



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Te Hiku Community Board Meeting

Tuesday, 16 April 2024

Time: 10:00am

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

Membership:

Chairperson Adele Gardner
Deputy Chairperson John Stewart
Councillor Felicity Foy
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 & Kaitaia 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 Banquet Room - Te Ahu, Cnr State Highway 1 and Mathews
Avenue, Kaitaia on:
Tuesday 16 April 2024 at 10:00am

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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

- Peter Wiessing regarding an update on maintenance and upgrade to the Awanui River Flood Scheme.

5 NGĀ KAIKŌRERO / SPEAKERS

- Nick Carroll representing Momentum Trust (virtually), item 7.3 Funding Applications refers
- Jo Lynch representing R Tucker Thompson (virtually), item 7.3 Funding Applications refers
- Wiremu Britton representing Te Wananga o Te Aniwanuiwa, item 7.3 Funding Applications refers

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4646800

Author: Ellie Greenwood, Democracy Advisor

Authoriser: Casey Gannon, 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 confirm the minutes of the meeting held 19 March 2024 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. 2024-03-19 Te Hiku Community Board Minutes - A4625794 [↓](#) 

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

19 March 2024

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS
AVENUE, KAITAIA
ON TUESDAY, 19 MARCH 2024 AT 10:00AM**

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

STAFF PRESENT: Ellie Greenwood (Democracy Advisor – Democracy Services), Beverly Mitchell (Community Board Co-Ordinator – Strategic Relationships), Imrie Dunn (Democracy Advisor – Democracy Services), Elizabeth Stacey (Senior Road Safety & Traffic Engineer - Northland Transport Alliance), Casey Gannon (Manager – Democracy Services), Kathryn Trewin - (Funding Advisor - Stakeholder Relationships), Harley Alexander (Multimedia Strategy & Communications Engagement)

1 KARAKIA TIMATANGA / OPENING PRAYER

Member Rachel Baucke opened the meeting with a Karakia at 10:00am.

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

APOLOGY

RESOLUTION 2024/19

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That the apology received from Cr Felicity Foy be accepted and leave of absence granted.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Daniel Thompson regarding the film shot in the Far North and based out of Lake Ohia hall, and thanking the Community Board for their support and help.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Nil.

5 NGĀ KAIKŌRERO / SPEAKERS

Nil.

Te Hiku Community Board Meeting Minutes

19 March 2024

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

Agenda item 6.1 document number A4591516, pages 8 - 18 refers.

RESOLUTION 2024/20

Moved: Chairperson Adele Gardner

Seconded: Member Rachel Baucke

That Te Hiku Community Board confirm the minutes of the meeting held 13 February 2024 and the Extraordinary meeting held 19 February 2024, to be a true and correct record.**CARRIED****7 NGĀ PŪRONGO / REPORTS****7.1 FUNDING APPLICATIONS**

Agenda item 7.1 document number A4597560, pages 19 - 29 refers.

RESOLUTION 2024/21

Moved: Deputy Chairperson John Stewart

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board approve the sum of \$2,967 (plus GST if application) to be paid from the Board's Community Grant Fund account to Ahipara Aroha for installation of a digital sign, to support the following Community Outcomes:

- a) Proud, vibrant communities.
- b) Communities that are healthy, safe, connected and sustainable.

CARRIED**7.1 FUNDING APPLICATIONS**

Agenda item 7.1 document number A4597560, pages 19 - 29 refers.

RESOLUTION 2024/22

Moved: Chairperson Adele Gardner

Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board amend resolution 2023/110 of November 21 2023 which granted funding to Rongopai House Community Trust for the purchase of a fridge/freezer and allow the Trust to use any remaining funds from the amount already granted towards the purchase/replacement of a steriliser and/or dishwasher, to support the following Community Outcomes:

- a) Proud, vibrant communities.
- b) Communities that are healthy, safe, connected and sustainable.

CARRIED

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7.2 PROJECT FUNDING REPORTS

Agenda item 7.2 document number A4597572, pages 30 - 41 refers.

RESOLUTION 2024/23

Moved: Member Darren Axe

Seconded: Member Rachel Baucke

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

- a) Ahipara Aroha (CCTV)
- b) Alzheimers Northland
- c) Oruaiti School
- d) Te Hapua Sports and Recreation Club
- e) Waipapakauri JMB Hunting and Fishing Competition

CARRIED

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**8.1 PUKENUI PEDESTRAIN CROSSING - RESPONSE TO PETITION**

Agenda item 8.1 document number A4596356, pages 42 - 43 refers.

RESOLUTION 2024/24

Moved: Member William (Bill) Subritzky

Seconded: Member Darren Axe

That Te Hiku Community Board receive the report Pukenui Pedestrian Crossing - Response to Petition.

CARRIED

At 10.35 Cr Radich joined the meeting.

8.2 TE HIKU COMMUNITY BOARD MARCH 2024 OPEN RESOLUTION REPORT

Agenda item 8.2 document number A4593228, pages 44 - 48 refers.

RESOLUTION 2024/25

Moved: Chairperson Adele Gardner

Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board receive the report Te Hiku Community Board March 2024 Open Resolution Report.

CARRIED

8.3 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 8.3 document number A4598781, pages 49 - 57 refers.

RESOLUTION 2024/26

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

That Te Hiku Community Board note the March 2024 member report from Chairperson Adele Gardner, and Members Darren Axe, Rachel Baucke, Sheryl Bainbridge, and Bill Subritzky.

CARRIED

Note a verbal report is received from Deputy Chairperson John Stewart.

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/27

Moved: Chairperson Adele Gardner
 Seconded: Member Darren Axe

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>9.1 - Confirmation of Public Excluded Previous Minutes</p>	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

CARRIED

Te Hiku Community Board Meeting Minutes

19 March 2024

At the conclusion of the public excluded portion of the meeting Te Hiku Community Board resolved the information and decisions contained in the part of the meeting held with public excluded be restated in public meeting as follows:

- 9.1 Confirmation of Public Excluded Previous Minutes – decision only:
That Te Hiku Community Board confirms the Public Excluded minutes of the meeting held 26 September 2023 and 13 February 2024, to be a true and correct record, with an amendment of: "That Te Hiku Community Board confirms that the discussion contained in the part of the meeting held with public excluded be restated in public meeting regarding the Lake Ohia Hall upgrade" for the 13 February Meeting minutes.

8 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 11.08am with a closing karakia by member Rachel Baucke.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 16 April 2024.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 DRAINAGE COMMITTEE RECOMMENDATIONS AND RESOLUTIONS - MARCH 2024

File Number: A4647051

Author: Ellie Greenwood, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

- To increase governance oversight of Drainage Committee business/discussions.
- Communicate resolutions of Drainage Committee meetings.
- Escalate Drainage Committee recommendations to Te Hiku Community Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The following Committee meetings took place on 13 March 2024:
 - Kaitaia Drainage Area Committee
 - Waiharara and Kaikino Drainage Area Committee
 - Motutangi Drainage Area Committee
- Copies of the Committee meeting minutes are attached for information.
- Links to the agendas containing the reports that formed the basis of the recommendations below are included in this report.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) note the minutes from the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and the Motutangi Drainage Area Committee 13 March 2024 meetings.**

Kaitaia Drainage Area Committee, item 5.1 Kaitaia Drainage Area Programme 2024-2027

- b) approve the reviewed Kaitaia Drainage Area 2024/25 work programme, with a contingency of \$20,000 in the work programme for machine cleaning maintenance.**

Waiharara and Kaikino Drainage Area Committee, item 5.1 Waiharara and Kaikino Drainage Areas 2022/23 Update

- c) approve the reviewed Waiharara and Kaikino Drainage 2024/25 work programme, with a contingency of up to \$25,000 in the work programme for machine cleaning maintenance.**

TĀHUHU KŌRERO / BACKGROUND

The three Drainage Area Committees were re-established at the 14 March 2023 meeting of Te Hiku Community Board as part of Council's formal process and procedures. The 2024 Drainage Area Committee meeting dates were set at the 19 February Te Hiku Community Board meeting and the Committees held their first meeting of 2024 on 13 March 2024.

Copies of the Committee meeting minutes are attached for information.

From time to time, Committee's discuss items that are outside their delegations. This report, when necessary, will highlight recommendations from each Committee to Council for decision.

Information about Council, Committee or Community Board meetings is publicly available at <https://infocouncil.fndc.govt.nz/>

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The agendas of the three Committees and the resolutions recommending to Te Hiku Community Board are as follows:

<p>13 March 2024 – Kaitaia Drainage Area Committee 13 March Kaitaia Drainage Area Committee Agenda</p> <p><i>Kaitaia Drainage Area Committee, item 5.1 Kaitaia Drainage Area Programme 2024-2027</i></p> <p>b) recommend Te Hiku Community Board approve the reviewed Kaitaia Drainage Area 2024/25 work programme, with a contingency of \$20,000 in the work programme for machine cleaning maintenance.</p>
<p>13 March 2024 - Waiharara and Kaikino Drainage Area Committee 13 March Waiharara and Kaikino Drainage Area Committee Agenda</p> <p><i>Waiharara and Kaikino Drainage Area Committee, item 5.1 Waiharara and Kaikino Drainage Areas 2022/23 Update</i></p> <p>b) recommend Te Hiku Community Board approve the reviewed Waiharara and Kaikino Drainage 2024/25 work programme, with a contingency of up to \$25,000 in the work programme for machine cleaning maintenance.</p>
<p>13 March 2024 – Motutangi Drainage Area Committee 13 March Motutangi Drainage Area Committee Agenda No escalation required.</p>

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

This report does not intend to repeat the financial implications, options or decision-making requirements for the recommendations listed. Please review the agendas via the provided links for further information.

ĀPITIHINGA / ATTACHMENTS

1. **2024-03-13 Kaitaia Drainage Area Committee Minutes - A4613676** [↓](#) 
2. **2024-03-13 Kaitaia Drainage Area Committee Minutes Attachments - A4629623** [↓](#) 
3. **2024-03-13 Waiharara and Kaikino Drainage Area Committee Minutes - A4613693** [↓](#) 
4. **2024-03-13 Waiharara and Kaikino Drainage Area Committee Minutes Attachments - A4642521** [↓](#) 
5. **2024-03-13 Motutangi Drainage Area Committee Minutes - A4613701** [↓](#) 
6. **2024-03-13 Motutangi Drainage Area Committee Minutes Attachments - A4629780** [↓](#) 

Kaitaia Drainage Area Committee Meeting Minutes

13 March 2024

**MINUTES OF FAR NORTH DISTRICT COUNCIL
KAITAIA DRAINAGE AREA COMMITTEE MEETING
HELD AT THE BOARDROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS AVENUE,
KAITAIA
ON WEDNESDAY, 13 MARCH 2024 AT 10:00AM**

PRESENT: Chairperson Fiona King, Member Adele Gardner, Member Mike Masters, Member Joe King

IN ATTENDANCE: Cr Felicity Foy (joining virtually with speaking rights only)

STAFF PRESENT: Ellie Greenwood (Democracy Advisor – Democracy Services), Imrie Dunn (Democracy Advisor – Democracy Services), Beverly Mitchell (Community Board Co-ordinator – Stakeholder Relationships), Tanya Proctor (Head of Infrastructure Strategy) (virtual), Casey Gannon (Manager – Democracy Services)

1 MEETING OPENING

The meeting commenced at 10:00am.

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

An apology from Member Greg Yuretich and Dennis Chapman is noted.

3 NGĀ KAIKŌRERO / SPEAKERS

Nil.

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

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A4603341, pages 6 - 10 refers

MOTION

Moved: Chairperson Fiona King

Seconded: Member Joe King

That the Kaitaia Drainage Area Committee confirms that the minutes of the meeting of the Kaitaia Drainage Area Committee held 17 April 2023 are a true and correct record.

AMENDMENT

Moved: Chairperson Fiona King

Seconded: Member Adele Gardner

That the Kaitaia Drainage Area Committee confirms that the minutes of the meeting of the Kaitaia Drainage Area Committee held 17 April 2023 are a true and correct record, with an amendment to resolution 2023/2, c) to state “request the proposed rate change of \$133k for the 2023/24 year including drone hireage and machine cleaning, be reported back to the Drainage Committee”.

CARRIED

RESOLUTION 2024/1

Page 1

7.2 WINTER 2024 RURAL TRAVEL FUNDING APPLICATIONS**File Number: A4643911****Author: Kathryn Trewin, Funding Advisor****Authoriser: Scott May, Manager - Stakeholder Relationships****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To allocate Rural Travel Funding for the 2023/24 winter sporting season.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:

Ahipara Boardriders	\$750
Coastal Homes Netball, Taipa	\$900
Kaitaia Basketball Club	Declined
Kaitaia Pirates Sports Club	\$2,000
Kaitaia Rugby Club	\$2,000
Kaitaia United Womens Football	\$450
Oturu School, Kaitaia	Declined
Phoenix Netball	\$575
Taipa School	\$1,100
Te Hapua Sports and Recreation Club	\$2,000
Te Rarawa JMB Rugby Club	\$2,000
\$11,775	

Noted:

- a) The applications declined were ineligible for funding as submitted.
- b) Lesley Wallace, the Sport Northland Community Co-ordinator for Te Hiku, declared her conflict of interest when considering the applications for Te Rarawa JMB Rugby Club and Phoenix Netball club as a member. These applications were considered by the other members of the recommendation panel.

1) TĀHUHU KŌRERO / BACKGROUND

The Rural Travel Fund was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented by central government. The strategy is yet to be developed.

Council receives funding based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. This funding round is the second of two funding rounds for the current financial year, for sporting activities taking place in winter, or until approximately November 2024 when the next round of funding is allocated.

Council advertises that funding is available approximately one month before applications close online (including on Council's Facebook page), with the closing dates notified on the Rural Travel Funding page at the start of each calendar year (when the Community Board meetings dates are set). The Sport Northland representatives also forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

It is each Community Board's role to determine which applications best meet the criteria and will have the most positive broad effect in their communities. The following table is a guide to the funding criteria.

Funding is available for activities taking place within the district. It is understood, that in some cases, competitions do not exist within the district and travel is required in which case the Community Boards may use their discretion.

Project reports for any previous grants have been received from all the current applicants. The funding recommendation summary is attached, with applications being provided under separate cover to the Board.

	Sport New Zealand (Rural Travel)
What are the Objectives?	Subsidise travel for junior teams participating in local sport competition.
How much is available?	\$39,638 across the Far North District (including a one-off grant of \$10,275)
Funding is not available for	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
Who can apply?	Schools and clubs.
What age group is funding for?	Funding is available for youth/children aged 5 - 19 years of age.
Eligible Sports	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

Applicants are advised, when granted funds, that the funds are to be uplifted within three months and that a project report form is required if they wish to be eligible to apply for future funding.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand to increase participation in sport by young people living in rural communities.

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

Council now receives one grant annually from Sport New Zealand. Sport Northland no longer offer Tu Manawa funding through Councils and undertake granting of this funding themselves.

The total budget for rural travel funding for the 2023/24 financial year is \$39,268. The percentage of youth throughout the district is translated into percentages to calculate the percentage of funding each Board can allocate. \$4300 was allocated by the Board for the summer round of applications.. The amount the board has available to grant for the Winter travel round is \$11,775.10, which includes unallocated funding from the summer travel round and funding returned to the fund at the previous meeting as it was not uplifted by applicants.

ĀPITIHANGA / ATTACHMENTS

1. **THCB Winter Rural Travel Breakdown - A4643844** [↓](#) 

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 FUNDING APPLICATIONS

File Number: A4644058

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 March 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Three applications were received for funding, requesting a total of **\$22,915**
- The Community Board has an available total of **\$68,996.56** in **Community Grant** Funding for the 2023/24 financial year.
- The Community Board has an available total of **\$61,260.39** in **Placemaking** Funding for the 2023/24 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$2,270** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Momentum Charitable Trust for running life and financial skills programmes at Kaitaia Probation Centre.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$4,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to R Tucker Thompson Youth Sail Trust for rangitahi from Te Hiku to attend a youth development voyage.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$14,375** (plus GST if applicable) be paid from the Board's Placemaking Fund account to Te Wananga o Te Rangianiwaniwa for repainting the inside of the swimming pool.

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
Momentum Charitable Trust, Life and Financial Skills programmes	\$4,540	\$2,270	The applicant is seeking funding to run a life financial skills programme for at the Kaitaia Probation Centre. This is an expansion of their programme with Northland Correctional Facility. They have asked for 100% of the programme costs. This meets community outcomes 1 and 3	Social/Community Development
R Tucker Thompson Youth Sail Trust, Youth Development Voyage	\$4,000	\$4,000	The Trust has applied for funding to assist rangitahi from Te Hiku to attend a voyage aboard the ship. This meets community outcomes 1 and 3	Social/Community Development
Te Wananga o Te Rangianiwaniwa, Repainting of pool	\$14,375	\$14,375	This pool is well utilised and supported by the local community and requires maintenance to allow this to continue. This meets community outcomes 1 and 3	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.

Each application must meet at least one community outcome from the Council's Long Term Plan.

The six community outcomes are as follows:

1. Proud, vibrant communities;
2. Prosperous Communities supported by a sustainable economy;
3. Communities that are safe, connected and sustainable;
4. Communities that are prepared for the unexpected;
5. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;

6. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

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. **Momentum Charitable Trust - A4643845** [↓](#) 
2. **R Tucker Thompson - A4643847** [↓](#) 
3. **Te Wananga o Te Rangianiwaniwa - A4643846** [↓](#) 

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.

7.4 PROJECT FUNDING REPORTS

File Number: A4643852
Author: Kathryn Trewin, Funding Advisor
Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the project report received from Kaitaia Knights Chess Club.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

There are no financial implications or budgetary requirements.

ĀPITIHINGA / ATTACHMENTS

1. Kaitaia Knights Chess Club - A4643848 [↓](#) 

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.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 TE HIKU COMMUNITY BOARD APRIL 2024 OPEN RESOLUTION REPORT

File Number: A4646810

Author: Ellie Greenwood, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding resolutions from decisions dated from 1 January 2021.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Te Hiku Community Board April 2024 Open Resolution Report.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report 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 resolutions 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. Open Resolution Report - A4646782 [↓](#) 

8.2 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4643473

Author: Beverly Mitchell, Community Board Coordinator

Authoriser: Scott May, Manager - Stakeholder Relationships

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the April 2024 member reports from Chairperson Adele Gardner and Members Darren Axe and John Stewart

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.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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 report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.

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.

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. Adele Gardner Chair Report 2024-04-16 - A4644427  
2. Darren Axe Member Report 2024-04-16 - A4644428  
3. John Stewart Member Report 2024-04-16 - A4644429  

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE