



**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
Kaitaia**

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

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

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

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9	Karakia Whakamutunga / Closing Prayer.....	130
10	Te Kapinga Hui / Meeting Close	130

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.

ĀPITI HANGA / 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.

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

Te Hiku Community Board Meeting Minutes - **Unconfirmed**

14 March 2023

**MINUTES OF TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS
AVENUE, KAITAIA ON TUESDAY, 14 MARCH 2023 AT 10:01 AM**

PRESENT: Chairperson Adele Gardner, Member Darren Axe, Member Sheryl Bainbridge, Member William (Bill) Subritzky,

IN ATTENDANCE: Cr Hilda Halkyard-Harawira (11:24 am), Cr Penetaui Kleskovic (12:15 pm)

STAFF PRESENT: Beverly Mitchell (Community Board Coordinator), Kathryn Trewin (Funding Advisor), Marlema Baker (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Adele Gardner commenced the meeting and Member Darren Axe opened with a prayer.

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

2.1 APOLOGIES AND DECLARATIONS OF INTEREST

RESOLUTION 2023/2

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That the Te Hiku Community Board receive the apologies from Deputy Chair John Stewart and Members Felicity Foy and Rachel Baucke and grant a leave of absence.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

No public forum for this meeting.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Fiona King – Drainage Committees

5 NGĀ KAIKŌRERO / SPEAKERS

Dennis Breckon – Coopers Beach Combined Bowling Club. Item 7.7 d) refers.
Roger Sloan – Kaitaia City Rugby Union Football Club. Item 7.7 b) refers.
Evan Mackay – Karikari Peninsula Residents and Ratepayers Association. Item 7.7 refers.
Document I.D: A4142014 – Karikari Peninsula CCTV Project

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4094762, pages 8 - 10 refers

RESOLUTION 2023/3

Moved: Member William (Bill) Subritzky

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Te Hiku Community Board Meeting Minutes - **Unconfirmed**

14 March 2023

Seconded: Member Darren Axe

That Te Hiku Community Board

- a) **agrees that the minutes of the meeting held 13 December 2022 and Extraordinary meeting held 20 February 2023 be confirmed as a true and correct record with the following amendment to the 13 December 2022 minutes item 8.6 b) as follows:**

That Te Hiku Community Board

- b) declined the funding application received from He Whanau Marama Trust as the Far North District Council consents and licenses had not been approved at the time of considering the application *and that the Board invites the applicant to reapply, if required for a future events, provided that consents and licenses are approved in a timely manner.*

CARRIED**7 REPORTS****8.1 CLOSURE OF THE KOHUMARU RD KERBSIDE COLLECTION POINT**

Agenda item 8.1 document number A4103507, pages 117 - 120 refers

RESOLUTION 2023/4

Moved: Member Darren Axe

Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board supports staff to close the approved collection point at the intersection of Kohumaru Road and State Highway 10, Mangonui.

CARRIED

Meeting adjourned 11:05 am – 11:22 am

7.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.1 document number A3997033, pages 18 - 19 refers

RESOLUTION 2023/5

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board note the reports from Chairperson Adele Gardner, Deputy Chairperson John Stewart, Members Darren Axe, Bill Subritzky and Sheryl Bainbridge and the tabled report from Member Rachel Baucke.

CARRIED**Notes**

Member Bainbridge

- requests streetlights for Paradise Road – an RFS has been raised but this needs to be included in the Board's Strategic Plan.
- asked for a copy of the Streetlighting Program and where the streetlights are planned for the Te Hiku Ward.

Member Subritzky

- identified concerns raised by marae/hapu/iwi to be included in the development process of the Community Strategic Plans.

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Tabled Documents:

Document I.D: A4142019 – Sana Ryan
Document I.D: A4142019 – Lighting Up Kaitaia Streets
Document I.D: A4142017 – Letter from the Editor – Northland Age

7.2 TE HIKU COMMUNITY BOARD STRATEGIC PLAN

Agenda item 7.2 document number A3971860, pages 30 - 32 refers

RESOLUTION 2023/6

Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board adopts the 2022/25 Te Hiku Strategic Plan and recommends to that Council:

- a) that it receive the 2022/25 Te Hiku Strategic Plan and acknowledges that it reflects the Te Hiku ward's priorities and aspirations, and
- b) commits to taking the 2022/25 Te Hiku Strategic Plan into consideration when it develops the 24-34 LTP.

CARRIED

7.3 APPOINTMENTS TO MANAGEMENT COMMITTEES

Agenda item 7.3 document number A4048358, pages 45 - 47 refers

RESOLUTION 2023/7

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

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

- a) appoints Member Darren Axe to Araiawa Hall (Raio Hall).
- b) appoints Member Bill Subritzky to Awanui Community Centre/Sports Complex
- c) appoints Member Bill Subritzky to Kaingaroa Community Hall.
- d) appoints Member Bill Subritzky to Karikari Hall.
- e) appoints Member Rachel Baucke to Herekino Hall
- f) appoints Member Bill Subritzky to Lake Ohia Community Hall.
- g) appoints Member Sheryl Bainbridge to Mangonui Hall.
- h) appoints Member Adele Gardner to Fairburn Cemetery.
- i) appoints Member Darren Axe to Houhora Cemetery.
- j) appoints Member Sheryl Bainbridge to Mangonui Cemetery.
- k) appoints Member Sheryl Bainbridge to Oruaiti Cemetery.
- l) appoints Member Bill Subritzky to Peria Cemetery.
- m) appoints Member Rachel Baucke to Takahue Cemetery.
- n) appoints Member Darren Axe to Waiharara Cemetery.
- o) appoints Member Darren Axe to Waipapakauri Cemetery.
- p) appoints Member Sheryl Bainbridge to Te Ahu Museum.
- q) appoints Member Adele Gardner to Te Hiku Sports Hub.
- r) appoints Member Bill Subritzky to Awanui River Liaison Committee.
- s) appoints Member John Stewart to the Kaitaia Business Association.
- t) appoints Member Sheryl Bainbridge to Hihi Hall Committee.
- u) Declines to appoint a Member to Oruru Community Hall (Swamp Palace) as this hall is

closed.**CARRIED****7.4 TE HIKU COMMUNITY BOARD APPOINTMENT TO DISABILITY ACTION GROUP**

Agenda item 7.4 document number A4074936, pages 54 - 55 refers

RESOLUTION 2023/8

Moved: Member Sheryl Bainbridge

Seconded: Chairperson Adele Gardner

That Te Hiku Community Board appoint member Darren Axe as its representative on the Disability Action Group.**CARRIED**

Cr Hilda Halkyard-Harawira 11:45am

Cr Penetaui Kleskovic 12:15 pm

7.5 ESTABLISHMENT OF TE HIKU DRAINAGE AREA COMMITTEES

Agenda item 7.5 document number A4060593, pages 59 - 62 refers

RESOLUTION 2023/9

Moved: Chairperson Adele Gardner

Seconded: Member Sheryl Bainbridge

That the Te Hiku Community Board

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

- e) hold the first Drainage Meeting on Monday 17th April and 4th September 2023.
- f) refer to the Drainage items in the April 2023 Action Report item 8.4 and request updates for each action.
- g) receive a copy of the Drainage financial information sent to Martin Baker (Ventia) on 14/03/2023.

CARRIED**7.6 PROJECT FUNDING REPORTS**

Agenda item 7.6 document number A4061054, pages 72 - 73 refers

RESOLUTION 2023/10

Moved: Member Darren Axe

Seconded: Chairperson Adele Gardner

That Te Hiku Community Board note the project reports received from:

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

CARRIED

Meeting adjourned for lunch 12:15 pm – 12:53 pm

7.7 FUNDING APPLICATIONS

Agenda item 7.7 document number A4061069, pages 83 - 87 refers

RESOLUTION 2023/11

Moved: Member Sheryl Bainbridge

Seconded: Chairperson Adele Gardner

That Te Hiku Community Board

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

CARRIED**Note:** *this application was received in time to be considered at the Extraordinary Te Hiku Community Board but was not considered.*

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RESOLUTION 2023/12

Moved: Member Darren Axe
 Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board

- b) approves the sum of **\$7,393** (plus GST if applicable) to be paid from the Board's Community Fund account to Kaitaia City Rugby Union Football Club for 125th Jubilee celebrations, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

CARRIED**RESOLUTION 2023/13**

Moved: Member Darren Axe
 Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board

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

**LEFT TO LIE
CARRIED****Note:**

The Te Hiku Community Board would like to receive an update from Kahika-Mayor Tepania regarding his Proceeds of Crime discussion with the Ministry of Justice.

RESOLUTION 2023/14

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

That Te Hiku Community Board

- d) allocates **\$10,000** at the first meeting in the 2022/23 financial year (4 July 2023) and **\$10,000** at the first meeting in the 2023/24 financial year.

CARRIED**RESOLUTION 2023/15**

Moved: Member Sheryl Bainbridge
 Seconded: Chairperson Adele Gardner

That Te Hiku Community Board

- e) approves the funding granted at the meeting of 21 June 2022 to Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri for the lease of premises for one year be permitted to be used for towards the lease of two years, as the organisation was able to negotiate a lower lease rate after the funding was granted.

CARRIED**8 INFORMATION REPORTS****8.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2023**

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Agenda item 8.2 document number A4065051, pages 121 - 121 refers

RESOLUTION 2023/16

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 January 2023 and leave it to lie on the table until staff provide clarity on the remaining funds for 2021/22 Placemaking Fund.

**LEFT TO LIE
CARRIED**

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

Agenda item 8.3 document number A4065490, pages 127 - 127 refers

RESOLUTION 2023/17

Moved: Member William (Bill) Subritzky

Seconded: Member Sheryl Bainbridge

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2022.

.CARRIED

Note:

Beverly to arrange a pre-meeting session with Finance staff at the April meeting. This will include financial information regarding the Drainage Committees.

8.4 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE FEBRUARY/MARCH 2023

Agenda item 8.4 document number A4044410, pages 130 - 130 refers

RESOLUTION 2023/18

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update February/March 2023.

CARRIED

8 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 1:37 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 11 April 2023.

.....
CHAIRPERSON

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 - Rachel 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.

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



Te Hiku Community Board Chairperson's Report

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 7 March – 23 March 2023

Meetings Attended

Date	Meeting
7/03/23	Karikari engagement on concept planning
9/03/23	Council Meeting - virtual
10/03/23	Te Ahu Trust Meeting
14/03/23	Te Hiku Community Board Meeting
14/03/23	Cycle Trail workshop
16/03/23	Met with locals re beach access and boat trailer parking at Rangiputa
16/03/23	Rangiputa engagement on concept planning
20-22/03/23	IAP2 conference in Wellington
23/03/23	Extraordinary Council Meeting - virtual

Report:

The feedback on the Kaitaia Town Square was great and Arcline were able to tweak the plans to include the ideas shared. Now that plan has gone out to contractors to tender for this work.

Feedback included altering the back fence to have gaps for security & vision and perhaps theme it to go with the large 9m waka so it might represent the awa or waters it carries. Pedestrian access through the back fence from the remaining carpark was also important. A water feature was also a popular request and we are looking into the jets that don't pool and recycle the water as generally we usually suffer droughts over the summer period so water use needs to be taken into consideration. Preference is also to remove the entire concrete block walls and gardens and replace with contained planters of varying sizes so there is more pedestrian flow in and out of the town square.

Delays on the arrival of the right stain for the bus shelters and a slight change to the design has meant they too have not been finished but they are due to be completed in March; just in time before we head towards the Winter months.

Most of you have seen that the new welcome sign to Kaitaia has been blessed and unveiled fully and the feedback has predominately been super positive. We still don't have the lighting as we are patiently waiting to reach the top of the list for Top Energy who have been super busy sorting out post Cyclone works.

We are also in the process of gathering the artists stories for all the cultural artworks to put into QR codes that will be linked to the www.kaitaia.co.nz website. To start with the written stories will be available but we will be enquiring to have an audio version too.

We are also seeking funding to get the South Road Orongo repaired as the cuts into the carvings have compromised the structure as well as the carvers who poured in excess of 1500 hours of work to create the tumu whakarae want to get it rectified asap. The Orongo exemplifies unity and strength, strength based on the cohesion and support of those surrounding. We stand proud knowing we are from Kaitaia.

I was invited via FNDC to attend the IAP2 conference in Wellington this week to tell our Te Hiku Revitalisation Story. The presentation went well, thank you to Blair Houlihan of Northern Edge who works with our project working group on our procurement.



Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 5 – 24 March 2023

Meetings Attended

Date	Meeting
02/03/23	Taipa Concept
07/03/23	Whatuwhiwhi Concept
14/03/23	Community Board Te Ahu
14/03/23	Ratepayers Houhora
20/03/23	RFS 4150900 For Burnage Rd to be graded and potholes fixed
02/03/23	Taipa Concept
07/03/23	Whatuwhiwhi Concept
14/03/23	Community Board Te Ahu



Te Hiku Community Board Member Report

Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: 26.03.2023

Meetings Attended

Date	Meeting	Comment
14.03.23	Te Hiku CB	

Community Issues

Issue name	Comment
Events	Mangonui Waterfront Festival and the Snapper Bonanza were both hugely successful events. Congratulations to John, Dave and the team for their commitment to the latter.
Use of reserve land adjoining Hihi Holiday Park	<p>At the concept plan meeting in Hihi held in January, we heard that there is general support for the Holiday Park owners to continue using the adjoining reserve, which they have maintained at no cost to the council for many years. No formal arrangement is in place and should be remedied. Community members present at the meeting did not see any value in public use of this space due to access and contour difficulties.</p> <p>Recommendation: That the Te Hiku Community Board recommends to the Chief Executive that the Council investigate ways to formalise the use of the public reserve adjoining the Hihi Holiday Park by the park operators at a peppercorn rent provided that the transaction does not incur costs to the Council.</p>
Submissions	<p>Submissions on the council's annual plan close on 24 April. The council seeks feedback on two issues – partnership with the Turner Centre and a rates remission policy to enable housing development on Maori freehold land. Does the Board wish to make a submission? I intend to have a look at the document in case they've missed anything else that is relevant to our ward.</p> <p>Submissions to the Water Services Legalisation Bill and the Future of Local Government are attached to this report.</p> <p>Note that the Board's submission on the latter reflect views that have been expressed within our communities and do not necessarily align with the submission by LGNZ.</p>

Taemaro matters	Following the Hihi meeting, requests for a bus shelter on Hihi Road opposite the end of Taemaro Road, relocation of the rubbish pick up point and tsunami warning signs are being investigated.
Rubbish Kohumaru Road	Now that the community have taken steps to prevent rubbish bags being dumped at the end of Kohumaru Road, lazy, dirty people have taken to dumping bags at the end of Oruru Road instead. I have mentioned this to the Solid Waste Engineer.
Coopers Beach bridge	Contractors are working on the bridge. Hopefully they intend to remedy the footpath that has been a concern for some years at the same time.

Requests for Service (RFS)

RFS number	Date	Comment
4115220	ongoing	Pothole in Coopers Beach car park. Has been repaired several times and just keeps recurring. It would be good to see the job done properly once and for all.

Committee Secretariat
Finance and Expenditure Committee
Parliament Buildings
Wellington

Phone: 04 817 9520
fe@parliament.govt.nz

Submission on Water Services Legalisation Bill

The Te Hiku Community Board represents the local Far North communities of North Cape, Doubtless Bay, Kaitaia and Awanui. Under the Local Government Act 2002, the Board is mandated to represent and act as advocate for its communities. The Board does not consider that the Water Services Legalisation Bill respects council property rights, nor is it mandated to make the proposed changes, nor does the Bill acknowledge the local voice of our communities. Having received significant feedback from our communities, who widely oppose the Government's Three Waters policy, I wish, on behalf of the Board, to make a submission on the Water Services Legislation Bill in my capacity as Te Hiku Community Board representative. In making this submission the full support of my fellow Board members has been confirmed in writing.

The Far North District Council's Te Hiku ward is within an extremely low socio-economic area. I cannot stress strongly enough that to potentially put its ratepayers at risk of becoming responsible for a third party (Water Services Entity) debt repayment will be far too much of a burden for many of them to shoulder. To distance our vulnerable communities even further from its water providers is also unacceptable.

The focus of this submission is on three matters – security for the debt of each of the four entities offered, pricing to consumers, and billing and price setting from 1 July 2024.

Security on debt – New section 137 A:

This section has essentially followed Section 115 of the Local Government Act 2002. The Bill proposes that lenders will secure their debt through a property rating mechanism. Should a water entity get into financial difficulty and a receiver be appointed, the receiver would be able directly to bill local authority ratepayers a uniform charge to recover the entity's debt. Presently, charges on rateable properties are subject to democratic accountability at the local government level. Granting such a power to a receiver without any form of democratic accountability for that charge is not acceptable.

The Board finds it outrageous that ratepayers, who have no ownership in this service, or these entities could potentially be exposed to debt recovery by receivers. There is no clarity about where the entities will seek funding, or whether the debt can be on-sold in the future. Also, there is no reference to the security interest being limited to those property owners who are the recipients of water services. Perhaps a security interest is meant to be limited only to properties serviced, but this is not clearly stated in the Bill. The WSE (i.e. the Crown) should be responsible for its own debt given that it is expropriating the Three Waters assets from councils. There is no assurance that WSE will make good investment decisions, thereby putting our communities at risk of having to repay debt that they were not responsible for in the first place.

The Far North District Council's Te Hiku ward is within an extremely low socio-economic area. I cannot stress strongly enough that to potentially put its ratepayers at risk of becoming responsible for a third party (Water Services Entity) debt repayment will be far too much of a burden for many of them to shoulder. To distance our vulnerable communities even further from its water providers is also unacceptable.

Charging principles – New section 331:

This section outlines the way water services will be priced. Charging principles are spelt out. Pricing decisions are left to the water services entities to make. The Bill directs them to promote "the efficient

use of resources” – 331 (1) (a) (i), and to charge groups of consumers differently only if “the costs of providing services to those groups is different.” - 331 (1) (a) (ii). These provisions should leave the entities in no doubt that their pricing of water services to consumers should be on a beneficiary pays basis.

This direction is then followed by an enabling provision to “remedy inequities” – 331 (2), and an enabling provision to allow average pricing, stating that the entities may charge geographically averaged prices for water services – 331(3).

The Water Services Entities Bill implies that these reforms would deliver a more equitable and affordable pricing regime to consumers, leading the public to believe that the Government intended that those in areas where water services were most costly to deliver will benefit as consumers in the lower cost of service urban areas will cross-subsidise those in the higher cost of service rural areas.

The Department of Internal Affairs had made similar claims on its website: “Three Waters Reform represents a multi-generational opportunity to address long-term affordability challenges, equity of access to services, and meet quality expectations of our communities in the delivery of drinking water, stormwater and wastewater services.” This Bill imposes no requirement on the water entities to partly or completely make costs across communities in their service areas more equitable. At present the Far North District Council determines the water rates and makes allowances for the potential cost to members of our rural communities. There is no assurance that this legislation requires the Water Services Entities to consider this. In fact, it may impose more inequities if council policies are replaced by the principles in sections 331 (1) (a) (i) and 331 (1) (a) (ii) of this Bill.

Billing and price setting from 1 July 2024:

The new Section 336 enables the Water Services Entities to “authorise” Local Authorities to collect charges made to consumers. The use of the word “authorise” indicates that there is an option for Local Authorities to decline. This is not the intent of this section, rather it appears that the Entities may require the Local Authorities to collect charges. For clarity “authorise” should be replaced by “require”. But in any event, it looks like one entity is requiring another (i.e. the council) to collect charges from consumers. In other words, Councils, who will no longer be responsible for Three Waters services are expected to undertake the function that is most likely to create disputes and disharmony with water consumers.

Secondly, it is not clear how the Water Service Entities will set prices to consumers from 1 July 2024. It appears from Section 331 (5) (b) that prices will not be subject to the charging principles of Section 331 (1) until 1 July 2027 or later. The way the Bill is written, it implies that it is the expectation that the prices set by Local Authorities for the year ending 30 June 2024 will remain for the next three years, or longer. We seek clarity on this matter.

Recommendations:

Primary Recommendation:

That the Water Services Legalisation Bill does not proceed until after the outcome of the 2023 General Election set for 14 October 2023

Secondary Recommendations:

Section 137A - Delete

Section 331 - Review so that it is more in line with current council policies to ensure that there are fewer inequities, or increased costs to lower socio-economic communities.

Section 336 – Amend. Councils should not be obliged to carry out Water Services Entity’s billing functions. Also the Crown should compensate councils for assets that it has taken over.

The Board wishes to be heard in support of its submission.

Te Hiku Community Board's response to the Future for Local Government Review Panel's draft report

The Far North District Council's Te Hiku Community Board represents and acts as advocate for communities in the northernmost part of New Zealand. The Board's subdivisions are Ahipara/Kaitaia, Doubtless Bay, North Cape and Whatuwhiwi. This submission has been written by Sheryl Bainbridge, Doubtless Bay representative with the knowledge and consent of all Board members and focusses mainly on five matters.

Overview:

Both the draft report and Local Government NZ's submission have too much emphasis on bureaucracy and theory rather than finding practical solutions to the problems that communities currently face. Te Hiku's issues are generally caused by poor infrastructure, lack of monitoring and central government's failure to listen to and heed our concerns. That is what must change. Right now, the government must direct as much funding, focus and resources to repairing the devastation caused by cyclones Hale and Gabrielle. Te Hiku Community Board recommends that the review process is deferred until after the October election, giving time for decisions to be made around the country's extensive damage and for current unworkable policies to be reviewed.

Cover:

While the Board recognises that Te Reo is an official language of New Zealand, more than 90% of the population, including immigrants speak English. For absolute clarity, the title of the document should be written in English.

Revitalising citizen-led democracy:

Community Boards and Local boards should be fully equipped with staff and financial assistance. Locals know their areas far more than council staff (who have often come from outside the district) The Te Hiku project working group has proved this model by working together, having the budget contractors and partners to deliver seven million dollars' worth of projects with local operators within the Te Hiku ward. The model has also worked for the Te Hiku swimming pool/sports complex.

Tiriti-based partnership between Maori and local government:

We are one country. There is no room for co-governance of community assets that have already been bought and paid for by all ratepayers. Councils should already have no doubt about who they are working for (everybody in all communities), who provides the funds and what is expected of them.

A stronger relationship between central and local government:

There can be no relationship when the government simply fails to listen. Wellbeing is better achieved when communities can rely on their best interests being served by central government. Community Boards are the eyes and ears of communities but at present we are not being heard. Government policies disadvantage rural communities. This is clear from policies such as the Government Policy Statement for Transport that prioritises emissions over resilience and maintenance, and the Coastal Policy Statement that places more importance on impractical and expensive managed retreat and soft mitigation (plantings) to manage erosion instead of engineered seawalls etc. to prevent destruction of existing infrastructure.

Replenishing and building on representative democracy:

Representative democracy at Community Board level is hampered by low levels of remuneration. This country has recently seen examples where murderers have been released

from jail due to their offences being committed when they were too young to understand the outcomes of their actions. On that basis it is ludicrous to even consider lowering the voting age to 16.

Equitable funding and finance:

Recent weather events clearly show that we need more investment in basic infrastructure including roads, flood protection, stormwater electricity and telecommunications; sufficient investment to make projects financially viable so that communities are not pushed to choose smaller and less effective practical options on the basis of cost.



Te Hiku Community Board Member Report

Name: Rachel Baucke

Subdivision: Kaitaia

Date: 25th March 2023

Meetings Attended

Date	Meeting	Comment
07/03/2023	Karikari Concept plans	Note Taking and Collating
16/03/2023	Rangiputa Concept plans	Note Taking and Collating

Community Issues

Issue name	Comment
Te Araroa Trail	Ruaroa Road dust is unsafe for trail walkers as they are unable to be seen when a car goes past due to dust. - Resolved
Korora & Kaka St Footpaths	Footpaths very unsafe and requires urgent attention. RFS has been submitted many times by community. Issue raised at the Ahipara Aroha meeting in beginning of March. Seeking assistance from the CB.

Requests for Service (RFS)

RFS number	Date	Comment
4150182		RFS Lodged for Korora & Kaka St Footpaths and Fulton Hogan has dispatched this to an inspector.
TBA	25/11/22	RFS Request Lodged with Beverly - Resolved



**Te Hiku
Community Board**

Member Report

Name: Bill Subritzky
Subdivision: Te Hiku
Date: 26. 03. 2023

Meetings Attended

Date	Meeting
14/3/23	Te Hiku Board meeting Te Ahu
16/3/23	Rangiputa meeting. Blair Houlihan, Chris Galbraith, Rangiputa residence
16/3/23	Rangiputa Concept Planning Meeting
21/3/23	Whatuwhiwhi ratepayers meeting
	Note. Last minute cancelation of Kaitia Airport Hui, Otaru Marae 25/3/23

Community Issues

Issue name	Comment
;Concept Planning	16/3/23 was our last Concept Planning meeting held at Rangiputa. I would like to thank all Council staff and Te Hiku Board members who supported the Whatuwhiwhi Ward presentations as well as all the other 3 areas. Once we had established a basic presentation format and its management, the meetings progressed well, irrespective of the odd straying from the Concept Planning issues. We all expected that. We need to be more specific on the procedures and times for the evaluation of public submissions and we will have to address Iwi consultation and how that will look in the future. Another aspect we will have to review in future is the engagement of the Concept Planning Designers. I am full of praise for Christine Hawthorne and her presentations however a microphone would have made it easier for her.
Rangiputa	I am pleased Blair Houlihan and Chris Galbraith are considering the potential reallocation of the TFFs funding to develop the main Ramp at Rangiputa with any remaining funds being utilised for a parking area at the top of the hill close to the Fire Station. In terms of costs and Vehicle safety the residents at the Rangiputa Concept Planning meeting had identified that the best option would be to extend the original carpark, which is directly opposite the Fire Station, and on Council reserve. I am sure the Rangiputa Ratepayers have forwarded this idea.

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

WHAKARĀPOOTO 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.

ĀPITI HANGA / 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.

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	
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

**LICENCE TO OCCUPY CARPARK
Kaitaia Saturday Market**

Executed this day of 2022

The FAR NORTH DISTRICT COUNCIL ("the Council") is the owner of the Melba Street carpark, Kaitaia being Lot 3 DP 179628 NA110D/257.

And SHIRLEY WILLIAMS ("the licensee") wishes to occupy and use part of the carpark for the purpose of a "Market Place" (area of licence shown on attached plan).

IT IS AGREED

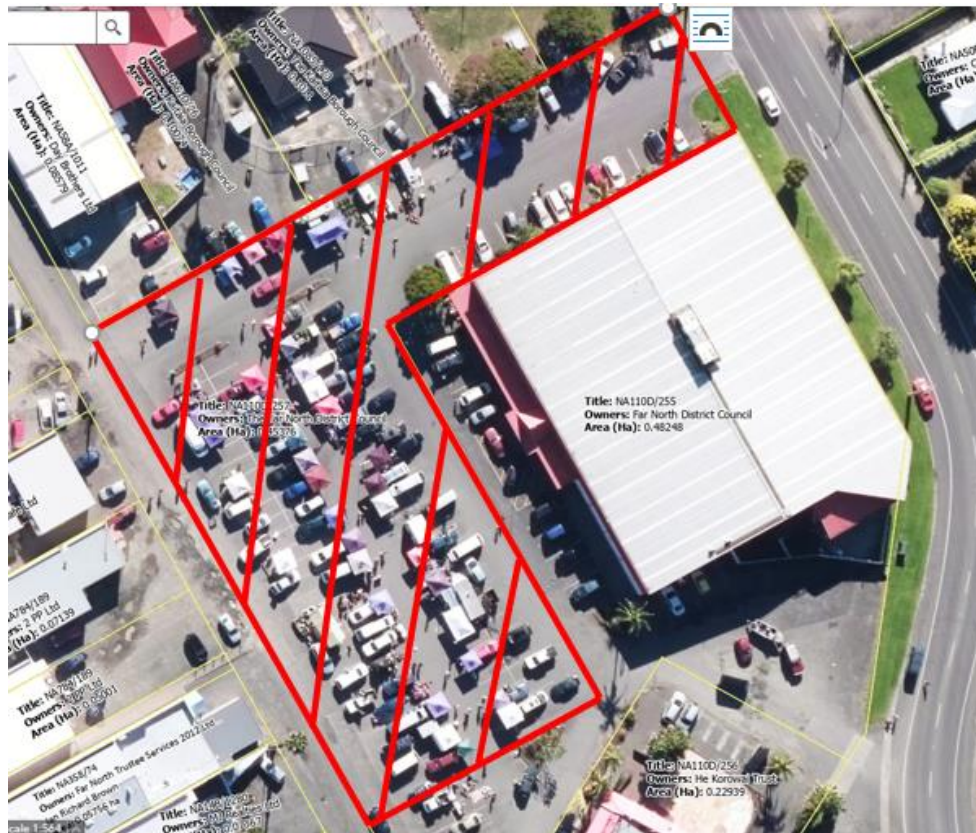
That the Council, pursuant to the provisions of Section 12(2) of the Local Government Act 2002, shall permit Shirley Williams to occupy and use the carpark as a marketplace and that Shirley Williams shall accept the occupation and use on the following terms and conditions:

1. The term of this licence shall be for **one (1) year commencing 1 April 2022** and may be terminated by either party giving two month's notice in writing.
2. If the Council should at any time during the term of this licence require possession of any part or the whole of the carpark for any purpose the Council may vary the licence area by giving one (1) month's written notice to the Licensee.
3. The Council may terminate this licence immediately by providing written notice to the Licensee if the Licensee commits a material breach of the terms and conditions.
4. The Licensee shall not be entitled to any compensation of damages from the Council arising directly or indirectly in connection with variation or termination of the licence.
5. The days of use shall be any Saturday of the year between the hours of 7.00am. to 2.00pm, or such other days and/or times as the Council may agree to in writing.
6. A rental of \$200.00 (inclusive of GST if any) shall be paid to the Council for any day the market is held or for any other use of the carpark as agreed in writing by Council.
7. The Licensee shall at all times that the market is operating, or any other use by the Licensee of the carpark, hold a public liability insurance of \$1,000,000 (minimum) and indemnity insurance of \$500,000 (minimum).
8. The Licensee shall be responsible to ensure that it or any stallholder holds all appropriate consents in relation to any Act, Regulation or Bylaw, and to indemnify the Council against any costs or penalty or the costs entailed in performing any obligation in respect of the same which might otherwise be imposed on the Licensee or the stall holders.
9. The Licensee shall attend a Council run Volunteer Health and Safety (HAS) session and provide a Council approved HAS plan that includes a completed Job Safety Analysis (JSA) form and map.
10. The Licensee shall ensure compliance with all COVID related requirements.
11. The Licensee must obtain prior approval from Council of a Waste Management and Minimisation Plan that sets out:
 - a. an estimate of the types and amounts of waste to be generated
 - b. how waste generated is to be minimised
 - c. what steps will be taken to maximise the collection and use of recyclables and re-usable material

- d. equipment to be provided for the storage, collection and transportation of waste and diverted material
 - e. the person responsible for the collection and disposal of waste and the methods to be used
 - f. an annual analysis of waste associated
12. The Licensee must ensure compliance with the approved Waste Management and Minimisation Plan.
13. The Licensee must make good any damage as a result of activities carried out on the carpark immediately after the market closes and make sure the carpark is fully open to vehicular traffic no later than 2.00pm.

<p>Recommended by:</p> <p>Nina Gobie Team Leader – Facilities Operations Infrastructure and Asset Management</p> <p>Date:</p>	<p>Glenn Rainham Manager – Infrastructure Operations Infrastructure and Asset Management</p> <p>Date:</p>
<p>Approved by:</p> <p>Andy Finch General Manager Infrastructure and Asset Management</p> <p>Date:</p>	<p>Approved by:</p> <p>Shirley Williams Kaitia Market Licensee</p> <p>Date:</p>

Schedule One – Market Place location maps



FAR NORTH DISTRICT COUNCIL



Our reference 32-180-00
All replies should be addressed to the District Secretary

✓ 03 February 2000

Kaitaia Markets
C/- Carmen Pickett
P O Box 516
KAITAIA 0500

Dear Sir

LICENCE TO OCCUPY CARPARK

One of the conditions of your Licence to Occupy the Carpark area in front of The Warehouse is the payment of \$100 per week plus GST. You will be aware that your rental payments are significantly in arrears and you have already been contacted by Council's Finance Department in this regard.

Another of the conditions of your Licence is that "Any serious or continued breach of any condition will result in withdrawal of approval". I have to advise you that Council believes that your breach of payment of rental is a serious breach of the conditions of your Licence. That it has gone on for so long obviously makes it also a continuing breach.

Be advised that you have 28 days from the date of this letter to make an arrangement suitable to Council for repayment of the outstanding rental balance, and to immediately begin paying the weekly rental promptly as it is due. Any further breach of rental payment will result in revocation on one week's notice of your Licence to Occupy the Carpark area.

Please note that Council is under no obligation under the terms of the Licence to offer this opportunity for you to get up to date with the rental. This opportunity is being given in good faith, and it is hoped that the situation can be rectified promptly.

A copy of this letter is being provided to the Finance Department. If you have any queries please do not hesitate to contact me at the Kaitaia Service Centre.

Yours faithfully,

Leoni Winch
For Sue Hodge
Planning and Policy Co ordinator

District Office: Memorial Ave, Private Bag 752, Kaitaia
Telephone: (09) 401-2101 Fax: (09) 401-2137

**Kaitaia Market - Shirley Williams – Licensee – Report January – February 2023**

Months of January-February 2023, lots of diversity over the past 2 months with movement of tourists, locals and stall holders attending other calendar events for our far north region.

Weather patterns are the pattern, that can change market – we were fortunate during Cyclone period we did not have to close market. Only 2 Saturday's saw less stall holders due to weather. Many of the normal events for Jan-Feb held tends to see a pattern of visiting market first then event.

Numbers attracted to market is 1800-2000 still with 40-50 Stall holders – which is the maximum stalls we can have for the designated site– food caravans are wanting to come – but explanation of licences and different food to what is already there and where can they go. Some research needs to be done on this type of stall by new people, most are understanding when the procedure is explained, as we already have 20% of stalls selling food from a caravan, and have the luxury of saying there is no room.

Eco- solutions continue their great presence with educating of placement of containers and looking after their bins. Some days it's a battle – but we seem to be on the winning streak. We have one stall holder not wishing to change – if I am able to renew licence I am happy to procure a washing stand hence the enquiry re a small container 10ft would be enough – then we can store on site, for ease of management each week. Will have recordings of wastage with March report.

Kaitaia Market has supported Kaitaia Business Association Digital sign again over the summer periods and for months of March and April whilst other activities are on in the north. Motel accommodation is receiving flyers for guest information.

The Te Hiku Re-vitalisation development final addition of power pole outlets are still to be installed.

Look forward to March final for 2022-2023 period.

Shirley Williams

Mob: 021 027 89896



kaitaiamarkets@gmail.com



021 027 89896



kaitaiamarket

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

WHAKARĀPOOTO 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 30th 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.

ĀPITI HANGA / 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.

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.	Type here
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

Receipt Number	Regarding which site would you like to make a submission?	Do you support the proposed ground lease of 30-years at this site?	Can you tell us why you chose that answer?	Do you support the proposed reclassified of the portion that FENZ currently occupy at 699 Rangiputa Road from recreational reserve to local purpose reserve?	Can you tell us why you chose that answer?	Is there anything else you would like to share?	Would you like to opportunity to present your submission in person? If you wish to present your submission in person we will contact you to arrange a time.
1	3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, Karikari Peninsula,721 Taupo Bay Road, Mangonui,1089 Broadwood Road, Broadwood	Yes	Fire Service is an essential community function, the council should support it any and all practicable ways.	Yes	Fire Service is an essential community function, the council should support it any and all practicable ways.		No
2	1089 Broadwood Road, Broadwood	Yes	The volunteer brigade would have nowhere else to go and would not be able to afford to find another site and the area would lose the only service nearby.			No thank you.	No
3	1089 Broadwood Road, Broadwood	Yes	our local fire brigade is VITAL for our rural areas. Sometimes not everyone is available at their nearby brigade and sometimes would have to wait for Kaitaia to arrive. It's important that the brigade stays put. It's a vital need for the locals it is very much the difference between life and death.				No
6	1089 Broadwood Road, Broadwood	Yes	Closest to our home village which between there and home we need this alot.				No
7	1089 Broadwood Road, Broadwood	Yes					No
8	1089 Broadwood Road, Broadwood	Yes	The fire brigade is needed in rural communities such as broadwood. Thankyou to all our volunteers			No	No
9	1089 Broadwood Road, Broadwood	Yes					No
10	1089 Broadwood Road, Broadwood	No	Needs to be left to that community as they will LOSE the existing partnership			Not enough consultation on this matter specially in & at those areas affected	No
11	3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, Karikari Peninsula,721 Taupo Bay Road, Mangonui,1089 Broadwood Road, Broadwood	Yes	Fire services are a vital community based emergency service staffed predominately by volunteers trained at the service expense. They have security of tenure	Yes	Security of tenure for a vital emergency service	I also believe that the service should not have to pay any fee for. The use of the land and FNDC should contribute to the Fire Station in all areas	No
12	699 Rangiputa Road, Karikari Peninsula	Not sure	I am not sure just what ground is proposed for leasing.	Not sure	Bush reserves are Significant Natural Areas that the FNDC say should be protected from development. There is already a new fire station only a few km away.	I would like to be provided with further information on what is planned.	Yes
13							
14	1089 Broadwood Road, Broadwood	Yes	Better for the community and able to support the community with the right infrastructure.				No
15	1089 Broadwood Road, Broadwood	Yes	The community needs the service seeing we are quite rural and limited to services in the area. They not only provide fire services but other crucial services that the community NEED			My comment applies to the other sites as well. Keep the services in the smaller communities	No
16	3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, Karikari Peninsula,721 Taupo Bay Road, Mangonui,1089 Broadwood Road, Broadwood	Yes	These areas are miles away from the usual fire stations. Ours is fifty kms away and service Ann area even further out	Yes	For the good of everyone		No
17	699 Rangiputa Road, Karikari Peninsula,721 Taupo Bay Road, Mangonui	Yes	We need fire services. These guys are volunteers and it is important they have secure access to sites that suit their service.	Yes	So they can secure their premises if necessary and not have randoms on site.		No
19	1089 Broadwood Road, Broadwood	No	<p>30 years is too long. This whenua was part of a land settlement under Te Rarawa. I would like to know who has the legal title, as this information has not been transparent in this consultation. Who owns the land? It does not belong to FNDC so who will be granting the 30 year lease if passed. I would like the following items addressed and communicated with the community before any decision is made as this has not been made available to the public:</p> <p>Land ownership: Before granting any lease, it is essential to understand who owns the land. The community needs to be aware of the ownership status of the land. It is necessary to have clarity on who holds the legal title of the property.</p> <p>Community impact: What impact will the transfer of ownership of the land have on the community should the title be transferred to another entity?</p> <p>Terms of the lease: The terms of the lease need to be carefully considered and communicated before a 30 year lease is granted. Who will FENZ be paying for the lease of the land? The FNDC or the title holder?</p> <p>Length of the lease: The length of the lease is also important to consider. 30 years is a long time, and I would like to know if there has been any Iwi consultation given the land was part of a settlement.</p> <p>Transparency: The community should ensure that the process of granting the lease is transparent. There should be clear communication on the decision-making process and the rationale behind it. The community should have access to information regarding the terms of the lease, who owns the land and the impact on the community.</p> <p>Overall, the community needs to carefully consider the impact of granting a 30-year lease to FENZ and ensure that the terms are fair and transparent. It is essential to have a clear understanding of the ownership of the land and evaluate the benefits and drawbacks of the lease before making a decision. I would also like to know what comms, panui, signage or information has been communicated to the public advising who the rightful owners of the whenua are and acknowledging the original custodians of the land prior to this consultation process.</p>			I support the FENZ service and understand that it is a essential service for the Broadwood Community. However, 30 years lease is too long.	No

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 30th 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, 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.
- 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.

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.	Type here
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

FENZ requested ground lease and transfer of ownership

Submission date: **6 February 2023, 5:51PM**

Receipt number: **12**

Related form version: **3**

Regarding which site would you like to make a submission? **699 Rangiputa Road, Karikari Peninsula**

Do you support the proposed ground lease of 30-years at this site? **Not sure**

Can you tell us why you chose that answer? **I am not sure just what ground is proposed for leasing.**

Do you support the proposed reclassified of the portion that FENZ currently occupy at 699 Rangiputa Road from recreational reserve to local purpose reserve? **Not sure**

Can you tell us why you chose that answer? **Bush reserves are Significant Natural Areas that the FNDC say should be protected from development. There is already a new fire station only a few km away.**

Is there anything else you would like to share? **I would like to be provided with further information on what is planned.**

Would you like to opportunity to present your submission in person? If you wish to present your submission in person we will contact you to arrange a time. **Yes**

About you

First name

[REDACTED]

Last name

[REDACTED]

Organisation (if applicable)

Position in organisation (if applicable)

Your email

Phone

Which ward do you live in?

Would you like to be informed about future consultations?

Yes

Anyone is invited to give feedback using this form, either online or written. Feedback can be from an individual or on behalf of an organisation. Your personal information will not be used for any purpose other than updating you on outcome of this consultation, unless you have indicated you wish to be informed about future consultations. Your personal information is handled according to the principles of the Privacy Act 2020.

Receipt Number	Regarding which site would you like to make a submission?	Do you support the proposed ground lease of 30-years at this site?	Can you tell us why you chose that answer?	Do you support the proposed reclassified of the portion that FENZ currently occupy at 699 Rangiputa Road from recreational reserve to local purpose reserve?	Can you tell us why you chose that answer?	Is there anything else you would like to share?	Would you like to opportunity to present your submission in person? If you wish to present your submission in person we will contact you to arrange a time.
1	3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, K	Yes	Fire Service is an essential community function, the council should support it any and all practicable ways.	Yes	Fire Service is an essential community function, the council should support it any and all practicable ways.		No
2	1089 Broadwood Road, Broadwood	Yes	The volunteer brigade would have nowhere else to go and would not be able to afford to find another site and the area would lose the only service nearby.			No thank you.	No
3	1089 Broadwood Road, Broadwood	Yes	our local fire brigade is VITAL for our rural areas. Sometimes not everyone is available at their nearby brigade and sometimes would have to wait for Kaitia to arrive. It's important that the brigade stays put. It's a vital need for the locals It is very much the difference between life and death.				No
6	1089 Broadwood Road, Broadwood	Yes	Closest to our home village which between there and home we need this alot.				No
7	1089 Broadwood Road, Broadwood	Yes					No
8	1089 Broadwood Road, Broadwood	Yes	The fire brigade is needed in rural communities such as broadwood. Thankyou to all our volunteers			No	No
9	1089 Broadwood Road, Broadwood	Yes					No
10	1089 Broadwood Road, Broadwood	No	Needs to be left to that community as they will LOSE the existing partnership			Not enough consultation on this matter specially in & at those areas affected	No
11	3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, K	Yes	Fire services are a vital community based emergency service staffed predominately by volunteers trained at the service expense. They have security of tenure	Yes	Security of tenure for a vital emergency service	I also believe that the service should not have to pay any fee for. The use of the land and FNDC should contribute to the Fire Station in all areas	No
12	699 Rangiputa Road, Karikari Peninsula	Not sure	I am not sure just what ground is proposed for leasing.	Not sure	Bush reserves are Significant Natural Areas that the FNDC say should be protected from development. There is already a new fire station only a few km away.	I would like to be provided with further information on what is planned.	Yes
13							
14	1089 Broadwood Road, Broadwood	Yes	Better for the community and able to support the community with the right infrastructure.				No
15	1089 Broadwood Road, Broadwood	Yes	The community needs the service seeing we are quite rural and limited to services in the area. They not only provide fire services but other crucial services that the community NEED			My comment applies to the other sites as well. Keep the services in the smaller communities	No
16	3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, K	Yes	These areas are miles away from the usual fire stations. Ours is fifty kms away and service Ann area even further out	Yes	For the good of everyone		No
17	699 Rangiputa Road, Karikari Peninsula,721 Taupo Bay Road, Mangonui	Yes	We need fire services. These guys are volunteers and it is important they have secure access to sites that suit their service.	Yes	So they can secure their premises if necessary and not have randoms on site.		No
19	1089 Broadwood Road, Broadwood	No	30 years is too long. This whenua was part of a land settlement under Te Rarawa. I would like to know who has the legal title, as this information has not been transparent in this consultation. Who owns the land? It does not belong to FNDC so who will be granting the 30 year lease if passed. I would like the following items addressed and communicated with the community before any decision is made as this has not been made available to the public: Land ownership: Before granting any lease, it is essential to understand who owns the land. The community needs to be aware of the ownership status of the land. It is necessary to have clarity on who holds the legal title of the property. Community impact: What impact will the transfer of ownership of the land have on the community should the title be transferred to another entity? Terms of the lease: The terms of the lease need to be carefully considered and communicated before a 30 year lease is granted. Who will FENZ be paying for the lease of the land? The FNDC or the title holder? Length of the lease: The length of the lease is also important to consider. 30 years is a long time, and I would like to know if there has been any Iwi consultation given the land was part of a settlement. Transparency: The community should ensure that the process of granting the lease is transparent. There should be clear communication on the decision-making process and the rationale behind it. The community should have access to information regarding the terms of the lease, who owns the land and the impact on the community. Overall, the community needs to carefully consider the impact of granting a 30-year lease to FENZ and ensure that the terms are fair and transparent. It is essential to have a clear understanding of the ownership of the land and evaluate the benefits and drawbacks of the lease before making a decision. I would also like to know what comms, panui, signage or information has been communicated to the public advising who the rightful owners of the whenua are and acknowledging the original custodians of the land prior to this consultation process.			I support the FENZ service and understand that it is a essential service for the Broadwood Community. However, 30 years lease is too long.	No

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:**

- a. agree that the project for a new toilet at Mokorau, Ahipara be cancelled.**
- b. 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.

ĀPITI HANGA / 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.

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	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.

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**

FNDC ADMIN

27 JAN 2023

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: Kaingaroa Memorial Hall
Name & location of project: Kaingaroa Memorial Hall 5514 SM 10 Kaingaroa 0483.
Date of project/activity: Last few months of 2022.

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 3,640.90

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)
Historical Art work for outside hall walls.	\$ 3640.90	
(Printing.com invoiced Council direct)	\$	
Hall Committee paid for a print.	\$ 648.60	
	\$	
Total:	\$ 4,289.50	

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

With the help of local historian Koye Dragicevich we chose prints depicting our local industry. The team at Printing.com did a great job producing them. Two of our committee installed them on 16/12/22.

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

We have had lots of positive feedback from locals and visitors, which has generated interest in the areas early days. Even some locals are unaware of what a busy area Kaingaroa was.

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

We are very grateful to the Community Board for their contribution to enable us to do this project. (At the same time you granted us money for paint for the internal main hall, this is still in progress).

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

This report was completed by:

Name:

Address:

Phone

Email:

Date:

25/1/2023.

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

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.

	Sport New Zealand (Rural Travel)
What are the Objectives?	Subsidise travel for junior teams participating in local sport competition.
How much is available?	\$39,637.50 across the Far North District.
Funding is not available for	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
Who can apply?	Schools, clubs or individuals.
What age group is funding for?	Funding is available for youth/children aged 5 - 19 years of age.
Eligible Sports	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.

ĀPITI HANGA / 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.

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

7.8 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:
- i) Proud, vibrant communities.
 - ii) 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 Kaitia 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.

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

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 *Refer Cover Letter.*
- ☒ Your organisation's business plan (if applicable) *not applicable*
- ☒ If your event is taking place on Council land or road/s, evidence of permission to do so *not applicable*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>Doubtless Bay BPW Club</u>	Number of Members	<u>20.</u>
Postal Address	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
Physical Address			
Contact Person			
Phone Number			
Email Address	<u>C.P.Berridge@gmail.com</u>		

Please briefly describe the purpose of the organisation.

The purpose of our organisation is to improve the status of women through networking, leadership and Personal Development

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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 NZ BPW Annual Conference Date 28-30th April

Location Kaitiaki RSA Cnr Matthews Ave & Melba St. Time 8.30 - 4pm

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

If so, how much? \$75.00 to cover the cost of Sarah Greener's Workshop/Speaker.

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.

We expect over 40 women from all around New Zealand travelling to Kaitiaki for this 3 day event. This will support our local Te Hiku community through accommodation & meals. We anticipate the spend on 3 nights accommodation, booked meals at Kauri Unearthed & Peeku Bao, visiting local markets and an event at Roma Marae to be approximately \$500 per person x 40 attendees = \$20,000 boost to the local economy. This makes the council investment requested to be less than 25%. This activity will also benefit women and girls wishing to attend from our local Te Hiku ward and will broaden the experiences available to our community by encouraging the attendees to be passionate about local business and cultivate resilience in a difficult economic climate. NZ Business and Professional Women aims to improve the status of women in education, employment, and Public Service by developing networking & leadership through events like this, that enhance the wellbeing of our communities.

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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	900	900
Advertising/Promotion	990	990
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	2040	2040
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies <u>books</u>)	1046	1046
Refreshments		
Travel/Mileage	3750	NIL
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	3200	not applicable
Other (describe)		
TOTALS	11,926.	4976.

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
Membership to BPN NZ + International	1190.00
Pub Charity Ltd Conf. Registrations	1200.00
" " " Travel for Conference	568.80.
TOTAL	2958.80.

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

Funding Source	Amount	Approved
Pub Charity Ltd	1768.80	<input checked="" type="checkbox"/> Yes / Pending
Internal Fundraising - Raffles/dinner sets	4194.00	<input checked="" type="checkbox"/> Yes / Pending
+ Funds already in our bank account		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
None.			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Doubtless Bay BPW Club.

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Melva Saxton

Signatory Two

Christine Laing

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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

Date 17/5/2023

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**Funding Application – Doubtless Bay Business and Professional Women
Schedule of Supporting Documentation**

Document	Title
1	Cover Letter
2	Affiliation
3	Agenda
4	Barrier Air Quote
5	Booklet Printing Quote
6	Certificate of Incorporation
7	IT and Sound System Quote
8	Encore Lanyard Quote
9	Tote Bag Quote
10	RSA Venue Hire Quote
11	Kiwibank details
12	Financials

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.

WHAKARĀPOOTO 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.

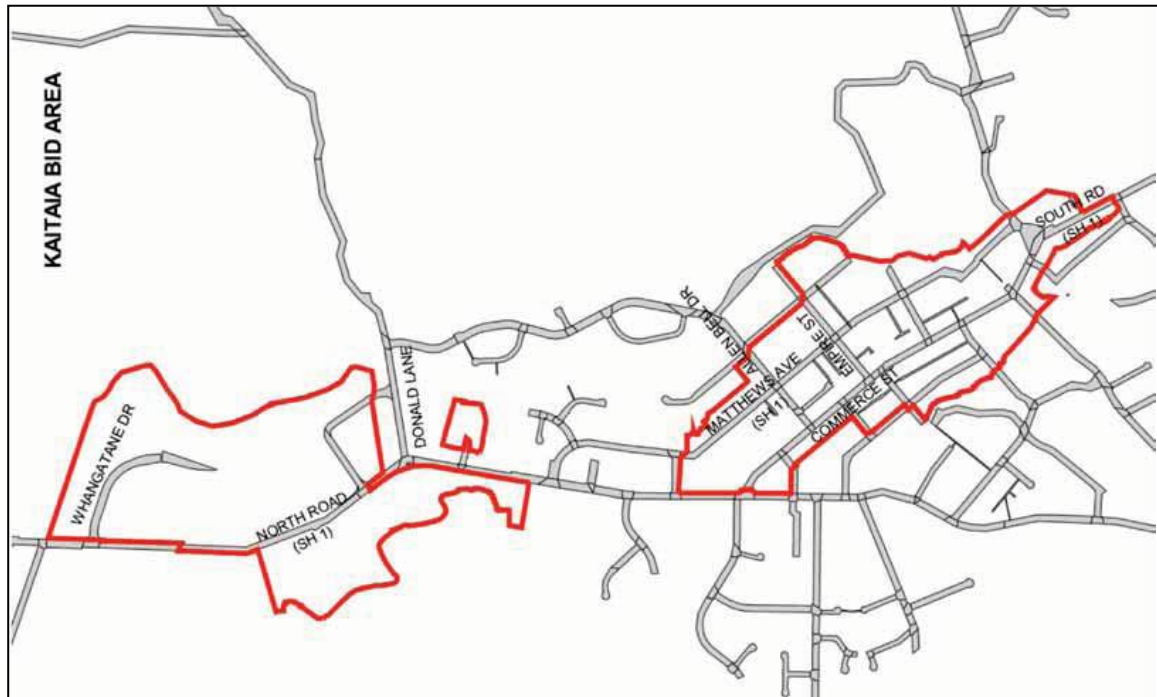
TĀHUHU KŌRERO / BACKGROUND

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	<p>The KBA will be able to meet their financial obligations and strategic objectives for 2023-2024.</p> <p>The economic wellbeing of Kaitaia will be positively impacted.</p>	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.	<p>The KBA will not be able to meet their financial obligations and strategic objectives for 2023-2024.</p> <p>The economic wellbeing of Kaitaia will be negatively impacted.</p>

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.

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	<p>The level of significance is considered to be low for the following reasons;</p> <ul style="list-style-type: none"> minimal financial implications the document is not a statutory requirement it is consistent with council policies.
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"> Empowering communities <p>The following Long Term Plan outcomes and strategic priorities are also considered to be of relevance;</p> <ul style="list-style-type: none"> A safe and healthy district Prosperous communities supported by a sustainable economy A vibrant and thriving economy Supports the promotion of the economic well-being of the Kaitaia community
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.	<p>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.</p>
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.	<p>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).	Persons likely to be affected or have an interest include those who have a business within the Kaitaia Business Improvement District. Kaitaia Business Association has put a great deal of effort into capturing the thoughts and aspirations of everyone affected.
State the financial implications and where budgetary provisions have been made to support this decision.	The targeted rate revenue of \$50,000 for the Kaitaia Business Improvement District has been included in the Long-Term Plan 2021-2031.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



KBA ANNUAL REPORT 2022

The Kaitaia Business Association has had a positive year. The committee has remained stable and committed to attend monthly meetings so we have easily achieved a quorum and met the majority of our goals we committed to twelve months ago. Our plan was aligned to the strategic plan under the following headings:

1. Membership

The plan was to

- promote associate membership for 21/22
- Apply to FNDC/THCB to look at our BID allocation as rates have gone up but our income has remained the same since we started.

Promoting associate membership will continue as a goal as it has not gained any momentum. Several times the digital sign advertising got businesses enquiring and once they were sent out the info and the fee of \$250 we have yet to have any actually follow through and sign up.

Several phone calls and meetings were held about the BID allocation. With the flow on effect of COVID combined with the fact that Kerikeri and Kaikohe have been unable to get the votes to have their own BID, advice was given that we are unique and if we took it out to a vote we would likely lose the BID altogether, let alone extend it. It is now off the table as seems in the “too hard” basket.

2. Promotion & Marketing

Our goals included:

- Promote the completed projects that are being carried out under the Te Hiku Open Spaces Revitalisation Project that all began with KBA & Councillor Foy.
- Promoting Kaitaia as a place for to invest in, with a thriving business community.
- Assist SHINE On Kaitaia with the Kaitaia Christmas Parade and Grotto
- Continue our attendance of the Weekly Mayor’s Meetings, feeding back important information to our BID members.
- Manage the Digital Notice Board on behalf of FNDC to increase our annual income
- Promote a Shop Local campaign

The Revitalisation Projects are rolling out and as they are in progress or completion, the KBA promote on their facebook page as well as highlight them in regular email newsletters. Some of these have featured in the FNDC Weekender publication too and we have fantastic support from the Northland Age, who allow a fortnightly column called “Te Hiku Talks”.

The promotion goal was not specifically achieved by the KBA committee, however we are all very aware that our population has grown since COVID with more city folk making the move north to work from home. It has been encouraging to see more businesses open up in Te Hiku.

It was awesome to have the Christmas parade and grotto back up for 2022 after 2 years of covid cancellations. We had a budget of \$300 but with 2 years cancellation, we were able to contribute \$800 to Shine on for the event.

The weekly Mayoral meetings prove a valuable source of shared information from a business perspective in the FNDC region and this is a forum that the Mayor and elected members plus some staff appreciate the feedback and issues we pass on from our BID members. The new Mayor was happy to continue these meetings on that Mayor Carter started and is going well.

The Digital Noticeboard has been running since February. It is busy and has created an additional role for the co-ordinator. WE are on the look out for a sales person willing to promote this for commission as it is not being used to its potential. The FNDC is a classic example of not using the sign when it could have regular signage when rates are due or a consultation is out or dog regos are due.

The Shop Local campaign has not been successful for this year – a change in co-ordinator who holds another job has made it challenging to get the extra goals completed this year.

3. Environment/Economic Development

The goals were:

- Ensure local contractors are awarded local FNDC work following on from the Kaupapa of social procurement attributes for the Te Hiku Open Spaces project work.
- Garden Beautification Programme to develop in partnership with a local provider training in horticulture
- Write an article on Te Hiku Business Community Successes to attract investors to Kaitaia and send to NBR, NZME etc
- Continue to support Safer Communities by funding \$500 per month to CCTV to assist monitoring of the camera system

Where possible KBA are using all local contractors to carry out any work required with preference given to those in the BID area.

Garden beautification has been achieved this year with Wahine Wild who are a new Maori owned business. They have upgraded and tidied up all our gardens. As the roundabout at Pak'n Save was in a dire state, we also contracted them to tidy this up with a 12 month maintenance period as Recreational Services are just not doing it and the town looked shocking. Some members are not happy we are using KBA funds to do this when it is seen as a FNDC responsibility but the gardens have looked shocking in our town for many years so we have made the commitment to do it.

A previous member had offered to write an article about Kaitaia as a thriving business community but with his departure, no other committee member offered to fill this space and it was not achieved.

KBA have an automatic payment of \$500 paid towards the monitoring of CCTV every month and are grateful the THCB came to the party to assist with the two year agreement for \$6k as it assists the entire community, not just paying BID members.

4. Support Business and Advocacy

The goals were:

- Work on a Covid Response for Businesses to have on website
- Continue to work on the Civil Defence Plan for the CBD of Kaitaia
- Advertise and Promote the KBA Trainee/Apprenticeship Scholarship
- Advocate Community Issues and Concerns to Council and other businesses (i.e. Air New Zealand) for the benefit of BID Members.
- Promote and host Northland Inc's. Growth Advisors once per month at the Kaitaia Digital Hub.

A change in co-ordinator through the year means we don't have a plan on the website so this goal was not achieved. The chair is still on a community covid response team that will be stood up again when required.

Civil Defence is a goal for the coming year as only one meeting was attended last year. Chair, Andrea Panther attended another one recently with key stakeholders from the community and the plan is to meet regularly.

The student scholarship had two worthy applicants; so both were awarded \$1,000 each. Tahlia Foster from Far North Vet and Harrison from Laser Electrical will be using the scholarships to fund their apprenticeship requirements. Both companies attended the last networking evening to support their apprentice's in winning the award.

The weekly Mayors forum is an effective way to advocate community issues and concerns and we also visited Kaikohe Business Association this year to collaborate. Organisations who attend the Mayor's weekly meetings attended KBA meetings such as ACC and MSD and offered wider services to the businesses to take advantage of.

In addition to our goals we also engaged Maisey Builders to tidy up facades on the buildings and paint some of the very poor buildings that bring the town down. The painting has been completed in 2 areas which has made a big difference but we are still waiting for the facades to be done.

Sheryl from Northland Planning is working on a bylaw submission which insists landlords with street frontage must maintain their buildings to an acceptable clean and tidy standard to FNDC that Kaikohe Business Association wants to support as well.

As part of the community covid response KBA are holding funds to assist businesses to be more resilient and this programme will kick off in 2023.

Attached is our annual plan for the 2023/24 year ahead.



Andrea Panther
Chairperson
Kaitaia Business Association

KAITAIA BUSINESS ASSOCIATION AGM 2022

CHAIRPERSON'S REPORT

What a year! We've come out the other side of covid and with the momentum of the Te Hiku Revitalisation project running alongside us, we have achieved a lot in the last 12 months. I'd like to take this opportunity to thank the committee for the 2021/22 year; for showing up to the monthly meetings, replying to emails and assisting with networking events. Special mention to Angela Phillips our Vice President and Shirley Noho who have met outside of monthly meetings to assist in a variety of admin and subcommittee roles that I have really appreciated. Once again our excellent treasurer, Stewart Russell, has done a sterling job and with changes to the law we are going to be holding a special meeting early next year to review the constitution. One example is that we no longer are required to have audited accounts as we are way under the threshold of \$2m in turnover, however we will have a clause that if the THCB or more than 2 businesses request one in writing then we will be required to. I'd also like to acknowledge John Stewart who has done a lot of work around the digital sign, putting together quotes and proposals like the façade work and keeping us up to date with THCB outcomes. During the year we had a change of co-ordinator as Tia was headhunted by THIDT and was replaced by Sarah Rameka who has done a great job. I love her social media posts that keep everyone updated and are relevant with what is going on around us whether it is Maori Language week or the Queen's passing.

THE YEAR AT A GLANCE...

CCTV issues are always at the core of our monthly meetings and sometimes seems slow to rectify but it's a slow moving beast and we are making progress. We have approved a new solar powered aerial to be installed up at Bellingham Quarries which will make a difference. We have recently had an independent audit done on the entire system so will be seeking quotes for the gaps/upgrades. For those who are new our CCTV system has been running for 12 years and as you can imagine technology has changed a lot. We are part of a region wide initiative where we will be fortunate to be able to apply for significant funding to fill in the gaps including the number plate recognition cameras that ping nationwide when stolen vehicles are picked up, and the upgrade will be paid for through the Proceeds of Crimes Fund next year. A competing security firm is making an impact on our local businesses and schools taking 25% of the market so far so we really need to promote contributing to the monitoring as those who do use Total Security have a portion of their fee go towards monitoring. We have lost 18 businesses this year which equates to 18 hours a month less in monitoring.

The **Digital Sign** was installed in January this year and it has been a busy part of the co-ordinators role to keep on top of queries, uploads and invoicing. As the revitalisation project funded the cost of the sign we are able to offer incredibly cheap advertising and those using it are still in the honeymoon period where they are getting huge exposure for very little investment as the number of advertisers so far is still low. We are now on the look out for a part time sales person keen to promote this sign on a commission basis so spread the word.

Networking events held this year have been a great success with good attendance – one of the big ones was when we were alerted to affordable housing going into the old pakn'save site. This in turn led to an agreement to get a strategic plan underway for Kaitaia. Interestingly enough Kerikeri and Kaikohe are now requesting the same for their towns but don't have the funding. The Te Hiku project funded stage one and our THCB have funded the balance.

Northland Inc have monthly days in here at the Digital Hub and continue to bring other people here to help our businesses. We now need businesses to engage with the service that we've worked hard to secure over the last few years.

Town garden beautification was one goal we didn't achieve last year but am pleased to announce it was done a few months ago and we are now hoping to negotiate with FNDC to share the costs in having Wahine Wild to maintain the gardens rather than Recreational Services who just spray and mow and don't have gardeners employed.

Tidying up **facades** on the buildings has been quoted and accepted but Maisey Builders has still not started this work yet. Sheryl from Northland Planning is working on a **bylaw submission** to FNDC that Kaikohe Business Association wants to support as well.

Speaking of other business associations, a group of us took up the invite to go to Kaikohe's Business Association meeting but foul weather just before the gorge shut postponed this so we had a special meeting a few weeks later, visiting the innovation park and talk with a few committee members. We shared ideas on lobbying Air NZ and looking at buildings in the main street.

For the last 3 years more wreaths and renewing the town flags has been on the annual plan and finally we have designs to confirm and order in time for this year. McKenzie Welding have just replaced all the flag holders missing off new lampposts and Top Energy have been contacted to book in the installation at the beginning of November.

I attended **Mayor John Carter's farewell function** last month on behalf of KBA and was honoured to be asked to speak. This was an opportunity to acknowledge John's career in serving his community, the region and country. Thanks to John we have continued the weekly Mayor meetings where all the towns share issues and concerns. The underlying positive benefits include networking and supporting each other for the first time rather than be competing and feeling like we are treated as the poor cousins. Mayor Carter also supported our group lobbying FNDC to manage the Te Hiku Revitalisation project which has proven to be a successful model and this project has won 3 awards and is up for 2 more; 1 being international and the main theme for all the awards are around community engagement.

KBA has been interviewed regularly on all types of **media** too - stuff, Northland Age, Northern Advocate, Breakfast Show, More FM Radio, Te Hiku Media – seeking our views of how covid has impacted us, the changes rolled out over the last 2 years, the Mangamuka road closure, speed reviews and so on. We were also invited to a Waka Kotahi workshop to design a brief to take to government for funding and I am very fortunate that my boss allows me to attend these during work hours.

October is when our scholarships close and we already have a couple of great applications but there is still time! We changed tact from supporting a university student after free fees was introduced and now support a business in the BID area that is employing a young person who may need assistance with anything to get started like basic tools, some training or PPE equipment.

THE YEAR AHEAD...

Work to be done includes sorting out Kaitia's **Civil Defence plan** for our CBD – we mentioned last year we had made a start after the chaos with the tsunami evacuation back in March 2020, however we only had one meeting and haven't revisited it again. More work is required to promote the trade scholarship & a shop local campaign.

The other big project is about a **resilience training package** we want to offer our businesses next year. We are holding significant funding from the Te Hiku Covid Response group that was granted to help businesses become more resilient before the next big thing to hit us. We have a sub committee of busy people who are meeting next week to plan what this will look like. The Kaupapa of this funding is to invest in people so it's a hand up not a hand out.

Hopefully the incoming mayor will continue the **weekly meetings** to build on the 2 years progress we have made to get Northland Inc up here, working together and supporting each other and keeping up with all the amazing services on offer for businesses that we hear about regularly... and then of course we are fighting for better infrastructure particularly in our roads.

So I'd like to end by thanking you all for continuing to support us and attending the events we host. We rely on word of mouth so please encourage other business owners to read our emails, follow our social media posts and encourage people to continue to come to town and support local business.

We look forward to a positive 2022/23 year ahead for us all.

Annual Report

Kaitaia Business Association Incorporated
For the year ended 30 June 2022

Prepared by Stewart Russell

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Approval of Financial Report

Kaitaia Business Association Incorporated For the year ended 30 June 2022

The Executive Committee are pleased to present the approved financial report including the historical financial statements of Kaitaia Business Association Incorporated for year ended 30 June 2022.

APPROVED

Andrea Panther

Chair

Date

Stewart Russell

Treasurer

Date

Statement of Financial Performance

Kaitaia Business Association Incorporated For the year ended 30 June 2022

'How was it funded?' and 'What did it cost?'

	2022	NOTES	2021
Revenue			
Donations, fundraising and other similar revenue	-	1	4,524
Fees, subscriptions and other revenue from members	50,000	1	50,000
Revenue from providing goods or services	12,698	1	-
Interest, dividends and other investment revenue	271	1	46
Other revenue	-	1	6,836
Total Revenue	62,969		61,407
Expenses			
Volunteer and employee related costs	582	2	-
Costs related to providing goods or service	21,047	2	8,277
Other expenses	17,975	2	13,209
Depreciation and non cash expenses	7,265	2	6,431
Total Expenses	46,869		27,917
Surplus/(Deficit) for the Year	16,100		33,489

This notes to the statement of financial performance form part of these financial statements.

Statement of Financial Position

Kaitaia Business Association Incorporated As at 30 June 2022

'What the entity owns?' and 'What the entity owes?'

	30 JUN 2022	NOTES	30 JUN 2021
Assets			
Current Assets			
Bank accounts and cash			
KBA current account	70,820		51,629
KBA Savings account	100,323		42,768
Te Hiku Business Resilience account	332,473		2,466
Total Bank accounts and cash	503,616		96,863
Debtors and prepayments			
Accounts Receivable	5,905		-
Prepayments	3,000		-
GST	-		1,670
Total Debtors and prepayments	8,905		1,670
Total Current Assets	512,522		98,533
Non-Current Assets			
Property, Plant and Equipment	10,589	6	17,854
Total Non-Current Assets	10,589		17,854
Total Assets	523,111		116,387
Liabilities			
Current Liabilities			
Creditors and accrued expenses			
Trade and other payables	1,545	5	7,085
Goods and services tax	50,730		-
Total Creditors and accrued expenses	52,275		7,085
Other current liabilities	345,434	5	-
Total Current Liabilities	397,709		7,085
Total Liabilities	397,709		7,085
Total Assets less Total Liabilities (Net Assets)	125,402		109,302
Accumulated Funds			
Accumulated surpluses or (deficits)	125,402	7	109,302
Total Accumulated Funds	125,402		109,302

The notes to the statement of performance report form part of these financial statements.

Statement of Cash Flows

Kaitaia Business Association Incorporated For the year ended 30 June 2022

'How the entity has received and used cash'

	2022	2021
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	-	4,524
Fees, subscriptions and other receipts from members	57,500	57,500
Receipts from providing goods or services	6,900	-
Interest, dividends and other investment receipts	271	46
Cash receipts from other operating activities	53,613	7,800
GST	(2,463)	(5,050)
Payments to suppliers and employees	(51,501)	(53,604)
Total Cash Flows from Operating Activities	64,320	11,215
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	-	(12,656)
Cash Flows from Other Investing and Financing Activities	345,434	-
Total Cash Flows from Investing and Financing Activities	345,434	(12,656)
Net Increase/ (Decrease) in Cash	409,754	(1,440)
Cash Balances		
Cash and cash equivalents at beginning of period	96,863	98,303
Cash and cash equivalents at end of period	503,616	96,863
Net change in cash for period	406,754	(1,440)

Statement of Accounting Policies

Kaitaia Business Association Incorporated For the year ended 30 June 2022

'How did we do our accounting?'

Reporting Entity

Kaitaia Business Association Incorporated is an Society incorporated under the Incorporated Societies Act 1908 and is engaged in the business of a local business association.

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000, except that the entity has not produced a Statement of Service Performance or list of Entity Information. This is because the Association is not a Charity and is an Incorporated Society which is not required to prepare this information.

All transactions in the Performance Report are reported using the accrual basis of accounting.

All amounts are noted in NZ\$.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Membership fees are recognised on a receivable basis.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Property, plant and equipment

Property, plant and equipment are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Statement of Accounting Policies**Income Tax**

Income tax is accounted for using the taxes payable method. The income tax expense in profit or loss represents the estimated current obligation payable to Inland Revenue in respect of each reporting period after adjusting for any variances between estimated and actual income tax payable in the prior reporting period.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

Kaitaia Business Association Incorporated For the year ended 30 June 2022

	2022	2021
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donation - Oxford Sports Trust	-	4,524
Total Donations, fundraising and other similar revenue	-	4,524
Fees, subscriptions and other revenue from members		
BID Income	50,000	50,000
Total Fees, subscriptions and other revenue from members	50,000	50,000
Revenue from providing goods or services		
Digital Sign Revenue	6,698	-
Grant - FNDC	6,000	-
Total Revenue from providing goods or services	12,698	-
Interest, dividends and other investment revenue		
Interest Received	271	46
Total Interest, dividends and other investment revenue	271	46
Other revenue		
Profit on disposal of fixed assets	-	6,425
Other Revenue	-	411
Total Other revenue	-	6,836
	2022	2021
2. Analysis of Expenses		
Costs related to providing goods or services		
KBA business events	325	261
Advertising and Promotion	242	2,500
Christmas event	-	435
Events Volunteers Expenses	-	400
Insurance	3,870	3,263
Insurance refund from prior year	-	(665)
Monitoring Expenses	8,700	-
Redevelopment of Township	-	(250)
Prizes/Competitions	1,200	-
Security Camera Maintenance	6,000	1,854
Travel - National	582	-
Website	710	480
Total Costs related to providing goods or services	21,629	8,277

Notes to the Performance Report

	2022	2021
Other expenses		
Audit Fee	1,625	-
Bank Fees & Charges	65	130
Consulting & Accounting	-	97
Co-ordinator Fee	15,899	12,029
Flowers & Gifts	87	-
Meeting Expenses	70	124
Printing & Stationery	13	486
Subscriptions, Licences & Fees	216	343
Total Other expenses	17,975	13,209
Depreciation and non cash expenses		
Depreciation	7,265	6,431
Total Depreciation and non cash expenses	7,265	6,431

3. Taxation

The Association is subject to income tax, but has significant tax losses brought forward, and therefore has no income tax liability. The tax losses at 30 June 2022 amounted to \$187,089.38 (June 2021 - \$203,189.24).

	2022	2021
4. Analysis of Assets		
Bank accounts and cash		
KBA current account	70,820	51,629
KBA Savings account	100,323	42,768
Te Hiku Business Resilience account	332,473	2,466
Total Bank accounts and cash	503,616	96,863
Debtors and prepayments		
Accounts Receivable	5,905	-
Prepayments	3,000	-
Total Debtors and prepayments	8,905	-

	2022	2021
5. Analysis of Liabilities		
Creditors and accrued expenses		
Accounts Payable	1,545	7,085
Total Creditors and accrued expenses	1,545	7,085
Other current liabilities/(assets)		
Income received in advance - Digital sign	5,434	-
Te Hiku Development - Business Resilience Fund	340,000	-
Total Other current liabilities/(assets)	345,434	-

Notes to the Performance Report

	2022	2021
6. Property, Plant and Equipment		
Furniture and Fittings		
Furniture and fittings owned	1,152	1,152
Accumulated depreciation - furniture and fittings owned	(768)	(307)
Total Furniture and Fittings	384	845
Plant and Equipment		
Plant and machinery owned	187,963	187,963
Accumulated depreciation - plant and machinery owned	(177,758)	(170,954)
Total Plant and Equipment	10,205	17,009
Total Property, Plant and Equipment	10,589	17,854
	2022	2021
7. Accumulated Funds		
Accumulated Funds		
Opening Balance	109,302	75,813
Accumulated surpluses or (deficits)	16,100	33,489
Total Accumulated Funds	125,402	109,302
Total Accumulated Funds	125,402	109,302

8. Commitments

There are no commitments as at 30 June 2022 (Last year - nil).

9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2022 (Last year - nil).

10. Events after Balance Sheet date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

11. Related Parties

There were no transactions involving related parties during the financial year (Last year - nil).

12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Depreciation Schedule

Kaitaia Business Association Incorporated For the year ended 30 June 2022

NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Office Equipment									
KBA laptop	40.00%	SL	26 Nov 2020	1,152	845	-	-	461	384
Total Office Equipment				1,152	845	-	-	461	384
Plant & Equipment									
Signposts	25.20%	SL	24 Sep 2008	500	-	-	-	-	-
Murals (1)	25.20%	SL	18 Dec 2009	1,338	-	-	-	-	-
Photo Mural (2)	16.20%	SL	7 Oct 2010	3,016	-	-	-	-	-
Digital Recording Devices	40.00%	SL	30 Jun 2015	53,163	-	-	-	-	-
CCTV additions (2016)	40.00%	SL	31 Dec 2015	75,544	-	-	-	-	-
CCTV additions (2017)	40.00%	DV	20 Dec 2016	18,071	1,798	-	-	719	1,079
CCTV Camera	40.00%	DV	16 Aug 2017	4,070	557	-	-	223	334
CCTV Network	40.00%	DV	31 Aug 2017	870	119	-	-	48	71
CCTV Network	40.00%	DV	8 Sep 2017	1,168	168	-	-	67	101
TV (2) for Monitoring	40.00%	DV	31 Oct 2017	560	85	-	-	34	51
Christmas Decorations	40.00%	DV	30 Nov 2017	869	138	-	-	55	83
Christmas Decorations & Wreath	40.00%	DV	31 Dec 2017	1,673	277	-	-	111	166
CCTV Network	40.00%	DV	29 Mar 2018	862	161	-	-	65	97
CCTV Network	40.00%	DV	1 Jun 2018	5,923	1,237	-	-	495	742
Christmas Wreaths	40.00%	DV	14 Dec 2018	3,190	881	-	-	352	528
CCTV Network - Tower	40.00%	DV	19 Dec 2018	5,642	1,557	-	-	623	934
Custom made computer for CCTV Cameras	40.00%	DV	16 Jul 2020	2,567	1,540	-	-	616	924
Hikvision CCTV Camera	40.00%	DV	27 May 2021	4,412	4,118	-	-	1,647	2,471

Depreciation Schedule

NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
CCTV Camera	40.00%	DV	30 Jun 2021	4,524	4,373	-	-	1,749	2,624
Total Plant & Equipment				187,963	17,009	-	-	6,804	10,205
Total				189,115	17,854	-	-	7,265	10,589

ANNUAL BUDGET

Kaitaia Business Association Budget: 2023/2024

Item	Budget	Timeline	Action
Insurance	\$4,500	Annual	Insuring KBA Contents & Liabilities including cameras, wreaths, flags, poles
Accounting	\$1,000	Annual	Xero + EOFY
Audit	\$2,000	Annual	Reviewing financial statements + AML/CFT
Database Update	\$500	Annual	Includes physical visits to businesses
Christmas Campaign	\$1,000	Four-week campaign	Christmas campaign in support of Shine On Kaitaia and a "Light Up Kaitaia"
Electronic technology and website	\$1,000	Ongoing	Social media: Facebook and website
Camera Maintenance and Monitoring	\$9,000	Ongoing	As required, will need to source other funds; Monthly Cost - \$500 per month plus camera upgrade
Networking and events	\$1,500	Three events	Networking events: March, June and October sponsor supported activity
Annual General Meeting	\$500	October	As legally required
Co-Ordinator	\$18,000	Annual	Contracted co-ordinator, 15 hours per week x 50 weeks
Digital Notice Board	\$500	Once	Uploading of KBA adds and allowing for some koha adds decided at committee
Garden Beautification	\$8,000	Annually	Maintenance of Town Gardens with Wahine Wild
Administration Expenses	\$500	Ongoing	Printing & stationery
Student Scholarship	\$2000	Annual	Supporting Businesses who employ rangatahi - \$500 quarterly
Total	\$50,000		\$50,000 annual budget

The 2023-24 Annual Budget takes into consideration the current funds on hand

Note: Any budget changes due to unforeseen circumstances or additional funding sourced for a project are to be decided by the executive committee.

Stewart Russell from PKF has offered heavily reduced accounting fees for 2023/24.

Memorandum of Agreement**Between the****Kaitaia Business Association****and the****Te Hiku Community Board (on behalf of the Far North District Council)****PARTIES**

1. The Kaitaia Business Association (KBA) is registered under the Incorporated Societies Act 1908 which includes and represents almost 300 businesses in the Kaitaia Central Business District (CBD) and in the wider business area. The KBA undertakes business-led programs, initiated by the local business community, which promote and develop the local economy.
2. The Te Hiku Community Board (THCB) is authorised and empowered under the Local Government Act 2002 to represent the interests of its community. In entering into this Memorandum of Agreement (MOA), the THCB is acting on behalf of the Far North District Council (FNDC), which has principal offices located at 5 Memorial Avenue, Kaikohe 0440. Whenever the FNDC is mentioned in this MOA, it is agreed and understood that, unless otherwise stated, this wording is to be interpreted to mean the FNDC, acting through and represented by the THCB.

BACKGROUND

3. The purpose of the Business Improvement District (BID) programme is to improve local business and economic development within the designated BID boundary area.
4. Attached to this MOA is a map indicating the boundaries of the Kaitaia BID area in red.
5. The BID Programme targeted rate is levied upon all business properties located within the boundary of the Kaitaia BID area and collected pursuant to powers conferred upon the FNDC by the Local Government (Rating) Act 2002.
6. In 2012, the appropriate BID Programme procedural steps were conducted by the KBA, including a successful balloting of businesses and owners of commercial properties located in the Kaitaia BID area. As a result, the Kaitaia BID Programme was established. The Kaitaia BID Programme Targeted Rate was first charged in the 2012/2013 rating year as per Far North District Council resolution dated 28 June 2012 and pursuant to the terms of a Memorandum of Understanding entered into at that time.
7. The present Memorandum of Agreement (MOA) replaces the 2017 Memorandum of Understanding. All events and circumstances occurring before the last date of signature hereto shall continue to be interpreted according to the terms and conditions of the 2017 Memorandum of Understanding. All events and circumstances occurring after the last date of signature hereto shall be interpreted according to the terms of the present MOA, and not the terms of the 2017 Memorandum of Understanding.



TARGETED RATE

8. The FNDC shall continue to levy the targeted rate for the Kaitia BID Programme upon all business properties located within the boundary of the Kaitia Business Improvement District (BID). Funds received as a result of this targeted rate will be paid to the KBA. The FNDC shall continue to ensure that the Kaitia BID Programme Targeted Rate be included in each Annual Plan and Long -Term Plan, subject to the terms and conditions contained within this MOA.

ROLE AND OBLIGATIONS OF KAITIA BUSINESS ASSOCIATION (KBA)Implementation

9. The KBA shall implement this BID Programme by carrying out the various activities and projects proposed by the KBA and funded by the BID Programme, approved by the FNDC. The KBA shall also implement this BID Programme through the performance of its other duties set forth in this MOA.

Reporting

10. The KBA will report, inform and update the THCB on all significant matters pertaining to the BID Programme, as soon as may be reasonably possible.
11. In addition, not later than 1 December of each year, the KBA shall provide the THCB with the following 3 financial documents and an additional document biennially (every second year):
- a. An Annual Report for the previous financial year; and
 - b. Annual Financial Accounts for the previous financial year; and
 - c. An Annual Business Plan including a Financial Budget for the next financial year showing expected income and expenditure; and
 - d. Biennially (every two years), Audited Annual Financial Accounts shall be provided.

The 1 December reporting date is intended to allow the THCB sufficient time to review these 3 annual financial documents and to report to the FNDC not later than 1 March of each following year as discussed in clause 20 below.

Annual Presentation

12. Each year, on an agreed day no later than 1 March, the KBA shall make an annual presentation to the THCB, during which the 3 financial documents referred to in clause 11 above shall be discussed.
13. Other presentations to the THCB shall be as mutually agreed upon between the parties.

Standards

14. The KBA shall at all times conduct its affairs in full compliance with the requirements contained within the Incorporated Societies Act 1908, as well as the terms contained in the KBA Constitution.

Membership

15. All businesses within the BID Programme boundary pay the targeted rate and should therefore benefit from its activities. Accordingly, the KBA shall extend full membership without payment of any membership fee to the owners of all business properties located within the BID Programme boundary indicated on the map attached to this MOA.

Member Appointed

16. The KBA will admit the representative member appointed by the THCB, referred to below in clause 23, and permit him or her to attend KBA proceedings such as ordinary meetings, Executive Committee meetings, and other such proceedings.

ROLE OF TE HIKU COMMUNITY BOARD (THCB)**Liaison**

17. The THCB shall share relevant information in a timely manner with the KBA as to all matters which may have an impact upon the KBA and its activities. Where appropriate, the THCB may act as a liaison point or conduit for the relationship between the BID Programme and the local community.

Advocacy

18. Where appropriate, the THCB may advocate on behalf of the KBA to FNDC departments and Council Controlled Organisations in order to advance business outcomes and local economic development.

Reports

19. Not later than 1 December of each year, the THCB will receive from the KBA the 3 annual financial documents referred to in clause 11 above. No later than March of each year, the THCB shall receive the annual presentation made by the KBA, referred to in clause 12 above, during which the 3 financial documents shall be discussed.
20. After receiving and reviewing the 3 annual financial reports and the annual presentation, the THCB will report to the FNDC each year. This report to the FNDC shall contain:
- a. The THCB's recommendation to the FNDC as to the dollar amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year. The report and recommendation shall be supported by the 3 financial documents submitted by the KBA to the THCB; and,
 - b. Information about the effectiveness of and any other economic development about the Kaitaia BID Programme.

Standards

21. By virtue of being a local government organisation, the THCB is obliged to observe and comply with due process of law, both procedural and substantive, as well as the requirements imposed by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. In addition to these standards, the THCB is also subject to FNDC processes and policies.

Member Appointed

22. The THCB will appoint one of its members to represent the Board at KBA proceedings such as ordinary meetings, Executive Committee meetings, and other proceedings as referred to in clause 16 above.

MODIFICATIONS

23. This Kaitaia BID Programme may be expanded, reduced, or otherwise modified in any way only by a written agreement between and executed by the duly authorised representatives of the KBA and the THCB.

Variation in Funding

24. If the modification requested consists of an increase or decrease in the amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year, the request must be approved by the KBA through a vote of its members at an Annual General Meeting (AGM) or a Special Meeting (SM).



25. In the interests of transparency and accountability, the KBA must, at a reasonable period of time before the AGM or SM referred to above, distribute to all of its voting members relevant financial planning documents and budgets, which include the proposed increase or decrease, clearly identified and explained in reasonable detail.
26. The maximum amount of any such requested increase or decrease in the amount to be rated for the next financial year shall be 5% of the presently existing amount of the targeted rate, or \$5,000, whichever is less, absent a written agreement between, and executed by, the duly authorised representatives of the KBA and the THCB.
27. In order to align with the FNDC's annual planning process, a request from the KBA to the FNDC for an increase or decrease of the amount to be rated in the Kaitaia BID rate must be included in the KBA's Annual Report referred to in clause 11 above and accompanied by the recommendations of the THCB to the FNDC. This will enable the FNDC to include the increased or decreased amount to be rated in the FNDC's Annual Plan process.

SPECIAL CIRCUMSTANCES

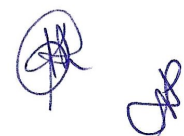
28. Under ordinary circumstances, the Kaitaia BID Programme shall be administered by and through the KBA. However, if Special Circumstances should arise relating to governance, management, or operational procedures of the Kaitaia BID Programme, certain exceptional measures described below may be necessary. Special Circumstances shall include, but are not limited to:
- a. Non compliance with the KBA's constitution and rules;
 - b. Non compliance with the terms of the Incorporated Societies Act 1908;
 - c. Any misappropriation of BID Programme funds;
 - d. Any other inappropriate business practices;
 - e. Financial errors such as underspending, overspending, or the accumulation of unsustainable debt;
 - f. Failure to meet legal obligations.

Support

29. As a first measure in response to Special Circumstances, the FNDC may offer to provide support to the BID Programme in the form of FNDC officers or nominated representatives who shall work alongside members of the KBA's executive committee on a case-by-case basis to resolve issues and to find solutions to any problems.

Written Notice

30. Alternatively, if the FNDC believes that the Support described above will be insufficient to cure the Special Circumstances, it may decide instead to send a written notice to the executive committee of the KBA. This written notice shall describe the Special Circumstances and shall extend to the KBA a reasonable period (but not less than 30 calendar days) to cure the Special Circumstances.
31. If, in the sole discretion of the FNDC, the KBA fails to cure the Special Circumstances within the period of time extended by the written notice, then the FNDC (by council resolution) may forthwith, and without further notice, suspend payments to the KBA of the funds generated by the BID Programme Targeted Rate, and may further take one or both of the following exceptional measures:
- a. Intervention: The FNDC may decide to direct that FNDC officers or nominated representatives to intervene and directly manage and take over the running of the BID Programme until the Special Circumstances have been cured and the BID Programme is ready to be returned to the management of the KBA. During this period of intervention management, KBA staff will cooperate with the FNDC



officers or nominated representatives and shall support them in their efforts to cure the Special Circumstances.

- b. Termination: The FNDC may decide to terminate the Kaitaia BID Programme by sending written notice of such termination to the executive committee of the KBA. The FNDC shall continue to levy the BID Targeted Rate until the 1st of July next occurring, upon which date the FNDC shall cease to levy the BID Targeted Rate.

32. All matters relating to Special Circumstances and/or Termination shall be decided according to the sole judgment and discretion of the FNDC. This includes, but is not limited to, the existence of Special Circumstances, the form of exceptional measures to be taken, the length of the reasonable period of time granted within which to cure any Special Circumstances (but not less than 30 calendar days), and the manner and period of the Intervention Management to be undertaken.

REVIEW BALLOTING

33. At any time, either the THCB or the KBA may request a ballot of KBA voting members to determine whether the BID Programme should continue or cease. Whichever party makes the request shall forward to the other party a copy of the minutes of the meeting at which the relevant resolution was adopted.
34. The ballot shall be conducted by the KBA in a manner similar to the balloting referred to in clause 6 above.
35. If the balloting produces a mandate to discontinue the BID Programme, the FNDC shall cease to levy the Kaitaia BID Programme Targeted Rate on the 1st of July next occurring.
36. If the balloting produces a mandate to continue with the BID Programme and to continue to receive the funds produced by the BID Targeted Rate, the BID Programme shall continue to function and operate as before the Review Balloting took place.

RIGHT OF TERMINATION

37. The length of the period of time during which the Kaitaia BID Programme shall remain in full force and effect under the terms of this MOA is subject to the legal principle that an elected Council may not unreasonably fetter, bind, or obligate a future Council which is yet to be elected. In accordance with this principle, the FNDC, in its sole discretion and through no fault or dereliction of duty on the part of the KBA, and with no obligation to provide cause or reason, shall have the absolute authority to terminate this Kaitaia BID Programme on 30 calendar days written notice given to the KBA. In the event of such a termination, the BID Targeted Rate shall continue to be levied until the 1st of July next occurring.

NO OBLIGATIONS

38. This MOA does not give either party any power or authority to incur any debts or obligations which bind, obligate, or encumber the other party unless there is a written document, properly witnessed and signed by duly authorised officers of the FNDC and by the Executive Committee of the KBA.

DISPUTE RESOLUTION

Negotiation

39. In the event of any disagreements or disputes between the parties, it is agreed that there shall be a good faith effort made to resolve the matter by negotiation.



Mediation

40. If such negotiation does not succeed in resolving the disputed matter after a period of one calendar week, or such longer period of time upon which the parties may mutually agree, then either party may serve upon the other a written Notice of Mediation. The Chairperson of the New Zealand Chapter of Lawyers Engaged in Dispute Resolution "LEADR" shall be invited to appoint a mediator by the party serving the Notice of Mediation. Each party shall bear its own mediation costs and one-half of the mediator's fees.
41. All discussions, documents, or proposals presented or exchanged during the negotiation period or the mediation process shall be made "without prejudice" and thus shall be inadmissible in the binding arbitration proceeding referred to below.

Binding Arbitration

42. If the disputed matter is not resolved within 30 calendar days of the appointment of a mediator or within such other period of time upon which the parties may mutually agree, either party may refer the disputed matter to binding arbitration and may request that the Chairperson of the Auckland District Law Society appoint an arbitrator.
43. Arbitration proceedings are to be conducted in accordance with the provisions of the Arbitration Act 1996, with the arbitrator having full authority to decide all procedural or substantive issues. Both parties agree to be bound by the decision of the arbitrator, which may contain an award of costs and/or fees as the arbitrator shall see fit to make.

For and on behalf of the Kaitia Business Association

Dated: 2/9/22



Signature

Andrea Panther

Printed Name

Chairperson

Office or Title

For and on behalf of the Te Hiku Community Board, (acting for and on behalf of the Far North District Council)

Dated: 2/9/22



Signature

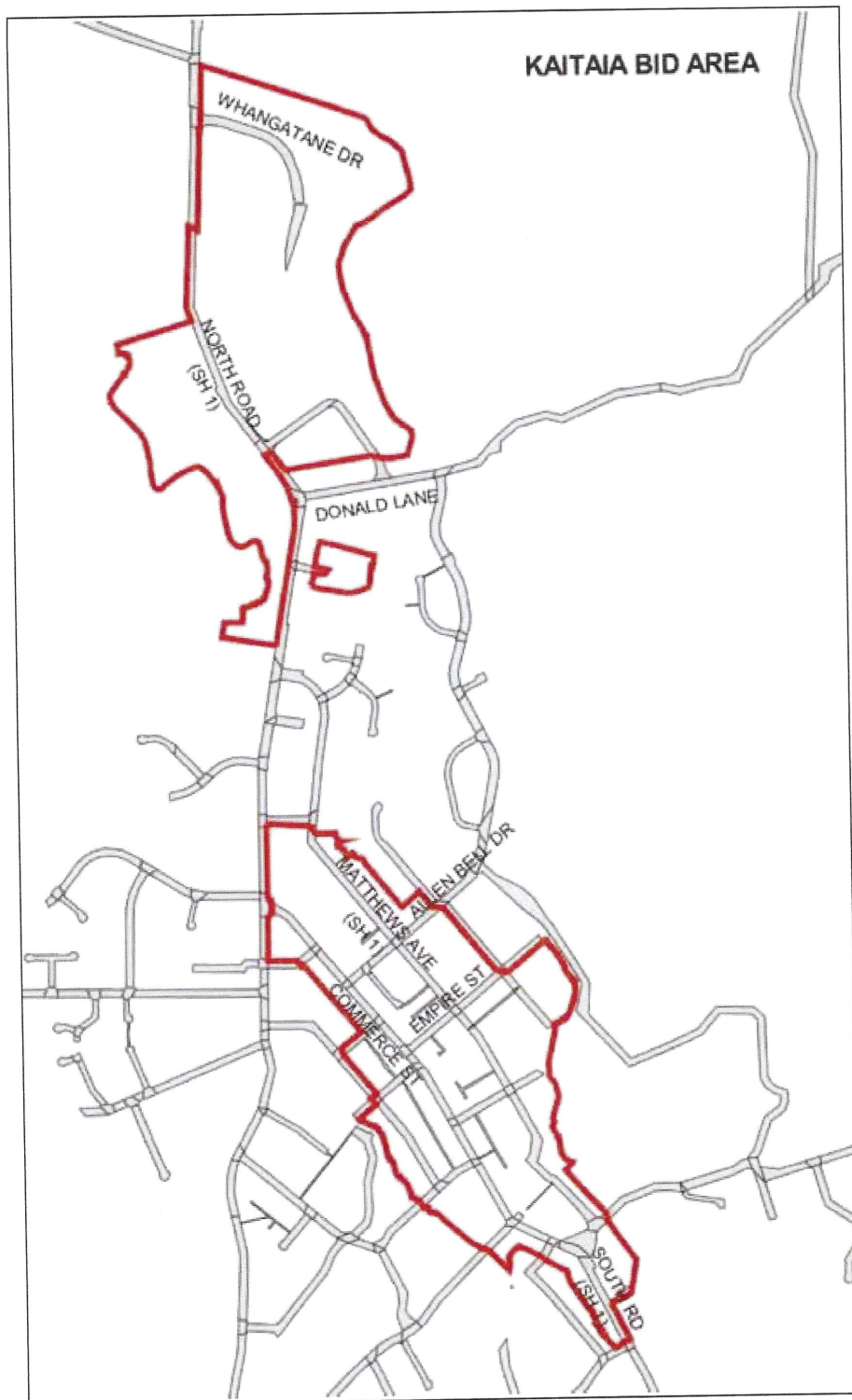
Adele Gardner

Printed Name

Chairperson Te Hiku Community Board

Office or Title





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THE KAITAIA BUSINESS ASSOCIATION STRATEGIC PLAN 2021-2024

The following areas have been identified as essential for the vision and function of The Kaitaia Business Association (KBA). These goals build from what has already been achieved by past Committees and aims to create more momentum and value for our BID and Associated Members.

Membership

Within the current framework of the BID membership, is the exclusion of many businesses that contribute to the economy of our town due to the historic geographical map area. There is much confusion on the membership; the building owners receive FNDC rates which includes a targeted rate and although landlords pass on the rates account to the tenant, often don't pass on this understanding of what the BID rate is. The Associated Membership encourages the inclusion of any business outside of the current BID area wanting to benefit from the KBA. The Associated Membership also paves the way for the possibility of any plans to increase the BID zone through the Far North District Council. One of our future visions is to have the BID area extended which requires an electoral process and relevant fees and to change the name of our association to reflect a wider area to be more inclusive.

Promotion and Marketing

Build brand identity by engaging with as many of the BID members through the networking events and community led initiatives such as the Te Hiku Open Spaces Revitalisation Project and the Kaitaia Christmas Parade and Grotto. Reiterating the KBA business support by providing valuable information from various local meeting forums and collaboration efforts.

Environment/Economic Development

Engagement with mana whenua to celebrate Kaitaia and to work in collaboration with any future redevelopment or regeneration plans. Engage and address the importance of kaitiakitanga, environment and iwi.

As the major project lead for the Te Hiku Open Spaces Revitalisation Project we will reach our continued goal to establish Kaitaia as a place for tourism and business as well as interesting spaces for our people to meet together to share meals and enjoy live entertainment. Through this project, we will be providing local contractors with opportunities to work giving employment to our local region.

Support Business and Advocacy

Through strong advocacy for Kaitaia within the wider Muriwhenua region, we will advocate for improvement in infrastructure and business support. We have representation and/or input into various forums like Weekly Mayor's Meetings, Northland Inc.'s Regional Partnership Program, Te Hiku Open Spaces Revitalisation Group, Tai Tokerau Economic Action Plan Group etc.

Memorandum of Agreement**Between the****Kaitaia Business Association****and the****Te Hiku Community Board (on behalf of the Far North District Council)****PARTIES**

1. The Kaitaia Business Association (KBA) is registered under the Incorporated Societies Act 1908 which includes and represents almost 300 businesses in the Kaitaia Central Business District (CBD) and in the wider business area. The KBA undertakes business-led programs, initiated by the local business community, which promote and develop the local economy.
2. The Te Hiku Community Board (THCB) is authorised and empowered under the Local Government Act 2002 to represent the interests of its community. In entering into this Memorandum of Agreement (MOA), the THCB is acting on behalf of the Far North District Council (FNDC), which has principal offices located at 5 Memorial Avenue, Kaikohe 0440. Whenever the FNDC is mentioned in this MOA, it is agreed and understood that, unless otherwise stated, this wording is to be interpreted to mean the FNDC, acting through and represented by the THCB.

BACKGROUND

3. The purpose of the Business Improvement District (BID) programme is to improve local business and economic development within the designated BID boundary area.
4. Attached to this MOA is a map indicating the boundaries of the Kaitaia BID area in red.
5. The BID Programme targeted rate is levied upon all business properties located within the boundary of the Kaitaia BID area and collected pursuant to powers conferred upon the FNDC by the Local Government (Rating) Act 2002.
6. In 2012, the appropriate BID Programme procedural steps were conducted by the KBA, including a successful balloting of businesses and owners of commercial properties located in the Kaitaia BID area. As a result, the Kaitaia BID Programme was established. The Kaitaia BID Programme Targeted Rate was first charged in the 2012/2013 rating year as per Far North District Council resolution dated 28 June 2012 and pursuant to the terms of a Memorandum of Understanding entered into at that time.
7. The present Memorandum of Agreement (MOA) replaces the 2017 Memorandum of Understanding. All events and circumstances occurring before the last date of signature hereto shall continue to be interpreted according to the terms and conditions of the 2017 Memorandum of Understanding. All events and circumstances occurring after the last date of signature hereto shall be interpreted according to the terms of the present MOA, and not the terms of the 2017 Memorandum of Understanding.



TARGETED RATE

8. The FNDC shall continue to levy the targeted rate for the Kaitaia BID Programme upon all business properties located within the boundary of the Kaitaia Business Improvement District (BID). Funds received as a result of this targeted rate will be paid to the KBA. The FNDC shall continue to ensure that the Kaitaia BID Programme Targeted Rate be included in each Annual Plan and Long -Term Plan, subject to the terms and conditions contained within this MOA.

ROLE AND OBLIGATIONS OF KAITAIA BUSINESS ASSOCIATION (KBA)Implementation

9. The KBA shall implement this BID Programme by carrying out the various activities and projects proposed by the KBA and funded by the BID Programme, approved by the FNDC. The KBA shall also implement this BID Programme through the performance of its other duties set forth in this MOA.

Reporting

10. The KBA will report, inform and update the THCB on all significant matters pertaining to the BID Programme, as soon as may be reasonably possible.
11. In addition, not later than 1 December of each year, the KBA shall provide the THCB with the following 3 financial documents and an additional document biennially (every second year):
- a. An Annual Report for the previous financial year; and
 - b. Annual Financial Accounts for the previous financial year; and
 - c. An Annual Business Plan including a Financial Budget for the next financial year showing expected income and expenditure; and
 - d. Biennially (every two years), Audited Annual Financial Accounts shall be provided.

The 1 December reporting date is intended to allow the THCB sufficient time to review these 3 annual financial documents and to report to the FNDC not later than 1 March of each following year as discussed in clause 20 below.

Annual Presentation

12. Each year, on an agreed day no later than 1 March, the KBA shall make an annual presentation to the THCB, during which the 3 financial documents referred to in clause 11 above shall be discussed.
13. Other presentations to the THCB shall be as mutually agreed upon between the parties.

Standards

14. The KBA shall at all times conduct its affairs in full compliance with the requirements contained within the Incorporated Societies Act 1908, as well as the terms contained in the KBA Constitution.

Membership

15. All businesses within the BID Programme boundary pay the targeted rate and should therefore benefit from its activities. Accordingly, the KBA shall extend full membership without payment of any membership fee to the owners of all business properties located within the BID Programme boundary indicated on the map attached to this MOA.

Member Appointed

16. The KBA will admit the representative member appointed by the THCB, referred to below in clause 23, and permit him or her to attend KBA proceedings such as ordinary meetings, Executive Committee meetings, and other such proceedings.



ROLE OF TE HIKU COMMUNITY BOARD (THCB)**Liaison**

17. The THCB shall share relevant information in a timely manner with the KBA as to all matters which may have an impact upon the KBA and its activities. Where appropriate, the THCB may act as a liaison point or conduit for the relationship between the BID Programme and the local community.

Advocacy

18. Where appropriate, the THCB may advocate on behalf of the KBA to FNDC departments and Council Controlled Organisations in order to advance business outcomes and local economic development.

Reports

19. Not later than 1 December of each year, the THCB will receive from the KBA the 3 annual financial documents referred to in clause 11 above. No later than March of each year, the THCB shall receive the annual presentation made by the KBA, referred to in clause 12 above, during which the 3 financial documents shall be discussed.
20. After receiving and reviewing the 3 annual financial reports and the annual presentation, the THCB will report to the FNDC each year. This report to the FNDC shall contain:
- a. The THCB's recommendation to the FNDC as to the dollar amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year. The report and recommendation shall be supported by the 3 financial documents submitted by the KBA to the THCB; and,
 - b. Information about the effectiveness of and any other economic development about the Kaitaia BID Programme.

Standards

21. By virtue of being a local government organisation, the THCB is obliged to observe and comply with due process of law, both procedural and substantive, as well as the requirements imposed by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. In addition to these standards, the THCB is also subject to FNDC processes and policies.

Member Appointed

22. The THCB will appoint one of its members to represent the Board at KBA proceedings such as ordinary meetings, Executive Committee meetings, and other proceedings as referred to in clause 16 above.

MODIFICATIONS

23. This Kaitaia BID Programme may be expanded, reduced, or otherwise modified in any way only by a written agreement between and executed by the duly authorised representatives of the KBA and the THCB.

Variation in Funding

24. If the modification requested consists of an increase or decrease in the amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year, the request must be approved by the KBA through a vote of its members at an Annual General Meeting (AGM) or a Special Meeting (SM).



25. In the interests of transparency and accountability, the KBA must, at a reasonable period of time before the AGM or SM referred to above, distribute to all of its voting members relevant financial planning documents and budgets, which include the proposed increase or decrease, clearly identified and explained in reasonable detail.
26. The maximum amount of any such requested increase or decrease in the amount to be rated for the next financial year shall be 5% of the presently existing amount of the targeted rate, or \$5,000, whichever is less, absent a written agreement between, and executed by, the duly authorised representatives of the KBA and the THCB.
27. In order to align with the FNDC's annual planning process, a request from the KBA to the FNDC for an increase or decrease of the amount to be rated in the Kaitaia BID rate must be included in the KBA's Annual Report referred to in clause 11 above and accompanied by the recommendations of the THCB to the FNDC. This will enable the FNDC to include the increased or decreased amount to be rated in the FNDC's Annual Plan process.

SPECIAL CIRCUMSTANCES

28. Under ordinary circumstances, the Kaitaia BID Programme shall be administered by and through the KBA. However, if Special Circumstances should arise relating to governance, management, or operational procedures of the Kaitaia BID Programme, certain exceptional measures described below may be necessary. Special Circumstances shall include, but are not limited to:
- a. Non compliance with the KBA's constitution and rules;
 - b. Non compliance with the terms of the Incorporated Societies Act 1908;
 - c. Any misappropriation of BID Programme funds;
 - d. Any other inappropriate business practices;
 - e. Financial errors such as underspending, overspending, or the accumulation of unsustainable debt;
 - f. Failure to meet legal obligations.

Support

29. As a first measure in response to Special Circumstances, the FNDC may offer to provide support to the BID Programme in the form of FNDC officers or nominated representatives who shall work alongside members of the KBA's executive committee on a case-by-case basis to resolve issues and to find solutions to any problems.

Written Notice

30. Alternatively, if the FNDC believes that the Support described above will be insufficient to cure the Special Circumstances, it may decide instead to send a written notice to the executive committee of the KBA. This written notice shall describe the Special Circumstances and shall extend to the KBA a reasonable period (but not less than 30 calendar days) to cure the Special Circumstances.
31. If, in the sole discretion of the FNDC, the KBA fails to cure the Special Circumstances within the period of time extended by the written notice, then the FNDC (by council resolution) may forthwith, and without further notice, suspend payments to the KBA of the funds generated by the BID Programme Targeted Rate, and may further take one or both of the following exceptional measures:
- a. Intervention: The FNDC may decide to direct that FNDC officers or nominated representatives to intervene and directly manage and take over the running of the BID Programme until the Special Circumstances have been cured and the BID Programme is ready to be returned to the management of the KBA. During this period of intervention management, KBA staff will cooperate with the FNDC



officers or nominated representatives and shall support them in their efforts to cure the Special Circumstances.

- b. Termination: The FNDC may decide to terminate the Kaitaia BID Programme by sending written notice of such termination to the executive committee of the KBA. The FNDC shall continue to levy the BID Targeted Rate until the 1st of July next occurring, upon which date the FNDC shall cease to levy the BID Targeted Rate.

32. All matters relating to Special Circumstances and/or Termination shall be decided according to the sole judgment and discretion of the FNDC. This includes, but is not limited to, the existence of Special Circumstances, the form of exceptional measures to be taken, the length of the reasonable period of time granted within which to cure any Special Circumstances (but not less than 30 calendar days), and the manner and period of the Intervention Management to be undertaken.

REVIEW BALLOTING

33. At any time, either the THCB or the KBA may request a ballot of KBA voting members to determine whether the BID Programme should continue or cease. Whichever party makes the request shall forward to the other party a copy of the minutes of the meeting at which the relevant resolution was adopted.
34. The ballot shall be conducted by the KBA in a manner similar to the balloting referred to in clause 6 above.
35. If the balloting produces a mandate to discontinue the BID Programme, the FNDC shall cease to levy the Kaitaia BID Programme Targeted Rate on the 1st of July next occurring.
36. If the balloting produces a mandate to continue with the BID Programme and to continue to receive the funds produced by the BID Targeted Rate, the BID Programme shall continue to function and operate as before the Review Balloting took place.

RIGHT OF TERMINATION

37. The length of the period of time during which the Kaitaia BID Programme shall remain in full force and effect under the terms of this MOA is subject to the legal principle that an elected Council may not unreasonably fetter, bind, or obligate a future Council which is yet to be elected. In accordance with this principle, the FNDC, in its sole discretion and through no fault or dereliction of duty on the part of the KBA, and with no obligation to provide cause or reason, shall have the absolute authority to terminate this Kaitaia BID Programme on 30 calendar days written notice given to the KBA. In the event of such a termination, the BID Targeted Rate shall continue to be levied until the 1st of July next occurring.

NO OBLIGATIONS

38. This MOA does not give either party any power or authority to incur any debts or obligations which bind, obligate, or encumber the other party unless there is a written document, properly witnessed and signed by duly authorised officers of the FNDC and by the Executive Committee of the KBA.

DISPUTE RESOLUTION

Negotiation

39. In the event of any disagreements or disputes between the parties, it is agreed that there shall be a good faith effort made to resolve the matter by negotiation.



Mediation

40. If such negotiation does not succeed in resolving the disputed matter after a period of one calendar week, or such longer period of time upon which the parties may mutually agree, then either party may serve upon the other a written Notice of Mediation. The Chairperson of the New Zealand Chapter of Lawyers Engaged in Dispute Resolution "LEADR" shall be invited to appoint a mediator by the party serving the Notice of Mediation. Each party shall bear its own mediation costs and one-half of the mediator's fees.

41. All discussions, documents, or proposals presented or exchanged during the negotiation period or the mediation process shall be made "without prejudice" and thus shall be inadmissible in the binding arbitration proceeding referred to below.

Binding Arbitration

42. If the disputed matter is not resolved within 30 calendar days of the appointment of a mediator or within such other period of time upon which the parties may mutually agree, either party may refer the disputed matter to binding arbitration and may request that the Chairperson of the Auckland District Law Society appoint an arbitrator.

43. Arbitration proceedings are to be conducted in accordance with the provisions of the Arbitration Act 1996, with the arbitrator having full authority to decide all procedural or substantive issues. Both parties agree to be bound by the decision of the arbitrator, which may contain an award of costs and/or fees as the arbitrator shall see fit to make.

For and on behalf of the Kaitia Business Association

Dated: 2/9/22


Signature

Andrea Panther
Printed Name

Chairperson
Office or Title

For and on behalf of the Te Hiku Community Board, (acting for and on behalf of the Far North District Council)

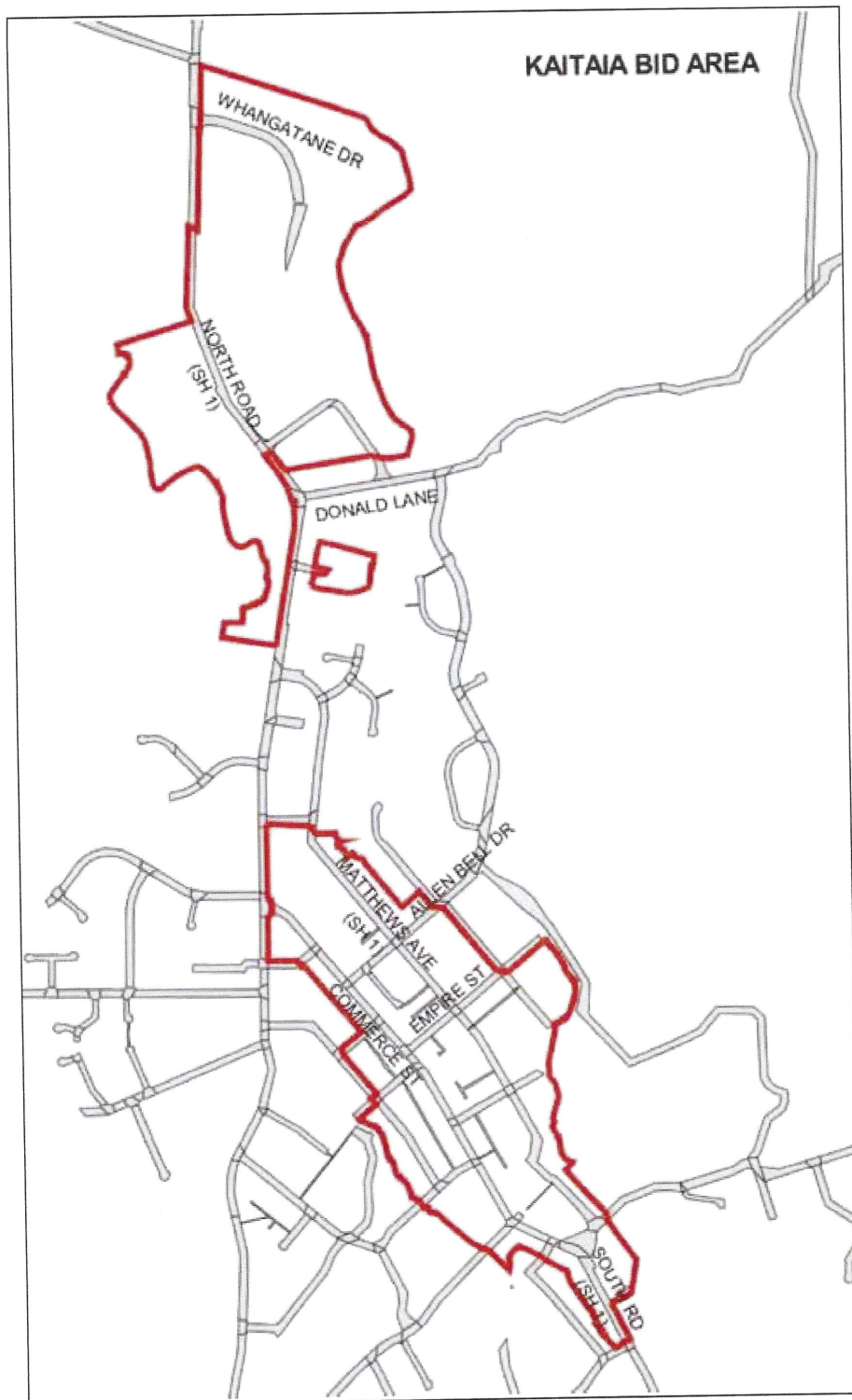
Dated: 2/9/22


Signature

Adele Gardner
Printed Name

Chairperson Te Hiku Community Board
Office or Title





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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*".

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

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.

ĀPITI HANGA / ATTACHMENTS

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





Far North District Council
Te Hiku Community Board
Statement of Community Fund Account as at 28-February-2023

Far North District Council		
Te Hiku Community Board		
Allocation Grants & Donations Annual Budget 2022-23	141,710.00	
Community Board Placemaking Fund	100,000.00	
Community Fund Account Balance as at 1 July 2022		\$ 241,710.00
Unused funds from 2021/22 - Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box	8,034.00	
Unused funds from 2021/22 - Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Unused funds from 2021/22 - Living Theatre Charitable Trust for the purchase of 120 tickets for the Matariki Show which will be given to Bald Angels to distribute	1,788.70	
Unused funds from 2021/22 - Pamapurua School for the purchase of basketball poles from Basketball Northland	1,200.00	
Unused funds from 2021/22 - Te Hapua Sports Recreation Club for the costs of fixing the roof and septic drainage at Te Hapua Sports Recreation Club	20,000.00	
Unused funds from 2021/22 - Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for facilitator fees and materials for the Community Upcycling for the Environment (CUE) programme	5,000.00	
Unused funds from 2021/22 - Kaitaia Business Association for the Town Centre Retail Strategy	20,000.00	
Unused funds from 2021/22 - Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre	2,000.00	
Unused funds from 2021/22 - Hawthorne Landscape Architects for Placemaking Consultation	7,150.00	
Unused funds from 2021/22 - Far North Safer Communities for graffiti removal	2,122.13	
Rescinded Resolution - Unused funds of \$2,720 allocated to Be Free Inc Mangonui Festival 2021 at 17 November 2020 meeting be returned to the available balance for reallocation	2,720.00	
Rescinded Resolution - Unused funds of \$7,711.46 allocated to the Jaycee Park Picnic Tables at the 1 June 2021 meeting be returned to the available balance for reallocation	7,711.46	
Rescinded Resolution - Unused funds of \$2,055 allocated to Rosemary Archibald at 7 December 2021 meeting be returned to the available balance for reallocation	2,055.00	
Plus, unused funds from 2021-22		\$ 84,781.29

		\$ 326,491.29
Less Expenditure 2022/23 (Funds Uplifted)		
July 22		
Unused funds from 2021/22 - Pamapurua School for the purchase of basketball poles from Basketball Northland	1,200.00	
Living Theatre Charitable Trust for the purchase of 120 tickets for the Matariki Show which will be given to Bald Angels to distribute	1,788.70	
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for facilitator fees and materials for the Community Upcycling for the Environment (CUE) programme	5,000.00	
Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Te Hapua Sports Recreation Club for the costs of fixing the roof and septic drainage at Te Hapua Sports Recreation Club	20,000.00	
August 22		
Xcape Design Ltd for Houhora Heads / Pukenui concept plans and foreshore reserves plan	9,600.00	
Xcape Design Ltd for Houhora Pukenui landscape design services and public consultation	2,730.61	
Hawthorn Landscape Architects for Te Hiku Community Board Landscape Concept Planning	24,612.50	
Kaitaia Business Association Incorporated for Te Hiku Community Board CCTV Funding/Contribution	6,000.00	
September 22		
Far North Safer Communities for graffiti removal	2,122.13	
Kaitaia Business Association for the Town Centre Retail Strategy	120,000.00	
Kaitaia College for the hire of Te Ahu and equipment for the Kaitaia College Arts Expo 2022	1,829.00	
Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box	8,034.00	
Bay of Islands Animal Rescue Trust for the community vaccination and desexing programme, and education	15,000.00	
Life Education Trust Far North, for consumable materials for annual visits to schools in the Te Hiku Community Board area	5,000.00	

October 22		
Kaitaia Sport and Leisure Trust for the hire of Te Ahu, ticket/security and purchase of decorations for the 2022 Kaitaia Charity Boxing Event	3,092.00	
December 22		
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust for consumable materials for the nature craft workshops	960.00	
January 23		
Houhora Big Game and Sports Fishing Club Incorporated for the purchase and installation of a commercial oven	20,000.00	
February 23		
Kaingaroa Memorial Hall for the purchase of paint and creation of artwork	3,970.90	
Hawthorn Landscape Architects for Te Hiku Community Board Landscape Conept Planning - Hihi Consultation	1,395.00	
Hawthorn Landscape Architects for Te Hiku Community Board Landscape Conept Planning - Hihi & Coopers Beach Consultation	2,865.00	
Less funds granted and uplifted to 28 February 2023		\$ 260,199.84
Balance as at 28 February 2023		\$ 66,291.45
Less funds not uplifted from previous community meetings at 28 February 2023		
Meeting 21.06.22		
Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre	2,000.00	
Hawthorne Landscape Architects for Placemaking Consultation	7,150.00	
Meeting 18.11.22		

SMC Events Limited on behalf of Sanitarium for the Te Hiku Sanitarium WeetyBic Kids Try Challenge and specifically the event kit	4,000.00	
Paparore School for equipment hire for the Paparore School Whanau Open Day	3,000.00	
Meeting 13.12.22		
Awanui Sports Complex Incorporated for the purchase of a tractor	7,000.00	
Meeting 20.02.23		
Kaitaia and Districts A&P Association for 2023 A&P Show	2,750.00	
Less funds not uplifted from previous community meetings (committed to projects)		\$ 25,900.00
Community Fund Account balance as at 28 February 2023		\$ 40,391.45

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.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

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

ĀPITI HANGA / ATTACHMENTS

1. THCB Action Sheet March 2023 - A4149063  

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Te Hiku Community Board	
		Printed: Tuesday, 28 March 2023 10:31:15 am Date From: 1/01/2020 Date To: 28/03/2023	
Meeting	Title	Resolution	Notes
Te Hiku Community Board 25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	RESOLUTION 2020/44 Moved: Member Jaqi Brown Seconded: Member Darren Axe That the Te Hiku Community Board adopts the Te Hiku o te Ika Open Spaces Revitalisation Master Plan as its overarching document that will sit within the Te Hiku Community Board Strategic Plan (including guiding the Board in identifying, confirming and allocating funding to its strategic and community planning projects). CARRIED	24 Feb 2021 11:33am Hammond, Kim, The Mayor will be speaking about this as part of his Mayoral Announcements at the Council meeting 25/02/2021., This action will not be completed until the THCB has been provided to the Board with information on the divesting of Rangitoto Recreation Reserve. 30 Apr 2021 5:15am Gobie, Nina, March 2021 - Legal services initially thought we were to transfer this reserve to DOC, but it appears that that may be more complex than first envisaged. April 2021 - Information from Legal Services to Mr Palmer, the CE and Mayor re Council access and Mr Palmer, weeds, and overgrowth on the reserve. Public cannot access the reserve other than by boat from the seaward side. Mr Palmer uses part of the reserve to access his property. Mr Palmer is seeking a reserve management plan (a process managed by SP&P) and funding to tidy it up and remove the weeds. however, as the public cannot access the reserve it is noted that it would be difficult to justify spending limited resources on a reserve that only 2 or 3 people can access. For the public to gain access to the reserve will require that the Landowner to agree to an easement over his property and the paper road to be realigned in part and a formal agreement or easement entered into with the landowner creating a ROW over the reserve to allow him
		RESOLUTION 2020/45 Moved: Member Darren Axe Seconded: Member Sheryl Bainbridge That the Te Hiku Community Board: a) requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown. b) requests that a report be provided back to the Te Hiku Community Board with information and options. CARRIED	

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			<p>access as this has never been formalised and in turn for him to grant Council easement over his land which allows access over a corridor on his land to access the reserve.</p> <p>If one was to use the ROW at the far end of the property the dominant tenements may be required. The public could then access the paper road which takes them onto the reserve. For Mr Palmer, the issue may be security and interference with his farming operations currently conducted on the land. The reserve is definitely worthwhile preserving, but while there is no easy access, difficult to justify spending time and money on creating a management plan that would be difficult to implement.,</p> <p>The current cost to do a basic weed control exercise is \$20,000 (excl. any potential Heritage NZ costs) with an on-going cost being approx. \$5-\$10,000 annually.,</p> <p>04 May 2022 9:07am Gobie, Nina, Ross Baker currently reviewing options to resolve the access issues.</p> <p>06 Mar 2023 11:56am Baker, Marlema Note from Te Hiku Meeting 13 December 2022: That Rangitoto Reserve be included in future action sheets until completion.</p> <p>06 Mar 2023 12:09pm Baker, Marlema Baker, Ross will provide an information report on Rangitoto Reserve, Mangonui to the Te Hiku Community Board for the April 2023 agenda.</p>

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			28 Mar 2023 10:44am Baker, Marlema Advised by Robin Rawson (Parks & Reserves Planner) that a site visit with Mana Whenua and Heritage NZ to Rangitoto Reserve, Hihi has been organised for the week after the 11 April Te Hiku Community Board meeting. As a result, the Rangitoto Reserve, Mangonui Report, which was to be included in the April agenda, will be deferred to the 9 May 2023 agenda. This is so that the Information from the site visit can be included in the report.
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar - Mangonui	RESOLUTION 2021/77 Moved: Member Felicity Foy Seconded: Chairperson Adele Gardner That Te Hiku Community Board recommends that the Far North District Council: <ol style="list-style-type: none"> approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar. and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres. <p style="text-align: right;">CARRIED</p>	29 Nov 2022 11:34am Meekings, Kay Draft LTO forwarded to NTA for consideration. NTA response: We have not evaluated this site yet as we are just workshopping the parklet process with the Te Hiku Board at their December meeting. I am not able to comment until we have further details in regard to what the café is proposing (site plan, location, etc). <i>Elizabeth Stacey - Road safety Engineer & Traffic Engineer Northland Transportation Alliance - 29-11-22</i> 06 Dec 2022 9:28am Baker, Marlema - Reallocation RFS:4126356 30 Jan 2023 4:24pm Mitchell, Beverly Waterfront Café is now Jesse's on the Waterfront, new operator (Mr Moa) - CB has approved the placemaking decision for a parklet dining space and customer is unsure if he wants to pursue a

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			parklet. Customer is continuing with Alfresco dinning application.
Te Hiku Community Board 16/08/2022	Kaitaia Drainage Area 2022/2023 Programme	RESOLUTION 2022/71 Moved: Member William (Bill) Subritzky Seconded: Member Jaqi Brown That Te Hiku Community Board approve the reviewed Kaitaia Drainage Area 2022/2023 work programme with the addition of the machine cleaning for the H. Subritzky Drain from State Highway 10 to the river (approximately 300 metres), based on the assumption that the funds are available and in the financial accounts that were not presented at the meeting as recommended by the Kaitaia Drainage Area Committee. CARRIED	09 Nov 2022 1:39pm Whiu, Rhonda-May Richard Jenkins has been communicating with the THCB and will be presenting a programme. 05 Dec 2022 1:33pm George, Tania The work has been priced but waiting on financials to be confirmed. 06 Dec 2022 9:29am Baker, Marlema - Reallocation Appointments to Management Committees report will come to community boards in the New Year. 28 Mar 2023 12:07pm Baker, Marlema CB appointments to the Drainage Committees were made at the THCB meeting on 14 March 2023. Meeting dates for all 3 Drainage Committees have been set. Those dates are 17 April 2023 and 4 September 2023
Te Hiku Community Board 16/08/2022	Waiharara and Kaikino Drainage Area 2021/2022 Programme Update	RESOLUTION 2022/72 Moved: Member Sheryl Bainbridge Seconded: Member William (Bill) Subritzky That Te Hiku Community Board: a) note the Waiharara and Kaikino 2021/2022 work programme report for information. b) Request, through the Chief Executive, a report from the Council Rates staff and a workshop with Council Rates staff regarding the rating of the drainage areas, the boundaries and classifications. CARRIED	09 Nov 2022 1:40pm Whiu, Rhonda-May A workshop date to be booked with the THCB. 06 Dec 2022 9:29am Baker, Marlema - Reallocation Appointments to Management Committees report will come to community boards in the New Year. 28 Mar 2023 12:07pm Baker, Marlema

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Te Hiku Community Board 16/08/2022	Waiharara and Kaikino Drainage Areas 2022/2023 Programme	RESOLUTION 2022/73 Moved: Member William (Bill) Subritzky Seconded: Member Sheryl Bainbridge That Te Hiku Community Board: a) approve the reviewed Waiharara and Kaikino Drainage Areas spraying works programme b) approve one spray in February/March for Kaikino, c) subject to available funds, the inclusion of machine cleaning for the Hobson Extension Drain. <div style="text-align: right;">CARRIED</div>	08 Nov 2022 9:17am Whiu, Rhonda-May Richard Jenkins the operations manager has been organising the spraying contract and is all going to plan. 05 Dec 2022 1:34pm George, Tania b) in action and included in programme; c) financials to be confirmed. 06 Dec 2022 9:30am Baker, Marlema - Reallocation Appointments to Management Committees report will come to community boards in the New Year. 28 Mar 2023 12:07pm Baker, Marlema CB appointments to the Drainage Committees were made at the THCB meeting on 14 March 2023. Meeting dates for all 3 Drainage Committees have been set. Those dates are 17 April 2023 and 4 September 2023
Te Hiku Community Board 16/08/2022	Motutangi Drainage Area 2022/2023 Programme	RESOLUTION 2022/75 Moved: Member Jaqi Brown Seconded: Member William (Bill) Subritzky That Te Hiku Community Board approve the reviewed Motutangi Area 2022/2023 work programme with the additions of a culvert at Selwyn Drain and four strainers and two gates at Bryan Drain as recommended by the Motutangi Drainage Area Committee.	05 Dec 2022 1:32pm George, Tania UPDATE: In hand, currently with Richard Jenkins getting KCL contractor to price this work. 06 Dec 2022 9:30am Baker, Marlema - Reallocation Appointments to Management Committees report will come to community boards in the New Year. 28 Mar 2023 12:07pm Baker, Marlema

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Te Hiku Community Board 16/08/2022	Taipa Traffic Calming Petition	RESOLUTION 2022/76 Moved: Member Jaqi Brown Seconded: Member Felicity Foy That the Te Hiku Community Board: a) receive the report Taipa Traffic Calming Petition; and, b) acknowledge staff will complete additional investigation and recommendation(s) to the Board and petitioners in conjunction with the tabled document "Presentation of road upgrade for funding and stakeholder approval at Foreshore Road, Taipa" received from GM, Andy Finch. c) Request that a report be brought to the next Infrastructure Committee that outlines the petition and proposed works in Taipa. CARRIED <u>TABLED DOCUMENT:</u> Correspondence from Andy Finch – Haigh Workman – <i>"Presentation of road upgrade for funding and stakeholder approval at Foreshore Road, Taipa"</i>	08 Nov 2022 4:19pm George, Tania A site visit to Taipa has been organised for Wednesday 9 November 2022 by GM-IAM to look at: 1. Traffic calming, 2. Placemaking/landscaping, 3. Drainage, 4. Iwi aspirations – including other work in Taipa. NTA, Haigh Workman, Trudy Allen, Cr Foy, Sheryl Bainbridge, Shayne Storey, and Graham Lutze have been invited. Andy/Finch and Elizabeth Stacey to provide information on outcome of visit. 21 Nov 2022 11:37am George, Tania A joint proposal for traffic calming, cycling and placemaking is being developed before a future meeting of stakeholders in the New Year. 12 Jan 2023 11:29am Finch, Andy Community Meeting organised for 19 January to workshop indicative proposals. Note there is no funding currently for this project. 31 Jan 2023 9:07am George, Tania

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			<p>A number of Far North District Council (FNDC) staff from different departments of Council, Haigh Workman Ltd, Northland Transport Alliance (NTA) and Hawthorn Landscape Architects presented on the Taipa concept development at a community meeting on the 19th January 2023.</p> <p>Taipa has the largest amount of reserve land in the Doubtless Bay area. The purpose of this meeting is to seek feedback from the community, iwi/hapu, school, etc., around the potential to develop the Taipa area in terms of drainage, traffic, amenities, and safety & security.</p> <p>Part of the Taipa development concept is to look at how this will work with the rest of the Doubtless Bay area and the constraints and opportunities for Taipa., Working Group,</p> <p>ACTION: to form small working group to include,</p> <ul style="list-style-type: none"> o Far North District technical staff, o Haigh Workman, o Hawthorn Landscaping Architects, o Northern Transport Alliance (NTA), o Representatives from iwi & hapu, o Representatives from key community groups. <p>ACTION: Proposals by June/July seeking feedback. Then the opportunity to look at available funding</p> <p>16 Mar 2023 3:44pm Finch, Andy</p> <p>Consultation with community commenced via presentation of community board plan and consultation site on Council web page.</p>

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE