



**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 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 6 June 2023 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

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

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

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

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

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

To be confirmed 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.

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

**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

9 May 2023

**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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**UNCONFIRMED**

Te Hiku Community Board Meeting Minutes

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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**UNCONFIRMED**

Te Hiku Community Board Meeting Minutes

9 May 2023

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

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

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance 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.

**ĀPITI HANGA / ATTACHMENTS**

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



Far North District Council  
**Te Hiku Community Board**

Statement of Community Fund Account as at 30-April-2023

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<b>Far North District Council</b>		
<b>Te Hiku Community Board</b>		
	<b>Community Board</b>	<b>Placemaking</b>
Allocation Grants & Donations Annual Budget 2022-23	141,710.00	
Community Board Placemaking Fund		100,000.00
<b>Community Fund Account Balance as at 1 July 2022</b>	<b>\$ 141,710.00</b>	<b>\$ 100,000.00</b>
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	10,000.00	10,000.00
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	
Placemaking carry over from previous financial years		71,312.50
<b>Plus, unused funds from 2021-22</b>	<b>\$ 67,631.29</b>	<b>\$ 88,462.50</b>



	<b>\$ 209,341.29</b>	<b>\$ 188,462.50</b>
<b>Less Expenditure 2022/23 (Funds Uplifted)</b>	<b>Community Board</b>	<b>Placemaking</b>
<b>July 22</b>		
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	
<b>August 22</b>		
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	
<b>September 22</b>		
Far North Safer Communities for graffiti removal	2,122.13	
Kaitaia Business Association for the Town Centre Retail Strategy	10,000.00	110,000.00
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	

<b>October 22</b>		
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	
<b>December 22</b>		
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust for consumable materials for the nature craft workshops	960.00	
<b>January 23</b>		
Houhora Big Game and Sports Fishing Club Incorporated for the purchase and installation of a commercial oven	20,000.00	
<b>February 23</b>		
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 & Coopers Beach Consultation		2,865.00
<b>March 23</b>		
Kaitaia and Districts A&P Association for 2023 A&P Show	2,750.00	
Hawthorn Landscape Architects for Te Hiku Community Board Landscape Conept Planning		2,115.00
Awanui Sports Complex Incorporated for the purchase of a tractor	7,000.00	
<b>April 23</b>		
CBEC Kaitaia EcoCentre for the management of recycling and rubbish at the Mangonui Waterfront Festival 2023	1,265.00	
Kaitaia City Rugby Union Football Club for 125 <sup>th</sup> Jubilee celebrations	7,393.00	
SMC Events Limited on behalf of Sanitarium for the Te Hiku Sanitarium WeetyBic Kids Try Challenge and specifically the event kit	4,000.00	
Placemaking carry over from previous year		
<b>Less funds granted and uplifted to 30 April 2023</b>	<b>\$ 131,404.73</b>	<b>\$ 151,923.11</b>

<b>Balance as at 30 April 2023</b>	<b>\$ 77,936.56</b>	<b>\$ 36,539.39</b>
<b>Less funds not uplifted from previous community meetings at 30 April 2023</b>		
<b>Meeting 21.06.22</b>		
Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre	2,000.00	
Hawthorne Landscape Architects for Placemaking Consultation		2,170.00
<b>Meeting 18.11.22</b>		
Paparore School for equipment hire for the Paparore School Whanau Open Day	3,000.00	
<b>Meeting 13.12.22</b>		
Purchase and installation of drinking fountain facilities at Centennial / Jaycee Park	4,288.00	
<b>Meeting 14.03.23</b>		
Coopers Beach bowling Club for carpark	10,000.00	
<b>Meeting 11.04.23</b>		
Doubtless Bay Business and Professional Women for the hosting of the 2023 Business and Professional Women Conference	3,930.00	
<b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$ 23,218.00</b>	<b>\$ 2,170.00</b>
<b>Community Fund Account balance as at 30 April 2023</b>	<b>\$ 54,718.56</b>	<b>\$ 34,369.39</b>
	<b>Community Board</b>	<b>Placemaking</b>

## 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:
- i) Proud, vibrant communities.
  - ii) 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:
- i) Proud, vibrant communities.
  - ii) 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:
- i) Proud, vibrant communities.
  - ii) 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**

<b>Applicant and Project</b>	<b>Requested</b>	<b>Recommend</b>	<b>Comments</b>	<b>Type</b>
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.

### ĀPITI HANGA / 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.

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

**Te Hiku Community Board Grants 2022-2023**  
**Local Grant Application Form**  
**Application No. THCB0822/23 From Volunteering Northland**  
Form Submitted 8 May 2023, 12:45AM NZST

## Applicant Details

**\* indicates a required field**

### Instructions

**Please read carefully:**

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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](mailto:funding@fndc.govt.nz) - we're happy to help.

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

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

### Applicant details

**Applicant \***

Volunteering Northland

**Postal Address \***

37 Bank St

Whangarei Whangarei 0110 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

**Physical Address \***

37 Bank St

Whangarei Whangarei 0110 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

**Website**

<http://www.volunteeringnorthland.nz>

Must be a URL.

**Facebook page**

<https://www.facebook.com/volunteeringnorthland/>



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### Contact details

Contact Person One:

**Applicant Project Contact \***

Ms Jessie Manney

**Position \***

Manager

**Phone Number**

**Mobile Number**

**Email \***

Must be an email address.

Contact Person Two:

**Applicant Admin Contact**

Francoise Le Marrec

**Position**

Treasurer

**Phone Number**

**Mobile Number**

**Email Address**

Must be an email address.

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

Volunteering Northland connects and strengthens the community and voluntary sector through volunteer engagement, professional development, networking opportunities, support and mentoring services. Our programmes cover all aspects of volunteering and related topics.

Our office supports community organisations throughout Te Tai Tokerau by:

- Recruiting a diverse range of volunteers through our recruitment and referral service.
- Providing consultancy and advice services to support the development of effective volunteer programmes.
- Organising workshops, seminars, networking forums and celebratory events.
- Facilitating volunteering projects like pathways to employment, youth volunteering, supported volunteering and newcomer volunteering in our community.

**Number of Members \***

208 organisations/community groups

### Project Details

**\* indicates a required field**

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## Project Details

Clearly describe the project or event:

**Name of Activity \***

Operational costs for Te Hiku Community Resilience: Supporting Volunteer Engagement and First aid training

**Location \***

Te Hiku region

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

☒ Yes

☐ No

## Entry Cost

**If yes, how much?**

\$

Must be a dollar amount.

## Project dates:

Start Date

**Date**

01/08/2023

Must be a date.

End Date:

**Date:**

31/07/2024

Must be a date.

## Project Outline

**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.**

**Project outline: \***

We are seeking funding for support to provide first aid training and for operational costs related to increasing volunteer engagement and providing support to community organizations in the Te Hiku area.

In recent years, Northland has faced a range of challenges, including weather-related disasters and the COVID-19 pandemic, which has made it difficult for many community organizations that rely on volunteers to maintain their services. Our project plan is:

Objective: To provide resources and support to build capability and resilience among community organizations and volunteers in the Te Hiku area. To build volunteer engagement in the region.

Activities:

1. Face-to-Face Visits:

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- Join at least one community network in the Te Hiku region to build relationships with local community organizations.
- Set up at least one pop-up stall to build awareness around volunteering and available opportunities.
- Conduct at least two presentations in community meetings/schools/programs to encourage community members to volunteer and support local organizations.
- Attend at least one community event to promote volunteerism and connect with potential volunteers.

2. Online & telephone support:

- Assist people interested in volunteering to find suitable volunteer opportunities by telephone and email.
- Use of Established website referral and recruitment service.

3. Support to Community Organizations:

- Provide telephone, online, and in-person support to community organizations to offer advice and support on volunteer best practices.
- Reach out to at least five organizations in the Te Hiku region to offer support and establish relationships.
- Source a space to set up a volunteering display in one community to showcase available volunteer opportunities and promote the benefits of volunteering. Source funds for this if needed.
- Advertise volunteering opportunities through social media, newspapers, websites, and events to reach a wider audience.

4. Subsidized First Aid Training:

- Offer subsidized first aid training to five volunteer coordinators or volunteers in the Te Hiku region to build their skills and increase their capacity to provide support during emergencies.

Evaluation:

- Measure volunteer engagement through tracking referrals in the region.
- Measure the effectiveness of support provided to community organizations feedback from organizations and increase in organisations accessing services.
- Measure participants that attend first aid training.
- Evaluate the success of the project in achieving its objectives through comparing volunteer engagement and support data pre and post-project implementation.

Our service will provide numerous benefits to Te Hiku communities, including:

- Empowering volunteers to contribute to the community's growth and well-being.
- Supporting community organizations in utilizing best practices for volunteers and achieving their programs' goals.
- Enhancing the volunteer sector by increasing engagement and improving volunteer services.
- Building strong relationships between volunteers, community organizations, and the wider community.

In summary, with your support, we can ensure that our region's volunteers are empowered to contribute to their and well-being despite the challenges faced in recent years. Our service will help build capability and resilience among community organizations, and enhance the volunteer sector in the Te Hiku area, and ultimately benefit communities.

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## Project Cost

**Provide a detailed cost 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 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

## Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
First aid fee workshop fees	\$645.00	\$495.00	Filename: 2022 signed and reviewed annual accounts (2).pdf File size: 581.7 kB Filename: 2023 project plan Te Hiku Community Resilience.pdf File size: 196.4 kB Filename: 2023-2024 Budget.pdf File size: 205.9 kB
Advertising/Promotion	\$889.00	\$889.00	No files have been uploaded
travel (hotel & travel per diem)	\$200.00	\$200.00	No files have been uploaded
wages for community navigator	\$2,808.00	\$	No files have been uploaded
administration(paper, copies, supplies & event fees for presentations & pop up stalls	\$200.00	\$116.00	No files have been uploaded

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vehicle exp-fuel	\$300.00	\$300.00	No files have been uploaded
	\$	\$	No files have been uploaded
	\$	\$	No files have been uploaded
	\$	\$	No files have been uploaded
	\$	\$	No files have been uploaded
	\$	\$	No files have been uploaded
	\$	\$	No files have been uploaded
	\$	\$	No files have been uploaded
	\$	\$	No files have been uploaded
	\$	\$	No files have been uploaded

## Financial Information

**\* indicates a required field**

### Financial Information

**If your organisation registered for GST \***

☒ Yes ☐ No

### GST Number

**GST Number**

101-683-650

### Current Funding

**How much money does your organisation currently have? \***

\$167,000.00

Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***

\$167,000.00

Must be a dollar amount.

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## Tagged Funds

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

Purpose	Amount
reserves	\$84,000.00
operations including wages & projects	\$83,000.00
	\$
	\$
	\$

## Total Tagged Funds

### Total Expenditure Amount

\$167,000.00

This number/amount is calculated.

## Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
workshop fees for participants	\$150.00	Pending
Foundation North	\$3,042.00	Pending
	\$	
	\$	
	\$	

## Previous Funding from FNDC

### Have you previously received funding from FNDC?

☐ Yes ☒ No

## Last page

\* indicates a required field

## Privacy Information

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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 of 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.*

**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 organisations 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 journey entry
  - regular financial reporting to every full meeting of the governing body

**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 of 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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.

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4. To return to the Far North District Council any portion of the funding that e 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 the Funding Team 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.

## Signatures

### Signatory One

**Name \***

Jessie Manney

**Position \***

Manager

**Postal Address**

**Phone Number**

**Mobile Number**

**Email**

Must be an email address.

**Date**

### Signatory Two

**Name**

Francoise Le Marrec

**Position**

Treasurer

**Postal Address**

**Phone Number**

**Mobile Number**

**Email**

Must be an email address.

**Date**

07/05/2023

Must be a date.



**Te Hiku Community Board Grants 2022-2023**  
**Local Grant Application Form**  
**Application No. THCB0822/23 From Volunteering Northland**  
Form Submitted 8 May 2023, 12:45AM NZST

07/05/2023

Must be a date.

**Funding Application – Volunteering Northland****Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Project Plan</b>
<b>2</b>	<b>Budget</b>
<b>3</b>	<b>Annual Accounts</b>

**Te Hiku Community Board Grants 2022-2023****Local Grant Application Form****Application No. THCB1022/23 From waipapakauri jmb rugby club**

Form Submitted 8 May 2023, 9:04PM NZST

**Applicant Details****\* indicates a required field****Instructions****Please read carefully:**

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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](mailto:funding@fndc.govt.nz) - we're happy to help.

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

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

**Applicant details****Applicant \***

waipapakauri jmb rugby club

**Postal Address \***

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

**Physical Address \***

Waipapakauri Domain Rd

Waipapakauri Awanui 0486 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

**Website**

Must be a URL.

**Facebook page**

**Te Hiku Community Board Grants 2022-2023****Local Grant Application Form****Application No. THCB1022/23 From waipapakauri jmb rugby club**

Form Submitted 8 May 2023, 9:04PM NZST

**Contact details**

Contact Person One:

**Applicant Project Contact \***

Mrs krystal-rose taaffe

**Position \***

secretary

**Phone Number****Mobile Number****Email \***

Must be an email address.

Contact Person Two:

**Applicant Admin Contact**

Ms Chantal Curel

**Position**

committee member

**Phone Number****Mobile Number****Email Address**

Must be an email address.

**Purpose of organisation****Please briefly describe the purpose of the organisation \***

Waipapakauri JMB rugby club.

a small rural rugby club, supporting and encouraging young players and their whanau to play and participate in local rugby.

This year we have 65 players registered across 4 grades. A club that has been operating in the Far north for over 30 years.

**Number of Members \***

65

**Project Details****\* indicates a required field****Project Details**

Clearly describe the project or event:

**Name of Activity \***

Waipapakauri Hunting and Fishing Competition Annual Fundraiser

**Te Hiku Community Board Grants 2022-2023****Local Grant Application Form****Application No. THCB1022/23 From waipapakauri jmb rugby club**

Form Submitted 8 May 2023, 9:04PM NZST

**Location \***

Waipapakauri Domain

**Will there be a charge for the public to attend or participate in the project or event? \***☒ Yes☐ No**Entry Cost****If yes, how much?**

\$35.00

Must be a dollar amount.

**Project dates:****Start Date****Date**

13/07/2023

Must be a date.

**End Date:****Date:**

15/07/2023

Must be a date.

**Project Outline****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.**

**Project outline: \***

the Waipapakauri JMB rugby club members and their whanau will benefit from this event.

this is our 3rd annual fundraising event, last year we sold over 200 tickets and had an estimated crowd of 300+

During our 2 day event, participants are encouraged to hunt and fish, then weigh in their species to be into win various prizes.

Whanau get out together to achieve this, some kids and adults may not normally do these activities but choose to do so to support our club.

Kids and adults are both included!

**Project Cost****Provide a detailed cost 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*

**Te Hiku Community Board Grants 2022-2023****Local Grant Application Form****Application No. THCB1022/23 From waipapakauri jmb rugby club**

Form Submitted 8 May 2023, 9:04PM NZST

*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 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

**Budge**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$1,400.00	\$1,400.00	Filename: Waipapakauri JMB Rugby Quote 3.pdf File size: 195.6 kB
	\$	\$	<i>No files have been uploaded</i>
Advertising/Promotion	\$800.00	\$800.00	Filename: Quote 23968_logo design.pdf File size: 116.0 kB  Filename: Quote 23969_1200x1200 ACM.pdf File size: 117.7 kB  Filename: Quote 23970_tickets.pdf File size: 118.4 kB
	\$	\$	<i>No files have been uploaded</i>
Facilitator/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration (inc. stationery/copying)	\$	\$	<i>No files have been uploaded</i>
Equipment Hire	\$460.00	\$460.00	Filename: 2023-07-14 WaipapJMB hunting comp quote (Krystal-Rose).pdf File size: 240.3 kB
Equipment Purchase (describe)	\$	\$	<i>No files have been uploaded</i>

**Te Hiku Community Board Grants 2022-2023****Local Grant Application Form****Application No. THCB1022/23 From waipapakauri jmb rugby club**

Form Submitted 8 May 2023, 9:04PM NZST

Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

**Financial Information****\* indicates a required field****Financial Information****If your organisation registered for GST \***☐ Yes ☒ No**Current Funding****How much money does your organisation currently have? \***

\$16,000.00

Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***

\$6,000.00

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
---------	--------

**Te Hiku Community Board Grants 2022-2023****Local Grant Application Form****Application No. THCB1022/23 From waipapakauri jmb rugby club**

Form Submitted 8 May 2023, 9:04PM NZST

PRIZE MONEY	\$6,000.00
	\$
	\$
	\$
	\$

**Total Tagged Funds****Total Expenditure Amount**

\$6,000.00

This number/amount is calculated.

**Other Funding**

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

<b>Funding Source</b>	<b>Amount</b>	<b>Decision</b>
	Must be a dollar amount.	
	\$	
	\$	
	\$	
	\$	
	\$	

**Previous Funding from FNDC****Have you previously received funding from FNDC?**
☐ Yes ☒ No
**Last page****\* indicates a required field****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 of 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.



**Te Hiku Community Board Grants 2022-2023****Local Grant Application Form****Application No. THCB1022/23 From waipapakauri jmb rugby club**

Form Submitted 8 May 2023, 9:04PM NZST

**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.*

**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 organisations 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 journey entry
  - regular financial reporting to every full meeting of the governing body

**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 of 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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an 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 the Funding Team for digital imagery.

**Te Hiku Community Board Grants 2022-2023****Local Grant Application Form****Application No. THCB1022/23 From waipapakauri jmb rugby club**

Form Submitted 8 May 2023, 9:04PM NZST

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.

**Signatures****Signatory One****Name \***

Krystal-Rose Taaffe

**Position \***

secretary

**Postal Address****Phone Number****Mobile Number****Email**

Must be an email address.

**Date**

05/05/2023

Must be a date.

**Signatory Two****Name**

CHANTAL CUREL

**Position**

COMMITTEE MEMBER

**Postal Address****Phone Number****Mobile Number****Email**

Must be an email address.

**Date**

05/05/2023

Must be a date.

**Funding Application – Waipapakauri JMB Rugby Club****Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Quote – Lakeside Sound and Light</b>
<b>2</b>	<b>Quote – Printing.Com Logo, Sponsor Board and Tickets</b>
<b>3</b>	<b>Quote – Waipapakauri Sports Complex – Venue Hire</b>





# 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

The following must be submitted along with this application form:

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

## Applicant details

Organisation

Whatu Creative Ltd

Number of Members

Postal Address

Physical Address

Contact Person

Phone Number

Email Address

Please briefly describe

To revive traditional maori art and the skills and matauranga to support its survival in to the future

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029



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

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

Whatu Creative Ltd in collaboration with FNDC Libraries and Te Ahu Museum would like to present the Matariki Puanga series to run from the 10<sup>th</sup> July – 21<sup>st</sup> July. The series will include workshops run by local artists, conservationists, wellbeing practitioners and whakapapa researchers. On the 13<sup>th</sup> and 14<sup>th</sup> of July there will be night markets showcasing local Maori artists held in Te Ahu Hall and Atrium, Kaitaia. There will also be a poetry competition with an awards night held on the 13<sup>th</sup> of July in Te Ahu Atrium, Kaitaia.

We have gathered local practitioners to run workshops within Kaitaia, Kaikohe, Kerikeri and Kawakawa libraries. All workshops will be free for public to attend and will be appropriate for all ages.

Workshops will include:

**Whatu Creative Ltd, Awhina Murupaenga** - (Kaitaia, Kaikohe Libraries) - an opportunity for the community to learn and practice the traditional art form of tukutuku in a contemporary medium.

**Conservationist, Betsy Young** - (Kaitaia Library) Will speak to her conservation work around Pingao and Toheroa. The public will get the opportunity to get up close and with Pingao and learn of its revered use in raranga and tukutuku.

**Mirimiri, Ellen Smith** – (Kaikohe Library) Will speak about all aspects of Mirimiri and how the traditional practice uplifts and strengthens our taha tinana, taha hinengaro, taha wairua and taha whanau.

**Whakapapa Whenua, Lorraine Cassidy & Adrienne Kereopa** (Kaitaia, Kaikohe, Kerikeri Libraries) He Waka Tauihu e Pareparea Ana: Navigating Maori Land. A program put together by Joeann Walters to assist whānau in research around their whenua korero, with different agencies and online services. The community will have the opportunity to ask questions and learn about the many research tools available to reconnect them with their whenua.

**Nga Taonga Takaro, Traditional Maori games, Harko Brown** (Kaitaia, Kerikeri, Kawakawa Libraries)

Harko will share his extensive knowledge of Taonga Takaro and the practical use in our everyday lives to look after our wellbeing. Participants will also get the opportunity to be hands on and make traditional Maori kites.



# Local Grant Application Form



## Project Cost

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

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

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

### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	FNDC Libraries	—
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>	15,595.80	2000.00
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
<b>TOTALS</b>		\$2000.00

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



Matariki Puanga 2023

"Whiria Te Aho - Weave the thread together"

Project information

Project Champions	
Owner name	
Payee GST number	
Bank Account	

If payee is registered for GST please make budget GST exclusive.  
If payee is **not** registered for GST then please make budget GST inclusive.

Please list all the costs associated with this project.

Item\vendor	Description	Code	Total
Robert Sullivan	Judge for the Poetry Competition - travel, accomodation 15 hours work		1,700.00
Quinton Hita TBC	Te Reo Maori judge for the Poetry Competition - 15 hours work + travel		700.00
Briar Wood	Second judge for Secondary School and Open category - 15 hrs work		500.00
Catering	Poetry Competition Star Awards - Te Ahu Atrium		\$ 700.00
Poetry prizes	Three catagories - 1st, 2nd and 3rd prize money		2,700.00
Whatu Creative	Tukutuku workshop x 2 KTA/KHO - travel, 16 hours + assistant 2x A4(spot prize)		2,150.28
Ellen Smith	Mirimiri workshop, 2x 60min mirimiri sessions (spot prize)		\$ 856.52
Betsy Young	Pingao workshop, travel, 5 hours		\$ 1,000.00
Lorraine Cassidy/ Adrienne Kereon	Whakapapa Whenua Workshop x 3 KHO, KTA, Kawakawa, travel, 9 hours		\$ 2,289.00
Harko Brown	Kite making Workshop x 3 KTA, KK, Kawakawa		\$ 3,000.00
Advertising/Promotion	Booklets, Media	\$ 500.00	
Total			\$ 15,595.80

Included is grants and sponsorship funding to be spent on project

Fund (code)	Description	Confirmed	Total
Te Ahu Museum	Sponsorship	Y	\$ 2,000.00
Te Hiku CB	Funding	TBC	\$ 2,000.00
Kaikohe-Hokianga CB	Funding	TBC	\$ 2,000.00
BOI-Whangaroa CB	Funding	TBC	\$ 2,000.00
		Y	
		Y	
		Y	
			\$ -
Total			\$ 8,000.00

Project summary

These values are calculated automatically.

	Total
Cost	
Funding from other sources	



# Local Grant Application Form



## Privacy Information

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## Applicant Declaration

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

On behalf of: (full name of organisation)

WHATU CREATIVE LTD

**We, the undersigned, declare the following:**

In submitting this application:

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

Signatory One

Signatory Two

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



# Local Grant Application Form



## 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.
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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 Maryn Arkby Position Accounts/Admin  
 Postal Address 6044 SH12 OHAERUA Post Code 0472  
 Phone Number  Mobile Number 021 02253301  
 Signature [Signature] Date 5/5/23

### Signatory Two

\* Kia ora Katherine, our director is currently in china and was unable to sign - could I send through an email confirmation?  
 Name Awhina Murupaenga Position Director  
 Postal Address 22 London St, Te Atatu Peninsula Post Code   
 Phone Number  Mobile Number 021 1066597  
 Signature  Date

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



### 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.

#### ĀPITI HANGA / 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.

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



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

<b>Name of organisation:</b>	HOUHORA BIG GAME & SPORTS FISHING CLUB INC
<b>Name &amp; location of project:</b>	FISHING CLUB ROOMS PUKENUI
<b>Date of project/activity:</b>	APRIL 2023

**Which Community Board did you receive funding from?**

☒

Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

<b>Amount received from the Community Fund:</b>	\$20,000.00
<b>Board meeting date the grant was approved:</b>	18/11/22

**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)
SOUTHERN HOSPITALITY	\$ 21,101.18	X
ROGERS AND ROGERS PLUMBERS	\$ 1,537.70	X
FIXTURES AND FITTINGS DONATED	\$ 100.00	
VOLUNTEERS TO ASSIST @ 20.00/hr	\$ 320.00	
Total:	\$23,058.88	

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

The kitchen staff are thrilled with the new appliances where they can view the various meals being cooked at a glance through the glass doors knowing the meats are being cooked evenly through the turbo fan systems.  
The staff no longer have to keep opening the oven doors to physically check the temperature and constantly rotate the meals to ensure they are receiving the correct amount of heat.

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

The HBGSFC kitchen facility with the new oven upgrade will benefit the community further by being able to cater professionally for any weddings, birthdays, conferences, gatherings, Christmas functions and events where multiple meat/pasta dishes can be cooked and served simultaneously.

Previously the menu was restricted to only two options of meats. It will also give the club opportunities to cater for two separate functions in the club facility at the same time with the additional oven capacity.

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

The club has permit signage promoting the Te Hiku Community Board Logo within plain view of the club facilities and wharf area, also on the club's website, Facebook page and sponsors Fish Grid which is permanently on display inside the clubrooms.

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

<http://www.facebook.com/onebasenz>

BRIAN BELLINGHAM

67 MOTUTARA DRIVE RANGIPUTA

4081 340

021 848 098

bebs13802gmail.com

3/4/23

**Project Report – Houhora Big Game Fishing Club****Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Project Outline</b>
<b>2</b>	<b>Invoice – Rogers and Rogers</b>
<b>3</b>	<b>Invoice – Oven</b>
<b>4</b>	<b>Payment - Oven</b>

## 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 ĀPITI HANGA / 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.

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



Te Hiku

Community Board

**Chairperson's Report**

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 17 April 2023 – 18 May 2023

**Meetings Attended**

Date	Meeting
26/04/23	Civil Defence Workshop – Kaikohe
27/04/23	LGNZ Executive Meeting - virtual
01/05/23	Concept engagement submissions & Strategic Plan workshop
04/05/23	Council meeting – virtual
04/05/23	Community Board Business - virtual
09/05/23	Te Hiku Community Board Meeting – Te Ahu
10/05/23	Mangamuka Network Resilience workshop -virtual
11/05/23	Online business meeting with Mayor and Community groups
17/05/23	Annual Plan submissions hearing – virtual
17/05/23	Capex Forecast / Expenditure priority 1-3 virtual
18/05/23	Online business meeting with Mayor and Community groups

**Report:****The Te Hiku Project Working Group**

The senseless destruction of the solar bollards continues, and we are thankful to the caring community members who let us know but unfortunately, we have no further funding to repair these. Letters have been sent to the mayor and councillors and we have sought an approximate price to have hard wired lighting or large stronger solar lights, but this would be a minimum of \$200k which there is no budget for and this needs to go forward to the next Long Term Plan. The proposed new Kaitaia Town Square is still in discussions with the group who would like to keep the Mosaic art work in place.

**Requests for Service (RFS)**

RFS number	Date	Comment
4148093	27/02/2023	Follow up on behalf of a ratepayer – flooding Taupata Place
4158972	17/05/2023	An 80+ year old ratepayer contacted me, who lives south of Te Kao, had 28 trees fall on his property during Cyclone Gabrielle and wanted some help to clear up the debris. <b>Customer sent details of Mayoral Relief Fund and encouraged to make an application.</b>



## Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 14 May 2023

### **Meetings Attended**

Date	Meeting
25/04/23	Anzac service Houhora Cemetery – spoke for council, laid a wreath
01/05/23	Te Hiku Community Board with (Engagement team meeting) – Te Ahu
01/05/23	Te Hiku Community Board (Strategic Plan meeting) – Te Ahu
09/05/23	Te Hiku Community Board meeting – Te Ahu

### **Requests for Service (RFS)**

RFS number	Date	Comment
4156521	05/04/2023	Flooding Hino St off West Coast Rd, Waipapakauri – <b>9/5 customer requests to speak with inspector.</b>
4157934	11/05/2023	Tapotupotu Rd slips – <b>dispatched to inspector 11/5/23 complete</b>



## Te Hiku Community Board Member Report

Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: 18 May 2023

### Meetings Attended

Date	Meeting
9.05.23	Te Hiku Community Board (virtual)

### Community Issues

Issue name	Comment
Hihi Seawall RFS:4143925	Update required please. This is now a safety issue. One month later, still waiting.
Mangonui Waterfront Development Stage 2	Luckily, we have Facebook as through this medium I was able to learn that at its May meeting the council had approved funding for this project. <a href="#">Stage two of Mangōnui waterfront improvement to start Far North District Council (fndc.govt.nz)</a>
Annual Plan oral Submissions	<p>Adele and I spoke to the Board's submission to the council annual plan on 17 May. As already circulated to members, I made the following points:</p> <ol style="list-style-type: none"> <li>1. The Turner Centre's name recognises the huge input of ex-Community Board member Douglas Turner in getting this facility built and operating. There has been no indication that its name will be changed but we'd like to point out that the Centre's current name should continue to reflect this.</li> <li>2. Housing on Maori Land – the Board reiterates that if the government wants to impose legislation for one sector of the community there should be an accompanying budget.</li> <li>3. Northern Drainage Committees – should always remain a Board delegation as Board members have always had the best knowledge of how the committees should operate. Even in 1914 when the Kaitaia drainage board began, a newspaper article noted that it was a 'grave mistake doing away with local representation'.</li> <li>4. What does the additional 8.03% rate increase cover?</li> <li>5. I was told by staff on 5 April that the Board was welcome to submit on anything else they would like to, but how can we do this without knowing details of the other issues. It feels like we are being pushed in one direction without the opportunity to comment on other matters.</li> </ol>

	<p>6. Adele asked for the 2023/24 placemaking fund to be retained.</p> <p>Mayor Tepania assured Adele that the placemaking fund would be retained.</p>
Museum	<p>There has been one Establishment Board meeting in January, no ordinary trust meetings this year. In the background the trust deed and MOU are being revised and new trustees are being sought/interviewed. I have been reading Des Ogle's book 'Beyond the Twenty Foot Stump' and I see that when the forest was sold to Juken Nissho the artefacts found during the forestry development were boxed up and sent to the museum in Whangarei. The Te Ahu Museum manager will be in Whangarei in June and will look into whether these can be retrieved and displayed at Te Ahu.</p>

### **Requests for Service (RFS)**

RFS number	Date	Comment
4147174	21/02/23	Vegetation, broken and overgrow footpaths etc at Mangonui – has this work been done?
4150652	March 23	Invasive moth plant on council reserve at Beach Road Mangonui – reported in Northland Age 18 May I see.



## Te Hiku Community Board Member Report

Name: Rachel Baucke

Subdivision: Kaitaia

Date: 15 May 2023

### Meetings Attended

Date	Meeting	Comment
01/05/2023	Te Hiku Community Board CIP Submissions/Strategic Plan	Review Feedback/submissions
09/05/2023	Te Hiku Community Board Meeting	
02/05/2023	Te Ahu Board meeting	

### Community Issues

Issue name	Comment
Mosaics in Commerce Street	Ongoing issue with removal of Mosaics in Old Pak n Save Site. Looking for ways to compromise for a positive outcome for all. Currently no agreement has been sort. <b>Recommendation:</b> Can I suggest the CB take a <b>comprise</b> approach to this matter, rather than a fore/against the wall to stay/removed. Both groups have valid points and deserve to be listened to. It is important to move ahead and develop our town, whilst not forgetting our history and community spirit.
Korora & Kaka St Footpaths RFS below	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	14/03/23	RFS Lodged for Korora & Kaka St Footpaths <b>Fulton Hogan advise work is scheduled for repairs on this footpath</b>



**Te Hiku  
Community Board**

## Member Report

Name: Bill Subritzky  
Subdivision: Whatuwhiwi, Awanui  
Date: 17 May 2023

### Meetings Attended

Date	Meeting
02/05/2023	Te Hiku Submissions and Strategic Plan meeting - Te Ahu
04/05/2023	Awanui Progressive and Ratepayers Inc AGM
09/05/2023	Te Hiku Community Board meeting – Te Ahu
10/05/2023	Post flooding check Karikari Peninsula: Marreiene Place, Tokerau Beach pump station, Tuitonga Street, Gillies Road, Rangiputa. (Boat ramps, Fire station footpath)

### Community Issues

Issue name	Comment
Marreiene Place	Without saying too much more can staff please give an assurance that this issue will be addressed, and a plan and timetable set to achieve a positive outcome for residents in this street and the surrounding areas. Thank you to all the Te Hiku Board Members for your support.
Hall Committees	All Hall committees will be close to their AGMs. Once I have received copies of the respective Annual Financial Accounts, I will forward these to Council. APR Inc held their AGM on Wednesday 4th, Suzie Clark was elected Chair. I have held this position since 2007 and the time was well due for someone new with innovative ideas for the township of Awanui. Suzie has proven herself more than capable in this aspect in the managing of the Revitalisation Programme in Awanui and Unahi Wharf. I will postpone full Hall update reports until June



## 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.

#### ĀPITI HANGA / ATTACHMENTS

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

OUTSTANDING ACTIONS REPORT		Printed: Thursday, 25 May 2023 10:56:40 am
<b>Division:</b>	Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee	<b>Date From:</b> 1/01/2020
<b>Committee:</b>		<b>Date To:</b> 25/05/2023
<b>Officer:</b>		

Meeting	Title	Resolution	Notes
KAITAIA DRAINAGE COMMITTEE			
Te Hiku Community Board 25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	<p><b>RESOLUTION 2020/44</b>  Moved: Member Jaqi Brown  Seconded: Member Darren Axe  <b>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).</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>RESOLUTION 2020/45</b>  Moved: Member Darren Axe  Seconded: Member Sheryl Bainbridge  <b>That the Te Hiku Community Board:</b>  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.</p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>06 Mar 2023 11:56am Baker, Marlema</b>  24 Feb 2021 11:33am Hammond, Kim, The Mayor will be speaking about this as part of his Mayoral Announcements at the Council meeting 25/02/21.  This action will not be completed until the THCB has been provided to the Board with information on the divesting of Rangitoto Recreation Reserve.</p> <p><b>30 Apr 2021 5:15am Gobie, Nina,</b>  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 is a reserve management plan (a process managed by SP&amp;P) and funding to tidy it up and remove the weeds.</p>

**OUTSTANDING ACTIONS REPORT**

Printed: Thursday, 25 May 2023 10:56:40 am

**Division:****Committee:** Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area

Committee and Waiharara and Kaikino Drainage Area Committee

**Officer:****Date From:**

1/01/2020

**Date To:**

25/05/2023

Meeting	Title	Resolution	Notes
			<p>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 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.</p>

## OUTSTANDING ACTIONS REPORT

Printed: Thursday, 25 May 2023 10:56:40 am

## Division:

## Committee:

Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area

Committee and Waiharara and Kaikino Drainage Area Committee

## Officer:

## Date From:

1/01/2020

## Date To:

25/05/2023

Meeting	Title	Resolution	Notes
			<p>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. 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., 04 May 2022 9:07am Gobie, Nina, Ross Baker currently reviewing options to resolve the access issues.</p> <p><b>06 Mar 2023 11:56am Baker, Marlema</b> Note from Te Hiku Meeting 13 December 2022: That Rangitoto Reserve be included in future action sheets until completion.</p> <p><b>06 Mar 2023 12:09pm Baker, Marlema</b> Baker, Ross will provide an information report on Rangitoto Reserve, Mangonui to the Te Hiku Community Board for the April 2023 agenda.</p> <p><b>28 Mar 2023 10:44am Baker, Marlema</b> Advised by Robin Rawson (Parks &amp; 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.</p>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
			<p><b>26 Apr 2023 11:50am Baker, Marlema</b>            Update from Robin Rawson (Parks and Reserves Planner): Site visit to Rangitoto Reserve has been postponed as the NZH:PT Archaeologist has covid. This report will be deferred to the June THCB meeting.</p> <p><b>25 May 2023 11:20am Baker, Marlema</b>  <b>UPDATE: Robin Rawson</b></p> <ul style="list-style-type: none"> <li>– Rangitoto Reserve site visit held on Tuesday 16 May with Heritage NZ:PT and a Ngāti Kahu representative and another site visit planned Waitetoki (Waiaua) marae within the next 2 weeks.</li> <li>– Staff are working on maintenance issues on the reserve and currently doing pre-consultation for reclassifying this reserve.</li> <li>– Due to closure of report deadline the Rangitoto Reserve report will be included in the July agenda.</li> </ul>
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar - Mangonui	<p><b>RESOLUTION 2021/77</b>            Moved: Member Felicity Foy            Seconded: Chairperson Adele Gardner  <b>That Te Hiku Community Board recommends that the Far North District Council:</b></p> <p><b>a) 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.</b></p>	<p><b>21 Jun 2022 3:29pm Meekings, Kay</b>            Carla Ditchfield Legal advised NTA and Al Fresco Dinning Team are in discussion about the LTO request. Christina Rosenthal is the contact for this action at this time. Legalisation will become involved only if the decision is made for a LTO to be granted.</p> <p><b>08 Aug 2022 9:53am Whiu, Rhonda-May - Reallocation</b>            Action reassigned to Rosenthal, Christina by Whiu, Rhonda-May</p>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
		<b>b) and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres.</b>  <b>CARRIED</b>	<b>08 Aug 2022 10:13am Whiu, Rhonda-May</b> Update provided by Christina - NTA would need to provide the approval to use the car park spaces and an alfresco dining application would need to be submitted?. This has not been received at this time. <b>08 Aug 2022 12:42pm Whiu, Rhonda-May - Reallocation</b> Action reassigned to George, Tania by Whiu, Rhonda-May - Can you please advise who best to refer to from NTA? thanks <b>08 Nov 2022 9:09am Whiu, Rhonda-May - Reallocation</b> Action reassigned to Meekings, Kay by Whiu, Rhonda-May - reassigned at request of CB Co-ordinator <b>08 Nov 2022 9:09am Whiu, Rhonda-May</b> Once LTO application has been agreed, it progresses to the Property Legalisation Officer, Legal Services for assessment. The application is discussed with NTA, NTA make the decision as to its approval or declination. Once this is obtained, the Alfresco dinning application received 13/9/22 by Environmental Health Services will be processed and sent it to an upcoming THCB meeting for comment. <b>29 Nov 2022 11:34am Meekings, Kay</b>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
			<p>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). Elizabeth Stacey - Road safety Engineer &amp; Traffic Engineer   Northland Transportation Alliance - 29-11-22</p> <p><b>06 Dec 2022 9:28am Baker, Marlema - Reallocation</b> RFS:4126356</p> <p><b>30 Jan 2023 4:24pm Mitchell, Beverly</b> 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 parklet. Customer is continuing with Alfresco dinning application.</p>
Te Hiku Community Board 16/08/2022	Taipa Traffic Calming Petition	<p><b>RESOLUTION 2022/76</b>            Moved: Member Jaqi Brown            Seconded: Member Felicity Foy  <b>That the Te Hiku Community Board:</b>            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.</p>	<p><b>08 Nov 2022 9:06am Whiu, Rhonda-May - Reallocation</b>            Action reassigned to Finch, Andy by Whiu, Rhonda-May - reassigned at the request of the CB co-ordinator</p> <p><b>08 Nov 2022 4:19pm George, Tania</b>            A site visit to Taipa has been organised for Wednesday 9 November 2022 by GM-IAM to look at:            1. Traffic calming,</p>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
		<p>c) <b>Request that a report be brought to the next Infrastructure Committee that outlines the petition and proposed works in Taipa.</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><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></p>	<p>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.</p> <p><b>21 Nov 2022 11:37am George, Tania</b> A joint proposal for traffic calming, cycling and placemaking is being developed before a future meeting of stakeholders in the New Year.</p> <p><b>12 Jan 2023 11:29am Finch, Andy</b> Community Meeting organised for 19 January to workshop indicative proposals. Note there is no funding currently for this project.</p> <p><b>31 Jan 2023 9:07am George, Tania</b> 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>



## OUTSTANDING ACTIONS REPORT

Printed: Thursday, 25 May 2023 10:56:40 am

## Division:

## Committee:

Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area

Committee and Waiharara and Kaikino Drainage Area Committee

## Officer:

## Date From:

1/01/2020

## Date To:

25/05/2023

Meeting	Title	Resolution	Notes
			<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 &amp; security. 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.</p> <p>Working Group, ACTION: to form small working group to include,</p> <ul style="list-style-type: none"> <li>o Far North District technical staff,</li> <li>o Haigh Workman,</li> <li>o Hawthorn Landscaping Architects,</li> <li>o Northern Transport Alliance (NTA),</li> <li>o Representatives from iwi &amp; hapu,</li> <li>o Representatives from key community groups,</li> </ul> <p>ACTION: Proposals by June/July seeking feedback. Then the opportunity to look at available funding</p> <p><b>16 Mar 2023 3:44pm Finch, Andy</b> Consultation with community commenced via presentation of community board plan and consultation site on Council web page.</p> <p><b>17 Apr 2023 5:43pm Finch, Andy</b> Feedback closing date end of April. Feedback will then be reviewed.</p>

<b>OUTSTANDING ACTIONS REPORT</b>		<b>Printed: Thursday, 25 May 2023 10:56:40 am</b>
<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee	<b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023

Meeting	Title	Resolution	Notes
Te Hiku Community Board 11/04/2023	Kaitaia Saturday Market - Licence to Occupy	<b>RESOLUTION 2023/22</b> Moved: Member John Stewart Seconded: Member Darren Axe <b>That the Te Hiku Community Board recommends that;</b> a) <b>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 with a Right to Renew, and</b> b) <b>any subsequent markets held to be charged at the daily fee as an additional charge.</b> <p style="text-align: right;"><b>CARRIED</b></p> Note: Staff to bring the report to the THCB in September/November 2023.	<b>26 Apr 2023 3:02pm Baker, Marlema</b> This report has been escalated to the Council agenda 1st June 2023 and an update report is planned for the September 2023 THCB agenda.
Te Hiku Community Board 9/05/2023	Kaitaia Drainage Area 2022/2023 Programme	<b>RESOLUTION 2023/33</b> Moved: Member Adele Gardner Seconded: Member Darren Axe <b>That the Te Hiku Community Board;</b> a) <b>approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.</b> b) <b>approve the proposed 2023/24 Spraying Programme.</b> c) <b>request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees.</b> d) <b>and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.</b> e) <b>request a briefing from Kevin Johnson (Delivery &amp; Operations Manager) about the monitoring and bylaw breaches and a</b>	<b>11 May 2023 4:51pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
		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. <i>Note: Thank you to Fiona King and Blair King</i> <b>CARRIED</b>	
Te Hiku Community Board 9/05/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme	<b>RESOLUTION 2023/34</b> Moved: Member Rachel Baucke Seconded: Member William (Bill) Subritzky <b>That the Te Hiku Community Board;</b> 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. <b>CARRIED</b>	<b>11 May 2023 4:51pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
Te Hiku Community Board 9/05/2023	Motutangi Drainage Area 2022/2023 Programme	<b>RESOLUTION 2023/35</b> Moved: Member Darren Axe Seconded: Member Rachel Baucke <b>That the Te Hiku Community Board;</b> 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.  <b>CARRIED</b>	<b>11 May 2023 4:51pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema
KAITAIA DRAINAGE COMMITTEE			
Kaitaia Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	<b>RESOLUTION 2023/1</b> Moved: Member Greg Yuretich Seconded: Chairperson Fiona King <b>That the Kaitaia Drainage Area Committee confirms that the minutes of the meeting of the Kaitaia Drainage Area Committee</b>	<b>24 Apr 2023 3:12pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema - Please provide a response to these action items where applicable and/or forward to Martin Baker (Ventia) for a response.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
		<p>held 8 August 2022 are a true and correct record with the following amendments:</p> <p>That;</p> <ul style="list-style-type: none"> <li>☐ a copy of the email sent to David Van Bysterveldt (29th of March 2022), be provided to the Kaitaia Drainage Committee.</li> <li>☐ no work has been completed on the Oinu Stream.</li> <li>☐ the Kaitaia Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022).</li> <li>☐ the Kaitaia Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete.</li> <li>☐ an action sheet update report be included in all future Drainage Committee agendas.</li> <li>☐ the Land Drainage Act 1908 be referenced in all Drainage Committee Compliance Schedules.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>☐ attach email from Beverly Mitchell dated Monday, April 17, 2023 8:11:05 AM.</li> <li>☐ Joe/Fiona King to send photos to CE regarding drainage.</li> <li>☐ Staff to find out if there are specific RFS codes for Drainage</li> <li>☐ GIS specialists are working on updating the Drainage Maps. Andy Finch will provide an update once this is done. (Refer to recording re CE's comments).</li> <li>☐ Chair King will supply a copy of the notes from the Land Drainage Area Management and Operational Plan meeting in April 2022 to Andy Finch and the CE to follow-up.</li> </ul>	

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
Kaitaia Drainage Area Committee 17/04/2023	Kaitaia Drainage Area 2022/2023 Programme	<p>The amendment became the substantive motion.</p> <p><b>RESOLUTION 2023/2</b></p> <p>Moved: Chairperson Fiona King</p> <p>Seconded: Member Adele Gardner</p> <p><b>That the Kaitaia Drainage Area Committee</b></p> <p>a) recommend Te Hiku Community Board approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.</p> <p>b) approve the proposed 2023/24 Spraying Programme.</p> <p>c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to the Drainage Committees</p> <p>d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.</p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>26 Apr 2023 3:39pm Baker, Marlema</b></p> <p>26 Apr 2023 3:39pm Baker, Marlema – This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023.</p>
WAIHARARA-KAIKINO DRAINAGE COMMITTEE			
Waiharara and Kaikino Drainage Area Committee 16/08/2021	Waiharara and Kaikino Drainage Areas 2022/2023 Programme	<p><b>RESOLUTION 2021/4</b></p> <p>Moved: Chairperson Fiona King</p> <p>Seconded: Member Dean Radojkovich</p> <p><b>That the Waiharara and Kaikino Drainage Areas Committee</b></p> <p>a) recommends the “Waiharara and Kaikino Drainage Areas 22/23 Programme” be referred to Te Hiku Community Board as an information report.</p> <p>b) requests details of the Northland Regional Council and Far North District Council resource consents and process to add, change or alter drains connecting to FNDC County drains.</p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>12 Apr 2023 12:07pm George, Tania</b></p> <p>Item a) approved at Te Hiku Community Board meeting on Tuesday, 24 August 2021</p> <p><b>27 Apr 2023 1:47pm Baker, Marlema - Reallocation</b></p> <p>Action reassigned to Boye, Philippa by Baker, Marlema - Please follow up with Andy to complete action item b).</p>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
Waiharara and Kaikino Drainage Area Committee 21/03/2022	Waiharara and Kaikino Drainage Areas 2022/2023 Programme	<b>RESOLUTION 2022/3</b> Moved: Chairperson Fiona King Seconded: Member Joe Milich <b>That the Waiharara and Kaikino Drainage Areas Committee:</b> a) Recommends Te Hiku Community Board approve the reviewed Waiharara and Kaikino Drainage Areas 2022/2023 work programme. b) Recommend a reserve balance of \$5,000 for Waiharara Drainage and \$5,000 for Kaikino Drainage be held for unplanned works should it be required, and that this be referred to Te Hiku Community Board for approval. Note: 2 The Chair requests more information in regards to mapping for rated areas a, b and c <b>.CARRIED</b>	<b>12 Apr 2023 11:49am George, Tania</b> Item a) and b) approved at Te Hiku Community Board meeting on Tuesday, 10 May 2022 <b>27 Apr 2023 1:48pm Baker, Marlema - Reallocation</b> Action reassigned to Boye, Philippa by Baker, Marlema - Please follow-up with Andy and update action items.
Waiharara and Kaikino Drainage Area Committee 8/08/2022	Confirmation of Previous Minutes	<b>RESOLUTION 2022/6</b> Moved: Member Dean Radojkovich Seconded: Member Fred Petricevich <b>That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 21 March 2022 are a true and correct record with the following amendment;</b> 2 <b>3.2 b) Recommend a reserve balance of \$5,000 for Waiharara Drainage and \$5,000 for Kaikino Drainage be held for unplanned works should it be required, and that this be referred to Te Hiku Community Board for approval.</b> <b>CARRIED</b> <b>Notes:</b>	<b>27 Apr 2023 1:50pm Baker, Marlema - Reallocation</b> Action reassigned to Boye, Philippa by Baker, Marlema - Please follow up with Andy and update action items and notes.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
		<ul style="list-style-type: none"> <li>☐ That an Action Sheet Update Report be included in future agendas with updates to be populated by Glenn / James Ross.</li> <li>☐ Richard Jenkins gave a verbal update on Honeytree Farm (item 2.1 matters arising - bullet point 1 refers).</li> <li>☐ 4.3 NRC and FNDC resource consents and processes to add, change or alter drains connecting to FNDC county drains – update requested. Action point: Glenn will send the FNDC's process to get the drains consented under our bylaw, to the drainage committee Chair. Glenn to follow up.</li> <li>☐ Chair Fiona King requests that Kaitaia Drainage Committee members receive a copy of the Drainage Financial Reports when they are completed.</li> </ul>	
Waiharara and Kaikino Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	<b>RESOLUTION 2023/1</b> Moved: Chairperson Fiona King Seconded: Member Darren Axe <b>That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 8 August 2022 are a true and correct record with the following amendments:</b> <b>That;</b> <ul style="list-style-type: none"> <li>☐ the Waiharara/Kaikino Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022).</li> <li>☐ the Kaitaia Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete.</li> <li>☐ an action sheet update report to be included in all future Drainage Committee agendas.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>	<b>24 Apr 2023 3:12pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema - I am unable to allocate these action items to Martin Baker (Ventia) are you able to follow-up on his behalf please.



OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
Waiharara and Kaikino Drainage Area Committee 17/04/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme	The amendment became the substantive motion <b>RESOLUTION 2023/2</b> Moved: Member Adrienne Bartlett Seconded: Member Dean Radojkovich <b>That the Waiharara and Kaikino Drainage Areas Committee recommends that the Te Hiku Community Board;</b> <b>a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and</b> <b>b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000.</b> <b>c) approve the use of other local spray contractors in the area</b> <b>a) 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</b> <b>CARRIED</b>	<b>26 Apr 2023 3:41pm Baker, Marlema</b> 26 Apr 2023 3:41pm Baker, Marlema – This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023.
MOTUTANGI DRAINAGE COMMITTEE			
Motutangi Drainage Area Committee 16/08/2021	Motutangi Drainage Area 2021/2022 Programme	<b>RESOLUTION 2021/4</b> Moved: Chairperson Jeremy White Seconded: Member Darren Axe <b>That the Motutangi Drainage Area Committee recommends Te Hiku Community Board</b> <b>a) approve the Motutangi Drainage Area 2021/22 work programme.</b> <b>b) request a workshop with the Motutangi Drainage Area Committee in October/November to work on the draft management plan.</b> <b>c) request that contractors spray takes place twice a year in late spring (September/October) and late autumn ( April/ very early May at the latest).</b> <b>CARRIED</b>	<b>08 Aug 2022 3:54pm Whiu, Rhonda-May - Reallocation</b> Action reassigned to Ross, James by Whiu, Rhonda-May <b>12 Apr 2023 11:54am George, Tania</b> Item a) approved at Te Hiku Community Board Meeting, held Tuesday, 24 August 2021 <b>26 Apr 2023 11:54am Baker, Marlema</b> Item b) a workshop was held in April 2022 and a DRAFT Land Drainage Area Management and Operational Plan was drafted but has not been adopted. <b>27 Apr 2023 1:50pm Baker, Marlema - Reallocation</b>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
			Action reassigned to Boye, Philippa by Baker, Marlema - Please follow up with Andy and update action item.
Motutangi Drainage Area Committee 21/03/2022	Motutangi Drainage Area 2023/2024 Programme	<b>Resolution 2022/4</b> Moved: Chairperson Jeremy White Seconded: Member Darren Axe <b>That The Motutangi Drainage Area Committee Recommend The “Motutangi Drainage Area 2023/2024 Programme” Report Be Referred To Te Hiku Community Board For Information.</b> Notes: <ul style="list-style-type: none"> <li>☐ That Troy has a conversation with finance regarding the adjusted reserve rates balance going forward.</li> <li>☐ Troy to have a conversation with DoC (Abe Witana and May Hardy-Birch) regarding repairing/replacing the fences and drains damaged when they needed access to areas during the kaimaumu fires.</li> <li>☐ Member Bede tabled his resignation from the Motutangi Drainage committee as he had been receiving abuse from the community due to lack of action from the Council.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>	<b>29 Apr 2022 9:27am Whiu, Rhonda-May</b> The finance department have received the reports approved by the Drainage Area Committees. Awaiting review and approval from Te Hiku Community Board before official changes are made to rate proposals, reserve balances etc. <b>08 Aug 2022 3:52pm Whiu, Rhonda-May - Reallocation</b> Action reassigned to Ross, James by Whiu, Rhonda-May <b>22 Nov 2022 12:35pm George, Tania</b> Richard Jenkins (Ventia) is in contact with DOC and fires are still not out. Work on hold. <b>27 Apr 2023 1:23pm Baker, Marlema - Reallocation</b> Action reassigned to Boye, Philippa by Baker, Marlema
Motutangi Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	<b>RESOLUTION 2023/1</b> Moved: Chairperson Jeremy White Seconded: Member Paul Harvey <b>That the Motutangi Drainage Area Committee confirm that the minutes of the meeting of the Motutangi Drainage Area Committee held 8 August 2022 are a true and correct record with the following amendments;</b>	<b>24 Apr 2023 3:12pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema - I am unable to allocate these action items to Martin Baker (Ventia) are you able to follow-up on his behalf please.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
		<p><b>That:</b></p> <ul style="list-style-type: none"> <li>☐ that Item 5.2 bullet point 1 was not completed therefore 2 x 12 foot gates and 4 x 3 metre strainers plus a 400ml culvert pipe (5 metres long) are to be installed by the Fenwick Contractors and that District Engineer Andy Finch oversee the process as directed by the CE.</li> <li>☐ the Motutangi Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022).</li> <li>☐ the Motutangi Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete.</li> <li>☐ an action sheet update report be included in future Drainage Committee agendas.</li> <li>☐ ex-committee member Bede Shereen's reason for resignation be recorded in the minutes which is that he was receiving abuse from the community due to lack of action from the Council.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>	
Motutangi Drainage Area Committee 17/04/2023	Motutangi Drainage Area 2022/2023 Programme	<p>The amendment became the substantive motion.</p> <p><b>RESOLUTION 2023/2</b></p> <p>Moved: Chairperson Jeremy White          Seconded: Member Darren Axe</p> <p><b>That the Motutangi Drainage Area Committee recommend that the Te Hiku Community Board;</b></p> <ul style="list-style-type: none"> <li>a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme.</li> <li>b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund.</li> </ul>	<p><b>26 Apr 2023 3:30pm Baker, Marlema</b></p> <p>This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023</p>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> <b>Officer:</b>		Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee	
		<b>Printed:</b> Thursday, 25 May 2023 10:56:40 am <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/05/2023	
Meeting	Title	Resolution	Notes
		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.  CARRIED	

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**