



# Far North District Council



## Te Kaunihera o Te Hiku o te Ika **AGENDA**



### **Friday, 20 September 2024**

**Time:** 10:00 am  
**Location:** Council Chamber  
Memorial Avenue  
Kaikohe

#### **Membership:**

Chairperson Chicky Rudkin  
Deputy Chairperson Tanya Fila  
Councillor John Vujcich  
Member Mike Edmonds  
Member Trinity Edwards  
Member Harmonie Gundry  
Member Jessie McVeagh

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

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

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

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

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

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

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

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

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

## Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
  - a) Holding a Community forum prior to Board meetings
  - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

## Protocols

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

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

**Far North District Council**  
**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Friday 20 September 2024 at 10:00 am**

**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Karakia Timatanga / Opening Prayer .....</b>	<b>7</b>
<b>2</b>	<b>Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest .....</b>	<b>7</b>
<b>3</b>	<b>Te Wāhanga Tūmatanui / Public Forum.....</b>	<b>7</b>
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<b>6</b>	<b>Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes .....</b>	<b>8</b>
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<b>7</b>	<b>Ngā Pūrongo / Reports.....</b>	<b>12</b>
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<b>8</b>	<b>Ngā Pūrongo Taipitopito / Information Reports .....</b>	<b>142</b>
8.1	Hokianga Ferry Liaison Group Meeting 18th July 2024 .....	142
8.2	Kaikohe-Hokianga Community Board September Open Resolution Report .....	147
<b>9</b>	<b>Karakia Whakamutunga / Closing Prayer .....</b>	<b>150</b>
<b>10</b>	<b>Te Kapinga Hui / Meeting Close .....</b>	<b>150</b>



## 1 KARAKIA TIMATANGA / OPENING PRAYER

Pou hihiri.

Pou rarama.

Pou te whakairo.

Pou te tangata.

Pou o te aroha.

Te pou e here nei i ā tatou Mauri ora ki ā tātou

Haumi e. Hui e. Tāiki e!

## 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

Public forum to be determined on the day.

## 4 NGĀ TONO KŌRERO / DEPUTATION

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

## 5 NGĀ KAIKŌRERO / SPEAKER

- Craig Seuseu representing SMC Events regarding agenda item 7.2 page 88 refers.
- Max Cochrane Representing Te Reo Piriwiritua Brass Band agenda item 7.2 page 82 refers.
- Melissa Williams representing Okaihau Whānau House regarding agenda item 7.2 page 73 refers.
- Rewi Tolich representing Kohukohu Fishing, Hunting and Sports Club regarding agenda item 7.2 page 59 refers.
- Deb Wilson representing Kaikohe Rugby Football Sports Club regarding agenda item 7.2 page 50 refers.
- Tiffany McQueen representing Bay of Island Hockey association regarding agenda item 7.2 page 41 refers.

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

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4536110

**Author:** Imrie Dunn, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

#### PURPOSE OF THE REPORT

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

#### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting 16 August 2024 as a true and correct record.**

#### 1) BACKGROUND

Local Government Act 2002 Schedule 7 clause 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) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

The Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

#### ATTACHMENTS

1. **2024-08-16 Kaikohe-Hokianga Community Board Minutes - A4835188**  



## UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

16 August 2024

**MINUTES OF  
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE  
ON FRIDAY, 16 AUGUST 2024 AT 10:03AM**

**PRESENT:** Deputy Chairperson Tanya Filia, Member Mike Edmonds, Member Trinity Edwards, Member Harmonie Gundry, Member Jessie McVeagh, Councillor John Vujcich

**STAFF PRESENT:** Peggy Veen ( Principal Advisor – Stakeholder Relationship), Kathryn Trewin (Funding Advisor) (online), Melissa Wood (Community Board Coordinator – Stakeholder Relationship), Aisha Huriwai (Manager – Democracy Services), Imrie Dunn (Democracy Advisor)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

At 10:03am Deputy Chairperson Tanya Filia opened the meeting with a karakia.

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

**APOLOGY**

**RESOLUTION 2024/85**

Moved: Member Jessie McVeagh  
Seconded: Councillor John Vujcich

**That the apology received from Chairperson Chicky Rudkin be accepted and leave of absence granted.**

**CARRIED**

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

There were no Public attendees.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

There were no Deputations.

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

**5.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A4536106, pages 8 - 13 refers.

**RESOLUTION 2024/86**

Moved: Councillor John Vujcich  
Seconded: Member Mike Edmonds

**That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting 19 July 2024 as a true and correct record.**

**CARRIED**





## 7 NGĀ PŪRONGO / REPORTS

### 7.1 REVIEW OF COMMUNITY GRANT POLICY 2018

**File Number:** A4866460

**Author:** Lizzie Graham, Policy Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek recommendation from the Kaikohe-Hokianga Community Board that Council revoke the Community Grant Policy 2018 and to adopt the Community Board Funding Policy.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Grant Policy 2018, which guides the allocation of community funding from Community Boards, is due for review.
- The current Policy has become outdated due to changes in available funds and evolving community needs.
- The proposed Community Board Funding Policy aims to address these changes and align with current funding structures and community needs.

#### TŪTOHUNGA / RECOMMENDATION

**That the Kaikohe-Hokianga Community Board recommend that Council**

- revoke the Community Grant Policy 2018**
- adopt the Community Board Funding Policy**

#### 1) TĀHUHU KŌRERO / BACKGROUND

On 15 June 2016, Council resolved that a review of all Council external policies would be completed in 2016/17 (Agenda item 8.3, document number A1726482, pages 53-57). During this review, four separate Policies were identified to be amalgamated into a single Policy covering Community Grants, namely the Community Grant Policy.

In 2017, amendments were proposed to the Policy to include the newly reinstated Infrastructure Grant Fund, and on 30 August 2017, the amended Community Grant Policy was adopted (Agenda item 4.2, document number A1888944, pages 33-54).

In 2018, further amendments were made to the Community Grant Policy following the 2018-2028 Long Term Plan deliberations where \$33,333 for placemaking was granted to each Community Board (Resolution 2018/15). Amendments were made to enable Community Boards to distribute the placemaking funds.

The current Community Grant Policy 2018 contains guidance for the Local Grant Fund, the Infrastructure Grant Fund, and Community Facility Partnerships fund. However, changes in the available funds have occurred since the policy's inception as both the Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, the Local Grant Fund has been rebranded as the Community Board Grant Fund, and the Pride of Place Fund has been created.

- The Pride of Place Fund is intended to support smaller communities enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can involve township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs, and artworks.
- Given these changes, the Community Grant Policy needed to be reviewed.

## Council's role in providing community grants

In New Zealand, councils, as territorial authorities, play a pivotal role in facilitating community development through the provision of grants. These grants serve as crucial financial support mechanisms that empower local initiatives aimed at enhancing community wellbeing.

- Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Councils fulfil this purpose by administering grants through various mechanisms, including specific grant programmes tailored to local needs and priorities related to the “four wellbeing's”.
- Central government has recently announced that it may amend the Local Government Act, including the purpose of local government. If this occurs, staff will review all policies and make recommendations to Council to amend accordingly. Central Government has indicated they will provide further information by the end of 2024. Currently there is no Bill before parliament. Council must continue to adhere to existing legislation.
- Under section 52 of the Local Government Act 2002, roles of Community Boards that relate to community grants include:
  - representing, and acting as advocates for, the interests of their communities
  - communicating with community organisations and special interest groups within the community.
- The Community Boards in the Far North District have delegated authority from Council to make grants from their allocated Community Funds in accordance with the associated policy. By actively participating in the allocation of community funding, Community Boards help ensure that resources are distributed equitably, projects align with local priorities, and the needs of community members are effectively met.

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

Staff have completed a separate research report (attachment 1) reviewing the Community Grant Policy. A summary of the report is provided below; for more information, please refer to the full report.

The review has identified that the Community Grant Policy (attachment 2) is outdated and does not accurately reflect the available grant funds or address the issues and opportunities with allocating grants.

- The Community Grant Policy covers three main grant types: Local Grant Fund, Infrastructure Grant Fund, and Community Facility Partnerships Fund. However, several changes in available funds have rendered the policy outdated. The Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, and the Local Grant Fund has been rebranded as the Community Board Grant Fund. Additionally, the Pride of Place Fund has been introduced to support community enhancement projects.
- The Policy includes application and reporting guidelines for each grant type, but feedback from Community Boards and Council's auditors has highlighted ambiguities in these guidelines, necessitating clearer and more transparent criteria. The policy also does not align with the strategic plans of the Community Boards, which outline their vision, mission, and priorities for three-year terms.
- Community Boards have played a crucial role in the review of the Community Grant Policy through workshops and feedback sessions. The Community Boards provided valuable insights into its issues and opportunities with the current policy and their feedback emphasised the importance of updating the policy.
- As part of this review the following changes are recommended which follow best practice guidelines and reflect the changes in available funds:

- Revoking the Community Grant Policy
  - Making a new policy, the Community Board Funding Policy
  - Revising the legislative context, strategic alignment, and objectives sections in the current policy to reflect current legislation and strategic priorities
  - Updating the background section of the current policy to outline the funds available.
  - Redrafting the policy wording for clarity
  - Updating the definitions section with clear and concise definition
  - Creating a new section for general policies covering guidelines on eligibility criteria, the application process and reporting and accountability requirements
  - Adding sections for the Community Board Grant Fund and Pride of Place Fund.
- Staff have prepared a draft Community Board Funding Policy incorporating these changes (attachment 3).
  - 
  - The Community Board Delegations will need to be updated following the adoption of the new Policy. This update will be incorporated into the general review of delegations scheduled to take place later this year.

**Options:**

**Option One: Recommend that Council Revoke the Community Grant Policy 2018 and Adopt the Community Board Funding Policy (recommended option)**

Revoking the Community Grant Policy 2018 and adopting the Community Board Funding Policy will reflect changes in available funds and ensure alignment with the Council's strategic objectives and community outcomes as outlined in the Long-Term Plan and Community Board Strategic Plans.

Advantages	Disadvantages
Provides clear guidelines for funding applications and allocation  Aligns funding decisions with strategic objectives and community outcomes  Streamlines administrative processes and enhances transparency.	None identified

**Option Two: Recommend that Council Maintain status quo/ Do nothing**

The Community Grant Policy 2018 will remain in place, with no changes made to current processes.

Advantages	Disadvantages
None identified	Existing policy is outdated and does not reflect available funds  Lack of alignment with Community Board Strategic Plans  Potential inefficiencies and inconsistencies in grant allocation processes.

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

**Revoking the Community Grant Policy and Adopting the proposed new Community Board Funding Policy will:**

- Provide consistent and streamlined policy guidance for allocating community funding
- Ensure the Policy aligns with current available funds (including the new Pride of Place Fund) and community needs
- Enhance transparency and clarity in funding application and reporting guidelines.

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

Costs to implement the Community Board Funding Policy will be minimal (staff resourcing) and will be met from existing budgets. This resourcing is expected to remain consistent with what is currently required to implement the existing policy.

Also, the Community Board Funding Policy does not determine the available funds for the Community Boards, these amounts are decided through the Annual Plan and Long-Term Plan process.

**ĀPITIHINGA / ATTACHMENTS**

1. **Attachment 1-Review Research Report Community Grant Policy 2018 - A4819917** [↓](#) 
2. **Attachment 2 - Community Grant Policy 2018 - A4819921** [↓](#) 
3. **Attachment 3-Community Board Funding Policy - A4782400** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	In line with the Significance and Engagement Policy, the adoption of the policy will have little effect on financial thresholds, ratepayers, or levels of service. Therefore, the level of significance is low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<p><b>Legislation:</b> Local Government Act 2002, section 10 and 52.</p> <p><b>Long-Term Plan Community Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Proud, vibrant communities.</li> <li>• Communities that are healthy, safe and connected.</li> <li>• Prosperous communities supported by a sustainable economy.</li> </ul>
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.	<p>This proposal has District-wide relevance as it affects the allocation of community funding by all Community Boards within the Far North District.</p> <p>To ensure that the views of the Community Boards were sought and incorporated in the review, workshops and feedback sessions were conducted with all three Community Boards.</p> <p>By engaging with the Community Boards at multiple stages of the review process, their perspectives have been thoroughly considered and incorporated into the proposed policy.</p>
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.	The Community Board Funding Policy will have positive implications for Māori in the Far North district, by ensuring that funding proposals actively involve Tangata whenua in their development.



State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	
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).	The persons likely to be affected include community groups, local organisations, and residents who rely on community funding for their initiatives. Their views have been considered through the workshops and feedback sessions conducted with Community Boards, who represent a diverse range of community interests.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs to implement the Community Grant Funding Policy will be minimal (staff resourcing) and will be met from existing budgets.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.









































## 7.2 FUNDING APPLICATIONS

**File Number:** A4868761

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Scott May, Manager - Stakeholder Relationships

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the August 2024 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$85,643** to allocate for the Community Board Fund in the 2024/2025 financial year.
- The Board has **\$35,638** to allocate for the Placemaking Fund in the 2024/2025 financial year.
- Nine applications have been received, requesting a total of \$55,610.56

#### TŪTOHUNGA / RECOMMENDATION

- a) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Bay of Islands Hockey for the costs towards hosting the NZ National Masters Tournament.

#### TŪTOHUNGA / RECOMMENDATION

- b) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Kaikohe Rugby Football Sports Club for the costs towards hosting the 2024 Reunion.

#### TŪTOHUNGA / RECOMMENDATION

- c) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Placemaking Grant Fund Account to Kohukohu Fishing Hunting and Sports Club for the costs towards grounds maintenance for the 2024/25 year.

#### TŪTOHUNGA / RECOMMENDATION

- d) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Man vs Wild for the costs towards hosting a father/son weekend.

#### TŪTOHUNGA / RECOMMENDATION

- e) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Okaihau Whanau House for the costs towards building work.

#### TŪTOHUNGA / RECOMMENDATION

f) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Te Reo Piriwiritua Brass Band** for the costs towards hosting the 90<sup>th</sup> anniversary celebrations.

#### TŪTOHUNGA / RECOMMENDATION

g) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **SMC Events** for the costs towards Kids Try series events in Kaikohe-Hokianga ward schools.

#### TŪTOHUNGA / RECOMMENDATION

h) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **The Centre** for the costs towards children from Kaikohe West School attending a show in Kerikeri.

#### TŪTOHUNGA / RECOMMENDATION

i) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Northern Family Budgeting Services** for the costs towards family budgeting and support services.

### 1) TĀHUHU KŌRERO / BACKGROUND

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

Each application must meet at least one community outcome from the Council's LTP. The six community outcomes are as follows:

1. Proud, vibrant communities;
2. Prosperous Communities supported by a sustainable economy;
3. Communities that are safe, connected and sustainable;
4. Communities that are prepared for the unexpected;
5. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
6. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

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

<b>Applicant and Project</b>	<b>Requested</b>	<b>Recommend</b>	<b>Comments</b>	<b>Type</b>
Bay of Islands Hockey – Masters Tournament	\$16,500	\$5,000	The applicant is co-hosting the NZ National Masters Tournament with Whangarei district, with more than 90 teams and 1500 visitors expected. This is expected to bring a tourism boost into the Kaikohe area, as a host venue for games.  This meets community outcomes 1, 2, 3 and 6	Art, Culture and Heritage/Event
Kaikohe Rugby Football Sports Club – 2024 Reunion	\$10,000	\$5,000	The applicant is organising a reunion for past and current members of the Kaikohe Rugby Football Sports Club. They are expecting 300-400 out of town visitors for the event, many of whom have not been in the area for some time. A number of events showcasing local tourism businesses have been arranged, giving a boost to the local economy.  This meets community outcomes 1, 2, 3 and 6	Art, Culture and Heritage/Event
Kohukohu Fishing Hunting and Sports Club - Lawn mowing	\$6,000	\$6,000	The applicant has an agreement in the new (2025/26) financial year with Council to mow and maintain the grounds at the Hokianga Sports ground in Kohukohu. They are seeking assistance for the remainder of the 2024/25 year to undertake this work themselves to allow the community to continue to use the grounds and host events.  This meets community outcomes 1,3 and 6	Community
Man vs Wild – Fishing Competition	\$2,088.50	\$850	The applicant has previously applied for (and been supported by) the Board for the camps they run for at risk Tamariki and their fathers. The amount recommended covers the cost of the venue hire and the boat/diver hire.  This meets community outcomes 1,3 and 6	Art, Culture and Heritage/Event

Applicant and Project	Requested	Recommend	Comments	Type
Okaihau Whanau House – Building Work	\$3,000	Leave to lie	The applicant is still working on submitting their report for previous funding received from this Board for works on the property. It is recommended that the Board leave their application to lie on the table until the completed report is received.  This meets community outcomes 1,3 and 6	Infrastructure
Te Reo Piriwiritua Brass Band – 90 Year Anniversary	\$8,680	\$5,000	The applicant is hosting the 90 <sup>th</sup> anniversary celebrations of the founding of the brass band, which is integral in events and commemorations in the ward. They are expecting more than 200 attendees, many from outside the district, and are seeking help with funding equipment hire for the weekend.  This meets community outcomes 1,3 and 6	Art, Culture and Heritage/Event
SMC Events – Try Series	\$5,000	\$2,000	The applicant has been funded by the Board over previous years for events that involve Tamariki from schools in the ward.  The amount recommended would be towards advertising/promotion and equipment hire costs.  This meets community outcomes 1,3 and 6	Art, Culture and Heritage/Event
The Centre – Kids are stinky	\$404	\$404	The applicant is seeking funding for 55 children from Kaikohe West School to attend a show in Kerikeri, with the costs requested to cover the bus hire.  This meets community outcomes 1, 3	Art, Culture and Heritage/Event
Northern Community Family Service – financial mentoring and whanau support	\$3,938	\$3,938	The applicant provides budgeting and family support for families in the Bay of Islands area. They are requesting funding to assist in continuing to provide these services.  This meets community outcomes 1, 2, 3	Community Development

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

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

For each application the Board has three options.

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

**Option 2** Authorise partial funding.

**Option 3** Decline funding.

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

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

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

**ĀPITIHINGA / ATTACHMENTS**

1. Bay of Islands Hockey Association - A4868714 [↓](#) 
2. Kaikohe Rugby Football Sports Club - A4868726 [↓](#) 
3. Kohukohu Fishing Hunting and Sports Club - A4868723 [↓](#) 
4. Man vs Wild - A4868721 [↓](#) 
5. Okaihau Whanau House - A4868728 [↓](#) 
6. Piriwiritana Brass Band - A4868716 [↓](#) 
7. SMC Events - A4868720 [↓](#) 
8. The Centre - A4868717 [↓](#) 
9. Northern Family Budgeting Services - A4874817 [↓](#) 



**HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:**

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

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

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



























































































































































### 7.3 PROJECT FUNDING REPORTS

**File Number:** A4868742  
**Author:** Kathryn Trewin, Funding Advisor  
**Authoriser:** Scott May, Manager - Stakeholder Relationships

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project reports received from:

- a) Hokianga Community Education Trust
- b) Hokianga Bowling Club
- c) Kohukohu Community Library
- d) Momentum Charitable Trust
- e) Ngā Mahi Toi o Horeke
- f) Rawene Golf Family Fun Day
- g) SMC Events – Kids Try Series
- h) Volunteering Northland

#### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

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















#### TAKE TŪHOTUNGA / REASON FOR THE RECCOMENDATION

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

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

There are no financial implications or budgetary requirements.

#### ĀPITIHINGA / ATTACHMENTS

1. Hokianga Community Education Trust - A4868724  
2. Hokianga Bowling Club - A4868718  
3. Kohukohu Community Library - A4868719  
4. Momentum Charitable Trust - A4868727  
5. Nga Mahi Toi o Horeke - A4868725  
6. Rawene Golf Family Fun Day - A4868722  
7. SMC Events - Kids Try series - A4868729  

**8. Volunteering Northland - A4868715** [↓](#) 



**HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:**

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

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

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

















































## 7.4 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A4536060

**Author:** Melissa Wood, Community Board Coordinator

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

### 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 the Kaikohe-Hokianga Community Board note the September 2024 member reports from Chair Chicky Rudkin and Deputy Chair Tanya Filia.**

### 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. KHCB Chair Rudkin Report - August 2024 - A4860904 [↓](#) 
2. KHCB Deputy Chair Filia Report - August 2024 - A4861055 [↓](#) 













## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 HOKIANGA FERRY LIAISON GROUP MEETING 18TH JULY 2024

**File Number:** A4861537

**Author:** Aaron Reilly, Operations Specialist Lighting & Transport

**Authoriser:** Tanya Proctor, Head of Infrastructure Strategy

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the information report is to inform the Kaikohe – Hokianga Community Board of the meeting that was held with the Hokianga Ferry Liaison Group on 18th July 2024 and provide a copy of the minutes to the Board.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Hokianga Ferry Liaison Group (HFLG) met on 18th July 2024 in the Rāwene and Districts Community Development (RAD) Centre in Rāwene. A copy of the minutes is attached.
- The next HFLG meeting is scheduled for the 1<sup>st</sup> November 2024 in Rāwene.

#### TŪTOHUNGA / RECOMMENDATION

**That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group Meeting 18th July 2024.**

#### TĀHUHU KŌRERO / BACKGROUND

The Hokianga Ferry Liaison Group (HFLG) is made up of stakeholders who represent key community interests in the Hokianga Ferry service. FNDC staff facilitate and attend the meetings to provide information and administrative support to the Group. Northland Ferries (the operator) also attend.

The HFLG meet on a quarterly basis, or on request by mutual agreement.

A copy of the draft meeting minutes held on 18th July 2024 is attached (refer attachment 1).

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

The next HFLG meeting is scheduled for the 1st of November 2024 and will be held in Rāwene and Districts Community Development Centre.

A copy of the minutes will be provided to the Kaikohe-Hokianga Community Board meeting, together with a covering Information Report.

The community stakeholder members of the Group expressed their disappointment that Elected Members were not attending the meetings with regularity. It was requested that staff highlight this matter within this information report.

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

There are no financial or budgetary implications associated with this information report.

#### ĀPITIHINGA / ATTACHMENTS

1. **Attachment 1 - Hokianga Ferry Liaison Group Meeting Minutes - 18th July 2024 - A4863304**  











## 8.2 KAIKOHE-HOKIANGA COMMUNITY BOARD SEPTEMBER OPEN RESOLUTION REPORT

**File Number:** A4536178

**Author:** Imrie Dunn, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding open 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.
- There are no open resolution items for the Kaikohe-Hokianga Community Board this month.

### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board September 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 open 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 - A4878817 [↓](#) 





**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**