



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Friday, 18 November 2022

Time: 10:00 am

Location: Te Ahu Conference Room

**Cnr State Highway 1 and Mathews
Avenue**

Kaitia

Membership:

Chairperson Adele Gardner
Deputy Chairperson John Stewart
Member Darren Axe
Member Sheryl Bainbridge
Member William (Bill) Subritzky
Member Rachel Baucke
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 Conference Room, Cnr State Highway 1 and
Mathews Avenue, Kaitaia on:
Friday 18 November 2022 at 10:00 am

Te Paeroa Mahi / Order of Business

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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**

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

5 NGĀ KAIKŌRERO / SPEAKERS

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3915462

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 20 October 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.

ĀPITIHINGA / ATTACHMENTS

1. 2022-10-20 Te Hiku Community Board Minutes - A3933470 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Te Hiku Community Board Meeting Minutes- **UNCONFIRMED**

20 October 2022

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE FAR NORTH REAP, 33 PUCKEY AVE, KAITAIA
ON THURSDAY, 20 OCTOBER 2022 AT 3:00 PM**

PRESENT: Member Adele Gardner, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member William (Bill) Subritzky, Member Rachel Baucke

IN ATTENDANCE: Mayor elect Moko Tepania and Councillors elect Kelly Stratford, Babe Kapa, Hilda Halkyard-Harawira and Felicity Foy

STAFF PRESENT: Caroline Wilson (Chief Executive Officer's Appointed Officer), Rhonda-May Whiu (Democracy Advisor), Beverly Mitchell (Community Board Co-ordinator), Shayne Storey (Acting Team Leader Community Development and Investment), Inna Shibalova (Senior Solicitor)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chief Executive appointed officer started the meeting and Mayor Elect Moko Tepania opened the meeting with a karakia.

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

Nil

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

No public forum for the inaugural meeting.

4 NGĀ TONO KŌRERO / DEPUTATIONS

No deputations for the inaugural meeting.

5 NGĀ KAIKŌRERO / SPEAKERS

No speakers for the inaugural meeting.

6 REPORTS

6.1 MAKING AND ATTESTING OF DECLARATIONS

Agenda item 6.1 document number A3912810, pages 8 - 9 refers.

The Chief Executive Officer's Appointed Officer – Caroline Wilson, witnessed the Attestation and Declaration of Community Board Members:

- Member Adele Gardner,
- Member Darren Axe,
- Member John Stewart,
- Member Rachel Baucke,
- Member Sheryl Bainbridge,
- Member William (Bill) Subritzky.

6.2 ELECTION OF CHAIRPERSON

Agenda item 6.2 document number A3912833, pages 10 - 12 refers

RESOLUTION 2022/92

Moved: Member John Stewart
 Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board:

- a) use System B as the preferred voting system to elect a Chairperson.**

CARRIED

Moved: Member Sheryl Bainbridge
 Seconded: Member Darren Axe

That the Te Hiku Community Board.

- b) elect Adele Gardner as Chairperson for the triennium October 2022 to October 2025, in accordance with Standing Orders.**

CARRIED

Member Adele Gardner accepted the role of Chairperson and presided over the

6.3 ELECTION OF DEPUTY CHAIRPERSON

Agenda item 6.3 document number A3912979, pages 13 - 15 refers

RESOLUTION 2022/93

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

That the Te Hiku Community Board:

- a) use System B as the preferred voting system to elect a Deputy Chairperson.**

CARRIED

Moved: Member Sheryl Bainbridge
 Seconded: Member Darren Axe

That the Te Hiku Community Board:

- b) elect John Stewart as Deputy Chairperson for the triennium October 2022 to October 2025, in accordance with Standing Orders.**

CARRIED

6.4 EXPLANATION OF LAWS AFFECTING ELECTED MEMBERS

Agenda item 6.4 document number A3912967, pages 16 - 17 refers

RESOLUTION 2022/94

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

That the Te Hiku Community Board note the report "Explanation of Laws Affecting Elected Members", and the advice provided at this meeting.

CARRIED

6.5 NOTING OF TE HIKU COMMUNITY BOARD STANDING ORDERS

Agenda item 6.5 document number A3912952, pages 18 - 19 refers

RESOLUTION 2022/95Moved: Member William (Bill) Subritzky
Seconded: Member Darren Axe**That the Te Hiku Community Board note the Te Hiku Community Board Standing Orders.****CARRIED****6.6 TE HIKU COMMUNITY BOARD SCHEDULE OF MEETINGS**

Agenda item 6.6 document number A3913014, pages 20 - 20 refers

RESOLUTION 2022/96Moved: Member Adele Gardner
Seconded: Member William (Bill) Subritzky**That the Te Hiku Community Board receive the report "Te Hiku Community Board Schedule of Meetings".****CARRIED****6.7 TE HIKU COMMUNITY BOARD STRATEGIC PLAN**

Agenda item 6.7 document number A3932370, pages 21 - 24 refers

RESOLUTION 2022/97Moved: Member Sheryl Bainbridge
Seconded: Member Adele Gardner**That the Te Hiku Community Board receive the Te Hiku Community Board Strategic Plan.****CARRIED****8 TE KAPINGA HUI / MEETING CLOSE****Councillor elect Kelly Stratford closed the meeting with a karakia.****The meeting closed at 3:38 pm.****The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 18 November 2022.**.....
CHAIRPERSON

7 REPORTS

7.1 MAKING AND ATTESTING OF DECLARATIONS

File Number: A3959058

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

To set out the process for making and attesting of declarations.

BACKGROUND

Clause 14(1) & (2) Schedule 7 of the Local Government Act 2002 (The Act) states that no person shall be capable of acting as a member of any local authority until he or she has made an oral and written declaration as set out in Clause 14 (3) Schedule 7 of The Act, as set out below. Section 54 (2) of the Act states that these parts of Schedule 7 apply to Community Boards.

DISCUSSION AND NEXT STEPS

The Community Board Chair will witness the declaration of the newly appointed Councillor to the Te Hiku Community Board.

The declaration that each member is required to take is set out in Clause 14(3) Schedule 7 of the Act and reads:

DECLARATION BY MEMBER

I, _____, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Te Hiku Community the powers, authorities, and duties vested in, or imposed upon, me as Member of the Te Hiku Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

DATED at Kaitaia this 18th day of November 2022

Signature _____

In the presence of: _____

And/Or

Ko ahau, ko _____, ka oati ai ki runga i te pono me te tika ka mutu ki te taumata o tōku atamai me āku whakataunga. Ka mahi ai mō te painga o Te Hapori o Te Hiku, haere tonu ki ngā ihi me ngā herenga mahi, ka pā ki roto, ka uruhi ki runga i ahau hei mema o Te Poari o Te Hapori o Te Hiku, e ai ki te Ture Kāwanatanga ā-Rohe rua mano ma rua. Te Ture Kāwanatanga ā-Rohe mō ngā Kōrero Whakamōhio me ngā Huihuinga Kōrero kotahi mano iwa rau waru tekau ma whitu, me tāpiri atu ki ērā atu o ngā Ture raini.

He mea whakaū tēnei i Kaitaia i tēnei rā tekau mā waru o Whiringa-ā-rangi i te tau rua mano rua tekau mā rua.

Waitohu _____

Ki mua i te aroaro o: _____

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

Nil

7.2 CHAIRPERSON AND MEMBERS REPORTS

File Number: A3964881

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, Deputy Chairperson John Stewart, Members Darren Axe, Bill Subritzky and Sheryl Bainbridge.

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. Chairperson Report [Adele Gardner] - A3967514 [↓](#) 
2. Deputy Chairperson Report [John Stewart] - A3968173 [↓](#) 
3. Member Report [Darren Axe] - A3967607 [↓](#) 
4. Member Report [Bill Subritzky] - A3971150 [↓](#) 
5. Member Report [Sheryl Bainbridge] - A3967602 [↓](#) 

Te Hōtaka Take Ōkawa / Compliance schedule:

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

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

He Take Ōkawa / Compliance requirement	Te Aromatawai Kaimahi / Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Yes.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Te Hiku Community Board Chairperson's Report

Name: Adele Gardner

Subdivision: Kaitiāia

Date: 2 November 2022

Meetings Attended

Date	Meeting
07/09/22	Infrastructure Committee Meeting online
16/09/22	Te Ahu Trust Meeting
19/09/22	Te Hiku Project Working Group Meeting online
20/09/22	Te Hiku Community Board final triennium meeting
20/09/22	Discuss options for school children crossing on Norman Senn Drive and Redan Road
27/09/22	Site meeting at Rangiputa Re reserve
05/10/22	Pukenui Boardwalk Concept online
14/10/22	Te Ahu Trust Meeting
17/10/22	Te Hiku PWG meeting online
19/10/22	Attended the Waitangi celebrations for all elected meetings
20/10/22	Te Hiku CB inaugural Meeting at REAP
25/10/22	Attended strengthening Whanaungatanga at Kaikohe
26/10/22	Attended FNDC Expo at Turner Centre Kerikeri
27/10/22	Attended the FNDC Inaugural Council

Community Issues/RFS or other Issues

Nil

7.3 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 SEPTEMBER 2022

File Number: A3957042

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Acting General Manager - Corporate Services

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 30 September 2022

TĀHUHU KŌRERO / BACKGROUND

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

Community Fund Account balance as at 01 July 2022	\$241,710.00
• Plus, unused funds from 2020-2022	\$72,294.83
Less funds granted and uplifted to 30 September 2022	\$227,916.94
• Less funds not uplifted from previous community meetings (committed to projects)	\$16,212.90
Community Fund Account balance as at 30 September 2022	\$69,874.99

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 30 September 2022 is \$69,874.99.

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 30 September 2022 is attached.

ĀPITIHINGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 30 September 2022 - A3956625** [↓](#)



7.4 PROJECT FUNDING REPORTS

File Number: A3938452

Author: Kim Hammond, Funding Advisor

Authoriser: Shayne Storey, Community Development Advisor

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the project reports received from

- a) R. Tucker Thompson Sail Training Trust – Youth Development Voyage.
- b) Te Whakaora Tangata - Family Restoration Programme Graduations - Far North

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.

ĀPITIHINGA / ATTACHMENTS

1. Project Report - R. Tucker Thompson Sail Training Trust - A3945389  
2. Interim Project Report - Te Whakaora Tangata copy - A3938466  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

7.5 FUNDING APPLICATIONS

File Number: A3935306

Author: Kim Hammond, Funding Advisor

Authoriser: Shayne Storey, 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 November 2022 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Three applications were received for funding, requesting a total of \$37,921.20.
- The Community Board has a total of \$132,818 for the Community Fund and \$100,000 to allocate towards place-making applications for the 2022/23 financial year.
- To date, the Community Board has allocated \$28,891.90 in grants, leaving a balance of \$103,926.10 to allocate for the remainder of the 2022/23 financial year.
- To date, the Community Board has allocated the total \$100,000 for place-making activities for the 2022/2023 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- | |
|--|
| <p>a) approves the sum of \$4,000 (plus GST if applicable) to be paid from the Board's Community Fund account to SMC Events Limited on behalf of Sanitarium for the Te Hiku Sanitarium WeetBix Kids TRY Challenge and specifically the event kit, to support the following Community Outcomes:</p> <ul style="list-style-type: none"> i) Proud, vibrant communities. ii) Communities that are healthy, safe, connected and sustainable. |
| <p>b) approves the sum of \$20,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Houhora Big Game and Sports Fishing Club Incorporated for the purchase and installation of a commercial oven, to support the following Community Outcomes:</p> <ul style="list-style-type: none"> i) Proud, vibrant communities. ii) Communities that are healthy, safe, connected and sustainable. |
| <p>c) approves the sum of \$3,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Paparore School for equipment hire for the Paparore School Whanau Open Day, to support the following Community Outcomes:</p> <ul style="list-style-type: none"> 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
SMC Events Ltd – Sanitarium Weet-Bix Kids TRY Challenge	\$4,000	\$4,000	The applicant has applied to the Bay of Islands-Whangaroa and Kaikohe-Hokianga Community Board for activities taking place in their community board area. Northland will not have a Sanitarium TRYathlon this year, instead Northland will be having TRYchallenge which will be hosted by a chosen schools in each of the community board areas. It is hoped that 1000 plus students take part in the TRYchallenge over the 3 schools across the district. The benefit of the TRYchallenge is that removes barriers to participation e.g. travel to Paihia, having borrow or purchase a bike for the previous TRYathlon event.	Sport and Recreation
Houhora Big Game and Sports Fishing Club Incorporated – Replacement Commercial Oven	\$28,921.20	\$20,000	The club recently upgraded the wharf for the use of the community, which used the majority of the clubs reserved funds. They no longer are able to cover the costs to purchase a commercial oven. The commercial oven provides an income for the club as well as an important service to the local community.	Sport and Recreation
Paparore School	\$5,000	\$3,000	Under the Community Grant Policy, organisations that receive the majority of their income from Central Government are ineligible for funding. However as this is an open event to the community and taking place outside of school hours – this application is deemed eligible.	Events

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 - Sanitarium Weet-Bix Kids Tryathlon - A3967289** [↓](#) 
2. **Application - Houhora Big Game and Sports Fishing Club Incorporated - A3967154** [↓](#) 
3. **Application - Paparore School - A3967171** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	No implications for Māori in relation to land and/or water.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.6 TE HIKU COMMUNITY BOARD PROPOSED DISTRICT PLAN SUBMISSION

File Number: A3948550

Author: Beverly Mitchell, Community Board Coordinator

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

That Council confirm the Te Hiku Community Board Proposed District Plan submission.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Proposed District Plan submissions were required to be lodged with Council by close of date of 5pm, 21 October 2022.
- After the THCB Inaugural meeting on 20 October the new Board had an informal meeting to finalise their District Plan Submission to meet the Council deadline. They agreed to lodge the submission and retrospectively endorse it by ratifying at this first community board meeting.

TŪTOHUNGA / RECOMMENDATION

That the 'Proposed District Plan submission' be received:

The THCB formally confirm the recommendations detailed in the proposed District Plan submission.

1) TĀHUHU KŌRERO / BACKGROUND

In accordance with an agreement reached with the THCB, the purpose of this report is to formalise filing of the Te Hiku Community Board Proposed District Plan submission.

The Proposed District Plan was open for feedback until 21 October 2022.

Further information can be found at this link: <https://www.fndc.govt.nz/Whats-new/Latest-news/Submissions-invited-on-Proposed-District-Plan>

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The mandate to lodge such a submission is a resolution at a THCB meeting. Attachment 1 is the THCB submission and there is requirement for the board to formally ratify this.

The THCB request to participate in future Council decision-making on the Proposed District Plan and to speak to their submission as a Board at a hearing.

Take Tūtohunga / Reason for the recommendation

To formally confirm the submission of the Board on the public record.

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

There are no specific financial implications resulting from this report.

ĀPITIHINGA / ATTACHMENTS

1. THCB District Plan Submission - A3955918  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This has a medium level of significance due to the public interest in the locations and activities undertaken in the areas.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The whole Proposed District Plan in general.
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.	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.	Implications were considered within the consultation and development process of the Proposed District Plan and as required by the Resource Management Act.
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).	As part of the legislative process, The Proposed District Plan submissions were open to the public for three months for submissions.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no specific financial implications resulting from this report.
Chief Financial Officer review.	The Chief Financial Officer has viewed this report.

8 INFORMATION REPORTS

8.1 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 2022

File Number: A3959527

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Acting General Manager - Corporate Services

PURPOSE OF THE REPORT

The purpose of the report is to provide the Te Hiku Community Board with financial statements for the period ended 30 September 2022.

EXECUTIVE SUMMARY

The financial report is ward-specific, covering the activities in the Te Hiku ward only.

Understanding the report

- Variances in excess of \$100k and significant “%” variances will be commented on.
- The financial year runs from 01 July 2022 to 30 June 2023.
- The “Year to date” columns reflects income and expenses for the period 01 July 2022 to 30 September 2022.
- The variances column highlights the difference between the budget set in the 2021/31 Long Term Plan and actual income and expenses as at 30 September 2022.
- The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2022 to 30 June 2023.
- The full year forecast column shows the best estimate for the actual year end position as advised by Managers.
- Unfavourable variances will represent expenses higher than budget or income less than budget.

RECOMMENDATION

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 30 September 2022.

BACKGROUND

This is the first quarterly financial report for 2022-2023 detailing the financial performance of community activities to be provided to the Te Hiku Community Board.


DISCUSSION AND NEXT STEPS

Refer to the commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **THCB Statement of Financial Performance Activities by Ward for the period ending 30 September 2022 - A3959389** [↓](#) 

8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE NOVEMBER 2022

File Number: A3915470

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 actions from decisions dated from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Action sheets are a mechanism to communicate progress against decisions/resolutions.
- Action sheets are also in place for all formal elected member meetings.

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an action sheet, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding action points with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

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

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

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 November 2022 action sheet - A3974405 [↓](#) 

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE