



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 6 June 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 – Deputy Chairperson
Member Darren Axe
Member Sheryl Bainbridge
Member William (Bill) Subritzky
Member Rachel Baucke
Member Felicity Foy

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

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

Council Delegations to Community Boards - January 2013

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

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

Exclusions: *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & 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 Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
19. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
20. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
21. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

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

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

Protocols

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

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

Far North District Council
Te Hiku Community Board Meeting
will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and
Mathews Avenue, Kaitaia on:
Tuesday 6 June 2023 at 10:00 am

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

Jen Gay – Te Ahu Mosaic

Rena Parangi – Te Ahu Mosaic

5 NGĀ KAIKŌRERO / SPEAKERS

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4226868

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 9 May 2023, be confirmed as a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

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

Take Tūtohunga / Reason for the recommendation

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Te Hiku Community Board Minutes 9 May 2023 - A4194659 [↓](#) 

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.

UNCONFIRMED

Te Hiku Community Board Meeting Minutes

9 May 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, 9 MAY 2023 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Member Darren Axe, Member Sheryl Bainbridge (Virtual), Member John Stewart, Member William (Bill) Subritzky, Member Rachel Baucke, Member Felicity Foy

IN ATTENDANCE: Cr Hilda Halkyard-Harawira

STAFF PRESENT: Joshna Panday (Democracy Advisor), Marlema Baker (Democracy Advisor), Shayne Storey (Communication Development Organiser), Tania Steen (Property & Facilities Manager), Beverly Mitchell (Community Board Coordinator), Glenn Rainham (SHEQ & Compliance Manager)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Adele Gardner commenced the meeting and Member Rachel Baucke opened with a prayer.

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

Member John Stewart raised a conflict of interest for item 7.6(a).

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

None for this meeting.

4 NGĀ KAIKŌRERO / SPEAKERS

- Chris Spanhake & Bev Mason from Awanui School. Item 7.6(a) refers.
- Sarah Burren from Living Theatre Trust. Item 7.6(c) refers.
- Jo Lynch from R Tucker Thompson. Item 7.6(d) refers.

5 NGĀ TONO KŌRERO / DEPUTATIONS

Josh Port & Dave Davies-Colley from Te Hiku Basketball and Rec Trust (virtual)

At 10:55 am the meeting adjourned.

At 11:10 am the meeting resumed.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4183304, pages 8 - 9 refers

RESOLUTION 2023/32

Moved: Member Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board agrees that the minutes of the meeting held 11 April 2023, be confirmed as a true and correct record.

CARRIED

UNCONFIRMED

Te Hiku Community Board Meeting Minutes

9 May 2023

7 REPORTS**7.1 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME**

Agenda item 7.2 document number A4183168, pages 25 - 33 refers

RESOLUTION 2023/33

Moved: Member Adele Gardner

Seconded: Member Darren Axe

That the Te Hiku Community Board;

- a) approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.
- b) approve the proposed 2023/24 Spraying Programme.
- c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees.
- d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.
- e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description.
- f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.

*Note: Thank you to Fiona King and Blair King***CARRIED****7.2 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME**

Agenda item 7.3 document number A4183187, pages 34 - 41 refers

RESOLUTION 2023/34

Moved: Member Rachel Baucke

Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board;

- a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and
- b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000.
- c) approve the use of other local spray contractors in the area.
- d) request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage Committees.
- e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description.
- f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.

CARRIED

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Te Hiku Community Board Meeting Minutes

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7.3 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME

Agenda item 7.4 document number A4183191, pages 42 - 49 refers

RESOLUTION 2023/35

Moved: Member Darren Axe

Seconded: Member Rachel Baucke

That the Te Hiku Community Board;

- a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme.
- b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund.
- c) request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees.
- d) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description.
- e) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.

CARRIED**7.4 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A4183298, pages 16 - 24 refers

MOTION

Moved: Member Adele Gardner

Seconded: Member Darren Axe

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

AMENDMENT

Moved: Member Sheryl Bainbridge

Seconded: Member Adele Gardner

That the Te Hiku Community Board supports the Bay of Islands-Whangaroa Community Board proposed project for a walking track between Taupo Bay and Totara North.

CARRIED

The amendment became the substantive motion.

RESOLUTION 2023/36

Moved: Member Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board

- a) note the April 2023 reports from Chairperson Adele Gardner, and Members Darren Axe, Sheryl Bainbridge, Rachel Baucke, and Bill Subritzky.
- b) supports the Bay of Islands-Whangaroa Community Board proposed project for a walking track between Taupo Bay and Totara North.

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9 May 2023

CARRIED

At 12: 29 pm, Cr Hilda Halkyard-Harawira left the meeting.
 At 12:33 pm, Member John Stewart left the meeting.
 At 1:00 pm, the meeting adjourned for lunch.
 At 1:00 pm, Member Sheryl Bainbridge left the meeting.
 At 1:08 pm, Member Rachel Baucke left the meeting.
 At 1:10 pm, the meeting resumed.

7.5 PROJECT FUNDING REPORTS

Agenda item 7.5 document number A4182827, pages 50 - 53 refers

RESOLUTION 2023/37

Moved: Member Adele Gardner
 Seconded: Member Darren Axe

That Te Hiku Community Board note the project report received from Far North Land Search and Rescue.

CARRIED**7.6 FUNDING APPLICATIONS**

Agenda item 7.6 document number A4183006, pages 54 - 90 refers

RESOLUTION 2023/38

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

That Te Hiku Community Board

- a) approves the sum \$5,000 (plus GST if application) to be paid from the Board's Community Fund account to Awanui School 150th Anniversary for the hosting (excluding food) of the 150th Anniversary of the founding of the school, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.
- WITHDRAWN**
- ~~b) approves the sum \$4,500 (plus GST if application) to be paid from the Board's Community Fund account to He Whanau Marama Trust for the replacement of the Christmas lights on the Norfolk pine at Centennial Park, to support the following Community Outcomes:~~
- ~~i) Proud, vibrant communities.~~
 - ~~ii) Communities that are healthy, safe, connected and sustainable.~~
- c) approves the sum \$2,587 (plus GST if application) to be paid from the Board's Community Fund account to Living Theatre Trust for the Wonderland Glow Show, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

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- d) approves the sum \$4,000 (plus GST if application) to be paid from the Board's Community Fund account to R Tucker Thompson Youth Sailing Trust for two students from Te Hiku ward to sail on the R Tucker Thompson, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.
- CARRIED**

At 1:23 pm, Member Sheryl Bainbridge returned to the meeting

8 INFORMATION REPORTS**8.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2023**

Agenda item 8.1 document number A4179816, pages 91 - 97 refers

RESOLUTION 2023/39

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

That the Te Hiku Community Board leave to lie on the table, the report Te Hiku Statement of Community Board Fund Account as at 31 March 2023, subject to an updated report be sent through to the next meeting.

CARRIED**8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2023**

Agenda item 8.2 document number A4183320, pages 98 - 118 refers

RESOLUTION 2023/40

Moved: Member Adele Gardner
 Seconded: Member Darren Axe

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update April 2023.

CARRIED**9 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed with a prayer by Member Foy at 1:37 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 6 June 2023.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2023

File Number: A4216579

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Acting Chief Executive

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 30 April 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 Board	Placemaking Fund
Community Fund Account balance as at 01 July 2022	\$141,710.00	\$100,000.00
• Plus, unused funds from 2020-2022	\$67,321.29	\$88,462.50
• Less funds granted and uplifted to 30 April 2023	\$131,404.73	\$151,923.11
• Less funds not uplifted from previous community meetings (committed to projects)	\$23,218.00	\$2,170.00
Community Fund Account balance as at 30 April 2023	\$54,718.56	\$34,369.39

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 as at 30 April 2023 in the Community Fund account is \$54,718.56 and the balance in the Placemaking Fund account is \$34,369.39.

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 30 April 2023 is attached.

ĀPITIHINGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 30 April 2023 - A4216563** [↓](#) 

7.2 FUNDING APPLICATIONS

File Number: A4215700

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder 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 May 2023 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Three applications were received for funding, requesting a total of \$6,660
- The Community Board has a balance of **\$43,131.56** to allocate for the remainder of the 2022/23 financial year from their Community Fund.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$2,000** (plus GST if application) to be paid from the Board's Community Fund account to Volunteering Northland for first aid and volunteer resilience training, to support the following Community Outcomes:
- Proud, vibrant communities.
 - Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- b) approves the sum **\$2,660** (plus GST if application) to be paid from the Board's Community Fund account to Waipapakauri JMB Rugby Club for venue and equipment hire and promotion of the Waipapakauri Hunting and Fishing Competition Annual Fundraiser, to support the following Community Outcomes:
- Proud, vibrant communities.
 - Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- c) approves the sum **\$2,000** (plus GST if application) to be paid from the Board's Community Fund account to Whatu Collective for Matariki puanga workshops 2023, to support the following Community Outcomes:
- Proud, vibrant communities.
 - Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- d) Amends resolution 2023/14 from their meeting of 14 March 2023 which allocated \$10,000 to the Coopers Beach Bowling Club in the 2022/23 financial year and \$10,000 in the 2023/24 financial year, to instead pay the full amount of \$20,000 in the 2022/23 financial year.

TŪTOHUNGA / RECOMMENDATION**That Te Hiku Community Board**

- e) **Revokes the resolutions for unspent placemaking funding that was allocated in the 2021/22 financial year to Xcape Design Ltd, Hawthorn Landscape Architects and Northland Planning in the sum of \$36,539.39, and directs that it be returned to their placemaking fund for reallocation by the board.**

1) TĀHUHU KŌRERO / BACKGROUND

The applications have 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
Volunteering Northland – First Aid training	\$2,000	\$2,000	Volunteering Northland is seeking funding to run first aid and volunteer resilience training in Te Hiku ward.	Community Development
Waipapakauri JMB Rugby Club – Annual Fundraiser	\$2,660	\$2,660	The club is seeking funding to pay for venue and equipment hire and promotion of their annual fundraising event, which allows them to support the club and tamariki in the area. Although the application would appear to be seeking the full costs of the event, they have only included the items they are requesting assistance for funding, not the full cost of the event.	Event
Coopers Beach Bowling Club	-	-	The Board passed a resolution on 14 March granting the club \$20,000 - \$10,000 in the 22/23 financial year and \$10,000 in the 23/25 financial year, as it was though the board had less funds available than it did. Now that this issue has been resolved, it is possible to pay the club in full from the 2022/23 financial year funds, and it is recommended the resolution be amended to reflect this.	Amendment
Revocation of Placemaking Grants resolutions	-	-	Funding was granted in the 2021/22 financial year for concept planning in Te Hiku Ward by Xcape Design Ltd, Hawthorn Landscape Architects Ltd and Northland Planning. The work undertaken has a remaining balance of \$36,539.39 and it is recommended the Board revoke the remaining funding and request it be returned to their	Revocation

Applicant and Project	Requested	Recommend	Comments	Type
			placemaking fund for reallocation by the Board.	
Whatu Collective – Weaving the strands together	\$2000	\$2000	The Whatu Collective is planning on running a series of Matariki Puanga workshops in the Far North District libraries based around Matariki 2023. They are seeking funding from the three community boards to help fund these workshops.	Community Development

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. Volunteering Northland - A4215619 [↓](#) 
2. Waipapakauri JMB Rugby Club - A4215617 [↓](#) 
3. Whatu Creative - Weaving the Strands Together - A4218575 [↓](#) 

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.

7.3 PROJECT FUNDING REPORTS

File Number: A4215621

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder 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 report received from Houhora Big Game Fishing Club

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. Houhora Big Game Fishing Club - A4215618 [↓](#) 

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.

7.4 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4226907

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - 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 May 2023 reports from Chairperson Adele Gardner, Members Darren Axe, Sheryl Bainbridge, Rachel Baucke, 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. THCB Chairpersons Report - Adele Gardner May 2023 - A4217644 [↓](#) 
2. THCB Members Report - Darren Axe May 2023 - A4212402 [↓](#) 
3. THCB Members Report - Sheryl Bainbridge May 2023 - A4217643 [↓](#) 
4. THCB Members Report - Rachel Baucke May 2023 - A4217640 [↓](#) 
5. THCB Members Report - Bill Subritzky May 2023 - A4217645 [↓](#) 

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.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE MAY 2023

File Number: A4226915

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update May 2023.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an action sheet, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding action points with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. Te Hiku Community Board Action Sheet June 2023 - A4227419 [↓](#) 

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE