



**Far North  
District Council**



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

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 11 April 2023**

**Time: 10:00 am**

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

**Membership:**

Member Adele Gardner - Chairperson  
Member John Stewart  
Member Darren Axe  
Member Sheryl Bainbridge  
Member Rachel Baucke  
Member Felicity Foy  
Member William (Bill) Subritzky

**The Local Government Act 2002 states the role of a Community Board is to:**

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

**Council Delegations to Community Boards - January 2013**

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

**Exclusions:** *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

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

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

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

### Terms of Reference

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

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

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

## Protocols

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

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

**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitaia on:**  
**Tuesday 11 April 2023 at 10:00 am**

**Te Paeroa Mahi / Order of Business**

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

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

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

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

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

To be confirmed at the meeting.

**4 NGĀ TONO KŌRERO / DEPUTATION**

Andrea Panther – Te Hiku Community Plan

**5 NGĀ KAIKŌRERO / SPEAKERS**

Representatives from Doubtless Bay Business and Professional Women.

## 6 CONFIRMATION OF PREVIOUS MINUTES

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4141438

**Author:** Marlema Baker, Democracy Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

#### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board agrees that the minutes of the meeting held 14 March 2023 be confirmed as a true and correct record.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

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

The minutes of the meetings are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

#### Take Tūtohunga / Reason for the recommendation

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

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

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

#### ĀPITIHINGA / ATTACHMENTS

1. **2023-03-14 Te Hiku Community Board Minutes - A4124927**  



**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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

















## 7 REPORTS

### 7.1 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A4141996

**Author:** Marlema Baker, Democracy Advisor

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

#### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

#### NGĀ TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board note the March 2023 reports from Chairperson Adele Gardner, and Members Darren Axe, Rachel Baucke, Sheryl Bainbridge, and Bill Subritzky.**

#### 1) TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a community board is to represent, and act as an advocate for the interests of its community.

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

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised.

The reports from the Chairperson and Members are attached.

#### Te Take Tūtohunga / Reason for the recommendation

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

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

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

#### NGĀ ĀPITIHINGA / ATTACHMENTS

1. **Members Report - March 2023 - Chairperson Adele Gardner - A4148599** [↓](#) 
2. **Members Report - March 2023 - Darren Axe - A4148601** [↓](#) 
3. **Members Report - March 2023 - Sheryl Bainbridge - A4148607** [↓](#) 
4. **Members Report - March 2023 - Rache Baucke - A4148604** [↓](#) 
5. **Members Report - March 2023 - Bill Subritzky - A4148600** [↓](#) 

**Te Hōtaka Take Ōkawa / Compliance schedule:**

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

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

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

























## 7.2 KAITAIA SATURDAY MARKET - LICENCE TO OCCUPY

**File Number:** A4141844

**Author:** Graham Norton, Team Leader - Facilities Operations

**Authoriser:** Kevin Johnson, Group Manager - Delivery and Operations

### TAKE PŪRONGO / PURPOSE OF THE REPORT

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Shirley Williams has approached council for renewal of a long standing LTO over the Melba Avenue Carpark in Kaitaia in order to provide a defined home for the Kaitaia Saturday Market.
- The Kaitaia Saturday Market has occupied this space under a LTO since at least February 2000.

### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board recommends that Council approve the Licence to Occupy to be issued to Shirley Williams for the Melba Avenue Carpark, Lot 3 DP 179628 NA110D/257 for a 12 month term.**

### 1) TĀHUHU KŌRERO / BACKGROUND

The Kaitaia Saturday Market has been held on the designated site on Melba Avenue Carpark since at least February 2000 under a Licence to Occupy Agreement and provides considerable value to the town through increased visitor traffic (local, district and tourist). This was transitioned over to a new holder in approximately FY21-22 without any wider consultation. As the Licence to Occupy is now due for renewal it was felt appropriate to provide the Community Board an opportunity to review the agreement and provide comment on the renewal.

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

- It is suggested that the existing agreement be retained with minor amendments to the clauses to include a requirement of an Annual Report, providing improved transparency around the market operation, site occupation numbers, and reinvestment into the community from the LTO holder.

The current Licence to Occupy agreement is written to provide considerable flexibility should anything change and the space need to be returned to council control so poses low risk to council.

The daily fee would increase to \$215.00 to reflect 7.5% inflation costs.

- The Licence to Occupy can be declined but there is a degree of reputational risk associated with this given the community value of this event and duration that the LTO has been in place. Ultimately declining the LTO does not stop the event progressing but does remove certainty as other users may book the space for alternative events – the report writer is not aware of any historical conflict over the space the Saturday Market occupies that would warrant this change. If the Market books on a per event basis we would see increased workload for council staff in processing applications, potentially taking focus away from other community events.

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

Negligible – if approved there will be a minor increase in revenue.

### ĀPITIHINGA / ATTACHMENTS

1. 230323GN KTA Market LTO - Copy - A4142887 [↓](#) 

2. **230323GN KTA Market LTO - Feb 2000 - A4142985** [↓](#) 
3. **230323GN KTA Market Report Jan - Feb - A4142886** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The market pulls the community together, promotes local business and attracts visitor income into the area.
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.	This is not considered a significant decision as the LTO benefits all groups, only impacts a small area within a built environment and has considerable built in flexibility. As such consultation has not been undertaken.
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).	No Impact
State the financial implications and where budgetary provisions have been made to support this decision.	Minimal – under financial implications
Chief Financial Officer review.	NA













**7.3 NEW LEASE TO FENZ - 3985 STATE HIGHWAY 1, NORTHERN AUPOURI, PUKENUI****File Number: A4131784****Author: Tania Steen, Property Officer****Authoriser: Angie Thomas, Acting Chief Financial Officer****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To obtain a recommendation from the Te Hiku Community Board to Council on the granting of a new 30-year (15+15) ground lease and transfer of assets to Fire & Emergency New Zealand (FENZ) at:

- 3985 State Highway 1, Northern Aupouri, Pukenui, Fee Simple, being Lot 1 DP 90633

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- FENZ has approached Council staff with a request of transferring ownership for four separate rural fire stations buildings and assets to FENZ along with the granting of new long-term ground leases. Two of these sites is in the Te Hiku Ward.
- FENZ currently have a Licence to Use for the 4 sites which expired in June 2022.
- FENZ has made significant capital investment in all four sites and advises that it requires long-term tenure of the land to justify future investment with preference to own the land and buildings.
- This matter was last before the Te Hiku Community Board on 10 May 2022 when the Board recommended initiation of the public consultation process to Council.
- Council resolved to initiate Public Consultation at the Council meeting held on 30<sup>th</sup> June 2023
- Public consultation for all 4 sites ran from 30 January – 27 February 2023.
  - A total of 15 submissions were received.
  - 13 submissions were in support of the proposals.
  - One member of the Rangiputa community wished to be heard and required further information. Council staff have consulted with the community member and provided further information as requested which has resulted in the community member no longer wishing to be heard.
  - One member from the Broadwood community was against and requested more information which Council staff have provided.
  - See summary of submission attached.

**TŪTOHUNGA / RECOMMENDATION**

**That the Te Hiku Community Board recommends that Council:**

- a. approves a new ground lease to be issued to Fire & Emergency New Zealand over 3985 State Highway 1, Northern Aupouri, Pukenui, being Lot 1 DP 90633**

**The terms of the proposed lease shall be:**

- a. Term: 30 (15+15) years.**
  - b. Rental: \$113 + GST per annum – FNDC Fees and Charges Schedule 2022/2023 - Community leases.**
- b. approves further conditions to be negotiated and agreed upon by the Group Manager Delivery and Operations and Fire and Emergency New Zealand**
- c. approves transferring ownership of buildings and improvements to Fire & Emergency New Zealand for \$1.00.**

## 1) TĀHUHU KŌRERO / BACKGROUND

### 9.1 GROUND LEASE TO FIRE AND EMERGENCY NZ (FENZ) - RANGIPUTA, HIHI AND PUKENUI STATIONS

Agenda item 9.1 document number A3418735, pages 11 - 16 refers.

#### RESOLUTION 2022/39

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

That Te Hiku Community Board:

- a) recommends to Council that a public consultation process is commenced on the granting of a new 15-year ground lease with a further 15-year right of renewal to Fire & Emergency NZ, for the following 3 sites:
  - ii. 3985 State Highway 1, Northern Aupouri, Pukenui, being Lot 1 DP 90633 (Fee Simple)
  - iii. 699 Rangiputa Road, Karikari, 1600 square metres more or less, subject to survey of the land, being part of section 19 BLK 11 Rangaunu SD being 13.8225 hectares (Vested in Far North District Council as Recreation Reserve).
- b) recommends to Council that a public consultation process is commenced on a change of classification for (1600 square metres more or less, subject to survey) of land at 699 Rangiputa Road, Karikari, subject to the lease, to Local Purpose (community building) Reserve with the balance reserve land remaining Recreation Reserve, under the Reserves Act 1997.
- c) recommends to Council that the public consultation process is commenced on the transferring ownership of buildings and improvements to Fire & Emergency New Zealand.
- d) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.

CARRIED

Fire & Emergency NZ provides a highly valued service to the rural communities of the district and in some instances are a focal point for certain communities.

Fire and Emergency New Zealand occupy established rural fire stations at the following location:

- 3985 State Highway 1, Northern Aupouri, Pukenui, Fee Simple, being Lot 1 DP 90633

The establishment of rural fire stations throughout the Far North was through a mix of local community and Council support.

- Existing tenure is by way of Licence to Use that expired in June 2022.
- Since its creation under the Fire and Emergency New Zealand Act 2017, Fire & Emergency NZ has undertaken considerable capital investment in the fire stations.
- Fire & Emergency NZ has informed Council that it wants secured tenure to support future investment in the fire stations.
- It is proposed that the licence to use currently in place is replaced with a long term ground lease.

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

Fire & Emergency NZ has invested considerably into the building and advised if the ownership of the buildings does not transfer into their ownership, that it will only to maintain the assets in their current condition and would look to the Council to fund future CAPEX expenditure, e.g., re-roofing, exterior painting, rewiring, recladding etc.

### Option 1: Recommended

- a) Enter into a 15-year ground lease with a further 15-year right of renewal at community rent (\$113 + gst pa, FNDC Fees and Charges Schedule 2022/2023 - Community leases) for the sites.
- b) Transfer ownership of all existing buildings and improvements to Fire & Emergency NZ for \$1.00 and write off the book value against retained earnings for the site.

**Option 2:**

- a) Enter into a 15-year ground lease with a further 15-year right of renewal for the site.
- b) Council retains ownership of the buildings and improvements

Council would be responsible for all building maintenance and capital expenditure.

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

Transferring the ownership of the building and improvements accompanied with a 30-year (15+15) ground lease, will provide Fire & Emergency NZ with its required security of tenure to enable it to undertake building and facility improvements in confidence, while relieving Council of ongoing maintenance requirements.

Council retention of land ownership provides the next generations of ratepayers with options for alternative uses for these lands in the future.

Fire & Emergency NZ expressed any existing arrangements involving shared space, access and occupancy with community groups would continue unabated.

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

Under the Licence to Use FNDC does not charge rent for the use of the land and buildings.

If the recommendation to transfer the ownership of the building assets to Fire & Emergency NZ is adopted by Council and the associated lands are subject to ground leases, then a nominal ground rental of 113.00 + GST per annum is proposed for each site.

The current "book value" of both sites improvements is \$159,325.97, It is proposed that the improvements will be disposed of, and the value written off to retained earnings. This is an accounting entry only and has no financial impact on rates.

**ĀPITIHINGA / ATTACHMENTS**

1. **Response Export - FENZ Submissions 28.02.23 - A4149473**  



**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<a href="#">Type here</a>
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.	Local Iwi were included in 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 provides for the community as individuals and groups to make submissions which will form part of the deliberations prior to a recommendation to Council being made.
State the financial implications and where budgetary provisions have been made to support this decision.	All upgrade and maintenance costs fall to the lessee. A nominal rent for the land of \$113.00 + GST per annum is proposed. FENZ responsible for all outgoings. Existing improvements with a book value of \$159,325.97 will be written off.
Chief Financial Officer review.	The CFO has reviewed this report







**7.4 NEW LEASE TO FENZ - 699 RANGIPUTA ROAD, KARIKARI PENINSULA****File Number: A4134003****Author: Tania Steen, Property Officer****Authoriser: Angie Thomas, Acting Chief Financial Officer****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To obtain a recommendation from the Te Hiku Community Board to Council on the granting of a new 30-year (15+15) ground lease, subject to the Reserves Act 1977 and transfer of assets to Fire & Emergency New Zealand (FENZ) at:

- 699 Rangiputa Road, Karikari, Recreation Reserve, being part of section 19 BLK 11 Rangaunu SD.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- FENZ has approached Council staff with a request of transferring ownership for four separate rural fire stations buildings and assets to FENZ along with the granting of new long-term ground leases. Two of these sites is in the Te Hiku Ward.
- FENZ currently have a Licence to Use for the 4 sites which expired in June 2022.
- FENZ has made significant capital investment in all four sites and advises that it requires long-term tenure of the land to justify future investment with preference to own the land and buildings.
- This matter was last before the Te Hiku Community Board on 10 May 2022 when the Board recommended initiation of the public consultation process to Council.
- Council resolved to initiate Public Consultation at the Council meeting held on 30<sup>th</sup> June 2023
- Public consultation for all 4 sites ran from 30 January – 27 February 2023.
- A total of 15 submissions were received.
  - 13 submissions were in support of the proposals.
  - One member of the Rangiputa community wished to be heard and required further information. Council staff have consulted with the community member and provided further information as requested which has resulted in the community member no longer wishing to be heard.
  - One member from the Broadwood community was against and requested more information which Council staff have provided.
  - See summary of submissions attached

**TŪTOHUNGA / RECOMMENDATION**

**That the Te Hiku Community Board recommends that Council:**

- a. approves a new ground lease under the Reserves Act 1977 to be issued to Fire & Emergency New Zealand over 699 Rangiputa Road, Karikari, 1600 square meters more or less, subject to survey of the land, being part of section 19 BLK 11 Rangaunu SD being 13.8225 hectares and vested in Far North District Council as Recreation Reserve.**

**The terms of the proposed lease shall be:**

- a. Term: 30 (15+15) years.**
- b. Rental: \$113 + GST per annum – FNDC Fees and Charges Schedule 2022/2023 - Community leases.**
- b. approves the change of classification of the (sqm 1600) of land at 699 Rangiputa Road, Karikari, subject to the lease as Local Purpose (community building) Reserve, with the balance remaining as Recreation Reserve under the Reserves Act 1997.**
- c. approves further conditions to be negotiated and agreed upon by the Group Manager Delivery and Operations and Fire and Emergency New Zealand**

**d. approves transferring ownership of buildings and improvements to Fire & Emergency New Zealand for \$1.00.**

## 1) TĀHUHU KŌRERO / BACKGROUND

### 9.1 GROUND LEASE TO FIRE AND EMERGENCY NZ (FENZ) - RANGIPUTA, HIHI AND PUKENUI STATIONS

Agenda item 9.1 document number A3418735, pages 11 - 16 refers.

#### RESOLUTION 2022/39

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

**That Te Hiku Community Board:**

- a) recommends to Council that a public consultation process is commenced on the granting of a new 15-year ground lease with a further 15-year right of renewal to Fire & Emergency NZ, for the following 3 sites:
  - ii. 3985 State Highway 1, Northern Aupouri, Pukenui, being Lot 1 DP 90633 (Fee Simple)
  - iii. 699 Rangiputa Road, Karikari, 1600 square metres more or less, subject to survey of the land, being part of section 19 BLK 11 Rangaunu SD being 13.8225 hectares (Vested in Far North District Council as Recreation Reserve).
- b) recommends to Council that a public consultation process is commenced on a change of classification for (1600 square metres more or less, subject to survey) of land at 699 Rangiputa Road, Karikari, subject to the lease, to Local Purpose (community building) Reserve with the balance reserve land remaining Recreation Reserve, under the Reserves Act 1997.
- c) recommends to Council that the public consultation process is commenced on the transferring ownership of buildings and improvements to Fire & Emergency New Zealand.
- d) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.

CARRIED

Fire & Emergency NZ provides a highly valued service to the rural communities of the district and in some instances are a focal point for certain communities.

Fire and Emergency New Zealand occupy established rural fire stations at the following location:

- 699 Rangiputa Road, Karikari, Recreation Reserve, being part section 19 BLK 11 Rangaunu SD

The establishment of rural fire stations throughout the Far North was through a mix of local community and Council support.

- Existing tenure is by way of Licence to Use that expired in June 2022.
- Since its creation under the Fire and Emergency New Zealand Act 2017, Fire & Emergency NZ has undertaken considerable capital investment in the fire stations.
- Fire & Emergency NZ has informed Council that it wants secured tenure to support future investment in the fire stations.
- It is proposed that the licence to use currently in place is replaced with a long term ground lease.
- The Reserves Act 1977 provides for the administering body of a reserve to lease all or part of a reserve for an appropriate purpose.

### In reference to - **699 Rangiputa Road, Karikari Peninsula – Recreation Reserve**

The Reserves Act provides for the administering body of a reserve to lease all or part of a reserve for an appropriate purpose. Public consultation, giving full consideration to all submissions, is to be undertaken prior to the granting of a lease.

By way of the Reserves Act 1997 (The Act) it is further proposed to change the classification of 1600 square meters (more or less) being the land currently occupied by Fire & Emergency NZ to Local Purpose (community building) Reserve with the balance of the reserve land remaining as Recreation Reserve.

Part Section 19 BLK 11 Rangaunu SD is vested in Council as a classified Recreation Reserve. The Act requires Council as the local authority to classify vested reserves according to their primary purpose. The proposed change of classification will see the fire station site classified appropriately. The Act allows for part of a reserve to be classified for one purpose and the other part of the same reserve for another purpose. Prior to changing a reserve classification, the local authority is to undertake public notice, giving full consideration to all submissions.

### **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.

**Minister of Conservation 2013 Reserves Act delegation to Council:** Council, in exercising the Ministers delegation is to wear both the Ministers hat and that of the Council by considering both the wider public interest as well as the interest of the local community and that the requirements of the Reserves Act have been followed.

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

Fire & Emergency NZ has invested considerably into the building and advised if the ownership of the buildings does not transfer into their ownership, that it will only to maintain the assets in their current condition and would look to the Council to fund future CAPEX expenditure, e.g., re-roofing, exterior painting, rewiring, re-cladding etc.

### **Option 1: Recommended**

- a) Enter into a 15-year ground lease with a further 15-year right of renewal at community rent (\$113 + gst pa, FNDC Fees and Charges Schedule 2022/2023 - Community leases) for the sites.
- b) Transfer ownership of all existing buildings and improvements to Fire & Emergency NZ for \$1.00 and write off the book value against retained earnings for the site.
- c) Change the classification of 1600sqm (more or less) of land at 699 Rangiputa Road, Karikari, subject to the lease, to Local Purpose (community building) Reserve, with the balance remaining Recreation Reserve under the Reserves Act 1997.

### **Option 2:**

- a) Enter into a 15-year ground lease with a further 15-year right of renewal for the site.
- b) Council retains ownership of the buildings and improvements
- c) Change the classification of 1600sqm (more or less) of land at 699 Rangiputa Road, Karikari, subject to the lease, to Local Purpose (community building) Reserve, with the balance remaining Recreation Reserve under the Reserves Act 1997.

Council would be responsible for all building maintenance and capital expenditure.

## **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

Transferring the ownership of the building and improvements accompanied with a 30-year (15+15) ground lease, will provide Fire & Emergency NZ with its required security of tenure to enable it to undertake building and facility improvements in confidence, while relieving Council of ongoing maintenance requirements.

Council retention of land ownership provides the next generations of ratepayers with options for alternative uses for these lands in the future.

Fire & Emergency NZ expressed any existing arrangements involving shared space, access and occupancy with community groups would continue unabated.

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

Under the Licence to Use FNDC does not charge rent for the use of the land and buildings.

If the recommendation to transfer the ownership of the building assets to Fire & Emergency NZ is adopted by Council and the associated lands are subject to ground leases, then a nominal ground rental of 113.00 + GST per annum is proposed for each site.

The current “book value” of both sites improvements is \$171,785.58, It is proposed that the improvements will be disposed of, and the value written off to retained earnings. This is an accounting entry only and has no financial impact on rates.

### **ĀPITI HANGA / ATTACHMENTS**

1. **FENZ Submission Receipt Redacted - A4149550** [↓](#) 
2. **Response Export - FENZ Submissions 28.02.23 - A4149663** [↓](#) 



**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<a href="#">Type here</a>
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.	Local Iwi were included in 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 provides for the community as individuals and groups to make submissions which will form part of the deliberations prior to a recommendation to Council being made.
State the financial implications and where budgetary provisions have been made to support this decision.	All upgrade and maintenance costs fall to the lessee. A nominal rent for the land of \$113.00 + GST per annum is proposed. FENZ responsible for all outgoings. Existing improvements with a book value of \$171,785.58 will be written off.
Chief Financial Officer review.	The CFO has reviewed this report











## 7.5 TRANSFER FUNDING - AHIPARA TOILET TO UNAHI WHARF TOILET

**File Number:** A4123780

**Author:** Jeanette England, Assets Manager - District Facilities

**Authoriser:** Kevin Johnson, Group Manager - Delivery and Operations

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To inform the Te Hiku Community Board (THCB) that due to strong hapu objections with the selected Esplanade Reserve at Mokorau Block for a dry vault toilet that this project will no longer proceed.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Objections from hapu have been received opposing the location
- Objections were also received via the local hapu from the Department of Conservation (DoC)
- Council Operations Team Leader expressed concerns about the ongoing cost for servicing in this location
- Transfer of facility and funding to Unahi wharf park area.

### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board:**

- agree that the project for a new toilet at Mokorau, Ahipara be cancelled.**
- approves the Level of Service (LoS) budget be transferred to the new Unahi wharf park area for the installation of a new toilet.**

### 1) TĀHUHU KŌRERO / BACKGROUND

Funding was allocated in the Long-Term Plan 2021-2031 for a new toilet around the Ahipara reef in a location that is popular with families and surfers.

Local coastal patrols were willing to monitor this facility and to inform council of any issues that may have arisen. The locals from the area were concerned that the facility could be stolen and/or vandalised making this very unsightly in the coastal area.

Opposition was received from the local hapu as this location is of cultural significance and a sensitive ecological area. Mokorau means the meeting of hundreds. History records that Mokorau was a meeting place of chiefs (moko). The local hapu have also had conversations with DoC and there are a number of issues which they have also raised as listed:

- Area is of cultural significance
- Sensitive ecological area
- Mokorau Stream runs beside the reserve
- DoC explained it is not about dumping a "spare" toilet out at Mokorau.
- Long term effects of having a toilet. i.e. attract more people to a sensitive area.
- Environmental damage if it spills or leaks.

The Council's operations team leader was also strongly opposed to this location as the cost of servicing this toilet would include tidal access with a four-wheel drive vehicle as there is no formed road to the reserve.

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

Due to the significance of the site and the opposition, as outlined by the hapu of the area and backed by DoC, it would be ill advised to proceed with the project in this location.

Staff propose to utilise the new dry vault toilet, already purchased, at the Unahi wharf park area. This would replace the existing portaloo which has been in this location for a number of years and was only supposed to be a temporary solution.

This proposal would also see the LoS budget transferred to this site.

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

Staff consider this to be the right solution for the hapu of Ahipara. It also addresses the need for a permanent toilet at Unahi Park which would assist with the development currently underway in this area.

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

Transfer of budget from the Ahipara Toilet to the Unahi wharf park area.

**ĀPITIHINGA / ATTACHMENTS**

Nil



**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	High significance for reputation of Council with local hapu
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Council's long term plan (2021-2023) allows for this toilet in Ahipara and associated funding.
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 proposal is relevant to the Te Hiku Community Board only. LoS budgets can be utilised in the area they are allocated.
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.	Local hapu are opposed to the toilet at Mokorau as mentioned in the 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).	Local hapu and DoC's concerns have been considered when determining this outcome
State the financial implications and where budgetary provisions have been made to support this decision.	Transfer of budget from Ahipara Toilet to Unahi Toilet.
Chief Financial Officer review.	This report has been reviewed by the acting CFO

## 7.6 PROJECT FUNDING REPORTS

**File Number:** A4147297

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Jacine Warmington, Group Manager - Strategic Relationships

### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board note the project reports received from Kaingaroa Hall.**

### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

#### Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

### ĀPITIHINGA / ATTACHMENTS

1. Kaingaroa Hall - A4147242  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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





**7.7 RURAL TRAVEL FUNDING APPLICATIONS 2022/23****File Number: A4145819****Author: Kathryn Trewin, Funding Advisor****Authoriser: Jacine Warmington, Group Manager - Strategic Relationships****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To allocate Rural Travel Funding for the 2022/23 financial year

**TŪTOHUNGA / RECOMMENDATION****That Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**

a)	<b>Ahipara Boardriders</b>	<b>\$1200</b>
b)	<b>Aupouri Rugby Football Club</b>	<b>\$2500</b>
c)	<b>Far North Phoenix Netball</b>	<b>\$200</b>
d)	<b>Mangonui Netball</b>	<b>\$2000</b>
e)	<b>Pompallier Catholic School</b>	<b>\$425</b>
f)	<b>Te Rarawa JMB</b>	<b>\$3000</b>
	<b>Total</b>	<b>\$9,325</b>

**1) TĀHUHU KŌRERO / BACKGROUND**

The Rural Travel Fund was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented. The strategy is yet to be developed.

Kiwisport was launched in 2009 by Prime Minister John Key and funding is given to Sport Northland to achieve three objectives. One of the barriers that has been identified in Northland is the cost of travel. Sport New Zealand give funding to the Far North District Council for Rural Travel Funding to overcome the travel barrier and help achieve their three objectives.

Council receives funding based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. There are usually two funding rounds (Summer and Winter), however the summer round was overlooked in 2022. Two funding applications were received for this round and have been included in this report.

Council advertises that funding is available approximately one month before applications close online and through Sport Northland representatives, who forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

Sport Northland recently restructure their strategic plans and direction and the funding now comes from Tū Manawa Active Aotearoa programme which provides funding for programmes or projects delivering:

- Tākaro/play
- Ngā mahi a te rēhia/active recreation; and
- Hākinakina/sport opportunities.

Priority for the Tū Manawa Active Aotearoa will go to those that can show their funding will be used for:

- Children and young people in higher deprivation communities
- Girls and young women (5-18); and
- Disabled children and young people.

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

It is each Community Board's role to determine which applications best meet the criteria and will have the most positive broad effect in their communities. The following table is a guide to the funding criteria.

Funding is available for activities taking place within the district. It is understood, that in some cases, competitions do not exist within the district and travel is required in which case the Community Boards may use their discretion.

Project reports for any previous grants have been received from all the current applicants. Further detailed information provided by Sport Northland regarding their recommendations has been distributed to Board Members separately.

	<b>Sport New Zealand (Rural Travel)</b>
<b>What are the Objectives?</b>	Subsidise travel for junior teams participating in local sport competition.
<b>How much is available?</b>	\$39,637.50 across the Far North District.
<b>Funding is not available for</b>	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
<b>Who can apply?</b>	Schools, clubs or individuals.
<b>What age group is funding for?</b>	Funding is available for youth/children aged 5 - 19 years of age.
<b>Eligible Sports</b>	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

Applicants are advised, when granted funds, that the funds are to be uplifted within three months and that a project report form is required if they wish to be eligible to apply for future funding.

### Take Tūtohunga / Reason for the recommendation

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand to increase participation in sport by young people living in rural communities.

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

In previous years, Council has received from both Sport New Zealand and Sport Northland towards Rural Travel Funding.

Unfortunately, Sport Northland is undergoing a funding restructure and were unable to contribute funding for the 2022/23 financial year.

Council received \$29,251.50 from Sport New Zealand as part of a three-year funding agreement and an additional \$10,275 as payment one of an additional two-year agreement.

The total funding received for rural travel funding for the 2022/2023 financial year is \$39,637.50.

Allocations for each ward were made in consultation with the Sport Northland Community Connectors who are based in the ward where the funding is granted.

Based on information from Statistics New Zealand, the amount of youth throughout the district is translated into percentages to calculate the amount of funding available in each ward.

This allowed the total funding granted to be \$9,325.

Staff are working with Sport Northland to reinstate funding for the new financial year.

**ĀPITIHINGA / ATTACHMENTS**

**Nil**



**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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

## 7.8 FUNDING APPLICATIONS

**File Number:** A4147900

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Jacine Warmington, Group Manager - Strategic Relationships

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the 11 April 2023 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One application was received for funding, requesting a total of \$4,976.
- The Community Board has a total of \$141,710 for the Community Fund and \$100,000 to allocate towards place-making applications for the 2022/23 financial year.
- To date, the Community Board has allocated \$95,547.90 in grants, and rescinded \$12,486.46 in grants, leaving a balance of **\$58,648.56** to allocate for the remainder of the 2022/23 financial year.
- To date, the Community Board has allocated the total \$100,000 for place-making activities for the 2022/2023 financial year.

### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$3,930** (plus GST if application) to be paid from the Board's Community Fund account to Doubtless Bay Business and Professional Women for the hosting of the 2023 Business and Professional Women Conference, to support the following Community Outcomes:
- Proud, vibrant communities.
  - Communities that are healthy, safe, connected and sustainable.

### 1) TĀHUHU KŌRERO / BACKGROUND

This application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the Long-Term Plan (LTP) and all provisions listed on the application form.

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

Applicant and Project	Requested	Recommend	Comments	Type
Doubtless Bay Business and Professional Women Conference	\$4976	\$3,930	This is to host a national conference in Kaitaia for Business and Professional Women. The amount recommended is the venue hire, advertising and promotion and equipment hire to run the event.	Event

### Take Tūtohunga / Reason for the recommendation

The applicant/s is required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

**Option 1** Authorise funding for the full amount requested

**Option 2** Authorise partial funding

**Option 3** Decline funding

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

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

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

### **ĀPITIHINGA / ATTACHMENTS**

- 1. Doubtless Bay Business and Professional Women Conference - A4147244**  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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

















## 8 INFORMATION REPORTS

### 8.1 KAITAIA BUSINESS IMPROVEMENT DISTRICT TARGETED RATE 2023-2024

**File Number:** A4116713

**Author:** Shayne Storey, Community Development Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide reporting from the Kaitaia Business Association to the Te Hiku Community Board in order that the Kaitaia Business Improvement District targeted rate for 2023-2024 can be set.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Te Hiku Community Board is required to receive and accept the following documents prior to recommending that the Business Investment Targeted Rate is struck for businesses that fall within the Kaitaia Business Improvement District (BID):
  - Annual Report for the previous year
  - Strategic Plan covering a three to five-year period
  - Annual Business Plan
  - Budget for the following year
  - Audit of Accounts
- The Kaitaia Business Association (KBA) has provided the following documents to support the recommendation of the Te Hiku Community Board to strike the targeted rate for 2023/2024:
  - Annual Report for year ending 30 June 2022
  - Chairperson Report 2022
  - Strategic Plan 2022-2025
  - Annual Plan 2023/2024
  - Budget for 2023/2024
  - Audit of Accounts

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the attached reports from the Kaitaia Business Association and recommend that Council levy the Kaitaia Business Improvement District Targeted Rate 2023-2024 for \$50,000.**

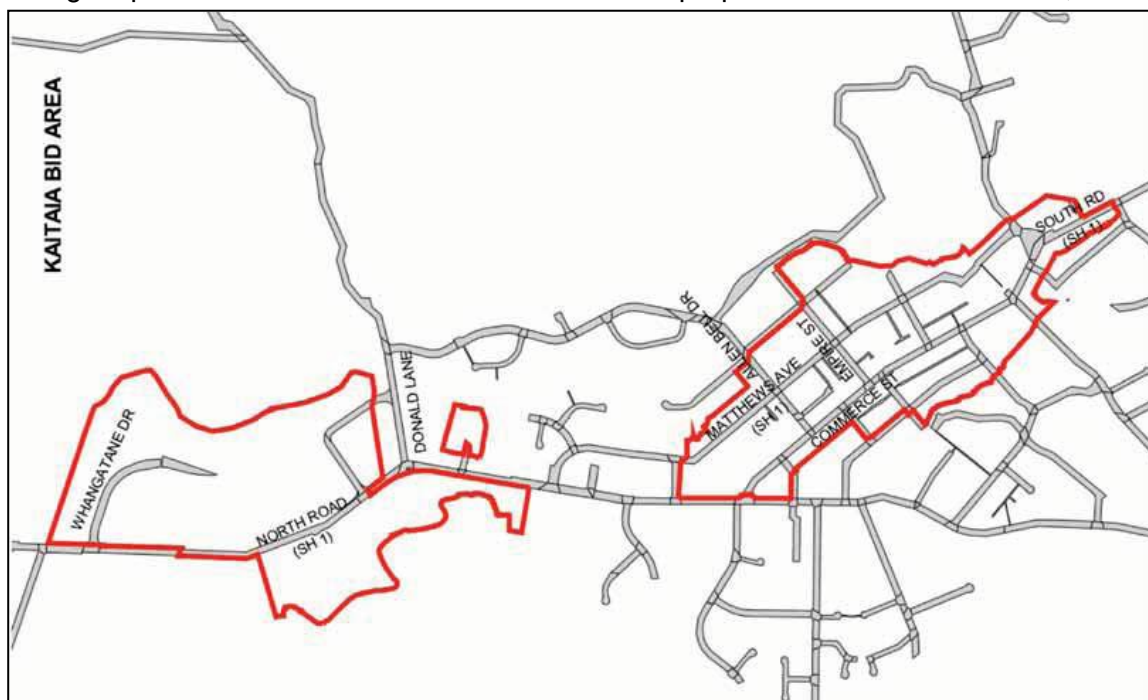
#### TĀHUHU KŌRERO / BACKGROUND

A **business improvement district (BID)** is a public-private partnership in which businesses in a defined area pay an additional tax or fee to fund improvements within the district's boundaries. The public-private partnership is established between the local district council (e.g., FNDC) and a business orientated incorporated society (e.g., Kaitaia Business Association) who then levy a targeted rate.

In 2010 Council resolved to support the BID concept and promoted their establishment in the main towns of the district. The Kaitaia Business Association (KBA) formally wrote to Council on 30 June 2011 requesting that a BID be established for Kaitaia and for Council funding to establish a BID. This request was approved at a meeting of the KBA on 16 June 2011.

The KBA defined the BID area, developed its strategic plan, and decided on a targeted BID rate of \$50,000 based on land value and on a proportional basis for charged rates. An independent postal ballot was held, and a simple majority was achieved that resulted in the establishment of the Kaitaia BID as part the Long-Term Plan (LTP) 2012-22

The following map was included in the LTP 2012-22 as the proposed BID area for Kaitaia,



As a result of Council adopting a Kaitaia BID targeted rate, Council developed a Memorandum of Understanding (MOU) between the KBA and the Te Hiku Community Board (THCB) as the representative of Council. This agreement was later updated to a Partnership Agreement/Memorandum of Understanding (Attachment 5). The Kaitaia BID area map as identified in the LTP 2012-22 (the map above) remained unchanged in the updated agreement. The Kaitaia BID was identified on 1 July 2018 Adopted Long Term Plan 2018-28 (page 26) as one of small number of 'targeted improvement rates' that are in place in the District. The Kaitaia BID has been identified in the Long-Term Plan 2021-2031 (page 173).

### **MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS**

The Kaitaia Business Association has provided the required documents to support the recommendation of the Te Hiku Community Board to strike the targeted rate for 2023/2024 in the amount of \$50,000.

Implications if the targeted rate is not struck:

KBA will be unable to meet their financial obligations, including:

- Insurance fees
- Audit fees
- Electronic technology and website maintenance
- Security Camera maintenance and monitoring
- Co-ordination of KBA
- Digital noticeboard maintenance
- Student scholarship
- Accounting
- Database update
- Admin expenses
- Annual General Meeting expenses

Implications if the targeted rate is struck:

The KBA will be able to carry out their obligations and meet their budgetary requirements for the 2023/2024 financial year as stated above, including:

- Promotion and marketing of Kaitaia Masterplan Project

- Continued promotion and marketing of Te Hiku Open Spaces Revitalisation Project
- Promotion of Kaitaia and its thriving business community with great investment opportunities
- Continued support of the Garden Beautification Programme developed in partnership with a local provider training in horticulture















Option No.	Option Description	Advantages	Disadvantages
1	Support the setting of the targeted rate	The KBA will be able to meet their financial obligations and strategic objectives for 2023-2024.  The economic wellbeing of Kaitaia will be positively impacted.	Kaitaia businesses in the BID area of benefit will have to contribute to target rate.
2	Do not support setting the targeted rate	Kaitaia businesses in BID area of benefit will not have to contribute to the target rate.	The KBA will not be able to meet their financial obligations and strategic objectives for 2023-2024.  The economic wellbeing of Kaitaia will be negatively impacted.

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

No changes have been requested by the Kaitaia Business Association to amend the total of \$50,000 to be levied through the targeted rate.

Targeted rate revenue of \$50,000 for the Kaitaia Business Improvement District has been included in the Long-Term Plan 2021-2031.

## ĀPITIHINGA / ATTACHMENTS

1. **KBA Annual Report 2022 for THCB - A4127348**  
2. **Chairperson Report 2022 (002) - A4128916**  
3. **KBA - Annual Audit Report June 2022 - A4127369**  
4. **KBA 2023\_24 Annual Budget.docx - A4127359**  
5. **Annual Plan 2023-2024.docx - A4127367**  
6. **Kaitaia Business Association Strategic Plan 2021-2024 - A3097631**  
7. **KBA MEMORANDUM OF AGREEMENT Signed SEPT 22 - A4127367**  

**Compliance schedule:**

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

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

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	<p>The level of significance is considered to be low for the following reasons;</p> <ul style="list-style-type: none"> <li>· minimal financial implications</li> <li>· the document is not a statutory requirement</li> <li>· it is consistent with council policies.</li> </ul>
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<p>Council's community development framework is relevant as it defines the approach we take in supporting the development of Far North communities. The framework includes;</p> <ul style="list-style-type: none"> <li>· Empowering communities</li> </ul> <p>The following Long Term Plan outcomes and strategic priorities are also considered to be of relevance;</p> <ul style="list-style-type: none"> <li>· A safe and healthy district</li> <li>· Prosperous communities supported by a sustainable economy</li> <li>· A vibrant and thriving economy</li> <li>· Supports the promotion of the economic well-being of the Kaitaia community</li> </ul>
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 plan has ward relevance and is now being presented to the Community Board for their endorsement and consideration for alignment with the Te Hiku Community Board Strategic Plan.
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.	Iwi, hapū and whanau are a component of the Kaitaia Business Association, as well as business owners within the Business Improvement District.

<p>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).</p>	<p>Persons likely to be affected or have an interest include those who have a business within the Kaitaia Business Improvement District.</p> <p>Kaitaia Business Association has put a great deal of effort into capturing the thoughts and aspirations of everyone affected.</p>
<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>The targeted rate revenue of \$50,000 for the Kaitaia Business Improvement District has been included in the Long-Term Plan 2021-2031.</p>
<p>Chief Financial Officer review.</p>	<p>The Chief Financial Officer has not reviewed this report.</p>















































































## 8.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2023

**File Number:** A4144951

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

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 28 February 2023.**

### TĀHUHU KŌRERO / BACKGROUND

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

<b>Community Fund Account balance as at 01 July 2022</b>	<b>\$241,710.00</b>
• <b>Plus, unused funds from 2021-2022</b>	<b>\$84,781.29</b>
<b>Less funds granted and uplifted to 28 February 2023</b>	<b>\$260,199.84</b>
• <b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$25,900.00</b>
<b>Community Fund Account balance as at 28 February 2023</b>	<b>\$40,391.45</b>

### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 28 February 2023 is \$40,391.45.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

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

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 28 February 2023 is attached.

### ĀPITIHINGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 28 February 2023 - A4144934** [↓](#)

















### 8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2023

**File Number:** A4148722

**Author:** Marlema Baker, Democracy Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding actions from decisions dated from 1 January 2020.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

#### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update April 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. THCB Action Sheet March 2023 - A4149063 [↓](#) 

















**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**