



**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
Kaitia**

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 & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

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

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

8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a) Control of Use of Public Spaces – Dispensations on signs
 - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. Specific to Te Hiku Community Board – the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
19. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
20. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
21. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

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

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

Protocols

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

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

Far North District Council
Te Hiku Community Board Meeting
will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and
Mathews Avenue, Kaitaia on:
Tuesday 14 February 2023 at 10:00 am

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

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 City 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.

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

**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 open 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**

b) perspective; and refer the application to Northland Transportation Alliance for approval.

CARRIED

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
- ii) 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
- iii) 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

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.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Te Hiku Community Board has developed a strategic plan.
- The plan captures Board and community aspirations.
- Plan content will continue to be socialised with the community. 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.

ĀPITIHINGA / 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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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; Proud vibrant communities 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. 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.

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.

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

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 Council's Significance and Engagement Policy	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 Council's Significance and Engagement Policy	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.

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. **Kaitia 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 Council's Significance and Engagement Policy	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.

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.

ĀPITIHINGA / 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.

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

7.7 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 Kaitaia 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 Kaitaia City Rugby Union Football Club for 125th 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>TŪTOHUNGA / RECOMMENDATION</p> <p>That Te Hiku Community Board</p> <p>d) leaves the application from the <u>Coopers Beach Combined Bowling Club</u> for the sum of \$20,000 (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>TŪTOHUNGA / RECOMMENDATION</p> <p>That Te Hiku Community Board</p> <p>e) approves the sum of \$2,750 (plus GST if applicable) to be paid from the Board's Community Fund account to <u>Kaitaia and Districts A&P Association</u> for 2023 A&P Show, to support the following Community Outcomes:</p> <p>i) Proud, vibrant communities.</p> <p>ii) Communities that are healthy, safe, connected and sustainable.</p>
<p>TŪTOHUNGA / RECOMMENDATION</p> <p>That Te Hiku Community Board</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 th 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.

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

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*".

Community Fund Account balance as at 01 July 2022	\$241,710.00
• Plus, unused funds from 2020-2022	\$72,294.83
Less funds granted and uplifted to 31 December 2022	\$231,968.94
• Less funds not uplifted from previous community meetings (committed to projects)	\$47,120.90
Community Fund Account balance as at 31 December 2022	\$34,914.99

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 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** [↓](#)



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** [↓](#) 

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.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

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

ĀPITIHINGA / ATTACHMENTS

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

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE