

# AGENDA



**Tuesday, 7 April 2026**

**Time: 10:00 am**  
**Location: Conference Room - Te Ahu**  
**Cnr State Highway 1 and Mathews Avenue**  
**Kaitaia**

**Membership:**

Chairperson William (Bill) Subritzky - Chairperson  
Deputy Chairperson Trevor Beatson  
Member Adele Gardner  
Member Mike Te Wake  
Member Krystal-Rose Taaffe  
Member Eddie Bellas  
Member Hilda Halkyard-Harawira  
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 Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
19. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
20. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
21. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

### Terms of Reference

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

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

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

## Protocols

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

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

**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitaia on:**  
**Tuesday 7 April 2026 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

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<b>5</b>	<b>Ngā Kaikōrero / Speakers .....</b>	<b>7</b>
<b>6</b>	<b>Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes .....</b>	<b>8</b>
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<b>7</b>	<b>Ngā Pūrongo / Reports .....</b>	<b>14</b>
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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****4 NGĀ TONO KŌRERO / DEPUTATION**

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

**5 NGĀ KAIKŌRERO / SPEAKERS**

Michel Morris representing Ahipara Coastal Patrol  
Hone Harawira representing MESH

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

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A5645266

**Author:** Natasha Rmandic, Democracy Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board confirm the minutes of the meeting held 10 March 2026 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. 2026-03-10 Te Hiku Community Board Minutes - A5620032 [↓](#) 

**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

10 March 2026

**MINUTES OF  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS  
AVENUE, KAITAIA  
ON TUESDAY, 10 MARCH 2026 AT 10:00 AM**

**PRESENT:** Chairperson William (Bill) Subritzky, Deputy Chairperson Trevor Beatson, Member Adele Gardner, Member Mike Te Wake, Member Krystal-Rose Taaffe, Member Eddie Bellas, Member Hilda Halkyard-Harawira, Member Rachel Baucke

**IN ATTENDANCE:** Moko Tepania – Kahika-Mayor, Felicity Foy – Councillor

**STAFF PRESENT:** Beverly Mitchell (CB Coordinator), Kathryn Trewin (Funding Advisor), Dena-Maree Hemara (Kaiarahi Kaupapa Māori), Aaron Taikato (Manuhautu Te Hono), Aisha Huriwai (Manager-Democracy Services), Natasha Rmandic (Democracy Advisor), Hilary Sumpter (GM Delivery and Operations), Rachel Smith (Executive Officer), Myjanne Jensen (Communications Advisor), Katy Simon (Adaptation Programme Lead), Shenae Barker (Team Leader – Monitoring)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Meeting was opened by karakia from Member Te Wake.

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

Nil.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Graeme McMilian – Rangiputa Ratepayers.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Nil.

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

**6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A5597993, pages 8 - 9 refers

**RESOLUTION 2026/9**

Moved: Chairperson William (Bill) Subritzky

Seconded: Member Adele Gardner

**That Te Hiku Community Board confirm the minutes of the meeting held 09 February 2026 to be a true and correct record.**

**CARRIED**

**MAJOR ITEM NOT ON THE AGENDA****RESOLUTION 2026/10**

Moved: Member Hilda Halkyard-Harawira

Seconded: Member Eddie Bellas

**Te Hiku Community Board:**

- **Resolves to consider the item not on the agenda Stage One – Community Adaptation Planning, Te Hōtaka Urutau Hapori – Community Adaptation Programme.**
- **Notes the item was not on the agenda because it was received outside of acceptable timeframes as per SO 9.10.**
- **The report cannot be delayed because it is part of group of seven reports which should be presented at same time.**

**CARRIED****6 NGĀ PŪRONGO / REPORTS****7.1 ALFRESCO DINING APPLICATIONS**

Agenda item 7.1 document number A5593176, pages 15 - 17 refers

**RESOLUTION 2026/11**

Moved: Member Eddie Bellas

Seconded: Member Mike Te Wake

**That the Te Hiku Community Board receive the report Alfresco dining applications.****CARRIED****7.2 PROJECT FUNDING REPORTS**

Agenda item 7.2 document number A5584671, pages 18 - 19 refers

**RESOLUTION 2026/12**

Moved: Deputy Chairperson Trevor Beatson

Seconded: Member Mike Te Wake

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

- a) **Ahipara Aroha – Movies in the Park;**
- b) **R Tucker Thompson – Youth Sailing;**
- c) **Savour Northland 2025.**

**CARRIED****7.3A FUNDING APPLICATIONS**

Agenda item 7.3 document number A5584754, pages 30 - 32 refers

**RESOLUTION 2026/13**

Te Hiku Community Board Meeting Minutes

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Moved: Member Eddie Bellas  
 Seconded: Member Adele Gardner

**That Te Hiku Community Board approve the sum of \$4,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Jacman Entertainment Ltd for costs towards 2026 Savour Northland**

**CARRIED**

### 7.3B FUNDING APPLICATION

That Te Hiku Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Jacman Entertainment Ltd for costs towards Savour 2027 from 2027/28 financial year funding, subject to receiving a project report on the 2026 Savour Northland event.

**LOST FOR LACK OF MOVER AND SECONDER**

### 7.3C FUNDING APPLICATION

That Te Hiku Community Board approve the sum of \$5,000 (plus GST if applicable) per year be paid from the Board's Community Grant Fund account to Jacman Entertainment Ltd for costs towards Savour 2028 from 2028/29 financial year funding, subject to receiving a project report on the 2027 Savour Northland event.

**LOST FOR LACK OF MOVER AND SECONDER**

## 7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 8.1 document number A5584936, pages 46 - 46 refers

#### RESOLUTION 2026/14

Moved: Member Mike Te Wake  
 Seconded: Member Adele Gardner

**That Te Hiku Community Board note the March 2026 member reports from Chair Bill Subritzky and members: Adele Gardner, Eddie Bellas, Mike Te Wake, Trevor Beatson and Krystal-Rose Taaffe**

**CARRIED**

### 8.2 STAGE ONE - COMMUNITY ADAPTATION PLANNING, TE HŌTAKA URUTAU HAPORI-COMMUNITY ADAPTATION PROGRAMME

Agenda item 8.2 document number A5556094, pages 0 - 0 refers

#### RESOLUTION 2026/15

Moved: Member Hilda Halkyard-Harawira  
 Seconded: Deputy Chairperson Trevor Beatson

**That the Te Hiku Community Board receive the report Stage One - Community Adaptation Planning, Te Hōtaka Urutau Hapori-Community Adaptation Programme**

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Te Hiku Community Board Meeting Minutes

10 March 2026

**CARRIED**

Note: Member Te Wake and Cr Halkyard-Harawira to be part of Community Panels.

**8.3 THCB OPEN RESOLUTIONS REPORT**

Agenda item 8.3 document number A5598169, pages 57 - 57 refers

**RESOLUTION 2026/16**Moved: Chairperson William (Bill) Subritzky  
Seconded: Member Hilda Halkyard-Harawira**That Te Hiku Community Board receive the report THCB Open Resolutions Report for March 2026.****CARRIED****8 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

Meeting closed by karakia from Aaron Taikato

**9 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 13.15pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 7 April 2026.

.....  
**CHAIRPERSON**

## 7 NGĀ PŪRONGO / REPORTS

### 7.1 KAITAIA BUSINESS ASSOCIATION ANNUAL REPORT, ANNUAL FINANCIAL REPORT, ANNUAL PLAN AND CHAIRPERSON REPORT

**File Number:** A5597487

**Author:** Beverly Mitchell, Community Board Coordinator

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To present the Kaitaia Business Association's (KBA) required annual documentation for the 2025–2026 Business Improvement District (BID) funding cycle, and to seek approval from Te Hiku Community Board to release the \$50,000 (GST exclusive) collected through the BID targeted rate for the 2025–2026 financial year.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Under the Memorandum of Agreement (MOA) between the Kaitaia Business Association (KBA) and Te Hiku Community Board, the KBA must provide specific annual documentation before BID funding can be released. For the 2025 - 2026 funding year, the KBA has supplied all required material, including its audited financial statements, annual report, annual plan, and budget.
- These documents confirm how the 2024 - 2025 BID funds were used and outline the KBA's proposed activities and spending plan for the upcoming year. The Board is now asked to consider releasing the \$50,000 (GST exclusive) collected through the targeted rate to enable the KBA to deliver its 2025 - 2026 programme of work.

#### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board:**

- a) Approves the release of \$50,000 (GST exclusive) to the Kaitaia Business Association for the 2025-2026 financial year to fund their Annual Plan.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

The Kaitaia Business Improvement District (BID) was established in 2012 to support and improve the local business area. Businesses within the BID boundary pay a targeted rate, which raises \$50,000 (GST exclusive) each year.

The KBA manages these funds and uses them for marketing, advocacy and activities that support and improve the BID area.

The MOA between Council and the KBA sets out what the KBA must provide each year to receive the funding. This includes reporting on how the previous year's funding was used and setting out plans and a budget for the year ahead.

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

The KBA has provided all documents required under the MOA for the 2025-2026 funding year.

The following options should be considered:

**Option 1:** Support the KBA Annual Plan and release the \$50,000 (GST exclusive) collected through the BID targeted rate.

**Option 2:** Do not support the KBA Annual Plan and do not release the funding. Non-approval would defer payment of the BID funding, increase governance and audit risk, and likely require escalation

to senior management. The targeted rate would continue to be collected, with funds held by Council until governance approval is obtained.

**Next steps:**

Should the Te Hiku Community Board approve this report:

- Council will raise a purchase order for \$50,000 (GST exclusive)
- The KBA will invoice Council
- The funds will be paid and used to deliver the activities set out in the 2025-2026 Annual Plan







**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

The funding allows the KBA to carry out its approved business plan and continue supporting businesses within the BID area during the 2025–2026 year.

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

There are no additional financial impacts for Council. The \$50,000 is already provided through the BID targeted rate.

**ATTACHMENTS**

1. **Kaitaia Business Association Memorandum of Agreement signed September 2022 - A5596404** [↓](#) 
2. **KBA Annual Plan 2025-26 - A5596388** [↓](#) 
3. **KBA Annual Plan 2024-25 - A5596384** [↓](#) 
4. **KBA Financial Statement 2024-25 - A5596382** [↓](#) 
5. **KBA AGM Chair Report - A5596380** [↓](#) 
6. **KBA Strategic Plan 2025-2030 - A5596390** [↓](#) 

**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>Compliance requirement</b>	<b>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>	The matter is of low significance under Council's Significance and Engagement Policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The provision of financing and targeted rating needs to be included in both the Long Term Plan and Annual Plan. Any planning or infrastructure requirements need to be considered via the District Plan.  This BID supports Council's community outcomes of: <ul style="list-style-type: none"> <li>• Proud, vibrant communities</li> <li>• Prosperous communities supported by a sustainable economy.</li> </ul>
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks approval from Te Hiku Community Board.
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.	While the decision does not directly relate to land or water, the BID area is an important hub for Māori businesses and the wider Māori community.
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.	Kaitaia Business Association Businesses that fall within the BID area The Te Hiku community utilises these businesses.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial and budgetary implications can be found in section 3 of this report.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report




**Memorandum of Agreement****Between the****Kaitaia Business Association****and the****Te Hiku Community Board (on behalf of the Far North District Council)****PARTIES**

1. The Kaitaia Business Association (KBA) is registered under the Incorporated Societies Act 1908 which includes and represents almost 300 businesses in the Kaitaia Central Business District (CBD) and in the wider business area. The KBA undertakes business-led programs, initiated by the local business community, which promote and develop the local economy.
2. The Te Hiku Community Board (THCB) is authorised and empowered under the Local Government Act 2002 to represent the interests of its community. In entering into this Memorandum of Agreement (MOA), the THCB is acting on behalf of the Far North District Council (FNDC), which has principal offices located at 5 Memorial Avenue, Kaikohe 0440. Whenever the FNDC is mentioned in this MOA, it is agreed and understood that, unless otherwise stated, this wording is to be interpreted to mean the FNDC, acting through and represented by the THCB.

**BACKGROUND**

3. The purpose of the Business Improvement District (BID) programme is to improve local business and economic development within the designated BID boundary area.
4. Attached to this MOA is a map indicating the boundaries of the Kaitaia BID area in red.
5. The BID Programme targeted rate is levied upon all business properties located within the boundary of the Kaitaia BID area and collected pursuant to powers conferred upon the FNDC by the Local Government (Rating) Act 2002.
6. In 2012, the appropriate BID Programme procedural steps were conducted by the KBA, including a successful balloting of businesses and owners of commercial properties located in the Kaitaia BID area. As a result, the Kaitaia BID Programme was established. The Kaitaia BID Programme Targeted Rate was first charged in the 2012/2013 rating year as per Far North District Council resolution dated 28 June 2012 and pursuant to the terms of a Memorandum of Understanding entered into at that time.
7. The present Memorandum of Agreement (MOA) replaces the 2017 Memorandum of Understanding. All events and circumstances occurring before the last date of signature hereto shall continue to be interpreted according to the terms and conditions of the 2017 Memorandum of Understanding. All events and circumstances occurring after the last date of signature hereto shall be interpreted according to the terms of the present MOA, and not the terms of the 2017 Memorandum of Understanding.



**TARGETED RATE**

8. The FNDC shall continue to levy the targeted rate for the Kaitaia BID Programme upon all business properties located within the boundary of the Kaitaia Business Improvement District (BID). Funds received as a result of this targeted rate will be paid to the KBA. The FNDC shall continue to ensure that the Kaitaia BID Programme Targeted Rate be included in each Annual Plan and Long -Term Plan, subject to the terms and conditions contained within this MOA.

**ROLE AND OBLIGATIONS OF KAITAIA BUSINESS ASSOCIATION (KBA)**Implementation

9. The KBA shall implement this BID Programme by carrying out the various activities and projects proposed by the KBA and funded by the BID Programme, approved by the FNDC. The KBA shall also implement this BID Programme through the performance of its other duties set forth in this MOA.

Reporting

10. The KBA will report, inform and update the THCB on all significant matters pertaining to the BID Programme, as soon as may be reasonably possible.
11. In addition, not later than 1 December of each year, the KBA shall provide the THCB with the following 3 financial documents and an additional document biennially (every second year):
- An Annual Report for the previous financial year; and
  - Annual Financial Accounts for the previous financial year; and
  - An Annual Business Plan including a Financial Budget for the next financial year showing expected income and expenditure; and
  - Biennially (every two years), Audited Annual Financial Accounts shall be provided.

The 1 December reporting date is intended to allow the THCB sufficient time to review these 3 annual financial documents and to report to the FNDC not later than 1 March of each following year as discussed in clause 20 below.

Annual Presentation

12. Each year, on an agreed day no later than 1 March, the KBA shall make an annual presentation to the THCB, during which the 3 financial documents referred to in clause 11 above shall be discussed.
13. Other presentations to the THCB shall be as mutually agreed upon between the parties.

Standards

14. The KBA shall at all times conduct its affairs in full compliance with the requirements contained within the Incorporated Societies Act 1908, as well as the terms contained in the KBA Constitution.

Membership

15. All businesses within the BID Programme boundary pay the targeted rate and should therefore benefit from its activities. Accordingly, the KBA shall extend full membership without payment of any membership fee to the owners of all business properties located within the BID Programme boundary indicated on the map attached to this MOA.

Member Appointed

16. The KBA will admit the representative member appointed by the THCB, referred to below in clause 23, and permit him or her to attend KBA proceedings such as ordinary meetings, Executive Committee meetings, and other such proceedings.



**ROLE OF TE HIKU COMMUNITY BOARD (THCB)**Liaison

17. The THCB shall share relevant information in a timely manner with the KBA as to all matters which may have an impact upon the KBA and its activities. Where appropriate, the THCB may act as a liaison point or conduit for the relationship between the BID Programme and the local community.

Advocacy

18. Where appropriate, the THCB may advocate on behalf of the KBA to FNDC departments and Council Controlled Organisations in order to advance business outcomes and local economic development.

Reports

19. Not later than 1 December of each year, the THCB will receive from the KBA the 3 annual financial documents referred to in clause 11 above. No later than March of each year, the THCB shall receive the annual presentation made by the KBA, referred to in clause 12 above, during which the 3 financial documents shall be discussed.
20. After receiving and reviewing the 3 annual financial reports and the annual presentation, the THCB will report to the FNDC each year. This report to the FNDC shall contain:
- a. The THCB's recommendation to the FNDC as to the dollar amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year. The report and recommendation shall be supported by the 3 financial documents submitted by the KBA to the THCB; and,
  - b. Information about the effectiveness of and any other economic development about the Kaitaia BID Programme.

Standards

21. By virtue of being a local government organisation, the THCB is obliged to observe and comply with due process of law, both procedural and substantive, as well as the requirements imposed by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. In addition to these standards, the THCB is also subject to FNDC processes and policies.

Member Appointed

22. The THCB will appoint one of its members to represent the Board at KBA proceedings such as ordinary meetings, Executive Committee meetings, and other proceedings as referred to in clause 16 above.

**MODIFICATIONS**

23. This Kaitaia BID Programme may be expanded, reduced, or otherwise modified in any way only by a written agreement between and executed by the duly authorised representatives of the KBA and the THCB.

Variation in Funding

24. If the modification requested consists of an increase or decrease in the amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year, the request must be approved by the KBA through a vote of its members at an Annual General Meeting (AGM) or a Special Meeting (SM).



25. In the interests of transparency and accountability, the KBA must, at a reasonable period of time before the AGM or SM referred to above, distribute to all of its voting members relevant financial planning documents and budgets, which include the proposed increase or decrease, clearly identified and explained in reasonable detail.
26. The maximum amount of any such requested increase or decrease in the amount to be rated for the next financial year shall be 5% of the presently existing amount of the targeted rate, or \$5,000, whichever is less, absent a written agreement between, and executed by, the duly authorised representatives of the KBA and the THCB.
27. In order to align with the FNDC's annual planning process, a request from the KBA to the FNDC for an increase or decrease of the amount to be rated in the Kaitaia BID rate must be included in the KBA's Annual Report referred to in clause 11 above and accompanied by the recommendations of the THCB to the FNDC. This will enable the FNDC to include the increased or decreased amount to be rated in the FNDC's Annual Plan process.

#### **SPECIAL CIRCUMSTANCES**

28. Under ordinary circumstances, the Kaitaia BID Programme shall be administered by and through the KBA. However, if Special Circumstances should arise relating to governance, management, or operational procedures of the Kaitaia BID Programme, certain exceptional measures described below may be necessary. Special Circumstances shall include, but are not limited to:
  - a. Non compliance with the KBA's constitution and rules;
  - b. Non compliance with the terms of the Incorporated Societies Act 1908;
  - c. Any misappropriation of BID Programme funds;
  - d. Any other inappropriate business practices;
  - e. Financial errors such as underspending, overspending, or the accumulation of unsustainable debt;
  - f. Failure to meet legal obligations.

#### Support

29. As a first measure in response to Special Circumstances, the FNDC may offer to provide support to the BID Programme in the form of FNDC officers or nominated representatives who shall work alongside members of the KBA's executive committee on a case-by-case basis to resolve issues and to find solutions to any problems.

#### Written Notice

30. Alternatively, if the FNDC believes that the Support described above will be insufficient to cure the Special Circumstances, it may decide instead to send a written notice to the executive committee of the KBA. This written notice shall describe the Special Circumstances and shall extend to the KBA a reasonable period (but not less than 30 calendar days) to cure the Special Circumstances.
31. If, in the sole discretion of the FNDC, the KBA fails to cure the Special Circumstances within the period of time extended by the written notice, then the FNDC (by council resolution) may forthwith, and without further notice, suspend payments to the KBA of the funds generated by the BID Programme Targeted Rate, and may further take one or both of the following exceptional measures:
  - a. Intervention: The FNDC may decide to direct that FNDC officers or nominated representatives to intervene and directly manage and take over the running of the BID Programme until the Special Circumstances have been cured and the BID Programme is ready to be returned to the management of the KBA. During this period of intervention management, KBA staff will cooperate with the FNDC



officers or nominated representatives and shall support them in their efforts to cure the Special Circumstances.

- b. Termination: The FNDC may decide to terminate the Kaitaia BID Programme by sending written notice of such termination to the executive committee of the KBA. The FNDC shall continue to levy the BID Targeted Rate until the 1<sup>st</sup> of July next occurring, upon which date the FNDC shall cease to levy the BID Targeted Rate.

32. All matters relating to Special Circumstances and/or Termination shall be decided according to the sole judgment and discretion of the FNDC. This includes, but is not limited to, the existence of Special Circumstances, the form of exceptional measures to be taken, the length of the reasonable period of time granted within which to cure any Special Circumstances (but not less than 30 calendar days), and the manner and period of the Intervention Management to be undertaken.

#### REVIEW BALLOTING

33. At any time, either the THCB or the KBA may request a ballot of KBA voting members to determine whether the BID Programme should continue or cease. Whichever party makes the request shall forward to the other party a copy of the minutes of the meeting at which the relevant resolution was adopted.
34. The ballot shall be conducted by the KBA in a manner similar to the balloting referred to in clause 6 above.
35. If the balloting produces a mandate to discontinue the BID Programme, the FNDC shall cease to levy the Kaitaia BID Programme Targeted Rate on the 1<sup>st</sup> of July next occurring.
36. If the balloting produces a mandate to continue with the BID Programme and to continue to receive the funds produced by the BID Targeted Rate, the BID Programme shall continue to function and operate as before the Review Balloting took place.

#### RIGHT OF TERMINATION

37. The length of the period of time during which the Kaitaia BID Programme shall remain in full force and effect under the terms of this MOA is subject to the legal principle that an elected Council may not unreasonably fetter, bind, or obligate a future Council which is yet to be elected. In accordance with this principle, the FNDC, in its sole discretion and through no fault or dereliction of duty on the part of the KBA, and with no obligation to provide cause or reason, shall have the absolute authority to terminate this Kaitaia BID Programme on 30 calendar days written notice given to the KBA. In the event of such a termination, the BID Targeted Rate shall continue to be levied until the 1<sup>st</sup> of July next occurring.

#### NO OBLIGATIONS

38. This MOA does not give either party any power or authority to incur any debts or obligations which bind, obligate, or encumber the other party unless there is a written document, properly witnessed and signed by duly authorised officers of the FNDC and by the Executive Committee of the KBA.

#### DISPUTE RESOLUTION

##### Negotiation

39. In the event of any disagreements or disputes between the parties, it is agreed that there shall be a good faith effort made to resolve the matter by negotiation.



Mediation

40. If such negotiation does not succeed in resolving the disputed matter after a period of one calendar week, or such longer period of time upon which the parties may mutually agree, then either party may serve upon the other a written Notice of Mediation. The Chairperson of the New Zealand Chapter of Lawyers Engaged in Dispute Resolution "LEADR" shall be invited to appoint a mediator by the party serving the Notice of Mediation. Each party shall bear its own mediation costs and one-half of the mediator's fees.

41. All discussions, documents, or proposals presented or exchanged during the negotiation period or the mediation process shall be made "without prejudice" and thus shall be inadmissible in the binding arbitration proceeding referred to below.

Binding Arbitration

42. If the disputed matter is not resolved within 30 calendar days of the appointment of a mediator or within such other period of time upon which the parties may mutually agree, either party may refer the disputed matter to binding arbitration and may request that the Chairperson of the Auckland District Law Society appoint an arbitrator.

43. Arbitration proceedings are to be conducted in accordance with the provisions of the Arbitration Act 1996, with the arbitrator having full authority to decide all procedural or substantive issues. Both parties agree to be bound by the decision of the arbitrator, which may contain an award of costs and/or fees as the arbitrator shall see fit to make.

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For and on behalf of the Kaitaia Business Association

Dated: 2/9/22

  
Signature

Andrea Panther  
Printed Name

Chairperson  
Office or Title

For and on behalf of the Te Hiku Community Board, (acting for and on behalf of the Far North District Council)

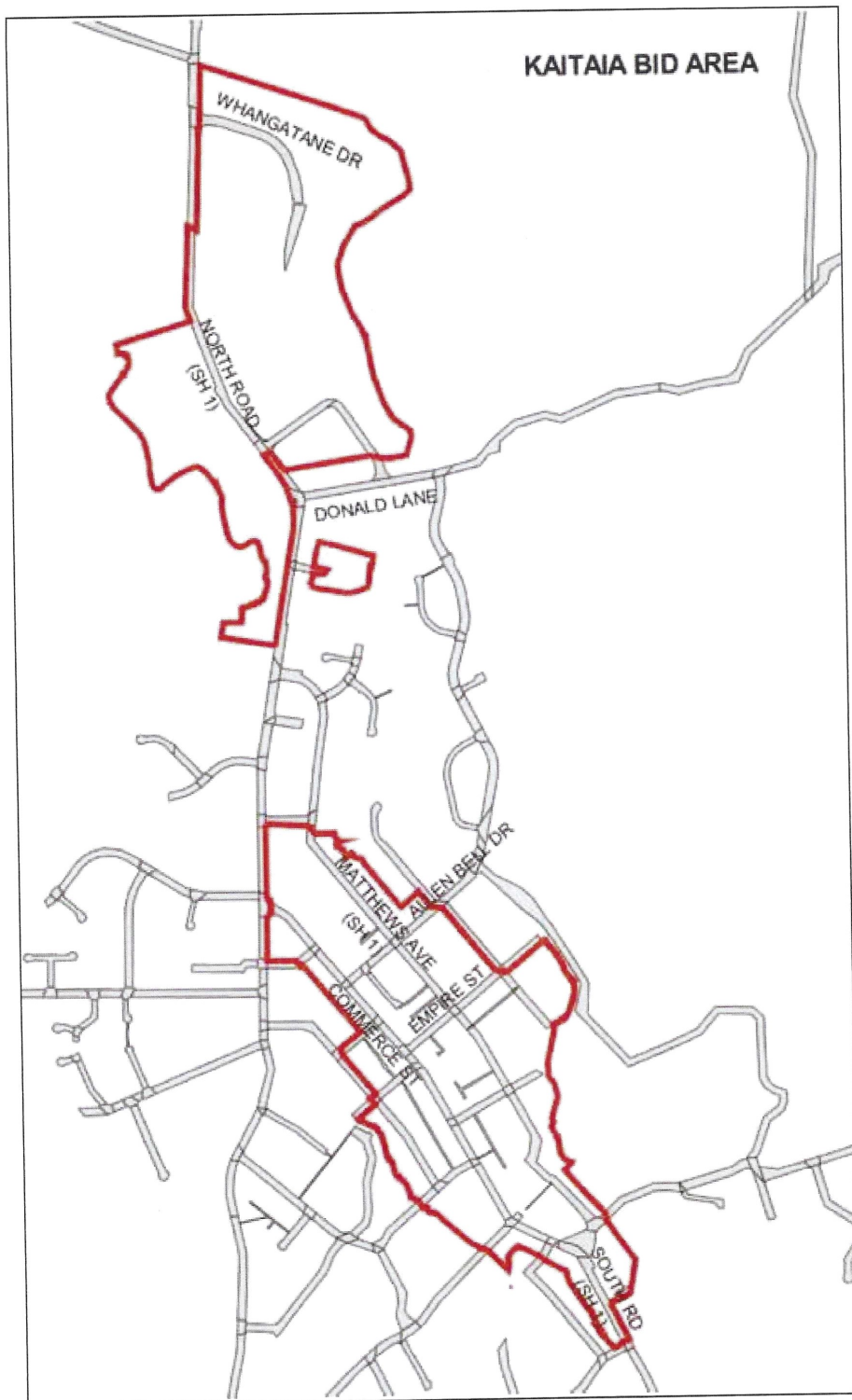
Dated: 2/9/22

  
Signature

Adele Gardner  
Printed Name

Chairperson Te Hiku Community Board  
Office or Title





## Kaitaia Business Association

### Annual Plan 2025/26

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#### Placemaking & Town Centre Development

- Install flags and wreaths for summer.
- Support Town Square activations.
- Support the Christmas parade.
- Tidy up North Park roundabout.
- Launch Christmas patrol.
- Continue to maintain and develop our CCTV network.

#### Business Growth & Capability

- Continue monthly member showcase.
- Coordinate two late-night shopping events.
- Coordinate a Shop Local campaign.
- Use the digital sign to drive member visibility.
- Support and deliver local training events as funding allows.
- Offer the annual Trainee and Apprentice Scholarship.
- Continue to advocate for the commercial development of two key town centre sites.

#### Member Engagement & Advocacy

- Continue to grow membership database.
- Host 6 networking events, including AGM.
- Develop a membership welcome pack.
- Publish our monthly newsletter.
- Continue advocacy with the council and regional stakeholders.

#### Organisational Capability & Governance

- Create Committee Member induction packs and role profiles.
- Expand steering groups to include members.
- Develop a succession plan for core committee roles.
- Host a successful AGM.
- Apply to re-register under the Incorporated Societies Act 2022.
- Expand our committee to 10.
- Carry out a board self-review survey at the end of the financial year.



## **Kaitaia Business Association**

### **Annual Plan 2024 - 2025**

#### **Membership**

1. Encourage membership growth and participation through KBA brand development, scheduled networking events, surveys and questionnaires, and inviting members to participate in steering groups. **Ongoing**
2. Update Constitution. **Done**
3. Update our member contact list to identify and separate business owners from tenants. **Ongoing**

#### **Promotion & Marketing**

1. Increase advertising revenue through the Digital Sign. **Ongoing**
2. Assist SHINE on Kaitaia with the annual Kaitaia Christmas Parade and Grotto. **Cancelled**
3. Launch promotional and Christmas flags in the main street over the summer months. **Done**
4. Organise power to the old Warehouse Carpark Stage and help to facilitate community events that provide opportunities for local businesses. **Done**

#### **Environment/Economic Development**

1. Continue to offer the Business Booster programme and advocate for further funding after 2024. **Ongoing**
2. Continue to support the Kaitaia Garden beautification programme. **Ongoing**
3. Support members to develop a workplace emergency and business continuity plan. **Ongoing**
4. Develop a strategy on how to attract new business ventures to Commerce Street. **Longer term plan**

#### **Support Business and Advocacy**

1. Promote services shared through the weekly Mayor's meetings and services offered by Northland Inc.'s Regional Partnership Program. **Done**
2. Promote the Trainee/Apprenticeship Scholarship programme. **Done**
3. Lobby Council on issues raised by members and advocate on their behalf. **Ongoing**
4. Develop and launch a 6 month trial Kaitaia security patrol programme to help mitigate antisocial behaviour in and around the Kaitaia business district. **Longer term plan**
5. Continue to develop CCTV network. **Ongoing**



# Annual Report

Kaitaia Business Association Incorporated  
For the year ended 30 June 2025

Prepared by Harrison Gillespie Ltd



## Contents

3	Approval of Financial Report
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## Approval of Financial Report

### Kaitaia Business Association Incorporated For the year ended 30 June 2025

The Executive Committee are pleased to present the approved financial report including the historical financial statements of Kaitaia Business Association Incorporated for year ended 30 June 2025.

APPROVED

\_\_\_\_\_  
Josh Kirby  
Chairperson  
Date .....

\_\_\_\_\_  
Sandy Gillespie  
Treasurer  
Date .....



## Statement of Financial Performance

### Kaitaia Business Association Incorporated For the year ended 30 June 2025

'How was it funded?' and 'What did it cost?'

	NOTES	2025	2024
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	1,511	1,510
Fees, subscriptions and other revenue from members	1	51,350	50,750
Revenue from providing goods or services	1	69,263	245,964
Interest, dividends and other investment revenue	1	2,808	7,224
Other revenue	1	-	2,930
<b>Total Revenue</b>		<b>124,931</b>	<b>308,378</b>
<b>Expenses</b>			
Costs related to providing goods or service	2	79,497	285,769
Other expenses	2	18,124	8,386
Depreciation and non cash expenses	2	10,112	8,911
Grants and donations made	2	2,609	2,087
<b>Total Expenses</b>		<b>110,341</b>	<b>305,153</b>
<b>Surplus/(Deficit) for the Year</b>		<b>14,590</b>	<b>3,225</b>

The notes to the statement of financial performance form part of these financial statements.



## Statement of Financial Position

### Kaitaia Business Association Incorporated As at 30 June 2025

'What the entity owns?' and 'What the entity owes?'

	NOTES	30 JUN 2025	30 JUN 2024
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	4	158,983	148,768
Debtors and prepayments	4	852	13,256
<b>Total Current Assets</b>		<b>159,834</b>	<b>162,023</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	6	24,656	29,690
<b>Total Non-Current Assets</b>		<b>24,656</b>	<b>29,690</b>
<b>Total Assets</b>		<b>184,490</b>	<b>191,713</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Creditors and accrued expenses</b>			
Trades and Other Payables	5	4,851	10,894
<b>Total Creditors and accrued expenses</b>		<b>4,851</b>	<b>10,894</b>
Other Current Liabilities	5	-	15,770
<b>Total Current Liabilities</b>		<b>4,851</b>	<b>26,664</b>
<b>Total Liabilities</b>		<b>4,851</b>	<b>26,664</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>179,639</b>	<b>165,049</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	7	177,117	162,527
Reserves	7	2,523	2,523
<b>Total Accumulated Funds</b>		<b>179,639</b>	<b>165,049</b>

The notes to the statement of performance report form part of these financial statements.



## Statement of Cash Flows

### Kaitaia Business Association Incorporated For the year ended 30 June 2025

	2025	2024
<b>Cash Flows from Operating Activities</b>		
<b>Operating receipts (money deposited into the bank account)</b>		
Donations, koha, bequests and other general fundraising activities	1,511	1,510
Membership fees and subscriptions	51,350	50,750
Interest or dividends received	2,808	7,224
Other cash received	63,753	64,526
<b>Total Operating receipts (money deposited into the bank account)</b>	<b>119,421</b>	<b>124,010</b>
<b>Operating payments (money withdrawn from the bank account)</b>		
Payments related to commercial activities	(77,269)	(326,915)
Grants and donations paid	(2,609)	(2,087)
Other payments	(18,137)	(10,731)
<b>Total Operating payments (money withdrawn from the bank account)</b>	<b>(98,014)</b>	<b>(339,733)</b>
<b>Total Cash Flows from Operating Activities</b>	<b>21,407</b>	<b>(215,724)</b>
<b>Cash Flows from Other Activities</b>		
<b>Receipts from other activities</b>		
Receipts from sale of property, plant and equipment	-	6,935
Receipts from other activities	23,531	84,975
<b>Total Receipts from other activities</b>	<b>23,531</b>	<b>91,910</b>
<b>Payments from other activities</b>		
Payments to acquire property, plant and equipment	(5,096)	(5,739)
Payments for other activities	(29,627)	(69,033)
<b>Total Payments from other activities</b>	<b>(34,723)</b>	<b>(74,771)</b>
<b>Total Cash Flows from Other Activities</b>	<b>(11,191)</b>	<b>17,138</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>10,215</b>	<b>(198,585)</b>
<b>Bank Accounts and Cash</b>		
Opening cash	148,768	347,353
Closing cash	158,983	148,768

The notes to the statement of performance report form part of these financial statements.



# Statement of Accounting Policies

## Kaitaia Business Association Incorporated For the year ended 30 June 2025

'How did we do our accounting?'

### Reporting Entity

Kaitaia Business Association Incorporated is a Society incorporated under the Incorporated Societies Act 1908 and is engaged in the business of a local business association.

### Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$5,000,000, except that the entity has not produced a Statement of Service Performance or list of Entity Information. This is because the Association is not a Charity and is an Incorporated Society which is not required to prepare this information.

All transactions in the Performance Report are reported using the accrual basis of accounting.

All amounts are noted in NZ\$.

### Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured. Membership fees are recognised on a receivable basis.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

### Property, plant and equipment

Property, plant and equipment are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Statement of Accounting Policies



**Income Tax**

Income tax is accounted for using the taxes payable method. The income tax expense in profit or loss represents the estimated current obligation payable to Inland Revenue in respect of each reporting period after adjusting for any variances between estimated and actual income tax payable in the prior reporting period.

**Changes in Accounting Policies**

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



## Notes to the Performance Report

### Kaitaia Business Association Incorporated For the year ended 30 June 2025

	2025	2024
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
Donations CCTV	1,511	1,510
<b>Total Donations, fundraising and other similar revenue</b>	<b>1,511</b>	<b>1,510</b>
<b>Fees, subscriptions and other revenue from members</b>		
Associate Memberships	1,350	-
BID Funding - FNDC	50,000	50,750
<b>Total Fees, subscriptions and other revenue from members</b>	<b>51,350</b>	<b>50,750</b>
<b>Revenue from providing goods or services</b>		
Business Resilience Project	10,000	12,102
Digital Sign Revenue	9,101	16,616
Grant - FNDC - CCTV	13,296	36,688
Grant - Northland Inc - Transpower	5,000	-
Health & Safety Course Revenue	15,896	-
Market Stage Revenue	200	50
Other Revenue	-	9,460
Te Hiku Resilience income	15,770	171,048
<b>Total Revenue from providing goods or services</b>	<b>69,263</b>	<b>245,964</b>
<b>Interest, dividends and other investment revenue</b>		
Interest - IRD UOMI	-	13
Interest Received	2,808	7,212
<b>Total Interest, dividends and other investment revenue</b>	<b>2,808</b>	<b>7,224</b>
<b>Other revenue</b>		
Depreciation Recovered	-	2,930
<b>Total Other revenue</b>	<b>-</b>	<b>2,930</b>
	<b>2025</b>	<b>2024</b>

### 2. Analysis of Expenses

<b>Costs related to providing goods or services</b>		
Advertising and Promotion	-	3,182
Banner & Flag Expenses	534	1,685
Christmas event	-	440
Co-ordinator Fee- Digital Sign	990	442
Consulting & Accounting	1,020	-
Digital Sign Maintenance	3,348	-
Entertainment	-	237
Health & Safety Course Expenses	15,377	-
Insurance	5,947	5,489
Kaitaia beautification	1,282	39,801

Notes to the Performance Report



	2025	2024
Kaitaia masterplan	9,478	22,610
KBA business events	-	162
Prizes/Competitions	-	332
Security Camera Maintenance	8,838	12,987
Security, monitoring and patrols	273	27,303
Te Tai Tokerau resilience - Business Boosters	31,900	171,048
Website	510	50
<b>Total Costs related to providing goods or services</b>	<b>79,497</b>	<b>285,769</b>
<b>Grants and donations made</b>		
Scholarships	2,609	2,087
<b>Total Grants and donations made</b>	<b>2,609</b>	<b>2,087</b>
<b>Other expenses</b>		
AGM and other Meeting Expenses	-	226
Bank Fees & Charges	79	-
Co-ordinator Fee	13,245	7,010
Events & Meetings	1,686	-
Flowers & Gifts	380	130
Printing & Stationery	1,361	-
Subscriptions, Licences & Fees	1,354	1,019
<b>Total Other expenses</b>	<b>18,105</b>	<b>8,386</b>
<b>Depreciation and non cash expenses</b>		
Depreciation	10,112	8,911
Loss on disposal of fixed assets	18	-
<b>Total Depreciation and non cash expenses</b>	<b>10,131</b>	<b>8,911</b>

### 3. Taxation

The Association is subject to income tax, but has significant tax losses brought forward, and therefore has no income tax liability. The tax losses at 30 June 2025 amounted to \$149,964.66 (June 2024 \$153,189.38).

	2025	2024
<b>4. Analysis of Assets</b>		
<b>Bank accounts and cash</b>		
Debit Card Account	310	-
KBA Current account	10,458	22,363
KBA Savings account	96,351	75,431
Te Hiku Business Resilience account	51,863	50,974
<b>Total Bank accounts and cash</b>	<b>158,983</b>	<b>148,768</b>
<b>Debtors and prepayments</b>		
Accounts Receivable	150	11,949
<b>Total Debtors and prepayments</b>	<b>150</b>	<b>11,949</b>
<b>Other non-current assets</b>		

Notes to the Performance Report



GST	702	1,307
<b>Total Other non-current assets</b>	<b>702</b>	<b>1,307</b>
	<b>2025</b>	<b>2024</b>

#### 5. Analysis of Liabilities

Creditors and accrued expenses	4,851	10,894
<b>Other current liabilities</b>		
Te Hiku Development - Business Resilience Fund	-	15,770
<b>Total Other current liabilities</b>	<b>-</b>	<b>15,770</b>
	<b>2025</b>	<b>2024</b>

#### 6. Property, Plant and Equipment

<b>Furniture and Fittings</b>		
Furniture and fittings owned	1,152	1,152
Accumulated depreciation - furniture and fittings owned	(1,152)	(1,152)
<b>Total Furniture and Fittings</b>	<b>-</b>	<b>-</b>
<b>Plant and Equipment</b>		
Plant and machinery owned	221,539	217,003
Accumulated depreciation - plant and machinery owned	(196,883)	(187,313)
<b>Total Plant and Equipment</b>	<b>24,656</b>	<b>29,690</b>
<b>Total Property, Plant and Equipment</b>	<b>24,656</b>	<b>29,690</b>
	<b>2025</b>	<b>2024</b>

#### 7. Accumulated Funds

<b>Accumulated Funds</b>		
Opening Balance	165,049	159,302
Accumulated surpluses or (deficits)	14,590	3,225
Reserves	-	2,523
<b>Total Accumulated Funds</b>	<b>179,639</b>	<b>165,049</b>
<b>Total Accumulated Funds</b>	<b>179,639</b>	<b>165,049</b>

#### 8. Commitments

There are no commitments as at 30 June 2025 (Last year - nil).

#### 9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2025 (Last year - nil).

Notes to the Performance Report



#### **10. Events After the Balance Date**

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

#### **11. Related Parties**

There were no transactions involving related parties during the financial year (Last year - nil).

#### **12. Ability to Continue Operating**

The entity will continue to operate for the foreseeable future.



## Depreciation Schedule

### Kaitaia Business Association Incorporated

#### For the year ended 30 June 2025

NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
<b>Office Equipment</b>									
KBA laptop	40.00%	SL	26 Nov 2020	1,152	-	-	-	-	-
<b>Total Office Equipment</b>				<b>1,152</b>					
<b>Plant &amp; Equipment</b>									
Signposts	25.20%	SL	24 Sept 2008	500	-	-	-	-	-
Murals (1)	25.20%	SL	18 Dec 2009	1,338	-	-	-	-	-
Photo Mural (2)	16.20%	SL	7 Oct 2010	3,016	-	-	-	-	-
Digital Recording Devices	40.00%	SL	30 Jun 2015	53,163	-	-	-	-	-
CCTV additions (2016)	40.00%	SL	31 Dec 2015	75,544	-	-	-	-	-
CCTV additions (2017)	40.00%	DV	20 Dec 2016	18,071	388	-	-	155	233
CCTV Camera	40.00%	DV	16 Aug 2017	4,070	120	-	-	48	72
CCTV Network	40.00%	DV	31 Aug 2017	870	26	-	-	10	15
CCTV Network	40.00%	DV	8 Sept 2017	1,168	36	-	-	15	22
TV (2) for Monitoring	40.00%	DV	31 Oct 2017	560	18	-	18	-	-
CCTV Network	40.00%	DV	29 Mar 2018	862	35	-	-	14	21
CCTV Network	40.00%	DV	1 Jun 2018	5,923	267	-	-	107	160
CCTV Network - Tower	40.00%	DV	19 Dec 2018	5,642	336	-	-	135	202
Custom made computer for CCTV Cameras	40.00%	DV	16 Jul 2020	2,567	333	-	-	133	200
CCTV Camera	40.00%	DV	30 Jun 2021	4,524	945	-	-	378	567
Shed to house equipment - Bellingham	13.50%	SL	16 Aug 2022	1,000	741	-	-	135	606
Software link to police national computer	40.00%	SL	5 Sept 2022	2,650	707	-	-	707	-
Solar Panels - Bellingham	13.50%	SL	31 Oct 2022	19,848	15,159	-	-	2,679	12,479
Christmas Wreaths	30.00%	SL	1 Dec 2022	9,948	5,223	-	-	2,984	2,238



Depreciation Schedule

NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Camera - Peekaboo	40.00%	DV	23 May 2024	5,739	5,356	-	-	2,142	3,214
PTZ Camera at KTA Fire Station	40.00%	DV	12 Jun 2025	3,545	-	3,545	-	118	3,427
Switch - Mobil	40.00%	DV	12 Jun 2025	1,551	-	1,551	-	352	1,199
<b>Total Plant &amp; Equipment</b>				<b>222,099</b>	<b>29,690</b>	<b>5,096</b>	<b>18</b>	<b>10,112</b>	<b>24,656</b>
<b>Total</b>				<b>223,251</b>	<b>29,690</b>	<b>5,096</b>	<b>18</b>	<b>10,112</b>	<b>24,656</b>



## Disposal Schedule

### Kaitaia Business Association Incorporated For the year ended 30 June 2025

NAME	PURCHASED	DISPOSED	SALE PRICE	COST	ASSET VALUE	LOSS	DEP RECOVERED	CAPITAL GAIN	PRIVATE USE AMOUNT
<b>Plant &amp; Equipment</b>									
TV (2) for Monitoring	31 Oct 2017	30 Jun 2025	-	560	18	18	-	-	-
<b>Total Plant &amp; Equipment</b>			-	<b>560</b>	<b>18</b>	<b>18</b>	-	-	-
<b>Total</b>			-	<b>560</b>	<b>18</b>	<b>18</b>	-	-	-

## KBA AGM 2025 Chair Report

Kaitaia Business Association



### Summary

Over the 2024–2025 year, the Kaitaia Business Association has focused on practical actions that strengthen our town centre, support local business capability, and advocate for better outcomes across the district. From placemaking initiatives and safety infrastructure to business promotion, training, and regional advocacy, our work has been grounded in collaboration and delivering visible results for members. We have also developed and adopted a new Strategic Plan to guide our direction to 2030, ensuring our efforts are aligned, sustainable, and focused on long-term impact. Together, these initiatives reflect a year of steady progress, collective effort, and a clear commitment to building a clean, safe, vibrant and resilient business district.

### The Year That Was

**Spring Clean 2024** - An initiative launched in November in preparation for the reopening of SH1 Mangamuka. Our goal was to tidy up the town ahead of the summer season and put our best foot forward as we reopened to the world. This was a truly collaborative project with support from businesses and organisations including Northland Waste, Kaitaia Hire, Mauri Social Services, Te Hiku Local, Laser Electrical, FNDC's primary contractor, Arcline Architecture, Building Safer Communities, and many members of our wider community. We also had hands-on help from local leaders, with Councillor Felicity Foy and Adele Gardner tackling tree pruning, and Rachel Baucke walking the length of Commerce Street collecting rubbish. Despite being rained off twice, the effort still cleared the equivalent of two full skip bins of rubbish and green waste, removed graffiti, and saw the Town Square, Commerce Street, CBD alleyways, and park benches water blasted and cleaned. A strong show of kotahitanga and pride in place.

**CCTV Network** - We have continued to work hard to keep the CCTV network operating effectively, with vital funding support from the Te Hiku Community Board. This infrastructure has proven its worth in helping to reduce and investigate crime across the business district. Over the past year we partnered with regional Business Associations, Building Safer Communities, and Far North Police to launch a CCTV Gap Analysis project, identifying weaknesses across the wider network. This work has positioned us to apply to the Proceeds of Crime Fund in October, with the goal of securing investment to expand coverage and give Police the tools they need to better prevent and respond to crime. Safer communities mean safer business districts, and this remains a key focus for the KBA.

**Town Square and CBD Maintenance** - We have continued to support the upkeep and activation of the Town Square and wider CBD. This has included advocating for consistent cleaning and maintenance, following up on RFS requests, and working with community

## KBA AGM 2025 Chair Report

Kaitaia Business Association



groups who book the Town Square space for events. Thanks to the efforts of committee member Cari Saulo (Tahaawai ki Kaitaia Hapu), the square has hosted a variety of activations that bring energy and foot traffic into the CBD. While winter months have been quieter, we expect activity to ramp up over summer, creating more opportunities to showcase our town and support local businesses.

**Networking Events** - This year we shifted to bi-monthly networking events, alternating between early mornings and after-five sessions. Each gathering has been supported by guest speakers from our local business community and collaborations with businesses such as Far North Solar and Kiwi Carpentry. Led by our Coordinator, Sara, these events have drawn strong engagement and positive feedback from members. Our next event, scheduled for Thursday 16 October, will be a collaboration between KBA, Te Ahu Museum, and Top Energy — featuring the museum's new curator and an update from the CEO of Top Energy on their latest initiatives. With this momentum, we'll continue to build on the programme in the year ahead.

**Business Spotlight** - Since January, we have been showcasing local businesses through our digital sign, Facebook, and monthly newsletter. This has included features on Nav Financial, Your Shelf, Retreatment Beauty, and True North Yoga to name a few, helping them reach a wider audience. It has not always been easy, as many business owners are so busy working in their business that finding time to provide marketing material can be a challenge. Even so, the response has been positive and we will continue this over the next 12 months to profile and support those operators who need it most.

**Apprenticeship & Trainee Scholarship** - This year we awarded a \$3,000 scholarship to Club Physical to support training and development for their team. The scholarship continues to play a key role in helping businesses invest in their people, easing the financial pressure of upskilling staff. Applications for the 2025 round are currently open and close on 31 October. The scholarship is available exclusively to our members and associate members, ensuring direct benefit to those within our business community.

**Te Hiku Business Boosters** - While funding and capacity have been challenges this year, we were able to deliver a successful First Aid training course in November 2024 through Shalom Education. Sixteen participants from across Te Hiku businesses took part, gaining NZQA-accredited skills in CPR, AED use, and emergency response. Making this training accessible at no cost meant more workplaces are now better prepared to handle emergencies, contributing to a safer and more resilient community. In April, the committee agreed to wrap up the programme due to limited funding and capacity. However, with new funding opportunities now on the horizon, the steering group is exploring options for a small number of additional training courses to be delivered in the coming months.

**Shop Local Campaign** - In May we partnered with Te Hiku Community Network (now Te Hiku Local) on a Mother's Day "Shop Local" campaign. The initiative featured a digital

## KBA AGM 2025 Chair Report

Kaitaia Business Association



booklet with special offers from participating businesses across Kaitaia, Ahipara, and Awanui. Customers who made purchases in-store could scan a QR code to go in the draw for prizes valued at over \$1,500. The campaign was a great way to encourage local shopping and gave us useful insights into how to run collaborative promotions. We are keen to build on these learnings and look to deliver another campaign next year.

**Late Night Trading** - We coordinated two late-night trading events in the CBD — the first on the last Thursday of November to align with Black Friday week, and the second on Thursday 19 December in the lead-up to Christmas. Both nights were a real success, with strong foot traffic through town and retailers embracing the opportunity with special offers, gifts, competitions, shared platters, and even a glass of wine for shoppers. The Town Square came alive with food carts and local carolers singing Christmas songs, creating a festive and welcoming atmosphere. These events proved the value of collaboration between retail and hospitality, and helped drive activity in the CBD at a crucial time of year.

**Kaitaia Airport Advisory Group** - We continue to participate in the quarterly Airport Advisory Group, a forum that brings together local businesses, aviation users, community organisations, and regulators. The group provides insight and recommendations to the Partnership team, which includes iwi and hapū representatives, FNDC, and Far North Holdings. To date, \$5.4 million has been allocated for essential works including runway upgrades, drainage, lighting, fencing, fuel storage, and other critical infrastructure, with a further \$2.4 million set aside through the Council's Long-Term Plan for future enhancements. This upgrade is a vital investment in the resilience of our region and will help secure Kaitaia's role as a key gateway to the Far North.

**Advocacy and Partnerships** - Alongside our core projects, the KBA has continued to play an active role in advocacy and regional collaboration. We worked closely with stakeholders to push for the reopening of SH1 Mangamuka before Christmas, ensuring the Far North was ready to welcome visitors for the summer season. We also co-hosted the Retail Crime Advisory Group, hearing feedback from businesses on measures to mitigate retail crime, and participated in the Regional Business Association Forum with our colleagues from across Northland. This collaborative forum has strengthened our voice on regional issues and directly led to initiatives such as the CCTV Gap Analysis project.

**Digital Sign** - The digital sign has been a valuable asset for promoting local businesses, but this year it has caused some real challenges. After an initial breakdown and costly repairs, the sign failed again due to an electrical fault in the underground power cable. We have since discovered that the sign, which was launched as part of the Te Hiku Revitalisation project, was intended to be owned by FNDC but has not yet been added to the FNDC asset register. This raises questions around ownership, responsibility, and future use. The outage has forced a pause on advertising for our clients, which is frustrating for everyone involved. The cost to fully repair the fault is estimated at over \$10,000, and the committee is carefully considering whether to cover this from retained revenue while balancing the risks of

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Kaitaia Business Association

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## KBA AGM 2025 Chair Report

Kaitaia Business Association



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investing in an asset that is not formally under our control. Discussions with FNDC are ongoing as we work to find a fair and sustainable solution.

**Young Enterprise Pitch Competition** - In May, the KBA was proud to support Kaitaia College by helping pull together a panel of judges at short notice for the Young Enterprise mid-year pitch competition. The event gave local students the chance to present their business ideas in a safe and encouraging environment, with feedback from experienced business leaders. We had a fantastic response from our members, and we extend our thanks to Doug Cochrane (Pak'nSave), Sylvia Nugent (Te Hiku Community Network), Raewyn Flay (Te Hiku Connect), and Danielle Moa (Far North ITM) for stepping up as judges. Supporting our young entrepreneurs in this way helps inspire the next generation of business leaders in Te Hiku.

**Strategic Plan** - Over the past year the committee has developed a new Strategic Plan to give clearer shape to the work we already do. The plan builds on our existing priorities, highlighting the opportunities and risks we face as a business community, while setting out four clear pillars to guide our efforts. Where it does take us further is in recognising the importance of governance and sustainability, ensuring the KBA itself remains strong, well-resourced, and able to deliver for the long term. This plan is already in action through the projects we run, and we look forward to sharing it with members and gathering feedback in the months ahead.

### The Year Ahead

Looking to the year ahead, our focus will be on building momentum across the four pillars of our Strategic Plan.

**Placemaking and Town Centre Development** will see us continue to enhance the look and feel of our CBD through flags, wreaths, and seasonal decorations, while also supporting the Christmas Parade, Town Square activations, and a Christmas security patrol. We will also keep investing in the maintenance and expansion of our CCTV network, alongside tidying up key public spaces like the North Park roundabout.

**Business Growth and Capability** will remain a priority as we deliver our monthly member showcase, coordinate two late-night shopping events, and run another Shop Local campaign. We will continue to support training opportunities as funding allows, offer the annual Trainee and Apprentice Scholarship, and make use of the digital sign to promote our members. Advocacy will also continue for the commercial development of two key sites in the town centre.

**Member Engagement and Advocacy** will be strengthened through six networking events, including our AGM, as well as the development of a membership welcome pack. We will

## KBA AGM 2025 Chair Report

Kaitaia Business Association



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continue to grow and tidy our membership database, publish our monthly newsletter, and maintain strong advocacy with council and regional stakeholders.

**Organisational Capability and Governance** will remain central to ensuring the KBA is sustainable for the long term. This includes creating induction packs and role profiles for committee members, expanding steering groups to bring in more member voices, and developing a succession plan for core roles. We will also expand our committee to ten members, re-register under the new Incorporated Societies Act, and carry out a self-review survey to keep ourselves accountable.

Together, these actions build on the progress we have made and set us up for another year of growth, collaboration, and impact for our business community.

**Kaitaia Business Association**  
**Strategic Plan 2025-2030**




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## Executive Summary

The Kaitaia Business Association Strategic Plan 2025–2030 outlines our vision for a clean, connected, and thriving business district. Developed by volunteers and guided by local needs, this plan sets a clear direction for our priorities, actions, and decision-making. It reflects our values, addresses our current realities, and lays out the framework for supporting local business success and Business Improvement District development over the next five years.

## Background

As the needs of our town centre evolve, so too must our focus. This strategic plan responds to the need for greater clarity, alignment, and impact, helping us prioritise what matters most, work within our capacity, and better serve the members who make up our business district.

The Kaitaia Business Association (KBA) is a registered Incorporated Society. It's a not-for-profit volunteer group supporting over 200 local businesses, organisations and commercial property owners by driving projects that help to improve economic outcomes for our Business Improvement District (BID).

Established in 2012, the BID was created following a majority vote by local business and commercial property owners. Kaitaia proudly became New Zealand's northernmost and first rural town to implement a BID, aimed at revitalising our main shopping and business areas.

Over the years, the KBA has become a strong advocate for local businesses and organisations within the BID, working with the Far North District Council, Te Hiku Community Board, and other partners to address the needs of our business community.

An executive committee manages the organisation, made up of dedicated volunteers, including a Chair, Deputy Chair, Treasurer, and up to eight additional committee members, supported by a part-time Coordinator. We also have representatives from Te Hiku Community Board, Far North District Council, and the Kaitaia Police, ensuring strong ties to local governance. As volunteers, the committee works hard to balance their roles alongside their business commitments, focusing on initiatives that benefit the local business community. Our capacity is enhanced by collaboration and a shared commitment to Kaitaia's growth and success.

## Vision

A clean, vibrant, safe and resilient business district, where local business success drives community-wide prosperity.

### Comments:

- It reflects the outcomes we're already working toward. "Clean and vibrant" speaks to our work on town maintenance, beautification, placemaking, and making the town centre more enjoyable. "Safe and resilient" reflects our investment in CCTV, security patrols, business continuity, and training opportunities that help our businesses adapt and stay strong.
- It keeps us grounded and member-focused. It uses plain language that makes sense to both business owners and the wider community, nothing abstract or overly ambitious. It's about the kind of place we want to be proud of, and the role our business district plays in that.
- It connects business success to community wellbeing. This line is important: we're not just here to help businesses make money, we're here to support a town where success lifts everyone. When local businesses are thriving, people are more likely to spend time in town, feel safer, and invest in the future of Kaitaia.

## Mission

To support the collective growth and success of the Kaitaia Business Improvement District.

### Comments:

- It keeps our focus on the big picture, the Business Improvement District as a whole. This isn't about one street or one business. It recognises that we serve a diverse business district, from the town centre to North Park and the industrial area, including not-for-profit organisations, and we exist to support all of it collectively.
- It's grounded in what we actually do. "Support" is the right word because that's what we do, through advocacy, capability-building, placemaking, safety initiatives, promotion, and collaboration. We're not here to run businesses, we're here to back them.

- It aligns with our volunteer capacity and kaupapa. It's simple, honest, and achievable. It doesn't overstate what we can deliver but speaks to our purpose, to strengthen the environment in which our members can thrive.

### Strategic Objective

By 2030, the Kaitaia business district will be known as a clean, safe, vibrant, connected, and attractive commercial hub that re-establishes Kaitaia as the gateway to paradise.

#### Comments:

- It describes what success looks like by the end of this plan. This statement gives us a clear and shared goal for 2030, a thriving business district that's not just functional, but known for being a place people want to visit, spend time, and do business.
- It brings our vision and mission together. It reflects our commitment to supporting business success (mission), while describing the kind of district we want to create (vision), one that's clean, safe, and vibrant, and that serves the whole community.
- It's ambitious but grounded. Clean, safe, vibrant, connected, and attractive... these are visible and tangible. They align with what we do now and the projects we've prioritised across our four pillars, from placemaking and capability-building to engagement and governance.
- "Gateway to paradise" speaks to our identity. This isn't just a catchphrase. It reflects how we want to reposition Kaitaia in people's minds as the welcoming starting point to the Far North, with a business district that reflects pride, potential, and manaakitanga.

### Strategic Focus

- **Placemaking & Town Centre Development.**  
The Kaitaia business district is clean, safe, and attractive, a place where locals and visitors want to spend time.
- **Business Growth & Capability.**  
Local businesses are visible, capable, and resilient, and part of a thriving business

environment that supports growth, attracts investment, and encourages people to do business in Kaitaia.

- **Member Advocacy & Engagement.**

Members feel informed, connected, and supported, knowing their collective voice is represented to key stakeholders.

- **Organisational Capability & Governance.**

KBA is a resilient organisation with clear processes, strong leadership and teamwork, and the capacity to deliver meaningful outcomes for its members for years to come.

**Comments:**

- The four updated pillars/pou reflect a clearer, more strategic view of our priorities as a Business Association. They consolidate previous focus areas like promotion, advocacy, economic development, and business support into outcomes-based categories that better match the work we do and the impact we want to have.
- We've moved away from listing functions and instead structured the plan around outcomes: a cleaner, safer town centre; stronger businesses; a more connected membership; and a more sustainable organisation. These pillars don't just reflect where we are now, they reflect where we're going.
- The addition of "Organisational Capability & Governance" as a standalone pillar comes from experience. Over the past couple of years, it has become clear that there is little in the way of succession planning, documentation, policy, and onboarding. This pillar ensures we prioritise sustainability behind the scenes so future volunteers and leaders can build on what's been started, not start over each time.

## **Our Values and Guiding Principles**

Our values are drawn from our constitution and express the spirit of how we work. These are supported by guiding principles that shape our day-to-day decisions and the way we serve our members and our town.

**Values:**

- **Tuhonotanga — We build strong connections.**

We bring people together, members, partners, and the community, to share ideas, support one another, and create real momentum for Kaitaia.

- **Aratakina — We share knowledge and guide others.**  
We listen, learn, and lead with purpose, helping businesses grow through clear communication, good information, and practical support.
- **Manaakitanga — We show respect and care for others.**  
We foster positive relationships through generosity, hospitality, and empathy — creating a business district where everyone feels welcome and valued.
- **Tika — We act with integrity.**  
We're honest, reliable, and transparent, doing the right things, in the right way, for the right reasons.
- **Kaitiakitanga — We look after our place.**  
We take pride in our town centre, working to make it safer, cleaner, stronger, and better for the businesses and people who call it home.

**Guiding Principles:**

- **We act in the best interest of the BID.**  
Every decision we make must serve the businesses and commercial environment within our Business Improvement District.
- **We focus on outcomes, not just activity.**  
We prioritise projects and decisions that create meaningful, visible benefits for our members and town centre.
- **We spend every dollar like it's our own.**  
We manage resources carefully, ensuring transparency, value, and direct impact for our members.
- **We listen, reflect, and respond.**  
We value feedback, learn from experience, and adapt to serve our members better.
- **We show up with respect and unity.**  
We honour different perspectives, but once a decision is made, we move forward together.

## Strategic Focus Areas (The Four Pou)

### Placemaking & Town Centre Development

#### Strategic Objective

The Kaitaia business district is clean, safe, and attractive, a place where locals and visitors want to spend time.

#### Strategic Priorities to 2030

- 1. Make the town centre more inviting and enjoyable to spend time in.**  
We'll brighten the district with seasonal activations, support events, and focus on projects that create a more vibrant and welcoming atmosphere.
- 2. Work to make the business district feel safer for everyone.**  
We'll continue to grow the CCTV network, support safety patrols, and strengthen partnerships and support projects that help reduce antisocial behaviour.
- 3. Push for better maintenance, cleaner streets, and long-term planning.**  
We'll work with Council and others to improve public spaces, maintain high standards, and keep the Kaitaia Master Plan moving forward.

### Business Growth & Capability

#### Strategic Objective

Local businesses are visible, capable, and resilient, and part of a thriving business environment that supports growth, attracts investment, and encourages people to do business in Kaitaia.

#### Strategic Priorities to 2030

- 1. Promote local businesses and encourage people to shop, spend, and support Kaitaia.**  
We'll run campaigns, support events, and showcase our members to keep local businesses visible and top of mind.
- 2. Help businesses grow their skills and plan for the future.**  
We'll offer training, scholarships, and development opportunities to build capability and support business resilience.

**3. Support business growth and investment that brings new life into the town.**

We'll advocate for commercial development, attract new businesses, and encourage initiatives that help fill empty spaces.

**Member Advocacy & Engagement****Strategic Objective**

Members feel informed, connected, and supported, knowing their collective voice is represented to key stakeholders.

**Strategic Priorities to 2030****1. Represent the voice of our members to council, stakeholders, and the wider community.**

We'll speak up on issues that matter, advocate for better outcomes, and ensure Kaitaia's business voice is heard where it counts.

**2. Keep members informed and connected.**

We'll share clear, timely updates, maintain strong communication channels, and welcome new members with helpful information and support.

**3. Create regular opportunities for members to participate, connect, and shape our work.**

We'll host events, gather feedback, and strengthen relationships with business and property owners across the district.

**Organisational Capability & Governance****Strategic Objective**

KBA is a resilient organisation with clear processes, strong leadership, and the capacity to deliver meaningful outcomes for its members.

**Strategic Priorities to 2030****1. Strengthen our committee structure and leadership.**

We'll define clear roles, support new members, and plan for future leadership to ensure the organisation stays strong and resilient.

**2. Keep our systems and policies up to date to support good governance and long-term sustainability.**

We'll maintain compliance, improve internal processes, and build a capable organisation that can grow over time.

**3. Communicate our work and build partnerships that support shared goals.**

We'll keep members informed of our progress and maintain strong relationships with key partners and stakeholders.

## Measuring Success

As a volunteer-led organisation with limited resources, we'll take a practical and light-touch approach to measuring success. Our focus is on tracking what matters most. Not everything we could measure, but the things that help us stay accountable, reflect on progress, and improve how we serve our members.

We won't collect data for the sake of it. Instead, we'll monitor a small set of core indicators each year, supported by short feedback opportunities (pulse surveys) and the broader context of how our district is developing. Over time, this approach can adapt as new data becomes more easily accessible or as capacity expands. This will help us understand what's working, where the gaps are, and how to make better decisions.

### Core Measures (Tracked Annually)

These are key indicators that are simple to track and meaningful to our strategic priorities.

Area	What We Track	How
<b>Member Engagement</b>	Event attendance, newsletter opens, social media engagement, scholarship applications	Event RSVPs, Mailchimp and social media reports
<b>Business Visibility &amp; Capability</b>	Participation in campaigns or training	Simple counts + member feedback
<b>Town Centre Health</b>	Vacant buildings	Visual street survey twice a year
<b>Organisational Strength</b>	Committee size, financial position, project delivery	AGM reporting and internal records

### Pulse Measures (Short Feedback Loops)

These help us stay responsive and member-led, without overburdening our team or our members.

Area	Example
<b>Advocacy &amp; Support</b>	One to two question post-event or post-campaign surveys
<b>Training &amp; Capability</b>	Short feedback form after workshops or Business Booster sessions

#### **Aspirational Measures (Monitored, Not Tracked)**

These aren't regularly reported but help us tell the broader story of our impact when appropriate.

Area	What We Monitor
<b>Safety &amp; Perception</b>	Member comments, informal feedback, surveys, police reporting
<b>Regional Trends</b>	Far North District updates via Infometrics or FNDC
<b>Advocacy Outcomes</b>	Notable progress (e.g. funding, Master Plan movement, partnerships, completed RFS)

## Key Partnerships & Stakeholders

### Key Partnerships

#### Te Hiku Community Board (THCB)

- Formal Memorandum of Understanding (MoU) in place.
- Primary local funder of CCTV, beautification, and placemaking initiatives.
- Represents the community arm of FNDC, acting as a bridge between council and local needs.
- Appoints a representative to the KBA Committee, enabling direct collaboration.
- Requires annual reporting and accountability (Annual Plan & Financial Report due each December).

#### Far North District Council (FNDC)

- Collects and distributes the targeted BID rate to KBA.
- Manages the RFS (Request for Service) system for maintenance and infrastructure.
- Hosts the Mayor's Business Call and quarterly Business Association meetings, a key advocacy touchpoint.
- Strategic partner for placemaking, town centre upgrades, and compliance.
- Engages in joint problem-solving around economic development and urban environment.

#### Building Safer Communities (BSC)

- CCTV operations, monitoring, reporting and expertise.
- Facilitates community patrols and works closely with Police and other safety stakeholders.
- Provides a base for monthly meetings and postal address.
- Offers additional resources and support.

#### Kaitia Police

- Representative on KBA Committee.
- Working relationship with BSC and monitoring.

- Provide crime data and reporting trends, informing the KBA's advocacy and project planning.

#### **Regional and Business Development Partners**

- Northland Inc. – Offers access to the Regional Partnership Programme. Provides support for tourism, economic development, and resilience initiatives.
- NorthChamber – Advocacy and business development support. Supports capability building and regional business voice.
- Te Hiku Iwi Development Trust – Community and economic development partner. Provides data, local insights, and funding collaboration. Opportunity to co-deliver initiatives that support hapū/iwi and business wellbeing.
- Whāriki Māori Business Network – Offers cultural and business support to Māori enterprises. Alignment with kaupapa Māori values and enterprise capability uplift. May support membership diversification and training access.
- Regional Business Associations – Shared advocacy on issues like transport, crime, and funding. Quarterly Chair Forums and joint submissions on regional priorities. Project collaboration.

#### **Key Stakeholders**

##### **Members**

- BID Members – Those within the BID who pay the targeted rate and are legally represented by KBA.
- Associate Members – Those outside the BID who are paying members and are represented by KBA.
- Commercial Property Owners / Landlords – May or may not be the same as members; their property condition impacts placemaking and visual appeal of the BID.

##### **Community & Public**

- Local Residents, Iwi/Hapu & Community Groups – Affected by beautification, events, safety initiatives, and promotion of the town centre.
- Volunteers / Event Participants – Involved in initiatives like the Christmas parade, clean-ups, or garden projects.

- BID Visitors – Those visiting and shopping within the BID whose experience directly impacts member success and BID vitality.

**Press & Media**

- Report on KBA activities influencing public perception.
- Can amplify issues like crime, beautification, or regional investment.
- Can showcase upcoming events and drive participation.

**NZTA / Waka Kotahi**

- Responsible for SH1 and SH10 – closures or improvements have a direct economic impact on Kaitaia and our members.
- Critical for advocacy around transport access and tourism confidence.

**Education & Youth Sector**

- Kaitaia College / Local Schools – Partners in youth enterprise events and career pathways.
- Training Providers – Workforce readiness.

**Political & Government Representatives**

- Local Councillors & Community Board Members – Key decision-makers for infrastructure and funding.
- MPs / Central Government Reps – Useful for elevating regional business concerns to a national level.
- Ministry of Social Development (MSD) – Offers potential workforce and resilience partnerships.

## Risks & Assumptions

Our strategic plan is based on the following assumptions and acknowledges several risks that could impact delivery and outcomes:

- **Operational Capacity**  
The ability to deliver on strategic priorities assumes the ongoing capacity and capability of KBA's Coordinator, Committee, and volunteers. Changes in individual capacity, personnel or skill gaps could affect momentum and project execution.
- **Council Engagement and Local Government Elections**  
The successful implementation of placemaking initiatives, maintenance advocacy, and infrastructure improvements relies heavily on strong relationships with the Far North District Council (FNDC) and the Te Hiku Community Board. Local elections may result in changes to council priorities or reduced support for BID-related initiatives.
- **BID Continuity**  
As with all BIDs, there is a risk that a call for a member vote could result in the BID's termination if dissatisfaction arises. Maintaining strong communication, demonstrating value to members, and delivering tangible outcomes will be critical to mitigating this risk.
- **Economic Climate**  
External economic factors, including inflation, supply chain challenges, and changing retail behaviours, may impact local business sustainability, member engagement levels, and BID income sources such as digital sign advertising.
- **Member Engagement**  
The success of KBA initiatives depends on active participation and support from BID members. A lack of engagement could impact the association's ability to deliver programmes, advocacy, and business support services effectively.
- **Funding**  
The plan assumes the continuation of the current BID targeted rate funding from FNDC and the successful securing of additional grants or sponsorships where necessary. Unexpected funding shortfalls could delay or limit the scale of some initiatives.
- **Regional Collaboration**  
Our success also assumes a continued spirit of collaboration among regional Business Associations and key partners. Shifting regional priorities or a loss of trust between partners could impact joint marketing and advocacy efforts.

## 7.2 NEW LOCATION WHATUWHIWHI CAMPERVAN DUMP STATION

**File Number:** A5604261

**Author:** James Knight-Wagener, District Facilities Design Officer

**Authoriser:** Shelley Wharton, Manager - Infrastructure Engineering

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report seeks endorsement of a new location for the Whatuwhiwhi campervan dump station following upgrades to the fire station site and the resulting closure of public access to the existing dump station and its associated water-supply bore.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

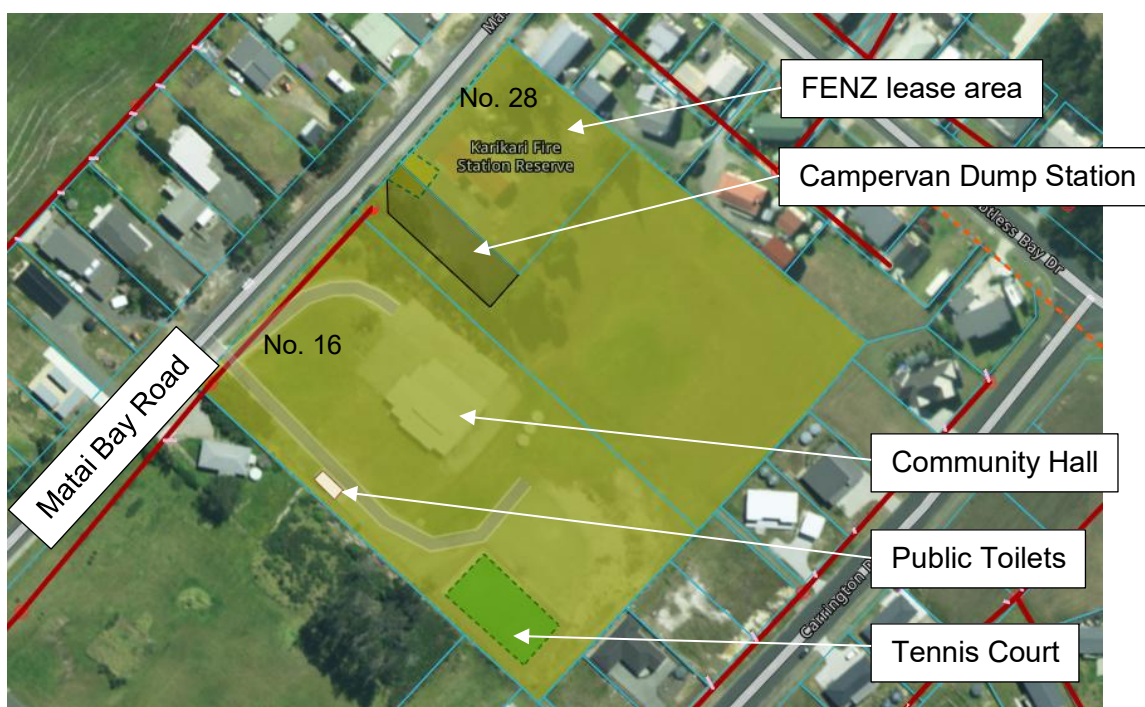
- The Whatuwhiwhi dump station has been closed due to upgrades by Fire and Emergency New Zealand to the fire station site within its leased area, which previously overlapped with public use.
- Three options have been assessed for relocation of the campervan dump station.
- A preferred option is recommended as it provides the best overall alignment with service requirements and represents value for money.

### TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board approves the proposed relocation of the public campervan dump within the Local Purpose Reserve from 16 Matai Bay Road to 28 Matai Bay Road, adjacent to the existing public toilets.

### 1) TĀHUHU KŌRERO / BACKGROUND

Council owns the two properties at 16–28 Matai Bay Road, Whatuwhiwhi, which are held as a Local Purpose Reserve. There is no reserve management plan for the sites. The site at 16 Matai Bay Road contains the Karikari Community Hall, driveway and parking areas, tennis court, public toilets, and a water-supply bore. Part of the site at 28 Matai Bay Road is leased to Fire and Emergency New Zealand (FENZ). A portion of that site was previously used as a campervan dump station, with the balance in grass. The existing site layout is shown as yellow in Figure 1.



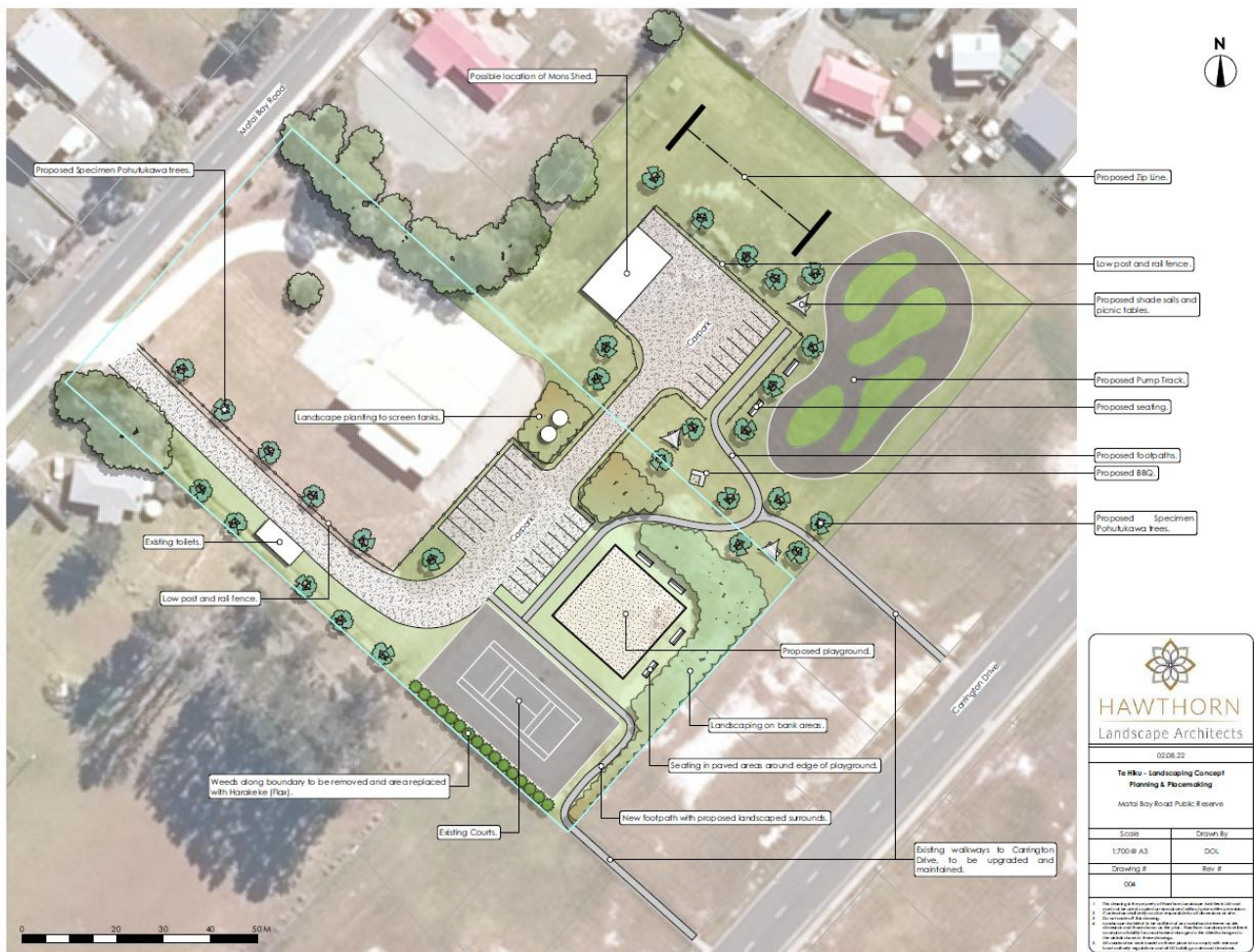
**Figure 1 – Existing Site Layout**

The campervan dump station remained in use until mid to late 2025, when Fire and Emergency NZ fenced the site to enable redevelopment of the fire station. At that time, the dump station became inaccessible to the public, and the water-supply bore was closed off.

The Motor Caravan Association advised Council staff of the issue, and staff have liaised with Fire and Emergency NZ to confirm the current arrangements. The existing, now unusable dump station uses the same vehicle crossing and is located within the FENZ lease area. Under the new fire station development, that access is no longer available to the public. In addition, water supply from the privately owned FENZ bore is not available to provide washdown facilities following discharge of wastewater tanks.

A new location is therefore required, together with appropriate vehicle access, a water supply, and a wastewater connection point, to service the area.

A concept plan for reserve development at Matai Bay Rd was prepared by Hawthorn Landscape Architects in 2022 for the Community Board, as shown in Figure 2. The concept includes additional driveways and parking areas, a new playground, a zip line, a pump track, paths, and other amenities. Funding for the desired reserve development will be under consideration during the 2027-2037 Long Term Plan process.



**Figure 2 – Concept Future Development Plan of Reserve Areas**

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

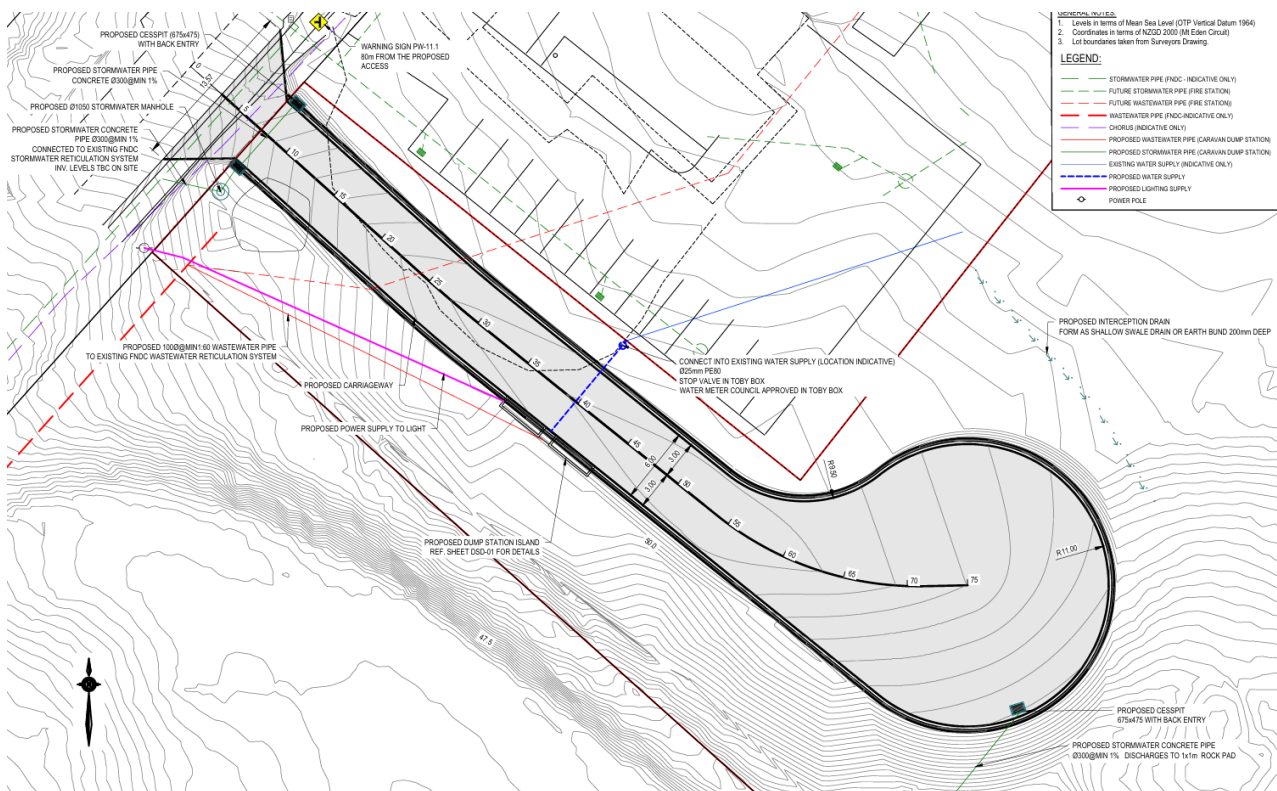
An assessment has been undertaken to identify a suitable location for a new campervan dump station facility in the Doubtless Bay area. Three potentially feasible options have been evaluated: reinstating the former dump station at its current location; relocating the dump station within Council-

owned reserve land; or establishing a new dump station near the transfer station on Council-owned land. The options are summarised below with reference to key constraints and value for money.

**Option 1: Rebuild the Campervan Dump Station near the Current Location (28 Matai Bay Road)**

Reinstating the dump station at its current site is technically feasible; however, it presents several material constraints. The site has changed as part of the new FENZ building development, reducing the available vehicle manoeuvring space. A concept layout for Option 1 is shown in Figure 3. Reinstatement at the existing site would require:

- Design and consenting.
- Extensive tree removal and earthworks to create adequate space and levels for safe turning movements.
- Installation of a substantial retaining wall to stabilise the adjacent bank.
- New vehicle crossing, driveway and turning area.
- Establishment of a new water supply bore, or using the bore that supplies the public toilets next door, which is approximately 70 metres away.
- Potential lease variation, which would trigger further requirements and delays.



**Figure 3 – Option 1: Rebuild near the existing campervan dump station site**

Collectively, these works would result in a substantially higher cost than originally anticipated and introduce uncertainty regarding budget, programme, and consenting. This option would deliver limited operational improvements compared with the former facility and may create operational and safety conflicts with the upgraded FENZ site, particularly regarding vehicle access.

**Advantages:**

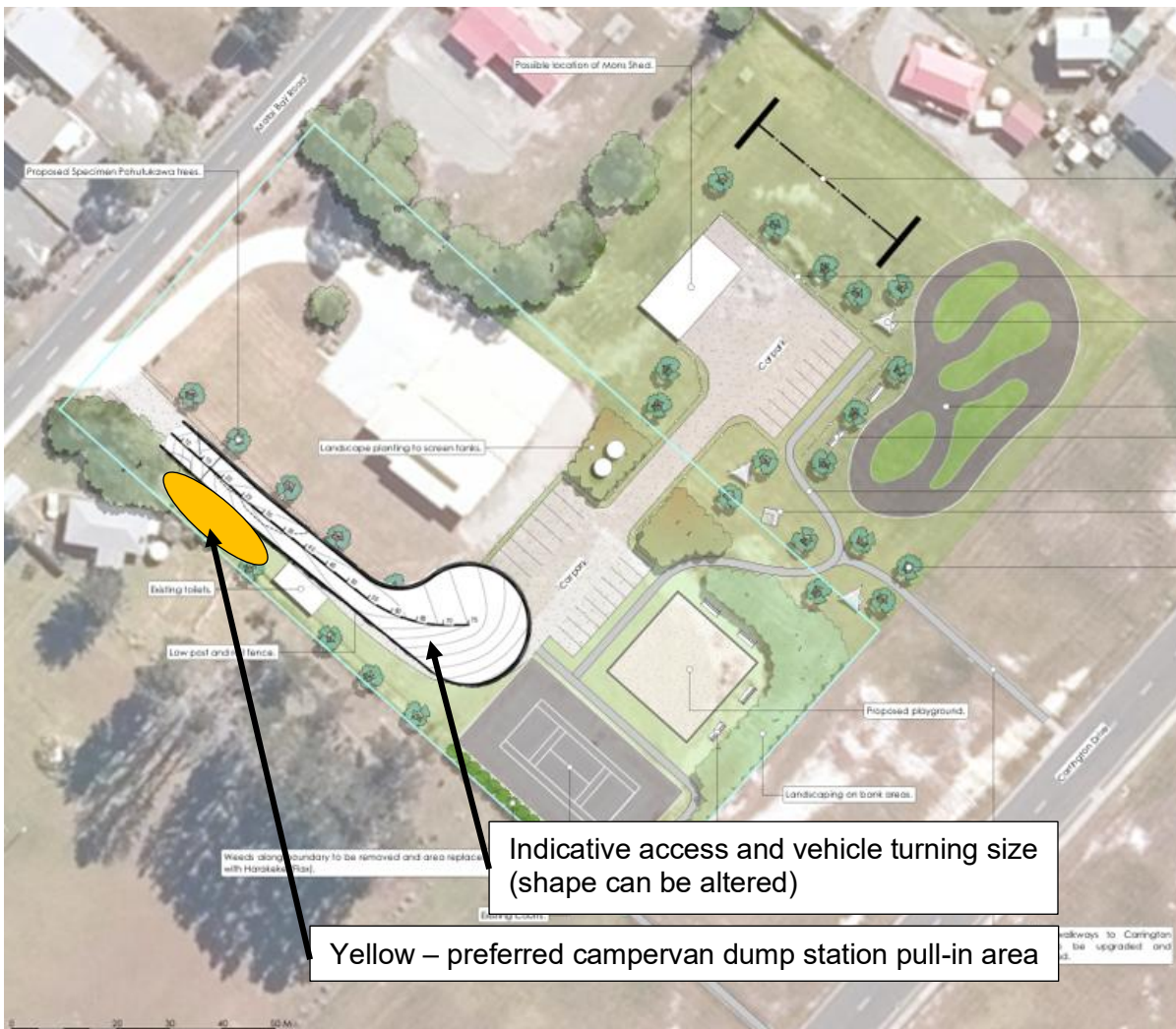
- Familiar location for users — regular visitors already know this site.
- Technically feasible — rebuilding here is possible from an engineering perspective.

Disadvantages:

- High construction cost — requires extensive earthworks, tree removal, and a substantial retaining wall.
- Infrastructure upgrades needed — a new water bore would need to be established, or a connection made approximately 70 metres away to the existing bore servicing public toilets.
- Space constraints — reduced manoeuvring area due to FENZ upgrades, impacting safe vehicle access (safety issue during emergencies if sharing areas with the public).
- Lease and consent issues — if the existing bore can be used, it may require a lease variation, a consent transfer or a new consent, adding time and uncertainty.
- Higher risk of delays — consenting, engineering complexities and additional works all create programme uncertainty.
- Conflict with the concept of the future development plan for the site.

Option 2: Construct a New Campervan Dump Station at 16 Matai Bay Rd (Preferred Option)

The adjacent lot is also held as a Local Purpose Reserve and contains the Karikari Community Hall and public toilets. This site provides a more practical and cost-effective location for the dump station. A new bore was installed in 2025 and supplies two 25,000-litre tanks; accordingly, reliable water infrastructure is already available at the public toilets. Development of a dump station at this site would require substantially less earthworks and would avoid conflicts associated with the FENZ upgrade. A concept layout for Option 2 is shown in Figure 4.



**Figure 4 – Option 2: New campervan dump station near public toilets, overlaid on future development concept**

This location provides improved circulation space for caravans and motorhomes, safer entry and exit movements, and better alignment with the concept future development plan. The site also consolidates community services (hall, parking, public toilets, and dump station), improving legibility for visitors and supporting efficient operations.

**Advantages:**

- Lower overall cost — avoids the expensive earthworks, tree removal, retaining structures and water supply needed at the original site. Suitable vehicle crossing and gravel access road already exist.
- Additional efficiencies may be achieved by combining project outcomes; for example, sealing the access route to the dump station would also improve access to the tennis courts and support future reserve development.
- Existing reliable water infrastructure — a new bore and two 25,000 L tanks installed in 2025 already support the required water supply.
- Better alignment with community infrastructure planning — clusters community services (hall, parking, public toilets and dump station) in one accessible area.
- Reduced consenting risk — avoids the lease variation and potential consent complications tied to the original site.
- Future-proofed location — the proposed dump station can be accommodated without compromising anticipated reserve development. Proximity to the public toilets supports user amenity and enables efficient maintenance and ongoing operation.

**Disadvantages:**

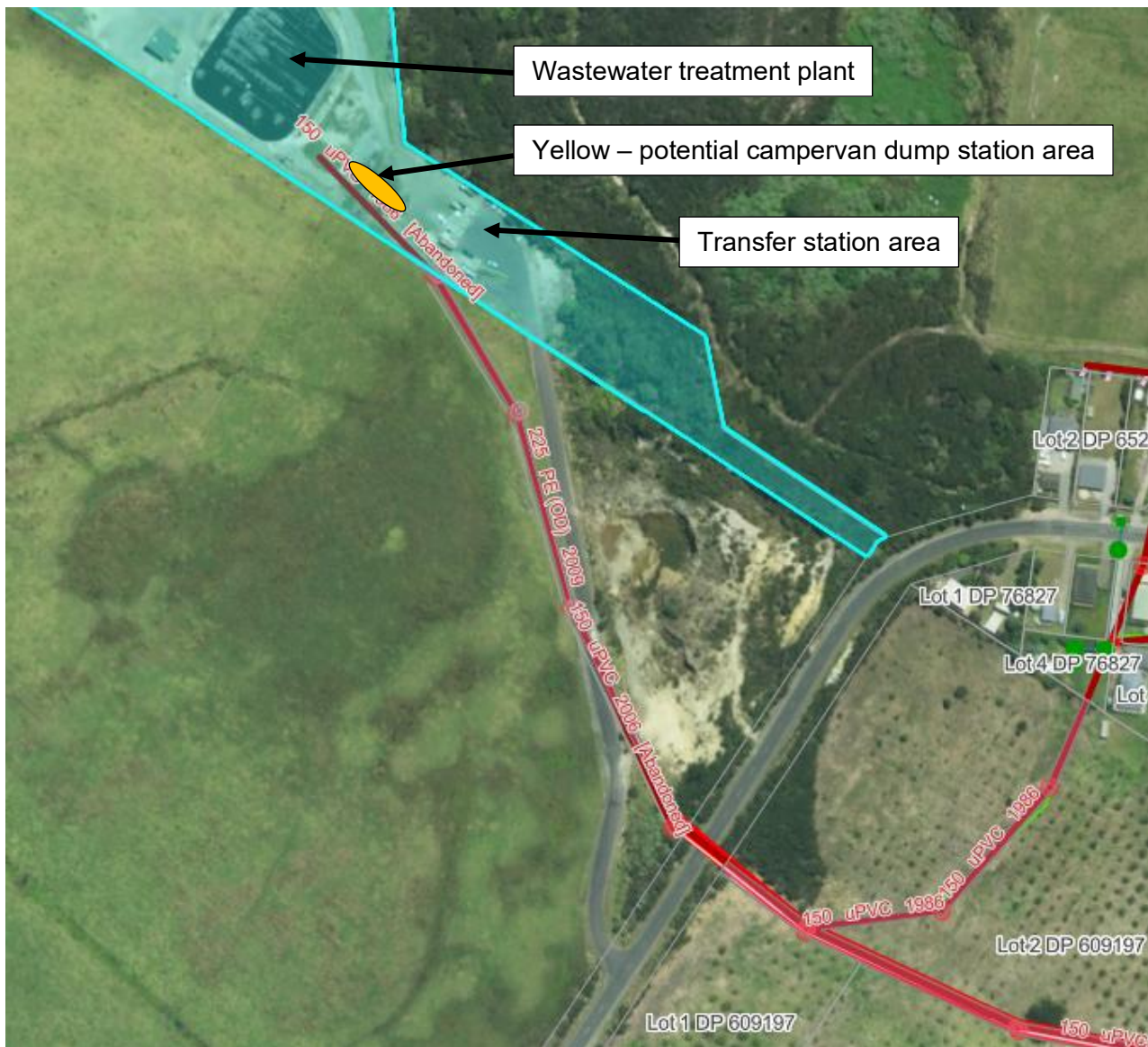
- Site establishment and plumbing — establishing wastewater connection and site works may disrupt some activities (access to tennis court and public toilets) on site for a short period.
- Perceived safety issues from large vehicles emptying wastewater in a recreation area. These can be mitigated through design features and by separating vehicle areas from recreation areas.

**Option 3: Construct a New Campervan Dump Station Near Whatuwhiwhi Transfer Station**

The area near the Whatuwhiwhi Transfer Station has also been considered, noting that the wastewater system is available for connection and Council owns land in the vicinity; however, site suitability requires further investigation.

The blue area in Figure 5 identifies Council-owned land containing the transfer station, wastewater drainage, and wastewater treatment plant. Due to topography constraints, the access road and wastewater drainage are located within an easement across private property. The south-eastern portion of the Council-owned land is in bush and is too steep for vehicle use. Most of the accessible area is occupied by transfer station operations.

The yellow area in Figure 5 indicates the only location where access, manoeuvring, and a wastewater connection could potentially be accommodated on Council-owned land. Limited investigation has been undertaken to date, as Option 2 is assessed as the lower-cost, higher-benefit option of the three.



**Figure 5 – Option 3: New campervan dump station near transfer station**

This location would need a full site assessment to confirm available space and to assess ground conditions. Development at this site would require establishing new water bore, power, and wastewater connections. While potentially feasible, the extent of the required infrastructure and uncertainties around the site layout make this option less well-defined than the Community Hall site.

**Advantages:**

- Good vehicle access — the recycling centre entrance is already designed for turning movements by large vehicles (trailers, trucks, campervans).
- May provide sufficient space — depending on final assessment, the open area could offer reasonable room for manoeuvring and locating services.
- Campervan users may also visit the transfer station to offload waste.
- No odour complaints from dumping due to proximity to wastewater treatment plant.

**Disadvantages:**

- The space available near the wastewater connection point requires campervan dump station users to drive through the transfer station, which may cause confusion.

- Requires comprehensive site assessment — suitability is unknown until engineering assessments are completed.
- No existing services — water, power, and wastewater connections all need to be established, increasing cost and complexity.
- Roothing approval may be required — using an existing facility entrance may create access, safety or traffic flow concerns that need Council Roothing Team approval.
- Potential contamination or operational conflicts — proximity to a transfer station may introduce odour, waste-handling, or heavy-vehicle conflicts with wastewater treatment plant operations.
- Likely higher cost than Option 2 — due to service installation from scratch and the uncertainty around earthworks and site layout.

### **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

Option 2 is recommended because it leverages existing infrastructure, aligns with the future development plan, offers the best overall value for money, and avoids the primary constraints of rebuilding at the original site. The proposed location provides improved safety and accessibility and can be delivered with lower programme and consenting risk.

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

The preferred option is assessed as the most cost-effective solution. It aligns with Long Term Plan priorities for affordable, fit-for-purpose community infrastructure. Funding can be met from existing community facilities infrastructure budgets, subject to confirmation through the annual planning and budget approval process.

### **ĀPITI HANGA / 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.

<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>	<b>This report has limited significance, as the decision concerns relocating</b> an existing campervan dump station within the same local purpose reserve. The proposal does not change the service level, is not expected to result in material community-wide impacts and primarily affects Council and FENZ operational arrangements. The preferred location is assessed as more cost-effective and safer for delivery, and the decision falls within the delegations of the Community Board and Council for the relocation of an activity within the same reserve.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Relevant considerations include the Local Government Act 2002, which guides infrastructure planning, and the Resource Management Act, which governs earthworks, water use, and potential consents. FNDC bylaws, such as the Wastewater Drainage, Treated Water Supply, and Vehicle Crossings bylaws, also apply. The proposal supports LTP outcomes for fit-for-purpose community infrastructure and healthy, safe, sustainable communities.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This proposal does not have district-wide relevance, as it relates specifically to infrastructure serving the Whatuwhiwhi/Karikari Peninsula area. Under the LTP, Council aims to provide fit-for-purpose local infrastructure that supports community wellbeing. FNDC's district vision emphasises connected, sustainable local communities, implying that matters of this scale are appropriately guided by the views and needs of the local community board area rather than the district.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision	Moving an existing facility within the same site is not considered to have a significant impact. The proposed site works may have local implications for Māori due to

<p>making if this decision is significant and relates to land and/or any body of water.</p> <p>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.</p>	<p>their connection to whenua and water. FNDC's vision recognises tangata whenua as kaitiaki, ensuring decisions respect cultural values. The LTP framework supports Māori participation and aligns with Te Tiriti principles of partnership and wellbeing.</p>
<p>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).</p>	<p>Affected groups include residents, the Motor Caravan Association, dump station users, and people accessing nearby community facilities. Their needs have been considered by focusing on improved safety, accessibility, and service quality, supporting inclusive, connected, and sustainable communities.</p>
<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>The preferred site is the lowest cost option and aligns with LTP priorities for affordable, fit-for-purpose infrastructure, with funding drawn from existing approved budgets.</p>
<p>Chief Financial Officer review.</p>	

### 7.3 AMENITY LIGHTING

**File Number:** A5585715

**Author:** Tayarni McGee-Rivington, Junior Project Manager

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to confirm the approval of the amenity lighting at the Karikari Recreation Hub Multi-Court location and recommend two further locations for investigation.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Amenity lighting plays a key role in improving the safety, accessibility, and attractiveness of public spaces across Te Hiku ward.
- Council's amenity lighting programme aims to address these issues by delivering small-scale, energy-efficient lighting improvements in high-use areas such as wharfs, boat ramps, parks, and walkways.
- The Community Board's input is essential to ensure that selected locations reflect community needs, align with ward priorities, and support accessible, safe, and welcoming public spaces for residents, visitors, and businesses.
- The Te Hiku Community Board has delegation to approve the locations of amenity lighting.

#### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board;**

- **Approve the installation of amenity lighting at the Karikari Recreation Hub Multi-Courts as identified in Te Hiku Community Board 25/28 strategic plan.**
- **And recommend Māori Pt, Mangōnui and Jaycee / Centennial Park for further investigation to become the third amenity lighting location.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

Within the 2024/27 Long Term Plan, \$10,000.00 has been allocated per year for each of the wards across the Far North District. This funding relates to new amenity lighting installations.

To enable one contract for the amenity lighting capital works to be bundled and achieve efficient delivery and value for money, the Year 1 budget has been combined with the Year 2 and Year 3 budgets and brought forward into Year 2 (2025/2026). As a result \$27,843.47 is now available in the 2025/26 Financial Year.

Allen Bell Drive Playground has been confirmed by the previous Te Hiku Community Board as a location for the installation of an amenity light. This will be installed before the end of the current financial year. Budget is available for installing amenity lighting at an additional two locations.

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

Historical requests via RFSs for amenity lighting in Te Hiku were made in 2022 and 2023 for Māori Pt, Mangōnui, and Jaycee Park/Centennial Park.

It is recommended to install solar-powered lights, as they can be installed in locations previously inaccessible to mains power.

The confirmation of two preferred sites will enable Council to make full use of the brought-forward LTP funds and deliver visible, high-value improvements to the community earlier than planned.

Following the Community Board's recommendation of two priority sites, staff will progress the amenity lighting programme and engage a supplier to install it prior to 30 June 2026.

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**






crucial, as members have a deep understanding of local priorities, community concerns, and emerging opportunities across the ward.

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

\$ 27,843.47 is available for new amenity lighting installations within the Te Hiku Ward.

Typical installation costs range from \$9,000 - \$12,000 (includes material supply and installation)

**ĀPITIHINGA / ATTACHMENTS**

1. **Solar Light Specifications - A5585403** [↓](#) 
2. **Solar Light Pole Specifications - A5585405** [↓](#) 
3. **Example of the solar light at night - A5585401** [↓](#) 
4. **Example of solar light at Okiato Ferry Ramp - A5585400** [↓](#) 
5. **Te Hiku Amenity Lighting Project Schedule - A5652355** [↓](#) 

**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 report has a low degree of significance; public consultation is not needed for these decisions to be made.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	FNDC Street Lighting Policy (#4110) NZS1158 – Lighting for Roads and Public Spaces
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.	Deciding where amenity lighting is installed throughout the district is part of Community Board delegations.
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 iwi and hapu have not yet been consulted, once locations are recommended by the community board the relevant hapu and iwi will be contacted for input.  Currently no implications to Māori perceived as a result of this request.
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 effects of the installation of amenity lighting will be positive for the communities that use the areas.
State the financial implications and where budgetary provisions have been made to support this decision.	Provided under financial implications and budgetary Provision.
Chief Financial Officer review.	Chief Financial Officer has reviewed this report.



**GPL813 THEMIS**  
IP65 SOLAR LED POST TOP LIGHT



ON/OFF BUTTON



**DARKSKY APPROVED**  
Reduces light pollution  
Certified by DarkSky.org



**FEATURES**

- Die-cast aluminium housing
- Powder coated finish in black
- High efficiency Mono solar panel 38W/18V
- MPPT solar charging controller
- LifePO4 battery 12.8V 154WH
- 2000 Cycles LifePO4 battery
- Ultra efficiency LED chips, up to 190lm/w
- Built-in PIR + Motion sensor
- Charging time: 5 hours
- Back up time: 25 hours
- Recommended mounting height: 4-6M
- LED lifespan: 50000 hours @ L70 B10, Ta 25°C
- Working temperature: -10 - 60°C
- Charging temperature: 0 - 45°C

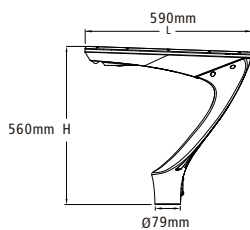
**IMAGE**



**FACTORY DEFAULT SETTING**

Sensing time	Sensor activation	Sensor deactivation
1-2 hours	100%	30%
3-5 hours	30%	10%
6-12 hours	10%	10%
13-15 hours	20%	20%

**DIMENSIONS**



NOTE: the best fit pole diameter is 76mm

**ACCESSORIES**



GPL813/ADAPTOR 60-76



GPL813/REMOTE CONTROL

**TECHNICAL SPECIFICATIONS**

MODEL NO.	SOLAR PANEL	LIFEPO4 BATTERY	POWER (W)	LUMEN (lm)	COLOUR TEMPERATURE (K)	CRI	FITTING COLOUR
GPL813 BC BK SOLAR	38W 18V Mono	12.8V154WH	18	2800max	3000/6000	>80	Black

ⓘ Specifications above are for reference only and may vary without prior notice



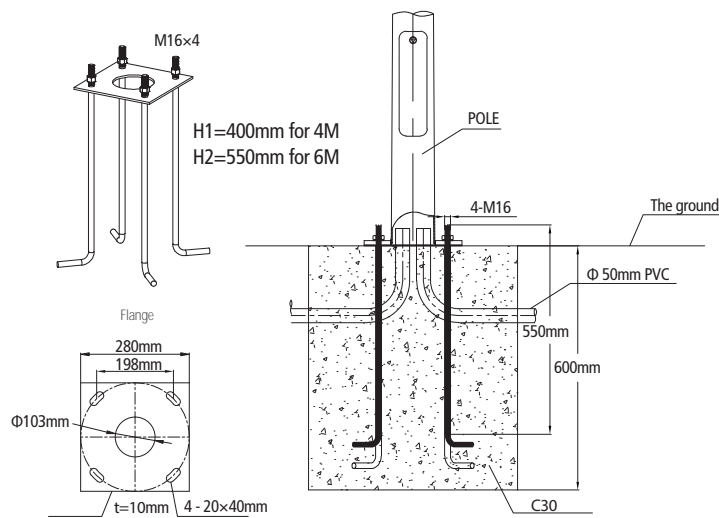
LED POLE MOUNT LIGHT

# POLE **GPL800-4M/6M**

## FEATURES

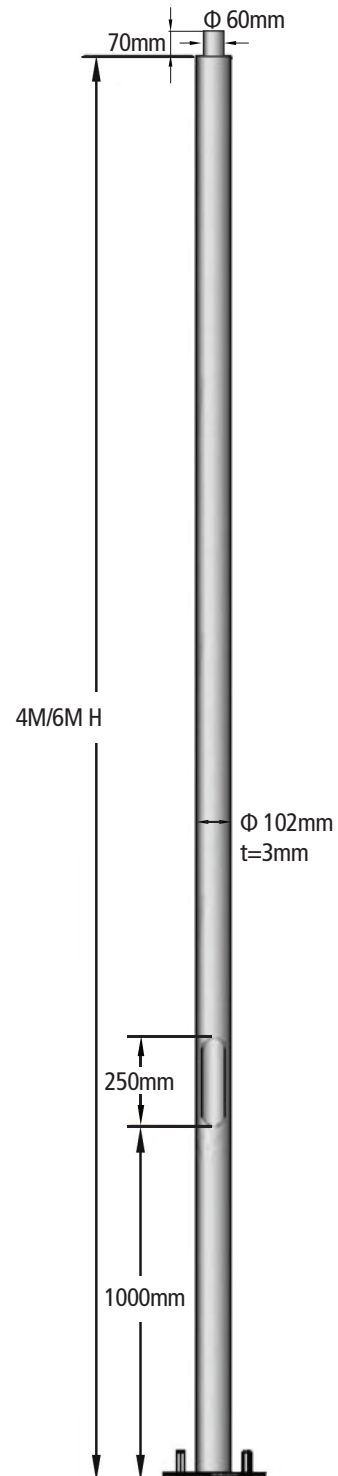
- Material Q235 steel pipe pole
- Surface treatment: Hot dip galvanisation with thickness of 80-100µm and anti-ageing electrostatic spray processing with super resistance to corrosion
- Ultimate support weight: 250KG
- Customised colour or lengths are available

## FOUNDATION



GPL800/BASE COVER BK  
GPL800/BASE COVER SL  
(order separately)

MODEL NO.	COLOUR
GPL800/4M BK	Black
GPL800/6M SL	Silver
GPL800/6M BK	Black

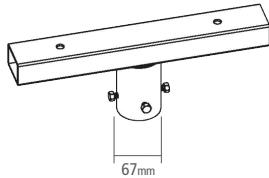


Specifications above are for reference only and may vary without prior notice



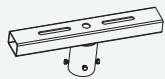
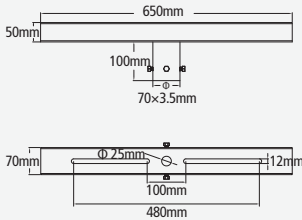
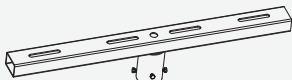
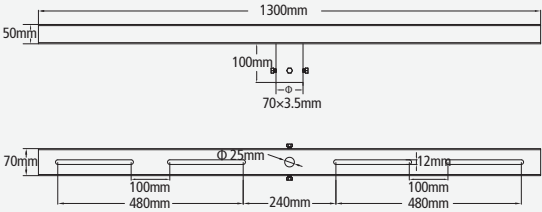
**ACCESSORIES**

Customised floods bracket

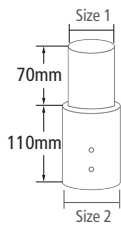


- Material: Q235 steel
- Surface treatment: Hot dip galvanisation with thickness of 80-100µm and anti-ageing electrostatic spray processing with super resistance to corrosion. Customised colour or lengths are available

Stock item code (Suitable for Bright Star and Marina floods)

MODEL NO.	DIMENSIONS
<p>GPL800 SINGLE T BRACKET SL</p> 	
<p>GPL800 TWIN T BRACKET SL</p> 	

Customised pole adaptor



Size 1:  
Top exterior diameter options: 48, 60, 76mm

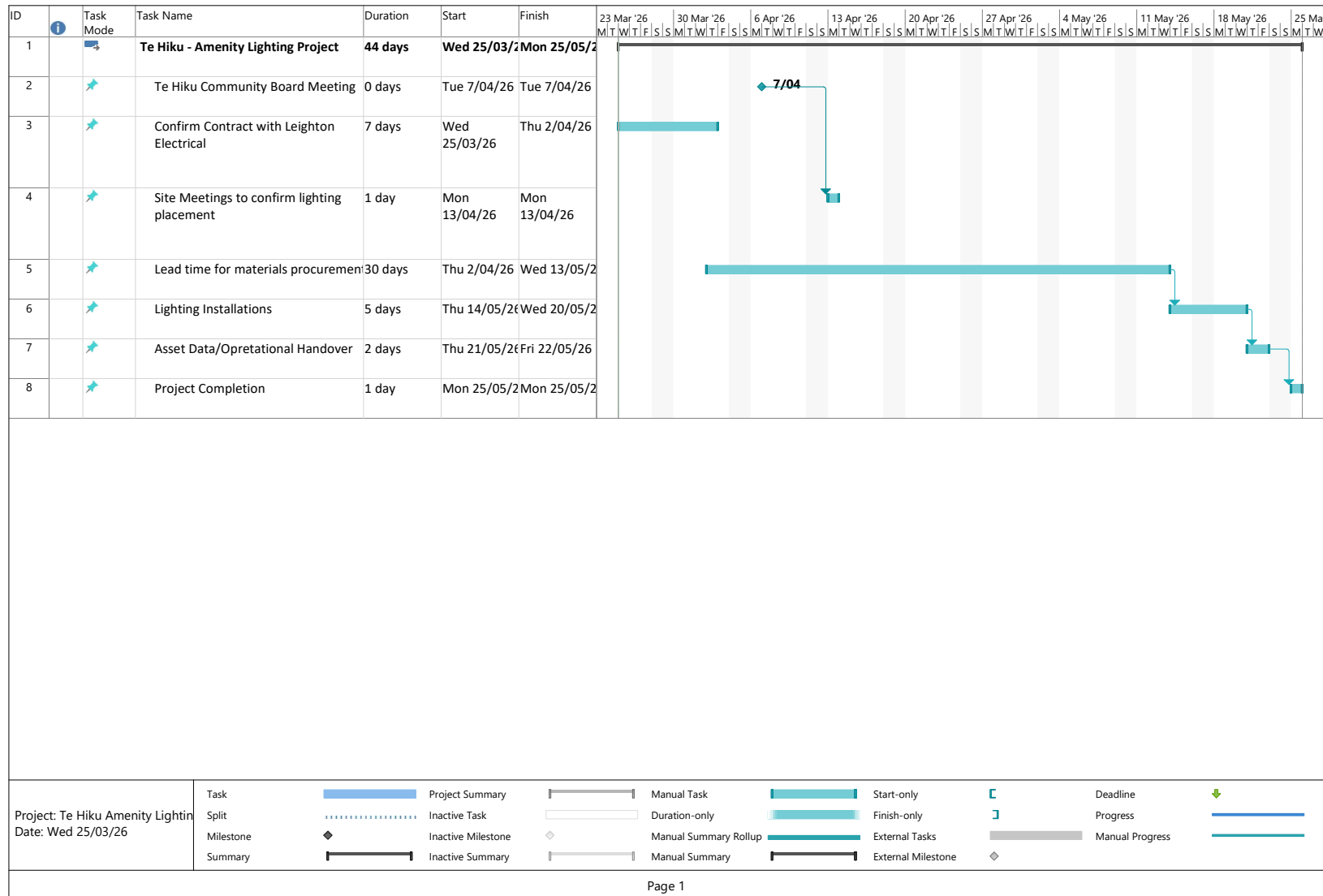
Size 2:  
Bottom interior diameter options: 60, 76, 89mm

Specifications above are for reference only and may vary without prior notice



(Set up in the contractors back yard to demonstrate the lumens – no light pollution in this location)





## 7.4 REVISING THE KAITAIA ALCOHOL CONTROL AREA

**File Number:** A5585884

**Author:** Donald Sheppard, Policy Advisor

**Authoriser:** Ken Macdonald, Chief Financial Officer

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek a recommendation from Te Hiku Community Board to the Council to revise the Kaitāia Alcohol Control Area including private carparks.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- At its meeting on 9 February 2026, Te Hiku Community Board considered proposed additions to the Kaitāia Alcohol Control Area, including private carparks and rugby fields.
- While legislation allows Council to declare private property that is open to or used by the public as alcohol-free, the Board resolved that further targeted consultation should occur with affected owners and managers before making a recommendation to revise the Kaitāia Control Area (resolution 2026/3 refers).
- This targeted consultation has now been completed with owners and managers of all proposed private carparks having no objections to the proposal. Feedback received was positive, with no objections from business owners or property managers regarding these carpark areas.
- The one exception was the Mangōnui Rugby Club (based in Kaitāia) who asked that their rugby fields not be made an alcohol-ban area. Staff support this request.
- The Community Board also asked that the riverbank area between Church Road Bridge and Empire Street be declared an alcohol-ban area and staff support this addition.
- Staff now seek the Community Board's recommendation to the Council to revise the Kaitāia Alcohol Control Area.

### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board, under section 147b of the Local Government Act 2002, recommends that Council by resolution:**

- Amends the current permanent Alcohol Control Area in Kaitāia, to include locations listed in the body of the report, that will continue to apply 24 hours a day, 7 days a week, all year round.**

### 1) TĀHUHU KŌRERO / BACKGROUND

At the 9 February 2026 meeting of Te Hiku Community Board, staff sought the Board's recommendation to Council to expand the Kaitāia Alcohol Control Area to better reflect where alcohol-related crime and disorder is occurring.

The Board resolved to delay its recommendation until further targeted consultation had taken place with owners and managers of private carparks and sporting facilities proposed for inclusion in the Kaitāia Control Area (resolution 2026/3 refers).

The targeted consultation is now complete, and the results are discussed below.

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

#### Targeted consultation

Staff contacted all relevant owners and managers of the facilities proposed for inclusion in the Control Area. Feedback received is summarised below:

*Mangōnui Rugby Club (based in Kaitāia)*

The Club advised that alcohol-related disorder is not an issue on the rugby fields. Most antisocial behaviour occurs in the adjacent Council-owned carpark, which is already an alcohol-ban area. As a licensed club, the Club manages alcohol responsibly and requested that the rugby fields not be declared an alcohol-ban area. Staff support this request and recommend not including the rugby fields in the list of new alcohol ban locations proposed for Kaitāia.

#### *Private carparks*

All businesses with private carparks proposed to be made alcohol ban areas were contacted. All were supportive and had no objections to their carparks being made alcohol-free areas. Several noted that alcohol bans would assist the Police and reduce antisocial behaviour.

#### **One more area proposed for inclusion**

The Community Board asked that the riverbank area between Church Road Bridge and Empire Street be added to the revised list of alcohol-ban locations in Kaitāia. As this area adjoins the reserve at the east end of Empire Street which is proposed to become an alcohol-ban area, staff support this addition.

#### **Revised list of locations to be added to the Alcohol Control Area in Kaitāia**

- 1) Lane on north side of Far North Pharmacy (connects Commerce Street and East Lane)
- 2) Playground, skatepark & squash court carparks in the Centennial Park /Jaycee Park area (only part of this area is included in the current Control Area)
- 3) Te Ahu Centre carpark (only part of the carpark is included in the current Control Area)
- 4) Cycle lane behind Te Ahu Centre
- 5) Dalmatian Lane (connects Commerce Street and East Lane)
- 6) Bottle-O service lane – 15 Commerce Street
- 7) Old Warehouse carpark, 11 Matthews Ave
- 8) Pak 'n Save carpark and North Way
- 9) Old Pak 'n Save carpark/Town Square
- 10) Super Liquor and laundromat carpark - corner Empire Street and Commerce Street
- 11) Lane between Arcline Architecture and Repco buildings, 49 Matthews Avenue
- 12) Walkway between Commerce St and West Lane (by Kiwibank Building)
- 13) East Lane
- 14) Market Lane
- 15) Water Lane
- 16) Todd Lane
- 17) Roadside area on Okahu Rd, near intersection with Norman Senn Avenue
- 18) Pak 'n Save carpark and North Way
- 19) McDonald's carpark
- 20) North Park Drive carparks (The Warehouse, Mitre 10, Noel Leeming)
- 21) Bonnetts Road heading away from Kaitāia - 1.1km west from Tangonge Domain
- 22) Collards Sports Bar, Tavern and Restaurant carpark
- 23) Reserve at east end of Empire Street
- 24) The riverbank area between Church Road Bridge and Empire Street (**new**).

#### **The alcohol ban in Kaitāia will continue to apply 24x7 all year round**

This will provide Police with a regulatory tool to respond to alcohol-related crime and disorder whenever it occurs, rather than relying on limited timeframes that may not align with actual incidents.

#### **Options**

*Option One* is that the Community Board recommends that the Council revises the current Alcohol Control Area in Kaitāia as per the list above.

*Option Two* is that the Community Board recommends that Council maintains the status quo/does not add new locations to the Alcohol Control Area in Kaitāia.

Advantages and disadvantages of these Options are as follows:

Options	Advantages	Disadvantages
<p><b>Option one</b> - recommend that the Council amends the current control area in Kaitāia. Any new ban areas will apply 24x7 all year round.</p> <p><b><i>This is the recommended option.</i></b></p>	<p>Reducing alcohol-related disorder and crime to make public places in the district safer for the public.</p> <p>Evidence-based targeting of problem areas.</p> <p>The new locations in Kaitāia will include locations where high levels of alcohol-related crime and disorder is occurring that are not included in the current Control Area.</p> <p>Enabling the police to enforce the bylaw in these areas under the Alcohol Control Bylaw. This is a more flexible and less time-consuming approach than charging offenders under the Summary Offences act.</p> <p>Applying the bans 24x7 will enable the police to act whenever they encounter problem drinking in public in the ban areas.</p>	<p>None identified.</p>
<p><b>Option two</b> – recommend that Council maintains the status quo/ does not add new locations to the Alcohol Control Area in Kaitāia.</p>	<p>None identified.</p>	<p>Alcohol Control Areas will not fully reflect where high levels of alcohol-related crime and disorder are occurring.</p> <p>The police will not be able to act flexibly and proactively to address alcohol-related problems in the new recommended ban areas.</p>

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The recommended Option means that the Kaitāia Alcohol Control Area will better reflect where alcohol-related crime and disorder is occurring. This will make these places safer for the public and enable the Police to enforce the Bylaw in the new locations.

### IMPLEMENTATION

If the Council resolves to amend and declare the Kaitāia Alcohol Control Area as recommended, the following actions will occur:

- The Register of Resolutions in the Bylaw will be updated with the date that the changes will apply to be decided by the council.
- Council's Communication and Engagement team will communicate the new and revised alcohol ban areas to the public via a media release.
- Alcohol-free signage will be selectively placed in new localities.

- The Police will communicate to all relevant staff that the Control Areas have changed with revised GIS maps allowing them to check if specific locations are covered.

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

Across the district the following costs will be involved:

COST COMPONENT	ESTIMATED COST
Policy research and development	<\$1,000
Consultation and communication	Minimal
Printing, erecting and placing new signage	\$5,000

These costs will come from within existing budgets.

### 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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
<p>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></p>	<p>Under the Significance and Engagement Policy the level of significance is low as the recommended resolutions a) do not involve the transfer of the ownership or control of assets; and b) are not inconsistent with current Council plans or policies.</p> <p>As required by clause 7.2 of the Bylaw, the council consulted with the public in accordance with section 82 of the Local Government Act 2002.</p>
<p>State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.</p>	<p>The relevant community outcome from the Long-Term Plan is 'Communities that are healthy, safe, connected and sustainable'.</p> <p>Under section 147B of LGA02, section 7 of the Bylaw provides that Council may declare or amend Alcohol Control Areas by resolution following public consultation under section 82 of LGA02.</p> <p>Sections 169 and 170 of LGA02 describe Police powers to enforce the Bylaw in the Alcohol Control Areas.</p>
<p>State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.</p>	<p>As the recommendation to amend the Kaitāia Alcohol Control Area applies to specific locations within the Ward, it is important to understand the views of the Community Board and to receive their recommendation that the council should amend the Kaitāia Alcohol Control Area.</p> <p>Previous meetings occurred on the following dates:</p> <ul style="list-style-type: none"> <li>• May 2025 - a briefing to introduce the review of the Alcohol Control Areas</li> <li>• September 2025 - the research report and recommendations were presented to the Community Board who recommended that the Council approve consultation on the recommended revised Alcohol Control Areas in the Wards</li> </ul>

	<ul style="list-style-type: none"> <li>• 9 February 2026, analysis and recommendations relating to the public consultation were presented to the Community Board</li> </ul>
<p>State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.</p> <p>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.</p>	<p>The recommendation to revise the Kaitāia Alcohol Control Area does not consider the relationship of Māori to land, water, sites, wāhi tapu, valued flora and fauna and other taonga as it does not “significantly affect land or a body of water” as covered by section 60A of LGA02.</p> <p>In conducting research on the Kaitāia Control Area, groups representing Māori interests were consulted including:</p> <ul style="list-style-type: none"> <li>• Hauora Te Hiku</li> <li>• Whiria Te Muka</li> <li>• Te Roopu A Iwi o Te Rarawa</li> </ul> <p>At the consultation stage, all iwi groups in the Ward were invited to provide their views on the Proposal.</p>
<p>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).</p>	<p>Three main groups of persons are likely to be affected by changes to the Alcohol Control Areas:</p> <p><b>1) The general public</b></p> <p>The public can be negatively affected by alcohol-related crime and disorder in public places e.g. feeling intimidated or threatened by intoxicated individuals, having their property damaged, and/or not enjoying being in these public places. Updating the Kaitāia Alcohol Control Area will provide additional protection for the public.</p> <p>Engagement with the public occurred at two stages of the review process: a) a survey of the public conducted in May/June 2025; and b) the public consultation in November/December 2025.</p> <p><b>2) Owners/managers of properties whose carparks are proposed to be alcohol ban areas</b></p> <p>These people were sent emails asking them to participate in the public consultation. No specific replies were received regarding these locations. Hence, the Community Board asked staff to conduct more targeted engagement with the individuals concerned.</p> <p>Feedback from these people is the topic of this report.</p> <p><b>3) Those consuming alcohol in public</b></p> <p>If someone is peacefully enjoying a drink in an alcohol ban area, the Police have the discretion to ignore these people. However, the Police have a range of powers to address offenders whose behaviour is intimidating, aggressive or anti-social in the alcohol ban areas.</p>
<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>Across the district the following costs will be involved:</p> <ul style="list-style-type: none"> <li>• Policy research and development &lt;\$1,000</li> <li>• Consultation and communication Minimal</li> <li>• Printing, erecting and placing new signage \$5,000</li> </ul>

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	These costs will come from existing budgets.
Chief Financial Officer review.	CFO has not reviewed this report

## 7.5 HEREKINO REFUSE TRANSFER STATION IMPROVEMENTS AND APPROVED COLLECTION POINT REMOVALS

**File Number:** A5657248

**Author:** Gaynor Muller, Waste Minimisation & Sustainability Specialist

**Authoriser:** Hilary Sumpter, Group Manager - Delivery and Operations

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from the Te Hiku Community Board to proceed with a community-focused improvement project at the Herekino Refuse Transfer Station and to formally commence the process to remove approved collection points within the Te Hiku Ward in response to persistent illegal dumping.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The proposed initiatives were discussed with the Te Hiku Community Board at an informal workshop on 24 March 2026 and are now brought forward for formal approval.
- This report seeks approval to implement two operational initiatives to mitigate illegal dumping within the Te Hiku Ward.
- A community-focused improvement project at the Herekino Refuse Transfer Station, aimed at deterring illegal dumping, improving site safety, and enhancing site presentation; and
- The formal commencement of a managed process to remove selected approved collection points experiencing persistent illegal dumping, including investigation of alternative waste collection services.
- Operational data demonstrates sustained and high-volume misuse at both the Herekino Refuse Transfer Station and approved collection points. This activity contributes to environmental harm, safety risks, lost disposal revenue, and increasing clean-up costs. The proposed actions align with the Waste Management and Minimisation Plan 2025–2031 and support a transition from reactive clean-ups to preventative and more sustainable service delivery.

### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board:**

- Approves the implementation of the Herekino Refuse Transfer Station improvement project as outlined in this report; and**
- Approves the commencement of a formal process to remove approved collection points within the Te Hiku Ward where persistent illegal dumping is occurring.**

### 1) TĀHUHU KŌRERO / BACKGROUND

Illegal dumping remains a significant and ongoing issue at several waste facilities and approved collection points within the Te Hiku Ward. The Herekino Refuse Transfer Station, a small rural site with limited infrastructure, has experienced repeated misuse, after-hours dumping, and vandalism. This activity has resulted in safety risks, environmental harm, and increased operational costs.

Approved collection points across the ward are also increasingly affected by inappropriate dumping, including large volumes of black rubbish bags and unsuitable materials. Despite ongoing clean-ups, these sites continue to be misused and no longer represent safe or sustainable service provision for the community.

The Waste Management and Minimisation Plan (WMMP) 2025–2031 includes actions aimed at reducing illegal dumping through improved infrastructure, updated service delivery models, and

community engagement. This report seeks approval to move from discussion to implementation of targeted mitigation measures.

An informal Te Hiku Community Board workshop was held on 24 March 2026, where members were presented with information on illegal dumping trends at the Herekino Refuse Transfer Station and approved collection points, and initial response options were discussed. Feedback from that workshop has informed the proposed approach outlined in this report, which is now presented for formal approval to proceed with the recommended actions.

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

**Herekino Refuse Transfer Station Improvement Project**

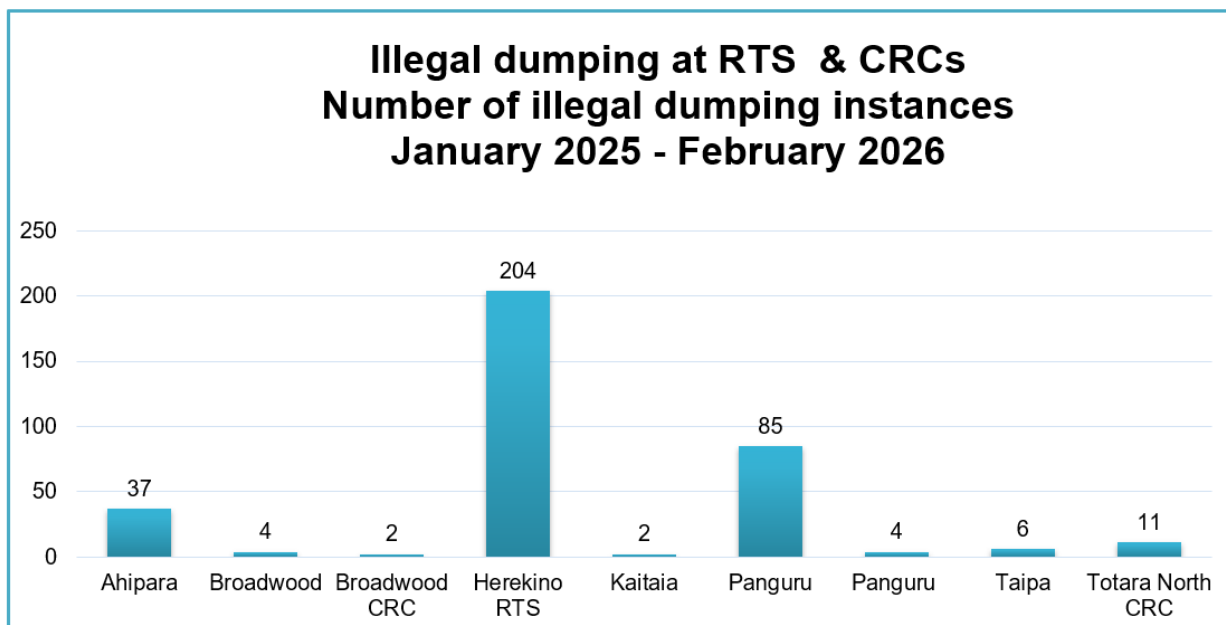
Operational data indicates that the Herekino Refuse Transfer Station experiences a disproportionately high level of illegal dumping compared with other rural facilities. Over a 13-month period, approximately 759.35 cubic metres of illegally dumped material was recorded at the site. This figure includes repeated incidents where existing recycling streams were also contaminated as a result of inappropriate disposal.

The recorded volume is equivalent to approximately 11.3 standard 40-foot shipping containers of waste. This scale of dumping demonstrates that the issue is persistent rather than isolated and places significant pressure on site management, contractor safety, and environmental outcomes.

The frequency and volume of illegal dumping has resulted in increased clean-up costs, site maintenance, and contamination of recoverable materials. Existing deterrence measures have not been sufficient to curb misuse, reinforcing the need for targeted physical improvements alongside community-based engagement to address the underlying behaviour.

Approval is sought to proceed with a community-focused project designed to improve site security, deter illegal dumping, and strengthen community ownership. Key components include fencing, a secure gate, improved signage, and co-designed community artwork.

This approach prioritises practical deterrence while positively engaging the local community and enhancing the visual presentation of the site.



**Approved Collection Points – Removal Process**

Operational data over the 13-month period from January 2025 to February 2026 demonstrates ongoing and significant misuse of approved collection points across the Te Hiku Ward. These sites continue to receive large volumes of black bagged household refuse despite not being intended to function as primary disposal locations.

In January 2026 alone, Northland Waste Limited removed 2,588 black rubbish bags from approved collection points. This volume is equivalent to approximately 2.5 standard 40-foot shipping containers of waste. While seasonal increases in waste volumes are typically observed during holiday periods, the scale of material collected at approved collection points during this period remains well above acceptable levels.

The repeated removal of large volumes of bagged waste results in:

- Ongoing unplanned clean-up and transport costs
- Loss of disposal revenue that would otherwise be captured through refuse transfer stations
- Increased health, safety, and environmental risks
- Sites no longer presenting as well-managed or fit-for-purpose community assets

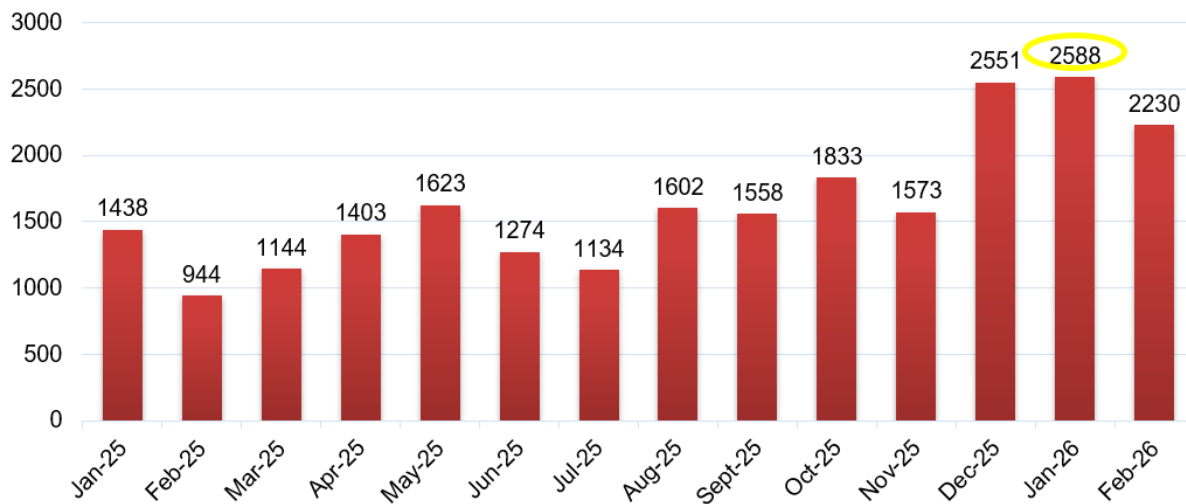
The data indicates that, in some locations, approved collection points are effectively operating as informal refuse disposal sites rather than serving their original intent. This supports the need to commence a structured process to remove high-impact sites and transition toward more sustainable, controlled waste collection services where feasible.

Approval is sought to formally commence a structured process to remove approved collection points that experience ongoing misuse. This process will include:

- Identifying sites with the highest levels of illegal dumping
- Assessing the feasibility of alternative collection services (prepaid bag kerbside collections)
- Engaging with affected residents prior to any removal
- Ongoing monitoring of the outcomes

The intent is to transition away from unsustainable collection points toward cleaner, safer, and more effective waste services.

### Total number of black bags Illegal dumping Approved Sites (NORTH) January 2025 - February 2026



#### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Approval is recommended to enable timely and evidence-based action to address persistent illegal dumping. Implementing the Herekino improvement project and formally commencing the approved

collection point removals process will reduce environmental harm, improve safety, and support more sustainable waste service delivery arrangements in the Te Hiku Ward.

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

The proposed actions are expected to be delivered within existing operational budgets. Over time, reducing illegal dumping is anticipated to provide cost savings through reduced clean-up, transport, and contamination management. Any future capital investment or service changes requiring additional funding will be subject to separate reporting and approval.

### **ĀPITIHINGA / ATTACHMENTS**

- 1. Te Hiku Community Board Presentation March 2026 - A5661889** [↓](#) 

**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>	Low. The proposals relate to operational waste service improvements delivered within existing policy and budget frameworks and do not constitute a significant decision under the Significance and Engagement Policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The recommendations align with the Waste Management and Minimisation Plan 2025–2031, the Solid Waste Strategy 2025-2050, and the Litter Act 1979. The initiatives support Council's environmental protection, public health and safety, and community wellbeing outcomes by reducing illegal dumping and improving waste service sustainability.
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.	The matters addressed in this report are specific to the Te Hiku Ward. An informal Te Hiku Community Board workshop was held on 24 March 2026 to discuss the issues and potential responses. The Board's feedback has informed the proposals, and this report seeks formal approval to proceed. Mitigating illegal dumping is relevant across the district and engagement will be undertaken with the relevant Community Board as initiatives are progressed for consideration within individual wards.
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 Herekino project includes opportunities for collaboration with local marae and kura through co-designed artwork and community participation, supporting local identity and partnership.
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).	Affected parties include local residents, users of transfer stations and approved collection points, and surrounding communities. Engagement will be undertaken with affected residents as part of the approved collection point removal process to ensure service changes are communicated and feedback is considered.

State the financial implications and where budgetary provisions have been made to support this decision.	The initiatives are expected to be delivered within existing operational budgets. Over time, the proposed actions are anticipated to reduce costs associated with illegal dumping clean-ups, contamination management, and lost disposal revenue.
Chief Financial Officer review.	To be completed through the InfoCouncil review process.



# Herekino RTS & Te Hiku Ward-Wide Approved Collection Points

24 March 2026



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

**HE ARA TĀMATA**  
**CREATING GREAT PLACES**  
*Supporting our people*

# He Karakia Timatange

---

**Whakataka te hau ki te uru**

*Cease the winds from the west*

**Whakataka te hau ki te tonga**

*Cease the winds from the south*

**Kia mākinakina ki uta**

*Let the breeze blow over the land*

**Kia mātaratara ki tai**

*Let the breeze blow over the ocean*

**E hī ake ana te atākura**

*Let the red-tipped dawn come with a*

**He tio, he huka, he hau hū**

*sharpened air*

**Tiheī mauri ora!**

*A touch of frost, a promise of a glorious  
day*

*Behold, there is life!*



# Agenda

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- Introductions
- Purpose
- Herekino RTS – Questions & Discussion
- Break 5-10 min (2pm)
- Approved Collection Points – Questions & Discussion
- Workshop Close 15h00



# Waste Management and Minimisation Plan 2025-2031

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## Under Section B:

### Resource Recovery and Waste disposal as everyday activities Action 10

**“Investigate and implement initiatives to reduce illegal dumping, including increased surveillance, stricter enforcement with fines or infringement notices, public awareness campaigns highlighting associated costs, and potential enhancements to penalties and enforcement options.**

# Purpose of today's discussion

Herekino RTS Project	Approved Collection Points
<ul style="list-style-type: none"> <li>To provide an overview of the current issues and challenges at the Herekino Refuse Transfer Station (RTS).</li> </ul>	<ul style="list-style-type: none"> <li>To provide an overview of the issues being experienced at approved collection points across the Te Hiku Ward</li> </ul>
<ul style="list-style-type: none"> <li>To introduce a proposed, community-focused project aimed at deterring misuse and improving the site.</li> </ul>	<ul style="list-style-type: none"> <li>To outline proposed approaches to reduce illegal dumping and improve the management of approved collection points</li> </ul>
<p>To seek input and endorsement of these projects from the Te Hiku Community Board Members</p>	



## What is illegal dumping??

Illegal dumping refers to the unauthorised disposal of waste on public or private land and is an offence under the Litter Act 1979 and relevant Council bylaws.

# Herekino Refuse Transfer Station

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## About the transfer station:

- A small rural Refuse Transfer Station serving the local Herekino Community
- Accepts household bagged refuse
- Limited infrastructure typical of rural RTS sites
- Currently experiencing issues with misuse and vandalism
- Proposed improvements focus on safety, deterrence, and community engagement

## Opening hours

**Monday:** Closed

**Tuesday:** 7.30am–12.30pm

**Wednesday:** Closed

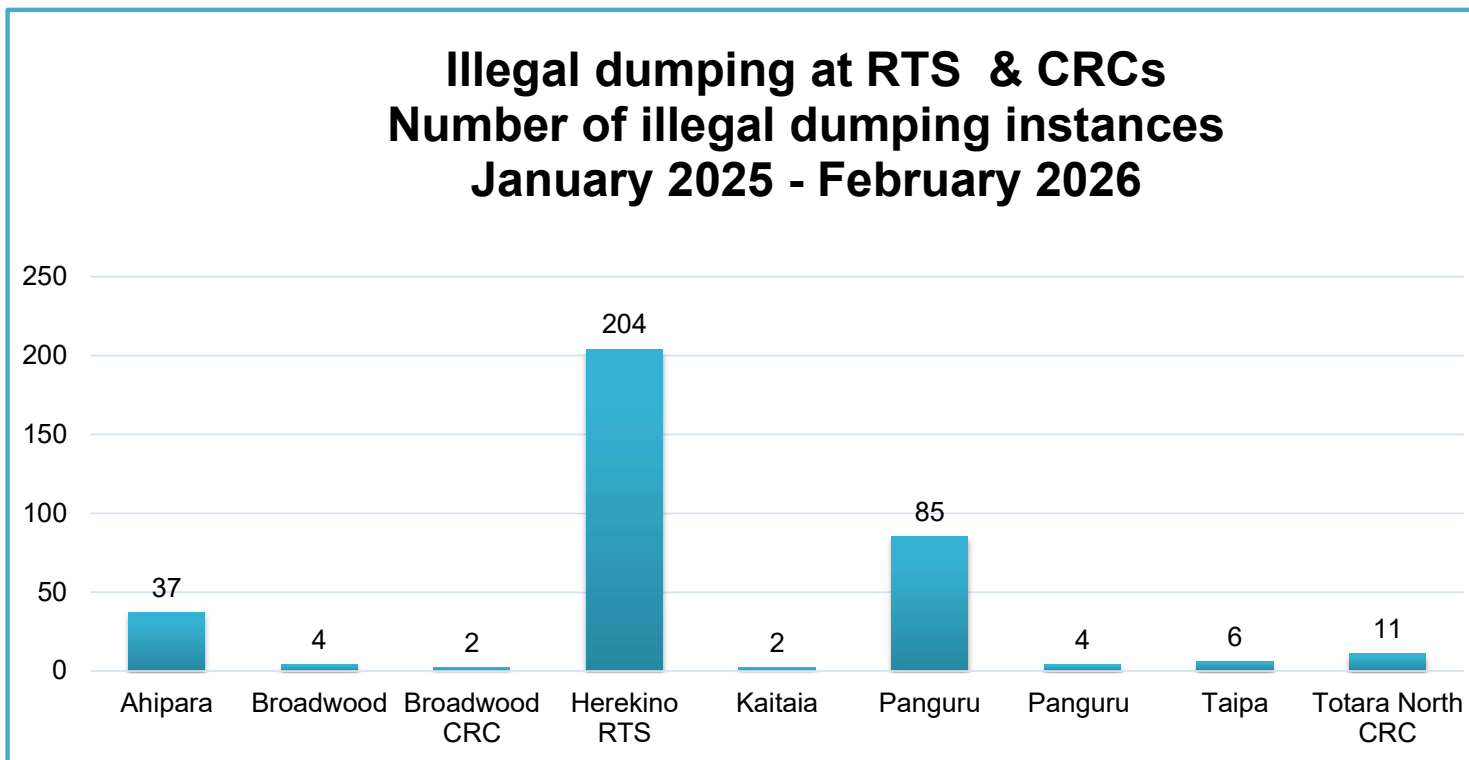
**Thursday:** 1.00pm–4.30pm

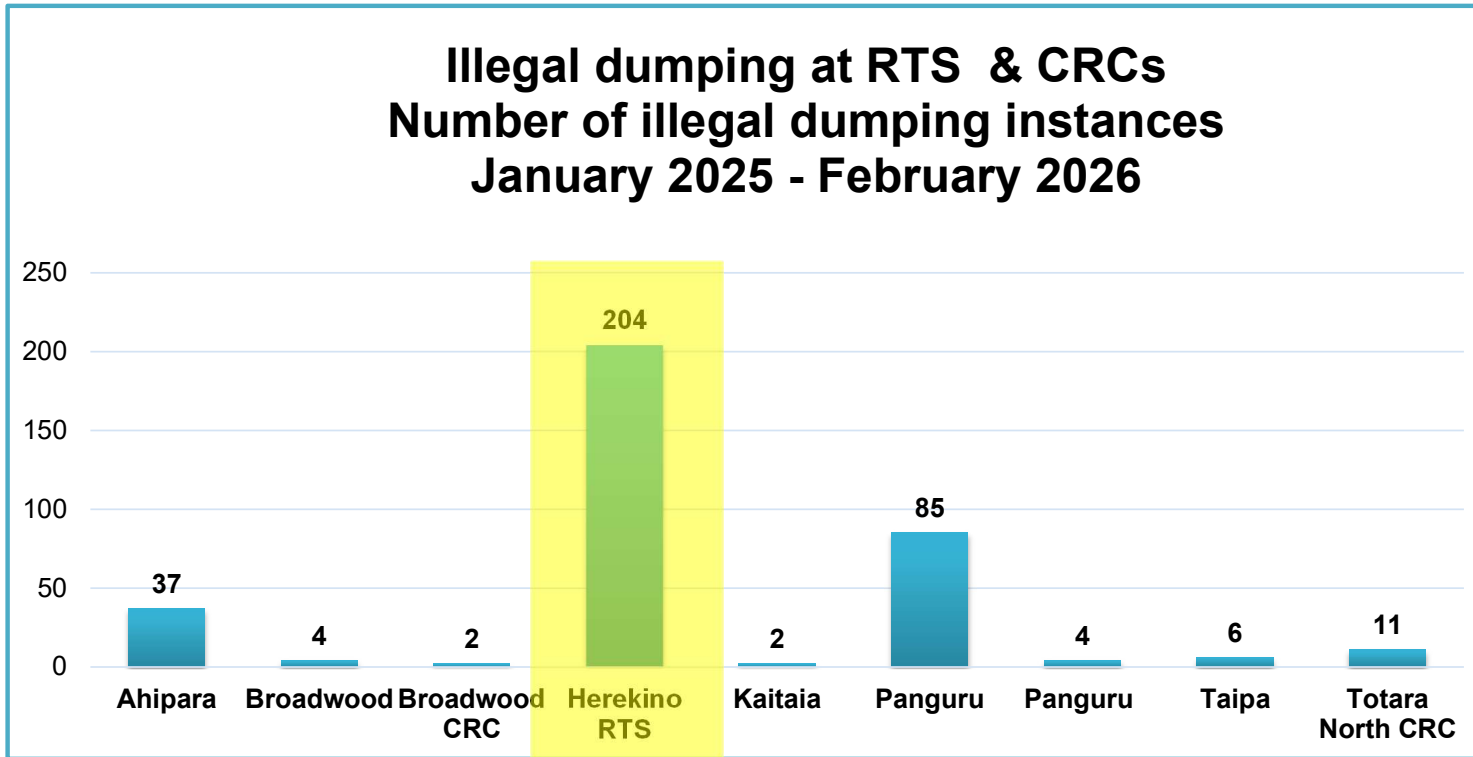
**Friday:** Closed

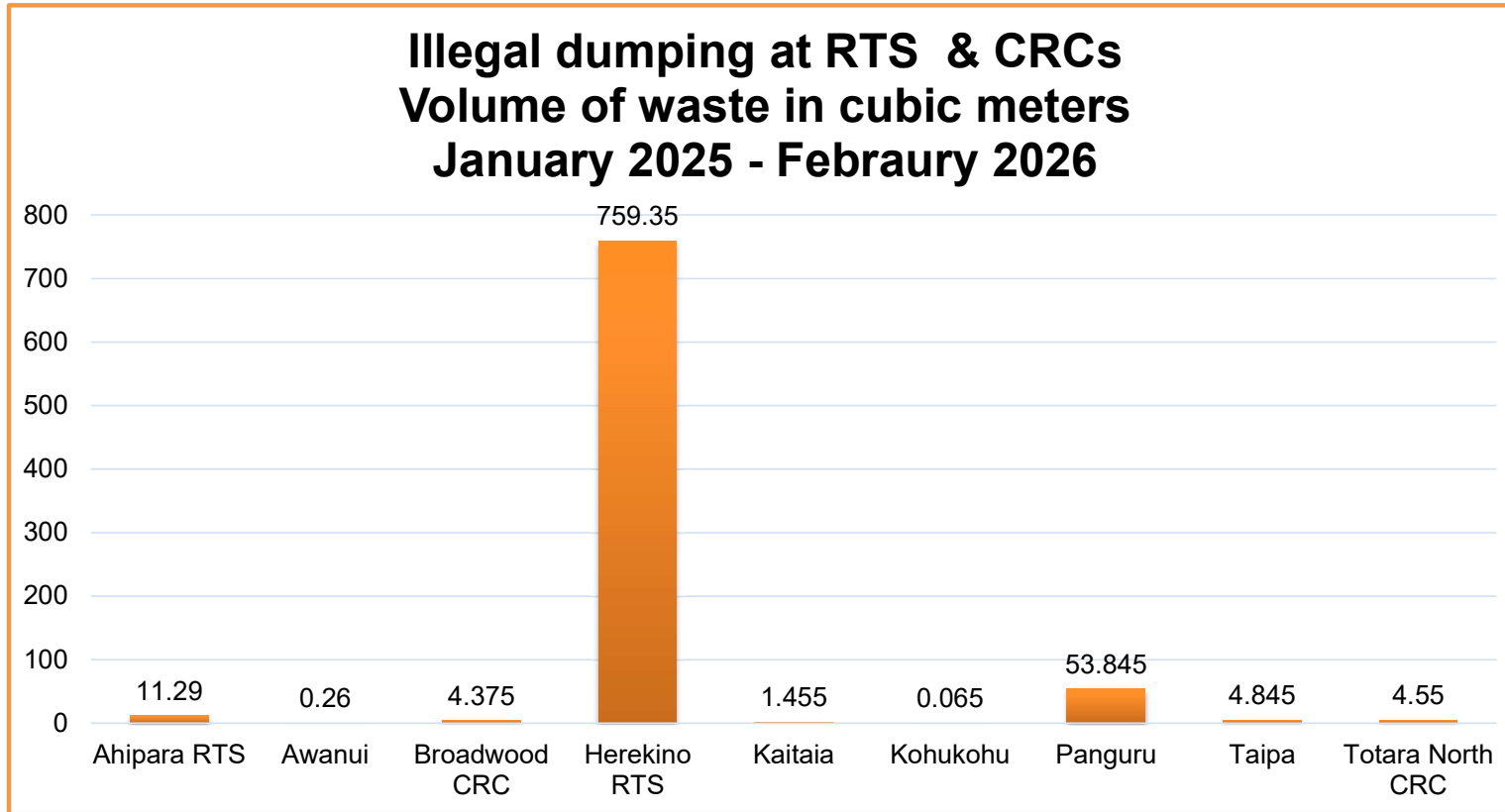
**Saturday:** Closed

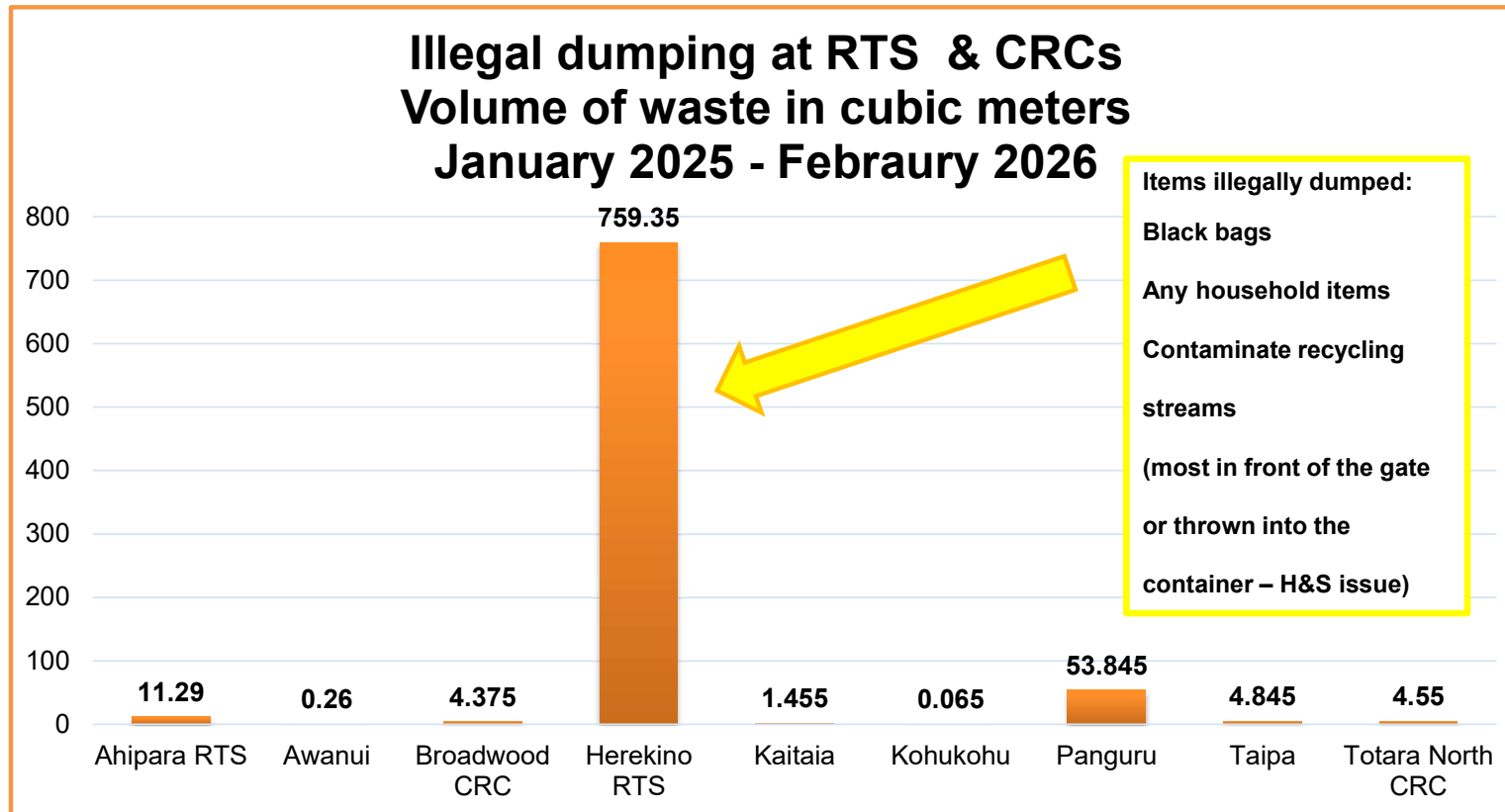
**Sunday:** 1.00pm–4.30pm















Vandalism/damage to the gate to  
enter the refuse transfer station  
after hours



New temporary gate  
installed by NWL to  
support the deterrence of  
people entering the site,  
however illegal dumping  
remains in front of the  
gate





In front of the gate

In front & in the container



Ongoing dumping....

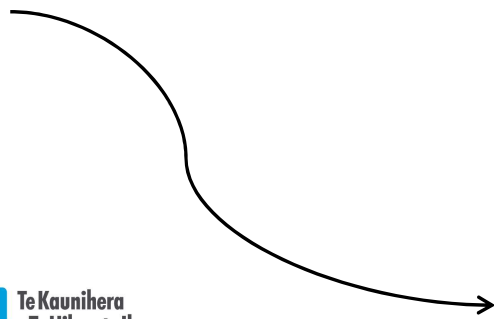


# Proposed Project

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- Engagement with schools and Marae
- Timber paling installation – higher than the current fence
- Left over paint disposed at refuse transfer stations to be used for the mural like design.
- Install a suitable gate
- Erect appropriate site signage
- Investigate simple, low-maintenance landscaping option (beautifying the site)

# Asked AI to help give us a visual idea..



# Pātai/Questions & Discussions



# Quick Break?



# Approved Council Collection Points

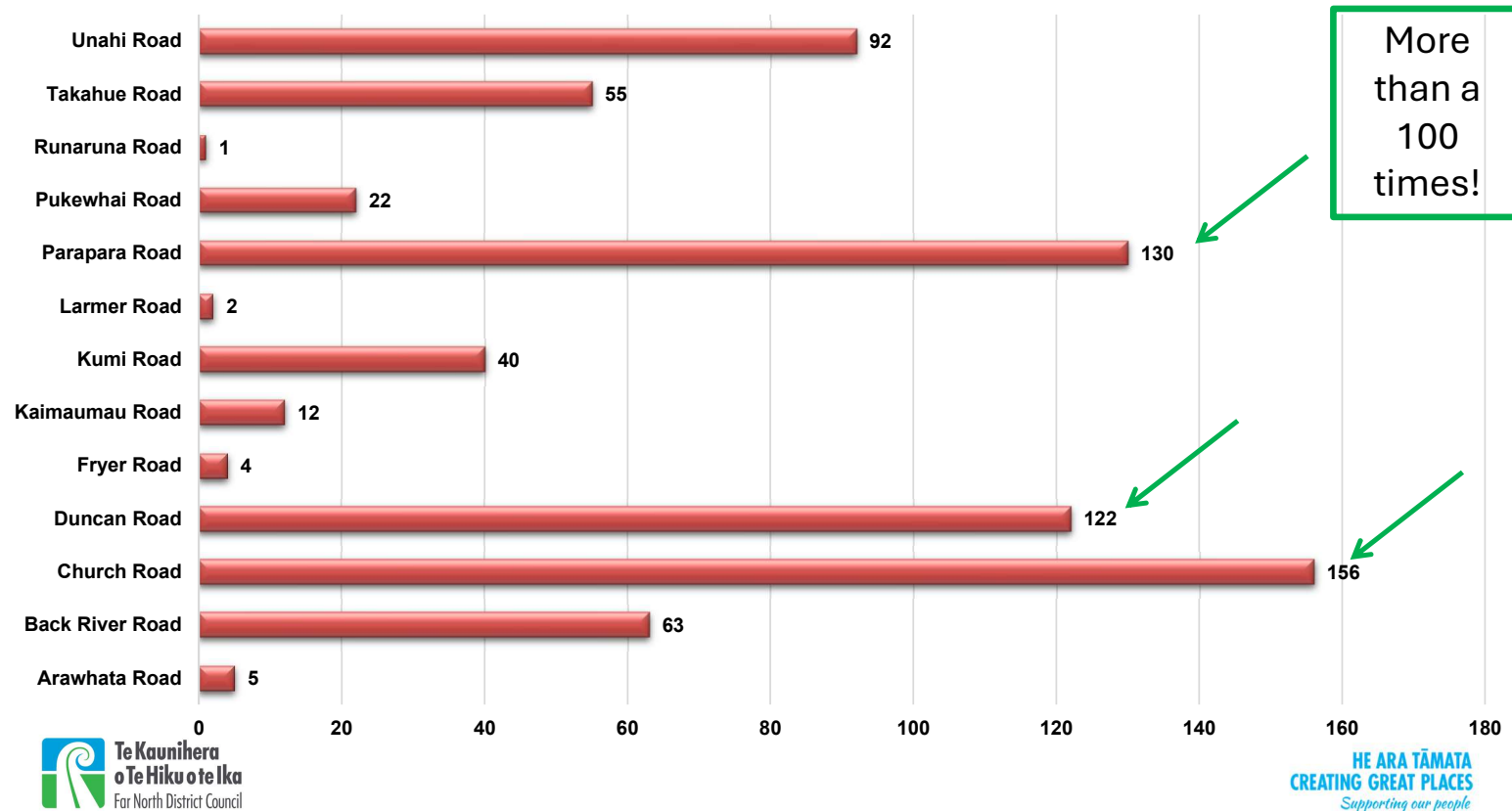
Under the FNDC Solid Waste Bylaw 2016, an approved collection point is a council collection point – being a location approved by Council for the deposit, collection or disposal of waste.

## Issues & Options

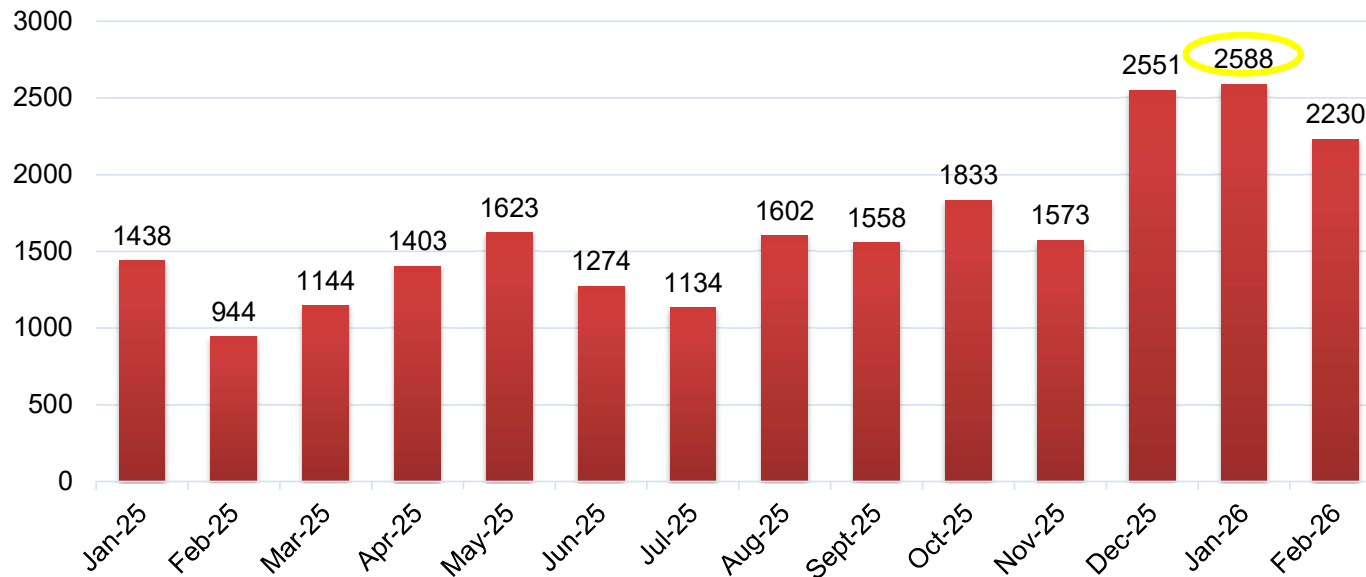
---

- Approved collection points are becoming increasingly difficult to manage, with regular dumping of black bags and other inappropriate items
- This behaviour is creating messy unsafe and environmentally harmful sites that no longer present well for the community
- The ongoing misuse raises a key question: Are these collection points still fit for purpose?

### Count of illegal dumping instances at approved collection points January 2025 - February 2026

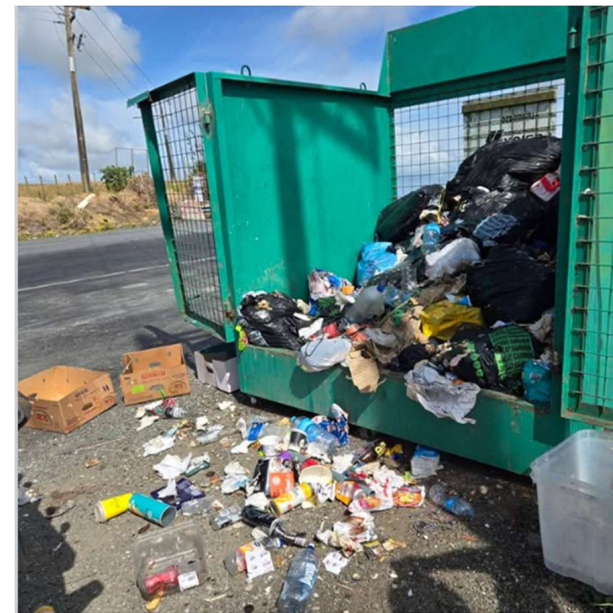


### Total number of black bags Illegal dumping Approved Sites (NORTH) January 2025 - February 2026





Parapara Cage





# Exploring a Sustainable Alternative

---

- Long-term, more sustainable solutions to address persistent dumping.
- Feasibility of kerbside collections in the affected areas.
- If viable, a pre-paid bag kerbside collection service would enable removal of the approved collection points entirely.
- Reduce ongoing environmental impacts.

# Proposed Next Steps

---

- Start by focusing on sites experiencing the highest levels of illegal dumping.
- NWL to confirm feasibility of kerbside collections in these areas
- Trial removal of these sites and monitor the impact on dumping behaviour.
- Review outcomes and adjust or explore alternative options if required.

# Pātai/Questions & Discussions



# Karakia Whakamutunga

---

**Unuhia, unuhia**

*Draw on, draw on*

**Unuhia ki te uru tapu nui**

*Draw on the supreme sacredness*

**Kia wātea, kia māmā, te ngākau, te tinana, te wairua i te ara takatā.**

*To clear, to free the heart, the body and the spirit of humanity.*

**Koia rā e Rongo, whakairia ake ki runga.**

*Rongo, suspended high above.*

**Kia tina! TINA! Hui e! TĀIKI E!**

*Draw together! Affirm!*





**7.6 RE-ESTABLISHMENT OF TE HIKU LAND DRAINAGE COMMITTEES****File Number: A5658256****Author: Natasha Rmandic, Democracy Advisor****Authoriser: Aisha Huriwai, Manager - Democracy Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To re-establish the Te Hiku Drainage Committees and set the 2026 meeting dates.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- The Drainage Committees have previously been Committees of the Te Hiku Community Board and act in an advisory role to the Community Board.
- The membership has previously consisted of ratepayers in those areas to provide community views on the development of the work programmes, for Council to maintain the drainage network in these areas.

•

**TŪTOHUNGA / RECOMMENDATION**

That Te Hiku Community Board:

**b) appoint the following members to the Kaitāia Drainage Area Committee**i. **Fiona King**ii. **Joe King**

iii. \_\_\_\_\_

iv. \_\_\_\_\_

v. \_\_\_\_\_

vi. **Member Adele Gardner as Te Hiku Community Board representative.**vii. **Deputy Chairperson Trevor Beatson as Te Hiku Community Board representative.****c) appoint the following members to the Motutangi Drainage Area Committee**

viii. \_\_\_\_\_

ix. \_\_\_\_\_

x. **Member Adele Gardner as Te Hiku Community Board representative.****d) appoint the following members to the Kaikino and Waiharara Drainage Area Committee**

xi. \_\_\_\_\_

xii. \_\_\_\_\_

xiii. \_\_\_\_\_

xiv. \_\_\_\_\_

xv. \_\_\_\_\_

xvi. **Fiona King**xvii. **Member Adele Gardner as Te Hiku Community Board representative.**

And that meetings of these Committees be held on 13 April 2026 and 20 August 2026 at a venue to confirmed.

## 1) TĀHUHU KŌRERO / BACKGROUND

Although flood protection assets were vested in the Northland Regional Council in 2005, under the Local Government Act 1974, Part 29, rural land drainage assets remain under Far North District Council control and management. Drainage Committees are designed to provide drainage of soils within defined areas to ensure an economic long-term return from low lying land. Council has delegated the governance of land drainage within the area to the Te Hiku Community Board.

Land drainage is an activity which directly benefits the ratepayers within the defined areas and is funded by them through a targeted rate. To support Council's management of the drainage assets, the ratepayers had formed an advisory committee, and this committee has recommended and prioritised works in the past. The communities requested that Council formalise these governance arrangements by creating Drainage Committees of the Te Hiku Community Board which occurred in 2016.

In 2003 a management and operational plan was prepared for the Northern Drainage Area incorporating the Motutangi, Waiharara and Kaikino areas. The plan was never formally adopted by the Community Board. It had been received by the affected community and is used as a guide for how drainage works have been undertaken in the above areas. The development of this plan is ongoing and is required as part of the resource consent process.

Part six, subpart three of the LGA 2002 requires a local authority to ensure that each year's projected operating revenues are set at a level sufficient to meet the year's operating expenses. To ensure this happens, the proposed operating expenses for the drainage areas need to be determined in line with the Councils Annual and Long-Term Plan processes.

Meetings must be called and conducted in accordance with Schedule 7 of the Local Government Act 2002 and Part 7 of the Local Government Official Information and Meetings Act 1987. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings.

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

The requirements for the creation of committees within the local authority are set out in Schedule 7 of the Local Government Act 2002. Given the three Drainage Committees are in the Te Hiku area this report recommends a continuation of arrangements that have been in place since 2016.

If the Board were to decide not to re-establish the Drainage Committees, reports would be provided to Community Board meetings to oversee the work programme, budgets and the finance requirements to support the delivery of the work programme. As this is a targeted rate, the Board would need to consider how it would seek the views of the affected landowners if the Committees were not re-established.

The members of the committee may, but need not be, elected members of the Community Board, and a Community Board may appoint to a committee a person who is not a member of the community board if, in the opinion of the board, that person has the skills, attributes or knowledge that will assist the work of the committee. At least one member of a committee must be an elected member of the Te Hiku Community Board; and an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee. The recommendation is that the membership remain as it was prior to the election, and staff intend to develop a more thorough process on how members will be appointed in future, as part of the management plan.

The minimum number of members is three for a committee.

Meetings must be called and conducted in accordance with Schedule 7 of the Local Government Act 2002 and Part 7 of the Local Government Official Information and Meetings Act 1987. A meeting is duly constituted if a quorum is present and business may not be transacted at that meeting unless a quorum is present for the whole time at which the business is being conducted. For a committee the quorum can be no fewer than two and must include one member of the Community Board. The recommended quorum is three; this will be determined by the Community Board when the Committee is established.

Terms of Reference were developed in conjunction with the drainage committees in the 2016 triennium and then updated and adopted in 2017. The purpose of the Terms of Reference is to explain the type, purpose, scope, authority, membership, meeting arrangements, reporting, resources, deliverables of the committee, and how often the document should be reviewed. The Terms of References were approved by the Drainage Committees prior to the election and are attached for the adoption of the Board, to provide continuity.

This report recommends that the Committees be re-established and that the following meeting dates be confirmed.

- 13 April 2026
- 20 August 2026

The proposed meeting dates ensures minimal meeting event conflicts and sufficient time for report escalation to the following Te Hiku Community Board meeting.

Please note, additional time may be required from time to time for unexpected or unanticipated matters. This should however be minimal. Staff are committed to providing as much notice as possible and making sure that business where possible, is restricted to the days adopted as part of this schedule.

#### **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

To provide continuity of service that ensures that affected parties are engaged with in a formal manner.

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

There is a cost in supporting meetings, and these are covered within operational budgets.

#### **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.

<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 matter 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 relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
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.	Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings.
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 particular implications for Māori.
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 does not have any implications on persons identified in legislation.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**7.7 WINTER 2026 RURAL TRAVEL FUNDING APPLICATIONS****File Number: A5642747****Author: Kathryn Trewin, Funding Advisor****Authoriser: Aisha Huriwai, Manager - Democracy Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To allocate Rural Travel Funding for the 2026 winter sporting season.

**TŪTOHUNGA / RECOMMENDATION****That Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**

<b>a) 408 Community Trust</b>	<b>\$290</b>
<b>b) Kaitaia Rugby Club</b>	<b>\$890</b>
<b>c) Kaitaia United AFC</b>	<b>\$375</b>
<b>d) Phoenix Netball</b>	<b>\$445</b>
<b>e) Taipa Area School</b>	<b>\$270</b>
<b>f) Te Hapua Sports and Recreation Club</b>	<b>\$200</b>
<b>g) Te Kura Kaupapa Māori o Te Rangī Aniwaniwa</b>	<b>\$370</b>
<b>h) Te Rarawa Football Club</b>	<b>\$260</b>
<b>TOTAL</b>	<b>\$3,100</b>

Note:

*Lesley Wallace, the Sport Northland Community Co-ordinator for Te Hiku, declared her conflict of interest when considering the application from Phoenix Netball as a member. This application was considered by the other members of the recommendation panel.*

**1) TĀHUHU KŌRERO / BACKGROUND**

The Rural Travel Fund was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented by central government. The strategy is yet to be developed.

Council receives funding based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. This funding round is the first of two funding rounds for the current financial year, for sporting activities taking place in summer, or until approximately April 2026 when the next round of funding is allocated.

Council advertises that funding is available approximately one month before applications close online (including on Council's Facebook page), with the closing dates notified on the Rural Travel Funding page at the start of each calendar year (when the Community Board meetings dates are set). The Sport Northland representatives also forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

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

Eight applications were received for funding for winter sporting activities, involving 454 students.

It is each Community Board's role to determine which applications best meet the criteria and will have the most positive broad effect in their communities. The following table is a guide to the funding criteria.

Project reports for any previous grants have been received from all the current applicants. The funding recommendation summary is attached.

	<b>Sport New Zealand (Rural Travel)</b>
<b>What are the Objectives?</b>	Subsidise travel for junior teams participating in local sport competition.
<b>How much is available?</b>	\$29,400 across the Far North District
<b>Funding is not available for</b>	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
<b>Who can apply?</b>	Schools and clubs.
<b>What age group is funding for?</b>	Funding is available for youth/children aged 5 - 19 years of age.
<b>Eligible Sports</b>	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

Applicants are advised, when granted funds, that the funds are to be uplifted within three months and that a project report form is required if they wish to be eligible to apply for future funding.

### **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand to increase participation in sport by young people living in rural communities.

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

Council now receives one grant annually from Sport New Zealand. Sport Northland no longer offer Tū Manawa funding through Councils and undertake granting of this funding themselves.

The total budget for rural travel funding for the 2025/26 financial year for the whole of the Far North District is \$29,400 and all applications were considered together.

### **ĀPITIHINGA / ATTACHMENTS**

- 1. THCB - Rural Travel Breakdown - A5648311** [↓](#) 



**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, Te Pae o Uta and the Sport New Zealand Rural Travel Fund Guidelines.
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.

Name & Location Of Organisation Applying	Club Or School	Application Approved / Declined	Amount Requested (\$)	Amount Allocated (\$)	Number of Young People Impacted (Primary & Secondary Aged)					Disabled Individuals - no. who received support from RTF
					Primary School Aged	Secondary School Aged	Total	No. of female applicants	No. of male applicants	
408 Community Trust	Club		\$ 7,805.00	\$ 290.00	18	24	42	30	12	6
Kaitaia Rugby Club	Club		\$ 2,000.00	\$ 890.00	40	90	130	15	115	0
Kaitaia United AFC	Club		\$ 10,500.00	\$ 375.00	0	55	55	20	35	0
Phoenix Netball	Club		\$ 2,004.00	\$ 445.00	36	29	65	64	1	0
Taipa Area School	School		\$ 3,042.00	\$ 270.00	0	40	40	40	0	0
Te Hapua Sports and Recreation Club	Club		\$ 3,000.00	\$ 200.00	20	10	30	20	10	0
Te Kura Kaupapa Maori o Te Rangi Aniwaniwa	School		\$ 1,245.00	\$ 370.00	18	36	54	48	6	0
Te Rarawa Football Club	Club		\$ 6,840.00	\$ 260.00	31	7	38	10	28	0

## 7.8 FUNDING APPLICATIONS

**File Number:** A5642723

**Author:** Kathryn Trewin, Funding Advisor

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Two new applications has been received requesting a total of \$18,413.
- The Community Board has an available total of \$54,948.70 in Community Grant Funding for the 2025/26 financial year.
- The Community Board has an available total of \$88,542 in Pride of Place Funding for the 2025/26 financial year.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Ahipara Coastal Patrol Inc for costs towards summer 2026/27 patrol petrol costs.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$13,413** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Muriwhenua Education and Sports Hub for costs towards Punaora mezzanine and entrance

### 1) TĀHUHU KŌRERO / BACKGROUND

The applications have been checked by staff for completeness and comply 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>
a) Ahipara Coastal Patrol Inc – 2026/27 summer patrol costs	\$5,000	\$5,000	The applicant is seeking funding from the Board to help cover petrol costs for the summer 2026/27 patrol season of Te Oneroa-a-Tōhē/90 Mile Beach. The Board previously granted \$5,000 in May 2025 for the 2025/26 summer season. This is a volunteer organisation that applies to multiple funders to help cover their expenses. This meets community outcomes 2,3,4,5
b) Muriwhenua Education and Sports Hub (MESH) – Punaora mezzanine and entrance completion	\$13,413	\$13,413	The applicant has secured the majority of funding for this project (including more than \$75,000 from lotteries funding) and is asking the Board to help cover the remaining balance of the project so that it can be fully completed for users. This is the first application received from this organisation. This application meets the criteria for a Pride of Place funded activity. This meets community outcomes 1,2,3,4,5 and 6

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

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

For each application, the Board has three options.

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

**Option 2** Authorise partial funding

**Option 3** Decline funding

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

Each application must meet at least one community outcome from the Council's Long Term Plan.

The six community outcomes are as follows:

1. 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;

**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.

**ĀPITIHINGA / ATTACHMENTS**

1. **Ahipara Coastal Patrol - A5642716** [↓](#) 
2. **MESH - A5642715** [↓](#) 

**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 Board Funding 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.
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 Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB50 From Ahipara Coastal Patrol Inc.

Form Submitted 2 Mar 2026, 12:58PM 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](mailto: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 \*

Ahipara Coastal Patrol Inc.

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Page 1 of 12

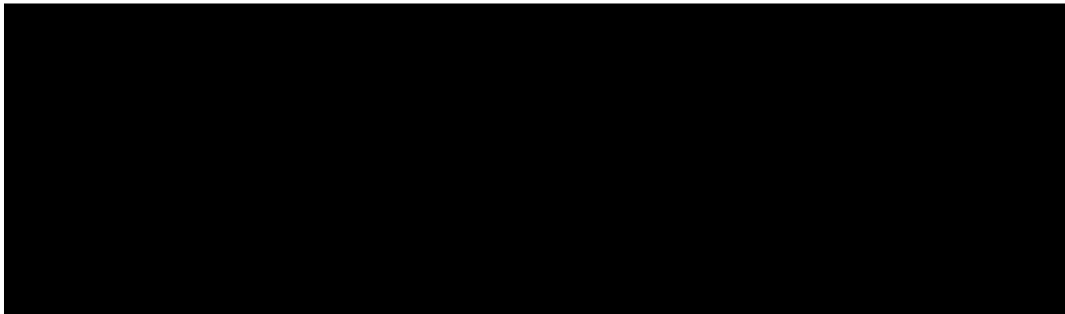
**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB50 From Ahipara Coastal Patrol Inc.**

Form Submitted 2 Mar 2026, 12:58PM NZDT

**Legal Name**  
**Other Names**  
**Reg Status**  
**Charity's Street Address**  
**Charity's Postal Address**  
**Telephone**  
**Fax**  
**Email**  
**Website**  
**Reg Date**

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

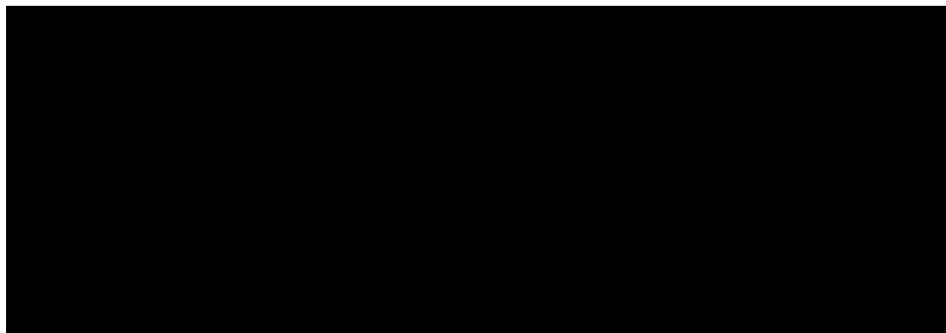


**Website**

Must be a URL.

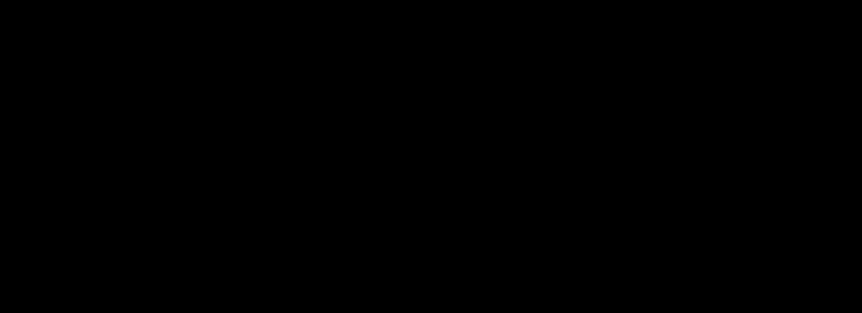
**Facebook page**

**Contact details**



## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB50 From Ahipara Coastal Patrol Inc.

Form Submitted 2 Mar 2026, 12:58PM NZDT



### Purpose of organisation

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

Distribute educational materials to promote safe driving, cultural respect, and environmental care. Involve volunteers in active kaitiakitanga practices

Must be no more than 50 words.

**Number of Members \***

10

### 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 \***

ACP Operations Summer 26-27

### Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

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 \(fndc.govt.nz\)](#)

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB50 From Ahipara Coastal Patrol Inc.

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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

01/09/2026

Must be a date.

End Date:

Date:

28/02/2027

Must be a date.

### Project Details

#### Location \*

Ahipara

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? \*

20

Must be a number.

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

2000

Must be a number.

#### Have you engaged with tangata whenua about your project? \*

- Yes
- No

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

#### Have you engaged with the community about your project? \*

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## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB50 From Ahipara Coastal Patrol Inc.

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- 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? \***

Te Oneroa-a-Tōhe is regarded as the sacred and spiritual pathway to Te Rerenga Wairua. As Kaitiaki of this treasured taonga, we ask all to uphold the mauri of Te Oneroa-a-Tōhe in accordance with our ancestral traditions – by honouring Te Ara Wairua, respecting the natural environment and keeping safe along the beach.

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? \***

This project supports the protection and promotion of Te Oneroa-a-Tōhe as a sacred and culturally significant landscape by encouraging visitors and the wider community to understand and respect its spiritual, environmental, and historical importance. Through messaging grounded in tikanga Māori and the principles of kaitiakitanga, the project reinforces the role of tangata whenua as guardians of this taonga and promotes responsible behaviour that helps preserve the mauri of the environment.

By sharing cultural narratives connected to Te Ara Wairua and Te Rerenga Wairua, the project strengthens awareness and appreciation of local heritage, fostering pride in the unique identity of the area. This helps build respectful relationships between visitors, local communities, and the environment.

The initiative also promotes safety and wellbeing by encouraging appropriate conduct along the beach and raising awareness of environmental conditions and risks. In doing so, it supports healthy, connected, and sustainable communities while helping ensure the area remains protected and accessible for future generations.

Must be no more than 250 words.

### Project Cost

**\* indicates a required field**

- When applying for funding from your community board, the amount requested should

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**Te Hiku Community Board Grants July 2025 - June 2026  
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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? \***

\$20,000.00

Must be a dollar amount.

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

\$5,000.00

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**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount.	Must be a dollar amount.	
Vehicle Running Costs	\$10,000.00	\$5,000.00	No files have been uploaded
			No files have been uploaded
			No files have been uploaded

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
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**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? \***

\$9,403.00

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

**Te Hiku Community Board Grants July 2025 - June 2026  
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**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%)

<b>Funding Source</b>	<b>Amount</b>	<b>Decision</b>
	Must be a dollar amount.	

**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.	
ACP vehicle running costs	\$5,000.00	26/05/2025	No

**Supporting Financial Information**

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB50 From Ahipara Coastal Patrol Inc.

Form Submitted 2 Mar 2026, 12:58PM NZDT

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 \*

ACP Financial Statement 01Apr25-31Mar26

### 1 Supporting Financial document \*

Filename: ACP Financial Statement 01Apr25-31Mar26.pdf  
File size: 170.2 kB

### 2 Name of supporting financial document

### 2 Supporting Financial Document

*No files have been uploaded*

### 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.

### 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.

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB50 From Ahipara Coastal Patrol Inc.

Form Submitted 2 Mar 2026, 12:58PM NZDT

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

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

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

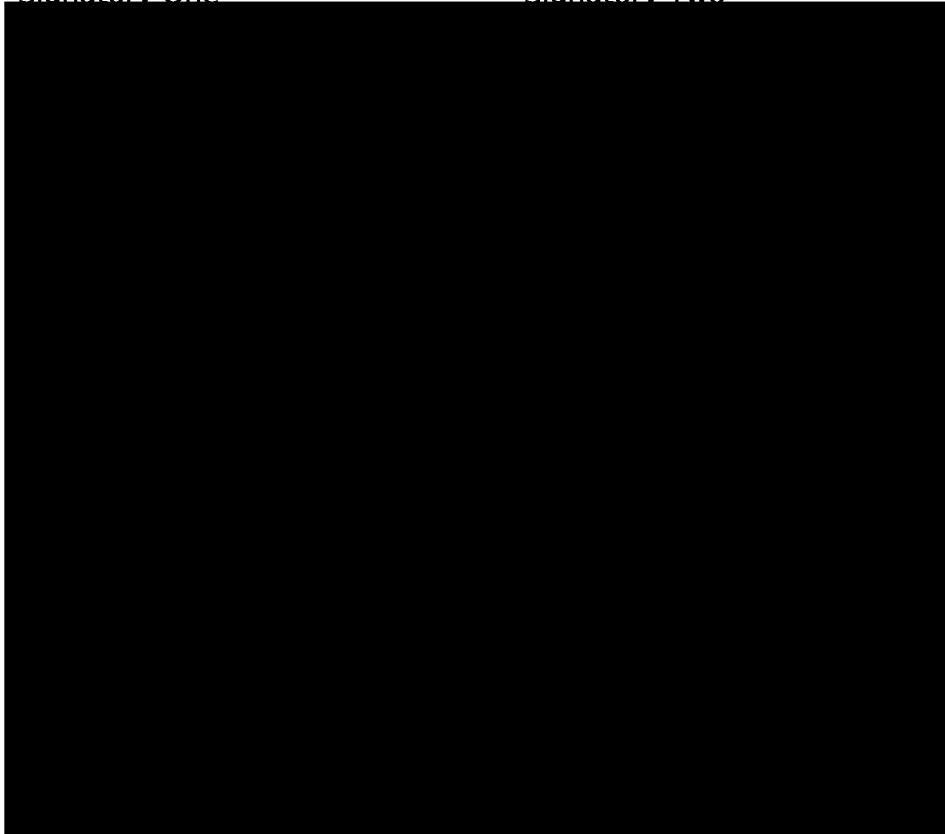
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**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
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Signatory One

Signatory Two



**Any other supporting documentation**

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

**1 Additional Supporting Document Name**

ACP Financial Commentary 01Apr25-31Mar26

**1 Additional Supporting Information**

---

Filename: ACP Financial Commentary 01Apr25-31Mar26.pdf  
File size: 180.5 kB

**2 Additional Supporting Document Name**

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB56 From MESH - Muriwhenua Education & Sports Hub**  
Form Submitted 18 Mar 2026, 8:33AM 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](mailto: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 \***

MESH - Muriwhenua Education & Sports Hub

**NZ Charity Registration Number (CRN)**

**New Zealand Charities Register Information**

**Reg Number**

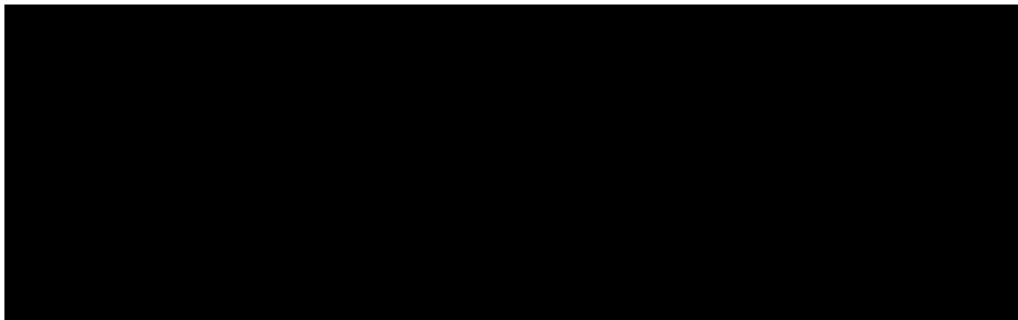
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**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB56 From MESH - Muriwhenua Education & Sports Hub**  
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<b>Legal Name</b>
<b>Other Names</b>
<b>Reg Status</b>
<b>Charity's Street Address</b>
<b>Charity's Postal Address</b>
<b>Telephone</b>
<b>Fax</b>
<b>Email</b>
<b>Website</b>
<b>Reg Date</b>

Must be formatted correctly.  
If you are a registered charity, please enter your registration number.

**What sector do you/your organisation work in? \***  
Sport/Recreation



**Website**

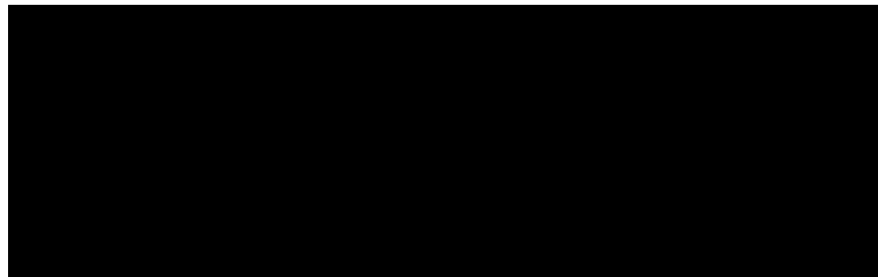
Must be a URL.

**Facebook page**  
Te Punawai-Ora

**Contact details**

Contact Person One:

Contact Person Two:



**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB56 From MESH - Muriwhenua Education & Sports Hub**  
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## Purpose of organisation

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

MESH aims to provide a range of sports & educational opportunities for young people and their families in Muriwhenua.

Must be no more than 50 words.

**Number of Members \***

6

## 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 \***

Punaora Mezzanine & Entrance

### Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

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 \(fndc.govt.nz\)](#)

**Te Hiku Community Board Grants July 2025 - June 2026  
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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**

28/04/2025

Must be a date.

End Date:

**Date:**

13/06/2025

Must be a date.

**Project Details**

**Location \***

Awanui

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?**

\$5.00

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? \***

2000

Must be a number.

**Have you engaged with tangata whenua about your project? \***

- Yes  
 No

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

**Have you engaged with the community about your project? \***

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**Te Hiku Community Board Grants July 2025 - June 2026  
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- 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? \***

Te Punawai-Ora is a heated swimming pool and double indoor double basketball court. It has been a great community asset since 2003. When the double court gym was built 2007, the school had insufficient funds to complete the mezzanine floor and the entrance way. MESH wants to :

- 1) complete the ceiling lining and LED lighting of the mezzanine floor 36m x 47m;
- 2) concrete a safe, dry, pick up and drop off zone and accessibility car park spaces for visitors at the entrance way 26.5 x 8.5m

These improvements will enhancing community, social, cultural functionality and aesthetics of the centre . A paved entrance way will provide better accessibility for people with disabilities ,elder members and young mothers who use wheel aids. Note the kura has its own bus loop within the school grounds.

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? \***

Weekly, Te Punawai-ora is used for various community event after school hours: - basketball , swimming lessons, Hauora Academy, Niwa Fit, waka ama & league fitness and children's birthday parties.

2025 sea skipper and lifeguard courses were held here. National Hui Tane and National Māori Womens Welfare League conference were held here.

January 2026, 10 junior basketball teams represented Muriwhenua at the Māori Basketball Tournament in Rotorua.

-Hapu, Iwi and community collaborate in many of the hui/ wānanga on site.

-Community groups have given MESH input into improvements for booking and use of Te Punawai-Ora ie extra matting for non sports events, reinforce floor panels, better wheels for bleacher safety , extra equipment storage etc.We are currently trialling an online booking system.The site is also a civil defence emergency site with solar power.

Must be no more than 250 words.

## Project Cost

**Te Hiku Community Board Grants July 2025 - June 2026  
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**\* 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? \***

\$116,403.00

Must be a dollar amount.

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

\$13,413.00

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**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount.	Must be a dollar amount.	

**Te Hiku Community Board Grants July 2025 - June 2026  
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116,402.97	\$116,402.97	\$13,412.98	Filename: THCB Project Budget _ Te Punaora - Mezzanine-Entrance (1).pdf File size: 62.1 kB
	\$24,608.56		Filename: Quote QU0169 Procrete.pdf File size: 43.4 kB
	\$80,000.00		Filename: Northland and Ceiling- Estimate NI-400 .pdf File size: 74.2 kB
	\$10,315.00		Filename: Qu 1339 PCovich Lighting.png File size: 84.0 kB
	\$4,689.22		Filename: Qu 0036 Northland Electrical smoke alarm.png File size: 51.9 kB Filename: Qu 0036 Northland Electrical smoke alarm.png File size: 51.9 kB
			<i>No files have been uploaded</i>

## Financial Information

**\* indicates a required field**

### Financial Information

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

Yes  No

### GST Number

**GST Number**  
146-452-372

**Te Hiku Community Board Grants July 2025 - June 2026  
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### Current Funding

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

\$92,710.31

Must be a dollar amount.

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

\$92,060.00

Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
Xero fee x 10 months	\$402.50
Simply-book online booking fee	\$1,100.00
Management fees	\$18,000.00
Security- CCTV, internal door locking system	\$5,000.00
Vandalism	\$2,000.00
Punawai Maintenance - pumps, leaks	\$24,000.00
Punaora maintenance- replace floor panels, repair hoops & matting est	\$23,000.00
Entrance door replacements and wind barrier	\$15,000.00
Mezzanine & entrance contribution	\$2,000.00

### Total Tagged Funds

**Total Expenditure Amount**

\$90,502.50

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 Community Facilities	\$77,989.00	Yes

**Te Hiku Community Board Grants July 2025 - June 2026  
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Te Rangi Aniwanawa	\$23,000.00	Yes
MESH	\$2,000.00	Yes
Te Hiku Community Board	\$13,412.98	Pending

### Previous Funding from FNDC

Have you previously received funding from FNDC? \*

Yes  No

### Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Reseal pool	\$14,000.00	17/04/2024	Yes

### 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 \*

MESH Annual Summary 2026

#### 1 Supporting Financial document \*

Filename: MESH Annual Summary -10 March 2026.pdf  
File size: 184.9 kB

#### 2 Name of supporting financial document

Profit & Loss 2026

#### 2 Supporting Financial Document

Filename: Profit & Loss 2026.pdf  
File size: 116.4 kB

#### 3 Name of supporting financial document

MESH bank balance 10.3.2026

#### 3 Supporting Financial Document

Filename: MESH balance 10.3.26.png  
File size: 70.1 kB

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB56 From MESH - Muriwhenua Education & Sports Hub**  
Form Submitted 18 Mar 2026, 8:33AM NZDT

## 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.

### 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 journal entry
  - regular financial reporting to every full meeting of the governing body

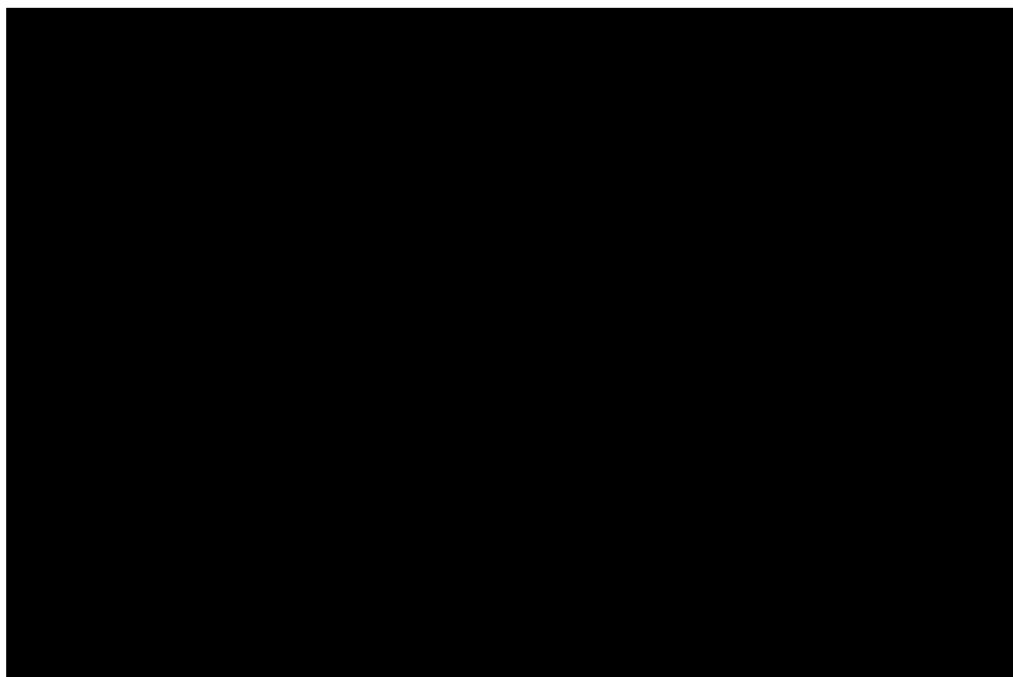
**We agree to the following conditions if we are funded by Local Community Grant Funding:**

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.

**Te Hiku Community Board Grants July 2025 - June 2026**  
**Community Board Funding Application Form (Dec 2024)**  
**Application No. THCB56 From MESH - Muriwhenua Education & Sports Hub**  
Form Submitted 18 Mar 2026, 8:33AM NZDT

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



**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB56 From MESH - Muriwhenua Education & Sports Hub**  
Form Submitted 18 Mar 2026, 8:33AM NZDT

[hone@tehiku.com](mailto:hone@tehiku.com)

Must be an email address.

[admin@tepunawaiaora.com](mailto:admin@tepunawaiaora.com)

Must be an email address.

**Date**

10/03/2026

Must be a date.

**Date**

10/03/2026

Must be a date.

### **Any other supporting documentation**

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

#### **1 Additional Supporting Document Name**

MESH Project Collage

#### **1 Additional Supporting Information**

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Filename: V2 MESH Collage March 2026 .pdf

File size: 24.3 MB

#### **2 Additional Supporting Document Name**

Punaora Mezzanine Entrance Timeline

#### **2 Additional Supporting Information**

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Filename: Project Timeline Te Punaora Mezzanine Entrance April 20-22 May .pdf

File size: 63.7 kB

#### **3 Additional Supporting Document Name**

MESH Certificate of Incorporation

#### **3 Additional Supporting Information**

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Filename: MESH Certificate of Incorporation.png

File size: 196.9 kB

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A5643309

**Author:** Beverly Mitchell, Community Board Coordinator

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

#### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

#### NGĀ TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board note the April 2026 member reports from Chair Bill Subritzky and members: Adele Gardner, Eddie Bellas, Krystal-Rose Taaffe, Mike Te Wake, and Trevor Beatson**

#### TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a Community Board is to represent, and act as an advocate for the interests of its community.

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

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

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised. The report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.

#### REASON FOR THE RECOMMENDATION

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

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

There are no financial implications or the need for budgetary provision as a result of this report.

#### NGĀ ĀPITIHINGA / ATTACHMENTS

1. **Chair Subritzky Report - A5647517**  
2. **Member Gardner Report - A5645392**  
3. **Member Bellas Report - A5647572**  
4. **Member Taaffe Report - A5647584**  
5. **Member Te Wake Report - A5643415**  
6. **Member Beatson Report - A5646300**  



## Member's Report

Name: Bill Subritzky  
 Subdivision: Whatuwhiwhi  
 Date: 13 March 2026

### Meetings Attended:

Meeting name	Date	Comments
Meeting Northland CCTV	11/03/26	Review Awanui CCTV lay out and receivers
THCB March meeting	10/03/26	Monthly meeting
Discussion Community/Marae representative	07/03/26	Damage to Beaches Karikari Peninsula
Meeting retirement village resident	06/03/26	Overview by tenant of developments with Awanui retirement village
Awanui Ratepayers monthly meeting	06/03/26	Annual returns, Exec committee planning
Meeting THCB member	04/03/26	Update drainage meeting, farmers
Meeting CE, community reps	04/03/26	Update old warehouse building and Airport
Awanui Ratepayers special meeting	04/03/26	Incorporation review
Business owner meeting Kaitaia	18/02/26	Effects of recent flooding
Meeting Rangiputa ratepayers chair	18/02/26	Review of Rangiputa issues
Road maintenance	19/02/26	Online attendance
Whatuwhiwhi ratepayers meeting	17/02/26	General monthly meeting
Te Miromiro meeting	17/02/26	

### Community Issues:

Issue name	Comment
Vehicle damage to beaches and coastlines	Refer below

### Member Recommendations:

This issue is longstanding and not confined to any single coastal location. However, communities within the Whatuwhiwhi Ward in Te Hiku have reached a point of serious concern. The ongoing misuse of beaches by two- and four-wheel vehicles continues despite existing speed restrictions, with beaches being used as drag and drift tracks, and dirt bikes causing significant damage to sand dunes.

These behaviours place both beach users and vehicle operators at risk, while also causing ongoing harm to fragile coastal ecosystems and accelerating coastal erosion. Within this Ward alone, Tokerau Beach has experienced two fatal vehicle-related accidents, numerous near-miss incidents, and extensive damage to dune systems. Reports of intimidation, harassment, and assaults of community members are increasing and are becoming an unacceptable and regular occurrence.

During the previous triennium, discussions with Council staff indicated that vehicle access restrictions were being considered for Puheke Beach on the Karikari Peninsula. However, it is unclear whether these measures have been implemented, and if so, how effective they have been.

The communities of the Whatuwhiwhi Ward are now calling on Council to introduce clear, enforceable policies and regulatory controls for vehicle use on beaches. The intent is to reduce risk, protect public safety, and safeguard the unique coastal environments that are of significant value to both residents and visitors.

**Propose a Resolution:**

*That the Te Hiku Community Board:*

*a) Notes that current controls on vehicles on beaches within the Far North District are limited in application and do not include beaches within the Whatuwhiwhi Ward; and*

*b) Requests a staff report to the Te Hiku Community Board on options to manage and regulate vehicle use on beaches within the Whatuwhiwhi Ward, including Puheke and other Karikari Peninsula beaches, with consideration given to enforceability, inter-agency responsibilities, community engagement requirements, and alignment with existing bylaws and regional controls.*



## Member Report

**Name:** Adele Gardner  
**Ward:** Kaitaia  
**Date:** February / March 2026

**Meetings Attended**

Date	Meeting Topic	Comment
14/2/2026	Ahipara School Gala	Worked as a volunteer in the schools canteen
19/2/2026	Kaitaia Business Association Networking Event	This event was held at CBEC and was well attended
23/2/2026	1 <sup>st</sup> Dress Rehearsal of the State of the North in Kerikeri	
25/2/2026	KBA monthly meeting	
26/2/2026	State of the North event in Kerikeri	A successful evening
28/2/2026	Kaitaia A & P Cultural Show	This was well attended
04/3/2026	Visited Members of the Motutangi & Waiharara drainage districts	Interested in their issues with the drains
05/3/2026	Awanui River Liaison Meeting	
09/3/2026	Te Hiku Sports Hub AGM & ordinary Meeting	
10/3/2026	Te Hiku Community Board Meeting at Ka Uri	
11/3/2026	Drainage Budgets Meeting	
13/3/2026	Te Ahu Trust Meeting	



## Member Report

<b>RFS No.</b>	<b>Comment</b>
4280969	Traffic islands on Commerce Street, Kaitaia and Melba Street - gardens to be tidied up.
4290053 closed 4290145 closed	Advocating for Donald Road. Issues with their house. <b>Civil matter</b>
4291154	Incomplete process that did not result in a completed road name change. <b>Staff to reactivate application</b>
4291171	Tidy up of weeds around Pou South Road, Kaitaia and Pukepoto Road 9 (behind Kaitaia College) and on the north entrance to Kaitaia by the Gull service station. <b>Assigned to Citycare</b>
4291651	Sound quality in our livestream of meetings <b>Connectivity issues with signal booster at both Turner Centre and Te Ahu are also being explored</b>
4285637	Drainage Districts Resource Consent – cost of Consent and costs to ratepayer. I believe that this work is now on hold.

**Portfolio Update:**

- **Herekino Hall** - I have made contact with a committee member and the next meeting is the end of March 2026, date to be confirmed. Discussed a possible Community Board Meeting at the Herekino Hall, and will get back to me on that issue. It was noted that there are no catering options in the area.
- **Kaitaia Business Association** - This committee would like a copy of our minutes of our Monthly Meetings. **Link here:** [Minutes and agendas | Far North District Council](#) The Kaitaia Digital sign is now complete and operational. The Kaitaia Central Business District gardens were discussed and it was noted that a small budget may be available to engage a group to carry out general garden maintenance. The roundabout outside Pak'nSave belongs to FNDC and the gardens are FNDC's responsibility.
- **Te Hiku Sports Hub** – Since opening 21 months ago, the facility has recorded 183,082 visitors and users. The primary focus during this period has been establishing business as usual sustainability, which has now largely been achieved through a combination of additional council grant subsidy, supplementary funding streams and increases in fees & charges.

Attention is now turning to the development of the fields over the coming months to enable use by additional sporting codes, including soccer, rugby, league, track and field. The Project Manager is working with council to ensure field marking is completed in accordance with the lease agreement. To date, cricket has been the only code that has been using the fields over the past couple of years.

**Matters for Discussion**

- A discussion on if we are able to do a variation to our Citycare Contract with regards to gardens to be maintained please.



## Member's Report

Name: Eddie Bellas  
 Subdivision: Doubtless Bay  
 Date: 17 March 2026

### Meetings Attended:

Meeting name	Date	Comments
State of the Far North	26 Feb 2026	Turner Centre, Kerikeri
THCB Ordinary meeting	10 Mar 2026	Ka Uri, Awanui
TWWP Online meeting	11 Mar 2026	Online
TWWP Online meeting	01 Apr 2026	Online

### Community Issues:

Issue name	Comment
Mill Bay Road	Narrow road and needs footpath ASAP.
Hihi Road speed limit	Correspondence is scheduled to be tabled at THCB meeting 7 April 2026.  <b><i>Many locally initiated speed limit reduction projects are currently on hold or unfunded due to the Government Policy Statement 2024, which has shifted NZTA funding priorities. However, speed limit changes continue where they are mandated nationally or form part of state highway reviews.</i></b>
Mangonui Sign	Find out who owns land its on and replacement sign

**Member Recommendations:** Mill Bay Road is in the LTP

### Request for Service (RFS):

RFS number	Comment
4231945	Drainage issues (blocked culvert and overgrowth)- Tokerau Beach Road, Karikari <b><i>Works have been programmed – awaiting confirmation of completion</i></b>
4293187	Hihi Rubbish signs  <b><i>Overdue: Community-led signage proposal awaiting council response</i></b>

---

**Hihi Ratepayers Assoc.**

**Hihi**

17th March 2026

**To : Local Board Members**

**Re: Hihi Road Speed Limit and safety.**

Dear Eddie and Bill ,

The Hihi Ratepayers Association is writing this letter to reflect the ongoing concerns that have been raised about the general safety of Hihi Road and the current 100k speed limit.

Since the road has been upgraded the concerns have increased about the speed limit, as although the road surface has been improved this has highlighted the ongoing safety issues with the road.

The road has 4 one lane bridges, (3 of the bridges have restricted visibility for cars approaching the bridges). The road is a winding road with several deceptive bends (where accidents have previously occurred), but with no warning signage or barriers for these bends.

As the road is used by tourists and overseas visitors to access the holiday camp, improved signage for the bends and the one lane bridges is needed ('Give Way' signs painted on to the road on the give way side of the bridge has been suggested).

There is no part of the road where a speed of 100kph is either practical or safe.

In particular the stretch of road from the 4th bridge (from SH10) to the 50kph area into Hihi. Our request is that the 50 kph limit be moved to start prior to the 4th bridge. The area from the bridge to Hihi has several driveways accessing Hihi Road with limited visibility and with further building these driveways with have increased use.

We further request that the speed limit for Hihi Road be changed from 100kph to 70 kph to provide for the safety of residents and visitors to the area.

Regards

Ken Branch . Hihi Ratepayers Committee member



## Member's Report

Name: Krystal-Rose Taaffe

Subdivision: North Cape

Date: 13 March 2026

### Meetings Attended:

Meeting name	Date	Comments
State of the Far North	26 Feb 2026	Turner Centre, Kerikeri
THCB Ordinary meeting	10 Mar 2026	Ka Uri, Awanui

### Community Issues:

Issue name	Comment
NZ Post non-delivery area affecting new homes in the very far north.	Escalated to Councillors and Governance for recommendation or advice. <b><i>Ticket 78091 lodged</i></b>
Contacted by President of Houhora Golf Club regarding funding support for solar system (civil defence hub)	<a href="#">Te Hiku Community Board Grants July 2025 - June 2026 - Far North District Council</a>
Contacted by community member regarding recent property survey that will impact access to his property should a boundary fence be erected	Schedule to meet with property owner week of 16/03. Raising RFS once information is clear.

### Request for Service (RFS):

RFS number	Comment
4290092	Rubbish removal request on Rotokawau Road, Waipapakauri. <b><i>Completed 12/3/2026</i></b>
4284554	Houhora Heads walkway spraying. <b><i>Completed 27/2/2026</i></b>



## Member Report

**Name:** Mike Te Wake

**Ward:** Kaitāia

**Date:** 13 March 2026

### **Meetings Attended**

Date	Meeting Topic	Comment
17/02/26	Hapū, iwi engagement	Manukau marae
19/02/26	Tai Tokerau kura-a-iwi hui	Te Kura Taumata o Panguru
20/02/26	National alcohol advisory panel	National advertisement campaign
22/02/26	Hapū, iwi engagement	Wainui marae
20-21/02/26	Moko ora symposium	Waimanoni marae
26/02/26	State of the North	Kerikeri
01/03/26	Hapū, iwi engagement	Waipuna marae
03/03/26	Hapū, iwi engagement	Motukaraka marae
10/03/26	THCB	Te Ahu
11/03/26	Te Ahu Museum	Te Ahu

### **Community Matters**

*This section should be completed for matters arising within the community, which Council need to be aware of. It could be related to ongoing projects, requests, feedback etc.*

Topic	Comment
Dog safety	Support for Tyrone Biddle
Climate adaption	CA team meeting haukāinga of Te Rangī. Coastal erosion of cemetery
Water resilience on marae	Identifying water services
Public toilets in Kaitāia	RFS 4291716 completed and closed by Citycare.

### **Portfolio Update: (Name of Portfolio)**

- Te Ahu Museum



## Member's Report

**Name:** Trevor Beatson

**Subdivision:** Kaitāia

**Date:** 13 March 2026

### Meetings Attended:

Meeting name	Date
Te Hiku Community Board Ordinary Meeting	10/03/2026
THCB Agenda Preview	24/02/2026
District Facilities Design Officer	25/02/2026
State of the Far North	26/02/2026

### Community Issues:

Issue name	Comment
North Park Toilet	Met with DFDO on site, also engaged with Joel McCarthy Mitre 10. Scope possible sites and look at various options. DFDO to connect with Warehouse / Noel Leemings group to determine next steps and availability of lease options.
Ahipara Dog Issues	Tautoko Tyrone Biddle in his delegation to Council in online presentation to FNDC where his petition was lodged and received. Noticeable improvements in Ahipara wandering dog issues. Local community appreciative of increased patrols and council response to petition.

### Request for Service (RFS):

RFS number	Comment
4281235 <i>Lodged 15.12.25</i>	Walking path from Pukepoto to Kaitaia township. – NO CHANGE as of 13.3.26
4287701 <i>Lodged 12.2.26</i>	Heap of complaints about the unrepaired damaged bollards and safety feature for the walkway along Foreshore Road  Apparently this has been raised a number of times - but there is still no action - the walkway continues to be used like crazy - lots of family's kids etc NO CHANGE as of 13.3.26 <b>Assigned to Citycare to repair, awaiting confirmation when works are complete</b>
4287706 4291197 <i>Lodged 9.3.26</i>	The bus stop shelter at the Paripari Reserve opposite Wharo Way Ahipara (Foreshore Rd) is damaged with side protection missing from each side. There is also cross supporting timber that has been broken as per the pictures. For repair please NO CHANGE as of 13.3.26 <b>Assigned to Citycare</b>
4290324 <i>Lodged 3.3.26</i>	Foreshore Road (Paripari toilets area) showers not working. All three showers do not have water running and neither do the footpath taps <b>Complete 18.3.26</b>
4290725 <i>Lodged 5.3.26</i>	Vehicle NEU189 appears to be abandoned on Foreshore Road in a council reserve carpark. It looks like council lawnmowers have mowed around the vehicle <b>Complete – car removed</b>
4291180 <i>Lodged 9.3.26</i>	BBQs at Paripari reserve not working NO CHANGE as of 13.3.26 <b>Assigned to Citycare</b>

## 8.2 THCB OPEN RESOLUTIONS REPORT

**File Number:** A5646517

**Author:** Natasha Rmandic, Democracy Advisor

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding resolutions and actions for Te Hiku Community Board.

### WHA KARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board receive the report THCB Open Resolutions Report for March 2026.**

### TĀHUHU KŌRERO / BACKGROUND

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

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

Community Board coordinators assist in following up outstanding resolutions with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

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

There are no financial implications or need for budgetary provision in receiving this report.

### ĀPITI HANGA / ATTACHMENTS

1. THCB Open Resolutions March 2026 - A5660453 [↓](#) 

<b>OPEN RESOLUTION REPORT</b>		<b>Printed: Tuesday, 31 March 2026 4:39:44 pm</b>
<b>Division:</b>	Te Hiku Community Board	<b>Date From:</b> 1/03/2023
<b>Committee:</b>		<b>Date To:</b> 31/03/2026
<b>Officer:</b>		

Meeting	Title	Resolution	Notes
Te Hiku Community Board 22/10/2024	Taipa Placemaking	<p><b>RESOLUTION 2024/55</b></p> <p>Moved: Chairperson Adele Gardner Seconded: Member Rachel Baucke</p> <p><b>That Te Hiku Community Board adopts the 2024 Taipa Placemaking Plan subject to a variation that provides adequate parking spaces for trailers at Taipa Point and costings of items for stage 3.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>29 Jan 2025 3:35pm Acting GM-Planning and Policy</b> Working with the community board on options to give effect to the requested boat trailer parking. Feedback has been sought on two options. Costings are still in progress.</p> <p><b>25 Mar 2025 9:09am Acting GM-Planning and Policy</b> staff are working to obtain costings for the outstanding placemaking outcomes in the placemaking plan as requested by the community board</p> <p><b>23 Jun 2025 8:46pm Executive Assistant to GM Planning and Policy</b> Staff are continuing work to obtain costings for the outstanding placemaking outcomes in the placemaking plan as requested by the community board.</p> <p><b>11 Jul 2025 5:03pm Executive Assistant to GM Planning and Policy</b> Staff are continuing work to obtain costings for the outstanding placemaking outcomes in the placemaking plan as requested by the community board.</p> <p><b>14 Aug 2025 12:14pm Executive Assistant to GM Planning and Policy</b> Staff will submit a revised Taipa placemaking plan for adoption at the 30 September THCB. The revised plan will include costings for the outstanding placemaking outcomes in the placemaking plan as requested by the community board.</p> <p><b>05 Sept 2025 4:55pm Executive Assistant to GM Planning and Policy</b> Staff are in the process of obtaining the cost estimates and will submit a revised report for adoption at the upcoming 30 September THCB meeting.</p> <p><b>17 Nov 2025 11:29am Executive Assistant to GM Planning and Policy</b> At 30 September THCB meeting the Taipa Placemaking Plan was adopted. Staff were instructed to report back to the THCB on cost estimates to relocate the waka compound, which would enable establishment of more parking outside the sailing club. Staff are in the process of obtaining cost estimates and will report these up to THCB in a future meeting.</p>

<b>OPEN RESOLUTION REPORT</b>		<b>Printed: Tuesday, 31 March 2026 4:39:44 pm</b>
<b>Division:</b>	Te Hiku Community Board	<b>Date From:</b> 1/03/2023
<b>Committee:</b>		<b>Date To:</b> 31/03/2026
<b>Officer:</b>		

Meeting	Title	Resolution	Notes
			<p><b>06 Mar 2026 9:30am Executive Assistant to GM Planning and Policy</b>                      Staff circulated to THCB coordinator in February the costs required by this resolution and are currently seeking confirmation if these costs need to be formally reported up to the Community Board.</p>
Te Hiku Community Board 10/06/2025	Motion	<p><b>RESOLUTION 2025/75</b>                      Moved: Member Sheryl Bainbridge                      Seconded: Chairperson Adele Gardner</p> <p><b>That Te Hiku Community Board request that a report come to Te Hiku Community Board July meeting to finalise a formal lease between Far North District Council and the Far North Regional Museum Trust for the Pioneer House.</b></p> <p><i>Note: A report came to the December 2024 board meeting and there has been no progress since.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>18 Jun 2025 11:06am Democracy Advisor</b>                      Brooke Taylor: We have a draft lease that has been reviewed by legal and we are in the process of negotiations. We also have a project for repairs to building and we are waiting on a NTF from building compliance so we can ensure we can provide a legal and safe building to lease before we sign up with further lease agreements. The current tenants are happy and have been communicated with. The lease is holding over while we work to ensure the buildings future.</p> <p><b>25 Feb 2026 9:05am Executive Assistant to Group Manager - Delivery &amp; Operations</b>                      The building consent application has been submitted to Building Compliance for the installation of emergency lighting to achieve compliance with NTF and BWOFF requirements. Compliance works will continue to be progressed, noting the lease is currently holding over. PM will continue to progress.</p>
Te Hiku Community Board 9/02/2026	Re-establishment of Te Hiku Land Drainage Committees	<p><b>RESOLUTION 2026/4</b>                      Moved: Deputy Chairperson Trevor Beatson                      Seconded: Member Eddie Bellas</p> <p><b>That Te Hiku Community Board:</b></p> <p><b>a) re-establish the Kaitāia, Motutangi and Kaikino and Waiharara Area Drainage Committee;</b></p> <p><b>b) appoint the following members to the Kaitāia Drainage Area Committee</b></p> <p style="margin-left: 40px;">i. Fiona King                      ii. Joe King                      iii. Mike Masters</p>	

<b>OPEN RESOLUTION REPORT</b>		<b>Printed: Tuesday, 31 March 2026 4:39:44 pm</b>
<b>Division:</b>	Te Hiku Community Board	<b>Date From:</b> 1/03/2023
<b>Committee:</b>		<b>Date To:</b> 31/03/2026
<b>Officer:</b>		

Meeting	Title	Resolution	Notes
		iv. Greg Yuretich v. Dennis Chapman vi. Adele Gardner_____ Te Hiku Community Board representative vii. Trevor Beatson_____ Te Hiku Community Board representative  c) appoint the following members to the Motutangi Drainage Area Committee i. Paul Harvey ii. Jeremy White iii. Adele Gardner_____ Te Hiku Community Board representative.  d) appoint the following members to the Kaikino and Waiharara Drainage Area Committee i. Aaron Bainbridge ii. Fred Petricevich iii. Joe Milich iv. Adriene Bartlett v. Dean Radojkovich vi. Fiona King vii. Adele Gardner_____ Te Hiku Community Board representative.  And that meetings of these Committees be held on 2 April 2026 and 20 August 2026 at a venue to confirmed.  <p style="text-align: right;"><b>CARRIED</b></p>	
		<p><b>MOTION</b></p> Moved: Member Eddie Bellas	

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<b>Officer:</b>		

Meeting	Title	Resolution	Notes
		Seconded: Member Mike Te Wake <b>That Council Staff:</b> a) <b>Approach Drainage Committee Members and confirm they accept continuing in their roles for Year 2025 to 2028.</b> b) <b>Confirm that proposed dates for 2026 are acceptable to all involved.</b>  <p style="text-align: right;"><b>CARRIED</b></p>	
Te Hiku Community Board 13/02/2024	Deferral of North Park Toilet Construction	<b>RESOLUTION 2024/4</b> Moved: Member Sheryl Bainbridge Seconded: Deputy Chairperson John Stewart <b>That Te Hiku Community Board leave the item Deferral of North Park Toilet Construction to lie on the table.</b>  <p style="text-align: right;"><b>CARRIED</b></p> <i>Note: The Board request further enquiry by staff into alternative locations for the toilet.</i>	<b>02 Mar 2026 1:07pm Democracy Advisor</b> Conversation between Deputy Chair Beatson and J Knight-Wagener exploring options

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**