



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 15 March 2023

Time: 10:00 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Member Chicky Rudkin - Chairperson
Member Tanya Filia – Deputy Chairperson
Member Mike Edmonds
Member Trinity Edwards
Member Harmonie Gundry
Member Jessie McVeagh
Member John Vujcich

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. 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.
18. 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.
19. 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.
20. 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
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 15 March 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 Services (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 on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

Shayne Barber - Mangamuka Community Plan
James Stevens - Motor Cross Track
Hayley Paul - Sport Northland Coordinator Introduction to the Board
Rachel Smith - Healthy Families Introduction to the Board

5 NGĀ KAIKŌRERO / SPEAKERS

Willie Maihi - Funding Application 7.7 c refers.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4094488

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The minutes are attached to allow the Kaikohe-Hokianga Community Board to confirm that the minutes are a true and correct record of the previous meeting.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting held 12 December 2022 and the Extraordinary meeting held 28 February 2023 as a true and correct record.

1) BACKGROUND

Local Government Act 2002 Schedule 7 clause 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) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

The Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

ATTACHMENTS

1. KHCB Meeting Minutes - 14 December 2022 - A4014128  
2. KHCB Extraordinary Meeting Minutes 3 March 2023 - A4111420  

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 14 DECEMBER 2022 AT 10:06 AM**

PRESENT: Chairperson Chicky Rudkin, Deputy Chairperson Tanya Folia, Member Mike Edmonds, Member Trinity Edwards, Member Harmonie Gundry, Member Jessie McVeagh, Member John Vujcich.

IN ATTENDANCE:

STAFF PRESENT: Laurel Belworthy (Community Development Advisor), Ken Ross (Community Development Advisor), Janie Little (Programme Coordinator MTF), Melissa Woods (Community Board Coordinator) Kim Hammond (Funding Advisor), Aisha Huriwai (Team Leader – Democracy Services), Marlema Baker (Democracy Advisor).

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Chicky Rudkin commenced the meeting and opened with a karakia.

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

No apologies or conflicts of interest declared.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Anne-Marie Houg-Lee & Wally Hick - Kohukohu Town Hall regarding RFS 4138148: *(Tabled Document I.D)*
 - Request for the Kaikohe-Hokianga Community Board compel the Kohukohu Hall Committee to call a meeting before Christmas 2022 and that they Far North District Council facilitate that meeting. There has been no AGM held in 3 years.
 - Also requesting that Kohukohu hall be cleaned, the kitchen closed off and that it be made ready for use before Christmas 2022.
- Angela Lush regarding Kohukohu Town Hall RFS 4138897: *(Tabled Document I.D)*
- Shawn Riley – Lawn Mowing / Roadside Maintenance
 - Substandard roadside maintenance mow all the way to the corner on Thorpe Road for a tidier appearance.
 - No district-wide uniformity keep local interests local.
- Councillor Joe Carr (NRC Representative and Chair of NTA) attended as a courtesy and advises the Community Board members to keep pressure on regarding roading and maintenance.

4 NGĀ TONO KŌRERO / DEPUTATIONS

No deputations received for this meeting.

5 NGĀ KAIKŌRERO / SPEAKERS

Funding Applicants:

- Leanne Tasker & Roz Dennis: National Street Rod Association Northland Funding Application. *Item 7.4 a) refers.*

Kaikohe-Hokianga Community Board Meeting Minutes **Unconfirmed** 14 December 2022

- Leona Kenworthy & Jan Barratt: Hokianga Arts Community Trust Funding Application. *Item 7.4 d) refers.*
- Susie Ross & Chris Foley: Bay of Islands Hockey Association Funding Application. *Item 7.4 e) refers.*
- Liam Kiley: Waimamaku Community Garden Group Wekaweka Valley Community Trust Funding Application. *Item 7.4 b) refers.*

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3985271, pages 10 – 14 refers

RESOLUTION 2022/59

Moved: Member Jessie McVeagh

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 16 November 2022 as a true and correct record.

CARRIED

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.1 document number A4003596, pages 15 - 30 refers

RESOLUTION 2022/60

Moved: Member Mike Edmonds

Seconded: Member Harmonie Gundry

That the Kaikohe-Hokianga Community Board note the reports from Chairperson Chicky Rudkin and Member Trinity Edwards, and the reports from Deputy Chairperson Tanya Filia, Member Jessie McVeagh and Member Harmonie Gundry.

CARRIED

7.2 SETTING OF 2023 MEETING SCHEDULE

Agenda item 7.2 document number A3985285, pages 31 - 36 refers

RESOLUTION 2022/61

Moved: Member John Vujcich

Seconded: Deputy Chairperson Tanya Filia

That the Kaikohe-Hokianga Community Board:

- a) **adopt the following meeting dates for the 2023 calendar year:**
 - **15 February 2023**
 - **15 March 2023**
 - **12 April 2023**
 - **10 May 2023**
 - **7 June 2023**
 - **5 July 2023**
 - **2 August 2023**

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7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4050415

Author: Melissa Wood, Community Board Coordinator

Authoriser: Roger Ackers, Acting General Manager - Strategic Planning & Policy

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the December 2022 to February 2023 reports from Chairperson Chicky Rudkin, Deputy Chairperson Tanya Filia and Members Harmonie Gundry and Jessie McVeagh.

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.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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 report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.



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.

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. KHCB Chair Rudkin_Member Edwards Report De22 - Feb23 - A4104012 [↓](#) 
2. KHCB Deputy Chair Filia Report Dec22 - Jan23 - A4103989 [↓](#) 
3. KHCB Deputy Chair Filia Report Feb 23 - A4104693 [↓](#) 
4. KHCB Member Gundry Report Dec22 - Jan23 - A4103990 [↓](#) 
5. KHCB Member McVeagh Report Dec22 - Feb23 - A4104013 [↓](#) 

7.2 GROUND LEASE OVER PART OF OKAIHAU RECREATION RESERVE**File Number: A4096306****Author: Kay Meekings, Property Legalisation Officer****Authoriser: Janice Smith, Group Manager - Corporate Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To obtain a recommendation from the Kaikohe-Hokianga Community Board on the granting of a new 15-year ground lease to the Ōkaihou Whanau House (OWH) over part of the Ōkaihou recreation reserve being Pt Lot 1 DP 24206, vested in Council, located at 3 Michie Street Ōkaihou.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- OWH is a local community group wishing to develop a safe space for people of the community to meet and create together.
- OWH believes they will bring value to the community of Ōkaihou. OWH will provide certified playgroups and be open to other groups in the area to carry out activities. See background below and attachment 2 refers.
- The Reserves Act 1977 requires a lease proposal to be publicly notified and consideration given to any objections and submissions received in relation to it.
- The Kaikohe-Hokianga Community Board recommended to Council that public consultation be undertaken. Report A3768981. Resolution 2022/44.
- Consultation ran from 16 January – 16 February 2023. A total of 19 submissions were received. 17 of the submissions were in support of the proposal, one requested more information which was provided, and one wished to be heard but later withdrew that request after receiving further information.
- OWH will take over the ownership and maintenance of the Ōkaihou Playcentre building on the granting of the proposed lease. The lease will require the building(s) and fixtures situated on the premises to be fit for business use, in a tidy and cared for condition at the Lessee's cost.
- Council does not want to become responsible for the building upgrade nor the removal of a substandard building, at cost to Council.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board recommends that Council::

- a) approves a new ground lease to be issued to Ōkaihou Whanau House over part of the recreation reserve, approximately 780 square meters of land at 3 Michie Street, Ōkaihou being Pt Lot 1 DP 24206, being 31844 square meters and part of Record of Title NA638/155 and vested in Far North District Council as recreation reserve.**

The terms of the proposed lease shall be:

- i. Term: 15 (5+5+5) – allowed for under the Reserves Act 1977**
 - ii. Rental: \$113 + GST per annum – FNDC Fees and Charges Schedule 2022/23 – Community leases.**
- b) approves further conditions to be negotiated and agreed upon by the Group Manager Corporate Services and Ōkaihou Whanau House.**

1) TĀHUHU KŌRERO / BACKGROUND

This matter was last before the Kaikohe-Hokianga Community Board on 14 September 2022 when the Board recommended initiation of the public consultation process in respect of the lease proposal.

Ōkaihou Recreation Reserve is vested in Council and is occupied by the Ōkaihou Rugby Club, the Ōkaihou Bowling Club and until 3 years ago by the Ōkaihou Playcentre, under the New Zealand Play

Centre Association. The building is at the south-eastern corner of the reserve with access from Michie Street.

A Council Officer reported that the abandoned building has suffered vandalism in late 2020 and is now considered derelict.

OWH wish to acquire the building, upgrade it and make it fit for community use as outlined in the attached proposal.

OWH have carried out substantial due diligence on the building and are confident they can meet the challenge and will bring the building up to relevant building code standards.

OWH is made up of a group of 5 local residents from Ōkaihau who wish to develop a safe space for people of the community to meet and create together. They believe they will provide value to the community of Ōkaihau, particularly for local families.

OWH's priority is to get the building certified for a play group catering for 0 to 6-year-olds. It is proposed that it will be used 2 to 3 mornings per week to provide a source of income to maintain the building and surrounding grounds. They also plan to offer the building to other groups in the area such as: home schoolers, infant classes, evening and after school classes and singing groups.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Reserves Act 1977

Section 73 of the Reserves Act 1977 ("the Act") authorises Council to grant leases over a vested recreation reserve by way of Minister of Conservation delegation 12 June 2013.

The Reserves Act section 73(3) provides for a lease over part of recreation reserve where any part of such a reserve is not likely to be used for that purpose and it is considered inexpedient to revoke the reservation at this time. The lease is subject to the conditions of Reserves Act Schedule 1.

Sections 119 and 120 of the Act require that before granting a lease the proposal must be publicly notified and all submissions/objections to the proposal are to be in writing and where requested, a submitter must be given the opportunity to appear before Council or a committee of Council, to speak to their objection/submission. Every submission/objection in relation to the proposal must be considered before proceeding with the proposal.

Council delegations: the role of the Board vs the role of the Council

Council's delegations to Community Boards authorise the Boards 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.

The Kaikohe-Hokianga Community Board is therefore now required to deliberate upon the submissions received (see attached list of submissions), and then make a recommendation to Council in respect of the proposal.

Public Notification

Public Notice was advertised in the Northern Advocate 16th January 2023 as required under the Reserve Act.

The options available for this particular site are:

Option 1

The Kaikohe-Hokianga Community Board recommends Council grants a new 15-year (5+5+5) lease to Ōkaihau Whanau House.

Option 2

The Kaikohe-Hokianga Community Board does not recommend to Council the granting of a lease to Ōkaihau Whanau House and that Council takes on the ownership and maintenance of the building.

Option 3

The Kaikohe-Hokianga Community Board does not recommend to Council the granting of a lease to Okaihau Whanau House and recommends further expressions of interest be sought from the community.




Take Tūtohunga / Reason for the recommendation

OWH is a local community group wanting to provide a safe space for the community to meet and create together. The community has indicated support for these aims through the public consultation process. OWH is willing and able to take over and manage the run-down building. This in turn would relieve Council from ongoing maintenance and upkeep or removal of the building at significant cost to the ratepayer.

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

The outcome of this proposal is for Council not to be burdened with a building that requires upgrading, nor does Council want to be responsible for the cost of its removal.

ĀPITIHINGA / ATTACHMENTS

1. **Okaihau Recreation Reserve - Proposed Lease Site Map - A4096274** [↓](#) 
2. **Okaihau Whanau House - Introduction and Goals - A4096170** [↓](#) 
3. **Public Consultation Response Export - 3 Michie Street Lease 170223 - A4096175** [↓](#) 

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
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	FNDC Reserves Policy: The Policy supports a long-term lease being offered to community orientated groups wanting a permanent base, requiring significant financial investment. The Reserves Act 1977: Section 73(3) provides for a lease over recreation reserve for other purposes without requiring a change of reserve classification.
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.	Delegation to the relevant Community Board enables them to hear submissions and make a recommendation to Council.
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.	Iwi were able to submit through the public consultation 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).	Public consultation has been completed. 19 submissions were received. 17 of the submissions were in support of the proposal, one requested more information which was provided, and one wished to be heard but later withdrew that request after receiving further information. No hearings were requested.
State the financial implications and where budgetary provisions have been made to support this decision.	All upgrade and maintenance costs fall to the lessee. The appropriate community rent for the land is set by the FNDC Fees Charges Policy.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

7.3 ROAD NAMING - LOT 19, 90 WEHIRUA ROAD, OKAIHAU

File Number: A4034677

Author: Selina Topia, Roding Support Officer

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from the Kaikohe-Hokianga Community Board to officially name a public road.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a public road addressed at Lot 19, 90 Wehirua Road, Okaihau. Community Boards have delegated authority to name public roads.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a public road, Toka Puia Lane that is currently addressed at Lot 19, 90 Wehirua Road, Okaihau as per map (A4000790).

1) TĀHUHU KŌRERO / BACKGROUND

Lynley Newport of Thomson Surveyors has advised that this is a public road created by a subdivision addressed at Lot 19, 90 Wehirua Road, Okaihau.

The name Toka Puia refers to volcanic rocks which are prevalent within the geographical area. The soil structure within the local farmland soils is also volcanic.

The name Tokarahi refers to many rocks which is also within the area and is visible on the property.

The name Boulder refers to the rocks on the property.

The background for these names is given also as per the Road Naming application attached (A3986325).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Toka Puia Lane
2. Tokarahi Way
3. Boulder Way

The Roding team has no objections to the names suggested above.





Take Tūtohunga / Reason for the recommendation

The road names recommended in this report are not duplicates of any other road names in the district, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

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

There will be no financial implications to Council relating to the installation of the road name sign (white on blue background name blade). The cost of the road signage and installation will be met by the applicant.

ĀPITIHINGA / ATTACHMENTS

1. Road Naming Application - Toka Puia Heights - A3986325 [↓](#) 
2. Map - Document number - A4000790 [↓](#) 
3. Road Naming Application - Toka Puia Heights - LINZ Approval - A4000708 [↓](#) 
4. Schedule - Document number - A4001284 [↓](#) 

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 the naming of a public road and is 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.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
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.	No district wide relevance and the Community Board have the delegated authority to approve road names.
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.	Hapu/Iwi were asked for their feedback by the applicant No response was received at the time the agenda went to print.
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).	Proposed subdivision of land within 4 titles in the Rural Production Zone as a restricted discretionary activity. Lot 19 road to vest.
State the financial implications and where budgetary provisions have been made to support this decision.	The cost of the road signage and installation will be met by Council (white on blue background name blade).
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



7.4 APPOINTMENTS TO MANAGEMENT COMMITTEES

File Number: A3985243

Author: Marlema Baker, Meetings Administrator

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 Kaikohe-Hokianga Ward.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board make appointments to Management Committees as detailed below:

- a) appoints Member **Jessie McVeagh** to Rāwene Community Hall.
- b) appoints Member **Mike Edmonds** to Ōkaihou Community Hall.
- c) appoints Member **Trinity Edwards** to South Hokianga War Memorial Hall (Opononi).
- d) appoints Member **Chicky Rudkin** to Taheke Community Centre.
- e) appoints Member **Harmonie Gundry** to Kohukohu Community Hall.
- f) appoints Member **Trinity Edwards** to Horeke Community Hall.
- g) appoints Member **Chicky Rudkin** to Kaikohe Senior Citizens Hall.
- h) appoints Member **John Vujcich** to Lindvart Park and Pavilion.
- i) appoints Member **Harmonie Gundry** to Broadwood Cemetery.
- j) appoints Member **Tanya Filia** to Mangunu Cemetery.
- k) appoints Member **Mike Edmonds** to Ōrira (Umawera) Cemetery.
- l) appoints Member **Jessie McVeagh** to Waitemārama Cemetery.
- m) appoints Member **Jessie McVeagh** and **Tanya Filia** to Hokianga Harbour Ferry Liaison Group.
- n) appoints Member **John Vujcich** to Kaikohe Historical & Mechanical Trust (Pioneer Village).

1) BACKGROUND

The Kaikohe-Hokianga Community Board is entitled to appoint a representative to the management committees of each of the following community assets / organisations

Halls

- Rawene Community Hall
- Okaihou Community Hall
- South Hokianga War Memorial Hall (Opononi)
- Taheke Community Centre
- Kohukohu Community Hall
- Horeke Community Hall
- Kaikohe Senior Citizens Hall

- Lindvart Park and Pavilion

Cemeteries

- Broadwood Cemetery
- Mangunu Cemetery
- Orira (Umawera) Cemetery
- Waiotemarama Cemetery

Other

- Hokianga Harbour Ferry Liaison Group – 2 appointees required
- Kaikohe Historical and Mechanical Trust (Pioneer Village)

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.

Halls

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.

Cemeteries

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

Other

Hokianga Harbour Ferry Liaison Group (HFLG)

- The Hokianga Ferry Liaison Group is made up of stakeholders who represent key community interests in the Hokianga Ferry service. Northland Transportation Alliance (NTA) and FNDC staff facilitate the meetings, provide information and administrative support to the Group.
- Northland Ferries (the operator) also attend to provide information on operational matters.

Kaikohe Historical and Mechanical Trust (Pioneer Village)

- Council has a vested interest in the Kaikohe Historical and Mechanical Trust as it is Council-owned land and provides an annual operating grant.

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

1. **FNDC Community Halls Policy 2016 - A4109166**  
2. **FNDC Cemeteries Policy 2016 - A4109167**  

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	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.	The relevant policies to this report are Community Halls Policy and 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.	There are no implications specific to Māori. The District is rich in cemeteries and waahi tapu connected to marae and whanau, but they are not included in the scope of this 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).	There are no persons identified by legislation that are affected by this report.
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.

7.5 KAIKOHE-HOKIANGA COMMUNITY BOARD APPOINTMENT TO DISABILITY ACTION GROUP

File Number: A3985273

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 the Kaikohe-Hokianga 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.
- The Kaikohe-Hokianga Community Board is able to appoint a member as their delegate to the group.
- Information about the 2018-2019 operation of the group is presented as an attachment to the report.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board appoint member Trinity Edwards 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.

The Disability Action Group Annual Report 2018-2019 is presented as an attachment to this report in order to provide information to the Community Board on the operations of the group.

2) DISCUSSION AND OPTIONS

The Kaikohe-Hokianga Community 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 Kaikohe-Hokianga community's views are represented on 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 Action Group Terms of Reference - A4073217 [↓](#) 

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.

7.6 PROJECT FUNDING REPORTS

File Number: A4061050

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 the Kaikohe-Hokianga Community Board note the project reports received from:

- a) Hokianga Community Education Trust
- b) Hokianga Bowling Club
- c) Horeke Family Day
- d) Omanaia Marae

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. Hokianga Community Education Trust - A4066274  
2. Hokianga Bowling Club - A4066277  
3. Horeke Family Day - A4066275  
4. Omanaia Marae - A4066271  

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: A4061052

Author: Kathryn Trewin, Funding Advisor

Authoriser: Jacine Warmington, Manager - Community and Customer Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the 15 March 2023 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Board has a total of \$103,211 to allocate during the 2022/23 financial year, and an additional \$100,000 for Placemaking activities/projects.
- The Community Board has allocated a total of \$89,858 to date from the Community Board Funding Account, leaving an unallocated budget of **\$13,353** for the 2022/23 financial year, less any funds granted at the extraordinary Community Board meeting on 3 March 2023.
- The Community Board has allocated a total of \$38,000 to date from the Community Board Placemaking Account, leaving an unallocated budget of **\$62,000** for the 2022/23 financial year, less any funds granted at the extraordinary Community Board meeting on 3 March 2023..
- Three applications for funding were received requesting a total of \$14,592, including two carried over from the meeting that was cancelled in February 2023.
- Far North Land Search and Rescue has asked for approval for a change in the allocation of funding granted to them at the meeting 1 June 2022.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

a) approves the sum of **\$1,850** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Rob Pink for replenishing the sand on the Rawene/Clendon Esplanade in Rawene to support the following Community Outcomes:

i) **Proud, vibrant communities**

Communities that are healthy, safe, connected and sustainable.

That the Kaikohe-Hokianga Community Board:

b) approves the sum of **\$2,800** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Hokianga Treks for Kids for repairs and maintenance of the horse track to support the following Community Outcomes:

i) **Proud, vibrant communities**

ii) **Communities that are healthy, safe, connected and sustainable.**

<p>That the Kaikohe-Hokianga Community Board:</p> <p>c) approves the sum of \$2,500 (plus GST if applicable) be paid from the Boards Community Funding account to <u>Maihi Memorial Parks Charitable Trust</u> for C.H.I Festival 2023 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>d) That the Kaikohe-Hokianga Community Board:</p> <p>Approves the funding granted at the meeting of 1 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

Each 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
Rob Pink – Rawene Esplanade sand replacement	\$1,850	\$1,850	The Board has funded this in previous years and Rob has asked for funding to again replenish the sand on the Rawene/Clendon Esplanade. Council has advised they do not have budget for this project and it is unlikely to be funded at this time.	Environmental
Hokianga Treks 4 Kids	\$2,800	\$2,800	This organisation provides horse-trekking services in the Hokianga specifically for tamariki and rangitahi that otherwise would not be able to access these services. They have limited funds and are asking for funding to undertake maintenance and repairs on the tracks used. The Board has supported this organisation in the past.	Infrastructure
Maihi Memorial Parks Charitable Trust - CHI Festival 2023	\$9,942	\$2,500	This is an event that has been put on by the trust in previous years at Kaikohe aerodrome. They have grown this event and appear to be becoming more organised with their applications.	Event

Applicant and Project	Requested	Recommend	Comments	Type
Far North Land Search and Rescue	\$5,000	Requested amendment to funding allocation	<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>	Arts, Culture and Heritage

Take Tūtohunga / Reason for the recommendation

The applicants are 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 Provisions has been made and the grant is allocated in accordance with the Community Grant Policy.

ĀPITIHINGA / ATTACHMENTS

1. Rawene Beach Sand - A4066272 [↓](#) 
2. Hokianga Treks 4 Kids - A4066276 [↓](#) 
3. CHI Festival 2023 - A4104263 [↓](#) 
4. Far North Search and Rescue - Letter of Request - A4066479 [↓](#) 

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.	There are 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 HOKIANGA FERRY LIAISON GROUP

File Number: A4034234

Author: Aaron Reilly, Lighting & Transport Operations Specialist

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to inform the Kaikohe–Hokianga Community Board of the meeting that was held with the Hokianga Ferry Liaison Group (HFLG) on 2nd November 2022 and provide a copy of the minutes to the Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Hokianga Ferry Liaison Group (HFLG) met on 2nd November 2022 in Chambers.
- This was the first meeting since the 19th of November 2021 due to ongoing Covid-19 restrictions.
- The next HFLG meeting is scheduled for the 23rd of February 2023 at Council’s Kaikohe office.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group .

TĀHUHU KŌRERO / BACKGROUND

The Hokianga Ferry Liaison Group (HFLG) is made up of stakeholders who represent key community interests in the Hokianga Ferry service. Northland Transportation Alliance (NTA) and FNDC staff facilitate the meetings, provide information and administrative support to the Group. Northland Ferries (the operator) also attend to provide information on operational matters.

The HFLG meet on a quarterly basis, or on request by mutual agreement.

A copy of the meeting minutes held on 2nd November 2022 is attached (refer attachment 1).

The purpose of the HFLG as set out in the Terms of Reference (refer attachment 2) is as follows:

Purpose

- To represent the interests and views of the Community of users.
- To liaise with the Hokianga Harbour Community and make recommendations to Council via the Community Board with regard the Hokianga Ferry Service.
- To maintain an overview of issues of importance in relation to the Hokianga Ferry operations and consider options and alternative solutions to address those issues and;
- to maximize the use and viability of the ferry.
- To ensure the Community, Community Boards and Council are well informed (via the Community Board) about matters of concern relating the Hokianga Harbour Ferry.
- To identify initiatives and improvements and make recommendations to Council on how these improvements can be implemented.
- To provide the Hokianga Harbour community with an opportunity to provide feedback to Council via the Community Board.
- Ensure open and free exchange of information, ideas and concerns between Council and community via the Community Board.

Group Membership

The current HFLG membership per the Terms of Reference is as follows:

- Kohukohu Representative & Chair – John Wigglesworth
- Former CB member - Louis Toorenburg
- Former CB member - Emma Davis
- Hokianga Health – Margareth Broodkoorn
- Iwi Representative – Steve Morunga
- Northland Ferries (Operator)
- Rawene/RARA Representative – Craig Joiner
- Hokianga Tourism Association – Angela Lush
- Various Northland Transportation Alliance (NTA) / Infrastructure and Asset Management staff as required for support and to provide information.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

During the meeting stakeholders expressed their gratitude that service had continued throughout the COVID-19 pandemic.

It was noted that Elected Members who were appointed to the Group by the Board, are not presently Kaikohe-Hokianga Community Board Elected Members.

The NTA highlighted that the Ferry would be taken out of service for its Out of Water survey in May 2023, which is a Maritime NZ requirement. Further information on the project would be provided at the next meeting. The vessel was last hauled out in in 2017.

The next ferry HFLG meeting is scheduled for the 23rd of February 2023 at Council's Kaikohe office and a copy of the minutes will be provided to the Board.

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

There are no financial implications or budgetary provisions associated with this information report.

ĀPITIHINGA / ATTACHMENTS

1. **Attachment 1 - Hokianga Ferry Liaison Group - Meeting Minutes 2nd November 2022 - A4034923** [↓](#) 
2. **Attachment 2 - Terms of Reference Hokianga Harbour Ferry Liaison Group - A4034916** [↓](#) 

8.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2023

File Number: A4065041

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Angie Thomas, Acting Chief Financial Officer

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 January 2023

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.

Community Fund Account balance as at 1 July 2022	\$203,211.00
<ul style="list-style-type: none"> Plus, unused funds from 2016-2022 	\$113,821.18
Less funds granted and uplifted to 31 January 2023	\$77,789.30
<ul style="list-style-type: none"> Less funds not uplifted from previous community meetings (committed to projects) 	\$169,955.18
Community Fund Account balance as at 31 January 2023	\$69,287.70

DISCUSSION AND NEXT STEPS


Board members will consider the applications on the agenda and decide on what level of funding to allocate. The committed balance in the Community Fund account as at 31 January 2023 is \$69,287.70.

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.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Kaikohe-Hokianga 31 January 2023 is attached.

ATTACHMENTS

- Statement of Community Fund Account Kaikohe-Hokianga as at 31 January 2023 - A4099547** [↓](#) 

8.3 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2022.

File Number: A4065484

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 Kaikohe-Hokianga 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 Kaikohe-Hokianga 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 reflect 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 (2021/2022 Year 1) 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 Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga 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 Kaikohe-Hokianga Community Board.


DISCUSSION AND NEXT STEPS

Refer to commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **KHO Statement of Financial Performance Activities by Ward for the period ending 31 December 2022 - A4075226** [↓](#) 

8.4 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE FEBRUARY 2023

File Number: A4044359

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga 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 the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga 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. KHCB Action Sheet - February 2023 - A4052797 [↓](#) 

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE