



**Far North  
District Council**



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

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 14 February 2023**

**Time: 10:00 am**

**Location: Conference Room - Te Ahu  
Cnr State Highway 1 and Mathews  
Avenue  
Kaitaia**

**Membership:**

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

### Terms of Reference

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

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

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

## Protocols

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

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards 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 Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitia on:**  
**Tuesday 14 February 2023 at 10:00 am**

**Te Paeroa Mahi / Order of Business**

|           |  |            |
|-----------|--|------------|
| <b>1</b>  | <b>Karakia Timatanga / Opening Prayer</b>  | <b>7</b>   |
| <b>2</b>  | <b>Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest</b>                             | <b>7</b>   |
| <b>3</b>  | <b>Te Wāhanga Tūmatanui / Public Forum</b>   | <b>7</b>   |
| <b>4</b>  | <b>Ngā Tono Kōrero / Deputation</b>  | <b>7</b>   |
| <b>5</b>  | <b>NGā kaikōrero / Speakers</b>  | <b>7</b>   |
| <b>6</b>  | <b>Confirmation of Previous Minutes</b>  | <b>8</b>   |
|           | 6.1 Confirmation of Previous Minutes   | 8          |
| <b>7</b>  | <b>Reports</b>   | <b>16</b>  |
|           | 7.1 Te Hiku Community Board Strategic Plan   | 16         |
|           | 7.2 Chairperson and Members Reports  | 31         |
|           | 7.3 Appointments to Management Committees  | 42         |
|           | 7.4 Te Hiku Community Board Appointment to Disability Action Group                                       | 45         |
|           | 7.5 Establishment of Te Hiku Drainage Area Committees  | 50         |
|           | 7.6 Project Funding Reports  | 63         |
|           | 7.7 Funding Applications   | 74         |
| <b>8</b>  | <b>Information Reports</b>   | <b>115</b> |
|           | 8.1 Te Hiku Statement of Community Board Fund Account as at 31 December 2022                             | 115        |
|           | 8.2 Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2022 | 122        |
|           | 8.3 Te Hiku Community Board Action Sheet Update February 2023  | 125        |
| <b>9</b>  | <b>Karakia Whakamutunga / Closing Prayer</b>   | <b>132</b> |
| <b>10</b> | <b>Te Kapinga Hui / Meeting Close</b>  | <b>132</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**

To be confirmed at the meeting.

**4 NGĀ TONO KŌRERO / DEPUTATION**

- Andrea Panther – Te Hiku Community Plan

**5 NGĀ KAIKŌRERO / SPEAKERS**

Funding Applicants: representatives from

- Kaitia Clty Rugby Union Football Club
- Karikari Peninsula Residents and Ratepayers Association
- Coopers Beach Bowling Club

## 6 CONFIRMATION OF PREVIOUS MINUTES

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4044406

**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 13 December 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. THCB Meeting Minutes - 13 December 2022 - A4024278 [📄](#) 

**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><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.   |

**MINUTES OF TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS  
AVENUE, KAITAIA ON TUESDAY, 13 DECEMBER 2022 AT 10:10 AM**

**PRESENT:** Chairperson Adele Gardner, Deputy Chairperson John Stewart, Member Darren Axe, Member Sheryl Bainbridge, Member William (Bill) Subritzky, Member Rachel Baucke, Member Felicity Foy.

**IN ATTENDANCE:** Cr Hilda Halkyard-Harawira (left at 12:10pm)

**STAFF PRESENT:** Kim Hammond (Funding Advisor), Briar Macken (Manager – Strategy Development), Shayne Storey (Acting Team Leader - Community Development and Investment), Elizabeth Stacey, Beverly Mitchell (Community Board Coordinator), Aisha Huriwai (Team Leader – Democracy Services), Marlema Baker (Democracy Advisor).

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chairperson Adele Gardner commenced the meeting and invited kaumatua Manuera Riwai to opened the meeting with a prayer.

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

No apologies or conflicts raised.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Guy Hearing regarding Pukenui Reserve:

- spoke against a footpath along the reserve, a walking track along the bottom would be better and assist with erosion as well. Neighbours are also not in favour of a footpath.
- Spoke in favour of park benches instead of picnic tables.
- Currently mows the reserve space as the level of service is not high enough.
- Disability access and access for bikes, pushchairs and wheelchairs isn't a problem.
- Member Foy - No footpath planned for on the reserve but a vehicle access will go in shortly.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Manuera Riwai representing Aupōuri Ngāti Kahu Te Rarawa Trust regarding Tangonge Park Reserve:

- The park is for the youth and community. The events run at the park will help relieve the impacts of poverty and help support whanau and Iwi.
- Would like to re-engage with the Community Board and Council regarding the discussions on the lease. Wants to bring that closer than waiting 2 years.
- Held a "Xmas in the Paddock" event.
- Activities over the holidays – Youth Leadership and Development.

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Funding applicants Merryn Grace and Anna Tripp representing Te Pokapu Tiaki Taiao o te Tai Tokerau Trust. *Item 8.6 a) refers.*

- Funding applicants Jordan Jujnovich and Hinemoa Tipene representing He Whanau Marama Trust. *Item 8.6.c) refers.*

*Meeting adjourned 10:44 for Parklet Workshop with FNDC staff members Briar Macken (Strategy Development) and Elizabeth Stacey (NTA) and resumed at 11:30 am.*

## **6 NOTICE OF MOTION**

### **6.1 NOTICE OF MOTION - PLACEHOLDER KAITAIA CONCEPT PLANS**

Agenda item 6.1 document number A4005861, pages 8 - 8 refers

#### **RESOLUTION 2022/62**

Moved: Chairperson Adele Gardner

Seconded: Deputy Chairperson John Stewart

**That the Te Hiku Community Board, which at its meeting of 22 September 2022 formally adopted the 2022/2023 Te Hiku Community Board Strategic Plan as the overarching document that will guide the Board in identifying, confirming, and allocating funding to its strategic and community planning projects, 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 confirms as follows:**

**That the Te Hiku Community Board adopts the proposed development/strategic plan for Kaitaia (Town Centre Retail Strategy) which meets the criteria of being one of the relevant documents that are referred to in the Board's Strategic Plan as part of the Te Hiku o Te Ika Open Spaces Revitalisation Master Plan.**

**CARRIED**

*Note: Deputation request for Andrea Panther to address Council at their meeting in February 2023*

## **7 CONFIRMATION OF PREVIOUS MINUTES**

### **7.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 7.1 document number A3915467, pages 141 - 142 refers

#### **RESOLUTION 2022/63**

Moved: Member William (Bill) Subritzky

Seconded: Member Darren Axe

**That Te Hiku Community Board agrees that the minutes of the meeting held 18 November 2022 be confirmed as a true and correct record.**

**CARRIED**

*Note: Chair Gardner requested that the Community Board Coordinator and Democracy Advisor follow-up on Mr Albert Burgoyne's public forum comments from the last meeting and create an RFS for his concerns.*

**8 REPORTS****8.1 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 8.1 document number A4005859, pages 148 - 149 refers

**RESOLUTION 2022/64**

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

**That the Te Hiku Community Board note the reports from Chairperson Adele Gardner, Members Rachel Baucke, Bill Subritzky and Sheryl Bainbridge.**

**CARRIED**

*Note: Cr Halkyard-Harawira asked to give a verbal report to the Board. The Board agreed to receive her report their monthly meeting.*

*Meeting adjourned for lunch 12:45 pm and resumed 1:11 pm*

**8.2 SETTING OF MEETING DATES FOR 2023**

Agenda item 8.2 document number A3998835, pages 156 - 158 refers

**RESOLUTION 2022/65**

Moved: Member Sheryl Bainbridge  
Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board adopt the following meeting dates for the Te Hiku Community Board;**

- Tuesday 14 February, 2023
- Tuesday 14 March, 2023
- Tuesday 11 April, 2023
- Tuesday 9 May, 2023
- Tuesday 6 June, 2023
- Tuesday 4 July, 2023
- Tuesday 1 August, 2023
- Tuesday 29 August, 2023
- Tuesday 26 September, 2023
- Tuesday 24 October, 2023
- Tuesday 21 November, 2023
- Tuesday 12 December, 2023

**CARRIED**

*Note: That Te Ahu be the venue for all meetings.*

**8.3 PARKLET APPLICATION FOR MANGONUI WATERFRONT CAFE & BAR**

Agenda item 8.3 document number A3996638, pages 159 - 162 refers

**RESOLUTION 2022/66**

Moved: Chairperson Adele Gardner  
Seconded: Member Sheryl Bainbridge

**That the Te Hiku Community Board:**

- a) approve a Parklet at Mangonui for the Waterfront Café & Bar from a placemaking**



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|  |                |
|--|----------------|
| <p><b>perspective; and</b></p> <p><b>b) refer the application to Northland Transportation Alliance for approval.</b></p> | <b>CARRIED</b> |
|--|----------------|

**8.4 DRINKING FOUNTAIN AT CENTENNIAL PARK**

Agenda item 8.4 document number A4005863, pages 166 - 167 refers

**RESOLUTION 2022/67**

Moved: Deputy Chairperson John Stewart

Seconded: Member William (Bill) Subritzky

**That the Te Hiku Community Board commits \$4,288.00 + GST (if applicable) to the purchase and installation of drinking fountain facilities at Centennial / Jaycee Park.**

**CARRIED****8.5 PROJECT FUNDING REPORTS - DECEMBER 2022**

Agenda item 8.5 document number A3993804, pages 168 - 169 refers

**RESOLUTION 2022/68**

Moved: Chairperson Adele Gardner

Seconded: Member Rachel Baucke

**That Te Hiku Community Board note the project reports received from Awanui Sports Complex Incorporated.**

**CARRIED****8.6 FUNDING APPLICATIONS - DECEMBER 2022**

Agenda item 8.6 document number A3994505, pages 173 - 177 refers

**RESOLUTION 2022/69**

Moved: Chairperson Adele Gardner

Seconded: Member Sheryl Bainbridge

**That Te Hiku Community Board leave this item to **lie on the table**.**

- a) revoke the decision to allocate \$7,150 to Hawthorne Landscape Architects for Placemaking Consultation from their Placemaking Fund, at their meeting on 21 June 2022.

**RESOLUTION 2022/71**

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

That Te Hiku Community Board

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

**CARRIED****LEFT TO LIE**

**RESOLUTION 2022/70**

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

**That Te Hiku Community Board**

- a) approves the sum **\$7,000** (plus GST if application) to be paid from the Board's Community Fund account to Awanui Sports Complex Incorporated for the purchase of a tractor, to support the following Community Outcomes:
- I. Proud, vibrant communities.
  - II. Communities that are healthy, safe, connected and sustainable.

**CARRIED****RESOLUTION 2022/71**

Moved: Member Sheryl Bainbridge

Seconded: Deputy Chairperson John Stewart

**That Te Hiku Community Board**

- b) **declined** the funding application received from He Whanau Marama Trust as the Far North District Council consents and licenses had not been approved at the time of considering the application.

**CARRIED****RESOLUTION 2022/72**

Moved: Deputy Chairperson John Stewart

Seconded: Member Rachel Baucke

**That Te Hiku Community Board**

- c) approves the sum of **\$960** (plus GST if applicable) to be paid from the Board's Community Fund account to Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust for consumable materials for the nature craft workshops, to support the following Community Outcomes:
- I. Proud, vibrant communities.
  - II. Communities that are healthy, safe, connected and sustainable.

**CARRIED****9 INFORMATION REPORTS****9.1 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE DECEMBER 2022**

Agenda item 9.1 document number A3996846, pages 199 - 199 refers

**RESOLUTION 2022/70**

Moved: Member Sheryl Bainbridge

Seconded: Chairperson Adele Gardner

**That Te Hiku Community Board;**

- a) receive the report Te Hiku Community Board Action Sheet Update December 2022.
- b) express their frustration at the lack of progress in maintaining the 3 Drainage Districts within Te Hiku ward and formally notify the Chief Executive of adverse performance in this area.
- 2 sprays have not been carried out

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- **No monitoring**
  - **Property owners not informed and given opportunity to rectify non compliance**
  - **Penalties are not being issued for non-compliance and that there is a lack of information about the boundaries and mapping for each of the areas**
- c) **That it is essential to maintain the delegations and that the Community Boards Drainage Committees be re-established and draft management plans be completed.**

**CARRIED***Note: That Rangitoto Reserve be included in future action sheets until completion.***10 TE KAPINGA HUI / MEETING CLOSE****The meeting closed at 2:44 pm.****The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 14 February 2023.**.....  
**CHAIRPERSON**

## 7 REPORTS

### 7.1 TE HIKU COMMUNITY BOARD STRATEGIC PLAN

**File Number:** A3971860

**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.

#### WHAKARĀPOOTO 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. It is a living document.
- 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.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board adopts this strategic plan and recommends to that Council:**

- a) receives the Strategic Plan and acknowledges that it reflects the Te Hiku ward's priorities and aspirations,**
- b) commits to taking the Strategic Plan into consideration when it develops the 24-34 LTP.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

The Te Hiku Community Board have worked with staff to update its 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. The data collected and insights shared will assist the new Board in making informed decisions for their community.

#### 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: Adopt the Te Hiku Strategic Plan
- Option Two: Do not 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.

**ĀPITI HANGA / ATTACHMENTS**

1. THCB Strategic Plan New Board 2022-2032\_2002-12-13 - A3979838 [↓](#) 

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

# ***Te Hiku Community Board Strategic Plan 2022-2025***

***Setting the Direction for the Long-Term Plan 2021-2031***





**Adele Gardner**

Representative for  
the Kaitiaia  
Subdivision and  
Chairperson of the  
Te Hiku Community Board

**Bill Subritzky**

Representative for  
the Whatuwhiwhi  
Subdivision of the Te Hiku  
Community Board

**Darren Axe**

Representative for  
the North Cape  
Subdivision of the Te Hiku  
Community Board

**Felicity Foy**

Council appointed  
Representative to the  
Te Hiku Community  
Board

**John Stewart**

Representative for  
the Kaitiaia  
Subdivision of the Te  
Hiku Community Board

**Rachel Baucke**

Representative for  
the Kaitiaia  
Subdivision of the  
Te Hiku Community  
Board

**Sheryl  
Bainbridge**

Representative for  
the Doubtless Bay  
Subdivision of the  
Te Hiku Community  
Board

## Role of Community Boards

Under Section 52 of the Local Government Act 2002 the role of a community board is defined as being to:

- (a) represent, and act as an advocate for, the interests of its community; and
- (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; and
- (c) maintain an overview of services provided by the territorial authority within the community; and
- (d) prepare an annual submission to the territorial authority for expenditure within the community; and
- (e) communicate with community organisations and special interest groups within the community; and
- (f) undertake any other responsibilities that are delegated to it by the territorial authority.





## Community Board Vision, Mission and Priorities

### Vision

*“To strengthen, support and uphold the wellbeing, prosperity, economy and resilience of Te Hiku O Te Ika.”*

### Mission

*“To engage at all levels with our communities to ensure that the development and provision of facilities and services are fit for purpose, aesthetically pleasing and sustainable. To follow a transparent, fair and safe process that meets the needs of the Te Hiku Ward”*

### Priorities

The community board may recommend local service levels and asset development priorities for civic amenities as part of the annual plan and long-term plan processes conducted by Far North District Council. The strategic plan sets out these recommendations. The Board's strategy for **2022-2025** and beyond will be to link development in communities of interest to the Te Hiku o Te Ika Open Spaces Revitalisation Master Plan **that was adopted by the Board at its meeting of 25 August 2020** and other documents which may include new and existing Community and local development plans, Concept Plans, the Northland Walking and Cycling Strategy, NZTA Awanui township plan and other relevant documents. Plans will acknowledge the natural environment, community, culture, built environment and economy as well as economic recovery and community resilience.

Te Hiku Community Board recommends that the Placemaking Budget be implemented to a level that services the community for the 2021-2031 Long Term Plan.

| Item   | Detail   | Rationale   | Priority | Year      | Support information  |
|--|--|---|----------|-----------|--|
| Te Hiku o Te Ika Open Spaces Revitalisation Master Plan (includes Kaitaia) | Continue to implement  | To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery. | 1        | 2022/2031 | To incorporate Centennial Park. Allen Bell Park concept plans for the upgrade with costings for LTP  |
| Awanui Community Plan  | Review/update 2008 current plan and where possible begin to implement        | To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery. | 1        | 2022-2024 | To incorporate Unahi concept plan and upgrade Awanui Playground concept Plan with costings for LTP   |
| Pukenui/Houhora Community Plan   | Current plan developed in 2009, review and where possible begin to implement | To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery. | 1        | 2022-2024 | To incorporate walkway from the commercial wharf to Lamb Road bridge designed and delivered as part of Pukenui Wharf project to be managed by FNHL |

|  |  |   |   |           |   |
|--|--|---|---|-----------|---|
| Doubtless Bay Community Plan   | Develop plan, and where possible begin to implement                              | To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery. | 1 | 2022-2024 | To incorporate plans for Mill Bay and Taipa children's playground/activity zone   |
| Taipa, Oruru, Peria, Paranui   | Review/update current 2010 plan and where possible begin to implement            | To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery  |   | 2022-2024 | To be reviewed  |
| Kaitaia Community Plan   | Current plan developed 2009, review/update and where possible begin to implement | To understand community priorities and guide the Board's decision making and funding allocations for economic recovery      |   | 2022-2024 | To be reviewed  |
| CONCEPT PLANS <ul style="list-style-type: none"> <li>• Pukenui/Houhora</li> <li>• Karikari Peninsula</li> <li>• Doubtless Bay</li> <li>• Hihi</li> </ul> | Plans adopted 20.9.22 and in the Te Hiku Community Board Files with Council      |   |   |           | Our intent is to carry out community engagement for each concept plan and develop priorities to build an informed business case for the LTP |
| Kaitaia CBD Strategic Plan   | Being developed  | To revitalize Kaitaia CBD   |   | 2022-2024 | Funding has been allocated to KBA to fund the Kaitaia CBD Strategic Plan  |
|  |  |   |   |           |   |
|  |  |   |   |           |   |
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|  |  |   |   |           |   |

## Future Priorities (LTP 2021-31)

### Amenity Lighting

| Item            | Detail   | Rationale                                    | Priority | Year      | Support information                               |
|-----------------|--|--|----------|-----------|---|
| Smart light     | Awanui reserve   | Provide wifi & light for responsible campers | 1        | 2023-2024 | Awanui Community Plan, NZTA Township Plan         |
| Lighting        | Allen Bell Park  | Health and safety                            | 1        | 2023-2024 | To be costed                                      |
| Lighting        | Remembrance Park   | Health and Safety                            | 1        | 2023-2024 | To be costed                                      |
| Lighting        | Karikari Rec Hub multi-courts                                    |  |          |           | Include in Karikari Recreation Plan and be costed |
| Street lighting | Cnr Okahu and Kaitaia-Awaroa Road                                | Health and safety                            |          |           | Integrated Transport Strategy                     |
| Street lighting | State Highway Coopers Beach                                      | Health and safety                            |          |           | NZTA - Integrated Transport Strategy              |
| Street lighting | Kaitaia township – North Park to Moerua Park incl. service lanes | Community Safety                             |          |           | To be reviewed and costed                         |
| Street lighting | Allen Bell Drive to Pak n Save and Warehouse                     | Community Safety                             |          |           |   |
| Street lighting | Northwood Ave Pukenui to existing lighted area                   | Health and safety – 80kph zone               |          |           | Integrated Transport Strategy                     |
| Street lighting | Masters Access Rd and Ahipara Road intersection                  | Health and safety                            |          |           | Integrated Transport Strategy                     |
| Street Lighting | Along North Road from Mitre 10 to Whangatane Drive               | Health & Safety                              |          |           | Integrated Transport Strategy                     |
| Street Lighting | Mission Place st to corner opposite Anglican Church Kaitaia      | Health & Safety                              |          |           | To be reviewed & costed                           |

**Footpaths- refer to the Matrix**

| Item     | Detail  | Rationale   | Priority | Year      | Support information   | NTA Priority |
|----------|---|---|----------|-----------|---|--------------|
| Footpath | Bridge on Simon Ulrich Rd and nearby Tokerau Beach Road and Melissa Road to Waiotaraire Park entrance | Pedestrian safety   |          | 2022-2024 | Complaints from ratepayers Assn<br>Check footpath Matrix  |              |
| Footpath | Karikari Doubtless Bay Dr to De Surville Rd   |   | 8        | 2023-2024 |   | 8            |
| Footpath | Paramatta Nexus to Marriene Place<br>Karikari Peninsula   | Pedestrian Safety   |          | 2022-2024 | Check footpath Matrix   |              |
| Footpath | Houhora Heads Road from camp to state highway   | Pedestrian safety   | 6        | 2023-2024 | Formed metal footpath only to be costed for matrix/LTP  | 6            |
| Footpath | Mill Bay Road to Beach Road<br>Mangonui   | Pedestrian safety   |          | 2023-2024 | Staged to incorporate future Mill Bay development to be costed for matrix Integrated Transport Strategy |              |
| Footpath | Mill Bay Road-SH10 to Rangikapiti Pa  |   | 2        | 2022-2023 |   | 2            |
| Footpath | Kotare Drive<br>Coopers Beach   | Link from Mangonui to eastern end of Coopers Beach and pedestrian safety    |          | 2022-2024 | Already on matrix but the importance of the link to be noted-being costed                               |              |
| Footpath | Taupata Place<br>Kaitaia  | Pedestrian safety and accessibility -2 lengths – 1x10m RH and 1x 20-30m LH  | 1        | 2022-2023 | Add LH to matrix To be costed – Integrated Transport Strategy   | 1            |
| Footpath | Norman Senn Ave to Pukemiro School<br>Kaitaia   | Pedestrian safety especially children – RH side of road proximity to school |          | 2022-2024 | To be costed and added to matrix – Integrated Transport Strategy  |              |
| Footpath | Whatuwhiwhi Road to Perehipe Reserve  | Pedestrian safety   | 7        | 2022-2023 | To be costed for matrix   | 7            |

|          |   |  |    |           |  |    |
|----------|---|--|----|-----------|--|----|
| Footpath | Takahe Road golf course to Kaka St  |  | 3  | 2022-2023 |  | 3  |
| Footpath | SH1 Gill Rd to back2wood  |  | 4  | 2022-2023 |  | 4  |
| Footpath | Awaroa Rd@Pukepoto  |  | 5  | 2022-2024 |  | 5  |
| Footpath | Kaitaia-Awaroa Rd-Okahu Rd to 240   |  | 5A | 2022-2024 |  | 5A |
| Footpath | Along Cable Bay Block Road to Pekama Drive Coopers Beach                    | Pedestrian safety especially children                |    | 2022-2023 | This footpath is on the list to be constructed 2022-2023 |    |
| Footpath | SH10 between Col Mould Drive and Mangonui turnoff at the bottom of the hill | Pedestrian safety and accessibility, pedestrian link |    | 2022-2024 | To be costed for matrix-Integrated Transport Strategy    |    |

**Note:** The current footpath matrix does not recognise the value of walking/cycling, the volume of pedestrian traffic at marae or urupa and does not give sufficient consideration/weight to pedestrian safety.

### Cycleways

| Item             | Detail   | Rationale  | Priority | Year      | Support information   |
|------------------|--|--|----------|-----------|---|
| Cycleway/walkway | Kaitaia to Ahipara via the roadside – Twin Coast Discovery | Safety for cyclists and Te Araroa trail walkers Regional Land Transport Plan     | 1        | 2024-2034 | Kaitaia Community Plan, Ahipara Community Plan. Has been costed Te Hiku Open Spaces Master Plan. Integrated Transport Strategy – add to LTP |
| Cycleway         | Kaitaia to Awanui  | Safely connect Kaitaia to Awanui for cyclists and create circuit route           | 2        | 2024-2034 | Via SH1. Cycle trail to follow in LTP – costed Te Hiku Open Spaces Master Plan - Integrated Transport Strategy - add to LTP                 |
| <b>Cycleway</b>  | Karikari   |  | 4        | 2024-2034 | Utilising paper roads - add to LTP  |
| <b>Cycleway</b>  | Awanui to Waipapakauri Ramp                                | Safely connect Awanui to Waipapakauri Ramp for cyclists and create circuit route | 3        | 2024-2034 | Te Hiku Open Spaces Master Plan. Spains Road, connecting to Lake Ngatu walkway to Waipapakauri Ramp –                                       |

|                                |   |                     |  |  |  |
|--------------------------------|---|---------------------|--|--|--|
|                                |   |                     |  |  | Integrated Transport Strategy - add to LTP |
| <b>Cycleway In Kaitaia CBD</b> | Develop a safe cycleway around the CBD of Kaitaia | Safety for cyclists |  |  | Integrated Transport Strategy Add to LTP   |

**Walkways**

| Item  | Detail   | Rationale   | Priority | Year      | Support information   |
|---|--|---|----------|-----------|---|
| Walkway                                     | Mangonui waterfront to connect existing footpaths – possibly extending to Paewhenua Island | Active transport and visitor experience. To be staged   | 4        | 2024-2034 | Mangonui development working group submissions. Integrated Transport Strategy. Add to LTP   |
| Scenic Walkway<br>Pukenui Wharf and Walkway | Commercial wharf to Lamb Road Bridge<br>Pukenui 465 metres                                 | Local and visitor experience.<br>FNHL to project manage | 1        | 2024-2034 | Northland Walking & Cycling Strategy focus 2 promoting Northland's coastal point of difference and 3 improving community wellbeing including creating economic opportunities<br>Integrated Transport Strategy |
| Scenic Walkway                              | Waterfront Road to Houhora Heads from commercial wharf                                     | Local and visitor experience                            | 2        | 2024-2034 | Northland Walking & Cycling Strategy focus 2 promoting Northland's coastal point of difference and 3 improving community wellbeing including creating economic opportunities<br>Integrated Transport Strategy |
| Scenic Walkway<br>Stage 2                   | Link Boardwalk to Arethusa Reserve<br>Houhora (1.5km walk)<br>Stage 2 of above             | Local and visitor experience                            | 3        | 2024-2034 | Northland Walking & Cycling Strategy focus 2 promoting Northland's coastal point of difference and 3 improving community wellbeing including creating economic opportunities                                  |
|   |  |   |          |           |   |

**Note:** The Board supports any initiative by the Bay of Islands-Whangaroa Community Board to develop a walkway from Totara North to Taupo Bay as this would provide another recreational option for visitors and locals in Doubtless Bay.

**Halls**

| Item   | Detail | Rationale | Priority | Year | Support information |
|--|--------|-----------|----------|------|---------------------|
| Look at Options for best use/management of halls |        |           |          |      |                     |

**Public toilets**

| Item          | Detail                                   | Rationale                          | Priority | Year      | Support information           |
|---------------|--|------------------------------------|----------|-----------|-------------------------------|
| Public toilet | Unahi wharf                              | Provide facilities for wharf users | 1        | 2021-2024 | Under development             |
| Public toilet | Herekino                                 | For Twin Coast Discovery walkers   | 2        | 2024-2034 | To be costed added to LTP     |
| Public toilet | Paua                                     |                                    | 2        | 2024-2034 | To be costed added to LTP     |
| Public toilet | Pukenui sports field development Araiawa | To serve sports field development  | 2        | 2024-2034 | To be costed and added to LTP |

**Reserves**

| Item | Detail | Rationale | Priority | Year | Support information |
|------|--------|-----------|----------|------|---------------------|
|      |        |           |          |      |                     |

**Recreation facilities**

| Item   | Detail                                    | Rationale        | Priority | Year                            | Support information   |
|--|---|------------------|----------|---------------------------------|---|
| Activity zone  | Taipa                                     | FNHL to consider | 1        | 2024-2034                       | Request for pump track  |
| Redevelopment to create car and trailer boat parking, pedestrian links to Rangikapiti Road and Waterfront Road, seating, lighting, toilets | Mill Bay Mangonui                         | FNHL to consider | 1        | 2024-2034                       | Te Hiku ward recreation plan 2008.  |
| Karikari Recreation hub  | Sports field development                  |                  | 1        | 2024-2034 (allocated \$127,487) | Karikari Community Plan Community to decide on the allocation and outcome for development |
| Karikari Watersports HQ  | Beach showers and storage for sports gear |                  | 2        | 2024-2034                       | To be costed for LTP - Karikari Community Plan  |

|                            |                           |  |  |  |  |
|----------------------------|---------------------------|--|--|--|--|
| Centennial Park skate park | Renewals                  | To be constructed 2023-2024                      |  |  | Contractor has been appointed                    |
| Te Hapua                   | School playground         |  |  |  | Grant to school? Education Dept? No reserve land |
| Rangiputa Boat ramp        | More trailer boat parking | Trailer Boat parking to be constructed 2023-2024 |  |  | Trailer boat parking monies from TIF             |
| Perehihi Beach             | More trailer boat parking |  |  |  |  |

**Street furniture**

| Item        | Detail             | Rationale                  | Priority | Year      | Support information  |
|-------------|--------------------|----------------------------|----------|-----------|----------------------|
| Shade sails | Paripari domain    | For over the picnic tables | 1        | 2024-2034 | To be costed for LTP |
| Shade sails | Pukenui playground |                            | 1        | 2024-2034 | To be costed for LTP |

**Public art**

| Item | Detail | Rationale | Priority | Year | Support information |
|------|--------|-----------|----------|------|---------------------|
|      |        |           |          |      |                     |

**Signage**

| Item | Detail | Rationale | Priority | Year | Support information |
|------|--------|-----------|----------|------|---------------------|
|------|--------|-----------|----------|------|---------------------|

**Litter**

| Item                       | Detail            | Rationale  | Priority | Year      | Support information                |
|----------------------------|-------------------|--|----------|-----------|------------------------------------|
| Recycling bins             | Awanui reserve    | Waste minimisation                                   | 1        | 2022-2024 | Community Plan, NZTA Township Plan |
| Rubbish bins and recycling | Waipapakauri Ramp | Refuse from Te Araroa trail users and general public | 1        | 2022-2024 |                                    |

**Town beautification and maintenance**

| Item | Detail | Rationale | Priority | Year | Support information |
|------|--------|-----------|----------|------|---------------------|
|      |        |           |          |      |                     |
|      |        |           |          |      |                     |



**Overview of services provided by the Council**

| Item  | Detail   | Rationale   | Priority | Year         |  | Support information   |
|---|--|---|----------|--------------|--|---|
| Kaitaia Drainage District, Kaimaumu/Waiharara Drainage District and Motutangi Drainage District | Northern Drainage Districts – ensure that committees are reconstituted following each election | Flood protection Kaitaia and Aupouri peninsula  |          | 2023 onwards |  | Governance and IAMs to follow up and reconstitute after each election period  |
| Sewerage  | Pukenui and Houhora<br>Karikari, Doubtless Bay, Ahipara<br>Kaitaia                             | Growing communities<br>Kaitaia has large Iwi lead housing developments on the horizon |          |              |  | Work to be done costed and into LTP   |
| Drainage  | Karikari – Inland Road from the top of the hill  | Flooding issues for residents – remediation works                                     |          |              |  |   |
| Customer Service  | Service centre Doubtless Bay   | Growing community, current lack of service, economic development                      |          |              |  |   |
| Community support   | Funding for Te Ahu from the ward rate  |   |          |              |  | Te Ahu & Turner Centre to be reviewed by December 2020 - Council Resolution June 2020   |
| Community support   | Funding support for Doubtless Bay Information Centre Mangonui                                  | Economic development – increased visitor numbers                                      |          |              |  | Doubtless Bay is a destination. Visitors are not always aware of attractions further north, so Kaitaia, Houhora etc. presently disadvantaged. Figures show that DB Info Centre has as many visitors as Kaitaia i-site |

|  |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
| Land acquisition   | Kaitaia near tennis court (Kaitaia Tennis Club title- this land is mowed by Council) | Opportunity to develop Centennial Park -  |  |  |  | This land was offered from Kaitaia Tennis Club to Council to buy |
| Land acquisition   | Taipa Point south of sailing club  | Recreational development opportunities including boat trailer parking to future proof |  |  |  | Taipa point by Taipa Sailing club area.                          |
| Roundabout at Pukepoto Rd/Commerce St/Grigg St/ North Road.                      | In Kaitaia   | Traffic Safety  |  |  |  | Integrated Transport Strategy                                    |
| Kerb & Channel Streets that have Open Drains in our residential areas in Te Hiku | This could be part of the road matrix  | Health & Safety   |  |  |  | Integrated Transport Strategy                                    |
| Maryanne Place- Karikari   | Flooding issues  |   |  |  |  |  |

### Strategic priorities for allocation of community fund

*Te Hiku Community Board has decided that operational costs will not be a strategic priority and that the community fund will be targeted to support infrastructure and events.*

### Additional recommendations and strategic priorities

- *Te Hiku Community Board would like to continue engaging with youth as part of their community engagement*
- *The Board would like Council to refine its prioritization processes for areas within the Board's delegation to ensure their input is reflected in the final delivery plan.*

*This is a living document which is subject to change.*

## 7.2 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A3997033

**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's Report - Adele Gardner February 2023 - A4067922  
2. Members Report - John Stewart - February 2023 - A4068899  
3. Members Report - Darren Axe - February 2023 - A4070133  
4. Members Report - Sheryl Bainbridge - February 2023 - A4067924  
5. Members Report - Bill Subritzky - February 2023 - A4067923  

**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.                |



Te Hiku

Community Board

**Chairperson's Report**

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 29 November 2022 – 26 January 2023

**Meetings Attended**

| Date     | Meeting   |
|----------|---|
| 29/11/22 | Site visit to Pukenui                                   |
| 07/12/22 | Te Ao Maori Induction Overview in Kaikohe               |
| 10/12/22 | Sir Hector Busby Centre opening at Aurere               |
| 13/12/22 | Waste Water briefing on Hihi and Taipa                  |
| 13/12/22 | Parklet workshop  |
| 13/12/22 | Te Hiku Community Board Meeting                         |
| 15/12/22 | CB Chairs Meeting with the Mayor                        |
| 15/12/22 | Council Meeting in Kaikohe                              |
| 16/12/22 | Events Investment Panel                                 |
| 17/12/22 | Opening of the boardwalk and pump track in Awanui       |
| 19/12/22 | Te Hiku Project Working Group (THPWG) meeting - virtual |
| 19/12/22 | Taipa Upgrade Concept Development                       |
| 23/01/23 | CB Chairs Meeting with Mayor                            |
| 25/01/23 | THPWG Meeting – virtual                                 |
| 26/01/23 | Hihi Concept Improvement Plan engagement at Hihi        |

**Report:**

The Te Hiku Project Working Group:

- The Opening of the new boardwalk behind the Big River Café and the pump track in the Awanui Park was the highlight for December.
- In the Market Square in Kaitaia - the planter boxes, shades and the new stage have been erected. The community is able to use the stage by contacting Kaitaia Business Association - there is a small charge.
- Bus shelters in Awanui & Ahipara are being installed this week - this should make a difference to those communities who will have shelter from rain and sun.
- There are more openings to come with Pou in Awanui being installed on SH 1 & SH 10 - once the lighting has been installed a date for the openings will be announced.
- The last project called the Town Square had a great plan, but as with anything left till last it has succumbed to big budget cuts as the funds have run out. We had planned on putting in the plan into the Age last week, but it wouldn't be right to put out what we hope for when the budget doesn't allow.

We will make some adjustments and get out a smaller version of the Town Square in the next fortnight. We hope to have a plan in stages so that as more funding becomes available, we can seek to have the full vision completed in future. Please note the dates below of the consultation for the Town Square, which is at the Digital Hub on Commerce Street.

|           |                          |
|-----------|--------------------------|
| Monday    | 13 Feb 10.00 am -1.00 pm |
| Tuesday   | 14 Feb 10.00 am -1.00 pm |
| Wednesday | 15 Feb 11.00 am -2.00 pm |
| Wednesday | 22 Feb 3.00 pm -5.30 pm  |
| Thursday  | 23 Feb 10.00 am -1.00 pm |
| Friday    | 24 Feb 11.00 am -2.00 pm |

The Hihi Concept Improvement Plan Engagement was held on the 26 January at Hihi - 55 people attended from the community. Most people are reasonably happy with their reserves in this area, however we heard loud and clear that a new playground is required and the apparatus in the park is past their use by date. Also perhaps a new toilet in the playground area. A better level of service is required re mowing and spraying the edges of footpaths. The feedback date for the Hihi Concept is 24 March 2023.

**Requests for Service (RFS)**

| RFS number | Date       | Comment   |
|------------|------------|---|
| 4142518    | 17/01/2022 | Follow up on behalf of a ratepayer at Heath Road, Waiharara - road was recently graded, and dust suppressant applied. |



## Te Hiku Community Board Member Report

Name: John Stewart

Subdivision: Kaitaia/Ahipara

Date: 24 January 2023

### **Meetings Attended**

| Date     | Meeting   |
|----------|---|
| 29/11/22 | Site visit Pukenui  |
| 30/11/22 | KBA meeting   |
| 20/12/22 | Te Ao Maori induction -Kaikohe                                |
| 13/12/22 | THCB Parklet Workshop<br>Followed by Community Board Meeting  |
| 18/02/23 | CBEC Zone 1 Rep Meeting 1.30 – 2.30 pm                        |
| 26/02/23 | Hihi concept improvement plan community consultation 11am-2pm |

### **Community Issues**

| Issue name  | Comment  |
|---|--|
| I was approached to see if I could encourage FNDC to complete an urgent late special license application for the <b>Kaitaia Golf Club Ahipara</b> | <p>RFS:4139654</p> <p>We have had some very high profile complaints regarding licensing recently. The one I received was small in comparison but just as critical for a club struggling to pay the increasing costs of operating. The Kaitaia golf club submitted a special license request for a fishing tournament they have run for some time now. The club is already licensed and only need an extension to have a marquee area licensed and to have the bar closed a bit later.</p> <p>This application was filed late and could not be licensed for their event on 1 February.</p> <p>Looking at the correspondence, NZ Police said they could not process this application as it was late. The Sale &amp; Supply of Alcohol Act 2012 set the exempt days for processing an application and Council must abide.</p> |

|                                    |  |
|------------------------------------|--|
| Commerce Street<br>Christmas Flags | Every year, two Top Energy workers kindly get up at 4am and go down commerce street and put all our Christmas Flags up on the street lamps - they do this for free and while the streets are empty. NTA has instructed the Chair of the Kaitaia Business Association that this process will now require traffic control. |
|------------------------------------|--|





## Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 24 January 2023

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### **Meetings Attended**

| Date     | Meeting                                    |
|----------|--|
| 05/12/22 | DAG meeting Kaeo                           |
| 07/12/22 | Te Reo learning Kaikohe                    |
| 13/12/22 | Te Hiku Community Board final meeting 2022 |
| 26/01/23 | Hihi community concept improvement meeting |

### **Community Issues**

| Issue name                                   | Comment   |
|--|---|
| 18/01/23<br>Bill board at Pukenui Sports Hub | Obtained permission from ceoffice for Te Whau Ora to put alcohol help and awareness billboard at Pukenui Sports Hub |



## Te Hiku Community Board Member Report

Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: 27 January 2023

### **Meetings Attended**

| Date     | Meeting  |
|----------|--|
| 13/12/22 | Te Hiku CB   |
| 15/12/22 | Te Ahu Museum Establishment Cttee  |
| 16/01/23 | Te Ahu Museum Heritage Week  |
| 18/01/23 | Te Ahu Museum Establishment Committee  |
| 19/01/23 | Taipa community meeting<br><i>Roading, drainage, concept plans, technology</i> |
| 26/01/23 | Hihi concept plan meeting  |

### **Community Issues**

| Issue name  | Comment  |
|---|--|
| Cycle trail options                                   | Following the December Board meeting we were to hold a zoom meeting but that didn't happen.  |
| Parking Mangonui Waterfront Daniel Thompson proposals | Where is this at?  |
| Submissions   | FNDC water and wastewater proposals – submissions close 16 February. Does the Board wish to submit on behalf of its communities? Also Waste management and minimisation – these submissions close on 6 March |
| Te Hiku Concept Improvement Plans                     | Close 24 March -we need to remind communities nearer the time  |
| Hihi Meeting  | There was a request for a bus shelter, also I was asked to meet with the hall committee. Rangitoto Point – where is the management plan, what progress has been made with redesignation to Historic Reserve? |

**Requests for Service (RFS)**

| RFS number | Date     | Comment  |
|------------|----------|--|
| 4136410    | 25/11/22 | Northern Drainage – hopefully this will be discussed at the February meeting   |
| 4136490    | 25/11/22 | Request for street light Paradise Road Coopers Beach for safety reasons  |
| 4143611    | 25/01/23 | Following numerous unflattering comments on Facebook an RFS was raised for several roadside areas between Mangonui and Taipa where mowing and trimming of vegetation had not been done for some time |
| 4143398    | 24/01/23 |  |
| 4140212    | 23/12/22 |  |
| 4143200    | 23/01/23 | Glass near toilets and playground at Coopers Beach   |
| 4143925    | 27/01/23 | Health and Safety issue – holes in the seawall at Hihi   |
| 4126821    | 12/09/22 |  |
| 4144000    | 27/01/23 | Urgent road repairs needed at Hihi Road  |



Te Hiku

Community Board

**Member Report**

Name: Bill Subritzky

Subdivision: Te Hiku

Date: 27 January 2023

**Meetings Attended**

| Date     | Meeting  |
|----------|--|
| 29/11/22 | Te Hiku board road trip Pukenui  |
| 06/12/22 | CCTV meeting Whatuwhiwhi community hall  |
| 07/12/22 | End of year Awanui Progressive @ Ratepayers meeting  |
| 13/12/22 | Te Hiku Community final meeting 2022   |
| 17/12/22 | Bakerman Cafe rear decking blessing and Opening Awanui Pump Track  |
| 19/12/22 | 1 <sup>st</sup> meeting Marae at Parapara  |
| 19/12/22 | Meeting with Bakerman Cafe owners and police to check legality of fence razor wire   |
| 07/01/23 | Rangiputa Ratepayers AGM   |
| 12/01/23 | Meeting Suna Ryan, committee Board member Haititai Marangai Marae. (See below)   |
| 26/01/23 | Hihi community concept improvement meeting   |
| 28/01/23 | <p>RFS:4143925</p> <p>After the community concept improvement meeting at Hihi Thursday 26<sup>th</sup> January, I returned to the Hihi Fire Station on Saturday to retrieve my diary I had forgotten. I took the time to visit the Hihi beach sea wall which Te Hiku Board Members and council staff had inspected on Thursday after the concept improvement meeting due to community complaints about the walls condition and 2 large holes flanking the seawall footpath. Board members and staff had registered RFS to address this major public safety issue. The 2 holes were still uncovered so I placed 2 wooden pallets and 3 cones over the holes. I would like to think that by now relevant service organisation personnel have installed Authorised Safety precautions over these holes.</p> |

**Community Issues**

| Issue name  | Comment   |
|---|---|
| Concept Improvement Plans<br><a href="#">Te Hiku Concept Improvement Plans</a><br><a href="#">Far North District Council (fndc.govt.nz)</a> | Hihi was the second official concept improvement plan meeting I had attended as well as 2 or 3 other separate consultation meetings. It is obvious to board members that in the future fundamental changes need to be made both in how we advertise these initiatives and how we manage the face-to-face meetings at the various ward site(s). At Hihi we adopted a couple of initiatives which worked well but need to look at the entire process of concept improvement planning to ensure positive responses from the communities. |
| Project completion  | Thank you to all staff and contracted services for the completion of the seal on Unahi Road and the work on the Tokerau Beach Road Sewerage Station.  |

**Requests for Service (RFS)**

| RFS number | Date     | Comment   |
|------------|----------|---|
| 4139530    | 18/12/22 | Re concrete footpaths on the eastern side of the street in Awanui from building numbers 105 to 3 which have been cut for cable access and not recovered correctly. <b>Status: 9/1/23 Ventia is addressing footpath renewal. Vegetation overgrowth is being programmed by Fulton Hogan who are awaiting FNDC approval.</b> |
| 4139531    | 18/12/22 | Lift exposed fibre cable from open street drains main street Awanui between premises no 99 (Northland Riders) and no 101 (Awanui Superette). <b>Status: 21/12/23 assigned to Waka Kotahi (NZTA)</b>   |

### 7.3 APPOINTMENTS TO MANAGEMENT COMMITTEES

**File Number:** A4048358

**Author:** Marlema Baker, Democracy Advisor

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

#### PURPOSE OF THE REPORT

The purpose of the report is to facilitate the appointment of Board representatives to management committees in the Te Hiku Ward.

#### RECOMMENDATION

**That the Te Hiku Community Board make appointments to Management Committees as detailed below:**

- a) appoints Member \_\_\_\_\_ to Araiawa Hall (Raio Hall).
- b) appoints Member \_\_\_\_\_ to Awanui Community Centre/Sports Complex
- c) appoints Member \_\_\_\_\_ to Kaingaroa Community Hall.
- d) appoints Member \_\_\_\_\_ to Karikari Hall.
- e) appoints Member \_\_\_\_\_ to Herekino Hall
- f) appoints Member \_\_\_\_\_ to Lake Ohia Community Hall.
- g) appoints Member \_\_\_\_\_ to Mangonui Hall.
- h) appoints Member \_\_\_\_\_ to Oruru Community Hall (Swamp Palace).
- i) appoints Member \_\_\_\_\_ to Fairburn Cemetery.
- j) appoints Member \_\_\_\_\_ to Houhora Cemetery.
- k) appoints Member \_\_\_\_\_ to Mangonui Cemetery.
- l) appoints Member \_\_\_\_\_ to Oruaiti Cemetery.
- m) appoints Member \_\_\_\_\_ to Peria Cemetery.
- n) appoints Member \_\_\_\_\_ to Takahue Cemetery.
- o) appoints Member \_\_\_\_\_ to Waihara Cemetery.
- p) appoints Member \_\_\_\_\_ to Waipapakauri Cemetery.
- q) appoints Member \_\_\_\_\_ to Te Ahu Museum.
- r) appoints Member \_\_\_\_\_ to Te Hiku Sports Hub.
- s) appoints Member \_\_\_\_\_ to Awanui River Liaison Committee.

#### 1) BACKGROUND

The Te Hiku Community Board is entitled to appoint a representative to the management committees of each of the following community assets / organisations:

##### Community Halls

- Araiawa Hall (Raio Hall)
- Awanui Community Centre / Sports Complex
- Kaingaroa Community Hall
- Karikari Hall

- Lake Ohia Community Hall
- Mangonui Hall
- Oruru Community Hall (Swamp Palace)

**Committee managed local cemeteries:**

- Fairburn Cemetery
- Houhora Cemetery
- Mangonui Cemetery
- Oruaiti Cemetery
- Peria Cemetery
- Takahue Cemetery
- Waihara Cemetery
- Waipapakauri Cemetery

**Other:**

- Te Ahu Museum
- Te Hiku Sports Hub
- Awanui River Liaison Committee

**2) DISCUSSION AND OPTIONS**

Board appointees would be expected to keep the Board updated of issues of relevance and to communicate the Board's and Council's views to the management committee when necessary.

The Community Halls Policy states that each Community Board has responsibility for community buildings that provide a space for social interaction, (i.e. Council owned halls), and delegated authority to oversee the halls' operation. The hall committees are required to have a minimum of 5 members. In addition, a Community Board Member will be appointed to the committee to provide a liaison and advisory role but shall not hold an office on the Committee.

There are 15 committee managed local cemeteries across the District. These committees are responsible for all aspects of operation and maintenance. The Community Board's role is to oversee the operation of cemeteries within the Policy guidelines by:

- monitoring the need for future facilities and their likely location
- liaising with representatives of local cemetery committees to ensure compliance with Council policy
- monitoring the effectiveness of maintenance, in conjunction with staff
- recommending to Council on decisions related to capital expenditure

The Te Ahu Museum Trust deed states that a Community Board representative is to sit on their Trust. The Te Hiku Sports Hub comes under the Parks and Reserves Community Board delegations. Northland Regional Council administers the Awanui River Liaison Committee and have requested an FNDC representative be part of the committee.

**Reason for the recommendation**

To provide a list of management committees to which Board representatives can be appointed.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications or budgetary provision requirements as a result of this report.

**ATTACHMENTS**

Nil

**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.

| Compliance requirement  | Staff assessment   |
|---|--|
| 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.   | Community Halls Policy; Cemeteries 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 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. | N/A  |
| 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).  | N/A  |
| State the financial implications and where budgetary provisions have been made to support this decision.  | There are no financial implications or budgetary provisions required as a result of this report. |
| Chief Financial Officer review.   | The Chief Financial Officer has not reviewed this report.  |



**7.4 TE HIKU COMMUNITY BOARD APPOINTMENT TO DISABILITY ACTION GROUP****File Number:** A4074936**Author:** Kim Hammond, Community Development Advisor.**Authoriser:** Shayne Storey, Acting Manager - Corporate Planning & Community Development**PURPOSE OF THE REPORT**

The purpose of the report is to give Te Hiku Community Board the opportunity to appoint a member to the Disability Action Group.

**EXECUTIVE SUMMARY**

- The Disability Action Group includes a representative from Council and each of the community boards.
- Te Hiku Community Board is able to appoint a member as their delegate to the group.

**RECOMMENDATION**

That Te Hiku Community Board appoint member \_\_\_\_\_ as its representative on the Disability Action Group.

**1) BACKGROUND**

The Disability Action Group is a stakeholder engagement group which was established by the Council and consists of elected members, representatives of external groups involved with people of various abilities, and people with a lived experience of disability.

In June 2013 the Council adopted Policy 3211 – Equity and Access for People with Disabilities. The Disability Action Group meets quarterly to assist the Council to meet the objectives of the policy, including building the capacity of disabled groups to take responsibility for advocating on their own behalf.

**2) DISCUSSION AND OPTIONS**

The Board can appoint one of its members to the Disability Action Group. The appointee would enable communication between the group and the board and ensure the community's views are represented in the group.

**Reason for the recommendation**

To allow for appointment of a Community Board member to the Disability Action Group.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications.

**ATTACHMENTS**

1. Disability Actions Group Terms of Reference - A4074987 [↓](#) 

**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.

| Compliance requirement  | Staff assessment  |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>  | The proposal has a low level of significance.   |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.   | Policy 3211 – Equity and Access for People with Disabilities  |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.   | The matter has District wide relevance and delegates from each of the community boards and Council are requested. |
| 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. | Māori are considered as part of the group's operation.  |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).  | The group specifically seeks to engage with these people.   |
| State the financial implications and where budgetary provisions have been made to support this decision.  | There are no additional financial implications.   |
| Chief Financial Officer review.   | The Chief Financial Officer has not reviewed this report.   |

## Disability Action Group Terms of Reference

**Disability Action Group Terms of Reference**

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**1. Constitution**

The Disability Action Group (DAG) is established as a stakeholder liaison group within the Far North District to provide advice to the Far North District Council, Government and its Agencies, Disability Service Providers; and to engage with the community on issues of disability/impairment.

The DAG operate under the [Policy on Equity and Access for People with Disabilities](#)

**2. Purpose**

The purpose of DAG is:

- To identify and take up opportunities to advocate for equity and access for people with disabilities/impairments
- To provide ongoing communication and advice to Council, Government Agencies and Service Providers on behalf of people with disabilities/impairments
- To provide opportunities for people with disabilities/impairments to engage with elected representatives
- To build the capacity of disability groups to take responsibility for advocating on their own behalf
- To advocate for policies, programmes, practices, and procedures that guarantee equal opportunity for all people with disabilities/impairments
- To encourage the portrayal of persons with disabilities/impairments by the media in a positive way, including in the Council's own publications and publicity material

**3. Membership**

The membership of DAG shall be comprised of the following:

- 1 appointee from each of Council, Te Hiku Community Board, Kaikohe-Hokianga Community Board, and the Bay of Islands-Whangaroa Community Board
- Representatives from stakeholder and advocacy bodies for people with disabilities/impairments across the Far North District
- Interested residents of the Far North District

**4. Meetings**

- A quorum of members of DAG shall be two.
- DAG meetings shall be held quarterly.
- The chair of the DAG may request additional meetings as necessary.
- At these meetings DAG may invite staff from the Far North District Council or other organisations as necessary to provide appropriate information and to receive feedback from stakeholders as to how people with disabilities/impairments can be supported to fully participate in the life of their communities.
- Minutes of all meetings shall be kept.

1 Adopted 2018-04-17

## Disability Action Group Terms of Reference

- Meeting decisions that require a response from Council will be lodged using either the DAG action sheet or the Report Request Form.
- 5. DAG Structure**
  - DAG shall elect a Chairperson and Deputy Chairperson once each triennium.
  - Prospective members of DAG must gain the approval of DAG members to join the group.
  - Voting members of DAG shall be the DAG members but not Council staff.
- 6. Principles**
  - Advocacy – representing the interests of people with disabilities/impairments with fairness and equity
  - Inclusiveness – a wide range of views are sought
  - Openness – communicating clearly and providing as much information as possible to facilitate open and free exchange of information within the group
  - Honesty and respect – treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making
  - Responsiveness – dealing with issues within agreed timeframes
  - Accountability – issues raised are followed up as appropriate
- 7. Planning**
  - DAG will develop annual strategic goals through an annual workshop. Staff members may support this workshop if requested.
- 8. Reporting Procedures**
  - DAG will produce an annual report on its activities, achievements, and concerns to the 3 Community Boards.
- 9. Staff support**
  - Subject matter expertise shall be provided by relevant staff members from within the Far North District Council, with sufficient notice and the approval of their General Manager.
- 10. Administration**
  - Support for administration of the DAG, including the agenda, invitations, meeting venues (cost for non-Council venues will be met from the DAG budget), meeting minutes, claim form distribution will be undertaken by the Community Policy & Development Department
  - The Chair of DAG or delegate will be responsible for lodging Report Request Forms to the Manager Community Policy & Development regarding DAG issues
  - Approval of funds from the DAG budget is the responsibility of Manager Community Policy & Development and DAG will recommend expenditure via meeting resolutions.

2 Adopted 2018-04-17

## Disability Action Group Terms of Reference

**11. Resourcing for DAG operation**

- Funding for the DAG through the Long Term Plan shall be used to assist the DAG to meet its strategic goals and operational costs, such as travel expenses, reimbursement of costs for accessibility assistance and meeting venues for the DAG.
- Individual DAG expenses must be submitted via the claim form.

**12. Definition**

**People with Disabilities are “...those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others...”**

**This definition draws on the social model of disability and is used in the NZ Disability Strategy, and is sourced from the UN Convention on the Rights of Persons with Disabilities, Article 1.**

3 Adopted 2018-04-17

## 7.5 ESTABLISHMENT OF TE HIKU DRAINAGE AREA COMMITTEES

**File Number:** A4060593

**Author:** Marlema Baker, Democracy Advisor

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

### PURPOSE OF THE REPORT

The purpose of this report is determined governance arrangements for the Kaitaia, Motutangi and Kaikino and Waiharara Areas Drainage Committees.

### EXECUTIVE SUMMARY

- The Drainage Committees have previously been Committees of the Te Hiku Community Board and act in an advisory role to the Community Board.
- The membership has previously consisted of ratepayers in those areas to provide community views on the development of the work programmes, for Council to maintain the drainage network in these areas.

### RECOMMENDATION

- a) re-establish the Kaitaia, Motutangi and Kaikino and Waiharara Area Drainage Committee;
- b) appoint the following members to the Kaitaia Drainage Area Committee
  - i. Fiona King
  - ii. Joe King
  - iii. Mike Masters
  - iv. Greg Yuretich
  - v. Dennis Chapman
  - vi. \_\_\_\_\_
  - vii. \_\_\_\_\_ Te Hiku Community Board representative.
- c) appoint the following members to the Motutangi Drainage Area Committee
  - i. Paul Harvey
  - ii. Jeremy White
  - iii. \_\_\_\_\_ Te Hiku Community Board representative.
- d) appoint the following members to the Kaikino and Waiharara Drainage Area Committee
  - i. Aaron Bainbridge
  - ii. Fred Petricevich
  - iii. Joe Milich
  - iv. Adriene Bartlett
  - v. Dean Radojkovich
  - vi. Fiona King
  - vii. \_\_\_\_\_ Te Hiku Community Board representative.

### 1) BACKGROUND

Although flood protection assets were vested in the Northland Regional Council in 2005, under the Local Government Act 1974, Part 29, rural land drainage assets remain under Far North District Council control and management. Drainage Committees are designed to provide drainage of soils

within defined areas to ensure an economic long-term return from low lying land. Council has delegated the governance of land drainage within the area to the Te Hiku Community Board.

Land drainage is an activity which directly benefits the ratepayers within the defined areas and is funded by them through a targeted rate. To support Council's management of the drainage assets, the ratepayers have formed an advisory committee, and this committee has recommended and prioritised works in the past. The communities requested that Council formalise these governance arrangements by creating Drainage Committees of the Te Hiku Community Board.

In 2003 a management and operational plan was prepared for the Northern Drainage Area incorporating the Motutangi, Waiharara and Kaikino areas. The plan was never formally adopted by the Community Board. It had been received by the affected community and is used as a guide for how drainage works have been undertaken in the above areas. The development of this plan is ongoing and is required as part of the resource consent process.

Part six, subpart three of the LGA 2002 requires a local authority to ensure that each year's projected operating revenues are set at a level sufficient to meet the year's operating expenses. To ensure this happens, the proposed operating expenses for the drainage areas need to be determined in line with the Councils Annual and Long-Term Plan processes.

## **2) DISCUSSION AND OPTIONS**

The requirements for the creation of committees within the local authority are set out in Schedule 7 of the Local Government Act 2002. Given the three Drainage Committees are in the Te Hiku area this report recommends that the Community Board re-establish the committees and continue to advocate on behalf of their communities. The members of the committee may, but need not be, elected members of the Community Board, and a Community Board may appoint to a committee a person who is not a member of the community board if, in the opinion of the board, that person has the skills, attributes or knowledge that will assist the work of the committee. At least one member of a committee must be an elected member of the Te Hiku Community Board; and an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee. The recommendation is that the membership remain as it was prior to the election, and staff intend to develop a more thorough process on how members will be appointed in future, as part of the management plan. The Board however should note that in April 2016 the Motutangi Drainage Area Committee recorded a vote of no confidence in Members Croydon Thompson and Shane Blucher and referred it to the previous Te Hiku Community Board for consideration. The matter was not forwarded to the Board before the election. A subsequent Committee meeting was held and this issue was not raised.

The minimum number of members is three for a committee.

Meetings must be called and conducted in accordance with Schedule 7 of the Local Government Act 2002 and Part 7 of the Local Government Official Information and Meetings Act 1987. A meeting is duly constituted if a quorum is present and business may not be transacted at that meeting unless a quorum is present for the whole time at which the business is being conducted. For a committee the quorum can be no fewer than two and must include one member of the Community Board. The recommended quorum is three; this will be determined by the Community Board when the Committee is established.

Terms of Reference were developed in conjunction with the drainage committees in the 2016 triennium and then updated and adopted in 2017. The purpose of the Terms of Reference is to explain the type, purpose, scope, authority, membership, meeting arrangements, reporting, resources, deliverables of the committee, and how often the document should be reviewed. The Terms of References were approved by the Drainage Committees prior to the election and are attached for the adoption of the Board, to provide continuity.

### **Reason for the recommendation**

The community has requested a Council governance structure in the form of committees of the Te Hiku Community Board to formalise the process of representation and consultation with the ratepayers of the Kaitaia, Waiharara and Kaikino and Motutangi land drainage areas. This will

provide clear direction to the community on how to best work with Council staff to prioritise proposed operating expenses for the maintenance and operation of the drainage areas to enable Council (through their delegation to the Community Board) to set the operating revenue as required by the LGA 2002.

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The three drainage areas have separate catchments, have separate budgets and are rated separately according to a classification system that was established many years ago using a formal review and appeal process. To ensure that each year's projected operating revenues are set at a level sufficient to meet the year's operating expenses the proposed operating expenses for the drainage areas need to be determined in line with the Council's Annual and Long-Term Plan processes and reported to the Community Board for approval and inclusion in these planning documents.

### ATTACHMENTS

1. **Kaitaia Drainage Committee - Terms of Reference - A4073131** [↓](#) 
2. **Waiharara/Kaikino Drainage Committee - Terms of Reference - A4073133** [↓](#) 
3. **Motutangi Drainage Committee - Terms of Reference - A4073132** [↓](#) 



**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.

| Compliance requirement  | Staff assessment  |
|---|---|
| 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 importance.   |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.   | Land Drainage Bylaw 2019.   |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.   | Report is of Community Board relevance and specifically the Te Hiku Community Board.  |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. | The establishment of the Committees does not have a direct impact on Māori. The Committees will however have a responsibility over drains that feed into water ways and may need to consult with iwi as part of their decision-making process |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).  | The establishment of the drainage committees does not impact identified persons. The recommended membership includes ratepayers that own adjacent land blocks.  |
| State the financial implications and where budgetary provisions have been made to support this decision.  | The operating revenues for the drainage area have been set in the 2019-20 Annual Plan and 2018-28 Long Term Plan.   |
| Chief Financial Officer review.   | The Chief Financial Officer has not reviewed this report.   |



Dated: 11 March 2016

## **KAITAIA DRAINAGE AREA COMMITTEE**

### **Terms of Reference**

#### **Purpose**

**The purpose of the Kaitaia Drainage Area Committee is:**

- To represent and consult with the ratepayers of the Kaitaia Drainage Area
- To make recommendation to the Te Hiku Community Board in respect of all matters pertaining to the management of the Kaitaia Drainage Area
- To ensure the Kaitaia Drainage Area ratepayers and the Te Hiku Community Board are well informed about matters of concern relating the Kaitaia Drainage Area
- To identify initiatives and improvements and make recommendations to the Te Hiku Community Board on how these improvements can be implemented
- To provide the Kaitaia Drainage Area community with an opportunity to provide feedback to the Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between the Te Hiku Community Board and community.

#### **Quorum**

The Quorum is set at three.

#### **Responsibilities**

##### **Work Programmes**

Preparing the programme of work for the Kaitaia Drainage area, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions.
- Consistent with Policy #4302 - Northland River Management Policy.

Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

##### **Stakeholder Liaison**

Liaise with all stakeholders as requested by the Council Officer responsible for the Kaitaia Drainage Area.

##### **Membership**

The Kaitaia Drainage Area Committee is to be appointed by resolution of the Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

##### **Protocols**

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by the Te Hiku Community Board.



An agenda will be prepared and circulated 2 clear working days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

**Values**

Advocacy - promote the public's trust and confidence in Council and the Community Board

Openness - communicating clearly and providing as much information as possible

Honesty - observing both the spirit and the letter of the law, policy and procedures

Respect - treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making

Responsiveness - dealing with issues within agreed timeframes

Consider the full range of costs and benefit of alternatives in making recommendations to Council

Ensure open and free exchange of information within the group

**Meetings**

The Kaitaia Drainage Area Committee will meet twice a year as determined by the Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

**Standing Agenda Items**

Confirmation of previous minutes

A financial report provided by the Chief Financial Officer

Proposed Work Programme

**Reporting**

A report will be included in the Te Hiku Community Board agenda at the following meeting that conveys any recommendations to the Te Hiku Community Boards for adoption.

**Support**

Administrative support is provided by the Council's Governance Support team.

**Funding and Budgets**

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Kaitaia Drainage Targeted Rate.

**Procurement of Goods and Services**

The procurement of goods and services for the Kaitaia Drainage Area will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

**Contacts with Media and Outside Agencies**

The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.



Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

**Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

**Power to Delegate**

The Kaitaia Drainage Area Committee may not delegate any of its responsibilities, duties or powers.



## **WAIHARARA AND KAIKINO DRAINAGE AREAS COMMITTEE**

### **Terms of Reference**

#### **Purpose**

**The purpose of the Waiharara and Kaikino Drainage Areas Committee is:**

- To represent and consult with the ratepayers of the Waiharara and Kaikino Drainage Areas
- To make recommendation to the Te Hiku Community Board in respect of all matters pertaining to the management of the Waiharara and Kaikino Drainage Areas
- To ensure the Waiharara and Kaikino Drainage Areas ratepayers and the Te Hiku Community Board are well informed about matters of concern relating the Waiharara and Kaikino Drainage Areas
- To identify initiatives and improvements and make recommendations to the Te Hiku Community Board on how these improvements can be implemented
- To provide the Waiharara and Kaikino Drainage Areas community with an opportunity to provide feedback to the Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between the Te Hiku Community Board and community.

#### **Quorum**

The Quorum is set at three.

#### **Responsibilities**

##### **Work Programmes**

Preparing the programme of work for the Waiharara and Kaikino Drainage Areas, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions
- Consistent with Policy #4302 - Northland River Management Policy.

Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

##### **Stakeholder Liaison**

Liaise with all stakeholders as requested by the Council Officer responsible for the Drainage Areas.

##### **Membership**

The Waiharara and Kaikino Drainage Areas Committee is to be appointed by resolution of the Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

##### **Protocols**

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by the Te Hiku Community Board.



An agenda will be prepared and circulated 5 days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

**Values**

Advocacy - promote the public's trust and confidence in Council and the Community Board

Openness - communicating clearly and providing as much information as possible

Honesty - observing both the spirit and the letter of the law, policy and procedures

Respect - treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making

Responsiveness - dealing with issues within agreed timeframes

Consider the full range of costs and benefit of alternatives in making recommendations to Council

Ensure open and free exchange of information within the group

**Meetings**

The Waiharara and Kaikino Drainage Areas Committee will meet twice a year as determined by the Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

**Standing Agenda Items**

Confirmation of previous minutes

A financial report provided by the Financial Controller

Proposed Work Programme

**Reporting**

A report will be included in the Te Hiku Community Board agenda at the following meeting that conveys any recommendations to the Te Hiku Community Boards for adoption.

**Support**

Administrative support is provided by the Council Advisory Services Department.

**Funding and Budgets**

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Waiharara and Kaikino Drainage Areas Targeted Rates.

**Procurement of Goods and Services**

The procurement of goods and services for the Waiharara and Kaikino Drainage Areas will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

**Contacts with Media and Outside Agencies**



The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

**Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

**Power to Delegate**

The Waiharara and Kaikino Drainage Areas Committee may not delegate any of its responsibilities, duties or powers.



## **MOTUTANGI DRAINAGE AREA COMMITTEE**

### **Terms of Reference**

#### **Purpose**

**The purpose of the Motutangi Drainage Area Committee is:**

- To represent and consult with the ratepayers of the Motutangi Drainage Area
- To make recommendation to the Te Hiku Community Board in respect of all matters pertaining to the management of the Motutangi Drainage Area
- To ensure the Motutangi Drainage Area ratepayers and the Te Hiku Community Board are well informed about matters of concern relating the Motutangi Drainage Area
- To identify initiatives and improvements and make recommendations to the Te Hiku Community Board on how these improvements can be implemented
- To provide the Motutangi Drainage Area community with an opportunity to provide feedback to the Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between the Te Hiku Community Board and community.

#### **Quorum**

The Quorum is set at three.

#### **Responsibilities**

##### **Work Programmes**

Preparing the programme of work for the Motutangi Drainage area, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions.
- Consistent with Policy #4302 - Northland River Management Policy.

Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

##### **Stakeholder Liaison**

Liaise with all stakeholders as requested by the Council Officer responsible for the Drainage Areas.

##### **Membership**

The Motutangi Drainage Area Committee is to be appointed by resolution of the Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

##### **Protocols**

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by the Te Hiku Community Board.





An agenda will be prepared and circulated 5 days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

**Values**

Advocacy - promote the public's trust and confidence in Council and the Community Board

Openness - communicating clearly and providing as much information as possible

Honesty - observing both the spirit and the letter of the law, policy and procedures

Respect - treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making

Responsiveness - dealing with issues within agreed timeframes

Consider the full range of costs and benefit of alternatives in making recommendations to Council

Ensure open and free exchange of information within the group

**Meetings**

The Motutangi Drainage Area Committee will meet twice a year as determined by the Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

**Standing Agenda Items**

Confirmation of previous minutes

A financial report provided by the Financial Controller

Proposed Work Programme

**Reporting**

A report will be included in the Te Hiku Community Board agenda at the following meeting that conveys any recommendations to the Te Hiku Community Boards for adoption.

**Support**

Administrative support is provided by the Council Advisory Services Department.

**Funding and Budgets**

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Motutangi Drainage Targeted Rate.

**Procurement of Goods and Services**

The procurement of goods and services for the Motutangi Drainage Area will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

**Contacts with Media and Outside Agencies**



The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

#### **Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

#### **Power to Delegate**

The Motutangi Drainage Area Committee may not delegate any of its responsibilities, duties or powers.

## 7.6 PROJECT FUNDING REPORTS

**File Number:** A4061054

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Shayne Storey, Acting Manager - Corporate Planning & Community Development

### 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) CBEC Kaitaia EcoCentre – Community Upcycling
- b) Kaitaia and Districts A&P Association – 2022 Show
- c) Kaitaia College – Arts Showcase

### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

#### Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

### ĀPITI HANGA / ATTACHMENTS

- 1. CBEC - Community Upcycling - A4063883 [↓](#) 
- 2. Kaitaia and Districts A and P Showcase - A4063881 [↓](#) 
- 3. Kaitaia College Art Showcase - A4063886 [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

|  |  |
|--|--|
| <b>Name of organisation:</b>           | Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia) |
| <b>Name &amp; location of project:</b> | Community Upcycling for the Environment (CUE) - Kaitaia          |
| <b>Date of project/activity:</b>       | July 2022 to October 2022  |

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



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

|   |                   |
|---|-------------------|
| <b>Amount received from the Community Fund:</b>   | \$ 5,000 plus GST |
| <b>Board meeting date the grant was approved:</b> | June 2022         |

**Please give details of how the money was spent:**

- Your contribution to the project and the funding you received from the Community Board must be accounted for**
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.**

| Supplier/Description                           | \$amount        | Receipt/s attached (please tick)          |
|--|-----------------|---|
| Contractor Fees - Facilitation (Merryn Grace)  | \$ 2,887.50     | Inv-715896;758106; 806457;842017;869678   |
| Contractor Fees - Facilitation (Wendy Graydon) | \$ 1,786.89     | Invoice: 06; 007; 008; 009; 010; 012; 013 |
| Contractor Fees - Facilitation (Lyn Vos)       | \$315.00        | Invoice: ECO-LV026                        |
| Consumables, Quick Unpicks etc                 | \$ 10.61        | Receipt: 13/09/22                         |
| <b>Total:</b>                                  | <b>\$ 5,000</b> |   |

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

|   |
|---|
| <p>Diverse Needs Classroom support-9 participants; Donations to Women's Refuge; Darning Workshop-7 participants; Trashion Show-60 attendees, plus designers / models etc - demonstrating what can be done with "rescued" textiles.</p> <p>Rongoa Workshop-13 participants; Winter Woolcrafts circle-7 participants; Ngataki College upcycling creative session-9 participants; Journal making workshop- 10 participants</p> <p>Rag rugs workshop-13 participants; Ngataki College upcycle fashion design group-8 participants; Homemade self care products workshop-10 participants</p> <p>Produce bags creation training; sewing assistance and training with probationists and general public-9 participants; Upcycling, mending and refurbishing old cushions.</p> <p>Weekly mending workshops, throughout the period - between 4 and 15 participants each week.</p> |
|---|

Private Bag 752, Memorial Ave, Kaitaia 0440, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

1

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

We have been able to reduce the amount of discarded textiles, coming from places such as local Op Shops, ending up in landfill.

These textiles have been repaired, reused, or upcycled to create items for sale in our EcoShop; the items range from clothing, to produce bags, to gardening aprons, pillows, pet toys, wall hangings, reusable carry bags and water bottle holders. Some items have been donated to other charitable groups, such as Women's Refuge and Salvation Army. A safe place has been created for individuals of all backgrounds, with careful management of the attendance of different groups.

The facilities will be made available outside of scheduled events for experienced sewers who want to continue with their creations.

Individuals from a range of ages and backgrounds have also been taught skills that enable them to create items for their own use, saving them money, and reducing the impact on landfill. This ranges from a wide range of sewing and mending skills to allow them to repair or reuse existing clothing items, or foraging in the local environment to create their own balms and self care products, with minimal monetary output required.

Individuals have been able to reintegrate into the society in a friendly, non-judgemental environment. We plan to make adjustments to our advertising etc to make it clear that anyone is welcome - encouraging more socially isolated individuals to participate.

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

The FNDC Community Board has been acknowledged in the footer of emails and letters issued during the period of the grant and on noticeboards etc placed to advertise relevant events at Ano Ano.

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

[facebook.com/EcoCentreKaitaia/](https://facebook.com/EcoCentreKaitaia/)

**This report was completed by:**

Name: Donna King, Funding & Finance Officer

Address: Shop 5, 42 Commerce Street, Kaitaia (entrance off Bank Street)

Phone: 022 458 2313 mob: 022 458 2313

Email: mebanjo@outlook.com

Date: 28/12/2022

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

**Project Report – Community Upcycling for the Environment (CUE)****Schedule of Supporting Documentation**

| <b>Document</b> | <b>Title</b>                     |
|-----------------|----------------------------------|
| <b>1</b>        | <b>Annual Report</b>             |
| <b>2</b>        | <b>Job Report</b>                |
| <b>3</b>        | <b>Invoices for facilitators</b> |
|                 |                                  |
|                 |                                  |



Far North  
District Council

Project Report  
COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

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

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Name of organisation: Kaitaia & Districts A&P

Name & location of project:

Date of project/activity: 25<sup>th</sup> February 2021

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 500.00

Board meeting date the grant was approved: Dec

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

| Supplier/Description              | Amount | Receipt/s attached (please tick) |
|-----------------------------------|--------|----------------------------------|
| Quality presentations for ribbons | \$ 575 |                                  |
|                                   | \$     |                                  |
|                                   | \$     |                                  |
|                                   | \$     |                                  |
| Total:                            | \$ 575 |                                  |

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

Thou we didn't have a proper show we  
still ran the horse side of the show,  
as we could social distance, & didn't allow  
spectators in, competitors were only allowed 1 support  
person.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

We are extremely grateful for the funds  
we recieved to help ~~put~~ with the ribbons.



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

The money we got from FNDC Te Aiko funding allowed ~~us~~ us to have the ribbons for our show. We would like to thank you so much for your support & helping us out. It is very much appreciated & I'm so sorry that I am late putting this in.

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

I have none at the moment, but am putting it in the schedule for next year.

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

This report was completed by:

Name: Bionnie Travers  
Address: 607 Te Rore Road  
Phone: 09 9296822 mob: 0274 711 432  
Email: bionny326@gmail.com  
Date: 21/10/22

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Private Bag 752, Memorial Ave, Kaitake 0400, New Zealand, Freephone: 0800 920 029.  
Phone: (09) 405 2759, Fax: (09) 401 2137, Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

**Schedule of Supporting Documentation****KAITAIA AND DISTRICTS A&P ASSOCIATION****(Kaitaia and District A&P Show 2022)**

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

|          |  |
|----------|--|
| <b>1</b> | <b>Invoice for Ribbons – x 1 page</b>            |
| <b>2</b> | <b>Bank Statement Showing Payment – x 1 page</b> |



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

|  |                         |
|--|-------------------------|
| <b>Name of organisation:</b>           | Kaitaia College         |
| <b>Name &amp; location of project:</b> | Arts Expo-Te Ahu Centre |
| <b>Date of project/activity:</b>       | 28/09/22                |

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

Te Hiku

☒

Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

**Amount received from the Community Fund:** \$ 1,829.00

**Board meeting date the grant was approved:** August 22

**Please give details of how the money was spent:**

- **Your contribution to the project and the funding you received from the Community Board must be accounted for**
- **Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.**

| Supplier/Description                           | \$amount    | Receipt/s attached (please tick) |
|--|-------------|----------------------------------|
| Lakeside Sound & Lighting                      | \$ 2990.00  | Yes                              |
| Te Ahu Charitable Trust                        | \$600.00    | yes                              |
| Costumes-Postie Plus                           | \$141.50    | yes                              |
| Stage manager                                  | \$ 150.00   | yes                              |
| Total:   | \$ 3,881.50 |                                  |
| Our Contribution (Arts Budget Kaitaia College) | \$ 2,052.50 |                                  |

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

The highlight of the Te Ahu Arts Expo was how the students at kaitaia College were able to showcase their years best work in dance,drama and arts to the public. The wonderful vibrant public performance at the Te Ahu Centre, was enjoyed by approx 100 whanau and friends and members of the public.

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1

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

The Te Ahu showcase was a stand out event because we were able to use funding applied for by the dance teacher, and through the Te Hiku community board's support we were able to use a public domain for whanau, benefiting them in a variety of ways including increased participation in the arts and sharing in the success of the Tai Tamariki. Showing student works which were otherwise unable to be shown in a public setting- involving them in a real world experience given the restraints and lack of stage at Kaitaia College.

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

Board has been acknowledged through out poster and programme (please attached). And also in our school magazine.

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

**This report was completed by:**

Name:   
Address:   
Phone  mob:   
Email:   
Date:

**Project Report – Kaitaia College Dance Showcase****Schedule of Supporting Documentation**

| <b>Document</b> | <b>Title</b>                  |
|-----------------|-------------------------------|
| <b>1</b>        | <b>Showcase Programme</b>     |
| <b>2</b>        | <b>Little Theatre Invoice</b> |
| <b>3</b>        | <b>Liz Olliver Invoice</b>    |
| <b>4</b>        | <b>Postie/Costume Invoice</b> |
| <b>5</b>        | <b>Te Ahu Invoice</b>         |

## 7.7 FUNDING APPLICATIONS

**File Number:** A4061069

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Shayne Storey, Acting Manager - Corporate Planning & Community Development

### 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 December 2022 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Five applications were received for funding, requesting a total of \$119,628.
- The Community Board has a total of \$141,710 for the Community Fund and \$100,000 to allocate towards place-making applications for the 2022/23 financial year.
- To date, the Community Board has allocated \$63,922 in grants, leaving a balance of **\$34,914** 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.
- Far North Land Search and Rescue has asked for approval for a change in the allocation of funding granted to them at the meeting 21 June 2022.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$1,265** (plus GST if application) to be paid from the Board's Community Fund account to CBEC Kaitia EcoCentre for the management of recycling and rubbish at the Mangonui Waterfront Festival 2023, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- b) approves the sum of **\$5,000** (plus GST if applicable) to be paid from the Board's Community Fund account to Kaitia City Rugby Union Football Club for 125<sup>th</sup> Jubilee celebrations, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- c) leaves the application from the Karikari Peninsula Residents and Ratepayers Association for the sum of **\$88,220** (plus GST if applicable) to be considered at the first meeting of the new financial year (4 July 2023) when more funds are available for allocation by the Community Board.

|  |
|--|
| <p><b>TŪTOHUNGA / RECOMMENDATION</b></p> <p><b>That Te Hiku Community Board</b></p> <p>d) leaves the application from the <u>Coopers Beach Combined Bowling Club</u> for the sum of <b>\$20,000</b> (plus GST if applicable) to be considered at the first meeting of the new financial year (4 July 2023) when more funds are available for allocation by the Community Board.</p>  |
| <p><b>TŪTOHUNGA / RECOMMENDATION</b></p> <p><b>That Te Hiku Community Board</b></p> <p>e) approves the sum of <b>\$2,750</b> (plus GST if applicable) to be paid from the Board's Community Fund account to <u>Kaitia and Districts A&amp;P Association</u> for 2023 A&amp;P Show, to support the following Community Outcomes:</p> <ul style="list-style-type: none"> <li>i) Proud, vibrant communities.</li> <li>ii) Communities that are healthy, safe, connected and sustainable.</li> </ul> |
| <p><b>TŪTOHUNGA / RECOMMENDATION</b></p> <p><b>That Te Hiku Community Board</b></p> <p>f) approves the funding granted at the meeting of 21 June 2022 to Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri for the lease of premises for one year be permitted to be used for towards the lease of two years, as the organisation was able to negotiate a lower lease rate after the funding was granted.</p>   |

## 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           |
|---|-------------|--|---|----------------|
| CBEC Ecosolutions                               | \$1,265.00  | \$1,265                                | CBEC are working with the Mangonui Waterfront organisers and have been asked to manage the waste and recycling aspect of this popular annual event.   | Event          |
| Karikari Peninsula Residents & Ratepayers Assn. | \$88,220.00 | Leave to lie until next financial year | The residents and ratepayers' association received \$33,000 from the previous Infrastructure Grant fund for this project and are seeking additional funds to expand the coverage on the peninsula. This is the full cost of the project, with no other funding apparently secured at this time. | Infrastructure |

| Applicant and Project                             | Requested | Recommend                                 | Comments  | Type           |
|---|-----------|---|---|----------------|
|   |           |   | The Board does not have sufficient funds to grant a significant amount to this project and it is recommended this request be tabled until the next financial year when the Board will have funds to consider a reasonable contribution and the applicant has had time to seek additional funding elsewhere.   |                |
| Kaitaia City Rugby Union Football Club            | \$7,393   | \$5,000                                   | This is for the 125 <sup>th</sup> anniversary of the club, and they are planning substantial jubilee event. They were unsuccessful in their application to the Events Investment Fund and are seeking funds towards the costs of hosting an expected influx of visitors for the weekend.  | Event          |
| Coopers Beach Combined Bowling Club               | \$20,000  | Leave to lie until next financial year    | <p>The Coopers Beach Bowling Club previously received funding from the Infrastructure Grant fund towards replacing their bowling greens, which are well utilised by the club. They are now seeking to upgrade their carpark and pave it with concrete, to make it safer for their users, many of whom are older.</p> <p>The Board does not have sufficient funds to grant a significant amount to this project and it is recommended this request be tabled until the next financial year when the Board will have funds to consider a reasonable contribution and the applicant has had time to seek additional funding elsewhere.</p> | Infrastructure |
| Kaitaia and Districts A&P Association – 2023 Show | \$2,750   | \$2,750                                   | This is an annual show that has been funding in previous years by the Board. While this appears to be for the full amount, it is actually just for part of the costs of the overall event and is within the policy guidelines.  | Event          |
| Far North Land Search and Rescue                  | \$5,000   | Allow to use for two years instead of one | <p>The Board granted \$5,000 towards Far North Land Search and Rescue towards costs they were having to find to secure a permanent base after their sub-lease agreement ceased.</p> <p>They have managed to secure a lease for half the expected cost from FNHL and have asked if the Board will allow them to use the funds granted towards a two-year lease instead of the initial anticipated one year lease.</p>  | Infrastructure |



**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. CBEC - Mangonui Waterfront Festival - A4063887 [↓](#) 
2. Karikari Peninsula CCTV Expansion - A4063884 [↓](#) 
3. Kaitaia Rugby Club Jubilee - A4063882 [↓](#) 
4. Coopers Beach Combined Bowling Club - A4063885 [↓](#) 
5. Kaitaia and Districts A&P - A4077011 [↓](#) 
6. Far North Land Search and Rescue - A4063888 [↓](#) 

**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><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.   |

## Mangonui Waste Reduction.

## Local Grant Application Form



### Instructions

**Please read carefully:**

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

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

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

### Applicant details

|                  |  |                   |   |
|------------------|--|-------------------|---|
| Organisation     | <input type="text" value="CBEC EcoSolutions"/> | Number of Members | <input type="text" value="12"/>           |
| Postal Address   | <input type="text" value="190 Pukepoto Rd."/>  | Post Code         | <input type="text" value="0410"/>         |
| Physical Address | <input type="text" value=""/>                  | Post Code         | <input type="text" value="0410"/>         |
| Contact Person   | <input type="text" value="Jo Shanks"/>         | Position          | <input type="text" value="Manager"/>      |
| Phone Number     | <input type="text" value="022 6593 154"/>      | Mobile Number     | <input type="text" value="022 6593 154"/> |
| Email Address    | <input type="text" value="jo@cbec.co.nz"/>     |                   |   |

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

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029

## Local Grant Application Form



### Project Details

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

☒ Te Hiku ☐ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Mangonui Waterfront Festival <sup>Waste reduction.</sup> Date 11/03/2023  
Location  Time 8-5

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

If so, how much? \$10

Outline your activity and the services it will provide. Tell us:

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

EcoSolutions will provide waste minimisation services throughout the event in conjunction with our Tamaki Recycling Ambassadors team from Mangonui School.

Last year event we attained 88% diversion from landfill, this year we aim to increase this to over 90% waste diverted from landfill!!

We provide Recycling lids/signage volunteer management & waste management services.

We also promote Kaitiaki and use events as an opportunity to educate the community about what a circular economy would look like and how we can reduce waste by recycling, composting and avoiding unnecessary waste.

We have provided Stall holder info packs to meet funding to put systems in to action.

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## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

**Please Note:**

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

| Expenditure   | Total Cost   | Amount Requested |
|---|--------------|------------------|
| Rent/Venue Hire   | —            |                  |
| Advertising/Promotion                                       | 75           | 75               |
| Facilitator/Professional Fees <sup>2</sup>                  |              |                  |
| Administration (incl. stationery/copying)                   | 200          | 200              |
| Equipment Hire  | 150          | 150              |
| Equipment Purchase (describe)<br>H&S (gloves cleaners/bags) | 60           | 60               |
| Utilities compostable waste disposal                        | 180          | 180              |
| Hardware (e.g. cement, timber, nails, paint)                | (2,215.82)   |                  |
| Consumable materials (craft supplies, books)                |              |                  |
| Refreshments  |              |                  |
| Travel/Mileage  | 100          | 100              |
| Volunteer Expenses Reimbursement                            | 500          | 500              |
| Wages/Salary  | 1485         | not applicable   |
| Volunteer Value (\$20/hr)                                   | 1600         | not applicable   |
| Other (describe)  |              |                  |
| <b>TOTALS</b>   | <b>4,350</b> | <b>1,265</b>     |

\* We purchased lids which we will hire out to events, we did not incl. this in the total as the expense will be spread over several events.

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

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## Local Grant Application Form



### Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 052 635 020

How much money does your organisation currently have? 0

How much of this money is already committed to specific purposes? 100%

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

| Purpose  | Amount   |
|--|--|
| EcoSolutions (zero waste Ed)                                 | As all our contracts are paid in arrears for our community projects our balance is always in the negative. |
| Para Kore (a project under EcoSol, zero waste Morae support) |  |
| EcoStar (Business waste min)                                 |  |
| Compost Connection   |  |
| <b>TOTAL</b>   |  |

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

| Funding Source             | Amount | Approved             |
|----------------------------|--------|----------------------|
| Mangonui Event Trust       | \$500  | <u>Yes</u> / Pending |
| Compost Connection/EcoStar | \$900  | <u>Yes</u> / Pending |
|                            |        | Yes / Pending        |
|                            |        | Yes / Pending        |
|                            |        | Yes / Pending        |

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

| Purpose      | Amount | Date       | Project Report Submitted    |
|--------------|--------|------------|-----------------------------|
| Kai Ora fund | \$5 k  | 3/08/2022  | Y / <u>N</u> (still active) |
|              | \$5 k  | 15/12/2021 | <u>Y</u> / N due 3/05/2023  |
|              |        |            | Y / N                       |
|              |        |            | Y / N                       |

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

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

Community Business & Environment Centre; Eco Solutions

**We, the undersigned, declare the following:**

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

**Signatory One**

[Signature]

**Signatory Two**

[Signature]

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## Local Grant Application Form



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

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

### Signatory One

Name Joanne Shanks Position Manager  
 Postal Address 190 Pukepoto Rd Post Code CA10  
 Phone Number 09 408 1092 Mobile Number 022 6893 154  
 Signature [Signature] Date 13/01/2023

### Signatory Two

Name C.T. Odgukhoun Position CEO  
 Postal Address 190 Pukepoto Rd. Kaitia Post Code CA10  
 Phone Number 09/408 1092 Mobile Number 027 480 8174  
 Signature [Signature] Date 13/1/23

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029



**Funding Application – Mangonui Waterfront Festival Waste Reduction (CBEC)****Schedule of Supporting Documentation**

| <b>Document</b> | <b>Title</b>                 |
|-----------------|------------------------------|
| <b>1</b>        | <b>Budget</b>                |
| <b>2</b>        | <b>2020 Report</b>           |
| <b>3</b>        | <b>Quote – Lids</b>          |
| <b>4</b>        | <b>Quote – Bins</b>          |
| <b>5</b>        | <b>Quote – Picker uppers</b> |
| <b>6</b>        | <b>Financial Statement</b>   |

## Local Grant Application Form



### Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.

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

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

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

### Applicant details

|                  |  |                   |             |
|------------------|--|-------------------|-------------|
| Organisation     | Karikari Pen. Res & Ratepayers CCTV        | Number of Members | 5           |
| Postal Address   | 1 Brunton Place, Tokerau Beach RD3 Kaitaia | Post Code         | 0483        |
| Physical Address | Karikari Hall Matai Bay Road, RD3 Kaitaia  | Post Code         |             |
| Contact Person   | Evan Mackay                                | Position          | Chairperson |
| Phone Number     |  | Mobile Number     | 02745827608 |
| Email Address    | cctvkarikari@gmail.com                     |                   |             |

Please briefly describe the purpose of the organisation.

To install and maintain CCTV coverage around the Karikari Peninsula

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## Local Grant Application Form



### Project Details

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



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

Outline your activity and the services it will provide. Tell us:

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

The community as a whole benefits by the security provided by the presence of CCTV cameras.

Crime has proven to be reduced since the introduction- FMG has provided Police statistics around the reduction in reported crime.

The ongoing maintenance provides clarity for Police to follow up theft, burglary and suspicious activity including drug dealing and antisocial behaviour.

More security makes the peninsula a safer place to live, attracting more people, and growing the economy of the area

Our application is for the full amount of funds required to complete installation of cameras across the peninsula, and for ongoing maintenance.

Fundraising has been halted for the last 3 years due to COVID but the work continues.

A fundraising event is to be held at the Karikari Hall Market Anniversary Weekend and a drive for private donations from householders and homeowners in the area is currently underway.

The committee was hoping to apply and receive funding from the Proceeds of Crime fund but applications were not excepted for this financial year and apparently into next year. The generosity of local residents and Council has helped us to get to where we are today but the work is not done yet!

## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

**Please Note:**

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

| Expenditure  | Total Cost                  | Amount Requested |
|--|-----------------------------|------------------|
| Rent/Venue Hire  |                             |                  |
| Advertising/Promotion  |                             |                  |
| Facilitator/Professional Fees <sup>2</sup>                       |                             |                  |
| Administration (incl. stationery/copying)                        |                             |                  |
| Equipment Hire   |                             |                  |
| Equipment Purchase (describe)<br>Cameras and equip as per quotes | 70660                       | 70660            |
| Utilities Wifi + Power pa  | 1134.96 + 2796.36 = 3931.32 | 3931.32          |
| Hardware (e.g. cement, timber, nails, paint)                     |                             |                  |
| Consumable materials (craft supplies, books)                     |                             |                  |
| Refreshments   |                             |                  |
| Travel/Mileage   |                             |                  |
| Volunteer Expenses Reimbursement                                 |                             |                  |
| Wages/Salary   |                             | not applicable   |
| Volunteer Value (\$20/hr)  |                             | not applicable   |
| Other (describe)<br>Northland CCTV Maintenance                   | \$2760 pa                   | 2760             |
| <b>TOTALS</b>  |                             | 88220.32         |

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.



## Local Grant Application Form



### Financial Information

Is your organisation registered for GST? ☐ Yes ☐ No GST Number

How much money does your organisation currently have?

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

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

| Purpose   | Amount |
|---|--------|
| ongoing maintenance and spread of cameras to serve the whole peninsula. |        |
|   |        |
|   |        |
|   |        |
| <b>TOTAL</b>  |        |

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

| Funding Source          | Amount  | Approved      |
|-------------------------|---------|---------------|
| Donations               | 2036.00 | Yes / Pending |
| Fundraising - cookbooks | 140.00  | Yes / Pending |
|                         |         | Yes / Pending |
|                         |         | Yes / Pending |
|                         |         | Yes / Pending |

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

| Purpose                   | Amount | Date         | Project Report Submitted |
|---------------------------|--------|--------------|--------------------------|
| Camera installation costs | 33,000 | October 2021 | Y / N                    |
|                           |        |              | Y / N                    |
|                           |        |              | Y / N                    |
|                           |        |              | Y / N                    |

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## Local Grant Application Form



### Privacy Information

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### Applicant Declaration

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

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

Karikari Peninsula Ratepayers Assn CCTV Project

**We, the undersigned, declare the following:**

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

**Signatory One**

Evan Mackay

**Signatory Two**

Vivienne Cramond

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## Local Grant Application Form



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

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

### Signatory One

|                |  |               |   |
|----------------|--|---------------|---|
| Name           | <input type="text" value="Evan Mackay"/>                 | Position      | <input type="text" value="Chairman"/>       |
| Postal Address | <input type="text" value="1 Brunton Place RD3 Kaitaia"/> |               | Post Code <input type="text" value="0483"/> |
| Phone Number   | <input type="text" value="0274527608"/>                  | Mobile Number | <input type="text" value="0274527608"/>     |
| Signature      | <input type="text" value="Evan Mackay"/>                 | Date          | <input type="text" value="17-1-23"/>        |

### Signatory Two

|                |  |               |   |
|----------------|--|---------------|---|
| Name           | <input type="text" value="Vivienne Cramond"/>            | Position      | <input type="text" value="Secretary"/>      |
| Postal Address | <input type="text" value="102 Virtue Cres RD3 Kaitaia"/> |               | Post Code <input type="text" value="0483"/> |
| Phone Number   | <input type="text"/>                                     | Mobile Number | <input type="text" value="0211185620"/>     |
| Signature      | <input type="text" value="Vivienne Cramond"/>            | Date          | <input type="text" value="17/1/2023"/>      |

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**Funding Application – Karikari Peninsula Residents and Ratepayers**  
**Schedule of Supporting Documentation**

| <b>Document</b> | <b>Title</b>                    |
|-----------------|---------------------------------|
| <b>1</b>        | <b>ASB Statement</b>            |
| <b>2</b>        | <b>Northland CCTV Quotation</b> |
| <b>3</b>        | <b>Financial Report</b>         |



## Local Grant Application Form



### Instructions

**Please read carefully:**

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

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

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

### Applicant details

|                  |   |                   |   |
|------------------|---|-------------------|---|
| Organisation     | <input type="text" value="Kaitaia City Rugby Union Football Club"/> | Number of Members | <input type="text" value="190"/>          |
| Postal Address   | <input type="text" value="Po Box 305, Kaitaia"/>                    | Post Code         | <input type="text" value="0441"/>         |
| Physical Address | <input type="text" value="22 Church Road, Kaitaia, Far North"/>     | Post Code         | <input type="text" value="0410"/>         |
| Contact Person   | <input type="text" value="Lisa Vinac-Tracey"/>                      | Position          | <input type="text" value="Treasurer"/>    |
| Phone Number     | <input type="text" value="09/408 0950 wk"/>                         | Mobile Number     | <input type="text" value="027 787 2800"/> |
| Email Address    | <input type="text" value="Lisa_Brett@xtra.co.nz"/>                  |                   |   |

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

Kaitaia Rugby Club 125th Jubilee weekend celebration, informal meet & greet on Friday evening,  
Saturday hosting JMB, IMB & Senior games followed by Saturday night hoisting a formal dinner

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## Local Grant Application Form



### Project Details

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



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

Outline your activity and the services it will provide. Tell us:

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

KCR 125th Jubilee will begin on Friday 12th May with an evening game showcasing our IMB team, many of the players coming from 2022 Northland Championship U16s team this will be followed by an informal meet & greet on Friday evening (local caterers) at which no doubt old rugby pals will be reunited and many memories shared (People coming from away will use local accommodation). An Auction will be held of the specially commissioned 125 years jerseys. On Saturday our Rugby Festival will continue with our JMB, IMB & Senior games. During the junior games we will have various activities and food available (local business food caravans will be used). To all of our Junior & IMB players we will have special presentations of keepsakes to commemorate our Jubilee celebration. Saturday night will be a formal dinner (we are using all local caterers, Hireage companies, security, Bar staff, cleaning crew & advertising to support our local businesses) featuring a top quality guest speaker Eric Rush (to share his Kaupapa and encourage whanau to get behind our tamariki & make a difference) we will also be celebrating the present and induction of new life members who will be recognised for their contribution to the club and our community, this will be an occasion for all those who have participated at any level whether as players, coaches, managers, administrators, referees or supporters and their partners to come together and join in the celebration of the Club's rich, vibrant and proud history of Rugby.

## Local Grant Application Form



### Project Cost

**Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.**

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

**Please Note:**

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

| Expenditure   | Total Cost   | Amount Requested |
|---|--------------|------------------|
| Rent/Venue Hire <a href="#">Marquee Hire</a>                                    | 750          | 375              |
| Advertising/Promotion   | 217          | 109              |
| Facilitator/Professional Fees <sup>2</sup>                                      |              |                  |
| Administration (incl. stationery/copying)                                       | 911          | 456              |
| Equipment Hire  | 1608         | 804              |
| Equipment Purchase (describe)<br><a href="#">Medals &amp; Caps</a>              | 1098         | 549              |
| Utilities   |              |                  |
| Hardware (e.g. cement, timber, nails, paint)                                    |              |                  |
| Consumable materials (craft supplies, books)                                    | 340          | 170              |
| Refreshments <a href="#">Friday &amp; Saturday night</a>                        | 6700         | 3350             |
| Travel/Mileage <a href="#">Accommodation</a>                                    | 249          | 125              |
| Volunteer Expenses Reimbursement  |              |                  |
| Wages/Salary  |              | not applicable   |
| Volunteer Value (\$20/hr) <a href="#">10hrs @ \$20 x10p</a>                     | 2000         | not applicable   |
| Other (describe)<br><a href="#">Bar Staff, Cleaning, Rubbish &amp; Security</a> | 2910         | 1455             |
| <b>TOTALS</b>   | <b>16783</b> | <b>7393</b>      |

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

## Local Grant Application Form



### Financial Information

Is your organisation registered for GST?



Yes

☐ No

GST Number

049-542-801

How much money does your organisation currently have?

0.00

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

0.00

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

| Purpose | Amount |
|---------|--------|
|         |        |
|         |        |
|         |        |
|         |        |
|         |        |
| TOTAL   |        |

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

| Funding Source                                    | Amount | Approved      |
|---|--------|---------------|
| Sponsorship & Fundraising for any remaining costs | ??     | Yes / Pending |
|   |        | Yes / Pending |
|   |        | Yes / Pending |
|   |        | Yes / Pending |
|   |        | Yes / Pending |

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

| Purpose                            | Amount | Date         | Project Report Submitted |
|------------------------------------|--------|--------------|--------------------------|
| FNDC Rural Travel Fund for Juniors | 2400   | 02/06/2022   | Y / N                    |
| FNDC Rural Travel Fund for Juniors | 2000   | 25/06/2021   | Y / N                    |
| FNDC Rural Travel Fund for Juniors | 1000   | 12 JUNE 2020 | Y / N                    |
| FNDC Rural Travel Fund for Juniors | 1700   | 29 May 2019  | Y / N                    |

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## Local Grant Application Form



### Privacy Information

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### Applicant Declaration

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

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

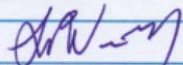
Kaitaia City Rugby Union Football Club

**We, the undersigned, declare the following:**

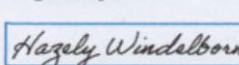
In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

**Signatory One**



**Signatory Two**



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## Local Grant Application Form



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

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

### Signatory One

Name  Position

Postal Address  Post Code

Phone Number  Mobile Number

Signature  Date

### Signatory Two

Name  Position

Postal Address  Post Code

Phone Number  Mobile Number

Signature  Date

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**Funding Application – Kaitaia Rugby Club**  
**Schedule of Supporting Documentation**

| <b>Document</b> | <b>Title</b>            |
|-----------------|-------------------------|
| <b>1</b>        | <b>Business Plan</b>    |
| <b>2</b>        | <b>Quotes</b>           |
| <b>3</b>        | <b>ASB Statements</b>   |
| <b>4</b>        | <b>Financial Report</b> |

## Local Grant Application Form



### Instructions

Please read carefully:

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

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

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

### Applicant details

|                  |  |                   |   |
|------------------|--|-------------------|---|
| Organisation     | <input type="text" value="Coopers Beach Combined Bowling Club inc"/> | Number of Members | <input type="text" value="230"/>        |
| Postal Address   | <input type="text" value="Box 65, Mangonui, Far North"/>             | Post Code         | <input type="text" value="0442"/>       |
| Physical Address | <input type="text" value="236 SH 10, Coopers Beach"/>                | Post Code         | <input type="text" value="0420"/>       |
| Contact Person   | <input type="text" value="Dennis Breckon"/>                          | Position          | <input type="text" value="President"/>  |
| Phone Number     | <input type="text"/>   | Mobile Number     | <input type="text" value="0279701000"/> |
| Email Address    | <input type="text" value="denn.trish@gmail.com"/>                    |                   |   |

Please briefly describe the purpose of the organisation.

|  |
|--|
| <u>Sports and recreation centre, Hosting a variety of sports and social community activities</u> |
|--|

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Page 1



## Local Grant Application Form



### Project Details

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

☒ Te Hiku      ☐ Kaikohe-Hokianga      ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date   
 Location  Time

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

If so, how much?

Outline your activity and the services it will provide. Tell us:

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

The concreting of our car park will benefit all our members including members of the Bowling Club, Pool Club, Fishing Club and Darts Club. It will also benefit members of the community who use the facility on a regular basis for meals three nights a week, private functions including Lions Club, Health Board, Fire Brigade and Diabetic Society.

It will also benefit the FNDC who share the access way to the carpark where they have a sewerage pumping station located.

Concrete will provide a stable footing for all users of the club. Many of our members are in their eighties and nineties. It will also prevent small stones being transferred onto our greens which causes potential damage.

## Local Grant Application Form



### Project Cost

**Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.**

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

**Please Note:**

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

| Expenditure                                  | Total Cost       | Amount Requested |
|--|------------------|------------------|
| Rent/Venue Hire                              |                  |                  |
| Advertising/Promotion                        |                  |                  |
| Facilitator/Professional Fees <sup>2</sup>   |                  |                  |
| Administration (incl. stationery/copying)    |                  |                  |
| Equipment Hire                               |                  |                  |
| Equipment Purchase (describe)                |                  |                  |
| Utilities                                    |                  |                  |
| Hardware (e.g. cement, timber, nails, paint) |                  |                  |
| Consumable materials (craft supplies, books) |                  |                  |
| Refreshments                                 |                  |                  |
| Travel/Mileage                               |                  |                  |
| Volunteer Expenses Reimbursement             |                  |                  |
| Wages/Salary                                 |                  | not applicable   |
| Volunteer Value (\$20/hr)                    |                  | not applicable   |
| Other (describe)                             |                  |                  |
| Total cost as per quote                      | 149960-00        | 20000-00         |
| <b>TOTALS</b>                                | <b>149960-00</b> | <b>20000-00</b>  |

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

## Local Grant Application Form



### Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 055107866

How much money does your organisation currently have? 128000.00

How much of this money is already committed to specific purposes? 68040.00

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

| Purpose                          | Amount   |
|----------------------------------|----------|
| Provision for Greens replacement | 60000.00 |
| Working Capital                  | 8040.00  |
|                                  |          |
|                                  |          |
|                                  |          |
| <b>TOTAL</b>                     |          |

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

| Funding Source             | Amount   | Approved      |
|----------------------------|----------|---------------|
| Foundation North           | 70000.00 | Yes / Pending |
| FNDC Community Grant       | 20000.00 | Yes / Pending |
| Bowling Club Bank accounts | 59960.00 | Yes / Pending |
|                            |          | Yes / Pending |
|                            |          | Yes / Pending |

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

| Purpose                                 | Amount   | Date       | Project Report Submitted |
|---|----------|------------|--------------------------|
| To assist with Replacement of new Green | 41770.00 | 12-11-2020 | Y / <del>N</del>         |
| Received from FNDC                      |          |            | Y / N                    |
| infrastructure fund.                    |          |            | Y / N                    |

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

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

Coopers Beach Combined Bowlin Club Incorporated

**We, the undersigned, declare the following:**

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

**Signatory One**

*DU Breen*

**Signatory Two**

*mmuadbae*

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## Local Grant Application Form



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

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

### Signatory One

|                |  |               |   |
|----------------|--|---------------|---|
| Name           | <input type="text" value="Dennis Breckon"/>                          | Position      | <input type="text" value="President"/>      |
| Postal Address | <input type="text" value="16 Midgard rd, Coopers Beach, Far North"/> |               | Post Code <input type="text" value="0420"/> |
| Phone Number   | <input type="text"/>   | Mobile Number | <input type="text" value="0279701000"/>     |
| Signature      | <input type="text" value="DV Breckon"/>                              | Date          | <input type="text" value="5-1-2023"/>       |

### Signatory Two

|                |   |               |   |
|----------------|---|---------------|---|
| Name           | <input type="text" value="Margaret Wildbore"/>                        | Position      | <input type="text" value="Treasurer"/>      |
| Postal Address | <input type="text" value="15 Stratford Drive, Cable Bay, Far North"/> |               | Post Code <input type="text" value="0420"/> |
| Phone Number   | <input type="text" value="094061191"/>                                | Mobile Number | <input type="text" value="0212665894"/>     |
| Signature      | <input type="text" value="m.wildbore"/>                               | Date          | <input type="text" value="05-01-23"/>       |

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**Funding Application – Coopers Beach Bowling Club****Schedule of Supporting Documentation**

| <b>Document</b> | <b>Title</b>                               |
|-----------------|--|
| <b>1</b>        | <b>Quote – JP's Concrete</b>               |
| <b>2</b>        | <b>Quote – Breckon Drainage and Civil</b>  |
| <b>3</b>        | <b>KiwiBank Statement</b>                  |
| <b>4</b>        | <b>ASB Statement</b>                       |
| <b>5</b>        | <b>Plan of site showing proposed works</b> |
| <b>6</b>        | <b>Title for site</b>                      |
| <b>7</b>        | <b>Deposit Slip</b>                        |
| <b>8</b>        | <b>2022 Financial Report</b>               |

# Local Grant Application Form

KAITIATA SERVICE CENTRE

19 DEC 2022



## Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

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

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

## Applicant details

|                  |                             |                   |                       |
|------------------|-----------------------------|-------------------|-----------------------|
| Organisation     | Kaitia & Districts A&P Assn | Number of Members | 30                    |
| Postal Address   | Po Box 56 Kaitia            | Post Code         | 0410                  |
| Physical Address | 30 South Road,              | Post Code         |                       |
| Contact Person   | Bonnie Travers              | Position          | Trade Space Organiser |
| Phone Number     | 09 9296822                  | Mobile Number     | 027 4 711432          |
| Email Address    | bonny326@gmail.com          |                   |                       |

Please briefly describe the purpose of the organisation.

To provide a safe & fun day at our annual show, & to try & keep costs to a minimum for all families

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## Local Grant Application Form



### Project Details

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



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Kaitaia & Districts A&P Show Date 25<sup>th</sup> Feb 2023

Location South Road @ A&P Grounds Time 9am → 3pm

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



Yes



No

If so, how much? Adults \$5 Children \$2 Under 5 free

Outline your activity and the services it will provide. Tell us:

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

The community will benefit & we are trying to provide an awesome fun day out from indoor classes to the main show where we are trying to get all rides free for entertainment for the children.

There will be advertising thru our local papers & flyers around town promoting our event.

Hopefully we will have something that will interest everyone, rides, music, face painting, food, horses, climbing cattle, pony rides, sheep racing.

Come along for a fun day out which brings our community & visitors together



## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

**Please Note:**

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

| Expenditure  | Total Cost     | Amount Requested |
|--|----------------|------------------|
| Rent/Venue Hire  |                |                  |
| Advertising/Promotion  | 81.42          | 81.42            |
| Facilitator/Professional Fees <sup>2</sup>                     |                |                  |
| Administration (incl. <sup>Schedules</sup> stationery/copying) | 860.20         | 860.20           |
| Equipment Hire   |                |                  |
| Equipment Purchase (describe)                                  | 817.71         | 817.71           |
| Ribbons  | 540.65         | 540.65           |
| Wristbands for Gate  |                |                  |
| Utilities <sup>Soul Sisters Music</sup>                        | 450.00         | 450.00           |
| Hardware (e.g. cement, timber, nails, paint)                   |                |                  |
| Consumable materials (craft supplies, books)                   |                |                  |
| Refreshments   |                |                  |
| Travel/Mileage   |                |                  |
| Volunteer Expenses Reimbursement                               |                |                  |
| Wages/Salary   |                | not applicable   |
| Volunteer Value (\$20/hr)                                      |                | not applicable   |
| Other (describe)   |                |                  |
| <b>TOTALS</b>  | <b>2749.98</b> | <b>2749.98</b>   |

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

## Local Grant Application Form



### Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 45-456-021

How much money does your organisation currently have? 1017.46

How much of this money is already committed to specific purposes? 1017.46

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

| Purpose                     | Amount  |
|-----------------------------|---------|
| Prize Money                 |         |
| Contributing to prize money | 1017.46 |
|                             |         |
|                             |         |
|                             |         |
| TOTAL                       |         |

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

| Funding Source | Amount | Approved      |
|----------------|--------|---------------|
|                |        | Yes / Pending |
|                |        | Yes / Pending |
|                |        | Yes / Pending |
|                |        | Yes / Pending |
|                |        | Yes / Pending |

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

| Purpose    | Amount | Date | Project Report Submitted |
|------------|--------|------|--------------------------|
| A & P Show | 500.00 | 2021 | Y / N                    |
|            |        |      | Y / N                    |
|            |        |      | Y / N                    |
|            |        |      | Y / N                    |

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

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

Kaitaia & Districts A & P Association Inc.

**We, the undersigned, declare the following:**

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

**Signatory One**

*R. McDermott*

**Signatory Two**

*R. Braithwaite*

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## Local Grant Application Form



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

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

### Signatory One

Name Bionwyn Travers Position Committee Member  
 Postal Address 607 Te Rore Road Kaitia Post Code 0481  
 Phone Number 09 9296822 Mobile Number 027 4711432  
 Signature [Signature] Date 15/12/22

### Signatory Two

Name Raewyn Braithwaite Position Treasurer  
 Postal Address 87 Braithwaite Road Kaitia Post Code 0482  
 Phone Number 09 4084 271 Mobile Number 021 257 6306  
 Signature [Signature] Date 15/12/22

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**Schedule of Supporting Documentation****KAITAIA AND DISTRICTS A&P ASSOCIATION****(Kaitaia and District A&P Show 2023)**

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

|          |  |
|----------|--|
| <b>1</b> | <b>Quotes – x 5 pages</b>                  |
| <b>2</b> | <b>Minutes – x 1 page</b>                  |
| <b>3</b> | <b>Bank Statement – x 1 page</b>           |
| <b>4</b> | <b>Performance Report until April 2022</b> |



Far North Search & Rescue  
PO Box 720  
Kerikeri 0245

Te Hiku Community Board  
c/- Far North District Council  
Private Bag 752  
Kaikohe 0440

Dear Chairperson and Members,

Last year the Far North Search and Rescue Applied for funding from all three FNDC Community Boards to lease the Mid North Rescue Centre at 218 Wiroa Road from Far North Holdings Ltd (FNHL). At the time we were in negotiations with FNHL and the offer we had on the table was \$14,250 plus GST p.a.

We were grateful to receive \$5000 + GST if applicable from each of the boards. We finally took over the lease in December 2022 and we have been very fortunate to negotiate the lease down to \$5795+GST p.a.

We are still waiting for the lease documents from FNHL but would like to ask the Board, that, if we can get FNHL to agree to invoice us for 2 years, could we use the full \$5000 you have already approved to pay the rental.

Yours Sincerely  
Raewyn Smythe  
President  
FN Search and Rescue Inc  
Ph 022 128 5475  
[President@FNSAR.org.nz](mailto:President@FNSAR.org.nz)

|   |   |  |  |
|---|---|--|--|
| <u>President:</u> Raewyn Smythe<br>Gvardijancic<br><a href="mailto:President@fnsar.org.nz">President@fnsar.org.nz</a> | <u>Vice President:</u> Bill Smith<br><a href="mailto:black@iprolink.co.nz">black@iprolink.co.nz</a> | <u>Secretary:</u> Ali Gale<br><a href="mailto:Secretary@fnsar.org.nz">Secretary@fnsar.org.nz</a> | <u>Treasurer:</u> Martin<br><a href="mailto:treasurer@fnsar.org.nz">treasurer@fnsar.org.nz</a> |
|---|---|--|--|

## 8 INFORMATION REPORTS

### 8.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2022

**File Number:** A4065051

**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 December 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>\$72,294.83</b>  |
| <b>Less funds granted and uplifted to 31 December 2022</b>                                | <b>\$231,968.94</b> |
| • <b>Less funds not uplifted from previous community meetings (committed to projects)</b> | <b>\$47,120.90</b>  |
| <b>Community Fund Account balance as at 31 December 2022</b>                              | <b>\$34,914.99</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 December 2022 is \$34,914.99.

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 31 December 2022 is attached.

## ĀPITIHANGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 31 December 2022 - A4065006** [↓](#)







Far North District Council  
**Te Hiku Community Board**  
Statement of Community Fund Account as at 31-December-2022

|  |            |                      |
|--|------------|----------------------|
| <b>Far North District Council</b>  |            |                      |
| <b>Te Hiku Community Board</b>   |            |                      |
|  |            |                      |
| Allocation Grants & Donations Annual Budget 2022-23  | 141,710.00 |                      |
| Community Board Placemaking Fund   | 100,000.00 |                      |
| <b>Community Fund Account Balance as at 31 December 2022</b>   |            | <b>\$ 241,710.00</b> |
| Unused funds from 2021/22 - Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box  | 8,034.00   |                      |
| Unused funds from 2021/22 - Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri   | 5,000.00   |                      |
| Unused funds from 2021/22 - Living Theatre Charitable Trust for the purchase of 120 tickets for the Matariki Show which will be given to Bald Angels to distribute                               | 1,788.70   |                      |
| Unused funds from 2021/22 - Pamapurua School for the purchase of basketball poles from Basketball Northland  | 1,200.00   |                      |
| Unused funds from 2021/22 - Te Hapua Sports Recreation Club for the costs of fixing the roof and septic drainage at Te Hapua Sports Recreation Club  | 20,000.00  |                      |
| Unused funds from 2021/22 - Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for facilitator fees and materials for the Community Upcycling for the Environment (CUE) programme | 5,000.00   |                      |
| Unused funds from 2021/22 - Kaitaia Business Association for the Town Centre Retail Strategy   | 20,000.00  |                      |
| Unused funds from 2021/22 - Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre  | 2,000.00   |                      |
| Unused funds from 2021/22 - Hawthorne Landscape Architects for Placemaking Consultation  | 7,150.00   |                      |
| Unused funds from 2021/22 - Far North Safer Communities for graffiti removal   | 2,122.13   |                      |
| Rescinded Resolution - Unused funds of \$2,720 allocated to Be Free Inc Mangonui Festival 2021 at 17 November 2020 meeting be returned to the available balance for reallocation                 | 2,720.00   |                      |
| Rescinded Resolution - Unused funds of \$7,711.46 allocated to the Jaycee Park Picnic Tables at the 1 June 2021 meeting be returned to the available balance for reallocation                    | 7,711.46   |                      |
| Rescinded Resolution - Unused funds of \$2,055 allocated to Rosemary Archibald at 7 December 2021 meeting be returned to the available balance for reallocation                                  | 2,055.00   |                      |
| <b>Plus, unused funds from 2020-22</b>   |            | <b>\$ 72,294.83</b>  |

|  |            |                      |
|--|------------|----------------------|
|  |            |                      |
|  |            | <b>\$ 314,004.83</b> |
| <b>Less Expenditure 2022/23 (Funds Uplifted)</b>   |            |                      |
|  |            |                      |
| <b>July 22</b>   |            |                      |
| Unused funds from 2021/22 - Pamapurua School for the purchase of basketball poles from Basketball Northland  | 1,200.00   |                      |
| Living Theatre Charitable Trust for the purchase of 120 tickets for the Matariki Show which will be given to Bald Angels to distribute                               | 1,788.70   |                      |
| Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for facilitator fees and materials for the Community Upcycling for the Environment (CUE) programme | 5,000.00   |                      |
| Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri   | 5,000.00   |                      |
| Te Hapua Sports Recreation Club for the costs of fixing the roof and septic drainage at Te Hapua Sports Recreation Club  | 20,000.00  |                      |
|  |            |                      |
| <b>August 22</b>   |            |                      |
| Xcape Design Ltd for Houhora Heads / Pukenui concept plans and foreshore reserves plan   | 9,600.00   |                      |
| Xcape Design Ltd for Houhora Pukenui landscape design services and public consultation   | 2,730.61   |                      |
| Hawthorn Landscape Architects for Te Hiku Community Board Landscape Concept Planning   | 24,612.50  |                      |
| Kaitaia Business Association Incorporated for Te Hiku Community Board CCTV Funding/Contribution  | 6,000.00   |                      |
|  |            |                      |
| <b>September 22</b>  |            |                      |
| Far North Safer Communities for graffiti removal   | 2,122.13   |                      |
| Kaitaia Business Association for the Town Centre Retail Strategy   | 120,000.00 |                      |
| Kaitaia College for the hire of Te Ahu and equipment for the Kaitaia College Arts Expo 2022  | 1,829.00   |                      |
| Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box  | 8,034.00   |                      |
| Bay of Islands Animal Rescue Trust for the community vaccination and desexing programme, and education   | 15,000.00  |                      |
|  |            |                      |
| Life Education Trust Far North, for consumable materials for annual visits to schools in the Te Hiku Community Board area  | 5,000.00   |                      |

|   |           |                      |
|---|-----------|----------------------|
|   |           |                      |
| <b>October 22</b>   |           |                      |
| Kaitaia Sport and Leisure Trust for the hire of Te Ahu, ticket/security and purchase of decorations for the 2022 Kaitaia Charity Boxing Event | 3,092.00  |                      |
|   |           |                      |
| <b>December 22</b>  |           |                      |
| Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust for consumable materials for the nature craft workshops  | 960.00    |                      |
|   |           |                      |
| <b>Less funds granted and uplifted to 31 December 2022</b>  |           | <b>\$ 231,968.94</b> |
|   |           |                      |
| <b>Balance as at 31 December 2022</b>   |           | <b>\$ 82,035.89</b>  |
|   |           |                      |
| <b>Less funds not uplifted from previous community meetings at 31 December 2022</b>   |           |                      |
|   |           |                      |
| <b>Meeting 21.06.22</b>   |           |                      |
| Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre   | 2,000.00  |                      |
| Hawthorne Landscape Architects for Placemaking Consultation   | 7,150.00  |                      |
|   |           |                      |
| <b>Meeting 16.08.22</b>   |           |                      |
| Kaingaroa Memorial Hall for the purchase of paint and creation of artwork   | 3,970.90  |                      |
|   |           |                      |
| <b>Meeting 18.11.22</b>   |           |                      |
| SMC Events Limited on behalf of Sanitarium for the Te Hiku Sanitarium WeetyBic Kids Try Challenge and specifically the event kit              | 4,000.00  |                      |
| Houhora Big Game and Sports Fishing Club Incorporated for the purchase and installation of a commercial oven                                  | 20,000.00 |                      |
| Paparore School for equipment hire for the Paparore School Whanau Open Day  | 3,000.00  |                      |
|   |           |                      |
| <b>Meeting 13.12.22</b>   |           |                      |
| Awanui Sports Complex Incorporated for the purchase of a tractor  | 7,000.00  |                      |

|   |  |                            |
|---|--|----------------------------|
|   |  |                            |
| <b>Less funds not uplifted from previous community meetings<br/>(committed to projects)</b> |  | <b><u>\$ 47,120.90</u></b> |
|   |  |                            |
| <b>Community Fund Account balance as at 31 December 2022</b>                                |  | <b>\$ 34,914.99</b>        |
|   |  |                            |

## **8.2 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2022**

**File Number:** A4065490

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

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

### **PURPOSE OF THE REPORT**

The purpose of the report is to provide the Te Hiku Community Board with financial statements for the period ended 31 December 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 \$30k 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 31 December 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 31 December 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 31 December 2022.**

### **BACKGROUND**

This is the second 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 31 December 2022 - A4075231** [!\[\]\(5991ec24bc84372ce6cc8dfe116dafcc\_img.jpg\) !\[\]\(7d1cc7a4e7c5677a8c7622e62b7cbd13\_img.jpg\)](#)

**Statement of Financial Performance - Te Hiku  
for the period ending 31-December-2022**

|   | Year to date (\$000's) |              |            |            | Full year (\$000's) |                      |              | Full year (\$000's)   |
|---|------------------------|--------------|------------|------------|---------------------|----------------------|--------------|-----------------------|
|   | Actual                 | Total Budget | Variance   |            | LTP Budget          | Carry Forward Budget | Total Budget | Total Annual Forecast |
| <b>Operations</b>                         |                        |              |            |            |                     |                      |              |                       |
| <b>Operational income</b>                 |                        |              |            |            |                     |                      |              |                       |
| Rates - general (excl water supply rates) | 1,725                  | 1,815        | 90         | 5%         | 3,629               | 0                    | 3,629        | 3,629                 |
| Rates - penalties                         | 20                     | 34           | 14         | 42%        | 68                  | 0                    | 68           | 68                    |
| Fees & charges (inc water supply rates)   | 42                     | 59           | 17         | 29%        | 118                 | 0                    | 118          | 118                   |
| Central govt subsidies - operational      | 67                     | 25           | (41)       | -164%      | 28                  | 25                   | 53           | 53                    |
| Other income                              | 538                    | 108          | (430)      | -398%      | 2                   | 107                  | 109          | 109                   |
| <b>Capital income</b>                     |                        |              |            |            |                     |                      |              |                       |
| Central govt subsidies - new works        | 256                    | 681          | 425        | 62%        | 844                 | 281                  | 1,125        | 281                   |
| Central govt subsidies - renewals         | 0                      | 77           | 77         | 100%       | 118                 | 77                   | 195          | 195                   |
| Other contributions                       | 778                    | 648          | (129)      | -20%       | 0                   | 1,462                | 1,462        | 2,306                 |
| <b>Total operating income</b>             | <b>3,425</b>           | <b>3,447</b> | <b>22</b>  | <b>1%</b>  | <b>4,807</b>        | <b>1,952</b>         | <b>6,760</b> | <b>6,760</b>          |
| <b>Expenditure</b>                        |                        |              |            |            |                     |                      |              |                       |
| Amenity Lighting                          | 28                     | 26           | (2)        | -9%        | 52                  | 0                    | 52           | 52                    |
| Carparks                                  | 39                     | 55           | 16         | 30%        | 111                 | 0                    | 111          | 111                   |
| Cemeteries                                | 40                     | 35           | (4)        | -13%       | 71                  | 0                    | 71           | 71                    |
| Community Centres                         | 47                     | 45           | (1)        | -3%        | 91                  | 0                    | 91           | 91                    |
| Footpaths                                 | 181                    | 185          | 4          | 2%         | 374                 | 0                    | 374          | 374                   |
| Halls                                     | 113                    | 94           | (19)       | -21%       | 202                 | 0                    | 202          | 202                   |
| Museums                                   | 0                      | 0            | 0          | 100%       | 0                   | 0                    | 0            | 0                     |
| Parks & Reserves                          | 645                    | 905          | 260        | 29%        | 1,800               | 8                    | 1,808        | 1,808                 |
| Public Toilets                            | 526                    | 490          | (35)       | -7%        | 731                 | 130                  | 861          | 861                   |
| Swimming Pools                            | 149                    | 240          | 90         | 38%        | 609                 | 0                    | 609          | 609                   |
| Town Maintenance                          | 245                    | 234          | (11)       | -5%        | 417                 | 0                    | 417          | 417                   |
| <b>Total operating expenditure</b>        | <b>2,013</b>           | <b>2,310</b> | <b>297</b> | <b>13%</b> | <b>4,458</b>        | <b>138</b>           | <b>4,596</b> | <b>4,596</b>          |
| <b>Net operating surplus/(deficit)</b>    | <b>1,413</b>           | <b>1,137</b> | <b>275</b> |            | <b>349</b>          | <b>1,814</b>         | <b>2,163</b> | <b>2,164</b>          |

**Commentary - Te Hiku**

## Operational Income

## Rates general

We have collected slightly less rates than anticipated for Footpaths and Parks and Reserves.

## Central Govt Subsidies - Operational

- Tourism Infrastructure Funds (TIF) grant received from Ministry of Business, Innovation & Employment (MBIE) for upgrading of public toilets at Ramp Road.

## Other Income

- Grant received from Ministry of Business, Innovation & Employment (MBIE) under the freedom camping initiatives to assist with the transition from the existing freedom camping system to new rules and regulations / bylaws over the 2022-23 summer period.

## Capital Income

## Central Govt Subsidies - New Works and Other Contributions

- Income have not been claimed for the Te Hiku o te Ika (revitalisation) project funded by the Provincial Growth Fund (PGF) as the milestones have not been met.

## Central Govt Subsidies - Renewals

- Footpaths renewals projects is behind schedule

## Expenditure

## Parks and Reserves

- Request For Services (RFS) are lower when compared to the same period last financial year.
- Interest on notional loans do not get transacted and processed until the end of the year.

## Public Toilets

- Dayworks are higher due to increased usage over the holiday season.

## Swimming Pools

- Interest on notional loans do not get transacted and processed until the end of the year.
- Depreciation on Work In Progress (WIP) is an annualised transaction that occurs at the end of the year.



**8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE FEBRUARY 2023****File Number:** A4044410**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.

**WHAKARĀPOOTO 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 February 2023.**

**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.

**ĀPITI HANGA / ATTACHMENTS**

1. Action Sheet - Te Hiku Community Board - February 2023 - A4078028 [↓](#) 

| OUTSTANDING ACTIONS REPORT            |  |   |   |
|---------------------------------------|--|---|---|
| Division:<br>Committee:<br>Officer:   |  | Te Hiku Community Board   |   |
|                                       |  | Printed: Tuesday, 7 February 2023 5:31:55 pm<br>Date From: 1/01/2020<br>Date To: 7/02/2023  |   |
| Meeting                               | Title  | Resolution  | Notes   |
| Te Hiku Community Board<br>7/12/2021  | Notice of Motion - Waterfront Cafe and Bar - Mangonui          | <b>RESOLUTION 2021/77</b><br>Moved: Member Felicity Foy<br>Seconded: Chairperson Adele Gardner<br><b>That Te Hiku Community Board recommends that the Far North District Council:</b> <ol style="list-style-type: none"> <li>approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar.</li> <li>and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> | <b>29 Nov 2022 11:34am Meekings, Kay</b><br>Draft LTO forwarded to NTA for consideration.<br>NTA response: We have not evaluated this site yet as we are just workshoping the parklet process with the Te Hiku Board at their December meeting. I am not able to comment until we have further details in regards to what the café is proposing (site plan, location, etc). Elizabeth Stacey - Road safety Engineer & Traffic Engineer   Northland Transportation Alliance - 29-11-22<br><b>06 Dec 2022 9:28am Baker, Marlema - Reallocation</b><br>RFS:4126356<br><b>30 Jan 2023 4:24pm Mitchell, Beverly</b><br>Waterfront Café is now Jesse's on the Waterfront, new operator (Mr Moa) - CB has approved the placemaking decision for a parklet dining space and customer is unsure if he wants to pursue a parklet. Customer is continuing with Alfresco dinning application. |
| Te Hiku Community Board<br>16/08/2022 | Waiharara and Kaikino Drainage Area 2021/2022 Programme Update | <b>RESOLUTION 2022/72</b><br>Moved: Member Sheryl Bainbridge<br>Seconded: Member William (Bill) Subritzky<br><b>That Te Hiku Community Board:</b> <ol style="list-style-type: none"> <li>note the Waiharara and Kaikino 2021/2022 work programme report for information.</li> <li>Request, through the Chief Executive, a report from the Council Rates staff and a workshop with Council Rates staff regarding the rating of the drainage areas, the boundaries and classifications.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p>   | <b>08 Nov 2022 9:07am Whiu, Rhonda-May - Reallocation</b><br>Action reassigned to Thomas, Angie by Whiu, Rhonda-May - assigned to Angie Thomas for comment at request of CB Co-ordinator<br><b>09 Nov 2022 1:40pm Whiu, Rhonda-May</b><br>A workshop date to be booked with the THCB.<br><b>06 Dec 2022 9:29am Baker, Marlema - Reallocation</b>  |

| OUTSTANDING ACTIONS REPORT            |  |  |  |
|---------------------------------------|--|--|--|
| Division:<br>Committee:<br>Officer:   |  | Te Hiku Community Board  |  |
|                                       |  | Printed: Tuesday, 7 February 2023 5:31:55 pm<br>Date From: 1/01/2020<br>Date To: 7/02/2023   |  |
| Meeting                               | Title  | Resolution   | Notes  |
|                                       |  |  | Appointments to Management Committees report will come to community boards in the New Year.  |
| Te Hiku Community Board<br>16/08/2022 | Kaitaia Drainage Area 2022/2023 Programme                | <b>RESOLUTION 2022/71</b><br>Moved: Member William (Bill) Subritzky<br>Seconded: Member Jaqi Brown<br><b>That Te Hiku Community Board approve the reviewed Kaitaia Drainage Area 2022/2023 work programme with the addition of the machine cleaning for the H. Subritzky Drain from State Highway 10 to the river (approximately 300 metres), based on the assumption that the funds are available and in the financial accounts that were not presented at the meeting as recommended by the Kaitaia Drainage Area Committee.</b><br><b>CARRIED</b> | <b>09 Nov 2022 1:39pm Whiu, Rhonda-May</b><br>Richard Jenkins has been communicating with the THCB and will be presenting a programme.<br><b>05 Dec 2022 1:33pm George, Tania</b><br>The work has been priced but waiting on financials to be confirmed.<br><b>06 Dec 2022 9:29am Baker, Marlema - Reallocation</b><br>Appointments to Management Committees report will come to community boards in the New Year.                         |
| Te Hiku Community Board<br>16/08/2022 | Waiharara and Kaikino Drainage Areas 2022/2023 Programme | <b>RESOLUTION 2022/73</b><br>Moved: Member William (Bill) Subritzky<br>Seconded: Member Sheryl Bainbridge<br><b>That Te Hiku Community Board:</b><br>a) approve the reviewed Waiharara and Kaikino Drainage Areas spraying works programme<br>b) approve one spray in February/March for Kaikino,<br>c) subject to available funds, the inclusion of machine cleaning for the Hobson Extension Drain.<br><b>CARRIED</b>  | <b>08 Nov 2022 9:17am Whiu, Rhonda-May</b><br>Richard Jenkins the operations manager has been organising the spraying contract and is all going to plan.<br><b>05 Dec 2022 1:34pm George, Tania</b><br>b) in action and included in programme;<br>c) financials to be confirmed.<br><b>06 Dec 2022 9:30am Baker, Marlema - Reallocation</b><br>Appointments to Management Committees report will come to community boards in the New Year. |

| OUTSTANDING ACTIONS REPORT   |                                |  |  |
|--|--------------------------------|--|--|
| <b>Division:</b><br><b>Committee:</b> Te Hiku Community Board<br><b>Officer:</b> |                                | <b>Printed:</b> Tuesday, 7 February 2023 5:31:55 pm<br><b>Date From:</b> 1/01/2020<br><b>Date To:</b> 7/02/2023  |  |
| Meeting  | Title                          | Resolution   | Notes  |
| Te Hiku Community Board<br>16/08/2022  | Taipa Traffic Calming Petition | <b>RESOLUTION 2022/76</b><br>Moved: Member Jaqi Brown<br>Seconded: Member Felicity Foy<br><b>That the Te Hiku Community Board:</b> <ol style="list-style-type: none"> <li>receive the report Taipa Traffic Calming Petition; and,</li> <li>acknowledge staff will complete additional investigation and recommendation(s) to the Board and petitioners in conjunction with the tabled document "Presentation of road upgrade for funding and stakeholder approval at Foreshore Road, Taipa" received from GM, Andy Finch.</li> <li>Request that a report be brought to the next Infrastructure Committee that outlines the petition and proposed works in Taipa.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> | <b>31 Jan 2023 9:07am George, Tania</b><br>A number of Far North District Council (FNDC) staff from different departments of Council, Haigh Workman Ltd, Northland Transport Alliance (NTA) and Hawthorn Landscape Architects presented on the Taipa concept development at a community meeting on the 19th January 2023.,<br>Taipa has the largest amount of reserve land in the Doubtless Bay area. The purpose of this meeting is to seek feedback from the community, iwi/hapu, school, etc., around the potential to develop the Taipa area in terms of drainage, traffic, amenities and safety & security.<br>Part of the Taipa development concept is to look at how this will work with the rest of the Doubtless Bay area and the constraints and opportunities for Taipa.,<br>Working Group, ACTION: to form small working group to include, <ul style="list-style-type: none"> <li>Far North District technical staff,</li> <li>Haigh Workman,</li> <li>Hawthorn Landscaping Architects,</li> <li>Northern Transport Alliance (NTA),</li> <li>Representatives from iwi &amp; hapu,</li> <li>Representatives from key community groups,</li> </ul> ACTION: Proposals by June/July seeking feedback.<br>Then the opportunity to look at available funding |

| OUTSTANDING ACTIONS REPORT            |  |  |   |
|---------------------------------------|--|--|---|
| Division:<br>Committee:<br>Officer:   |  | Te Hiku Community Board  |   |
|                                       |  | Printed: Tuesday, 7 February 2023 5:31:55 pm<br>Date From: 1/01/2020<br>Date To: 7/02/2023   |   |
| Meeting                               | Title  | Resolution   | Notes   |
| Te Hiku Community Board<br>16/08/2022 | Motutangi Drainage Area 2022/2023 Programme                          | <b>RESOLUTION 2022/75</b><br>Moved: Member Jaqi Brown<br>Seconded: Member William (Bill) Subritzky<br><b>That Te Hiku Community Board approve the reviewed Motutangi Area 2022/2023 work programme with the additions of a culvert at Selwyn Drain and four strainers and two gates at Bryan Drain as recommended by the Motutangi Drainage Area Committee.</b><br><b>CARRIED</b>  | <b>05 Dec 2022 1:32pm George, Tania</b><br>UPDATE: In hand, currently with Richard Jenkins getting KCL contractor to price this work.<br><b>06 Dec 2022 9:30am Baker, Marlema - Reallocation</b><br>Appointments to Management Committees report will come to community boards in the New Year. |
| Te Hiku Community Board<br>20/09/2022 | Te Hiku Statement of Community Board Fund Account as at 31 July 2022 | <b>RESOLUTION 2022/86</b><br>Moved: Chairperson Adele Gardner<br>Seconded: Member William (Bill) Subritzky<br><b>That the Te Hiku Community Board</b><br>a) Receive the report Te Hiku Statement of Community Board Fund Account as at 31 July 2022<br>b) And that the unused funds of \$7,711.46 allocated to the Jaycee Park Picnic Tables at the 1 June 2021 meeting be returned to the available balance for reallocation<br>c) And that the unused funds of \$2,720 allocated to Be Free Inc Mangonui Festival 2021 at 17 November 2020 meeting be returned to the available balance for reallocation.<br>d) And that the unused funds of \$2,055 allocated to Rosemary Archibald at 7 December 2021 meeting be returned to the available balance for reallocation.<br>Note: the Board would like an update on drinking fountain for Jaycee Park basketball court<br><b>CARRIED</b> | <b>29 Sep 2022 9:26am Hammond, Kim - Reallocation</b><br>Action reassigned to Rotimi, Segun by Hammond, Kim - Segun is the report writer and will need to note this in the next Statement of Community Board Fund Account report.   |

| OUTSTANDING ACTIONS REPORT   |  |   |  |
|--|--|---|--|
| <b>Division:</b><br><b>Committee:</b> Te Hiku Community Board<br><b>Officer:</b> |  | <b>Printed:</b> Tuesday, 7 February 2023 5:31:55 pm<br><b>Date From:</b> 1/01/2020<br><b>Date To:</b> 7/02/2023   |  |
| Meeting  | Title  | Resolution  | Notes  |
| Te Hiku Community Board<br>18/11/2022  | Chairperson and Members Reports                      | <b>RESOLUTION 2022/99</b><br>Moved: Chairperson Adele Gardner<br>Seconded: Member William (Bill) Subritzky<br><b>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. And that the board request a report from the CE outlined ward rate, asset renewal and depreciation schedules associated with each hall in the Te Hiku Ward to be circulated to the board.</b><br><b>CARRIED</b>   | <b>06 Dec 2022 9:31am Baker, Marlema - Reallocation</b><br>Information Report coming to the board February 2023 (based on December results)<br><b>30 Jan 2023 4:51pm Mitchell, Beverly</b><br>THCB would like a list of the halls, and their depreciation per year, plus total depreciation for that asset (depreciation schedule), plus the operational cost per year (rates/insurance/ power etc), and any other overheads tagged to the halls assets? |
| Te Hiku Community Board<br>13/12/2022  | Notice of Motion - Placeholder Kaitaia Concept Plans | <b>RESOLUTION 2022/62</b><br>Moved: Chairperson Adele Gardner<br>Seconded: Deputy Chairperson John Stewart<br><b>That the Te Hiku Community Board, which at its meeting of 22 September 2022 formally adopted the 2022/2023 Te Hiku Community Board Strategic Plan as the overarching document that will guide the Board in identifying, confirming, and allocating funding to its strategic and community planning projects, 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 confirms as follows:</b><br><b>That the Te Hiku Community Board adopts the proposed development/strategic plan for Kaitaia (Town Centre Retail Strategy) which meets the criteria of being one of the relevant documents that are referred to in the Board's Strategic Plan as part of the Te Hiku o Te Ika Open Spaces Revitalisation Master Plan.</b><br><b>CARRIED</b> | <b>15 Dec 2022 4:24pm Baker, Marlema - Reallocation</b><br>Action reassigned to Storey, Shayne by Baker, Marlema - Allocating this action item to you to progress these plan to the next stage.  |

| OUTSTANDING ACTIONS REPORT                  |   |  |       |
|---|---|--|-------|
| Division:<br>Committee:<br>Officer:         |   | Te Hiku Community Board  |       |
|   |   | Printed: Tuesday, 7 February 2023 5:31:55 pm   |       |
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| Meeting                                     | Title   | Resolution   | Notes |
|   |   | <i>Note: Deputation request for Andrea Panther to address Council at their meeting in February 2023</i>  |       |
| Te Hiku<br>Community<br>Board<br>13/12/2022 | Parklet Application<br>for Mangonui<br>Waterfront Cafe &<br>Bar | <b>RESOLUTION 2022/66</b><br>Moved: Chairperson Adele Gardner<br>Seconded: Member Sheryl Bainbridge<br><b>That the Te Hiku Community Board:</b><br><b>a) approve a Parklet at Mangonui for the Waterfront Café &amp; Bar from a placemaking perspective; and</b><br><b>b) refer the application to Northland Transportation Alliance for approval.</b><br><br><b>CARRIED</b> |       |

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**