



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Thursday, 20 October 2022

Time: 3:00 pm
Location: Far North REAP
33 Puckey Ave
Kaitaia

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

Far North District Council
Te Hiku Community Board Meeting
will be held at Far North REAP, 33 Puckey Ave, Kaitaia on:
Thursday 20 October 2022 at 3:00 pm

Te Paeroa Mahi / Order of Business

1	Karakia Timatanga / Opening Prayer.....	7
2	Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest.....	7
3	Te Wāhanga Tūmatanui / Public Forum	7
4	Ngā Tono Kōrero / Deputation	7
5	Ngā Kaikōrero / Speakers	7
6	Reports	8
6.1	Making and Attesting of Declarations	8
6.2	Election of Chairperson	10
6.3	Election of Deputy Chairperson	13
6.4	Explanation of Laws Affecting Elected Members	16
6.5	Noting of Te Hiku Community Board Standing Orders.....	18
6.6	Te Hiku Community Board Schedule of Meetings	20
6.7	Te Hiku Community Board Strategic Plan	21
7	Karakia Whakamutunga / Closing Prayer.....	39
8	Te Kapinga Hui / Meeting Close.....	39

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

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

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

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

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

5 NGĀ KAIKŌRERO / SPEAKERS

6 REPORTS

6.1 MAKING AND ATTESTING OF DECLARATIONS

File Number: A3912810

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

To set out the process for making and attesting of declarations.

BACKGROUND

Clause 14(1) & (2) Schedule 7 of the Local Government Act 2002 (The Act) states that no person shall be capable of acting as a member of any local authority until he or she has made an oral and written declaration as set out in Clause 14 (3) Schedule 7 of The Act, as set out below. Section 54 (2) of the Act states that these parts of Schedule 7 apply to Community Boards.

DISCUSSION AND NEXT STEPS

The Chief Executive Officer's appointed officer will witness the declaration of the Te Hiku Community Board Members.

The declaration that each member is required to take is set out in Clause 14(3) Schedule 7 of the Act and reads:

DECLARATION BY MEMBER

I, _____, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Far North District the powers, authorities, and duties vested in, or imposed upon, me as Member of the Te Hiku Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

DATED at Kaitia this 20th day of October 2022

Signature _____

In the presence of: _____

Or

Ko ahau, ko _____, ka oati ai ki runga i te pono me te tika ka mutu ki te taumata o tōku atamai me āku whakataunga. Ka mahi ai mō te painga o Te Hapori o Te Hiku, haere tonu ki ngā ihi me ngā herenga mahi, ka pā ki roto, ka uruhi ki runga i ahau hei mema o Te Poari o Te Hapori o Te Hiku, e ai ki te Ture Kāwanatanga ā-Rohe rua mano ma rua. Te Ture Kāwanatanga ā-Rohe mō ngā Kōrero Whakamōhio me ngā Huihuinga Kōrero kotahi mano iwa rau waru tekau ma whitu, me tāpiri atu ki ērā atu o ngā Ture raini.

He mea whakaū tēnei i Kaitaia i tēnei rā rua tekau o Whiringa-ā-nuku i te tau rua mano rua tekau mā rua.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

Nil

6.2 ELECTION OF CHAIRPERSON

File Number: A3912833

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The purpose of the report is to explain the procedure for the election of the Chairperson of the Board and to elect a Chairperson.

RECOMMENDATION

That the Te Hiku Community Board:

- a) use System B as the preferred voting system to elect a Chairperson.**
- b) elect _____ as Chairperson for the triennium October 2022 to October 2025, in accordance with Standing Orders.**

1) BACKGROUND

The first meeting of the Board will be presided over by the Chief Executive Officer's appointed officer until the Chairperson is elected, as per Standing Orders 4.6.

2) DISCUSSION AND OPTIONS

Schedule 7, 21(5)(b) of the Local Government Act 2002 provides for the election of a Chairperson. Section 54 (2), states that Schedule 7 (excluding clauses 15 and 33 to 36) applies to Community Boards.

A Chairperson of a Community Board shall be elected from among its members at its first meeting following the election of the Community Board. When electing a Chairperson the community board must resolve to use one of the following two voting systems as set out in Standing Orders 5.2.

Option 1

System A -

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

- (a) there is a first round of voting for all candidates;*
- (b) if no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
- (c) if no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.*

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

Option 2

System B -

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*
- (b) has the following characteristics:*

- (i) there is only one round of voting; and*
- (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.*

Option 2 is the recommended option. This is the system used by Council and Committees as per their Standing Orders.

Reason for the recommendation

To elect a chairperson in accordance with Standing Orders.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

6.3 ELECTION OF DEPUTY CHAIRPERSON

File Number: A3912979

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The purpose of the report is to explain the procedure for the election of the Deputy Chairperson of the Board and to elect a Deputy Chairperson.

RECOMMENDATION

That the Te Hiku Community Board:

- a) use System B as the preferred voting system to elect a Deputy Chairperson.**
- b) elect _____ as Deputy Chairperson for the triennium October 2022 to October 2025, in accordance with Standing Orders.**

1) BACKGROUND

The Chairperson of the Board will call for nominations for Deputy Chairperson, who will then be elected using the preferred voting system.

2) DISCUSSION AND OPTIONS

Schedule 7, 21(5)(e) of the Local Government Act 2002 provides for the election of a Deputy Chairperson. Section 54 (2), states that Schedule 7 (excluding clauses 15 and 33 to 36) applies to Community Boards.

A Deputy Chairperson of a Community Board shall be elected from among its members at its first meeting following the election of the Community Board. When electing a Deputy Chairperson the community board must resolve to use one of the following two voting systems as set out in Standing Orders 5.2.

Option 1

System A -

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

- (a) there is a first round of voting for all candidates;*
- (b) if no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
- (c) if no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.*

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

Option 2

System B -

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*

(b) has the following characteristics:

(i) there is only one round of voting; and

(ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Option 2 is the recommended option. This is the system used by Council and Committees as per their Standing Orders.

Reason for the recommendation

To elect a Deputy Chairperson in accordance with Standing Orders.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

6.4 EXPLANATION OF LAWS AFFECTING ELECTED MEMBERS

File Number: A3912967

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

At the first meeting after the three-yearly local election, elected members are required to receive a general explanation of the laws that affect them as elected members. This report outlines the core legislation affecting members supported by a presentation by Council's In-House Counsel.

RECOMMENDATION

That the Te Hiku Community Board note the report "Explanation of Laws Affecting Elected Members", and the advice provided at this meeting.

BACKGROUND

It is a requirement to have the core legal requirements brought to the members' attention at the first meeting following the triennial election, under Clause 21 (5)(c) of Schedule 7 of the Local Government Act 2002.

DISCUSSION AND NEXT STEPS

There are a number of core legal requirements that elected members should be aware of when making decisions. These include the:

- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Authorities (Members' Interests) Act 1968
- Health and Safety at Work Act 2015
- Crimes Act 1961
- Secret Commissions Act 1910
- Financial Markets Conduct Act 2013
- Council decision-making requirements
- Personal liability of elected members
- Public law decision-making principles.

Staff will provide a presentation and handouts at the meeting.

In addition to these core legal requirements, there are many other statutes relevant to certain council decisions (for example the Resource Management Act 1991 and the Reserves Act 1977).

Elected members will receive advice from staff on a case-by-case basis to ensure that they understand their legal obligations when making decisions.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary provision needed as a result of this report and presentation.

ATTACHMENTS

Nil

6.5 NOTING OF TE HIKU COMMUNITY BOARD STANDING ORDERS

File Number: A3912952

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The purpose of the report is to present Elected Members with the Community Board's current Standing Orders.

RECOMMENDATION

That the Te Hiku Community Board note the Te Hiku Community Board Standing Orders.

1) BACKGROUND

Standing Orders are a set of rules of debate that apply to all meetings of Council and its committees and subcommittees, including Community Boards. Furthermore Standing Orders ensure the legal requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 are met. They also provide clarity as to what is expected of the members within a meeting and generally cover procedures to enable meetings to be held in a fair and transparent manner.

2) DISCUSSION AND OPTIONS

Standing Orders are regularly reviewed by a group of local government practitioners, facilitated by Local Government New Zealand (LGNZ). Following each review process LGNZ they release a recommended template version of Standing Orders for each Council to adopt, or tweak as their own. Each set of changes to Standing Orders generally keeps the same intent and principles, in alignment with legislation, but tweaks the wording to clarify each point.

The most recent review of LGNZ Standing Orders were made available to New Zealand Council's in September 2022.

As part of the post-election onboarding programme the Democracy Services Team will facilitate a standing orders session scheduled 9 November 2022. We will discuss application of standing orders and potential amendments, but in the meantime, recommend the continued use of the standing orders adopted 5 November 2019.

Reason for the recommendation

To note the current Standing Orders for the Te Hiku Community Board.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

6.6 TE HIKU COMMUNITY BOARD SCHEDULE OF MEETINGS**File Number:** A3913014**Author:** Rhonda-May Whiu, Democracy Advisor**Authoriser:** Aisha Huriwai, Team Leader Democracy Services**PURPOSE OF THE REPORT**

To note the date and time of the meeting schedule for the remainder of the 2022 meetings of the Te Hiku Community Board.

RECOMMENDATION

That the Te Hiku Community Board receive the report “Te Hiku Community Board Schedule of Meetings”.

BACKGROUND

The Local Government Act (2002) cl. 21(5), Schedule 7, sets out a number of requirements of business that must be conducted at the Inaugural Meeting. This includes:

- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings.

Te Hiku Community Board’s Meeting Schedule
Friday 18 November 2022 from 10.00am at Te Ahu, Kaitaia
Tuesday 13 December 2022 from 10.00am at Te Ahu, Kaitaia

DISCUSSION AND NEXT STEPS

The meeting schedule covers meeting dates for the remainder of the 2022 calendar year.

The schedule of 2023 formal meetings will be tabled to Council and the Community Boards at their meetings in December.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary provisions required as a result of this report.

ATTACHMENTS

Nil

6.7 TE HIKU COMMUNITY BOARD STRATEGIC PLAN**File Number: A3932370****Author: Shayne Storey, Community Development Advisor****Authoriser: Sheryl Gavin, Manager - Corporate Planning & Community Development****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To present the Te Hiku Community Board with the Strategic Plan.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- The Te Hiku Community Board has developed a strategic plan.
- The plan captures Board and community aspirations.
- Plan content will continue to be socialised with the community.
- The plan is a single source of truth and will be used to feed projects into Council's Long-Term and Annual Planning processes, as well as assisting the Board in their own decision-making and grant allocation.
- The Board will have an opportunity to refine the Strategic Plan at an upcoming workshop before the Strategic Plan is presented to Council.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board notes the Te Hiku Community Board Strategic Plan.

1) TĀHUHU KŌRERO / BACKGROUND

The previous Te Hiku Community Board worked with staff to update their strategic plan. This work was completed via workshops.

The plan provides a decision-making guide, as Board discussions/resolutions can be checked against the strategic objectives identified in the plan.

The document also includes community aspirations.

It was the previous Board's intention that this plan be shared with the new Board and that Council be asked to consider its content when it develops the 2024-34 Long Term Plan.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

While there is no legal requirement for a Community Board to have a strategic plan, there is immense value in any group or organisation taking the time to develop a strategic direction. Clearly articulating a vision allows the Board to be much more deliberate in its actions to achieving the vision. This focussed effort will help to effect long-term positive change in the Te Hiku Ward.

Staff will now start work with the Board on developing businesses cases to help progress priority projects through the Long-Term/Annual Planning cycles.

Options

Option One: Note the Te Hiku Community Board Strategic Plan

Option Two: Do not note the Te Hiku Community Strategic Plan

Take Tūtohunga / Reason for the recommendation

The primary purpose of this document is to present the aspirations of the communities in the Te Hiku ward. These have been collected via direct feedback to Community Board members or via Community Plans.

A secondary aim is to provide a foundation document to guide the incoming Te Hiku Board. With elections, representation may change but community aspirations endure long past an election cycle. It is hoped that this document can assist the new board by learning from experience, save on time gathering information and therefore speed up the delivery of these projects.

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

There are no immediate financial implications. Projects in the plan will be seeking funding via Council's Long-Term/Annual Planning process, Community Board grant funding or other mechanisms.

ĀPITI HANGA / ATTACHMENTS

1. **FINAL Te Hiku Community Board Strategic Plan 2022-2032_ - A3889301**  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Connects to the following community outcomes; Proud vibrant communities Communities that are healthy, safe, connected and sustainable
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.	Ward relevance, not District wide
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Board members have considered implications for Māori in their plan and added principles that acknowledge and support better decision making in this space.
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).	All communities within the Te Hiku ward. This is a living document it will be updated regularly, so there is always an opportunity to contribute. Community consultation will be ongoing.
State the financial implications and where budgetary provisions have been made to support this decision.	No immediate financial implications.

Chief Financial Officer review.	CFO has not reviewed.
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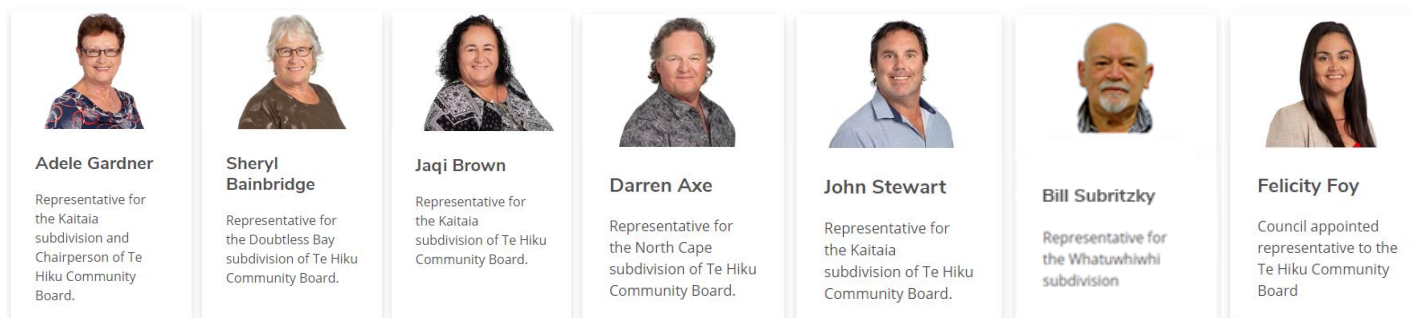
Te Hiku Community Board Strategic Plan 2022-2025

Setting the Direction for the Long-Term Plan 2021-2031



Houhora Heads

23 August 2022



Role of Community Boards

Under Section 52 of the Local Government Act 2002 the role of a community board is defined as being to:

- (a) represent, and act as an advocate for, the interests of its community; and
- (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; and
- (c) maintain an overview of services provided by the territorial authority within the community; and
- (d) prepare an annual submission to the territorial authority for expenditure within the community; and
- (e) communicate with community organisations and special interest groups within the community; and
- (f) undertake any other responsibilities that are delegated to it by the territorial authority.



23 August 2022

Community Board Vision, Mission and Priorities

Vision

“To strengthen, support and uphold the wellbeing, prosperity, economy and resilience of Te Hiku O Te Ika.”

Mission

“To engage at all levels with our communities to ensure that the development and provision of facilities and services are fit for purpose, aesthetically pleasing and sustainable. To follow a transparent, fair and safe process that meets the needs of the Te Hiku Ward”

Priorities

The community board may recommend local service levels and asset development priorities for civic amenities as part of the annual plan and long-term plan processes conducted by Far North District Council. The strategic plan sets out these recommendations. The Board's strategy for **2022-2025** and beyond will be to link development in communities of interest to the Te Hiku o Te Ika Open Spaces Revitalisation Master Plan **that was adopted by the Board at its meeting of 25 August 2020** and other documents which may include new and existing Community and local development plans, Concept Plans, the Northland Walking and Cycling Strategy, NZTA Awanui township plan and other relevant documents. Plans will acknowledge the natural environment, community, culture, built environment and economy as well as economic recovery and community resilience.

Te Hiku Community Board recommends that the Placemaking Budget be implemented to a level that services the community for the 2021-2031 Long Term Plan.

Item	Detail	Rationale	Priority	Year	Support information
Te Hiku o Te Ika Open Spaces Revitalisation Master Plan (includes Kaitaia)	Continue to implement	To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery.	1	2022/2031	To incorporate Centennial Park. Allen Bell Park concept plans for the upgrade with costings for LTP
Awanui Community Plan	Review/update 2008 current plan and where possible begin to implement	To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery.	1	2022-2024	To incorporate Unahi concept plan and upgrade Awanui Playground concept Plan with costings for LTP
Pukenui/Houhora Community Plan	Current plan developed in 2009, review and where possible begin to implement	To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery.	1	2022-2024	To incorporate walkway from the commercial wharf to Lamb Road bridge designed and delivered as part of Pukenui Wharf project to be managed by FNHL

23 August 2022

Doubtless Bay Community Plan	Develop plan, and where possible begin to implement	To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery.	1	2022-2024	To incorporate plans for Mill Bay and Taipa children's playground/activity zone
Taipa, Oruru, Peria, Paranui	Review/update current 2010 plan and where possible begin to implement	To understand community priorities and guide the Board's decision making and funding allocations and for economic recovery		2022-2024	To be reviewed
Kaitaia Community Plan	Current plan developed 2009, review/update and where possible begin to implement	To understand community priorities and guide the Board's decision making and funding allocations for economic recovery		2022-2024	To be reviewed
CONCEPT PLANS <ul style="list-style-type: none"> • Pukenui/Houhora • Karikari Peninsula • Doubtless Bay • Hihi 	Plans adopted 20.9.22 and in the Te Hiku Community Board Files with Council				Our intent is to carry out community engagement for each concept plan and develop priorities to build an informed business case for the LTP
Kaitaia CBD Strategic Plan	Being developed	To revitalize Kaitaia CBD		2022-2024	Funding has been allocated to KBA to fund the Kaitaia CBD Strategic Plan

23 August 2022

Future Priorities (LTP 2021-31)

Amenity Lighting

Item	Detail	Rationale	Priority	Year	Support information
Smart light	Awanui reserve	Provide wifi & light for responsible campers	1	2023-2024	Awanui Community Plan, NZTA Township Plan
Lighting	Allen Bell Park	Health and safety	1	2023-2024	To be costed
Lighting	Remembrance Park	Health and Safety	1	2023-2024	To be costed
Lighting	Karikari Rec Hub multi-courts				Include in Karikari Recreation Plan and be costed
Street lighting	Cnr Okahu and Kaitaia-Awaroa Road	Health and safety			Integrated Transport Strategy
Street lighting	State Highway Coopers Beach	Health and safety			NZTA - Integrated Transport Strategy
Street lighting	Kaitaia township – North Park to Moerua Park incl. service lanes	Community Safety			To be reviewed and costed
Street lighting	Allen Bell Drive to Pak n Save and Warehouse	Community Safety			
Street lighting	Northwood Ave Pukenui to existing lighted area	Health and safety – 80kph zone			Integrated Transport Strategy
Street lighting	Masters Access Rd and Ahipara Road intersection	Health and safety			Integrated Transport Strategy
Street Lighting	Along North Road from Mitre 10 to Whangatane Drive	Health & Safety			Integrated Transport Strategy
Street Lighting	Mission Place st to corner opposite	Health & Safety			To be reviewed & costed

23 August 2022

	Anglican Church Kaitaia				
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23 August 2022

Footpaths- refer to the Matrix

Item	Detail	Rationale	Priority	Year	Support information	NTA Priority
Footpath	Bridge on Simon Ulrich Rd and nearby Tokerau Beach Road and Melissa Road to Waiotaraire Park entrance	Pedestrian safety		2022-2024	Complaints from ratepayers Assn Check footpath Matrix	
Footpath	Karikari Doubtless Bay Dr to De Surville Rd		8	2023-2024		8
Footpath	Paramatta Nexus to Marriene Place Karikari Peninsula	Pedestrian Safety		2022-2024	Check footpath Matrix	
Footpath	Houhora Heads Road from camp to state highway	Pedestrian safety	6	2023-2024	Formed metal footpath only to be costed for matrix/LTP	6
Footpath	Mill Bay Road to Beach Road Mangonui	Pedestrian safety		2023-2024	Staged to incorporate future Mill Bay development to be costed for matrix Integrated Transport Strategy	
Footpath	Mill Bay Road-SH10 to Rangikapiti Pa		2	2022-2023		2
Footpath	Kotare Drive Coopers Beach	Link from Mangonui to eastern end of Coopers Beach and pedestrian safety		2022-2024	Already on matrix but the importance of the link to be noted-being costed	
Footpath	Taupata Place Kaitaia	Pedestrian safety and accessibility -2 lengths – 1x10m RH and 1x 20-30m LH	1	2022-2023	Add LH to matrix To be costed – Integrated Transport Strategy	1
Footpath	Norman Senn Ave to Pukemiro School Kaitaia	Pedestrian safety especially children – RH side of road proximity to school		2022-2024	To be costed and added to matrix – Integrated Transport Strategy	

23 August 2022

Footpath	Whatuwhiwi Road to Perehihi Reserve	Pedestrian safety	7	2022-2023	To be costed for matrix	7
Footpath	Takahe Road golf course to Kaka St		3	2022-2023		3
Footpath	SH1 Gill Rd to back2wood		4	2022-2023		4
Footpath	Awaroa Rd@Pukepoto		5	2022-2024		5
Footpath	Kaitaia-Awaroa Rd-Okahu Rd to 240		5A	2022-2024		5A
Footpath	Along Cable Bay Block Road to Pekama Drive Coopers Beach	Pedestrian safety especially children		2022-2023	This footpath is on the list to be constructed 2022-2023	
Footpath	SH10 between Col Mould Drive and Mangonui turnoff at the bottom of the hill	Pedestrian safety and accessibility, pedestrian link		2022-2024	To be costed for matrix– Integrated Transport Strategy	

Note: The current footpath matrix does not recognise the value of walking/cycling, the volume of pedestrian traffic at marae or urupa and does not give sufficient consideration/weight to pedestrian safety.

Cycleways

Item	Detail	Rationale	Priority	Year	Support information
Cycleway/walkway	Kaitaia to Ahipara via the roadside – Twin Coast Discovery	Safety for cyclists and Te Araroa trail walkers Regional Land Transport Plan	1	2024-2034	Kaitaia Community Plan, Ahipara Community Plan. Has been costed Te Hiku Open Spaces Master Plan. Integrated Transport Strategy – add to LTP
Cycleway	Kaitaia to Awanui	Safely connect Kaitaia to Awanui for cyclists and create circuit route	2	2024-2034	Via SH1. Cycle trail to follow in LTP – costed Te Hiku Open Spaces Master Plan - Integrated Transport Strategy - add to LTP
Cycleway	Karikari		4	2024-2034	Utilising paper roads - add to LTP

23 August 2022

Cycleway	Awanui to Waipapakauri Ramp	Safely connect Awanui to Waipapakauri Ramp for cyclists and create circuit route	3	2024-2034	Te Hiku Open Spaces Master Plan. Spains Road, connecting to Lake Ngatu walkway to Waipapakauri Ramp – Integrated Transport Strategy - add to LTP
Cycleway In Kaitaia CBD	Develop a safe cycleway around the CBD of Kaitaia	Safety for cyclists			Integrated Transport Strategy Add to LTP

Walkways

Item	Detail	Rationale	Priority	Year	Support information
Walkway	Mangonui waterfront to connect existing footpaths – possibly extending to Paewhenua Island	Active transport and visitor experience. To be staged	4	2024-2034	Mangonui development working group submissions. Integrated Transport Strategy. Add to LTP
Scenic Walkway Pukenui Wharf and Walkway	Commercial wharf to Lamb Road Bridge Pukenui 465 metres	Local and visitor experience. FNHL to project manage	1	2024-2034	Northland Walking & Cycling Strategy focus 2 promoting Northland's coastal point of difference and 3 improving community wellbeing including creating economic opportunities Integrated Transport Strategy
Scenic Walkway	Waterfront Road to Houhora Heads from commercial wharf	Local and visitor experience	2	2024-2034	Northland Walking & Cycling Strategy focus 2 promoting Northland's coastal point of difference and 3 improving community wellbeing including creating economic opportunities Integrated Transport Strategy
Scenic Walkway Stage 2	Link Boardwalk to Arethusa Reserve Houhora (1.5km walk) Stage 2 of above	Local and visitor experience	3	2024-2034	Northland Walking & Cycling Strategy focus 2 promoting Northland's coastal point of difference and 3 improving community wellbeing including creating economic opportunities

23 August 2022

Note: The Board supports any initiative by the Bay of Islands-Whangaroa Community Board to develop a walkway from Totara North to Taupo Bay as this would provide another recreational option for visitors and locals in Doubtless Bay.

Halls

Item	Detail	Rationale	Priority	Year	Support information
Look at Options for best use/management of halls					

Public toilets

Item	Detail	Rationale	Priority	Year	Support information
Public toilet	Unahi wharf	Provide facilities for wharf users	1	2021-2024	Under development
Public toilet	Herekino	For Twin Coast Discovery walkers	2	2024-2034	To be costed added to LTP
Public toilet	Paua		2	2024-2034	To be costed added to LTP
Public toilet	Pukenui sports field development Araiawa	To serve sports field development	2	2024-2034	To be costed and added to LTP

Reserves

Item	Detail	Rationale	Priority	Year	Support information

Recreation facilities

Item	Detail	Rationale	Priority	Year	Support information
Activity zone	Taipa	FNHL to consider	1	2024-2034	Request for pump track
Redevelopment to create car and trailer boat parking, pedestrian links to Rangikapiti Road and Waterfront Road, seating, lighting, toilets	Mill Bay Mangonui	FNHL to consider	1	2024-2034	Te Hiku ward recreation plan 2008.
Karikari Recreation hub	Sports field development		1	2024-2034	Karikari Community Plan

23 August 2022

				(allocated \$127,487)	Community to decide on the allocation and outcome for development
Karikari Watersports HQ	Beach showers and storage for sports gear		2	2024-2034	To be costed for LTP - Karikari Community Plan
Centennial Park skate park	Renewals	To be constructed 2023-2024			Contractor has been appointed
Te Hapua	School playground				Grant to school? Education Dept? No reserve land
Rangiputa Boat ramp	More trailer boat parking	Trailer Boat parking to be constructed 2023-2024			Trailer boat parking monies from TIF
Perehihi Beach	More trailer boat parking				

Street furniture

Item	Detail	Rationale	Priority	Year	Support information
Shade sails	Paripari domain	For over the picnic tables	1	2024-2034	To be costed for LTP
Shade sails	Pukenui playground		1	2024-2034	To be costed for LTP

Public art

Item	Detail	Rationale	Priority	Year	Support information

Signage

Item	Detail	Rationale	Priority	Year	Support information
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Litter

Item	Detail	Rationale	Priority	Year	Support information
Recycling bins	Awanui reserve	Waste minimisation	1	2022-2024	Community Plan, NZTA Township Plan
Rubbish bins and recycling	Waipapakauri Ramp	Refuse from Te Araroa trail users and general public	1	2022-2024	

23 August 2022

Town beautification and maintenance

Item	Detail	Rationale	Priority	Year	Support information

23 August 2022

Overview of services provided by the Council

Item	Detail	Rationale	Priority	Year		Support information
Kaitaia Drainage District, Kaimaumau/Waiharara Drainage District and Motutangi Drainage District	Northern Drainage Districts – ensure that committees are reconstituted following each election	Flood protection Kaitaia and Aupouri peninsula		2023 onwards		Governance and IAMs to follow up and reconstitute after each election period
Sewerage	Pukenui and Houhora Karikari, Doubtless Bay, Ahipara Kaitaia	Growing communities Kaitaia has large Iwi lead housing developments on the horizon				Work to be done costed and into LTP
Drainage	Karikari – Inland Road from the top of the hill	Flooding issues for residents – remediation works				
Customer Service	Service centre Doubtless Bay	Growing community, current lack of service, economic development				
Community support	Funding for Te Ahu from the ward rate					Te Ahu & Turner Centre to be reviewed by December 2020 - Council Resolution June 2020
Community support	Funding support for Doubtless Bay Information Centre Mangonui	Economic development – increased visitor numbers				Doubtless Bay is a destination. Visitors are not always aware of attractions further north, so Kaitaia, Houhora etc. presently disadvantaged. Figures show that DB Info Centre has as many visitors as Kaitaia i-site

23 August 2022

Land acquisition	Kaitaia near tennis court (Kaitaia Tennis Club title- this land is mowed by Council)	Opportunity to develop Centennial Park -				This land was offered from Kaitaia Tennis Club to Council to buy
Land acquisition	Taipa Point south of sailing club	Recreational development opportunities including boat trailer parking to future proof				Taipa point by Taipa Sailing club area.
Roundabout at Pukepoto Rd/Commerce St/Grigg St/ North Road.	In Kaitaia	Traffic Safety				Integrated Transport Strategy
Kerb & Channel Streets that have Open Drains in our residential areas in Te Hiku	This could be part of the road matrix	Health & Safety				Integrated Transport Strategy
Maryanne Place- Karikari	Flooding issues					

Strategic priorities for allocation of community fund

Te Hiku Community Board has decided that operational costs will not be a strategic priority and that the community fund will be targeted to support infrastructure and events.

Additional recommendations and strategic priorities

- *Te Hiku Community Board would like to continue engaging with youth as part of their community engagement*
- *The Board would like Council to refine its prioritization processes for areas within the Board's delegation to ensure their input is reflected in the final delivery plan.*

This is a living document which is subject to change.

23 August 2022

7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE