



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 29 August 2023

Time: 10:00 am

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

Membership:

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

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 29 August 2023 at 10:00 am

Te Paeroa Mahi / Order of Business

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10	Te Kapinga Hui / Meeting Close	89

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**4 NGĀ TONO KŌRERO / DEPUTATION**

No requests for deputations were received at the time of the Agenda going to print.

5 NGĀ KAIKŌRERO / SPEAKERS

To be confirmed prior to the formal meeting.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4334682

Author: Marlema Baker, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services (Acting)

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 confirms the minutes of the meeting held 1 August 2023, to be 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. 2023-08-01 Te Hiku Community Board Minutes - A4316999 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

Te Hiku Community Board Meeting Minutes **Unconfirmed**

1 August 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, 1 AUGUST 2023 AT 10:01 AM**

PRESENT: Chairperson Adele Gardner, Deputy Chairperson John Stewart, Member Darren Axe, Member William (Bill) Subritzky, Member Rachel Baucke.

IN ATTENDANCE:

STAFF PRESENT: Kathryn Trewin (Funding Advisor) Marlema Baker (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

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

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

Apologies have been received from Sheryl Bainbridge, Member Felicity Foy and Cr Hilda Halkyard-Harawira.

A conflict of interest was declared by Deputy Chairperson John Stewart for items 7.4 c).

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

There were no public forum speakers for this meeting

4 NGĀ TONO KŌRERO / DEPUTATIONS

No deputations received for this meeting

5 NGĀ KAIKŌRERO / SPEAKERS

Kaitaia Business Association – Andrea Panther (*item 7.4.c refers*)

- Asked to withdraw the Mangakai Fence from the Kaitaia Business Association funding application.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4283122, pages 8 - 9 refers

RESOLUTION 2023/58

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board confirms the minutes of the meeting held 6 June 2023, to be a true and correct record.

CARRIED

7 NGĀ PŪRONGO / REPORTS**7.1 LEASE EXTENSION REQUEST AUPOURI NGĀTI TE RARAWA (ANT) TRUST**

Agenda item 7.1 document number A4249149, pages 15 - 20 refers

RESOLUTION 2023/59

Moved: Member John Stewart
 Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board recommends that Council:

- a) **approve the renewal of a further 5 year term, expiring on 31 August 2028, as allowed for in the current lease to Aupōuri Ngāti Kahu – Te Rarawa Trust over Tangonge Domain, being Recreation Reserve DP 108 Title NA530/132, located at 63 Bonnet Road, Kaitaia.**

The terms being:

- **Term: 5 years**
- **\$118 plus GST per year in conjunction with the Fees & Charges Policy for 2023/24 and reviewed annually.**

- b) **recommends to Council that the public consultation process is commenced on the granting of a new ground 30 (15+15) year lease to Aupōuri Ngāti Kahu – Te Rarawa Trust over Tangonge Domain, being Recreation Reserve DP 108 Title NA530/132, located at 63 Bonnet Road, Kaitaia.**

The terms of the proposed lease shall be:

- **Term: 30 Years (15+15)**
- **Rental: As per FNDC Fees and Charges Schedule for a Community lease.**
- **\$118 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.**

- c) **is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.**

CARRIED

7.2 GROUND LEASE TO DOUBTLESS BAY SEA SCOUTS - EAST STREET TAIPA

Agenda item 7.2 document number A4254025, pages 91 - 95 refers

RESOLUTION 2023/60

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

That the Te Hiku Community Board:

- a) **recommends to Council that the public consultation process is commenced on the granting of a new ground lease to Scouts Aotearoa over part of the Recreation Reserve being approximately 860 square metres of Part Allot 5 PSH OF Taipa, held in New Zealand Gazette 1984 page 104.**

The terms of the proposed lease shall be:

Term: 15 Years (5+5+5)

Rental: As per FNDC Fees and Charges Schedule for a Community lease.

- **\$113 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.**
- b) **is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.**
- CARRIED**

7.3 ALFRESCO DINING APPLICATIONS

Agenda item 7.3 document number A4270344, pages 97 - 102 refers

RESOLUTION 2023/61

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

That the Te Hiku Community Board pursuant to the Council resolution passed on 30 June 2022, support the renewal of alfresco dining approval applications from Jesse's on the Waterfront Café & Bar, Beach Box Coffee and Gelato and Mussell Rock Café & Bar to assist with the final decision on the renewal applications.

CARRIED

7.4.a FUNDING APPLICATIONS

Agenda item 7.4 document number A4294308, pages 109 - 112 refers

RESOLUTION 2023/62

Moved: Chairperson Adele Gardner
 Seconded: Member Darren Axe

That Te Hiku Community Board approves the sum \$2,733 (plus GST if application) to be paid from the Board's Community Fund account to Kaitaia Sports And Leisure Trust for 2023 Boxing event animal care, to support the following Community Outcomes:

- i) **Proud, vibrant communities.**
- ii) **Communities that are healthy, safe, connected and sustainable.**

CARRIED

7.4.b FUNDING APPLICATIONS

RESOLUTION 2023/63

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

That Te Hiku Community Board **declines the sum \$2,500 (plus GST if application) to be paid from the Board's Community Fund account to Taemaro Marae for costs towards the Piri Mokena Tournament, to support the following Community Outcomes:**

- i) **Proud, vibrant communities.**
- ii) **Communities that are healthy, safe, connected and sustainable.**

CARRIED

7.4.c FUNDING APPLICATIONS**RESOLUTION 2023/64**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board approves the sum \$33,749 (plus GST if application) to be paid from the Board's Placemaking Fund account to Kaitaia Business Association for the following Te Hiku Revitalisation Projects:

to support the following Community Outcomes:

- i) **Proud, vibrant communities.**
- ii) **Communities that are healthy, safe, connected and sustainable**

- **Market Square Stage Backdrop - \$5,561** **CARRIED 5/0**
- ~~Manakai Fence, Awanui - \$19,901~~ **withdrawn**
- **South Road Pou Repairs - \$10,800** **DECLINED**
- **Commerce St Seating - \$2,255** **CARRIED 5/0**
- **Mosaic Tile Removal - \$10,000 (applicant to return to the next community board meeting with the plan).** **CARRIED 5/0**
- **8 x Cultural Artwork Plinths - \$15,933** **CARRIED 4/0**
Abstained: Cr John Stewart **CARRIED**

Meeting adjourned 11:05 am – returned 11:21 am

7.4.d FUNDING APPLICATIONS**RESOLUTION 2023/65**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board Rescinds Resolution 2022/52 (i) of 21 June 2022 allocated \$2,000 to fund the removal of a Monkey Apple Tree at the Coopers Beach Shopping centre and directs that these funds be returned to their Community Grant fund for future allocation.

CARRIED

7 NGĀ PŪRONGO / REPORTS

7.1 FUNDING APPLICATIONS

File Number: A4330380

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

- Four applications were received for funding, requesting a total of \$48,577
- The Community Board has an available total of **\$144,283.56** in **Community Grant** Funding for the 2023/24 financial year.
- The Community Board has an available total of **\$102,790.39** in **Placemaking** Funding for the 2023/24 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$8,530** (plus GST if application) to be paid from the Board's Placemaking Fund account to Ahipara Aroha for CCTV installation in Ahipara, 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 **\$1,250** (plus GST if application) to be paid from the Board's Community Fund account to Dementia Northland for running a whanau and Carer workshop 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 **\$2,830** (plus GST if application) to be paid from the Board's Community Fund account to Oruaiti School for installation of signage on a mountain biking trail, 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 **Potahi Marae** for installation of a playground available for use by the public, 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
Ahipara Aroha – CCTV	\$8530	\$8530	This is for the installation of CCTV network into Ahipara, linking with the existing network in Kaitaia, which as previously been supported by the Board.	Infrastructure
Dementia Northland, Carer Workshop	\$1250	\$1250	Dementia Northland is planning on undertaking a workshop for whanau and carers of those with dementia, an area they have identified as needed by the community.	Event
Oruaiti School	\$2830	\$2830	The safe mountain biking trail is being created by the Oruaiti school for use of the students and wider community. The students have identified the necessity for signage for the trail and are asking for help with these costs.	Infrastructure
Potahi Marae	\$35,967	\$20,000	The marae is asking for help with the installation of playground for the local community, which would be available for the general public to use, although it would be located on marae property.	Infrastructure

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. Ahipara Aroha - A4339529 [↓](#) 
2. Dementia Northland - A4339533 [↓](#) 
3. Oruaiti Primary School - A4339535 [↓](#) 
4. Potahi Marae - A4339528 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

7.2 PROJECT FUNDING REPORTS

File Number: A4337808

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) Coopers Beach Bowling Club
- b) Wonderland Glow Show

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. Coopers Beach Bowling Club - A4339530  
2. Wonderland Glow Show - A4339531  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

7.3 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2023

File Number: A4347171

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Jonathan Slavich, Chief Financial Officer

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 July 2023.

TĀHUHU KŌRERO / BACKGROUND

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

	Community Board	Placemaking Fund
Community Fund Account balance as at 01 July 2022	\$141,710.00	\$100,000.00
• Plus, unused funds from 2022-2023	\$43,131.56	\$38,539.39
• Less funds granted and uplifted to 31 July 2023	\$34,825.00	\$5,000.00
• Less funds not uplifted from previous community meetings (committed to projects)	-	\$2,000.00
Community Fund Account balance as at 31 July 2023	\$150,016.56	\$131,539.39

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 31 July 2023 in the Community Fund account is \$150,016.56 and the balance in the Placemaking Fund account is \$131,539.39.

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 July 2023 is attached.

ĀPITIHANGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 31 July 2023 - A4347027** [↓](#) 

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2023

File Number: A4342194

Author: Marlema Baker, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services (Acting)

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 August 2023.

TĀHUHU KŌRERO / BACKGROUND

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

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

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

ĀPITI HANGA / ATTACHMENTS

1. THCB Action Sheet - August 2023 - A4342628 [↓](#) 

8.2 CHAIRPERSON AND MEMBER REPORTS

File Number: A4334714

Author: Marlema Baker, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services (Acting)

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 29 August 2023 reports from Chairperson Adele Gardner, Members Darren Axe, Sheryl Bainbridge, Rachel Baucke and Bill Subritzky.

1) TE TĀHUHU KŌRERO / BACKGROUND

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

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.





Te Take Tūtohunga / Reason for the recommendation

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

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. Chairperson - Adele Gardner - August 2023 - A4336335  
2. Member Report - Darren Axe - August 2023 - A4336224  
3. Member Report - Sheryl Bainbridge - August 2023 - A4339508  
4. Member Report - Rachel Baucke - August 2023 - A4336225  
5. Member Report - Bill Subritzky - August 2023 - A4336223  

Te Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE