



**Far North  
District Council**



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

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 4 July 2023**

**Time: 10:00 am**

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

**Membership:**

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



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

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

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

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

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

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

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

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

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

### Terms of Reference

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

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

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

## Protocols

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

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

**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitaia on:**  
**Tuesday 4 July 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 NGĀ 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 Manager - Democracy Services (preferably before the meeting).

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

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

To be confirmed on the day.

**4 NGĀ TONO KŌRERO / DEPUTATION**

Ian Palmer – Rangitoto Reserve

**5 NGĀ KAIKŌRERO / SPEAKERS**

Sam Stewart – representing Coast to Coast Cat Rescue (virtually)

Eddie Bellas – representing Far North Torpedo Competition

Graeme McMillan – representing Rangiputa Residents and Ratepayers

Tui Quauquau – representing Te Runanga o Te Rarawa

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

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4261661

**Author:** Marlema Baker, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - 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 6 June 2023, be confirmed as a true and correct record.

#### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

The minutes of the meetings are attached.

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

#### Take Tūtohunga / Reason for the recommendation

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

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

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

#### ĀPITIHINGA / ATTACHMENTS

1. 2023-06-06 Te Hiku Community Board Minutes - A4241092 [↓](#) 



**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.

**MINUTES OF  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS  
AVENUE, KAITAIA  
ON TUESDAY, 6 JUNE 2023 AT 10:00 AM**

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

**IN ATTENDANCE:** Cr Hilda Halkyard-Harawira

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

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chair Adele Gardner commenced the meeting and Member Rachel Baucke opened with a karakia.

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

Deputy Chair John Stewart declared a conflict related to item 7.2b.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

No speakers.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

- Jen Gay – Spoke in opposition to the removal of the Kaitaia mosaic. There are no health and safety or tree-root issues to warrant it's removal. A small section can be removed and turned into a chair.
- Rena Parangi – Spoke in opposition to the removal of the Kaitaia mosaic.
- Wally Hicks – Spoke in opposition to the removal of the Kaitaia mosaic. Believes that more consultation is needed to gather a collective expression from the wider community.
- Pat Davis – Spoke in opposition to the removal of the Kaitaia Mosaic.

**5 NGĀ KAIKŌRERO / SPEAKERS**

Maryn Ashby – Item 7.2 funding application c) refers. Requests that the Board consider increasing the funding amount from \$2,000 to \$5,000.

11:06 am meeting adjourned for morning tea - resumed 11:22 am.

**6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A4226868, pages 8 - 14 refers.

**RESOLUTION 2023/41**

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

**That Te Hiku Community Board confirms the minutes of the meeting held 9 May 2023, as a true and correct record.**

**CARRIED****7 NGĀ PŪRONGO / REPORTS****7.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2023**

Agenda item 7.1 document number A4216579, pages 15 - 21 refers.

**RESOLUTION 2023/42**

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

**That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 30 April 2023.**

**CARRIED****7.2 FUNDING APPLICATIONS**

Agenda item 7.2 document number A4215700, pages 22 - 52 refers.

**RESOLUTION 2023/43**

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

**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.**

**CARRIED****RESOLUTION 2023/44**

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

**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.**

Abstained: Cr John Stewart

**CARRIED**

**MOTION**

Moved: Member Rachel Baucke

Seconded: Member Darren Axe

That Te Hiku Community Board

- c) approves the sum **\$3,500** (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.

**AMENDMENT**

Moved: Member Felicity Foy

Seconded: Member Adele Gardner

That Te Hiku Community Board

- c) approves the sum **\$5,000** (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.

**CARRIED**

The amendment became the substantive motion.

**RESOLUTION 2023/45**

Moved: Member Adele Gardner

Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board**

- c) **approves the sum **\$5,000** (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.**

**CARRIED**

**RESOLUTION 2023/46**

Moved: Member Sheryl Bainbridge

Seconded: Member Felicity Foy

**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.

**CARRIED**

**RESOLUTION 2023/45**

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

**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 and carried over to the new financial.

**CARRIED**

**RESOLUTION 2023/48**

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

**That Te Hiku Community Board**

f) resolves that the unallocated community grant funding in the amount \$23,471.56 be carried over to the new financial year.

**CARRIED**

**7.3 PROJECT FUNDING REPORTS**

Agenda item 7.3 document number A4215621, pages 53 - 66 refers.

**RESOLUTION 2023/49**

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

**That Te Hiku Community Board note the project report received from Houhora Big Game Fishing Club**

**CARRIED**

**7.4 CHAIRPERSON AND MEMBERS REPORT**

**RESOLUTION 2023/50**

Moved: Member Adele Gardner  
Seconded: Member Darren Axe

**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 and the verbal reports from Deputy Chairperson John Stewart, Member Felicity Foy and Cr Hilda-Halkyard Harawira.**

**CARRIED**

Meeting adjourned for lunch 12:21 pm resumed 12:58 pm



## 7 NGĀ PŪRONGO / REPORTS

### 7.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MAY 2023

**File Number:** A4261936

**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 31 May 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 31 May 2023</b>	<b>\$145,334.73</b>	<b>\$151,923.11</b>
• <b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$20,875.00</b>	<b>\$2,170.00</b>
<b>Community Fund Account balance as at 31 May 2023</b>	<b>\$43,131.56</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 31 May 2023 in the Community Fund account is \$43,131.56 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 31 May 2023 is attached.

**ĀPITIHINGA / ATTACHMENTS**

1. **Statement of Te Hiku Community Fund Account as at 31 May 2023 - A4261930** [↓](#) 













## 7.2 PROJECT FUNDING REPORTS

**File Number:** A4258522  
**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 reports received from:

- a. Bay of Islands Animal Rescue
- b. Doubtless Bay Professional Business Women
- c. Kaingaroa Hall

### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

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



#### Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

### ĀPITIHINGA / ATTACHMENTS

1. Bay of Islands Animal Rescue - A4260990 [↓](#) 
2. Doubtless Bay Professional Business Women - A4260988 [↓](#) 
3. Kaingaroa Hall - A4260993 [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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























### 7.3 FUNDING APPLICATIONS

**File Number:** A4258526

**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 July 2023 meeting.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Five applications were received for funding, requesting a total of \$67,163
- The Community Board has \$141,710 in **Community Grant** Funding for the 2023/24 financial year, plus \$23,471.56 carried over from the 2022/23 financial year, giving an available total of **\$165,181.56**
- The Community Board has \$100,000 in **Placemaking** Funding for the 2023/24 financial year, plus \$36,539.39 carried over from the 2022/23 financial year, giving an available total of **\$139,539.39**.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$10,000** (plus GST if application) to be paid from the Board's Community Fund account to Coast to Coast Cat Rescue for volunteer support and animal care, 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 **\$3,000** (plus GST if application) to be paid from the Board's Community Fund account to Far North Torpedo Fishing Competition for equipment hire, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.
  - iii)

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- c) approves the sum **\$2,165** (plus GST if application) to be paid from the Board's Community Fund account to Peria School for equipment hire to support their 150<sup>th</sup> anniversary, 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) approves the sum **\$20,000** (plus GST if application) to be paid from the Board's Placemaking Fund account to Rangiputa Residents and Ratepayers Association for repairs to the seawall at Rangiputa if they are unsuccessful with their application to the Mayoral Relief Fund, 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

- e) approves the sum **\$5,000** (plus GST if application) to be paid from the Board's Placemaking Fund account to Te Runanga o Te Rarawa for holding a three-day conference on the future management of Te Oneroa a Tōhe to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

**1) TĀHUHU KŌRERO / BACKGROUND**

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

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

Applicant and Project	Requested	Recommend	Comments	Type
Coast to Coast Cat Rescue	\$36,998	\$10,000	This organisation focuses solely on cats within the Far North District, leaving the Bay of Islands Animal Rescue group (where they originated) to focus on dogs and other animals. They have been granted \$10,000 by BOIWCB towards a vehicle and are seeking assistance with their costs for cat traps, volunteer mileage and euthanasia costs. They have secured a \$40,000 annual grant from the SPCA for the next three years for neutering. They have also applied to Kaikohe-Hokianga Community Board for funding.	Community

Applicant and Project	Requested	Recommend	Comments	Type
Far North Torpedo Fishing Competition	\$3,000	\$3,000	The Awanui Hotel is hosting the annual Far North Torpedo Fishing competition. Fish caught are donated to the Kaitaia Fire Brigade to be auctioned off and is an event held in the school holidays to encourage whanau involvement	Event
Peria School 150 <sup>th</sup>	\$2,165	\$2,165	The applicants are requesting assistance with their marquee hire costs for the 150 <sup>th</sup> anniversary of Peria school. They have applications in to other organisations to help fund the event.	Event
Rangiputa Residents and Ratepayers Rockwall Repair	\$20,000	\$20,000	The Rangiputa Residents and Ratepayers are responsible for the rockwall at Rangiputa, which was severely damaged by Cyclone Gabrielle. They have applied to the Mayoral Relief Fund for assistance, but at this time are still awaiting a decision. They are working with DoC and FNDC/FNHL to ensure the repairs work in with other community works planned, but FNDC/FNHL is unable to assist with funding. The applicants are putting in funding of their own towards this project, but need assistance to complete the works required before the anticipated winter storms cause further damage.	Infrastructure
Te Runanga o Te Rarawa – Systems Change Conference	\$8,802	\$5,000	The applicant is seeking funding for a three-day conference regarding the regeneration of the mauri of Te Oneroa-a-Tōhe using the future search method.	Environment

### Take Tūtohunga / Reason for the recommendation

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

For each application, the Board has three options.

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

**Option 2** Authorise partial funding






**Option 3** Decline funding

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

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

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

**ĀPITIHINGA / ATTACHMENTS**

1. **Coast to Coast Cat Rescue - A4260991** [↓](#) 
2. **Far North Torpedo Fishing Competition - A4260994** [↓](#) 
3. **Peria School - A4260995** [↓](#) 
4. **Rangiputa Residents and Ratepayers - A4260992** [↓](#) 
5. **Te Runanga o Te Rarawa - A4260989** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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































































































## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 RANGITOTO RESERVE, MANGONUI

**File Number:** A3767980

**Author:** Robin Rawson, Parks & Reserves Planner

**Authoriser:** Roger Ackers, Group Manager - Planning & Policy

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek the recommendation of the Te Hiku Community Board for Council to initiate public consultation under Section 16 of the Reserves Act for the classification of Rangitoto Reserve (Allot 71 PSH of Mangonui East) as historic reserve.

Additionally, to provide an update on other work associated with this reserve.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Rangitoto Reserve extends across a prominent headland at the eastern entrance to the Mangonui Harbour and includes Rangitoto Pā. Mana Whenua associated with this pā are aligned with Ngāti Kahu.
- The reserve is vested with the Far North District Council for the purposes of a recreation reserve.
- This report seeks a recommendation from the Community Board to Council to initiate the process to classify the reserve as historic reserve under Section 16 of the Reserves Act 1977.
- The report also provides an update on other work by Council staff associated with this reserve.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board recommend to Council that the classification process for Rangitoto Reserve (Allot 71 PSH of Mangonui East) be initiated.**

#### TĀHUHU KŌRERO / BACKGROUND

Rangitoto Recreation Reserve (the Reserve) is vested in trust in the Far North District Council. The Reserve contains Rangitoto Pā and is located on the prominent headland at the eastern entrance to Mangonui Harbour. The Reserve does not have public vehicle access although there is walking access along Hihi Beach.

The original Māori alienation details for the Reserve and surrounding area is complicated and includes land in the vicinity sold to European purchasers prior to the signing of the Treaty of Waitangi. In 1878 the Reserve was reserved by the Crown for the purposes of public defence. In 1962 the Reserve vested in trust in the Mangonui County Council as a reserve for recreation purposes, and this vesting transferred to Far North District Council in 1989.

The Reserve became subject to the Reserves Act 1977 when this act replaced the Reserves and Domains Act 1953 and should have been classified under this new Act. The land is now held pursuant to the Reserves Act 1977 for the purposes of a recreation reserve, but it is not classified pursuant to Section 16 of the Act.

Section 18(1) of the Reserves Act records that historic reserves are “for the purpose of protecting and preserving in perpetuity such places, objects, and natural features, and such things thereon or therein contained as are of historic, archaeological, cultural, educational, and other special interest”.

The Reserve does not have a Reserve Management Plan and the history and management objectives have not been determined, and the Reserve is in an overgrown state.

Staff visited the site in May with a representative from Te Rūnanga o Whaingaroa / Ngāti Kahu ki Whangaroa and Heritage New Zealand Pouhere Taonga, and again in June with two representatives



of Ngāti Ruaiti of Ngati Kahu iwi from Waitetoki (Waiaua) Marae. Two cultural reports will be prepared by Mana Whenua representatives.

## **MATAPAKI ME NGĀ KŌWHIRINGA / Discussion and Next Steps**

### **Classification**

Rangitoto Pā covers most of the area of the Reserve. Classification as a historic reserve under Section 18 reflects the primary values of this site and is consistent with the Reserves Act 1977.

Classification of Rangitoto Reserves as historic reserve pursuant to Section 18 of the Reserves Act is fully supported by Mana Whenua and Heritage New Zealand Pouhere Taonga. Classifying the land as an historic reserve better reflects the cultural significance of Rangitoto Pā and its importance to mana whenua derived through whakapapa.

James Robinson, Northland Regional Archaeologist with Heritage New Zealand Pouhere Taonga provided the following statement:

*Heritage New Zealand's view is that this is an import(ant) and impressive large named pa with traditional importance to Ngati Kahu. As such we would support the aim to change the reserve designation from 'scenic/recreation' to 'historic' as the historic values should take precedence*

The classification process as set out in Section 16 of the Act requires the Council to; undertake Mana Whenua engagement, give public notice for a month specifying the classification proposed, and to give full consideration to all objections against and submissions in relation to the proposal. The Council may then decide to pass a resolution confirming the proposal and finally register the classification by way of notice in the New Zealand Gazette.

The 2022 Parks and Reserves Policy directs that individual reserve management plans will be prepared for historic reserves because of a need to document the reason and relevance of the creation of the historic reserve. The Act requires that a reserve be classified prior to approving a Reserve Management Plan.

A programme for the preparation of a reserve management plan for this site will be provided to the Te Hiku Community Board after Cultural Assessments have been received from Mana Whenua. Staff consider that the preparation of a reserve management plan for Rangitoto Reserve is a priority for reserves in Te Hiku Ward.

### **Vegetation**

In the past, grazing activities have reduced grass growth, however the Pā site is now overgrown with waist high kikuyu grass, and weeds including large wattles and tobacco weed and moth plants. Maintenance by Council has been difficult as there is no legal vehicle access, although an adjacent landowner has now agreed to allow access for Council's contactors to enter and carry out vegetation maintenance. Council staff are investigating both shorter term and longer-term vegetation management solutions for this site.

## **ĀPITI HANGA / ATTACHMENTS**

**Nil**

<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>	While reserve management plans are generally a matter of low significance, the classification of Rangitoto reserve as a historic reserve will assist in avoiding risk by ensuring that future management retains the historic and cultural importance of Rangitoto Pā.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The classification of the Reserve and preparation of a reserve management plan are consistent with Council's Parks and Reserves Policy 2022, the Reserves Act 1977, and with Council's mission and values.
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.	Reserves Act decisions cannot be subdelegated by Council. This report seeks a recommendation from the Community Board to Council to proceed with the classification of Rangitoto Reserve.
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.	Classifying the land as an historic reserve better reflects the cultural significance of Rangitoto Pā and its importance to Mana Whenua derived through whakapapa.  The reserve management plan will align with the principles of Parts 2 and 6 of the Local Government Act 2002 and Reserves Act 1977 by facilitating participation of and engagement with Māori in its development.
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).	Council's Te Hono team provided assistance with consultation with Mana Whenua. Other advance consultation included Heritage New Zealand Pouhere Taonga and an adjoining landowner. The Reserves Act requires advertised public consultation.
State the financial implications and where budgetary provisions have been made to support this decision.	The costs of classification and developing the RMP will be met from existing operating budgets.  The costs associated with the vegetation clean-up are proposed to be funded from existing operating budgets, although as costs have not yet been determined this may evolve into be unbudgeted expenditure.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

## 8.2 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A4261665

**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 June 2023 reports from Chairperson Adele Gardner, Members Darren Axe, Rachel Baucke, John Stewart, and Bill Subritzky.**

### 1) TE TĀHUHU KŌRERO / BACKGROUND

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

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

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

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

The reports from the Chairperson and Members are attached.

### Te Take Tūtohunga / Reason for the recommendation

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

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

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

### NGĀ ĀPITIHINGA / ATTACHMENTS

1. 2023-07-04 Chair Report [Adele Gardner] - A4255372  
2. 2023-07-04 Member Report [Darren Axe] - A4255328  
3. 2023-07-04 Member Report [Rachel Baucke] - A4255326  
4. 2023-07-04 Member Report [John Stewart] - A4255327  
5. 2023-07-04 Member Report [Bill Subritzky] - A4255325  

**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.



















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

**File Number:** A4261673

**Author:** Marlema Baker, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - 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 July 2023.**

#### TĀHUHU KŌRERO / BACKGROUND

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

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

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

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

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

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

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

#### ĀPITIHINGA / ATTACHMENTS

1. Te Hiku Community Board Action Sheet July 2023 - A4263123 [↓](#) 













**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**8 TE KAPINGA HUI / MEETING CLOSE**