Far North District Council Te Kaunihera o Te Hiku o te Ika AGENDA



Tuesday, 17 December 2024

Time: Location: 10:00am 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 & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

Far North District Council Te Hiku Community Board Meeting will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and Mathews Avenue, Kaitaia on: Tuesday 17 December 2024 at 10:00am

Te Paeroa Mahi / Order of Business

1	Karakia Tīmatanga / Opening Prayer7						
2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest7						
3	Te Wāh	anga Tūmatanui / Public Forum	7				
4	Ngā To	no Kōrero / Deputation	7				
5	Ngā Ka	ikōrero / Speakers	7				
6	Te Wha	kaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes	8				
	6.1	Confirmation of Previous Minutes	8				
7	Ngā Pū	rongo / Reports	14				
	7.1	Lake Ohia Hall Renewal	14				
	7.2	Funding Applications	25				
	7.3	Funding Applications - Supplementary	40				
	7.4	Committee Recommendations December 2024	61				
8	Ngā Pū	rongo Taipitopito / Information Reports	72				
	8.1	Te Hiku Community Board December 2024 Open Resolution Report	72				
	8.2	Condition Assessment Summary for Council Halls	81				
	8.3	Renovation of Pioneer House, Kaitāia	87				
	8.4	Chairperson and Members Reports	109				
9	Karakia	Whakamutunga / Closing Prayer	121				
10	Te Kapi	nga Hui / Meeting Close	121				

1 KARAKIA TĪMATANGA / 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.

Elected Member - Register of Interests

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number:A4667628Author:Marysa Maheno, Democracy AdvisorAuthoriser: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 19 November 2024 to be a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness.

TAKE TUTOHUNGA / 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.

ĀPITIHANGA / ATTACHMENTS

1. 2024-11-19 Te Hiku Community Board Minutes - A4981580 🗓 🛣

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 <u>Council's Significance and Engagement</u> <u>Policy</u>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
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).	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.

19 November 2024

MINUTES OF TE HIKU COMMUNITY BOARD MEETING HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS AVENUE, KAITAIA ON TUESDAY, 19 NOVEMBER 2024 AT 10:01AM

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

IN ATTENDANCE:

STAFF PRESENT: Beverly Mitchell (Community Board Coordinator), Marysa Maheno (Democracy Advisor).

1 KARAKIA TIMATANGA / OPENING PRAYER

The meeting commenced with a karakia by Chair Gardner at 10:01AM.

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

APOLOGY

RESOLUTION 2024/65

Moved: Chairperson Adele Gardner Seconded: Member Darren Axe

That the apologies received from Cr Felicity Foy, Cr Hilda Halkyard-Harawira, Member Sheryl Bainbridge be accepted and leave of absence granted and online attendance from member Rachel Baucke be noted.

CARRIED

3 NGĀ KAIKŌRERO / SPEAKERS

• Margaret West and Chris representing the Doubtless Bay Tennis Club in relation to funding application, item 7.2a.

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

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4666801, pages 8 - 14 refers

RESOLUTION 2024/66

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

That Te Hiku Community Board confirm the minutes of the meeting held 22 October 2024 to be a true and correct record.

CARRIED

Page 1

19 November 2024

5 NGĀ PŪRONGO / REPORTS

5.1 ALFRESCO DINING RENEWALS

Agenda item 7.1 document number A4931234, pages 15 - 27 refers

RESOLUTION 2024/67

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

That Te Hiku Community Board:

- a) Pursuant to the Council resolution passed on 30 June 2022, provide comment on the renewal of alfresco dining approval applications from:
 - Mussel Rock
 - Beach Box Café and Gelato
 - Jesse's on the Waterfront Café and Bar.

CARRIED

5.2a FUNDING APPLICATIONS

Agenda item 7.2 document number A4939758, pages 28 - 50 refers

RESOLUTION 2024/68

Moved: Deputy Chairperson John Stewart Seconded: Member Darren Axe

That Te Hiku Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Placemaking Grant Fund account to <u>Doubtless Bay Tennis Club Inc</u> for the building of pickleball courts.

CARRIED

5.2b FUNDING APPLICATION

Agenda item 7.2 document number A4939758, pages 28 - 50 refers

RESOLUTION 2024/69

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

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

CARRIED

5.3 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A4939760, pages 51 - 76 refers

RESOLUTION 2024/70

Moved: Member Darren Axe

Page 2

19 November 2024

Seconded: Member William (Bill) Subritzky

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

- a) Ahipara Aroha Matariki 2024
- b) Artisans Affair 2024
- c) Houhora Big Game and Sport Fishing Club
- d) Kaitaia Business Association
- e) R Tucker Thompson Youth Sailing Trust
- f) Te Whakaora Tangata
- g) TPTToTTTT Nature Craft Workshops
- h) TPTToTTTT Regenerative Green Spaces
- i) Volunteering Northland

CARRIED

5.4 SETTING OF 2025 MEETING SCHEDULE

Agenda item 7.4 document number A4960884, pages 77 - 81 refers

RESOLUTION 2024/71

Moved: Chairperson Adele Gardner Seconded: Member Darren Axe

That Te Hiku Community Board:

- a) adopt the following meeting dates for the 2025 calendar year:
 - 21 January 2025
 - 18 February 2025
 - 18 March 2025
 - 15 April 2025
 - 13 May 2025
 - 10 June 2025
 - 8 July 2025
 - 5 August 2025
 - 2 September 2025

Note: Board Members requested that the 21 January 2025 meeting be removed.

6 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

6.1 TE HIKU COMMUNITY BOARD NOVEMBER 2024 OPEN RESOLUTION REPORT

Agenda item 8.1 document number A4667383, pages 82 - 90 refers

RESOLUTION 2024/72

Page 3

CARRIED

19 November 2024

Moved: Chairperson Adele Gardner Seconded: Member Darren Axe

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

CARRIED

6.2 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 8.2 document number A4958498, pages 91 - 94 refers

RESOLUTION 2024/73

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

That Te Hiku Community Board note the November 2024 member reports from Chairperson Adele Gardner and Member Darren Axe.

CARRIED

Note: Verbal Members Reports were received from Deputy Chairperson John Stewart, Members Bill Subritzky and Rachel Baucke.

7 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 10:48AM with a karakia by Member Rachel Baucke.

The minutes of this meeting will be confirmed at Te Hiku Community Board Meeting held on 17 December 2024.

CHAIRPERSON

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Page 4

7 NGĀ PŪRONGO / REPORTS

7.1 LAKE OHIA HALL RENEWAL

File Number:A4941448Author:Jeanette England, Team Leader - Assets & Project DeliveryAuthoriser:Tanya Proctor, Head of Infrastructure Strategy

TAKE PURONGO / PURPOSE OF THE REPORT

To provide an update for the Lake Ohia Community Hall renewal and to approve the staff recommendation to demolish the old building and rebuild a large, shed type open building which has an indicative cost of \$390,000 which is budgeted for.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- In May 2021, Council commissioned a condition assessment for the Lake Ohia Hall.
- The report highlighted issues with the hall and following discussions with the hall committee plans to rectify these issues and renewal of internal fit-out, were drawn up.
- In 2024, additional budget was allocated to this project from unused level of service funding.
- Options had been investigated and those options were discussed with the Lake Ohia Hall committee, who were not for a full replacement due to concerns on not getting a replacement as there is a hall 6km down the road.
- Due to the additional budget, staff are recommending demolishing the old building and rebuilding, a large, shed type, open building which has an indicative cost of \$390,000 which is budgeted for.
- Staff are seeking approval from the community board for the recommended option.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) receive the report Lake Ohia Hall Renewals
- b) approves the sale by tender for removal of the existing hall at Lake Ohia
- c) approves the rebuild of a new hall facility at Lake Ohia at an indicative cost of \$390,000 excluding GST.

1) TĀHUHU KŌRERO / BACKGROUND

In May 2021, as part of the condition assessment programme, Council commissioned a conditions assessment for the Lake Ohia Hall. The report detailed issues with the building directly related to its age and condition. The report also identified a lack of basic facilities and amenities, considered to be standard in halls across the district. Some of the noted issues are major structural deficits and require significant investment to remediate. This work will result in little or no visible improvement in the buildings use or functionality for the community.

The project has not progressed to delivery due to concept designs outside of the available budget. In the September 2024 carry forward requests, additional budget was allocated to this project from unused Level of Service funding.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Assessment of renewal verses replacement options:

Replacement options have been investigated for this site considering value for ratepayers, as a considered investment approach for the community. A new building would reset the maintenance burden of the asset and with good design will also reduce the operational cost of the asset.

Attached is the annual information and statistics received from the hall committee for the period 2023/2024 showing the usage of the hall.

Further investment on the old building will only garner moderate gains for the money spent compared to a replacement option designed to incorporate current and potential future use and functionality built into the building.

Community perceived concerns & benefits:

The existing hall building is well utilised and holds sentimental value to the local Lake Ohia community. They have been waiting for the renewal of the building for several years and are enthusiastic about the original design plans proposed. Once the quantity survey was undertaken on the original design, they were also accepting of the reduced re-design plans that followed from that due to the budget constraints.

The options for replacement of the existing building were discussed with available hall committee members to obtain their feedback. The chair of the hall committee contacted staff to state their concerns and to establish the committee's position and thoughts around the proposed options. These are listed below:

Cons:

- Sentimental attachment to the existing building and it's old school charm and attributes.
- They are concerned that the hall may not being replaced, if removed due to the proximity to another hall at Kaingaroa approximately 6km west of the Lake Ohia Hall.

Pros:

- Ability to update functionality to better suit usage.
- Increased building performance from current levels.
- Reduced maintenance and operational issues and costs
- Could be a superior asset to others in the region.

The Committee's final position is unanimously opposed to the replacement options due entirely to the Cons stated above.

Design Options:

Option 1 – Original Design

Staff discussed a full renewal design option with the hall committee. However, following the quantity survey this option was not achievable for the budget provided.

Work Description	Cost	Original LTP Budget	Surplus/ (Deficit)	Rates on Total Cost	Rates on Additional Funding
Re-piling	\$680,000	\$430,000	(\$250,000)	\$3.48	\$1.28
• Recladding of three sides of the building,					
New main entry,					
Re-roofing,					
• Accessible upgrades including ramp and toilet,					
New kitchen,					

Option 2 – Reduced DesignA reduced design option was then presented to the hall committee which still shows a shortfall in
budget which would need to be funded in addition to the renewal funds.Work DescriptionCostOriginalSurplus/Rates onRates on

Work Description	Cost	Original LTP Budget	Surplus/ (Deficit)	Rates on Total Cost	Rates on Additional Funding
Reduced kitchen design	\$472,000	\$430,000	(\$42,000)	\$2.41	\$0.21
Reduced bathroom layout					
Basic new entry					
No internal lining					
No new roof					

Replacement options have been investigated for this site considering value for ratepayers, as a considered investment approach for the community.

The quantity surveyors have accessed two proposals for a rebuild on this site.

Option 3(a) – Demolish & Rebuild - Large "Shed" type open building (Recommended Option)

Steel frame and cladding approximately \$1,600 per m2 for a building of equivalent size (140m2) would provide the most cost-effective option providing a new facility with reduced ongoing maintenance costs.

Work Description	Cost	Original LTP Budget	Surplus/ (Deficit)	Rates on Total Cost	Rates on Additional Funding
 Basic kitchen Accessible toilets and shower Storage room Built on raft slab foundation Compliant design Insulated building with heat pump allowance. Approx. \$100,000 demolition/removal of the existing building. Plus 20% contingency for unforeseen costs 	\$390,000	\$430,000	\$40,000	\$1.99	\$0.00

Option 3(b) – Demolish & Rebuild – Traditional Construction

Traditional type construction, timber framed, composite weatherboard with equivalent cladding approximately \$3,500 per m2 for a building of equivalent size (140m2) would provide for the hall committee's preference and a new facility with reduced ongoing maintenance costs. However, this option would require considerable additional funding.

Work Description	Cost	Original LTP Budget	Surplus/ (Deficit)	Rates on Total Cost	Rates on Additional Funding
 Basic kitchen Accessible toilets and shower Storage room Built on raft slab foundation Compliant design Insulated building with heat pump allowance. Approx. \$100,000 demolition/removal of the existing building. Plus 20% contingency for unforeseen costs 	\$700,000	\$430,000	(\$270,000)	\$3.58	\$1.38

An additional consideration would be to tender for removal the old building, which would offset some of the cost for a new build.

Should Te Hiku Community Board decide to not fund this work, renewal funds available would remain with the asset.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Staff recommend Option 3(a) demolish or removal by tender and rebuild large, shed type construction. This is the most cost-effective option available to Council and ratepayers. It is noted, that if the rebuild option is considered, the hall committee would prefer Option 3(b) as it could provide for a similar style building.

Elected members needs to be cognisant of the hall committee's wishes, however the cost for Option 3(b) is significant and requires additional budget.

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

Costs for this project have been allocated in the LTP and further unbudgeted funding would be required dependant on the option approved by Te Hiku Community Board.

The original budget is utilising renewals and level of service funding and any additional budget adds to the level of service burden to the ratepayer.

ĀPITIHANGA / ATTACHMENTS

1. 2023-2024 Annual Hall Information & Statistics - Lake Ohia Hall - A4991679 🗓 🛣

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 <u>Council's</u> <u>Significance and Engagement Policy</u>	This project does not trigger the significance and engagement policy as it is a ward rated renewal activity.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The rebuild or renovations of this building meet the community wellbeing outcomes by providing a space for communities to meet.
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.	Te Hiku Community Board have delegated authority for decisions around the utilisation of halls within their district.
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	There has been no specific consultation with iwi and hapu in relation to this project as this is a renewal project which does not change the use of the land or building and therefore believe there are no significant negative implications to Māori for this project.
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).	Engagement with the hall committee, on behalf of the community and hall users, have been fully engaged in this project from concept to full design.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no additional financial implications arising from this report.
Chief Financial Officer review.	The CFO has reviewed this report.

2023-2024 Hall Information and Statistics

HALL DETAILS	HALL DETAILS						
Name of Hall:	Lake Ohia Community	' Hall					
Physical address:	Corner of SH10 and Pe	ekerau Road.					
Postal address:	393 Pekerau Road, RD	93 Kaitaia 0483					
Booking Officer (name):	Vicki Stevens						
Booking Officer	Ph.:	0278468537	lakeohiahall@gmail.com				
(contact.):							
Afterhours contact							
(name):							
Emergency Contact	John Templeton 0278	86297					
(name):							
Afterhours (contact):	Ph.:	Mobile:	Email:				
Other:							

Position	Name	Postal Address	Email address	Phone number
Chairperson	John Templeton		johnf.t@hotmail.com	027886297
Secretary	Vicki Stevens	393 Pekerau Road, RD3, Kaitaia 0483	lakeohiahall@gmail.com	027 846 8537
Treasurer	Vicki Stevens			
Committee Member	Haina Tamahere		htamehana@doc.govt.nz	027 540 6383
Committee Member	Raymond Jurlina		trmjurlina@outlook.com	027 473 5309
Committee Member	Eileen Schluter		schluterpekerau@xtra.co.nz	09 408 7021
Committee Member	Margaret Timmer-Arends		margarettimmerarends@gmail.co m	021 128 5205
Committee Member	Kim Walker		Kimmwalker27@gmail.com	020 4112 1390

1

Committee Member	Eric Foster			ekfoster18@gmail.com	0	21 054 5358		
Please feel free	Please feel free to update on the reverse of this or add another piece of paper							
COMMITT	COMMITTEE MEETING DETAILS							
How often	does the Committee meet annually?	1	10 (about monthly)					
How often did the Committee meet in the year?			0					

HALL INFORMATION	HALL INFORMATION						
Usage Data							
Number of bookings:	110						
Number of estimated users:	Community events have between 20-120 Lake Ohia locals attend. Rural support evenings have upto 80 people attend some the same some different. Homeschool meetings from $10 - 30$ people attend mainly different from above. Have had private functions with an estimated 100 people attend from local and family from afar. The film crew had about 300 (inside and out) people all from out of area. Table tennis club has about 40 members who use it at different times. Plus the quilters and yoga make another 25 people. Plus the farmer meetings, and other events. Have upto 30 people each. So would be about 500+ people at a guess.						
Type of use							
Community (regular users):	Cards Club, Table Tennis Club, Quilting Club, Rural support Evenings, Committee Meeting Community Meetings, Community Get Togethers, Home Schoolers.						
Casual (one off):	4						
Commercial:	3						
Hire rates (per hour)							
Community:	Donation (ranges from \$12 – 1200)	some use it for fundraisers for hall.					
Casual:	\$50 for small events \$100 medium	and \$150 for large events					
Commercial:	\$150 but negotiable depending on	actual event.					
	If providing an event to bring community together then rates can be waived. As we want to encourage community get togethers.						
2023/24 Financial Statement	Attached: yes						
BWOF	Attached: yes / No	Expiry Date:					
Insurance - Contents	No Value:						
r r	Grounds Upgrade with removal of pest plants New water tank purchased by community and installed by volunteers Weed removal Toilet replaced						

2

intallitethalitet completed	Regular lawns, weed control, cleaning, general repairs to toilets, electricals.			
	Most work on the hall is completed by volunteers from our community, many of whom are local trades people.			
Check list (cross out as provided)	- C-AH / emergency	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	100 people
Kitchen facilities	Older facilities. Microwave, pie warmer, basic cutlery, plates, etc.
Toilets	2
Disabled access	No
Parking	Yes
Furniture available	Tables and chairs.
Other facilities / assets available e.g.: stage, lighting, heating	Hall is fully fenced in to ensure safety of children at events.

We would like an invitation to attend the community board meeting please.

Copy of annual financial reports attached – presented and accepted at AGM.

Issues with building certificate and evacuation plan as we are currently going through a building process with council so these are not completed.

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOF on display (not available as waiting on council upgrades)
Yes/No	Photo of Evacuation procedure on display (no as only the one proper exit – waiting on upgrades to get done)
Yes/No	Copy of Audited Financial Accounts if relevant

3

Yes/No	c Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024	
Yes/No	Other (funding report, funding requests)	
Yes/No	es/No Invite to attend the Community Board meeting	

une 2023 - Ma 02/08/2023 31/08/2023 04/09/2023	-110.55	Other Party					Consum		Capital	Term
02/08/2023 31/08/2023 04/09/2023			Hall Hire	Fund-raisers	Dona-tions	R&M	ables	Electricity	Purchases	Deposit
31/08/2023 04/09/2023	20.50	CONTACT ENERGY L						-110.55		
04/09/2023	-38.58	CONTACT ENERGY L						-38.58		
	100	D/C FROM L T H & R F JURLINA	100							
	-98.89	CONTACT ENERGY L						-98.89		
16/09/2023	80	D/C FROM FOSTER K E	50							
07/09/2023	50	Esther Stone - Masonic Lodge	80							
02/10/2023	1960	Meat Raffle		1960						
03/10/2023	20	Meat Raffle		20						
03/10/2023	-101.46	CONTACT ENERGY L						-101.46		
15/10/2023	100	D/C FROM FOSTER K E	100							
23/10/2023	144.2	ASB BANK - INTEREST	144.2							
30/10/2023	8000.08	Term Deposit								8000.0
30/10/2023	-12000	Into Term Deposit								-1200
02/11/2023	-95.08	CONTACT ENERGY L	-95.08							
03/11/2023	50	Halloween Disco		50						
03/11/2023	20	Raffle		20						
14/11/2023	50	Transfer	50							
16/11/2023	200	Schluter			200					
29/11/2023	-200	Reimburse for Christmas purchases					-200			
04/12/2023	-98.18	CONTACT ENERGY L						-98.18		
13/12/2023	200	D/C FROM JURLINA N L	200							
21/12/2023	-345	BILL PAYMENT TO Mangonui Hau Water Delive					-345			
21/12/2023	-148.28	Reimbursement - JT Repairs				-148.28				
21/12/2023	-4499	BILL PAYMENT TO FARMLANDS Promax Tank							-4499	
22/12/2023		OKD PRODUCTION LIMIT	3900							
03/01/2024	-107.66	CONTACT ENERGY L						-107.66		
31/01/2024	1000	OKD PRODUCTION LIMIT	1000							
02/02/2024	-89.6	CONTACT ENERGY L						-89.6		
07/02/2024	3000	D/C FROM Ryan N J (Fish Auction)		3000						
08/02/2024		Reimbursemen				-145.55				
08/02/2024	-219.65					-219.65				
12/02/2024	350	Prezzie Card Promotion							350	
29/02/2024		D/C FROM WELLS J M (Table Tennis)	150							
04/03/2024		CONTACT ENERGY L						-165.07		
31/03/2024		D/C FROM WELLS J M (Table Tennis)	120							
02/04/2024		CONTACT ENERGY L						-101.75		
20/04/2024		Esther Stone Hall Hire	80							
26/04/2024		Cards Koha	100							
30/04/2024		D/C FROM WELLS J M (Table Tennis)	120							
03/05/2024		CONTACT ENERGY L						-97.51		
10/05/2024		Shannon Hall hire	80							
30/05/2024		D/C FROM WELLS J M (Table Tennis)	150							
otals:	1362.47	0	6329.12	5050	200	-513	-545	-1009.25	-4149	-3999.

		Lake Ohia I	Hall - 2023	- 2024 A	ccounts	
	L	.ake Ohia Con	nmunity C	entre Acc	ounts	
		June	2023 - Ma	y 2024		
undraisers 5	9.12 5050 200	Electricity Consumables R&M	Expenses	-1009.25 -545 -513.48	Capital De Capital Costs	velopment -4149
otal Income: \$11,57	9.12	Total Expenses:		-\$2,067.73	Total Capital:	-\$4,149.00
otal Profit/Loss for year:	\$5,362.3	9				
Assets as of 30th May 202 Ferm Deposit: \$12,54 Jank Account: \$12,61	<mark>8.65</mark>		Term	ion Last Year (May 202 Deposit: Account:	(3) \$8,000.00 \$11,256.22	
repared by Vicki Stevens						

7.2 FUNDING APPLICATIONS

File Number:	A5005875
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 December 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Two applications have been received, requesting a total of \$7,700
- The Community Board has an available total of **\$97,096.77** in **Community Grant** Funding for the 2024/25 financial year.
- The Community Board has an available total of **\$88,486** in **Placemaking** Funding for the 2024/25 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board leave the application to lie from <u>Youthline Auckland</u> <u>Charitable Trust</u> for the costs of operating the national call line until it can be demonstrated how much coverage/calls are provided specifically to Te Hiku ward.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of \$1,700 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>Te Hiku Roller Skating</u> for costs towards venue hire and skate purchase.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of \$136.31 (plus GST if applicable) being the amount left from funds granted to <u>Waihara Hall Committee</u> be allowed to be retained by the application and used towards ongoing carpark extension and security fencing costs.

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.

Applicant and Project	Requested	Recommend	Comments	Туре
			The applicant is seeking funding for costs associated with operating the national Youthline call centre.	
Youthline Auckland Charitable Trust – Helpline service costs	\$6,000	Leave to lie	The supporting information outlines support given to rangitahi and Tamariki in the Auckland region, but does not show how many Te Hiku or Far North calls were managed. It is recommended to leave this application to lie until the applicant can demonstrate the amount of support provided specifically to Te Hiku area.	Community Development
			Identical applications have been made to the other Community Boards	
			This meets community outcome 1 and 3.	
Te Hiku Roller Skating Club – skates and venue hire	\$1,700	\$1,700	The applicant is applying for funding to cover venue hire costs and the purchase of roller skates for Tamariki/rangitahi to use during the skating sessions. The Board previously granted them \$2,729 in September 2023. The application appears to ask for 100% of the costs, but the applicant did not take into account their contribution when lodging the request.	Community Development
			This meets community outcomes 1 and 3	
			The Waihara Hall Committee received \$6,903 from the Board in June 2024 towards the extension of their carpark – specifically the work undertaken by Far North Roading Ltd.	
Waihara Hall – Carpark Project	\$136.31	N/A	They are about to lodge their project report, but note that they have come in \$136.31 under the budgeted amount as applied for from this contractor.	Infrastructure
			They are requesting the Board allow them to keep the overage and use it towards other costs for the carpark extension and security fencing project.	

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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.

ĀPITIHANGA / ATTACHMENTS

1. Youthline Auckland Charitable Trust - A5005873 🕂 🛣

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 <u>Council's</u> <u>Significance and Engagement Policy</u>	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.	No implications for Māori in relation to land and/or water.
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).	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.

Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust

Form Submitted 31 Oct 2024, 6:10PM NZDT

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 <u>Community Grant Policy</u> 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.

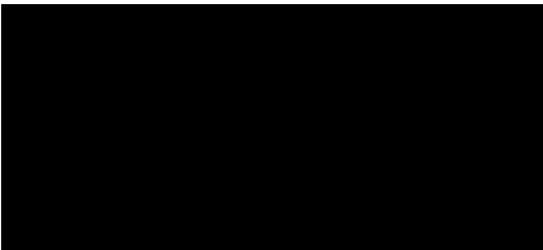
The following *must* be submitted along with this application form:

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

Applicant details

Applicant *

Youthline Auckland Charitable Trust



Page 1 of 11

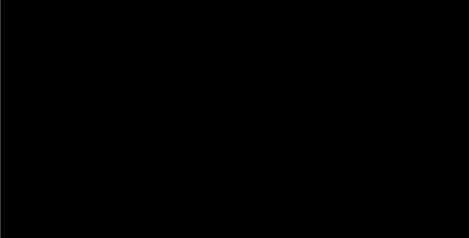
Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust Form Submitted 31 Oct 2024, 6:10PM NZDT

Contact details

Contact Person Two:

Applicant Project Contact *





Purpose of organisation

Please briefly describe the purpose of the organisation *

Youthline is a "with youth, for youth" organisation and the first point of contact for many youth accessing mental health and support services across Aotearoa. Our Kaupapa is to strengthen hauora through youth voice and youth choice. Our services include a free 24/7 Helpline, free youth and family counselling, youth mentoring, and volunteer pathways. We also work in collaboration with local schools and community organisations to increase youth engagement in health and support services and facilitate development programmes aimed at empowering youth to achieve their goals and potential.

We ensure that young people know where to get help and can access support when they need it, tailoring our support according to their individual needs covering prevention, early intervention and crisis support. We are here to support all young people including those who are struggling (with their mental health and/or other issues), as well as young people who want to learn, grow and give back to their community.

Youthline is firmly focused on understanding the issues young people are facing and how significant life events, eg Covid 19, weather events and economic uncertainty, impact how youth access support and go about solving their problems; what the future looks like for young people and where Youthline should focus their youth support services.

Number of Members * 16078

Project Details

Page 2 of 11

Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust Form Submitted 31 Oct 2024, 6:10PM NZDT

* indicates a required field

Project Details

Clearly describe the project or event:

Name of Activity * Youthline Helpline Support for Youth

Location * Everywhere, 24/7, 365 days per year

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:
01/03/2025 Must be a date.	31/03/2026 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: *

Youthline works inclusively with youth, from those young people who are most vulnerable to youth leaders who are championing change.

In the last 5 years, Youthline has seen an unprecedented increase in the rate of mental distress amongst young people.

Last year we talked to young people across New Zealand about the critical issues they are facing, from social media to the impacts of extreme weather events, and the ongoing impacts of the Covid-19 pandemic. Their insights are captured in our Youthline State of the Generation 2023 Report and they make sobering reading:

Covid-19

Covid-19 had a profound effect on how young people felt about themselves and the world around them. Two years on, the percentage of young people for whom the following issues have started or worsened are: Stress (44%), Anxiety (38%), Economic uncertainty/debt (36%), Loneliness (33%), Schooling/education (33%).

Vaping

This is a key issue for young teens aged 13 - 15 years old. Amongst 16 - 24 year olds,

Page 3 of 11

Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust

Form Submitted 31 Oct 2024, 6:10PM NZDT

vaping is perceived to be more of an issue than other substances such as smoking, alcohol and drugs.

Extreme weather impacts and economic uncertainty

One in four young people surveyed said they had been affected by recent extreme weather events. Of those, two in four reported stress or mental health issues being exacerbated as a result. Young people stressed by extreme weather events are fearful more extreme weather will occur and concerned about the changing climate.

Economic uncertainty is becoming more of an issue for young people, with 10% identifying it as the biggest issue facing young people, compared to just 4% in 2021.

Social media

Nearly half of young people surveyed (49%) viewed social media as a key issue facing their generation, with the greatest concern being its effect on mental health and potential to cause social problems such as bullying and setting unrealistic expectations. The addictive and pervasive nature of social media is also of concern for one in three.

It's clear that mental health remains a key issue for young people, with three in four young people surveyed in our Youthline State of the Generation 2023 report agreeing that mental health is a problem for their generation.

Youthline National Helpline

The free Youthline National Helpline, operated by Youthline Auckland, is at the heart of our mahi and provides crucial support to young people who may be vulnerable, isolated or marginalised. Young people in need who contact us through our Helpline often feel lonely, alone, disengaged and desperate. They often have a reduced sense of belonging to family, school or community.

The National Helpline is a multichannel telehealth service providing access across the whole of New Zealand. This service enables us to be available to approximately 850,000 young people living in New Zealand aged 12-24 years including over 100,000 young people (12%) who are living in rural parts of New Zealand where there is evidence that deprivation and lack of access to support services is felt more acutely.

Providing a unique 24/7 multi-channel service means Youthline can respond immediately to young people with mild to moderate/severe, and imminent risk (suicide and/or abuse), however we are also well placed to provide a continuum of support options through our wraparound services. These include easy access to free counselling (online or in-person) and/or programmes specifically focused on equipping young people with the skills they need to build resilience and achieve positive mental health outcomes. We consider the safety of every young person (or concerned family member) as paramount. Where opportunities for additional supports are identified or issues requiring escalation, Youthline is well positioned to support this process.

Our ability to refer youth within the Youthline service eco system further reduces demand and pressure on specialist services. A Helpline client can seamlessly be referred to our faceto-face counselling service or equally to one of our youth development programmes that are focused on resilience building and prevention.

Helpline Reach

We know that the youth mental health crisis is not showing signs of abating. In FY24 our team of 240 volunteer counsellors and frontline paid staff managed 357,014 contacts via text, phone, email and webchat from 14,725 unique clients, an increase of 38% and 29.6% respectively from FY23. For the year ending March 2025 we are on track to support 16,000 unique clients via our Helpline service.

Providing a free 24 hours per day, 365 days a year, multi-channel service means Youthline

Page 4 of 11

Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust

Form Submitted 31 Oct 2024, 6:10PM NZDT

can respond immediately to young people with mild to moderate/severe, and imminent risk (suicide and/or abuse), however we are also well placed to provide a continuum of support options through our wraparound services. These include easy access to free counselling (online or in-person) and/or programmes specifically focused on equipping young people with the skills they need to build resilience and achieve positive mental health outcomes. We consider the safety of every young person (or concerned family member) as paramount. Where opportunities for additional supports are identified or issues requiring escalation, Youthline is well positioned to support this process.

Our experience has shown us that young people overwhelmingly prefer the anonymity, safety, and ease of using text-based communications especially if they are vulnerable to immediate harm. Text based contacts are nearly double those of phone calls to our Helpline (1800 text-based conversations vs 907 phone calls over the last 2 months) and demand for webchat is increasing all the time (640 contacts over the same period despite being available for only 12 hours a day). These considerations are critical as our Helpline is often the first service where young people disclose extremely challenging life events - including when they are experiencing abuse, and/or feeling suicidal.

To support the increased need in the overnight service, and responsive to youth feedback, Youthline's has plans to take this service to the next level by increasing innovation and scaling up to also offer webchat, Instagram, and WhatsApp Helpline channels. By continuing to innovate through adopting new technologies that drive productivity, utilising new digital channels and by staying informed of youth needs by youth, we can continue to evolve our service to provide flexible and responsive mental health support options for young people where, when and how they want them.

In this digital world, phone, text, email and phone are key means of connecting with young people. So, it makes no difference if the young person is in Houhora and the counsellor is in Auckland or Invercargill. We counsel and refer. We encourage the young person to connect with support in their community. We provide information regarding services available in their town. We work collaboratively with local support agencies in your towns to provide the right sort of care for these vulnerable young people. Often we are the only service a young person in a rural area will have access to that is free, anonymous and accessible on a youth-friendly platform.

With 2,511 15-24 year olds living in the Te Hiku ward (Census 2023), and knowing that 1 in 10 young people reach out to Youthline for support via the Helpline, we estimate that 251 young people in the Te Hiku ward will benefit.

Benefits to Rangatahi

Research shows Youthline's strengths include having trained volunteers who can help and with young people supporting other young people. A conversation on the Helpline gives these young people an opportunity to talk through their stressors and issues while exploring their internal and external resources, placing them at the heart of their own solutions and supporting positive decision making towards their own wellbeing. In supporting these young people Youthline is very much committed to promoting healthy, safe, sustainable and active lifestyles.

Via our Helpline service rangatahi are equipped with skills and insights on how to build self-esteem and improve mental-health, how to actively problem-solve, recover from setbacks and build resilience. Through their improved emotional and self-management skills rangatahi are less likely to fall into helplessness, depression, addictive behaviours, dangerous relationships and unemployment. We aim to ensure that the young people we work with have clear pathways from school to work and we aim to engender a sense of belonging to their family, school and the community in which they live.

Young people, via contact with Youthline Helpline volunteers, are provided with support that helps them to

Page 5 of 11

Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form Application No. THCB00019 From Youthline Auckland Charitable Trust

Organisation: Youthline Auckland Charitable Trust Form Submitted 31 Oct 2024, 6:10PM NZDT

- Gain increased confidence/self-esteem
- Develop motivation and feel inspired
- Identify their support systems
- Gain insight from looking at situation or emotions in a different way/perspective
- Process feelings and emotions
- Improve relationships
- Feel less isolated and have a sense of belonging
- Set goals and make plans
- Improve their wellbeing
- Build and preserve resilience to respond to future adverse events
- Link in with other agencies through referrals for personalised support
- Contribute positively to their own community

Youth will:

- be connected to themselves, their passions, communities and each other to build their sense of self-esteem, agency and purpose. Holding space for connection, collaboration and community building.

- find a safe place to turn to when they need to, where they feel supported to deal with the hard stuff, to stabilise and reach safety.

- be empowered to believe in themselves and to live a life that they choose as we believe in and recognise their strengths and inspire hope.

Engagement with Youthline is providing young people with a life changing opportunity to access support services to help them cope with life's stresses and connect in a healthy way with peers, friends and family.

The continuation of our Helpline service is critical and we know the community supports the delivery of this Youthline service because young people self-refer, and whānau, teachers, schools and community organisations refer their young people and whanau to us for support.

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 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

Page 6 of 11

Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form Application No. THCB00019 From Youthline Auckland Charitable Trust

Organisation: Youthline Auckland Charitable Trust Form Submitted 31 Oct 2024, 6:10PM NZDT

- 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	\$0.00	\$0.00	No files have been uploaded
Volunteer Expenses Reimbursement	\$0.00	\$0.00	No files have been uploaded
Other (describe)	\$0.00	\$0.00	No files have been uploaded
Other (describe)	\$0.00	\$0.00	No files have been uploaded
National Helpline An- nual Costs	\$15,525.00	\$6,000.00	Filename: Te Hiku FY 25 Budget and Suppo rting Document.pdf File size: 789.7 kB

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? *

\$15,525 Must be a dollar amount.

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

\$6,000 Must be a dollar amount.

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST * ${\ensuremath{ \bullet}}$ Yes $\hfill \supset$ No

Page 7 of 11

Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust Form Submitted 31 Oct 2024, 6:10PM NZDT

GST Number

GST Number 087528601

Current Funding

How much money does your organisation currently have? *

\$9,099,061.00 Must be a dollar amount.

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

\$9,099,061.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Various purposes - refer attached support document	\$9,099,061.00
	\$
	\$
	\$
	\$

Total Tagged Funds

Total Expenditure Amount

\$9,099,061.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Foundation North	\$405,000.00	Pending
Various Auckland City Coun- cil Boards	\$49,000.00	Pending
NZCT	\$10,000.00	Yes

Page 8 of 11

Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form

Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust

Form Submitted 31 Oct 2024, 6:10PM NZDT

\$	
\$	

Previous Funding from FNDC

Have you previously received funding from FNDC? ${\ensuremath{\textcircled{}}}$ Yes $\hfill O$ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Helpline Funding - Bay of Islands-Whang aroa	\$3,000.00	15/10/2021	Yes
Helpline Funding - Te Hiku	\$3,000.00	15/10/2021	Yes
Helpline Funding - Kai kohe-Hokianga	\$3,000.00	15/10/2021	Yes
	\$		

Last page

* indicates a required field

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 of 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.

We, the undersigned, declare the following:

In submitting this application:

Page 9 of 11

Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form

Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust

Form Submitted 31 Oct 2024, 6:10PM NZDT

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 out 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 sperate entries in the cash book or as a note o the accounts
- Tracking of different funding, e.g through a spreadsheet or journey 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 e 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.
- 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).
- 10To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

Page 10 of 11

Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form Application No. THCB00019 From Youthline Auckland Charitable Trust

Application No. THCB00019 From Youthline Auckland Charitable Trust Organisation: Youthline Auckland Charitable Trust Form Submitted 31 Oct 2024, 6:10PM NZDT

Signatures



31/10/2024 Must be a date. **31/10/2024** Must be a date.

Page 11 of 11

7.3 FUNDING APPLICATIONS - SUPPLEMENTARY

File Number:	A5009979
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 December 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- And additional two applications have been received after the agenda had been run, requesting a total of **\$26,789**
- The Community Board has an available total of **\$97,096.77** in **Community Grant** Funding for the 2024/25 financial year.
- The Community Board has an available total of **\$88,486** in **Placemaking** Funding for the 2024/25 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>Te Waka Taua o Te Rangimārie</u> for equipment hire costs towards participating in Waitangi week waka events in 2025.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of \$9,500 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>Te Runanga o Te Rarawa</u> for costs towards the Ahipara Takiwā/Tūturu Rangers at Tauroa and on Te Oneroa a Tōhe to Hukatere.

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.

Applicant and Project	Requested	Recommend	Comments	Туре
Te Waka Taua o Te Rangimārie – Waitangi 2025 Waka Event	\$17,789	\$5,000	The applicant is seeking funding towards costs of attending the 2025 Waitangi Week Waka Kaupapa. An application is also going to Bay of Islands-Whangaroa Community Board for their consideration. This meets community outcomes 1, 3, 5 and 6.	Art, Culture and Heritage/Event

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Туре
Te Runanga o Te Rarawa – Ahipara Rangers	\$9,500	\$9,500	The applicant is applying for funding to cover costs of the rangers operating on Te Hiku ward beaches over the summer period. This has been a successful programme run over previous years that benefited from funding from central government. This funding is no longer available. This meets community outcomes 1, 2, 4 and 5	Community Development

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.

ĀPITIHANGA / ATTACHMENTS

- 1. Te Waka Tau o Te Rangimarie A5009970 🗓 🛣
- 2. Ahipara Takiwaa A5009971 🗓 🛣

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 <u>Council's</u> <u>Significance and Engagement Policy</u>	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.	No implications for Māori in relation to land and/or water.
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).	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.

Instru	iction	S						
Please re	ad car	efully:						
•	Read	this application	form in full	before yo	u start filling	it in. It is	easier to com	plete an
		ation if you have a see Section 1 of					eligible.	
	All app	plications are to	be submitted	15 clear wo	orking days p	ior to the C		meeting where the
		plete, late, or n						the stand from
		ants who have are not eligible for		olete a Pro	ject Report fo	or previous	funding granted	within the last five
•	If ther	re's anything of ione 0800 920 (n this form y	ou're not : ng@fndc.go	sure of, plea	se contact t happy to	he Community D help.	Development team a
The follow		your completed				ny Council :	service centre	
	Que	otes (or evidence	of costs) for a	all items list	ed as total co	sts on pg 3		
		st recent bank st						
	Prog	gramme/event/p	oject outline					
	A he	ealth and safety	olan					
	You	r organisation's	ousiness plan	(if applicab	ole)			
	If yo	our event is takin	g place on Co	uncil land o	or road/s, evid	ence of per	mission to do so	
	Sign	ned declarations	on pgs 5-6 of	this form				
Applie	cant c	letails						
Organisat	ion	Te Waka Taua	o Te Rangima	ārie	an an fritheringe		Number of Mem	ibers 80
Postal Add	ress							
Physical A	ddress							
Contact P	arcon							
Phone Nur	nber							
Email Addr	ess							
Please bri	iefly do	escribe the pur	oose of the o	rganisatio	n.			
Te Waka	Taua o	Te Rangimārie	s the organis	ation respo	onsible for en		aka taua is fit fo	
							rters. The organ evance and imp	
oversees	the he				s surrounding		eyance and imp at 80 members.	

	ails		
Which Commun	ity Board is your organisation applying to (see map Schedule	A)?	
	Te Hiku 🗆 Kaikohe-Hoklanga ☑ Bay	of Islan	ds-Whangaroa
Clearly describe	the project or event:		
Name of Activity	Kaupapa Waka 2025	Date	3 - 7 February 2024
.ocation	Waitangi, Bay of Islands	Time	24 hours
Nill there be a ch	arge for the public to attend or participate in the project or event?		
f so, how much?			
Outline your act	ivity and the services it will provide. Tell us:		
• Who	will benefit from the activity and how; and		
	it will broaden the range of activities and experiences available to	the con	amunitu
	o Rangimārie will participate in the Kaupapa Waka at the Waditional paddling, tikanga and cultural performances and ex		
showcasing tra ceremomial wa learn about wa This event ben Māōri traditions teamwork, leac		cchang nents v ebratic eepeni involvo	es. Activities include where attendees can ins. ing connections to ed gain skills in
showcasing tra ceremomial wa learn about wa This event ben Māōri traditions teamwork, leac understanding Te Waka Taua d	aditional paddling, tikanga and cultural performances and ex ater processions, paddling display and educational engagen ka history and the significance of waka taua in Waitangi cel- efits participants, supporters and the wider community be di s and fostering cultural pride. Crew members and rangatahi lership and navigation. Visitors to the celebrations experience of te ao Māori, promoting cultural respect and awareness.	chang nents v ebratic eepeni involvo ce and traditi	es. Activities include
showcasing tra ceremomial wa learn about wa This event ben Māōri traditions teamwork, lead understanding Te Waka Taua o providing oppor	aditional paddling, tikanga and cultural performances and ex ater processions, paddling display and educational engagen ka history and the significance of waka taua in Waitangi cell efits participants, supporters and the wider community be do as and fostering cultural pride. Crew members and rangatahi lership and navigation. Visitors to the celebrations experience of te ao Māori, promoting cultural respect and awareness. In Rangimārie broadens the range of activities by revitalising tunities for intergenerational learning. The presence of wak	chang ents v ebratic eepeni involvo ce and traditi a taua	es. Activities include where attendees can ins. ing connections to ed gain skills in immersive onal practices and inspires interest in
showcasing tra ceremomial wa learn about wa This event ben Māōri traditions teamwork, lead understanding Te Waka Taua o providing oppor	aditional paddling, tikanga and cultural performances and ex ater processions, paddling display and educational engagen ka history and the significance of waka taua in Waitangi cel- efits participants, supporters and the wider community be di s and fostering cultural pride. Crew members and rangatahi lership and navigation. Visitors to the celebrations experience of te ao Māori, promoting cultural respect and awareness.	chang ents v ebratic eepeni involvo ce and traditi a taua ngther	es. Activities include where attendees can ins. ing connections to ed gain skills in immersive onal practices and inspires interest in is community ties

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	10600	7600
Advertising/Promotion		
Facilitator/Professional Fees2		
Administration (incl. stationery/copying)		
Equipment Hire	4750	4750
Equipment Purchase (describe) 8 Baśsket Hangi Cooker 10x Trestle Tables 50x Black fold up chairs	3899 640 900	5439
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	1) - Character and a state of the state	
Refreshments	and the second second second	
Travel/Mileage	a provide the second second	
Volunteer Expenses Reimbursement	Sugar Summaria desintensi	the contract a local back
Wages/Salary	when their their independent in the C	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	20789	17789

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

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A2686814 (version Sept 2018)

Local Grant Application Form	R
Financial Information	
Is your organisation registered for GST? Ves No GST No	lumber
How much money does your organisation currently have?	1100
How much of this money is already committed to specific purposes?	1100

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

Purpose	Amount
Te Rangimarie Waka Wananga 6th - 8th Marae Hire	500
Te Rangimarie Waka Wananga 6th-8th Kal for Attendees	600
OTAL	1100

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

Funding Source	Amount	Approved		
N/A		Yes / Pending		
		Yes / Pending		
and the second second second second second	The state of the second	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
N/A	A State of the second second	Carles and	Y / N
		al angle and a	Y / N
			Y / N
			Y / N

A2686814

Page 4

(version Sept 2018)

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)

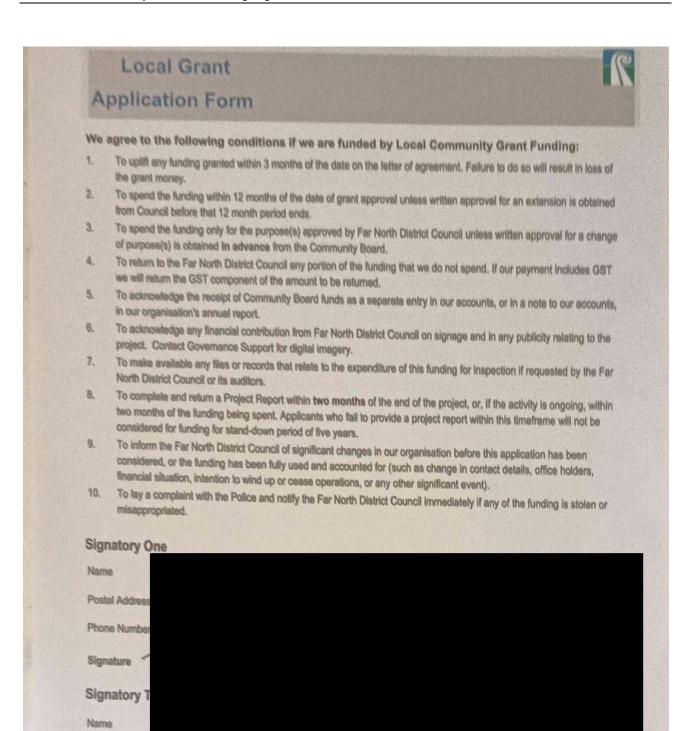
Te Waka Taua O Te Rangimarie

We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our goveming body.
- 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.
- 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.
- 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	
	(version Sept 2018)	Page 5	



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Page 6

Item 7.3 - Attachment 1 - Te Waka Tau o Te Rangimarie

(version Sept 2018)

Postal Address

Phone Number

Signature

A2686814

Te Waka Taua o Rangimārie Health and Safety Plan for Kaupapa Waka - Waitangi Celebrations 2025

Event Dates	6 Dave to Laboration
Organisation	5 Days In February 2025
Location	Te Waka Taua o Rangimarie
Participants	Paihia Camping Grounds & Waitangi 60 (Including crew and supporters)

1. General Overview

This Health and Safety Plan outlines the safety measures, roles, and emergency protocols for Te Waka Taua o Rangimarie during the Kaupapa Waka 2025 event. The plan ensures the wellbeing of all participants spectators, and the community while adhering to legal and tikanga-based practices.

2. Key Contact Information

Role	Name	Phone	Imail
Event Coordinator	Trista Raharuhi	0221553191	Tris.raharuhi28@gmail.com
Safety Officer	Rangi Hetaraka	2	(Email)
On-Site Medic (Support Boat)	Waha Tauhara	02102775282	Wahakauhangatauhara36@gmail.com
Nearest Hospital	Kawakawa Hospital	+64 9 404 0280	n/a

3. Accommodation Safety

Location	Paihia Camping Grounds 1290 Paihia Road Paihia , 0247 Bay of Islands	
Hazards and Risks	 Trips, Slips, and Falls: Uneven ground or wet conditions. Fire Hazards: Cooking equipment, campfires, or electrical devices. Lost Participants: Participants navigating unfamiliar surroundings. 	

Te Waka Taua o Rangimárie

Health and Safety Plan

Controls	 A detailed site induction will be held upon arrival, covering emergency exits, fire safety protocols, and site-specific hazards. Fire extinguishers and first aid kits will be accessible at all times. A buddy system will be implemented, ensuring participants always have a companion. A nightly curfew will be set, with regular headcounts to confirm everyone's safety.
ersonnel	

4. Transport Safety

Hazards and Risks	 Road Accidents: Transporting waka and participants. Mechanical Failures: Issues with waka trailers or vehicles.
Controls	 All vehicles will undergo safety checks before departure. Waka trailers will be inspected for secure loading and proper lighting. Drivers will adhere to speed limits, and all conveyance vehicles will maintain radio or phone contact during transit. Emergency roadside kits will be carried in each vehicle.
Personnel	•

5. Water Activities

Hazards and Risks	 Drowning: Participants capsizing or falling into the water. Fatigue or Dehydration: Prolonged paddling. Collisions: With other vessels or stationary objects.
Controls	 Pre-Water Event Briefings: All paddlers and support crew will receive safety training, including the use of life jackets and emergency procedures. Life Jackets: Mandatory for all waka paddlers and support boat crew. Support Vessel: On standby with first aid supplies, flotation devices and radio communication.
	 Hydration and Rest: Scheduled breaks and water stations to prevent fatigue and dehydration. Weather Monitoring: Continuous monitoring to respond to changing conditions.
rsonnel	•

Te Waka Taua o Rangimārie

Health and Safety Plan

6. Emergency Response Plan

T	First Aid Support	First aid supplies will be available at Paikie Camping
1	Emergency Medical Support	Brounds, on the support boat, and at the event site, Participants requiring further medical attention will be transported to kawakawa Hospital.
3	Emergency Evacuation Procedures	Designated assembly points at both the accommutation and event site will be identified. A headcount will be conducted during evacuations,

7. COVID-19 Considerations

- Participants will follow health guidelines, including regular hand hygiene and monitoring for symptoms.
- Isolation protocols will be in place for anyone showing symptoms during the event.

8. Roles and Responsibilities

Role	Name	Responsibilities
Event Coordinator	Trista Raharuhi	Overall safety and management of participants and activities,
Safety Officer	Rangi Hetaraka	Identifying hazards, ensuring compliance with safety protocols, and leading emergency responses.
Medic/Support Crew	Waha Tauhara	Providing first aid and medical support during water activities.

9. Incident Reporting

All incidents, no matter how minor, will be reported to the Safety Officer. An incident report log will be maintained throughout the event.

10. Conclusion

Te Waka Taus o Rangimarie is committed to the safety and wellbeing of all participants. This Health and Safety Plan ensures proactive measures and preparedness for any unforeseen circumstances during the Kaupapa Waka event.

Te Waka Taua o Rangimário

Health and Safety Plan

6. Emergency Response Plan

1	First Ald Support	First aid supplies will be available at Palhia Camping Grounds, on the support boat, and at the event site.
2	Emergency Medical Support	Participants requiring further medical attention will be transported to Kawakawa Hospital.
3	Emergency Evacuation Procedures	Designated assembly points at both the accommodation and event site will be identified. A headcount will be conducted during evacuations.

7. COVID-19 Considerations

- Participants will follow health guidelines, including regular hand hygiene and monitoring for symptoms.
- Isolation protocols will be in place for anyone showing symptoms during the event.

8. Roles and Responsibilities

Role	Name	Responsibilities
Event Coordinator	Trista Raharuhi	Overall safety and management of participants and activities.
Safety Officer	Rangi Hetaraka	Identifying hazards, ensuring compliance with safety protocols, and leading emergency responses.
Medic/Support Crew	Waha Tauhara	Providing first aid and medical support during water activities.

9. Incident Reporting

All incidents, no matter how minor, will be reported to the Safety Officer. An incident report log will be maintained throughout the event.

10. Conclusion

Te Waka Taua o Rangimarie is committed to the safety and wellbeing of all participants. This Health and Safety Plan ensures proactive measures and preparedness for any unforeseen circumstances during the Kaupapa Waka event.

Te Waka Taua o Rangimārie

Health and Safety Plan

Local Grant Application Form

Instructions

Please read carefully:

- Read this application form 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 <u>Community Grant Policy</u> 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 0800 920 029, or <u>funding@fndc.govt.nz</u> we're happy to help.

• Send your completed form to funding@fndc.govt.nz or to any Council service centre The following <u>must</u> be submitted along with this application form:

- $\hfill\square$ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- □ Programme/event/project outline
- □ A health and safety plan
- □ 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 Postal Address Physical Address Contact Person Phone Number Email Address

Please briefly describe the purpose of the organisation.

Te Runanga o Te Rarawa is a Runanga that umbrellas Ahipara Takiwa (hapū) summer work on Te Oneroa a Tōhe and Tauroa Ahipara Rangers (kaitiaki)

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A2686814 (version Sept 2018)

Which Communi	ty Board is your organisation applying to (see map Schedule	A)?		
			ds-Whang	aroa
Clearly describe	the project or event:			
Name of Activity	Ahipara Rangers (Kaitiaki Tūturu)	Date	26/12/20	024 - 2025
Location	Ahipara	Time		
Will there be a ch	arge for the public to attend or participate in the project or event?		□ Yes	Ø No
If so, how much?				
Outline your acti	vity and the services it will provide. Tell us:			
The Kaitiaki Tūturu	it will broaden the range of activities and experiences available to (Rangers) truck was active out Tauroa and on Te Oneroa a Tōhe		-	
There was a conce Ahipara. The Kaka the BB pamphlet ar Oneroa a Tōhe is of MPI were very supp Over 300 people in accommodation/ca significance and the	(Rangers) truck was active out Tauroa and on Te Oneroa a Tōhe rtive effort to educate the public around areas of significance an Street ramp was monitored with a "Stop – Go" lollipop. The kai id the QR code to those entering the beach and let them know a significance and needs to be protected. The overall response was portive of the kaitiaki delivering the "message". teracted on the qr site in January and Feb. The qr site has: the r mp sites, caulerpa info, emergency numbers etc, but most import	to Huka d place tiaki m ibout tl as very new spe prtantly	s where t onitoring ne new sp positive; eed limits, informat	the ramp handed or beed limit and why T and the police and , BB qr code, fire bar ion on sites of

Local Grant

Application Form

Project Cost

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

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

<u>Amount Requested</u> - 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		
Advertising/Promotion	\$2500	\$2500
Facilitator/Professional Fees2		
Administration (incl. stationery/copying)	\$1000	\$1000
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	5	
Travel/Mileage	\$4000	\$4000
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)	Polo top, zip top, bucket hat	\$2000
TOTALS		

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					R
Application Form					
Financial Information		把那 两			
Is your organisation registered for GST?	□ Yes	□ No	GST Number	r	
How much money does your organisation cu	irrently have	?		\$15,000	
How much of this money is already committee	ed to specific	c purposes?	Γ	\$15,000	

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

Purpose	Amount
Wages for Kaitiaki doing the work.	\$15,000
TOTAL	\$15,000

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

Funding Source	Amount	Approved
No Funding Sources		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
Ngā Puāwai	\$5,000	Sept 2023	Yes
			Y / N
			Y / N
			Y / N

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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 Runanga o Te Rarawa

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 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

Signato	bry One	Signatory Two	
	4		
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A2686814	(version Sept 2018)	Page 5	



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.

Name						
Postal Addres						
Phone Numb						
Signature						
Signatory	Two	/				
Name		-		Position		
Postal Address	6				Post Code	
Phone Numbe	r		Mot	bile Number		
www.fndc.govt	.nz Memorial Ave, I	Kaikohe 0440 P	rivate Bag 752, Ka	ikohe 0440 funding	@fndc.govt.nz Phone 080	0 920 029
A2686814 (v	ersion Sept 2018)		Page 6			

Signatory One

Local Grant	le la constante de la constante
Application Form	
Signature	Date

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7.4 COMMITTEE RECOMMENDATIONS DECEMBER 2024

File Number:	A5015142
Author:	Marysa Maheno, Democracy Advisor
Authoriser:	Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The following Committee meetings have been held since the last ordinary Te Hiku Community Board meeting.
 - 5 December 2024, Kaitāia Drianage Area Committee
 - 5 December 2024, Waiharara and Kaikino Drainage Area Committee
 - 5 December 2024, Motutangi Drainage Area Committee
- Copies of the Committee meeting minutes are attached for information.
- Links to the agendas containing the reports that formed the basis of the recommendations below are included in this report.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

Kaitāia Drainage Area Committee – item 4.3 Kaitāia Drainage Area Programme 2024-2027

approve the programme of works for the 2024/25 financial year;

request the proposed rate change of \$133k for the 2025/26 year including drone hireage and machine cleaning, be reported back to the Kaitāia Drainage Area Committee; and

submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.

request a workshop on Management Plans and Bylaws 2019 update before March 2025 Committee meeting;

continue to follow up on resolution 2023/1 'copy of an email sent to David Van Bysterveldt' regarding continued works within the scheme has increased the height of stop banks and removed culverts for spray contracting access.

contact Northland Regional Council regarding increased height of stop banks and the effects on the flood protection catchment.

request that Far North District Council continue consulting with Northland Regional Council regarding the Resource Consent becoming a permitted activity.

Waiharara and Kaikino Drainage Area Committee – item 4.3 Waiharara and Kaikino Drainage Area 2024/2025 Update

approve the programme of works for the 2024/25 financial year;

request correct start and finish points on the measurements of the drains need to be established;

request a workshop on Management Plan and Bylaws before the next Committee in March 2025;

request that a process be developed for the addition and alterations to drains as per the bylaw;

approve that the machine cleaning be let to Mike Steel to begin in December 2024; note that the 25/26 rate take remain the same;

request a rate review on the differentials be made for Waiharara and Kaikino Drainage District; and

request that Far North District Council continue consulting with Northland Regional Council regarding the Resource Consent becoming a permitted activity.

Motutangi Drainage Area Committee – item 3.3 Motutangi Drainage Area 2024/25

approve the programme of works for the 2024/25 financial year;

request a workshop on management plan and bylaws before the next Committee meeting in March 2025,

request that a process be developed for the addition and alterations to drains as per the bylaw,

approve that the machine cleaning be let to Mike Steel to begin in December 2024, note that the 25/26 rate take remain the same,

request that Far North District Council continue consulting with Northland Regional Council regarding the Resource Consent becoming a permitted activity.

TĀHUHU KŌRERO / BACKGROUND

This is a regular report to provide greater governance oversight of discussions that occur at Committee meetings and to avoid duplication of reading for Community Board Members for decisions that are recommended to them, from each Committee meeting.

Copies of Committee meeting minutes that have occurred since the last ordinary Council meeting are attached for information.

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

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

5 December 2024 – Kaitāia Drainage Area Committee

Agenda of Kaitaia Drainage Area Committee Meeting - Thursday, 5 December 2024

5 December 2024 – Waiharara and Kaikino Drainage Area Committee

Agenda of Waiharara and Kaikino Drainage Area Committee Meeting - Thursday, 5 December 2024

5 December 2024 – Motutangi Drainage Area Committee

Agenda of Motutangi Drainage Area Committee Meeting - Thursday, 5 December 2024

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

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

ĀPITIHANGA / ATTACHMENTS

- 1. 2024-12-05 Kaitāia Drainage Area Committee Minutes A5006030 🗓 🛣
- 2. 2024-12-05 Waiharara and Kaikino Drainage Area Committee Minutes A5006035 🗓 🛣

3. 2024-12-05 Motutangi Drainage Area Committee Minutes - A5006060 🗓 🛣

Kaitaia Drainage Area Committee Meeting Minutes

5 December 2024

MINUTES OF FAR NORTH DISTRICT COUNCIL KAITAIA DRAINAGE AREA COMMITTEE MEETING HELD AT THE BANQUET ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS AVENUE, KAITAIA ON THURSDAY, 5 DECEMBER 2024 AT 10:00AM

PRESENT: Chairperson Fiona King, Member Adele Gardner, Member Mike Masters, Member Greg Yuretich, Member Joe King, Member Dennis Chapman, Member Bill Subritzky

IN ATTENDANCE: Cr Felicity Foy, Cr Hilda Halkyard-Harawira, John Walsh

STAFF PRESENT: Tanya Proctor (Head of Infrastructure), Marysa Maheno (Democracy Advisor), Joe Tua (Monitoring Compliance Officer).

1 KARAKIA TIMATANGA / OPENING PRAYER

The meeting commenced at 10:04am.

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

APOLOGY

RESOLUTION 2024/4

Moved: Member Adele Gardner Seconded: Member Bill Subritzky

That the apology received from Member Dennis Chapman be accepted and leave of absence granted.

CARRIED

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

3.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A4952465, pages 6 - 11 refers

RESOLUTION 2024/5

Moved: Member Bill Subritzky Seconded: Member Mike Masters

That the Kaitāia Drainage Area Committee confirms that the minutes of the meeting of the Kaitāia Drainage Area Committee held 13 March 2024 are a true and correct record.

CARRIED

Kaitaia Drainage Area Committee Meeting Minutes

5 December 2024

4 NGĀ PŪRONGO / REPORTS

4.1 KAITĀIA DRAINAGE COMMITTEE OPEN RESOLUTIONS UPDATE NOVEMBER 2024

Agenda item 5.1 document number A4952469, pages 12 - 14 refers

RESOLUTION 2024/6

Moved: Chairperson Fiona King Seconded: Member Adele Gardner

That Kaitāia Drainage Committee receive the report November 2024 Open Resolution Report.

CARRIED

4.2 KAITĀIA DRAINAGE AREA 2022/2023 PROGRAMME

Agenda item 5.2 document number A4876099, pages 15 - 24 refers

RECOMMENDATION

Moved: Chairperson Fiona King Seconded: Member Greg Yuretich

That the Kaitāia Drainage Area Committee received the reviewed Kaitāia Drainage Area 2023/2024 work programme.

CARRIED

4.3 KAITĀIA DRAINAGE AREA PROGRAMME 2024-2027

Agenda item 5.3 document number A4876133, pages 25 - 29 refers

RESOLUTION 2024/7

Moved: Chairperson Fiona King Seconded: Member Bill Subritzky

That the Kaitāia Drainage Area Committee recommend that Te Hiku Community Board:

- a) approve the programme of works for the 2024/25 financial year;
- b) request the proposed rate change of \$133k for the 2025/26 year including drone hireage and machine cleaning, be reported back to the Kaitāia Drainage Area Committee; and
- c) submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.
- d) request the follow up Management plans and Bylaws 2019 update with a workshop before March Committee meeting;
- e) continue to follow up on resolution 2023/1 'copy of an email sent to David Van Bysterveldt' regarding continued works within the scheme has increased the height of stop banks and removed culverts for spray contracting access.
- f) contact Northland Regional Council regarding increased height of stop banks and the effects on the flood protection catchment.
- g) request that Far North District Council continue consulting with Northland Regional Council regarding the Resource Consent becoming a permitted activity.

CARRIED

Kaitaia Drainage Area Committee Meeting Minutes 5 December 2024

5 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 12:08pm.

The minutes of this meeting were confirmed at the Kaitāia Drainage Area Committee Meeting held on .

CHAIRPERSON

Waiharara and Kaikino Drainage Area Committee Meeting Minutes 5 December 2024

MINUTES OF FAR NORTH DISTRICT COUNCIL WAIHARARA AND KAIKINO DRAINAGE AREA COMMITTEE MEETING HELD AT THE BANQUET ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS AVENUE, KAITAIA ON THURSDAY, 5 DECEMBER 2024 AT 1:06PM

PRESENT: Chairperson Fiona King, Member Fred Petricevich, Member Dean Radojkovich, Member Aaron Bainbridge, Member Adrienne Bartlett, Member Darren Axe

IN ATTENDANCE: Te Hiku Community Board Chair Adele Gardner, Te Hiku Community Board Member Sheryl Bainbridge.

STAFF PRESENT: Tanya Proctor (Head of Infrastructure), Marysa Maheno (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Fiona King declared the meeting open at 1:06pm

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

APOLOGY

RESOLUTION 2024/6

Moved: Member Darren Axe Seconded: Member Dean Radojkovich

That the apology received from Member Joe Millich be accepted and leave of absence granted.

CARRIED

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

3.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A4952475, pages 6 - 12 refers

RESOLUTION 2024/7

Moved: Chairperson Fiona King Seconded: Member Aaron Bainbridge

That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 13 March 2024 are a true and correct record.

CARRIED

Waiharara and Kaikino Drainage Area Committee Meeting Minutes

5 December 2024

4 NGĀ PŪRONGO / REPORTS

4.1 WAIHARARA AND KAIKINO DRAINAGE COMMITTEE OPEN RESOLUTIONS UPDATE NOVEMBER 2024

Agenda item 5.1 document number A4952495, pages 13 - 13 refers

RESOLUTION 2024/8

Moved: Chairperson Fiona King Seconded: Member Darren Axe

That Waiharara and Kaikino Drainage Committee receive the report November 2024 Open Resolution Report.

CARRIED

4.2 WAIHARARA AND KAIKINO DRAINAGE AREAS 2023/2024 PROGRAMME

Agenda item 5.2 document number A4876073, pages 15 - 24 refers

RESOLUTION 2024/9

Moved: Member Dean Radojkovich Seconded: Member Fred Petricevich

That the Waiharara and Kaikino Drainage Area Committee receive the report from Waiharara and Kaikino Drainage Areas from the 2023/2024 work programme.

CARRIED

4.3 WAIHARARA AND KAIKINO DRAINAGE AREAS 2024/25 UPDATE

Agenda item 5.3 document number A4876077, pages 25 - 2 refers

RESOLUTION 2024/10

Moved: Member Adrienne Bartlett Seconded: Member Dean Radojkovich

That the Waiharara and Kaikino Drainage Area recommend that Te Hiku Community Board:

- a) approve the programme of works for the 2024/25 financial year;
- b) request correct start and finish points on the measurements of the drains need to be established;
- c) request a workshop on Management Plan and Bylaws 2019 before the next Committee in March 2025;
- d) request that a process be developed for the addition and alterations to drains as per the bylaw;
- e) approve that the machine cleaning be let to Mike Steel to begin in December 2024;
- f) note that the 25/26 rate take remain the same;
- g) request a rate review on the differentials be made for Waiharara and Kaikino Drainage District; and
- h) request that Far North District Council continue consulting with Northland Regional Council regarding the Resource Consent becoming a permitted activity.

CARRIED

Waiharara and Kaikino Drainage Area Committee Meeting Minutes 5 December 2024

5 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 2:24pm.

The minutes of this meeting were confirmed at the Waiharara and Kaikino Drainage Area Committee Meeting held on

CHAIRPERSON

Motutangi Drainage Area Committee Meeting Minutes 5 December 2024

MINUTES OF FAR NORTH DISTRICT COUNCIL MOTUTANGI DRAINAGE AREA COMMITTEE MEETING HELD AT THE BANQUET ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS AVENUE, KAITAIA ON THURSDAY, 5 DECEMBER 2024 AT 3:07PM

 PRESENT:
 Member Paul Harvey, Chairperson Jeremy White, Member Darren Axe

 IN ATTENDANCE:
 Te Hiku Community Board Chair Adele Gardner

 STAFF PRESENT:
 Tanya Proctor (Head of Infrastructure), Marysa Maheno (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

The meeting commenced at 3:07pm.

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

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A4952497, pages 6 - 10 refers

RESOLUTION 2024/4

Moved: Chairperson Jeremy White Seconded: Member Paul Harvey

That the Motutangi Drainage Area Committee confirm that the minutes of the meeting of the Motutangi Drainage Area Committee held 13 March 2024 are a true and correct record.

CARRIED

3 NGĀ PŪRONGO / REPORTS

3.1 MOTUTANGI DRAINAGE COMMITTEE OPEN RESOLUTIONS UPDATE NOVEMBER 2024

Agenda item 5.1 document number A4952507, pages 11 - 12 refers

RESOLUTION 2024/5

Moved: Chairperson Jeremy White Seconded: Member Paul Harvey

That Motutangi Drainage Committee receive the report November 2024 Open Resolution Report.

CARRIED

Motutangi Drainage Area Committee Meeting Minutes

5 December 2024

3.2 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME

Agenda item 5.2 document number A4876157, pages 13 - 21 refers

RESOLUTION 2024/6

Moved: Chairperson Jeremy White Seconded: Member Darren Axe

That the Motutangi Drainage Area Committee receive the Motutangi Drainage Area 2023/2024 work programme.

CARRIED

3.3 MOTUTANGI DRAINAGE AREA 2024/25

Agenda item 5.3 document number A4876199, pages 22 - 23 refers

RESOLUTION 2024/7

Moved: Member Darren Axe Seconded: Chairperson Jeremy White

That the Motutangi Drainage Area Committee recommend that Te Hiku Community Board: a) approve the programme of works for the 2024/25 financial year;

- b) request a workshop on management plan and bylaws before the next Committee meeting in March 2025,
- c) request that a process be developed for the addition and alterations to drains as per the bylaw,
- d) approve that the machine cleaning be let to Mike Steel to begin in December 2024,
- e) note that the 25/26 rate take remain the same,
- f) request that Far North District Council continue consulting with Northland Regional Council regarding the Resource Consent becoming a permitted activity.

CARRIED

4 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 3:43PM.

The minutes of this meeting were confirmed at the Motutangi Drainage Area Committee Meeting held in

CHAIRPERSON

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 TE HIKU COMMUNITY BOARD DECEMBER 2024 OPEN RESOLUTION REPORT

File Number:	A4667417
Author:	Marysa Maheno, Democracy Advisor
Authoriser:	Aisha Huriwai, Manager - Democracy Services

TAKE PURONGO / 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 December 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 trigged 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.

ĀPITIHANGA / ATTACHMENTS

1. Te Hiku Community Board Open Resolution Update - A5019103 🗓 🛣

	(OPEN RESOLUTION REPORT Division: Committee: Te Hiku Community Board Officer:	Printed: Tuesday, 10 December 2024 10:23:16 am Date From: Date To:
Meeting	Title	Resolution	Notes
Te Hiku Community Board 9/05/2023	Kaitaia Drainage Area 2022/2023 Programme	 RESOLUTION 2023/33 That the Te Hiku Community Board; a) approve the reviewed Kaitaia Drainage Area 2023/2024 work programme. b) approve the proposed 2023/24 Spraying Programme. c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees. d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan. 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. Note: Thank you to Fiona King and Blair King 	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. 09 Sep 2024 2:14pm Status Quo.

Page 1 of 8

	(OPEN RESOLUTION REPORT Division: Committee: Te Hiku Community Board Officer:	Printed: Tuesday, 10 December 2024 10:23:16 am Date From: Date To:
Meeting	Title	Resolution	Notes
Te Hiku Community Board 9/05/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme	 RESOLUTION 2023/34 That the Te Hiku Community Board; a) approve the reviewed Waiharara and Kaikino Drainag Areas 2023/2024 work programme and b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000. c) approve the use of other local spray contractors in the area. d) request the proposed rate change for Waiharara \$35,52 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainag Committees. 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. 	 O3 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. 28 May 2024 1:54pm Finalising contract details to be awarded by 30/06 05 Jul 2024 8:04am Currently in the last stages of Contract finalisation. 09 Sep 2024 9:49am Status Quo

Page 2 of 8

		OPEN RESOLUTION REPORT Division: Committee: Te Hiku Community Board Officer:	Printed: Tuesday, 10 December 2024 10:23:16 am Date From: Date To:
Meeting	Title	Resolution RESOLUTION 2023/35	Notes
Te Hiku Community Board 9/05/2023	Motutangi Drainage Area 2022/2023 Programme	 That the Te Hiku Community Board; approve the reviewed Motutangi Drainage Area 2023/2024 work programme. amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund. 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. 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. request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils. 	 06 Mar 2024 12:19pm EOI closes on 11 March, recruitment closed with no suitable candidates and will need to be re-advertised 05 Apr 2024 1:12pm EOI completed with 4 interested contractors., Variation , Drainage role reviewed to include compliance and tradewaste. To be readvertised. 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 Currently in the last stages of Contract finalisation. 09 Sep 2024 9:47am Status Quo

Page 3 of 8

		OPEN RESOLUTION REPORT	Printed: Tuesday, 10 December 2024 10:23:16 am
	C	ivision: ommittee: Te Hiku Community Board fficer:	Date From: Date To:
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	 30 May 2024 12:26pm 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. 20 Aug 2024 10:37am Final funding levels will be known at the end of September, on hold until that time. 05 Nov 2024 8:35am No funding received from Waka Kotahi for active modes (footpaths). Council to consider level of unsubsidised funding for each community board at December meeting 03 Dec 2024 7:42am Council will consider unsubsidised funding for the footpath programme at their December meeting. When funding levels are known staff will work with Board on the 24-27 footpath programme of works.
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 Note: The Board request further enquiry by staff into alternative locations for the toilet.	 20 Mar 2024 1:58pm Staff are conducting further enquiry and CB Co-Ordinator is enquiring into possibility of garnering public support for a location 29 Apr 2024 3:54pm Staff are reviewing the suggested sites and will update at a later date 10 May 2024 8:13am Staff have visited the suggested road reserve to determine suitability and revisiting the Gull site to request them to reconsider. Also contacting Pak N Save to discuss the use of the land at the end of the cul de sac. These investigations should be completed by end of June/July. Budget sitting in current year and will be a carry forward to Yr1 of LTP. PM will be allocated to procure contractor to install in Yr1 LTP 31 May 2024 1:27pm

Page 4 of 8

		OPEN RESOLUTION REPORT	Printed: Tuesday, 10 December 2024 10:23:16 am
	C	ivision: ommittee: Te Hiku Community Board fficer:	Date From: Date To:
Meeting	Title	Resolution	Notes
			Licence to Occupy the reserve at the end of the cul-de-sac has been declined by NTA. Staff will revisit the Gull site and also investigate alternatives. 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;. • 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 Park 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 Park 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. 29 Aug 2024 9:38am No further update at this time 23 Sep 2024 9:03am Ongoing investigations for a suitable location, DF Asset Manager will revisit prior to year 4 of current LTP. 02 Dec 2024 4:11pm Status Quo
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:	 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.

Page 5 of 8

		OPEN RESOLUTION REPORT	Printed: Tuesday, 10 December 2024 10:23:16 am
	C	ivision: ommittee: Te Hiku Community Board fficer:	Date From: Date To:
Meeting	Title	Resolution	Notes
		a) Proud, vibrant communities.	
		 b) Communities that are healthy, safe, connected and sustainable. 	
		CARRIED	
		RESOLUTION 2024/18 That Te Hiku Community Board recommends that Council:	
Te Hiku Community Board 16/07/2024	New Ground Lease to Te Rarawa Rugby Club Incorporated over Rarawa Memorial Domain Recreation Reserve	 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 	 01 Aug 2024 8:24am An update will be provided after Council meeting 8 August 2024. 20 Aug 2024 3:06pm Council granted the new lease on 8th August 2024. Lease is now being prepared and will be sent to the club for review 30 Oct 2024 11:21am Currently being reviewed by the club 02 Dec 2024 12:01pm still waiting on lease to be returned by tenant

Page 6 of 8

	D	OPEN RESOLUTION REPORT	Printed: Tuesday, 10 December 2024 10:23:16 am Date From:
		ommittee: Te Hiku Community Board fficer:	Date To:
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. 26 Aug 2024 2:58pm Kaitaia Airport Workshop Wednesday 28 August 2024 with Councillors and CB Chairs
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. Note: Also a request for timeframes for when reports are expected to be received. 	09 Sep 2024 9:50am Update will be provided at October meeting. 13 Nov 2024 10:18am The Drainage Committee meetings from October were rescheduled in agreement with the Drainage Committee Chairpersons. The information will be provided to Drainage Committee members in the first week of December before coming to a formal Community Board meeting.

Page 7 of 8

	Co	OPEN RESOLUTION REPORT vision: mmittee: Te Hiku Community Board fficer:	Printed: Tuesday, 10 December 2024 10:23:16 am Date From: Date To:
Meeting	Title	Resolution	Notes
Te Hiku Community Board 17/09/2024	Halls Policies	RESOLUTION 2024/51 Members request that a report come to Te Hiku Community Board for Hall Policies as well as a report for Hall Financials. CARRIED	 08 Oct 2024 9:00am A report is coming to the November meeting. 04 Nov 2024 11:12am A report will be finalised and ready to take to Te Hiku Community Board once the Annual Plan and Annual Report Summary has been adopted by Council. It is more likely for the Halls report to be expected for the December Community Board meeting.
Te Hiku Community Board 22/10/2024	Taipa Placemaking	RESOLUTION 2024/55 That Te Hiku Community Board adopts the 2024 Taipa Placemaking Plan subject to a variation that provides adequate parking spaces for trailers at Taipa Point and costings of items for stage 3. CARRIED	05 Nov 2024 11:37am Currently exploring whether there is space for trailer parking without adding cost to the project. Taipa Placemaking is currently being worked on to include high level costings for the uncosted outcomes. Once complete it will be back on the agenda for the Community Board.

Page 8 of 8

8.2 CONDITION ASSESSMENT SUMMARY FOR COUNCIL HALLS

File Number:	A4990077
Author:	Katie May, Asset Manager District Facilities
Authoriser:	Tanya Proctor, Head of Infrastructure Strategy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide information to Te Hiku Community Board from the condition assessments carried out on Council halls.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- In 2021 condition assessments were carried out on council owned halls
- The attached matrix provides a summary of these findings and shows work underway as well as prioritisation of work needed

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Condition Assessment Summary for Council Halls.

TĀHUHU KŌRERO / BACKGROUND

Asset Management applied for and were approved funding to undertake condition assessments to determine the state of council assets in 2020. This work had not previously been undertaken for several years.

The condition assessment programme of work was completed in 2021 and condition "Matrix" listings were compiled based off the assessment findings. The matrix data sets sought to;

- Capture high level details of overall condition and issues identified
- Assign a priority grade of 1-3 (1 being higher in priority) of work to be addressed
- Assign RAG (Red, Amber, Green) status based on both the condition and also the accessibility status of each hall.

The condition assessment findings sorted and graded into this matrix format has allowed Asset Management to programme works based on priority of need.

The Lite LTP has meant our focus has been on those halls with a more urgent status, particularly those with major structural or health and safety issues. Programming of lower priority status halls has been deferred at this time to be worked through and timed for our next LTP in 2027.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Condition assessments are due to be repeated on a five-year rolling programme. However, condition of our assets is continuously monitored and if the priority changes due to an event affecting condition or unexpected decline of an asset, then the hall will be reprioritised and programmed accordingly.

This report shows the existing budgets for active planned work. It does not include any future budgets as they are yet to be determined as part of the next LTP planning, however an indicative date for work has been provided.

Staff will utilise this matrix and information provided by our operations team to determine future works and continue to develop a programme accordingly.

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

There are no current financial implications from the provision of this information report.

ĀPITIHANGA / ATTACHMENTS

1. Halls Condition Assessment Matrix - Community Boards December 2024 - A4989895 🗓

Halls Condition Matrix

Condition Assessments carried out in 2021

Objective No. (Condition Assessment)	Ward	Hall	RAG (Red, Amber, Green)	Accessibility Compliant	Priority (Condition Based)	LTP 24_27 Programmed (Y/N)	LTP 24_27 Planned Delivery	Planned Available Budget	LTP 27_37 Proposed Delivery	Comments	Detailed Comm
A3211575	Northern	Lake Ohia Hall	R	No	1	Y	-	\$ 854,615	Deavery	Some piles disintegrated, cladding showing rot, gutter and stormwater issues, electrical work required, accessibility ramp, toilet, carparks	With project delivery, some piles have disintegrated, cladding showing sig sink not connected to gully trap, no accessible ramps, carparks, toilet do stormwater ingress into system. Electrical work required, no formed or d
A3193770	Western	Kohukohu Hall	R	Part	1	Y	on hold	\$1,163,100 *deferred to 2027-28		Poor condition, insufficient funds available to carry out all required works. Project on hold and deferred to next LTP, external funding option being reveiwed by hall committee.	Foundations sinking across entire building, subfloor requires rebuild inclu requireswork, metal soakers to be replaced with galvanised, most windov s fixed, saging ceilings, linings in poor condition, most interior doors do not compliant, no allocated parking look at if it is possible to provide accessil
A3207753	Eastern	Whangaroa (Kaeo) Memorial Hall	R	Part	1	Y	2025	\$ 246,330		Moisture ingress, foyer and toilet roof rebuild required, leaking downpipes, rot to fascia, barge boards, internal repairs due to water ingress	Moisture ingress foyer and toilet area, roof rebuild required, subfloor vent and barge boards, ceiling paint is degrading, urinals in males toilet showin signs of corrosions overflow is constantly running to exterior of building, n water supply, accessibility ramp damage
A3212388	Western	Okaihau Hall	A	No	2	Y	2025	\$ 956,224		Minor evidence of foundation movement	With project delivery, minor evidence of foundation movement, mositure opening windows or ventilation to toilets, ceilings degrading due to moist
A3211699	Northern	Mangonui War Memorial Hall	A	No	2	Ν			2028	3 Minor pile and subfloor framing work, public toilet, floor tiles missing grout, no accessible toilet - this cannot be achieved based on existing building structure and layout.	Foundations don't appear to be ground keyed or braced but no movement not practicable to install new due to grade and site conditions, no interna requirements, thresholds do not meet accessibility requirements, vegeta and form grade swales to south of building, watertank has noticeable lead BWOF not displayed, floor tiles missing grout in toilets needs repair to avo
A3207709	Western	Horeke Hall	A	Part	2	Y	2025	\$ 80,000		Upgrades to accessibility toilet, doors, signage, designated carpark to be carried out in 2024.	No accessible parking , accessible toilet requires grab rail, small ramp re requires protection from vehicles, some doors do not have safety glazing
A3203640	Northern	Awanui Sports Complex	A	Part	2	Y	2025	\$ 290,000		Partially accessibility compliant, internal & external maintenance required. Additional site visit in Jul 24 identified issues with leaking roof, unsafe ceilings and electrical wiring, this works has been prioritised as on November 2024 and will be commence delivery early 2025.	Toilets not accessibility compliant, no dedicated accessible parking or si toilet partitions, mechanical ventilation requires servicing, electrial swite signage etc. Priority H&S works on roof, ceilings, windows and electrical v
A3211445	Western	Kaikohe Senior Citizens Hall	A	Part	2	Ν			2029	Exterior cladding and window repairs, safety glass in doors, accessibility upgrades	Cladding profile fibrolite asbestos with minor racks, opening joints & popp repairs and paint, some doors do not have safety glass, gutters have minn replacement, thresholds to ramp and double doors exceed compliance h single door access ramp does not comply, accessible toilet does not com entry lean to structure
A3211288	Western	Kaikohe Memorial Hall	A	Part	2	Ν			2030) No safety glass on doors, minor repairs to roof and building in general, water feature caused water damage to framing	Cladding is asbestos sheet with brick veneer minor defects, damaged an roof cladding lifted in areas and has rust spots, requires cleaning and rep timber to fascia and barge boards, water pump for front water feature evi concrete ramp and door ramp non-compliant but useable
A3223264	Northern	Kaingaroa Memorial Hall	А	Part	2	Ν				Window repairs, accessibility upgrades including parking	All timber windows require sash, frame & hardware remediation work and accessible parking or signage, strong possibility sheet claddings are asbe
A3223256	Western	Herekino Memorial Hall	А	Yes	2	Ν				Cladding & window repairs other minor repairs	Cladding, windows, doors, gutters, hot water heater regulator leaking, sw
A3211714 A3212512	Eastern Eastern	Maramaku Hall Russell Town Hall	G G	Part Part	3 3	N N				Cladding paint is bubbling, no accessible parking space Minor gutter leaks, vent cleaning, ramp requires minor work,	No accessible parking space, cladding paint is bubbling Ramp to south of building although functional slope and railings do not ap
A3212536	Eastern	Totara North Hall	G	Part	3	Ν				handrail and slope Minor maintenance	require cleaning Gutters to be cleaned, minor changes to be made to the toilet to make it
A3212547	Eastern	Waipapa Community Hall	G	Part	3	N				Minor maintenance	Downspouts broken off at ground, discharge to be made to the total to make it building, no dedicated accessible parking space, non-compliant timber s cleared as it holds water, no signage to building, east side of the site reta pipe discharges to under east of building, old water marks on main hall su
A3212493	Eastern	Paihia War Memorial Hall	G	Yes	3	Ν				Minor cleaning of gutters	Minor maintence required joint leak on gutters and cleaning required, min repair, hot water heater in kitchen is overflowing to the exterior
A3212552	Eastern	Whangaroa Village Hall	G	Yes	3	Ν				Minor maintenance	Minor water leak, vegetation growing up through the floor at the east/kitc neighbour
A3212532	Western	Taheke Hall	G	Yes	3	Ν				No issues renovations completed 2022	Renovations recently completed
A3212403	Western Western	Opononi South Hokianga Memoria Rawene Hall	G G	Yes Yes	3 3	N N				Recent renewals completed 2023 Hall renewal project completed 2024	Renewals just completed repairs and maintenance being addressed by o

ments

g signs of rot, gutters and downpipes leaking badly, wastepipe at t doors not compliant, gulley traps overgrown allowing or designated approach from or to the state highway

ncluding baseboard ventilation and access, cladding dows are inoperable, floors in kitchen to be completed and not function, cabinetry is original, toilets are not acceibility ssibility parking

entilation, access, vegetation, downpipes leaking, rot to fascia owing corrosion around waste, hot water heater fittings show g, no accessible parking, concrete steps require upgrading,

ure is evident on some pile pads, vegetation in gutters, no pisture

nent was evident, No accessible parking, no accessible ramps rnal accessible toilet, internal doors do not meet accessibility getation & soil needs clearing back from cladding, need to clean leaks and established vegetation growing from top of tank, avoid water ingress, bottom of public toilet doors are rotten

o required to doors, signage required, waste water system ing

or signage, no safety glass in doors, gutters require resealing, witches and outlets are original, egress doors require review cal will belivered in FY24-25.

popped nails etc, paint with minor defects, timber doors require ninor leaks, zip does not shut off immediately after use, requires the height, no dedicated accessible parking space or signage, comply with current NZS4121 design criteria, deterioration to

d and degrading paint on doors, entry doors are not safety glass, repaint, downspouts leaking, minor areas of rot and exposed e evidence of water damaged framing in this area, accessible

and repainting, toilets are not accessibility compliant, no isbestos containing materials , switches and light repairs

t appear to comply with NZS4121, minor gutter leaks and vents

e it compliant

g and define access to street, east downpipes exit under ber service ramp to NE SE side door, overgrown vegetation to be retains water, site clearing and surface swale to road, open SW Ill suspended ceilings

minor DP damage on downspouts and gullet drains require

itchen end of the building, stormwater issue caused by

y operations

8.3 RENOVATION OF PIONEER HOUSE, KAITĀIA

File Number:A4925044Author:Jeanette England, Team Leader - Assets & Project DeliveryAuthoriser:Tanya Proctor, Head of Infrastructure

TAKE PŪRONGO / PURPOSE OF THE REPORT

A request to renovate Pioneer House in Kaitāia has been received from existing tenants, the Far North Regional Museum Trust (the Trust). This report seeks endorsement from the community board for the proposed renovation project and to support the Trust to apply for external funding in support of the proposed renovations.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Request from existing tenants, the Far North Regional Museum Trust, to renovate Pioneer House, Kaitāia.
- The request is for Te Hiku Community Board to support, in principle, the request to renovate Pioneer House, Kaitāia.
- This renovation will provide a preservation facility to safeguard cultural treasures and will create a space to develop education and artistic needs for Te Hiku.
- Provide endorsement for the Far North Regional Museum Trust to enable them to apply for external funding to support this project.
- Council will partner with the Far North Regional Museum Trust to deliver the proposed renovations to Pioneer House.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receives the report for the renovation of Pioneer House, Kaitāia.

1) TĀHUHU KŌRERO / BACKGROUND

The Far North Regional Museum Trust are proposing that the Pioneer House in Kaitāia be renovated, with the aim to transform the building into a multi-functional facility that safeguards cultural treasures (taonga) and serves as an educational and artistic hub for Te Hiku. The Trust intends this space to be utilised for the facilitation of the preservation, accessibility, and interpretation of taonga while fostering a deeper connection between the past, present, and future of our community through education, cultural exchange, and artistic expression. By enhancing the building's functionality, it can provide a venue where the community can gather, learn, and celebrate the stories of the region.

The Trust have requested that the funding provided in the year two (2025/26) of the Long-Term Plan (LTP) be provided to them to undertake the works on the building however, Council's process, with participation and partnering with the Trust, would be for Council to undertake the works. The Trust can apply for external funding to supplement the Council's renewal funding with endorsement from the community board.

Current lease arrangements:

In 2012, the museum moved into the Pioneer House when Te Ahu Centre opened. A report to grant a lease to the Trust over part of the Pioneer House was presented to Council on 26th July 2012. The following recommendation was passed.

Resolved

Knight/Radich

<u>THAT</u> part of the building at 6 South Road, Kaitaia be leased at a peppercorn rental to the Far North Regional Museum Trust for the purpose of storing part of the museum collection;

<u>AND THAT</u> the Far North Regional Museum Trust be responsible for all outgoings associated with its part of the building;

<u>AND THAT</u> the General Manager Infrastructure and Asset Management prepare a Deed of Lease for execution by two Council members;

AND THAT the terms of the lease be reviewed in 2 years.

Carried

His Worship the Mayor abstained from voting.

Due to the unclear requirements of the Trust within the building, there continues to be no lease in place.

A Memorandum of Understanding (attached) between the Trust and Far North District Council, dated August 2015, intended to provide a framework for the ongoing operational relationship between Council and the Trust and respective obligations pertaining to the museum.

It is noted within the Memorandum of Understanding that it is a joint responsibility "to ensure the Trust's stored collection is adequately provided for in a quality, long term, secure storage to museum standards at Pioneer House, Kaitāia".

A lease was entered into with Te Ahu Charitable Trust on 1 July 2017 as per the Memorandum of Understanding for various purposes, including that of a museum to be located within Te Ahu building. This lease has a final expiry of 30 June 2049.

The Kaitāia People Centre Ngā Hoa Awhina Inc have leased part of Pioneer House since 2012. They provide support to the community via Citizens Advice Bureau in the form of free legal clinics, advocacy, budgeting advice and information. Their current lease was approved on 1 September 2021 and have a renewal date of 1st September 2027 with a further right of renewal to 31st August 2030. If the tenant provides 3 months' notice of their intent to renew prior to the renewal date, the Council will grant a new lease for a further term.

Early termination of the lease can be discussed with the tenant, however there is no clause within the lease that allows Council to terminate unless there is a breach.

The Far North Community Foodbank Trust have also leased part of Pioneer House since 2018. Their lease expired on 30th June 2022, and they are currently in a holdover period. A report was presented to the 14 May 2024 Te Hiku Community Board recommending a new lease; however, this was left to lie on the table as more information about the use of the building and other community buildings was requested. This occupation is currently a periodic tenancy only terminable by at least 20 working days' notice given at any time during the tenancy.

A lease will be required for the Trust to support their funding endeavours, without a lease in place the Trust is likely to be unsuccessful in securing funds. Should this renovation proposal be supported by the Community Board, a report recommending a new lease for the Trust and a short-term lease for The Far North Community Foodbank Trust will be presented in December.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Discussion:

Council has provided renewal funding in year two (2025/26) of the Long-Term Plan (LTP) for internal renovations of this building.

The Trust have suggested that the following works be undertaken:

• Creation of a climate-controlled space for the preservation and storage of taonga

- Creation of an educational centre
- Provision of a community art gallery
- Provision of a centre for the repatriation of taonga for Te Hiku region
- Provision of a cultural hub for iwi and community events

Council will evaluate whether this building is suitable for these proposed activities and renovations or whether there are other facilities in the area that could be better utilised for the proposals being suggested.

Recommendation:

Staff will undertake a feasibility/investment study for the proposed renovation in the current financial year. Factors to be considered are:

- A full building condition assessment (including electrical and fire safety report) is required.
- Is the building fit for the purpose that is being proposed?
- What are the other activities being carried out in the building and are they compatible with this proposal?
- Current lease arrangements for existing tenants
- Budget and cost assessments will be undertaken.
- Proposed timeline for design, construction and completion of phases as proposed.
- Sustainability of the facility with potential increase operational costs for specified systems ie: climate control systems, utilities, and increased security
- Some of these expenses can be offset by income from rental of spaces.

Once the feasibility/investment study is complete staff will provide a further report back to the community board for consideration and to determine a way forward.

Initial Timeline:



TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Staff will undertake a comprehensive feasibility and investment study to determine the best approach, if applicable, for this redevelopment. Council's process is that funding provided in the LTP for projects, be delivered by Council and it is not normal for an external party to undertake this type of redevelopment on a Council owned property.

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

There are no additional financial implications to Council. There is renewal funding of \$511,000 provided for this project in year two (2025/26) of the current LTP.

ĀPITIHANGA / ATTACHMENTS

- 1. Pioneer House Redevelopment Proposal 2025 A4964200 🗓 🛣
- 2. MOU between FNDC and FNRMT SIGNED version dated 19 May 2017 A5020334 J

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PROJECT NAME:	Pioneer House Redevelopment Proposal 2025 - 2028		
Document Author	Whina Te Whiu		
Budget Amount	\$511,000		
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Champion / Sponsor	Far North Regional Museum Trust		

Document history

Document	history	co^{P}
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Document approvals

Role	Name	Signature	Date
Chairperson of FNRMT	Bronwyn Hunt	Museum Trust	21/2/2018
Te Ahu Museum Manager	Whina Te Whiu	District Council	21/2/2018

Distribution list

Name	Position	Group
Bronwyn Hunt	Chairperson	FNRMT
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Nina Gobie	Trustee	FNRMT
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Related documents

Document name	Location
Museum Strategy	https://teahumuseum.nz/wp- content/uploads/2022/07/Te- Ahu_Museum_Strategy.pdf
Toi Mana Arts, Culture, and Heritage Strategy	https://www.fndc.govt.nz/_data/assets/p df_file/0017/32534/Toi-Mana-Arts,-Culture- and-Heritage-Strategy-FINAL-May2024.pdf

Pioneer House Redevelopment Proposal 2025 - 2027

Vision

The Pioneer House Redevelopment aims to transform this historic building into a multifunctional facility that safeguards cultural treasures (taonga) and serves as an educational and artistic hub for Te Hiku. This space will facilitate the preservation, accessibility, and interpretation of taonga while fostering a deeper connection between the past, present, and future of our community through education, cultural exchange, and artistic expression. By enhancing the building's functionality, we will create a venue where the community can gather, learn, and celebrate the stories of our region.

Objectives

1. Preservation and Storage of Taonga

- **Objective:** Establish secure, climate-controlled storage facilities for gifted, transferred, or repatriated taonga returned to the Te Hiku region by iwi. This will ensure the protection of irreplaceable cultural artefacts and treasures.
- **Outcome:** The facility will meet national standards for taonga preservation, ensuring long-term protection and access to our community's cultural heritage.

2. Creation of an Educational Centre

- **Objective:** Develop a space that supports educational programs, workshops, and research for local schools, scholars, and the wider community. The centre will promote knowledge-sharing around the heritage, environment, and stories of the Far North.
- **Outcome:** A vibrant learning hub where younger generations and researchers can engage with local history, fostering a deep understanding of Te Hiku's cultural identity.

3. Community Art Gallery

- **Objective:** Establish a gallery where local artists can showcase their work, including exhibitions that reflect the region's diverse cultural heritage. This space will also host community-driven events and discussions on local art and culture.
- Outcome: A platform that celebrates local creativity, promotes cultural dialogue, and enhances the artistic economy of the region.

4. Iwi repatriation of taonga Maori return to the Te Hiku region

 Objective: Prioritise the return and reintegration of taonga to iwi through the redevelopment of Pioneer House as a key facility for the repatriation process. The space will be designed to accommodate taonga that have been repatriated from museums, institutions, and private collections, both nationally and internationally, and provide an environment that honours their cultural significance.

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- **Outcome:** Pioneer House will become a centre for the sacred process of repatriation, creating a culturally appropriate space where iwi can oversee the return of their taonga, facilitating their reintegration into iwi life. The facility will also serve as a point of collaboration between iwi and the community, deepening connections and understanding through the repatriation process. 5. Adaptive Multi-Functional Space
- Objective: Create a space that fosters strong partnerships with local iwi, where their stories
 and treasures are preserved and made accessible to the wider community. Pioneer House
 will be a cultural hub for iwi and community events.
- **Outcome:** Strengthened relationships between the museum, iwi, and community, creating a central gathering place for cultural exchange and celebration.

5. Adaptive Multi-Functional Space

- Objective: Design Pioneer House as a versatile space that can accommodate exhibitions, events, workshops, and storage. The facility will be adaptable to the evolving needs of the museum and the community.
- **Outcome:** A flexible, modern facility capable of supporting diverse functions, ensuring its ongoing relevance and use by a broad audience.

Engagement with Council and Te Hiku Community Board, Community, and Iwi

The success of the Pioneer House Redevelopment hinges on robust collaboration with key stakeholders, including the Far North District Council and Te Hiku Community Board, the Te Hiku community, and local iwi. This engagement will ensure that the project aligns with the aspirations and needs of all parties involved.

1. Council and Te Hiku Community Board Engagement

- Objective: Work closely with the Far North District Council and Te Hiku Community Board to secure necessary approvals and support for the redevelopment. This includes alignment with local planning regulations, heritage preservation standards, and strategic objectives for the region's cultural and economic development.
- Approach: Regular consultation with council representatives and participation in relevant
 planning processes to ensure compliance and build a partnership that reflects shared goals
 for the project's success.

2. Community Engagement

- Objective: Engage with local community groups, artists, educators, and residents to ensure the project reflects the aspirations of Te Hiku and meets the community's needs. Public consultation will be critical in shaping the design and functionality of the redeveloped space.
- Approach: Host community hui and workshops to gather input, share progress updates, and foster a sense of ownership and pride in the project.

3. Iwi Engagement

- **Objective:** Partner with local iwi to ensure their active involvement in decision-making regarding the storage, display, and interpretation of taonga. The facility will also serve as a place where iwi cultural practices and stories can be celebrated and preserved.
- Approach: Establish an lwi Advisory Group to guide the redevelopment process, ensuring the cultural significance of the space is upheld and iwi aspirations are embedded in the project's outcomes.

Feasibility Study for Building Redevelopment

A detailed feasibility study is essential to determine the practicality, cost, and benefits of the Pioneer House redevelopment. The study will assess the building's current structural condition, required upgrades, and potential for adaptive reuse as a multifunctional space.

Key Elements of the Feasibility Study:

- Building Assessment: A thorough examination of the current structural integrity, including roofing, foundations, electrical, and plumbing systems.
- **Design Options:** Exploration of design concepts that maximise the building's potential for multi-functional use while adhering to heritage preservation requirements.
- Budget and Funding Sources: Development of a comprehensive budget, identifying funding
 options from local, regional, and national sources (e.g., government grants, lottery funding,
 iwi contributions).
- Timeline: A proposed timeline for design, construction, and completion phases.
- **Compliance and Sustainability:** Consideration of building codes, environmental standards, and sustainable practices in the redevelopment process.

Operational Management Impact

The redevelopment of Pioneer House will have a significant impact on the operational management of the Far North Regional Museum Trust (FNRMT) and Te Ahu Museum. Careful planning will ensure that the increased capacity and functionality of the space can be managed effectively and sustainably.

1. Increased Staffing Requirements

 With the addition of new storage facilities, educational spaces, and the community gallery, additional staffing may be required. This includes a curator responsible for taonga management, an education coordinator, and operational staff to manage community events and exhibitions.

2. Enhanced Maintenance and Operational Costs

• The redeveloped building will likely lead to higher maintenance and operational costs, including utilities, security, climate control systems, and general upkeep. A financial plan will be developed to ensure these costs are met sustainably, including through rental income from community use of the space and targeted grant applications.

3. Revenue-Generating Opportunities

• The multi-functional nature of Pioneer House offers revenue-generating opportunities, such as venue hire for events, educational workshops, and art exhibitions. By strategically managing these opportunities, the FNRMT can offset some of the operational costs and create a financially sustainable model for the facility.

4. Budget \$500k for renewals

The \$500k allocated for the Pioneer House redevelopment should be used to attract additional funding from external agencies, many of which require applicants to have secured part of the project cost. With this amount in place, the Far North Regional Museum Trust (FNRMT) can apply to funders like Lotteries, Foundation North, and the Ministry of Culture and Heritage's Regional Museum Fund. These agencies often require at least a third of the total costs to be raised beforehand, making the \$500k crucial for securing matching grants. The funds will support key redevelopment needs such as structural upgrades, climate-controlled storage for taonga, and multifunctional spaces for education and exhibitions, ensuring long-term cultural and economic benefits for Te Hiku.

Apply for funding for feasibility study: The feasibility study is a critical first step toward the redevelopment of Pioneer House. With its completion, the Trust will be well-positioned to apply for further project funding from external sources such as the Ministry of Culture and Heritage's Regional Museum Fund and Foundation North. Having secured initial funding for this feasibility study demonstrates the Trust's commitment to ensuring that the redevelopment project is viable, sustainable, and of lasting value to the Te Hiku region.

Conclusion

The Pioneer House Redevelopment represents a unique opportunity to create a multifunctional space that preserves and celebrates the cultural heritage of Te Hiku while fostering education, artistic expression, and community collaboration. By engaging with the Far North District Council and Te Hiku Community Board, iwi, and the wider community, we will ensure that the redeveloped Pioneer House reflects the aspirations of all stakeholders. A comprehensive feasibility study and operational management plan will ensure the project's long-term success and sustainability, benefiting the region for generations to come.

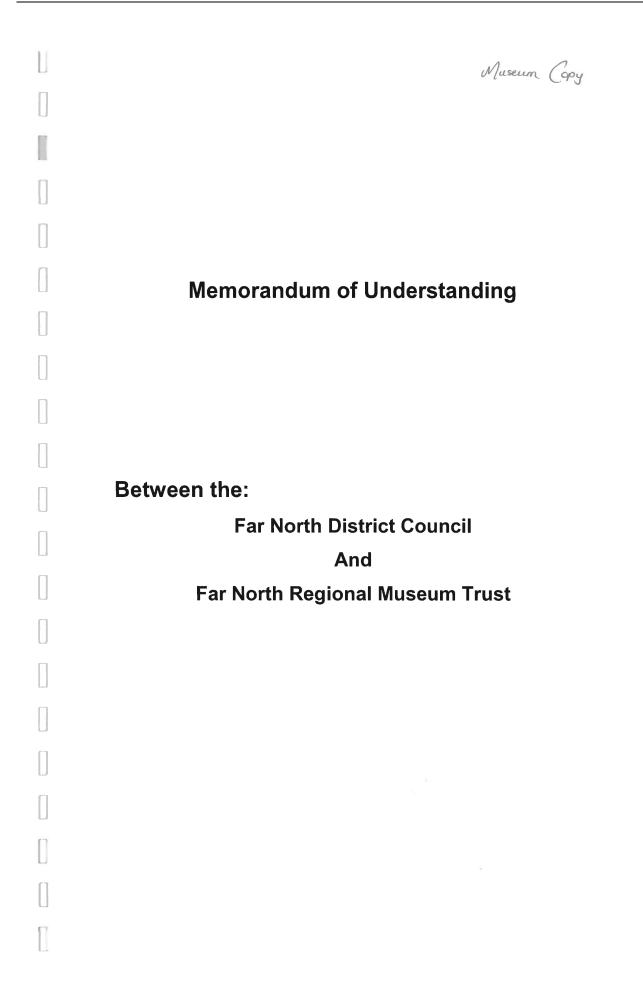


Table of Contents

1		DO	CUMENT APPROVAL			
2		DOCUMENT CHANGE RECORD				
3		TEF	RMS5			
4		ov	ERVIEW5			
	4.	.1	Parties5			
	4.	.2	The Relationship5			
	4.	.3	The Parties Agree6			
5		TER	۲M 6			
6		VA	RIATION6			
7		SEI	RVICE ELEMENTS			
	7.	.1	FNDC Responsibility7			
	7.	.2	Far North Regional Museum Trust Responsibility7			
	7.	.3	Joint Responsibility8			
8		ME	DIATION			
9		РО	INTS OF CONTACT9			
S	IG	NIN	G PAGE			
A	pp	oend	dix One			
R	ole	es a	nd responsibilities matrix - FNC, FNRMT and TACT			

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1 DOCUMENT APPROVAL

The following table identifies all management authorities that have approved the present issue of this document.

Date	Name	Title	Signature

2 DOCUMENT CHANGE RECORD

The following table records the complete history of the successive editions of the present document.

Edition	Date	Name	Reason for Change	Sections/Pages Affected
V3	5 August 2015	ALL	Updated	ALL
V4	13 August 2015	ALL	Further updated	ALL
V5	9 October 2015	FNDC	Add Standards and Measures	Schedule 1
V6	21 October 2015	ALL	Further update	5. Term 7.1 FNDC Responsibility 7.2 Far North Regional Museum Trust Responsibility 8.3.2 Financial 8.4.1 Reporting 10. Points of Contact
V7	29 October 2015		Add background	4. Overview
V8	5 November 2015		Further update	7.2 Far North Regional Museum Trust Responsibility Schedule 1
V9	8 December 2015	ALL	Add information included in draft Memorandum of Understanding, that is not already included in the SLA	7.1 FNDC Responsibilit bullets 2-4;
V10	22 January 2016	FNRMT	The Relationship clause moved to start of agreement	4.2 The Relationship
V11	10 February 2016	ALL	Change to Memorandum of Understanding	Entire document
V12	6 April 2016	ALL	Further update	Entire document
V13	20 June 2016	FNRMT	Further update	Entire document
V14	21 July 2016	FNDC	Further update	Entire document Remove Schedule 1.

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V15	25 Aug 2016	FNDC	Further update	4.3 This Agreement
V16	31 Oct 2016	FNRMT	Manager/Curator - Museum and Archives title	4.3 This Agreement 7.1 FNDC Responsibilities
			Include bullet point FNDC to notify FNRMT re Annual Plan/LTP timelines	
V17	12 April 2017	FNDC	Amendments as discussed at joint meeting 11/04/17	 4.3 This Agreement 5. Term 7.1 Service Elements – FNDC Responsibility 7.2 FNRMT Responsibility 7.3 Joint Responsibility
V18	8-17 May 2017	FNRMT	Further update regarding Trust Deed responsibilities; and volunteers	7.1 FNDC responsibility 7.2 FNRMT responsibility 7.3 Joint responsibility Finalise formatting and minor adjustments

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4

3 TERMS

MOU	Memorandum of Understanding
FNDC or Council	Far North District Council
FNRMT or Trust	Far North Regional Museum Trust
Museum	Te Ahu Heritage Museum & Archives
Te Ahu	Te Ahu Charitable Trust

4 OVERVIEW

4.1 Parties

The two parties to this Memorandum of Understanding are the:

- Far North District Council (Council)
- Far North Regional Museum Trust (Trust)

4.2 The Relationship

Registered on 20 May 2008, the FNDC constituted the Deed of Trust for the Far North Regional Museum for the purpose of providing a vehicle for the Far North District to present, explore and preserve the heritage of its cultures and knowledge of the natural environment and to administer a building known as the Far North Regional Museum situated in Te Ahu, Kaitaia, New Zealand.

Background:

- The Far North Regional Museum (FNRM) was first established in 1969 by the communities of the Kaitaia Borough Council and Mangonui County Council. The Councils of the day assisted with operational funding and its first home, the Centennial Memorial Building, free of charge.
- In 1996 the Council decided that the governance of the FNRM should be invested in a charitable trust. The FNRM Trust was established in 1999 and amended in 2004, to state that "artefacts, taonga, exhibits, archival material, documents, maps and library located in the FNRM remain the property of, or be held in trust by the Far North District Council."
- In 2004, after having made several extensions and alterations to the existing building and struggling to meet demands of modern museum practice, the FNRM Trust presented the Council with a development proposal. This proposal would regenerate a regional museum. Later an amended proposal was agreed upon. This was the genesis of the Te Ahu project.
- The Te Ahu Charitable Trust was formed in 2007 and charged with "providing, maintaining, resourcing and managing a multi-purpose community facility building to be located in Kaitaia and intended to house the FNRM. The Museum Trust, in recognition of its role in fostering the development has the power to appoint one Trustee to the Te Ahu Charitable Trust.
- The FNRM Trust was finally registered as a charitable trust on 20 May 2008.
- In 2011 a Memorandum of Understanding was entered into between the FNDC and the FNRM Trust. This document has since expired.
- Te Ahu community facility, including the FNRM operation, known as "Te Ahu Heritage" was opened on 28 April 2012.

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- The Trust's primary working relationship is with Council, while its role as Trustee on the Te Ahu Charitable Trust ensures it may contribute to, and has a stake in, the success of the Te Ahu facility.
- It is acknowledged by both parties that they have a shared responsibility for Health and Safety obligations related to the Museum operations.

4.3 The Parties Agree:

The Deed of Trust provides for the FNRM Trust to govern the museum, manage its assets and to play an important role in the planning and future development of the Te Ahu Heritage Museum. The FNRM Trust's governance role includes the provision of advice to Council on the planning and future development of the Te Ahu Heritage Museum. The Manager/Curator - Museum and Archives will take direction from both Council and the FNRM Trust to ensure that the museum proactively plans for the expansion and enhancement of the collection and the appropriate updating of displays.

Council's role is the management / oversight and administration of the Manager/Curator -Museum and Archives role; the FNRM Trust's role is the running, funding and managing the museum according to the 'Museums Aotearoa Code of Ethics and Professional Practice (2013)'.

The parties have agreed to enter into a Memorandum of Understanding in order to formalise the operational arrangements between Council and the Trust.

In doing so, the parties agree that each will at all times act in an open and honest manner with the other, be transparent in all dealings with each other, and inform each other of any impending actions or announcements to ensure a "no surprises" relationship.

The parties agree that each will adhere to current legislative, policy and bylaw requirements and any other agreements associated with Te Ahu.

This MOU is intended to provide a framework for the ongoing operational relationship between Council and the Trust in delivering their respective obligations pertaining to the museum.

5 TERM

This MOU will take effect from May 2017 for a period of 3 years.

A formal review of this MOU will occur on an annual basis and may be renewed or amended at such time.

If the time for renewal has passed without a formal review being completed, then the terms of this current MOU will continue until such times as a review has been completed; the intention being that there will always be a current MOU in place.

6 VARIATION

This MOU may be reviewed and amended at any time by mutual agreement, with all changes noted and approved.

6

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7 SERVICE ELEMENTS

7.1 FNDC Responsibility

- Acknowledge the role that the Trust plays in managing the Council's heritage assets, enabling the Council to meet its obligations under the Local Government Act 2002 and the Heritage New Zealand Act 2014.
- Enter into a lease arrangement with Te Ahu which includes the museum to ensure the museum's continued presence in the Te Ahu facility.
- To employ and manage the museum staff necessary to manage the museum (Curator and Museum Assistant (1.5 full-time equivalents)).
 Day-to-day administrative matters to be managed by the Customer Services Manager – North.
- To provide access to an appropriate senior management member of the Council staff from the District Services Group to be the designated liaison between the FNRM Trust and FNDC. That person to ensure clear communication between the Council and FNRM Trust.
- When requested, and to ensure the Council's interests are fully protected, provide general legal advice to the Trust for matters solely related to the museum and the collection.
- To notify FNRMT in a timely manner of all Long Term Plan / Annual Plan budget timelines to allow the Trust to provide input and feedback on draft budgets.
- Engage and use museum volunteers with the skills and behaviours that align with Council and museum aspirations, ensuring compliance with the Vulnerable Children Act 2014.

7.2 Far North Regional Museum Trust Responsibility

- Manage the presentation, exploration and preservation of the Far North Museum collection and archives, including the heritage of the cultures and knowledge of the natural environment in accordance with the 'Museums Aotearoa Code of Ethics and Professional Practice (2013)'.
- Market and promote the museum.
- Advise on the development, maintenance and implementation of appropriate Museum and Archive policies and processes especially in relation to the acquisition and disposal of collection pieces and archives.
- Liaise with local, regional, national and where beneficial, international museums to benchmark against museum best practices.
- Use best endeavours to increase revenue opportunities / seek alternative funding that will fund exhibitions, special projects and future development of the Museum and Archives operation and / or building space/s.
- Advise on museum standards as guided by Museums Aotearoa.

7

- Submit quarterly reports to the General Manager District Services on the performance of the museum for inclusion on the Council's Operations Committee Agenda.
- > To guide and direct museum staff on museum matters.

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7.3 Joint Responsibility

- To ensure the Far North Regional Museum's stored collection is adequately provided for in a quality, long term, secure storage to museum standards at Pioneer House, Kaitaia.
- Undertake the promotion of museum activities using both Council and Trust's existing social media, LAN screens, website, Facebook and newsletters services.
- To meet quarterly with the purpose of reviewing key issues of mutual interest including the museum work programme; and to discuss the role and performance of the museum.
- To meet all of their mutual obligations under the Trust Deed.

For further clarification of roles and responsibilities associated with Council, the Trust and the Te Ahu Charitable Trust refer to Appendix One.

8 MEDIATION

- 8.1 If the parties are unable to resolve the dispute by discussion and negotiation within 14 days of receipt of service of the notice in response as contemplated by paragraph 9.2 then the dispute will be referred to mediation and the mediator will be Geoff Sharp, Commercial mediator or any other commercial mediator that the parties may agree upon.
- 8.2 A party must use the mediation procedure below to resolve the dispute before commencing any other proceedings.
- 8.3 Where a dispute requires mediation the following procedure applies:
 - (a) The parties must cooperate with the mediator in an effort to resolve the dispute.
 - (b) If the dispute is settled, the parties must sign a copy of the terms of the settlement.
 - (c) If the dispute is not resolved within 14 days after the mediator has been appointed, or within any extended time that the parties agree to in writing, the mediation must cease.
 - (d) Each party must pay an equal share of the costs of the mediator's fee and costs including travel, room hire, refreshments, etc.
 - (e) The terms of settlement are binding on the parties and override the terms of this Agreement if there is any conflict.
 - (f) The terms of settlement may be tendered in evidence in any subsequent mediation or legal proceedings.
 - (g) The parties agree that written statements given to the mediator or to one another, and any discussions between the parties or between the parties and the mediator during the mediation period are not admissible by the recipient in any arbitration or legal proceedings.
 - (h) If the dispute is not resolved following compliance with this paragraph 10, a party shall be free to bring proceedings in an appropriate court and take any other lawful action as they may determine in respect of such Dispute.

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9 POINTS OF CONTACT

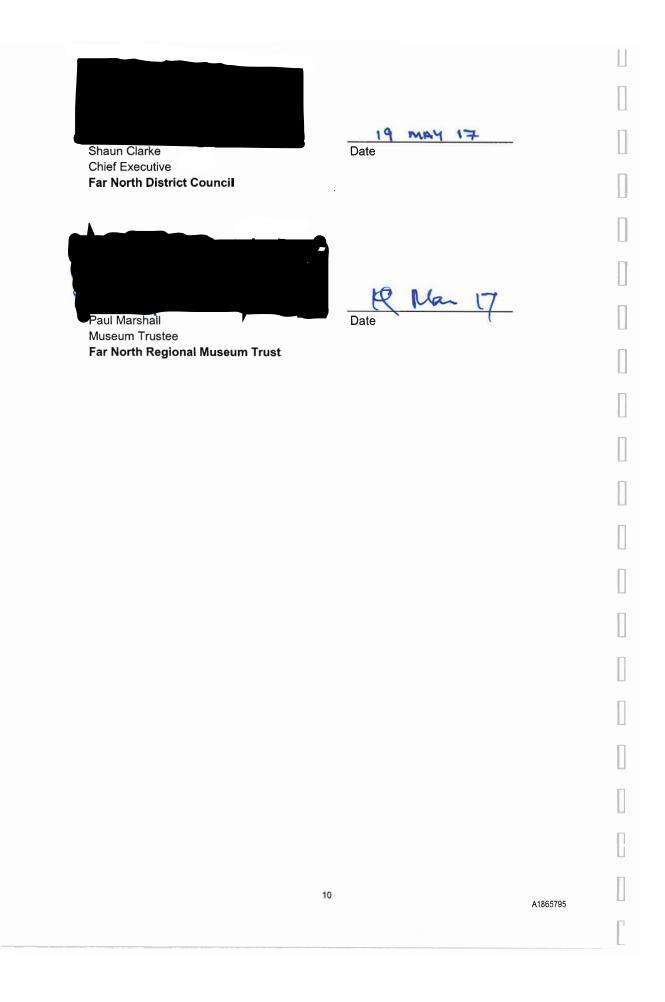
Far North District Council

Title	Department / Group	2.63
General Manager - District Services	District Services	

Far North Regional Museum Trust

Title	
Chairperson	Far North Regional Museum Trust

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PPENDIX ONE

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Roles and Responsibility Matrix - FNDC, FNRMT and TACT

FNDC	FNRMT	JOINT	TE AHU
Roles & Responsibilities	Roles & Responsibilities	Roles & Responsibilities	Roles & Responsibilities (after 1 July 2017)
ADVICE - LEGAL	ADVICE - GENERAL	MUSEUM AOTEAROA	
Provision of legal advice for matters solely related to the museum operation and artefacts	Provide advice to Council on the planning and future development of the Te Ahu Heritage Museum	Ensure standards are met / compliant	
ANNUAL BUSINESS PLAN	ANNUAL BUSINESS PLAN		
Initiate planning meetings with FNRMT to ensure adequate budget planning completed prior to Annual / Long Term Plan deadlines	Provide to Council as per Council's timeframes		
ASSET MANAGEMENT	ASSET MANAGEMENT	HAS WORK ACT 2015	REPAIRS & MAINTENANCE
 Council equipment / assets & infrastructure; Provide adequate storage facilities for Museum artefacts that are not on exhibition and ensure these facilities meet the required standard e.g.: HAS 	 Museum equipment / assets & infrastructure; Provide advice to FNDC regarding standards for management, storage, etc. of Museum artefacts. 	Provision & maintaining a safe working environment	As per Building Owner requirements
CLEANING (Until July 2017 or as agreed) as per contract			CLEANING CONTRACT
Staff to clean display cabinets, workroom & archives			Provide a basic level of cleaning as per contract
COLLECTION & ARCHIVES	COLLECTION & ARCHIVES	COLLECTION & ARCHIVES	
 Manager Mussum / Archives to provide professional advice or recommend to the Council / Far North Regional Mussum Trust 	Present, store, explore and preserve the collection and archives.	Work collaboratively to preserve the communities heritage	

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E E 866 E 8 F	Provide customer service support when museum staff are unavailable Ensure Museum customer service aligns with Council strategy and Museum Trust expectations			
 e. Lease – Pioneer House osts e.g.: phone, power, Museum Trust business requirements Provide annual financial plan to Council as per Council's timeframes FUNDING FUNDING FUNDING Seek alternative funding for the purpose of special exhibitions, displays, projects and future building / operational developments Supporting Museum equipment / assets & infrastructure It SUPPORT Supporting Museum equipment / assets & infrastructure It SUPPORT It SUPPORT It SUPPORT Council equipment / assets & infrastructure It supporting macum equipment / assets & infrastructure It supporting macument of matural and physical resources. It is supporting the use, development, and provide for their and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while: (a) sustaining the potential of natural and physical social, economic, and cultural well-being and for th		-INANCIAL MANAGEMENT		
FUNDING Seek alternative funding for the purpose of special exhibitions, displays, projects and future building / operational developments IT SUPPORT Supporting Museum equipment / assets & infrastructure Supporting Museum equipment / assets & infrastructure LEGISLATION Keep in accord with the Resource Management Act 1991 The purpose of this Act is to promote the sustainable management of natural and physical resources. (2) In this Act, sustainable management means managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while: (a) sustaining the potential of natural and physical	osts e.g.: phone, power,			
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LEGISLATION Keep in accord with the Resource Management Act 1991 The purpose of this Act is to promote the sustainable management of natural and physical resources. (2) In this Act, sustainable management means managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while: (a) sustaining the potential of natural and physical		Supporting Museum equipment / assets & infrastructure		
Keep in accord with the Resource Management Act 1991 The purpose of this Act is to promote the sustainable management of natural and physical resources. (2) In this Act, sustainable management means managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while: (a) sustaining the potential of natural and physical	EGISLATION	EGISLATION	TRUST DEED / MOU	
The purpose of this Act is to promote the sustainable management of natural and physical resources. (2) In this Act, sustainable management means managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while: (a) sustaining the potential of natural and physical		Keep in accord with the Resource Management Act 1991	Ensure the obligations of the Trust	
	A Core services to be considered in performing	The purpose of this Act is to promote the sustainable	Deed are being met;	
		nanagement of natural and physical resources.		
		2) In this Act, sustainable management means		
sposal: of natural hazards:		nanaging the use, development, and protection of natural		
es: and disposal: ation of natural hazards:		and physical resources in a way, or at a rate, which		
		enables people and communities to provide for their		
ř.		social, economic, and cultural well-being and for their		
		nealth and safety while:		
	(d) the avoidance or mitigation of natural hazards:	(a) sustaining the potential of natural and physical		
(e) libraries, museums, reserves, and other recreational resources (excluding minerals) to meet the reasonably	(e) libraries, museums, reserves, and other recreational	resources (excluding minerals) to meet the reasonably		

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	ANNUAL PROGRAMME Events, displays & exhibitions as agreed	PEST MANAGEMENT Provide a regular pest control service			
	ANNUAL PROGRAMME Events, displays & exhibitions as agreed	PEST MANAGEMENT Overall notification of pest management procedures and protocols		RELATIONSHIP MANAGEMENT Ensure a positive, respected and trusted relationship exists, listens and understands each other, its customers, communities, including Hapu & Iwi and elected members	
foreseeable needs of future generations; and (b) safeguarding the life-supporting capacity of air, water, soil, and ecosystems; and (c) avoiding, remedying, or mitigating any adverse effects of activities on the environment	MARKETING & PROMOTION Museum branding guidelines Website and Facebook	PEST MANAGEMENT • Pest management in regards to the betterment of the archives • Conservation and collection management process for pest eradication etc.	 PROVISION OF RESOURCES Provision of specific Museum resources needed to display and conserve the Museum collection items as required 		REPORTS Progress / Activity report provided to Council as defined in the MOU
facilities and community amenities Section 11A: inserted, on 27 November 2010, by section 5 of the Local Government Act 2002 Amendment Act 2010 (2010 No 124). Section 11A(e): replaced, on 8 August 2014, by section 7 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55)	MARKETING & PROMOTION Manager Museum / Archives to administer the specific exhibitions, events and display information regarding the museum exhibition		 PROVISION OF RESOURCES Provide adequate office supplies so staff are able to perform day to day tasks / duties as required e.g.: office stationery, first aid equipment, uniform, work desk/chair 		REPORTS Record and report on visitor numbers / details, exhibition, events and projects

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13

Provide a security service including			A1865795
Provide a security sen			
	gned ith		
	UAL GOALS Specific museum performance measures are aligned with the overall strategic direction of the Council and Te Ahu Museum specific goals identified, and agreed with FNDC to be rolled out to museum staff		14
	 ANNUAL GOALS Specific musel with the overal with the overal Te Ahu Museum specific to be ro 		
		Museum / Archives	
	 STAFF MANAGEMENT STAFF MANAGEMENT Lead recruitment process (<i>with input from FNRMT</i>) Lead induction programme of any new Museum staff (liaise with FNRMT for Museum-specific induction) Lead Performance Management - goal setting / performance & remuneration setting and review (<i>FNRMT will have the opportunity to provide FNRMT will have the opportunity to provide teedback on performance to the Manager but will not conduct reviews</i>) Manage leave and cover for leave Training & Development (including the development plans as part of the performance management process) 	VOLUNTEERS Induction Supervision by the Manager Museum / Archives	

8.4 CHAIRPERSON AND MEMBERS REPORTS

File Number:A5003538Author:Beverly Mitchell, Community Board CoordinatorAuthoriser: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 December 2024 member reports from Chairperson Adele Gardner and Member John, Stewart, Darren Axe, Bill Subritzky and Rachel Baucke

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 ĀPITIHANGA / ATTACHMENTS

- 1. Chair Gardner report 2024-12-17 A5004356 🗓 🖾
- 2. Member Stewart report 2024-12-17 A5004358 J
- 3. Member Axe report 2024-12-17 A5004362 🗓 🛣
- 4. Member Subritzky report 2024-12-17 A5004360 🕂 🛣
- 5. Member Baucke report 2024-12-17 A5007088 🕂 🛣



Name:	Adele Gardner
Subdivision:	Kaitaia Te Hiku
Date:	26 November 2024

Meetings Attended

Date	Meeting
31/10/2024	Extraordinary Council - online
01/11/2024	State of the Far North – online with Elected Members
06/11/2024	Annual Plan Workshop in Kaikohe
08/11/2024	Te Ahu Trust
12/11/2024	State of the Far North 'Road to Recovery' - Kerikeri
14/11/2024	Council – Kaikohe
19/11/2024	Te Hiku Community Board and Sport Northland workshop
20/11/2024	Helped the community with spring clean of Kaitaia
25/11/2024	CB Chairs with the Mayor
26/11/2024	Transport and Infrastructure – online
26/11/2024	Transport and Infrastructure Workshop - online

Requests for Service (RFS)

RFS number	Date	Comment
4229428	26/11/2024	To clean weeds from drains – Commerce Street, North Road and streets off the main road of Kaitaia



Name:	John Stewart
Subdivision:	Kaitaia/Ahipara

Date: 21 November 2024

Meetings Attended

Date	Meeting
27/11/2024	КВА
19/11/2024	Te Hiku Community Board and Sport Northland workshop
11/11/2024	CBEC



CBEC HUI 11 NOVEMBER 2024 NOTES & ACTION POINTS

Attendees

Sarah Lucas, Chair, Inglewood Community Board

John Stewart, Te Hiku Community Board Carolyn Hamill, Whakatāne-Ohope Community Board Jackie Elliott, Ōtaki Community Board Regan Horrell, Mosgiel Taieri Community Board Kaz Yung, Petone Community Board Jock Martin, Lawrence Tuapeka Community Board Ross Munro, Pleasant Point Community Board Mike Reid, LGNZ Chloe Stewart, LGNZ Elizabeth Hughes

Apologies

Jessie McVeagh, Kaikohe-Hokianga Community Board

Introductions

The committee introduced themselves to Ross Munro, our new CBEC member who is the representative for zone 5.

Members' updates

The committee provided updates for what is happening in their regions. Key points included:

- Representation reviews have been taking place in a number of areas. There have been
 moves to disestablish boards and change the number of appointed councillors to boards,
 among other changes. There have been an encouraging number of submissions around
 these reviews though, showing good engagement from the public.
- The group discussed the proposed cut of rural bus school routes and whether this is an issue CBEC would like to advocate on.
- The group discussed how CBEC could connect with Te Maruata and YEM to see where their issues align.
- Regan fed back on the floods that recently affected Otago and spoke about the positive relationship the community have had with the council around continually maintaining flood protection infrastructure. This, alongside ongoing relationships with FENZ and Civil Defence, meant that flood damage in his area was minimal.

Central government's reform programme

Harriet spoke about central government's local government reform programme, key points included:

- Harriet gave an overview of the programme advising that policy decisions around the
 programme will be made by cabinet in December with legislation coming out in March. She
 also advised that some of this change may be positive to councils, for example providing
 regulatory relief to councils and having unclear parts of the local government act clarified.
 LGNZ will be working closely with the DIA to make sure these changes work well.
- The group focussed on how regulatory relief could be beneficial, particularly in relation to events which have had to be cancelled due to traffic control and security costs making them no longer financially viable. Harriet advised that traffic control is something the local government minister is particularly interested in and it may be valuable for CBEC to attend the next LGNZ Transport Forum meeting around this issue.
- The group also discussed Water Done Well and the challenges surrounding it, pointing out that it is unlikely that community boards will be consulted.
- Harriet encouraged CBEC to send through examples of anything they wish to advocate on to her with potential solutions to consider. The group also discussed contacting MP Mark Patterson, Minister of Rural Communities who may be of particular help around the proposed cuts of rural school bus routes.

Next national community board zoom hui

CBEC decided to hold the next national community board zoom on Thursday 28 March 12.30-1.30. Carolyn will invite the boards who entered the community board awards to speak at the zoom about their projects.

Action	Person responsible
Send community board award entry pack to Carolyn and Sarah - completed	Chloe

Next Community Board national hui

The group spoke about the next in person hui for the community board network.

- The group discussed the possibility of having an in person catch up for community board members prior to SuperLocal, estimating that there would be around 30 attendees.
- There was also a discussion around CBEC hosting a panel or speaker at SuperLocal, Harriet confirmed that there can be up to six workshops happening at once which could allow for this.
- Harriet advised that she will take this information back to the conference planning committee and urged CBEC to think about topics they would like to cover and how this will fit into the wider conference.
- There was also a discussion around having an in person committee meeting at SuperLocal.

Update on FrankAdvice recommendations

This was covered in the guide for council and community board relationships, however Sarah emphasised the need to cherry pick items from this report which could be done well to help with the succession plan for next triennium.

Representation review update

Sarah provided an update around ongoing representation reviews:

- Sarah confirmed that Malvern Community Board is going to be kept, this is part of a representation review that CBEC submitted on.
- The review around community boards in Hutt City Council is currently in appeals and is having hearings in 2 weeks' time. CBEC is unable to take action in this appeal.
- There are no other representation reviews in progress at the moment.

Update on the guide for good council and community board relationships

Elizabeth and CBEC spoke about the work done so far on the guide for good council and community board relationships. Key points of the discussion included:

- Elizabeth highlighted the importance of having discussions with councils prior to implementing these agreements and the importance of framing having community boards as a way to save money for councils as it brings decision making close to place.
- The guide will be aimed at Chief Executives and governing bodies as a way to make their roles easier when managing community boards.
- The group agreed that 6 weeks was a reasonable timeframe for there to be a conversation around the relationship guide at the start of the triennium. This timeframe would also enable community board members to be inducted at the same time as other elected members and would avoid the expense of additional workshops.

Clarity of purpose

• There was agreement that definitions should be provided for clarity.

Roles and responsibilities

- The group advised it would be crucial to ensure this section was fleshed out so community board members know how to have effective input into council decisions.
- Following on from this there was discussion that authorisation to speak at council meetings shouldn't just be given to a community board chair but instead be given to any member who has authorisation from the board to speak on their behalf.

Agenda setting

- There are currently inconsistencies on when pre agenda meetings are held with Chief Executives and the level of consultation of what goes on to a Community Board meeting agenda. There was agreement that these should be held at least a week before the meeting.
- The group also discussed that this should be a two way process and the agenda should be signed off by the Chair, Deputy Chair and Chief Executive. There is currently a challenge of how community board members get items on to their agenda.
- Combined community board meetings were also discussed and it was decided that these should be an enhancement in the relationship guide rather than at the baseline.

Operating model

The group discussed the following points in relation to the operating model to be agreed as the baseline:

- Timeframes need to be agreed with the councils, however it is useful for community boards to be ahead of council meetings by three weeks.
- At least one councillor should be appointed to each community board with equal voting rights.
- An appropriate staff member should attend a community board meeting. They should be able to respond appropriately to any questions from the board and their briefing should happen at the same time as the pre agenda meeting to make the most of community boards members' time.
- A board should operate under standing orders in order to protect participants. The community board chair needs to have full training to ensure standing orders are applied correctly and also know the appropriate time to suspend standing orders.
- A template should be developed for a 2-3 page communication and engagement plan to support community boards and allow them to promote their activities in wider council communications.

Professional development

There was a discussion around what professional development opportunities should be available to community board members, key points included:

- Community board members should have at least one fully funded training session, the content of which should be left open to suit individual needs.
- Ākona could be promoted in this section.
- Professional development should be consistent across all elected members, councillors and community board members.
- There should be targeted, separate training for Chairs and Deputy Chairs.

Allowances and resources

• It was agreed that community board members should be reimbursed if they were travelling over 30 kilometres in relation to their duties. It is important to ensure that this coincides with the Remuneration Authority's regulations.

The models

• The group clarified how the guide will be structured in regards to the different models.

Model 1

• This will be the baseline of what can be expected of the relationship between council and community boards. The headings for this model will come from existing legislation.

Model 2

• This model would see community boards endorsing council decisions and being aligned with the LTP.

Model 3

• This model would see community boards setting policy and making decisions as well as helping to inform the council's LTP.

Remuneration Authority update

The group had a discussion and update from the Remuneration Authority, key points from the discussion included:

- The Authority welcomed the development of the council and community board relationship guide as this will help remedy the inconsistencies of community boards.
- The Authority advised they have recently sent a survey to all councils around various issues including workload, allowances and affordability of rates. They had a response rate of 65% and most remuneration concerns raised were things the Authority cannot help including Kiwisaver and the ACC levy. Even though they have don't direct mandate for these issues they are happy to advocate.
- There was a discussion around showing that community boards provide good value for money for councils as decisions are being made close to place. The Authority advised they need to be careful that they do not tell councils how to spend their money.
- Phrases in the act use 'may' instead of 'must' which can hinder what can be implemented.
- The Authority welcomed continued feedback from CBEC.

Ākona update

- Tania Hawkins presented to the group about plans for induction 2025 and new tools being introduced, for example select courses for those wanting to stand for election and new micro-learning sessions on the Ākona website.
- Tania will be invited to take part in a Community Board network zoom early next year.

Conference debrief

The group had a follow up discussion from their conference debrief at their last hui, key points included:

- Chorus have advised that they would be interested in sponsoring any future Community Board conferences.
- Sarah will put her address to SuperLocal on to the Community Boards Facebook group and asked for any pictures from the community board conference to be uploaded there as well.

Action	Person responsible
Send round CBEC finance including conference costs	Chloe

General business

Te Maruata & YEM working/aligning with CBEC

The group discussed the need for the three member networks, YEM, CBEC and Te Maruata to work together to see where their priorities align and explore working together. The importance of having YEM and Te Maruata representatives voted for early in the triennium was also emphasised.

Action	Person responsible
YEM and Te Maruata representatives to speak to their respective committees about aligning priorities with CBEC.	Jock and Kaz

Rural school bus services

The group discussed if this was an issue they wished to advocate on, discussing the following options:

- Mike suggested meeting with the Minster of Education or the Minister of Rural Communities via zoom to speak about the issue. Jock has a connection to the Minister of Rural Communities so can send an introductory email.
- Mike also encouraged CBEC to speak to their mayors about the issue. Jackie is happy to draft email around the issue which can be personalised and sent to mayors and MPs Any other goals?
- Next meeting the group would like to have a 30 minute to 1 hour session about what they want to achieve before end of triennium, focussing on things which have come from the FrankAdvice report.
- The group agreed to communicate with their zones every 6 weeks.



Name:	Darren Axe

Subdivision: North Cape

Date: 26 November 2024

Meetings Attended

Date	Meeting
12/11/2024	DAG - Kaikohe
19/11/2024	Te Hiku Community Board – Te Ahu
20/11/2024	Assisted application for pickle ball in Pukenui
20/11/2024	Assisted Pacific Bar Manager to contact FNDC about more frequent rubbish pick up over Christmas

Requests for Service (RFS)

RFS number	Date	Comment
4229484	27/11/2024	Remove graffiti internal/external from Pukenui public toilets at the Gamefish club, SH1 Pukenui
4229485	27/11/2024	Dust Suppressant Lamb Road, Pukenui
4223153	09/10/2024	Harbour View Rd, Pukenui footpath to be cleared – soil slides, causing people on mobility scooters trouble to pass through. 22/11/2024 reassigned to Citycare – works to be completed by 06/12/2024.
To lodge	-	Hukatere Road for more metal



Name:	Bill Subritzky
Subdivision:	Whatuwhiwhi, Awanui
Date:	27 November 2024

Meetings Attended

Date	Meeting Topic	Comment
02/11/2024	Awanui Day	Awanui reserve preparations and set up
06/11/2024	APR inc	Awanui day review, township planning
11/11/2024	Meeting Rangiputa Chairperson	Review hall and cliff face over main road entry
13/11/2024	Kaingaroa hall meeting	General operations and hall management
14/11/2024	Meeting Lake Ohia Hall Chairperson	Review of current plans for hall upgrade
19/11/2024	Te Hiku Community Board	As per 19 Nov Agenda
21/11/2024	Meeting Lake Ohia Hall Chairperson	Review and update of Hall upgrade continued

Community Matters

Торіс	Comment
Rangiputa	Chairperson of Rangiputa Inc to address THCB meeting
	* Hillside slips over main access road into the Rangiputa settlement
Lake Ohia Hall	Unconfirmed committee representative to address THCB meeting
	* Hall committee concerns about Lake Ohia Hall development

Requests for Service (RFS)

RFS number	Date	Comment
4227868	14/11/2024	Fill hole in the walking track from Perehepe Road to Perehepe Beach
4229375	26/11/2024	Complete mowing of reserve areas. Whatuwhiwhi Community Hall/Simon Urlich Rd/ Toilet end Tokerau Beach Rd.



Name:	Rachel Baucke	
Subdivision:	Kaitaia	
Date:	2 December 2024	

Meetings Attended

Date	Meeting	Comment
02/10/2024	Mayor Task Force Fund	Via Teams
22/10/2024	Te Hiku Community Board Monthly Meeting	
08/11/2024	Te Ahu Board Meeting	
12/11/2024	State of Far North Presentation	Turner Centre
12/11/2024	Disability Action Group	Via Teams
15/11/2024	Kaitaia Clean up	
19/11/2024	Te Hiku Community Board Monthly Meeting	

Other Issues

School

Discussions with Community groups and business on how to support the Christian school find suitable site etc for high school as an alternative to Kaitaia College. The Community feels our area and large capture should be able to support an alternative to Kaitaia College and have asked me to investigate support options etc.

Update: Charter application has been deferred to 2026 due to number of applications. School is seeking funding to continue during 2025 and is looking to move to town in suitable location.

Ruaroa Road Bin

Resolution passed to remove Ruaroa Road and a collection point for rubbish. Bin now removed and signs have been erected as a no dumping site. Rubbish is still however being left and residents are seeking help to stop this from happening.

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE