



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

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

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

6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centers.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a) Control of Use of Public Spaces – Dispensations on signs
 - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. 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 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 Fila, 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 Houngh-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.*

- 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

- 30 August 2023
- 27 September 2023
- 25 October 2023
- 22 November 2023
- 13 December 2023

b) and delegates to Chair Chicky Rudkin authority to change the meeting dates.

CARRIED

7.3 PROJECT FUNDING REPORTS - DECEMBER 2022

Agenda item 7.3 document number A3994615, pages 37 - 41 refers

RESOLUTION 2022/62

Moved: Member John Vujcich
Seconded: Member Mike Edmonds

That the Kaikohe-Hokianga Community Board note the project report received from Pioneer Village Kaikohe.

CARRIED

7.4 FUNDING APPLICATIONS

Agenda item 7.4 document number A3994669, pages 42 - 86 refers

RESOLUTION 2022/63

Moved: Member Mike Edmonds
Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board:

- a) approves the sum of **\$3,277** (plus GST if applicable) be paid from the Boards Community Fund account to National Street Rod Association Northland for rent/venue hire for Pioneer Village Kaikohe hire for Cruz'n the Bayz 2023, to support the following Community Outcomes:

- i. Communities that are healthy, safe, connected and sustainable.
- ii. Proud, vibrant communities.

Against: Deputy Chair Tanya Filia and Member Jessie McVeagh

CARRIED

RESOLUTION 2022/64

Moved: Deputy Chairperson Tanya Filia
Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board:

- b) approves the sum of **\$2,586** (plus GST if applicable) be paid from the Boards Community Fund account to Waimamaku Community Garden Group (Wekaweka Valley Community Trust) for irrigation set-up and consumable materials to support the following Community Outcomes:

- i. Proud, vibrant communities
- ii. Communities that are healthy, safe, connected and sustainable.

CARRIED

RESOLUTION 2022/65

Moved: Member John Vujcich

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board:

- c) approves the sum of **\$750** (plus GST if applicable) be paid from the Boards Community Fund account to Te Pū O Te Wheke Community Arts Gallery for spotlights and bulbs to support the following Community Outcomes:
- i. Proud, vibrant communities
 - ii. Communities that are healthy, safe, connected and sustainable.

CARRIED**RESOLUTION 2022/65**

Moved: Member Harmonie Gundry

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board:

- d) approves the sum of **\$3,600** (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Arts Community Trust for the facilitator/professional fees to support the following Community Outcomes:
- i. Proud, vibrant communities

CARRIED**RESOLUTION 2022/66**

Moved: Member Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board:

- e) approves the sum of **\$10,000** (plus GST if applicable) be paid from the Boards Place Making account to Bay of Islands Hockey Association for the upgrade of the lighting to LED lights/bulbs at Lindvart Park to support the following Community Outcomes:
- i. Proud, vibrant communities

CARRIED**8 INFORMATION REPORTS****8.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE DECEMBER 2022**

Agenda item 8.1 document number A3971282, pages 87 - 89 refers

RESOLUTION 2022/67

Moved: Member Mike Edmonds

Seconded: Member Harmonie Gundry

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update December 2022.**CARRIED****9 TE KAPINGA HUI / MEETING CLOSE****The meeting closed at 11:15 am.**

Kaikohe-Hokianga Community Board Meeting Minutes **Unconfirmed**

14 December 2022

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 15 February 2023.

.....
CHAIRPERSON

Extraordinary Kaikohe-Hokianga Community Board Meeting Minutes

3 March 2023

**MINUTES OF
EXTRAORDINARY KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON FRIDAY, 3 MARCH 2023 AT 4:01 PM**

PRESENT: Member Chicky Rudkin, Member Mike Edmonds, Member Trinity Edwards (online), Member Harmonie Gundry (online), Member Jessie McVeagh, Member John Vujcich

IN ATTENDANCE:

STAFF PRESENT: Kathryn Trewin (Funding Advisor), Marlema Baker (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair 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 declared at this meeting.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

No public forum at this meeting

4 NGĀ TONO KŌRERO / DEPUTATIONS

No deputations for this meeting

5 NGĀ KAIKŌRERO / SPEAKERS

Wally Te Huia and Brian Vesey. Item 6.1a refers

6 REPORTS

6.1 FUNDING APPLICATION

Agenda item 6.1 document number A4095489, pages 8 - 10 refers

RESOLUTION 2023/1

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board:

- a) approves the sum of **\$4,000** (plus GST if applicable) be paid from the Boards Community Fund account to Man versus Wild Fishing Competition for the Man vs Wild Fishing Competition, to support the following Community Outcomes:

- i) Communities that are healthy, safe, connected and sustainable.
- ii) Proud, vibrant communities

RESOLUTION 2023/2

Moved: Member Mike Edmonds

Page 1

Extraordinary Kaikohe-Hokianga Community Board Meeting Minutes

3 March 2023

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board:

- b) approves the sum of **\$985** (plus GST if applicable) be paid from the Boards Community Grant Fund account to Ohaeawai Taiamai Residents Association for 2023 Taiamai Day to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable.
 - ii) Proud, vibrant communities

CARRIED**7 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 4:14pm.

The minutes of this meeting will be confirmed at the Extraordinary Kaikohe-Hokianga Community Board Meeting held on 15 March 2023.

.....
CHAIRPERSON

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 ĀPITI HANGA / 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 [↓](#) 



Kaikohe-Hokianga
Community Board

Member's Report

Name: Chicky Rudkin, Trinity Edwards

Subdivision: Kaikohe

Date: 28/11/22-27/02/2023

Meetings Attended

Date	Meeting	Comments
14/12/2022	Community board meeting	Our final community board meeting for 2022.
16/12/2022	Event Investment (council)	Trinity and Chicky participated in this hui for event investments within our district.
19/12/2022	Strategic planning hui	Working towards our strategic plan as a community board and sharing the vision goals and objectives for our community plan. This is ongoing and a priority for our CB.
23/1/2023	Te Puna o Kūpenuku, Hokianga Community Campus	Whakawhanaungatanga with a view to next steps in restoring HCC to being a vibrant, exciting and well managed establishment.
26/01/2023	Strategic plan workshop	Finalize our Strategic plan as a board. Capturing aspirations as a group to work for our communities
6/2/2023	Waitangi Day	FNDC Information tent - support at information stand set up at Waitangi Day event. Most inquiries required an RFS. A few queries about rating on Maori land.
23/02/2023	Kaikohe Library & Civic Hub Steering Group meeting	Historical information and strategy shared; Cr Kapa elected Chairperson
2/03/2023	Kaikohe-Hokianga Strategic Plan Workshop	Continue to work on KHCB Strategic plan to ensure we get our priorities included in the LTP which will come into effect in June 2024.

27/02/2023	Community Board Chair Catch up with Kahika Moko	Highlighted - Te Puna o Kupenuku hui and the need to progress this, the urgency to get our SP included in the LTP, Funding pot available to CBs and knowing what they can be used for, Lake Omapere, Wastewater discharge into the Hokianga Harbour, new playground in Kaikohe timeframes, noisy vehicles in and around Kaikohe township and the need for a Community Hui, Kuia Kaumatua safety
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Community Issues

Issue name	Comment
Retirement homes (Tawanui)	Residents' cars are being broken into and are left feeling unsafe.
Roading	There is danger with speeding on Broadway and down our dusty roads in and around Kaikohe. There is a need for speed bumps down the main street and a lowering of speed through the township.
Vehicles and motorbikes disturbance	Chicky is collaborating with KBA to hold a Community Hui
Grow Kaikohe Hui	Acknowledge the hard work of Laurel Belworthy. Unsure of how this group will progress now.

Other Issues

1. Meeting minutes: Kaikohe Residents Association

KAIKOHE RESIDENTS ASSOCIATION (KRA) -IN FORMATION – AGENDA

5.30 PM Wednesday 7 December 2022

Venue: Te Runanga a Iwi o Ngapuhi offices, 16 Mangakahia road, Kaikohe

1. Karakia - Babe Kapa
2. Apologies – Leigh Ingle, Kay Nelson, Roger Floyed, Matenga Ashby, Trinity Edwards, Rachel Veldon, Jill Reilly, Arnold Kalnin, Peter Stanbridge

3. Attendees present – Ross Killen, Mane Tahere, Edith Tahere, Laurel Belworthy, Delwyn Beckham, Anahera Beckham, Louis Gill, Mike Cowper, Chicky Rudkin, Linda Bracken, Lily Phillipps, K Kimperley, Jonah Marinovich, Babe Kapa, Shaun Reilly, Scarlet Mokaraka, Mark Anderson, Tania Edwards
4. Minutes of previous meeting and matters arising– Accepted as read, Corrections – Item 4 – delete follow up comments by writer

Item 8 – delete follow up comments by writer.

seconded Linda B

Moved Mark A.

5. Correspondence – inwards/outwards
Mark A – Wayne Rogers re: next trip to Innovation Park
Mark A – John Vujcich and Laurel Belworthy re: planned works at senior citizens hall
6. Elected members reports –
John Vujcich – KRA need to ensure they submit to Annual and Long Term Plan. Sub committees still to be finalised
Babe Kapa - Senior Citizens complex work subject of one FNDC hui
Chicky Rudkin – Advised new funding round starts in June 2023. Any funding applications must be submitted 15 working days prior to Community Board meetings. The new board still settling in
Any questions for elected members can be forwarded prior to each meeting to the chair.
7. Placemaking video and information: presentation made by Mark and Tania with examples of placemaking in Auckland and some background on Focus Paihia.
8. Workshop – brainstorming session – the meeting wrote down the projects they would like to see worked on by the KRA. A summary of ideas/projects wanted in Appendix. The attendees would like to see the KRA focus on projects with a role to resolve community problems by assisting members with the relevant organisations in Kaikohe.

The outcome of this session should result in working groups to progress their goals within the KRA and make the KRA focussed in its objectives

9. **Next meeting date/venue. – 5.30pm agreed as ideal time for these meetings. Next date/venue -TO BE ADVISED SHORTLY**
10. Tour of Ngawha Innovation and Enterprise Park – TUESDAY 21st February. 5.30pmm Meet at the main carpark – entrance just past Kaikohe cemetery heading east on the bend. If you can attend or have questions, please text/phone Mark Anderson on 027-355-6052
11. Close with Karakia – Babe Kapa



Kaikohe-Hokianga
Community Board

Member's Report

Name: Tanya Filia

Subdivision: South Hokianga

Date: 26/01/23

Meetings Attended

Date	Meeting	Comments
6/12/22	LGNZ Maruata Hui for Māori elected members Held at Pipitea Marae – Pōneke	Held in Pōneke. 4-6 December, opportunity to whanaungatanga with other Māori elected members across NZ. Key note addresses from LGNZ (Local Government NZ) and how their organisation can support us in our roles as Māori elected member) Invited guest speaker Hon. Nanaia Mahuta minister of Foreign Affairs NZ. Our role, 3 waters Much conversation held amongst attendees across the time was on the 3 waters and local government review
14/12/22	KHCB hui Followed by footpath hui NTA Road Safety & Traffic Engineer Footpath Opononi RFS 4093246	Following our KHCB hui, NTA Road Traffic & Safety Engineer met with our Board in regards to footpaths – this was not as informative as I had hoped and I would like to have further wananga in regards to this. I made a request to the staff member for a site visit to Omapere Opononi to get a real understanding of the state of the footpaths, including the need for maintenance (sweeping) of the metal that falls onto the footpaths, from the road, making it dangerous for users of the footpath. Looking forward to this being arranged as soon as possible. I would like a site visit with the appropriate NTA staff
25/01/23	Hauora Hokianga Launch of Takapau Wananga	The launch has great significance for Hauora Hokianga and our Hokianga communities, years in the making, years of conversations across generations have now become a reality. Relationships built from ngā rangatira kei roto i te Kaupapa. Takapau Wananga programme. In partnership with the University of Auckland, the Takapau Wananga programme provides students with a five-week experience to learn about Rural Health, Hauora Māori and Interprofessional Education. The programme will be provided seven times throughout the year, with up to ten students from different disciplines experiencing health care in the Hokianga.

	Hui via zoom/face to face and phone calls	<p>Jessie McVeagh and I have sent out to our communities via our South Hokianga Facebook page, personal Facebook page, community Facebook pages and our email contacts requesting any items that they would like to be considered to be included in our Kaikohe Hokianga Community Board (KHCB) strategic plan (SP), we stated that although we could not promise they would be included, these responses have given us a really good indication of what our communities would like to aspire to, their priorities.</p> <p>Jessie and I have discussed these responses a number of times and have pulled together a draft document. We continue to work on this document in the hope that it may feed into the KHCB SP. It has been shared with our KHCB, Democracy services team that support our community board, as well as Community Development support staff.</p>
19/12/22	Far North District Council buildings workshop room	<p>December 2022, Part 1 hui wananga with Community Development Advisor (CDA) to brainstorm our ideas for the front end of our SP – that being vision and mission statements, values goals</p> <p>Part 2 to follow 2023 Very rough draft received on 18/11/22 not yet including aspirational projects and priorities</p>
26/01/23	Far North District Council buildings workshop room KHCB strategic planning hui Part 2 with Community Development Advisor (Facilitator)	<p>Part 2 – Review and add to the SP document that CDA has drafted for us from our hui held in December 2022. Further development of our SP for KHCB Got to a happy place re the SP presented</p> <p>Discussion priorities.</p>

Community Issues

Issue name	Comment
FNDC Roading – NTA	Councillor Steve McNally sent through a request for community board reps to share widely, the request being to reach out to community to share their roading issues in their communities with him, as due to the vast area he covers, the reality is he is unable to drive to each roading area of concern. I understand he has been inundated with email responses.
Otaua road, RFS 4140344	One of the communities reaching out is Otaua. Contact AW, and BW residents of Otaua. Lodged RFS - Call centre saying they have requested tar sealing, they have not at this stage they wish to have dust suppressant used to settle the dust nuisance for the houses and residents at the entrance road to Otaua. many logging trucks and cars of residents, have to enter and exit this part of the road to

	Otaua. They are affected badly by dust. Email also sent to Steve McNally
SH12 RFS 4139540 RESOLVED	Damage to road prior to Christmas, left a number of vehicles from community members damaged, dip left in the road and not repaired to a satisfactory standard following work done for the ultra-fast broadband cabling. Contact was made with Councillor McNally and he forwarded onto NTA contacts and Waka Kotahi contact for repairs. Repairs completed NO further action required.
Kokohuia road RFS numbers are March 2022/ 4096801 & 4102733 Aug 2022 / 4122511 RFS:3898749 There are others	Historical RFS put through from many Kokohuia Road residents. I have noted some of these RFS numbers. Councillor Steve McNally has been sent photos and videos of the state of this road and also of the junction Kokohuia Road/Akiha Street Omapere 0473, unfortunately many of our roads in our rohe, are in this state of disrepair, but as board rep for our community how, do I respond to the complaints and what next for this historical RFS road? Is there a real way forward or a range of funding pools we can apply to address these types of roading issues across our district? Also addressing equity even spread of funding for our smaller Māori villages? A site visit is needed
Otaua Footpath	Further investigation into an area of Otaua, where tamariki ride their bikes to catch the buses into school, phone call came into me, but coverage lost, I am making arrangements with one of my whanau who is from Otaua to take me to meet the kaumatua who reached out, will encourage an RFS be lodged and support them to do so, if they are unable to do the RFS themselves. Health and Safety issue.
Fire Hydrants Omapere/Opononi RFS: 4135612 Date: 21.11.22	I continue to coordinate work regarding the fire hydrants in Opononi and Omapere. Inspection mahi done by Omapere Brigade Fire fighter (F/F) Filia and F/F Rawiri, with FNDC staff. F/F Filia and F/F Rawiri, meet with staff member and walked the roads, December 2022. Their findings below reported to me. I thank her for the quick response to the RFs Lodged by F/F Filia. Email received on 9 January 2022. <u>State Highway 12 / Hokianga Harbour Drive</u> One of the biggest concerns identified was the missing road markers, cats' eyes on the state highway post roading reseals. These should have been reinstated by the roading division. <ul style="list-style-type: none">• FNDC staff will be following this up with Waka Kotahi as it looks like further resealing is in progress, so will request they reinstate the missing markers. Not sure how long this part will take yet?• Far North Waters (FNW) will also need to do planned maintenance of some of these SH hydrants as H&S issues due to placement in the roads. Traffic Management may need to be arranged.

	<p><u>Side streets</u> Majority of these were missing markers as well. We found the new subdivision on Opononi Heights had no markers provided with the development.</p> <ul style="list-style-type: none"> • This week, 9 January to 13 January one of our staff will start maintenance on these hydrants. • The hydrants that are difficult to work with the hydrant stand / key are old style hydrants that will need additional investigation, as may require full replacements. <p><u>Cannot locate / buried</u></p> <ul style="list-style-type: none"> • 274 State Highway 12, Omapere (outside pensioner flats) - In berm PRIORITY • 217 State Highway 12, Opononi (buried) - In berm / drain / footpath • 45 Opononi Heights, Opononi <p><u>FNDC GIS Map updates</u></p> <p>FNDC staff will request our GIS team to provide updated maps for the fire brigade as part of this exercise.</p> <p>Much still to do, but progress is being made, again urgency required on these matters.</p>
Hokianga Harbour water quality	Concern on the quality of the harbour water – it changes the silting of the harbour after any rain
Animal Management	Dog control roaming dog – attacked dog – threatened by the dog owner, scared to report
Kelp harvesting	Reports of a local person harvesting bull kelp directly off the rocks in the water, witness and person report threatened, have taken note but referred the reporter to the police and Ministry Agriculture and Fisheries.
Pensioner flats	Concern run down needs maintenance, long waiting lists, who's getting what is the cause of the waiting list?

Requests for Service (RFS) – see above the RFS recorded against the commentary column.



Member's Report

Name: Tanya Filia

Subdivision: South Hokianga

Date: February 2023

Meetings Attended

Date	Meeting	Comments
13-17 February 2023	<p>No hui – delivery of food to top up kai packs for Te Whakarongotai Marae. Matua BD checking in on evacuee via phone Whaea MW</p> <p>Followed up evacuee with whanau in Waimamaku</p>	<p>Checking in on the evacuee that was evacuated from Koutu to Te Whakarongotai Marae, Omapere. The whanau at the marae did an excellent job of providing for the Opononi/Omapere and wider community at the marae, as well as cooking and packing food and hangi, delivering to whanau Their mahi during this time was so awesome.</p>
14/12/22	<p>KHCB hui Followed by footpath hui Elizabeth Stacy in December</p> <p>Footpath Opononi RFS 4144743</p> <p>NOT RESOLVED – NEEDS TO BE WITH URGENCY would like this job escalated.</p>	<p>I made a request to Elizabeth Stacy for a site visit to Omapere Opononi to get a real understanding of the state of the footpaths, including the need for maintenance (sweeping) of the metal that falls onto the footpaths, from the road, making it dangerous for users of the footpath. Looking forward to this being arranged as soon as possible. I would like a site visit with the appropriate NTA staff footpath</p>
25/2/2023	<p>Contact made via call – to Nga Ngaru o Hokianga Takiwa to confirm my attendance and Member McVeagh at their next hui</p>	<p>Next hui 13 March venue to be confirmed</p> <p>Will table our previous member reports and hoping to share the Strategic Plan</p>

Community Issues

Issue name	Comment
FNDC Roding – NTA	<p>Councillor Steve McNally sent through a request for community board reps to share widely, the request being to reach out to community to share their roading issues in their communities with him, as due to the vast area he covers, the reality is he is unable to drive to each roading area of concern. I understand he has been inundated with email responses.</p>

Ninihi Road, Otaua RFS 4140344	One of the communities reaching out is Otaua. Contact AW, and BW residents of Otaua. Lodged RFS - They wish to have dust suppressant used to settle the dust nuisance for the houses and residents on Ninihi Road, many logging trucks and cars of residents, have to enter and exit this part of the road to Otaua. They are affected badly by dust. Email also sent by them to Steve McNally
SH12 RFS 4139540 RESOLVED	Damage to road prior to Christmas, left a number of vehicles from community members damaged, dip left in the road and not repaired to a satisfactory standard following work done for the ultra-fast broadband cabling. Contact was made with Councillor McNally and he forwarded onto NTA contacts and Steve Mutton Waka Kotahi for repairs. Repairs completed NO further action required.
Kokohuia road RFS numbers are Feb 2023 4144741 March 2022/ 4096801 & 4102733 Aug 2022 / 4122511 RFS:3898749 There are others	Historical RFS put through from many Kokohuia Road residents. I have noted some of these RFS numbers. Councillor Steve McNally has been sent photos and videos of the state of this road and also of the junction Kokohuia Road/Akiha Street Omapere 0473, unfortunately many of our roads in our rohe, are in this state of disrepair, but as board rep for our community how, do I respond to the complaints and what next for this historical RFS road? Is there a real way forward or a range of funding pools we can apply to address these types of roading issues across our district? Also addressing equity even spread of funding for our smaller Māori villages? A site visit is needed
Otaua 329 Ninihi Road RFS – 4140344 RFS - 4143310	Major dust nuisance 2 jobs logged – no contact made I request this be escalated through to FNDC Democracy service KHCB support person. Communication sent to update where the council is at with this. The community people that have lodged request is hoping to have dust suppression for the road. No dust when wet – But as it dries dust is Horrendous Further contact made with the whanau that has lodged RFS 26 February 2023
Fire Hydrants Omapere/Opononi RFS: 4135612 Date: 21.11.22	I continue to coordinate work regarding the fire hydrants in Opononi and Omapere. Inspection mahi done by Omapere Brigade Fire fighter (F/F) Filia and F/F Rawiri, with Tui Mokaraka (FNDC). F/F Filia and F/F Rawiri, meet with FNDC contact person. and walked the roads, December 2022. Their findings

	<p>below reported to me by FNDC contact person. I thank her to the quick response to the RFs Lodged by F/F Filia. Email received on 9 January 2022.</p> <p><u>State Highway 12 / Hokianga Harbour Drive</u></p> <p>All of these reinstated, however from the Omapere Fire station through has now been re sealed. There needs to be followed up that the road markers. These will need to be reinstated by the roading division.</p> <p>UNRESOLVED: Far North Waters (FNW0 will also need to do planned maintenance of some of these SH hydrants as H&S issues due to placement in the roads. Traffic Management may need to be arranged.</p> <p>UNRESOLVED HEALTH & SAFETY</p> <ul style="list-style-type: none"> The hydrants that are difficult to work with the hydrant stand / key are old style hydrants that will need additional investigation. They require full replacements. With urgency <p><u>Cannot locate / buried</u></p> <ul style="list-style-type: none"> 274 State Highway 12, Omapere (outside pensioner flats) - In berm PRIORITY 217 State Highway 12, Opononi (buried) - In berm / drain / footpath 45 Opononi Heights, Opononi <p><u>FNDC GIS Map updates</u></p> <p>Tui will request our GIS team to provide updated maps for the fire brigade as part of this exercise.</p> <p>Much still to do, but progress is being made, again urgency required on these matters.</p> <p>Still being worked on</p>
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Requests for Service (RFS) – see above the RFS recorded against the commentary column.



Kaikohe-Hokianga
Community Board

Member's Report

Name: Harmonie Gundry

Subdivision: North Hokianga

Date: 26/01/2022

Meetings Attended

Date	Meeting	Comments
14/12/2022	K-H-B-C meeting.	Nil
19/12/2022	Kaikohe-Hokianga Community Board Strategic Plan Workshop.	Attended via Teams.

Community Issues

Issue name	Comment
Rubbish	<p>Pawarenga & Broadwood have rubbish issue due to pest have requested for a tip at the top of the junction – Pawarenga/ Runaruna turn off and a tip at Pawarenga community centre.</p> <p>Broadwood have requested for tip for rubbish at the A&P pickup zone by town hall to reduce pest getting amongst the rubbish.</p>
Back Road Maintenance	Pawarenga/Paponga/ Mitimiti/ Rangipoint/ Mangataipa/ Rakautapu/ Otangaroa/ Proctors rd/ Runaruna road/ Need serious Maintenance either grading to smooth it out and slips need to be fixed.
Drain Maintenance	North Hokianga drains need to be maintained.
Road Maintenance	<p>Daily Maintenance for our roads needs to reoccur here in North Hokianga for safety reasons,</p> <ol style="list-style-type: none"> 1- Reduce number of car accidents out here in North Hokianga. 2- Health & Safety
Speed bumps/speed signs	This issue was brought to my attention that there should be a speed change from the recycle centre in Kohukohu to at least 60 or 50 due to safety of events and tangi that is being held in this area. Speed bumps should be put in place before the school and around the school as well - to slow down oncoming traffic for the kid's safety. There should also be speed bumps be put in place before the shop just after the Hotel to keep traffic flow slow.
Mangamuka Toilets	To be upgraded.

Town Light Upgrade - Kohukohu	Request that the Council install lighting consistent with our community plan and the Dark Sky criteria.
Broadwood swing Bridge	Awaiting response from Council.
Panguru	Foot path from clinic to road end of Tautoro Rd.

Requests for Service (RFS)

RFS number	Date	Comment
4143537	24/01/2023	Pawarenga community has requested for a solution (Rubbish Cage Tip) to reduce pests from getting into rubbish on a daily basis.
4140897	16/01/2023	The road Rakautapu is programmed for spraying and is awaiting FNDC approval.



Kaikohe-Hokianga
Community Board

Member's Report

Name: Jessie McVeagh

Subdivision: South Hokianga

Date: 26.2.23

Meetings Attended

Date	Meeting	Comments
5/12/22	Manaaki Tinana, Men's Shed, Sailing Club Rwn	Use of Rawene Domain, how FNDC and KHCB can support development of community projects
13/12/22	Rwn Volunteer Brigade and FNDC walk onsite fire hydrants	Issues identified with FNDC staff.
14/12/22	KHCB public meeting, NTA footpaths	Community grants, public forum, NTA systems and processes for footpaths priorities.
14/12/22	Omapere Opononi Ratepayers and Residents Assoc.	Beach access, water issues, traffic calming, rates review water and wastewater, community safety.
19/12/22	KHCB Strategic Planning hui	Developing values, goals and objectives for the KHCB to support community aspirations.
17/1/23	Weka Trust, Waimamaku	Community concerns and questions re the Waimamaku area.
23/1/23	Te Puna o Kupenuku, Hokianga Community Campus	Whakawhanaungatanga, where the HCC is currently at, and looking ahead.
25/1/23	Takapau Wananga Launch with Hauora Hokianga	Supporting Kahika Moko as one of the Sth Hokianga representatives at the launch of the Rural, Integrated and Maori Health programme that has begun at Hauora Hokianga.
5/2/23	Pākinga Pa	Celebration of the return of the whenua to hapū.
5/2/23	Waitangi	Pōwhiri for Parliamentary Parties at Waitangi.
8/2/23	Opononi Omapere Ratepayers	Local issues, update on KHCB work.
9/2/23	Manaaki Tinana, Men's Shed, Trek's for Kids, Sailing Club Rwn, Pump Track	Discussion on current and future use of Rawene Domain
9/2/23	Rawene Ratepayers and Residents	Local issues, update on KHCB work.
24/2/23	Engagement for Decision makers workshop	Engagement strategies for Local Govt

Community Issues

Issue name	Comment
Wastewater discharge to Hokianga Harbour	The hearing for the resource consent renewal for Omapere Opononi and Kohukohu WWTP has been postponed until May. The Rawene WWTP was allocated funding through the Better Off Fund Tranche 1, with support from FNDC, Te Kahui o Taonui and Te Mauri o Te Wai. Kaikohe WWTP discharges to Hokianga.
Contaminated water from Lake Omapere into Hokianga Harbour	Community concern re the ongoing pollution of Lake Omapere, which flows into the Hokianga Harbour. Need for clarity on the role that FNDC has or should have in this issue. Note that the Lake was identified as a drinking water source for Kaikohe when drought threatened to leave the town without water. Money was earmarked for treating the water at that time.
Spraying of roadsides, Rawene	In March 2022 NTA looked at alternatives to Glyphosate spray. The FNDC Strategic Planning Policy Team are working on a Trees & Vegetation Policy that covers agrichemical use by Council. Ideally any Policy outcomes would be aligned for inclusion in the 23/24 Annual Plan (in terms of budgetary considerations).
Hokianga Community Campus access	There are concerns from the wider Hokianga community regarding the current situation and future of the HCC. The FNDC Campus liaison group met with members of Te Puna o Kupenuku to begin to work through the issues.
Litter, waste, recycling services	There is ongoing concern in South Hokianga around litter, rubbish, burning, dumping and recycling. There is a desire for signage, education, and support for communities to be informed and empowered in this issue. Better waste and recycling services needed in Waimamaku. Local E-waste collection. We have asked for people to feedback on the review of the FNDC Waste Minimisation Plan.
Public access to beach Omapere.	Omapere residents would like to know when beach access opposite Opononi Area School will be reinstated to the public.
Traffic calming, Rwn, Opononi and Omapere	There are ongoing safety concerns. FNDC staff trying to negotiate with Waka Kotahi to bring construction forward to 2023/24.
Footpaths Rawene	There are ongoing safety concerns for pedestrians and cyclists.
Pakia Hill footpath above Pioneer walk	Unsafe for pushchairs, people with mobility issues
Rawene Ferry traffic	There are ongoing safety concerns, especially in the summer and around school buses.
Animal control	Dogs roam in Rawene and Opononi Omapere, need for support on this issue.
Fire Hydrants	We are happy to report most hydrants in South Hokianga are locatable, visible and functional.
Erosion to seawall Clendon Esp. Rwn	The hole has been temporarily filled to prevent risk to children. Awaiting the permanent maintenance to the hole.

Hall, Library Rwn, FNDC assets	There are concerns about the level of service our facilities receive, such as cleaning gutters, repairs, mowing. Community members would like access to maintenance plans.
Freese Park, Lucy Baxter Reserve, Gundry st reserve maintenance, upkeep	There are concerns about the level of service our parks and reserves receive, such as mowing, weed control, litter, covers not replaced safely, drains that don't drain, playgrounds that are not repaired nor suitable for young children. Community members would like access to maintenance plans.
Engagement with FNDC, understanding process.	As representatives we are working to find out how our area can get improved service from FNDC and share this information with our people. We are working with FNDC to better understand and work with South Hokianga, also to follow the aspirations in Community Plans where possible. We have called for a 'wish list' that people have for their places and spaces to feed into the South Hokianga CB Strategic Plan and the KHCB strategic plan, which will be prioritised for inclusion into the Long Term Plan.
Non-notified vs Notified resource consents	This is an ongoing issue. There is a need for clear guidelines for communities and discussion with FNDC, with regard to public interest on new consents.
Safety in Community	There are widespread concerns around safety in our communities, particularly after the ram-raids, burglaries, dangerous driving and car thefts over summer. There are calls for cameras to be placed in public areas to improve safety and traffic calming measures.
Housing	This is an ongoing crisis that needs support at all levels. This issue has been made worse by Cyclone Gabrielle.
Housing for Elderly	Concerns have been raised around the maintenance, upkeep and wait-list at the Omapere Pensioner flats, and management of the Rawene and Waima pensioner flats.
Safe Cycling	Rawene road from the ferry to the junction with SHW12 needs to be made safe for the increasing number of cyclists we have.
Climate Change	There is a strong call for FNDC to take action on reducing emissions and supporting community resilience as the effects of climate change become more apparent. Solar power on all FNDC buildings is one action that can be taken.
Roads, dust, 1 lane bridge approaches	South Hokianga are asking for a higher level of service on the maintenance of our roads, safer approaches to 1 lane bridge at Taheke, and truck safety for Taita 1 lane bridge and slip repair Taita rd. Grading Opara rd to continue to end of public rd. Improved dust control needed on Waima Valley road and in Otaua. Repairs are sometimes unsatisfactory e.g Ohuri rd repair left a dip instead of flat seal.
Cars abandoned, particularly in waterways	The responsibility of cars near/in tidal zones has now been clarified: FNDC is the lead agency for recovery of abandoned vehicles that are not on a State Highway (including Coastal Marine Area and freshwater bodies). Members of the public to contact FNDC to report.
Emergency response	Cyclone Gabrielle and the flood event in January highlighted the need for emergency response plans and resources in Hokianga.

Requests for Service (RFS)

RFS number	Date	Comment
4121926	5.12.22	Erosion of Seawall Rawene. Health and Safety concern for swimmers, children. Ongoing, however the hole was filled to prevent risk to children.
4133549	3.11.22	Spray-free Hokianga wish to progress this issue and look forward to the updates from FNDC.
4139641	9.12.22	Vegetation Parnell st Rawene: this has been mowed, however the debris were left on the road, which later blocked the grate downhill, causing flooding after heavy rain.
4140355	27.12.22	Broken retaining wall below Parnell st, above Nimmo st E. Works to rebuild the rock and concrete supported structure have been programmed and currently scheduled to commence during April.
4141350	10.1.23	Flooding near #137 and #97 Parnell st: Ventia checked and respond that they <i>"do not believe these assets require inclusion longer term on our established vulnerable drainage list for weather events, however, ... they will be included in the short ... before being reconsidered, to help determine if there remains to be ongoing issues here."</i>
413961	16.1.23	Opononi Hall trip hazard. Following up from previous rfs's put in by members of the public and Kowhai Kelly Stratford. I believe work has been undertaken to fix this and other maintenance at the Hall.
4144373	19.1.23	Gundry st overgrown, manhole cover not replaced properly. The manhole has now been replaced properly.
4144572	1/2/23	Taita Rd slip in danger of becoming unpassable due to the high rainfall. Request to prioritise the maintenance of this slip.
4147998	23.2.23	Broken road sign on Rawene rd just before the Rawene junction.
4147995	23.2.23	Abandoned and burnt out car at the Rawene junction.
4147279	21.2.23	Fallen tree on the track that follows the paper road between Marmon st E and Marmon st W in Rawene.
tbc	26.2.23	Enquiry re the role FNDC has regarding land use, resource consents, monitoring, or other relevant aspects to Lake Omapere and the ongoing pollution to the water, and the effect on the Hokianga Harbour.

Other Issues

Cyclone Gabrielle highlighted the need to ensure all areas have an **emergency response plan**. Several marae and community groups have enquired about potential support and/or funding for emergency response equipment.

Concrete bollards were placed at Russell Esplanade, Rawene. The next step is a quick planning assessment to make sure of the land ownership / zoning as it is right on the coastal line, this will set the timeline for replacements bollards.

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 Ōkaihou 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 Ōkaihou, 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 Ōkaihou Whanau House.

Option 2

The Kaikohe-Hokianga Community Board does not recommend to Council the granting of a lease to Ōkaihou 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 Ōkaihau 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.

ĀPITI HANGA / ATTACHMENTS

1. Ōkaihau Recreation Reserve - Proposed Lease Site Map - A4096274 [↓](#) 
2. Ōkaihau 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.

PROPOSED LEASE AREA AND LOCALITY PLAN

Part Lot 1 DP 24206 – Area 780m² approx.

LOCALITY MAP



Okaihau Whanau House

A place to meet and create together

Redacted for
Privacy

We a group of local mums in the community in Okaihau are wanting to purchase the old Okaihau play center and lease the land its sits on to run Okaihau whanau house

Okaihau Whanau house is going to a non-for-profit organization. The goal is to have a safe healthy environment for people to meet and create together. We don't have any place in Okaihau to meet with children. The main purpose for the building is for a certificated play group from 0-6 year to use 2-3 morning per week. This will be the main souse of income to maintain the building and ground.

Then we are offer the building to other groups in the area in the community

Home schoolers

Commuting playgrounds

Baby classes

Evening classes

After school classes

Singin group

Director

Redacted for privacy

Redacted for privacy

Receipt Number	Do you support the proposed lease of 3 Michie Street	Can you tell us why you chose that answer?	Is there anything else you would like to tell us?	Would you like to speak to your submission?	Which ward do you live in?	Would you like to be informed about future consultations?
2	Yes, I do support the proposed lease	Would be nice to have this option in Okaihau and not have to travel.		No		No
3	Yes, I do support the proposed lease	The public benefit to having childcare in the area, and education facilities. There is limited childcare in the wider area and would help more than just the okaihau community,		No	Kaikohe-Hokianga (West)	No
5	Yes, I do support the proposed lease	The grounds are empty and need looked after. This will bring some life to that part of Okaihau and will benefit our town.		No	Kaikohe-Hokianga (West)	No
6	I'm not sure	Need more information about who are the Okaihau Whanau Group		Yes		Yes
7	Yes, I do support the proposed lease	Great to have the building brought back to standard and great for our small community		No	Kaikohe-Hokianga (West)	Yes
8	Yes, I do support the proposed lease	Okaihau needs more facilities to the pre-school aged children in the community. The primary school no longer allows access to either playgrounds or swimming pool. We need this!	Can the council please also look into a public playground like most towns have	No	Kaikohe-Hokianga (West)	No
9	Yes, I do support the proposed lease	Okaihau is a small community that can benefit from interaction for young children. The space could also be used by others		No	Kaikohe-Hokianga (West)	Yes
10	I'm not sure	Other sites not supported e.g. Paihia Focus shop	No	No	Bay of Islands-Whangaroa (East)	No
11	Yes, I do support the proposed lease			No	Bay of Islands-Whangaroa (East)	No
13	Yes, I do support the proposed lease	This sort of community run initiative is what every community needs, and to ensure our community assets are available for this community building kaupapa is what council should be focussing on. This seems like a great opportunity, and I support it.		No	Kaikohe-Hokianga (West)	No
14	Yes, I do support the proposed lease	Returning the facility to the community, for its original purpose. Supporting this group whose desire it is to provide an inclusive facility in the community for families with young children to use.	FNDC needs to support the kaupapa, with their services and some support with funding to help this initiative start up.	No	Kaikohe-Hokianga (West)	Yes
15	Yes, I do support the proposed lease	The community originally funded this building and it has since fell into disrepair. It would provide a much needed space for families to connect and provide education to young children.		No	Kaikohe-Hokianga (West)	No
16	Yes, I do support the proposed lease	The property needs to be used to support the community. A space that supports mothers and the future generation needs to be available in every community.		No	Bay of Islands-Whangaroa (East)	Yes
17	Yes, I do support the proposed lease	I think this would be a great asset to the community		No	Bay of Islands-Whangaroa (East)	No
18	Yes, I do support the proposed lease	"This sort of community run initiative is what every community needs, and to ensure our community assets are available for this community building kaupapa is what council should be focusing on. This seems like a great opportunity and I support it." Ka pai to mahi		No		No
19	Yes, I do support the proposed lease	Our community need more initiatives like this		No	Kaikohe-Hokianga (West)	No
20	Yes, I do support the proposed lease	We are in need of more community led initiative for our tamariki and whanau at large	In full support of the above submission	No	Bay of Islands-Whangaroa (East)	Yes
21	Yes, I do support the proposed lease			No	Kaikohe-Hokianga (West)	No
22	Yes, I do support the proposed lease	Okaihau needs a social place like this for families and whānau. It would be a great enrichment for the community as there aren't any other places to gather and get together, especially those with little ones.		No	Kaikohe-Hokianga (West)	Yes

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 sub-division 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



Application for Road Naming/Renaming

GENERAL INFORMATION
<ul style="list-style-type: none">Proposed names are to be submitted for new roads in subdivisions to Infrastructure & Asset Management Department with the application for resource consent.Proposed names are to be submitted (in writing) for existing legal but unnamed roads, to the Administration Officer, Infrastructure & Asset Management Department.Proposed road renamings are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.The proposed names will be checked against Council's Roading database to avoid duplication.Liaise with the Iwi when using Maori names and provide supporting document of their approval.Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejectionA background to the names, their origins and their link with the area is to be suppliedPersonal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New ZealanderIt is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitableWhere more than one road is being created in a subdivision, a common theme is recommended for road namesPrivate road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the formIf you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.
APPLICANT DETAILS
Applicant/Developer Name: <u>Toka Puia Heights Ltd</u>
Organisation: <u>Toka Puia Heights Ltd</u>
Postal Address: _____
Phone: _____ Mobile: _____
Email: _____

ROAD LOCATION	
Address: <u>90 Wehima Road Otaihe</u>	
Legal Description: <u>Allotment 32-34 Parish of Omarepe</u>	
Resource Consent Application Number: <u>2200172</u>	
Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.	
TYPE OF ROAD (Please tick) -	
<input checked="" type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>Toka Puia Lane</u>
	Second Choice: <u>Tokarahi Way</u>
	Third Choice: <u>Boulder Way</u>
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	
<p>Toka Puia refers to "volcanic rocks" which is prevalent within the geographical area. The soil structure within the local farmland soils is also of a volcanic nature.</p> <p>Tokarahi refers to "many rocks". Toka: rocks rahi: many, which is also within the area and also visible on the subject property.</p> <p>Boulder egg refers to the local landscape</p>	

ROAD RENAMING

Please state the current road name and your reason for requesting the name change below then complete the rest of the form. Also, please ensure you attach the written consents of at least 85% of affected residents and attach to the application form.

GENERAL INFORMATION AND GUIDELINES

Ensure that road names are not duplicated in the Far North District (*both spelling and pronunciation to be considered*); this includes same road names with different suffix. To do this, please use www.google.co.nz/maps and search "proposed road name (excl suffix) Northland" to check if proposed names may be duplicates.

Ensure that road type appropriately matches the definition of the suffix, such as 'road', 'avenue' etc. Road names without a suffix are now strongly discouraged (e.g. Broadway). The following definitions provide a guide, but please note that other appropriate suffixes that are not in this list may be used.


Suffix	Definition
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded by buildings
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses
Suffix	Definition
Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
Rise	A roadway going to a higher place or position
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section 315
Terrace	Roadway on a hilly area that is mainly flat
Vale	A roadway along low ground between hills
Way	A winding or curved track or path for passing along

The following are suitable suffixes for particular road types:

Road Type	Suffix
Cul-de-sac (<i>short dead-end street with turnaround at the end</i>)	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

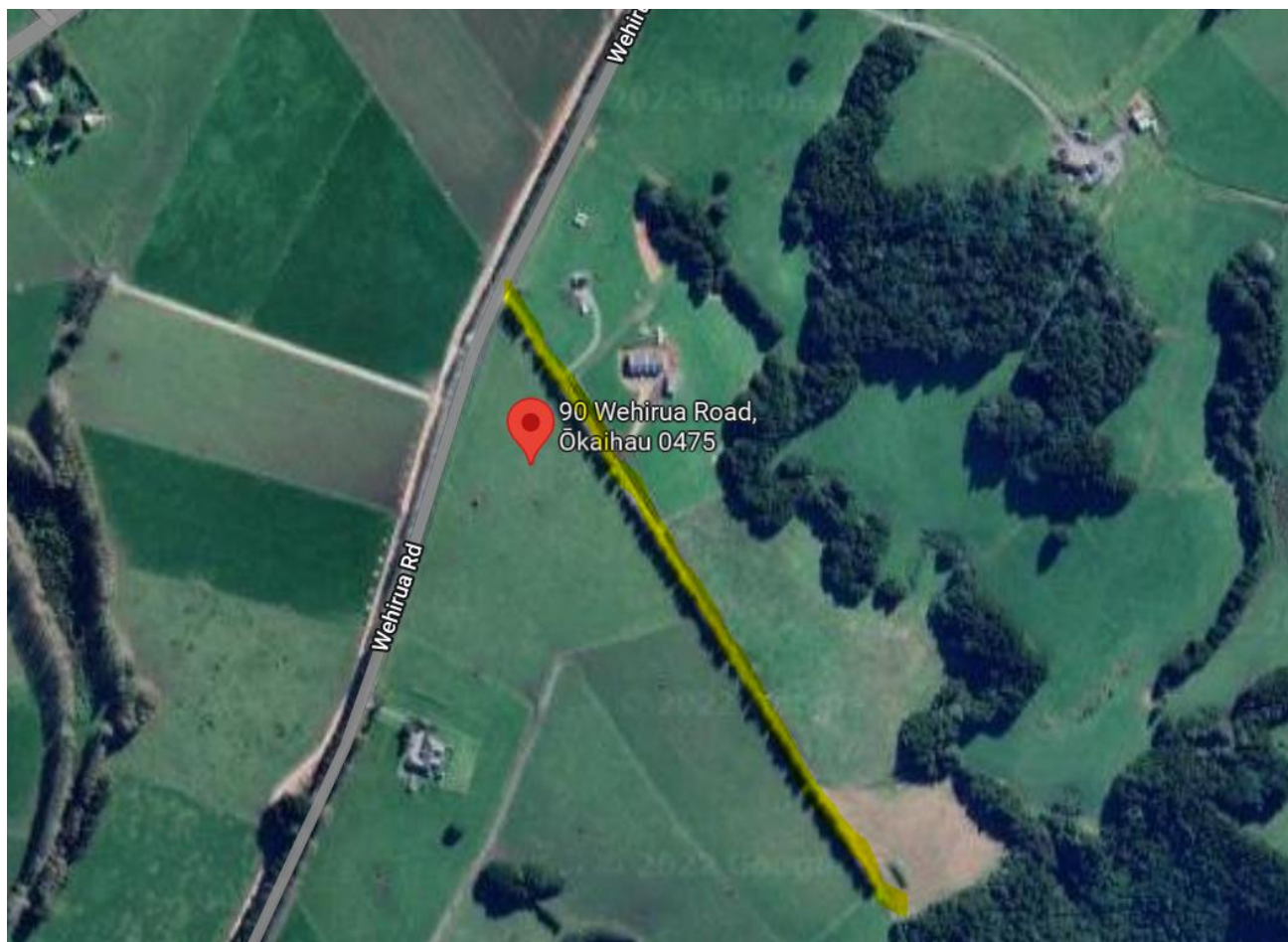
The following are suitable suffixes for private roads and private ways categorised into particular road types:

Road Type	Suffix
Narrow road and right of way	Lane, Way
Associated with high ground	Rise,
Associated with low ground	Vale
Tree lined road	Avenue, Glade, Grove

Applicants Signature: 

Date: 17/8/22

Return Application to Postal: Far North District Council or Email: selina.topia@fndc.govt.nz
Private Bag 752
KAIKOHE 0440
Attention: Selina Topia



From: Addresses <addresses@linz.govt.nz>
Sent: Tuesday, 30 August 2022 2:17 pm
To: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Subject: RE: NEW ROAD NAME REQUEST addressed at 90 Wehirua Road Okaihau

Kia ora Selina

Here are my findings;

Toka Puia Lane	Acceptable
Tokarahi Way	Acceptable
Boulder Way	Acceptable

[Nga mihi](#)

Renni

Addressing Analyst
Addressing and Properties

addresses@linz.govt.nz | **DBI** 04 460 0110 |



Toitū Te Whenua
Land Information
New Zealand

Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Wednesday, 24 August 2022 9:08 a.m.
To: Addresses <addresses@linz.govt.nz>
Subject: NEW ROAD NAME REQUEST addressed at 90 Wehirua Road Okaihau

Tena Koutou,

Can I please have approval for the names listed below.

Toka Puia Lane
Tokarahi Way
Boulder Way

Thank you,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 401 5236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



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Bay of Islands-Whangaroa Community Board Road Naming Schedule (Public)

Okaihau

Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Public Road addressed at Lot 19, 90 Wehirua Road Okaihau	First Preference	Toka Puia Lane	1	Refer to volcanic rocks which is prevalent within the geographical area. The soil structure within the local farmland soils are also volcanic.		Toka Puia Lane
	Second Preference	Tokarahi Way	1	Refers to many rocks which is also within the area and is visible on the property.		
	Third Preference	Boulder Way	1	Refers to the rocks on the property		

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.

Community Halls Policy

Adopted: 8 September, 2016

Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with [the Community Grant Policy](#).

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
 - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
 - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
- a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

Cemeteries Policy

Adopted: June 2013

Reviewed: November 2016

Background

Council carries out cemetery activities, as required by statute, to meet burial and remembrance needs of the community in those areas of the District where the service is not provided by others. Council is aware of the importance of places of remembrance to the community and would like to ensure they are always well maintained.

Council administers and maintains 11 cemeteries and is responsible for all sexton duties such as booking plots, record keeping and fee setting. Mowing, grave digging, litter bin emptying, gardening, and maintenance and is undertaken by contract.

Cemetery committees are responsible for all aspects of operation and maintenance for 15 local cemeteries.

In relation to this service, the Community Board's role is to oversee the operation of cemeteries within the above 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 (through the Contracts Manager) the effectiveness of maintenance.
- recommending to Council on decisions related to capital expenditure.

Legislative Context

Section 4.1 of the Burials and Crematoria Act 1964 ('the Act') states that "It shall be the duty of every local authority, where sufficient provision is not otherwise made for the burial of the bodies of persons dying within its district, to establish and maintain a suitable cemetery."

The Minister of Health, through the Northland Medical Officer of Health, administers the Burials and Crematoria Act 1964.

Objectives

1. That Council have an appropriate network of cemetery facilities in the district.
2. That the community be proud of their public cemeteries and that they be managed and maintained efficiently while providing for the community's remembrance needs in an appropriate and respectful way.

Policies

1. Council will provide an appropriate network of cemeteries throughout the District at least cost to the ratepayers.
2. Record keeping will be centralised and accessible from Council's website.

3. Plot and burial fees will be uniform across the District for those facilities operated by Council.
4. Cemetery committees are required to:
 - a. Submit annual accounts to Community Boards
 - b. Operate on a "break even" basis as a minimum
 - c. Secure funding of capital expenditure either by way of a loan from Council to be funded from income derived or from the community grants scheme
 - d. Supply names of committee members so that the Council can appoint or remove these and publicly notify the appointments, as required by the Act
5. Council will recommend that the Minister close a local cemetery if the community cannot find suitable community members to control and manage the local facility.
6. Council will maintain a closed cemetery to a minimum rural reserve standard.
7. Council will support the Minister re-opening a closed cemetery if it can be demonstrated that there is sufficient community support to control and manage the cemetery on behalf of the community at no cost to Council.

Procedures

1. On 1st July each year, Council contacts committee-run cemeteries to request:
 - a. annual accounts to Community Boards
 - b. new burial details for updating Council's records
 - c. names of new committee members or names to be removed so that the Council formally resolves as required by section 23 Burial and Cremation Act;
2. On 18th September 1933, under the Cemeteries Act 1908, the Governor-General delegated to the former Council in the Far North his powers to appoint and remove trustees in respect of the cemeteries listed in NZ Gazette, No 67, 21st September 1933, page 2429. These are:

Waiharara	Motukaraka [closed]
Herekino	Broadwood
Mangonui	Waiotemarama
Takahue	Umawera
Houhora	Waipapakauri
Orira	Punakitere [closed]

3. Council shall appoint or remove Trustees as requested. This is done by Council unless delegated to a Committee of Council.



Appendix A – Other relevant policies and bylaws

This policy should be considered along side the following:

- Reserves
- Dog Control

Appendix B – List of cemeteries in the District

Council-Operated Cemeteries

Kaeo	Kawakawa
Totara North	Kaikohe
Kerikeri	Okaihau
Paihia	Rawene
Russell	Kohukohu
Kaitaia	

Committee- Managed Local Cemeteries

Houhora	Fairburn
Waiharara	Takahue
Waipapakauri	Towai
Mangonui	Herekino
Oruaiti	Broadwood
Peria	Mangungu
Waiotemarama	Orira
Onekura	Umawera

Closed Cemeteries

Waikare Avenue, Kaeo	Punakitere
Motukaraka	

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.

Disability Action Group Terms of Reference

Disability Action Group Terms of Reference

1. Constitution

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

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

2. Purpose

The purpose of DAG is:

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

3. Membership

The membership of DAG shall be comprised of the following:

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

4. Meetings

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

1 Adopted 2018-04-17

Disability Action Group Terms of Reference

- Meeting decisions that require a response from Council will be lodged using either the DAG action sheet or the Report Request Form.

5. DAG Structure

- DAG shall elect a Chairperson and Deputy Chairperson once each triennium.
- Prospective members of DAG must gain the approval of DAG members to join the group.
- Voting members of DAG shall be the DAG members but not Council staff.

6. Principles

- Advocacy – representing the interests of people with disabilities/impairments with fairness and equity
- Inclusiveness – a wide range of views are sought
- Openness – communicating clearly and providing as much information as possible to facilitate open and free exchange of information within the group
- Honesty and respect – treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making
- Responsiveness – dealing with issues within agreed timeframes
- Accountability – issues raised are followed up as appropriate

7. Planning

- DAG will develop annual strategic goals through an annual workshop. Staff members may support this workshop if requested.

8. Reporting Procedures

- DAG will produce an annual report on its activities, achievements, and concerns to the 3 Community Boards.

9. Staff support

- Subject matter expertise shall be provided by relevant staff members from within the Far North District Council, with sufficient notice and the approval of their General Manager.

10. Administration

- Support for administration of the DAG, including the agenda, invitations, meeting venues (cost for non-Council venues will be met from the DAG budget), meeting minutes, claim form distribution will be undertaken by the Community Policy & Development Department
- The Chair of DAG or delegate will be responsible for lodging Report Request Forms to the Manager Community Policy & Development regarding DAG issues
- Approval of funds from the DAG budget is the responsibility of Manager Community Policy & Development and DAG will recommend expenditure via meeting resolutions.

2 Adopted 2018-04-17

Disability Action Group Terms of Reference

11. Resourcing for DAG operation

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

12. Definition

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

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

3 Adopted 2018-04-17

7.6 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.

ĀPITI HANGA / 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.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:	Hokianga Community Educational Trust
Name & location of project:	Hokianga Community Campus, Rawene
Date of project/activity:	October-December 2022

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:	\$ 5,000
Board meeting date the grant was approved:	September 2022

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Contract fees for Arts management	\$ 6014.94	x
	\$	
	\$	
	\$	
Total:	\$	

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

<p>Fabric and sewing workshops</p> <p>setting up stone carving studio</p> <p>preparation and promotion of Science Festival, Hapori Day and other activities.</p> <p>Workshops around 10-12 people x 6</p> <p>Science Festival about 120 children + teachers and parents</p> <p>Hapori Day about 30-40 participants.</p>

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

1

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

Ako were able to continue providing workshops and other events . These are vital for the life of the campus and the community. They were also able to spend time developing plans for the coming year and negotiating with such groups as Hiwa i te Rangi for long-term involvement

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

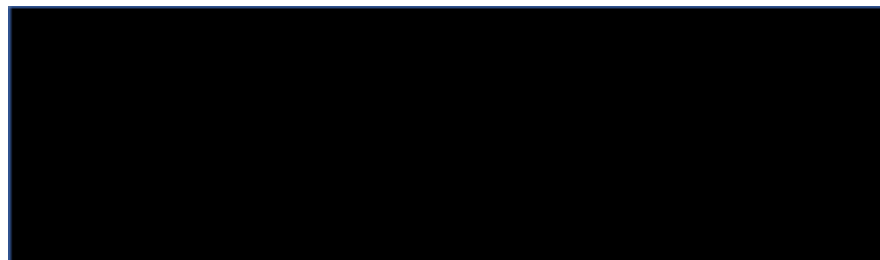
<https://www.hokiangacommunityeducationaltrust.com/our-partners>

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

<https://www.hokiangacommunityeducationaltrust.com/our-partners>

This report was completed by:

Name:
Address:
Phone
Email:
Date:



Project Report – Hokianga Community Education Trust**Schedule of Supporting Documentation**

Document	Title
1	Invoices for Art classes

emailed 28/11/2022



Project Report COMMUNITY GRANT FUND - LOCAL District Council

F0080402

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

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

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

OR:

Funding Advisor
Far North District
Council Private Bag
752
KAIKOHE 0440

Name of Hokianga Bowling Club Inc.

organisation:

Name & location 61 Clendon Esplanade, Rawene, 0473

of project: Date

of project/activity:

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga ✓

Bay of Islands-Whangaroa

Amount received from the Community Fund: \$5,580-00

Board meeting date the grant was approved: August 2022.

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Hokianga Builders	\$4920-63	✓
Hokianga Builders	\$659-37	✓
	\$	
	\$	
Total:	\$5580-00	

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

Outdoor Bowling Equipment Safely stored in Lockable Shed. Members assisted the Builder, when needed. 1

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

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

Bowling Equipment Safely Stored in Storage Facility Shed,
enabling extra Space in our Club Rooms.

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

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

n/a.

This report was completed by:

Name:

Address

Phone

Email: ✓

Date:

2

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

Project Report – Hokianga Bowling Club
Schedule of Supporting Documentation

Document	Title
1	Bank Statements
2	Invoices for work

Far North District Council **Project Report**
COMMUNITY GRANT FUND - LOCAL F0080402

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

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

Please return the completed form to: funding@fndc.govt.nz PDF attachment via email is preferred) OR:
Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: NGA MAHI TOI O HOREKE

Name & location of project: WHANAU DAY - HOREKE HALL

Date of project/activity: 03 DECEMBER 2022

Which Community Board did you receive funding from?

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

Amount received from the Community Fund: \$ 3000

Board meeting date the grant was approved: 16 NOVEMBER 2022

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
Belltech - Staging, Audio, Crew,	\$ 3000	✓
Transport.	\$	
Total Amount \$4983.44	\$	
	\$	
Total: \$ 3000	\$	

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

Whanau Day involved a Christmas Parade, an Art Exhibition displaying local Art + Craft, Stalls, Bouncy Castles for tamariki, Marae Challenge and Stage Entertainment.

Private Bag 752, Memorial Ave, Kaitake 0400, New Zealand. Freephone: 0800 970 029.
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ext.us@fndc.govt.nz, Website: www.fndc.govt.nz

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

The benefit of this event is that it weaves our community together. It instils pride and creativeness. It opened up an opportunity for locals to showcase their talents, arts + crafts and local history. It encouraged leadership and a group of volunteers working for the good of the community. It was a great Family Day.

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

Photos attached.

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

Nga Mahi Tai o Horeke.

This report was completed by:

Name:

Address:

Phone:

Email:

Date:

Project Report – Horeke Family Day
Schedule of Supporting Documentation

Document	Title
1	Sound system invoice
2	Photographs



Far North
District Council

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Omanaia Marae
Name & location of project: 24 Omanaia Road
Date of project/activity:

Commented [TF1]:

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 4,164.30 + GST

Board meeting date the grant was approved: Sept 2022

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Harrison's Carpet & Flooring	\$4,440.72	✓
	\$	
	\$	
	\$	
Total:	\$4,440.72	

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

The project team, Burgess Treepe knight Architects, Trustees Alecia Robinson, Jack Korewha & Tanya Flier project co-ordinator. Since 2013 have been working on a strategic plan of the complete upgrade of facilities and Buildings of our marae Omanaia Marae. This project (portion) of the installation of flooring in a renovated room known as the overflow room is now fit to be used as a multi purpose space.

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

Our marae is now fully upgraded,
this particular room can be used by
small & large groups - as part of
marae hiragala and in addition of
hireage - depending on the needs,
size of group - purpose of the group
the flooring has enhanced the look and use of
the building

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

n/a.

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

omanaiamarae on facebook.

This report was completed by:

Name:

Address:

Phone

Email:

Date:

2

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

Project Report – Omanaia Marae
Schedule of Supporting Documentation

Document	Title
1	Invoice from Harrisons Flooring

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.

ĀPITI HANGA / 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.

Feb-2023

Local Grant Application Form



Instructions

Please read carefully:

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

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

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

Applicant details

Organisation

Postal Address

Physical Address

Contact Person

Phone Number

Email Address

Please briefly describe the purpose of the organisation.

Replenish Sand on Rawene Beach
Clendon Esplanade, Rawene.

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

Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Sand - Clendon Esplanade Date February 2023

Location Rawene Time

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

If so, how much?

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

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

Residents of Rawene.

In particular our younger generation.

Summer Activities, Swimming, Picnics,
Water Skiing.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	1450	1450
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	400	400
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	400	not applicable
Other (describe)		
TOTALS	2250	1850

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

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Local Grant Application Form



Financial Information

Is your organisation registered for GST?

☐ Yes ☒ No

GST Number

How much money does your organisation currently have?

N/A

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

N/A

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

Purpose	Amount
N/A	
TOTAL	

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

Funding Source	Amount	Approved
N/A		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Sand - Rawene Beach	1650	February 2022	Y / N
Clendon Explorer			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Rob Pink

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

x

Signatory Two

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Local Grant Application Form



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

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

Signatory One

Name

Postal Address

Phone Number

Signature

Signatory Two

Name

Position

Postal Address

Post Code

Phone Number

Mobile Number

Signature

Date

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Funding Application – Rawene Beach Sand
Schedule of Supporting Documentation

Document	Title
1	Invoice for sand

Local Grant Application Form



Instructions

Please read carefully:

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- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	Hokianga Treks 4 Kids C.T.	Number of Members	30
Postal Address			
Physical Address			
Contact Person			
Phone Number			
Email Address			

Please briefly describe the purpose of the organisation.

Horse Trekking, Horsemanship Skills, Pony Club, Shoeing lessons,
Building Confidence, Learning to Respect their peers.

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Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Repairs + Maintenance Horse Track Date

Location Clean Horse Packblock Drains Time

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

If so, how much?

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

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

Young Kids and Youth of Rawene and
Surrounding areas.
Beach Trekking Track to Beach Site, and
Track through Pine Forest.
To provide a safe and user friendly track.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	800	not applicable
Other (describe) Repair + Maintain Horse Trek Track Clean Horse Paddock Drains 2800	2800	2800
TOTALS	3600	2800

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

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Local Grant Application Form



Financial Information

Is your organisation registered for GST?

☐ Yes ☒ No

GST Number

How much money does your organisation currently have?

4,000

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

4,000

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

Purpose	Amount
Programme Costs	2,000
Horse Hooves Trim + Shoeing	1,500
Horse Feed,	500
TOTAL	4000

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

Funding Source	Amount	Approved
_____		Yes / Pending
_____		Yes / Pending
_____		Yes / Pending
_____		Yes / Pending
_____		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Horse Truck R+m	1500	May 2021	Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

Hokianga Treks 4 Kids C.T.

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

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Local Grant Application Form



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

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

Signatory One

Name

Postal Address

Phone Number

Signature

Signatory Two

Name

Postal Address

Phone Number

Signature

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Funding Application – Hokianga Treks for Kids**Schedule of Supporting Documentation**

Document	Title
1	Invoice for Tautraxx Earthmovers Ltd
2	ASB bank statement
3	2022/23 Accounts and statement

Local Grant Application Form



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

Applicant details

Organisation

Maui Memorial Poles Corbale Aotahi

Number of Members

5

Postal Address

Physical Address

Contact Person

Phone Number

Email Address

Please briefly describe the purpose of the organisation.

CHI - the culture history identity inclusive organisation that celebrates & emphasises people of all cultures

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Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Multi Cultural CHI Festival 2023 Date 25-3-2023

Location Kaikōhe Horekome Time 10.30am / 7.30am

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

☒ Yes ☐ No

If so, how much? W.H. Hooker \$20. Hore festival - \$50 - \$120

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

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

Open to all public to allow participation of people to undertake physical activity run, walk, jog, ride or use a wheel chair, those physically disadvantaged, to explore the diversified landscape of the Kaikohe area. Rangitanga, Kahuwaka etc.

12pm - on, all participants in the Hore Half marathon receive free entry into music festival as a prize for entertainment ^{provided} so people can celebrate their achievements with their loved ones.

The purpose of this event is ^{to} expose, explore & celebrate the multicultural cultures of our place i.e. Run or the where the heart of Horeki Kaikohe is.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion	300.00	150
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	200.00	100
Equipment Hire	17,604.02	8,802.01
Equipment Purchase (describe) 10 4x4 van	80.00	40
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	5,280.00	not applicable
Other (describe) Entertainment. Bachelorette DJ James	1,500.00 200.00	850.00
TOTALS	25,164.02	9,942.01

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Community Gardens	\$2,000 -
(to establish garden after storm losses then replant winter crop with seed left & salvaged)	
TOTAL estimate only	2,000.00

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

Funding Source	Amount	Approved
Zero		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Community gardens	5,000	12/8/22	Y / N
			Y / N
			Y / N
(Koropu Kauri fund.)			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Wairua Memorial Park Care Home Trust

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

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Local Grant Application Form



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

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

Signatory One

X Name
Postal Address
Phone Number
Signature

X Signatory Two
Name
Postal Address
Phone Number
Signature

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Funding Application – C.H.I Festival 2023
Schedule of Supporting Documentation

Document	Title
1	Email outlining the festival events
2	Quote Lakeside Sound and Light
3	Quote LED Media Solutions
4	Quote Cowleys Hire
5	Quote Far North Decorating Supplies
6	Quote Kaikohe Hire
7	Copy – Event Promoters Licence Application
8	ASB statement
9	T8 Traffic Control – Traffic Management Plan



Far North Search & Rescue
PO Box 720
Kerikeri 0245

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

Dear Chairperson and Members,

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

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

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

Yours Sincerely
Raewyn Smythe
President
FN Search and Rescue Inc

President: Raewyn Smythe
Gvardijancic
President@fnsar.org.nz

Vice President: Bill Smith
black@iprolink.co.nz

Secretary: Ali Gale
Secretary@fnsar.org.nz

Treasurer: Martin
treasurer@fnsar.org.nz

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 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** [!\[\]\(eb2da236c8e866008a78d7aa69bcc6c9_img.jpg\)](#) 
2. **Attachment 2 - Terms of Reference Hokianga Harbour Ferry Liaison Group - A4034916** [!\[\]\(6a874697c11eea69ddd49691fc21e83d_img.jpg\)](#) 

HOKIANGA HARBOUR FERRY LIAISON GROUP MEETING (EXCL THE OPERATOR)

COUNCIL CHAMBERS, MEMORIAL DRIVE, KAIKOHE

2 NOVEMBER 2022 COMMENCED AT 1.25 PM

MINUTES

PRESENT

John Wigglesworth - Chair and Kohukohu Representative
Craig Joiner - Rawene Representative
Angela Lush - Hokianga Tourism Association
Emma Davis - Formerly Kaikohe-Hokianga Community Board (North)
Louis Toorenborg - Formerly Kaikohe-Hokianga Community Board (South)
Margareth Broodkoorn – Hokianga Health (via Teams link)
Musheer Khan - Regional Operations Lead (NTA)
Keith Kent - Transport Planner (FNDC)
Aaron Reilly - Lighting & Transport Operations Specialist (NTA)

APOLOGIES

- None received.

PREVIOUS MEETING MINUTES

- Minutes were confirmed

LONG TERM PLANNING (Keith update)

- Funding for Hokianga Harbour crossing subsidy was declined – Considered too high level for funding and a Planning activity only. FNDC still have the local share. Keith asked if Group is still wants to continue with this a workshop. The answer was **Yes**.
- John asked Keith for the approx timing. Is there an opportunity to have input into the Plan. More of a technical body of work.
- Waka Kotahi are considering a Whangarei to Kaitia Corridor Management Plan (CMP) due to resilience issues with Mangamuka. Ferry is mentioned in Plan. **The Group is in support of this work. Keith to liaise with Waka Kotahi over potential for inclusion of the long-term plan as part of their CMP work**
- Twin Coast discovery route and Connective Journeys work. Angela asked if this work will be taken into consideration for Whangarei to Kaitia CMP.
- Angela noted the dangerous travel for school children from Kohukohu township to The Narrows. Walking and Cycling strategy. NTA (Elizabeth Stacey) Seeking Community input on this work.
- Emma noted West Coast Rd at Motuti community cut off – People struggling to get in and out and issues with access to critical services (i.e. healthcare). Margaret supported the issues raised by Emma and noted the impact due to Hokianga Health

currently not providing after-hours healthcare. **To be raised by Emma and Louis at next Community Board meeting.**

- Narrows (Northern ferry Terminal) Permanent Speed reduction –The relevant excerpt from recommendation report that was adopted by Council is as follows:

FINANCIAL SUMMARY

- The Financial Summary was received and noted.
- Aaron advised that the actual revenue for 2021/22 financial year was approx 410k compared to forecasted revenue of approx 650k and this was due to impact of Covid related issues.

ANY OTHE BUSINESS

- Membership of the Liaison Group - Won't be decided until the next meeting.
- **Craig to ask Steve Morunga if he wishes to continue on the Group.**
- It was noted that Emma and Louis are no longer Community Board members. **Aaron to highlight membership the Board in covering report for these Meeting minutes.**

CLOSE OF MEETING – APPROX 2PM

**HOKIANGA HARBOUR FERRY LIAISON GROUP FULL
MEETING
COUNCIL CHAMBER, MEMORIAL DRIVE, KAIKOHE
2 NOVEMBER 2022 COMMENCING AT 2PM
MINUTES**

PRESENT

John Wigglesworth - Chair and Kohukohu Representative
Craig Joiner - Rawene Representative
Angela Lush - Hokianga Tourism Association (HTA)
Emma Davis - Formerly Kaikohe-Hokianga Community Board (North)
Louis Toorenborg - Formerly Kaikohe-Hokianga Community Board (South)
Margareth Broodkoorn – Hokianga Health (via Teams link)
Musheer Khan - Regional Operations Lead (NTA)
Keith Kent - Transport Planner (FNDC)
Aaron Reilly - Lighting & Transport Operations Specialist (NTA)
Sam Peate – General Manager NZ Operations Entrada Group/Northland Ferries
Rachel Kennedy - Operations Manager Northland Ferries

WELCOME & INTRODUCTIONS

- Sam and Rachel joined and the full meeting commenced at approx. 2pm
- Introductions
- The Group acknowledged FNDC/NTA and Northland Ferries for continued service during Covid times. It was appreciated by the community.

APOLOGIES

- Per previous – None noted.

OPERATIONAL MATTERS AND SERVICE UPDATE

- Sam provided an summary on some of the work and innovations that NF have achieved and are proud of since commencing as operator to date – i.e. new website, responsiveness during challenging Covid times, working with Hokianga Tourism Association (HTA) and providing a \$5,000 grant to help with their social media marketing, a photo library with access to images to Council/NTA and HTA.
 - Aaron raised the concern that NF have highlighted around an increase in violent and generally poor behaviour on the vessel. Sam noted that NF's Toolbox these issues with ferry crew and training with staff is on-going around de-escalation. The
-

issue was discussed and noted that it is a complex issue for which there is no silver bullet.

- Aaron provided a brief service update:

Council has a KPI with the Community - >95% of the Hokianga Ferry Service sailings will run in accordance with the advertised timetable

- % of scheduled sailings in last FY was 97%.
- % of scheduled sailings in quarter ending 30 Sept 2022 is 96%
- Discussion around after-hours sailings and possible reduction due to change in hospital services at night. **Action: Aaron to liaise with Margareth with re after-hours callout data on Ferry.**

COMMUNITY INITIATIVES AND EVENTS

- Angela requested to please reinstate brochure holder and hand drawn map.
Action: Rachel to catch up with lead skipper and look into this and liaise with Angela.

PLANNED AND COMPLETED WORKS UPDATE

- The Major Maintenance and Renewals summary was received and discussed.
- May 2023 the vessel will be hauled out of water or its out of water survey and maintenance works – Planning is underway at present.

ANY OTHER BUSINESS

- Margareth thanked the Ferry team for keeping the service operating during Covid.
- Margareth gave a heads to the Group regarding a potential of Covid surge during xmas period which Hokianga Health are preparing for.

CLOSE OF MEETING – 2.45PM



Is Hokianga Harbour Ferry Liaison Group Terms of Reference

1. Purpose

The purpose of the Hokianga Harbour Ferry Liaison Group is:

- 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, Infrastructure committee via the Community Board.
- Ensure open and free exchange of information, ideas and concerns between Council and community via the Community Board.

2. Membership

The Hokianga harbour Ferry Liaison Group membership will be:

- Kohukohu Representative & Chair – John Wiglesworth
- CB member Louis Toorenborg
- CB Emma Davis
- Hokianga Health – Margareth Broodkoom
- Iwi Representative – Steve Morunga
- Northland Ferries Ltd (Ferry Operator) representatives
- 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.

3. Protocols

Appoint a chairperson

An agenda will be prepared and circulated 5 days in advance of the meeting following a call for items to be notified to the Chairperson.

Secretary – Aaron Reilly.

Advocacy – promote the interests of the Hokianga Community



Openness – communicating clearly and providing as much information as possible. Ensure open and free exchange of information within the group.

Integrity – Acting openly, honestly and with transparency.

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

Responsiveness – dealing with issues within agreed timeframes.

Consider the reasonableness and full range of costs, benefits and risks of alternatives in making recommendations to Council.

4. Meetings

The Hokianga Harbour Ferry Liaison Group will meet as follows:

Quarterly or on request by mutual agreement.

5.0 Standing Agenda Items (to be decided)

6.0 Reporting

Minutes of the meetings will be included in the Kaikohe-Hokianga Community Board agenda at the following meeting.

7.0 Support

Administrative support is provided by the NTA.

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** [!\[\]\(f27fcb70c1e5b985e115fc4716d86ff2_img.jpg\)](#) [!\[\]\(6c6f20642b351a420d854c876275f471_img.jpg\)](#)



Far North District Council
Kaikohe - Hokianga Community Board
Statement of Community Fund Account as at 31-January-2023

Far North District Council		
Kaikohe - Hokianga Community Board		
Allocation Grants & Donations Annual Budget 2021-22	103,211.00	
Community Board Placemaking Fund	100,000.00	
Community Fund Account Balance as at 31 July 2022		\$ 203,211.00
Unused funds from 2016/17 - Junior Bike Park	14,376.54	
Unused funds from 2019/20 - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
Unused funds from 2020/21 - Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	10,751.00	
Unused funds from 2021/22 - Far North District Council for travel costs and attendance costs towards three students attending Outward Bound in association with the Mayors Taskforce for Jobs	4,724.16	
Unused funds from 2021/22 - Balance of funding initially set aside (but not required) for the Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for Jobs be added to the funds set aside for Rural Travel Funding	1,275.84	
Unused funds from 2021/22 - Pioneer Village Kaikohe for costs towards 2021 Halloween event to now be used for the 2022 Halloween Party	1,500.00	
Unused funds from 2021/22 - Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees	5,000.00	
Unused funds from 2021/22 - Kaikohe Business Association for costs towards their Community Patrol vehicle	1,000.00	
Unused funds from 2021/22 - Far North Land and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Unused funds from 2021/22 - Hokianga Sailing Trust for the purchase of an outboard motor	60.00	
Unused funds from 2021/22 - Rawene Area Residents Association for venue hire, legal fees and incorporation costs, including incorporation fee	1,002.00	
Unused funds from 2021/22 - 2022/2023 Rural Travel	10,000.00	
Unused funds from 2021/22 - The design work for the Kaikohe - Ngawha shared footpath	39,607.85	
Plus, unused funds from 2016-22		\$ 113,821.18
		\$ 317,032.18

Less Expenditure 2022/23 (Funds Uplifted)		
July 22		
Far North Land and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Living Theatre Trust for Matariki Glow Show	1,110.00	
Rawene Area Residents Association for venue hire, legal fees and incorporation costs, including incorporation fee	1,002.00	
August 22		
Akau Foundation for Bling Bling toi Marama 2022	7,500.00	
Kaikohe (Rau Marama) Charitable Trust for the administration, equipment hire, purchase of hardware and materials plus travel and mileage for Wipe Out Project	5,000.00	
September 22		
Hokianga Historical Society for the purchase of a lawnmower and line trimmer, laminator, signage/advertising and a cell phone	2,575.00	
Hokianga Bowling Club Incorporated for the purchase and installation of a storage shed at 61 Clendon Esplanade, Rawene	5,580.00	
Hokianga Country Music Club Incorporated for the additional costs of ferry's' during the 2022 Hokianga Country Music Festival	2,625.00	
Hokianga Community Educational Trust for two co-ordinators at the Arts Hub	5,000.00	
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for workshop facilitator fee	960.00	
Bay of Islands Animal Rescue Trust for the Community Vaccination and Desexing Programme	10,000.00	
October 22		
Omanaia Marae for the purchase and installation of carpet in the multipurpose room	4,164.30	
Kaikohe Yun Jung Do Development Trust for rent of Memorial Hall to run classes	2,500.00	
Pioneer Village Kaikohe for costs towards 2021 Halloween event to now be used for the 2022 Halloween Party	1,500.00	
November 22		
Manaaki Tinana Trust for Rawene Domain Master Plan on receipt of a funding application	5,000.00	

December 22		
Wekaweka Valley Community Trust (Kaimoana Queens) for rent/venue hire, facilitator/professional fees and equipment hire	950.00	
Nga Mahi Toi o Horeke for rental costs for the stage hire	3,000.00	
Hokianga Sports Club to rent/venue hire and facilitator/professional fees	2,925.00	
Te Whakaora Tangata for the purchase of tables, water urn and flags	1,951.00	
Rawene Area Residents Association for advertising/promotion costs and room hire	550.00	
National Street Rod Association Northland for rent/venue hire for Pioneer Village Kaikohe hire for Cruz'n the Bayz 2023	3,277.00	
January 23		
Hokianga Community Gym Sundry Credito	1,000.00	
Te Pū O Te Wheke Community Arts Gallery for spotlights and bulbs	750.00	
Kaikohe Business Association for advertising/administration, equipment hire, decorations, portaloos, lollies and road closure and traffic management for the 2022 Kaikohe Santa Parade	3,870.00	
Less funds granted and uplifted to 31 January 2023		\$ 77,789.30
Balance as at 31 January 2023		\$ 239,242.88
Less funds not uplifted from previous community meetings at 31 January 2023		
2016/2017 Commitment		
Carry Forward - Junior Bike Park	14,376.54	
2019/2020 Commitment		
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
Meeting 02.06.21		
Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	10,751.00	

Meeting 04.08.21		
Far North District Council for travel costs and attendance costs towards three students attending Outward Bound in association with the Mayors Taskforce for Jobs	4,724.16	
Balance of funding initially set aside (but not required) for the Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for Jobs be added to the funds set aside for Rural Travel Funding	1,275.84	
Meeting 04.02.22		
Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees	5,000.00	
Meeting 03.06.20		
Kaikohe Business Association for costs towards their Community Patrol vehicle - from 21/22	1,000.00	
Kaikohe Business Association for costs towards their Community Patrol vehicle - from 22/23	1,000.00	
Meeting 01.06.22		
Hokianga Sailing Trust for the purchase of an outboard motor	60.00	
2022/2023 Rural Travel	10,000.00	
The design work for the Kaikohe - Ngawha shared footpath	39,607.85	
Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, Rawene	1,650.00	
Meeting 03.08.22		
Visual Communications and Public Relations to advise the local community and visitors of planned work at Memorial Park	3,000.00	
Meeting 14.09.22		
The Okaihau Community Association to fund up to 100% of a design and price for kitchen and/or toilets for the Okaihau Hall, to be uplifted upon submission of a grant application for the same before the Board meeting in June 2023. If an application is not received the Board should reallocate the funds at its June 2023 meeting	5,000.00	
Enable future planning by the CE, or his nominee, for the Pioneer Village to ensure a sustainable future	20,000.00	
Okaihau Bowling Club for the purchase and installation of an all-weather surface	10,000.00	
Meeting 16.11.22		

Ngapuhi Hokianga Ki Te Raki Society Incorporated for rent/venue hire, equipment hire	1,800.00	
SMC Events Limited on behalf of Sanitarium Health and Wellbeing Company for the TRY Challenge Kits for participants	4,000.00	
Manaki Tinana Trust for rental costs for the hireage of Rawene Town Tall	1,000.00	
Meeting 14.12.22		
Waimamaku Community Garden Group (Wekaweka Valley Community Trust) for irrigation set-up and consumable materials	2,586.00	
Hokianga Arts Community Trust for the facilitator/professional fees	3,600.00	
Bay of Islands Hockey Association for the upgrade of the lighting to LED lights/bulbs at Lindvart Park	10,000.00	
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

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**  

**Statement of Financial Performance - Kaikohe - Hokianga
for the period ending 31-December-2022**

	Year to date (\$000's)				Full year (\$000's)			Full year (\$000's)
	Actual	Total Budget	Variance		LTP Budget	Carry Forward Budget	Total Budget	Total Annual Forecast
Operations								
Operational income								
Rates - general (excl water supply rates)	1,336	1,293	(44)	-3%	2,585	0	2,585	2,585
Rates - penalties	16	28	12	41%	56	0	56	56
Fees & charges (inc water supply rates)	39	32	(7)	-20%	59	0	59	59
Central govt subsidies - operational	2	0	(2)	100%	21	0	21	21
Other income	1	1	(0)	-52%	2	0	2	2
Capital income								
Central govt subsidies - new works	0	0	0	100%	6,617	0	6,617	0
Central govt subsidies - renewals	23	31	8	25%	118	31	149	150
Other contributions	114	0	(114)	100%	0	0	0	625
Total operating income	1,531	1,384	(147)	-11%	9,458	31	9,489	3,498
Expenditure								
Amenity Lighting	20	19	(1)	-6%	38	0	38	38
Carparks	40	38	(2)	-6%	76	0	76	76
Cemeteries	37	33	(4)	-13%	65	0	65	65
Community Centres	76	65	(10)	-16%	134	0	134	134
Footpaths	98	108	10	9%	219	0	219	219
Halls	276	237	(39)	-17%	499	0	499	499
Lindvart Park Recreation Hub	160	86	(73)	-85%	124	0	124	124
Museums	50	8	(42)	-539%	48	0	48	59
Parks & Reserves	384	520	135	26%	999	33	1,032	1,022
Public Toilets	242	213	(30)	-14%	434	0	434	457
Swimming Pools	49	76	27	35%	151	0	151	151
Town Maintenance	168	150	(18)	-12%	301	0	301	301
Total operating expenditure	1,600	1,553	(47)	-3%	3,087	33	3,120	3,144
Net operating surplus/(deficit)	(69)	(169)	100		6,371	(2)	6,369	353

Commentary - Kaikohe - Hokianga

Operational Income

Rates general

We have collected more rates than anticipated for Halls

Capital Income

Other Contributions

- Income received under round 6 Tourism Infrastructure Funds (TIF) for the Kaikohe Freedom Camping enhancement project.

Expenditure

Halls and Public Toilets

- Allocation costs are higher than anticipated

Lindtvar park Recreation Hub

- Unfavourable budget variance recorded due to depreciation costs being higher than expected.

Museums

- Unfavourable budget variance recorded for payment of the annual grant to Kaikohe Pioneer Village for the financial year 2022-23.

Parks and Reserves

- Depreciation budget is underspent for the year to date December 2022-23.

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.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

That 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  

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board Printed: Friday 27 January 2023	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 14/09/2022	Chairperson Report	RESOLUTION 2022/49 Moved: Chairperson Mike Edmonds Seconded: Member Alan Hessel b) allocates \$20,000 to enable future planning by the CE, or his nominee, for the Pioneer Village to ensure a sustainable future.	Resolution 2022/49 - Part b) MWood: 15 Nov Staff have met with Pioneer Village Manager to discuss deliverables and outcome for the purposes of the funding resolution. A Funding deliverables draft document is in its final iteration and further update will be provided at the Board's Dec meeting once finalised. 1 Dec Community Development staff waiting on feedback from Pioneer Village Board 27 Jan Waiting on return of signed funding contract from Pioneer Village Board. This is now a business as usual funding activity and action item completed.

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE