



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Te Hiku Community Board Meeting

Tuesday, 13 August 2024

Time: 10:00am

**Location: Conference 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 & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

Far North District Council
Te Hiku Community Board Meeting
will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and
Mathews Avenue, Kaitia on:
Tuesday 13 August 2024 at 10:00am

Te Paeroa Mahi / Order of Business

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Nil

4 NGĀ TONO KŌRERO / DEPUTATION

Nil

5 NGĀ KAIKŌRERO / SPEAKERS

- Annie Tothill regarding item 7.1a, funding application for Artisans Affair, pages 20-25 refers.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4666787

Author: Marysa Maheno, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board confirm the minutes of the meeting held to 16 July 2024 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.

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. 2024-07-16 Te Hiku Community Board Minutes - A4780959** [↓](#) 

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

16 July 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, 16 JULY 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

IN ATTENDANCE: Cr Hilda Halkyard-Harawira

STAFF PRESENT: Kathryn Trewin (Funding Advisor), Peggy Veen (Principal Advisor), Maria Bullen (Democracy Advisor), Aisha Huriwai (Manager - Democracy Services), Marysa Maheno (Democracy Advisor), Beverly Mitchell (Community Board Co-ordinator)

1 KARAKIA TIMATANGA / OPENING PRAYER

Member Baucke commenced the meeting with a karakia at 10:00am.

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

APOLOGY

RESOLUTION 2024/16

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

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

CARRIED

Member Sheryl Bainbridge declared a conflict of interest in relation to item 7.2b, as secretary of Doubtless Bay Promotions Incorporation. and advised she would be available to answer questions but abstain from voting.

Deputy Chairperson John Stewart declared a conflict of interest in relation to item 7.2a, as the owner of a business that will be paid from the grant if approved. He advised he would participate in discussion but abstain from voting.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

There was no public forum.

4 NGĀ TONO KŌRERO / DEPUTATIONS

There were no deputations.

5 NGĀ KAIKŌRERO / SPEAKERS

- April Atkinson representing Circability Trust, item 7.2A refers.
- Tracey Mold and Mark Thompson representing Houhora Big Game and Sports Fishing Club Inc, item 7.2D, page 75 refers.

Page 1

- Andrea Panther representing Kaitaia Business Association, item 7.2e, page 81 refers.

At 10:12am Cr Hilda Halkyard-Harawira arrived to the meeting.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4666773, pages 8 - 19 refers.

RESOLUTION 2024/17

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That Te Hiku Community Board confirm the minutes of the meeting held 18 June 2024 and the Extraordinary meeting held 24 June 2024, to be a true and correct record subject to following amendments to the

- a) Spelling of Dean Radojkovich's name**
- b) Resolution numbers to each item**
- c) Outcome of item 7.1d funding application**

CARRIED

7 NGĀ PŪRONGO / REPORTS

7.1 NEW GROUND LEASE TO TE RARAWA RUGBY CLUB INCORPORATED OVER RARAWA MEMORIAL DOMAIN RECREATION RESERVE

Agenda item 7.1 document number A4704455, pages 20 - 49 refers.

RESOLUTION 2024/18

Moved: Member William (Bill) Subritzky
Seconded: Member Rachel Baucke

That Te Hiku Community Board recommends that Council:

- a) approve a new ground lease to Te Rarawa Rugby Club Incorporated over part of the Rarawa Memorial Domain Recreation Reserve being Section 151 Block IV Ahipara SD, approximately 40,468 square metres, held in New Zealand Gazette 1979, page 1202 and Recreation Reserve held in Record of Title 308444, being of Lot 4 DP 366836, approximately 6010 square metres.**

The terms of the proposed lease shall be:

- Term: 30 Years (15+15);**
- Rental: As per FNDC Fees and Charges Schedule for a Community Lease;**
- \$118 plus GST for 2023/24 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule;**

b) with further conditions negotiated and agreed upon by the Group Manager Delivery and Operations, and Te Rarawa Rugby Club Incorporated

CARRIED

7.2A FUNDING APPLICATIONS

Agenda item 7.2 document number A4770847, pages 50 - 58 refers.

RESOLUTION 2024/19

Moved: Member William (Bill) Subritzky

Seconded: Member Rachel Baucke

That Te Hiku Community Board approve the sum of \$521.73 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Circability Trust to fund the venue hire for Kanohi Kitea 2024.

Abstained: Member John Stewart

CARRIED

7.2B FUNDING APPLICATIONS

Agenda item 7.2 document number A4770847, pages 59 - 65 refers.

RESOLUTION 2024/20

Moved: Member William (Bill) Subritzky

Seconded: Member Darren Axe

That Te Hiku Community Board approve the sum of \$8,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Doubtless Bay Promotions for set-up and operations for the new information centre for one year.

Abstained: Member Sheryl Bainbridge

CARRIED

7.2C FUNDING APPLICATIONS

Agenda item 7.2 document number A4770847, pages 66 - 74 refers.

RESOLUTION 2024/21

Moved: Member Sheryl Bainbridge

Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board approve the sum of \$975 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Friends of Rangikapiti Reserve for reserve weeding and pest control.

CARRIED

7.2D FUNDING APPLICATIONS

Agenda item 7.2 document number A4770847, pages 75 - 80 refers.

RESOLUTION 2024/22

Moved: Chairperson Adele Gardner

Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board approve the sum of \$6,514 (plus GST if applicable) be paid from the Board's Placemaking Fund account to Houhora Big Game and Sports Fishing Club Inc for construction of a concrete pedestrian ramp.

Te Hiku Community Board Meeting Minutes

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CARRIED**7.2E FUNDING APPLICATIONS**

Agenda item 7.2 document number A4770847, pages 81 - 88 refers.

RESOLUTION 2024/23

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board leave the application from the Kaitaia Business Association for funding towards Kaitaia Street Maintenance to lie on the table pending confirmation of excess funding from previous grants.

CARRIED**7.2F FUNDING APPLICATIONS**

Agenda item 7.2 document number A4770847, pages 89 - 94 refers.

RESOLUTION 2024/24

Moved: Member Darren Axe

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board approve the sum of \$1,730 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Kaitaia Croquet Club for club centenary celebrations.

CARRIED**7.2G FUNDING APPLICATIONS**

Agenda item 7.2 document number A4770847, pages 95 - 103 refers

RESOLUTION 2024/25

Moved: Deputy Chairperson John Stewart

Seconded: Member Rachel Baucke

That Te Hiku Community Board approve the sum of \$939.12 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Te Whakaora Tangata to fund the venue hire for Free Women 2024 Wananga.

CARRIED**7.3 PROJECT FUNDING REPORTS**

Agenda item 7.3 document number A4770853, pages 104 - 109 refers.

RESOLUTION 2024/26

Moved: Deputy Chairperson John Stewart

Seconded: Member Darren Axe

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

- a) Ahipara Aroha – Community sign repair**
- b) Kaitaia Business Association – Te Hiku Revitalisation extras**

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CARRIED**8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****8.1 TE HIKU COMMUNITY BOARD JULY 2024 OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4667366, pages 110 - 116 refers.

RESOLUTION 2024/27

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board receive the report Te Hiku Community Board July 2024 Open Resolution Report.**CARRIED****8.1a KAITAIA AIRPORT UPDATE****RESOLUTION 2024/28**

Moved: Member William (Bill) Subritzky

Seconded: Member Sheryl Bainbridge

That Te Hiku Community Board request a regular update report on the Kaitaia Airport.**CARRIED****8.2 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 8.2 document number A4768937, pages 117 - 126 refers.

RESOLUTION 2024/29

Moved: Member William (Bill) Subritzky

Seconded: Member Rachel Baucke

That Te Hiku Community Board note the July 2024 member reports from Chairperson Gardner and Members Axe, Baucke, Subritzky and Bainbridge be accepted.**CARRIED***Note: Verbal reports given by Deputy Chairperson John Stewart and Cr Hilda Halkyard-Harawira.**Note: Members voiced frustrations around lack of communication around the flooding issues with Marreine Place in Whatuwhiwhi.*

Te Hiku Community Board Meeting Minutes

16 July 2024

8.2a MOTION**RESOLUTION 2024/30**

Moved: Member Sheryl Bainbridge

Seconded: Chairperson Adele Gardner

That Te Hiku Community Board request a report on;

- a) Operational budget and timelines for regular maintenance of channels, culverts, and floodgates in the Kaitaia area,**
 - i. Are those assets insured and is there public liability insurance if they fail and private property is damaged.**
- b) Wastewater resource consents and discharge to land noting there is nothing in the LTP for Kaitaia.**

*Note: Also a request for timeframes for when reports are expected to be received.***CARRIED****8 TE KAPINGA HUI / MEETING CLOSE****The meeting was closed at 11:34am with a karakia by Cr Hilda Halkyard-Harawira.****The minutes of this meeting will be confirmed at Te Hiku Community Board Meeting held on 13 August 2024.**.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 FUNDING APPLICATIONS

File Number: A4809963

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 Te Hiku Community Board to determine which application/s will receive funding at the June 2024 meeting.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- One application has been received, requesting a total of **\$2,630**
- The Community Board has an available total of **\$122,465.15** in **Community Grant** Funding for the 2024/25 financial year.
- The Community Board has an available total of **\$93.486** in **Placemaking** Funding for the 2024/25 financial year.

TŪTOHUNGA / RECOMMENDATION

- a) That Te Hiku Community Board approve the sum of **\$2,300** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Annie Tohill for Artisans Affair 2024.

TŪTOHUNGA / RECOMMENDATION

- a) That Te Hiku Community Board approve the sum of **\$7095.49** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Kaitaia Business Association for Kaitaia Street Cleanup; and
- b) That Te Hiku Community Board approve the sum of **\$5,719.51** (plus GST if applicable), being the remainder for funds allocated by resolution 2022/51 on 21 June 2022, for use by the applicant towards the Kaitaia street cleaning project.

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 |
|--------------------------------------|-----------|-----------|--|-------|
| Annie Tohill – Artisans Affair | \$2,630 | \$2,300 | This applicant is seeking funding towards the costs of running the 2024 Artisans Affair craft event in September 2024. This meets community outcomes 1, 2 and 3 | Event |

| Applicant and Project | Requested | Recommend | Comments | Type |
|---|-----------|-----------|--|-----------|
| Kaitaia Business Association – Kaitaia Street Cleanup | \$12,815 | \$7095.49 | <p>The applicant is seeking funding towards maintenance of the gardens and installations. The applicant appears to be applying for funding for works that fall under the responsibility of the new CityCare contract. It is recommended that this is left to lie while the details of the new contract are ascertained.</p> <p>The applicant advises that they have \$5,719.51 remaining from the funding granted to them in August 2022 that is unspent. The recommendation is that the Board allow the applicant to use the remaining funds towards this project and allocate the balance required for this project.</p> <p>This meets community outcomes 1, 3 and 6</p> | Community |

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.

ĀPITI HANGA / ATTACHMENTS


1. **Artisans Affair - A4809950**  
 2. **Kaitaia Business Association - A4770833**  
- 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. |
|---------------------------------|---|



Local Grant Application Form

Instructions

Please read carefully:

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- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0600 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

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

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3 **x 2**
- ☐ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☒ A health and safety plan. **As for Te Ahi Centre**
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation Number of Members

Postal Address

Physical Address

Contact Person

Phone Number


Email Address

Please briefly describe the purpose of the organisation.

To show we are a resilient innovative community where artisans work together to exhibit creativity thereby leading and inspiring others

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

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Local Grant Application Form

Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☒ Te Hiku
 ☐ Kaikohe-Hokianga
 ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity ARTISAN AFFAIR Date 6 + 7 - 9-24

Location Te Anu Centre Time 12 to 6 PM 9 AM TO 4 PM

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No

If so, how much? N/A.

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

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


Artisan Affair is a great motivator for exhibitors to bring along their most impressive creations. New knowledge and experiences are shared. The diversity in design, techniques and competency demonstrated creates a sense of pride within the whole community. ~~are people, our place~~ Many of the creations are rare, unique or experimental, not otherwise able to be experienced by the community. Inspiration and knowledge is shared. Everyone gains knowledge about materials, techniques and tools. EMPOWERING Networks, important for keeping skills alive are established and strengthened. This supports SELF RELIANT communities.

ARTISAN AFFAIR is the only major "Made Local" event of this size and nature in Kaitiaki under one roof (Te Anu) that happens only once a year. This event has evolved and grown over time.

ARTISAN AFFAIR must be allowed to continue.

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

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Local Grant Application Form

Project Cost

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

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

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

Please Note:


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

| Expenditure | Total Cost | Amount Requested |
|--|----------------|------------------|
| Rent/Venue Hire <i>QUOTE</i> | 2000.00 | 2000.00 |
| Advertising/Promotion | | |
| Facilitator/Professional Fees ² <i>DESIGN</i> | 300.00 | 300.00 |
| Administration (incl. stationery/copying) | | |
| Equipment Hire | | |
| Equipment Purchase (describe) | | |
| Utilities | | |
| Hardware (e.g. cement, timber, nails, paint) | | |
| Consumable materials (craft supplies, books) | | |
| Refreshments | | |
| Travel/Mileage | 320.00 | 320.00 |
| Volunteer Expenses Reimbursement | | |
| Wages/Salary | 5560.00 | not applicable |
| Volunteer Value (\$20/hr) | | not applicable |
| Other (describe) | | |
| TOTALS | 8180.00 | 2620.00 |

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

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Local Grant Application Form

Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

How much money does your organisation currently have?

How much of this money is already committed to specific purposes?

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

| Purpose | Amount |
|--|---------|
| 35 Exhibitors will contribute at least \$50 each = \$1750.00 which will contribute to the cost of organising | |
| | |
| | |
| TOTAL | 1750.00 |


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

| Funding Source | Amount | Approved |
|----------------|--------|---------------|
| | | Yes / Pending |
| | | Yes / Pending |
| | | Yes / Pending |
| | | Yes / Pending |
| | | Yes / Pending |

Please state any previous funding the organisation has received from Council over the last five years:

| Purpose | Amount | Date | Project Report Submitted |
|---|--------|------|--------------------------|
| This event has been previously funded but not via an application of mine. | | | Y / N |
| | | | Y / N |
| | | | Y / N |
| | | | Y / N |

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

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

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

On behalf of: (full name of organisation)

Te Hiku Artisans

We, the undersigned, declare the following:
In submitting this application:


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

Signatory One

Signatory Two

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Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name

Postal Address

Phone Number

Signature

Signatory Two

Name

Postal Address

Phone Number

Signature

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

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Te Hiku Community Grants Fund 2023-2024
Local Grant Application Form
Application No. THCB00036 From Kaitaia Business Association
Form Submitted 22 Jun 2024, 4:48PM NZST

Applicant Details

*** indicates a required field**

Instructions

Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

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

Applicant details

Applicant *

Kaitaia Business Association

Te Hiku Community Grants Fund 2023-2024
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Form Submitted 22 Jun 2024, 4:48PM NZST

Contact details

Purpose of organisation

Please briefly describe the purpose of the organisation *

Develop and promote the Kaitaia CBD.

Support economic growth through the identification and strategic and annual planning of projects.

Increase employment and local business investment by showing potential investors and businesses that there is strong business leadership in the town.

Enhance the physical environment through determining appropriate and useful projects.

Number of Members *

240

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Street Clean Up

Te Hiku Community Grants Fund 2023-2024

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Form Submitted 22 Jun 2024, 4:48PM NZST

Location *

Kaitaia

Will there be a charge for the public to attend or participate in the project or event? *☐ Yes☒ No**Project dates:**

Start Date

End Date:

Date**Date:**

17/06/2024

31/12/2024

Must be a date.

Must be a date.

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

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

Project outline: *

Enhancing the cleanliness of Kaitaia's main street and maintaining the public council-owned gardens will significantly uplift the town's appearance, fostering community pride among the Kaitaia residents. A cleaner main street will attract more visitors and local shoppers, boosting the local economy and encouraging business investment. This initiative will not only beautify the town but also help preserve Kaitaia's cultural and historical heritage, making it a more appealing destination for tourists and enhancing the quality of life for the local population.

Maintaining public gardens is equally crucial, as these green spaces provide places for relaxation, recreation, and social interaction, promoting physical and mental well-being.

Together, these efforts will create a safer environment by reducing litter and overgrown vegetation, deterring anti-social behavior, and increasing community vigilance. The positive visual impact of these improvements will instill civic pride, and hopefully encouraging community members to actively participate in the upkeep of their own piece of paradise.

Project Cost*** indicates a required field****Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.**

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

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

Te Hiku Community Grants Fund 2023-2024

Local Grant Application Form

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contribute.

Please Note:

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

Budge

| Expenditure | Total Cost | Amount Requested | Quotes |
|----------------------------------|--------------------------|--------------------------|--|
| | Must be a dollar amount. | Must be a dollar amount. | |
| Travel/Mileage | \$ | \$ | No files have been uploaded |
| Volunteer Expenses Reimbursement | \$ | \$ | No files have been uploaded |
| Street Clean | \$4,950.00 | \$4,950.00 | Filename: CleanPro Quote - Street Clean.pdf File size: 179.0 kB Filename: Kaitaia main street washdowns SQ-005526 Quote.pdf File size: 304.1 kB |
| Garden Maintenance | \$15,865.00 | \$7,865.00 | Filename: Quote QU0058.pdf File size: 47.8 kB |
| Other (describe) | \$ | \$ | No files have been uploaded |

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$20,815

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$12,815

Must be a dollar amount.

Te Hiku Community Grants Fund 2023-2024
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Form Submitted 22 Jun 2024, 4:48PM NZST

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☒ Yes ☐ No

GST Number

GST Number

066-987-299

Current Funding

How much money does your organisation currently have? *

\$39,993.89

Must be a dollar amount.

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

\$24,072.36

Must be a dollar amount.

Tagged Funds

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

| Purpose | Amount |
|------------------------------------|------------|
| Kaitaia Master Plan | \$8,859.98 |
| Plinths for Beautification Project | \$4,738.00 |
| CCTV Monitoring | \$1,000.00 |
| Digital Sign Rep & Main | \$7,474.38 |
| Co-ordinator Fees | \$3,000.00 |

Total Tagged Funds

Total Expenditure Amount

\$25,072.36

This number/amount is calculated.

Other Funding

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

Te Hiku Community Grants Fund 2023-2024
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| Funding Source | Amount | Decision |
|-------------------|--------------------------|----------|
| | Must be a dollar amount. | |
| BID Funding - KBA | \$8,000.00 | Yes |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |

Previous Funding from FNDC

Have you previously received funding from FNDC?

☒ Yes ☐ No

Previous Funding from FNDC

| Purpose | Amount | Date | Project Report Submitted |
|-------------------------------|--------------------------|-----------------|--------------------------|
| | Must be a dollar amount. | Must be a date. | |
| CCTV Monitoring & Maintenance | \$7,250.00 | 31/12/2023 | No |
| | \$ | | |
| | \$ | | |
| | \$ | | |

Last page

*** indicates a required field**

Privacy Information

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Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and

Te Hiku Community Grants Fund 2023-2024
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cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

We, the undersigned, declare the following:

In submitting this application:

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

We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.

Te Hiku Community Grants Fund 2023-2024
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Form Submitted 22 Jun 2024, 4:48PM NZST

9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- 10 To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

Signatures

Date

22/06/2024

Must be a date.

Date

22/06/2024

Must be a date.

7.2 TOP ENERGY EASEMENT OVER RESERVE MOERUA PARK

File Number: A4801888

Author: Michelle Rockell, Team Leader - Property Management

Authoriser: Kevin Johnson, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek Te Hiku Community Boards recommendation to Council on the approval to grant an easement in gross in favour of Top Energy Limited pursuant to section 48 of the Reserves Act 1977 on Part Lot 27 Deposited Plan 405 comprised in record of title NA19A/1151 being part of recreation reserve Moerua Park, Kaitāia now better known as Te Hiku Sports Hub and netball courts located at 74 South Road Kaitāia ("Land"). The easement is required to enable Top Energy to convey electricity and telecommunications over the easement area as a result of an infrastructure upgrade to enable larger capacity or volume.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- To ensure that power supply is sufficient for the surrounding area, Top Energy needs to upgrade its infrastructure currently located on the road corridor in the vicinity of 74 South Road Kaitāia. The upgrade requires relocation from the road corridor to the easement area as defined and shown in the Agreement to Grant Easement attached.
- Accordingly, Top Energy has approached Council seeking Council's consent to relocate the upgraded infrastructure to the easement area and to register an easement on the record of title for the Land.
- Section 48 of the Reserves Act 1977 provides a mechanism and statutory power for Council to consider and approve grants of easements on any part of a reserve for any public purpose or an electrical installation or work, as defined in section 2 of the Electricity Act 1992.
- No public consultation is required as the reserve Land is not likely to be materially altered or permanently damaged and the rights of the public in respect of the reserve are not likely to be permanently affected as a result of the easement sought.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board recommend to Council the granting of an easement in gross in favour of Top Energy Limited for a right to convey electricity and telecommunications pursuant to section 48(1)(a) and (d) of the Reserves Act 1977 on Part Lot 27 Deposited Plan 405 contained in Record of Title NA19A/1151 being part of Moerua Park, Kaitāia on the terms set out in the form of easement instrument (Attachment 1 Schedule 2).

1) TĀHUHU KŌRERO / BACKGROUND

- Council is the owner and administering body of the Moerua Park recreation reserve forming the premises of the sports hub.
- Far North District Council does not own the buildings and structures other than the netball courts on the reserve Land.
- On 26 April 2018 Far North District Council passed a resolution granting a long-term lease of the Moerua Park recreation reserve to Te Hiku Sports Hub Inc. This lease was signed 1 November 2023.
- Te Hiku Sports Hub was officially opened to the public in early June 2024.
- In January 2024, Top Energy Ltd approached Council staff to discuss the granting of an easement to upgrade the transformer located outside the newly developed Te Hiku Sports Hub. This would involve moving it from its current location within the road corridor to the

boundary of the reserve as shown in the Agreement to Grant Easement (Attachment 1 Schedule 1).

- The appropriate legal mechanism for Council to legalise installation of electricity infrastructure on the Land and associated works is to grant an easement in gross under the Reserves Act 1977. Section 48(1) (a) and (d) states:

Section 48(1) Subject to subsection (2) and to the Resource Management Act 1991, in the case of reserves vested in an administering body, the administering body, with the consent of the Minister and on such conditions as the Minister thinks fit, may grant rights of way and other easements over any part of the reserve for;

(a) any public purpose; or

(d) an electrical installation or work, as defined in section 2 of the Electricity Act 1992

- In accordance with section 48(3), public notification is not required if the Reserve is not likely to be materially altered or permanently damaged and the rights of the public (in respect of the reserve) are not likely to be permanently affected by the establishment and lawful exercise of the easement.
- In accordance with section 48(1) and the subsequent Minister of Conservation's 2013 instrument of delegation for Territorial Authorities, a Territorial Authority as an administering body of a reserve, maintains the delegated authority (by the Minister of Conservation) to grant easements pursuant to section 48(1) of the Reserves Act 1977.
- Therefore, the Council can consider and approve to grant easement in gross under the Reserves Act 1977 for the purpose of allowing Top Energy Ltd to carry out installation of electricity infrastructure and the associated works and to convey electricity and telecommunications in perpetuity until the easement is surrendered, should the Council see fit to do so.



The proposed easement is over part Recreation Reserve New Zealand Gazette 1881 p 2341, also known as Moerua Park. The proposed area can be seen in blue in the attached agreement.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Option 1 – Recommended

That Te Hiku Community Board recommend to Council the granting of an easement in gross in favour of Top Energy Limited for a right to convey electricity and telecommunications pursuant to section 48(1)(a) and (d) of the Reserves Act 1977 on Part Lot 27 Deposited Plan 405 contained in Record of Title NA19A/1151 being part of Moerua Park, Kaitiāia on the terms set out in the form of easement instrument (Attachment 1 Schedule 2).

Option 2 – Recommend to not approve to grant easement in gross in favour of Top Energy subsequently not allowing and preventing Top Energy Ltd from upgrading its infrastructure.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Upgrades to the transformer will ensure sufficient electricity is provided to nearby area(s) and users including Te Hiku Sports Hub and local residents.

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

Cost of easement, easement agreement, survey and registration will be incurred solely by Top Energy Limited:

- Top Energy will be responsible for all costs relating to the completion of the Works, the survey, preparation and deposit of the Land Transfer Plan, and the registration of the Easement.
- Top Energy shall reimburse the Council for its reasonable legal costs in connection with the perusal, negotiation, execution and performance of this agreement and the registration of the Easement.

ĀPITI HANGA / ATTACHMENTS

1. Easement agreement Top Energy - FNDC - A4801878 [↓](#) 
2. Record of title - A4821730 [↓](#) 

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 | Low |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | Section 48 (1) Reserves Act 1977. |
| 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 proposal does not have district wide relevance. Te Hiku Community Board does not have delegation to grant easements pursuant to section 48(1) of the Reserves Act 1977. However, their views have been sought through this report. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | No implications to Māori on the granting of this easement. |
| 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). | No people have been identified as affected on the granting of this easement. |
| State the financial implications and where budgetary provisions have been made to support this decision. | None. All cost to be incurred by Top Energy. |
| Chief Financial Officer review. | The Chief Financial Officer has reviewed this report. |

Agreement to Grant Easement

Top Energy Limited

Far North District Council (formerly Kaitaia Borough Council)

GreenwoodRoche
PROJECT LAWYERS

Agreement to Grant Easement

Page 1

Date:

PARTIES

- 1 Top Energy Limited (*Top Energy*)

Address: John Butler Centre (level 2)
60 Kerikeri Road, Kerikeri
Phone: (09) 407-0604
Email: Taryn.Collins@topenergy.co.nz
- 2 Far North District Council (formerly Kaitaia Borough Council) (*Owner*)

Address: Private Bag 752
Kaikohe 0440

BACKGROUND

- A The Owner is the owner of the Land.
- B Top Energy is the electricity lines network company responsible for electricity transmission servicing the Land.
- C Top Energy and the Owner have reached agreement on the terms upon which, amongst other things, Top Energy will undertake the Works, and the Owner will grant the Easement to Top Energy, as set out in this agreement.

AGREEMENT**1 DEFINITIONS AND INTERPRETATION****1.1 Definitions:** In this agreement:

Compensation means the sum of \$1.00 plus GST (if any).

Condition means the condition contained in clause 2.1.

Culvert Extension Plan is an indicative plan detailed the extension of the culvert by 4.5 metres and a tree removal;

Dealing means the registration of the Easement in accordance with clause 6.

Easement means an easement granting a right to convey electricity and telecommunications in gross in favour of Top Energy over the Easement Area, on the terms set out in the form of easement instrument attached as Schedule 2, which shall be amended to include the provisions of this agreement where necessary.

Easement Area means the area shown marked blue as "proposed easement" on the Plan in respect of the Works, such area to be finalised by Top Energy during the survey process in clause 5 following completion of the Works.

Land means the land comprised in record of title NA19A/1151 (legally described as Part Lot 27 Deposited Plan 405) being approximately 9.9421 hectares more or less (North Auckland Land Registry).

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Agreement to Grant Easement

Page 2

Land Transfer Plan means an easement plan complying with the Land Transfer Act 2017.

LINZ means Land Information New Zealand.

Owner means the Owner, the Owner's successors and/or the registered owner(s) for the time being of the Land.

Plan means the indicative plans and description of existing and proposed Works attached as Schedule 1, including the Culvert Extension Plan.

Top Energy means Top Energy Limited, its successors and permitted transferees, assigns, lessees, sublessees and licensees together with Top Energy's servants, agents, employees, workers, invitees, licensees and contractors.

Transmission Line means the electricity infrastructure and associated works to be constructed both on and under the Land, including the transitioning of the overhead section of high voltage overhead electricity lines from pole 204205 to pole 428136 to underground high voltage electricity lines, together with the installation of a new switch unit and transformer unit, as shown on and further described on the Plan.

Works means the works to install the Transmission Line and associated works, including the works outlined in the Culvert Extension Plan.

1.2 INTERPRETATION

In this agreement:

- (i) The words including the singular shall be deemed to include the plural and vice versa.
- (ii) References to Top Energy and the Owner shall include their successors and/or permitted transferees/assigns.
- (iii) References to any document or agreement shall be deemed to include references to that document or agreement as amended, novated, supplemented, varied or replaced.
- (iv) Headings are inserted for convenience and shall be ignored in interpreting this agreement.
- (v) References to a clause or a paragraph are a reference to clauses of this agreement and, unless stated otherwise, to the part of this agreement in which such reference appears.

2 CONDITION

- 2.1 This agreement is conditional upon the Owner (as owner of the Land and as an administering body) complying with all laws and legal requirements necessary to register the Easement, including complying with any obligations under the Reserves Act 1977.
- 2.2 The date for satisfaction of this condition is the date that is three calendar months from the date this agreement is signed by all parties.

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Agreement to Grant Easement

Page 3

3 WORKS

- 3.1 In consideration of the payment of the Compensation by Top Energy to the Owner (receipt of which is acknowledged), Top Energy shall, from the date the Condition is satisfied, be entitled to enter, re-enter and remain on the Land at all reasonable times with or without such assistance, machinery, vehicles and equipment as is reasonably necessary to undertake the Works.
- 3.2 Top Energy shall undertake the Works with all due care, speed and diligence, provided always that Top Energy shall use reasonable endeavours to cause as little interference as practicable to the Owner.
- 3.3 Any change to the Easement Area (being solely as a result of an adjustment in accordance with the final route of the Transmission Line), must be approved in writing by the Owner, such approval not to be unreasonably withheld or delayed.

4 EASEMENT

- 4.1 From the date the Agreement is signed:
- (a) the Owner grants, and Top Energy accepts, the Easement over the Easement Area; and
 - (b) Top Energy and the Owner agree to be bound by the Easement as if it had been executed by both parties and registered against the record of title to the Land, its terms being implied into this agreement.

5 SURVEY AND REGISTRATION

- 5.1 Following completion of the Works, Top Energy will at its cost:
- (a) undertake a survey and produce a Land Transfer Plan identifying the Easement Area;
 - (b) submit the Land Transfer Plan to LINZ for approval and deposit and take such steps as are necessary to obtain LINZ's approval of the Land Transfer Plan; and
 - (c) create a Landonline Workspace for the Dealing.
- 5.2 The Owner will promptly obtain the consent of any chargee or mortgagee of the Land to the Dealing on terms reasonably acceptable to Top Energy. The Owner will also procure the signing, certification and release of the Dealing to Top Energy for submission to LINZ for registration.
- 5.3 As soon as reasonably practicable after Top Energy receives notice that LINZ has registered the Easement, it will notify the Owner of the same.

6 CAVEAT

- 6.1 Top Energy may register a caveat against the record of title to the Land following execution of this agreement and pending registration of the Easement securing Top Energy's ongoing rights.
- 6.2 Top Energy will withdraw its caveat against the record of title to the Land in the Dealing contemporaneously with registration of the Easement.

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7 CONSENT UNDER EXISTING CAVEAT

- 7.1 The parties acknowledge that, as at the date of this agreement, the Land is subject to caveat 12322188.1 (*Existing Caveat*) by Top Energy as caveator in relation to a separate agreement to grant easement between the Owner and Top Energy in respect of a separate easement over part of the Land. For the purposes of clause 5.2 and clause 8.4 of this agreement, Top Energy consents, as caveator under the Existing Caveat, to the grant of the Easement under this agreement.

8 COVENANTS

- 8.1 The Owner acknowledges that the Compensation shall be in full and final settlement of all claims by the Owner arising whether in relation to the grant of the Easement, injurious affection, loss of profit or otherwise howsoever arising in relation to the grant of the Easement or the Works.
- 8.2 The Owner agrees, warrants and undertakes to Top Energy that the Owner will not:
- (a) negotiate or grant any rights to any person over the Easement Area between the date of this agreement and the registration of the Easement at LINZ; or
 - (b) undertake any building construction on the Easement Area without obtaining the prior consent of Top Energy, such consent not to be unreasonably withheld or delayed.
- 8.3 The Owner will not, in its capacity as owner or occupier of the Land or both, either directly or indirectly:
- (a) object to, advocate against, oppose or impede any action taken by Top Energy to give effect to any of the matters referred to in this agreement or for the purpose of undertaking the Works so long as it is acting in accordance with this agreement, the Easement and all applicable statutory and regulatory obligations, whether national, regional or local;
 - (b) object to the granting of any consent required by Top Energy to undertake the Works; and
 - (c) fund, facilitate, assist or promote any other person to take any action that would be in breach of this agreement if done by the Owner.
- 8.4 The Owner will promptly obtain, give, sign and deliver all written approvals or consents requested by Top Energy that are reasonably necessary to:
- (a) enable Top Energy to undertake the Works; or
 - (b) enable the registration of the Easement.

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9 HEALTH AND SAFETY

- 9.1 Top Energy will comply with all obligations imposed on Top Energy at law as the person in charge of a place of work and will be responsible for the health and safety of any person who enters the Land at the request of Top Energy.
- 9.2 The Owner will comply with all obligations imposed on the Owner at law as owner of the Land relating to the health and safety of persons on or in the vicinity of the Land.

10 COSTS

- 10.1 Top Energy will be responsible for all costs relating to the completion of the Works, the survey, preparation and deposit of the Land Transfer Plan, and the registration of the Easement.
- 10.2 Top Energy shall reimburse the Owner for its reasonable legal costs in connection with the perusal, negotiation, execution and performance of this agreement and the registration of the Easement.

11 DISPUTE RESOLUTION

- 11.1 If any dispute arises between the parties concerning the rights and obligations contained within this agreement, the parties will enter into negotiations in good faith to resolve the dispute themselves or through any informal dispute process they agree upon.
- 11.2 If the dispute is not resolved within 14 days then any party may at any time serve a mediation notice on the other parties requiring the dispute be referred to mediation. The mediation notice shall set out the nature of the dispute. The parties shall in good faith endeavour to agree upon a mediator within 7 days of the date of service of the mediation notice. If the parties cannot agree on the mediator, the President for the time being of the New Zealand Law Society (or any successor organisation) or the President's nominee will appoint an independent mediator. The mediator's costs are to be borne equally by the parties.
- 11.3 If the dispute is not resolved within 28 days of the date on which the mediation notice is served, the parties will submit to the arbitration of an independent arbitrator appointed jointly by the parties. If the parties cannot agree on the arbitrator within a further 14 days the President for the time being of the New Zealand Law Society (or any successor organisation) or the President's nominee will appoint an independent arbitrator.
- 11.4 Any arbitration proceedings will be conducted in accordance with the Arbitration Act 1996 and the substantive law of New Zealand.

12 ASSIGNMENT

- 12.1 Top Energy may assign, sub-license, novate or otherwise transfer the whole, but not any part of, their interest in this agreement to any party, provided that the transferee or assignee party enters into a deed of covenant with the other party to comply with the provisions of this agreement in place of Top Energy.
- 12.2 The Owner shall not transfer or assign any of its interest in the Land or this agreement or grant any interest, mortgage or charge over the Land without first obtaining the

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Agreement to Grant Easement

Page 6

consent of Top Energy. Top Energy must give its consent if the assignee, transferee or recipient of the interest in the Land enters into a deed of covenant with Top Energy, that it will comply with the provisions of this agreement instead of the Owner or, in the case of the grant of an interest in the Land, in addition to the Owner.

13 COUNTERPARTS

- 13.1 This agreement may be executed in two or more counterparts, all of which will together be deemed to constitute one and the same agreement. A party may enter into this agreement by signing a counterpart copy and sending it to the other party or parties, including by facsimile or email.

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Agreement to Grant Easement

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EXECUTION

Signed for and on behalf of **Top Energy Limited** in the presence of:

.....
Authorised Signatory

.....
Witness signature

.....
Full name (please print)

.....
Occupation (please print)

.....
Address (please print)

Signed for and on behalf of **Far North District Council** in the presence of:

.....
Signature

.....
Witness signature

.....
Name

.....
Full name (please print)

.....
Occupation (please print)

.....
Address (please print)

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Agreement to Grant Easement

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SCHEDULE 1 – PLAN AND CULVERT EXTENSION PLAN

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MUST BE REISSUED 30 DAYS AFTER 29.02.2024

Uncontrolled Document When Printed

CONSTRUCTION PLAN

- REMOVE THE TREE AND CLEAR THE AREA PRIOR TO COMMENCING THE WORK
- EXTEND THE CURRENT CULVERT WITH AN ADDITIONAL 4.5 METERS OF THE SAME DIAMETER PIPES ALONG THE FENCE.
- COVER AND LEVEL THE AREA WITH SOIL.

NOTES:
CONCRETE PADS FOR THE UNITS TO BE LEVELED WITH THE NEW CULVERT EXTENSION.

CULVERT EXTENSION STARTS FROM THIS POINT

TREE TO BE REMOVED

PROPOSED

WOODEN FENCE

4500cm

NEW CULVERT EXTENSION

TRANSFORMER UNIT

APPROX. 100cm

CONCRETE PAD TO BE LEVELED WITH THE NEW CULVERT EXTENSION

RING MAIN UNIT

APPROX. 200cm

CONCRETE PAD TO BE LEVELED WITH THE NEW CULVERT EXTENSION

Work Pack Ref:

| REV | DESCRIPTION | DRAWN | DRAWN DATE | CHECKED | CHECKED DATE | APPROVED | APPROVED DATE |
|-----|-------------|-------|------------|---------|--------------|----------|---------------|
| A | | | | | | | |

C:\VAULTS\DESIGNS\TE DRAWINGS\03 - PROJECTS\NETWORK PROJECTS\N.XXXX-MAINTENANCE\EASEMENT.DWG

TOP ENERGY
Level 3, Jaha Butler Centre
60 Karibari Rd, Karibari
PO Box 45, Karibari 0245

PH: (09) 401 5443
Fax: (09) 401 5075
www.topenergy.co.nz

| | | |
|-----------------------------------|----------------|----------------|
| DRAWN: | DRAWN DATE: | PROJECT: |
| DESIGNED: | DESIGNED DATE: | OH-UG SOUTH RD |
| DWG CHECKED: | CHECKED DATE: | SUBSTATION: |
| APPROVED: | APPROVED DATE: | FEEDER: |
| DRAWING TITLE: | | DRAWING NUMBER |
| OH-UG NETBALL COURT SH1, KAITIAIA | | REVISION |
| SHEET 51 OF SHEETS | | EASEMENT-2 A |
| | | SERVICE FUSING |

Item 7.2 - Attachment 1 - Easement agreement Top Energy - FNDC

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Agreement to Grant Easement

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SCHEDULE 2 – EASEMENT INSTRUMENT

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Agreement to Grant Easement

Page 1

Easement instrument to grant easement or *profit à prendre***Section 109, Land Transfer Act 2017****Grantor***Surname(s) must be underlined.***FAR NORTH DISTRICT COUNCIL
(formerly THE KAITAIA BOROUGH COUNCIL)****Grantee***Surname(s) must be underlined.***TOP ENERGY LIMITED****Grant of Easement or *Profit à prendre***

The Grantor being the registered owner of the burdened land set out in Schedule A **grants to the Grantee** (and, if so stated, in gross) the easement(s) ~~or *profit(s) à prendre*~~ set out in Schedule A, with the rights and powers or provisions set out in the Annexure Schedule(s)

Schedule A*Continue in additional Annexure Schedule if required.*

| Purpose of Easement or <i>Profit à prendre</i> | Shown (plan reference) | Burdened Land (Record of Title) | Benefited Land (Record of Title) or in gross |
|---|---------------------------------|------------------------------------|--|
| Right to convey electricity and telecommunication | Marked " " on Deposited Plan | [] | In gross |

**Easements or *profits à prendre* rights
and powers (including terms, covenants,
and conditions)***Delete phrases in [] and insert memorandum
number as required.**Continue in additional Annexure Schedule if required.*

Unless otherwise provided below, the rights and powers implied in specified classes of easement are those prescribed by the Land Transfer Regulations 2018 and/or Schedule 5 of the Property Law Act 2007

The implied rights and powers are hereby ~~[varied]~~ ~~[negated]~~ ~~[added to]~~ or ~~[substituted]~~ by:

~~[Memorandum number _____, registered under section 209 of the Land Transfer Act 2017.]~~

[The provisions set out in the Annexure Schedule B].

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Annexure Schedule B**1 Interpretation**

1.1 In this instrument, unless the context otherwise requires:

- (a) "Burdened Land" means the land owned by the Grantor and contained in Record of Title [];
- (b) "Easement Area" means that/those part(s) of the Burdened Land marked on Deposited Plan with the letter(s) " ";
- (c) "Emergency Situation" means a situation in which there is a probable danger to life or property or immediate risk to the continuity or safety of supply or distribution of electricity by means of the Transmission Line;
- (d) "Transmission Line" means wires or conductors of any other kind (including fibre optic or coaxial cables) used or intended to be used for the transmission of electricity and/or telecommunication signals, waves or impulses; and includes any insulators, foundations, casings, tubes, tunnels, minor fixtures and other items, equipment or material used or intended to be used for supporting, securing, enclosing, surrounding and protecting a Transmission Line; and also includes any fuses, fuse holders, pillars and transformers, automatic switches, voltage regulators, capacitors or other instruments, apparatus or devices used in association with a Transmission Line; and anything in replacement or substitution of any of the foregoing;
- (e) words importing the singular include the plural and vice versa; and
- (f) references to the Grantor and Grantee include their respective heirs, executors, transferees, administrators, successors and assigns.

2 Grant of electricity and telecommunications easements

2.1 The Grantor grants to the Grantee as an easement in gross forever, the rights to

- (a) convey, reticulate, convert, transform, transmit, supply and use electrical energy and power by means of the Transmission Line; and
- (b) convey, send, transmit and transport telecommunications signals, waves or impulses,

in each case without interruption or impediment and in any quantity.

2.2 The Grantee together with the Grantee's agents, contractors and employees, and with any vehicles, equipment, tools and materials has the right to enter by a reasonable route and remain on the Easement Area and any other parts of the Burdened Land as are reasonably necessary to do the following work:

- (a) to survey, investigate, lay, install and construct the Transmission Line both over and under the Easement Area, and if under at a depth and along such line as shall be determined by the Grantee and if over at a height and along such line as similarly shall be determined by the Grantee;

Agreement to Grant Easement

Page 2

- (b) to install such infrastructure both on or under the surface of the Burdened Land as is necessary for the effective transmission of electricity by means of the Transmission Line;
 - (c) to inspect, operate, use, maintain, repair, renew, upgrade, replace, change the size of and remove the Transmission Line;
 - (d) with the Grantee's agents, contractors and employees, and with any vehicles, equipment, tools and materials, to enter and remain for a reasonable time on the Burdened Land for any purposes necessary or convenient for the Grantee to exercise its rights under this instrument (including the right to extinguish fires);
 - (e) to construct on the Burdened Land whatever roads, tracks, access ways, fences, gates and other works are deemed necessary by the Grantee for it to exercise its rights under this instrument and which are approved by the Grantor (that approval not to be unreasonably withheld);
 - (f) to keep the Easement Area cleared of all buildings and structures by any means the Grantee considers necessary;
 - (g) to keep the Easement Area cleared of all fences, trees and vegetation by any means the Grantee considers necessary where such:
 - (i) breach any statutory or regulatory requirements or standards or codes of practice or otherwise breach generally accepted engineering standards as to the minimum clearance of the Transmission Line;
 - (ii) impede the exercise by the Grantee of its rights under this instrument or the Grantee's access over the Burdened Land or the Easement Area or to the Transmission Line; or
 - (iii) inhibit the safe and efficient operation of the Transmission Line;
 - (h) to remove at the Grantor's expense trees and/or vegetation on the Burdened Land where the Grantee, acting reasonably considers such trees and/or vegetation pose a risk to the safe and efficient operation of the Transmission Line and the Grantor having been given notice of the requirement for the removal of such trees and/or vegetation pursuant to clause 5(b) of this instrument has failed to act.
- 2.3 The Grantee has no obligation to construct the Transmission Line or convey electricity through it or them continuously or at all.
- 3 Access**
- 3.1 The Grantee must, before exercising the right of entry in clause 2.2:
- (a) make reasonable efforts to identify the Grantor or the occupier of the Burdened Land;
 - (b) give reasonable notice, and in any event not less than three (3) days' notice, to the Grantor or the occupier of the Burdened Land of the Grantee's intention

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Agreement to Grant Easement

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| | |
|-----|---|
| | to enter the Burdened Land, except in an Emergency Situation when prior notice is not required; and |
| | (c) identify the work it intends to carry out. |
| 3.2 | The Grantee is not required by reason of the obligations in this clause to delay entry onto the Burdened Land from the date notified. |
| 3.3 | The Grantee, in entering the Land, will take reasonable steps to minimise inconvenience to the Grantor or the occupier of the Burdened Land, including; |
| | (a) liaising with the Grantor to arrange a suitable time of entry to the Easement Area (unless this is not possible due to an Emergency Situation); |
| | (b) leaving gates as they are found (if applicable); |
| | (c) driving in a safe manner and taking reasonable steps not to disturb stock (if applicable); and |
| | (d) Avoiding access through specific areas identified by the Grantor unless necessary to access the Transmission Line. |
| 3.4 | The Grantee is not required to delay entry onto the Burdened Land or to pay any money or other consideration to the Grantor or any occupier of the Burdened Land by reason of the obligations in this clause. |
| 3.5 | When accessing the Easement Area, the Grantee will: |
| | (a) complete work on the Transmission Line as soon as possible with as little damage as possible to the Burdened Land and any vegetation, fences or improvements on it; and |
| | (b) use all reasonable endeavours to repair and make good all damage caused to the Burdened Land by the Grantee or the Grantee's agents, contractors or employees as a result of carrying out work on the Transmission Line. |
| 4 | Ownership of the Transmission Line |
| | The Transmission Line will at all times remain the property of the Grantee. |
| 5 | Grantor's Continued Use of Burdened Land |
| | Subject to clause 6, the Grantor: |
| | (a) may use the Burdened Land as long as that use does not unreasonably interfere with the enjoyment of the Grantee's rights and interests granted under this instrument; and |
| | (b) (at its cost) shall remove trees and vegetation on the Burdened Land where the Grantee, acting reasonably gives notice to the Grantor that it considers it necessary that such trees and/or vegetation be removed to ensure that such trees and vegetation do not pose a risk to the safe and efficient operation of the Transmission Line. |

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6 Restrictions on Grantor's use

- 6.1 The Grantor must not do or allow any act which may interfere with or affect the rights of the Grantee or the operation of the Transmission Line and, in particular, the Grantor must not, without the consent in writing of the Grantee:
- (a) on the Easement Area, or within the minimum distance from the Transmission Line as advised by the Grantee (having regard to relevant statutory or regulatory requirements, codes of practice and engineering standards applicable from time to time), erect or permit the erection of any buildings or structures, or alter or allow to be altered the overall dimensions of existing buildings or structures, or carry out any earthworks or stockpiling, or construct or permit the construction of any roads, dams, walls or driveways, or allow any vegetation to become established, or remove or permit the removal of any soil, sand, gravel or other substance;
 - (b) disturb the soil of the easement area below the depth of 0.3 metres;
 - (c) cause or knowingly permit flooding of the Easement Area;
 - (d) burn off crops, trees or undergrowth on the Burdened Land;
 - (e) operate or permit to be operated any machinery or equipment (including any cranes, drilling-rigs, pile-drivers and excavators) in close proximity to any part of the Transmission Line;
 - (f) disturb any survey pegs or markers placed on the Easement Area by the Grantee;
 - (g) impede the Grantee's access over the Burdened Land or the Easement Area or to the Transmission Line; or
 - (h) do anything on or in the Burdened Land which would or could damage or endanger the Transmission Line.
- 6.2 The consent of the Grantee required under clause 6.1 will not be unreasonably withheld, but may be given subject to conditions.
- 6.3 The Grantee may consent in writing to certain existing buildings, structures, fences or vegetation on the Easement Area at the date of this instrument remaining there, but such consent may be given subject to conditions.
- 6.4 If any act or item consented to under clause 6.2 or 6.3 subsequently results in a situation described in clause 2.2(g)(i) – (iii), then such consent may be revoked by the Grantee without compensation.
- 6.5 Before exercising any right under this instrument to remove a fence, the Grantee must consult with the Grantor so the Grantor is given a reasonable opportunity to co-ordinate the erection of any necessary replacement fence. The cost of any replacement fence will be borne by the Grantor and the Grantor must comply with any reasonable directions of the Grantee as to the height, materials used and location of such replacement fence.

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- 6.6 If the Grantor does not meet its obligations under this instrument within such reasonable timeframe as is specified in a notice from the Grantee requiring it to do so then the Grantee may meet those obligations (and enter the Burdened Land for that purpose) and the Grantor is liable to pay to the Grantee the costs incurred in doing so.
- 7 Indemnity against third party claims**
- 7.1 Each party ("Indemnifying Party") must indemnify the other ("Indemnified Party") against all claims or demands from third parties for any loss, damage or liability in respect of, or arising out of, the use of the land by the Indemnifying Party (or any person authorised, whether expressly or impliedly by it) **EXCEPT THAT** it will not be liable to indemnify where such loss, damage or liability was caused by the Indemnified Party. Where the actions of the Indemnified Party contribute to that loss, damage or liability, the indemnity given by the Indemnifying Party will be reduced in proportion to that contribution.
- 8 Licence and assignment**
- 8.1 The Grantee may assign, licence or otherwise grant any right of all or any part of any estate or interest conferred by this instrument.
- 9 Perpetual easement**
- 9.1 There is no power implied in this instrument for the Grantor to terminate the easement for any breach of this instrument or for any other reason. It is the intention of the parties that the easement created by this instrument will continue forever unless surrendered.
- 10 Arbitration**
- 10.1 If any dispute arises between the parties in relation to this instrument or any matter arising under it and that dispute cannot be resolved by negotiation, then the parties must submit the dispute to arbitration in accordance with the Arbitration Act 1996 (and its amendments or any statute which replaces it). The arbitration will be commenced by either party giving written notice to the other of the details of the dispute and that party's desire to have the matter referred to arbitration. The arbitration will be by one arbitrator, if the parties can agree upon one, and, if not, then by two arbitrators, one to be appointed by each party, and their umpire to be appointed by the arbitrators before they begin to consider the dispute. The award in the arbitration will be final and binding on the parties.

**COMPUTER FREEHOLD REGISTER
UNDER LAND TRANSFER ACT 1952**

Search Copy

R. W. Muir
Registrar-General
of Land

Identifier NA19A/1151
Land Registration District North Auckland
Date Issued 31 July 1970

Prior References

NA11D/1426

| | |
|--------------------------|--------------------------------|
| Estate | Fee Simple |
| Area | 9.9421 hectares more or less |
| Legal Description | Part Lot 27 Deposited Plan 405 |
| Purpose | reserve for recreation |

ProprietorsThe Kaitia Borough Council

Interests

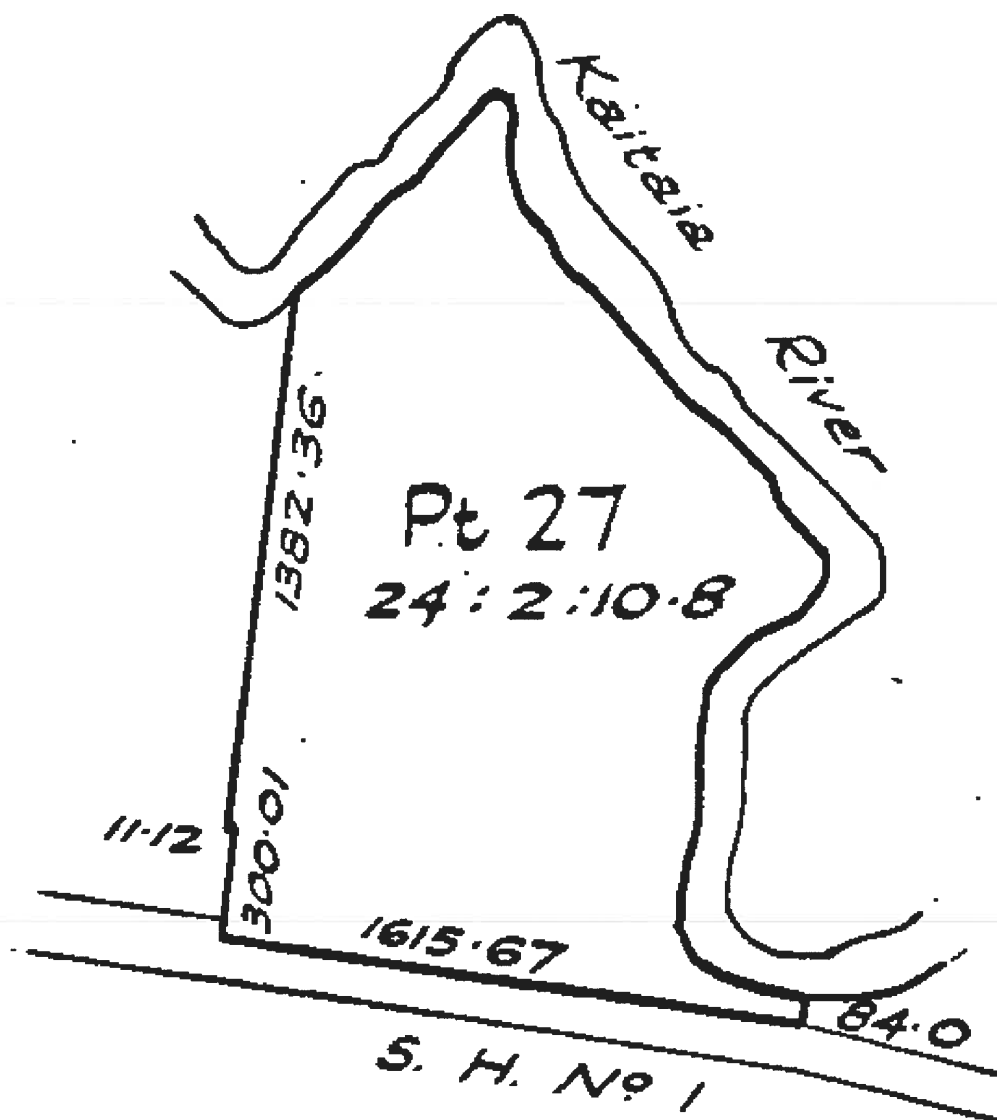
SUBJECT TO THE RESERVES ACT 1977

Transaction Id 43483874
Client Reference mcmillan001

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Register Only

Document number A2013417

Page 1 of 5



**COMPUTER FREEHOLD REGISTER
UNDER LAND TRANSFER ACT 1952**

Search Copy



Identifier NA19A/1151
Land Registration District North Auckland
Date Issued 31 July 1970

Prior References
NA11D/1426

| | |
|--------------------------|--------------------------------|
| Estate | Fee Simple |
| Area | 9.9421 hectares more or less |
| Legal Description | Part Lot 27 Deposited Plan 405 |
| Purpose | reserve for recreation |

Proprietors
The Kaitaia Borough Council

Interests
SUBJECT TO THE RESERVES ACT 1977

Transaction Id 43483874
Client Reference mmcwillan001
Document number A2013417

Search Copy Dated 26/05/15 3:16 pm, Page 1 of 1
Register Only
Page 3 of 5

References
Prior C/T 11D/1426

Transfer No. A484952
N/C. Order No.



Land and Deeds 69

REGISTER

CERTIFICATE OF TITLE UNDER LAND TRANSFER ACT

This Certificate dated the 31st day of JULY one thousand nine hundred and SEVENTY under the seal of the District Land Registrar of the Land Registration District of NORTH AUCKLAND

WITNESSETH that THE MAYOR COUNCILLORS AND CITIZENS OF THE BOROUGH OF KAITAIA

is seized of an estate in fee-simple (subject to such reservations, restrictions, encumbrances, liens, and interests as are notified by memorial underwritten or endorsed hereon) in the land hereinafter described, delineated with bold black lines on the plan hereon, be the several admeasurements a little more or less, that is to say: All that parcel of land containing 24 acres 2 roods 10.8 perches more or less being part Lot 27 Deposited Plan 405 and being part Old Land Claim 242.

METRIC AREA IS 9.9421 ha
9.9421 ha
Conversion Factors:
1 Acre = 4046m²
1 Perch = 25.29m²
1 Link = .2012 metres

District Land Registrar
7384

Mortgage Act 1908/1955
produced at 12.15.0 c.

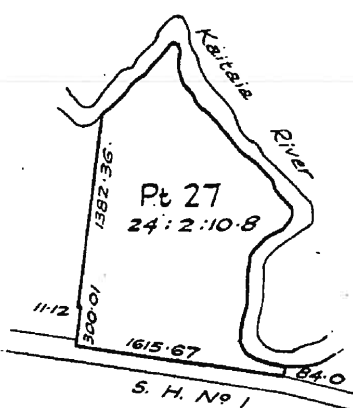
D.L.R.

881517.1 Gazette Notice (9 April 1981 No. 37 page 904) declaring the within land a reserve for recreation purposes pursuant to the Reserves Act 1977 - 5.6.1981 at 1.39 o/c

A.L.R.

947507.1 Gazette Notice (N.Z. Gazette 13.8.1981 No. 96 p.2254) classifying the within reserve as a reserve for recreation purposes subject to the Reserves Act 1977 - 8.9.1981 at 1.36 oc.

Kaitaia Borough

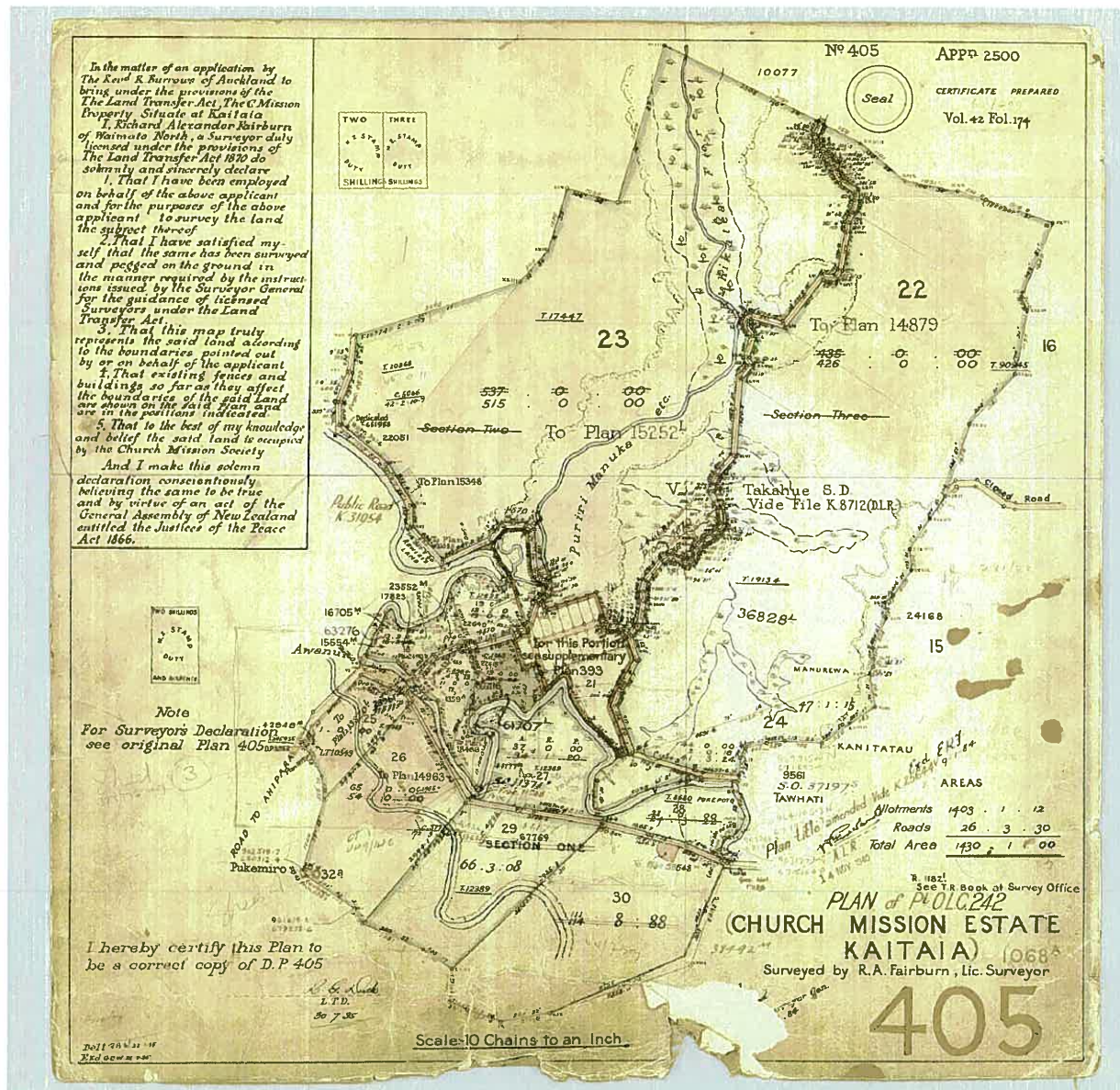


Scale: 1 inch = 10 chains
DELT: CTR

Document number A2013417

Register copy for L. & D. 69, 71, 72

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8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 TE HIKU COMMUNITY BOARD AUGUST 2024 OPEN RESOLUTION REPORT

File Number: A4667377

Author: Marysa Maheno, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding 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 August 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 August - A4826667 [↓](#) 

| OPEN RESOLUTION REPORT | | | |
|--|--|--|---|
| Division: Committee: Te Hiku Community Board Officer: | | Printed: Monday, 5 August 2024 4:37:41 PM Date From: 1/01/2020 Date To: 5/8/2024 | |
| Meeting | Title | Resolution | Notes |
| Te Hiku Community Board 7/12/2021 | Notice of Motion - Waterfront Cafe and Bar - Mangonui | RESOLUTION 2021/77 That Te Hiku Community Board recommends that the Far North District Council: a) approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar. b) and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres. CARRIED | 18 Jul 2023 1:33pm Alfresco Dinning application report in 1 August board agenda 27 Sep 2023 8:29am From THCB meeting of 26/9/23 - There is currently no funding. Sheryl Bainbridge also advised there have been no adverse incidents resulting from the current parking configuration. 23 Jan 2024 4:18pm Status is the same - currently no funding 05 Jul 2024 9:44am Status is the same - no further update 26 Jul 2024 11:51am THCB to consider - due to no funding, if this item should remain on action sheet. |
| Te Hiku Community Board 25/08/2020 | Notice of Motion - Investing Rangitoto Reserve, Mangonui | RESOLUTION 2020/45 That Te Hiku Community Board: a) requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown. b) requests that a report be provided back to the Te Hiku Community Board with information and options. CARRIED | 02 Apr 2024 12:30pm Consultation for classification of Rangitoto Reserve has concluded with 12 submissions in support and 4 opposed. 2 submissions in support of the proposal wish to speak at a hearing to be organised. A report is being prepared for the Community Board. 03 Jul 2024 10:11am A report requesting a decision to classify Rangitoto Reserve as a historic reserve will be considered by Council at meeting on 11 July 2024. 26 Jul 2024 4:02pm Council resolved on 11 July that Rangitoto Reserve is to be classified as a historic reserve. Legal Services are managing further processes to complete classification. |
| Te Hiku Community Board 9/05/2023 | Kaitaia Drainage Area 2022/2023 Programme | RESOLUTION 2023/33 That Te Hiku Community Board; a) approve the reviewed Kaitaia Drainage Area 2023/2024 work programme. b) approve the proposed 2023/24 Spraying Programme. | 03 May 2024 8:13am Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Kaitaia spraying completed., Budgets confirmed and submitted to Finance for rating purposes. 28 May 2024 1:53pm Finalising contract details to be awarded by 30/06 05 Jul 2024 8:04am Currently in the last stages of Contract finalisation. |

| OPEN RESOLUTION REPORT | | | |
|--|--|---|--|
| Division: Committee: Te Hiku Community Board Officer: | | Printed: Monday, 5 August 2024 4:37:41 PM Date From: 1/01/2020 Date To: 5/8/2024 | |
| Meeting | Title | Resolution | Notes |
| | | <p>c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees.</p> <p>d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.</p> <p>e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description.</p> <p>f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.</p> <p><i>Note: Thank you to Fiona King and Blair King</i></p> <p style="text-align: right;">CARRIED</p> | |
| Te Hiku Community Board 9/05/2023 | Waiharara And Kaikino Drainage Areas 2022/2023 Programme | <p>RESOLUTION 2023/34</p> <p>That the Te Hiku Community Board;</p> <p>a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and</p> <p>b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000.</p> <p>c) approve the use of other local spray contractors in the area.</p> <p>d) request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage Committees.</p> | <p>03 May 2024 8:13am Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Spraying complete in Kaikino. One remaining drain to be sprayed in Waiharara. Machine cleaning completed., Budgets confirmed and submitted to Finance for rating purposes.</p> <p>28 May 2024 1:54pm Finalising contract details to be awarded by 30/06</p> <p>05 Jul 2024 8:04am Currently in the last stages of Contract finalisation.</p> |

| OPEN RESOLUTION REPORT | | | |
|--|---|---|--|
| Division: Committee: Te Hiku Community Board Officer: | | Printed: Monday, 5 August 2024 4:37:41 PM Date From: 1/01/2020 Date To: 5/8/2024 | |
| Meeting | Title | Resolution | Notes |
| | | e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description. f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils. CARRIED | |
| Te Hiku Community Board 9/05/2023 | Motutangi Drainage Area 2022/2023 Programme | RESOLUTION 2023/35 That Te Hiku Community Board; a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme. b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund. c) request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees. d) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description. e) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils. CARRIED | 03 May 2024 8:14am Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Motutangi accessible drains sprayed., Budgets confirmed and submitted to Finance for rating purposes. 28 May 2024 1:54pm Finalising contract details to be awarded by 30/06 05 Jul 2024 8:03am Tanya Proctor: Currently in the last stages of Contract finalisation. |

| OPEN RESOLUTION REPORT | | | |
|--|---|---|--|
| Division: Committee: Te Hiku Community Board Officer: | | Printed: Monday, 5 August 2024 4:37:41 PM Date From: 1/01/2020 Date To: 5/8/2024 | |
| Meeting | Title | Resolution | Notes |
| Te Hiku Community Board 21/11/2023 | Te Hiku Community Board 2024-2027 Footpath Programme Priority | RESOLUTION 2023/114 That Te Hiku Community Board a) receive the report Te Hiku Community Board 2024-2027 Footpath Programme Priority report. b) confirm the listed locations below for inclusion in the draft 2024-2027 Long Term Plan. i) Mill Bay Road - SH10 to Rangakapiti, Mangonui ii) SH 1@ Gill, Awanui iii) Kaitaia - Awaroa Rd @ Pukepoto - School to approx #673, Pukepoto iv) Kaitaia-Awaroa Rd - Okahu Rd to 240, Kaitaia CARRIED | 12 Jan 2024 12:44pm Elizabeth Stacey: Te Hiku's footpath programme priority has been presented to the Te Koukou Transport Committee and included in the draft 2024-2027 LTP. No further information on the LTP funding levels, Waka Kotahi subsidy is available at this time. We anticipate further information on funding to be available to the Board by July 2024. 30 May 2024 12:26pm Elizabeth Stacey: Final funding levels of the 2024-2027 LTP have not yet been determined. We will likely know which projects have attracted subsidy as well as final funded amounts by September or October. Please place this item on hold until the September meeting 27 Jun 2024 2:37pm No further update since 30 May - still on hold until September 26 Jul 2024 1:11pm Footpath priorities will be dependent on funding from NZTA – final share amount will be known by the end of September. |
| Te Hiku Community Board 12/12/2023 | Support of Pedestrian Crossing | RESOLUTION 2023/126 That Te Hiku Community Board supports the petition from Pukenui residents for a pedestrian crossing on State Highway 1, at 4133 Far North Road. CARRIED | 30 May 2024 12:27pm The work for a pedestrian crossing is the responsibility of NZTA Waka Kotahi. This petition has been communicated to Tim Elliot and we have conducted a site visit and reported back to council. It is on the list of NZTA's projects for consideration for next LTP. No further work for council staff at this time. 27 Jun 2024 2:38pm No further update since 30 May - still on hold until September 26 Jul 2024 1:11pm The Pukenui crossing sits with NZTA Waka Kotahi to fund, can be closed for Council staff response. |

| OPEN RESOLUTION REPORT | | | |
|--|--|---|--|
| Division: Committee: Te Hiku Community Board Officer: | | Printed: Monday, 5 August 2024 4:37:41 PM Date From: 1/01/2020 Date To: 5/8/2024 | |
| Meeting | Title | Resolution | Notes |
| Te Hiku Community Board 13/02/2024 | Deferral of North Park Toilet Construction | RESOLUTION 2024/4 That Te Hiku Community Board leave the item Deferral of North Park Toilet Construction to lie on the table. CARRIED <i>Note: The Board request further enquiry by staff into alternative locations for the toilet.</i> | 19 Jul 2024 9:40am Investigations to locate the North Park toilet at the end of the cul-de-sac in North Way have occurred and staff requested input and a License to Occupy the road reserve from our Transport team and this was declined for the following reasons; <ul style="list-style-type: none"> • Safety issue as it is situated at end of cul-de-sac, where do people park?, • Lack of access for both pedestrians and vehicles. If we are going to establish parking at the end of the cul-de-sac also, it will require reversing out/across track of heavy vehicles. , • Safety issue being installed by entrance/exit used by trucks into Pak n Save., • No footpaths accessing toilets., • OK if built 3m away from the edge of kerb in any location as below but it might encroach into the esplanade strip area. This would require an agreement/ coordination with Pak n Save for use of the strip. 26 Jul 2024 1:05pm Nothing further at this time. Still working on identifying a suitable location. This project has now been moved out to yr 4 at this time. |
| Te Hiku Community Board 13/02/2024 | Funding Applications | RESOLUTION 2024/9 That Te Hiku Community Board leave the application from John Haines for the construction of a boardwalk at Paewhenua to lie on the table pending further information from staff regarding the consent requirements of a boardwalk, to support the following Community Outcomes: <ol style="list-style-type: none"> Proud, vibrant communities. Communities that are healthy, safe, connected and sustainable. CARRIED | 02 Apr 2024 10:14am Request by Board to include this resolution in report to oversee progress. 02 Apr 2024 10:15am Meeting had by Funding staff, Board members and FNHL staff. Waiting for an update from FNHL staff. |

| OPEN RESOLUTION REPORT | | | |
|--|--|---|--|
| Division: Committee: Te Hiku Community Board Officer: | | Printed: Monday, 5 August 2024 4:37:41 PM Date From: 1/01/2020 Date To: 5/8/2024 | |
| Meeting | Title | Resolution | Notes |
| Te Hiku Community Board 18/06/2024 | Tabled at Meeting – Taha-a-wai ki Kaitaia requesting to caretake Kaitaia Town Square | Attachments tabled at meeting 1 Carolyn Saulo - Tahaawai ki Kaitaia/Pukepoto letter to the Te Hiku Community Board | 29 Jul 2024 3:19pm Maheno, Marysa Hoskin and Civil are managing the maintenance of Kaitaia Town Square for the first year. |
| Te Hiku Community Board 16/07/2024 | New Ground Lease to Te Rarawa Rugby Club Incorporated over Rarawa Memorial Domain Recreation Reserve | RESOLUTION 2024/18 That Te Hiku Community Board recommends that Council: a) approve a new ground lease to Te Rarawa Rugby Club Incorporated over part of the Rarawa Memorial Domain Recreation Reserve being Section 151 Block IV Ahipara SD, approximately 40,468 square metres, held in New Zealand Gazette 1979, page 1202 and Recreation Reserve held in Record of Title 308444, being of Lot 4 DP 366836, approximately 6010 square metres. The terms of the proposed lease shall be: <ul style="list-style-type: none"> Term: 30 Years (15+15); Rental: As per FNDC Fees and Charges Schedule for a Community Lease; \$118 plus GST for 2023/24 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule; b) with further conditions negotiated and agreed upon by the Group Manager Delivery and Operations, and Te Rarawa Rugby Club Incorporated CARRIED | 01 Aug 2024 8:24am An update will be provided after Council meeting 8 August 2024. |

| OPEN RESOLUTION REPORT | | | |
|--|------------------------|--|--|
| Division: Committee: Te Hiku Community Board Officer: | | Printed: Monday, 5 August 2024 4:37:41 PM Date From: 1/01/2020 Date To: 5/8/2024 | |
| Meeting | Title | Resolution | Notes |
| Te Hiku Community Board 16/07/2024 | Kaitaia Airport Update | RESOLUTION 2024/28 That Te Hiku Community Board request a regular update report on the Kaitaia Airport. CARRIED | 29 Jul 2024 8:47am FNHL manage on behalf of FNDC and updates go through Council meetings. |
| Te Hiku Community Board 16/07/2024 | Motion | RESOLUTION 2024/30 That Te Hiku Community Board request a report on; a) Operational budget and timelines for regular maintenance of channels, culverts, and floodgates in the Kaitaia area, i. Are those assets insured and is there public liability insurance if they fail and private property is damaged. b) Wastewater resource consents and discharge to land noting there is nothing in the LTP for Kaitaia. <i>Note: Also a request for timeframes for when reports are expected to be received.</i> CARRIED | 01 Aug 2024 3:51pm A report is still to come below are updates that have been gathered so far:, a) Land Drainage Districts - managed by FNDC 3-waters, Awanui River Flood Management Scheme - managed by NRC, Urban stormwater drainage system for Kaitaia - managed by FNDC 3-waters, Road drainage (open channels, road crossing culverts) - managed by FNDC Roading , i. AON (our insurance provider) advises: "Public Liability insurance is not related to assets, but rather your actions as a Local/Territorial Authority. So, if maintaining those channels, culverts and floodgates is part of your role, you will have cover under the Public Liability for amounts you are legally liable to pay for damage to third party property due to your negligence.", b) The Kaitāia WWTP resource consent is being processed by NRC. One of the proposed consent conditions of the consent says "The Consent holder must by no later than seven (7) years from commencement of this consent (or a later date agreed with NRC in the event of unexpected delays) provide a best practicable option report to the Northland Regional Council which assesses the options for discharging treated wastewater from the Kaitāia-WWTP." |

8.2 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4810950

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 August 2024 member reports from Chairperson Adele Gardner and Members Darren Axe, John Stewart and Bill Subritzky

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. Chair Gardner Report 2024-08-13 - A4811312  
2. Member Axe Report 2024-08-13 - A4811314  
3. Member Stewart Report 2024-08-13 - A4811316  
4. Member Subritzky Report 2024-08-13 - A4811318  



Te Hiku Community Board Chairperson's Report

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 24 July 2024

Meetings Attended

| Date | Meeting |
|------------|--|
| 27/06/2024 | Awanui River Liaison meeting held by Northland Regional Council – Te Ahu |
| 09/07/2024 | Hearing of submissions for the Representation Review |
| 11/07/2024 | Council meeting |
| 16/07/2024 | Te Hiku Community Board – Te Ahu |
| 16/07/2024 | Community Grants Policy workshop |
| 23/07/2024 | Transport & Infrastructure Committee |
| 23/07/2024 | Transport & Infrastructure Committee workshop |
| 23/07/2024 | National Community Boards hui - online |

Requests for Service (RFS)

| RFS number | Date | Comment |
|--------------------|--------------------------|---|
| 4208208 | 13/06/2024 | Kaitaia Town Square maintenance. RFS with Manager, Property & Facilities Management |
| 4187864 4182067 | 08/01/2024 13/11/2023 | Ramp Road Beach Access Report to come to Council |

Resource Consents

[View resource consent applications | Far North District Council \(fndc.govt.nz\)](#)

2240506-RMACOM: 7-9 Worth Street Kaitaia to build 6 dwellings over 2 sites. 4 x 2 bedroom dwelling and 2 x 5 bedroom dwelling.



Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 19 July 2024

Meetings Attended

| Date | Meeting |
|------------|-------------------------|
| 16/07/2024 | Te Hiku Community Board |

Requests for Service (RFS)

| RFS number | Date | Comment |
|------------|------------|--|
| 4210747 | 05/07/2024 | Grading for Otaipango and Kauere Roads, Henderson Bay. <i>RFS closed – customer contacted and inspected roads – no further action</i> |
| 4212552 | 19/07/2024 | Metal and grade Waterfront Road after boy racers cut deep channels in road doing wheelies <i>22/07/2024 RFS open and dispatched to inspector</i> |
| 4209019 | 19/06/2024 | Blocked culvert – 121 Lambs Rd drain need to be cleaned to take away surface flooding outside Pukenui substation <i>20/06/2024 RFS open - assigned to Fulton Hogan – inspector dispatched same day</i> <i>19/07/2024 Transportation Maintenance have programmed work concerning blocked culverts and spoken to customer</i> |
| 4209021 | 19/06/2024 | Blocked culvert - 130 Lambs Rd drain needs to be cleaned so surface flooding can drain away. <i>20/06/2024 RFS open - assigned to Fulton Hogan – inspector dispatched same day</i> <i>19/07/2024 Transportation Maintenance have programmed work concerning blocked culverts and spoken to customer</i> |



Te Hiku Community Board Member Report

Name: John Stewart

Subdivision: Kaitaia/Ahipara

Date: 23 July 2024

Meetings Attended

| Date | Meeting |
|------------|--|
| 16/07/2024 | Te Hiku Community Board Meeting – Te Ahu + Grants Policy Workshop |
| 19/07/2024 | Far North Forestry Trust Meeting with Greg Hodgson |
| 23/07/24 | National Community Boards – online 1-2pm |

Requests for Service (RFS)

| RFS number | Date | Comment |
|--|------------|---|
| RFS:4157804 (previous RFS:4145749) | 11/05/2023 | Wireless Road, Kaitaia - culvert blocked causing drainage overflowing to tenant's property and surrounding area. 19/07/2024 Customer has been back to my office said he has had visits and inspections at his property - none of the promised work has been done. |
| 4193672 | 21/02/2024 | Culvert to be cleared Powell Road, Herekino. 21/05/2024 Contractor waiting for budget for work. THCB Co-ordinator emailed x2 for status. |



**Te Hiku
Community Board**

Member Report

Name: Bill Subritzky
Subdivision: Whatuwhiwhi, Awanui
Date: 24/07/2024

Meetings Attended

| | |
|------------|---|
| 03/07/2024 | APR Inc meeting |
| 12/07/2024 | Discussion Rangiputa ratepayer's chairperson regarding Rangiputa Hall |
| 16/07/2024 | Te Hiku Community Board meeting |

Community Issues

| Issue name | Comment |
|------------------------------|--|
| Rangiputa Hall | I have been talking recently to the Rangiputa chairperson and some of the Rangiputa residents in reference to the hall in this community. According to staff Council own the hall and an agreement to lease is in the process of being drawn up with FENZ. The issue both I and the community have is that since FENZ have been in charge of the hall, up until now, the community has only been able to use the hall for ratepayer meetings and other formal gatherings. Social occasions which the hall is totally suited for and historically built for, are not permitted. The Halls proximity to the local community is not only perfect for a diversity of community activities but it also maximises the control of any activities and enables the community to regulate the type of event. At a minimum does the lease also ensure that if FENZ decides that the Rangiputa Hall is no longer needed would first preference be given to the Rangiputa Ratepayers to secure management stays with the community. |
| Issue name | Comment |
| Whatuwhiwhi Drainage meeting | Recently held at the Whatuwhiwhi Community Hall, to which I was informed that I would receive an invite once the hall booking date was confirmed, was to be a meeting to review drainage issue in the Whatuwhiwhi Ward. This did not happen in regard to my or Adeles invite. The meeting went ahead and was contacted by ratepayers after the meeting wondering why I was not present and by others, on later hearing about the meeting through the local grapevine complaining about |

| | |
|--|---|
| | <p>why their issues were not tabled. Adele informed me a day or so later that staff had forgotten to inform me as they were busy.....</p> <p>That must be the case as they also forgot to apologise. This was the perfect opportunity to give staff a total picture of the effects of infrastructure failure in my ward, not so that they could or had to fix everything but instead understand and plan and manage these, while also showing the ratepayers that Council is doing its utmost to address these problems and that we are all on the same page.</p> <p><i>Awaiting Comms</i></p> |
|--|---|

Requests for Service (RFS)

| RFS number | Date | Comment |
|------------|------------|---|
| 4209847 | 26/07/2024 | Replace shade sail at Waiotaraire playgrounds Whatuwhiwhi |
| 4212379 | 18/07/2024 | Grade and metal (old) Whatuwhiwhi Road <i>24/07/2024 Works programmed</i> |
| 4203716 | 08/05/2024 | The ramp onto Tokerau beach, via Ramp Road requires a metal fill over the base Layer. Note, this layer has been placed by local residence/s in order to access the beach. <i>Also note: RFSs 4187864/4182067 re Ramp Road Beach Access that a report is to come to Council.</i> |

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE