



**Far North  
District Council**



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

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 20 September 2022**

**Time: 10:00 am**

**Location: Te Ahu**

**Cnr South Road & Matthews Ave**

**Kaitaia**

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

### Terms of Reference

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

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

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

## Protocols

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

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

**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held in the Te Ahu, Cnr South Road & Matthews Ave, Kaitaia on:**  
**Tuesday 20 September 2022 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

|           |   |            |
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| <b>12</b> | <b>Te Kapinga Hui / Meeting Close.....</b>  | <b>200</b> |



**1 KARAKIA TIMATANGA / OPENING PRAYER****2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST**

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

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

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

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM****4 NGĀ KAIKŌRERO / SPEAKERS**

- A representative from Bay of Islands Animal Rescue Trust, who will speak to their application.
- A representative from Life Education Trust Far North, who will speak to their application.

**5 NGĀ TONO KŌRERO / DEPUTATION**

Andrea Panther from Kaitaia Business Association regarding Kaitaia's Strategic Plan

## 4 NOTICE OF MOTION

### 6.1 NOTICE OF MOTION - ADOPTION OF CONCEPT PLANS

**File Number: A3887838**

I, Adele Gardner (Te Hiku Community Board Chair), give notice that at the next Te Hiku Community Board meeting to be held on 20 September 2022, I intend to move the following motion:

#### **MŌTINI / MOTION**

**That the Te Hiku Community Board adopts the concept plans for the following areas:**

- a) Houhora Heads/Pukenui**
- b) Karikari Peninsula**
- c) Doubtless Bay**
- d) Hihi**

**These Plans will guide the incoming Board for 2022-2025 in identifying projects that will subsequently be used in confirmed and allocating funding within its strategic planning and the Council Long Term Plan. The Plans will enable the Board to understand community priorities and guide the Board's decision making and funding allocations in a way that will meet the needs of communities and promote the social, economic, environmental, and cultural well-being of communities as required by the Local Government Act 2002.**











#### **TAKE / RATIONALE**

The Te Hiku Community Board has been engaged in preparing concept plans for Houhora Heads/Pukenui, Karikari Peninsula, Doubtless Bay and Hihi. These are attached for adoption so that they have recognition within the Board's strategic plan and the Council Long Term Plan.

Concept Plans are prepared as valuable tools that enable the Board to consult widely and understand community priorities that will assist with decision making and funding allocations. For this reason, the Board wishes to receive the above concept plans as a basis for achieving the purpose.

I commend this Notice of Motion to the Te Hiku Community Board for consideration.

#### **ĀPITI HANGA / ATTACHMENTS**

- 1. Copy of Chair Adele Gardner Notice of Motion - Adoption of Concept Plans - A3887859**  
 
- 2. Te Hiku Placemaking Houhora Pukenui Landscape Concept & Spatial Plans - A3888613**  
- 3. Concept Plan Hihi - A3888614**  
- 4. Doubtless Bay Area Concept Plans - A3891114**  
- 5. Karikari Peninsula Area Concept Plans - A3891117**  













































































































































































































































## 5 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A3538614

**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 16 August 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. 2022-08-16 Te Hiku Community Board Minutes - A3847696 [↓](#) 

**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.<br>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.   |

















## 6 REPORTS

### 8.1 KAITAIA BUSINESS ASSOCIATION AND TE HIKU COMMUNITY BOARD UPDATED MEMORANDUM OF AGREEMENT

**File Number:** A3889470

**Author:** Shayne Storey, Community Development Advisor

**Authoriser:** Sheryl Gavin, Manager - Corporate Planning & Community Development

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To present the Te Hiku Community Board with the Kaitaia Business Association (KBA) and Te Hiku Community Board (THCB) updated Memorandum of Agreement.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Kaitaia Business Association recently requested an update to the 2017 Memorandum of Understanding between the KBA and THCB regarding the Kaitaia Business Improvement District (KBID)
- The two changes made to the existing MOU are as follows:
  - The title has been changed from Memorandum of Understanding to a Memorandum of Agreement
  - Under the reporting requirements, Audited Annual Financial Accounts shall be provided biennially (every two years).

#### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board receives the updated Memorandum of Agreement between the KBA and THCB.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

1. The purpose of the Business Improvement District (BID) programme is to improve local business and economic development within the designated BID boundary area.
2. A map indicating the boundaries of the Kaitaia BID area are located at the end of the MOA in red.
3. The BID Programme targeted rate is levied upon all business properties located within the boundary of the Kaitaia BID area and collected pursuant to powers conferred upon the FNDC by the Local Government (Rating) Act 2002.
4. In 2012, the appropriate BID Programme procedural steps were conducted by the KBA, including a successful balloting of businesses and owners of commercial properties located in the Kaitaia BID area. As a result, the Kaitaia BID Programme was established. The Kaitaia BID Programme Targeted Rate was first charged in the 2012/2013 rating year as per Far North District Council resolution dated 28 June 2012 and pursuant to the terms of a Memorandum of Understanding entered into at that time.
5. The present Memorandum of Agreement (MOA) replaces the 2017 Memorandum of Understanding. All events and circumstances occurring before the last date of signature hereto shall continue to be interpreted according to the terms and conditions of the 2017 Memorandum of Understanding. All events and circumstances occurring after the last date of signature hereto shall be interpreted according to the terms of the present MOA, and not the terms of the 2017 Memorandum of Understanding.

- 
- 6. The only changes made to the 2017 MOU are as follows:
  - 
  - The title has been changed from Memorandum of Understanding to a Memorandum of Agreement
  - Under the reporting requirements, Audited Annual Financial Accounts shall be provided biennially (every two years). Previously they were required annually.

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

The primary reason for the update is to change the reporting requirements of the Audited Financial Accounts from annually to biennially, which will ease the financial burden of this requirement to the KBA. Under the MOA, The KBA will report, inform, and update the THCB on all significant matters pertaining to the BID Programme, as soon as may be reasonably possible.

Additionally, no later than 1 December of each year, the KBA will provide the THCB with the following 3 financial documents:

- a. An Annual Report for the previous financial year; and
- b. Annual Financial Accounts for the previous financial year; and
- c. An Annual Business Plan including a Financial Budget for the next financial year showing expected income and expenditure.
- d. Biennially (every two years), Audited Annual Financial Accounts shall be provided.

### Options

Option One: Do not receive the updated KBA-THCB MOA

Option Two: Receive the updated KBA-THCB MOA

### Take Tūtohunga / Reason for the recommendation

The updated reporting requirements will provide a sufficient overview of the income and expenditure of the Kaitaia Business Association. This will allow the KBA to utilise resources currently earmarked for the annual audit for other investments to ensure the economic wellbeing of the Kaitaia community.

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

There are no financial implications.

### ĀPITIHINGA / ATTACHMENTS

1. KBA MEMORANDUM OF AGREEMENT SEPT 22 - A3888093 [↓](#) 

**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>  | 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.   | Connects to the following community outcomes;<br>Proud vibrant communities<br>Communities that are healthy, safe, connected and sustainable                                    |
| 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 proposal has relevance only to those located within the KBID area. They are members of the KBA who have been consulted at their annual meeting in August 2022.            |
| 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.<br>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | Māori business owners within the KBID area who are members of the KBA have been given the opportunity to provide input into the updated MOA at the August 2022 annual meeting. |
| 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).  |  |
| State the financial implications and where budgetary provisions have been made to support this decision.  | None   |

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|                                 |  |
|---------------------------------|--|
| Chief Financial Officer review. | CFO has reviewed updated MOA but has not reviewed this report. |
|---------------------------------|--|

















## 8.2 TE HIKU COMMUNITY BOARD STRATEGIC PLAN

**File Number:** A3888952

**Author:** Shayne Storey, Community Development Advisor

**Authoriser:** Sheryl Gavin, Manager - Corporate Planning & Community Development

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To present the Te Hiku Community Board with the Strategic Plan for adoption.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Te Hiku Community Board has developed a strategic plan.
- The plan captures Board and community aspirations.
- Plan content will continue to be socialised with the community.
- The plan is a single source of truth and will be used to feed projects into Council's Long-Term and Annual Planning processes, as well as assisting the Board in their own decision-making and grant allocation.
- The incoming THCB will adopt this plan again in the new triennium to support them in their role.

### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board:**

- a) **Adopt this strategic plan, and that,**
  - i) **this plan be presented for adoption by the new Te Hiku Community Board at its first meeting of the new triennium.**

### 1) TĀHUHU KŌRERO / BACKGROUND

The Te Hiku Community Board have worked with staff to update their strategic plan. This work was completed via two workshops and follow-up email/phone communications.

The plan provides a decision-making guide, as Board discussions/resolutions can be checked against the strategic objectives identified in the plan.

The document also includes community aspirations.

It is the Board's intention that this plan be shared and adopted as a foundation document by the incoming Te Hiku Board at the end of this triennium. The data collected and insights shared will assist the new Board to begin their term well informed.

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

- While there is no legal requirement for a Community Board to have a strategic plan, there is immense value in any group or organisation taking the time to develop a strategic direction. Clearly articulating a vision allows the Board to be much more deliberate in its actions to achieving the vision. This focussed effort will help to effect long-term positive change in the Te Hiku Ward.
- On adoption of this plan, staff will start work on developing businesses cases to help progress qualifying projects through the Long-Term/Annual Planning cycles.

## Options

Option One: Do not adopt the Te Hiku Strategic Plan

Option Two: Do adopt the Te Hiku Strategic Plan

## Take Tūtohunga / Reason for the recommendation

The primary purpose of this document is to present the aspirations of the communities in the Te Hiku ward. These have been collected via direct feedback to Community Board members or via Community Plans.

A secondary aim is to provide a foundation document to guide the incoming Te Hiku Board. With elections, representation may change but community aspirations endure long past an election cycle. It is hoped that this document can assist the new board by learning from experience, save on time gathering information and therefore speed up the delivery of these projects.

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

There are no immediate financial implications. Projects in the plan will be seeking funding via Council's Long-Term/Annual Planning process, Community Board grant funding or other mechanisms.

## ĀPITIHINGA / ATTACHMENTS

1. **FINAL Te Hiku Community Board Strategic Plan 2022-2032\_ - A3889301**  

**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>  | 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.   | Connects to the following community outcomes;<br>Proud vibrant communities<br>Communities that are healthy, safe, connected and sustainable   |
| 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.   | Ward relevance, not District wide   |
| 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.<br><br>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | Board members have considered implications for Māori in their plan and added principles that acknowledge and support better decision making in this space.                                |
| 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).  | All communities within the Te Hiku ward. This is a living document it will be updated regularly, so there is always an opportunity to contribute. Community consultation will be ongoing. |
| State the financial implications and where budgetary provisions have been made to support this decision.  | No immediate financial implications.  |

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|                                 |                       |
|---------------------------------|-----------------------|
| Chief Financial Officer review. | CFO has not reviewed. |
|---------------------------------|-----------------------|

































### 8.3 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A3860203

**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 John Stewart, 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 - A3878870  
2. Members Report - John Stewart - A3877769  
3. Members Report - Sheryl Bainbridge - A3878869  
4. Members Report - Bill Subritzky - A3875590  

**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.                |

























**8.4 GROUND LEASE TO TE HIKU PASIFIKA TRUST - 19 BANKS STREET, KAITAIA****File Number: A3872774****Author: Tania Steen, Property Officer****Authoriser: Janice Smith, Acting General Manager - Corporate Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

**To seek the Te Hiku Community Boards Recommendation on the granting of a new 15-year (5+5+5) ground lease to the Te Hiku Pasifika Trust (THPT) over part of the Local Purpose (War Memorial) Reserve land, vested in Council, located at 19 Bank Street, Kaitaia**

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- Plunket NZ owns the building located on reserve land at 19 Bank Street, Kaitaia but have vacated and the building remains unoccupied.
- The building requires some remediation.
- Plunket NZ will consider selling the building to a Council approved Lessee for a nominal amount.
- THPT approached Council looking for a community space within Kaitaia to support the local Pasifika community.
- THPT have viewed the building and completed due diligence.
- THPT wish to purchase the building from Plunket NZ, remedy the building subject to gaining a ground lease over the reserve land.
- Lease negotiations will be subject to the existing building gaining Far North District Council Building Code of Compliance.

**TŪTOHUNGA / RECOMMENDATION**

**That the Te Hiku Community Board recommends to Council:**

- a) **That a new ground lease be issued to the Te Hiku Pasifika Trust over part of the Local Purpose (War Memorial) Reserve, approximately 450sqm, being part of Part Lot 10 DP 25798 Record of Title NA15B/1202 vested in Far North District Council as a local purpose reserve by Section 26A Reserves Act 1977. The terms of the proposed lease shall be:**

**Term 15 years (5+5+5) – allowed for under the Reserves Act 1977**

**Rental \$113 +gst pa – FNDC Fees and Charges Schedule 2022/23 – Community leases**

- b) **With further conditions negotiated and agreed upon by the General Manager Corporate Services and the Te Hiku Pasifika Trust.**

**1) TĀHUHU KŌRERO / BACKGROUND**

Local Purpose (War Memorial) Reserve is vested in Council and is currently occupied by the Kaitaia swimming pools, pump track and Plunket NZ until 2 years ago.

The building is at the south-western corner of the reserve with access from Bank Street.

Plunket NZ notified in 2021 that they had relocated their services, no longer occupied the building and informed Council that there were issues with building subsidence and associated sanitary issues.

Council Staff carried out inspections to ascertain the viability of continued occupation of the site, and noted that the building will require re-piling, and clearing of the Council wastewater pipes.

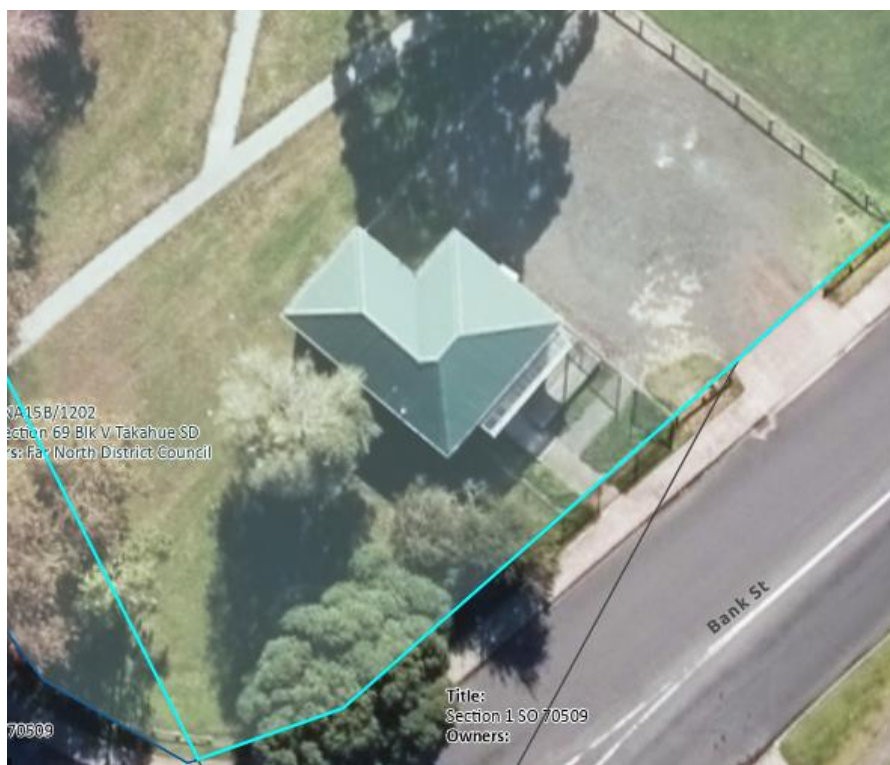
THPT wish to acquire the building from Plunket NZ conditional on successfully gaining a ground lease, upgrade the building including re-piling and make it fit for community use as outlined in the attached proposal.

Council will remedy the blocked wastewater pipes.

Following substantial due diligence, THPT are confident they will remedy the building and ensure it meets the relevant building code standards.

THPT was created by a group of Pasifika families living in Te Hiku community. They formed prior to the first COVID-19 lockdown and received funding to support their community during the lockdowns. They have been unsuccessful in finding another suitable location central to Kaitaia to establish a permanent base for their Trust. They believe they will provide value to the over 50 Pasifika families in Te Hiku.

The main purpose of use of the building is to allow the Pasifika community to come together and share each other's culture, language and uniqueness. They plan to provide a space to create and supply Pacific Island cuisine, fashion and art. Please refer to the attached THPT information sheet.



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

The Reserve Act 1977 Section 61 allows for the leasing of a local purpose reserve that is vested in Council as the administering body to a voluntary organisation for a community building.

Public notice is not required for a leasing a local purpose reserve.

### Option 1: Recommended

Recommend to Council the granting of a ground lease to the Te Hiku Pasifika Trust

Term: 15 year (5+5+5) is supported by the current Reserve Policy.

Rental: Community lease \$113 +gst p/a – FNDC Fees and Charges 2022/23

Final conditions to be negotiated between both parties, taking into consideration the funding required to remedy the building.

**Option 2:**

Seek further expressions of interest from the community.

**Take Tūtohunga / Reason for the recommendation**

Plunket cannot afford to remedy the building.

THPT have been searching the Kaitaia area for a suitable location and have the funding capabilities to undertake the upgrade.

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

THPT are responsible for all costs in regard to the building and associated improvements and will pay Council an annual community rent.

Council will carry out the required maintenance on the wastewater pipes.

**ĀPITIHINGA / ATTACHMENTS**

1. **Te Hiku Pasifika Trust information sheet - A3872992** [↓](#) 

**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>  | Low   |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.   | FNDC Reserves Policy and Fees & Charges Schedule  |
| 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.   | Community Board views have not been sought prior to this 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.<br>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. |   |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).  | No persons are directly impacted.   |
| State the financial implications and where budgetary provisions have been made to support this decision.  | Council will receive an annual rental of \$113 + gst and will need to carry out maintenance of associated wastewater pipes. |
| Chief Financial Officer review.   | Acting CFO has reviewed this report.  |







## 8.5 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2022

**File Number:** A3871876

**Author:** Segun Rotimi, Accounting Support Officer

**Authoriser:** Angie Thomas, Acting Chief Financial Officer

### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 July 2022**

### TĀHUHU KŌRERO / BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, "*applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion*".

|   |                     |
|---|---------------------|
| <b>Community Fund Account balance as at 01 July 2022</b>                                  | <b>\$241,710.00</b> |
| • <b>Plus, unused funds from 2020-2022</b>  | <b>\$84,781.29</b>  |
| <b>Less funds granted and uplifted to 31 July 2022</b>                                    | <b>\$32,988.70</b>  |
| • <b>Less funds not uplifted from previous community meetings (committed to projects)</b> | <b>\$151,792.59</b> |
| <b>Community Fund Account balance as at 31 July 2022</b>                                  | <b>\$141,710.00</b> |

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

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 31 July 2022 is \$141,710.00.

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

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

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 31 July 2022 is attached.

### ĀPITIHINGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 31 July 2022 - A3871607** [↓](#) 









## 8.6 FUNDING APPLICATIONS

**File Number:** A3879551

**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 September 2022 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Two applications were received for funding, requesting a total of \$30,000.
- The Community Board has a total of \$132,818.10 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 \$10,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Bay of Islands Animal Rescue Trust for the community vaccination and desexing programme, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.
- b) approves the sum of \$5,000 (plus GST if applicable) to be paid from the Boards Community Fund account to Life Education Trust Far North, for consumable materials for annual visits to schools in the Te Hiku Community Board area, to support the following Community Outcome:
- i) Proud, vibrant Communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

### 1) TĀHUHU KŌRERO / BACKGROUND

This application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the Long-Term Plan (LTP) and all provisions listed on the application form.

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

| Applicant and Project  | Requested         | Recommend | Comments   | Type                  |
|--|-------------------|-----------|--|-----------------------|
| Bay of Islands Animal Rescue Trust – Community Vaccination and Desexing Programmes | \$20,000<br>(17%) | \$10,000  | The applicant has applied to the Bay of Islands-Whangaroa and Kaikohe-Hokianga Community Board. Bay of Islands-Whangaroa Community has allocated the applicant \$17,000 and Kaikohe-Hokianga will consider their application at their September meeting.<br><br>Unlike the SPCA, the applicant does not receive funding from Central | Community Development |

|   |                   |         |  |                       |
|---|-------------------|---------|--|-----------------------|
|   |                   |         | <p>Government to undertake the work they do.</p> <p>The applicant works with Far North District Council to help re-home pound dogs and help to put on Bark in the Park annual event in different locations.</p> <p>The applicant started three years ago and was just focusing on the Bay of Islands-Whangaroa area, they are now getting call outs and providing services across the Far North District.</p>  |                       |
| Life Education Trust Far North – Annual Visits to Northland Primary Schools | \$10,000<br>(39%) | \$5,000 | <p>Life Education will be visiting Ahipara, Kaitaia, Kaitaia Abundant Life and Mangonui Primary in 2023. Life Education has been in operation for over 30 years, changing/upgrading their curriculum to meet current needs.</p> <p>Life Education Trust does apply to other funders for grants e.g COG's, Lion Foundation and Oxford Trust, Kaikohe-Hokianga Community Board and charges a small fee per child to attend. Life Education Trust does not receive funding from central government.</p> <p>The amount recommended is based on funding just the consumables and not the administration or accommodation fees for the educator.</p> | Community Development |

### Take Tūhonga / 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 - Bay of Islands Animal Rescue Trust - A3879554  
2. Application - Life Education Trust Far North - A3879567  

**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.<br>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.   |

































## 7 INFORMATION REPORTS

### 9.1 FOOTPATH PROGRAMME 2022-2024 PRIORITISATION

**File Number:** A3860959

**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 present the footpath ranking made by the Community Board in workshop session for action by the Northland Transportation Alliance.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Te Hiku Community Board have prioritised locations for the next two years of FNDC Unsubsidised and Community Board funding for the footpath program. The Northland Transportation Alliance (NTA) has compiled this prioritisation for confirmation by the Board.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the report Footpath Programme 2022-2024 Prioritisation and confirm the listed locations and priority order.**

#### TĀHUHU KŌRERO / BACKGROUND

The Northland Transportation Alliance, as guided by the Community Board and Infrastructure Committee have confirmed funding for the following footpath projects in Year 1 of the LTP:

- 1) Cable Bay Block Road: SH 10 to Pakama Drive
- 2) Kotare Street Ahipara: Takahe Road to Kakapo Street
- 3) Oruru Road: SH10 to #25
- 4) Kotare Drive, Mangonui: Kupe Road to turning head

The NTA submitted a three-year program of work for funding consideration to Waka Kotahi, however the projects were not ranked high enough under the prioritisation criteria to be eligible in this LTP period. As a result, the footpath program is now fully funded by FNDC and not subject to the Waka Kotahi prioritisation.

The Board has met and prioritised the following list of footpaths for funding in the 2022-2024 period. The Board has a total of \$300,000 in Community Board Funds and \$640,000 in FNDC Unsubsidised funds to allocate during this time period. As a result the Board has selected a number of projects that may exceed the available funding, but will give the Northland Transportation Alliance guidance of the Board priorities for consideration in future years.

| Footpath Location   | CB Priority Order | Notes   | Cost Estimate |
|---|-------------------|---|---------------|
| Taupata Place - 2 gaps in existing                                      | 1a                | Gap @ #11 & North Side  | \$15,000      |
| SH1 & SH10 Corner: Fill Gap @ Kumho Tyre                                | 1b                | Gap remaing from construction   | \$10,000      |
| Mill Bay Road - SH10 to Rangakapiti Road                                | 2                 |   | \$85,000      |
| Takahe Road, Ahipara – from golf course entrance to Kaka Street         | 3                 |   | \$80,000      |
| SH1: Gill Road to approx. Back 2 Wood                                   | 4                 |   | \$75,000      |
| Kaitaia - Awaroa Rd @ Pukepoto - School to approx #673                  | 5a                | 2.5m shared path - assumes kerb, channel & drainage work outside project  | \$440,000     |
| Kaitaia-Awaroa Rd - Okahu Rd to 240                                     | 5b                | concrete existing metal footpath @ 2.5m   | \$430,000     |
| (SH1): Houhora Heads Rd to Northwood Ave                                | 6                 | Needs bridge clip on - not included in pricing. Recommend discussion with Waka Kotahi prior to selecting for funding. Consider metal all weather path construction. | \$180,000     |
| Perehipe Road: Whatuwhiwhi Road to Culdesac                             | 7                 |   | \$75,000      |
| Doubtless Bay Drive, Karikari Peninsula – existing to De Surville Road. | 8                 |   | \$145,000     |
| Tasman Heights, Ahipara – Foreshore road to outside house #25.          | 9                 |   | \$115,000     |
| Norman Senn Drive - Redan Rd to Kura                                    | 10                | Suggest options for safe crossing from current footpath or work with College on access.   | \$95,000      |

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

The NTA will use the list of funding priorities provided by the Board to deliver the next two years of footpath funding. The NTA will provide the Board with regular updates to the status of all projects (2021-2024), including renewals, and keep the board informed of progress on the design and construction process throughout this time period.

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

The list of prioritised footpaths utilises budget already identified to the footpath programme. There are no additional financial or budgetary implications.

### ĀPITIHINGA / ATTACHMENTS

Nil



## 9.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE SEPTEMBER 2022

**File Number:** A3860197

**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 September 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 September 2022 - A3887709 [↓](#) 











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

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

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

| <b>General subject of each matter to be considered</b>           | <b>Reason for passing this resolution in relation to each matter</b>   | <b>Ground(s) under section 48 for the passing of this resolution</b>   |
|--|--|--|
| <b>10.1 - Confirmation of Previous Minutes - Public Excluded</b> | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**12 TE KAPINGA HUI / MEETING CLOSE**