



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 9 May 2023

Time: 10:00 am

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

Membership:

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

Terms of Reference

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

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

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

Protocols

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

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

Far North District Council
Te Hiku Community Board Meeting
will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and
Mathews Avenue, Kaitaia on:
Tuesday 9 May 2023 at 10:00 am

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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

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

- Awanui School – Item 7.6 a) refers.
- He Whanau Marama Trust – Item 7.6 b) refers.
- Living Theatre Trust – Item 7.6 c) refers.
- R Tucker Thompson – Item 7.6 d) refers.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4183304

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board agrees that the minutes of the meeting held 11 April 2023, be confirmed as a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

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

Take Tūtohunga / Reason for the recommendation

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Te Hiku Community Board Minutes - 11 April 2023 - A4156390  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

UNCONFIRMED

Te Hiku Community Board Meeting Minutes

11 April 2023

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS
AVENUE, KAITAIA
ON TUESDAY, 11 APRIL 2023 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member William (Bill) Subritzky, Member Rachel Baucke, Member Felicity Foy

STAFF PRESENT: Joshna Panday (Democracy Advisor), Kathryn Trewin (Funding Advisor), Shayne Storey (Team Leader – Community Development & Investment), Tania Steen (Virtual), Jeanette England (Asset Manager – District Facilities)(Virtual)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Adele Gardner commenced the meeting and Member Rachel Baucke opened with a karakia.

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

APOLOGY

RESOLUTION 2023/19

Moved: Member Adele Gardner

Seconded: Member Rachel Baucke

That the apology received from Cr Hilda Halkyard-Harawira be accepted and leave of absence granted. Member John Stewart and Cr Felicity Foy noted a conflict of interest on Item 7.8 funding application.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Shirley Williams for the Kaitaia Saturday Market. Item 7.2 refers.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Christine Laing and Sandy White for Doubtless Bay Business and Professional Women.

5 NGĀ KAIKŌRERO / SPEAKERS

Andrea Panther – Te Hiku Community Plan for the Kaitaia Town Square and the Kaitaia Business Association. Item 8.1 refers.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4141438, pages 8 -16 refers.

RESOLUTION 2023/20

Moved: Member Darren Axe

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Te Hiku Community Board Meeting Minutes

11 April 2023

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board agrees that the minutes of the meeting held 14 March 2023 be confirmed as a true and correct record.**CARRIED****7 REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A4141996, pages 17 - 29 refers.

RESOLUTION 2023/21

Moved: Member Adele Gardner

Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board note the March 2023 reports from Chairperson Adele Gardner, and Members Darren Axe, Rachel Baucke, Sheryl Bainbridge, Bill Subritzky and the late report from Councillor Hilda Halkyard-Harawira.**CARRIED**

The meeting adjourned at 11:34 am and resumed at 11:50 am

At 11:52 am, Member Felicity Foy left the meeting and returned at 11:54 am.

7.2 KAITAIA SATURDAY MARKET - LICENCE TO OCCUPY

Agenda item 7.2 document number A4141844, pages 30 - 37 refers.

RESOLUTION 2023/22

Moved: Member John Stewart

Seconded: Member Darren Axe

That the Te Hiku Community Board recommends that;

- a) Council approve the Licence to Occupy to be issued to Shirley Williams for the Melba Avenue Carpark, Lot 3 DP 179628 NA110D/257 for a 12 month term with a Right to Renew, and**
- b) any subsequent markets held to be charged at the daily fee as an additional charge.**

CARRIED

Note: Staff to bring the report to the THCB in September/November 2023.

7.3 NEW LEASE TO FENZ - 3985 STATE HIGHWAY 1, NORTHERN AUPOURI, PUKENUI

Agenda item 7.3 document number A4131784, pages 38 - 44 refers.

RESOLUTION 2023/23

Moved: Member Darren Axe

Seconded: Member Rachel Baucke

That the Te Hiku Community Board recommends that Council:

- a. approves a new ground lease to be issued to Fire & Emergency New Zealand over 3985 State Highway 1, Northern Aupouri, Pukenui, being Lot 1 DP 90633**

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The terms of the proposed lease shall be:

- i. **Term: 30 (15+15) years.**
- ii. **Rental: \$113 + GST per annum – FNDC Fees and Charges Schedule 2022/2023 - Community leases.**
- b. **approves further conditions to be negotiated and agreed upon by the Group Manager Delivery and Operations and Fire and Emergency New Zealand**
- c. **approves transferring ownership of buildings and improvements to Fire & Emergency New Zealand for \$1.00.**

CARRIED**7.4 NEW LEASE TO FENZ - 699 RANGIPUTA ROAD, KARIKARI PENINSULA**

Agenda item 7.4 document number A4134003, pages 45 - 54 refers.

RESOLUTION 2023/24

Moved: Member Adele Gardner

Seconded: Member Rachel Baucke

That the Te Hiku Community Board recommends that Council:

- a. **approves a new ground lease under the Reserves Act 1977 to be issued to Fire & Emergency New Zealand over 699 Rangiputa Road, Karikari, 1600 square meters more or less, subject to survey of the land, being part of section 19 BLK 11 Rangaunu SD being 13.8225 hectares and vested in Far North District Council as Recreation Reserve.**

The terms of the proposed lease shall be:

- i. **Term: 30 (15+15) years.**
- ii. **Rental: \$113 + GST per annum – FNDC Fees and Charges Schedule 2022/2023 - Community leases.**
- b. **approves the change of classification of the (sqm 1600) of land at 699 Rangiputa Road, Karikari, subject to the lease as Local Purpose (community building) Reserve, with the balance remaining as Recreation Reserve under the Reserves Act 1997.**
- c. **approves further conditions to be negotiated and agreed upon by the Group Manager Delivery and Operations and Fire and Emergency New Zealand**
- d. **approves transferring ownership of buildings and improvements to Fire & Emergency New Zealand for \$1.00.**

CARRIED**7.5 TRANSFER FUNDING - AHIPARA TOILET TO UNAHI WHARF TOILET**

Agenda item 7.5 document number A4123780, pages 55 - 57 refers.

RESOLUTION 2023/25

Moved: Member Darren Axe

Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board:

- a. **agree that the project for a new toilet at Mokerau, Ahipara be cancelled.**
- b. **approves the Level of Service (LoS) budget be transferred to the new Unahi wharf park**

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area for the installation of a new toilet.**CARRIED****7.6 PROJECT FUNDING REPORTS**

Agenda item 7.6 document number A4147297, pages 58 – 61 refers.

RESOLUTION 2023/26

Moved: Member Rachel Baucke

Seconded: Member Sheryl Bainbridge

That Te Hiku Community Board note the project reports received from Kaingaroa Hall.**CARRIED****7.7 RURAL TRAVEL FUNDING APPLICATIONS 2022/23**

Agenda item 7.7 document number A4145819, pages 62 - 65 refers.

RESOLUTION 2023/27

Moved: Member Sheryl Bainbridge

Seconded: Member William (Bill) Subritzky

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

a)	Ahipara Boardriders	\$1,200
b)	Aupouri Rugby Football Club	\$2,500
c)	Far North Phoenix Netball	\$200
d)	Mangonui Netball	\$2,000
e)	Pompallier Catholic School	\$425
f)	Te Rarawa JMB	\$3,000
	Total	\$9,325

CARRIED

At 12:28 pm, Member Felicity Foy left the meeting and returned at 12:30 pm

7.8 FUNDING APPLICATIONS

Agenda item 7.8 document number A4147900, pages 66 - 75 refers.

RESOLUTION 2023/28

Moved: Member Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board

a) approves the sum \$3,930 (plus GST if application) to be paid from the Board's Community Fund account to Doubtless Bay Business and Professional Women for the hosting of the 2023 Business and Professional Women Conference, to support the following Community Outcomes:

i) Proud, vibrant communities.

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ii) Communities that are healthy, safe, connected and sustainable.Abstained: Members John Stewart and Felicity Foy**CARRIED****8 INFORMATION REPORTS****8.1 KAITAIA BUSINESS IMPROVEMENT DISTRICT TARGETED RATE 2023-2024**

Agenda item 8.1 document number A4116713, pages 76 - 114 refers.

RESOLUTION 2023/29

Moved: Member Sheryl Bainbridge

Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board receive the attached reports from the Kaitaia Business Association and recommend that Council levy the Kaitaia Business Improvement District Targeted Rate 2023-2024 for \$50,000.**CARRIED**

At 12:37 pm, Member Sheryl Bainbridge left the meeting and returned at 12:37 pm.

8.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2023

Agenda item 8.2 document number A4144951, pages 115 - 120 refers.

RESOLUTION 2023/30

Moved: Member Adele Gardner

Seconded: Member John Stewart

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 28 February 2023 and the Community Board requests a clearer and concise financial report at the 9 May meeting.**CARRIED****8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2023**

Agenda item 8.3 document number A4148722, pages 121 - 129 refers.

COMMITTEE RESOLUTION 2023/31

Moved: Member Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update April 2023.**CARRIED**

Member Rachel Baucke said a karakia.

9 TE KAPINGA HUI / MEETING CLOSE**The meeting closed at 1:16 pm.**

UNCONFIRMED

Te Hiku Community Board Meeting Minutes

11 April 2023

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 9 May 2023.

.....
CHAIRPERSON

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4183298

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

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

1) TE TĀHUHU KŌRERO / BACKGROUND

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

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.











Te Take Tūtohunga / Reason for the recommendation

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

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. THCB Chairpersons Report - Adele Gardner - A4177992  
2. THCB Members Report - Darren Axe - A4177989  
3. THCB Members Report - Sheryl Bainbridge - A4182069  
4. THCB Members Report - Rachel Baucke - A4182007  
5. THCB Members Report - Bill Subritzky - A4182008  

Te Hōtaka Take Ōkawa / Compliance schedule:

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

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

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



Te Hiku Community Board Chairperson's Report

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 30 March 2023 – 17 April 2023

Meetings Attended

Date	Meeting
27/03/23	Te Hiku Sports Hub Meeting
30/03/23	All Elected Members catchup – virtual
04/04/23	Regional Transport Committee workshop – virtual
06/04/23	Council meeting – virtual
11/04/23	Te Hiku Community Board Meeting – Te Ahu
17/04/23	Mayor & Community Board Chairs - virtual
17/04/23	Land Drainage Committees – Te Ahu

Report:

The Te Hiku Project Working Group

The bus shelters have now been completed by Kiwi Carpentry – three are in Ahipara and three in Awanui; just in time for tamariki to shelter from any unpleasant weather with the change of seasons. We have already had positive comments from Ritchie's buses and it's awesome to see people using them. As we have shared before, these took some time to come to fruition with all the planning and negotiations involved and the challenges of land availability that was safe, on the bus routes and didn't have underground services running below them. I know 6 are not enough for our Te Hiku area but they are not cheap to construct, and we are grateful we have a few in our communities to start with.

Prices are being sought now to get the "Town Square" underway. The first surprise is the cost of timed water jets that come up from the path below the 9m waka that will feature in this town square. A water feature was a popular request in the consultation meetings about the draft plan and ideally, we really want to include one but at the end of the day it is reliant on the funds available. Unless we are successful in gaining further funding this is one feature that may have to be put into Stage 3 of the development.

Ahipara Aroha committee have engaged Eddie Walker to assist with the QR code development to work towards having all the cultural artworks included in Ahipara, Kaitaia and Awanui that people can scan and be directed to a website with the korero and explanation of each one. Printing.Com will also be assisting us in getting these printed and installed on the posts around Ahipara where special places are explained and then on each cultural artworks so that you can learn about the meaning and history of the area each one portrays.

For those wondering why there was cut outs in the new path on South Road just before the wooden bridge, we have been waiting for tiles to arrive and under Waikarere Gregory's guidance, these will be filled shortly with designs representing the local area which will complete the Te Ahu loop path.

The Te Hiku Sports Hub/Te Ahu loop is being completed with tiles being laid on the pathway opposite Te Ahu frontage to compliment the entrance to Te Ahu.

The Pou on SH 1 on the north side of Awanui was unveiled on Easter Monday.

Te Hiku Drainage Boards I attended the Kaitaia, Kaikino, Waiharara & Motutangi Drainage Boards Meetings on Monday 17/4/23. Our Te Hiku Community Board has delegated authority to approve funding and recommend to the Council for either the Annual Plan and Long Term Plan. A teams meeting was setup with Kaipara District Council and some of the Boards were able to hear how the Kaipara Council staff run their drainage districts of which they have 30 drainage districts. Our drainage boards have approved funding for a dedicated part time staff member that will work with our Drainage Committees and oversee the work on the drains. A targeted rate that is struck yearly on work that is approved and is a targeted rate paid for by the farmers that farm in the drainage districts.

Thank you to the CEO and staff of Far North District Council who attended all of the meetings and workshopped a way forward for the Drainage Committees. The leadership from this team was appreciated by all.

Te Hiku Sports Hub I attended the first meeting this year for this group. This facility plans to be open sometime in September or early October. The area is all now enclosed and work on the inside of this area is now advancing. The tiling of the pools should start soon. A discussion was held with regards to invites for the opening. Another meeting will be held soon to plan the opening. This is very exciting for the Community. The old Kaitaia Pool is now closed that served this Community since 1950's.

Requests for Service (RFS)

RFS number	Date	Comment
4152275	29/03/2023	Follow up on behalf of a ratepayer



Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 16 April 2023

Meetings Attended

Date	Meeting
11/04/23	Te Hiku Community Board meeting – Te Ahu
11/04/23	Ratepayers Houhora
17/04/23	Drainage meeting – Te Ahu

Community Issues

Issue name	Comment
29/03/23	From Shayne Storey received two generators 1. Hope House 2. Houhora Gold Club
01/04/23	Checked Tsunami alarms in Houhora for Bill Hutchinson Far North Civil Defence

Requests for Service (RFS)

RFS number	Date	Comment
4153099	04/04/2023	For bollards outside Pukenui playground to stop cars parking on footpath



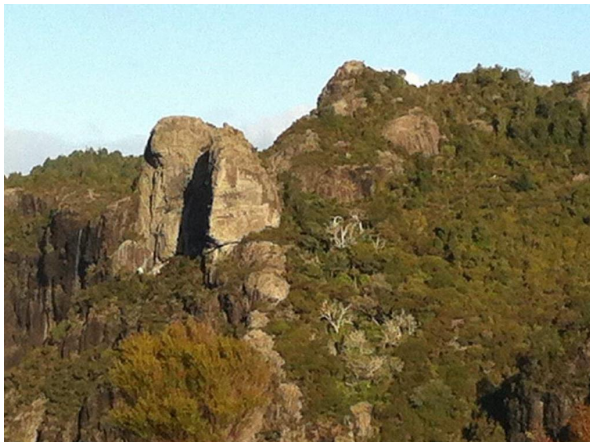
Te Hiku Community Board Member Report

Name: Sheryl Bainbridge
Subdivision: Doubtless Bay
Date: 21 April 2023

Meetings Attended

Date	Meeting	Comment
08/04/23	Hihi Hall Committee AGM	Numerous issues raised – referred complainants to the RFS system
11/04/23	Te Hiku CB Meeting	
14/04/23	Te Ahu Charitable Trust	

Community Issues

Issue name	Comment
Hihi Seawall	Update required please. This is now a safety issue.
BOI-WHG CB proposed walk	<p>In the local Whangaroa Community newspaper, Bay of Islands-Whangaroa Community Board (BOI-WHG CB) member Bruce Mills included a walk, which is partly on an old bullock track between Totara North and Taupo Bay as a potential new project. I raised it at our April meeting and provided photographs, which are below.</p> <p>I would now like the Board to formally support the proposal as it will give Mangonui residents and visitors to the area another opportunity for exercise and enjoying the outdoors.</p> <p>Recommendation: That the Te Hiku Community Board supports the Bay of Islands-Whangaroa Community Board proposed project for a walking track between Taupo Bay and Totara North.</p> 

	 
Submissions	After discussion with the Board and providing a draft of issues that concern the Board, I have made submissions on the council's Annual Plan and the Northland Regional Council Annual Plan.
Museum	There has been interest from the public following advertisements for trustees. A selection will be made shortly.

Requests for Service (RFS)

RFS number	Date	Comment
4147174	various	Vegetation, broken and overgrown footpaths etc at Mangonui – has this work been done?
4150652	March 23	Invasive moth plant on council reserve at Beach Road Mangonui – update please



Te Hiku Community Board Member Report

Name: Rachel Baucke

Subdivision: Kaitaia

Date: 21 April 2023

Meetings Attended

Date	Meeting	Comment
30/03/23	All Elected Members Catch up	Teams
11/04/23	Te Hiku Community Board Meeting	Note taking and collating

Community Issues

Issue name	Comment
Te Araroa Trail	Ruaroa Road dust is unsafe for trail walkers as they are unable to be seen when a car goes past due to dust. - <i>Resolved</i>
Korora & Kaka St Footpaths	Footpaths very unsafe and requires urgent attention. RFS has been submitted many times by community. Issue raised at the Ahipara Aroha meeting in beginning of March. Seeking assistance from the CB.

Requests for Service (RFS)

RFS number	Date	Comment
4135142	25/11/23	RFS Request lodged for Te Araroa Trail – <i>Resolved</i>
4150182	14/03/23	RFS lodged for Korora & Kaka St Footpaths <i>Scheduled repairs by Fulton Hogan scheduled for May</i>

Other Issues

ANZAC Civil Service will be hosted by the Virtue Christian Centre, 36 Commerce Street, Kaitaia at 11am on 25 April 2023. (not a religious service).



Te Hiku
Community Board

Member Report

Name: Bill Subritzky
Subdivision: Te Hiku
Date: 26 March 2023

Meetings Attended

Date	Meeting
02/04/23	Iwi meeting, Otaru Marae
11/04/23	Te Hiku Community Board Meeting
13/04/23	Meeting Rangitane Marsden (Discussion surrounding Kaitaia airport issues. Refer below)
17/04/23	FNDC Drainage Board Committee

Community Issues

Issue name	Comment
Kaitaia Airport	The Iwi meeting held on the 02/04/23 has been fully covered in Councillor Hilda Halkyard-Harawira report on the 11/04/23. My meeting with Rangitane Marsden was a follow up by Rangitane, in his appointed role as Iwi representative, to gather as much feedback as he could from the initial meeting participants and no doubt this will continue and include other stakeholders.
Unahi Wharf	<p>I was extremely pleased to learn at the last Te Hiku Community Board meeting that Unahi Wharf has secured a public toilet. Awanui Progressive and ratepayers will delight in ticking this off once work is complete, in our joint Awanui Township and Unahi Wharf Development Plan which we established in 2009.</p> <p>As an aside, I had heard that Ken Ross was leaving the Council and I took the opportunity to thank him for his guidance and mentoring with our Township development planning way back in 2008. Thank you, Ken, from all of us in Awanui.</p>

7.2 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME

File Number: A4183168

Author: Philippa Boye, Executive Assistant and Facilities Management

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with a progress report of Kaitaia Drainage Area Committee works undertaken to date during the 2022/2023 financial year and to provide an outline of the proposed works and costs for the 2023/2024 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2023/2024 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Kaitaia drains. Currently there is a proposed budget of \$118,205 for planned work, with an additional \$15,000 of contingency for unplanned work if required.
- It is proposed to engage a part time staff member to support the Drainage Boards and District Engineer at an estimated cost of \$30K annually to the Kaitaia Drainage area.
- This work programme has been compiled on estimated costs.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board;

- a) approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.**
- b) approve the proposed 2023/24 Spraying Programme.**
- c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees.**
- d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.**

1) TĀHUHU KŌRERO / BACKGROUND

The founding of the Kaitaia Drainage Area dates back to 1913 where the Kaitaia Land Drainage Act was adopted with the exception that a committee was to be applied.

In recent times, the Kaitaia Drainage Area Committee was formally re-established at the 14 March 2023 meeting of Te Hiku Community Board as part of Council's formal process and procedures.

The proposed work programme for the 2023/2024 financial year has been estimated from previous costs and quotes where possible.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

2.1 Works undertaken during 2022/23 Financial Year

The delivery of the 2022/2023 work programme was interrupted in early 2023 with the resignation of the staff member who was tasked with the management of the Land Drainage portfolio.

The limited nature of the portfolio handover, the unknown status of much of the work and the unconfirmed status of the budgets available to the Land Drainage Committees has meant that a significant amount of investigative work has been needed simply to gain a reasonable understanding of the status of the programmed works within each of the Drainage Areas.

It has been determined that the spraying programme was well entrenched and was progressing well; however, the machine clearing works within the Kaitaia Drainage Area was still to be finalised and carried out.

The following sections provide a summary of the status of the 2022/2023 programmed works:

Spraying

The works undertaken during the 2022/2023 financial year have primarily been associated with the approved spraying programme. At the time of writing a total of 100.29km or 95.35% of the approved programme has been completed. A summary of spray work completed within each compartment is provided below.

It is noted that previous minutes discussed the increase in spray costs from \$0.55 per lineal metre of drain to \$0.65 per lineal meter of drain. It is further noted that the per meter costs being charged by the spraying contractor is \$0.60 per lineal meter. The costs provided below are adjusted to reflect the \$0.60 per meter rate charged to ensure accurate comparison between forecast and actual costs.

Catchment Name	Length Forecast	Length Complete	Cost Forecast	Cost for Completed	% Length Complete	% Cost Completed
Waipapakauri	28,804m	29,975m	\$23,824.93	\$19,963.35	104.06%	83.79%
Lower Awanui	20,052m	18,015m	\$16,058.94	\$11,997.99	89.94%	74.71%
Puckeys Outfall	6,456m	6,456m	\$ 5,170.38	\$ 4,299.70	100.00%	83.16%
Pukepoto Outfall	20,176m	19,452m	\$16,158.25	\$12,955.03	61.73%	80.18%
Whangatane	6,278m	4,997m	\$ 5,027.83	\$ 3,328.00	45.29%	66.10%
Kaitaia	7,377m	6,309m	\$ 5,907.98	\$ 4,201.79	68.71%	71.12%
Tangonge	10,186m	10,186m	\$ 8,157.61	\$ 6,516.14	100.00%	79.88%
Wairoa	4,868m	4,868m	\$ 3,898.61	\$ 3,242.09	100.00%	83.16%
TOTALS	104,197	100,258m	\$75,178.00	\$66,504.07	96.21%	88.46%

Note: all costs above are GST exclusive.

Machine Clearing

The changes in staffing has meant that the machine clearing work programme has been delayed while clarity is obtained around the works actually required and budgets available to complete the work.

A machine cleaning contingency of \$13,000 was allocated for the 2022/2023 financial year.

The 2022/2023 machine clearing works were understood to be limited to clearing of the H Subritzky Drain, north of SH10. This work was completed in early March 2023 at an estimated cost of \$11,275.38 excluding GST.

Drain Condition Reports

Drain inspections are being undertaken by the spraying contractor while performing the spraying works. Not all of the inspection reports have been received at the time of writing so a full assessment of the issues is yet to be completed. Typical comments from the reports received to date and from discussions with the spray contractor include:

- long paddocks with no internal gates near drain adds significant time backtracking to do the next section of drain in the next paddock;
- Some sections of running track are damaged or overgrown and undriveable in places;
- Some gateways permanently wired up or unable to be opened;
- Branches clogging sections in some drains

Once inspection reports are received for all the drains, a thorough assessment will be carried out and key issues identified together with potential remedial options.

Other Issues Identified

There has been an issue raised by one of the landowners who believes unauthorised work has altered the outlet section of drain which leaves their property. In addition to this work on the outlet of their drains, increased urban development at the end of Taupata Place in Kaitaia has significant increased flows through their drain, resulting in increased flooding on their property. This needs further investigation and if necessary, action to remedy the situation.

Additionally, a number of RFS's were lodged due to the condition of the H Subritzky Drain: however this has now been resolved with the machine clearing of that drain.

A question has been asked about the status of machine clearing of the Church Gulley Drain. From records available, this work was commissioned at the end of the 2021/2022 financial year. However from financial records, it would appear that the contractors' invoices were paid from the 2022/2023 budgets. The contractor invoice dated 30 June 2022 was for the amount of \$17,460.00 exclusive of GST.

2.2 Proposed 2023/2024 Work Programme Summary

Within the Kaitaia Area, there are several items that require work. The items detailed in the below work programme has been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required, and this meeting provides an opportunity to suggest adjustments to the work programme.

The programme will be available for further review at the next Committee meeting in August 2023, however the overall budget will be set by that time.

Work is to be completed before 30 June 2024, with the spraying programme to again start during late 2023.

Drain Spraying

The drain lengths to be sprayed have not changed from the 2022/2023 financial year so the spray programme is unchanged from last year, including the "On Request" drains.

Spraying of the Kaitaia Area is to be completed during late spring or early summer 2023/2024. If additional spraying is required, this will be funded from the spraying contingency of \$8,222. The spraying contingency is calculated from the total of 'spray on request' drains.

Invasive weed is known to be an issue, particularly alligator weed. The spray currently being used is likely to have little effect on it. It is understood that NRC are using sprays that can deal with alligator weed however it would be necessary for resource consents to be obtained for its use. Enquiries with NRC and other spray contractors for their approach to dealing with alligator weed and other invasive species is recommended. For serious cases machine cleaning may be required.

The spray programme consists of 104 kilometres of drain spraying and 11 kilometres of 'On request' drains. This has been separated out into compartments and individual drains.

A further contingency of \$7,700 is again recommended for the 2023/2024 financial year due to the uncertainty the economic climate may have on material and labour costs, this is based on current reported CPI and inflation forecasts being at 9-11%

Spray programme follows:

Waipapakauri Compartment	Total	Spray	Cost
Waipapakauri Outfall (access will need to be improved to allow spraying from both sides)	4,800 m	4,800 m	\$3,463.20
Paparore Bank Drain	4,000 m	4,000 m	\$2,886.00
Waipapakauri Bank	1,710 m	1,710 m	\$1,233.77
Thodes	684 m	684 m	\$493.51
Brattons Drain (On request)	282 m	0 m	\$0.00

Evans Drain (On request)	443 m	0 m	\$0.00
Yates (On request)	945 m	0 m	\$0.00
West's	820 m	820 m	\$591.63
Sandhills (Remainder is Urban)	7,502 m	6,456 m	\$4,658.00
Birds Boundary	1,521 m	1,521 m	\$1,097.40
Abbots (On request)	422 m	0 m	\$0.00
Government drain	3,012 m	3,012 m	\$2,173.16
Waimanoni - Walkers	4,221 m	4,221 m	\$3,045.45
Spain's Drain (On request)	1,580 m	0 m	\$0.00
Spain's Road Drain (Remainder is Urban)	2,170 m	1,580 m	\$1,139.97
Totals	33,522 m	28,804 m	\$23,824.93

Lower Awanui Compartment	Total	Spray	Cost
Prices Bank (Unahi)	2,615 m	2,615 m	\$1,886.72
McMillans - Tupes	6,840 m	6,840 m	\$4,935.06
Factory Bend - Michies	6,035 m	6,035 m	\$4,354.25
Flemings (On request)	764 m	0 m	\$0.00
Gills	1,489 m	1,489 m	\$1,074.31
Kumi Road	1,006 m	1,006 m	\$725.83
H Subritzky's	1,127 m	1,127 m	\$813.13
Awanui (Remainder is Urban)	2,313 m	940 m	\$678.21
Sankeys No. 1 (On request)	201 m	0 m	\$0.00
Sankeys No. 2 (On request)	362 m	0 m	\$0.00
Totals	22,752 m	20,052 m	\$16,058.94

Puckey's Outfall Compartment	Total	Spray	Cost
Puckey's Outfall	484 m	484 m	\$349.21
J Subritzky's Drain (On request)	402 m	0 m	\$0.00
Foleys	450 m	450 m	\$324.68
Lisle	1,710 m	1,710 m	\$1,233.77
Wireless	1,800 m	1,800 m	\$1,298.70
Bells Road	2,012 m	2,012 m	\$1,451.66
Totals	6,858 m	6,456 m	\$5,170.38

Pukepoto Outfall Compartment	Total	Spray	Cost
Pukepoto Outfall	5,828 m	5,600 m	\$4,040.40
Brass (On request)	1,388 m	0 m	\$0.00
W Masters C	1,207 m	1,207 m	\$870.85
W Masters E (On request)	1,300 m	0 m	\$0.00

Campbells (On request)	684 m	0 m	\$0.00
L Masters W (On request)	1,064 m	0 m	\$0.00
L Masters C	1,400 m	1,400 m	\$1,010.10
School	1,509 m	1,509 m	\$1,088.74
Reynolds (West Bank)	2,213 m	2,213 m	\$1,596.68
Maori	2,012 m	2,012 m	\$1,451.66
Pukepoto Creek	805 m	805 m	\$580.81
Houstons (West Bank)	2,213 m	2,213 m	\$1,596.68
Parkers	602 m	602 m	\$434.34
Reid's West	2,615 m	2,615 m	\$1,886.72
Totals	24,840 m	20,176 m	\$16,158.25

Whangatane Compartment	Total	Spray	Cost
Texifros	785 m	785 m	\$566.38
Maimaru	1,127 m	1,127 m	\$813.13
Oinu Stream	1,650 m	1,650 m	\$1,190.48
Pairatahi Bank	2,716 m	2,716 m	\$1,959.59
Johnsons (On request)	150 m	0 m	\$0.00
Kareponia (On request)	402 m	0 m	\$0.00
Birds (On request)	504 m	0 m	\$0.00
Totals	7,334 m	6,278 m	\$5,027.83

Kaitaia Compartment	Total	Spray	Cost
Lewis Junction - Boundary	443 m	443 m	\$319.62
Lewis Junction - Road	322 m	322 m	\$232.32
Church Gully	2,865 m	2,865 m	\$2,067.10
Mathews Outfall (Remainder is Urban)	4,425 m	3,425 m	\$2,471.14
Wilds (On request)	503 m	0 m	\$0.00
Hanlons	322 m	322 m	\$232.32
Totals	8,880 m	7,377 m	\$5,907.98

Tangonge Compartment	Total	Spray	Cost
Reid's East	3,017 m	3,017 m	\$2,176.77
Hoddles	1,667 m	1,667 m	\$1,202.74
Millers	2,615 m	2,615 m	\$1,886.72
McKenzie's	634 m	634 m	\$457.43
Sharps	402 m	402 m	\$290.04
Lewis & Crown Land	1,851 m	1,851 m	\$1,335.50
Totals	10,186 m	10,186 m	\$8,157.61

Wairoa Compartment	Total	Spray	Cost
Bergan's	1,005 m	1,005 m	\$725.11
Wairoa Stream	3,058 m	3,058 m	\$2,206.35
Blairs	805 m	805 m	\$580.81
Totals	4,868 m	4,868 m	\$3,898.61

Grand Total = \$84,204.53

Machine cleaning

The changes in staffing has meant that the machine clearing work programme has been delayed while some clarity is obtained around the works actually required and budgets available to complete the work.

Over the 2023/2024 year, the Kaitaia Catchment Area will need to be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and/or vegetation mats which will require removal. These investigations will be based primarily on the findings of the drain inspections carried out through the 2022/2023 financial year.

A machine cleaning contingency of \$13,000 was allocated for the 2022/2023 financial year and this was largely utilised clearing the H Subritzky Drain.

Accessibility issues & maintenance

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

- i. Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii. Grazing stock, which is not excluded from the drainage channel, Clause 5.7.
- iii. Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1. If this is the case, damaged drains will not be cleaned until the property owner installs a fence / prevents stock access.
- iv. Obstructions to flow within the drainage channel due to excessive vegetation material.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Drainage Bylaw.

Resource Consents

All drainage works, including any associated activities on land, in the beds of river and lakes, the taking, use, diversion and discharge of water, and discharges of contaminants to land and water are all managed under the Resource Management Act 1991 (RMA). FNDC's land drainage works and operations are therefore subject to Northland's regional planning framework, as well as any relevant national instruments such as National Environment Standards and National Policy Statements. Drainage works may also be subject to FNDC's bylaws.

Under the provisions of these documents various elements of Council's drainage works may be allowed as of right (permitted activity) or may require resource consent from Northland Regional Council (NRC).

In the past drainage works have been carried out as permitted activities. However, NRC's regional planning framework is now in flux, with a replacement regional plan at the appeals stage. It is likely that the interpretation of the proposed Regional Plan for Northland means that all activities in the Drainage areas would be a controlled activity, including maintenance, repair, reconstruction and alteration of structures, along with maintenance and discharge from the network.

As a minimum, any consent application would need to include the following:

- The rationale for the proposed works
- A catalogue and map of all the assets and activities relating to the proposed works
- A catalogue and map of all relevant elements of the surrounding and receiving environment- including but not limited to land and land uses, streams, rivers, wetlands, coastal areas
- A basic hydrological assessment to understand the range of flows expected within the land drainage schemes
- A basic ecological assessment showing actual and/or potential ecological effects from proposed works
- A cultural effects assessment which may be best presented as Cultural impact assessment
- A planning assessment
- Evidence and outcomes of any consultation
- A suggested monitoring regime
- Suggested resource consent conditions.

NRC have highlighted the need for Discharge consents for the four drainage areas in a letter written to Council. Unless Resource consent applications are lodged by 20 December 2023, then the NRC is likely to take formal enforcement action against the FNDC for continuing unauthorised drainage activities. The Chief Executive has undertaken to review the prioritisation of this work with the Chief Executive of NRC. There is currently no budget to undertake this work.

Staffing

The Te Hiku Community Board have previously requested that the management of the Drainage Districts be kept in Council, rather than managed through Far North Waters. There is a preference for a dedicated member of staff based in Kaitaia. However, neither Council nor Far North Waters have the capacity to deliver on this.

It is therefore proposed to engage a new part time member of staff to work alongside the Drainage Boards reporting to the District Engineer. The cost of this, plus dedicated vehicle is estimated at \$30k annually for the Kaitaia Drainage Area.

2.3 Budgets

2022/2023 Budgets

The financial report provided the following information.

2022/2023 Budgets						
Location	Reserves 2021/22 (Note 1)	Budget 2022/23	Total	Actual Expenditure (April YTD)	Additional Expenditure Expected	Forecast Reserve Balance (Note 1)
Kaitaia	\$62,869	\$70,000	\$132,869	\$98,149	\$2,903	\$31,817

Note 1 : This amount is forecast reserve as at 27 April 2023 subject to change based on any further additional expenditure

Proposed 2023/2024 Budgets - Kaitaia

From the above tables, it would appear that the reserves balance within the Kaitaia Drainage areas are currently at an appropriate level. It is recommended that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required. Once this amount is set, a programme for machine clearing of drains, or other works identified by the Committee can be developed and implemented either in the 2023/2024 financial year or subsequent years.

In anticipation of this, additional contingency amounts have been included in the proposed 2023/2024 budgets following.

Kaitaia

Spraying of the Kaitaia drains (breakdown in section 2.2)	\$84,205
Drone hire	\$4,000
Dedicated staff member	\$30,000
Total (planned work)	\$118,205
Spraying contingency and machine cleaning	\$15,000
Grand Total (including contingencies)	\$133,205

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To set a budget for the Kaitaia Drainage Area

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

A summary of the expected 2023/2024 financial year is as follows:

Kaitaia		
	Expenditure	Forecast Reserve
2023 Opening Reserve Balance		\$ 31,817
<u>2023/2024 Proposed Expenditure</u>		
2023/2024 Proposed expenditure	\$ 133,205	\$101,389
2023/2024 Proposed expenditure to be funded from reserve	\$ 31,817	-\$ 31,817
Total 2023/2024 Balance	\$ 101,389	\$101,389
<u>Rate Implication per hectare of land</u>	gst incl	
<i>With forecasted 2022/23 reserve utilised</i>	\$12.39	
<i>Without forecasted 2022/23 reserve utilised</i>	\$16.28	

ĀPITI HANGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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	A 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.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019). Land Drainage Act 1908. https://www.legislation.govt.nz/act/public/1908/0096/latest/whole.html
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks Te Hiku Community Board to approve a recommendation from the Kaitia Drainage Area Committee.
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.	Ngai Takoto and Te Rarawa Iwi are to be included in the development of the management plan for the district's drainage areas.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Acting CFO has reviewed this report.

7.3 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME

File Number: A4183187

Author: Philippa Boye, Executive Assistant and Facilities Management

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with a progress report of Waiharara and Kaikino Drainage Areas Committee works undertaken during the 2022/2023 financial year and to provide an outline of the proposed works and costs for the 2023/2024 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Over the 2022/2023 financial year, the Far North District Council wishes to complete a selection of drainage area works.

- The work includes spraying and cleaning of the Areas drains. Currently there is a proposed budget of \$22,525 for Waiharara, and \$22,413 for Kaikino, for planned work, with an additional \$13,000 for Waiharara, and \$12,000 for Kaikino, of contingency for unplanned work if required.
- It is proposed to engage a part time staff member to support the Drainage Boards and District Engineer at an estimated cost of \$7,500K annually each for the Waiharara and Kaikino Drainage Areas
- This work programme has been compiled on estimated costs.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board;

- a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and
- b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000.
- c) approve the use of other local spray contractors in the area.
- a) request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage Committees.

1) TĀHUHU KŌRERO / BACKGROUND

The Waiharara and Kaikino Drainage Areas Committee was formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

In recent times, the Kaitia Drainage Area Committee was formally re-established at the 14 March 2023 meeting of Te Hiku Community Board as part of Council's formal process and procedures.

The forward works programme for the 2023/2024 financial year has been estimated from previous costs.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

2.1 Works undertaken during the 2022/2023 Financial Year

The delivery of the 2022/2023 work programme was interrupted in early 2023 with the resignation of the staff member who was tasked with the management of the Land Drainage portfolio.

The limited nature of the portfolio handover, the unknown status of much of the work and the unconfirmed status of the budgets available to the Land Drainage Committees has meant that a significant amount of investigative work has been needed simply to gain a reasonable understanding of the status of the programmed works within each of the Drainage Areas.

The following sections provide a summary of the status of the 2022/2023 programmed works.

Spraying

It is noted that previous minutes discussed the increase in spray costs from \$0.55 per lineal metre of drain to \$0.65 per lineal meter of drain. It is further noted that the per meter costs being charged by the spraying contractor is \$0.60 per lineal meter. The costs provided below are adjusted to reflect the \$0.60 per meter rate charged to ensure comparison between forecast and actual costs.

Both the Waiharara and Kaikino Drainage Areas are programmed to be sprayed twice a year, in late spring and again in late autumn, however purchase orders have only been issued to the spray contractor for a single spray of each drain. Neither of the drainage schemes appear to have been sprayed more than once during the year. This information is based on invoices received from the spray contract and clarification/confirmation is being sought on this.

Waiharara Area

The works undertaken during the 2022/2023 financial year have primarily been associated with the approved spraying programme. At the time of writing a total of only 4.462km or 57% of the approved programme has been completed, taking account each drain being sprayed once. A summary of spray work completed within the drainage area is provided below.

Drain Name	Length Forecast	Length Complete	Cost Forecast	Cost for Completed	% Length Complete	% Cost Completed
Okohine Stream	5,110m	1,802m	\$4,092.42	\$ 1,200.13	35.26%	29.33%
Bilcich Branch	1,800m	1,800m	\$1,441.56	\$ 1,198.80	100.00%	83.16%
Cox Branch	860m	860m	\$ 688.74	\$ 572.76	100.00%	83.16%
Tunnel Traverse	50m	0m	\$ 40.04	\$ 0.00	0.00%	0.00%
Totals	7,820m	4,462m	\$6,262.76	\$ 2,971.69	57.06%	47.45%

Kaikino Area

The works undertaken during the 2022/2023 financial year have primarily been associated with the approved spraying programme. At the time of writing a total of 4.10km or 52.9% of the approved programme has been completed, taking account each drain being sprayed once. A summary of spray work completed within the drainage area is provided below.

Drain Name	Length Forecast	Length Complete	Cost Forecast	Cost for Completed	% Length Complete	% Cost Completed
Kaikino Drain	4,100m	3,535m	\$3,283.55	\$ 2,354.31	86.22%	71.70%
Hobson Drain + Ext	3,650m	565m	\$2,923.16	\$ 376.29	15.48%	12.87%
Totals	7,750m	4,100m	\$6,206.70	\$ 2,730.60	52.90%	43.99%

Machine Clearing

The changes in staffing has meant that the machine clearing work programme has been delayed while clarity is obtained around the works actually required and budgets available to complete the work.

It is understood from records and previous minutes, that there were no machine clearing projects planned or budgeted for the 2022/2023 financial year in either the Waiharara or Kaikino Drainage Areas, although a machine clearing contingency amount of \$3,000 was budgeted for.

Drain Condition Reports

Drain inspections are being undertaken by the spraying contractor while performing the spraying works. Not all of the inspection reports have been received at the time of writing so a full assessment of the issues is yet to be completed. Typical comments from the reports received to date and from discussions with the spray contractor include:

- long paddocks with no internal gates near drain adds significant time backtracking to do the next section of drain in the next paddock;
- Some sections of running track are damaged or overgrown and undriveable in places;
- Some gateways permanently wired up or unable to be opened;
- Branches clogging sections in some drains

Once inspection reports are received for all the drains, a thorough assessment will be carried out and key issues identified together with potential remedial options.

Other Issues Identified

There are no other known issues within the Waiharara and Kaikino Areas.

2.2 Proposed 2023/2024 Work Programme Summary

Within the Waiharara and Kaikino Drainage Areas, there are several areas which require work. The items detailed in the below work programme have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required, and this meeting provides an opportunity to adjust the work programme.

The programme will be available for further review / adjustment at the next Committee meeting in August 2023, however the overall budget will be set by that time.

Work is to be completed before 30 June 2024, with the spraying programme to start during late 2023.

Drain Spraying

Spraying of the Waiharara and Kaikino Drainage Areas is to be completed during late spring / early summer 2023 and then again in late autumn 2024. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray all of the drains a 2nd time.

Invasive weed is known to be an issue, particularly alligator weed. The spray currently being used is likely to have little effect on it. It is understood that NRC are using sprays that can deal with alligator weed; however it would be necessary for resource consents to be obtained for its use. Enquiries with NRC and other spray contractors for their approach to dealing with alligator weed and other invasive species is recommended. For serious cases machine cleaning may be required.

The spray programme consists of a combined total of 15.57 kilometres of drain spraying across the two areas, both of which are sprayed twice during the year, comprising a total spray length of 31.14km. The programme has been provided below, separated out into individual drains.

Spray programme follows:

Waiharara Area (sprayed autumn/spring)	Total	Spray	Cost
Okohine Stream x2	10,220 m	10,220 m	\$8,184.84
Bilich Branch x2	3,600 m	3,600 m	\$2,883.11
Cox Branch- x2	1,720 m	1,720 m	\$1,377.49
Tunnel Traverse x2	100 m	100 m	\$80.09
Totals	15,640 m	15,640 m	\$12,525.53

Kaikino Area (Sprayed autumn/spring)	Total	Spray	Cost
Kaikino Drain x2	8,200 m	8,200 m	\$6,567.09

Hobson Drain + Extension x2	7,300 m	7,300 m	\$5,846.31
Totals	15,500 m	15,500 m	\$12,413.41

Machine cleaning

The changes in staffing has meant that the machine clearing work programme has been delayed while some clarity is obtained around the works actually required and budgets available to complete the work.

Over the 2023/2024 year, the Waiharara and Kaikino Drainage Areas shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and/or vegetation mats which will require removal. These investigations will be based primarily on the findings of the drain inspections carried out through the 2022/2023 financial year.

The Waiharara Drainage Area has a contingency of \$13,000 allocated. The Kaikino Drainage Area has a contingency of \$12,000 allocated.

Accessibility issues & maintenance

The state of access can have negative / positive impacts on the efficiency and operations of the drainage area.

In addition to maintenance of the drains, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

Far North Water staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Drainage Bylaw.

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with under the Drainage Bylaw, and in particular the above issues.

Resource Consents

All drainage works, including any associated activities on land, in the beds of river and lakes, the taking, use, diversion and discharge of water, and discharges of contaminants to land and water are all managed under the Resource Management Act 1991 (RMA). FNDC's land drainage works and operations are therefore subject to Northland's regional planning framework, as well as any relevant national instruments such as National Environment Standards and National Policy Statements. Drainage works may also be subject to FNDC's bylaws.

Under the provisions of these documents various elements of Council's drainage works may be allowed as of right (permitted activity) or may require resource consent from Northland Regional Council (NRC).

In the past drainage works have been carried out as permitted activities. However, NRC's regional planning framework is now in flux, with a replacement regional plan at the appeals stage. It is likely that the interpretation of the proposed Regional Plan for Northland means that all activities in the Drainage areas would be a controlled activity, including maintenance, repair, reconstruction and alteration of structures, along with maintenance and discharge from the network.

As a minimum, any consent application would need to include the following:

- The rationale for the proposed works
- A catalogue and map of all the assets and activities relating to the proposed works

- A catalogue and map of all relevant elements of the surrounding and receiving environment- including but not limited to land and land uses, streams, rivers, wetlands, coastal areas
- A basic hydrological assessment to understand the range of flows expected within the land drainage schemes
- A basic ecological assessment showing actual and/or potential ecological effects from proposed works
- A cultural effects assessment which may be best presented as Cultural impact assessment
- A planning assessment
- Evidence and outcomes of any consultation
- A suggested monitoring regime
- Suggested resource consent conditions.

NRC have highlighted the need for Discharge consents for the four drainage areas in a letter written to Council. Unless Resource consent applications are lodged by 20 December 2023, then the NRC is likely to take formal enforcement action against the FNDC for continuing unauthorised drainage activities. The Chief Executive has undertaken to review the prioritisation of this work with the Chief Executive of NRC. There is currently no budget to undertake this work.

Staffing

The Te Hiku Community Board have previously requested that the management of the Drainage Districts be kept in Council, rather than managed through Far North Waters. There is a preference for a dedicated full-time member of staff based in Kaitia. However, neither Council nor Far North Waters have the capacity to deliver on this.

It is therefore proposed to engage a new part time member of staff to work alongside the Drainage Boards reporting to the District Engineer. The cost of this, plus dedicated vehicle is estimated at \$7,500k annually each for the Waiharara and Kaikino Drainage areas.

2.3 Budgets

2022/2023 Budgets

The financial report referenced provided the following information.

2022/2023 Budgets						
Location	Reserves 2021/22	Budget 2022/23	Total	Actual Expenditure (April YTD)	Additional Expenditure Expected	Forecast Reserve Balance (Note 1)
Kaikino	\$24,510	\$8,000	\$32,510	\$5,903	\$0	\$26,607
Waiharara	\$19,484	\$8,000	\$27,484	\$1,288	\$2,015	\$24,181

Note 1: This amount is forecast reserve as at 27 April 2023 subject to change based on any further additional expenditure

2023/2024 Proposed Budget

From the above tables, it would appear that the reserves balance within the Waiharara and Kaikino Drainage areas are currently at an appropriate level. It is recommended that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required. Once this amount is set, a programme for machine clearing of drains, or other works identified by the Committee can be developed and implemented either in the 2023/2024 financial year or subsequent years.

In anticipation of this, additional contingency amounts have been included in the proposed 2023/2024 budgets following.

It is noted that the 2022/2023 work programme allowed for spraying of all drains in both the Waiharara and Kaikino Drainage Areas on a twice-yearly basis (late spring and late autumn) however this was not supported in the proposed budget for spraying works. The following amounts proposed for the 2023/2024 budgets have allowed for the additional spraying works.

In anticipation of this, additional contingency amounts have been included in the proposed 2023/2024 budgets following.

Waiharara	
Spraying of the Waiharara drains (late spring) (breakdown in section 2.2)	\$6,263
Additional spraying of the Waiharara drains (late autumn)	\$6,263
Drone hire	\$2,500
Dedicated staff member	\$7,500
Total (planned work)	\$22,525
General contingency	\$13,000
Grand Total (including contingencies)	\$35,525
Kaikino	
Spraying of the Kaikino drains (late spring) (breakdown in section 2.)	\$6,207
Additional spraying of the Kaikino drains (late autumn)	\$6,207
Drone hire	\$2,500
Dedicated staff member	\$7,500
Total (planned work)	\$22,413
Spraying contingency and machine cleaning	\$12,000
Grand Total (including contingencies)	\$34,413

Take Tūtohunga / Reason for the recommendation

To discuss the proposed works and their associated costs, with the work programme to be completed by 30 June 2024.

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

A summary of the expected 2023/2024 financial year is as follows:

Waiharara		
	Expenditure	Forecast Reserve
2023 Opening Reserve Balance		\$ 24,181
<u>2023/2024 Proposed Expenditure</u>		
2023/2024 Proposed expenditure	\$ 35,525	\$ 11,344
2023/2024 Proposed expenditure to be funded from reserve	\$ 24,181	-\$ 24,181
Total 2023/2024 Balance	\$ 11,344	\$ 11,344
<u>Rate Implication per hectare of land:</u>		
	gst incl	
<i>With forecasted 2022/23 reserve utilised</i>		
Waiharara A	\$ 20.98	
Waiharara B	\$ 10.49	
Waiharara C	\$ 3.50	
<i>Without forecasted 2022/23 reserve utilised</i>		
Waiharara A	\$ 65.70	
Waiharara B	\$ 32.85	
Waiharara C	\$ 10.97	

Kaikino		
	Expenditure	Forecast Reserve
2023 Opening Reserve Balance		\$ 26,607
<u>2023/2024 Proposed Expenditure</u>		
2023/2024 Proposed expenditure	\$ 34,413	\$ 7,806
2023/2024 Proposed expenditure to be funded from reserve	\$ 26,607	-\$ 26,607
Total 2023/2024 Balance	\$ 7,806	\$ 7,806
<u>Rate Implication per hectare of land</u>		
	gst incl	
<i>With forecasted 2022/23 reserve utilised</i>		
Kaikino A	\$ 11.46	
Kaikino B	\$ 5.73	
Kaikino C	\$ 1.91	
<i>Without forecasted 2022/23 reserve utilised</i>		
Kaikino A	\$ 50.53	
Kaikino B	\$ 25.26	
Kaikino C	\$ 8.44	

ĀPITI HANGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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	A 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.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019). Land Drainage Act 1908. https://www.legislation.govt.nz/act/public/1908/0096/latest/whole.html
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks Te Hiku Community Board to approve a recommendation from the Kaitia Drainage Area Committee.
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.	Ngai Takoto and Te Rarawa Iwi are to be included in the development of the management plan for the district's drainage areas.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Acting CFO has reviewed this report.

7.4 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME

File Number: A4183191

Author: Philippa Boye, Executive Assistant and Facilities Management

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with a progress report of Motutangi Drainage Area Committee works undertaken during the 2022/2023 financial year and to provide an outline of the proposed works and costs for the 2023/2024 financial year.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Over the 2023/2024 financial year, the Far North District Council wishes to complete a selection of drainage area works.

- The work includes spraying and cleaning of the areas drains. Currently there is a proposed budget of \$38,864 for Motutangi for planned work, with an additional \$30,000 of contingency for unplanned work if required.
- It is proposed to engage a part-time staff member to support the Drainage Boards and District Engineer at an estimated cost of \$15K annually to the Motutangi Drainage area.
- This work programme has been compiled on estimated costs.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board;

- a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme.
- b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund.
- c) request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees.

1) TĀHUHU KŌRERO / BACKGROUND

The Motutangi Drainage Area Committee was formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

The proposed works programme for the 2022/2023 financial year has been estimated from previous costs.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

2.1 Works undertaken during 2022/2023 Financial Year

The delivery of the 2022/2023 work programme was interrupted in early 2023 with the resignation of the Far North Waters Operations and Maintenance Manager who was tasked with the management of the Land Drainage portfolio.

The limited nature of the portfolio handover, the unknown status of much of the work and the unconfirmed status of the budgets available to the Land Drainage Committees has meant that a significant amount of investigative work has been needed simply to gain a reasonable understanding of the role of the FNW in the Land Drainage space and the status of the programmed works within each of the Drainage Areas.

It has been determined that the spraying programme was well entrenched and was progressing well however the machine clearing works within the Motutangi Drainage Area was still to be finalised and carried out.

The following sections provide a summary of the status of the 2022/2023 programmed works.

Spraying

The works undertaken during the 2022/2023 financial year have primarily been associated with the approved spraying programme. At the time of writing a total of 14.850km or 80.01% of the approved programme has been completed. A summary of spray work completed within the drainage area is provided below.

It is noted that previous minutes discussed the increase in spray costs from \$0.55 per lineal metre of drain to \$0.65 per lineal meter of drain. It is further noted that the per meter costs being charged by the spraying contractor is \$0.60 per lineal meter. The costs provided below are adjusted to reflect the \$0.60 per meter rate charged to ensure comparison between forecast and actual costs.

Drain Name	Length Forecast	Length Complete	Cost Forecast	Cost for Completed	% Length Complete	% Cost Completed
Motutangi Stream	2,600m	2,600m	\$2,082.25	\$1,731.60	100.00%	83.16%
Main Outfall Drain	1,150m	1,150m	\$ 920.89	\$ 765.90	100.00%	83.16%
Bryan Drain	2,900m	2,900m	\$2,322.51	\$1,931.40	100.00%	83.16%
Beazley Drain	2,050m	2,050m	\$1,641.77	\$ 965.70	70.73%	58.82%
Aspin Drain	2,250m	2,250m	\$1,801.95	\$1,498.50	100.00%	83.16%
Cut to Lands' End Drain	1,700m	1,700m	\$1,361.47	\$1,132.00	100.00%	83.16%
Selwyn Drain	2,950m	0m	\$2,362.55	\$ 0.00	0.00%	0.00%
Seymour Drain	750m	750m	\$ 600.65	\$ 499.50	100.00%	83.16%
Bacicas Drain	2,050m	2,050m	\$1,641.77	\$1,365.30	100.00%	83.16%
Subritzky Drain	160m	0m	\$ 128.14	\$ 0.00	0.00%	0.00%
TOTALS	18,560	14,850	\$14,864.05	\$9,890.10	80.01%	66.54%

Machine Clearing

The changes in role within the Far North Waters Alliance has meant that the machine clearing work programme has been delayed while some clarity is obtained around the works actually required and budgets available to complete the work.

The 2022/2023 budgets included an amount of \$20,000 for the "spot" machine clearing of problem areas identified within the Motutangi Drains. This work occurred in July 2022 at a cost of \$17,582.40 excluding GST.

A machine cleaning contingency of a further \$12,000 was allocated for the 2022/2023 financial year which was unused.

Within the Motutangi Area, there are several areas which require work. The items detailed in the following work programmes have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required, and this meeting provides an opportunity to adjust the work programme.

Drain Condition Reports

Drain inspections are being undertaken by the spraying contractor while performing the spraying works. Not all of the inspection reports have been received at the time of writing so a full assessment of the issues is yet to be completed. Typical comments from the reports received to date and from discussions with the spray contractor include:

- long paddocks with no internal gates near drain adds significant time backtracking to do the next section of drain in the next paddock;

- Some sections of running track are damaged or overgrown and undriveable in places;
- Some gateways permanently wired up or unable to be opened;
- Branches clogging sections in some drains.

Once inspection reports are received for all the drains, a thorough assessment will be carried out and key issues identified together with potential remedial options.

Other Issues Identified

An RFS was received in January 2023 in relation to the Motutangi Stream, advising that there is a structure that was built across the stream by FENZ whilst fighting the recent fires, presumably to allow vehicle access across the drain. The submitter was strongly requesting that FNW and/or the Drainage Committee remove the structure in a timely manner and furthermore, spray and machine clear the drains.

The submitter was advised that because it was FENZ that installed the structure, the responsibility should lie with FENZ to remove it and that the responsibility did not lie with FNW or the Committee.

The submitter replied adamant that the responsibility lies with FNW and the Land Drainage Committee also advising that it is highly illegal to alter the height or direction of the drain. The submitter demanded that the structure be removed, or they would be seeking legal advice on the matter.

Given that the submitters claim regarding spraying and machine clearing is at odds with both the spray programme (sprayed in early January 2023) and the machine clearing works undertaken in mid-2022 further investigation is needed into this matter. This notwithstanding, the issue of the structure across the Motutangi Stream needs to be resolved with some urgency.

2.2 Proposed 2023/2024 Work Programme Summary

Within the Motutangi Area, there are several items that require work. The items detailed in the below work programme has been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required, and this meeting provides an opportunity to adjust the work programme.

The programme will be available for further review/adjustment at the next Committee meeting in August 2023, however the overall budget will be set by that time.

Work is to be completed before 30 June 2024, with the spraying programme to again start during late 2023.

Drain Spraying

Spraying of the Motutangi Area is to be completed during late spring / early summer 2023. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray half of the drains a 2nd time.

Invasive weed is known to be an issue, particularly alligator weed. The spray currently being used is likely to have little effect on it. It is understood that NRC are using sprays that can deal with alligator weed however it would be necessary for resource consents to be obtained for its use. Enquiries with NRC and other spray contractors for their approach to dealing with alligator weed and other invasive species is recommended. For serious cases machine cleaning may be required.

The spray programme consists of 18.56 kilometres of drain spraying and has been separated out into individual drains.

Spray programme follows:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	\$2,082.25
Main Outfall Drain	1,150 m	1,150 m	\$920.99
Bryan Drain	2,900 m	2,900 m	\$2,322.51

Beazley Drain	2,050 m	2,050 m	\$1,641.77
Aspin Drain	2,250 m	2,250 m	\$1,801.95
Cut to Lands' End Drain	1,700 m	1,700 m	\$1,361.47
Selwyn Drain	2,950 m	2,950 m	\$2,362.55
Seymour Drain	750 m	750 m	\$600.65
Bacicas Drain	2,050 m	2,050 m	\$1,641.77
Subritzky Drain	160 m	160 m	\$128.14
Totals	18,560 m	18,560 m	\$14,864.05

Machine cleaning

The changes in role within the Far North Waters Alliance has meant that the machine clearing work programme has been delayed while some clarity is obtained around the works actually required and budgets available to complete the work.

Over the 2023/2024 year, the Motutangi Drainage Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and/or vegetation mats which will require removal. These investigations will be based primarily on the findings of the drain inspections carried out through the 2022/2023 financial year.

In addition, the structure reported to have been constructed across the Motutangi Stream by FENZ during the fires will need to be removed to reinstate the stream profile.

Accessibility issues & maintenance

The state of access can have negative / positive impacts on the efficiency and operations of the drainage area.

It's believed access track maintenance may be required along several drains, particularly the Motutangi Stream. A contingency of \$2,000 was allowed in the 2022/2023 budgets for this work however at this stage it is unclear whether this work was undertaken.

In addition to maintenance of the drains, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock, which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

Far North Water staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Drainage Bylaw.

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with under the Drainage Bylaw, and in particular the above issues.

Previous minutes detailed that discussions were to be undertaken with DoC about the cleaning of Drainage Channels adversely affected by the fires. These discussions were to cover accessibility including permissions required for Channel cleaning as well as covering costs associated with damage repair and cleaning of Drainage Channels caused by the fires. It is unknown whether these discussions were held by the previous FNW O&M Manager or not.

Deferred projects

Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area must be positioned in accordance with the Department of Conservation (DoC) Concession Agreement conditions. Additionally, any dumpsites would be identified by DoC before work commences.

As discussed in the 2021/2022 report, a review of the agreement by DoC is underway, however there is no defined timeframe for completion. The new FNW O&M Manager has not had an opportunity to review this issue in the time in the role so is therefore largely unaware of the requirements of this issue at this stage. With that in mind, it would be worthwhile deferring this project again to a later work programme.

Resource Consents

All drainage works, including any associated activities on land, in the beds of river and lakes, the taking, use, diversion and discharge of water, and discharges of contaminants to land and water are all managed under the Resource Management Act 1991 (RMA). FNDC's land drainage works and operations are therefore subject to Northland's regional planning framework, as well as any relevant national instruments such as National Environment Standards and National Policy Statements. Drainage works may also be subject to FNDC's bylaws.

Under the provisions of these documents various elements of Council's drainage works may be allowed as of right (permitted activity) or may require resource consent from Northland Regional Council (NRC).

In the past drainage works have been carried out as permitted activities. However, NRC's regional planning framework is now in flux, with a replacement regional plan at the appeals stage. It is likely that the interpretation of the proposed Regional Plan for Northland means that all activities in the Drainage areas would be a controlled activity, including maintenance, repair, reconstruction, and alteration of structures, along with maintenance and discharge from the network.

As a minimum, any consent application would need to include the following:

- The rationale for the proposed works
- A catalogue and map of all the assets and activities relating to the proposed works
- A catalogue and map of all relevant elements of the surrounding and receiving environment- including but not limited to land and land uses, streams, rivers, wetlands, coastal areas
- A basic hydrological assessment to understand the range of flows expected within the land drainage schemes
- A basic ecological assessment showing actual and/or potential ecological effects from proposed works
- A cultural effects assessment which may be best presented as Cultural impact assessment
- A planning assessment
- Evidence and outcomes of any consultation
- A suggested monitoring regime
- Suggested resource consent conditions.

NRC have highlighted the need for Discharge consents for the four drainage areas in a letter written to Council. Unless Resource consent applications are lodged by 20 December 2023, then the NRC is likely to take formal enforcement action against the FNDC for continuing unauthorised drainage activities. The Chief Executive has undertaken to review the prioritisation of this work with the Chief Executive of NRC. There is currently no budget to undertake this work.

Staffing

The Te Hiku Community Board have previously requested that the management of the Drainage Districts be kept in Council, rather than managed through Far North Waters. There is a preference

for a dedicated full-time member of staff based in Kaitia. However, neither Council nor Far North Waters have the capacity to deliver on this.

It is therefore proposed to engage a new part time member of staff to work alongside the Drainage Boards reporting to the District Engineer. The cost of this, plus dedicated vehicle is estimated at \$15k annually to the Motutangi Drainage area.

2.3 Budgets

2022/2023 Budgets

The financial report referenced provided the following information.

2022/2023 Budgets						
Location	Reserves 2021/22 (Note 1)	Budget 2022/23	Total	Expenditure (April YTD)	Additional Expenditure Expected	Forecast Reserve Balance (Note 1)
Motutangi	\$135,000	\$34,000	\$169,000	\$20,663	\$50,000	\$98,337

Note 1 : This amount is forecast reserve as at 27 April 2023 subject to change based on any further additional expenditure

2023/2024 Proposed Budget

From the above tables, it is apparent that the reserves balance within the Motutangi Drainage area is accumulating to quite high amounts. It is recommended that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required. Once this amount is set, a programme for machine clearing of drains, or other works identified by the Committee can be developed and implemented either in the 2023/2024 financial year or subsequent years.

In anticipation of this, additional contingency amounts have been included in the proposed 2023/2024 budgets following.

A breakdown of proposed budget expenditure follows:

Motutangi	
Spraying of the Motutangi drains (spring) (breakdown in section 2.2)	\$14,864
Drone hire	\$4,000
Removal of structure in Motutangi Stream	\$5,000
Dedicated staff member	\$15,000
Total (planned work)	\$38,864
Spraying contingency and machine cleaning	\$30,000
Grand Total (Including contingencies)	\$68,864

Take Tūtohunga / Reason for the recommendation

To discuss the proposed works and their associated costs, with the work programme to be completed by 30 June 2024.

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

A summary of the expected 2023/2024 financial year is as follows:

Motutangi		
	Expenditure	Forecast Reserve
2023 Opening Reserve Balance		\$ 98,337
<u>2023/2024 Proposed Expenditure</u>		
2023/2024 Proposed expenditure	\$ 68,864	\$ 0
2023/2024 Proposed expenditure to be funded from reserve	\$ 68,864	-\$ 68,864
Total 2023/2024 Balance	\$ 0	\$ 29,473
<u>Rate Implication per hectare of land</u>		
	gst incl	
<i>With forecasted 2022/23 reserve utilised</i>		
Motutangi A	\$ 0	
Motutangi B	\$ 0	
Motutangi C	\$ 0	

ĀPITI HANGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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	A 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.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019). Land Drainage Act 1908. https://www.legislation.govt.nz/act/public/1908/0096/latest/whole.html
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks Te Hiku Community Board to approve a recommendation from the Motutangi Drainage Area Committee.
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.	Ngai Takoto and Te Rarawa Iwi are to be included in the development of the management plan for the district's drainage areas.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Acting CFO has reviewed this report.

7.5 PROJECT FUNDING REPORTS

File Number: A4182827

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the project report received from Far North Land Search and Rescue.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

ĀPITI HANGA / ATTACHMENTS

1. Far North Land Search and Rescue - A4182736  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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



Far North
District Council

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

2022 Name of organisation:

Far North Search and Rescue

Name & location of project:

Funding for rent Mid North Rescue Centre @ 158 Wiroa Road Kerikeri

Date of project/activity:

2023 - 2024.

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$15,000

Board meeting date the grant was approved:

15th, 16th & 17th March 2023

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Far North Holdings Ltd	\$15,000	<input checked="" type="checkbox"/>
Far North Search and Rescue	\$2957.25	
Total:	\$17,957.25	

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

Far North Search and rescue will have the security of having a home base that can be used for training and

Meetings and a safe place to meet before a search and park our vehicles, we car pool whenever possible.

Since making our application to the three community boards we have undertaken 5 Night searches,

15 day searches, 2 days assisting Northland Search and Rescue and on Standby for them for 3 days.

We are currently a team of 26 Members, this has grown by 4 in the last few months. We have had an offer from Bunnings to assist us with painting and decorating the building, this wouldn't be able to happen without the certainty of a secure lease (2 years)

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029,
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.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:

The searches have covered all districts, including Waimamaku, Waima, Horeke, Mangamuka, Tokerau, Pipiwai, Moerewa, Puketi Forest, Haruru, Rangitane, Waitangi Forest, Doubtless Bay and two in the Whangarei area.

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

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

<https://www.facebook.com/fnsar.org.nz>

This report was completed by:

Name: Raewyn Smythe - President

Address:

Phone:

Email:

Date: 24 March 2023

7.6 FUNDING APPLICATIONS

File Number: A4183006

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Four applications were received for funding, requesting a total of **\$24,542**.
- The Community Board has a total of **\$141,710** for the Community Fund and **\$100,000** to allocate towards place-making applications for the 2022/23 financial year.
- The Community Board has a balance of **\$54,719** to allocate for the remainder of the 2022/23 financial year from their Community Fund.
- The Community Board has allocated the total **\$100,000** for Placemaking activities for the 2022/2023 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$8,055** (plus GST if application) to be paid from the Board's Community Fund account to Awanui School 150th Anniversary for the hosting of the 150th Anniversary of the founding of the school, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- b) approves the sum **\$4,500** (plus GST if application) to be paid from the Board's Community Fund account to He Whanau Marama Trust for the replacement of the Christmas lights on the Norfolk pine at Centennial Park, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- c) approves the sum **\$2,587** (plus GST if application) to be paid from the Board's Community Fund account to Living Theatre Trust for the Wonderland Glow Show, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- d) approves the sum **\$4,000** (plus GST if application) to be paid from the Board's Community Fund account to R Tucker Thompson Youth Sailing Trust for two students from Te Hiku ward to sail on the R Tucker Thompson, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Awanui School 150 th	\$13,455	\$8,055	This is to host the 150 th anniversary of Awanui School in October 2023. The recommended grant does not include \$5,400 the applicant requested towards catering costs.	Event
He Whanau Marama Trust – Christmas Lights	\$4,500	\$4,500	The applicant notes the lights on the Norfolk pine at Centennial Park were installed 3 years ago and were not the originally specified lights. They are proposing to order and install new lights more appropriate for the tree.	Infrastructure
Living Theatre Trust	\$2,587	\$2,587	The Living Theatre Trust is undertaking their annual Wonderland Glow tour and are asking for assistance in putting on the show at Te Ahu Centre, including offering reduced cost/free tickets to local tamariki. They have also applied to the other Community Boards and Creative Communities for assistance with this tour.	Event
R Tucker Thompson	\$4,000	\$4,000	The Trust is applying for funding to allow two students from Te Hiku ward to attend a youth sailing on the R Tucker Thompson. The applicant has indicated that this will be an annual application and the Board may wish to grant the amount of \$4,000 per year for all three years of this triennium (2022/23, 2023/24 and 2024/25)	Community Development

Take Tūtohunga / Reason for the recommendation

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

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding





Option 3 Decline funding

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

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

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

ĀPITI HANGA / ATTACHMENTS

1. Awanui School 150th - A4182735 [↓](#) 
2. He Whanau Marama Trust - Christmas Lights - A4182737 [↓](#) 
3. Living Theatre Trust - A4182734 [↓](#) 
4. R Tucker Thompson Youth Sailing Trust - A4182738 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0722/23 From Awanui School 150 Year Celebration**

Form Submitted 10 Apr 2023, 4:49pm NZST

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

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

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

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

Applicant details**Applicant ***

Awanui School 150 Year Celebration

Postal Address *

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

Physical Address *

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

Website

Must be a URL.

Facebook page

Awanui School's 150 Year Celebration

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0722/23 From Awanui School 150 Year Celebration**

Form Submitted 10 Apr 2023, 4:49pm NZST

Contact details

Contact Person One:

Applicant Project Contact *

Mr Chris Spanhake

Position *

Funding Officer

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

Must be an email address.

Contact Person Two:

Applicant Admin Contact

Mrs Bev Mason

Position

Secretary

Phone Number**Mobile Number****Email Address**

Must be an email address.

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

to organise and participate in a school reunion

Number of Members *

8

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

Clearly describe the project or event:

Name of Activity *

Awanui School 150 Year Celebration

Location *

5565 State Highway 10, Awanui

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

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0722/23 From Awanui School 150 Year Celebration**

Form Submitted 10 Apr 2023, 4:49pm NZST

☒ Yes☐ No**Entry Cost****If yes, how much?**

\$80.00

Must be a dollar amount.

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

21/10/2023

Must be a date.

End Date:**Date:**

21/10/2023

Must be a date.

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

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

Project outline: *

Ex students (local and overseas) will participate in the reunion.

Encouraging people to return to their roots by renewing old friendships and involving their families.

Becoming aware of the development and enhancement of their township within the Far North.

Project Cost**Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.***Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.**Amount Requested - provide (against the item) the amount the Board is being requested to contribute.***Please Note:**

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

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0722/23 From Awanui School 150 Year Celebration**

Form Submitted 10 Apr 2023, 4:49pm NZST

outline

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$1,000.00	\$500.00	Filename: HP00010.pdf File size: 86.0 kB
Advertising/Promotion	\$252.00	\$126.00	Filename: HP0001.pdf File size: 120.3 kB Filename: HP0002.pdf File size: 129.2 kB
Facilitator/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration (inc. stationery/copying)	\$	\$	<i>No files have been uploaded</i>
Equipment Hire	\$3,106.00	\$1,553.00	Filename: HP0003.pdf File size: 140.1 kB Filename: HP0004.pdf File size: 138.9 kB Filename: HP0005.pdf File size: 130.2 kB Filename: HP0006.pdf File size: 129.3 kB
Equipment Purchase (describe)	\$925.00	\$462.00	Filename: HP0007.pdf File size: 167.7 kB
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber, nails, paint)	\$	\$	<i>No files have been uploaded</i>

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0722/23 From Awanui School 150 Year Celebration**

Form Submitted 10 Apr 2023, 4:49pm NZST

Consumable materials (craft supplies, books)	\$9,772.00	\$4,886.00	Filename: HP0008.pdf File size: 132.7 kB Filename: HP0009.pdf File size: 148.6 kB
Refreshments	\$10,800.00	\$5,400.00	Filename: HP00010.pdf File size: 86.0 kB
Travel/Mileage	\$	\$	<i>No files have been uploaded</i>
Volunteer Expenses Reimbursement	\$	\$	<i>No files have been uploaded</i>
Security	\$656.00	\$328.00	Filename: HP00011.pdf File size: 110.1 kB
Music	\$400.00	\$200.00	Filename: HP00012.pdf File size: 86.3 kB
Other (describe)	\$	\$	<i>No files have been uploaded</i>

Financial Information*** indicates a required field****Financial Information****If your organisation registered for GST ***☐ Yes ☒ No**Current Funding****How much money does your organisation currently have? ***

\$0.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

Tagged Funds

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0722/23 From Awanui School 150 Year Celebration
 Form Submitted 10 Apr 2023, 4:49pm NZST

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

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

Total Tagged Funds

Total Expenditure Amount

\$0.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
	\$	
	\$	
	\$	
	\$	
	\$	

Previous Funding from FNDC

Have you previously received funding from FNDC?

☐ Yes ☒ No

Last page

*** indicates a required field**

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive**

Te Hiku Community Board Grants 2022-2023

Local Grant Application Form

Application No. THCB0722/23 From Awanui School 150 Year Celebration

Form Submitted 10 Apr 2023, 4:49pm NZST

information in the proposal of personal details you wish to be withheld, please advise. These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

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

We, the undersigned, declare the following:

In submitting this application:

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

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

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3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0722/23 From Awanui School 150 Year Celebration**

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

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

Kenneth Subritzky

Position *

Chairman

Postal Address**Phone Number****Mobile Number****Email**

Must be an email address.

Date

07/04/2023

Must be a date.

Signatory Two**Name**

Lynda Dragicevich

Position

Treasurer

Postal Address**Phone Number****Mobile Number****Email**

Must be an email address.

Date

06/04/2023

Must be a date.

Local Grant Application Form



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.
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- **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	<u>He Whānau Mārama Trust - Shine on Kaitiaki Project</u>	Number of Members	<u>100+</u>
Postal Address	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
Physical Address			
Contact Person			
Phone Number			
Email Address			

Please briefly describe the purpose of the organisation.

To encourage, foster and promote social cohesion by providing positive community events and opportunities for tamariki, youth and residents of Kaitiaki a Te Hiku

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

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 Christmas in the Park - Christmas Tree Lights Date 2 December 2023
Location Centennial Park, Karitaka Time 8pm

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 current Christmas lights on the Norfolk Pine (situated in Centennial Park) weren't the expected lighting we initially ordered, however, we would like to raise funds to purchase replacement lights. It has been 3 years and the tree lighting requires significant improvement to bring it up to a standard our community deserves and can be proud of. With all the awesome developments happening in our parks and reserves throughout Te Hiku, having a Christmas Tree, which is viewed by everyone every day and night, will align and compliment the upgrades (Te Hiku Open Spaces Development).

"Celebrations" Decorations Group in Auckland, are the main provider and suppliers of outdoor Christmas decorations for towns/cities & communities. We have an agreement with Top Energy and great relationship with Laver Electrical who will work with arborist (Top Energy) to erect the lights. We are applying to Rob Unity and Oxford Sarts Trust (previous light sponsor) for this upgrade, and we will pay for the balance. We have an event organised for later in the year for the schools & community to make 'baubel ropes' to add also.

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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)	8,582.00	4,500.00
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	8,582.00	4,500.00

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 122-744-922

How much money does your organisation currently have? \$2690

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
Xero and Accounting Fees	\$2000
Misc	\$600
TOTAL	\$2600

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

Funding Source	Amount	Approved
Fish Charity	2000	Yes / <u>Pending</u>
Oxford Sports Trust	2000	Yes / <u>Pending</u>
		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
Youth Mural Project	2597	Oct 2018	<u>Y</u> / N
Christmas in the Park	6900	Dec 2020	<u>Y</u> / N
Innovation Fund	2875	Apr 2019	<u>Y</u> / N
Christmas Gravitational	1150	Dec 2018	<u>Y</u> / N

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

He Whānau Marama Charitable Trust

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.
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 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

www

one 0800 920 029

A2

Local Grant Application Form



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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.
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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	<i>Lisa McRob</i>	Position	<i>Chair</i>
Postal Address	<div style="background-color: black; width: 100%; height: 100%;"></div>		
Phone Number			
Signature			

Signatory Two

Name	<i>April Hetaraka</i>	Position	<i>Treasurer</i>
Postal Address	<div style="background-color: black; width: 100%; height: 100%;"></div>		
Phone Number			
Signature			

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

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0522/23 From Living Theatre Trust
Form Submitted 30 Mar 2023, 2:04pm NZDT

Applicant Details

*** indicates a required field**

Instructions

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- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

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

Applicant details

Applicant *

Living Theatre Trust

Website

<http://www.glowshow.co.nz>

Must be a URL.

Facebook page

www.facebook.com/glowshowco

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0522/23 From Living Theatre Trust
Form Submitted 30 Mar 2023, 2:04pm NZDT

Contact details

Contact Person One:

Applicant Project Contact *

Ms Sarah Burren

Position *

Secretary/ Fundraiser

Phone Number

Mobile Number

Must be an email address.

Contact Person Two:

Applicant Admin Contact

Mr John Triggs

Position

Chairperson

Phone Number

Mobile Number

Email Address

Must be an email address.

Purpose of organisation

Please briefly describe the purpose of the organisation *

To create and deliver innovative, educational and original theatre . We work with emergent artists and seasoned professionals to take theatrical entertainment to children of Aotearoa.

Number of Members *

4

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

WONDERLAND GLOW SHOW

Location *

Te Ahu, Kaitaia, Far North

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0522/23 From Living Theatre Trust
Form Submitted 30 Mar 2023, 2:04pm NZDT

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

☒ Yes

☐ No

Entry Cost

If yes, how much?

\$15.21

Must be a dollar amount.

Project dates:

Start Date

Date

19/06/2023

Must be a date.

End Date:

Date:

19/06/2023

Must be a date.

Project Outline

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

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

Project outline: *

Up to 700 tamariki and educators in and around Kaitia, will hugely benefit from coming to see WONDERLAND GLOW SHOW at Te Ahi at 10am and 11.30am, June 19th, 2023. The shows are designed for babies to 7 year olds and has story telling through giant scale glow-in-the-dark memorable, and lovable characters, that inspire and uplift tamariki, and a beautiful and original sound track. The story line is performed live and all about "reading being a super power" and we are gifting bookmarks and collaborating with Far North Libraries to deliver a show that has long lasting impact in the Te Hiku community. There is also, a lot to take back to the classroom and ECE and Kōhanga, as they want to read, write, talk about their experience! Babies 18 months and younger are free of charge and we offer group booking discounts also. Your grant will help 8 people (cast and crew) make this happen. We are touring to 27 locations over 5 weeks and have provided budget of full cost breakdown for you to see the costs apportioned to Te Hiku.

Project Cost

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

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

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

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0522/23 From Living Theatre Trust
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Please Note:

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

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$487.00	\$487.00	Filename: GLOW SHOW MASTER BUDGET March 2023.xlsx File size: 29.4 kB
Personell	\$5,685.00	\$1,500.00	Filename: LTT - GRT - QUOTE - Sound Engineer Feb 2023.pdf File size: 440.5 kB
Set Construction	\$300.00	\$	Filename: Quote from Rays Theatrical services 2023.pdf File size: 561.2 kB
Insurance	\$164.00	\$	No files have been uploaded
Marketing	\$387.00	\$	No files have been uploaded
Production	\$788.00	\$	No files have been uploaded
Transport	\$647.00	\$	No files have been uploaded
Per diems x 8 people x 1 night x \$50 pp	\$400.00	\$400.00	No files have been uploaded
Accommodation 8 people 1 night x 8 people at Loreda Motel	\$470.00	\$	No files have been uploaded
10am show based on 40% of 350 = 140 x \$2.50 per ticket (less gst)	\$304.00	\$	No files have been uploaded

Te Hiku Community Board Grants 2022-2023
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11.30am show based on 40% of 350 = 140 x \$2.50 per ticket (less gst)	\$304.00	\$	No files have been uploaded
Ushers at Te Ahu for both shows x 2 people	\$200.00	\$200.00	No files have been uploaded

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☒ Yes ☐ No

GST Number

GST Number

102-169-670

Current Funding

How much money does your organisation currently have? *

\$3,000.00

Must be a dollar amount.

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

\$3,000.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Towards all production and touring costs to get to Kaitia	\$1,500.00
Towards all production and touring costs to get to Kerikeri	\$1,500.00
	\$
	\$
	\$

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
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Total Tagged Funds

Total Expenditure Amount

\$3,000.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Creative Communities Far North	\$3,000.00	Yes
	\$	
	\$	
	\$	
	\$	

Previous Funding from FNDC

Have you previously received funding from FNDC?

☒ Yes ☐ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Te Hiku - Towards costs of Matariki Glow Show	\$1,788.70	19/05/2022	Yes
Kaikohe -Towards costs of Matariki Glow Show	\$1,110.00	02/05/2022	Yes
Creative Communities Scheme -Towards Matariki Glow show at Kaitaia and Kerikeri	\$4,903.00	01/02/2022	Yes

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
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Creative Communities Scheme -Towards Wonderland Glow Show at Kaitaia and Kerikeri	\$4,900.00	02/02/2021	Yes
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Last page

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6. We have the following set of internal controls in place:
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 - a regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)

Te Hiku Community Board Grants 2022-2023
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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 a stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatures

Signatory One

Name *

Sarah Burren

Position *

Secretary/ Fundraiser

Signatory Two

Name

John Triggs

Position

Chairperson

Phone Number

Phone Number

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0522/23 From Living Theatre Trust
Form Submitted 30 Mar 2023, 2:04pm NZDT

Mobile Number

Mobile Number

Email

Must be an email address.

Must be an email address.

Date

30/03/2023

Must be a date.

Date

30/03/2023

Must be a date.

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust**

Form Submitted 22 Mar 2023, 3:31pm NZDT

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

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

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

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

Applicant details**Applicant ***

R. Tucker Thompson Sailing Trust

Website<http://www.tucker.co.nz>

Must be a URL.

Facebook page<https://www.facebook.com/RTuckerT>

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust**

Form Submitted 22 Mar 2023, 3:31pm NZDT

Contact details

Contact Person One:

Applicant Project Contact *

Mrs Jo Lynch

Position *

Chief Executive

Contact Person Two:

Applicant Admin Contact

Ms Sophie Camplin

Position

Business Support

Must be an email address.

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

The R. Tucker Thompson Sail Training Trust operates a tall ship youth development programme funded by tourism activity, patrons, grants, and sponsorship.

The mission of the R. Tucker Thompson Sail Training Trust is: Learning for Life through the Sea. Our primary purpose is youth development, focused on rangatahi from Te Tai Tokerau. Annually we take approximately 250 taitamariki, aged from 14 to 18, on 7-day voyages on the tall ship, the R. Tucker Thompson.

The Youth Development programme has focused on youth development since 2006. Key measurable outcomes include:

- # -Improved self-confidence
- # -Improved ability to build relationships
- # -A better understanding of their own strengths
- # - A strengthening of personal identity
- # -The development of leadership skills

Number of Members *

20 staff, 250 youth per year, 5000 database

Project Details

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust**

Form Submitted 22 Mar 2023, 3:31pm NZDT

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

Clearly describe the project or event:

Name of Activity *

Youth Programme

Location *

Bay of Islands

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

\$2,570.00

Must be a dollar amount.

Project dates:

Start Date

Date

01/03/2023

Must be a date.

End Date:

Date:

30/11/2023

Must be a date.

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

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

Project outline: *

We are applying for these funds to sponsor two rangatahi specifically from the Te Hiku Ward. The trainee can be selected by the Community Board or we can work with local schools and iwi to ensure this funding benefits youth within the Ward.

We work with rangatahi from 14 to 18 from Te Tai Tokerau. We have over 250 young people each year from Northland, over 60% of which are Māori. Tikanga Māori, education, # new experiences and a focus on belonging underpin delivery.

We have a focus on delivering pathways to education and employment through our partnership programme with local tertiary providers training young people in tourism operations and Maritime NZ deckhand certification, ready for jobs on the water.

The programme being delivered is of high quality; the kaupapa is strong and the approach is

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust**

Form Submitted 22 Mar 2023, 3:31pm NZDT

producing excellent results in line with the objectives.

The mission of the R. Tucker Thompson Sail Training Trust is: Learning for Life through the Sea.

Through the values of kaitiakitanga and whakawhānaungatanga we act in three areas:

Tangata - People: Make a positive difference to the lives of those who come on board, whether for a day, a week or longer

Turangawaewae - Place: Allow those who sail in her to learn more about who they are, where they come from and where they are going

Waka - Ship: Embrace the values of Kaitiakitanga; preserve the tradition of tall ship sailing and specifically the R. Tucker Thompson

Mental Health Benefits

Evidence in support of the social identity approach to health is rapidly building. For example, group memberships are protective against developing depression, can be curative of depression, and help to prevent depression relapse. Mental health issues and isolation are very real issues for young people, particularly young Māori males in the Far North and the voyages play a vital role in developing resilience and well-being. Youth feel connected when they are on board, and their decision-making is empowered through the experience.

Increased self-esteem

The research currently being conducted by the University of Otago has revealed a relationship between trainees' perceptions in their learning about the history of the Bay of Islands, in particular the Māori history, and their shift in self-identity, esteem and sense of self. This connection to place and environment helps us to focus our programme delivery more closely on the areas of impact for our young people.

Future pathways

The Trust's focus on employment and education post-voyage is to assert our influence and goodwill beyond the 7-day voyage. We aim to capitalise on and fortify the sense of self-belief invoked during the voyage by connecting our graduates to employment or educational opportunities through our network. The goal is to create long-term change and we aim for our cohort to achieve better outcomes relative to the New Zealand population and above the Tai Tokerau education profile.

The focus on education and employment is presented throughout the voyage by our crew, with a particular focus on the last night on trainees' next steps. At the end of 7 days our crew and trainees have formed close bonds; there is trust, connection and a sense of whānau for all on board the ship. This discussion is informal and begins to outline the relationships we have with providers. The providers are pitched as Tucker whānau, who can help trainees take the next steps, and information is provided to connect our youth to these organisations.

The approach to enhancing educational and employment outcomes aims to satisfy these key enablers:

- Access to quality, safe and affordable housing near to employment or training opportunities;
- Strong and supported school leaver transitions and pathways;
- Jobs and skill hubs – information about available opportunities;
- Access to appropriate training and education; courses that meet the specific needs of the learner;
- Pastoral care that involves the wider whānau/aiga/family in the process;
- Possessing the social or 'soft' skills that employers seek; 'the right attitude';

Te Hiku Community Board Grants 2022-2023

Local Grant Application Form

Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust

Form Submitted 22 Mar 2023, 3:31pm NZDT

- In-work learning that allows people to train while they earn.

Our goal is to continue to shape and learn from our research in a way that will serve the improvement and focus of our programme delivery over time. We aim to ensure we have the optimal impact while we have the young people on board, and into the future.

Project Cost

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

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

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

Please Note:

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

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$	\$	No files have been uploaded
Advertising/Promotion	\$	\$	No files have been uploaded
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	No files have been uploaded
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust**

Form Submitted 22 Mar 2023, 3:31pm NZDT

Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe)	\$30,809.00	\$4,000.00	Filename: Placement Funding - Community Board.pdf File size: 222.9 kB
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

Financial Information*** indicates a required field****Financial Information****If your organisation registered for GST ***☒ Yes ☐ No**GST Number****GST Number**

094-452-252

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

\$500,000.00

Must be a dollar amount.

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

\$500,000.00

Must be a dollar amount.

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust**

Form Submitted 22 Mar 2023, 3:31pm NZDT

Tagged Funds

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

Purpose	Amount
Maintenance Reserves	\$125,000.00
Operational Reserves	\$125,000.00
Income in Advance Youth placements	\$160,000.00
Working capital	\$90,000.00
	\$

Total Tagged Funds**Total Expenditure Amount**

\$500,000.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Whanau	\$60,000.00	Pending
Tourism	\$200,000.00	Yes
Grants & Sponsors	\$160,000.00	Yes
	\$	

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

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	

Te Hiku Community Board Grants 2022-2023**Local Grant Application Form****Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust**

Form Submitted 22 Mar 2023, 3:31pm NZDT

One youth place- ment	\$2,140.00	02/05/2021	Yes
	\$		
	\$		
	\$		

Last page*** indicates a required field****Privacy Information**

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

Applicant Declaration

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

We, the undersigned, declare the following:

In submitting this application:

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

Te Hiku Community Board Grants 2022-2023

Local Grant Application Form

Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust

Form Submitted 22 Mar 2023, 3:31pm NZDT

- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g through a spreadsheet or journey entry
- regular financial reporting to every full meeting of the governing body

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

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

Signatures

Signatory One

Name *

Jo Lynch

Position *

Chief Executive

Signatory Two

Name

Sophie Camplin

Position

Business Support

Te Hiku Community Board Grants 2022-2023

Local Grant Application Form

Application No. THCB0422/23 From R. Tucker Thompson Sailing Trust

Form Submitted 22 Mar 2023, 3:31pm NZDT

Must be an email address.

Date

22/03/2023

Must be a date.

Must be an email address.

Date

22/03/2023

Must be a date.

8 INFORMATION REPORTS

8.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2023

File Number: A4179816

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Group Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

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

Community Fund Account balance as at 01 July 2022	\$241,710.00
• Plus, unused funds from 2020-2022	\$84,781.29
• Less funds granted and uplifted to 31 March 2023	\$265,064.84
• Less funds not uplifted from previous community meetings (committed to projects)	\$41,808.00
Community Fund Account balance as at 31 March 2023	\$19,618.45

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 31 March 2023 is \$19,618.45.

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

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

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

ĀPITIHANGA / ATTACHMENTS

1. Statement of Te Hiku Community Fund Account as at 31 March 2023 - A4179574 [↓](#) 



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

Far North District Council		
Te Hiku Community Board		
Allocation Grants & Donations Annual Budget 2022-23	141,710.00	
Community Board Placemaking Fund	100,000.00	
Community Fund Account Balance as at 1 July 2022		\$ 241,710.00
Unused funds from 2021/22 - Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box	8,034.00	
Unused funds from 2021/22 - Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Unused funds from 2021/22 - Living Theatre Charitable Trust for the purchase of 120 tickets for the Matariki Show which will be given to Bald Angels to distribute	1,788.70	
Unused funds from 2021/22 - Pamapurua School for the purchase of basketball poles from Basketball Northland	1,200.00	
Unused funds from 2021/22 - Te Hapua Sports Recreation Club for the costs of fixing the roof and septic drainage at Te Hapua Sports Recreation Club	20,000.00	
Unused funds from 2021/22 - Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for facilitator fees and materials for the Community Upcycling for the Environment (CUE) programme	5,000.00	
Unused funds from 2021/22 - Kaitaia Business Association for the Town Centre Retail Strategy	20,000.00	
Unused funds from 2021/22 - Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre	2,000.00	
Unused funds from 2021/22 - Hawthorne Landscape Architects for Placemaking Consultation	7,150.00	
Unused funds from 2021/22 - Far North Safer Communities for graffiti removal	2,122.13	
Rescinded Resolution - Unused funds of \$2,720 allocated to Be Free Inc Mangonui Festival 2021 at 17 November 2020 meeting be returned to the available balance for reallocation	2,720.00	
Rescinded Resolution - Unused funds of \$7,711.46 allocated to the Jaycee Park Picnic Tables at the 1 June 2021 meeting be returned to the available balance for reallocation	7,711.46	
Rescinded Resolution - Unused funds of \$2,055 allocated to Rosemary Archibald at 7 December 2021 meeting be returned to the available balance for reallocation	2,055.00	
Plus, unused funds from 2021-22		\$ 84,781.29

		\$ 326,491.29
Less Expenditure 2022/23 (Funds Uplifted)		
July 22		
Unused funds from 2021/22 - Pamapurua School for the purchase of basketball poles from Basketball Northland	1,200.00	
Living Theatre Charitable Trust for the purchase of 120 tickets for the Matariki Show which will be given to Bald Angels to distribute	1,788.70	
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for facilitator fees and materials for the Community Upcycling for the Environment (CUE) programme	5,000.00	
Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Te Hapua Sports Recreation Club for the costs of fixing the roof and septic drainage at Te Hapua Sports Recreation Club	20,000.00	
August 22		
Xcape Design Ltd for Houhora Heads / Pukenui concept plans and foreshore reserves plan	9,600.00	
Xcape Design Ltd for Houhora Pukenui landscape design services and public consultation	2,730.61	
Hawthorn Landscape Architects for Te Hiku Community Board Landscape Concept Planning	24,612.50	
Kaitaia Business Association Incorporated for Te Hiku Community Board CCTV Funding/Contribution	6,000.00	
September 22		
Far North Safer Communities for graffiti removal	2,122.13	
Kaitaia Business Association for the Town Centre Retail Strategy	120,000.00	
Kaitaia College for the hire of Te Ahu and equipment for the Kaitaia College Arts Expo 2022	1,829.00	
Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box	8,034.00	
Bay of Islands Animal Rescue Trust for the community vaccination and desexing programme, and education	15,000.00	
Life Education Trust Far North, for consumable materials for annual visits to schools in the Te Hiku Community Board area	5,000.00	

October 22		
Kaitaia Sport and Leisure Trust for the hire of Te Ahu, ticket/security and purchase of decorations for the 2022 Kaitaia Charity Boxing Event	3,092.00	
December 22		
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust for consumable materials for the nature craft workshops	960.00	
January 23		
Houhora Big Game and Sports Fishing Club Incorporated for the purchase and installation of a commercial oven	20,000.00	
February 23		
Kaingaroa Memorial Hall for the purchase of paint and creation of artwork	3,970.90	
Hawthorn Landscape Architects for Te Hiku Community Board Landscape Conept Planning - Hihi Consultation	1,395.00	
Hawthorn Landscape Architects for Te Hiku Community Board Landscape Conept Planning - Hihi & Coopers Beach Consultation	2,865.00	
March 23		
Kaitaia and Districts A&P Association for 2023 A&P Show	2,750.00	
Hawthorn Landscape Architects for Te Hiku Community Board Landscape Conept Planning	2,115.00	
Less funds granted and uplifted to 31 March 2023		\$ 265,064.84
Balance as at 31 March 2023		\$ 61,426.45
Less funds not uplifted from previous community meetings at 31 March 2023		
Meeting 21.06.22		
Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre	2,000.00	

Hawthorne Landscape Architects for Placemaking Consultation	7,150.00	
Meeting 18.11.22		
SMC Events Limited on behalf of Sanitarium for the Te Hiku Sanitarium WeetyBic Kids Try Challenge and specifically the event kit	4,000.00	
Paparore School for equipment hire for the Paparore School Whanau Open Day	3,000.00	
Meeting 13.12.22		
Awanui Sports Complex Incorporated for the purchase of a tractor	7,000.00	
Meeting 14.03.23		
CBEC Kaitaia EcoCentre for the management of recycling and rubbish at the Mangonui Waterfront Festival 2023	1,265.00	
Kaitaia City Rugby Union Football Club for 125 th Jubilee celebrations	7,393.00	
Coopers Beach bowling Club for carpark	10,000.00	
Less funds not uplifted from previous community meetings (committed to projects)		\$ 41,808.00
Community Fund Account balance as at 31 March 2023		\$ 19,618.45

8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2023**File Number:** A4183320**Author:** Marlema Baker, Democracy Advisor**Authoriser:** Aisha Huriwai, Team Leader Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

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

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

ĀPITI HANGA / ATTACHMENTS

1. Te Hiku Action Sheet - May 2023 - A4186898 [↓](#) 

Printed: Monday, 24 April 2023 4:03:19 pm

Committee: Te Hiku Community Board, Kaitiaki Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutanui Drainage Area Committee

1/01/2020

24/04/2023

MEETING	TITLE	RESOLUTION	STATUS	NOTES
Te Hiku Community Board 25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	RESOLUTION 2020/45 Moved: Member Darren Axe Seconded: Member Sheryl Bainbridge That the Te Hiku Community Board: a) requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown. b) requests that a report be provided back to the Te Hiku Community Board with information and options. <p style="text-align: right;">CARRIED</p>	<p style="text-align: center;">Completed</p> <p style="text-align: center;">Report due 6.6.23</p>	<p>30 Apr 2021 5:15am Gobie, Nina, March 2021 - Legal services initially thought we were to transfer this reserve to DOC, but it appears that that may be more complex than first envisaged.</p> <p>April 2021 - Information from Legal Services to Mr Palmer, the CE and Mayor re Council access and Mr Palmer, weeds, and overgrowth on the reserve. Public cannot access the reserve other than by boat from the seaward side. Mr Palmer uses part of the reserve to access his property. Mr Palmer is seeking is a reserve management plan (a process managed by SP&P) and funding to tidy it up and remove the weeds. However, as the public cannot access the reserve it is noted that it would be difficult to justify spending limited resources on a reserve that only 2 or 3 people can access. For the public to gain access to the reserve will require that the Landowner to agree to an easement over his property and the paper road to be realigned in part, and a formal agreement or easement entered into with the landowner creating a ROW over the reserve to allow him access; as this has never been formalised and in turn for him to grant council easement over his land which allows access over a corridor on his land to access the reserve. If one was to use the ROW at the far end of the property the dominant tenements may be required. The public could then access the paper road which takes them onto the reserve.</p> <p>For Mr Palmer, the issue may be security and interference with his farming operations currently</p>

OUTSTANDING ACTIONS REPORT

Printed: Monday, 24 April 2023 4:03:19 pm

Division:

Committee:

Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino

Drainage Area Committee and Motutangi Drainage Area Committee

Officer:

Date From:

1/01/2020

Date To:

24/04/2023

				<p>conducted on the land. The reserve is definitely worthwhile preserving, but while there is no easy access, difficult to justify spending time and money on creating a management plan that would be difficult to implement. The current cost to do a basic weed control exercise is \$20,000 (excl. any potential Heritage NZ costs) with an on-going cost being approx. \$5-\$10,000 annually.</p> <p>04 May 2022 9:07am Gobie, Nina, Ross Baker currently reviewing options to resolve the access issues.</p> <p>06 Mar 2023 11:56am Baker, Marlema Note from Te Hiku Meeting 13 December 2022: That Rangitoto Reserve be included in future action sheets until completion.</p> <p>06 Mar 2023 12:09pm Baker, Marlema Baker, Ross will provide an information report on Rangitoto Reserve, Mangonui to the Te Hiku Community Board for the April 2023 agenda.</p> <p>28 Mar 2023 10:44am Baker, Marlema Advised by Robin Rawson (Parks & Reserves Planner) that a site visit with Mana Whenua and Heritage NZ to Rangitoto Reserve, Hihi has been organised for the week after the 11 April Te Hiku Community Board meeting. As a result, the Rangitoto Reserve, Mangonui Report, which was to be included in the April agenda, will be deferred to the 9 May 2023 agenda. This is so that the Information from the site visit can be included in the report.</p> <p>26 Apr 2023 11:50am Baker, Marlema Update from Robin Rawson (Parks and Reserves Planner): Site visit to Rangitoto Reserve has been</p>
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Printed: Monday, 24 April 2023 4:03:19 pm

Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee

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				postponed as the NZH:PT Archaeologist has covid. This report will be deferred to the June THCB meeting.
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar - Mangonui	<p>RESOLUTION 2021/77 Moved: Member Felicity Foy Seconded: Chairperson Adele Gardner That Te Hiku Community Board recommends that the Far North District Council:</p> <ul style="list-style-type: none"> a) approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar. b) and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres. <p style="text-align: right;">CARRIED</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>21 Jun 2022 3:29pm Meekings, Kay Carla Ditchfield Legal advised NTA and Al Fresco Dinning Team are in discussion about the LTO request. Christina Rosenthal is the contact for this action at this time. Legalisation will become involved only if the decision is made for a LTO to be granted.</p> <p>08 Aug 2022 9:53am Whiu, Rhonda-May - Reallocation Action reassigned to Rosenthal, Christina by Whiu, Rhonda-May</p> <p>08 Aug 2022 10:13am Whiu, Rhonda-May Update provided by Christina - NTA would need to provide the approval to use the car park spaces and an alfresco dining application would need to be submitted? This has not been received at this time.</p> <p>08 Aug 2022 12:42pm Whiu, Rhonda-May - Reallocation Action reassigned to George, Tania by Whiu, Rhonda-May - Can you please advise who best to refer to from NTA? thanks</p> <p>08 Nov 2022 9:09am Whiu, Rhonda-May - Reallocation Action reassigned to Meekings, Kay by Whiu, Rhonda-May - reassigned at request of CB Co-ordinator</p> <p>08 Nov 2022 9:09am Whiu, Rhonda-May Once LTO application has been agreed, it progresses to the Property Legalisation Officer, Legal Services for assessment. The application is discussed with NTA, NTA make the decision as to its approval or declination. Once this is obtained, the Alfresco dinning application received</p>

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				<p>13/9/22 by Environmental Health Services will be processed and sent it to an upcoming THCB meeting for comment.</p> <p>29 Nov 2022 11:34am Meekings, Kay Draft LTO forwarded to NTA for consideration. NTA response: We have not evaluated this site yet as we are just workshopping the parklet process with the Te Hiku Board at their December meeting. I am not able to comment until we have further details in regard to what the café is proposing (site plan, location, etc). <i>Elizabeth Stacey - Road safety Engineer & Traffic Engineer Northland Transportation Alliance - 29-11-22</i></p> <p>06 Dec 2022 9:28am Baker, Marlema - Reallocation RFS:4126356</p> <p>30 Jan 2023 4:24pm Mitchell, Beverly Waterfront Café is now Jesse's on the Waterfront, new operator (Mr Moa) - CB has approved the placemaking decision for a parklet dining space and customer is unsure if he wants to pursue a parklet. Customer is continuing with Alfresco dinning application.</p>
Te Hiku Community Board 16/08/2022	Taipa Traffic Calming Petition	<p>RESOLUTION 2022/76 Moved: Member Jaqi Brown Seconded: Member Felicity Foy That the Te Hiku Community Board:</p> <ul style="list-style-type: none"> a) receive the report Taipa Traffic Calming Petition; and, b) acknowledge staff will complete additional investigation and recommendation(s) to the Board and petitioners in 	<p>Complete</p> <p>Ongoing</p>	<p>08 Nov 2022 9:06am Whiu, Rhonda-May - Reallocation Action reassigned to Finch, Andy by Whiu, Rhonda-May - reassigned at the request of the CB co-ordinator</p> <p>08 Nov 2022 4:19pm George, Tania A site visit to Taipa has been organised for Wednesday 9 November 2022 by GM-IAM to look at: 1. Traffic calming 2. Placemaking/landscaping, 3. Drainage, 4. Iwi aspirations – including other work in Taipa. NTA, Haigh-Workman, Trudy Allen, Cr Foy, Sheryl Bainbridge, Shayne Storey, and Graham Lutze have been invited.</p>

OUTSTANDING ACTIONS REPORT				
Division: Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee Officer:		Printed: Monday, 24 April 2023 4:03:19 pm Date From: 1/01/2020 Date To: 24/04/2023		
		<p>conjunction with the tabled document "Presentation of road upgrade for funding and stakeholder approval at Foreshore Road, Taipa" received from GM, Andy Finch.</p> <p>c) Request that a report be brought to the next Infrastructure Committee that outlines the petition and proposed works in Taipa.</p> <p style="text-align: right;">CARRIED</p> <p><u>TABLED DOCUMENT:</u> Correspondence from Andy Finch – Haigh Workman – <i>"Presentation of road upgrade for funding and stakeholder approval at Foreshore Road, Taipa"</i></p>	<p>Pending - Report due to Council 29.06.23</p>	<p>Andy/Finch and Elizabeth Stacey to provide information on outcome of visit.</p> <p>21 Nov 2022 11:37am George, Tania A joint proposal for traffic calming, cycling and placemaking is being developed before a future meeting of stakeholders in the New Year.</p> <p>12 Jan 2023 11:29am Finch, Andy Community Meeting organised for 19 January to workshop indicative proposals. Note there is no funding currently for this project.</p> <p>31 Jan 2023 9:07am George, Tania A number of Far North District Council (FNDC) staff from different departments of Council, Haigh Workman Ltd, Northland Transport Alliance (NTA) and Hawthorn Landscape Architects presented on the Taipa concept development at a community meeting on the 19th January 2023.</p> <p>Taipa has the largest amount of reserve land in the Doubtless Bay area. The purpose of this meeting is to seek feedback from the community, iwi/hapu, school, etc., around the potential to develop the Taipa area in terms of drainage, traffic, amenities and safety & security.</p> <p>Part of the Taipa development concept is to look at how this will work with the rest of the Doubtless Bay area and the constraints and opportunities for Taipa.</p> <p>Working Group, ACTION: to form small working group to include,</p> <ul style="list-style-type: none"> o Far North District technical staff, o Haigh Workman, o Hawthorn Landscaping Architects,

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Officer:

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OUTSTANDING ACTIONS REPORT

Printed: Monday, 24 April 2023 4:03:19 pm

Division:

Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino
Drainage Area Committee and Motutangi Drainage Area Committee

Officer:

Date From:

1/01/2020

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MOTUTANGI AREA DRAINAGE COMMITTEE ACTION ITEMS

MEETING	TITLE	RESOLUTION	STATUS	NOTES
Motutangi Drainage Area Committee 16/08/2021	Motutangi Drainage Area 2021/2022 Programme	RESOLUTION 2021/4 Moved: Chairperson Jeremy White Seconded: Member Darren Axe That the Motutangi Drainage Area Committee recommends Te Hiku Community Board a) approve the Motutangi Drainage Area 2021/22 work programme. b) request a workshop with the Motutangi Drainage Area Committee in October/November to work on the draft management plan. c) request that contractors spray takes place twice a year in late spring (September/October) and late autumn (April /very early May at the latest). CARRIED	Completed 24.08.21 Completed April 2022 Ongoing	12 Apr 2023 11:54am George, Tania Item a) approved at Te Hiku Community Board meeting, held virtually via Microsoft Teams, on Tuesday, 24 August 2021 26 Apr 2023 11:54am Baker, Marlema Item b) a workshop was held in April 2022 and a DRAFT Land Drainage Area Management and Operational Plan was drafted but has not been adopted.
Motutangi Drainage Area Committee 21/03/2022	Motutangi Drainage Area 2023/2024 Programme	RESOLUTION 2022/4 Moved: Chairperson Jeremy White Seconded: Member Darren Axe That The Motutangi Drainage Area Committee Recommend The “Motutangi Drainage Area 2023/2024 Programme” Report Be Referred To Te Hiku Community Board For Information.	Completed	29 Apr 2022 9:27am Whiu, Rhonda-May The finance department have received the reports approved by the Drainage Area Committees. Awaiting review and approval from Te Hiku Community Board before official changes are made to rate proposals, reserve balances etc. 08 Aug 2022 3:52pm Whiu, Rhonda-May - Reallocation Action reassigned to Ross, James by Whiu, Rhonda-May 22 Nov 2022 12:35pm George, Tania

OUTSTANDING ACTIONS REPORT				
		Division: Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee Officer:	Printed: Monday, 24 April 2023 4:03:19 pm Date From: 1/01/2020 Date To: 24/04/2023	
		CARRIED Notes: <ul style="list-style-type: none"> That Troy has a conversation with finance regarding the adjusted reserve rates balance going forward. Troy to have a conversation with DoC (Abe Witana and May Hardy-Birch) regarding repairing/replacing the fences and drains damaged when they needed access to areas during the Kaimaumau fires. Member Bede tabled his resignation from the Motutangi Drainage committee. 	Troy Smith no longer works for FNDC & Richard Jenkins no longer works for Ventia – Martin Baker (Ventia) overseeing the Drainage committees.	Richard Jenkins (Ventia) is in contact with DOC and fires are still not out. Work on hold.
Te Hiku Community Board 16/08/2022	Motutangi Drainage Area 2022/2023 Programme	RESOLUTION 2022/75 Moved: Member Jaqi Brown Seconded: Member William (Bill) Subritzky That Te Hiku Community Board approve the reviewed Motutangi Area 2022/2023 work programme with the additions of a culvert at Selwyn Drain and four strainers and two gates at Bryan Drain as recommended by the Motutangi Drainage Area Committee. CARRIED	Completed - Richard Jenkins no longer works for Ventia – Martin Baker (Ventia) overseeing the Drainage committees.	05 Dec 2022 1:32pm George, Tania UPDATE: In hand, currently with Richard Jenkins getting KCL contractor to price this work. 06 Dec 2022 9:30am Baker, Marlema – Reallocation Appointments to Management Committees report will come to community boards in the New Year. 28 Mar 2023 12:06pm Baker, Marlema CB appointments to the Drainage Committees were made at the THCB meeting on 14 March 2023. Meeting dates for all 3 Drainage Committees have been set. Those dates are 17 April 2023 and 4 September 2023

OUTSTANDING ACTIONS REPORT				
Division: Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee Officer:			Printed: Monday, 24 April 2023 4:03:19 pm Date From: 1/01/2020 Date To: 24/04/2023	
Motutangi Drainage Area Committee 17/04/2023	Motutangi Drainage Area 2022/2023 Programme	The amendment became the substantive motion. RESOLUTION 2023/2 Moved: Chairperson Jeremy White Seconded: Member Darren Axe That the Motutangi Drainage Area Committee recommend that the Te Hiku Community Board; a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme. b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund. c) request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees. CARRIED	Escalated to THCB 9.05.23 meeting	26 Apr 2023 3:30pm Baker, Marlema – This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023.
Motutangi Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	RESOLUTION 2023/1 Moved: Chairperson Jeremy White Seconded: Member Paul Harvey That the Motutangi Drainage Area Committee confirm that the minutes of the meeting of the Motutangi Drainage Area Committee held 8 August 2022 are		26 Apr 2023 3:30pm Baker, Marlema – Reallocation Action reassigned to Finch, Andy by Baker, Marlema - Please provide a response to these action items where applicable and/or forward to Martin Baker (Ventia) of Zakeeda Khan (Senior Corporate Financial Planner) for a response.

OUTSTANDING ACTIONS REPORT

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Division:

Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino
Drainage Area Committee and Motutangi Drainage Area Committee

Officer:

Date From:

1/01/2020

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		<p>a true and correct record with the following amendments; That:</p> <ul style="list-style-type: none"> Item 5.2 bullet point 1 was not completed therefore 2 x 12-foot gates and 4 x 3 metre strainers plus a 400ml culvert pipe (5 metres long) are to be installed by the Fenwick Contractors and that District Engineer Andy Finch oversee the process as directed by the CE. the Motutangi Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022). the Motutangi Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete. an action sheet update report be included in future Drainage Committee agendas. ex-committee member Bede Shereen's reason for resignation be recorded in the minutes which is that he was receiving abuse from the 	<p>Ongoing</p> <p>Pending</p> <p>Pending</p> <p>Beginning 4.09.23</p> <p>Completed</p>	
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OUTSTANDING ACTIONS REPORT

Printed: Monday, 24 April 2023 4:03:19 pm

Division:

Committee: Te Hiku Community Board, Kaitia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee

Date From:

1/01/2020

Date To:

24/04/2023

Officer:

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Committee: Te Hiku Community Board, Kaitiaki Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutanui Drainage Area Committee

1/01/2020

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		<p>reviewed Waiharara and Kaikino Drainage Areas 2022/2023 work programme.</p> <p>b) Recommend a reserve balance of \$5,000 for Waiharara Drainage and \$5,000 for Kaikino Drainage be held for unplanned works should it be required, and that this be referred to Te Hiku Community Board for approval.</p> <p>Note:</p> <ul style="list-style-type: none"> The Chair requests more information in regard to mapping for rated areas a, b and c <p>CARRIED</p>	<p>Completed</p> <p>Pending update</p>	
Waiharara and Kaikino Drainage Area Committee 8/08/2022	Confirmation of Previous Minutes	<p>RESOLUTION 2022/6</p> <p>Moved: Member Dean Radojkovich Seconded: Member Fred Petricevich</p> <p>That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 21 March 2022 are a true and correct record with the following amendment;</p> <ul style="list-style-type: none"> 3.2 b) Recommend a reserve balance of \$5,000 for Waiharara Drainage and \$5,000 for Kaikino Drainage be 	Completed	This item has been included in the ACTION SHEET as some of the notes (in bold) require an update.

OUTSTANDING ACTIONS REPORT				
		Division: Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee Officer:	Printed: Monday, 24 April 2023 4:03:19 pm Date From: 1/01/2020 Date To: 24/04/2023	
		<p><i>held for unplanned works should it be required, and that this be referred to Te Hiku Community Board for approval.</i></p> <p>CARRIED</p> <p>Notes:</p> <ul style="list-style-type: none"> • That an Action Sheet Update Report be included in future agendas with updates to be populated by Glenn/James Ross. • Richard Jenkins gave a verbal update on Honeytree Farm (item 2.1 matters arising - bullet point 1 refers). • 4.3 NRC and FNDC resource consents and processes to add, change or alter drains connecting to FNDC county drains – update requested. Action point: Glenn will send the FNDC's process to get the drains consented under our bylaw, to the drainage committee Chair. Glenn to follow up. • Chair Fiona King requests that Kaitaia Drainage Committee members receive a copy of the 	<p>Starting 4.9.23</p> <p>Ongoing - Martin Baker (Ventia) overseeing the Drainage committees.</p> <p>Glenn no longer works for FNDC - Martin Baker (Ventia) overseeing the Drainage committees.</p> <p>Pending</p>	

OUTSTANDING ACTIONS REPORT		Printed: Monday, 24 April 2023 4:03:19 pm
Division:	Te Hiku Community Board, Kaitia Drainage Area Committee, Waiharara and Kaikino	Date From: 1/01/2020
Committee:	Drainage Area Committee and Motutangi Drainage Area Committee	Date To: 24/04/2023
Officer:		

		Drainage Financial Reports when they are completed.		
Te Hiku Community Board 16/08/2022	Waiharara and Kaikino Drainage Areas 2022/2023 Programme	RESOLUTION 2022/73 Moved: Member William (Bill) Subritzky Seconded: Member Sheryl Bainbridge That Te Hiku Community Board: a) approve the reviewed Waiharara and Kaikino Drainage Areas spraying works programme b) approve one spray in February/March for Kaikino, c) subject to available funds, the inclusion of machine cleaning for the Hobson Extension Drain. CARRIED	Completed Completed Pending	28 Mar 2023 12:04pm Baker, Marlema 08 Nov 2022 9:05am Whiu, Rhonda-May, We have not resolved the Land Drainage budgets status. Richard has been requesting for this to be sorted for a few weeks now but this hasn't happened and the earliest I can see us progressing it, is next week (meeting has been booked for Tuesday). 08 Nov 2022 9:17am Whiu, Rhonda-May, Richard Jenkins the operations manager has been, organising the spraying contract and is all going to plan., 05 Dec 2022 1:34pm George, Tania, b) in action and included in programme; , c) financials to be confirmed., 06 Dec 2022 9:30am Baker, Marlema - Reallocation, Appointments to Management Committees report will come to community boards in the New Year. 28 Mar 2023 12:04pm Baker, Marlema CB appointments to the Drainage Committees were made at the THCB meeting on 14 March 2023. Meeting dates for all 3 Drainage Committees have been set. Those dates are 17 April 2023 and 4 September 2023 28 Mar 2023 12:13pm Baker, Marlema - Reallocation Action reassigned to Mitchell, Beverly by Baker, Marlema
Te Hiku Community Board 16/08/2022	Waiharara and Kaikino Drainage Area 2021/2022	RESOLUTION 2022/72 Moved: Member Sheryl Bainbridge Seconded: Member William (Bill) Subritzky That Te Hiku Community Board:		08 Nov 2022 9:07am Whiu, Rhonda-May - Reallocation Action reassigned to Thomas, Angie by Whiu, Rhonda-May - assigned to Angie Thomas for comment at request of CB Co-ordinator 09 Nov 2022 1:40pm Whiu, Rhonda-May

OUTSTANDING ACTIONS REPORT				
		Division: Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee Officer:	Printed: Monday, 24 April 2023 4:03:19 pm Date From: 1/01/2020 Date To: 24/04/2023	
	Programme Update	a) note the Waiharara and Kaikino 2021/2022 work programme report for information. b) Request, through the Chief Executive, a report from the Council Rates staff and a workshop with Council Rates staff regarding the rating of the drainage areas, the boundaries and classifications. CARRIED	Completed Pending	A workshop date to be booked with the THCB. 06 Dec 2022 9:29am Baker, Marlema - Reallocation Appointments to Management Committees report will come to community boards in the New Year. 28 Mar 2023 12:05pm Baker, Marlema CB appointments to the Drainage Committees were made at the THCB meeting on 14 March 2023. Meeting dates for all 3 Drainage Committees have been set. Those dates are 17 April 2023 and 4 September 2023
Waiharara and Kaikino Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	RESOLUTION 2023/1 Moved: Chairperson Fiona King Seconded: Member Darren Axe That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 8 August 2022 are a true and correct record with the following amendments: That; <ul style="list-style-type: none"> the Waiharara/Kaikino Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022). the Kaitaia Drainage Committee members receive a copy of the updated Drainage 	Pending Pending	24 Apr 2023 3:12pm Baker, Marlema - Reallocation Action reassigned to Finch, Andy by Baker, Marlema - Please provide a response to these action items where applicable and/or forward to Martin Baker (Ventia) for a response.

<p align="center">OUTSTANDING ACTIONS REPORT</p> <p>Division: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Committee: Drainage Area Committee and Motutangi Drainage Area Committee Officer:</p>		<p>Printed: Monday, 24 April 2023 4:03:19 pm Date From: 1/01/2020 Date To: 24/04/2023</p>
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		<p>Financial Reports when they are complete.</p> <ul style="list-style-type: none"> an action sheet update report to be included in all future Drainage Committee agendas. <p align="center">CARRIED</p>	Starting 4.09.23	
Waiharara and Kaikino Drainage Area Committee 17/04/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme	<p>The amendment became the substantive motion RESOLUTION 2023/2 Moved: Member Adrienne Bartlett Seconded: Member Dean Radojkovich That the Waiharara and Kaikino Drainage Areas Committee recommends that the Te Hiku Community Board;</p> <ul style="list-style-type: none"> a) approve the reviewed Waiharara And Kaikino Drainage Areas 2023/2024 Work Programme and b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000. c) approve the use of other local spray contractors in the area d) request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hire and machine 	Escalated to THCB 9.05.23	<p>26 Apr 2023 3:30pm Baker, Marlema – This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023.</p>

OUTSTANDING ACTIONS REPORT		Printed: Monday, 24 April 2023 4:03:19 pm
Division:	Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee	
Committee:		
Officer:		
		Date From: 1/01/2020 Date To: 24/04/2023

		cleaning, be reported back to the Drainage committees CARRIED		
KAITAIA AREA DRAINAGE COMMITTEE ACTION ITEMS				
MEETING	TITLE	RESOLUTIONS	STATUS	NOTES
Te Hiku Community Board 16/08/2022	Kaitaia Drainage Area 2022/2023 Programme	RESOLUTION 2022/71 Moved: Member William (Bill) Subritzky Seconded: Member Jaqi Brown That Te Hiku Community Board approve the reviewed Kaitaia Drainage Area 2022/2023 work programme with the addition of the machine cleaning for the H. Subritzky Drain from State Highway 10 to the river (approximately 300 metres), based on the assumption that the funds are available and in the financial accounts that were not presented at the meeting as recommended by the Kaitaia Drainage Area Committee. CARRIED	Awaiting response	08 Nov 2022 9:04am Whiu, Rhonda-May We have not resolved the Land Drainage budgets status. Richard has been requesting for this to be sorted for a few weeks now but this hasn't happened and the earliest I can see us progressing it, is next week (meeting has been booked for Tuesday). 09 Nov 2022 1:39pm Whiu, Rhonda-May Richard Jenkins has been communicating with the THCB and will be presenting a programme. 05 Dec 2022 1:33pm George, Tania The work has been priced but waiting on financials to be confirmed. 06 Dec 2022 9:29am Baker, Marlema - Reallocation Appointments to Management Committees report will come to community boards in the New Year. 28 Mar 2023 12:07pm Baker, Marlema CB appointments to the Drainage Committees were made at the THCB meeting on 14 March 2023. Meeting dates for all 3 Drainage Committees have been set. Those dates are 17 April 2023 and 4 September 2023
Kaitaia Drainage Area Committee 17/04/2023	Confirmation of Previous Minutes	RESOLUTION 2023/1 Moved: Member Greg Yurelich Seconded: Chairperson Fiona King That the Kaitaia Drainage Area Committee confirms that the minutes of the meeting of the	Escalated to THCB 9.05.23	24 Apr 2023 3:12pm Baker, Marlema - Reallocation Action reassigned to Finch, Andy by Baker, Marlema - Please provide a response to these action items where applicable and/or forward to Martin Baker (Ventia) for a response.

OUTSTANDING ACTIONS REPORT

Printed: Monday, 24 April 2023 4:03:19 pm

Division:

Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino
Drainage Area Committee and Motutangi Drainage Area Committee

Officer:

Date From:

1/01/2020

Date To:

24/04/2023

		<p>Kaitaia Drainage Area Committee held 8 August 2022 are a true and correct record with the following amendments:</p> <p>That;</p> <ul style="list-style-type: none"> a) a copy of the email sent to Mr Bysterveldt (29th of March 2022), be provided to the Kaitaia Drainage Committee. b) no work has been completed on the Oinu Stream. c) the Kaitaia Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022). d) the Kaitaia Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete. e) an action sheet update report be included in all future Drainage Committee agendas. f) the Land Drainage Act 1908 be referenced in all Drainage Committee Compliance Schedules. <p style="text-align: right;">CARRIED</p> <p><i>Notes:</i></p>		
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OUTSTANDING ACTIONS REPORT				
Division: Committee: Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee Officer:		Printed: Monday, 24 April 2023 4:03:19 pm Date From: 1/01/2020 Date To: 24/04/2023		
		<ul style="list-style-type: none"> attach email from Beverly Mitchell dated Monday, April 17, 2023, 8:11:05 AM. Joe/Fiona King to send photos to CE regarding drainage. Staff to find out if there are specific RFS codes for Drainage GIS specialists are working on updating the Drainage Maps. Andy Finch will provide an update once this is done. (Refer to recording re CE's comments). Chair King will supply a copy of the notes from the Land Drainage Area Management and Operational Plan meeting in April 2022 to Andy Finch and the CE to follow-up. 		
Kaitaia Drainage Area Committee 17/04/2023	Kaitaia Drainage Area 2022/2023 Programme	<p>The amendment became the substantive motion.</p> <p>RESOLUTION 2023/2</p> <p>Moved: Chairperson Fiona King Seconded: Member Adele Gardner</p> <p>That the Kaitaia Drainage Area Committee</p> <p>a) recommend Te Hiku Community Board approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.</p> <p>b) approve the proposed 2023/24 Spraying Programme.</p>	Escalated to THCB 9.05.23	<p>26 Apr 2023 3:39pm Baker, Marlema - This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023.</p>

OUTSTANDING ACTIONS REPORT**Printed:** Monday, 24 April 2023 4:03:19 pm**Division:****Committee:** Te Hiku Community Board, Kaitaia Drainage Area Committee, Waiharara and Kaikino
Drainage Area Committee and Motutangi Drainage Area Committee**Officer:****Date From:**

1/01/2020

Date To:

24/04/2023

		<p>c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to the Drainage Committees</p> <p>d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.</p> <p>CARRIED</p>		
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9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE