.

.....  
**CHAIRPERSON**

## 7 REPORTS

### 7.1 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A3840377

**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, Sheryl Bainbridge and Bill Subritzky.**

#### 1) TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a community board is to represent, and act as an advocate for the interests of its community.

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

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised.

The reports from the Chairperson and Members are attached.







#### Te Take Tūtohunga / Reason for the recommendation

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

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

There are no financial implications or the need for budgetary provision as a result of this report.

#### NGĀ ĀPITIHINGA / ATTACHMENTS

1. Chairpersons Report - Adele Gardner - A3816775  
2. Members Report - Darren Axe - A3816784  
3. Members Report - Sheryl Bainbridge - A3816785  
4. Members Report - Bill Subritzky - A3816780  

**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.

<b>He Take Ōkawa / Compliance requirement</b>	<b>Te 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>	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

<b>Report to Community Board</b>	<b>Board Name</b>
<b>Chairperson's Name</b>	<b>Adele Gardner</b>
<b>Subdivision</b>	<b>Te Hiku</b>
<b>Date</b>	<b>2 June - 28 July 2022</b>

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### REPORT

- 1) **Meetings/Functions attended**
  - 2 June - Attended the Te Hiku Sports Hub AGM & Meeting**
  - 3 June - Attended the celebration for the Taitura double winners**
  - 7 June - Ratepayer issue at Coopers Beach Shopping Centre**
  - 9 June - Attended the District Plan workshop**
  - 9 June - Attended the Unahi Wharf opening**
  - 14 June - Infrastructure Committee Meeting at Kaikohe**
  - 14 June - Extraordinary Council Meeting at Kaikohe**
  - 20 June - Te Hiku PWG Meeting**
  - 21 June - Footpath Workshop**
  - 21 June - Kaitaia CBD update workshop**
  - 21 June - Te Hiku community Board Meeting**
  - 23 June - Assurance Risk & Finance Meeting in Kaikohe**
  - 27 June - Community Meeting at St Johns re a discussion on transport for members of our communities who are unable to get to appointments in and out of the district.**
  - 30 June - Council Meeting in Kaikohe**
  - 2 July - Attended the Ahiparara Cultural Gateway opening**
  - 7 July - Ratepayer issue at Coopers Beach**
  - 7 July - Attended a Meeting with people at Kaimaumau re discussions for possible infrastrure on the reserve.**
  - 11 July - Meeting with Kaitaia Business Association Chair re MOU**
  - 14 July - Extraordinary Council Meeting - virtual**
  - 18 July - Te Hiku PWG Meeting**
  - 20 July - Concept Spatial Meeting at Taipa**



- 26 July - Mihi Whakatau for new appointed members of committees virtual
- 26 July - Meeting with Kaitaia Business Association Chair re MOU
- 27 July - Infrastructure Committee Meeting - virtual

- 2) **Report - Te Hiku Revitalisation work - The first of the Cultural Gateway openings was at Ahiparara, this was extremely moving to hear the stories connected to this gateway design. The South Road gateway is opening tomorrow the 29<sup>th</sup> July. The Roma Road Gateway is opening on the 6<sup>th</sup> August. It is very disturbing to note that at least 9 of the 24 plinths and board on the Te Rarawa Rugby fence have been removed, unfortunately these will not be replaced at this time. The plinths are placed around Ahipara and give historical cultural stories of the area.**  
**Awanui - The carpark in the Awanui Reserve is nearly complete and the roadworks on SH 10 are progressing.**
- 3) **Request for Service: - Nil**
- 4) **Resource Consents - RC 2220562 - FNDC upgrade of stormwater pipeline through West Lane Kaitaia. Three sites are identified as HAIL sites and are working with landowners to progress the new lines.**

## COMMUNITY BOARD MEMBERS REPORT

**Report to Community Board:** Te Hiku  
**Members Name:** Darren Axe  
**Subdivision:** North Cape  
**Date:** 2<sup>nd</sup> June – 25<sup>th</sup> July

### REPORT

**1) Meetings/Functions**

2 June - Road sign for Whalers Road RFS 4112312  
2 June - Road sign north of Harry's Lane RFS 4112312  
2 June - Road sign SHW 1 Just south of Waterfront Road RFS 4112313  
9 June - Wharf opening at Awanui  
13 June - DAG Meeting, Kaikohe  
14 June - Ratepayers Meeting, Raio Hall, Pukenui  
15 June - Zoom Meeting – Concept Plan  
16 June - CCTV Meeting for Pukenui, St Mary's Church, Pukenui  
30 June - Meeting with Delwyn Shepherd regarding Houhora foreshore restoration, Kaitaia  
5 July - Malcom Davies 5901G Far North Road, 3<sup>rd</sup> time RFS for Tree down RFS 4098900  
6 July - Rang for streetlight on Waterfront Road (3<sup>rd</sup> time) RFS 4109277  
12 July - Ratepayers Meeting, Raio Hall, Pukenui  
12 July - Shade sail for Houhora playground RFS 4117338  
18 July - Potholes in Everitt Road, Te Kao RFS 4118472  
18 July - Potholes in Burnage Road, Houhora RFS 4118474  
25 July - Street light Harbour View Road RFS 4119674

**2) Issues - NIL**

**3) Resource Consents: NIL**

**4) Request for Service: 8**

## TE HIKU COMMUNITY BOARD MEMBER'S REPORT

**Member Name:** Sheryl Bainbridge  
**Subdivision:** Doubtless Bay  
**Date:** to 28 July 2022

### REPORT

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#### 1) Meetings

1. Museum meeting
2. TACT meeting
3. Meeting with Christine Hawthorne about concept plans.

#### 2) Issues

**Concept Plans:** We had a really good meeting about the concept plans. The many suggestions will go out for public consultation after the Board accepts them in September. I would be keen to see some progress on developing a shared path between the end of the Mangonui boardwalk and Paewhenua Island.

Also, I think we need to look at recreational maritime facilities holistically. As more and more people, many of them active retirees, move up to Doubtless Bay and Karikari, and our tourist numbers increase to include those who are now reluctant to travel overseas due to covid and have bought boats instead, we are seeing vastly increased use of our boat ramps. We have the Far North Boat Ramp study, TIF funding was granted for Rangiputa, and the concept plans have identified other areas – Mangonui and Pehipe where better facilities are needed. Maritime recreation is just as much of a sport as land-based sports are and we should cater for the growing number of locals and tourists wanting to enjoy our harbours. Can we look at this please?

On fine days in particular, the amount of activity on the Mangonui boardwalk is phenomenal, with people fishing, walking, and relaxing. I believe that the boardwalk proposed for Pukenui between the wharf and Lambs Bridge would be equally attractive to visitors and locals, and that the Board could be asking the Funding team to look at options to get this project underway including funding from external organisations rather than rates. Can we do this?

#### 3) Requests for Service

**RFS 4105392** – urgent repairs needed to footpath adjoining Coopers Beach bridge. I have been told that NZTA are going to be carrying out work on the bridge but that the council will do some temporary repairs to access by pedestrians (27.7.2022)

**RFS 4115220** – Large pothole at Coopers Beach shopping centre. Yet another straightforward request that is taking an inordinate amount of time to action. Why is it so hard?

Tree on Hihi Road – same stuff, different place. Depressing. Perhaps the CEO can advise us how to get (a) responses and (b) action, as nothing I do seems to work.

Rangiputa Trailer Boat Parking: An RFS asking for a concrete block to be repositioned in order to provide parking for one vehicle and boat trailer met with the usual resistance. Now there are two blocks in place.

Document number A3816785

## COMMUNITY BOARD MEMBERS REPORT

**Report to Community Board:** Te Hiku  
**Members Name:** Bill Subritzky  
**Subdivision:** Whatuwhiwhi/Awanui  
**Date:** 28/07/2022

### REPORT

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#### 1) Meetings/Functions

1. 01/6 APRinc meeting Awanui.
2. 03/6 Meeting Awanui Hotel to discuss licencing issues
3. 07/6 CCTV receivers and recording equipment installed at my business on SHWY 10
4. 09/6 New Unahi Wharf opening
5. 11/6 Community stakeholder meeting at Kaitaia Corrections to review changes to the use and management of community service clients
6. 14/6 Review the scope of community work available to Corrections Clients and contract review and signing.
7. 21/6 Whatuwhiwhi Ratepayers meeting
8. 21/6 Te Hiku Board meeting
9. 22/6 Lake Ohia Hall Committee meeting
10. 06/7 APRinc meeting Awanui
11. 14/7 Contacted Infrastructure staff to visit Marreine Place as locals reported that flooding was at the highest level they had seen.
12. 20/7 Spatial planning meeting at Taipa to review Mangonui, Taipa and Karikari concepts
13. 28/7 Working with Far North Roading staff to review best way to attach 'ships rope' to new SHWY 10, footpath bollards.

#### 2) General Summary and Issues.

1. All hall committees have held their recent AGMs. What information do I need to supply the Board and Council if these have not already been received. (Awanui Community Center, Kaingaroa and Lake Ohia Halls and Whatuwhiwhi Ratepayers)
2. Marreine Place was visited on the 25/5 by Council, DOC representatives and we have not received any formal feedback in terms of solutions to address this problem. As highlighted earlier in my report flooding has been at its highest level and just recently a local resident contacted me to report that there may be sewerage in the latest flooding due to the smell which has not occurred in the past. I need some advice on what path I need to take to address this risk to public Health and Safety, once and for all

Document number A3816780

**3. RFS**

27/7 **Ref 4120047** Clean Road gutters in Awanui. Gills Rd, Queen, and Duke St

**Ref 4120050** Repair potholes at Rangiputa

**Ref 4120053** Hillside above Footpath running down into Rangiputa

Needs stabilising to prevent injury to pedestrians.

(Thank you for photo and support Sheryl)

**Ref 4120057** Repair large, damaged section of seal on Gill Road Awanui

Document number A3816780

## 7.2 BEACH BOX COFFEE & GELATO - ALFRESCO DINING PROPOSAL

**File Number:** A3798726

**Author:** Christina Rosenthal, Team Leader - Environmental Health Services

**Authoriser:** Dean Myburgh, General Manager - District Services

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval for Beach Box Coffee & Gelato to develop road reserve for alfresco dining activity and allow the Te Hiku Community Board the ability to provide comment on the alfresco dining variation application filed by Beach Box Coffee & Gelato.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a variation alfresco dining application from Beach Box Coffee & Gelato to develop road reserve for the purpose of alfresco dining. Beach Box Coffee & Gelato propose the following works:

- 10-meter footpath extension
- Placement of temporary surface within the proposed alfresco dining area
- Demarcation of alfresco dining area
- Approval for furniture to remain in the alfresco dining area at all times.

The Te Hiku Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.

### TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board:

- a) approve the proposal from Beach Box Coffee & Gelato to develop road reserve for alfresco dining activity, with the condition that any future revocation of the alfresco dining approval would require the Licensee to make good and return the land to the state it was in prior to the approval
- b) provide comment on the variation alfresco dining application from Beach Box Coffee & Gelato.

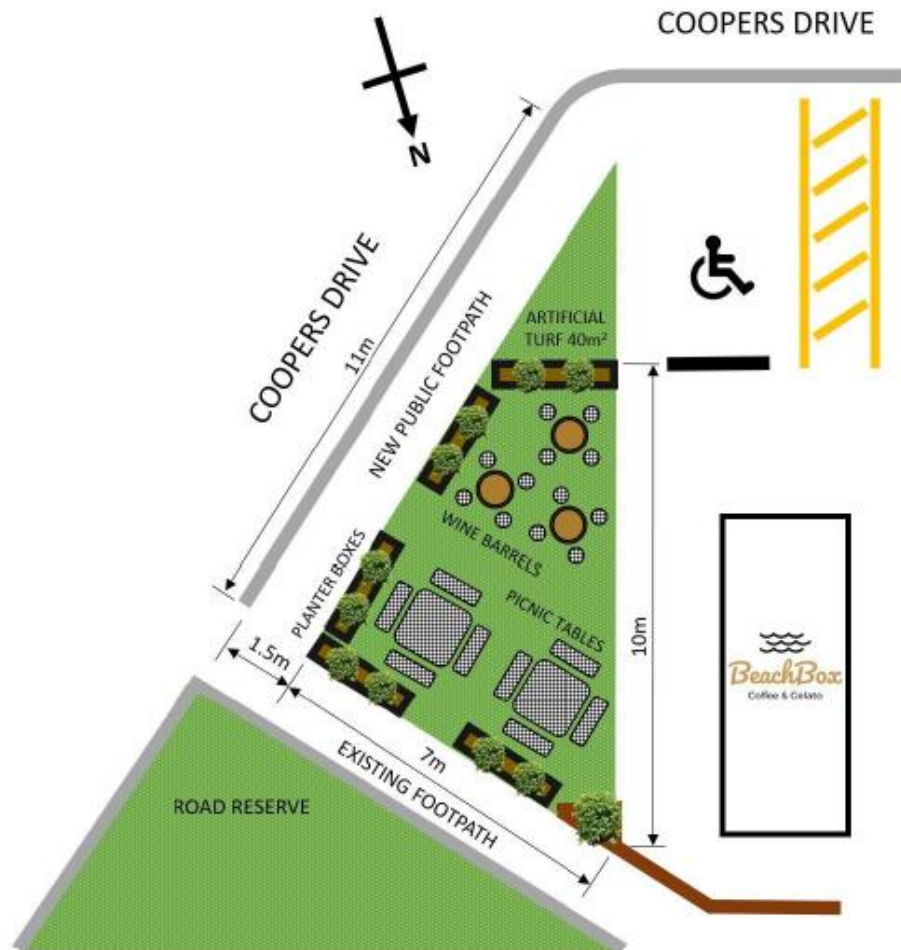
### 1) TĀHUHU KŌRERO / BACKGROUND

Beach Box Coffee & Gelato is a registered food business who operates a kiosk style store offering coffee, gelato and ready-made food from 31 Coopers Drive, Coopers Beach.

The Beach Box Coffee & Gelato currently hold an alfresco dining approval (approval reference ALF-85) which expires 30 June 2023. Refer to Attachment B.

On 29 June 2022, Beach Box Coffee & Gelato filed a variation alfresco dining application with the proposal to develop road reserve for alfresco dining activities. Refer to Attachment A.

## BEACHBOX – ALFRESCO DINING VARIATION PLAN



The alfresco dining area is triangular in shape and estimated to be 45m<sup>2</sup>.

Beach Box Coffee & Gelato are proposing the following:

- Council to arrange for 10m extension a public footpath along the road edge of Coopers Drive, Coopers Beach to connect the existing footpath to the Beach Box Coffee & Gelato carparking area. Construction of the footpath extension to be carried out by Council contractor and Beach Box Coffee & Gelato to be invoiced for these works (estimated cost of approximately \$2000)
- Approval to install approximately 40m<sup>2</sup> of temporary artificial turf surface within the alfresco dining area at the expense of Beach Box Coffee & Gelato
- Approval to install temporary demarcation of alfresco dining area via planter boxes at the expense of Beach Box Coffee & Gelato and that approval is provided to allow this furniture to remain in place at all times whilst alfresco dining approval is held by the Operator

- Approval to increase the number of tables within the alfresco dining area from two to five tables.

The Te Hiku Community Board have delegation over activities on reserves and this report requires the Te Hiku Community Board to consider the proposal that has been filed by Beach Box Coffee & Gelato.

On the 30 June 2022, Council passed a resolution that delegates authority to Community Boards to comment on alfresco dining applications.

Prior to 30 June 2022, alfresco dining applications were assessed against the "Alfresco Dining Policy 2014", this Policy was revoked by Council on 30 June 2022.

On 19 May 2022, Council adopted the "Road Use Bylaw 2022". The purpose of this bylaw is to regulate or control the use of roads and adjoining land by –

- (a) vehicles; and
- (b) stands, stalls or mobile shops; and
- (c) animals; and
- (d) structures, vegetation, or other things that may affect road safety or the environment.

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

The Te Hiku Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.

The following options are proposed for the Te Hiku Community Board to consider:

Option No.	Option Description	Advantages	Disadvantages
1	<p>Approve the Beach Box Coffee &amp; Gelato alfresco dining proposal which includes:</p> <ul style="list-style-type: none"> <li>• 10m footpath extension along the road edge of Coopers Drive, Coopers Beach to connect the public footpath to the Beach Box Coffee &amp; Gelato carparking area</li> <li>• Install approximately 40m<sup>2</sup> of temporary artificial turf within the alfresco dining</li> <li>• Install temporary planter boxes to demarcate the alfresco dining area</li> <li>• Alfresco dining furniture remains in the alfresco dining area at all times</li> <li>• Five tables with chairs are permitted within the alfresco dining area at the Beach Box Coffee &amp; Gelato</li> <li>• Should alfresco dining approval be revoked the Operator (Beach Box Coffee &amp; Gelato) is required to return the road reserve back to its original state at their own expense.</li> </ul>	<p>Improved road safety for the Public. The Road Authority – Northland Transportation are in support of the proposed development of the road reserve.</p> <p>Application complies with the "Road Use Bylaw 2022".</p> <p>All expenses to develop the road reserve for alfresco dining activity will be borne by the Operator (Beach Box Coffee &amp; Gelato).</p>	<p>Sets a precedent that other alfresco dining approval holders may want to develop road reserve or public land for alfresco dining activity.</p>



2	Decline the Beach Box Coffee & Gelato alfresco dining proposal.	No precedent is set and therefore there is consistency across all alfresco dining approval holders.	Perceived road safety concerns.
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### Take Tūtohunga / Reason for the recommendation

**Option 1** is considered the most appropriate option for the following reasons:

- The Beach Box Coffee & Gelato Licensee has agreed to cover all expenses should they obtain approval to develop the road reserve for alfresco dining activity
- The Beach Box Coffee & Gelato Licensee agrees to return the road reserve to its original state at their own expense, should alfresco dining approval be revoked in the future. This will involve removing the temporary artificial turf and temporary planters which demarcate the alfresco dining area
- Improved road safety for road users and pedestrians within the Coopers Drive area
- The Road Authority – Northland Transportation Alliance support the alfresco dining proposal from Beach Box Coffee & Gelato
- The proposal from Beach Box Coffee & Gelato complies with the “Road Use Bylaw 2022” requirements.

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

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

### ĀPITI HANGA / ATTACHMENTS

1. Attachment A - Beach Box Coffee and Gelato Alfresco Dining Proposal - A3802433 [↓](#) 
2. Attachment B - Current Alfresco Dining Approval for Beach Box Coffee and Gelato - A3802434 [↓](#) 

1.

**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>	The Alfresco Dining Policy 2014 was revoked on 30 June 2022. Regulation of alfresco dining is outlined in the Road Use Bylaw 2022.  The rules around approvals for alfresco dining are essentially unchanged, and therefore the level of significance for the recommendation to approve the Beach Box Coffee & Gelato proposal is considered low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Use Bylaw 2022 – Part 4 clause 13 and Part 7.
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.	The Te Hiku Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.
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.	Māori had an opportunity to contribute during the consultation process on the new Road Use Bylaw 2022.  The Road Use Bylaw 2022 was adopted on 19 May 2022.
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).	Regulation of alfresco dining is of relevance to hospitality businesses, their employees, and all community members and visitors to the Far North District. However, the rules around licenses for alfresco dining have not changed in their effect, and therefore the level of significance of this decision is low.

State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications to this decision.
Chief Financial Officer review.	There has been no review by CFO – there are no financial implications to this decision.



## Alfresco Dining Approval Application Form

To use public space for outdoor dining you must obtain approval from the Council.

Before you apply please make sure you read the alfresco dining policy that can be found on the Council's website.

All applications must be made in the form set out below and be accompanied by a clear plan showing the proposed location of furniture or other items and a description of the materials and design of the furniture to be used.

Your application can be delivered to any Council Office or by email to [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz).

### Fees

Please refer to Council's Schedule of Fees and Charges that can be found on the Council's website.

### Important – If you are selling alcohol

If the alfresco dining area is outside of your approved alcohol licence footprint, you **MUST** apply for a variation to your alcohol licence before you can serve alcohol in the alfresco dining area. Alcohol licence information can be found on the Council website.

**The sale, supply and consumption of alcohol cannot commence outdoors until your alcohol licence footprint includes the alfresco dining area.**

### Other matters you need to know

Applicants must comply with their resource consents and other licences and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by the Council to use public space for Alfresco dining does not mean the activity complies with any other regulatory requirements.

Parking contribution requirements are waived for applications requiring up to five tables. Any number of tables over five may require a parking contribution which will be determined by the Planning Department on a case by case basis.

Approvals will not be granted for areas that exceed the premises front boundary points and leave less than 1.5 metres clear access for pedestrian traffic.

**Alfresco dining approvals are renewable on 1 July each year, it is the Operators responsibility to submit an application for approval each year.**

### Processing of your approval application

Please allow at least 20 working days for your application to be processed. Do not occupy the area covered by your application until you have received a written approval from the Council.

## Alfresco Dining Approval Application



### Applicant details

BeachBox Limited

Name of applicant (*name to appear on licence*)

Address 31 Coopers Drive, Coopers Beach 0420

Contact numbers 021 297-9672

Email Address [steve@beachbox.co.nz](mailto:steve@beachbox.co.nz)

### Application details

Name of establishment BeachBox Coffee & Gelato

Address of establishment 31 Coopers Drive, Coopers Beach 0420

Date from which licence is required 1st July 2022 Property ID Lot 1 DP 376453

### Description of operation and planned use, with area size, number of tables, chairs, type of furniture used (please attach clear plans detailing this information):

BeachBox Ltd operates a kiosk style store offering coffee, gelato, and ready-made food. The Alfresco area is triangular in shape and estimated to be 45m<sup>2</sup>.

BeachBox currently has an Alfresco Dining Approval ALF-85 in force until 30 June 2023.

The applicant wishes to apply for a variation to the existing Alfresco approval to allow for the following:

- Council to arrange for a public footpath along the road edge of Coopers Drive connecting the existing path to the BeachBox carparking area. Construction by Council maintenance contractor with BeachBox to be invoiced for the completion of the works (estimated cost of approx. \$2k)
- Placement of temporary artificial turf surface of approx. 40m<sup>2</sup> within the alfresco dining area at BeachBox expense
- Installation of temporary demarcation via planter boxes at BeachBox expense with permission for it to remain in place at all times while an Alfresco Dining permit remains in place
- Approval to keep furniture out on the alfresco dining area at all times while a current Alfresco Dining permit remains in place
- Increase the tables within the Alfresco area from two to five. The tables will consist of two commercial style picnic tables (shown) and three wine barrels with removeable bar stools

### References:

- Email from Calvin Thomas to Steve Davis dated 27/06/22
- Attached plan of site showing the proposed amendments
- Attached image of proposed picnic table
- Attached images of site state prior to licence approval

### Fees

Please refer to Council's Schedule of Fees and Charges

Signature

29 June 2022

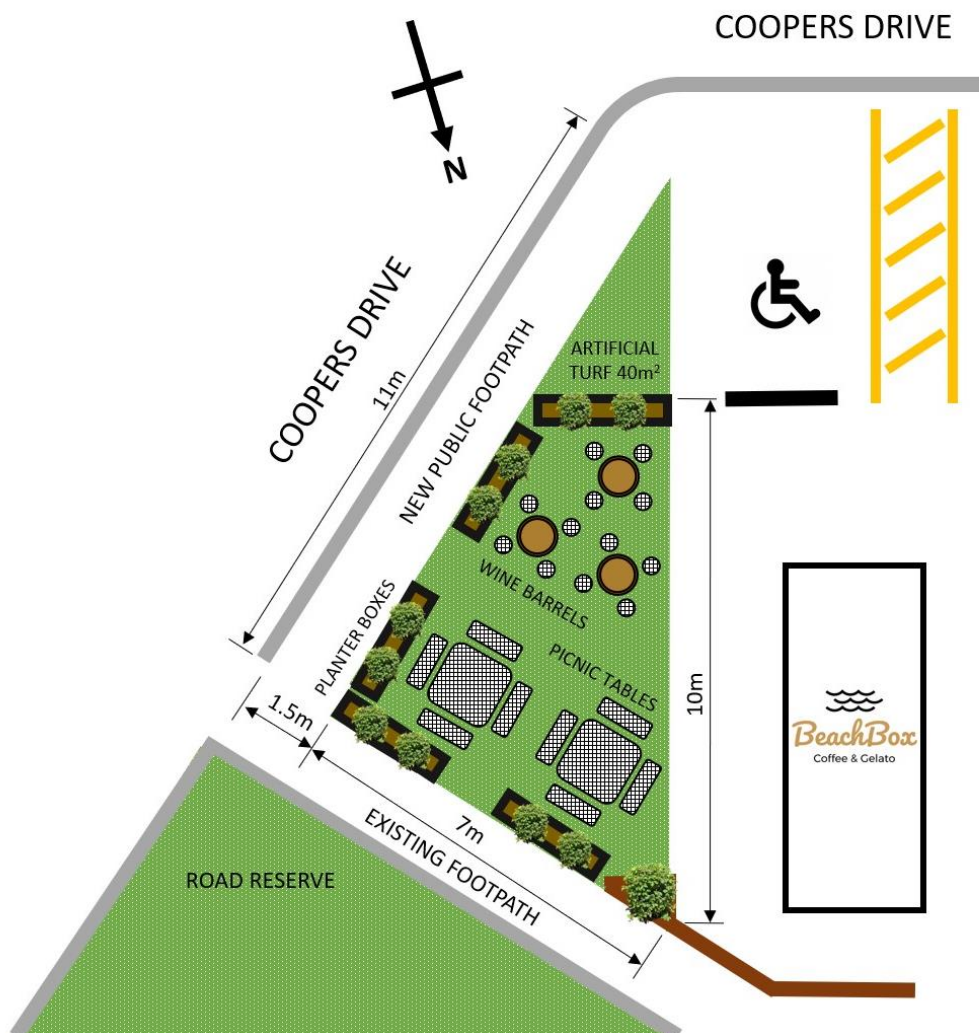
Date

**Final Check and Attachment Checklist**

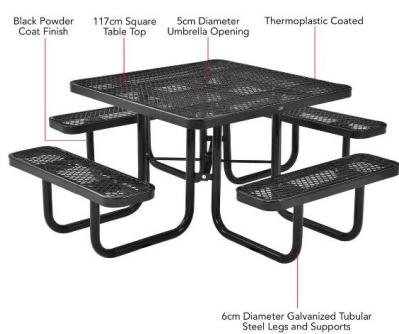
- ☐ Form is completed and is legible
- ☐ Letter of support from adjoining (either side but same side of street) business owners ☐
- A description of the materials and design of the furniture to be used in the alfresco area ☐ A  
clear plan outlining the area to be used for alfresco dining
- ☐ Public liability insurance of \$500,000 is to be carried by the owner - provide proof

**Application forms that do not include all the information required will not be processed. Applications will not be processed until the application fee has been paid.**

### BEACHBOX – ALFRESCO DINING VARIATON PLAN



### PICNIC TABLE DESIGN



**CURRENT SITE**

With respect to any future revocation of a licence requiring the licensee to make good and return the land to the state it was in prior to licence approval; the following images are provided with this application.







**HE ARA TĀMATA**  
**CREATING GREAT PLACES**  
*Supporting our people*

Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)  
 Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

Private Bag 752, Memorial Avenue  
 Kaikohe 0440, New Zealand  
 Freephone: 0800 920 029  
 Phone: (09) 401 5200  
 Fax: (09) 401 2137

## ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

**Licensee:** Beachbox Limited  
**Registration of:** Beach Box Coffee And Gelato  
**Site Address:** 31 Coopers Drive, Coopers Beach 0420  
**Approval Number:** ALF-85

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2023**.

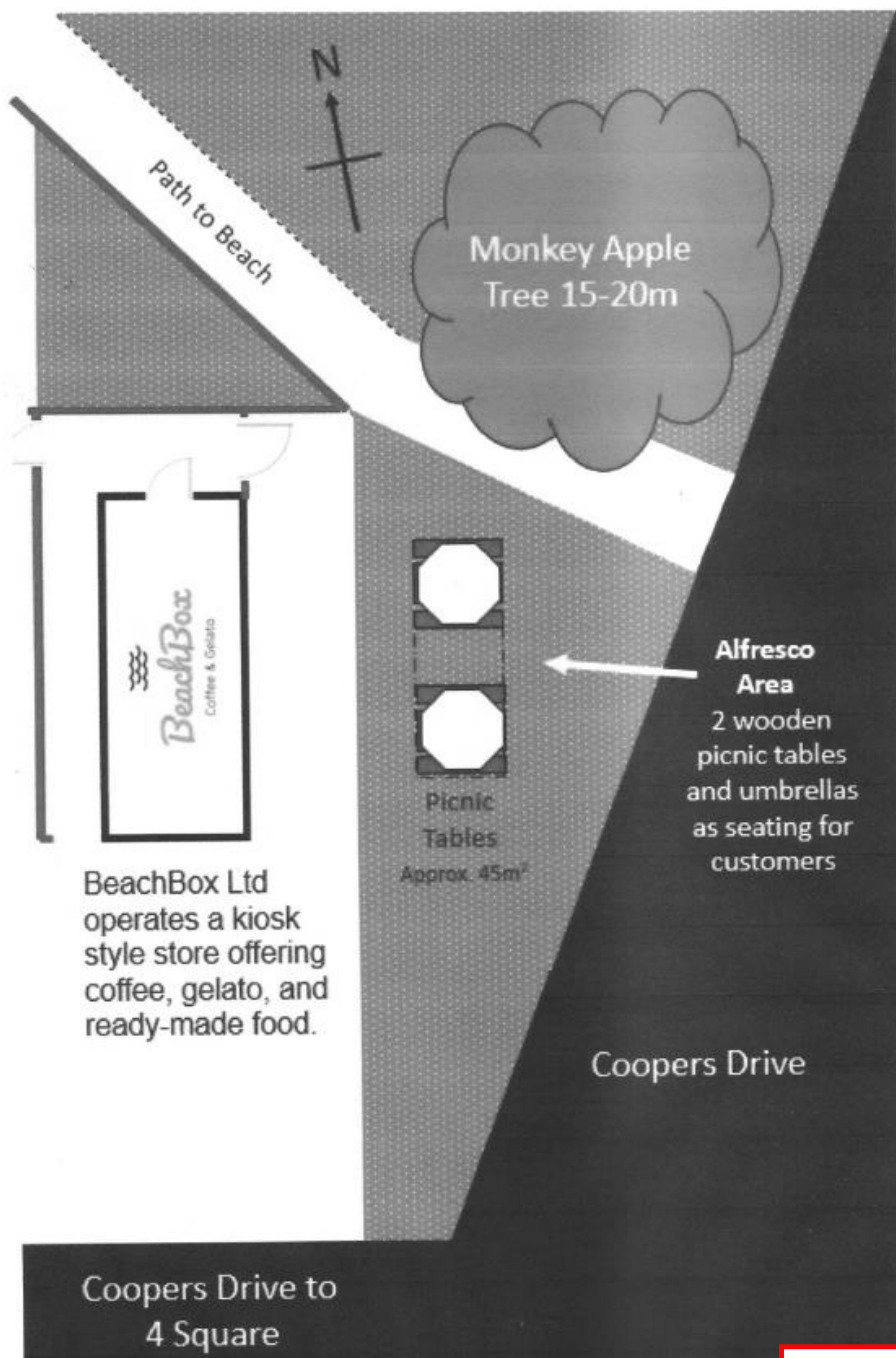
.....  
 Signed on behalf of the Far North District Council

**This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:**

### CONDITIONS:

1	Approval Document and Approval Plan must be on display. Two Wooden Picnic Tables within approved alfresco dining area.
2	The maximum area in which the extended operation can take place must not exceed the premises front boundary points and must leave a minimum of 1.5 metres clear access for pedestrian traffic
3	Maintain both pedestrian and vehicular traffic flow in a sensible and safe manner
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	Trading is limited to the area designated; the Licensee is required to remove all items used for alfresco dining by 10pm each day
7	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
8	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
9	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
10	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation
11	Public liability Insurance of \$500,000 must be carried by the Licensee
12	The Licensee ensures they meet their "a Person Conducting a Business or Undertaking -PCBU" and Health & Safety requirements, in particular consideration to safety of their staff and their customers within the public space
13	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this Alfresco dining policy will not automatically imply compliance with any other regulatory issue

**THIS PLAN MUST BE ON DISPLAY ALONGSIDE YOUR ALFRESCO DINING APPROVAL**



**APPROVED PLAN  
01/06/2022**

### 7.3 PROJECT FUNDING REPORTS

**File Number:** A3759829

**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:**

- a) note the project report received from Kaitaia Sport and Leisure Trust.
- b) note the project report received from Youthline Auckland Charitable Trust.

#### 1) TĀHUHU KŌRERO / BACKGROUND

Clause 15 of the Community Grant Policy states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years."

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

Copies of the project reports are attached for the Board's information. Should Board members have concerns or issues with these reports, these should be discussed at this part of the meeting.

#### Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

#### ĀPITI HANGA / ATTACHMENTS

- 1. Project Report - Kaitaia Sport and Leisure Trust - A3759830  
- 2. Project Report - Youthline Auckland Charitable Trust - A3759837  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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



Far North  
District Council

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Name of organisation: KAITIAI SPORT AND LEISURE TRUST  
Name & location of project: Kaitiaia Invitational Event - Kaitiaia  
Date of project/activity: 29th February, 2020

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund: \$500.00 + GST = \$2875.00

Board meeting date the grant was approved: 10th December, 2020

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)
Te Ahu - Venue	\$ 1740.00	B/S
Printing.com - Tickets	\$ 324.30	B/S
North three Marquee	\$ 700.00	B/S
	\$	
Total:	\$ 2764.30	

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

We were pleased with our 2nd Darts event for the Te Hiku whānau. We had 200+ attending plus 90 staff. Only 2 providers engaged from out of area. Rest were local businesses. We engaged 8 players through NZ. They all enjoyed the hospitality we provide in the North. This event gives our community to see a national style event in their own surrounds.

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

1



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

The community to see a high standard of event that is the only type north of Auckland. The away players acknowledge and support this event and are always eager to return. Attendees who have never seen this type of sport enjoy the event we stage. It is also a reasonable cost effective event to attend.

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

We attach a flyer we used to promote by email for Table Sales.

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

Kaitia Boxing Club

This report was completed by:

Name: Shirley Williams  
 Address: Shop 8 - 2 Bank St Kaitia 0410  
 Phone: 09 408 2426 mob: 021 027 89896  
 Email: Shirleywilliams@extra.co.nz  
 Date: 20/03/20

**Project Report - Schedule of Supporting Documentation****KAITAIA SPORT AND LEISURE TRUST****(Community Sporting Event – Boxing/Darts)**

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

1	Cover Letter – x 1 page
2	Advertising for Event – x 1 page
3	Invoice: Printing – x 1 page
4	Invoice: Venue Hire – x 1 page
5	Invoice: Marquee Hire – x 1 page
6	Bank Statements – x 2 pages
7	Photos of Event – x 2 pages



Kaitaia Service Centre

31 JUL 2020

P.O. Box 72, Kaitaia. 0441 - E: [kbclub2015@gmail.com](mailto:kbclub2015@gmail.com)  
Phone: 09 408 2426 (Message) Mobile: 021 027 89896

30<sup>th</sup> July, 2020

The Chairperson,  
Te Hiku Community Board,  
Far North District Council,  
Private Bag, 752,  
Kaikohe 0440

Dear Madam

**Re: Funding for Darts Event – Saturday February 29<sup>th</sup>, 2020**

We are pleased to submit our funding project report for the grant we received of \$2875.00 Inc GST, from funding rounds in December 2019.

The event was success and enjoyed by players and attendees, the providers and suppliers were a valued part of the event and we source as much as we are able from our local region of Te Hiku. This event gives the local community a chance to see a quality sporting code at close hand without travelling out of the region.

We applied the monies received to the Entry Tickets, Marquee (needed for bar), and venue hire. There is a delay in submitting this report which I apologise for – one of our suppliers delayed was due to COVID-19 happening over the last 3 months. There appears to be a refund due – we will await your confirmation and bank account details.

*We value the support Te Hiku Community gives to our local community, for events like this.*

Kind regards

A handwritten signature in blue ink, appearing to read "Shirley Williams", is written over a faint circular stamp.

Shirley Williams

Secretary  
021 027 89896



**Kaitaia**

Sport and Leisure Trust

P.O. Box 72, Kaitaia. 0441 - E: kbclub2015@gmail.com

Phone: 09 408 2426 (Message) Mobile: 021 027 89896

**Tables Sales - Invitational Exhibition Darts Tournament 2020**

NZ ranked Players are – Darren Herewini, Mark Cleaver, Mike Day, Greg Moss, Ben Robb, Warren Parry (2019 Winner) John Kelly, Mark McGarth

Local Players are: Brian Steed, Steve Doak, John Proctor, Derek Ashley, Rocky Manga, Graham Parker, David Tepenia, Jeff Hobson

Sponsorship of Tables is available at \$500 per table

To be held Saturday February 29<sup>th</sup> 2020, at Te Ahu – 1pm – 8pm

The organising committee of Ken, Brendon and Shirley invite you to purchase a table at this exciting event we are holding for our local community. A great opportunity to see world class dart playing first hand. A mix of local and NZ ranked players. Early Table sales available.

We have 3 tables left (stage side) for sale at \$600.00 a table – Seating for 10 tickets per table.

Food is part of ticket purchase, this would be brought to table. Ticket Bar system.

Live entertainment from Jackson Taylor Band

This is a R18 event due to Liquor Licence requirements.

Also there will be prizes for best dressed themed tables. Raffles available as well

We also have tables for \$400.00 for 10 people per table

We will have General Admission Tickets for \$40 per person –

there are plenty of screens for viewing in the venue.

We would invoice this for tax purposes we are a charitable trust. Release tickets 2 weeks out from event for security. The support you give to this event is invaluable for the event to be a success.

See our website [www.kaitaiaboxing.co.nz](http://www.kaitaiaboxing.co.nz) for more information

Shirley Williams

Administrator

Kaitaia Sport and Leisure Trust

Mobile: 021 027 89896

Thanks to major funders

Four Winds Foundation, Oxford Sports Trust, FNDC – Te Hiku Community Board



**2014/2015/2016 WINNER**  
FRANCHISE OF THE YEAR  
PRINTING.COM

156 Commerce Street, Kaitaia, 0410

PO Box 328, Kaitaia, 0441

P: 09 408 3780 | F: 09 408 4958

kaitaia.team@printing.com

www.printing.com

## Tax Invoice

**Kaitaia Sport and Leisure Trust**  
**P.O. Box 72, Kaitaia 0441**

**GST No: 80-607-091**  
**Invoice No: 67162**

**Invoice date:** 11/02/20  
**Customer Order No:** SHIRLEY  
**Job Number:** 58707  
**Customer Code:** KTASPRTEI

**Quantity:** 370

**Job Title:** RED & YELLOW TICKETS - NUMBERED

**Details:** PRINTED IN FULL COLOUR ONE SIDE ON GLOSS CARD AND NUMBERED  
130 X RED  
240 X YELLOW  
TURN AROUND: 5 WORKING DAYS FROM ARTWORK APPROVAL

**SAVE MONEY**  
**WHEN YOU**  
**RE-ORDER**  
**ONLINE**  
Visit [www.printing.com](http://www.printing.com)

Please make all cheques/direct debits payable to:



PO Box 328 | Kaitaia | Northland | New Zealand

Direct credits to: ANZ, Whangarei Branch  
06-0493-0463280-000

**Printing** \$282.00  
**Freight** \$0.00  
**Net** \$282.00  
**G.S.T** \$42.30

**TOTAL** **\$324.30**

**Kaitaia Sport and Leisure Trust**

**324.30**

**67162**



## TAX INVOICE

Kaitaia Sport & Leisure  
PO Box 72  
Kaitaia  
Kaitaia 0441  
NEW ZEALAND

**Invoice Date**  
29 Feb 2020

**Invoice Number**  
INV-0926

**Reference**  
Darts Tournament

**GST Number**  
94-870-534

Te Ahu Charitable Trust  
PO Box 227  
Kaitaia  
Kaitaia 0441  
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Main Hall Full Day Hire 28/02	1.00	391.30	391.30
Banquet Room Full Day Hire 28/02	1.00	173.91	173.91
Kitchen Full Day Hire 28/02	1.00	191.30	191.30
Main Hall Full Day Hire 29/02	1.00	391.30	391.30
Banquet Room Full Day Hire 29/02	1.00	173.91	173.91
Kitchen Full Day Hire 29/02	1.00	191.30	191.30
		Subtotal	1,513.02
		TOTAL GST 15%	226.98
		<b>TOTAL NZD</b>	<b>1,740.00</b>

### Due Date: 20 Mar 2020

Payments can be made direct to our bank account 12-3244-0023333-05.



## PAYMENT ADVICE

To: Te Ahu Charitable Trust  
PO Box 227  
Kaitaia  
Kaitaia 0441  
NEW ZEALAND

**Customer** Kaitaia Sport & Leisure  
**Invoice Number** INV-0926  
**Amount Due** 1,740.00  
**Due Date** 20 Mar 2020  
**Amount Enclosed**

Enter the amount you are paying above

2/3/2020

CBEC | Invoice INV-0034

## TAX INVOICE


**north hire**  
MARQUEES

<b>To</b>	Marquee/ Equipment Hire	<b>From</b>	Community Business & Environment Centre
<b>Invoice Number</b>	INV-0034		PO Box 503
<b>Reference</b>	1758		190 Pukepoto Road
<b>GST Number</b>	052-635-020		Kaitaia 0441
<b>Issued</b>	28 January 2020		Ph: 09 408 1092
<b>Due</b>	21 February 2020, Due in 18 days		Fax: 09 408 3825

Description	Quantity	Unit Price	Amount NZD
28.02 to 2.02.2020 Kaitaia Sport & Leisure Shirley Williams shirleywilliams@xtra.co.nz 4082426 02102789896			
6 x 6 White Clip Frame	1.00	608.70	608.70
Subtotal			608.70
Total GST 15%			91.30
<b>Amount Due NZD</b>			<b>700.00</b>

All Marquee Hires must be paid in full prior to hire date. Please make payments directly into the following bank account, using your invoice number as reference:

38-9008-0478253-02

NB: From 28 Feb 2020 Kiwibank will be unable to accept cheques, please ensure payments are made electronically after that date.

[https://fin.xero.com/VZon1RsMONvbkIzQPdGb4Doh3WmY6PUR4u9qzNLR?utm\\_source=emailbutton](https://fin.xero.com/VZon1RsMONvbkIzQPdGb4Doh3WmY6PUR4u9qzNLR?utm_source=emailbutton)

1/1

3/17/2020

ASB FastNet Business



Printed 05:00 PM 17 Mar 2020

**Direct Credit Bulk Payment – Detail**

Client ID: 223079

**Payment Number** 74  
**Withdrawal Account** 12-3096-0009459-00  
**Due Date** 17 Mar 2020

**Payment Name** Various  
**Payment Total** 8141.39  
**Status** Fully processed

**Particulars**  
**Code**  
**Reference**

**Debit Type** Bulk  
**Date Created** 17 Mar 2020  
**Date Modified**

**Authorised By** mkdons12,pearl123

**Payment Check Total** EA53A4B2AD8859F319320ED45640C5608085AD38  
**Import File Check Total**

Payee Description	Account Number	Amount	Particulars	Code	Reference	Due Date	Internal Ref.
Far North Rentals	12-3096-0333013-00	\$1,176.22			7878/79	17 Mar 2020	
Mark McGrath	02-0727-0198425-97	\$194.67			Fuel	17 Mar 2020	
Orana	06-0350-0086326-00	\$2,808.50			1099-9-grp	17 Mar 2020	
Printing.com	06-0493-0463280-00	\$324.50			67162	17 Mar 2020	
Te Ahu Trust	12-3244-0023333-05	\$1,740.00			0926	17 Mar 2020	
Ten8media	38-9012-0061012-00	\$1,897.50			324	17 Mar 2020	

3/17/2020

ASB FastNet Business



Printed 04:59 PM 17 Mar 2020

**Direct Credit Bulk Payment – Detail**

Client ID: 223079

Payment Number	62	Payment Name	Various				
Withdrawal Account	12-3096-0009459-00	Payment Total	2200.00				
Due Date	05 Feb 2020	Status	Fully processed				
Particulars		Debit Type	Bulk				
Code		Date Created	04 Feb 2020				
Reference		Date Modified					
Authorised By	mkdons12,pearl123	Payment Check Total	EA0D3ACEBDDDCDFF4AA8A35DDB89AB87883E6AFB				
		Import File Check Total					
Payee Description	Account Number	Amount	Particulars	Code	Reference	Due Date	Internal Ref.
CBE	38-9008-0478253-02	\$700.00				05 Feb 2020	
Kaitia Boxing Club	12-3096-0003524-00	\$1,500.00			Grant	05 Feb 2020	











**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

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: Youthline Auckland Charitable Trust**

**Name & location of project: Te Hiku Community Board area**

**Date of project/activity: Oct 2021-Mar 2022**

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

☒

✓Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

\$3,000

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

October 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)
Modica for Telecommunication costs for Texts – Feb 2022	\$1304.10	✓
Modica for Telecommunication costs for Texts – Mar 2022	\$1695.90	✓
	\$	
	\$	
Total:	\$3000	

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

Last year was a very challenging period for Youthline and was a particularly busy time for the Helpline team with lockdowns and restrictions continuing to have a significant impact on both staff and clients.

The pandemic increased the demand for our services to a significant degree, changed the nature and increased the complexity of the issues presented and placed additional pressure on our already stretched resources. This has continued in the over two years since COVID-19 arrived.

Our absolute priority was the health and well-being of the young people who reach out to us for help. We needed to ensure that young people knew where to turn to for help. Importantly we remained steadfast in our message to young people ensuring through direct contact and social media that they knew we were there for them and their friends.

In the year we managed 126,226 contacts to the Helpline nationwide of which 1,517 were from the Far North and 484 were from Te Hiku.

In partnership with The Parenting Place our services were promoted to 7,477 students across 17 schools in Northland as part of our strategy to ensure that young people know where to turn for help, feel okay asking for help and get help when needed. In the Far North 1,744 students at 6 schools benefited from this service including Kerikeri High School, Springbank School, Opononi Area School, Kaitiā Abundant Life School, Okaihau College and Taipa Area School.

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

New Zealand has been under siege from COVID-19 for over 2 years. In the circumstances we think we have made good progress in meeting the community outcomes identified in our application.

Both staff and clients had to learn how to cope with different ways of doing things. Working from home presented challenges for our staff. Getting used to meeting online presented challenges for our clients who also had to cope with long periods of lockdown. For those who were students they could not go to school or hang with their friends.

Importantly we remained steadfast in our message to young people. We are here for you. We are here to listen and help. We know these are hard times. Our priority was ensuring that our services were available to youth when they needed them which we delivered on under very trying circumstances. We simply had to be there for them.

For the year we received 1,517 Helpline contacts from the Far North which represented 1 in 5 young people reaching out for help. 91% were by text with 1 in 2 texts presenting around mental health issues and 1 in 5 around suicide. COVID has exacerbated these conditions to a significant degree.

Feedback from our clients, the young people we work with, is the best form of evaluation for our mahi. Here are some of the comments we have logged in the last 12 months

From a young person txting in - "Hey I'm also feeling heaps better now but I really appreciate it and thank you so much for doing this, you and the other volunteers are such fantastic people and deserve a bloody medal I reckon"

From a young person contacting us while going through urges to self-harm - "I think I'm safe. thank you so much you have helped me a lot so good at your job have a good night", "Thank you so much I really love that you care"

Parent who texted back after talking with them and their daughter due to safety concerns - "What an amazing service you provide. Thank you for asking to speak to me and letting me know there was concern for my daughter. We have spoken about this and I can't thank you enough. You make a difference"

We are proud to receive this sort of feedback. It makes it all worthwhile.

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

The Community Boards will receive acknowledgement in the soon to be published FY2022 Youthline Annual Report along the lines of the acknowledgement in the FY2020 Annual Report.

Far North District Council  
– Bay of Islands-Whangaroa Board

Far North District Council  
– Kaikohe-Hokianga Board

Far North District Council – Te Hiku Board

## OTHER ACKNOWLEDGMENTS

Akarana Community Trust	Grassroots Trust	Presbyterian Support Northern
Ara Taohi	Homecare Medical	Pub Charity
ANZ Staff Foundation	Infinity Foundation	Public Library
Auckland Council – Local Boards	Jazz Thornton	PwC New Zealand
- Albert-Eden Local Board	J R McKenzie Trust	QBE Foundation
- Devonport-Takapuna	Kingston Sedgfield Charitable Trust	Rebecca Lawson, Pitchblack Partners and Lumo Digital
- Franklin	L W Nelson Charitable Trust	Rotorua Energy Charitable Trust
- Henderson-Massey	Lottery Community Facilities	SDW Events
- Hibiscus and Bays	Lottery Grants Board	Sharyn Casey, Jayden King and The Edge
- Howick	Meridian Trust	Sky City Auckland
- Kaipatiki	Mt Wellington Foundation	Sky City Hamilton
- Mangere-Otahuhu	New Zealand Community Post	South Waikato District Council
- Manurewa	New Zealand Community Trust	Spark
- Maungakiekie-Tamaki	North & South Trust	Stan Walker
- Orakei	NZ Scaffolding Group	The Dairy Goat Collective
- Otara-Papatoetoe	One Foundation	The Page Trust
- Papakura	Pato Entertainment	The Southern Trust
- Puketapapa	Perpetual Guardian Covid Fund	The Trusts Community Foundation
- Upper Harbour	Perpetual Guardian – Charles Frederick Bennett Estate	Trillion Trust
- Waheke	Perpetual Guardian Trust	Trust Waikato
- Waitakere Ranges	– Strathgillian Fund	Vodafone Foundation
- Waiemata	Perpetual Guardian Trust	Waikato Community Funders
- Whau	– The Kingdom Foundation	Zurich Insurance
Bay Trust	Ports of Auckland Round the Bays	
Bidvest		
Blue Sky Community Trust		
Bluewaters Community Trust		
Caresaver		
Chartered Accountants Australia and New Zealand		
Christine Taylor Foundation for Mental Health		
Colmar Brunton		
Dragon Community Trust		
Eastern & Central Community Trust		
Ember		
Evander Management Ltd		
Far North District Council		
– Bay of Islands-Whangaroa Board		
Far North District Council		
– Kaikohe-Hokianga Board		
Far North District Council – Te Hiku Board		
Four Winds Foundation		
Frozen Funds Charitable Trust		
Good in the Hood		



Youthline Auckland North Community Christmas Lunch

Youthline Annual Report | 17

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

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

[www.facebook.com/youthline.changing.lives](https://www.facebook.com/youthline.changing.lives)

**This report was completed by:**

Name: Geoff Lawson

Address: 13 Maidstone St, Grey Lynn, Auckland

Phone mob: 021-727-004

Email: [geoff@youthline.co.nz](mailto:geoff@youthline.co.nz)

Date: May 23<sup>rd</sup> 2022

**Project Report - Schedule of Supporting Documentation****YOUTHLINE AUCKLAND CHARITABLE TRUST**

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

1	Budget Breakdown of funding spent – x 1 page
2	Invoice: Modica Group x 1 page
3	Bank Statement showing payment of Datacom Invoice – x 1 page

## 7.4 FUNDING APPLICATIONS

**File Number:** A3759642

**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 August 2022 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Five applications were received for funding, requesting a total of \$30,834.51.
- The Community Board has a total of \$141,710 for the Community Fund and \$100,000 to allocate towards place-making applications for the 2022/2 financial year.
- To date the Community Board has allocated the \$100,000 for place-making activities.

### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum of \$7,822 (plus GST if applicable) to be paid from the Board's Community Fund account to Kaingaroa Memorial Hall for the purchase of paint, creation of artwork and the purchase and installation of a water tank, to support the following Community Outcomes:
  - i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.
  - iii) Connected communities that are prepared for the unexpected.
- b) approves the sum of \$1,829 (plus GST if applicable) to be paid from the Boards Community Fund account to Kaitaia College for the hire of Te Ahu and equipment for the Kaitaia College Arts Expo 2022, to support the following Community Outcome:
  - i) Proud, vibrant Communities
- c) approves the sum of \$7,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Kaitaia Community Voices for flights to Wellington for the Wellington Music Tour 2022, to support the following Community Outcomes:
  - i) Proud, vibrant communities.
- d) approves the sum of \$3,092 (plus GST if applicable) to be paid from the Boards Community Fund account to Kaitaia Sport and Leisure Trust for the hire of Te Ahu, ticket/security and purchase of decorations for the 2022 Kaitaia Charity Boxing Event, to support the following outcomes:
  - i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.
- e) approves the sum of \$5,000 (plus GST if applicable) to be paid from the Boards Community Fund account to Taemaro Marae Committee for the purchase of netball and rugby uniforms Piri Mokena Sports Event during Labour Weekend 2022, 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**

<b>Applicant and Project</b>	<b>Requested</b>	<b>Recommend</b>	<b>Comments</b>	<b>Type</b>
Kaingaroa Memorial Hall – Enhance Local Area and Tidy Up Inside and Better Water Supply.	\$7,822 (80%)	\$7,822	<p>The Community Grants Policy states that applicants can only apply for up to 50% of the project costs. However, the applicant has not considered the volunteer hours to not only manage this project, but the operational time to maintain the hall throughout the year. Based on this staff recommend full funding.</p> <p>Drought is a very real possibility in the Far North throughout summer months, Council, Community Boards and communities need to do all that they can to help manage future droughts.</p>	Community Development.
Kaitaia College	\$2,102.51 (50%)	\$1,829	<p>The Community Grants Policy states that organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme) are ineligible for funding.</p> <p>As this event is in addition to and not part of the school's curriculum, Kaitaia College does not receive central government funding for this project.</p> <p>The amount recommend does not include the GST, which will be added onto the amount requested when the applicant invoices Council.</p>	Arts, Culture and Heritage
Kaitaia Community Voices	\$10,000 (67%)	\$7,500	<p>The Community Grants Policy states that projects outside of the local area, unless of benefit to the local community; are not eligible for funding and that the applicant can only apply for up to 50% of the total cost of the project.</p> <p>This event will be taking place in Wellington. The group is made up of residents who will benefit and promote Kaitaia in a positive way. The amount recommended is based on the 50% of the total project cost.</p> <p>The Choir has been fundraising by selling tickets for concerts as well as members of the choir will be contributing \$400 - \$500 each towards the trip away</p>	Arts, Culture and Heritage

			for accommodation, food and transport around Wellington.	
Kaitaia Sport and Leisure Trust	\$3,092 (5%)		<p>This is the 7<sup>th</sup> year that the annual boxing event has been held and is supported by other funders and sponsors.</p> <p>Kaitaia Sport and Leisure Trust are requesting a small amount of funding from the Community Board compared to the total cost of the event as it is a ticket event – but also a fundraising event for the Kaitaia Sport and Leisure Trust.</p>	
Taemaro Marae Committee	\$7,818	\$5,000	<p>This will be the 40<sup>th</sup> year that the Piri Wirimu Mokena Memorial Tournament will be hosted in Kaeo over labour weekend. There are 18 Whangaroa marae that take part in netball and rugby each year. Over the years Taemaro Marae has lost a lot of the uniforms and the sports equipment that they use to take part in this tournament.</p> <p>Staff recommend that funding is allocated only for the purchase of sporting uniforms which will stay with the marae to be used year after year without having to purchase uniforms each year.</p>	Sport and Recreation.

### 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.

### ĀPITIHINGA / ATTACHMENTS

1. Application - Kaingaroa Memorial Hall - A3759800 [↓](#) 
2. Application - Kaitaia College - A3809549 [↓](#) 
3. Application - Kaitaia Community Voices - A3813932 [↓](#) 
4. Application - Kaitaia Sport and Leisure Trust - A3818746 [↓](#) 
5. Application - Taemaro Marae Committee - A3808957 [↓](#) 



**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.	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

Kaitaia Service Centre

14 JUN 2022

12:05 pm



### 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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
- NA ☐ Programme/event/project outline
- NA ☐ A health and safety plan
- NA ☐ Your organisation's business plan (if applicable)
- NA ☐ 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	Kaingaroa Memorial Hall		Number of Members	Committee 5
Postal Address	1124 Church Rd RD 2 Kaitaia		Post Code	0482
Physical Address	3 Mill Rd Kaingaroa R.O3 Kaitaia		Post Code	0483
Contact Person	Lynne + Martin McDonald	Position	Sec/Treasurer	
Phone Number	09 4087837	Mobile Number	027 4082145	
Email Address	marlyn-bend@extra.co.nz			

#### Please briefly describe the purpose of the organisation.

To improve our community hall with historic photos, to encourage and interest locals + tourists of its being. Also make improvements ie. painting + water supply.

## 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 To enhance the local area and tidy up inside and better water supply. Date NA

Location Kaingaroa Memorial Hall SH.10 Time NA

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.

Mangatete /Kaingaroa had a huge part to play in the early settlement of the North with its large timber industry, flax mills and early farming settlers, many families names are still linked to the area today. This is a Memorial Hall with a Board of Remembrance to the locals who bravely went to the two World Wars and perished. It is hoped by putting up some historic art work it will encourage people to stop and reflect on the areas past history. Also, hopefully it will lead to more interest in the hall, it is centrally located so ideal for many functions. After repainting the interior of the main hall, we plan to do more historical features with write ups, including a section on several of the Soldier's mentioned, with the help of local historian Kaye Dragicevich. With the additional water tank, we will have a much more reliable water supply, at present we are only collecting half of the roof area which seems a waste of water. At the moment the hall is used regularly by several groups, and we hope by beautify the facility the use will rise, as the word spreads.

## 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 <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	330	165
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Art Work	3640.90	2000
Water Tank	5657.00	5657
<b>TOTALS</b>	<b>9627.90</b>	<b>7,822</b>

<sup>2</sup> 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?

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

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

Purpose	Amount
Insurance	337-09
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Replacement water pump (result of theft)			Y / <u>N</u>
			Y / N
			Y / N
			Y / N

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## Local Grant Application Form



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

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in **advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name Anthony John Cusack Position Committee member  
 Postal Address 40 Champion Road RD 2 Kaikōura Post Code 0482  
 Phone Number (09) 4087147 Mobile Number   
 Signature [Signature] Date 8/06/2022

### Signatory Two

Name GARIN MARTIN Mc DONALD Position Treasurer  
 Postal Address 1124 Church Rd RD 2 KAIAIA Post Code 0482  
 Phone Number 027 4082145 Mobile Number 027 4082145  
 Signature [Signature] Date 10/6/22

## 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)**

**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
  - N/A • ✗ A regularly maintained tax record (if applicable)
  - N/A • ✗ 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**

**Funding Application - Schedule of Supporting Documentation****KAINGAROA MEMORIAL HALL****(Enhance the Local Area, Tidy Up Inside, Water Supply)**

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

1	Quote: Art Work – x 1 page
2	Quote: Water Tank and Plumbing – x 1 page
3	Quote: Paint – x 1 page
4	Bank Statement – x 1 page
5	Financial Report – x 1 page



## Local Grant Application Form



### Instructions

Please read carefully:

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- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
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- **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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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	Kaitaia College	Number of Members	
Postal Address	53- 79 Redan Road, Kaitaia College	Post Code	0410
Physical Address	Redan Rd, Kaitaia	Post Code	
Contact Person	Josie Thomson	Position	Teacher of Dance & Drama
Phone Number	09 408 0190	Mobile Number	02102269672
Email Address	<a href="mailto:jthomson@kaitaiacollege.school.nz">jthomson@kaitaiacollege.school.nz</a>		

Please briefly describe the purpose of the organisation.

Kaitaia College has provided education for year 9 to 13 students for over 90 years. The Arts department caters for a range of options including dance, drama, music & visual arts.

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## 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	Kaitaia College Arts Expo 2022	Date	27th-29th September
Location	The Te Ahu Centre Kaitaia	Time	12am-8pm
Will there be a charge for the public to attend or participate in the project or event?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If so, how much?	\$5.00 Per Person		

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.

The Kaitaia College Arts Expo 2022 will take place over four days at the Te Ahu Centre Little Theatre and the banquet room. Students will perform and exhibit highlights of their music, visual arts, photography, drama & dance pieces from 2022.

Students have created their own choreography and also learnt several dances to be performed at this event.

This experience will benefit students by helping to build self-worth by being involved in a wider world extensive experience and presenting their creative work in a professional setting.

Whanau will benefit through viewing and responding to the student's performance & arts works.

This encourages a sense of pride, well-being and interaction through involvement in the arts.

We as an the Arts Department hope that through participations in the Arts Expo in 2022 that dialogue across cultures and communities will be encouraged by this shared experience.

Kaitaia College and its teacher;s will be taking student's work seriously by viewing the show with professional lighting, costumes and a real live theatre venue.

Experiences of this nature are remembered as landmarks in the lives of those taking part for years.



## 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	1,215.02	607.51
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire	2,990.00	1,495.00
Equipment Purchase (describe)		
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)		
<b>TOTALS</b>		2,102.51

<sup>2</sup> 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?

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

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

Purpose	Amount
Please see attached financial statements.	
<b>TOTAL</b>	

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

Funding Source	Amount	Approved
Moe Funding	2,102.51	<input checked="" type="radio"/> Yes / Pending
		<input type="radio"/> Yes / Pending
		<input type="radio"/> Yes / Pending
		<input type="radio"/> Yes / Pending
		<input type="radio"/> Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Te Hiku Board Funding	4107.00	31 August 2021	<input checked="" type="radio"/> Y / N
			<input type="radio"/> Y / N
			<input type="radio"/> Y / N
			<input type="radio"/> Y / N

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A2686814

(version Sept 2018)

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

**On behalf of: (full name of organisation)**

Kaitaia College

**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 *Louise Anaru, Principal*

*L Anaru - Principal*

Signatory Two *Tracy Ruke, Executive Officer*

*Tracy Ruke*

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**Schedule of Supporting Documentation****KAITAIA COLLEGE****(Kaitaia College Arts Expo 2022)**

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

1	Cover Letter from the Principal
2	Quote – Te Ahu Charitable Trust
3	Quote – Lakeside Sound and Light
4	Additional Information – Project Outline
5	Kaitaia College Annual Report
6	Kaitaia College Strategic and Annual Plan

## 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.

- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

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

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

### Applicant details

Organisation	<u>Kaitiara Community Voices</u>	Number of Members	<u>28</u>
Postal Address	<u>20 A Redan road</u>	Post Code	<u>0410</u>
Physical Address	<u>/</u>	Post Code	<u>/</u>
Contact Person	<u>Opeloge An Sam</u>	Position	<u>Director</u>
Phone Number	<u>0210 229 4360</u>	Mobile Number	<u>0210 229 4360</u>
Email Address	<u>opeloge@hotmail.com</u>		

#### Please briefly describe the purpose of the organisation.

Brings together singers of all ages and from around the Far North to sing + perform @ local and national events

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

☐ Bay of Islands-Whangaroa

Name of Activity Wellington Music Tour Date Sept 2-4

Location Wellington Time 7pm - 7pm

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

If so, how much?

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

We've been given a great opportunity to go to Wellington to sing at Te Papa National Museum + to perform a combined concert with the Wellington Community Choir.

Choir brings together members of the community in the Far North from Ahipara to Mangonui from Pukenui to Mangamuka, From Kaitiaki to Karikari Peninga.

We are already involved singing @ Kaitiaki Christmas events, concerts with visiting artists Caitlin Smith, Che Fu and also singing @ Matariki events in Pahiia next month plus 2021 - singing @ the NZ Choral Federation National Conference on Choral Music. Aged 13 - 60s.



## 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 <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	(quote provided)	
Refreshments		
Travel/Mileage (air travel)	\$15,000 —	\$10,000
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)	\$5,000 - plus food + accomodation. we are paying for ourselves.	
<b>TOTALS</b>		\$10,000

<sup>2</sup> 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?

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

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

Purpose	Amount
\$150 - use for buying music scores	\$100 - etc
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Music director does it for			Y / N
love of music and bringing community together			Y / N
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

**On behalf of: (full name of organisation)**

Kaitaia Community Voices  
(Keen to come in to Board + perform if possible)

**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**



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A2502014

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## Local Grant Application Form



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

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name Dr Opeloge An Sam Position Music Director  
 Postal Address 20A Redan road Post Code 0410  
 Phone Number 02102294360 Mobile Number 02102294360  
 Signature [Signature] Date 3/6/22

### Signatory Two

Name Anne Mooney Position Secretary  
 Postal Address 263 Masters Access Rd Post Code 0441  
 Phone Number 0211592955 Mobile Number   
 Signature [Signature] Date 7/5/22

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**Schedule of Supporting Documentation****KAITAIA COMMUNITY VOICES****(Wellington Music Tour 2022)**

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

1	Covering Letter from Dr Opeloge ah Sam
2	Quotes – Flight Centre (Kerikeri – Auckland, Auckland – Wellington)
3	Photos of Choir

## Local Grant Application Form

Meeting 12/07  
\$3049.00 venue cleaner  
Door/table cov  
Closers 10/06 ✓

### 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.

- **Send your completed form** to [funding@fndc.govt.nz](mailto: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 *Te Anu*
- ☒ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation KAITAIA SPORT AND LEISURE TRUST Number of Members 4

Postal Address Eng 9/2 Bank St, Kaitia Post Code 0410

Physical Address PO Box 72, Kaitia Post Code 0441

Contact Person Shirley Williams Position Secretary

Phone Number 021 027 99896 Mobile Number 09 408 2426

Email Address Kbclub2015@gmail.com  
Shirley.williams@extra.co.nz

Please briefly describe the purpose of the organisation.

*not for profit*  
We are local community trust, who holds an annual sporting event for our community. We cohost with local Boxing Club.

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## 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 Annual Charity Boxing Event Date SATURDAY 17/09/2022  
Location Te Ahu - Kaitiaki Time 5.30 pm to MIDNIGHT

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

If so, how much? Tickets range from \$150 each to \$90 each. Includes Food

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.

The community benefits. You would have to go to Auckland for this type of event. We engage local talents to offer training at boxing clubs. We engage local community groups to staff event. This can be about 150px attendees are about 300. We work with boxing club in Waipapa. We engage as many local services and providers. We operate under NZ Boxing Assoc. rules and have Auckland Judges and referees.

The event is always asked about, as soon as one finishes. So it has become part of the Far North's Social Calendar. The boxers benefit with fitness, discipline and well being as the training covers all bodywork.

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## 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 <i>Venue</i>	2400	2235
Advertising/Promotion	2900	
Facilitator/Professional Fees <sup>2</sup> <i>Door entry cleaner</i>	1800	609
Administration (incl. stationery/copying)	1000	
Equipment Hire	39000	
Equipment Purchase (describe) <i>Covers for Tables</i> <i>Decor for Tables</i>	500	248
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments <i>Food</i>	12000	
Travel/Mileage		
Volunteer Expenses Reimbursement	2500	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) <i>accommodation</i>	1800	
<b>TOTALS</b>	63900	3092

<sup>2</sup> 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

119-973-908

How much money does your organisation currently have?

8500.00

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

Sporting Grants  
for individuals.

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

Purpose	Amount
Start up administration costs eg: paper, ink cartridges stationery, flyers	1000
TOTAL	

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

Funding Source	Amount	Approved
Pubchavity (June)	4898	Yes / Pending
Oxford Sports Trust (June)	10870	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
Annual Event costs	2753	2021	(Y) / N
Darts Event costs	2500	2019	(Y) / N
Boxing Event costs	1426	2018	(Y) / N
			(Y) / N

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## Local Grant Application Form



### Privacy Information

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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)

KAITAIA SPORT AND LEISURE 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

*Stacey Williams*

X

Signatory Two

*B. L. Morrissey*

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## Local Grant Application Form



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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.
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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 SHIRLEY WILLIAMS Position Secretary  
 Postal Address 42 B PUCKEY AVE KAITIA Post Code 0410  
 Phone Number 09 400 2426 Mobile Number 021 027 89896  
 Signature Shirley Williams Date 01/06/2022

### X Signatory Two

Name Brendan Morrissey Position Chairperson  
 Postal Address 8 Eden Terrace, Kaitia Post Code 0410  
 Phone Number 09 4080255 Mobile Number 027 8900842  
 Signature B. L. Morrissey Date 8.06.22

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**Schedule of Supporting Documentation****KAITAIA SPORT AND LEISURE TRUST****(Annual Charity Boxing Event 2022)**

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

1	Cover Letter
2	Quote: Te Ahu Charitable Trust (Venue Hire)
3	Quote: Building Safer Communities (Ticket Security)
4	Quotes: Empire Mart (Decorations) and Kaitaia Sport and Leisure Trust (Cleaning)
5	Health and Safety Plan
6	Bank Statement
7	2021 Financial Statements

FNDG ADMIN  
12 JUL 2022

## 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.

- **Send your completed form** to [funding@fndc.govt.nz](mailto: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	TAEMARO MARAE COMMITTEE		Number of Members	9
Postal Address	TAEMARO ROAD, MANGONUI, FAR NORTH		Post Code	0424
Physical Address			Post Code	
Contact Person	MARK RAINEY	Position	MARAE TRUSTEE	
Phone Number	0210558400	Mobile Number	0210558400	
Email Address	TAEMARO 37 @ GMAIL.COM			

Please briefly describe the purpose of the organisation.

(fmc) TAEMARO MARAE COMMITTEE IS A MAORI RESERVATION TRUST THAT ACTS A GOVERNING BODY FOR THE WHANAU OF TAE MARAE

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## 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 PIRI MOKENA SPORTS EVENT Date 22-23 OCT 2022  
Location KAEU SHOW GROUNDS Time ALL DAY

Will there be a charge for the public to attend or participate in the project or event?

☐ Yes

☒ No

If so, how much?

n/a

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.

All whānau and players will benefit from participating in the Piri mokena cup. Health benefits include exercise, whānau tūāhinga, building stronger relationships with each other. The return to an annual pūteaanga and meeting often relations is the other long draw card.

In te reo = Oranga wairua, oranga hinengaro,  
oranga huaora, oranga whānau

## 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 <sup>2</sup>	—	
Administration (incl. stationery/copying)	—	
Equipment Hire	—	
Equipment Purchase (describe)	quote attached rugby ball / netballs / uniforms	\$ 6440
Utilities	4 x 25, 4 x 29	100 + 128
Hardware (e.g. cement, timber, nails, paint)	—	
Consumable materials (craft supplies, books)	—	
Refreshments	\$ 150	\$ 150
Travel/Mileage	\$ 1000	\$ 1000
Volunteer Expenses Reimbursement	—	
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	—	not applicable
Other (describe)		
<b>TOTALS</b>		<del>7598</del> + 100 + 128 <b>\$ 7,818</b>

<sup>2</sup> 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?

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

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

Purpose	Amount
MARAE DEVELOPMENT / MARAE BUILD	\$32,654
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

On behalf of: (full name of organisation)


TAEMARO MARAE COMMITTEE

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



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## Local Grant Application Form



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

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name	Michael Abraham Erihe	Position	Co-Chairperson
Postal Address	76 Oruaiti Rd Mangonui RD.1	Post Code	0494
Phone Number		Mobile Number	021749195
Signature		Date	4/07/2022

### Signatory Two

Name	MARK RAINEY	Position	MARAE TRUSTEE
Postal Address	15A CORONATION ROAD, HILLCREST	Post Code	0627
Phone Number	0210558400	Mobile Number	0210558400
Signature		Date	4/7/2022

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**Funding Application – Taemaro Marae**  
**Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Travel Estimate</b>
<b>2</b>	<b>Tournament Outline</b>
<b>3</b>	<b>Rugby Ball Quote</b>
<b>4</b>	<b>Netball Ball Quote</b>
<b>5</b>	<b>Quote for Water</b>
<b>6</b>	<b>Quote for Netball uniforms and bibs</b>
<b>7</b>	<b>Quote for caps</b>
<b>8</b>	<b>Quote for rugby jerseys</b>
<b>9</b>	<b>Bank account details</b>
<b>10</b>	<b>Covid Guidance for Marae (Health and Safety)</b>
<b>11</b>	<b>Financial Statement</b>

## 7.5 KAITAIA DRAINAGE AREA 2021-2022 PROGRAMME

**File Number:** A3832479

**Author:** James Ross, 3 Waters 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 Kaitaia drainage area aspects; planning, financing and physical works, for the financial year ending the 30<sup>th</sup> of June 2022.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- As the 2021/2022 year has ended, the majority of points on the approved work programme have been completed.
- The work programme includes spraying and mechanical cleaning of drains.
- There were significant budgetary changes required to meet projected costs that have been discussed at prior committee meetings.

### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board note the Kaitaia Drainage area 2021/2022 program work report for information.**

### 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 at the 16<sup>th</sup> of August 2021 Committee meeting. Additionally, it was reviewed during an earlier Committee meeting on the 3<sup>rd</sup> 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.
  - Permission received from landowners, W Masters E and Campbell drains were sprayed.
  - L Masters W was not sprayed due to crops.
- 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.
  - To date the letter has not been sent, however, legal arrangements have been put in place, delegating the powers under the various by-laws to Far North Waters to administer. Conversations with Mr van Bysterbelt can now take place to resolve this issue.
- 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.
  - Covid 19 restrictions delayed the draft Management Plan workshops.
  - Summary of Management Plans workshops previously commenced by Troy Smith are not currently available at time of writing this report.



In the Te Hiku Community Board meeting on 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 were included into the programme and the financial totals updated.

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

Within the Kaitaia Area, there are several agreed points which require work. This section details the work currently completed from August 2021.

The significant budgetary changes required, 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 report is reviewed to include these changes.

Summary figures listed below are estimates of cost to date and are likely not to indicate the total costs for year 2021/22.

### 2.1 Work programme summary

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

#### Kaitaia

<b>Completed Work &amp; Allowances:</b>	<b>Budgeted</b>
Status report on the drains (In progress)	\$700
Spraying of the Kaitaia drains	\$57,969
Cleaning of the Church Gulley Drain	\$8,000
<b>Total (planned work)</b>	<b>\$66,669</b>
Spraying contingency	\$6,000
Machine Cleaning contingency	\$10,000
20% share of a drone for drain surveillance (To be removed)	\$664
Contingency allowance	\$5,000
<b>Total (contingencies)</b>	<b>\$21,664</b>

### 2.2 General maintenance within work programme

#### Spraying

Spraying of the Kaitaia drains has been completed from December 2021 to April 2022. The majority of the planned drains had been sprayed. The previously approved \$57,969 for spraying has been utilised with actual cost being in excess of this figure. There is the recent addition of a \$6,000 spraying contingency, to allow for spraying of 'On Request' drains such as W Masters E, Campbells and L Masters W.

It remains that 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 several years, 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, whereby a revised rate of 72c per meter was submitted by Fenwick Contracting. Following discussions, a new rate limited to 65c per metre has been agreed upon. Although this is an increase from the historic rate, it was not sustainable nor equitable 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 the additional drains being sprayed, and final cost for spraying being above previously submitted amounts, part of the reserve fund was required to supplement the rated income and meet the costs (Further defined in section 3.1).

### Spray programme

The spray programme consists of 111 kilometres of drain spraying and has been separated out into compartments and individual drains.

Spray programme follows:

<b>Waipapakauri Compartment</b>	<b>Total</b>	<b>Spray</b>
Waipapakauri Outfall (Both sides of drain sprayed)	4,800 m	9,000 m
Paparore Bank Drain (not required till spring 2022)	4,000 m	0 m
Waipapakauri Bank	1,710 m	2,159 m
Thodes	684 m	684 m
Brattons Drain (On request)	282 m	0 m
Evans Drain (On request)	443 m	0 m
Yates (On request)	945 m	0 m
Wests	820 m	820 m
Sandhills (Remainder is Urban)	7,502 m	5,000 m
Birds Boundary	1,521 m	1,521 m
Abbots (On request) (very overgrown)	422 m	422 m
Government drain	3,012 m	4,168 m
Waimanone – Walkers	4,221 m	3,701 m
Spains Drain (On request)	1,580 m	0 m
Spains Road	2,170 m	2,170 m
<b>Totals</b>	<b>34,112 m</b>	<b>30,465 m</b>
<b>Lower Awanui Compartment</b>	<b>Total</b>	<b>Spray</b>
Prices Bank (Unahi)	2,615 m	2,615 m
McMillans – Tupes	6,840 m	6,840 m
Factory Bend – Michies	6,035 m	6,035 m
Flemings (On request)	764 m	764 m

Gills	1,489 m	2,008 m
Kumi Road	1,006 m	1,000 m
H Subritzky's	1,127 m	1,127 m
Awanui	2,313 m	2,313 m
Sankeys No. 1 (On request) (badly overgrown)	201 m	201 m
Sankeys No. 2 (On request)	362 m	0 m
<b>Totals</b>	<b>22,752 m</b>	<b>22,903 m</b>

<b>Puckeys Outfall Compartment</b>	<b>Total</b>	<b>Spray</b>
Puckeys Outfall	484 m	484 m
J Subritzky's Drain (On request)	402 m	0 m
Foleys	450 m	450 m
Lisle	1,710 m	1,710 m
Wireless	1,800 m	1,800 m
Bells Road	2,012 m	2,012 m
<b>Totals</b>	<b>6,858 m</b>	<b>6,456 m</b>

<b>Pukepoto Outfall Compartment</b>	<b>Total</b>	<b>Spray</b>
Pukepoto Outfall	5,828 m	5,600 m
Brass (On request)	1,388 m	0 m
W Masters C	1,207 m	1,207 m
W Masters E (Requested 2021/2022)	1,300 m	1,207 m
Campbells (Requested 2021/2022)	684 m	684 m
L Masters W (Requested 2021/2022) <i>crops prevented spraying</i>	1,064 m	0 m
L Masters C	1,400 m	1,207 m
School	1,509 m	1,509 m
Reynolds (West Bank)	2,213 m	2,213 m
Maori	2,012 m	2,012 m
Pukepoto Creek	805 m	805 m
Houstons (West Bank)	2,213 m	2,213 m
Parkers (drain diversion/shortening not evident)	602 m	1813 m
Reids West	2,615 m	2,615 m
<b>Totals</b>	<b>24,840 m</b>	<b>23,085 m</b>

<b>Whangatane Compartment</b>	<b>Total</b>	<b>Spray</b>
Texifros	785 m	0 m
Maimaru	1,127 m	1,127 m
Oinu Stream	1,650 m	1,650 m
Pairatahi Bank	2,716 m	0 m

Johnsons (On request)	150 m	0 m
Kareponia (On request)	402 m	0 m
Birds (On request) required spraying	504 m	504 m
<b>Totals</b>	<b>7,334 m</b>	<b>4,066 m</b>

<b>Kaitaia Compartment</b>	<b>Total</b>	<b>Spray</b>
Lewis Junction - Boundary	443 m	443 m
Lewis Junction – Road	322 m	322 m
Church Gully (Remainder to be cleaned)	2,865 m	2,092 m
Mathews Outfall (Remainder is Urban)	4,425 m	4,425 m
Wilds (On request) required spraying	503 m	503 m
Hanlons	322 m	322 m
<b>Totals</b>	<b>8,880 m</b>	<b>8,107 m</b>

<b>Tangonge Compartment</b>	<b>Total</b>	<b>Spray</b>
Reids East	3,017 m	3,017 m
Hoddles	1,667 m	1,667 m
Millers	2,615 m	2,615 m
McKenzies	634 m	634 m
Sharps	402 m	0 m
Lewis & Crown Land	1,851 m	1,851 m
<b>Totals</b>	<b>10,186 m</b>	<b>9,784 m</b>

<b>Wairoa Compartment</b>	<b>Total</b>	<b>Spray</b>
Berghans	1,005 m	1,005 m
Wairoa Stream	3,058 m	3,058 m
Blairs	805 m	805 m
<b>Totals</b>	<b>4,868 m</b>	<b>4,868 m</b>

### Machine cleaning

Following receipt of the 2021 Drain Status Report from Fenwick Contracting, a number of drains were selected for cleaning.

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.
  - Inspection yet to be arranged and undertaken
- **Church Gulley Drain** – Bank slumping and significant weed growth (No fencing).
  - Machine cleaning undertaken, required work was significantly more than first envisaged due to overgrowth, access and material adjacent to the bank requiring excavation and levelling to provide safe access and operations of excavators.
    - Mechanical cleaning of drain has been completed.



- **Reids East Drain** – Raised by Committee member, Mike Masters, request for a staff inspection and potential cleaning.
  - Inspection yet to be arranged and undertaken
- **H Subritzky Drain** – Raised by RFS (Request for Service), request for staff inspection and potential cleaning.
  - Inspection yet to be arranged and undertaken, agreement to be reached with committee for any mechanical works to be carried out.

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 Reids East) required.

### **Accessibility issues & maintenance**

Following the issues identified in the 2020 and 2021 Drain Status Reports, progress on the unresolved items are set out below.

- **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.
  - No letter to date has been issued. By-law powers are now available to Far North Waters for action to be taken.
- **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.
  - FNDC to contact NRC to discuss
- **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.
  - Still to be addressed
- **Waipapakauri Bank Drain** – No gates near the drain causing lengthy delays. **Action from last meeting:** FNDC to discuss stop bank maintenance with NRC.
  - Still to be addressed
- **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.
- **West's 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 Subritzky's** – 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.

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

In preparation of sending this notice, a member of FNW has been authorised as an agent to act on behalf of the FNDC to issue notices and enforce breaches of FNDC bylaws.

## 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.

**Action** – New management plan workshop to be finalised and submitted for review. Any draft Management Plans from workshops were not available at time of writing.

## 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.

Access due to locked gates and contact details not readily available continues to be an issue.

### **Take Tūtohunga / Reason for the recommendation**

To discuss progress on all drainage aspects; planning, financing and physical works, for the financial year ending the 30<sup>th</sup> of June 2022.

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

At the time of writing this report, the year-end financial numbers are not available.

A full summary will be provided at the next meeting.

## **ĀPITI HANGA / 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.

<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>	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 Kaitia 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.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 (for example – youth, the aged and those with disabilities).	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 reviewed this report.

**7.6 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME****File Number:** A3832483**Author:** James Ross, 3 Waters 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 Kaitaia drainage area 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 \$33,922 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

**TŪTOHUNGA / RECOMMENDATION**

That Te Hiku Community Board approve the reviewed Kaitaia Drainage Area 2022/2023 work programme with the addition of the machine cleaning for the H. Subritzky Drain from State Highway 10 to the river (approximately 300 metres), based on the assumption that the funds are available and in the financial accounts that were not presented at the meeting as recommended by 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.

**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 contractor 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.

**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
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Status report on the drains	\$777
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<b>Total (planned work)</b>	<b>\$75,955</b>
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Spraying contingency	\$8,222
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Machine cleaning contingency	\$13,000
Increase Cost of Spraying Material, Equipment and Labour contingency (7c per meter @110km)	\$7,700
General contingency	\$5,000
<b>Total (contingencies)</b>	<b>\$33,922</b>

## 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.

A further contingency of \$7,700 is recommended due to the uncertainty the economic climate may have on material and labour cost, this is based on current reported CPI and inflation forecasts being at 9-11%

Spray programme follows:

<b>Waipapakauri Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Waipapakauri Outfall (access will need to be improved to allow spraying from both sides)	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
West's	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
<b>Totals</b>	<b>34,112 m</b>	<b>28,804 m</b>	<b>\$20,782.09</b>
<b>Lower Awanui Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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 Subritzky's	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
<b>Totals</b>	<b>22,752 m</b>	<b>20,051 m</b>	<b>\$14,467.52</b>

<b>Puckeys Outfall Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Puckeys Outfall	484 m	484 m	\$349.21
J Subritzky's 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
<b>Totals</b>	<b>6,858 m</b>	<b>6,456 m</b>	<b>\$4,658.00</b>

<b>Pukepoto Outfall Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>24,840 m</b>	<b>20,176 m</b>	<b>\$14,556.98</b>

<b>Whangatane Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>7,334 m</b>	<b>6,278 m</b>	<b>\$4,529.58</b>

<b>Kaitaia Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>8,880 m</b>	<b>7,377 m</b>	<b>\$5,322.51</b>

<b>Tangonge Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>10,186 m</b>	<b>10,186 m</b>	<b>\$7,349.20</b>

<b>Wairoa Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>4,868 m</b>	<b>4,868 m</b>	<b>\$3,512.26</b>

### Machine cleaning

The machine cleaning contingency of \$13,000 is 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**

At the time of writing this report, the year-end financial results for 2021/2022 were not available. Thus the Opening Reserves balance is not available either.

A full summary of the expected 2022/2023 financial year will be provided to the next committee meeting.

At this next meeting, the Committee will also be able to consider the ideal reserves balance to target for year-end.

#### **ĀPITI HANGA / 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.

<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>	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 Kaitia 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.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 (for example – youth, the aged and those with disabilities).	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 reviewed this report.

**7.7 WAIHARARA AND KAIKINO DRAINAGE AREA 2021/2022 PROGRAMME UPDATE****File Number:** A3832507**Author:** James Ross, 3 Waters 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 Waiharara and Kaikino Drainage Area aspects; Planning, financing, and physical works, for the financial year ending the 30<sup>th</sup> of June 2022.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- The majority of the 2021/2022 approved work programme has been completed.
- The work programme includes spraying and cleaning of drains.
- At time of writing this report the financial position for the 2021/22 year had not been completed, therefore these will be reported to the next meeting.
- The work programme and associated budget is up for discussion, with the opportunity to make any late additions if required.

**TŪTOHUNGA / RECOMMENDATION****That Te Hiku Community Board:**

- a) note the Waiharara and Kaikino 2021/2022 work programme report for information.
- b) Request, through the Chief Executive, a report from the Council Rates staff and a workshop with Council Rates staff regarding the rating of the drainage areas, the boundaries and classifications.

**1) TĀHUHU KŌRERO / BACKGROUND**

The Waiharara and Kaikino Drainage Areas Committee was formally established on the 26<sup>th</sup> 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 16<sup>th</sup> of August 2021 Committee meeting. Additionally, it was reviewed during an earlier Committee meeting on the 3<sup>rd</sup> 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****2.1 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 an earlier work programme; some finishing touches are required.

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

To the authors knowledge to date this work has not been completed.

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 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.

New route to be investigated.

## **2.2 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. Full costings and expenses yet to be completed 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**

As reported at the last meeting, the average rate for spraying has increased.

The impact of this on the overall year-end finances will be reported at the next committee meeting.

### **Spray programme**

The spray programme consists of 15 kilometres of drain spraying and has been separated out into compartments and individual drains. There will be adjustments for the increased operational costs from the approved programme in August 2021.

Spray programme follows:

<b>Waiharara Area</b>	<b>Total</b>	<b>Spray</b>
Okohine Stream	5,110 m	2,961 m
Bilich Branch	1,800 m	1,800 m
Cox Branch	860 m	860 m
Tunnel Traverse	50 m	0 m
<b>Totals</b>	<b>7,820 m</b>	<b>5,621 m</b>
<b>Kaikino Area</b>	<b>Total</b>	<b>Spray</b>
Kaikino Drain	4,100 m	4,100 m
Hobson Drain + Extension (Less 400m to be cleaned)	3,650 m	2,747 m
<b>Totals</b>	<b>7,750 m</b>	<b>6,847 m</b>

## 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. From this review, the following machine cleaning programme was identified.

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 because 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. 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 Roding 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 currently 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 25<sup>th</sup> 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 24<sup>th</sup> 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. Action yet to be carried out.

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.

In support of contacting landowners and discussing requirements under the FNDC bylaws, a member of the FNW has been authorised as an agent to act on behalf of the FNDC to enforce breaches of FNDC bylaws.

### **2.3 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 several reasons, this was delayed. The author understands that this workshop has now taken place.

**Action** – Obtain a proposal for completion of the Management Plans and present to the next committee meeting for approval.

### **2.4 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 will be removed from the 2021/2022 work programme.

### **2.5 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 10<sup>th</sup> 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. 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**

At the time of writing this report the year-end costs were not known. A summary of the 2021/2022 financial year results will be reported at the next meeting.

**ĀPITIHINGA / 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.

<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>	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). <a href="#">Type here</a>
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.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 (for example – youth, the aged and those with disabilities).	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 reviewed this report

**7.8 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME****File Number: A3832517****Author: James Ross, 3 Waters 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 Waiharara and Kaikino Drainage Area 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.
- Budget amounts subject to change following completed costings for 2021/22 being available.
- The work programme is up for discussion.

**TŪTOHUNGA / RECOMMENDATION****That Te Hiku Community Board:****approve the reviewed Waiharara and Kaikino Drainage Areas spraying works programme****approve one spray in February/March for Kaikino,****subject to available funds, the inclusion of machine cleaning for the Hobson Extension Drain.****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.

**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 contractor 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.

**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
<b>Total (planned work)</b>	<b>\$11,395</b>
Machine cleaning contingency	\$3,000
General contingency	\$3,000
<b>Total (contingencies)</b>	<b>\$6,000</b>
<b>Kaikino</b>	
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
<b>Total (planned work)</b>	<b>\$11,294</b>
General contingency	\$2,000
<b>Total (contingencies)</b>	<b>\$2,000</b>

## 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 2<sup>nd</sup> 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:

<b>Waiharara Area</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>7,820 m</b>	<b>7,820 m</b>	<b>\$5,642.13</b>

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

### **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.

As a note in support of contacting landowners and discussing requirements under the FNDC bylaws a member of the FNW has been authorised as an agent to act on behalf of the FNDC to enforce breaches of FNDC bylaws.

### **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**

Indicated costs of the 2022/23 programme are included within the body of the report.

As the 2021/22 year-end financial position was not available at the time of writing this report, a summary of the expected 2022/2023 financial year will be reported at the next meeting. This will include the opening reserve balance and a discussion on the desired closing reserve balance.

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**ĀPITIHANGA / 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.

<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>	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.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 (for example – youth, the aged and those with disabilities).	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 reviewed this report.

**7.9 MOTUTANGI DRAINAGE AREA 2021-2022 PROGRAMME****File Number: A3832539****Author: James Ross, 3 Waters 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 Motutangi drainage area aspects; planning, financing, and physical works, for the financial year ending the 30<sup>th</sup> of June 2022.

**WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY**

- The majority of the 2021/22 approved work programme has been completed.
- The work programme includes spraying and cleaning of drains.
- At the time of writing this report the financial position for the 2021/22 year is not known, therefore these will be reported to the next meeting.

**TŪTOHUNGA / RECOMMENDATION**

**That the Hiku Community Board note the Motutangi Drainage Area 2021/2022 work programme report for information.**

**1) TĀHUHU KŌRERO / BACKGROUND**

The Motutangi Drainage Area Committee was formally established at the 26<sup>th</sup> 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 at the 16<sup>th</sup> of August 2021 Committee meeting. Additionally, it was reviewed during an earlier Committee meeting on the 3<sup>rd</sup> 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 were 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.) and have been reported earlier to the Committee.

## 2.1 Work programme summary

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

### Motutangi

#### Completed Work:

Machine cleaning of the Motutangi Stream (Completed in 2020/2021, invoice received 2021/2022)

Machine cleaning of the Selwyn Drain (Completed in 2020/2021, invoice received 2021/2022)

#### Total

#### Remaining Work & Allowances:

Spraying of the Motutangi drains (late spring) (breakdown in section 2.3) With the exception of Bealey and Bacicas Drains the spraying works have been completed

Additional spraying of the Motutangi drains (autumn) Not completed

Status report on the drains (In progress)

Machine cleaning of the Motutangi Stream in autumn  
Mechanical cleaning has been completed

Install a gate and strainers for the new Harvey/Bryan boundary culvert on the Beazley Drain. Gate has not been installed.

Install a culvert, access track, gate, and strainers within Bede's property on the Selwyn Drain. Culvert yet to be installed

Cut to Lands End Drain Track widening. No track widening has been carried out

Northland Regional Council fee

Department of Conservation Concession Agreement Fee (one off fee)

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#### Total (planned work)

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Machine Cleaning contingency

20% share of a drone for drain surveillance (To be removed)

Access track maintenance contingency

General contingency

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#### Total (contingencies)

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## 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.

### 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.

**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 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:** FNW to investigate potential causes and conduct a site inspection as soon as possible to identify potential remedies.

## 2.3 General maintenance within work programme

### Spraying

Spraying of the Motutangi Area has suffered extensive delays due to the unfortunate bush fires, and otherwise constant, unfavourable weather conditions since December 2021. Spraying began in February once conditions settled, spraying has been completed.

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

As reported at the last meeting, the average rate for spraying has increased.

The impact of this on the overall year-end finances will be reported at the next committee meeting.

### Spray programme

The spray programme consists of 19 kilometres of drain spraying and has been separated out into compartments and individual drains. There will be adjustments for the increased operational costs.

Spray programme follows:

<b>Motutangi Area</b>	<b>Total</b>	<b>Spray</b>
Motutangi Stream	2,600 m	2,600 m

Main Outfall Drain	1,150 m	1,150 m
Bryan Drain	2,900 m	2,900 m
Beazley Drain	2,050 m	0 m
Aspin Drain	2,250 m	2,250 m
Cut to Lands End Drain	1,700 m	1,700 m
Selwyn Drain	2,950 m	2,950 m
Seymour Drain	750 m	750 m
Bacicas Drain	2,050 m	0 m
Subritzky Drain	160 m	160 m
<b>Totals</b>	<b>18,560 m</b>	<b>18,560 m</b>

### Machine cleaning

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

- **Motutangi Stream** – Spot cleaning of weeds in June/July 2021.
- **Selwyn Drain** – Weed cleaning in June/July 2021.
- **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. Machine cleaning has been undertaken and completed.

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 \$6,000 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 number 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.

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 Bylaw.

In support of contacting landowners and discussing requirements under the FNDC bylaws, a member of FNW has been authorised as an agent to act on behalf of FNDC to enforce breaches of the bylaws.

## **2.4 Motutangi Drainage Area management plan / DOC concession agreement**

After an initial response from DoC on the 19<sup>th</sup> of December 2018 along with their further revised concession agreement; there has been little communication between Council and DoC. Council is 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.

Further to these discussions are to be undertaken to determine what remedial works can be carried out following the fires and if there is an opportunity for DoC to cover some of the cost.

## **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. The Committee approved 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**

At the time of writing this report the year-end costs were not known. A summary of the 2021/22 financial year results will be reported at the next meeting.

## **ĀPITI HANGA / 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.

<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>	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 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.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Ngai Takoto Iwi is included in the development of the management plan for the districts 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 (for example – youth, the aged and those with disabilities).	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 reviewed this report.

**7.10 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME****File Number:** A3832556**Author:** James Ross, 3 Waters 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 Motutangi drainage area 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.
- At time of writing this report the final year results for the year 2021-22 were not known, therefore the full financial position for this current year programme including reserves will be reported at the next meeting.
- This work programme has been compiled on estimated costs.

**TŪTOHUNGA / RECOMMENDATION**

**That Te Hiku Community Board approve the reviewed Motutangi Area 2022/2023 work programme with the additions of a culvert at Selwyn Drain and four strainers and two gates at Bryan Drain as recommended by 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.

**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 contractor 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.

**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 TBC
<b>Total (planned work)</b>	<b>\$40,420 TBC</b>
Machine cleaning contingency	\$12,000
Access track maintenance contingency	\$2,000
General contingency	\$3,000
<b>Total (contingencies)</b>	<b>\$17,000</b>

## 2.2 Proposed projects within the work programme

### Deferred projects

#### Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area must 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 2<sup>nd</sup> 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:

<b>Motutangi Area</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>18,560 m</b>	<b>18,560 m</b>	<b>\$13,391.04</b>

**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.

Discussions to be undertaken with DoC about the cleaning of Drainage Channels adversely affected by the fires. Discussions to cover accessibility including permissions required for Channel cleaning as well as covering costs associated with damage repair and cleaning of Drainage Channels caused by the fires.

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**

At time of writing this report the final year results for the year 2021-22 were not known, therefore the full financial position for this current year programme including reserves will be reported at the next meeting

At the next meeting, the Committee will have the opportunity to set an ideal reserve balance to be held by Council for unplanned works should it be required.

**ĀPITI HANGA / 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.

<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>	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.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 (for example – youth, the aged and those with disabilities).	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 reviewed this report.

## 8 INFORMATION REPORTS

### 8.1 TAIPA TRAFFIC CALMING PETITION

**File Number:** A3804119

**Author:** Elizabeth Stacey, NTA Road Safety and Traffic Engineer

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to advise the Community Board of a petition received from the Taipa Point Residents, outline the community concerns, and advise of additional actions required.

#### WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

Staff recommend that additional investigation is completed to assess the need for traffic calming measures on Taipa Point Road, Adamson Road, Mamaru Road and Foreshore Road, Taipa.

Staff will provide recommendations and, if traffic calming measure are warranted, include scoping level cost estimates.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board:**

- a) receive the report Taipa Traffic Calming Petition; and,
- b) acknowledge staff will complete additional investigation and recommendation(s) to the Board and petitioners.

#### TĀHUHU KŌRERO / BACKGROUND

This petition (Attachment 1) has been received from the residents of Taipa Point Road, Adamson Road, Flame Tree Lane and the surrounding area requesting speed humps or other traffic calming measures. The petition contains 73 signatures.

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

Residents of Taipa Point Road and the surrounding area submitted an application expressing concerns that increased numbers of tourists and residents moving into the area, there has been an increase in traffic and speed in their community. Residents have agreed that the installation of speed bumps would be a benefit and have requested Council consider infrastructure improvements to reduce speed on local streets.

In order to evaluate and prioritise traffic calming in Taipa, the NTA will look at a variety of factors including crash history, operating speed and posted speeds. We propose to deliver our recommendations, including scoping level cost estimates if treatments are warranted, back to the Community Board and petitioners.

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

None

#### ĀPITI HANGA / ATTACHMENTS

1. Taipa Residents Petition & Signatures - A3842220  



I am writing this letter as a concerned resident of Taipa Point Road, Taipa.

I have lived on Taipa point road for the past 25 years and during this time I have seen a lot of change and development in the area.

With the increase in development brings more residents and an increase in traffic.

The tourism to the area has also increased ten-fold and the speed along Taipa Point Road is now becoming an issue.

We are having both Cars and Motor bikes speeding up and down the road without any consideration for the pedestrians.

Our biggest concern is for the children in the area who like to play outside and go down to the beach.

We constantly hear screeching tyres when vehicles braking hard to avoid an accident. This is an ongoing problem that needs to be addressed.

Due to all the above we decided to ask the local residents in the area their thoughts in relation to having speed humps installed.

After the positive response in relation to having speed humps installed, I decided to complete a petition.

I do not know the process that we must go through to have the speed Humps installed but a meeting with the local council could solve the issue that we are currently experiencing.

Please find attached the petition that has been signed by all the local residents in the area.

Kind regards

Graham Lutze

21 Taipa point road, Taipa

[Tel:- 094061132](tel:094061132)

TO WHOM IT MAY CONCERN

On behalf of the undersigned, Would you please give your urgent consideration to the SPEED CONTROL such as the installation of Speed humps on Taipa Point road and Adamson road and any adjoining street which has a serious problem in the Taipa area. It has become a serious situation and a accident waiting to happen, there is a lot of small children in the area now walking to beach etc.

NAME	ADDRESS	Phone Number
Peter Graham	Contact details have been redacted to protect information under the Privacy Act	
Kathryn Graham		
JOHN DOWNING		
Les Moore		
Chad Atkins		
Velda Atkins		
Brian Delquere		
Kathy Drummond		
MARK BURGESS		
Rea Potter		
Maree Lutze	Contact details have been redacted to protect information under the Privacy Act	
GRAHAM LUTZE		
DAWN LUTZE		
Elena Macmillan		
Treva Martin		
Mark Katters		
Julie Katter		
Dorothy Harland		
Gordon Harland		

NAME	ADDRESS	PHONE NUMBER
Mark wells		pe
Deanne Peach		
Zac wells		
Tosh wells		
Ron Macdonald	Contact details have been redacted to protect information under the Privacy Act	
Jenny Macdonald		
Amanda Macdonald		
Scott Macdonald		
Brad Macdonald		
Jenny Barker		
Laurie "		
JOHN ALLEN		Contact details have been redacted to protect information under the Privacy Act
LORNA ALLEN		
MATT JONES		
DANA JONES		
SOPHIE GREENTREE		
CALE JONES		
BRAITH JONES		
Jon Denny		
Erin Denny		
Charlotte "		
Liam Denny		
Mikayla Denny		

NAME	ADDRESS	PHONE NUMBER
PAT O'CONNOR	Contact details have been redacted to protect information under the Privacy Act	
LAURIE O'CONNOR		
LYNSEY O'CONNOR		
ROBERT O'CONNOR		
WILLIAM O'CONNOR		
COLIN MOORE		
BEVERLY MOORE		
HOLLY LUTZE		
ADRIANNE MORAN		
DAVE CLEMENTS		
Brendan Smith	Contact details have been redacted to protect information under the Privacy Act	

TO WHOM IT MAY CONCERN

On behalf of the undersigned, Would you please give your urgent consideration to the SPEED CONTROL such as the installation of Speed humps on Taipa Point road and Adamson road and any adjoining street which has a serious problem in the Taipa area. It has become a serious situation and a accident waiting to happen, there is a lot of small children in the area now walking to beach etc.

NAME	ADDRESS	Phone Number
Jane Conlin	Contact details have been redacted to protect information under the Privacy Act	
Denise Conlin		
Nail Williams		
Steve Burr		
Shirley Burr		
Chris Burr		
Kendra Burr		
Cruze Burr		
Jane Burr		
Shelley Byers		
Dave Rollo	Contact details have been redacted to protect information under the Privacy Act	
Stella Rollo		
Bruce & Marvyn		
Kaye Berghen		
Stan Julian		
Garry Parker		
Lynsey		
Vicky Clark		
Pauline Ross		
Margaret J. ELLIS		
Catherine		

## 8.2 COMMUNITY AND CUSTOMER SERVICES 6-MONTHLY REPORT

**File Number:** A3814310

**Author:** Jacine Warmington, Manager - Community and Customer Services

**Authoriser:** Dean Myburgh, General Manager - District Services

### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This information only report is provided by way of an update to Community Boards every six months.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the report Community and Customer Services 6-monthly report.**

### TĀHUHU KŌRERO / BACKGROUND

Statistical information in relation to the Community and Customer Services Department of the District Services Group is provided to the Te Hiku Community Board to provide an overview of activity and performance for the months of January to the end of June 2022 for the Te Hiku area.

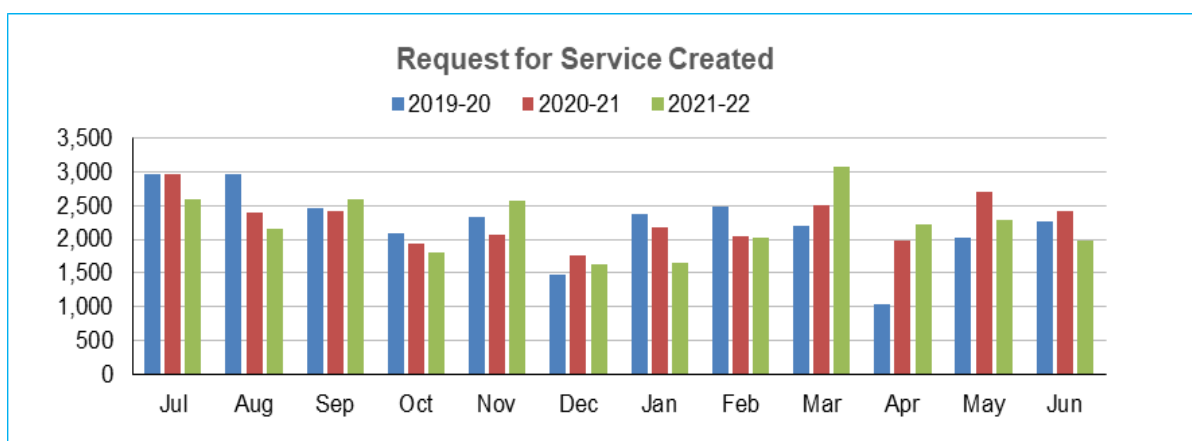
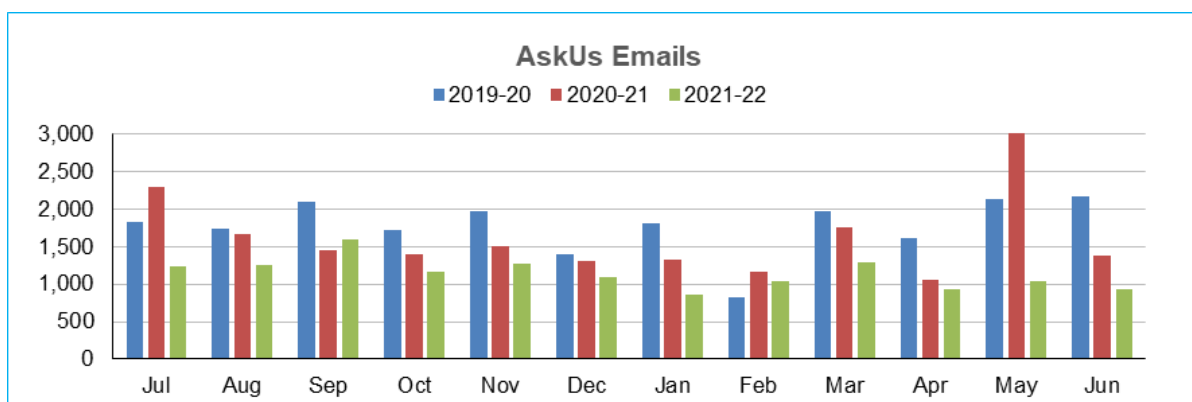
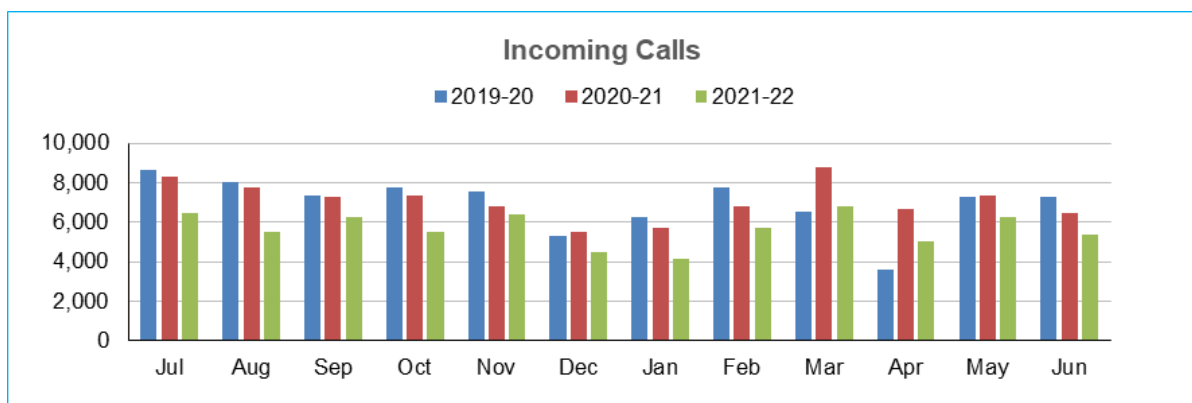
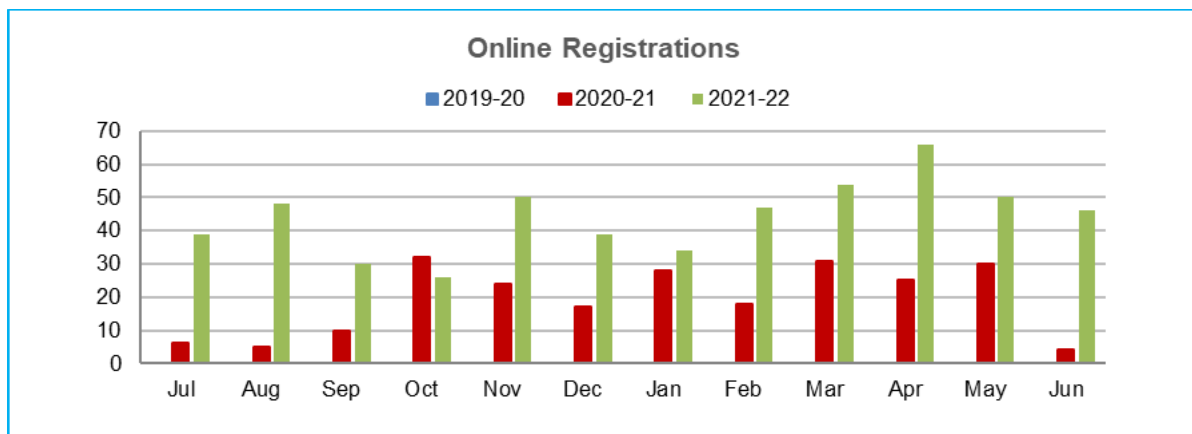
### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

#### Contact Centre

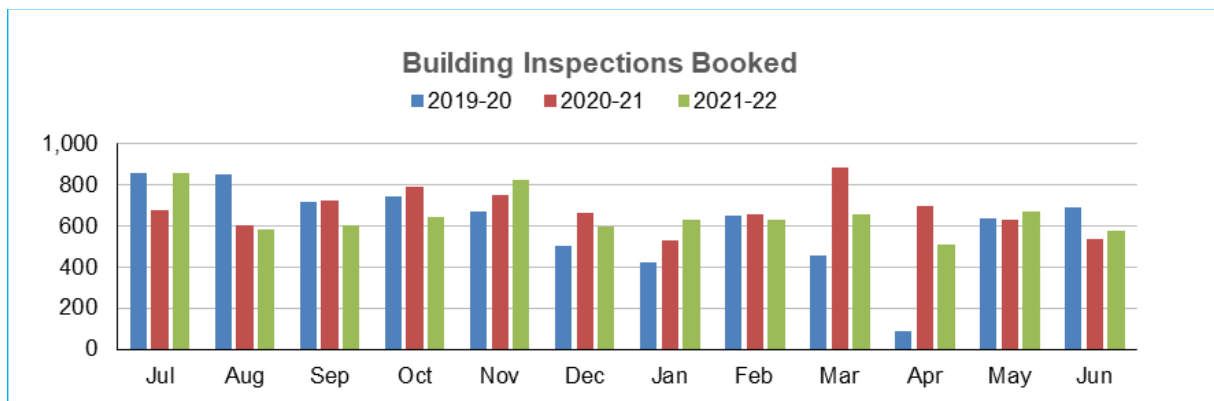
Customer interactions district-wide for the six months ending June 2022 totalled 55,172 which is a 25.9% decrease (down from 74,513) for the same six months in the previous year. These interactions included Phone calls: 33,320, AskUs emails: 6,115, Requests for Service: 13,266, and Booking Building Inspections: 3,677.

There has been a 118% increase (297 up from 136) in Online Registrations. This data indicates the number of customers who have registered on FNDC's online portal which enables them to track and view details of their properties, see the status of applications, licences, and make payments online.



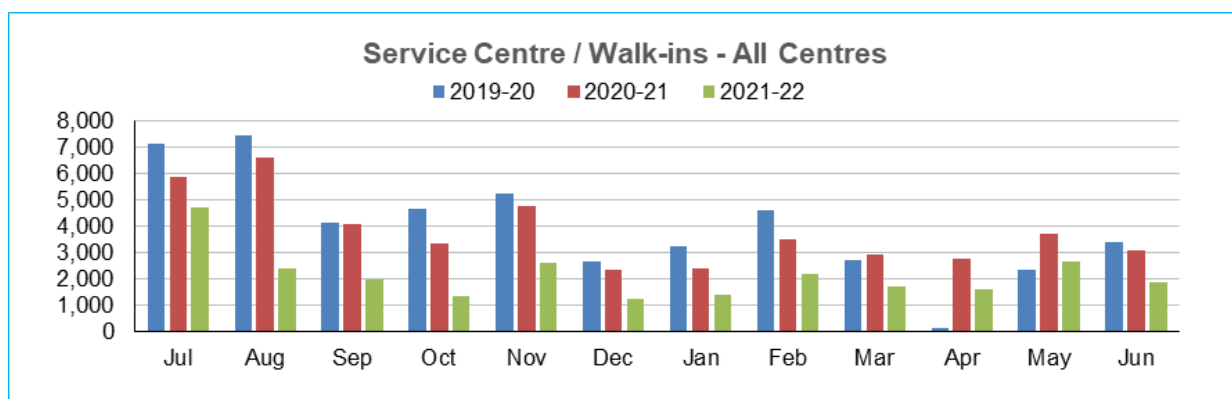
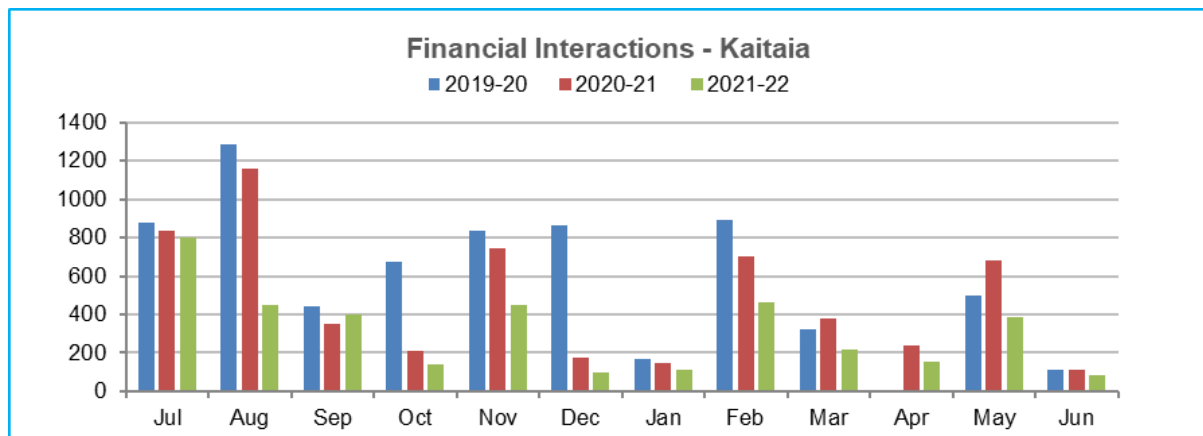






### Service Centre

As with all other Service Centres, financial interactions and customer walk-ins are decreasing as more customers opt to do business online and make payments by direct debit, automatic payment or internet banking.

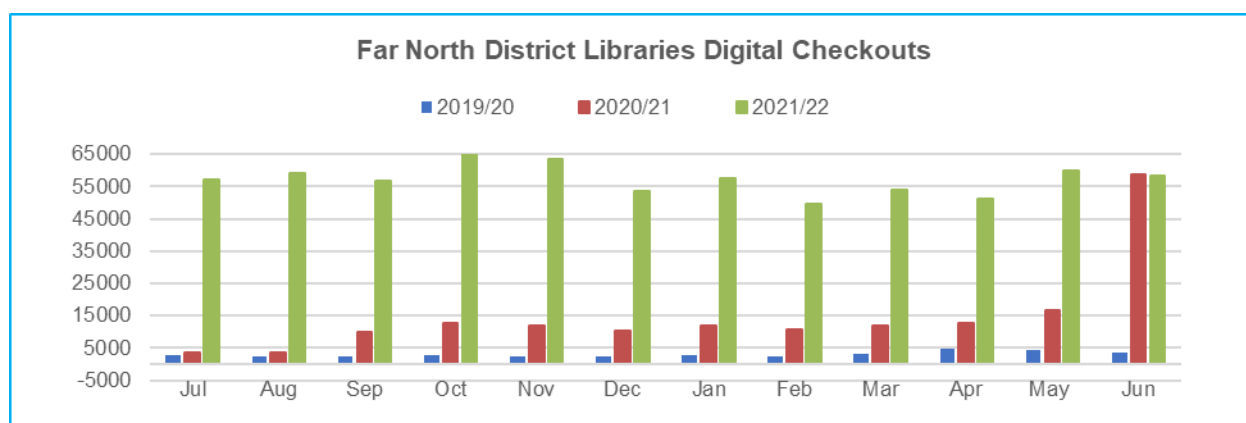
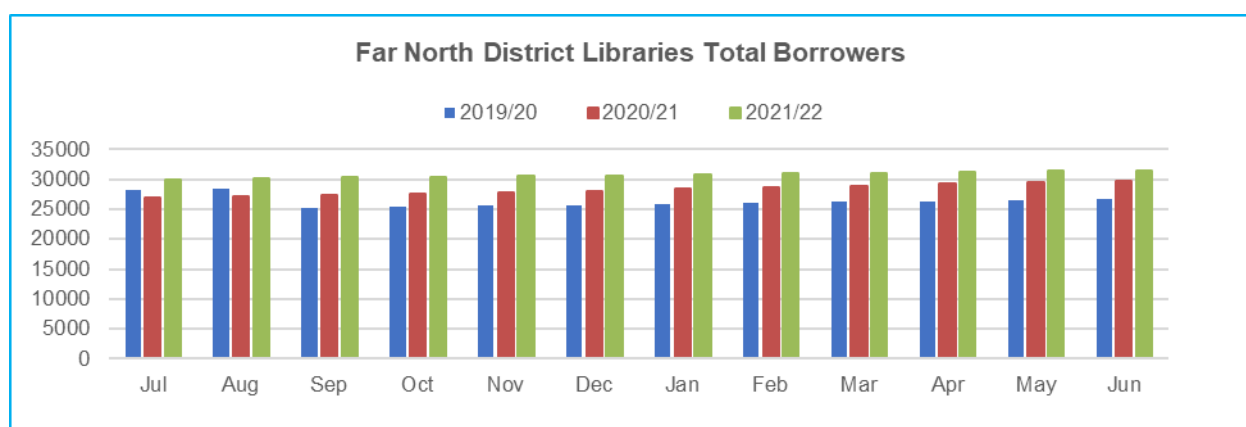
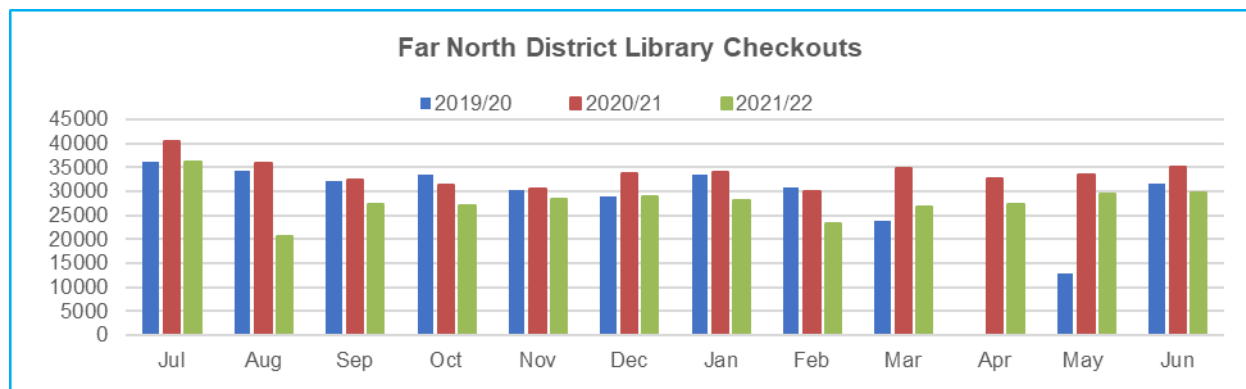


### Kaitia Library

New Library Team Leader Ange Simonsen started in May 2022. Ange has previous experience working in Hurunui District Council and comes with strengths in programming and working with schools and young people.

The library team has restarted programming and offering an expanded range of services in Term 2 of the school year. This has seen large numbers of young people return to the library to attend virtual reality, robotics, Lego and Minecraft programmes.

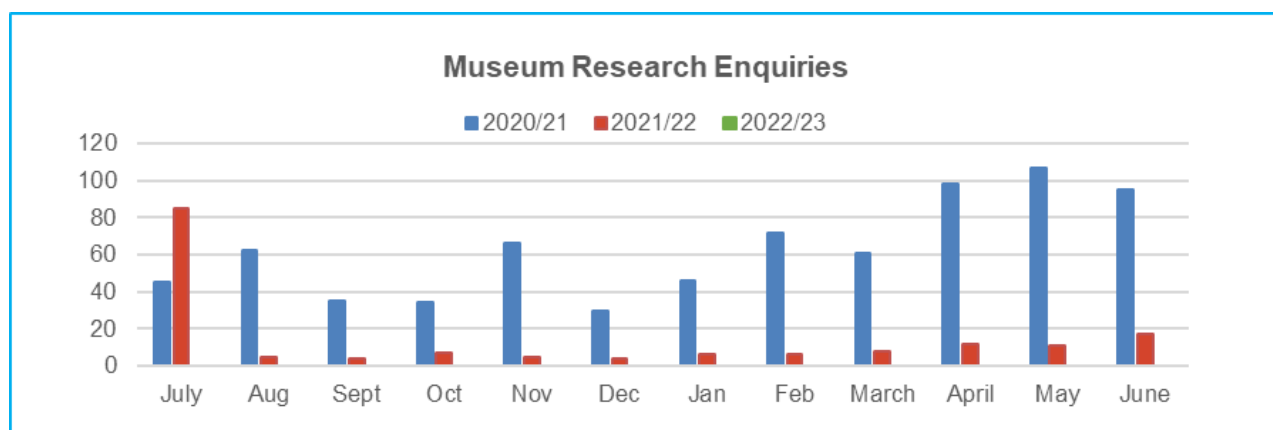
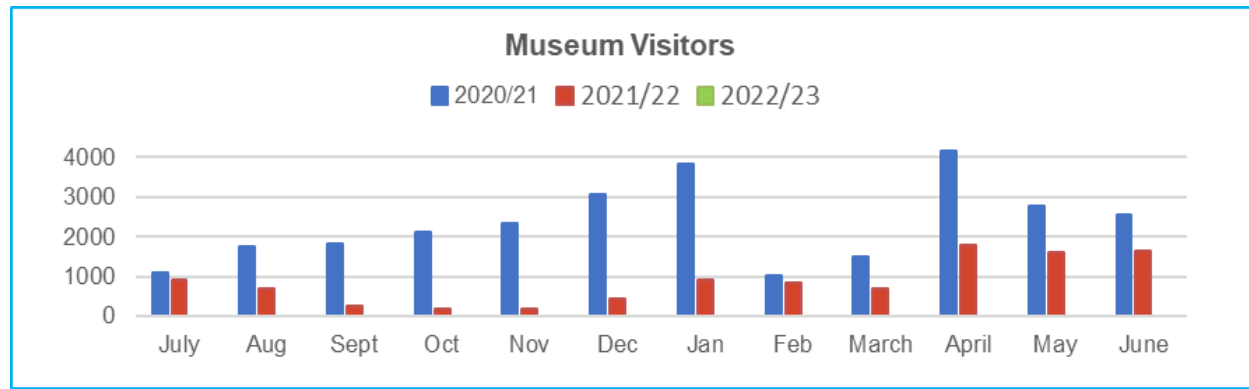
The Skinny Jump programme has also restarted and has had a high uptake. This programme sees Kaitia families have access to no-cost internet modems, with ongoing low cost pay-as-you-go top-ups available. Kaitia is one of the leading libraries in New Zealand for delivery of this programme. Partnering with the Spark Foundation and the Digital Inclusion Alliance Aotearoa is making a difference in narrowing the digital divide.



### **Museum@Te Ahu**

The museum team completed a significant piece of work in this six-month period with the successful delivery of the Vernon project and a new website. This has led to the provision of a digital access point to the museum collection, broadening the reach of the museum, so that customers across the world can now access the collection. This work, led by Curator Whina Te Whiu and with important aspects completed by Museum Assistant Mary Daun and digital contractor Nicola Goldswain, helps realise the museum's mission of 'connecting the world with the history and culture of the Far North, Aotearoa/New Zealand.'

Museum in-person visitor numbers have started increasing after the Covid-19 related closures and vaccine pass requirement periods. School groups, both from within the district and from Auckland, have begun to make the journey back into the museum space. Increasingly, schools are viewing spaces like this as a key resource in bring the New Zealand Aotearoa History Curriculum to life, and the museum team is looking forward to future growth in this area.



### Kaitia (Far North) i-SITE

Visitor numbers have affected sales at the Far North i-SITE. The i-SITE has been closed on Sundays due to a lack of visitors and product. This, of course, has reduced the opportunities to make sales.

Cape Reinga tours are subject to numbers as are many of the tours and quite a few have gone into hibernation but will be available as the summer season starts.

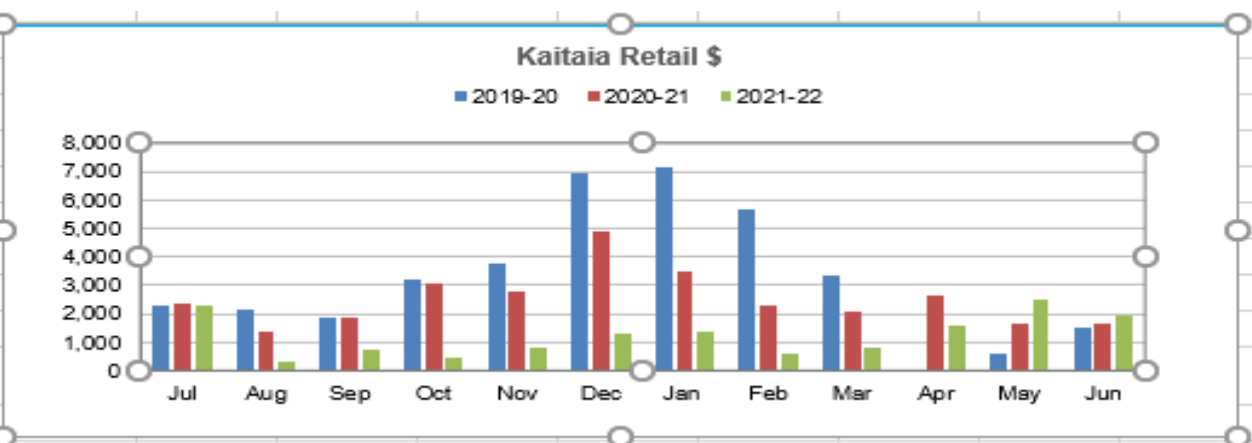
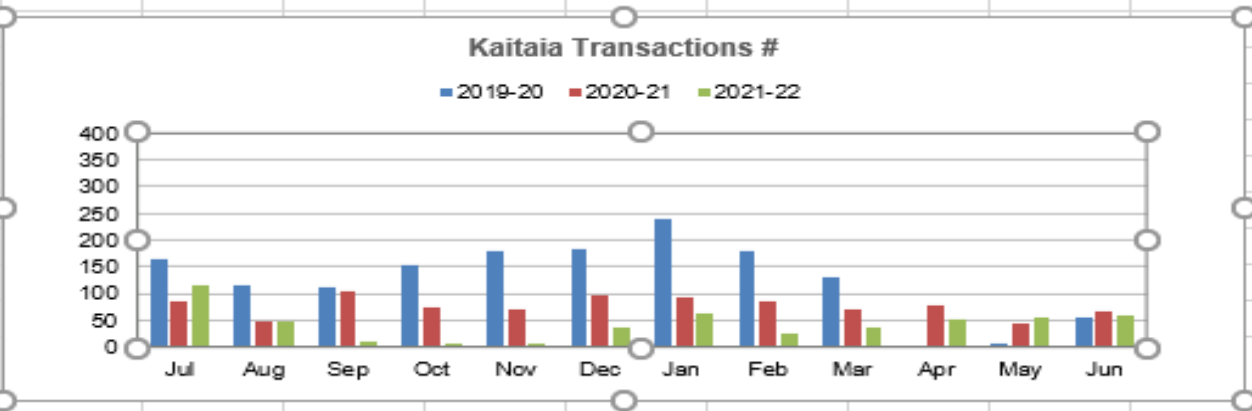
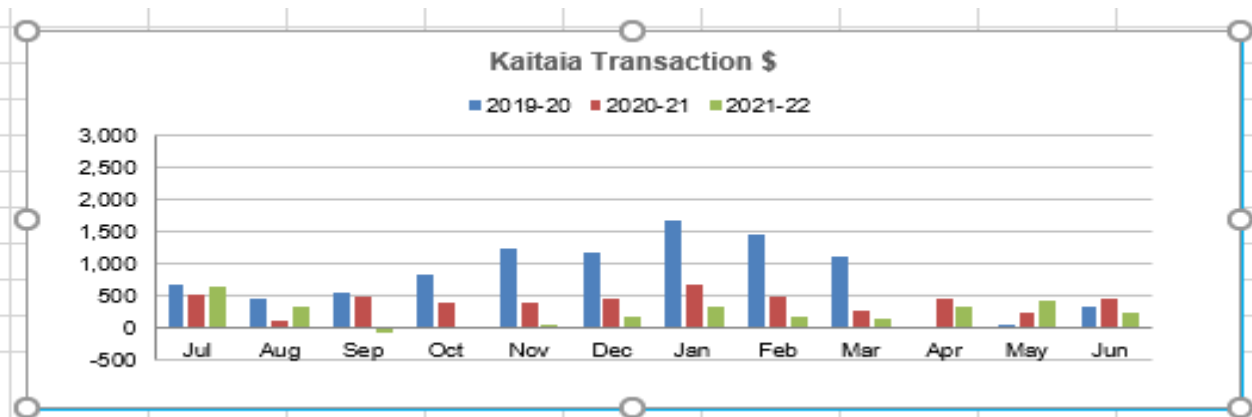
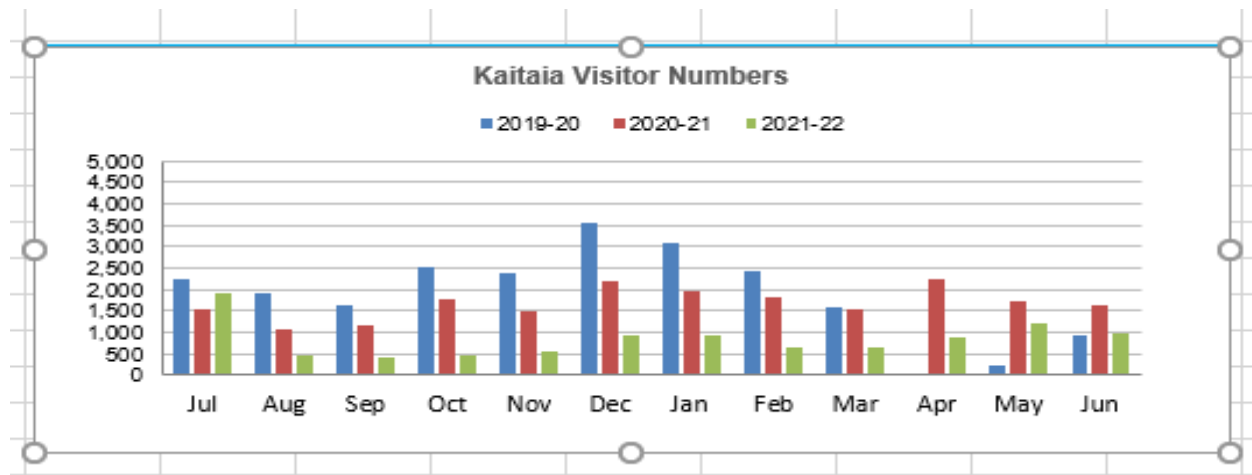
Retail is selling well and the focus is on getting more local producers and artisans.

Accommodation is hard to find in Kaitia with motels and backpackers full of social housing occupants. This will be an issue over the summer period where forward bookings are looking strong. There are good options out of the township in Ahipara.

Intercity tickets are selling well and the i-SITE is the only place in Kaitia that can make these bookings.

The Te Hiku Open Spaces Revitalisation Project has been a great success and this should bring more people to Te Ahu.

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

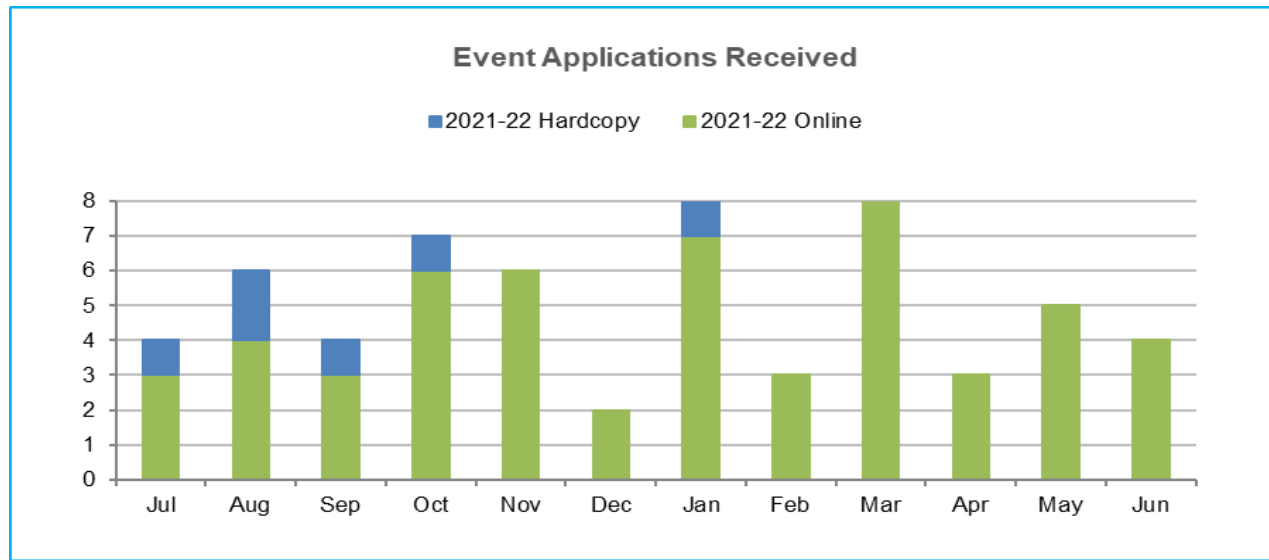


### Events on Council Reserves and other Council Managed Spaces

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

From January to the end of June, 29 events were successfully held across the district. COVID-19 level changes meant six events were cancelled and two postponed.

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

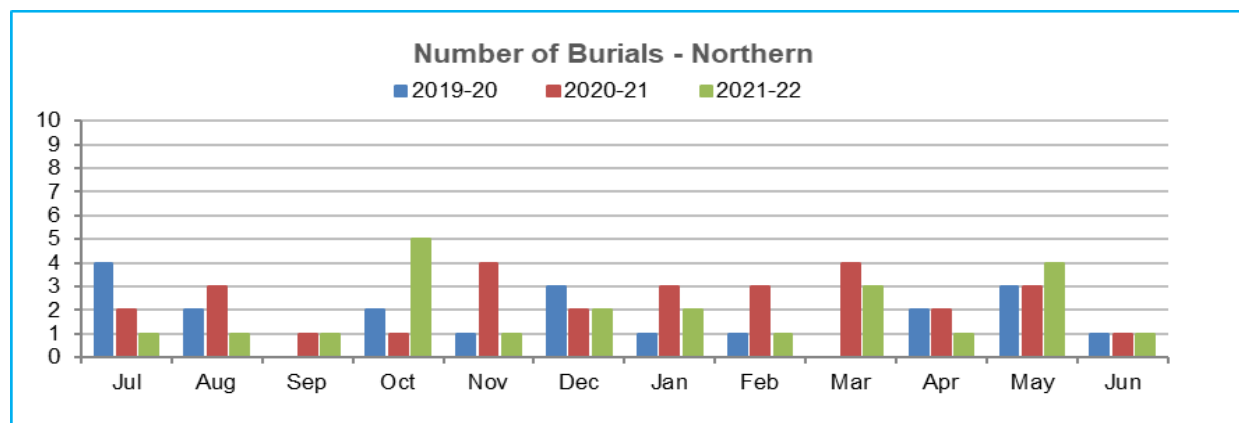


### Cemeteries - Sexton Services

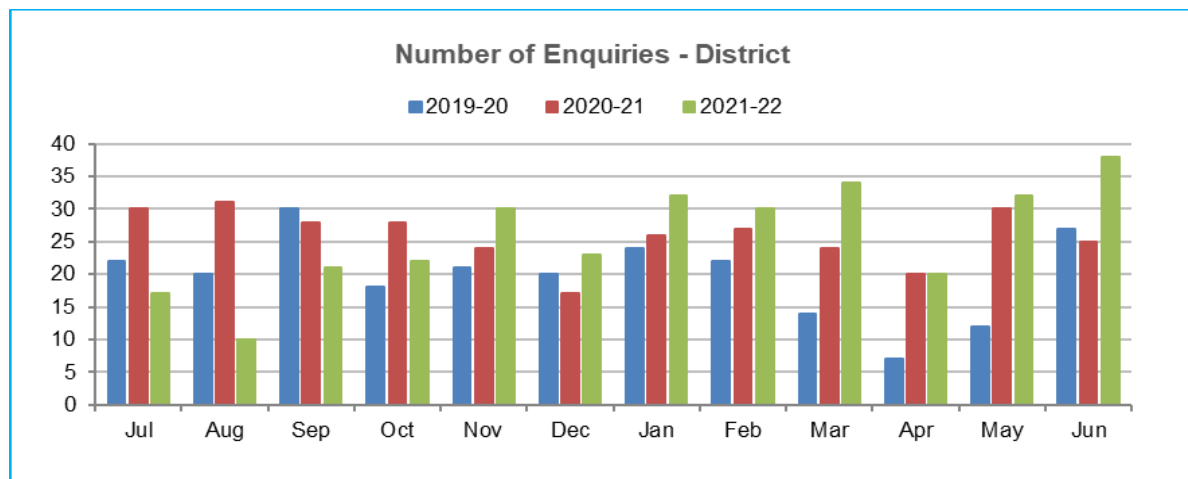
*Council manages the Kaitaia and Totara North public cemeteries under the legislation of the Burial and Cremation Act 1964 and Far North district Council By-Law 1401-1442.*

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

Families have struggled to arrange burials under Covid 19 restrictions with many choosing ash burials. Since the opening of the borders, families are able to travel from overseas to carry out ash burials of loved ones who died during the pandemic. Ash burials are treated with great care as they are often the only farewell families have been able to hold.



There were 8 full burials and 4 ash burials in the Te Hiku Ward from 1 January to the end of June 2022.



There has been an average of 31 enquiries per month during from January to end of June 2022.

### Housing for the Elderly

The demolishing of the 3 units in Oxford Street was completed by the end of February and the area has been grassed over.

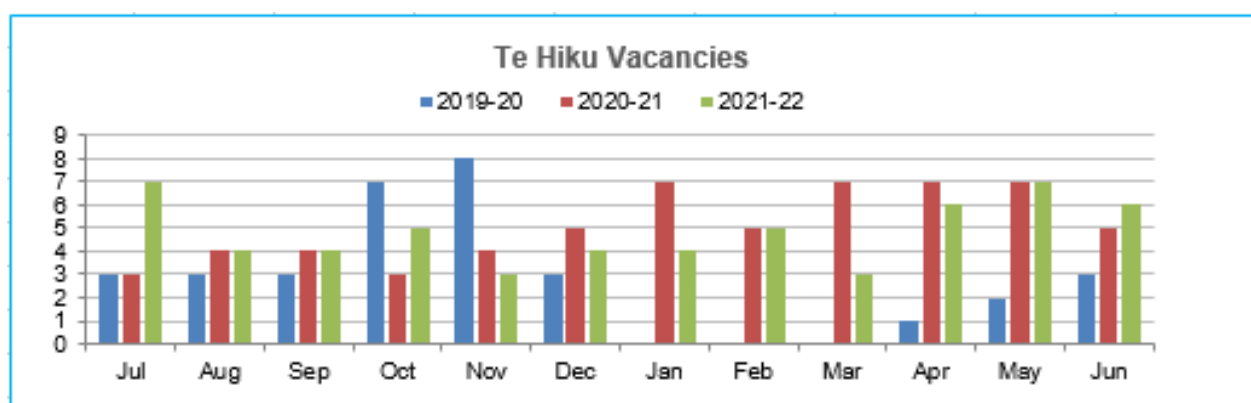
The following table lists the locations, number and type of units and current vacancies which are split into two categories – those that are ready to tenant and those that are with District Facilities department (for refurbishing or repairs and maintenance).

• Locations	• One bedroom	• Current Vacancies	• Ready to tenant	• With District Facilities
• Ahipara	• 6	• 0	• N/A	• N/A
• Awanui	• 12	• 1	• 0	• 1
• Oxford Street, KTA	• 23	• 2	• 0	• 2
• Puckey Ave, KTA	• 22	• 3	• 1*	• 2
• Totals	• 63	• 6	• 1	• 5

\* Tenant interviews scheduled

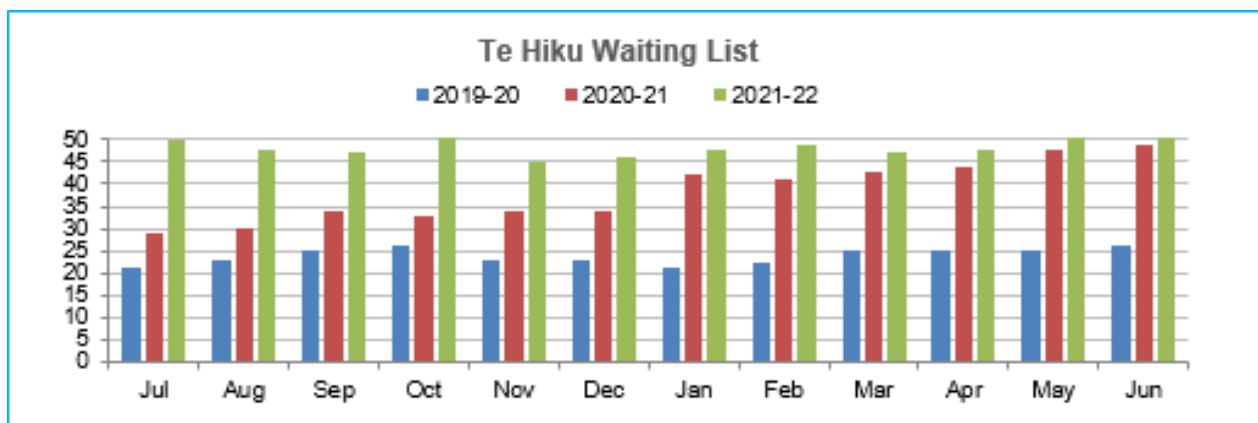
During the period 1 January – 30 June 2022

- 8 tenancies ended (3x Awanui, 3x Oxford Street and 2x Puckey Avenue)
- 6 tenancies began (2x Awanui and 4x Oxford Street)



There are currently 52 people on the waitlist for the Te Hiku ward.

• Location	• Waitlist
• Ahipara	• 5
• Awanui	• 10
• Oxford Street, KTA	• 20
• Puckey Ave, KTA	• 17
• Total	• 52



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

There are no financial implications.

#### ĀPITI HANGA / ATTACHMENTS

Nil



### 8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2022

**File Number:** A3781957

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

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide 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 Te Hiku Community Board receive the report Te Hiku 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. Te Hiku Community Board - Action Sheet August 2022 - A3817518 [↓](#) 

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board <b>Officer:</b>		<b>Printed:</b> Monday, 1 August 2022 3:58:27 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 1/08/2022	
Meeting	Title	Resolution	Notes
Te Hiku Community Board 21/06/2022	Funding Applications	<b>MOTION</b> Moved: Chairperson Adele Gardner Seconded: Member Jaqi Brown <b>That Te Hiku Community Board</b> <b>c) approves the sum of \$9,581 (plus GST if applicable) to be paid from the Board's Community Fund account to Mangonui Cemetery Committee for the removal of four large pine tree at Mangonui Cemetery, to support the following Community Outcomes:</b> i) Communities that are healthy, safe, connected and sustainable. <b>LEFT TO LIE</b>	District Facilities has added the trees to their list for removal. Once known what the cost is, a report will be presented back to THCB for consideration.
Te Hiku Community Board 29/03/2022	Motion	<b>RESOLUTION 2022/7</b> Moved: Member Sheryl Bainbridge Seconded: Member Darren Axe <b>That Te Hiku Community Board, having the delegation for the Northern Drainage Area Committees, and having received reports on progress on all Drainage aspects; Planning, financing, and physical works, for the financial year ending the 30th of June 2022 requests the Chief Executive to confirm in writing to the Te Hiku Community Board that:</b> 1. Before proceeding with a June/July 2022 spray of drains, the council will ask the property owners concerned whether this is necessary, or whether they are prepared to wait for the spring and autumn cleans from 2022 onwards; 2. As the programme states that spraying will be done in late spring and late autumn, the council will arrange for automatic issue of a works order in late September/early October and again in late January/early February; 3. Regular monitoring will be in place to ensure that two sprays per season are carried out, and that they are carried	Assigned to: Glenn Rainham Update requested.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board <b>Officer:</b>		<b>Printed:</b> Monday, 1 August 2022 3:58:27 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 1/08/2022	
Meeting	Title	Resolution	Notes
		<p>out in consultation with property owners to ensure that they are done at the right time i.e. low tide in the lower reaches of the drains;</p> <p>4. The council will inform property owners immediately of the 2019 bylaw and Land Drainage Act conditions. Properties are changing hands all the time and there is no logic in waiting until June to send information;</p> <p>5. Where property owners have knowingly undertaken development that is inconsistent with the bylaws or Land Drainage Act, give them a month to rectify this and then arrange for the work to be rectified and send them an invoice for the cost for expenses as clearly set out in Section 9.1 of the Land Drainage Bylaw 2019;</p> <p>6. Advise what steps have been put in place to prevent Northern Drainage District committees being included in the proposed Three Waters reform as they relate to local land drainage which is separately rated for and not drinking water, wastewater or urban stormwater;</p> <p>7. Ensure that going forward, the management of the northern drainage areas will have adequate staff resourcing;</p> <p>8. All Board members will receive a copy of the draft management plans well in advance of the workshop scheduled for 4 April 2022.</p> <p style="text-align: right;"><b>CARRIED</b></p>	
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar - Mangonui	<b>RESOLUTION 2021/77</b> Moved: Member Felicity Foy Seconded: Chairperson Adele Gardner <b>That Te Hiku Community Board recommends that the Far North District Council:</b>	No alfresco dinning application has been received from Waterfront Café as at 5 August 2022 to progress action. Referred to NTA.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> <b>Officer:</b>		Te Hiku Community Board	
		<b>Printed:</b> Monday, 1 August 2022 3:58:27 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 1/08/2022	
Meeting	Title	Resolution	Notes
		<p>a) approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar.</p> <p>b) and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres.</p> <p>CARRIED</p>	

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**