

AGENDA



Friday, 19 December 2025

Time: 10:00 AM
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Chairperson Jessie McVeagh - Chairperson
Member Eddie Court
Member Doug Te Wake
Deputy Chairperson Scarlet Mocaraka
Member Denis Orme
Member Kelly Van Gaalen
Member John Vujcich
Member Arohanui Allen

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

Protocols

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

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards 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.

Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Friday 19 December 2025 at 10:00 AM

Te Paeroa Mahi / Order of Business

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

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

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

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

[Elected Member - Register of Interests](#)

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

School Start First Impressions	Jessica Timmins (online)
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6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5504523

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirm the minutes of the inaugural meeting held 28 November 2025 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 Kaikohe-Hokianga 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. KHCB Minutes 28 November 2025 - A5475204** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

Unconfirmed

Kaikohe-Hokianga Community Board Meeting Minutes

28 November 2025

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON FRIDAY, 28 NOVEMBER 2025 AT 10:03 AM**

PRESENT: Chairperson Jessie McVeagh, Member Arohanui Allen, Member Eddie Court, Member Denis Orme, Member Doug Te Wake, Member Kelly Van Gaalen, Member John Vujcich,

STAFF ONLINE: Beverly Mitchell (Community Board Coordinator), Adrian Davita (Communications & Engagement Advisor)

STAFF PRESENT: Trinity Lane (Finance and Customer Services Administrator Infrastructure Support), Kathry Trewin (Funding Advisor), Stephen Fitzherbert (Community Board Coordinator), Marlema Baker (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Jessie McVeagh commenced the meeting and Member Doug Te Wake opened with a karakia.

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

APOLOGY

RESOLUTION 2025/111

Moved: Member John Vujcich

Seconded: Member Denis Orme

That the apology received from Member Scarlet Mocaraka be accepted and leave of absence granted.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

There were no public forum speakers for this meeting.

4 NGĀ TONO KŌRERO / DEPUTATIONS

- **Lindy Atkinson & Karen Campbell representing Okaihau Community Association**
 - seeks funding support from the Board and Council permission for land use;
 - asks the Board to consider contribution to their \$10,000 their fund and a letter of support to other funders.
- **Willie Maihi – Submission: Te Pa o Hongi Hika me Hone Heke Multicultural Maori Village**
 - Requests a 20-year lease for Māori Village project
 - Requests a temporary lease for Mahi Memorial Park until landfill testing is complete.
 - Wants clarity on testing timeline.

Next Steps:

- Mr Maihi will await the Board's recommendation to Council
- If no clear pathway, he will proceed with own plan

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Unconfirmed

Kaikohe-Hokianga Community Board Meeting Minutes

28 November 2025

- **Hayley Paul, Leigh Ingle & Mihi Puriri representing Kaikohe & Districts Sportsville**
 - Seeks funding support for indoor seating, stadium-grade carpet tiles, and amenities upgrades at Papa Hawaiki.
- **Hayley Paul.**
 - Maara Hūpara Walking Track Proposal.

5 NGĀ KAIKŌRERO / SPEAKERS**Funding Applicants:**

- Pip Jobe & Kayla Murray – representing Kaikohe Polo-Cross Club seeking \$3,650
- Rebecca Tuhura and Maraea Herbert-Pickering – representing Pawarenga United Marae Sports Day Committee seeking \$10,000 (*representing Morehu, Ōhaki and Taiao marae*)
- Therese Wickborne & Callie Peckham – representing Bald Angels seeking \$5,000

*Meeting adjourned 10:55 am, resumed 11:00 am***CHAIR ANNOUNCEMENTS**

Note the passing of Papa Joe Everitt and Mr Monty Knight, and their significant contributions to the community.

Updates on recent activities:

- Mentioned the recent Hokianga-Kaikohe Ward Tour, which allowed councillors and staff to visit key sites in the ward.
- Reported on the two-day strategic off-site workshop, focused on vision-setting and collaboration between the Community Board and Council.

Upcoming events:

- Announced Christmas in the Park at Ōkaihau School (next day).
- Highlighted the Kaikohe Christmas Parade scheduled for the following Saturday.
- Encouraged checking the FNDC website for other Christmas events across the Far North.

Procedural reminders:

- Confirmed the process for road naming consultation and engagement with hapū.
- Noted that the Strategic Plan 2023-2025 was being received and updates would follow.
- Explained the purpose of the Open Resolutions Report, ensuring ongoing tracking of escalated items.

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES**6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A5463606, pages 8 - 13 refers

RESOLUTION 2025/112

Moved: Member Kelly Van Gaalen

Seconded: Member Doug Te Wake

That the Kaikohe-Hokianga Community Board confirm the minutes of the inaugural meeting held 31 October 2025 to be a true and correct record.

CARRIED

Unconfirmed

Kaikohe-Hokianga Community Board Meeting Minutes

28 November 2025

7 NGĀ PŪRONGO / REPORTS

7.1 NEW ROAD NAME: 15 GUY ROAD, KAIKOHE

Agenda item 7.1 document number A5391632, pages 14 - 18 refers

RESOLUTION 2025/113

Moved: Member Doug Te Wake

Seconded: Member Eddie Court

That Kaikohe-Hokianga Community Board name a private road "Puanga Lane" that is located at 15 Guy Road, Kaikohe.

CARRIEDNOTE: the Board would like to see engagement with Hapū **and** Marae on future Road-Naming.

Member Orme left the meeting at 11:03 am – returned 11:07 am

7.2 KAIKOHE-HOKIANGA COMMUNITY BOARD STRATEGIC PLAN 2023-2025

Agenda item 7.2 document number A5450359, pages 19 - 45 refers

RESOLUTION 2025/114

Moved: Member Kelly Van Gaalen

Seconded: Member Doug Te Wake

That the Kaikohe-Hokianga Community Board notes the Kaikohe-Hokianga Community Board Strategic Plan 2023-2025.

CARRIED

7.3 FUNDING APPLICATIONS

Agenda item 7.3 document number A5462259, pages 46 - 100 refers

RESOLUTION 2025/115

Moved: Member Doug Te Wake

Seconded: Member Eddie Court

- a) **That the Kaikohe-Hokianga Community Board approve the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to Bald Angels Charitable Trust for costs towards Christmas Kai boxes for 2025.**

CARRIED**RESOLUTION 2025/116**

Moved: Member Doug Te Wake

Seconded: Member Kelly Van Gaalen

- b) **That the Kaikohe-Hokianga Community Board leave this application from School Start First Impressions for costs towards school starter packs for tamariki, **lie on the table.****

LEFT TO LIE**RESOLUTION 2025/117**

Moved: Chairperson Jessie McVeagh

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Unconfirmed

Kaikohe-Hokianga Community Board Meeting Minutes

28 November 2025

Seconded: Member John Vujcich

- c) That the Kaikohe-Hokianga Community Board approve the sum of **\$3,500** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to the Northland Polo-Cross Club for hosting the 2026 National Polocross Championship.

CARRIED

RESOLUTION 2025/118

Moved: Chairperson Jessie McVeagh

Seconded: Member Arohanui Allen

- d) That the Kaikohe-Hokianga Community Board approve a one-off sum of **\$1,500** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Claire Gordon toward the costs of the Māngungu day photographic exhibition.

CARRIED

RESOLUTION 2025/119

Moved: Chairperson Jessie McVeagh

Seconded: Member John Vujcich

- e) That the Kaikohe-Hokianga Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Pawarenga United Marae Sports Tournament toward the costs of equipment hire.

CARRIED

Member Orme left the meeting 11:36 am and returned 11:38 am

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**8.1 OPEN RESOLUTIONS AND ACTIONS UPDATE - NOVEMBER 2025**

Agenda item 8.1 document number A5471070, pages 101 - 101 refers

RESOLUTION 2025/120

Moved: Member John Vujcich

Seconded: Member Eddie Court

That the Kaikohe-Hokianga Community Board receive the Open Resolution Report for November 2025.

CARRIED

8 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 11:54 am with a karakia from Member Te Wake

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 19 December 2025.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 SETTING OF KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING SCHEDULE FOR 2026

File Number: A5492943

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To allow the Community Board to set their meeting dates for the 2023 calendar year.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Each Community Board is responsible for setting their own meeting dates.
- This report recommends that the Kaikohe-Hokianga Community Board meet 4-weekly.
- Previously the Kaikohe-Hokianga Community Board held meetings on Fridays or Wednesdays.
- On 11 December 2025 Council adopted its formal meeting calendar with the following meeting dates for the Board

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board::

a) adopt the following meeting dates for the 2026 calendar year

- 11 February
- 11 March
- 8 April
- 6 May
- 3 June
- 1 July
- 5 August
- 2 September
- 30 October
- 25 November

b) delegate the authority to amend the schedule of Community Board meetings, to the Community Board Coordinator in agreement with the Chairperson.

1) TĀHUHU KŌRERO / BACKGROUND

The Local Government Act (LGA) requires a local authority (Board) to hold meetings that are necessary for the good government of its region or district. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings. Neither the LGOIMA or the LGA requires a Board to schedule meetings a year in advance it is considered good practice throughout New Zealand.

Council reserve 28 October of each year, as a non-Council meeting day, in recognition of the signing of He Whakaputanga o te Rangatiratanga o Nu Tirenī – Declaration of Independence of the United Tribes of New Zealand, as the National day set aside to observe New Zealand Wars.

At the end of every year, Council sets the formal meeting calendar for the coming year. The draft Formal Meeting Calendar 2026 (attached) is tabled for adoption by Council on 11 December¹. Community Boards remain responsible for establishing their own meeting schedules.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

In the previous triennium, the Kaikohe-Hokianga Community Board met on a four-weekly cycle. It is recommended this cycle continue, aligning with Council and Committee schedules to avoid conflicts and support effective governance.

Meetings require administrative support, and the proposed cycle will ensure timely reporting and decision-making. Consideration should also be given to fostering community engagement, with members encouraging constituents to attend and participate.

It is recommended that the Kaikohe-Hokianga Community Board adopt the proposed meeting dates outlined in the draft Formal Meeting Calendar 2026 OR suggest an alternative weekday and dates.

Reason for the recommendation

To schedule the formal meetings of the Kaikohe-Hokianga Community Board, for 2026 to ensure all Board Members are available for relevant meetings, and to ensure timely reporting to Committees and Council for those items referred to them by the Board.

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

To adopt a schedule of Kaikohe-Hokianga Community Board meetings for the 2026 calendar year.

ĀPITIHINGA / ATTACHMENTS

- 1. Draft Council Formal Meeting Schedule - A5491246** [↓](#) 

¹ [Agenda of Ordinary Council Meeting - Thursday, December 11, 2025](#)

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is 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.	The Local Government Act and Local Government Official Information and Meetings Act are the legislative tools that govern meetings.
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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	N/A
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 is a Community Board report.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial costs of holding Community Board meetings is budgeted for, based on the proposed dates, with additional provision for extraordinary meetings or workshops.
Chief Financial Officer review.	The CFO has not reviewed this report.

Week Day	January	February	March	April	May	June	July	August	September	October	November	December
Saturday												
Sunday		1	1					1				
Monday		2	Waitangi Week	2		1	KINGS BIRTHDAY	3	THCB			
Tuesday		3		3	CDEM	2	THCB	4	Regional Transport Committee	1	CDEM	1
Wednesday		4		4		3	KHCB	CDEM	1	KHCB	2	Te Huia
Thursday	1	5		5	CNCL	2	Te Maruata RW - online	4	BOIWCB	2	BOIWCB	3
Friday	2	NEW YEAR	6	Waitangi Day	6	JREDC	Te Maruata RW - In Person	3	GOOD FRIDAY	1	Te Maruata RW - In Person	4
Saturday	3		7	7	4		2	6		4	8	5
Sunday	4				5		3	7		5	6	6
Monday	5		9	9	6	EASTER MONDAY	4	THCB	8		6	7
Tuesday	6		10	THCB	Regional Transport Committee	10	THCB	7	THCB	5	reserve	9
Wednesday	7		11	KHCB	11	KHCB	8	KHCB	6	KHCB	10	Te Miromiro
Thursday	8		12	BOIWCB	LGNZ National Council	12	BOIWCB	9	BOIWCB	YEM (online)	7	BOIWCB
Friday	9		13	LGNZ National Council	13	MTFJ	10	LGNZ National Council	8	LGNZ National Council	12	YEM (online)
Saturday	10		14		14		11		13		10	
Sunday	11		15		15		12		14		11	
Monday	12		16		16		13		15		12	
Tuesday	13		17	Te Miromiro	17	Te Huia	14	reserve	12	Te Miromiro	16	Te Koekoeā
Wednesday	14		18	Te Kūkupa	18	Te Kūkupa	15	Te Kūkupa	13	Te Kūkupa	Regional Transport Committee	17
Thursday	15		19	reserve	19		16	LGNZ Sector Meeting	18	reserve	16	reserve
Friday	16		20	Te Oneroa	20	LGNZ National Council	17	Te Oneroa	15	LGNZ Sector Meeting	19	Te Oneroa
Saturday	17		21		21		18		20		17	
Sunday	18		22		22		19		21		18	
Monday	19		23		23		20		22		19	
Tuesday	20		24	Te Koekoeā	24	Zone 1 Meeting	NFT & Strat Plan WKSP	21	Te Koekoeā	19	Te Kuaka	23
Wednesday	21		25	Te Koukou	YEM (in-person)	25	Te Kuaka	22	Te Koukou	20	Te Koukou	24
Thursday	22		26	Local Government Meeting	26	Te Koukou	JCCAC	23	reserve	21		25
Friday	23		27	LGNZ Sector Meeting	27			24	JREDC	22	MTFJ	26
Saturday	24		28		28			25	ANZAC DAY	23		27
Sunday	25		29		29			26		24		28
Monday	26	Nthld / Akid Anniversary		30		27	ANZAC DAY (observed)	25		29	THCB	27
Tuesday	27			31		28		26	reserve	30		28
Wednesday	28	reserve				29	CNCL	27				29
Thursday	29	reserve				30	Te Maruata RW - In Person	28	CNCL			30
Friday	30					29		31	JREDC			31
Saturday	31					30						
Sunday						31						

7.2 KAIKOHE-HOKIANGA COMMUNITY BOARD CAPITAL PROJECT PRIORITIES FOR LONG TERM PLAN (2027/37) ALIGNMENT.

File Number: A5499031

Author: Melissa Wood, Community Board Coordinator

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To present to the Kaikohe-Hokianga Community Board their current key strategic priorities for inclusion in the planning process for Council's 2027-37 Long Term Plan (LTP).

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The previous KHCB successfully developed the 2023–2025 Strategic Plan.
- The incoming Board formally acknowledged this plan at its meeting on 28 November 2025.
- Work on reviewing and developing the 2025–2028 Strategic Plan is currently underway.
- The Board has expedited the identification of key capital expenditure priorities to align with the LTP 2027–2037 planning process.
- Further development and refinement of the Strategic Plan will continue in early 2026

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board endorse and confirm the following capital project priorities for inclusion in their 2025–2028 Strategic Plan and for progression through Council's 2027/37 Long Term Plan process:

Upgrade of Mangamuka public toilet facility

Provision of a public toilet facility in Waimamaku (or suitable alternative option)

Pump Track in Kaikohe incorporating walking, cycling network and passive recreation

Pump track in Rawene including walking and cycling networks, traditional fishponds, and Maara Hupara

Playground development in Okaihau

Horeke sports activities facility and playground

Reed Park (Kaikohe), nature play and Maara Hupara

Kaikohe Library Lane art and creative hub

Outdoor stage in Memorial Park, Kaikohe

Lindvart Park (Kaikohe) walking and cycling tracks, dog park, motorhome amenities and parking

1) TĀHUHU KŌRERO / BACKGROUND

Community Board Strategic Planning and Alignment with Council Processes

Community Board Strategic Plans are dynamic, living documents that capture local community needs and aspirations. They serve as a key instrument for identifying priorities for community services and assets, feeding directly into Council's Long-Term Planning processes and work programmes.

The Kaikohe-Hokianga Community Board Strategic Plan 2023–2025 was developed by the previous Board with support from FNDC staff. The current Board has acknowledged this plan and is actively reviewing it while developing the 2025–2028 Strategic Plan.

Priorities outlined in the Strategic Plan reflect Board members' engagement with their communities and draw on local community development plans. These priorities guide the identification of top capital projects for consideration in Council's Long-Term Plan (LTP) budgets.

Council has recently introduced a new approach to planning and prioritising projects for the upcoming 2027–2037 Long-Term Plan (LTP). This approach leverages the established Project Portfolio Management (PPM) system to shape and prioritise every project in the LTP. The goal is to build strong foundations for smarter, proactive, and informed long-term planning - enabling early identification of the best project ideas and supporting sound decision-making well ahead of time.

Every proposed project will be supported by clear justification and assessed against criteria that align with our priorities:

- Delivering projects that matter most to our communities
- Evaluating organisational readiness to deliver
- Analysing financial and rating impacts, including timing of expenditure, to help optimise cash flow and debt management throughout the project lifecycle

Proposed project lists will be shared with Council from March.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

To ensure the Community Board's highest capital priorities are considered for inclusion in the proposed projects list, the Board has prioritised identifying these ahead of finalising the Strategic Plan in its entirety.

Development of the full Strategic Plan is underway, and a draft list of priorities has been prepared. The top ten identified priorities are:

- Upgrade of Mangamuka public toilet facility
- Provision of a public toilet facility in Waimamaku (or suitable alternative option)
- Pump Track in Kaikohe incorporating walking, cycling network & passive recreation
- Pump track in Rawene including walking and cycling networks, traditional fishponds, and Maara Hupara
- Playground development in Okaihau
- Horeke sports activities facility and playground
- Reed Park (Kaikohe) nature play and Maara Hupara
- Kaikohe Library Lane art and creative hub
- Outdoor stage in Memorial Park, Kaikohe
- Lindvart Park (Kaikohe) walking and cycling tracks, dog park, motorhome amenities and parking

Note: This is not an exhaustive list of all draft priorities.

Formal ratification of these priorities will strengthen the justification for associated business cases. However, this does not preclude future review or amendment of priorities if required. Staff will seek additional information from Board members to support the development of detailed business cases.

Option 1: Confirm these as the top priorities for inclusion in the proposed projects list

Option 2: Do not confirm these as the top priorities for inclusion in the proposed project list

Option 3: Review and confirm the top priorities with any minor amendments to the list noted

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To confirm the Kaikohe-Hokianga Community Board's priority projects for consideration through Council's Long Term Plan prioritisation process.

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

There are no immediate financial implications. Projects in the plan will be costed as part of the business cases and will be seeking funding via Council's Long-Term Planning processes, Community Board grant funding or other mechanisms.

ĀPITIHINGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance. The proposal relates to confirming Community Board priorities for inclusion in the Long Term Plan (LTP) process. It does not involve changes to Council services at this stage or any immediate financial commitment.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Long Term Plan (LTP) 2027–2037 framework Community Outcomes: Vibrant, healthy, and resilient communities; Improved infrastructure and services; Strong partnerships with iwi and hapū.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This proposal is not District-wide; it is specific to the Kaikohe-Hokianga ward. The priorities have been identified through engagement by Community Board members with their local communities and through review of existing community development plans.
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.	Several proposed projects incorporate kaupapa Māori elements (e.g., Maara Hupara, traditional fishponds) and support cultural expression. The Board's approach aligns with Te Tiriti principles by fostering partnership and participation. Individual Board Member contributions reflect their engagement with local hapu. Further engagement with iwi and hapu would take place during any project planning stages.
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).	Priorities reflect feedback gathered through community engagement and Board member consultation. Projects such as playgrounds, pump tracks, and public amenities consider accessibility and inclusivity.
State the financial implications and where budgetary provisions have been made to support this decision.	Costing will occur during business case development, with funding sought through Council's LTP process, Community Board grants, or other mechanisms.
Chief Financial Officer review.	Not applicable at this stage; CFO review will occur during LTP prioritisation and budgeting.

7.3 KAIKOHE-HOKIANGA COMMUNITY BOARD APPOINTMENTS TO MANAGEMENT COMMITTEES

File Number: A5504510

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to facilitate the appointment of Board representatives to management committees in the Kaikohe-Hokianga Ward.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board make the following appointments to Management Committees as detailed below:

- a) appoints Member **xxx** to Rāwene Community Hall.
- b) appoints Member **xxx** to Ōkaihau Community Hall.
- c) appoints Member **xxx** to South Hokianga War Memorial Hall (Opononi).
- d) appoints Member **xxx** to Taheke Community Centre.
- e) appoints Member **xxx** to Kohukohu Community Hall.
- f) appoints Member **xxx** to Horeke Community Hall.
- g) appoints Member **xxx** to Kaikohe Senior Citizens Hall.
- h) appoints Member **xxx** to Lindvart Park and Pavilion.
- i) appoints Member **xxx** to Broadwood Cemetery.
- j) appoints Member **xxx** to Mangunu Cemetery.
- k) appoints Member **xxx** to Ōrira (Umawera) Cemetery.
- l) appoints Member **xxx** to Waiotemārama Cemetery.
- m) appoints Member **xxx** and **xxx** to Hokianga Harbour Ferry Liaison Group.
- n) appoints Member **xxx** to Kaikohe Historical & Mechanical Trust (Pioneer Village).

1) TĀHUHU KŌRERO / BACKGROUND

The Kaikohe-Hokianga Community Board is entitled to appoint a representative to the management committees of each of the following community assets / organisations

Halls

- Rawene Community Hall
- Okaihau Community Hall
- South Hokianga War Memorial Hall (Opononi)
- Taheke Community Centre
- Kohukohu Community Hall
- Horeke Community Hall

- Kaikohe Senior Citizens Hall
- Lindvart Park and Pavilion

Cemeteries

- Broadwood Cemetery
- Mangunu Cemetery
- Orira (Umawera) Cemetery
- Waiotemarama Cemetery

Other

- Hokianga Harbour Ferry Liaison Group – 2 appointees required
- Kaikohe Historical and Mechanical Trust (Pioneer Village)

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Board appointees would be expected to keep the Board updated of issues of relevance and to communicate the Board's and Council's views to the management committee when necessary.

Halls

The Community Halls Policy states that each Community Board has responsibility for community buildings that provide a space for social interaction, (i.e. Council owned halls), and delegated authority to oversee the halls' operation. The hall committees are required to have a minimum of 5 members. In addition, a Community Board Member will be appointed to the committee to provide a liaison and advisory role but shall not hold an office on the Committee.

Cemeteries

There are 15 committee-managed local cemeteries across the District. These committees are responsible for all aspects of operation and maintenance. The Community Board's role is to oversee the operation of cemeteries within the Policy guidelines by:

- monitoring the need for future facilities and their likely location
- liaising with representatives of local cemetery committees to ensure compliance with Council policy
- monitoring the effectiveness of maintenance, in conjunction with staff
- recommending to Council on decisions related to capital expenditure

Other

Hokianga Harbour Ferry Liaison Group (HFLG)

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

Kaikohe Historical and Mechanical Trust (Pioneer Village)

- Council has a vested interest in the Kaikohe Historical and Mechanical Trust as it is Council-owned land and provides an annual operating grant.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To provide a list of management committees to which Board representatives can be appointed.

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

There are no financial implications or budgetary provision requirements as a result of this report.

ĀPITIHANGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Long Term Plan (LTP) 2027–2037 framework Community Outcomes: Vibrant, healthy, and resilient communities; Improved infrastructure and services; Strong partnerships with iwi and hapū.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This proposal is not District-wide; it is specific to the Kaikohe-Hokianga ward. The priorities have been identified through engagement by Community Board members with their local communities and through review of existing community development plans.
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.	The Board's approach aligns with Te Tiriti principles by fostering partnership and participation.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The people of the of North and South Hokianga and all visitors who use the Ferry.
State the financial implications and where budgetary provisions have been made to support this decision.	The are not financial implications in the receiving of this report
Chief Financial Officer review.	The CFO has not reviewed this report

7.4 FUNDING APPLICATIONS

File Number: A5452023

Author: Kathryn Trewin, Funding Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One application that was left to lie at the November meeting has been received, requesting a total of **\$2,520**.
- The Board has **\$19,029** to allocate for the Community Board Fund in the **2025/2026** financial year.
- The Board has **\$95,273** to allocate for the Pride of Place Fund in the **2025/2026** financial year.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **School Start First Impressions** towards the costs for **school starter packs for tamariki**.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments
School Start First Impressions – school starter packs	\$2,520	\$1,000	The applicant is a charity based in Auckland that is expanding its services into the Far North District. They have also applied to the other community boards in the district. The funds are to supply vulnerable Tamariki with supplies to start the new year. The Bay of Islands-Whangaroa Community Board declined their application. This meets community outcomes 3, 5, 6

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

For each application the Board has three options.

Option 1 Authorise funding for the full amount requested.

Option 2 Authorise partial funding.

Option 3 Decline funding.

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

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

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

ĀPITI HANGA / ATTACHMENTS

- School Start First Impressions - A5462418** [↓](#) 

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy and Te Pae o Uta.
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. Community Boards hold the delegation to approve Community Grant Funds.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications for Māori in relation to land and/or water.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in each of the individual applications.
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.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB41 From School Start First Impressions

Form Submitted 6 Nov 2025, 11:07AM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

School Start First Impressions

NZ Charity Registration Number (CRN)

CC51707

New Zealand Charities Register Information

Reg Number	CC51707
Legal Name	School Start First Impressions

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
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Application No. KHCB41 From School Start First Impressions**

Form Submitted 6 Nov 2025, 11:07AM NZDT

Other Names	School Start First Impressions
Reg Status	Registered
Charity's Street Address	35 Wootten Road Bombay 2675
Charity's Postal Address	35 Wootten Road Bombay 2675
Telephone	027 448 6634
Fax	
Email	jane@ssfi.co.nz
Website	https://www.ssfi.org.nz
Reg Date	12:00am on 30 Apr 2015

Information retrieved at 4:37pm today

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

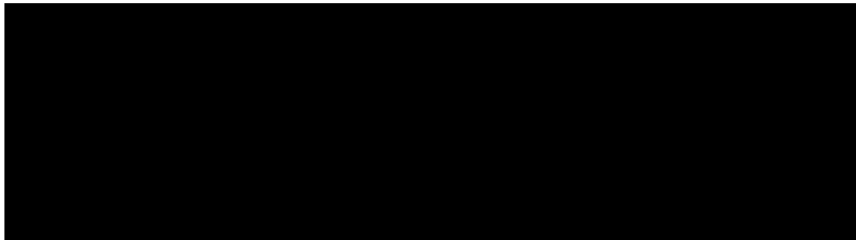
Community/Social Services

Facebook page<https://www.facebook.com/schoolstartfirstimpressions>**Contact details**

Contact Person One:

Contact Person Two:

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
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Purpose of organisation

Please briefly describe the purpose of the organisation *

Our organisation removes all the cost barriers involved in getting a child enrolled in school. We specifically work with the most vulnerable Tamariki in our communities in order to encourage them to enrol their child into school for the first time, thereby improving school attendance rates in hard-to-reach areas.

Must be no more than 50 words.

Number of Members *

15

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

- ☐ Te Hiku (Northern) Community Board ☐ Bay of Islands-Whangaroa (Eastern) Community Board ☒ Kaikohe-Hokianga (Western) Community Board

Project name *

School Starter Pack contents

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHC41 From School Start First Impressions

Form Submitted 6 Nov 2025, 11:07AM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☒ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

02/03/2026

Must be a date.

End Date:

Date:

31/07/2026

Must be a date.

Project Details

Location *

Kaikohe-Hokianga area

Must be no more than 10 words.

(Town or area)

Will there be a charge for the public to attend or participate in the project or event? *

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

15

Must be a number.

How many visitors/audience members/clients do you expect? *

20

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☐ Yes
- ☒ No

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHC41 From School Start First Impressions

Form Submitted 6 Nov 2025, 11:07AM NZDT

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

School Start First Impressions is a charity with the aim of ensuring Tamariki have everything they need to be able to enroll in school for the first time and start their education journey in a positive way, with their head held high and on equal footing with their peers. We set up local referrers in the community including Plunket, ECEs and schools to specifically identify with struggling whānau in hard-to-reach areas who have not yet enrolled their Tamariki into school. By removing the cost barriers and we support them in any way we can. Our project/ offering is a School Starter Pack which is a school bag filled with school supplies, books, rain jacket and shoes from KidsCan, a lunchbox and drink bottle, balloons, games, etc. We also provide school uniforms if needed and contribute to school fees.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☐ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☐ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☐ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☐ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Our charity has had great success in areas of Auckland over the past 10 years, and we have recently expanded into the Northland region. We have a positive view of education and understand that education is one of the main drivers of being able to break the cycle of poverty in a community. Providing these packs to families means the Tamariki get a head start in school and families don't have to worry about the costs related to school supplies, school fees and uniforms that can add up to over \$300 per child. Having that cost removed means Tamariki can become enrolled in school and begin their education journey without stress.

Must be no more than 250 words.

Project Cost

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB41 From School Start First Impressions

Form Submitted 6 Nov 2025, 11:07AM NZDT

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$7,000.00

Must be a dollar amount.

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

\$2,520.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB41 From School Start First Impressions

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School Starter Pack contents	\$2,520.00	\$2,520.00	Filename: School Bag Contents Budget 2025.xlsx File size: 10.6 kB	
Quote letter			Filename: Quotes for our charity.pdf File size: 90.3 kB	
			No files have been uploaded	
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Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
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☒ Yes ☐ No**GST Number****GST Number**

117 157 689

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

\$125,000.00

Must be a dollar amount.

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

\$100,000.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Operating costs	\$80,000.00
Starter Pack contents	\$20,000.00

Total Tagged Funds**Total Expenditure Amount**

\$100,000.00

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.	
Lotteries	\$30,000.00	Pending
Foundation North	\$4,500.00	Pending
COGS	\$7,000.00	Pending

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB41 From School Start First Impressions

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Previous Funding from FNDC

Have you previously received funding from FNDC? *

☐ Yes ☒ No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Performance report

1 Supporting Financial document *

Filename: reviewed signed ssfi 2025.pdf

File size: 877.7 kB

2 Name of supporting financial document

Bank Account

2 Supporting Financial Document

Filename: Westpac Bank Account Details 2025.png

File size: 92.6 kB

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

* 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.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB41 From School Start First Impressions

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Applicant Declaration

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

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 HOKIANGA FERRY LIAISON GROUP MEETING 12TH SEPTEMBER 2025

File Number: A5468469

Author: Aaron Reilly, Operations Specialist Lighting & Transport

Authoriser: Margriet Veenstra, Transportation Business Manager

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the information report is to inform the Kaikohe – Hokianga Community Board of the meeting that was held with the Hokianga Ferry Liaison Group 12th September 2025 and provide a copy of the minutes to the Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Hokianga Ferry Liaison Group (HFLG) met on 12th September 2025 in the Rawene and Districts Community Development (RAD) Centre in Rawene. A copy of the minutes is attached.

The next HFLG meeting is scheduled for the 5th of December 2025 in Rawene.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group Meeting 12th September 2025.

TĀHUHU KŌRERO / BACKGROUND

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

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

A copy of the draft meeting minutes held on 12th September 2025 is attached (refer attachment 1).

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The HFLG meeting is scheduled for the 5th of December 2025 and will be held in Rawene and Districts Community Development Centre.

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

The Group expressed concern that there is presently no Transport Planning function within the FNDC Transportation department, noting that the investment case has been commenced but remains incomplete. The Group noted that this potentially impacts key stakeholders' ability to plan for the long term economic and social development and delivery of key services such as health services and Tourism. Aaron advised the Group that Council had received professional advice that

the life of current vessel could be extended by approximately 10 to 15 years, subject to a deck repair being completed. Planning related to the deck repair is presently underway.

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

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

ĀPITIHINGA / ATTACHMENTS

1. **Attachment 1 - Hokianga Ferry Liaison Group - Draft Meeting Minutes for 12th September 2025 - A5485360** [↓](#) 

HOKIANGA HARBOUR FERRY LIAISON GROUP MEETING (COMMUNITY STAKEHOLDERS AND FNDC STAFF) RAD CENTRE, RAWENE

12TH SEPTEMBER 2025 COMMENCING AT 12.15 PM

MINUTES

PRESENT

- John Wigglesworth - Chair and Kohukohu Representative.
- Louis Toorenburg – Rawene Representative
- Sean Morrissey- Butler – Hokianga Tourism Association
- John Wharerau – Director of Support Services - Hokianga Health.
- Louis Toorenburg – Rawene Representative
- Craig Joiner – Rawene Representative

WELCOME & INTRODUCTIONS

APOLOGIES

- Chicky Rudkin – Chair of KHO/Hokianga Community Board.
- Craig advised of Jessie McVeagh apologies - Southern Hokianga Representative appointed by KHO/Hokianga Community Board.

PREVIOUS MEETING MINUTES

- Minutes of 6th June - Louis noted a discrepancy with close of meeting time, which was corrected, and minutes were confirmed.

LONG TERM PLANNING

Harbour Crossing Long Term Plan (LTP).

- The updated Investment Case, Revision 2 dated 24th June was circulated for info with the agenda.
- Aaron provided an update that at this time, there is no Transport Planning function within the Council structure. At present the Council's focus on the short term is on continuity in the Transportation space and there is no operational budget in the current 2025/26 financial year.
- The Group expressed concern that there is presently no Transport Planning function within the Transportation department. Noting the investment case has been commenced but remains incomplete. This potentially impacts key stakeholders' ability to plan for the long term economic and social development and delivery of key services such as health services and Tourism.
- Aaron noted that Council had received professional advice that the life of current vessel could be extended 10-15 years, subject to a deck repair/replacement being completed. The deck repair feasibility work is nearing completion.

GROUP MEMBERSHIP & TERMS OF REFERENCE

- Per previous meetings, Group to review of Terms of Reference and send draft to CB members for comment. Review to include Iwi representative.
- Elections upcoming. Aaron to liaise with Governance team once EM's are sworn in, to request CB allocation to Group. Craig suggested it may be appropriate that

the Māori ward member be allocated to Group. It was agreed to park this item until elections have been completed.

FINANCIAL SUMMARY

- The financial summary was discussed. Discussion around the operational forecast and that the subsidy appeared high and the operating deficit low.
-

ANY OTHER BUSINESS

- CCTV - CCTV has been installed and is now operational at the Narrows terminal.
Action: AR to ask Digital service team, what advice people can be given on how to use the wifi. The Group thanked Council for implementing this initiative.
-

CLOSE OF MEETING

1.19pm

HOKIANGA HARBOUR FERRY LIAISON GROUP FULL MEETING (INCL NORTHLAND FERRIES). RAD CENTRE, RAWENE

12 SEPTEMBER 2025 COMMENCING AT 1.20 PM

MINUTES

PRESENT

- John Wigglesworth - Chair and Kohukohu Representative.
- Louis Toorenborg – Rawene Representative
- Sean Morrissey- Butler – Hokianga Tourism Association
- John Wharerau – Director of Support Services - Hokianga Health.
- Louis Toorenborg – Rawene Representative
- Craig Joiner – Rawene Representative
- Sam Peate – Chief Operating Officer – Entrada Travel Group/Northland Ferries (via Teams).

WELCOME & INTRODUCTIONS

- Sam Peate from Northland Ferries joined via teams.

PREVIOUS MEETING MINUTES

- The minutes were confirmed.

APOLOGIES

- Chicky Rudkin – Chair of KHO/Hokianga Community Board.
- Craig advised of Jessie McVeagh apologies - Southern Hokianga Representative appointed by KHO/Hokianga Community Board.

OPERATIONAL MATTERS AND SERVICE UPDATE

- The KPI Service Update was discussed which noted 97.4% of scheduled sailings departed on time on average for the 2024/25 financial year. The target is 95%
- Sam updated the Group that largely a very good annual performance result. There were some minor operational issues noted during the year, but a good result and in line with previous year's results.
- Sam updated the Group on the weather-related service outage on 31st August. 14 sailings were cancelled due to safety as a result of severe wind that was gusting to around 60 knots.
- Sam provided an up update on some of the highlights and improvements made by the NF team and Council for the service this financial year:
 - The maintenance carried out at the Narrows shelter and working collaboratively with Kohukohu Primary School.
 - NF introduced spatial navigation alerts in skippers' cabin which was a good safety initiative.
 - Fog light activated (switched on/off) by skippers in vessel during in foggy conditions is a great safety improvement.
 - An improved Motorbike vessel loading procedure in response to an earlier incident.

-
- De-escalation and dangerous goods training provided to the crew.
 - Sam updated the Group that NF had recently carried out the in-water dive survey which was completed in Opononi. We await the surveyor's formal report but informal feedback was there were no major concerns.
-

COMMUNITY INITIATIVES AND EVENTS

- Sam noted that the Hokianga Tourism Association (HTA) had reached out to NF with opportunities for an updated brochure and updates to the map on the ferry. NF are receptive and keen to hear how they can provide support and are more than happy to continue to work with the HTA.
 - Sean updated the Group that tourism is still quite slow to recover. 4.5% increase on last year in business.
 - There appears to be more interest from America and Germany.
 - The Country music festival. The organiser typically reach out for extra sailings in late September.
 - The sands event, Opononi coming up with further details to follow.
 - After close of meeting Sean updated the Group that Tourism will be Tourism and Business Association. This will result in the HTA representing a broader base of interests.
-

PLANNED AND COMPLETED WORKS UPDATE

- The planned and completed works update was discussed.
 - Coordination of servicing Motor servicing, and jet pump re-build would be carried out with the next out of water survey and the deck repair works. The exact timing of this is being discussed with the surveyor.
 - Aaron advised that Council planned to undertake some remedial works to the toe of the Rawene and Narrows concrete ferry ramps which have some scouring occurring. The exact timing is yet to be confirmed but is planned this financial year. The intention would be for the work to be completed at night outside of normal ferry operating hours.
-

ANY OTHER BUSINESS

- Possible signage options to assist loading order and reduce potential conflict was discussed again. Aaron advised that this was discussed and investigated between Council and Northland Ferries. The loading of the vessel is dynamic and depends on the mix of type of vehicles that are in the queue for each sailing. It would be very difficult to design signage that is succinct and accurate in terms of how the loading would be carried out. Signage could potentially result in conflict if loading didn't match the information on signage. It was also noted that there is regular vandalism of signage at present. The outcome was that new signage would be unlikely to result in a significant benefit to the patrons.
 - It may be possible to use and adjust existing service signage to indicate that crew will direct traffic to load.
-

CLOSE OF MEETING

1:51pm.

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE