



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday 16 May 2024

Time: 10.00am
Location: Turner Centre

Membership:

Chairperson Belinda Ward
Deputy Chairperson Lane Ayr
Councillor Ann Court
Member Bruce Mills
Member Amy Slack
Member Roddy Hapati-Pihema
Member Jane Hindle
Member Tyler Bamber

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 stormwater 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 centres.
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. 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.
18. 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.
19. 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.

20. 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
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre on:
Thursday 16 May 2024 at 10.00am

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1 KARAKIA TIMATANGA / OPENING PRAYER

ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.

We ask that through the boards discussions and decisions the representatives elected may advocate on behalf of the Bay of Islands-Whangaroa community with aroha, imagination, skill and wisdom to achieve a fairer and more united community that enhances the wellbeing of the community and solves the community's problems efficiently and effectively.

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

Nil.

4 NGĀ TONO KŌRERO / DEPUTATION

Mr Hector Davies President of the Kawakawa RSA in relation to a request for an additional flagpole at the RSA.

5 NGĀ KAIKŌRERO / SPEAKERS

- Sarah Burren representing Living Theatre Charitable Trust in relation to funding application for Bad Jelly the Witch.
- Gerry Paul representing the Turner Centre in relation to funding application for Brew of Islands 2024.
- Waireti Paora representing the Ngati Rahiri Māori Komiti in relation to funding application for Wananga Matariki 2024.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4646740

Author: Fleur Beresford, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Bay of Islands-Whangaroa Community Board to confirm that the minutes are a true and correct record of the previous meeting.

NGĀ TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 18 April 2024 are a true and correct record.

1) TE TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 clause 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) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Bay of Islands-Whangaroa 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”.



TE 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 meeting.

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. 2024-04-18 Bay of Islands-Whangaroa Community Board Minutes [A4659026] - A4659026 [↓](#) 
2. 2024-04-18 Bay of Islands-Whangaroa Community Board Minutes Attachments [A4677137] - A4677137 [↓](#) 

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	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.	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 a true and correct record, any interest that affect other people should be considered as part of the individuals report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE
ON THURSDAY, 18 APRIL 2024 AT 10.00**

PRESENT: Member Belinda Ward, Member Lane Ayr, Councillor Ann Court, Member Bruce Mills, Member Amy Slack, Member Roddy Hapati-Pihema, Member Jane Hindle, Member Tyler Bamber

IN ATTENDANCE: Councillor Babe Kapa.

STAFF PRESENT: Kim Hammond (Community Board Co-ordinator – Stakeholder Relationships), Kathryn Trewin (Funding Advisor – Stakeholder Relationships), Rebecca Williams (Senior Communications and Engagement Advisor), Will Davis (Communications and Engagement Advisor), Tania Steen (Manager - Property & Facilities Management), Victoria Neki (Team Leader – Technical Operations), Ellie Greenwood (Democracy Advisor – Democracy Services), Fleur Beresford (Democracy Advisor - Democracy Services).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10.07am Councillor Babe Kapa commenced the meeting with a Karakia.

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

Nil

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Hinewhare Harawera representing Ngāti Rāhiri Māori Komiti spoke in regard to the LTP and the difficulties understanding the documentation. She also spoke in relation to the Open Spaces Submission.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Nil

5 NGĀ KAIKŌRERO / SPEAKERS

- Ryan Doherty (Bay of Islands Business Association), and Jackie Sanders (even Organiser) representing Business Paihia in relation to funding application for lighting and sound for Matariki 2024.
- Greg Allan and Kerry Gelmi representing Kawakawa Bowling Club in relation to funding application for Installation of Sun Shelters.
- John Oszejca representing Kerikeri Theatre Company in relation to funding application for Little Shop of Horrors.
- Suzie Hati-Scott, Rowena Tana, and Raphael Polson representing Nga Tangariki o Ngati Hine Trust (Education Trust) - Te Papa Pa Orooro - in relation to funding application for Walkway Access and Beautification.

DOCUMENTS TABLED AT MEETING**Attachments tabled at meeting**

- 1 Ngati Rahiri Maori Komiti - Open Spaces Submission - 18 Apr 24
- 2 Te Papa Pa Orooro Presentation - 18 Apr 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 A4646843, pages 8 - 14 refers.

RESOLUTION 2024/24

Moved: Member Lane Ayr
Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 21 March 2024 are a true and correct record.

CARRIED**7 NGĀ PŪRONGO / REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORT**

Agenda item 7.1 document number A4648487, pages 15 - 25 refers.

RESOLUTION 2024/25

Moved: Member Lane Ayr
Seconded: Member Jane Hindle

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Members Lane Ayr and Jane Hindle.

CARRIED**7.2 PAIHIA VILLAGE GREEN ARTS AND CRAFTS GUIDELINES 2024-2025**

Agenda item 7.2 document number A4634040, pages 26 - 36 refers.

RESOLUTION 2024/26

Moved: Chairperson Belinda Ward
Seconded: Member Bruce Mills

That Bay of Islands-Whangaroa Community Board approve the Paihia Village Green Art and Crafts Market Guidelines 2024-2025.

CARRIED

Noted: Page 27 should read Guidelines G and not Guidelines 6.

7.3 ROAD NAMING - 208 WAIPAPA ROAD, WAIPAPA

Agenda item 7.3 document number A4610683, pages 37 - 40 refers.

RESOLUTION 2024/27

Moved: Member Jane Hindle

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board name the road currently addressed at 208 Waipapa Road, Waipapa as "Greenfields Way".**CARRIED****7.4 ALFRESCO DINING APPLICATION - CELLINI'S CAFÉ**

Agenda item 7.4 document number A4640538, pages 41 - 46 refers.

RESOLUTION 2024/28

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board pursuant to Council resolution passed on 30 June 2022 provide comment on a new application for alfresco dining from Cellini's Café, Paihia.**CARRIED****7.5 a) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4645271, pages 47 - 84 refers.

MOTION

Moved: Member Tyler Bamber

Seconded: Member Lane Ayr

That Bay of Islands-Whangaroa Community Board approve the sum of **\$10,000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Business Paihia towards the costs for Matariki 2024 celebrations.**SUBSTANTIVE MOTION**

Moved: Chairperson Belinda Ward

Seconded: Member Ann Court

That Bay of Islands-Whangaroa Community Board approve the sum of **\$22,500.00** (plus GST if applicable) be paid from the Boards Community Fund account to Business Paihia towards the costs for sound and lighting Matariki 2024 celebrations.Against: Members Lane Ayr and Bruce Mills**CARRIED****RESOLUTION 2024/29**

Moved: Chairperson Belinda Ward

Seconded: Member Ann Court

That Bay of Islands-Whangaroa Community Board approve the sum of \$22,500.00 (plus GST if applicable) be paid from the Boards Community Fund account to Business Paihia towards

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the costs for sound and lighting Matariki 2024 celebrations.Against: Members Lane Ayr and Bruce Mills**CARRIED****7.5 b) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4645271, pages 47 - 84 refers.

MOTION

Moved: Member Jane Hindle

Seconded: Member Roddy Hapati-Pihema

That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,500.00** (plus GST if applicable) be paid from the Boards Community Fund account to Kawakawa Bowling Club towards the installation of sun shelters.

SUBSTANTIVE MOTION

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board approve the sum of **\$4,485.00** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Kawakawa Bowling Club towards the installation of sun shelters.

CARRIED**RESOLUTION 2024/30**

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board approve the sum of \$4,485.00 (plus GST if applicable) be paid from the Boards Placemaking Fund account to Kawakawa Bowling Club towards the installation of sun shelters.

CARRIED**7.5 c) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4645271, pages 47 - 84 refers.

MOTION

Moved: Member Amy Slack

Seconded: Member Lane Ayr

That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Kerikeri Theatre Company towards the production costs of the Little Shop of Horrors.

SUBSTANTIVE MOTION

Moved: Member Amy Slack

Seconded: Councillor Ann Court

That Bay of Islands-Whangaroa Community Board approve the sum of **\$9,000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Kerikeri Theatre Company towards the production costs of the Little Shop of Horrors.

CARRIED

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RESOLUTION 2024/31

Moved: Member Amy Slack
 Seconded: Councillor Ann Court

That Bay of Islands-Whangaroa Community Board approve the sum of \$9,000.00 (plus GST if applicable) be paid from the Boards Community Fund account to Kerikeri Theatre Company towards the production costs of the Little Shop of Horrors.

CARRIED**7.5 d) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4645271, pages 47 - 84 refers.

COMMITTEE RESOLUTION 2024/31

Moved: Member Roddy Hapati-Pihema
 Seconded: Member Jane Hindle

That Bay of Islands-Whangaroa Community Board approve the sum of \$5,000.00 (plus GST if applicable) be paid from the Boards Placemaking Fund account to Nga Tangariki o Ngati Hine Trust towards the walkway access and beautification.

CARRIED**7.6 PROJECT FUNDING REPORTS**

Agenda item 7.6 document number A4645269, pages 85 - 88 refers

RESOLUTION 2024/32

Moved: Chairperson Belinda Ward
 Seconded: Member Bruce Mills

That Bay of Islands-Whangaroa Community Board note the project reports received from:

- 1. Northland Dance - Alice in Wonderland**
- 2. Business Paihia - Christmas 2023**
- 3. Kerikeri Business Association - Main Street Flower Baskets**

CARRIED**7.7 WINTER 2024 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.7 document number A4645267, pages 93 - 96 refers

RESOLUTION 2024/33

Moved: Member Bruce Mills
 Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:

- | | |
|------------------------------------|-------------------|
| a) Bay Cosmos AFC, Kawakawa | \$1,400.00 |
| b) Bay of Islands College | \$2,000.00 |
| c) Karetu School | \$1,000.00 |

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d) Kerikeri Football Club	\$2,000.00
e) Kerikeri High School	\$1,000.00
f) Matauri Bay School	\$570.00
g) Moerewa Rugby Club	\$600.00
h) Moerewa Rugby Club Juniors	\$1,200.00
i) United Kawakawa Rugby Club	\$1,000.00
	\$10,770.00
	CARRIED

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD APRIL OPEN RESOLUTION REPORT

Agenda item 8.1 document number A4647324, pages 97 - 98 refers

<p>RESOLUTION 2024/34</p> <p>Moved: Member Jane Hindle Seconded: Member Lane Ayr</p> <p>That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board April Open Resolution Report.</p> <p style="text-align: right;">CARRIED</p>
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9 TE KAPINGA HUI / MEETING CLOSE

At 2.03pm Member Roddy Hapati-Pihema closed the meeting with a karakia.

The meeting closed at 2.04pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 16 May 2024.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A4681087

Author: Kim Hammond, Community Board Coordinator

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Member Jane Hindle.

1) 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) 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 report from the Chairperson and members are attached.

Resource Consents are available on the Council's website and when going through a public notification process will be 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 to provide transparency.

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) 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.

ĀPITIHINGA / ATTACHMENTS

1. Chairpersons Report - Belinda Ward - A4681085  
2. Members Report - Jane Hindle - A4686250  

7.2 FUNDING APPLICATIONS

File Number: A4681534
Author: Kathryn Trewin, Funding Advisor
Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to allow the Bay of Islands-Whangaroa Community Board (the Board) to consider the application/s received for the Community Grant Fund/Placemaking Fund.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$36,802.52** to allocate for the Community Board Fund in the 2023/2024 financial year.
- The Board also has **\$90,575.00** to allocate for the Placemaking Fund for the 2023/2024 financial year.
- Four new applications have been received, requesting \$20,558.00.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$4,217.00** (plus GST if applicable) be paid from the Boards Community Fund account to Living Theatre Charitable Trust towards the costs for Bad Jelly the Witch.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$3,500.00** (plus GST if applicable) be paid from the Boards Community Fund account to the Turner Centre towards the costs of Brew of Islands 2024.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,266.00** (plus GST if applicable) be paid from the Boards Community Fund account to Ngāti Rahiri Māori Komiti towards the costs of Wananga Matariki 2024.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,000.00** (plus GST if applicable) be paid from the Boards Placemaking Fund account to From Script to Screen towards film-making workshops.

1) TĀHUHU KŌRERO / BACKGROUND

Each application has 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 and all provisions 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.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Requested	Recommend	Comments	Type
Living Theatre Charitable Trust – Bad Jelly the Witch	\$4,217.00	\$4,217.00	The applicant is seeking assistance in funding their next show – Bad Jelly the Witch. They have been granted \$2,000 from Kaikohe-Hokianga Community Board but were unsuccessful with their application to Creative Communities. This meets community outcomes 1 and 3	Arts, Culture and Heritage/ Event
Turner Centre – Brew of Islands 2024	\$8,500.00	\$3,500.00	The applicant is seeking funding to support the 2024 event. The recommendation is for funding the local entertainers and promotion of the event. This meets community outcomes 1 and 3	Arts, Culture and Heritage/ Event
Ngati Rahiri Māori Komiti – Wananga Matariki	\$5,841.00	\$2,266.00	The applicant is running a series of events for 10-12 kuia and kumatua to attend a series of wananga in the Bay of Islands-Whangaroa Ward as well as the Kaikohe-Hokianga Ward at Matariki. This is open to the descendents of James and Frances, and they note that on some days wider audience is likely to attend as manaakitanga means that the wider whanau will be included. The amount recommended is for the hire of rental vehicles to transport participants. A separate application has been lodged with Kaikohe-Hokianga Community Board. This meets community outcomes 1, 3, 5, 6	Arts, Culture and Heritage/ Event
From Script to Screen – Film-making workshops	\$2,000.00	\$2,000.00	The applicant is running a series of film-making workshops for adults and children. They were unsuccessful with their application to Creative Communities. This meets community outcomes 1 and 3	Community Development

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The applicants were required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option One: Authorise funding for the full amount requested.

Option Two: Authorise partial funding.

Option Three: Decline funding the application.

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. **Living Theatre - Bad Jelly the Witch - A4681370** [↓](#) 
2. **Brew of Islands 2024 - A4681371** [↓](#) 
3. **Ngati Rahiri Maori Committee - A4681373** [↓](#) 
4. **Script to Screen Filmmaking Workshops - A4681374** [↓](#) 

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.	Applications received are assessed against the Community Grants 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.	There are no implications for Māori in relation to the applications received in relation to whenua and/or wai.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.3 PROJECT FUNDING REPORTS

File Number: A4681387

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 Bay of Islands-Whangaroa Community Board note the project reports received from:

1. Busy Bees
2. Kerikeri Vertjam 2024

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. Busy Bees - A4681369 [↓](#) 
2. VertJam 2024 - A4681372 [↓](#) 

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.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 BAY OF ISLANDS - WHANGAROA COMMUNITY HALL ANNUAL INFORMATION 2022-2023

File Number: A4662183

Author: Michelle Rockell, Team Leader - Property Management

Authoriser: Kevin Johnson, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Bay of Islands -Whangaroa Community Board the 2022-2023 Annual General Meeting (AGM) minutes, financial statement and statistical data as provided by Kaeo (Whangaroa) Memorial, Paihia Memorial, Russell Town, Totara North and Waipapa Hall Committees.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees that occupy Council owned halls to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to letters sent from Council staff.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands - Whangaroa Community Hall Annual Information 2022-2023.

TĀHUHU KŌRERO / BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 (attached) and the Community Halls Policy dated September 2016 (attached).

The Hall and Facilities Strategy notes Councils vision for community halls is “A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities.”

The Community Halls Policy includes the following key statements:

- Ensure that the communities current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well-maintained facilities.
- Adopt preferred frameworks for Councils involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls per Ward:

	Council owned on Council land	Council owned on Crown land	Community owned on Council land	Community owned on Community land
Kaikohe – Hokianga Ward	Kaikohe War Memorial Kohukohu South Hokianga War Memorial Kaikohe Senior Citizen's Horeke Okaihau Rawene	Taheke Community Centre		Broadwood Ngawha Waimamaku Umawera
Te Hiku Ward	Herekino, Mangonui Oruru (remains closed)	Lake Ohia Kaingaroa	Whatuwhiwhi	Fairburn Waiharara Araiawa <i>Takahue – no longer exists</i>
Bay of Islands – Whangaroa Ward	Paihia Russell Totara North Waipapa Whangaroa Memorial (Kaeo) Whangaroa Village	Maromaku	Moerewa	Opuā Pakaraka

In November each year, Council staff contact the various hall committees that occupy Council owned halls, reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

It is the intention of Council staff to present the Community Hall Committee information to the appropriate Community Board around April/May annually.

At the time of writing this report, community hall information had not been received from Maromaku and Whangaroa Village Hall Committees. All other information reports are attached to this report.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the content of the information received.








The Community Board will decide what steps to take with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

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

No financial implications for Council or the hall committees.

ĀPITIHINGA / ATTACHMENTS

- 1. Kaeo (Whangaroa) Memorial Hall - A4504772**  

2. **Paihia Memorial Hall - A4481389** [↓](#) 
3. **Russell Town Hall - A4558774** [↓](#) 
4. **Totara North Hall - A4532914** [↓](#) 
5. **Waipapa Hall - A4490450** [↓](#) 
6. **Community Halls Policy 2016 - A3622340** [↓](#) 
7. **Halls and Facilities Strategy 2015 - A3622314** [↓](#) 
8. **Community Halls Request for Annual Return Template Letter - A4687162** [↓](#) 

8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MAY OPEN RESOLUTION REPORT

File Number: A4687039

Author: Fleur Beresford, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Bay of Islands-Whangaroa Community Board with an overview of outstanding decisions from 1 January 2021.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced open resolution reports as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Open resolution reports are in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board April Open Resolution Report.

TĀHUHU KŌRERO / BACKGROUND

Open resolution reports provide regular updates on progress against decisions made at meetings.

Open resolution reports have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that open resolution reports provided to members differentiate between work outstanding and work in progress.

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 - 09 May 24 - A4686896 [↓](#) 

8.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2024**File Number: A4675097****Author: Segun Rotimi, Accounting Support Officer****Authoriser: Jonathan Slavich, Chief Financial Officer****PURPOSE OF THE REPORT**

The Community Fund account provides information on financial matters relating to the Bay of Islands-Whangaroa Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 March 2024".

1) 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 2023	\$201,549.00	\$100,000.00
• Plus, unused funds from 2021-23	\$66,939.35	\$93,360.86
Less funds granted and uplifted to 31 March 2024	\$172,404.83	-
• Less funds not uplifted from previous community meetings (committed to projects)	\$22,632.00	\$93,300.86
Community Fund Account balance as at 31 March 2024	\$73,451.52	\$100,060.00

2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 31 March 2024 in the Community Fund account is \$73,451.52 and the balance in the Placemaking Fund account is \$100,060.00.

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.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 31 March 2024 is attached.

ATTACHMENTS

1. **Statement of Community Fund Account BOI-Whangaroa as at 31 March 2024 - A4675085**



9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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
9.1 - New lease request over 195 Puketona Road, Paihia - Job Complete Limited	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

11 TE KAPINGA HUI / MEETING CLOSE