



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 29 August 2023**

**Time: 10:00 am**

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

**Membership:**

Chairperson Adele Gardner  
Deputy Chairperson John Stewart  
Member Felicity Foy - Councillor  
Member Darren Axe  
Member Sheryl Bainbridge  
Member William (Bill) Subritzky  
Member Rachel Baucke



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

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

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

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

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

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

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

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

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

### Terms of Reference

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

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



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

## Protocols

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

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards 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 29 August 2023 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Karakia Timatanga / Opening Prayer .....</b>	<b>7</b>
<b>2</b>	<b>Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest .....</b>	<b>7</b>
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<b>8</b>	<b>Ngā Pūrongo Taipitopito / Information Reports .....</b>	<b>65</b>
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<b>10</b>	<b>Te Kapinga Hui / Meeting Close .....</b>	<b>89</b>

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

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

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

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

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM****4 NGĀ TONO KŌRERO / DEPUTATION**

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

**5 NGĀ KAIKŌRERO / SPEAKERS**

To be confirmed prior to the formal meeting.

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

### **6.1 CONFIRMATION OF PREVIOUS MINUTES**

**File Number:** A4334682

**Author:** Marlema Baker, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services (Acting)

#### **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 confirms the minutes of the meeting held 1 August 2023, to be a true and correct record.**

#### **1) TĀHUHU KŌRERO / BACKGROUND**

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

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

The minutes of the meetings are attached.

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

#### **Take Tūtohunga / Reason for the recommendation**

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

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

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

#### **ĀPITIHINGA / ATTACHMENTS**

- 1. 2023-08-01 Te Hiku Community Board Minutes - A4316999** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Te Hiku Community Board Meeting Minutes **Unconfirmed**

1 August 2023

**MINUTES OF  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS  
AVENUE, KAITAIA  
ON TUESDAY, 1 AUGUST 2023 AT 10:01 AM**

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

**IN ATTENDANCE:**

**STAFF PRESENT:** Kathryn Trewin (Funding Advisor) Marlema Baker (Democracy Advisor)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chair Adele Gardner commenced the meeting and Member Rachel Baucke opened with a karakia/prayer.

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

Apologies have been received from Sheryl Bainbridge, Member Felicity Foy and Cr Hilda Halkyard-Harawira.

A conflict of interest was declared by Deputy Chairperson John Stewart for items 7.4 c).

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

There were no public forum speakers for this meeting

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

No deputations received for this meeting

**5 NGĀ KAIKŌRERO / SPEAKERS**

Kaitaia Business Association – Andrea Panther (*item 7.4.c refers*)

- Asked to withdraw the Mangakai Fence from the Kaitaia Business Association funding application.

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

**6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A4283122, pages 8 - 9 refers

**RESOLUTION 2023/58**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That Te Hiku Community Board confirms the minutes of the meeting held 6 June 2023, to be a true and correct record.**

**CARRIED**

**7 NGĀ PŪRONGO / REPORTS****7.1 LEASE EXTENSION REQUEST AUPOURI NGĀTI TE RARAWA (ANT) TRUST**

Agenda item 7.1 document number A4249149, pages 15 - 20 refers

**RESOLUTION 2023/59**

Moved: Member John Stewart

Seconded: Member William (Bill) Subritzky

**That the Te Hiku Community Board recommends that Council:**

- a) approve the renewal of a further 5 year term, expiring on 31 August 2028, as allowed for in the current lease to Aupōuri Ngāti Kahu – Te Rarawa Trust over Tangonge Domain, being Recreation Reserve DP 108 Title NA530/132, located at 63 Bonnet Road, Kaitaia.

**The terms being:**

- Term: 5 years
- \$118 plus GST per year in conjunction with the Fees & Charges Policy for 2023/24 and reviewed annually.

- b) recommends to Council that the public consultation process is commenced on the granting of a new ground 30 (15+15) year lease to Aupōuri Ngāti Kahu – Te Rarawa Trust over Tangonge Domain, being Recreation Reserve DP 108 Title NA530/132, located at 63 Bonnet Road, Kaitaia.

**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 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.

- c) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.

**CARRIED****7.2 GROUND LEASE TO DOUBTLESS BAY SEA SCOUTS - EAST STREET TAIPA**

Agenda item 7.2 document number A4254025, pages 91 - 95 refers

**RESOLUTION 2023/60**

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

**That the Te Hiku Community Board:**

- a) recommends to Council that the public consultation process is commenced on the granting of a new ground lease to Scouts Aotearoa over part of the Recreation Reserve being approximately 860 square metres of Part Allot 5 PSH OF Taipa, held in New Zealand Gazette 1984 page 104.

**The terms of the proposed lease shall be:****Term: 15 Years (5+5+5)****Rental: As per FNDC Fees and Charges Schedule for a Community lease.**

- **\$113 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.**

b) **is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.**

**CARRIED**

### **7.3 ALFRESCO DINING APPLICATIONS**

Agenda item 7.3 document number A4270344, pages 97 - 102 refers

#### **RESOLUTION 2023/61**

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

**That the Te Hiku Community Board pursuant to the Council resolution passed on 30 June 2022, support the renewal of alfresco dining approval applications from Jesse's on the Waterfront Café & Bar, Beach Box Coffee and Gelato and Mussell Rock Café & Bar to assist with the final decision on the renewal applications.**

**CARRIED**

### **7.4.a FUNDING APPLICATIONS**

Agenda item 7.4 document number A4294308, pages 109 - 112 refers

#### **RESOLUTION 2023/62**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That Te Hiku Community Board approves the sum \$2,733 (plus GST if application) to be paid from the Board's Community Fund account to Kaitia Sports And Leisure Trust for 2023 Boxing event animal care, to support the following Community Outcomes:**

- i) **Proud, vibrant communities.**
- ii) **Communities that are healthy, safe, connected and sustainable.**

**CARRIED**

### **7.4.b FUNDING APPLICATIONS**

#### **RESOLUTION 2023/63**

Moved: Member William (Bill) Subritzky

Seconded: Member Darren Axe

**That Te Hiku Community Board **declines** the sum \$2,500 (plus GST if application) to be paid from the Board's Community Fund account to Taemaro Marae for costs towards the Piri Mokena Tournament, to support the following Community Outcomes:**

- i) **Proud, vibrant communities.**
- ii) **Communities that are healthy, safe, connected and sustainable.**

**CARRIED**



**7.4.c FUNDING APPLICATIONS****RESOLUTION 2023/64**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That Te Hiku Community Board approves the sum \$33,749 (plus GST if application) to be paid from the Board's Placemaking Fund account to Kaitaia Business Association for the following Te Hiku Revitalisation Projects:**

**to support the following Community Outcomes:**

- i) Proud, vibrant communities.**
- ii) Communities that are healthy, safe, connected and sustainable**

- **Market Square Stage Backdrop - \$5,561**

**CARRIED 5/0**

- ~~Manakai Fence, Awanui - \$19,901~~ **withdrawn**

- **South Road Pou Repairs - \$10,800**

**DECLINED**

- **Commerce St Seating - \$2,255**

**CARRIED 5/0**

- **Mosaic Tile Removal - \$10,000 (applicant to return to the next community board meeting with the plan).**

**CARRIED 5/0**

- **8 x Cultural Artwork Plinths - \$15,933**

Abstained: Cr John Stewart

**CARRIED 4/0  
CARRIED**

Meeting adjourned 11:05 am – returned 11:21 am

**7.4.d FUNDING APPLICATIONS****RESOLUTION 2023/65**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That Te Hiku Community Board Rescinds Resolution 2022/52 (i) of 21 June 2022 allocated \$2,000 to fund the removal of a Monkey Apple Tree at the Coopers Beach Shopping centre and directs that these funds be returned to their Community Grant fund for future allocation.**

**CARRIED**

**8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****8.1 CHAIRPERSON AND MEMBER REPORTS**

Agenda item 8.1 document number A4292904, pages 137 - 146 refers

**RESOLUTION 2023/66**

Moved: Chairperson Adele Gardner

Seconded: Member Rachel Baucke

**That the Te Hiku Community Board note the July 2023 reports from Chairperson Adele Gardner, Deputy Chairperson John Stewart, Members Darren Axe, Sheryl Bainbridge, Rachel Baucke and Bill Subritzky.**

**CARRIED****8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2023**

Agenda item 8.2 document number A4293097, pages 147 - 151 refers

**RESOLUTION 2023/67**

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet August 2023.**

**CARRIED****8 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 12:02 pm with a closing prayer by member Rachel Baucke..

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 29 August 2023.

.....  
**CHAIRPERSON**

## 7 NGĀ PŪRONGO / REPORTS

### 7.1 FUNDING APPLICATIONS

**File Number:** A4330380

**Author:** Kathryn Trewin, Funding Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the July 2023 meeting.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Four applications were received for funding, requesting a total of \$48,577
- The Community Board has an available total of **\$144,283.56** in **Community Grant** Funding for the 2023/24 financial year.
- The Community Board has an available total of **\$102,790.39** in **Placemaking** Funding for the 2023/24 financial year.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$8,530** (plus GST if application) to be paid from the Board's Placemaking Fund account to Ahipara Aroha for CCTV installation in Ahipara, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- b) approves the sum **\$1,250** (plus GST if application) to be paid from the Board's Community Fund account to Dementia Northland for running a whanau and Carer workshop to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.
  - iii)

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- c) approves the sum **\$2,830** (plus GST if application) to be paid from the Board's Community Fund account to Oruaiti School for installation of signage on a mountain biking trail, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

**TŪTOHUNGA / RECOMMENDATION**

That Te Hiku Community Board

- d) approves the sum **\$20,000** (plus GST if application) to be paid from the Board's Placemaking Fund account to Potahi Marae for installation of a playground available for use by the public, to support the following Community Outcomes:
- i) **Proud, vibrant communities.**
  - ii) **Communities that are healthy, safe, connected and sustainable.**

**1) TĀHUHU KŌRERO / BACKGROUND**

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

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

<b>Applicant and Project</b>	<b>Requested</b>	<b>Recommend</b>	<b>Comments</b>	<b>Type</b>
Ahipara Aroha – CCTV	\$8530	\$8530	This is for the installation of CCTV network into Ahipara, linking with the existing network in Kaitia, which as previously been supported by the Board.	Infrastructure
Dementia Northland, Carer Workshop	\$1250	\$1250	Dementia Northland is planning on undertaking a workshop for whanau and carers of those with dementia, an area they have identified as needed by the community.	Event
Oruaiti School	\$2830	\$2830	The safe mountain biking trail is being created by the Oruaiti school for use of the students and wider community. The students have identified the necessity for signage for the trail and are asking for help with these costs.	Infrastructure
Potahi Marae	\$35,967	\$20,000	The marae is asking for help with the installation of playground for the local community, which would be available for the general public to use, although it would be located on marae property.	Infrastructure

**Take Tūtohunga / Reason for the recommendation**

The applicant/s is required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

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

**Option 2** Authorise partial funding

**Option 3** Decline funding

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

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

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

### **ĀPITI HANGA / ATTACHMENTS**

1. Ahipara Aroha - A4339529 [↓](#) 
2. Dementia Northland - A4339533 [↓](#) 
3. Oruaiti Primary School - A4339535 [↓](#) 
4. Potahi Marae - A4339528 [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00007 From Ahipara Aroha Inc**  
Form Submitted 11 Aug 2023, 12:39PM NZST

## Applicant Details

**\* indicates a required field**

### Instructions

**Please read carefully:**

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

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

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

### Applicant details

**Applicant \***

Ahipara Aroha Inc

**Postal Address \***

Ahipara Rd

Ahipara Kaitaia 0481 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

**Physical Address \***

Ahipara Rd

Ahipara Kaitaia 0481 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

**Website**

Must be a URL.

**Facebook page**

<https://www.facebook.com/groups/161531505159297/>

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### Contact details

Contact Person One:

**Applicant Project Contact \***

Mrs Andrea Panther

**Position \***

committee member

**Phone Number**

02108411927

**Mobile Number**

Contact Person Two:

**Applicant Admin Contact**

Mrs Lisa Murray

**Position**

Treasurer

**Phone Number**

---

Must be an email address.

---

Must be an email address.

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

A representative community group working on the plans and visions for Ahipara who meet monthly. Events include an annual Matariki Festival, movie nights and markets.

Members of the Takiwa, Rugby Club and Ahipara School are on the committee and we aim to include all the organisations that operate in the community so that we are working collaboratively.

**Number of Members \***

21

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

CCTV

**Location \***



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Ahipara

**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:**

02/10/2023

31/10/2023

Must be a date.

Must be a date.

**Project Outline**

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

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

**Project outline: \***

The community has wanted CCTV cameras for quite some years now. We had sought quotes and were only able to get one provider; Northland CCTV willing to give a quote. We are part of the Far North group who were putting forward an application with the Proceeds of Crimes Fund, however after two years this has still not opened and crime continues to occur in our community. Getting cameras would assist the police in their work too as well as keep our tamariki and elders safe in the public areas around parks, shops and entrances into the community. We have a large application with Foundation North but need assistance with the equipment needed at either the Fire Station or Rugby Club to record and transmit back into Kaitia.

We have a quote from Northland CCTV but it won't upload as too big so I can send it separately in an email.

**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

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costs column

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

## Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	No files have been uploaded
Equipment Purchase (describe)	\$83,715.00	\$8,560.00	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

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### 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? \***

\$83,715

Must be a dollar amount.

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

\$8,560

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

#### Financial Information

**If your organisation registered for GST \***

☐ Yes ☒ No

#### Current Funding

**How much money does your organisation currently have? \***

\$13,869.28

Must be a dollar amount.

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

\$12,813.80

Must be a dollar amount.

#### Tagged Funds

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

Purpose	Amount
Special Place grant	\$10,000.00
Equipment for Matariki	\$908.00
Matariki Festival Expenses	\$1,905.80
	\$
	\$

#### Total Tagged Funds

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**Total Expenditure Amount**

\$12,813.80

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	\$75,155.00	Pending
	\$	
	\$	
	\$	
	\$	

**Previous Funding from FNDC**

**Have you previously received funding from FNDC?**

☐ Yes ☒ No

**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:

**Te Hiku Community Grants Fund 2023-2024**  
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1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - a regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g through a spreadsheet or 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 we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
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.

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## Signatures

Signatory One

**Name \***

Andrea Panther

**Position \***

Committee Member

**Postal Address**

**Phone Number**

Signatory Two

**Name**

Lisa Murray

**Position**

Treasurer

**Postal Address**

Must be an email address.

**Date**

11/08/2023

Must be a date.

Must be an email address.

**Date**

11/08/2023

Must be a date.

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00005 From Alzheimers Northland**  
Form Submitted 2 Aug 2023, 9:15AM NZST

## Applicant Details

**\* indicates a required field**

### Instructions

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- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
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**The following *must* be submitted along with this application form:**

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

### Applicant details

**Applicant \***

Alzheimers Northland

**Website**

<https://www.alzheimersnorthland.org.nz/>

Must be a URL.

**Facebook page**

<https://www.facebook.com/AlzheimersNorthland>

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Form Submitted 2 Aug 2023, 9:15AM NZST

### Contact details

Contact Person One:

**Applicant Project Contact \***

Ms Trudi Bridges

**Position \***

General Manager

Contact Person Two:

**Applicant Admin Contact**

Ms Tawny Panter

**Position**

Office Manager

**Mobile Number**

\_\_\_\_\_  
Must be an email address.

\_\_\_\_\_  
Must be an email address.

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

Alzheimer's Northland is a not-for-profit community organisation contracted to provide support, education, information and related services directly to members of the community who are affected by dementia mate ware ware.

We know that the dementia journey can be challenging and people may experience feelings of stress, distress, or have trouble adjusting to their condition. Therefore, our services are designed to provide information and education to enhance greater understanding of a dementia mate wareware diagnosis, as well as support people to live well and plan for the future.

Importantly we also support family, friends and whanau, to cope with the demands of caring someone with dementia mate wareware.

**Number of Members \***

1200

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:



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**Name of Activity \***

Dementia Mate Wareware Whanau and Carers Workshop

**Location \***

Kaitia

**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:**

15/11/2023

16/11/2023

Must be a date.

Must be a date.

**Project Outline**

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

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

**Project outline: \***

Alzheimers Northland – Kaitia Community Education Workshops Plan 2023

Alzheimers Northland recognizes the need to support those in the community affected and feels the impact of dementia mate wareware. We want to support and inform all those affected by dementia mate wareware, whether it be staff in a rest home, a carer looking after a loved one at home, supporting friends and whanau or an organisation wanting to upskill their staff to better support clients.

We will offer a Family and whanau Carer Workshops and Professional Training Community-based Workshop in 2023.

Family and whanau Carer Workshop

15th November 2023: 10.00 - 2.00 pm

Understanding Dementia - for those looking after a loved one at home. This four-hour workshop will be open to all carers and whanau who look after a loved one who is living at home with dementia. It will be free for all carers who attend.

This workshop aims to provide a perspective of walking in the person with dementias' shoes, whilst providing practical advice in adapting our approach. It will also provide self-care advice and support for carers and examples of some of the problems they may encounter along the way and some strategies for coping with the changes. The sessions provide opportunities for discussion, interactive exercises, and printed resources.

Outline of the workshop:

- Understanding dementia. An overview of what is dementia, what is normal ageing, and what are the possible risks and signs of dementia.
- Understanding brain changes. Discussion of the brain changes that can occur to provide

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some understanding of how dementia can impact a person's sensory processing systems, executive control function, memory, language and state of calm.

- Adapting our approach. Hands-on training to adapt our physical approach, and will discuss communication strategies that best support a person living with dementia.
- Self-care and support for carers. Discuss the impacts of stress, grief and loss that carers can experience when looking after a loved one with dementia and provide self-care strategies for the care.

Professional Training Community-based Workshop

16th November 2023 9.30 -11.30am

This two-hour community-based workshop will be open to all health professionals, with a koha of \$20 per attendee (Subsidized by Far North District Council - Community Funding).

This workshop aims to provide a perspective of walking in the person with dementias' shoes, whilst providing practical advice in adapting our approach. This will help give people with dementia dignity and respect and provide a more positive and caring environment.

This course is for professional care agencies, medical centres, rest homes and any organisation that deals with dementia.

- Understanding dementia. An overview of what is dementia, what is normal ageing, and what are the possible risks and signs of dementia.
- Understanding brain changes. Discuss the brain changes that can occur to provide some understanding of how dementia can impact a person's sensory processing systems, executive control function, memory, language and state of calm.
- Adapting our approach. Hands-on training to adapt our physical approach, and will discuss communication strategies that best support a person living with dementia.

Who in the community it will benefit, how many, and how they will benefit?

These workshops will benefit carers, whanau, and friends that may support someone with Alzheimers or dementia. There is a lot of fear and barriers to understanding the disability that is dementia and many of the whanau want to help but do not know how to. The goal for those affected by dementia is to keep them at home surrounded by familiarity for as long as possible. These workshops will offer advice and skills, reassurance and moral support. It will create a community sense of belonging by connecting those in the Kaitia area affected by dementia.

The professional workshops will enable those that come across clients with dementia to better support and understand their journey. This is wider than the immediate care providers in the sector. It affects the whole community as those that have dementia and their families go about their day-to-day lives within Kaitia.

We currently support over 500 clients and their families. Other providers in turn support these families also so the potential reach of these workshops is extensive.

**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.*

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

**Please Note:**

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

**Budge**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$150.00		Filename: FNDC Hope Christian Venue quote 2023.pdf File size: 276.1 kB
Advertising/Promotion	\$106.38		No files have been uploaded
Facilitator/Professional Fees	\$1,437.50	\$1,250.00	Filename: Dignified Minds_Dementia Education Proposal for Alzheimer's Northland_Dec22.pdf File size: 219.6 kB
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	No files have been uploaded
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$82.61		No files have been uploaded

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Travel/Mileage	\$368.60		No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Community Advisor	\$474.56		No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
BUDGET	\$	\$	Filename: FFNDC Workshops Budget 2023.xlsx File size: 19.1 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? \***

\$2,620

Must be a dollar amount.

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

\$1,250

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

#### Financial Information

**If your organisation registered for GST \***

☒ Yes ☐ No

#### GST Number

**GST Number**

55067449

#### Current Funding

**How much money does your organisation currently have? \***

\$80,000.00

Must be a dollar amount.

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

\$80,000.00

Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
Wages and monthly operational costs	\$80,000.00
	\$
	\$
	\$
	\$

### Total Tagged Funds

**Total Expenditure Amount**

\$80,000.00

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.	
Operational budget	\$1,370.00	Yes
	\$	
	\$	
	\$	
	\$	

### Previous Funding from FNDC

**Have you previously received funding from FNDC?**

☐ Yes ☒ No

### Last page

**\* indicates a required field**

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## Privacy Information

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**We, the undersigned, declare the following:**

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1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
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  - 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 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.

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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).
- 10 To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

## Signatures

### Signatory One

**Name \***

Trudi Bridges

**Position \***

General Manager

**Postal Address**

### Signatory Two

**Name**

Tawny Panter

**Position**

Office Manager

**Postal Address**

---

Must be an email address.

**Date**

---

Must be an email address.

**Date**

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00005 From Alzheimers Northland**  
Form Submitted 2 Aug 2023, 9:15AM NZST

02/08/2023  
Must be a date.

02/08/2023  
Must be a date.



**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00003 From Oruaiti School**  
Form Submitted 9 Aug 2023, 11:17AM NZST

## Applicant Details

**\* indicates a required field**

### Instructions

**Please read carefully:**

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

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

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

### Applicant details

**Applicant \***  
Oruaiti School

**Website**  
<https://www.oruaiti.school.nz>  
Must be a URL.

**Facebook page**

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00003 From Oruaiti School**  
Form Submitted 9 Aug 2023, 11:17AM NZST

Facebook <https://www.facebook.com> > ... > Oruaiti School

### Contact details

Contact Person One:

**Applicant Project Contact \***

Mrs Diane Bates

**Position \***

Principal

**Phone Number**

Contact Person Two:

**Applicant Admin Contact**

Rob Arrowsmith

**Position**

Teacher

**Phone Number**

Must be an email address.

Must be an email address.

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

We are a school, therefore our main purpose is teaching and learning which we do in a variety of ways to develop Caring, confident and responsible Life long learners.

**Number of Members \***

200

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

Signage for Bike track

**Location \***

Oruaiti School

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00003 From Oruaiti School**

Form Submitted 9 Aug 2023, 11:17AM NZST

**Will there be a charge for the public to attend or participate in the project or event? \***☒ Yes☐ No**Entry Cost****If yes, how much?**

\$50.00

Must be a dollar amount.

**Project dates:****Start Date****Date**

08/09/2025

Must be a date.

**End Date:****Date:**

29/09/2023

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: \***

The students at the school have identified the need for this project. Being in a rural setting the students don't have the typical access to using bicycles as their counterparts in a town-like setting would have. The students of Oruaiti School (class Ngaio) wanted to create a space unique to our school environment to enhance our well-being and physical needs. The 'Oruaiti Mountain bike trail' is a project that is led by the enviro-classroom at Oruaiti School (year 5 and 6 classrooms). The tamariki identified the need for a bike trail at the school, as living in a rural context they don't have regular access to mountain bikes and the appropriate contexts. The kaupapa of this project is for student voice and agency to be at the centre of the journey; it is designed by tamariki, for tamariki. We are seeking funding for the signage for the bike track, so that this can be open to the public. Signs will give descriptions of the tracks and safety messages.

Once the signage is in place the track will be officially opened, we will invite other schools to use our bike track during the day if they wish, and we will open it to the community (Starting with our local school community) for use outside of school hours. This will be using a key system so that we know who is coming onto school property, they will need to sign a contract and be made aware of the rules for use. The entry cost of \$50 mentioned previously will be for a one year membership, this will mostly be for use in terms one and four of the school year when the track should be dry.

**Project Cost****\* indicates a required field**

## Te Hiku Community Grants Fund 2023-2024

### Local Grant Application Form

Application No. THCB00003 From Oruaiti School

Form Submitted 9 Aug 2023, 11:17AM NZST

**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
- 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.	
Rent/Venue Hire	\$	\$	No files have been uploaded
Advertising/Promotion	\$	\$	No files have been uploaded
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	No files have been uploaded
Equipment Purchase (describe) We purchased 23 mountain bikes and helmets for students to be able to use on the mountain bike track. We recieved a grant from sport Northland for \$20,000 the school paid the balance.	\$22,452.00	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00003 From Oruaiti School**

Form Submitted 9 Aug 2023, 11:17AM NZST

Hardware (e.g cement, timber, nails, paint) Fencing and drainage	\$12,721.00	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe) Signage for description of tracks and safety messages.	\$5,660.00	\$2,830.00	Filename: Quote QU0224.pdf File size: 37.1 kB
Other (describe) Track building, gorse and tree clearing	\$8,711.00	\$	No files have been uploaded
Other (describe) Storage container, including installation and bike stands. We received a grant of \$10,000 for this, the school paid the balance	\$11,529.00	\$	No files have been uploaded

**Funding Request Amount**

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

**What is the total cost of your project? \***

\$5,660

Must be a dollar amount.

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

\$2,830

Must be a dollar amount.

**Financial Information****\* indicates a required field**

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00003 From Oruaiti School**

Form Submitted 9 Aug 2023, 11:17AM NZST

**Financial Information****If your organisation registered for GST \***☒ Yes ☐ No**GST Number****GST Number**

55-496-315

**Current Funding****How much money does your organisation currently have? \***

\$0.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
	\$
	\$
	\$
	\$
	\$

**Total Tagged Funds****Total Expenditure Amount**

\$0.00

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.	
Pub Charities	\$2,830.00	Pending

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00003 From Oruaiti School**

Form Submitted 9 Aug 2023, 11:17AM NZST

	\$	
	\$	
	\$	
	\$	

**Previous Funding from FNDC****Have you previously received funding from FNDC?**☐ Yes ☒ No**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:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00003 From Oruaiti School**

Form Submitted 9 Aug 2023, 11:17AM NZST

- 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 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 we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

**Signatures****Signatory One****Name \***

Diane Bates

**Position \***

Principal

**Postal Address****Signatory Two****Name**

Jenny Taylor

**Position**

Office Administrator

**Postal Address**



**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00003 From Oruaiti School**  
Form Submitted 9 Aug 2023, 11:17AM NZST

\_\_\_\_\_  
Must be an email address.

**Date**

08/08/2023

Must be a date.

\_\_\_\_\_  
Must be an email address.

**Date**

08/08/2023

Must be a date.

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00004 From Potahi Marae**

Form Submitted 24 Jul 2023, 12:05PM NZST

**Applicant Details****\* indicates a required field****Instructions****Please read carefully:**

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

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

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

**Applicant details****Applicant \***

Potahi Marae

**Website**

Must be a URL.

**Facebook page**

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00004 From Potahi Marae**

Form Submitted 24 Jul 2023, 12:05PM NZST

**Contact details**

Contact Person One:

**Applicant Project Contact \***

Mrs Josephine Nathan

**Position \***

Marae Beneficiary

**Phone Number**

Contact Person Two:

**Applicant Admin Contact**

Ms Rosie Conrad

**Position**

Potahi Marae Trustee

**Phone Number****Mobile Number**

---

Must be an email address.

---

Must be an email address.**Purpose of organisation****Please briefly describe the purpose of the organisation \***

Administers and preserves POTAHI MARAE for the benefit of the beneficiaries and to apply any income received in relation to the Marae, for the purposes of promoting health, social, cultural and economic welfare, education and vocational training and general advancement in the life of the beneficiaries.

**Number of Members \***

7,000

**Project Details****\* indicates a required field****Project Details**

Clearly describe the project or event:

**Name of Activity \***

Papa Taakaro

**Location \***

Potahi Marae, Te Kao 34.6500degrees S, 172.9707degrees E

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00004 From Potahi Marae**

Form Submitted 24 Jul 2023, 12:05PM NZST

**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:**

31/05/2023

31/10/2024

Must be a date.

Must be a date.

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

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

**Project outline: \***

Playground - stage 1 of this project is complete and this is stage 2. The installation of the bark, retainer surround, seesaw and double swing were completed in April 2023. The intention is to have a safe place for tamariki to play; for those who live in the area and the many who visit on their way to explore the very far north. By having the playground families will have access to a play area which is very near to the Te Kao Local store, the Whakawhiti Ora Pai Health clinic services, the Potahi Marae itself and the Aupouri Rugby club grounds. This partial playground exists on the Potahi Marae reservation however it is accessible and currently enjoyed by many as the area draws public foot traffic from the many visitors, manuhiri taking in the cultural sites of Te Kao. Nearby there are picnic tables available for public and visitors to enjoy their use. The playground will be another added attraction for whanau and families to rest, enjoy free play and to renew or create new connections.

**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.

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00004 From Potahi Marae**

Form Submitted 24 Jul 2023, 12:05PM NZST

- Do not enter cents - round values up or down to the nearest dollar
- Do not use the dollar sign (\$) - just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

**Budge**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount.	Must be a dollar amount.	
Equipment Purchase (describe)	\$66,667.00	\$16,667.00	Filename: Potahi Marae - Stage Two Module Quote - V3.pdf File size: 414.3 kB Filename: Potahi Marae Te Kao playground site.pdf File size: 7.4 MB Filename: Stage 1 playground complete.jpg File size: 709.8 kB
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Installation & Site Works	\$16,300.00	\$16,300.00	Filename: Kohanga whanau surveys 1.pdf File size: 681.5 kB Filename: Te Kao Kuria surveys.pdf File size: 612.1 kB
Freight	\$6,000.00	\$6,000.00	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

**Funding Request Amount**

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

**What is the total cost of your project? \***

\$85,967

Must be a dollar amount.

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

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00004 From Potahi Marae**  
Form Submitted 24 Jul 2023, 12:05PM NZST

\$35,967

Must be a dollar amount.

## Financial Information

**\* indicates a required field**

### Financial Information

**If your organisation registered for GST \***

☒ Yes ☐ No

### GST Number

**GST Number**

017573535

### Current Funding

**How much money does your organisation currently have? \***

\$109,926.00

Must be a dollar amount.

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

\$109,926.00

Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
Annual Marae Maintenance	\$50,000.00
Marae Development Plan Funding	\$17,250.00
Insurance	\$20,000.00
Annual Water	\$1,236.00
Annual Electricity	\$9,600.00

### Total Tagged Funds

**Total Expenditure Amount**

\$98,086.00

This number/amount is calculated.

### Other Funding

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00004 From Potahi Marae**

Form Submitted 24 Jul 2023, 12:05PM NZST

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

<b>Funding Source</b>	<b>Amount</b>	<b>Decision</b>
	Must be a dollar amount.	
Lotteries Community Facility Fund	\$50,000.00	Pending
	\$	
	\$	
	\$	
	\$	

**Previous Funding from FNDC**

Have you previously received funding from FNDC?

☒ Yes ☐ No

**Previous Funding from FNDC**

<b>Purpose</b>	<b>Amount</b>	<b>Date</b>	<b>Project Report Submitted</b>
	Must be a dollar amount.	Must be a date.	
Playground Stage 1	\$7,210.00	01/11/2021	No
	\$		
	\$		
	\$		

**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**

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00004 From Potahi Marae**

Form Submitted 24 Jul 2023, 12:05PM NZST

*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:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - a regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g through a spreadsheet or 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 we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants



**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00004 From Potahi Marae**

Form Submitted 24 Jul 2023, 12:05PM NZST

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.

**Signatures****Signatory One****Name \***

Rosie Conrad

**Position \***

Treasurer

**Postal Address****Phone Number****Signatory Two****Name**

Anaru Rieper

**Position**

Secretary

**Postal Address****Phone Number**

---

Must be an email address.

**Date**

20/07/2023

Must be a date.

---

Must be an email address.

**Date**

20/07/2023

Must be a date.

## 7.2 PROJECT FUNDING REPORTS

**File Number:** A4337808

**Author:** Kathryn Trewin, Funding Advisor

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

### TŪTOHUNGA / RECOMMENDATION

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

- a) Coopers Beach Bowling Club
- b) Wonderland Glow Show

### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

#### Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

### ĀPITIHINGA / ATTACHMENTS

1. Coopers Beach Bowling Club - A4339530  
2. Wonderland Glow Show - A4339531  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

**Please return the completed form to: [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) PDF attachment via email is preferred) OR:**

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

<b>Name of organisation:</b>	Coopers Beach Bowling Club Inc.
<b>Name &amp; location of project:</b>	236 State Highway 10 Coopers Beach
<b>Date of project/activity:</b>	30.05.23

**Which Community Board did you receive funding from?**



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

**Amount received from the Community Fund:** \$ 20,000

**Board meeting date the grant was approved:** 14 - March 2023

**Please give details of how the money was spent:**

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	\$amount	Receipt/s attached (please tick)
J P Concrete for total Preparation and Completion of Concreting of our Car Park	\$ 169,567	50
	\$	
Total:	\$ 169,567	50

inclusive

**Give a brief description of the highlights of your project including numbers participating:**


Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: [ask-us@fndc.govt.nz](mailto:ask-us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

1

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

We now have a fantastic car park. A real asset for the club and the community. Adds to safety for our older members and reduces fine metal being transferred from our car park onto our valuable greens

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

If you have a Facebook page that we can link to please give details:

This report was completed by:

Name

Address

Phone

Email

Date





Far North  
District Council

Project Report  
COMMUNITY GRANT FUND - LOCAL

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to: [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) PDF attachment via email is preferred) OR:

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Name of organisation: Living Theatre Trust  
Name & location of project: Wonderland Glow Show at Te Ahu, Kaitiaki  
Date of project/activity: June 19th 2023 at 10am and 11.30am

Which Community Board did you receive funding from?

☒ Te Hiku

☐
☐

Amount received from the Community Fund: \$2587 + GST

Board meeting date the grant was approved: May 2023

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	Amount	Receipt/s attached (please tick)
Te Ahu Venue <sup>\$25</sup> <sub>visa fee</sub>	\$ 439.14	✓
Ticketing Fees @ Te Ahu (not included)	\$ 165.47	✓
Truck for transporting to Kaitiaki	\$ 150.93	✓
People mover (cast & crew)	\$ 150.00	
Sound gear hire (2 Days)	Total: \$ 430.00	
<del>CAST &amp; CREW (8) - broken down cost \$ 579.00</del>		

over EACH location - this does not include DIESEL COSTS

Give a brief description of the highlights of your project including numbers participating:

Thankyou & nga mihi nui for your grant. This enabled  
Wonderland Glow Show to be staged at Te Ahu  
with 2 shows and 450 in audience. Because of  
FND funding we were able to gift many tickets to  
children and families who would not have access.

Private Bag 752, Memorial Ave, Kaitiaki 0400, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

1

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

We worked closely with signs of life kaitia to reach into kaitia community & to reach those who would not normally have access to see a show. The bookmarks were a huge hit (given out at end of each show) And the caterpillar in the foyer, too was a great hit for a fun & uplifting experience before & after the glow shows

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

We have provided link with this email application so you can see lots! We have FND on our website & verbal credit was given at the top of each Northland & Far North show. We had FND logo on all printed matter - flyers, posters & FAR NORTH DC libraries logo on 10,000 bookmarks

If you have a Facebook page that we can link to please give details:

[www.glowshow.co.nz](http://www.glowshow.co.nz)

This report was completed by:

Name:

Address:

Phone:

Email:

Date:



### 7.3 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2023

**File Number:** A4347171

**Author:** Segun Rotimi, Accounting Support Officer

**Authoriser:** Jonathan Slavich, Chief Financial Officer

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Te Hiku Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 July 2023.**

#### TĀHUHU KŌRERO / BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, "*applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion*".

	Community Board	Placemaking Fund
<b>Community Fund Account balance as at 01 July 2022</b>	<b>\$141,710.00</b>	<b>\$100,000.00</b>
• <b>Plus, unused funds from 2022-2023</b>	<b>\$43,131.56</b>	<b>\$38,539.39</b>
• <b>Less funds granted and uplifted to 31 July 2023</b>	<b>\$34,825.00</b>	<b>\$5,000.00</b>
• <b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>-</b>	<b>\$2,000.00</b>
<b>Community Fund Account balance as at 31 July 2023</b>	<b>\$150,016.56</b>	<b>\$131,539.39</b>

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

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 31 July 2023 in the Community Fund account is \$150,016.56 and the balance in the Placemaking Fund account is \$131,539.39.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

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

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 31 July 2023 is attached.



## ĀPITIHANGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 31 July 2023 - A4347027** [↓](#) 



Far North District Council  
**Te Hiku Community Board**  
Statement of Community Fund Account as at 31-July-2023

<b>Far North District Council</b>		
<b>Te Hiku Community Board</b>		
	<b>Community Board</b>	<b>Placemaking</b>
Allocation Grants & Donations Annual Budget 2022-23	141,710.00	
Community Board Placemaking Fund		100,000.00
<b>Community Fund Account Balance as at 1 July 2023</b>	<b>\$ 141,710.00</b>	<b>\$ 100,000.00</b>
Unused funds from 2022/23 - Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre		2,000.00
Rescinded resolution for unspent placemaking funding that was allocated in the 2021/22 financial year to XCape Design Ltd, Hawthorn Landscape Architects and Northland Planning		36,539.39
Unused funds from 2022/23 - Volunteering Northland for first aid and volunteer resilience training	2,000.00	
Unused funds from 2022/23 - Waipapakauri JMB Rugby Club for venue and equipment hire and promotion of the Waipapakauri Hunting and Fishing Competition Annual Fundraiser	2,660.00	
Unused funds from 2022/23 - Whatu Collective for Matariki Puanga workshops 2023	5,000.00	
Unused funds from 2022/23 - Coopers Beach bowling Club for carpark	10,000.00	
Unused funds from 2022/23 - Community Grant Carryover from FY 21/22	23,471.56	
<b>Plus, unused funds from 2022-23</b>	<b>\$ 43,131.56</b>	<b>\$ 38,539.39</b>
	<b>\$ 184,841.56</b>	<b>\$ 138,539.39</b>
<b>Less Expenditure 2023/24 (Funds Uplifted)</b>	<b>Community Board</b>	<b>Placemaking</b>
<b>July 23</b>		
Waipapakauri JMB Rugby Club for venue and equipment hire and promotion of the Waipapakauri Hunting and Fishing Competition Annual Fundraiser	2,660.00	
Whatu Collective for Matariki Puanga workshops 2023	5,000.00	
Coopers Beach bowling Club for carpark	10,000.00	
Volunteering Northland for first aid and volunteer resilience training	2,000.00	
Coast to Coast Cat Rescue for volunteer support and animal care in the Te Hiku ward area	10,000.00	
Peria School for equipment hire to support their 150th anniversary	2,165.00	

Te Runanga o Te Rarawa for holding a three-day conference on the future management of Te Oneroa a Tōhe with the provision that the outcomes of the event and any the actions to address these outcomes along with a copy of the event report is provided		5,000.00
Far North Torpedo Fishing Competition for equipment hire	3,000.00	
<b>Less funds granted and uplifted to 31 July 2023</b>	<b>\$ 34,825.00</b>	<b>\$ 5,000.00</b>
<b>Balance as at 31 July 2023</b>	<b>\$ 150,016.56</b>	<b>\$ 133,539.39</b>
<b>Less funds not uplifted from previous community meetings at 31 July 2023</b>		
<b>Meeting 21.06.22</b>		
Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre		2,000.00
<b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>
<b>Community Fund Account balance as at 31 July 2023</b>	<b>\$ 150,016.56</b>	<b>\$ 131,539.39</b>
	<b>Community Board</b>	<b>Placemaking</b>

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2023

**File Number:** A4342194

**Author:** Marlema Baker, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services (Acting)

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding actions from decisions dated from 1 January 2020.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet August 2023.

#### TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an action sheet, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

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

Community Board coordinators assist in following up outstanding action points 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.

#### ĀPITI HANGA / ATTACHMENTS

1. THCB Action Sheet - August 2023 - A4342628 [📄](#) 

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
Te Hiku Community Board 1/08/2023	Lease extension request Aupouri Ngati Te Rarawa (ANT) Trust	<b>RESOLUTION 2023/59</b> Moved: Member John Stewart Seconded: Member William (Bill) Subritzky <b>That the Te Hiku Community Board recommends that Council:</b> a) approve the renewal of a further 5-year term, expiring on 31 August 2028, as allowed for in the current lease to Aupouri Ngāti Kahu – Te Rarawa Trust over Tangonge Domain, being Recreation Reserve DP 108 Title NA530/132, located at 63 Bonnet Road, Kaitaia. The terms being: Term: 5 years \$118 plus GST per year in conjunction with the Fees & Charges Policy for 2023/24 and reviewed annually. b) recommends to Council that the public consultation process is commenced on the granting of a new ground 30 (15+15) year lease to Aupouri Ngāti Kahu – Te Rarawa Trust over Tangonge Domain, being Recreation Reserve DP 108 Title NA530/132, located at 63 Bonnet Road, Kaitaia. 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 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule. c) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council. <b>CARRIED</b>	<b>11 Aug 2023 3:57pm Rockell, Michelle</b> Lease to be presented to 23rd September Council meeting

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
Te Hiku Community Board 1/08/2023	Ground Lease to Doubtless Bay Sea Scouts - East Street Taipa	<b>RESOLUTION 2023/60</b> Moved: Chairperson Adele Gardner Seconded: Member William (Bill) Subritzky <b>That the Te Hiku Community Board:</b> a) recommends to Council that the public consultation process is commenced on the granting of a new ground lease to Scouts Aotearoa over part of the Recreation Reserve being approximately 860 square metres of Part Allot 5 PSH OF Taipa, held in New Zealand Gazette 1984 page 104. <b>The terms of the proposed lease shall be:</b> <ul style="list-style-type: none"> <li>• Term: 15 Years (5+5+5)</li> <li>• Rental: As per FNDC Fees and Charges Schedule for a Community lease.</li> <li>• \$113 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.</li> </ul> b) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.  <b>CARRIED</b>	<b>11 Aug 2023 3:57pm Rockell, Michelle</b> Lease to be presented to 23rd September Council meeting
Te Hiku Community Board 9/05/2023	Kaitaia Drainage Area 2022/2023 Programme	<b>RESOLUTION 2023/33</b> Moved: Member Adele Gardner Seconded: Member Darren Axe <b>That the Te Hiku Community Board;</b> 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.	<b>11 May 2023 4:51pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema <b>23 Jun 2023 12:15pm Finch, Andy</b> Action awaiting approval of budgets at Annual Plan adoption Council meeting on 29 June. <b>18 Jul 2023 4:49pm Finch, Andy</b> Budget confirmed - recruitment of Drainage resource to deliver work programme underway.

OUTSTANDING ACTIONS REPORT			
		<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>	<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023
Meeting	Title	Resolution	Notes
		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. <b>CARRIED</b>	
Te Hiku Community Board 9/05/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme	<b>RESOLUTION 2023/34</b> Moved: Member Rachel Baucke Seconded: Member William (Bill) Subritzky <b>That the Te Hiku Community Board;</b> a) approve the reviewed Waiharara and Kaikino Drainage 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 \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage 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. <b>CARRIED</b>	<b>11 May 2023 4:51pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema <b>23 Jun 2023 12:16pm Finch, Andy</b> Action awaiting approval of budgets at Council Annual Plan meeting on 29 June. <b>18 Jul 2023 4:50pm Finch, Andy</b> Budget confirmed- delivery of resource to deliver work programme underway.



OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
Te Hiku Community Board 9/05/2023	Motutangi Drainage Area 2022/2023 Programme	<b>RESOLUTION 2023/35</b> Moved: Member Darren Axe Seconded: Member Rachel Baucke <b>That the Te Hiku Community Board;</b> a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme. b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund. c) request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees. d) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description. e) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils. <b>CARRIED</b>	<b>11 May 2023 4:51pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema <b>23 Jun 2023 12:16pm Finch, Andy</b> Action awaiting adoption of Annual Plan budgets at Council meeting on 29 June. <b>18 Jul 2023 4:50pm Finch, Andy</b> Budget confirmed- recruitment of resource to deliver work programme underway.
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar - Mangonui	<b>RESOLUTION 2021/77</b> Moved: Member Felicity Foy Seconded: Chairperson Adele Gardner <b>That Te Hiku Community Board recommends that the Far North District Council:</b> a) approve the occupation and use of 1.5 car parking spaces (8.5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar.	<b>30 Jan 2023 4:24pm Mitchell, Beverly</b> Waterfront Café is now Jesse's on the Waterfront, new operator (Mr Moa) - CB has approved the placemaking decision for a parklet dining space and customer is unsure if he wants to pursue a parklet. Customer is continuing with Alfresco dinning application. <b>29 May 2023 2:06pm Mitchell, Beverly</b> Requested an update from Elizabeth Stacey, NTA <b>18 Jul 2023 1:33pm Whiu, Rhonda-May</b>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
		<b>b) and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres.</b>  <b>CARRIED</b>	Alfresco Dinning application report in 1 August board agenda
Te Hiku Community Board 25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	<b>RESOLUTION 2020/45</b> Moved: Member Darren Axe Seconded: Member Sheryl Bainbridge <b>That the Te Hiku Community Board:</b> <b>a) requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown.</b> <b>b) requests that a report be provided back to the Te Hiku Community Board with information and options.</b>  <b>CARRIED</b>	<b>06 Mar 2023 11:56am Baker, Marlema</b> Note from Te Hiku Meeting 13 December 2022: That Rangitoto Reserve be included in future action sheets until completion. <b>06 Mar 2023 12:09pm Baker, Marlema</b> Baker, Ross will provide an information report on Rangitoto Reserve, Mangonui to the Te Hiku Community Board for the April 2023 agenda. <b>28 Mar 2023 10:44am Baker, Marlema</b> Advised by Robin Rawson (Parks & Reserves Planner) that a site visit with Mana Whenua and Heritage NZ to Rangitoto Reserve, Hihi has been organised for the week after the 11 April Te Hiku Community Board meeting. As a result, the Rangitoto Reserve, Mangonui Report, which was to be included in the April agenda, will be deferred to the 9 May 2023 agenda. This is so that the Information from the site visit can be included in the report. <b>26 Apr 2023 11:50am Baker, Marlema</b> Update from Robin Rawson (Parks and Reserves Planner): Site visit to Rangitoto Reserve has been postponed as the NZH:PT Archaeologist has covid. This report will be deferred to the June THCB meeting.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
			<p><b>25 May 2023 11:17am Baker, Marlema - Reallocation</b>            Action reassigned to Rawson, Robin by Baker, Marlema</p> <p><b>25 May 2023 11:20am Baker, Marlema</b>            UPDATE: Robin Rawson, ☐ Rangitoto Reserve site visit held on Tuesday 16 May with Heritage NZ:PT and a Ngāti Kahu representative and another site visit planned Waitetoki (Waiaua) marae within the next 2 weeks., ☐ Staff are working on maintenance issues on the reserve and currently doing pre-consultation for reclassifying this reserve. , ☐ Due to closure of report deadline the Rangitoto Reserve report will be included in the July agenda.</p> <p><b>18 Jul 2023 1:19pm Whiu, Rhonda-May</b>            Report provided to the Boards 4 July meeting. The report and THCB recommendation will go to 24 August Council meeting and an update on the outcome provided to the Community Board at the 26 September meeting in the Action sheet.</p>
Kaitaia Drainage Area Committee 17/04/2023	Kaitaia Drainage Area 2022/2023 Programme	<p>The amendment became the substantive motion.</p> <p><b>RESOLUTION 2023/2</b>            Moved: Chairperson Fiona King            Seconded: Member Adele Gardner  <b>That the Kaitaia Drainage Area Committee</b>  <b>a) recommend Te Hiku Community Board approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.</b>  <b>b) approve the proposed 2023/24 Spraying Programme.</b></p>	<p><b>26 Apr 2023 3:39pm Baker, Marlema</b>            26 Apr 2023 3:39pm Baker, Marlema – This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023.</p> <p><b>15 Aug 2023 2:38pm Baker, Marlema</b>            Parts a) b) c) and :d) of this resolution were tabled as part of the Te Hiku Community Board minutes which were presented to Council at the meeting held 1 June 2023.</p>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
		c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to the 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. <b>CARRIED</b>	
Kaitaia Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	<b>RESOLUTION 2023/1</b> Moved: Member Greg Yuretich Seconded: Chairperson Fiona King <b>That the Kaitaia Drainage Area Committee confirms that the minutes of the meeting of the Kaitaia Drainage Area Committee held 8 August 2022 are a true and correct record with the following amendments:</b> <b>That;</b> [x] a copy of the email sent to David Van Bysterveldt (29th of March 2022), be provided to the Kaitaia Drainage Committee. [x] no work has been completed on the Oinu Stream. [x] the Kaitaia Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022). [x] the Kaitaia Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete. [x] an action sheet update report be included in all future Drainage Committee agendas. [x] the Land Drainage Act 1908 be referenced in all Drainage Committee Compliance Schedules. <b>CARRIED</b> <b>Notes:</b> [x] attach email from Beverly Mitchell dated Monday, April 17, 2023 8:11:05 AM. [x] Joe/Fiona King to send photos to CE regarding drainage.	<b>24 Apr 2023 3:12pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema - Please provide a response to these action items where applicable and/or forward to Martin Baker (Ventia) for a response. <b>07 Jul 2023 11:45am George, Tania</b> Action awaiting approval of budgets at Annual Plan adoption Council meeting on 29 June.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
		② Staff to find out if there are specific RFS codes for Drainage ② GIS specialists are working on updating the Drainage Maps. Andy Finch will provide an update once this is done. (Refer to recording re CE's comments). ② Chair King will supply a copy of the notes from the Land Drainage Area Management and Operational Plan meeting in April 2022 to Andy Finch and the CE to follow-up.	
Waiharara and Kaikino Drainage Area Committee 21/03/2022	Waiharara and Kaikino Drainage Areas 2022/2023 Programme	<b>RESOLUTION 2022/3</b> Moved: Chairperson Fiona King Seconded: Member Joe Milich <b>That the Waiharara and Kaikino Drainage Areas Committee:</b> a) Recommends Te Hiku Community Board approve the reviewed Waiharara and Kaikino Drainage Areas 2022/2023 work programme. b) Recommend a reserve balance of \$5,000 for Waiharara Drainage and \$5,000 for Kaikino Drainage be held for unplanned works should it be required, and that this be referred to Te Hiku Community Board for approval. Note: ② The Chair requests more information in regards to mapping for rated areas a, b and c <b>.CARRIED</b>	<b>12 Apr 2023 11:49am George, Tania</b> Item a) and b) approved at Te Hiku Community Board Meeting, Held At The Conference Room, Te Ahu, , Cnr Matthews Ave And South Road, Kaitia, On Tuesday, 10 May 2022 <b>27 Apr 2023 1:48pm Baker, Marlema - Reallocation</b> Action reassigned to Boye, Philippa by Baker, Marlema - Please follow-up with Andy and update action items.
Waiharara and Kaikino Drainage Area Committee 16/08/2021	Waiharara and Kaikino Drainage Areas 2022/2023 Programme	<b>RESOLUTION 2021/4</b> Moved: Chairperson Fiona King Seconded: Member Dean Radojkovich <b>That the Waiharara and Kaikino Drainage Areas Committee</b> a) recommends the "Waiharara and Kaikino Drainage Areas 22/23 Programme" be referred to Te Hiku Community Board as an information report.	<b>12 Apr 2023 12:07pm George, Tania</b> Item a) approved at Te Hiku Community Board Meeting, Held Virtually Via Microsoft Teams, On Tuesday, 24 August 2021 <b>27 Apr 2023 1:47pm Baker, Marlema - Reallocation</b>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
		<b>b) requests details of the Northland Regional Council and Far North District Council resource consents and process to add, change or alter drains connecting to FNDC County drains.</b> <b>CARRIED</b>	Action reassigned to Boye, Philippa by Baker, Marlema - Please follow up with Andy to complete action item b).
Waiharara and Kaikino Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	<b>RESOLUTION 2023/1</b> Moved: Chairperson Fiona King Seconded: Member Darren Axe <b>That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 8 August 2022 are a true and correct record with the following amendments:</b> <b>That;</b> <b>a) the Waiharara/Kaikino Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022).</b> <b>b) the Kaitia Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete.</b> <b>c) an action sheet update report to be included in all future Drainage Committee agendas.</b> <b>CARRIED</b>	<b>24 Apr 2023 3:12pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema - I am unable to allocate these action items to Martin Baker (Ventia) are you able to follow-up on his behalf please. <b>07 Jul 2023 11:45am George, Tania</b> Action awaiting approval of budgets at Annual Plan adoption Council meeting on 29 June.
Waiharara and Kaikino Drainage Area Committee 17/04/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme	The amendment became the substantive motion <b>RESOLUTION 2023/2</b> Moved: Member Adrienne Bartlett Seconded: Member Dean Radojkovich <b>That the Waiharara and Kaikino Drainage Areas Committee recommends that the Te Hiku Community Board;</b> <b>a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and</b>	<b>26 Apr 2023 3:41pm Baker, Marlema</b> 26 Apr 2023 3:41pm Baker, Marlema – This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023. <b>15 Aug 2023 2:50pm Baker, Marlema</b>

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
		<b>b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000.</b> <b>c) approve the use of other local spray contractors in the area</b> <b>a) request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage Committees</b> <b>CARRIED</b>	Parts a) b) c) and :d) of this resolution were tabled as part of the Te Hiku Community Board minutes which were presented to Council at the meeting held 1 June 2023.
Waiharara and Kaikino Drainage Area Committee 8/08/2022	Confirmation of Previous Minutes	<b>RESOLUTION 2022/6</b> Moved: Member Dean Radojkovich Seconded: Member Fred Petricevich <b>That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 21 March 2022 are a true and correct record with the following amendment;</b> <b>a) 3.2 b) Recommend a reserve balance of \$5,000 for Waiharara Drainage and \$5,000 for Kaikino Drainage be held for unplanned works should it be required, and that this be referred to Te Hiku Community Board for approval.</b> <b>CARRIED</b> <b>Notes:</b> <ul style="list-style-type: none"> <li>That an Action Sheet Update Report be included in future agendas with updates to be populated by Glenn / James Ross.</li> <li>Richard Jenkins gave a verbal update on Honeytree Farm (item 2.1 matters arising - bullet point 1 refers).</li> <li>4.3 NRC and FNDC resource consents and processes to add, change or alter drains connecting to FNDC county drains – update requested. Action point: Glenn will send the FNDC's process to get the drains consented under our bylaw, to the drainage committee Chair. Glenn to follow up.</li> </ul>	<b>27 Apr 2023 1:50pm Baker, Marlema - Reallocation</b> Action reassigned to Boye, Philippa by Baker, Marlema - Please follow up with Andy and update action items and notes.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
		Chair Fiona King requests that Kaitaia Drainage Committee members receive a copy of the Drainage Financial Reports when they are completed.	
Motutangi Drainage Area Committee 21/03/2022	Motutangi Drainage Area 2023/2024 Programme	<b>Resolution 2022/4</b> Moved: Chairperson Jeremy White Seconded: Member Darren Axe <b>That The Motutangi Drainage Area Committee Recommend The “Motutangi Drainage Area 2023/2024 Programme” Report Be Referred To Te Hiku Community Board For Information.</b> Notes: a) That Troy has a conversation with finance regarding the adjusted reserve rates balance going forward. b) Troy to have a conversation with DoC (Abe Witana and May Hardy-Birch) regarding repairing/replacing the fences and drains damaged when they needed access to areas during the kaimaumau fires. c) Member Bede tabled his resignation from the Motutangi Drainage committee as he had been receiving abuse from the community due to lack of action from the Council. <b>CARRIED</b>	<b>22 Nov 2022 12:35pm George, Tania</b> Richard Jenkins (Ventia) is in contact with DOC and fires are still not out. Work on hold. <b>27 Apr 2023 1:23pm Baker, Marlema - Reallocation</b> Action reassigned to Boye, Philippa by Baker, Marlema
Motutangi Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	<b>RESOLUTION 2023/1</b> Moved: Chairperson Jeremy White Seconded: Member Paul Harvey <b>That the Motutangi Drainage Area Committee confirm that the minutes of the meeting of the Motutangi Drainage Area Committee held 8 August 2022 are a true and correct record with the following amendments;</b> <b>That:</b> a) that Item 5.2 bullet point 1 was not completed therefore 2 x 12 foot gates and 4 x 3 metre strainers plus a 400ml culvert	<b>24 Apr 2023 3:12pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema - I am unable to allocate these action items to Martin Baker (Ventia) are you able to follow-up on his behalf please. <b>07 Jul 2023 11:45am George, Tania</b> Action awaiting approval of budgets at Annual Plan adoption Council meeting on 29 June.



OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
		pipe (5 metres long) are to be installed by the Fenwick Contractors and that District Engineer Andy Finch oversee the process as directed by the CE. b) the Motutangi Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022). c) the Motutangi Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete. d) an action sheet update report be included in future Drainage Committee agendas. e) ex-committee member Bede Shereen's reason for resignation be recorded in the minutes which is that he was receiving abuse from the community due to lack of action from the Council. <b>CARRIED</b>	
Motutangi Drainage Area Committee 17/04/2023	Motutangi Drainage Area 2022/2023 Programme	The amendment became the substantive motion. <b>RESOLUTION 2023/2</b> Moved: Chairperson Jeremy White Seconded: Member Darren Axe <b>That the Motutangi Drainage Area Committee recommend that the Te Hiku Community Board;</b> a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme. b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund. c) request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees. <b>CARRIED</b>	<b>26 Apr 2023 3:30pm Baker, Marlema</b> This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023  <b>15 Aug 2023 2:55pm Baker, Marlema</b> Parts a) b) and c) of this resolution were tabled as part of the Te Hiku Community Board minutes which were presented to Council at the meeting held 1 June 2023.

OUTSTANDING ACTIONS REPORT			
<b>Division:</b> <b>Committee:</b> Te Hiku Community Board, Kaitaia Drainage Area Committee, Motutangi Drainage Area Committee and Waiharara and Kaikino Drainage Area Committee <b>Officer:</b>		<b>Printed:</b> Tuesday, 15 August 2023 1:38:50 pm <b>Date From:</b> 1/01/2020 <b>Date To:</b> 15/08/2023	
Meeting	Title	Resolution	Notes
Motutangi Drainage Area Committee 16/08/2021	Motutangi Drainage Area 2021/2022 Programme	<b>RESOLUTION 2021/4</b> Moved: Chairperson Jeremy White Seconded: Member Darren Axe <b>That the Motutangi Drainage Area Committee recommends Te Hiku Community Board</b> a) approve the Motutangi Drainage Area 2021/22 work programme. b) request a workshop with the Motutangi Drainage Area Committee in October/November to work on the draft management plan. c) request that contractors spray takes place twice a year in late spring (September/October) and late autumn (April/ very early May at the latest). <b>CARRIED</b>	<b>12 Apr 2023 11:54am George, Tania</b> Item a) approved at Te Hiku Community Board Meeting, Held Virtually Via Microsoft Teams, On Tuesday, 24 August 2021 <b>26 Apr 2023 11:54am Baker, Marlema</b> Item b) a workshop was held in April 2022 and a DRAFT Land Drainage Area Management and Operational Plan was drafted but has not been adopted. <b>27 Apr 2023 1:50pm Baker, Marlema - Reallocation</b> Action reassigned to Boye, Philippa by Baker, Marlema - Please follow up with Andy and update action item.

## 8.2 CHAIRPERSON AND MEMBER REPORTS

**File Number:** A4334714

**Author:** Marlema Baker, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services (Acting)

### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

### NGĀ TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board note the 29 August 2023 reports from Chairperson Adele Gardner, Members Darren Axe, Sheryl Bainbridge, Rachel Baucke and Bill Subritzky.**

### 1) 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.

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

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The 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 reports from the Chairperson and Members are attached.

### Te Take Tūtohunga / Reason for the recommendation

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

### 3) 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 ĀPITI HANGA / ATTACHMENTS

1. Chairperson - Adele Gardner - August 2023 - A4336335  
2. Member Report - Darren Axe - August 2023 - A4336224  
3. Member Report - Sheryl Bainbridge - August 2023 - A4339508  
4. Member Report - Rachel Baucke - August 2023 - A4336225  
5. Member Report - Bill Subritzky - August 2023 - A4336223  

**Te Hōtaka Take Ōkawa / Compliance schedule:**

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

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

<b>He Take Ōkawa / Compliance requirement</b>	<b>Te Aromatawai Kaimahi / Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
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 is a Community Board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable.
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).	Yes.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



## Te Hiku Community Board Chairperson's Report

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 17 July 2023 – 9 August 2023

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### **Meetings Attended**

Date	Meeting
17/07/23	Mayor and Community Board Chairs catch up
18/07/23	LGNZ Zone One - online
18/07/23	Northland Forward Together - online
19/07/23	Solid Waste Procurement of Management & Minimisation workshop
20/07/23	Te Ao Maori – mechanisms for engagement workshop online
25/07/23	Kaitaia Business Association
27/07/23	Water Reform in Far North – online
01/08/23	Te Hiku Community Board – Te Ahu
03/08/23	Council
09/08/23	Long Term Plan workshop - online

### **Te Hiku Sports Hub**

The tiling is now underway in the new swimming complex.

Planning for the opening will commence over the next couple of months.

**Requests for Service (RFS)**

RFS number	Date	Comment
4166977	18/07/2023	Member of the public asked why the toilets at Allen Bell Park were closed. This issue is ongoing. Since being relocated they have not worked properly. The water running to them is insufficient to have the system function. They need a larger volume of water, which is being arranged. There is one quote and a second quote is being sought.
4166978	18/07/2023	I have asked for a timeline for the new toilets to be located on the northern side of the Gull Service station at North Park Kaitiaia. <b><i>Sublease agreement has been reviewed – these type of queries will be answered in the Business report being promulgated by the Delivery and Operations team in the near future.</i></b>
4166981	18/07/2023	Asked for the wire fence to be re-erected at the half round basketball court in Centennial Park. <b><i>Allocated to officer to inspect</i></b>



## Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 7 August 2023

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### **Meetings Attended**

Date	Meeting
28/07/23	Pukenui with Hoskins Civil to look at walkways and proposed car parks
01/08/23	Community Board Meeting – Te Ahu
04/08/23	Ngataki School – signs to educate the public on the importance of Pingao at the beach



## Te Hiku Community Board Member Report

Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: 13 August 2023

### Community Issues

Issue name	Comment
Hihi Seawall	Update required please. Requested last month.
Combined Community Board Meeting – water tanks	Water tanks were mentioned at this meeting. The subject has been kicked around for years but apparently no policy has been developed. Why not? It's only a matter of time before we have a severe drought and while it's too late for existing buildings, surely new builds should have an additional water tank for gardens and car washing as a consent condition. If global warming is becoming an issue, then this is a practical, sensible way to address one of the impacts. Still waiting.
Infrastructure Acceleration fund and externally funded capital projects	Cr Foy agreed to update the Board – can we have a verbal report please.
Taipa includes RFS:4122784	<p>We've held meetings about drainage, roading etc. etc. and no action other than a smart bin. Are we raising the community's expectations for nothing or is something actually going to happen? If so, when? The road outside the Taipa Resort is still a mess of potholes that fill with water during our frequent rain events. Still waiting. They say there's no money. Before that there were no contractors, before that it was Covid. Very disheartening.</p> <p><b>Checking status with NTA</b></p>
Northland Age article 10 August	<p>See Taxpayers' Union website for LGOIMA response. <a href="#">New Zealand Taxpayers' Union</a></p> <p>Ratepayers have aired their concerns regarding rates and want to see resilience and repairs to existing council assets done now so that they can see what their rates are paying for. Perhaps the 'lite LTP' will take this into consideration.</p>



**Requests for Service (RFS)**

RFS number	Date	Comment
4160114 4157755	Countless times	Pothole Coopers Beach carpark has been the subject of at least 20 emails and has been 'fixed' at least 3-4 times. The 'fix' lasts a few weeks and then the pothole develops again. Apparently, it will be properly fixed this financial year. Not quite good enough when cars continue to bottom out. Why wasn't it done properly in the first place? <b><i>A meeting is to be arranged after 24 August - contractors are arguing about boundaries re: private property.</i></b>
4161561	07/06/23	Rates increases – RFS closed. <a href="https://www.fndc.govt.nz/Our-services/Property/Property-valuations#section-2">https://www.fndc.govt.nz/Our-services/Property/Property-valuations#section-2</a>
4168426	27/07/23	And queries from other residents – potholes and footpath Torsby/Mitgard Road, Coopers Beach  <b><i>28/07/23 Fulton Hogan advise works is programmed for routine maintenance when crew is next in the area and customer has been contacted.</i></b>
4159348	22/05/23	Overhanging vegetation Mangonui  <b><i>01/08/23 Vegetation has been cut back and is within envelope</i></b>



## Te Hiku Community Board Member Report

Name: Rachel Baucke

Subdivision: Kaitaia

Date: 09 August 2023

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### **Meetings Attended**

Date	Meeting	Comment
01/08/2023	Te Hiku CB Board Meeting - Te Ahu	Monthly Board Meeting
10/08/2023	Combined CB Workshop	Workshop

### **Community Issues**

Issue name	Comment
Mosaics in Commerce Street	Ongoing issue/actions for the CB.



**Te Hiku  
Community Board**

## Member Report

Name: Bill Subritzky

Subdivision: Whatuwhiwhi, Awanui

Date: 09 August 2023

### Meetings Attended

Date	Meeting
17/07/2023	Andrea panthers farewell lunch
18/07/2023	Whatuwhiwhi Ratepayers meeting
18/07/2023	Meeting Lake Ohia Hall Chairperson John Templeton
26/07/2023	Awanui Community Centre meeting
01/08/2023	Te Hiku Community Board – Te Ahu
02/08/2023	Awanui Progressive and Ratepayers
02/08/2023	Public meeting regarding rates - Whatuwhiwhi
09/08/2023	Meeting William Dervan (refer below)

### Community Issues

Issue name	Comment
Drainage Whatuwhiwhi	<p>William Dervan and I are co ordinating a meeting between residents between Inland Road and Tokerau Beach Road whose properties are affected by blocked storm water drains. Council have previously confirmed that these drains are the responsibility of the residents. Any meeting will include NTA representation as they manage the drain outlet to Tokerau Beach via culvert under Tokerau Beach Road.</p> <p>William Dervan has also raised storm water management issues regarding subdivision 1384 with Mayor Moko and staff. This subdivision is also affecting flooding in the areas mentioned above. This issue will be left with staff.</p>

Issue name	Comment
	<p>The issue of the rates was addressed at the APR inc meeting and more comprehensively later that night, at the public meeting held at the Whatuwhiwhi Community Hall. No doubt the issues raised at these meetings are generic to all rates enquires throughout the far north. Thank you to Karen Ulrich who organised this and special thanks to Councillor Steve McNally who bore the brunt of ratepayer questions and has followed up on these post meeting.</p>

**9        KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10      TE KAPINGA HUI / MEETING CLOSE**