



**Far North
District Council**



AGENDA

Te Hiku Community Board Meeting

Tuesday, 4 February 2020

Time: 10:00 am

Location: Te Ahu

**Cnr Matthews Ave and South Road
Kaitaia**

Membership:

Chairperson Adele Gardner
Member Lawrie Atkinson
Member Darren Axe
Member Sheryl Bainbridge
Member John Stewart
Member Jaqi Brown
Councillor Felicity Foy

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. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

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

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.

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	The Far North 20/20, ICT Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitia Branch	Trustee/Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Lawrie Atkinson	Atkinson Family Trust	Chairperson		
	Tokerau Beach and Whatuwhiwi Residents and Ratepayers Association	Member		Will abstain from voting on financial issues
Darren Axe	Wharf Warden at Far North Holding Limited	Council Controlled organisation		
Sheryl Bainbridge	Ex-employee of Far North District Council			There should be no conflict of interest if we are all heading in the same direction
	Property in Coopers Beach			
Jaqi Brown	Te Hiku Navigation	Manager		
	Whangape Marae	Maori Land Owner Trustee over Whangape School and marae		Will manage any potential interests/conflicts and it arises
	Te Rawawa Rugby Club Committee	TRRC Lease Ahipara Domain from FNDC		Will manage any potential interests/conflicts and it arises
	Property in Ahipara			
John Stewart	Printing.com Kaitia	Managing Director	Produces some work for FNDC	Step aside for any decisions at the time

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Zenstone N.Z Limited	Managing Director	N/A	N.A
	90 Mile Snapper Bonanza Limited	Shareholder / Organiser	May apply for event funding from FNDC	Step aside for any decisions at the time
	Property in Whatuwhiwhi and Kaitaia			Step aside for any decisions at the time
John Stewart – Partner	Printing.com Kaitaia			
	Property in Whatuwhiwhi and Kaitaia			Step aside for any decisions at the time
Felicity Foy	Director - Northland Planning & Development	<p>I am the director of a planning and development consultancy that is based in the Far North and have two employees.</p> <p>Property owner of Commerce Street, Kaitaia</p>		<p>I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.</p> <p>I will declare a conflict of interest with any planning matters that relate to resource consent processing, and the management of the resource consents planning team.</p> <p>I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.</p>
	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties on Weber Place, Seaview Road, and Allen Bell Drive.		

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight, and Allen Bell Drive.	
	Foy Farms partnership	Owner and partner in Foy Farms - a farm in three titles on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 6 dwellings on Church Road, Kaingaroa and 2 dwelling on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
Partner Felicity Foy	Employed by Justaplumber Taipa			
	Friends with some FNDC employees			

Far North District Council
Te Hiku Community Board Meeting
will be held in the Te Ahu, Cnr Matthews Ave and South Road, Kaitaia
on:
Tuesday 4 February 2020 at 10:00 am

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1 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 Team Leader Democracy Support (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.

2 PUBLIC FORUM

3 DEPUTATIONS

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

4 SPEAKERS

10.30 am Representative from Be Free Incorporated

10.35 am Representative from Takahue Hall Committee

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2806212

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 10 December 2019 be confirmed as a true and correct record.

1) 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) DISCUSSION AND OPTIONS

The minutes of the meeting 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".

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Te Hiku Community Board Unconfirmed Minutes 10 December 2019 - A2792552 [↓](#) 

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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.	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.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE HIKU COMMUNITY BOARD MEETING
HELD AT TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD, KAITAIA
ON TUESDAY, 10 DECEMBER 2019 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Member Lawrie Atkinson, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member Jaqi Brown, Cr Felicity Foy

IN ATTENDANCE:

The meeting was opened with a Karakia

1 APOLOGIES AND CONFLICTS OF INTEREST

Nil

2 PUBLIC FORUM

Mark Osborne - General Manager Te Ahu Trust, and Project Manager Te Hiku Sports Hub, provided the Board with an update on those organisations.

3 DEPUTATIONS

There were no deputations.

4 SPEAKERS

The following speakers spoke to the Board in regard to their funding application - Agenda item 9.2 refers.

Shirley Williams representative from Kaitaia Sport and Leisure Trust spoke.

Ngaire Sullivan representative from Kaitaia and District's Age Concern.

John Phillips and Janine Foster representative from Kaitaia People's Centre Nga Hoa Awhina Inc.

Graham Dormer representative from Grey Power Far North District Council

Andrea Panther and Mark Frost representatives from Kaitaia Business Association. Proposed High Level Master Plan for the Revitalisation of the Kaitaia Township was also tabled.

The meeting was adjourned at 11:07 am and resumed at 11:25 am.

5 NOTICE OF MOTION

5.1 NOTICE OF MOTION - REVOKE RESOLUTION 2019/77 REVIEW BALLOTING FOR THE CONTINUATION OF THE KAITAIA BUSINESS IMPROVMENT DISTRICT PROGRAMME

Agenda item 5.1 document number A2760796, pages 8 - 9 refers.

RESOLUTION 2019/83

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That The Te Hiku Community Board as per Standing Orders 23.1-3 revoke parts b and c of Te Hiku Community Board Resolution 2019/77

- 'b) requests a ballot of the Kaitaia Business Association voting members to determine whether the Kaitaia Business Improvement District Programme should continue or cease at the commencement of the 2020/21 financial year.
- c) agrees the ballot be completed by 12 November 2019'

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A2758703, pages 10 - 17 refers.

RESOLUTION 2019/84

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 5 November 2019 be confirmed as a true and correct record, subject to the amendment – Member Atkinson declared an interest in Agenda item 6.1 (c) Local Community Grant Funding Applications – Circability Trust.

CARRIED

7 CORPORATE SERVICES GROUP

7.1 APPOINTMENTS TO MANAGEMENT COMMITTEES

Agenda item 7.1 document number A2703059, pages 18 - 20 refers.

RESOLUTION 2019/85

Moved: Member John Stewart

Seconded: Member Darren Axe

That the Te Hiku Community Board make appointments to act as liaison with management committees, as detailed below:

Araiawa Hall (Raio Hall) - Darren Axe

Awanui Community Centre / Sports Complex - John Stewart

Herekino Hall - Jaqi Brown

Kaingaroa Community Hall - Lawrie Atkinson

Karikari Hall - Lawrie Atkinson

Lake Ohia Community Hall - Lawrie Atkinson

Mangonui Hall - Sheryl Bainbridge

Oruru Community Hall (Swamp Palace) – Sheryl Bainbridge

Fairburn Cemetery - Jaqi Brown

Houhora Cemetery - Darren Axe

Mangonui Cemetery - Sheryl Bainbridge

Oruaiti Cemetery - Sheryl Bainbridge

Peria Cemetery - Sheryl Bainbridge
Takahue Cemetery - John Stewart
Waiharara Cemetery - Darren Axe
Waipapakauri Cemetery - Darren Axe
Te Ahu Museum - Sheryl Bainbridge
Te Hiku Sports Hub - Adele Gardner
Awanui River Liaison Committee - John Stewart

CARRIED

7.2 NOMINATION OF FAR NORTH COMMUNITY BOARD EXECUTIVE COMMITTEE REPRESENTATIVE

Agenda item 7.2 document number A2700011, pages 21 - 23 refers.

This item was withdrawn from the Agenda at the request of the Chief Executive.

7.3 TE HIKU COMMUNITY BOARD CALENDAR OF MEETINGS 2020

Agenda item 7.3 document number A2766492, pages 24 - 26 refers.

RESOLUTION 2019/86

Moved: Member John Stewart

Seconded: Member Darren Axe

That the Te Hiku Community Board:

a) adopt the following meeting dates for 2020 at venues to be determined by the Board:

- **Tuesday 4 Feb**
- **Tuesday 10 March**
- **Tuesday 21 April**
- **Tuesday 2 June**
- **Tuesday 14 July**
- **Tuesday 25 August**
- **Tuesday 6 October**
- **Tuesday 17 November**

b) delegate the authority to amend the schedule of Community Board meetings, to the Chief Executive Officer.

CARRIED

Proposed venues were noted by the Board (subject to availability):

4 February - Te Ahu
10 March - Te Ahu
21 April - Houhora Big Game & Sports Fishing Club
2 June - Karikari Hall
14 July - Te Ahu
25 August - Te Rarawa Rugby Football Club
6 October - Mangonui Cruising Club
17 November - Te Ahu

7.4 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 OCTOBER 2019

Agenda item 7.4 document number A2761184, pages 29 - 30 refers.

RESOLUTION 2019/87

Moved: Member Sheryl Bainbridge

Seconded: Member Lawrie Atkinson

That the Te Hiku Community Board receives the report “Te Hiku Statement of Community Fund Account as at 31 October 2019”.

CARRIED

8 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP**8.1 BUS STOP CHANGES - BLENCOWE STREET KAITAIA**

Agenda item 8.1 document number A2747431, pages 32 - 34 refers.

RESOLUTION 2019/88

Moved: Member John Stewart

Seconded: Member Darren Axe

That the Te Hiku Community Board:

- a) receive the report “Bus Stop Changes - Blencowe Street Kaitaia”
- b) supports the adoption of option 3 (bullet points 1 & 2) until the bylaw is reviewed
- c) recommend the bus stop be removed as part of the bylaw review in 2020

CARRIED

Jaqi Brown left the meeting at 12:12 pm to 12:17 pm.

9 STRATEGIC PLANNING AND POLICY GROUP**9.1 FUNDING PROJECT REPORTS**

Agenda item 9.1 document number A2762522, pages 35 - 36 refers.

RESOLUTION 2019/89

Moved: Member Sheryl Bainbridge

Seconded: Member Lawrie Atkinson

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

- a) Kaitaia Business Association for the 2018 Christmas street decorations
- b) Mangonui Lions Club for the Fun Run
- c) Whakawhiti Ora Pai for the Pukenui Clinic accessibility upgrade

CARRIED

9.2 FUNDING APPLICATIONS REPORT

Agenda item 9.2 document number A2762884, pages 43 - 47 refers.

Member Stewart declared an interest in Agenda item 9.2 b) Kaitaia Sport and Leisure Trust

RESOLUTION 2019/90

Moved: Member Darren Axe

Seconded: Member Lawrie Atkinson

That Te Hiku Community Board:

- a) in considering the provisions of the Community Grant Policy, authorise (plus GST if applicable) be paid from the Board's Community Fund as follows:
- | | |
|---|-----------------|
| i) Grey Power Far North - for Christmas dinner and operating expenses | \$1,500 |
| ii) Kaitaia Business Association (KBA) - for landscape architect consultant fees, subject to the KBA obtaining a second quote | \$15,000 |
| iii) Kaitaia Sport and Leisure Trust - for the 2020 Kaitaia Invitational Dart Tournament | \$2,500 |
| iv) Resonance Tour 2020 - for tour including music masterclasses at schools | \$1,000 |
| v) Whakawhiti Ora Pai - for venue hire and consumables for the whanau life-skills camp in January 2020 | \$550 |
| Total | \$20,550 |
- b) decline the funding applications below as there are more appropriate funding sources available:
- | | |
|--|--|
| i) Kaitaia and Districts Age Concern - for drop-in centre operating expenses | |
| ii) Kaitaia People's Centre - for drop-in centre operating expenses | |
| CARRIED | |

10 MEETING CLOSE

The meeting closed at 12:18 am.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting to be held on 4 February 2020.

.....
CHAIRPERSON

6 REPORTS

6.1 CHAIRPERSON AND MEMBER REPORTS

File Number: A2806236

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Te Hiku Community Board note the reports from the Chairperson and Members Atkinson, Axe and Bainbridge.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Chair Report; October - December 2019 - A2822895 [!\[\]\(ea8fbe6f010f6daa44b5d04d0a9bccd1_img.jpg\)](#) [!\[\]\(e0ffa272aa5d3fc49990c4a37c24b196_img.jpg\)](#)
2. Member Atkinson; October - December 2019 - A2823079 [!\[\]\(483032dca599d7dd1c9c3e6aa73702cb_img.jpg\)](#) [!\[\]\(aa16b82e42da4516b5e5f2dfc759cf3c_img.jpg\)](#)
3. Member Axe; October - December 2019 - A2822809 [!\[\]\(39e2771dcadf565dbb710af209b14035_img.jpg\)](#) [!\[\]\(394db5bb4105204bf005409917b90d70_img.jpg\)](#)
4. Member Bainbridge; October - December 2019 - A2822803 [!\[\]\(929d170b93287302fc68726153782d99_img.jpg\)](#) [!\[\]\(33bfd34e8524f02ef89a06bc380f0c7c_img.jpg\)](#)

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Yes.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Te Hiku
Chairperson's Name	Adele Gardner
Subdivision	Kaitaia – Te Hiku
Date	October 2019 – December 19

REPORT

- 1) **Meetings/Functions**
 - 23 Oct - CB Induction Kaikohe
 - 5 Nov - Te Hiku Community Board Meeting
 - 8 Nov - Te Ahu Trust Meeting
 - 9 Nov - De Surville Anchor from Te Papa to Museum at Te Ahu Event
 - 11 Nov - Museum AGM
 - 12 Nov - Integrated Transport Workshop at Kaikohe
 - 14 Nov - Standing Orders & Political Decision Workshop Kaikohe
 - 19 Nov - Council Meeting
 - 19 Nov - Annual Plan Workshop
 - 21 Nov - Attended the Youth Awards at Te Ahu
 - 27 Nov - Attended the Kaitaia Business Association Networking event
 - 28 Nov - CB Chairs Quarterly workshop with Far North Holdings
 - 28 Nov - Community Board Workshop
 - 29 Nov - Jaycee/Centennial Park workshop
 - 3 Dec - LGNZ CB Induction Kaikohe
 - 10 Dec - Te Hiku Community Board Meeting
 - 12 Dec - Annual Plan Capital works workshop at Kaikohe
 - 12 Dec - Far North Holdings overview – at Kaikohe
 - 13 Dec - Te Ahu Trust Meeting
 - 13 Dec - Te Hiku Sports Hub Meeting
 - 19 Dec - Council Meeting

- 2) Issues - Lake Ohia Hall – RFS3964984. Kaitaia Business Association**
- 3) Resource Consents: N/A**
- 4) RFS 3987068 – Water Fountain for Korora Park Ahipara**

Report to Community Board	Te Hiku
Members name	Lawrie Atkinson
Subdivision	Whatuwhiwhi
Date	Dec 2019/Jan 2020

Meetings and other activities

2/12/2019 Taipa Bridge official opening

3/12/2019 Community Board induction

10/12/2019 Tokerau Beach/Whatuwhiwhi Ratepayers meeting

17/12/2019 Meeting with Mayor Carter regarding CCTV cameras at Karikari

Issues

RFS: 3956269

- Rangiputa Parking – A portion of the reserve opposite the fire station was cleared of scrub to allow for parking for Civil Defence Emergencies, Fire Station activities and Boat trailer parking.

The owner of the neighbouring property objected and erected 7 posts with letter boxes on each over the entire length of the cleared area of the reserve. These posts were removed by persons unknown. The adjacent property owner has since replaced 5 of these posts.

- Rangiputa Boat launching/parking, in conjunction with DOC. Several large Macrocarpa trees on the DOC reserve were felled, this allowed for more parking for boat trailers etc.
- The boat launching from the DOC reserve has been improved by several truckloads of shale placed in the soft sand area and large rocks placed on both sides of the entrance to control sand encroachment. Unfortunately this has come at a cost to their Ratepayers association of which they are seeking assistance for reimbursement. This needs a RFS number.

RFS – Nil

RC - Nil

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board	Te Hiku
Members Name	Darren Axe
Subdivision	North Cape
Date	Oct 19 – Jan 20

REPORT

1) Meetings/Functions

- 23 Oct - Induction Training Day in Kaikohe
- 5 Nov - Council Swearing in and First Community Board Meeting
- 11 Nov - Kaikohe Motutangi Drainage Tour visit
- 12 Nov - Ratepayers Meeting Houhora
- 14 Nov - Training Day in Kaikohe
- 27 Nov - KBA Meeting – Kelvin Davis attended
- 28 Nov - Community Board Workshop – Strategic Plan
- 3 Dec - Governance Training
- 10 Dec - Community Board Meeting at Te Ahu

2) Issues -

3) Resource Consents:

4) Request for Service:

TE HIKU COMMUNITY BOARD MEMBER'S REPORT**Member Name:** Sheryl Bainbridge**Subdivision:** Doubtless Bay**Date:** to 13 January 2020

REPORT**1) Meetings**

23 October 2019 – induction

5 November 2019 - Inaugural Board meeting

Oct/Nov 2019 - 3 meetings about Mangonui waterfront development

14 November 2019 – Standing orders training LGNZ

14 November 2019 - Attendance at Doubtless Bay BPW meeting

28 November 2018 - Strategic plan workshop

2 December 2018 – Taipa Bridge opening

10 December 2019 - Board meeting followed by strategic plan workshop

19 December 2019 – scheduled meeting with Museum Chairman did not take place.

2) Issues

Request to move the 60kph sign at the top of the hill at Coopers Beach to a point further south. This request has come from members of the public and members of the fire brigade who sometimes experience difficulty in exiting Wrathall Road. I have been in contact with NZTA, am dissatisfied with the response and have referred it to the Chair of the Roading committee.

Doubtless Bay Information Centre – request for funding assistance. On 30 July 2019 Mayor Carter received a letter from Doubtless Bay Information Centre (DBIC) seeking funding assistance of \$10,000 p.a. to help with operating costs. I was asked to discuss this matter with DBIC.

I believe that an annual grant of \$10,000 as requested is not unreasonable.

The CEO office also advises that there will be an i-site review next year, and states:

- We have not selected anyone to do the i-SITE review as yet,
- The timing of the review is yet to be confirmed
- We will aim to follow the same process as the Library Service Delivery Review, and changes were made as a result of that review. It is hard to say what changes will be made until the review is complete, recommendations made and considered by Council
- Key stakeholders / external parties will be identified and their feedback sought; Doubtless Bay Information Centre will be one of those.

Some facts:

1. While there is an option of waiting for the i-site review, the Doubtless Bay Information Centre requires funding for ongoing expenses at this point in order to continue operating.
2. Doubtless Bay is a destination. People who travel here do not necessarily carry on to Kaitaia. However, DBIC does promote Kaitaia attractions such as the museum and Te Ahu pou. They are open to advertising the cinema schedule at Te Ahu for the benefit of visitors and locals.
3. DBIC opening hours are 9.30 – 4pm in summer and 10 – 3pm winter, seven days per week. There are nine willing, well-informed volunteers, and a manager who is paid for 10 hours per week.
4. Accommodation bookings are mainly done online these days so it is unlikely that accommodation providers would agree to increased membership fees. At present (end Dec/beginning January) 2019, although DBIC is receiving many queries regarding accommodation, there is none available. On the other hand, there is an increased number of regular queries from locals and visitors

regarding attractions and activities, particularly walking, hiking and biking. Also the new Taipa bridge is proving to be a great tourist attraction.

5. Kaitaia i-site visitor numbers for December 2016/17, December 2017/18 and for December 2018/19 were all in the 3,500 region. Doubtless Bay information Centre figures are: December 2017 3,899, December 2018 4,231, December 2019 4,936.

I note that Mayor Carter has advised that this issue needs to be discussed at policy level, and on 9 December, asked staff for a paper for the next council meeting, saying that he did not want this to drag on, so I'm assuming it will be considered at the first meeting of 2020.

Following that meeting would the council please provide a positive response setting out the way this organisation can be helped to continue to function please.

Footpath along Mill Bay Rd from SH10 end to Rangikapiti Road This is a safety issue. My request that elected members look at it as part of the ward tour was not agreed to. Apparently, it does not score highly on the footpath matrix, in which case the matrix needs to be amended so that safety is given more consideration.

Parking at Mill Bay Mangonui boat ramp and need for lighting at Silver Egg Road RFS3989389 I have been told that the council owns an area of road reserve on the foreshore at Mill Bay. The legal description of this land is Lot1 DP 74135 CT29D/1407 and it is currently part of the seabed. I would like to know more about this for the following reasons:

1. Parking at Mill Bay, particularly in the holiday season is becoming increasingly inadequate because:
 - Larger vehicles (eg Rangers Colorados etc.) are towing larger boats
 - An increased population of retired people mean that there is greater use of the boat ramp.
 - Matai Bay boat ramp is closed, putting more pressure on ramps at Perehihi and Rangiputa. Taipa boat ramp and parking also seems to be fully utilized.
 - Although there has been more parking provided at Rangiputa, parking there is still a nightmare as no one is going to use the new parking at the top of the hill except as a last resort due to the difficulty of launching and retrieving boats so far away from the parking area.
 - There is limited parking at Pukenui, and to use the Houhora Gamefish Club ramp requires membership or payment of a fee.
2. Mill Bay Road is very narrow, has no footpath and when vehicles and trailers are parked on the roadside, pedestrian safety is compromised.

I note that TGIF money has been allocated for a review of boat ramps etc. If there is an opportunity for development at Mill Bay which could potentially include further boat trailer parking, a footpath, street lighting and seating I would like to see how this can be progressed please, and how funding can be allocated.

Kupe Waka project: A representative has been in touch and will contact Member Lawrie Atkinson and myself with an update in the near future.

Request for pump track: A letter is attached. The writer is looking at options for areas that may be suitable and will then contact me again.

3) Resource Consents

Nil

4) Requests for Service

Request for clarification about a council decision – Mayor Carter spoke to the constituent about his concern.

Request for repairs to the footpath adjoining the bridge at Coopers Beach –

RFS 3981821 - Trip hazard Kupe Road Coopers Beach – repaired but not a great quality job

RFS 3981257 - Request for key to entrance to a reserve at Coopers Beach – ambulance staff were unable to easily access last year following an accident, so the adjoining motelier will hold a key in the event of any further event.

Request to remove vegetation and clear drain George Street Mangonui

RFS 3983112 - Request for repairs to a damaged handrail at Coopers Beach. Temporary repairs have been effected and we are advised that work is commencing early January 2020. A new barrier will be put in. Note the footpath is to be renewed as well.

Alarnya Ashby 93B Leccino Valley Road RD1 Mangonui 0494
alarnya@gmail.com 021408313

9th December 2019

Far North District Council C/- Sheryl Bainbridge sakia@xtra.co.nz

To Whom It May Concern:

On behalf of the parents of the Doubtless Bay I am contacting the FNDC regarding a pump Track (bike track).

There are so many Families who can't afford to travel to a bike park to give their children the opportunity to ride in a safe environment. The closest Pump Track is in Paihia.

I have spoken to a few local Businesses – Fulton Hogan, Coastal Homes, Kelly construction Ltd, just to name a few. They are all willing to pitch in to help build a Pump track up here in the Doubtless Bay area.

We are requesting from the FNDC to supply a piece of land which this project can take place on. I have been told that there is a Council reserve in Taipa – is this correct?

We would love to give young children a safe and healthy place to ride their bikes on that doesn't cost a cent for the parents.

Please find attached photos of both the Paihia Pump Track with asphalt and the Waitangi Pump Track with metal.

I hope the FNDC can take this request further as I think it is in need for the Far North.

I look forward to hearing from you

Respectfully yours,

Alarnya Ashby

6.2 APPOINTMENT TO KAITAIA BUSINESS ASSOCIATION

File Number: A2816563

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The purpose of the report is to facilitate the appointment of a Board representative to act as the liaison for the Kaitaia Business Association.

RECOMMENDATION

That the Te Hiku Community Board appoint _____ as liaison for the Kaitaia Business Association.

1) BACKGROUND

In 2012 the Far North District Council agreed to a targeted rate for the Kaitaia Business District known as the Kaitaia Business Improvement District (BID). As the representatives and advocates for the Kaitaia area that Council delegated the Community Board to sign the Memorandum of Understanding with the Kaitaia Business Association to formalise arrangements. The Council has then collected rates on behalf of the Kaitaia Business Association for them to spend to achieve the goals of their annual plan. As part of the agreement a Community Board member has the right to attend meetings as a liaison point.

At the start of the 2016 triennium member Hunt was appointed to this position on behalf of the Board. She resigned from the role and then Chairperson Gardner held the position until the end of the 2016-19 triennium.

Board members participated in a networking workshop with the Kaitaia Business Association in January 2020. To give members an opportunity to form a strong relationship with the Association.

2) DISCUSSION AND OPTIONS

Board appointee/s would be expected to keep the Board updated of issues of relevance and to communicate the Board's and Council's views to the Kaitaia Business Association when necessary. It is important for the representative to build a good working relationship with both the Kaitaia business Association and the Te Hiku Community Board.

While the Member would not need to attend all meetings it may be of use to help build the relationship and communication channels.

The Kaitaia Business Association holds monthly meetings in the afternoon.

Reason for the recommendation

To appoint a Board representative to the Kaitaia Business Association.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

Nil

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	KBA partnership agreement; MOU.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a community board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provisions required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

6.3 DELIBERATIONS HOUHORA HEADS MOTOR CAMP LEASE**File Number: A2805489****Author: Rob Koops, Property Services****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To obtain a recommendation from the Te Hiku Community Board to Council regarding the proposal for a new lease on Lot 1 & 2 DP 402482 - Identifier 408100, being a Recreation Reserve subject to the Reserves Act 1977.

EXECUTIVE SUMMARY

- The Houhora Heads recreation reserve spans across lot 1 & 2 DP 402482 and is classified Recreation Reserve subject to the Reserves Act 1977.
- Since 1993 Houhora Heads Motor Camp Ltd has leased the reserve and over that time the lessee has made significant investment in and is prepared to continue to invest in the upgrade and renewal of the camp ground facilities and infrastructure.
- The lessee has requested an extended term beyond the current lease expiry date of 30 September 2026 citing the need to retain existing and secure future funding and get a return on investment.
- To remove ambiguity over ownership of existing improvements and responsibility for future maintenance and renewals and in accordance with Council policy #5020 "Council-Owned Campgrounds", Council staff proposes to replace the existing lease with a new ground lease for a 21 year initial term and with a further right of renewal of 21 years.
- The Reserve Act 1977 requires public consultation before Council can enter into a new lease on Reserve land. Public consultation closed on 2 December and has resulted in three submissions all in favour of the proposed new lease.
- Te Hiku o Te Ika iwi were sent a letter with an offer to meet to discuss the proposal. A request to meet was received and a meeting was held with Te Runanga o Ngai Takato (TRON) where TRON communicated their opposition to the proposal and disappointment in Council procedure.
- The Te Hiku Community Board has been given delegated authority to consider all submissions and objections received in response to the public notification on the proposed new ground lease and to make a recommendation to Council on whether the proposed 21 years ground lease with a further 21 year right to renewal should be granted to Houhora Heads Motor Camp Limited.

RECOMMENDATION

That the Te Hiku Community Board recommends to Council:

- That Council, subject to S54 of the Reserves Act 1977 grants a lease on Lot 1 & 2 DP 402482, Identifier 408100 to the current lessee Houhora Heads Motor Camp Limited and that the term of the leases shall be:**
Initial Term: 21 years
Right of Renewal: One further term of 21 years
- That Council authorises the General Manager Infrastructure & Asset Management to negotiate final terms and conditions for such lease which shall be on industry practise commercial terms, at market rent and in accordance with Council policy #5020 - Council-Owned Campgrounds.**
- That Council transfers ownership of its remaining improvements to the lessee for**

\$1.00 and writes off the book value against retained earnings.

d) That Far North District Council:

- i) In its role as administering body of the Houhora Heads recreation reserve and in its role as the delegate of the Minister of Conservation, subject to the provisions of the Reserves Act 1977, grants and consents to a new lease of the Houhora Heads recreation reserve being Lot 1 & 2 DP 402482, Identifier 408100 and comprising approximately 6.38ha of land to Houhora Heads Motor Camp Limited and that the term of the lease shall be:**
 - 1) Term: 21 years plus one Right of Renewal of 21 years**
 - 2) Area: Approximately 6.38ha being Lot 1 & 2 DP 402482 - Identifier 408100 as highlighted on the aerial plan attached as Attachment 2.**
 - 3) Further Terms & Conditions: standard industry practise commercial terms, at market rent to be determined by valuation.**

1) BACKGROUND

Houhora Heads Motor Camp spans over two titles being lot 1 & 2 DP 402482 both being Recreation Reserve subject to the Reserves Act 1977 and directly on the waterfront at Houhora Heads.

The current lessee, Houhora Heads Motor Camp Ltd first managed then leased the Reserve land and has operated the motor camp since 1993.

A valuation carried out in 1996 shows lessor (Council) improvements (ie. small dwelling, original ablution and sewer, two water tanks, and four satellite toilets) valued at \$80,000 were in place.

The same valuation shows lessee improvements (improvements to ablution and switch room, water supply and additional water tank, site development and power sites) valued at \$70,000. Over time further improvements added to and paid for by the lessee include a recreation shelter, a swimming pool and a new manager's residence plus various upgrades to Council owned improvements.

In accordance with the terms and conditions of the lease repair and maintenance has been paid for by the lessee. Council has not contributed to the up-keep.

The current lessee is planning further upgrades and renewals of the improvements on the Recreation Reserve land. In order to maintain current and secure further bank funding and to recoup the investment the lessee requests an extension of the lease beyond the current expiry of 2026.

In accordance with Council policy #5020 "Council-Owned Campgrounds", Council staff proposes to replace the existing lease with a new ground lease for a 21 year initial term and with a further right of renewal of 21 years.

2) DISCUSSION AND OPTIONS

Public consultation drew three responses, all in favour of the proposal (Attachment 1 – HHMC Submission Report). An invitation to meet with iwi to discuss the proposal saw one formal request to meet and an email. In both instances, the responses related to management and/or governance of reserves and ownership. TRON felt council were not engaging in a genuine conversation with Iwi/Māori on options for co-governance or transfer of ownership of reserve lands. They also believed that the proposal excluded other investors from a public tendering process.

Option 1 – recommended.

It is proposed that the existing lease is replaced with a new ground lease whereby the lessee owns all the improvements on the land. This brings the lease in line with Policy # 5020 – Council-Owned Campgrounds, will encourage lessee investment and reduce ratepayer funded capital. It also gives

the operator of the camp ground the ability to plan and execute upgrades and renewals when they deem necessary rather than rely on Council plans and budget provisions.

In accordance with Council Policy #5020 Council Owned Campgrounds, a lease term of 21 years with a further right of renewal of 21 years is recommended. The lease will be on industry standard commercial terms, comply with the requirements of S54 the Reserves Act 1977 and be subject to the Camping Ground Regulations 1985 and Council's Motor Camp Policy # 5020.

Option 2.

Retain the status quo and let the current lease which still has 6 years to run, run its course. It should be noted that some of the lessor owned facilities (the 4x 2 pan toilet blocks for instance) are no longer fit for purpose for a modern campground. Other structures have over the years been upgraded extensively by the lessee to the point where it is has become difficult to distinguish between lessor and lessee owned improvements. Under the current lease the onus will be on Council to renew the improvements at some point or purchase the lessee's interests in any buildings or improvements on termination of the lease.

Reason for the recommendation

To encourage ongoing investment in the infrastructure improvements at Houhora Heads Motor Camp and for these to be fully funded and maintained by the camp ground operator without cost to the ratepayer in accordance with Council Policy 5020 – Council Owned Campgrounds, a long term lease is recommended.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

At the commencement of the lease in 1993 the improvements that existed on the land where valued at \$80,000. The current "book value" of the improvements is \$120,796. It is proposed that they will be disposed of and the value written off to retained earnings. This is an accounting entry only and has no financial impact on rates.

If Council had to replace the 4x 2 pan toilets the estimated cost (based on Permaloo 2 pan) is \$360,000 plus consent fees, demolition, installation and delivery and any additional concrete work around the structures. A budget of \$500k should be considered minimum. A bespoke onsite build would cost significantly more.

Rental income to FNDC (valuation 2016) is \$22,000+GST per annum and is reviewed to market rent every 3 years.

ATTACHMENTS

1. HHMC Submissions Report - December 2019 - A2813303  
2. HHMC aerial plan of lease area - A2813346  

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low in terms of section 79 of the Local Government Act 2002.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	S54 of the Reserves Act 1977. Camping Ground Regulations 1985. FNDC Policy #5020 – Council-Owned Campgrounds.
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 Te Hiku Community Board has been appointed to consider all submissions and to make a recommendation to Council.
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.	Te Hiku o Te Ika Iwi were advised of the proposal. Māori in general, were subject to the public notification process. Implications for iwi stem from Treaty of Waitangi issues and previous engagement with council about ownership and/or co-governance models assets. Entering into lease agreements prohibits iwi from engaging in a conversation on these matters.
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).	Advertisements were placed in local newspapers and letters were sent to the ratepayers in the Houhora Heads area. The proposal was advertised on Council's website. Te Hiku o Te Ika Iwi were advised of the proposal.
State the financial implications and where budgetary provisions have been made to support this decision.	This has been covered under the Financial Implications and Budgetary Provision Section
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

ID	Type	Support?	Reason	Name	Organisation
HHMC19/1	E-Mail	Yes	<p>In supporting the principal of renewing the lease at the Houhora Campground , I request In light of the increasing visitors to the region ,that Council review's its strategic approach to the use of local and visitor amenities, particularly focused on all camp grounds . Tourist/visitor numbers are or will swamp local community interests in the Far North and rather than simply being swamped we need to have a managed approach ensuring :</p> <p>1.0 Priority booking and pricing for Far North ratepayers ,le increased chargers for out of region visitors</p> <p>2.0 Further development enhancements to all camp sites including those managed by the Department of Conservation (increase planting for sun and wind shade , superior basic amenities) I would also like council to review the status of campground ownership to ensure future local politicians are never able to sell off the camp sites . It may be appropriate to change the current campsites legal status ,ensuring they are in trust for future generations .</p>	Guy Jacobsen	
HHMC19/2	E-Mail	Yes	<p>I've noticed what appears to be a technical error in this notice and this error may need to be corrected to avoid possible vexatious objection. The notice correctly identifies the subject property as Lots 1 and Pt Lot 2 DP402482. It then mentions CFR reference NA778/58. This is incorrect and is in fact a much older prior CT reference. The correct reference for the subject parcels of land is Identifier 408100. I am a long time user of this facility and applaud Council for the proposed action to help ensure its future viability. My only purpose in bringing this technicality to your attention is to help the process along. Over my lifetime I've seen a gradual erosion of the availability of camp grounds. I recall that in the latter years of the old Mangonui County there was talk of the Heads camp closing as it steadily declined. My observation is that the lease to Wagners has been a good move so am happy to see this continue.</p>	John Haselden	
HHMC19/3	E-Mail	Yes	<p>1. It is vital that the lessee of the camp meet the basic purpose of the Council acquiring the property. Originally it was owned by the youngest Subritzky brother at the time that our historic property was also purchased by the eldest brother and has always been a camping spot for locals and visitors “hence the local community strong request that the property not remain in private ownership when it was last put on the market but for the Council to procure it and ensure the Far North community in particular could have it as a general family camp.</p> <p>2. We support the concept of a private lease to a suitable operator that ensures that it remains a camp suitable for families with appropriate standards of behaviour, etc maintained for the benefit of all. It was for this reason that we became involved. Despite Council efforts the camp was losing a substantial sum - my memory was \$30,000 > \$35,000 pa when it was initially offered for lease. Though under considerable pressure as a consequence of my father passing on just 18 months earlier I took it over to ensure that our immediate neighbour to our historic property would meet expectations of the original purpose of Council ownership and maintain standards appropriate to the use of our property.</p> <p>3. We support a good length of lease as the only way to fairly and practically spread development costs. Initially we didn't have that and spent substantial capital in lieu of rent on mutual trust, then paying rent as well as funding further improvements. Initially the facilities were almost nil - even the water was peat-stained, no hot water or power sites, kitchen, etc. My late brother Keith and his widow Cathy took over the camp from me, continuing major capital investment for more improvement - including the replacement manager's house, swimming pool, cabins, etc.</p> <p>4. We believe that the lessee needs to minimise the visual impact from the harbour and beaches and maintain the general appearance of tents, caravans and cabins and avoid any substantial structures. We understand that meeting the requirements of the tourist market is vital for the profitability of the operation and the financial benefit to the District generally (but keeping it an affordable and family orientated destination is also vital) and assists funding during the off-season.</p> <p>5. We need to work with whoever leases the camp and therefore appreciate opportunity to input on the matter. We supply all the water to the camp. We supply the centre part of our commercial building as a workshop and storage area for the camp. We own and maintain the car wash utilised by many campers. We provide additional land area for campers with dogs and sewage disposal, etc from those camping on the part of the Council land west of the Heads Rd. Campers enjoy access to our historic property, and it is important to us that appropriate standards apply.</p> <p>6. The existing lessee does well in meeting the above criteria.</p>	Owen Wagener	Wagener Houhora Heads Endowment Trust Inc



6.4 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2019

File Number: A2823268

Author: Sam Chapman, Accounting Support Officer

Authoriser: Angie Thomas, Manager - Accounting Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Te Hiku Community Board receives the report "Te Hiku Statement of Community Board Fund Account as at 31 December 2019".

BACKGROUND

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

Community Fund Account balance as at 01 July 2019	\$146,701.00
• Plus Grant refunded from Be Free Inc	\$86.96
• Less funds allocated towards Centennial Park planting project	\$17,000.00
• Less funds granted and uplifted to 31 December 2019	\$29,442.00
• Less funds not uplifted from 10 December 2019 for Kaitaia Business Association and Whakawhiti Ora Pai	\$15,050.00
• Less funds not uplifted from 5 November 2019 for Capability Trust	\$3,000.00
• Less funds not uplifted from 1 October 2019, 2020 Anzac Day Te Ahu Service Expenses, Placemaking project for Awanui	\$33,833.00
Community Fund Account balance as at 31 December 2019	\$48,462.96

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The balance in the Community Fund account as at 31 December 2019 is \$48,462.96.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Te Hiku Community Fund account to the Te Hiku Community Board. The statement of the Community Fund account as at 31 December 2019 is attached.

ATTACHMENTS

1. **2020-02.04 Statement of Te Hiku Community Board Fund Account as at 31 December 19 - A2823220** [↓](#) 

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 December 2019**

Allocation Grants & Donations Annual Budget 2019-20	113,368.00	
Community Board Placemaking Fund	33,333.00	
Refund unused Community Board Grant from Be Free Inc	86.96	
Centennial Park planting project in Kaitaia	(17,000.00)	
		129,787.96
Less Expenditure 2019/20 (Funds Uplifted)		
July 19		
Far North Environmental Centre for Crafty Mondays workshops	990.00	
Youthline Auckland Charitable Trust operational costs	1,535.00	
Lions Club Mangonui Charitable Trust for coach hire and koha expenses of hosting 2019 Lions District 202K Convention	2,200.00	
August 19		
Deaf Action NZ Learn NZSL with Eddie Trust for costs of providing New Zealand Sign Language classes in Kaitaia	4,067.00	
Mangonui Lions Club 2019 Fun Run and Walk event	276.00	
September 19		
Whatuwhiwhi and Tokerau Ratepayers Association 2019 Senior Christmas Luncheon	900.00	
October 19		
Far North Joyfest Group costs towards 2019 Joyfest event	3,000.00	
Te Houtaewa Maori Charitable Trust for the 2020 Te Houtaewa Challenge	3,000.00	
Karikari Recreation Hub project to establish a basketball blackboard at the Whatuwhiwhi multipurpose courts	2,500.00	
November 19		
NZ Barok Incorporated for Baby Baroque children's concert in Kaitaia	1,000.00	
December 19		
IO Creatives - Te Hiku Maori Arts Group for 2019 IO Creations Festival	4,874.00	
The Wild West Foundation Charitable Foundation Trust for 2020 annual horse trek	1,100.00	
Resonance Tour 2020 - tour including music masterclasses at schools	1,000.00	
Kaitaia Sport and Leisure Trust - 2020 Kaitaia Invitational Dart Tournament	2,500.00	
Whakawhiti Ora Pai -venue hire and consumables for whanau life-skills camp January 2020	500.00	
		29,442.00
Balance as at 31 December 2019		\$100,345.96
Less Commitments 2019/20 (Funds not yet uplifted)		
Meeting 10.12.19		
Kaitaia Business Association - landscape architect consultant fees	15,000.00	
Whakawhiti Ora Pai -venue hire and consumables for whanau life-skills camp January 2020	50.00	
Meeting 05.11.19		
Circability Trust for 2020 Inclusive Circus Arts Tour expenses for the Te Hiku ward area	3,000.00	
Meeting 01.10.19		
2020 Anzac Day Te Ahu Service Expenses	500.00	
Placemaking project for Awanui, consultation with Awanui Progressives Ratepayers Association and the Awanui Community	33,333.00	
		51,883.00
Balance 31 December 2019 Uncommitted/(Overcommitted)		\$48,462.96

6.5 FUNDING APPLICATIONS REPORT

File Number: A2823821

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the 4 February 2020 meeting.

EXECUTIVE SUMMARY

- Te Hiku Community Board has \$44,862 unallocated funding available for the 2019/20 financial year.
- This amount includes \$1500 that was allocated to Grey Power Far North at the December 2019 meeting and subsequently declined by the applicant.
- Two applications for funding have been received, requesting a total of \$5220

RECOMMENDATION

That Te Hiku Community Board:

- a) **approves the sum of \$2941 (plus GST if applicable) be paid from the Board's Community Fund account to Takahue Hall Society for costs towards replacing rotting decking to support the following Community Outcomes**
 - i) **Proud Vibrant Communities**
 - ii) **Communities that are healthy, safe, connected and sustainable**
- b) **approves the sum of \$2279 (plus GST if applicable) be paid from the Board's Community Fund account to Be Free Inc for costs towards the Be Free Youth Stage at the Mangonui Festival to support the following Community Outcomes:**
 - i) **Proud Vibrant Communities**
 - ii) **Communities that are healthy, safe, connected and sustainable**

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Takahue Hall Society	Replacing rotting deck	\$2941 (39%)	\$2941	The hall committee have been in place for two years and actively fundraising, having already replaced spouting and decking on one side of the hall. This project will replace the decking on the other side of the hall, which is currently unusable.	<ul style="list-style-type: none"> Proud Vibrant Communities Communities that are healthy, safe, connected and sustainable 	Infrastructure
Be Free Inc	Youth Stage, Mangonui Festival	\$2279 (16%)	\$2279	Be Free provide a mentoring/support programme for youth and promote education on non-participation in drug and alcohol use.	<ul style="list-style-type: none"> Proud Vibrant Communities Communities that are healthy, safe, connected and sustainable 	Event

Assessment of Applications

The applicant was 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





Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

ATTACHMENTS

1. Takahue Hall Funding Application - A2823716 [↓](#) 
2. Takahue Hall Funding Application - Supporting Documentation - A2823719 [↓](#) 
3. Be Free Funding Application - A2823720 [↓](#) 
4. Be Free Supporting Information - A2823717 [↓](#) 

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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Māori in relation to land and/or water.
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.

Local Grant Application Form

FAR NORTH DISTRICT
COUNCIL

11 DEC 2019

KAITIA SERVICE CENTRE



Instructions

Please read carefully:

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

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

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

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☒ A health and safety plan
- ☒ Your organisation's business plan (if applicable)
- ☒ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Takahue Hall Society Incorporated		Number of Members	100+
Postal Address	C/- 102 Waiotehue Rd, RD1, Kaitia		Post Code	0481
Physical Address	4 Takahue Saddle Rd, Takahue		Post Code	0481
Contact Person	Tina Bibb-Kirtlan	Position	Treasurer	
Phone Number	09 4084885	Mobile Number	021 1096 838	
Email Address	tbibbkirtlan@gmail.com			

Please briefly describe the purpose of the organisation.

To provide a community facility to promote local connectedness with an emphasis on the physical, social and mental wellbeing of the residents

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Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Replace rotten decking Date 10/12/19
Location 4 Takahue Saddle Rd, Takahue Time

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No

If so, how much?

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

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

The rebuilt Takahue Hall is now over 21yrs old, and is requiring some significant maintenance. The Hall has a new (2yr old) committee that is actively fundraising through hangi's, guy fawkes events, Gatsby Ball, the reinstatement of the badminton and joint events with Fairburn and Victoria Valley Hall to tick off some of our most urgent maintenance issues.

In the last 2yrs we have fundraised to replace rotten spouting, and rotten decking down 1 side of the Hall, and a deck off the lounge.

This application is to replace rotten decking along the entire back of the Hall. Currently access is restricted to the public and notification is posted on exterior doors

The community will benefit from replacing the deck as currently it is an obvious safety issue. It will create better indoor/outdoor flow and moves us one step closer to our next project, to reinstate the BBQ area with Pizza oven for community use.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	5682	2841
Consumable materials (craft supplies, books)		
Refreshments	100	100
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	1800.00	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	7582	2941

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number **055 186 634**

How much money does your organisation currently have? **8728**

How much of this money is already committed to specific purposes?

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

Purpose	Amount
Crumbie Lockwood 2020 - Hall Insurance	3071
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
N/A			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

JBAOHL Takahue Hall Society Incorporated

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

JBAOHL

Signatory Two

PLM

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Local Grant Application Form



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

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

Signatory One

Name Tina Bibb-Kirhan Position Treasurer
 Postal Address 102 Waiohenu Rd, RD1, Kaitiaki Post Code 0481
 Phone Number 09 4084885 Mobile Number 021 1096 838
 Signature [Signature] Date 10/12/19

Signatory Two

Name Peter Campbell Position Chairman
 Postal Address 45 Takahue Saddle Road, RD1, Kaitiaki Post Code 0481
 Phone Number (09) 408 0845 Mobile Number 021 224 3247
 Signature [Signature] Date 20/11/19

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Schedule of Supporting Documentation**TAKAHUE HALL**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Quote – Bruce Travers Builder
2	Quote – Ruaroa Enterprises Ltd
3	Bank Statement
4	Performance Report
5	Health and Safety Policy

Local Grant Application Form

Kerikeri Service Centre
10 JAN 2020



Instructions

Please read carefully:

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

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

- ☐ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☐ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☐ A health and safety plan *(covered by Mangonui Festival)*
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	BE FREE INC.		Committee Number of Members	7
Postal Address	188A WAIPAPA WESTRD, KERIKERI		Post Code	0295
Physical Address	"		Post Code	"
Contact Person	CLAIRE GORDON	Position	CHAIRPERSON	
Phone Number	09 407 1506	Mobile Number	021 883 6116	
Email Address	befreeplaymusic@gmail.com			

Please briefly describe the purpose of the organisation.

A charitable trust providing a mentoring / support programme to youth and creating a platform for the youth through community events.

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Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

- ☒ Te Hiku
 ☐ Kaikohe-Hokianga
 ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity BE FREE YOUTH STAGE AT MANGONUI FESTIVAL Date 14-03-2020
 Location MANGONUI WATERFRONT FESTIVAL Time 12 - 6 PM

Will there be a charge for the public to attend or participate in the project or event? ☒ Yes ☐ No

If so, how much? GENERAL FESTIVAL ADMISSION: Adults \$10 Kids Kōhā

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

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

Be Free benefiting our Youth & Community through collaboration.

Over the past year, we have forged friendships with fellow Youth music-based mentoring programmes in the wider BOI-Whangaroa and Te Hiku region. In the spirit of collaboration, we would like to share our platform with more youth from the Far North, and strengthen the network of youth, hoping to foster a feeling of pride, confidence and resilience in our young people and encouraging more youth to benefit from the Youth programmes available throughout our region.

Getting our message heard

Our Youth demonstrate through performance what they can achieve through learning resilience which gives them the strength to exercise their educated choices around non-participation in drug and alcohol use. We find delivering our messages through the medium of music is not only readily accepted, but is cross cultural, breaking down any barriers. The medium is far more effective to their peers (and whanau) when delivered by the youth themselves.

Feedback received from attendees at the festivals is often emotional in term of the availability of the programme and how it could have made such a difference had it been available for whanau at an earlier stage. This emphasises to us the importance of not just being able to continue the Be Free Youth Programme, but to increase the awareness of its availability of this and other Youth programmes within our regions to all youth, which we can do through this platform. During the event, attendees are able to access support and resources, engaging with support providers.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	-	-
Advertising/Promotion	980	245
Facilitator/Professional Fees ²	1900	475
Administration (incl. stationery/copying)	250	62
Equipment Hire	4400	1100
Equipment Purchase (describe)	-	-
Utilities	-	-
Hardware (e.g. cement, timber, nails, paint)	-	-
Consumable materials (craft supplies, books)	-	-
Refreshments	120	30
Travel/Mileage	350	87
Volunteer Expenses Reimbursement	-	-
Wages/Salary	-	not applicable
Volunteer Value (\$20/hr)	4920	not applicable
Other (describe)	460	115
FINANCIAL REVIEW	661	165
ABUSABILITY INS.		
TOTALS	14041	2279

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

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Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

How much money does your organisation currently have?

How much of this money is already committed to specific purposes?

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

Purpose	Amount
YOUTH PROGRAMME	20,479.36
FAR NORTH SUMMER SOUNDS	14,673.25
TOTAL	35,152.61

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

Funding Source	Amount	Approved
FAR NORTH SUMMER SOUNDS	4560.00	Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
FNDC : CONCERT FUNDING	10,000	26.02.15	(Y) / N
FNDC : CONCERT FUNDING	10,600	23.03.16	(Y) / N
CREATIVENZ : CONCERT FUNDING	1,848	22.12.16	(Y) / N
FNDC : MANGONUI YOUTH STAGE	3,268	05.03.18	(Y) / N

CONTINUED OVERLEAF

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FNDC : MANGONUI YOUTH STAGE	4,353.00	27.02.19	(Y)
FNDC EVENTS :			
FAR NORTH SUMMER SOUNDS	5,000.00	SEP 2019	(N)
FNDC : FAR NORTH SUMMER SOUNDS	5,000.00	NOV 2019	(N)
FNDC : CREATIVE COMMUNITIES	700.00		(N)
BE FREE CD			

Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

BE FREE INCORPORATED

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

[Signature]

Signatory Two

[Signature]

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Local Grant Application Form



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

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

Signatory One

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

A2686814

(version Sept 2018)

Page 6

Schedule of Supporting Documentation**BE FREE – YOUTH STAGE AT MANGONUI FESTIVAL**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Cover Letter
2	Budget
3	Quote – Bread & Butter Design
4	Quote – Music Workshop
5	Quote – Play Guitar
6	Quote – LCT Accounting
7	Quote – Claire Gordon Consultancy
8	Performance Report for Be Free Incorporated

6.6 PROJECT FUNDING REPORTS

File Number: A2823989

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

PURPOSE OF THE REPORT

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

RECOMMENDATION

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

- a) **Mangonui Lions Club**
- b) **Baby Baroque**

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

- 1. **Mangonui Lions - Project Report - A2823725**  
- 2. **Mangonui Lions - Supporting Information - A2823728**  
- 3. **Baby Baroque - Project Report - A2823727**  
- 4. **Baby Baroque - Supporting Information - A2823726**  

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.

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**



F0080402

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

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

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

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

YOUR REF PD 65783

Name of organisation:

LEONS CLUB OF MANGONUI CHARITABLE TRUST

Name & location of project:

202K DISTRICT CONVENTION - TAIPA/KAETATA

Date of project/activity:

29.10 NOV 2019

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaitake-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 2200.00

Board meeting date the grant was approved:

20 MAY 2019

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
<i>SEIE</i>	\$	
<i>SCHEDULE 9 COPIES OF \$ IN'S ATTACHED</i>	\$	
	\$	
Total:	<i>\$ 2306.80</i>	

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

125 DELEGATES & 37 PARTNERS FROM ALL CLUBS THROUGHOUT THE 202K DISTRICT ATTENDED. ALL DELEGATES RE DEDICATED THEMSELVES TO SERVING THEIR COMMUNITIES THROUGH THE "LEONS INTERNATIONAL" ORGANISATION.

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

LOCAL ACCOMMODATION WAS FULLY UTILISED. EXTENSIVE PUBLICITY FOR THE WHOLE OF THE FAN NORTH DISTRICT AS A TOURIST DESTINATION AND A "PLACE TO CALL HOME" WAS ACHIEVED. LIONS ARE NOW MORE ABLE TO SERVE THEIR LOCAL COMMUNITIES. PERSONAL INTER CLUB RELATIONSHIPS & HOURS OF COMMUNICATION WERE CREATED.

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

AS PER CONVENTION BOOKER & SIGNS AT CONVENTION VENDERS.

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

This report was completed by:

Name: GRAHAM STANAWAY
 Address: 297 A S.H.10 CABLE ST 0420
 Phone: 09/406 2414 mob:
 Email: jandystanaway@xtra.co.nz
 Date: 12 DEC '19

ALTERNATE CONTACT
 MARK CROSBY
 09/406 2414

GRAHAM STANAWAY
 CONVENTION TREASURER

Private Box 752, Memorial Ave, Kaitake 0400, New Zealand, Freephone: 0653 920 029,
 Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

Schedule of Supporting Documentation**MANGONUI LIONS CLUB**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Schedule of Payments
2	Receipts – Maxine Wild
3	Invoice – Orana Motor Inn
4	Invoice – Jim Fettis
5	Invoice – Kaitaia Dalmatian Cultural Club
6	Invoice – Whaling Museum
7	Invoice – Matthews Vintage Collection
8	Invoice – Flag Bearing Ceremony



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: NZ Barok - New Zealand's Baroque Orchestra
Name & location of project: Baby Baroque Free Kids' Concert for 0-6 year olds (Te Ahu)
Date of project/activity: Free Children's Concert: Story & Music *Kaitiaki.*

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 1000 plus GST

Board meeting date the grant was approved: 16/7/19

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
<u>Players Fees</u>	<u>\$1,000.00 -</u>	<u>Bank statement.</u>
	\$	
	\$	
	\$	
Total:	<u>\$1,000.00 -</u>	<u>✓</u>

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

The highlight of our entire concert series was performing at Te Ahu for the children & parents/guardians of Kaitiaki. I was fantastic interacting with so many who listened to the story of Ruby May's adventures shaking a shaker, waving a scarf, listening to the music & afterwards having a go on a small violin or cello or hearing up close a flute or recorder.
The total number who attended the Te Ahu concert was 97.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 520 029,
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: esk.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

In total 43 children, 4 babies, 5 students, 5 Seniors & 40 adults attended.

NZ Barok was well supported in the Far North by Whana Te Whiu at Te Aha, sending over 1000 flyers to all the Kaiaia community & other parts of the region. 59 of the 89 who booked through Eventbrite attended with 38 turning up on the day. Some of those who attended had travelled quite a distance so their children could attend the concert. As a free event in a beautiful space (Te Aha Atrium) it brought music to the community. The story told during the concert was a truly bi-cultural one linking to the whenua of the area, the birds, landmarks with waiata also included to sing together. This concert was an absolute success from NZ Barok's point of view.

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

As the grant was approved 16/7/19 & the concert was 27/7/19 brochure, programme & flyers were already printed. The programme itself did acknowledge Te Aha. Te Hiku Community Board was acknowledged on Eventbrite, Facebook, Eventfinder, on NZ Barok's website and was formally thanked at the beginning of the concert. If the FNDC would like any photos from the event please contact contact@nzbarok.org.nz & they can be emailed through.

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

NZ Barok Facebook page, also Instagram, Twitter.

This report was completed by:

Name: Helen Brinkman : Co-founder, Principal Cellist
 Address: 16 Alison Ave, Herald Island, Auckland 0618
 Phone: 09 416 6465 mob: 022 416-6465
 Email: contact@nzbarok.org.nz
 Date: 27/11/2019

(Apologies for the delay with the report back. Due to me being in hospital the due date was missed - Whina Te Whiu @ Te Aha can confirm this fact)

Schedule of Supporting Documentation**BABY BAROQUE**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Players Fees
2	Bank Statements
3	Event Finda Post
4	Facebook Post
5	Advertising flyers and posters
6	Facebook Post
7	Newspaper article
8	Press release
9	Pay Summary

7 INFORMATION REPORTS

7.1 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2019

File Number: A2822885

Author: Sam Chapman, Accounting Support Officer

Authoriser: Angie Thomas, Manager - Accounting Services

PURPOSE OF THE REPORT

The purpose of the report is to provide the Te Hiku Community Board with financial statements for the period ended 31 December 2019.

EXECUTIVE SUMMARY

The financial report is ward-specific, covering the activities in the Te Hiku ward only.

Understanding the report

Variances in excess of \$100k and significant “%” variances will be commented on.

The financial year runs from 01 July 2019 to 30 June 2020.

The “Year to date” columns reflect income and expenses for the period 01 July 2019 to 31 December 2019.

The variances column highlights the difference between the budget set in the 2019/20 Annual Plan and actual income and expenses as at 31 December 2019.

The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2019 to 30 June 2020.

The full year forecast column shows the best estimate for the actual year end position as advised by Managers.

Unfavourable variances will represent expenses higher than budget or income less than budget.

RECOMMENDATION

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2019.

BACKGROUND

This is the second quarterly financial report for 2019-2020 detailing the financial performance of community activities to be provided to the Te Hiku Community Board.

DISCUSSION AND NEXT STEPS

Refer to the commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **2020-02-04 THCB Statement of Financial Performance Activities by Ward for the period ending 31 December 19 - A2822879** [↓](#) 

**Statement of Financial Performance
Community Activities by Ward
for the period ending
31-December-2019**

Te Hiku

	Year to date		Year to date		Full year			Full year
	Actual	Annual Plan Budget	Variance		Annual Plan Budget	Carry Forward Budgets	Total Annual Budget	Forecast
Operations								
Operational income								
Rates - general (excl water supply rates)	1,541	1,477	64	4%	2,955	0	2,955	2,955
Rates - penalties	0	34	(34)	-100%	68	0	68	68
Fees & charges (inc water supply rates)	28	46	(17)	-38%	91	0	91	91
Central govt subsidies - operational	222	13	209	1582%	26	0	26	334
Other income	22	1	21	1956%	2	0	2	2
Capital income								
Central govt subsidies - new works	53	0	53	100%	0	0	0	159
Central govt subsidies - renewals	2	0	2	100%	0	0	0	182
Other contributions	13	0	13	100%	0	0	0	22
Total operating income	1,882	1,571	311	20%	3,142	0	3,142	3,812
Expenditure								
Amenity Lighting	23	23	(0)	0%	45	0	45	45
Carparks	57	47	(10)	-21%	94	0	94	94
Cemeteries	39	36	(2)	-6%	72	0	72	72
Community Centres	42	40	(2)	-5%	81	0	81	81
Footpaths	117	159	42	26%	317	0	317	317
Halls	94	97	3	3%	183	0	183	183
Museums	0	0	(0)	100%	0	0	0	0
Parks & Reserves	543	595	52	9%	1,197	0	1,197	1,218
Public Toilets	379	284	(95)	-34%	566	0	566	873
Swimming Pools	159	156	(3)	-2%	297	0	297	297
Town Maintenance	197	246	49	20%	442	0	442	442
Total operating expenditure	1,651	1,682	32	2%	3,293	0	3,293	3,623
Net operating surplus/(deficit)	231	(111)	342		(152)	0	(152)	190

Commentary - Te Hiku

Operational Income

Central Government Subsidies Operational - TIFF grant for Responsible Camping Group public toilets at Karikari and Doubtless Bay, Kaimaumau, Ahipara and Ramp Road are unbudgeted.

Capital Income

Central Government Subsidies New Works - NZTA subsidy received for construction of new Footpaths at Kaitia-Donald Rd-Hillcrest Rd are unbudgeted.

Expenditure

Public Toilets - unbudgeted TIFF grant for Responsible Camping Group public toilets at Ahipara, Kaimaumau, Ramp Road, Karikari and Doubtless Bay.
Town Maintenance - dayworks external services is under with reduced level of request for service.

7.2 COMMUNITY AND CUSTOMER SERVICES ACTIVITY REPORT

File Number: A2823081

Author: Jacine Warmington, Manager - Community and Customer Services

Authoriser: Dean Myburgh, General Manager - District Services

PURPOSE OF THE REPORT

The purpose of the report is to provide information to the Te Hiku Community Board for the community and customer service activities.

EXECUTIVE SUMMARY

This information only report is provided by way of an update to Community Boards.

RECOMMENDATION

That the Te Hiku Community Board receive the report Community and Customer Services Activity Report.

BACKGROUND

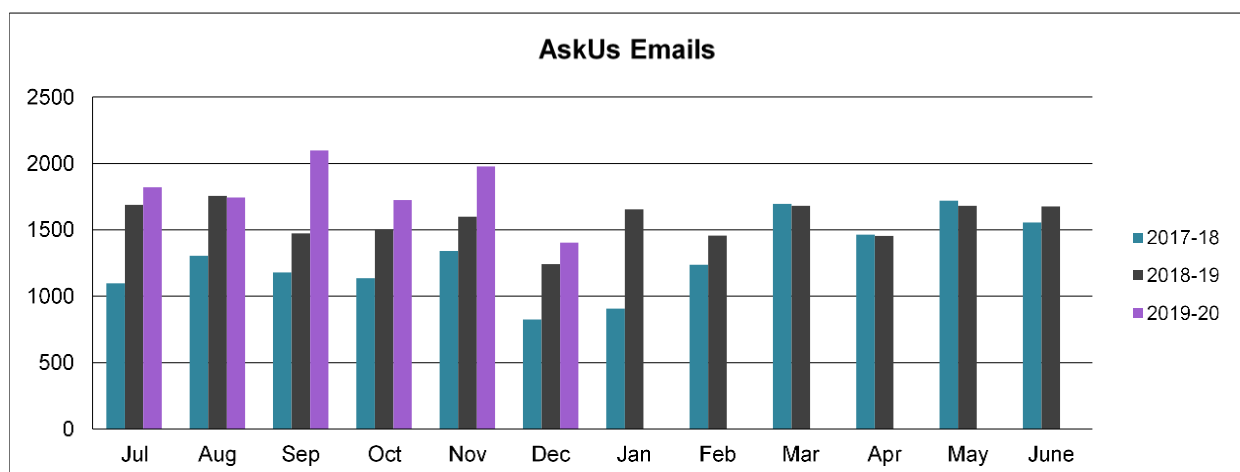
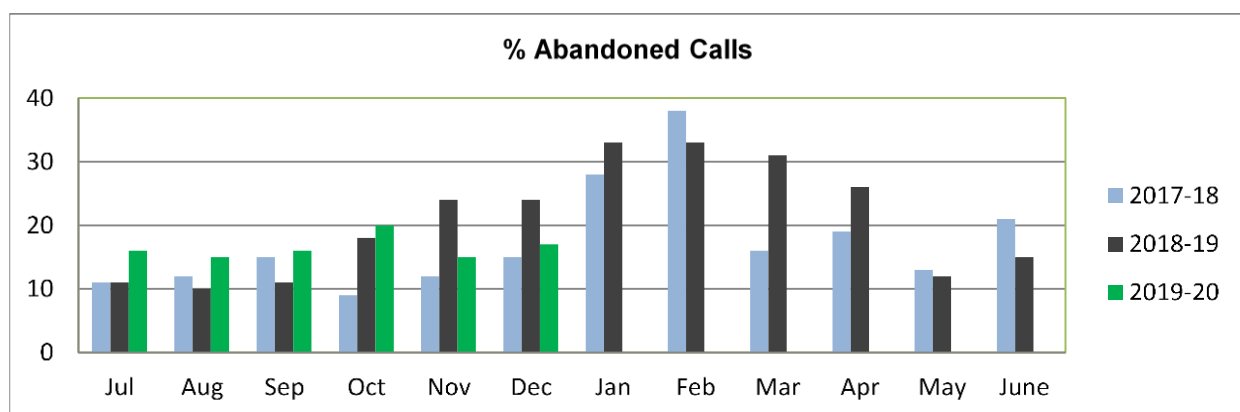
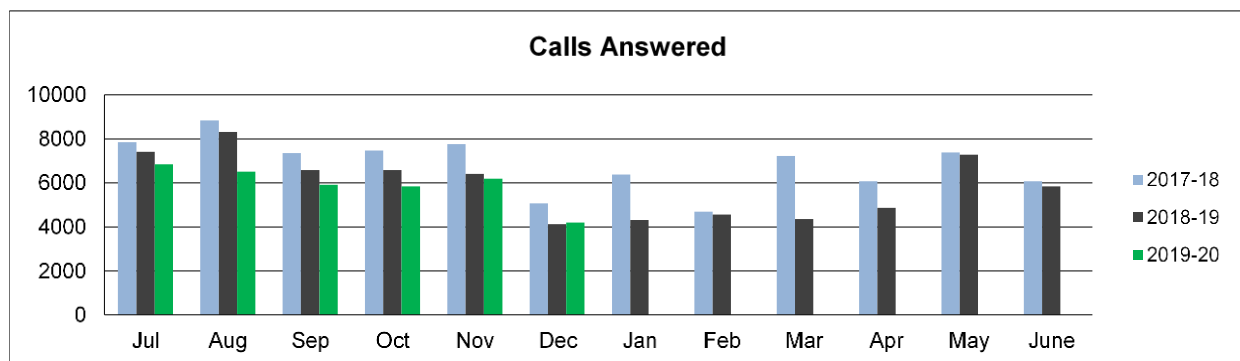
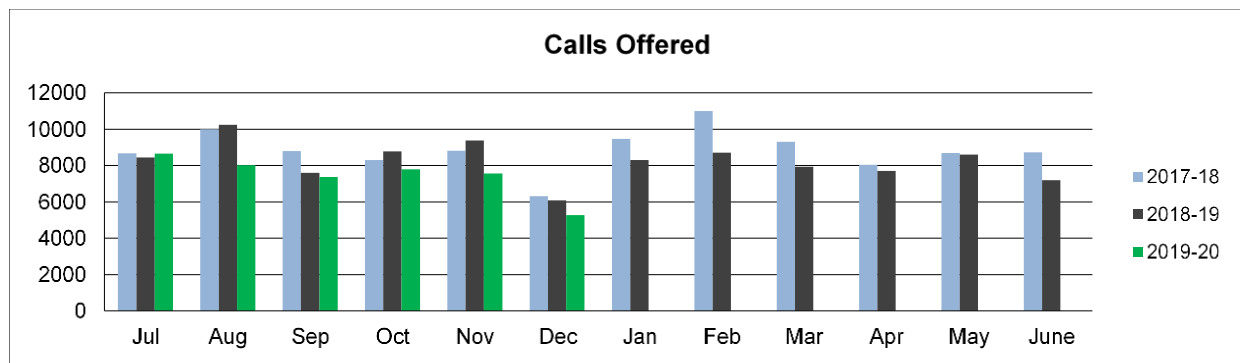
Statistical information in relation to the Community and Customer Services Department (District Services Group) is provided to the Te Hiku Community Board to give an overview of activity and performance for the months of July to the end of December 2019 for the Te Hiku area.

DISCUSSION AND NEXT STEPS

- Customer interactions district-wide for the 6 months ending December 2019 totalled 87,742 (which was less than the same 6 months ending December 2018 at 93,301.)

These interactions included Phone calls: 44,682, Ask Us emails: 10,770, Requests for Service: 14,304. Walk-ins to service centres totalled 12,970.

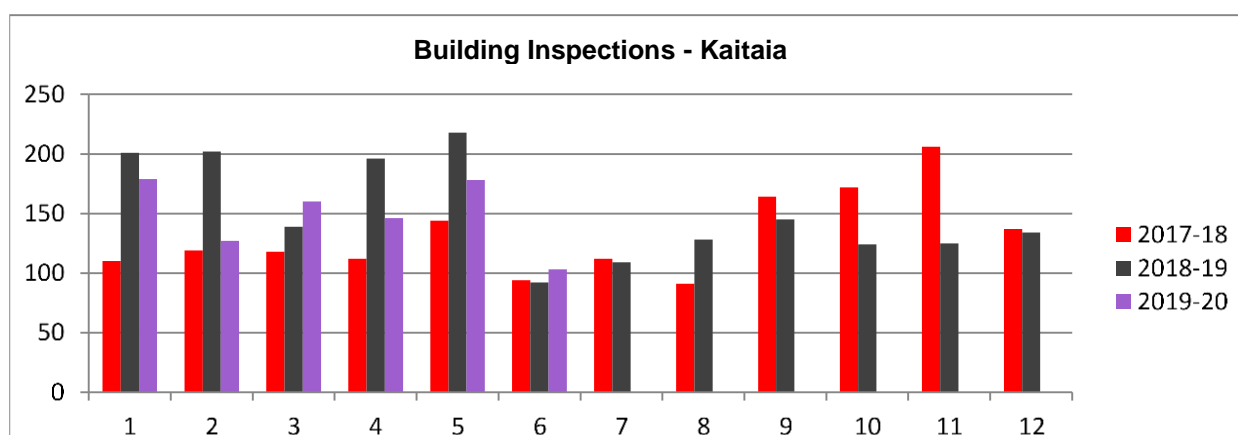
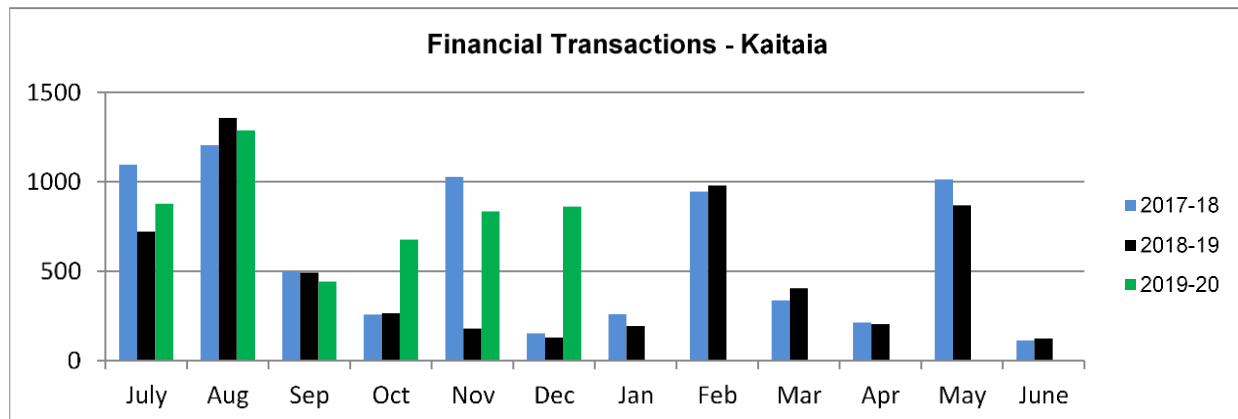
- The average rate of abandoned calls (17%) has increased slightly since last report (15%) – and still well above the 8% target. However, November and December were much improved from the previous year's comparison. Staff training, winter illnesses and other leave has made reaching the target challenging. Some technical issues also contributed.
- District-wide the top two issues that customers contacted Council about were Building: 8,865 (including booking Building inspections), and Rates: 6,445 (including payments, account balances and direct debits).
- There has been a noticeable increase in emails received through the website. This could be an indication that customers are moving towards more on-line communication



Service Centre

The results from the Customer Experience Programme indicates that the service centres district-wide are consistently high functioning and meeting the needs of customers. The staff are engaged with customers and strive to deliver the best service possible.

For the last three months the financial transactions at the Te Ahu service centre increased. However, overall (district-wide) there is a gradual decline as more customers are entering into Rates Easy Pay arrangements and direct debit payments.



Kaitaia Library

Kaitaia Library has had a busy six months. The library continues to be a national leader in terms of numbers of sign-ups for SparkJUMP, a partnership initiative which provides low cost internet to homes without access. 125 modems have been issued since July.

Programmes and events over this period include:

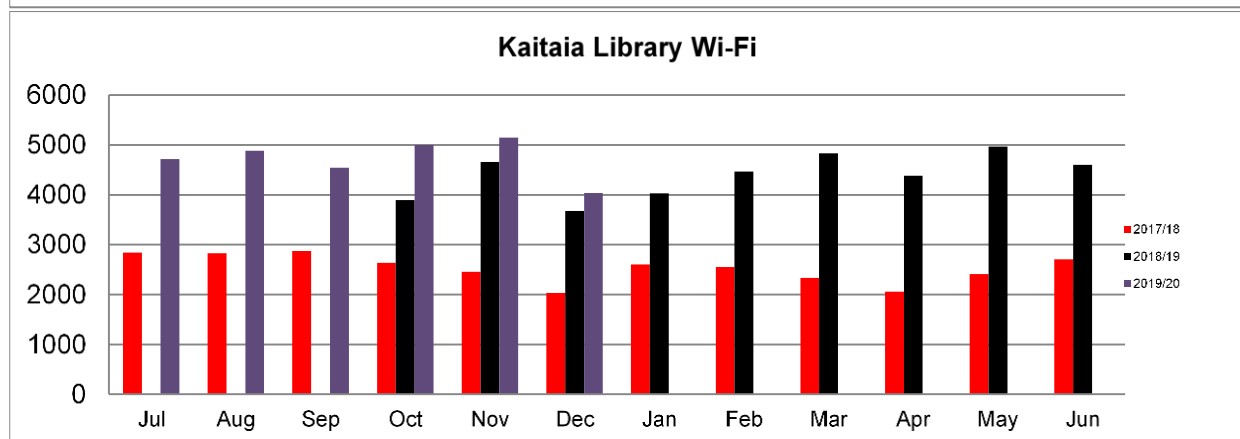
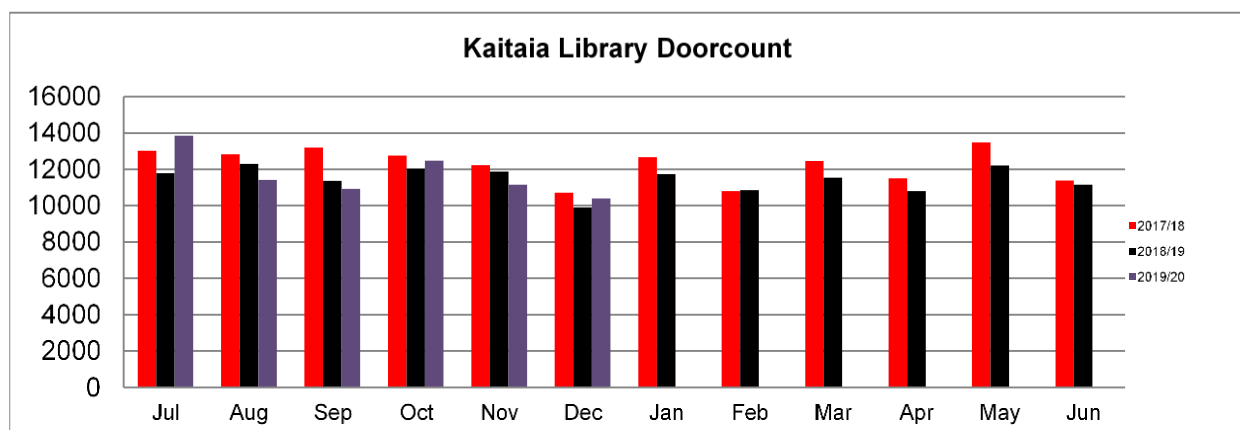
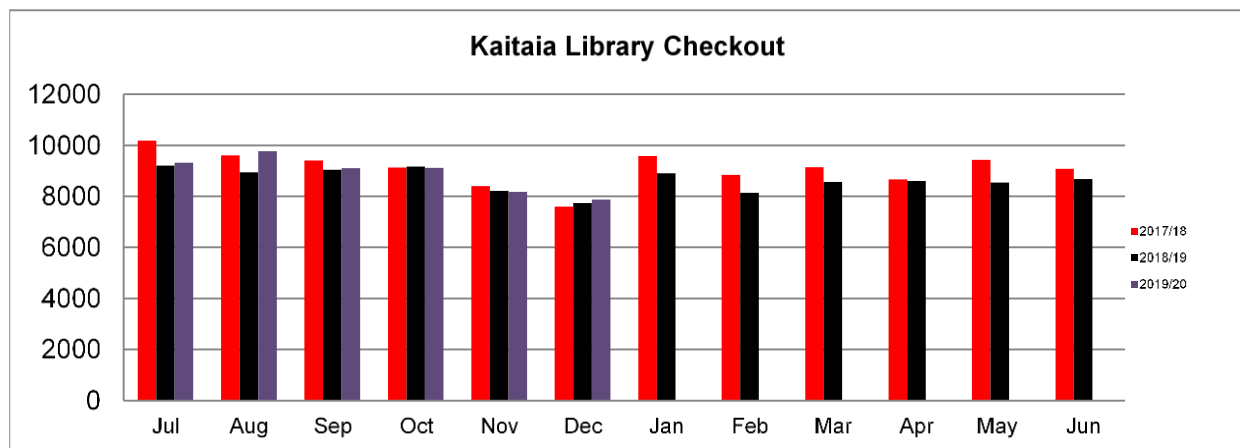
- Lego club for children
- District wide photo competition
- Visits from authors including Marilyn Waring
- Book club
- A full community help desk schedule
- Successful New Zealand Music Month and Music in the Atrium programmes
- Summer Reading Carnival for children
- Virtual Reality day
- Movie-making outreach programme with Kaitaia College

Staff member Margaret Tolladay was awarded the ASB *Santa Good as Gold* award for services to the community.

The public provision of PCs has been refreshed in a partner agreement with APNK. Provision now includes Chromebooks which can be used anywhere in the library.

There have been staff changes with new members of the team joining to replace a staff member who resigned and another on maternity leave.

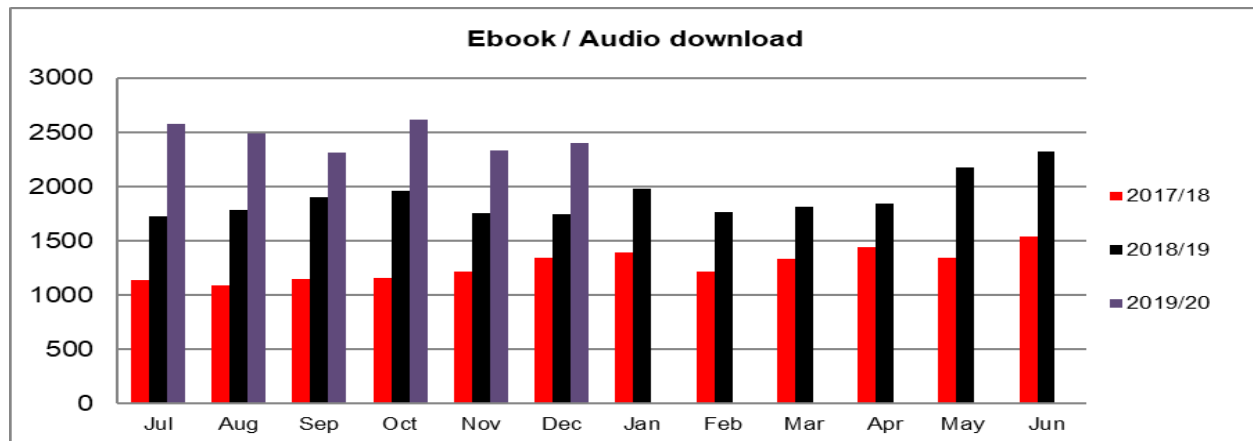
The adult non-fiction books have been returned to Dewey organization.



eResources

The increase in eResources shows continued growth due to recent additions to collections and the success of the Te Tai Tokerau consortium with Whangarei and Kaipara Libraries which has

resulted in an increased pool to borrow from. BorrowBox has been added as a new eBook resource.



Museum@TeAhu

The Museum@TeAhu had a busy six months, with a number of special events:

- 50th Anniversary Jubilee of the Museum at Te Ahu – morning tea
- Signing ceremony of the DeSurville anchor from Te Papa to Museum at Te Ahu
- Baby Baroque – Music event
- Opening of the Taipa Bridge supporting Auckland Museum

Exhibitions included:

- Te Mana I te whenua, Te Mana o te whenua art display (Far North Artists) September 2019
- Nga tohu o IO, art exhibition (Far North Artists) started in December 2019 – and runs through to February 2020

Key projects that were completed or are underway include:

- Pioneer House Renovation Project – 95% complete
- Digital Access Project – prelim work complete, ready to start in 2020

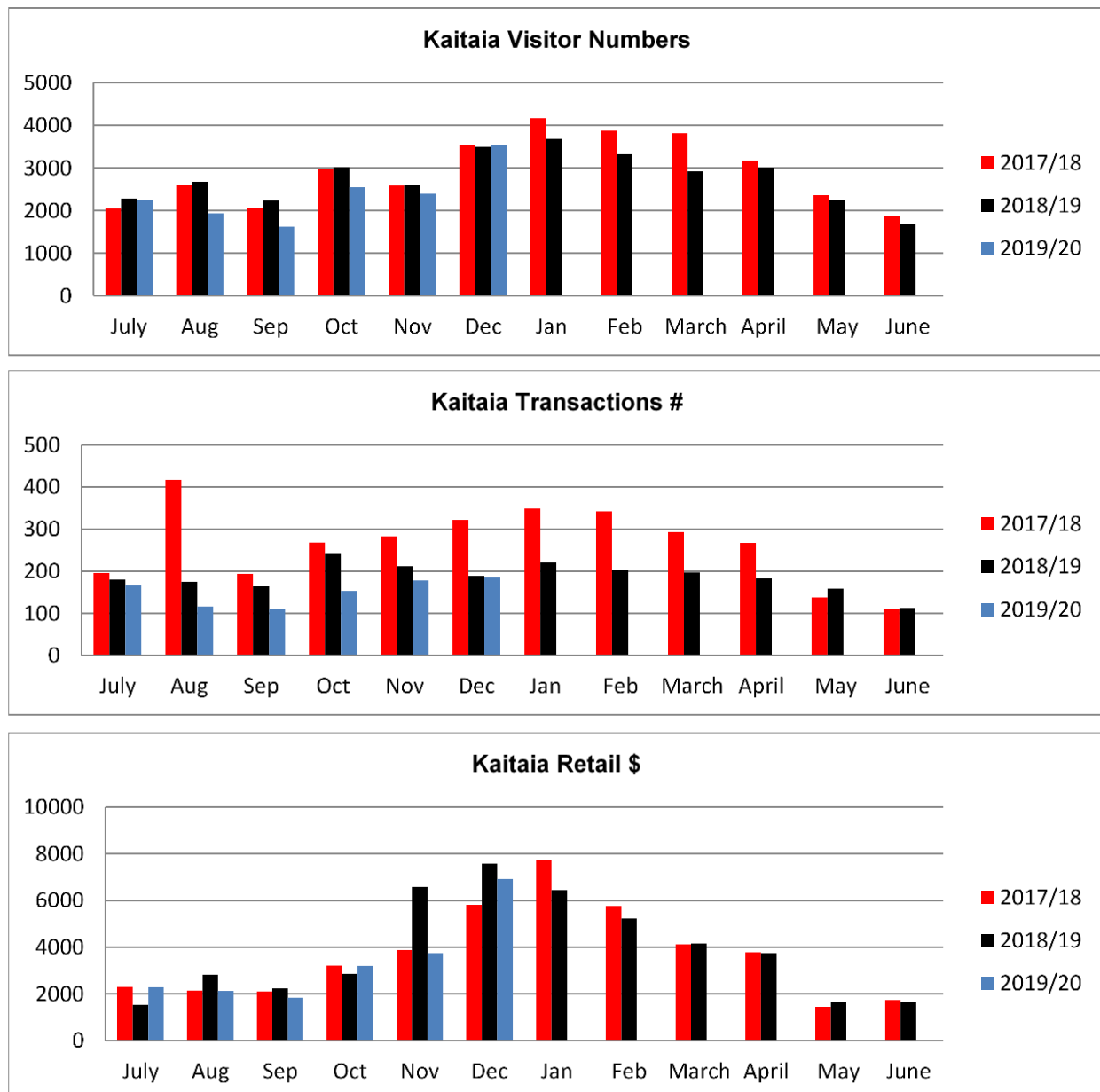
227 researchers accessed the museum's collections and research facilities in all of 2019. Subjects covered researching family, local human history (society/community) and natural history. This is a 25% increase from 2018 (156 researchers) and 2017 where 81 research inquiries were recorded.

Far North (Kaitaia) i-SITE

Visitor numbers have been fairly stable over this period with a new sign recently erected that should make it easier for visitors to find the Kaitaia i-SITE at Te Ahu. The Te Araroa trail continues to bring people into the area, and they make enquiries through the i-SITE.

Retail sales continue to go well but due to a lack of suppliers, it is often difficult to get accommodation booked in Kaitaia and surrounds.

i-SITEs continue to rate highly in the Customer Experience survey, consistently scoring in the high 90s. Qualmark accreditation achieved once again for Kaitaia i-SITE and currently rating 4.5 stars on Trip Advisor.



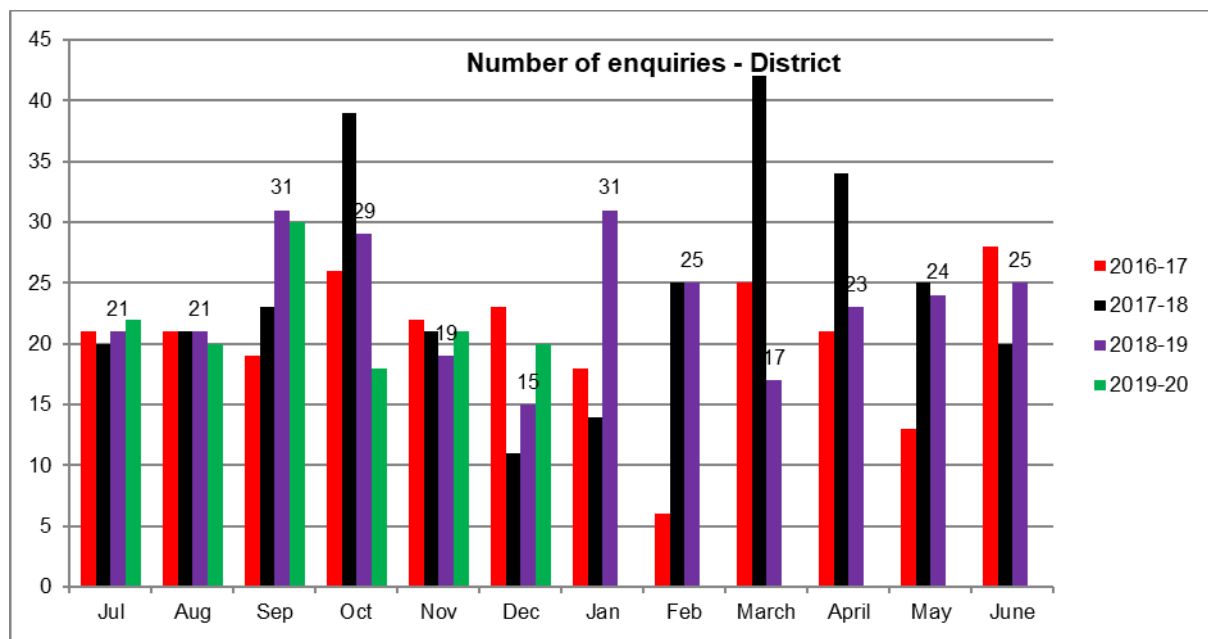
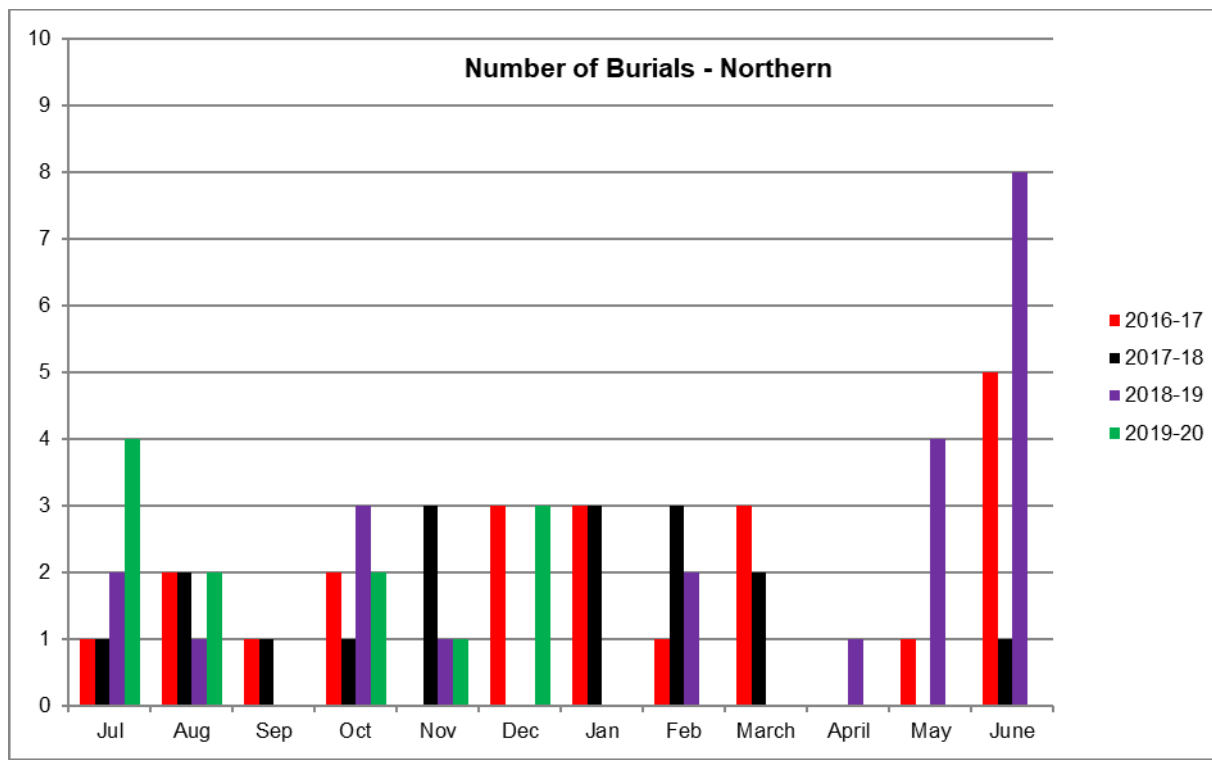
Cemeteries - Sexton Services

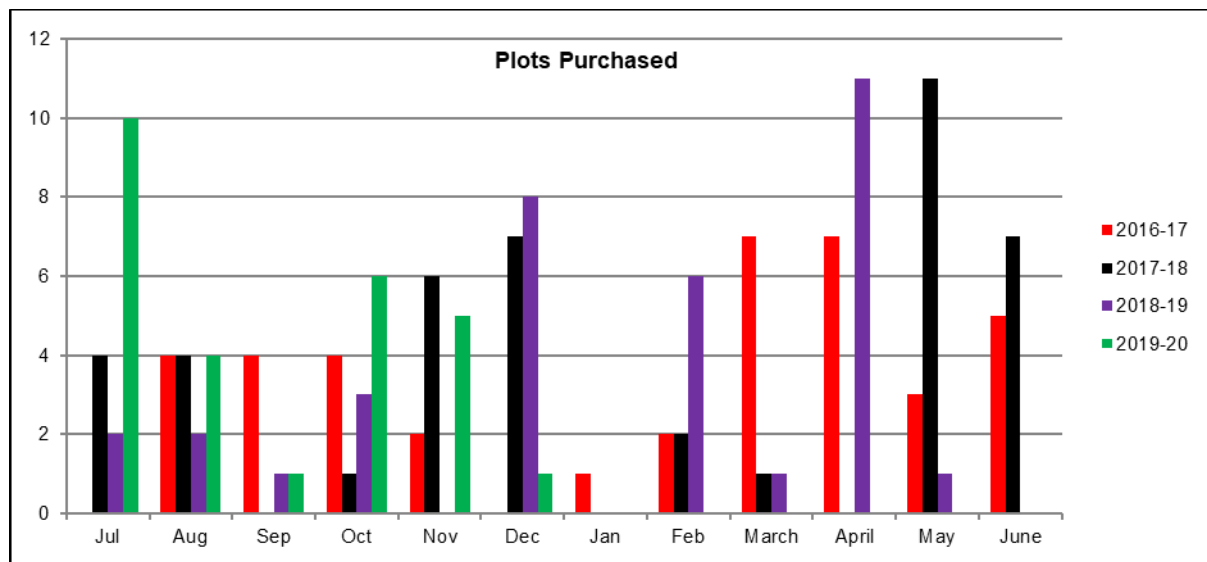
Council manages the Kaitaia public cemetery on Pukepoto Road and the Totara North public cemetery on Totara North School Road under the legislation of the Burial and Cremation Act 1964 and Far North District Council By-Law 1401-1442.

There were 10 full burials and 2 ash burials in the Te Hiku area from July to the end of December, with an average of 2 per month.

The number of enquiries are similar to previous years with an average of 21 per month and there have been 27 plots pre-purchased and certificates of title issued over this 6 month time period.

Funeral Directors and members of the public often comment on how well kept Councils Cemeteries are. This reflects back on Councils Town Maintenance contractors and the high standard they have set in the maintenance of the cemeteries under their care.



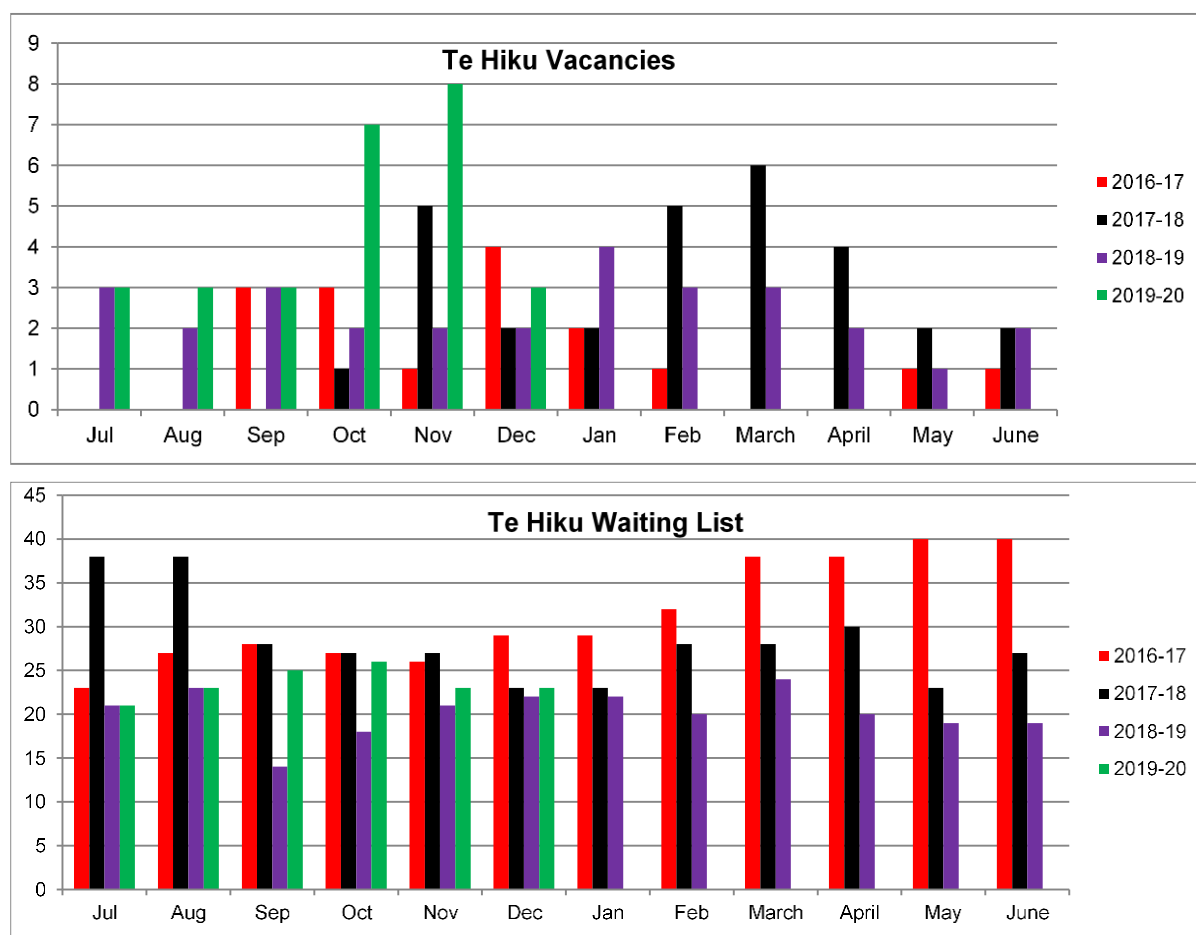


Housing for the Elderly

Council owns and rents out 147 Housing for the Elderly units and bedsits overall. In the Te Hiku area there are Villages at:

<u>Locations</u>	<u>One bedroom</u>	<u>Current Vacancies</u>
Ahipara	6	0
Awanui	12	1
Oxford Street, KTA	26	2
Puckey Ave, KTA	22	0

During the period 1 July – 31 December 2019, eight tenancies ended (4 at Oxford St., 3 at Puckey Ave and 1 at Awanui); and six tenancies began (3 at Oxford St and 3 at Puckey Ave). There are currently two units undergoing refurbishment in the Oxford Street complex.



FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

No financial implications.

ATTACHMENTS

Nil

8 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Nomination of Far North Community Board Executive Committee Representative	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

9 MEETING CLOSE