

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Monday, 25 February 2019

Time: 10.00 am

Location: Baysport Pavilion

Harmony Lane

Waipapa

Membership:

Chairperson Terry Greening - Chairperson Cr Kelly Stratford Member Lane Ayr Member Bruce Mills Member Martin Robinson Member Rachel Smith Member Belinda Ward Member Manuwai Wells

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 stormwater systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park a Kaikohe-Hokianga Community Board civic amenity.

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

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

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

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

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.

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

Protocols

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

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

BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Terry Greening	Greening Family Trust	Beneficiary		Highly unlikely to interface with FNDC
	Bay of Islands Walking Weekend Trust		Potential of seeking funds	Step aside from any requests or decisions regarding requests
	Russell 2000 Trust			Trust is about to wind up.
	Russell Centennial Trust (Chairman)	Manages Russell Museum	Seeks funds from council	Step aside from any requests or decisions regarding requests
	Residence in Russell	Nil	Nil	N/A
Terry	Greening Family Trust	Beneficiary	N/A	N/A
Greening (Wife)	Residence in Russell			
Lane Ayr	Retired			
	Home			
	Residence in Kerikeri			
Lane Ayr	Riverview School			
(Partner)	Home			
	Residence in Kerikeri			
Martin	Self-employed			
Robinson	Focus Paihia	Trustee		
	Paihia Haven of History Trust	Trustee		
	GE Tree Northland			
	Own a Farm			
Martin	Home Maker			
Robinson (Partner)	Own Section, Lifestyle			
Rachel Smith	Acura Accountants Director			
	Self employed contractor- marketing and events			
	Self employed			
	Kerikeri District Business Association	Board member		
	Rolands Wood Charitable Trust	Board member		
Rachel Smith (Partner)	Acura accountants Limited, Director			
	Kerikeri Cruising Club	Treasurer		
	Riverview School Board of Trustees	Treasury position.		
Belinda Ward	Ward Jarvis Family Trust	Trustee		

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Kenneth Jarvis Family Trust	Trustee		
	Saltwater Trust	Trustee		
Belinda Ward	Ward Jarvis Family Trust	Trustee		
(Partner)	Kenneth Jarvis Family Trust	Trustee		
	Saltwater Trust	Trustee		
Bruce Mills	No form received			
Manuwai Wells	No form received			
Cr Kelly	Office manager at Kinghans.			
Stratford	Denture assistant at Kawakawa denture Services self-employed as book keeper Kelly@ksbookkeeoing.net	None	None	
	KS Bookkeeping and Administration	Business owner, bookkeeping and development of environment management plans for clients.	None perceived	I'd step aside from decisions that arise, that may have conflicts.
	Kinghans Accounting	Office Administration	None perceived	Step aside from decisions that arise, that may have conflicts.
	Waikare Marae Trustees	Trustee	May be perceived conflicts	Case by case basis
	Kawakawa Business & Community Association	Committee member/newsle tter editor and printer	None perceived	If there was a perceived conflict, I will step aside from decision making
	Bay of Islands College	Parent elected trustee	None perceived	If there was a perceived conflict, I will step aside from decision making
	Karetu School Bay Cosmos Soccer	Parent elected trustee. Committee member and coach	None perceived	If there was a perceived conflict, I will step aside from decision making
	Property in Waikare and Moerewa			If there was a perceived conflict, I will step aside from decision making
	Coffee and food	Ratepayers sometimes 'shout' food and beverage	Bias or pre- determination	Case by case
Kelly Stratford (Husband)	Property in Moerewa		N/A	N/A

Far North District Council

Bay of Islands-Whangaroa Community Board Meeting will be held in the Baysport Pavilion, Harmony Lane, Waipapa on: Monday 25 February 2019 at 10.00 am

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1 APOLOGIES AND CONFLICTS OF INTEREST

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

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

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

2 PUBLIC FORUM

3 DEPUTATIONS

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

4 SPEAKERS

10.30am Representative from Be Free Incorporated

10.35am Representative from Vision Kerikeri

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2326584

Author: Kim Hammond, Meetings Administrator

Authoriser: Kate Barnes, Governance Support Team Leader

PURPOSE OF THE REPORT

The minutes are attached to allow the Bay of Islands-Whangaroa Community Board to confirm that the minutes are a true and correct record of the previous meeting.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting of the Bay of Islands-Whangaroa Community Board held 10 December 2018 are a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Bay of Islands-Whangaroa Community Board Minutes dated 10 December 2018 - A2295724 I

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and Engagement Policy</u>	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.	None
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.	Not applicable
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

MINUTES OF FAR NORTH DISTRICT COUNCIL BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING HELD AT THE TOTARA NORTH HALL, 4 TOTARA SCHOOL ROAD, TOTARA NORTH ON MONDAY, 10 DECEMBER 2018 AT 10:00 AM

PRESENT: Chairperson Terry Greening, Member Lane Ayr, Member Bruce Mills,

Member Martin Robinson, Member Rachel Smith, Member Belinda Ward,

Member Manuwai Wells

IN ATTENDANCE:

STAFF PRESENT: Tanya Nowell (Team Leader – Infrastructure Programmes), Gordon

Deller (Assets Manager), Kim Hammond (Meetings Administrator)

1 APOLOGIES AND CONFLICTS OF INTEREST

That apologies from Cr Kelly Stratford be received and accepted.

Member Manuwai Wells declared a conflict of interest in relation to item 9.7 – He lwi Kotahi Tatou Trust.

2 PUBLIC FORUM

Wade Rowsell and Ian Pope from Kerikeri Men's Shed spoke regarding upcoming projects and events for at the Kerikeri Men's Shed.

Douglas Turner from Rangitane Residents Association spoke regarding ongoing funding of the jetty.

Hannah Hunter from Kaeo Festival Group spoke regarding an upcoming funding application to be submitted to the Community Board requesting funding for the Nga Pura Pura event.

Darryl Francis from MINDS spoke regarding an upcoming funding application to be submitted to the Community Board requesting funding for the purchase of a portable hoist and motion med for Kawakawa pool.

3 DEPUTATIONS

Nil

4 MAJOR ITEMS NOT ON THE AGENDA

RESOLUTION 2018/46

Moved: Chairperson Terry Greening Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board:

- a) resolves to consider the items "Application for Funding Russell Tennis Club and Application for Funding Vision Kerikeri" not on the agenda as a matter of urgent consideration as provided in Section 46A(7) of the Local Government Official Information and Meetings Act 1987.
- b) notes the items were not on the agenda because an administration error occurred in collating the Bay of Islands-Whangaroa Community Board agenda for 10 December

2018 meeting.

c) notes the report's cannot be delayed until a subsequent meeting because the funding applications would be retrospective

CARRIED

Against: Member Belinda Ward

5 SPEAKERS

Antoinette Kennard spoke regarding Item 9.4 Application for Funding - Bledisloe Domain Committee.

Pamela-Anne Ngohe-Simon spoke regarding Item 9.7 Application for Funding - He Iwi Kotahi Tatou Trust.

John Stockely spoke regarding Item 9.5 Application for Funding - Cherry Park House Management Committee.

Chrissy Angell spoke regarding Item 9.12 Application for Funding - Russell Tennis Club.

Ruth Heta spoke regarding Item 9.8 Application for Funding - Hope Centre Northland Community Trust.

Sandy Myhre spoke regarding Item 9.10 Application for Funding - Resilient Russell Charitable Trust.

Sam Morgan spoke regarding Item 9.6 Application for Funding - Epilepsy Association New Zealand.

Geoff Hazelden spoke regarding Item 9.11 Application for Funding - Whangaroa County Museum and Archives.

Rolf Muller and Howard Smith spoke regarding Item 9.13 Application for Funding - Vision Kerikeri.

David Lawton and Jim Murdoch spoke regarding Item 9.9 Application for Funding - Reinga Road Reserve Incorporated.

The meeting was adjourned from 11.56 am to 12.30 pm.

6 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

RESOLUTION 2018/47

Moved: Member Lane Ayr Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board agree that the minutes of the meeting of the Bay of Islands-Whangaroa Community Board held 5 November 2018 be confirmed as a true and correct record.

CARRIED

7 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

7.1 ROAD RENAMING - NEW ROAD NAME WAA HOTERENE ROAD

RESOLUTION 2018/48

Moved: Member Manuwai Wells Seconded: Chairperson Terry Greening

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, rename "James Road" to "Waa Hoterene Road".

CARRIED

7.2 ROADING NAMING - APPLETREE LANE

RESOLUTION 2018/49

Moved: Member Rachel Smith Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private right-of-way addressed at 7 Shepherd Road, Kerikeri as Appletree Lane as per map (A2268064).

CARRIED

8 STRATEGIC PLANNING AND POLICY GROUP

8.1 DISABILITY ACTION GROUP ANNUAL REPORT 2017-2018

RESOLUTION 2018/50

Moved: Member Lane Ayr Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board receives the report Disability Action Group Annual Report 2017-2018.

CARRIED

9 CORPORATE SERVICES GROUP

9.1 CHAIRPERSON AND MEMBERS REPORT

RESOLUTION 2018/51

Moved: Chairperson Terry Greening Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Greening and Members Ward, Wells, Ayr and Mills.

CARRIED

At 12:51 p.m., Member Lane Ayr left the meeting. At 12:52 p.m., Member Lane Ayr returned to the meeting.

9.2 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 OCTOBER 2018

RESOLUTION 2018/52

Moved: Member Martin Robinson Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 October 2018".

CARRIED

9.3 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD CALENDAR OF MEETINGS FOR 2019

RESOLUTION 2018/53

Moved: Chairperson Terry Greening Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board:

- a) adopt the following meeting dates for 2019 until the end of the triennium at venues to be determined by the Board:
 - 25 February 2019 Kerikeri
 - 15 April 2019 Moerewa
 - 20 May 2019 Russell
 - 01 July 2019 Kaeo
 - 12 August 2019 Kawakawa
 - 23 September 2019 Paihia
- b) delegate the authority to amend the schedule of Community Board meetings from January 2019 until the end of the triennium to the Chief Executive Officer.

CARRIED

9.4 APPLICATION FOR FUNDING - BLEDISLOE DOMAIN COMMITTEE

RESOLUTION 2018/54

Moved: Member Belinda Ward Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board approve the sum of \$3,897.41 to be paid from the Board's Community Fund account to Focus Paihia on behalf of Bledisloe Domain Committee for six months of rubbish collection, installation of footpath, purchase and install blinds, rubber flooring, shipping container and for flood lighting, for the following reason:

i) Proud vibrant communities

CARRIED

Attachments tabled at meeting

1 Tabled Document - Additional Information for Funding Application - Bledisloe Domain Committee

9.5 APPLICATION FOR FUNDING - CHERRY PARK HOUSE MANAGEMENT COMMITTEE

RESOLUTION 2018/55

Moved: Member Rachel Smith Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board approve the sum of \$3,105 (plus GST if applicable) to be paid from the Board's Community Fund account to Cherry Park House Committee for the installation and electrical work of heat pumps at Cherry Park House, for the following reasons:

i. Proud vibrant communities.

CARRIED

Attachments tabled at meeting

1 Tabled Document - Additional Information for Funding Application - Cherry Park House Management Committee

9.6 APPLICATION FOR FUNDING - EPILEPSY ASSOCIATION NEW ZEALAND

RESOLUTION 2018/56

Moved: Chairperson Terry Greening

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board

- a) approve the sum of \$2,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Epilepsy New Zealand toward the purchase of a field service vehicle for providing services to the Northland region for the following Community Outcomes:
 - i. Proud vibrant communities
 - ii. Liveable communities that are healthy, safe, connected and sustainable
- b) request that the community board is identified on the car as a funding agency providing support

CARRIED

9.7 APPLICATION FOR FUNDING - HE IWI KOTAHI TATOU TRUST

MOTION

Moved: Chairperson Terry Greening Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,400 (plus GST if applicable) to be paid from the Board's Community Fund account to He Iwi Kotahi Trust for costs associated for the Christmas at the Marae event, for the following reasons:

- i. Liveable communities that are healthy, safe, connected and sustainable
- ii. Proud vibrant communities

AMENDMENT

Moved: Member Belinda Ward Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board

- a) approve the sum of \$2,500 as per the Bay of Islands-Whangaroa Strategic Plan Christmas Events (plus GST if applicable) to be paid from the Board's Community Fund account to He Iwi Kotahi Trust for costs associated for the Christmas at the Marae event, for the following reasons:
 - i. Liveable communities that are healthy, safe, connected and sustainable
 - ii. Proud vibrant communities
- b) approve the sum of \$2,900 as seed funding for a new event, (plus GST if applicable) to be paid from the Board's Community Fund account to He Iwi Kotahi Trust for costs associated for the Christmas at the Marae event, for the following reasons:
 - i. Liveable communities that are healthy, safe, connected and sustainable
 - ii. Proud vibrant communities

The amendment became the substantive motion

RESOLUTION 2018/57

That the Bay of Islands-Whangaroa Community Board

- a) approve the sum of \$2,500 as per the Bay of Islands-Whangaroa Strategic Plan Christmas Events (plus GST if applicable) to be paid from the Board's Community Fund account to He Iwi Kotahi Trust for costs associated for the Christmas at the Marae event, for the following reasons:
 - i. Liveable communities that are healthy, safe, connected and sustainable
 - ii. Proud vibrant communities
- b) approve the sum of \$2,900 as seed funding for a new event, (plus GST if applicable) to be paid from the Board's Community Fund account to He lwi Kotahi Trust for costs associated for the Christmas at the Marae event, for the following reasons:
 - i. Liveable communities that are healthy, safe, connected and sustainable
 - ii. Proud vibrant communities

CARRIED

Attachments tabled at meeting

1 Tabled Document - Additional Information for Funding Application - He Iwi Kotahi Tatou Trust

9.8 APPLICATION FOR FUNDING - HOPE CENTRE NORTHLAND COMMUNITY TRUST

MOTION

Moved: Member Bruce Mills

Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board approve the sum of \$4,700 (plus GST if applicable) to be paid from the Board's Community Fund account to Hope Centre Northland Community Trust towards costs associated as outlined in the application for Feast in the Street on 15 December 2018, which support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

AMENDMENT

Moved: Member Martin Robinson Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Hope Centre Northland Community Trust towards costs associated as outlined in the application for Feast in the Street on 15 December 2018, which support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

The amendment became the substantive motion:

RESOLUTION 2018/58

Moved: Member Martin Robinson Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Hope Centre Northland Community Trust towards costs associated as outlined in the application for Feast in the Street on 15 December 2018, which support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

CARRIED

9.9 APPLICATION FOR FUNDING - REINGA ROAD RESERVE INCORPORATED

RESOLUTION 2018/59

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,792 (plus GST if applicable) to be paid from the Board's Community Fund account to Reinga Road Reserve Incorporated for the purchase of installing tree protection cages and the annual supply of plants, for the following reason:

- i) Proud vibrant communities
- ii) A wisely managed and treasured environment

CARRIED

9.10 APPLICATION FOR FUNDING - RESILIENT RUSSELL CHARITABLE TRUST

MOTION

Moved: Chairperson Terry Greening Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board approve the sum of \$7,738 (plus GST if applicable) to be paid from the Board's Community Fund account to Resilient Russell Charitable Trust towards the advertising/marketing, trophies, catering, travel/mileage, accommodation and Master of Ceremonies costs to support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

AMENDMENT

Moved: Member Martin Robinson Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Resilient Russell Charitable Trust towards the advertising/marketing, trophies, catering, travel/mileage, accommodation and Master of Ceremonies costs to support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

The amendment became the substantive motion

RESOLUTION 2018/60

Moved: Member Martin Robinson Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Resilient Russell Charitable Trust towards the advertising/marketing, trophies, catering, travel/mileage, accommodation and Master of Ceremonies costs to support the following Community Outcomes

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

CARRIED

9.11 APPLICATION FOR FUNDING - WHANGAROA COUNTY MUSEUM AND ARCHIVES SOCIETY INCORPORATED

RESOLUTION 2018/62

Moved: Member Belinda Ward Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to administration and overhead costs for the Whangaroa County Museum and Archives Society Incorporated, for the following reasons:

i. Proud vibrant communities.

CARRIED

Abstained: Bruce Mills

9.12 APPLICATION FOR FUNDING - RUSSELL TENNIS INCORPORATED

MOTION

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board approve the sum of \$20,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Russell Tennis Incorporated for the resurfacing of the tennis courts, for the following reasons:

- i. Liveable communities that are healthy, safe, connected and sustainable
- ii. Proud vibrant communities.

AMENDMENT

Moved: Chairperson Terry Greening Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board agrees that the Application for Funding – Russell Tennis Incorporated report be left to lie on the table for consideration at a upcoming meeting and request that confirmation of the status and terms of the lease be provided to the Board.

The amendment became the substantive motion

RESOLUTION 2018/63

That the Bay of Islands-Whangaroa Community Board agrees that the Application for Funding – Russell Tennis Incorporated report be left to lie on the table for consideration at a upcoming meeting and request that confirmation of the status and terms of the lease be provided to the Board.

CARRIED

Attachments tabled at meeting

- 1 Tabled Document Report Application for Funding Russell Tennis Incorporated
- 2 Tabled Document Funding Application Russell Tennis Incorporated
- 3 Tabled Document Schedule of Supporting Documentation Russell Tennis Club

9.13 APPLICATION FOR FUNDING - VISION KERIKERI

MOTION

Moved: Member Bruce Mills Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board approve the sum of \$4,658 (plus GST if applicable) to be paid from the Board's Community Fund account to Vision Kerikeri for the costs of tree felling and the purchase of timber for steps, for the following reasons:

ii. Proud vibrant communities.

AMENDMENT

Moved: Member Rachel Smith Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board agrees that the Application for Funding – Vision Kerikeri report be left to lie on the table for consideration at an upcoming meeting once approval of the easement for stages two and three have been granted.

The amendment became the substantive motion

RESOLUTION 2018/64

That the Bay of Islands-Whangaroa Community Board agrees that the Application for Funding – Vision Kerikeri report be left to lie on the table for consideration at an upcoming meeting once approval of the easement for stages two and three have been granted.

CARRIED

Attachments tabled at meeting

- 1 Tabled Document Report Application for Funding Vision Kerikeri
- 2 Tabled Document Funding Application Vision Kerikeri
- 3 Tabled Document Schedule of Supporting Documentation Vision Kerikeri

10 ADDITIONAL PAPERS

COMMITTEE RESOLUTION 2018/65

Moved: Chairperson Terry Greening

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board receive the following additional papers.

- i. Additional information for Item 9.4 Application for Funding Bledisloe Domain Committee
- ii. Additional information for Item 9.7 Application for Funding He lwi Kotahi Trust
- iii. Additional information for Item 9.5 Application for Funding Cherry Park House Management Committee

CARRIED

Attachments tabled at meeting

- 1 Letter from Douglas Turner repairs to the jetty in Kerikeri Inlet
- 2 Petition from Rangitane Residents Association repairs to the jetty in Kerikeri Inlet
- 3 Resource Consent from Rangitane Residents Association

11 MEETING CLOSE

The meeting closed at 2.44 pm

The minutes of this meeting were confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 25 February 2019.

CHAIRPERSON	Bay of Islands-Whangaroa Community Board Meeting Agenda	25 February 2019
	·······	
		CHAIRI ERSON

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD 2018-19 LIGHTING PROJECTS

File Number: A2335714

Author: Aaron Reilly, Lighting & Transport Operations Specialist

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To seek the Board's approval for the implementation of a revised Street and Amenity Lights Programme for the 2018/19 financial year.

EXECUTIVE SUMMARY

- Council has allocated \$48,000 in the 2018/28 Long Term Plan on a district wide basis (\$16,000 per ward) for the 2018/19 financial year for new amenity lights.
- The Bay of Islands-Whangaroa Board's Strategic Plan identifies the following five potential locations for new street and amenity lights across the ward this financial year:
 - Te Kemara Ave, Waitangi
 - James Street, Russell
 - Whangaroa Road, Whangaroa
 - Kawakawa Business Area
 - Main Street (SH10), Kaeo
- Following a review of these projects, site visits and discussions held with Elected Members, Council Officers are recommending the removal of all but one of the projects from the plan. Te Kemara Ave, Waitangi is proposed to remain.
- In addition, this report is seeking the approval for the installation of one amenity light in Nisbet Park, Moerewa.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board

- a) approves the installation of one new amenity light in Nisbet Park, Moerewa to be funded from the 2018/19 Bay of Islands-Whangaroa New Amenity Light budget at an estimated cost of \$5.995 excluding GST.
- b) approves the removal of the following four lighting projects from the Strategic Plan:

James Street, Russell

Whangaroa Road, Whangaroa

Kawakawa Business Area

Main Street (SH10), Kaeo

1) BACKGROUND

Council has allocated \$16,000 in the 2018/19 financial year to each of the Community Boards for new amenity lights within their wards. The Bay of Islands-Whangaroa Board also has a carry forward of \$18,263 from the 2017/18 financial year.

The Bay of Islands-Whangaroa Board's Strategic Plan identifies a list of potential locations for new street and amenity lights across the ward.

Street Lighting

The Bay of Islands-Whangaroa Board's Strategic Plan identified street lighting in the following locations, as a priority in the 2018/19 financial year:

- Te Kemara Ave, Waitangi
- James Street, Russell
- Whangaroa Road, Whangaroa

i. Te Kemara Ave, Waitangi

During the consultation process in 2012 for the new water line to the Copthorne Hotel, Te Tii A Marae requested that Council install additional streetlights. Council gave an undertaking to assess the existing number of streetlights with a view to installing additional streetlights to improve lighting.

This assessment resulted in the installation of three new streetlights between Tahuna Road and State Highway 11. This section of road had the most significant gaps between existing lights and Council had a planned footpath extension in this location. The lighting work was completed in October 2014 in conjunction with the upgrade of existing lights to LED, within the budget constraints at that time.

ii. James Street, Russell

The Board's Strategic Plan recommends the installation of a streetlight outside the Top 10 Holiday Park entrance. The Holiday Park is under new management, the original request for additional lighting was made some years ago by previous management.

A site visit was completed with Board Chair on Monday 17th December 2018. We were advised by staff present at the time, that the current operators have installed private lighting on the premises and that the operators and staff have concerns around the potential negative impact (obtrusive glare) that additional lighting may have on their customers.

iii. Whangaroa Road, Whangaroa

The Board's Strategic Plan recommends the installation of street lighting along the Boardwalk /Footpath extension from Lewer Road to Whangaroa Marina.

A site visit was completed with Member Bruce Mills on Mon 19th November 2018, it was noted that this section of Whangaroa Road does not have a footpath so it was concluded that this item may be in the incorrect section of the plan and the item should appear under the footpaths section of the plan.

Amenity Lighting

Bay of Islands-Whangaroa Board's Strategic Plan has identified amenity lighting in the following locations, as a priority in the 2018/19 financial year:

- Kawakawa Business Area
- 3 more strings of decorative blue lights Main Street (SH10) Kaeo

i. Kawakawa Business Area – Under Veranda Lighting (UVL)

There is an existing community lighting scheme that consists of 29 under veranda lights (UVL) on State Highway 1 in the Kawakawa Community Business District. The system provides light outside shop fronts and for pedestrians using the footpath. The Kawakawa Business and Community

Association (KBCA) collects funds from its members who benefit from the lighting to pay for operational costs (maintenance and electricity) associated with the system.

The KBA requested financial assistance from Council specifically for the cost of the electricity for the system. This was approved by the GM of Infrastructure and Asset Management in the form of a two year grant totalling \$6,720 and a Memo of Understanding was signed between Council and the KBCA in April 2016.

Refer to attachment 1 for the information report which went to the Bay of Islands-Whangaroa Board's meeting on 6th April 2016.

Council's 2015/25 Long Term Plan (LTP) specifically excludes UVL; this position is however not currently covered within Street Lighting Policy #4110.

ii. Blue Decorative Lights Leigh Street (SH10), Kaeo

There are currently approximately 9 strings of decorative blue lights mounted on existing street lights on SH10 Kaeo. Each string consists of approximately 17 blue decorative bulbs.

The brackets and street lights that the existing blue lights are attached to are owned by the New Zealand Transport Agency (NZTA). The poles are power poles owned by Top Energy. The lights perform a decorative function.

Maintenance is costly and timeframes for repair of these lights can be lengthy (up to 15 working days). The main reason for this is this is because the lights are on State Highway and this requires a high level of traffic management compliance.

New Amenity Light - Nisbet Park, Moerewa

Council received RFS 3836711 from a resident in July 2017. The resident requested the installation of a new path from the state highway footpath, to the public toilets in Nisbet Park and pointed out the lack of lighting for the route. A path has since been installed and this item is to consider the request for lighting.

2) DISCUSSION AND OPTIONS

Council Policy #4110 – Street lighting

This policy states that Non NZTA subsidised lights shall be funded from the community rate and prioritised by the relevant Community Board. This policy is under review.

Street lighting - Te Kemara Ave, Waitangi

This project will require consultation with Maori to ensure the proposed installation of lights (including location and potential impact of works) is supported and viewed as beneficial as the proposed location is outside the Te Tii a Marae.

The project will also require an archaeological assessment prior to works being commenced. Council intends to engage Northern Archaeological Research Ltd who carried out the archaeological assessment and survey for the recent repair to a seawall repair at the southern end to the Waitangi Bridge on Te Karuwha Parade.

Once these key pieces of work have been completed, a report with a recommendation will be put up to the Bay of Islands-Whangaroa Board for approval.

James Street, Russell

Option one - Do nothing (preferred)

James Street is a low speed environment, there are no known traffic safety issues (night crashes) at this location and the road carries relatively low traffic volumes.

The current operators have advised that they do not wish to have a new streetlight at this location.

Option two - Install a new light outside the Top 10 Holiday Park

The current operators of the Holiday Park felt there was no longer a need for a new light at this location as they have installed new lighting within their premises. They also expressed concerns regarding obtrusive light.

Whangaroa Road, Whangaroa

Option one - Do Nothing (preferred)

This section of Whangaroa Road is very narrow with no berm to install lighting in.

There is no footpath/boardwalk in the location to light and it appears that inclusion of this project under the lighting section of the Board's Strategic Plan may have been an error.

Kawakawa Business Area – Under Veranda Lighting

Option one - Do nothing (preferred)

Council's 2015/25 LTP specifically excluded UVL, therefore in the absence of UVL in Council policy, option one is consistent with Council's current position on UVL.

We understand that the KBCA is still collecting funds from their members for the upkeep of the lighting system and Council has not been approached for further financial assistance in the 2018/19 financial year.

Option Two - Provide financial assistance to the KBCA for operational costs associated with the lighting system

Option 2 a) If Council was approached for further financial assistance in the future from the KBCA, then the request would be considered on its merits by the General Manager of Infrastructure and Asset Management, subject to available budget.

Option 2 b) The Bay of Islands-Whangaroa Board may wish to consider providing assistance (subject to the application process) to the KBCA for operational costs associated with the system.

Blue Decorative Lights - Leigh Street (SH10), Kaeo

Option one - Do nothing (preferred).

There are approximately 9 strings of blue decorative lights already installed in Kaeo. The lights do not add any significant safety benefits for residents and the existing streetlighting scheme is designed primarily for road users.

Option two - Install three additional strings of decorative blue lights.

Council could install additional blue lights in Kaeo but the total cost of doing so (capital and ongoing operational) of this option is considered to outweigh the benefits of doing so.

New Amenity Light - Nisbet Park, Moerewa

Option one – Do nothing

Council could do nothing and rely on the small of light generated from the adjacent streetlight owned by the NZTA.

Option two - Install a new amenity light over the path leading to the Public Toilets (preferred).

Option two will provide light and an increased feeling of safety and security for people walking to the Council owned toilets during the hours of darkness.

The existing adjacent streetlight will not provide significant light on the path to the toilets as the design of the State Highway street lighting scheme will be primarily focussed on lighting the road only.

If we do rely on the adjacent streetlight to provide light for the path, Council has no input or control around fault repair times because the light is owned by the NZTA and is not maintained by Council's current lighting Contractor.

Reason for the recommendation

James Street, Russell

Option one is preferred as there are no known traffic safety issues to be addressed with the installation of new lighting and the current operators of the Holiday Park do not want a new light at this location.

Whangaroa Road, Whangaroa

Option one was the only option considered as there is currently no footpath or berm width to install lighting in and it appears that this item should be under the footpaths section of the plan.

Kawakawa Business Area - Under Veranda Lighting

Option one is preferred as it is consistent with Council's existing district wide position on UVL.

We understand that the system is operating at present and the members of the KBCA are still contributing to the upkeep of the system which helps maintain a sense of ownership of the system.

Blue Decorative Lights - Leigh Street (SH10), Kaeo

Option one is preferred as the lights perform a decorative function and do not provide any significant public safety benefits.

The cost (both capital and ongoing operational) of new lights is estimated to be relatively high.

New Amenity Light - Nisbet Park, Moerewa

Option two will enhance safety for people walking to the Council owned toilets from the State Highway during the hours of darkness.

Summary of 2018/19 Recommended Revised Programme		
New Amenity Light - Nisbet Park, Moerewa	Approval subject to this report	
New Streetlights – Te Kemara Ave, Waitangi	Approval subject to future report	

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

James Street, Russell

There is no cost implication with the recommended option (do nothing).

The estimated financial implication of Option two (one new streetlight on a Top Energy power pole) is as follows:

Capital Cost of Installation	\$2,750 excl GST
Ongoing operational Cost	Electricity \$175 p/annum excl GST Maintenance \$250 p/annum excl GST

The estimated maintenance cost is an allowance for one visit per annum to investigate and repair one streetlight.

The maintenance costs for any new streetlights is expected to be minimal, particularly early in the life of the asset as all new lights are now quality LED's.

Whangaroa Road, Whangaroa

There is no cost implication with the recommended option (do nothing).

Option one was the only option considered for the reasons outlined in this report. Lighting this section of Whangaroa Road would require a site specific design and the construction costs would be significant. Street lighting should only be considered as part of an overall improvement project.

Kawakawa Business Area – Under Veranda Lighting

There is no cost implication with the recommended option (do nothing).

The estimated financial implication of Option two would depend on the nature of the request to Council, however using the previous agreement for financial contribution as a basis, the estimated annual cost would be approximately \$3,360.

Blue Decorative Lights - Leigh Street (SH10), Kaeo

There is no cost implication with the recommended option (do nothing).

The estimated implication of option two is as follows:

Capital Cost of Installation per string of lights	\$3,358 excl GST
Ongoing operational Cost per string of lights	Electricity \$182 p/annum excl GST Maintenance \$730 p/annum excl GST

The estimated maintenance cost is based on one visit to p/annum to investigate repair one string of lights which includes an allowance for plant, labour and traffic management.

New Amenity Light - Nisbet Park, Moerewa

The total estimated cost for the installation of one amenity light over the new path in Nisbet Park, Moerewa is as follows:

Capital Cost of Installation	\$5,995 excl GST
Ongoing operational Cost	Electricity \$175 p/annum excl GST Maintenance \$250 p/annum excl GST

The estimated maintenance cost is an allowance for one visit p/annum to investigate and repair one amenity light.

The maintenance costs for any new streetlights is expected to be minimal, particularly early in the life of the asset as all new streetlights are now quality LED's.

The capital cost of installation will be met from the Bay of Islands-Whangaroa New Amenity Light budget.

The available budget is as follows:

2017/18 Carry Forward Budget	2018/19 Budget	2018/19 Total Available Budget
\$18,263	\$16,000	\$34,263

The ongoing operational cost will be met from the Eastern Parks and Reserves budget.

The available budget is as follows:

Parks and Reserves Eastern – External Services	\$45,184
Parks and Reserves Eastern – Power	\$13,275

ATTACHMENTS

1. Attachment 1 - Copy of 2016-04-06 BWCB 8.0a Information Report for Grant to Kawakawa Business Association for Interim Solution for Operating Costs Under Veranda Lighting - A2343384 J

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and Engagement Policy</u>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4110 – Street Lighting
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.	The issue regarding new lighting on Te Kemara Avenue, Waitangi has been discussed and will be the subject of consultation with effected parties. There are no implications specific to Maori in this report as no recommendation/decisions have yet been made.
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.	Residents of the Bay of Islands-Whangaroa wad will have an interest. The Community Board represents the views of the community.
State the financial implications and where budgetary provisions have been made to support this decision.	Refer to the financial implications section of this report.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

Attachment Item: 8.0a

MEETING: BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD

06 APRIL 2016

Name of item: GRANT TO KAWAKAWA BUSINESS ASSOCIATION FOR

ELECTRICITY COSTS FOR THE EXISTING COMMUNITY LIGHTING SCHEME INSTALLED WITHIN PRIVATELY

OWNED VERANDAS

Author: Aaron Reilly - Lighting Technician

Date of report: 14 March 2016

1) Document number: A1693022

Executive Summary

The purpose of this information report is to:

Inform the Bay of Islands-Whangaroa Board of some of the issues surrounding Under Veranda Lighting (UVL) in Kawakawa, and to;

Inform the Bay of Islands-Whangaroa Board that a grant has been offered to the Kawakawa Business Association as an interim solution to cover the electricity costs for the Community Lighting scheme installed within businesses verandas.

1) Background

Council has been approached by the Kawakawa Business Association (BA) for financial assistance for the existing Community Lighting scheme, installed in privately owned verandas. The basis of the request is that the scheme is costly for business owners and time consuming for the BA to administer.

The lights not only provide security type lighting to privately owned shop fronts, but also provide lighting for pedestrian traffic using the footpath within the CBD which the BA views as a public amenity function paid for by businesses.

The scheme consists of approximately 29 x 58w fluorescent bulbs, and is controlled (switched on and off) by the streetlight circuit. The balance of the under veranda lights that are not part of the scheme, are presumably wired into the individual buildings and the electricity is paid for by each business owner with their standard monthly electricity bill.

Under Veranda Lighting (UVL) is not unique to Kawakawa, it is a district wide issue. To date, Council has maintained the position that the lights are not a Council owned asset, and therefore will not pay for operating costs associated with the lighting.

Councils Long Term Plan (LTP) 2015/25 specifically excludes UVL (see attachment 1); this position is however not currently covered within Councils Street Lighting Policy #4110.

Currently, public lighting on the main street (SH1) of Kawakawa is provided for in two ways:

a) Via a small number of Streetlights on the main street (State Highway) which are owned and maintained by the New Zealand Transport Agency (NZTA). These streetlights primarily light the road (carriageway) and offer little in terms of lighting the footpath.

b) Via the UVL lights installed in privately owned veranda's which form part of the building.

The Community Lighting scheme is unmetered, which means the electricity is billed based on an estimate of electricity consumption. This estimate is worked out by the number and wattage of the lights multiplied by the number hours the lights are on.

Currently, the BA administers the scheme collecting funds annually from each business owner who is signed up to the scheme.

2) Discussion

An audit was carried out by Richard Duley from the BA in conjunction with the current electricity retailer (Trust Power). This resulted in an agreement for electricity supply for the scheme between the two parties which is paid for up until 31 March 2016.

a) Cost of Operation

The agreement for Electricity supply for the scheme is approximately \$280 p/month (\$3,360 p/annum) excluding GST including fixed daily charges.

A total of \$150 per 58w light p/annum is charged to the businesses that are signed up to the scheme. This results in a total of \$4,350 excluding GST per annum being generated. The surplus (\$990) is used for maintenance of the lights.

A summary of the annual cost is as follows:

Approximate Cost for Electricity Supply p/annum (\$280 p/month)	\$3,360.00
Total Amount generated by the scheme p/annum (\$150 p/58w light)	
	\$4,350.00
Surplus used to maintain the scheme	\$990.00

b) Advantages of the Scheme:

- Certainty that a fixed number lights will be switched on and functioning year round:
- Unforeseen circumstances such as change of ownership and financial strife have minimal impact as the costs are settled via an annual fee;
- Provides security lighting to business owners shop fronts and a public safety and amenity function to the community.
- c) Issues associated with the Scheme:
 - Who should pay for lighting, which provides security to shop fronts and a benefit to the public using the footpath;
 - The time associated with administering the scheme (collecting payments from individual business owners);
 - Affordability for businesses in the scheme.

There were two options considered in response to BA's request for assistance.

Option 1):

Do nothing. This would result in the electricity bills not being paid; eventually the electricity supply to the lights would be cut-off and an immediate potential public safety issue for the community.

Option 2):

Offer a short term (two year) grant to the BA to enable them to pay for the electricity of the lights subject to the following conditions:

- A Memorandum of Understanding (MoU) would need to be signed requiring the BA to report back to Council on how the grant was spent;
- The grant is to be allocated and administered by the BA;
- The lights would remain in the ownership of the businesses;
- Maintenance costs for the existing scheme will continue to be met and coordinated by the BA.

3) Financial implications and budgetary provision

The grant offered to the BA to cover the electricity costs for the scheme is for two years and is a total of \$6,720 (\$3,360 p/annum) excluding GST.

This amount is within the General Manager of Infrastructure and Asset Management's financial delegation.

The grant is able to be met from the Eastern Amenity Development Levy Fund, which has a balance of \$82.176.79.

4) Reason for the decision

This report is to inform the Board that a grant of \$6,720 excluding GST has been offered to the BA to cover the electricity costs for the Community Lighting scheme for a period of two years, subject to the conditions outlined in section two of this report being met.

This option would enable the existing Community Lighting Scheme to keep functioning in Kawakawa, thus avoiding a potential community safety issue.

The two year timeframe would enable Council to undertake a detailed review of its current Street Lighting Policy #4110, involving workshopping and consulting with affected parties with a goal to finalising its position on UVL on a district wide basis.

Manager: Jacqui Robson - General Manager - Infrastructure and Asset Management Group

Attachment 1: Exclusion of Under Veranda Lighting within Councils Long Term Plan (LTP) 2015/25 - Document number A1693024

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 Maori 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.

Relationship with existing policies and Community outcomes.	Policy # 4110 - Street Lighting	
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	None known.	
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Communication with Kawakawa Business Association around the issue.	
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No	
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.	
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Financial implications and budgetary provisions have been met. The Chief Financial Officer has reviewed this report.	

6.2 BAY OF ISLANDS-WHANGAROA NEW FOOTPATHS PROGRAMME 2018/2019

File Number: A2348929

Author: Jaco Cronje, Project Manager - Footpaths & Cycleways

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To seek approval for the 2018/2019 year footpath programme for the Bay of Islands-Whangaroa Ward.

EXECUTIVE SUMMARY

- There is \$150,000 allocated in the Long Term Plan for new footpaths in the Bay of Islands-Whangaroa Ward.
- NZTA have elected to fund new footpath projects from the 2018/2019 financial year at the current Funding Assistance Rate of 66% (i.e. FNDC have to contribute a 34% local share).
- NZTA will fund the highest ranked footpaths in order of priority, though other footpaths may be put forward on a business case basis.
- FNDC have therefore prepared a 2018/2019 footpath programme that maximise NZTA funding subsidy. This programme partly aligns with that previously agreed by the Community Board.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board agrees the revised 2018/2019 footpath programme as follows:

- i. Cobham Road/Hone Heke Road to Mill Lane
- ii. Landing Road Bridge to Scudders Beach Road
- iii. Opua: Kellet Street at Opua School
- iv. Riddell Road
- v. Wellington to Little Queen Street
- vi. Mission Road Design in 2018/2019, Construction 2019/2020

1. BACKGROUND

NZTA Footpath Funding

Prior to this financial year, new footpath construction did not attract funding subsidy from NZTA. However, this has now changed and NZTA have advised that they will now fund the construction of new footpaths under the Low Cost – Low Risk programme. This allows for a streamlined funding approval for projects valued at less than \$1M, which would include the footpaths routinely constructed by FNDC. It also means that new footpaths funding through this mechanism would attract NZTA funding subsidy at 66% of total project cost.

NZTA's requirement is that the application for subsidy for new footpaths is not excessive compared to the remainder of the roading programme, and that prioritisation is aligned to the Government Policy Statement on Land Transport. This has four strategic priorities:

- Safety a safe system, free of death and serious injury;
- Access a system that provides increased access to economic and social opportunities, enables transport choice and access, and is resilient;
- Environment a system that reduces greenhouse gas emissions, as well as adverse effects on the local environment and public health;

 Value for money – a system that delivers the right infrastructure and services to the right level at the best cost.

Potential new footpaths in the Bay of Islands-Whangaroa Ward have been identified through a blend of resident, FNDC Staff and community board requests. The schedule of new footpaths produced has been prioritised against the above criteria.

This methodology has been accepted by NZTA who have also agreed that they will provide funding subsidy for the highest ranking projects on a Ward rather than a District basis.

The highest ranking projects in each Ward will therefore attract subsidy from NZTA.

Community Board Project List

The Community Board have previously notified staff of their highest priority new footpath projects:

- Landing Road Bridge to Scudders Beach Rd
- Te Tapui Road to Matauri Bay School link
- Opua: Kellet Street at Opua School
- Long Beach Road footpath corner to car park

Two of these projects are included within the 2018/2019 footpaths programme assessed using the NZTA prioritisation methodology described above.

Relationship to the Walking and Cycling Strategy

The Walking and Cycling Strategy is currently under development and is not available to inform this paper. However, the approach detailed in this report will be superseded by the outcomes of the Walking and Cycling Strategy.

2. DISCUSSION AND OPTIONS

The proposed 2018/2019 footpath programme partly aligns with the previously stated wishes of the Community Board.

The Community Board has two options:

Option One:

To complete the currently programmed works and receive limited if any subsidy;

- Landing Road Bridge to Scudders Beach Rd
- Te Tapui Road to Matauri Bay School link
- Opua: Kellet Street at Opua School
- Long Beach Road footpath corner to car park

Option Two:

To complete the recommended 2018/2019 footpath programme and receive maximum subsidy.

Recommendations

It is recommended that the Community Board approve the 2018/2019 footpath programme as follows:

- Cobham Road/Hone Heke Road to Mill Lane
- Landing Road Bridge to Scudders Beach Road
- Opua: Kellet Street at Opua School
- Riddell Road
- Wellington to Little Queen Street
- Mission Road Design in 18/19, Construction 19/20

Reason for the recommendation

The adoption of this recommendation will maximise the size of the 2018/2019 new footpath programme as each individual footpath project will attract 66% funding subsidy from NZTA.

3. FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is \$150,000 per Ward available for footpath construction included in the Long Term Plan this financial year.

NZTA have provisionally approved a \$450,000 funded new footpath programme across the District.

ATTACHMENTS

1. Bay of Islands-Whangaroa Community Board- New Footpaths Programme - A2333942

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and Engagement Policy</u>	This report has a low degree of significance as the outcome will comply with current policy regardless of whether or not subsidy is obtained.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The following Policy is relevant: - Footpaths Policy #5004 The recommendations align with this 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.	As a project involving FNDC headquarters, this project has district wide significance.
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 is no impact on Māori aside from the benefits of adopting the recommendation to maximise benefits.
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.	Customers: Interest in how money is spent, and how much subsidy is gained. Interest in local work to them; FNDC Staff: Direction on what to build this year.
State the financial implications and where budgetary provisions have been made to support this decision.	This has been covered under: 3. Financial implications and budgetary provision.
Chief Financial Officer review.	

Bay of Islands-Whangaroa Community Board- New Footpaths Programme

Footpaths Programme 18/19 - Recommended from Community Board

Footpath Rank	Туре	Details		Es	stimated Cost	Со	NZTA ntribution	Lo	cal Share
Picked	Footpath	Landing Road bridge to Scudders Beach Rd		\$	93,300	\$	-	\$	93,300
Picked	Footpath	Te Tapui Rd to Matauri Bay School link		\$	15,800	\$	-	\$	15,800
Picked	Footpath	Opua: Kellet Street at Opua school		\$	4,650	\$	-	\$	4,650
Picked	Footpath	Long Beach Rd footpath comer to car park		\$	37,200	\$	-	\$	37,200
		Tot	tal	\$	150,950	\$	-	\$	150,950
Notes:	1	The amount of work completed will depend on actual works pricing - a maximum of \$150,000 would be completed.							
	2	The last project would only be part completed to provide a total of \$150,000, with the remainder completed in the							

Footpath Program 18/19 - Recommended through prioritization Works Completed in this order are eligible for NZTA Subsidy

following financial year.

Footpath Rank	Туре	Details		E	stimated Cost	NZTA tribution	Loc	cal Share
1	Footpath	Cobham Rd Hone Heke to Mill Lane		\$	10,500	\$ 6,930	\$	3,570
2	Footpath	Landing Road bridge to Scudders Beach Rd		\$	93,300	\$ 61,578	\$	31,722
3	Footpath	Opua : Kellet Street at Opua school		\$	4,650	\$ 3,069	\$	1,581
4	Footpath	Riddell Rd		\$	105,450	\$ 27,423	\$	78,027
5	Footpath	Wellington to Little Queen Street		\$	10,010		\$	10,010
5	Footpath	Mission Rd (Total Cost \$111,600) - Design in 18/19, Construction 19/20		\$	25,000		\$	25,000
			Total	\$	248,910	\$ 99,000	\$	149,910

The amount of work completed will depend on actual works

Notes:

1 pricing - a maximum of \$249,000 (subject to NZTA approval)
would be fundable.

7 CORPORATE SERVICES GROUP

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A2326625

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support (Acting)

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Greening and Member Ward and Mills.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. Chairperson Greening Members Report A2357656 🗓 🖺
- 2. Member Ward Community Board Members Report A2358021 \checkmark
- 3. Member Mills Community Board Members Report A2356866 U

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Compliance schedule:

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

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

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

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COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Terry Greening - Chairperson

Subdivision: Russell-Opua

• Date: November 2018 – January 2019

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Meetings

Date	Meeting
21/11/2018	Combined Community Boards workshop, Waipapa
26/11/2018	Russell Town Hall - District Plan Roadshow
27/11/2018	Council Chambers Kaikohe – Council Meeting (Deliberations on Dog Bylaw and Alcohol; in Public Places Bylaw)
27/11/2018	Council Chambers Kaikohe – NTA Review Workshop
28/11/2018	Te Ahu Kaitaia – Extraordinary Council meeting
28/11/2018	Te Ahu Kaitaia – Infrastructure Network Committee meeting
29/11/18	Council Chambers Kaikohe – Audit, Risk and Finance Committee meeting
29/11/2018	Council Chambers Kaikohe – Long Term Asset Funding update
29/11/2018	Council Chambers Kaikohe – Risk Management workshop
03/12/2018	Thirty30 Bar Paihia - Hospitality NZ meeting to discuss Paihia alcohol issues
06/12/2018	Council Chambers Kaikohe – Annual Plan workshop
06/12/2018	Council offices Kaikohe – meeting with District Facilities Team Leader to discuss various issues
06/12/2018	Council Chambers Kaikohe – Workshop on Swimming Pools and Hokianga Ferry
10/12/2018	Community Board meeting at Totara North Hall
13/12/2018	Council Chambers Kaikohe – Council meeting
17/12/2018	Met with Council staff member in Russell to discuss street lighting requests
17/12/2018	Russell Town Hall committee monthly meeting
19/12/2018	Russell Centennial Trust Board monthly meeting
21/01/2019	Kaingahoa Marae Rawhiti – Te Tangi o Te Ata meeting
22/01/19	Meeting with Council staff at Russell Sports Ground
23/01/2019	Kerikeri Domain – Reserve Management Plan public consultation
24/01/2019	St John Building Kaikohe – FNDC Annual Plan workshop
29/01/2019	Maromaku Hall – Maromaku Reserves Committee meeting
01/02/2019	Hundertwasser Memorial Park, Kawakawa – Mauri blessing for Te Hononga
01/02/2019	John Butler Centre Kerikeri – CEO 1:1 meeting

22	u	ρ	C
33	u	C	J

Nil

Resource Consents

Nil

Requests for Service/Information

In progress

- The Cobham Road bus stop continues to provide issues. I have requested a meeting of all parties to which the CEO agreed. This is due to occur in the week commencing 11 February 2019.
- Resolving the toilet issue at Lake Manuwai has now reached its one year anniversary without a satisfactory solution. I have asked that this issue be addressed ASAP.

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Belinda Ward Subdivision: Paihia

Date: November 2018 – January 2019

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Meetings	
22/11/2018	Bledisloe Domain Committee Meeting
28/11/2018	Release of Draft DP Consultation Roadshow - Paiha War Memorial Hall
01/12/2018	Friends of the Williams House Paihia Library Xmas function
03/12/2018	Paihia Community Group Meeting hosted by Hospitality NZ to address Kings Road safety issues - Thirty30
03/12/2018	Paihia War Memorial Hall Committee Meeting
03/12/2018	Focus Paihia AGM - Scenic Circle
05/12/2018	Focus Paihia Op Shop Fashion Parade fundraiser - BOI Yacht Club
05/12/2018	Ngati Rahiri Maori Komiti - Carols on the Green - Paihia Village Green
07/12/2018	Paihia Christmas Parade - Judge
10/12/2018	Bay of Islands-Whangaroa Community Board Meeting - Totara North Hall
11/12/2018	Bledisloe Domain Committee Meeting
12/12/2018	Kerikeri Retirement Village Tour - Bus
31/01/2019	Bledisloe Domain Meeting with FNDC staff to discuss proposed lighting plan for the Domain.

Issues

- 11/01/19 FNDC staff did "condition assessment" on Paihia War Memorial Hall.
- Discussions with staff re Strategic Plan & the placement of street lights in Te Kemara Ave near pensioner flats.
- The number of complaints regarding incidents in the Kings Road area has reduced this summer so far. A positive result from the community, Maori wardens, police & council working together.
- After hours Police attendance & response has been an issue throughout the 2nd week of January.
- Much criticism surrounds the heavy day time Police presence on Cruise Ship days only.
- Residents continue to complain about the disruption within the community on Cruise Ship days.
- The town maintenance litter & rubbish service has been excellent but parking remains an ongoing challenge.

Outstanding:

- Still working with District Facilities Manager to remedy the drainage & flooding issues in front of Paihia War Memorial Hall. PROGRESS with the hole being repaired & evidence photo required to put a case for the works.
- Have received numerous emails for Craft Market Guidelines to be updated in "Paihia Village Green Management Plan". There is an urgency to resolve this prior to the summer season. Chair has requested a report.

Some progress on this issue but no questions answered to date.

Resource Consents

RC2190390 RMASUB

Still having issues with opening & identifying the Resource Consents forwarded to me.

Requests for Service/Information

I am focusing on educating people to submit their own RFS's & request a number so they can follow up without coming through me all the time & it appears to be working!!

3927466	Relating to a number of activities at 30-32 Bayview Road. This RFS has been replied to & closed unsatisfactorily.
3913233	Numerous re Paihia War Memorial Hall. Some partially resolved. Mowing around Hall to look at reinstating the work to the contract & schedule.
	RESPONSE: Have requested reinstatement in the mowing schedule & awaiting action
3916024	Paiha Pony Club requesting safety signage on Haruru Falls Road.
	RESPONSE: Council are unsure of the signage required to slow traffic? Whether horse signs are required OR a speed reduction?

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Bruce Mills

Subdivision: Whangaroa

• Date: November 2018 – January 2019

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Meetings

21/11/2018	Combined Community Board meeting – Waipapa
28/11/2018	Whangaroa Community Trust – Runanga Kaeo
05/12/2018	Meeting with staff regarding RFS 3925010
10/12/2018	Bay of Islands-Whangaroa Community Board meeting – Totara North
19/12/2018	Whangaroa Community Trust – Runanga Kaeo
10/01/2019	Whangaroa Development Group - Union Church, Kaeo
29/01/2019	Whangaroa Memorial Hall Committee, Kaeo
30/01/2019	Whangaroa Community Trust – Runanga Kaeo

Issues

- Lengthy time for Community Board funding to be paid out to recipients
- Whangaroa car park ongoing issues
- Logging traffic on Omaunu Road

Resource Consents

2190331 Mahinepua – change to title, no objections

Requests for Service/Information

3923787	Omaunu Road flood markers – no action
3925058	Old poles to be removed in Kaeo – in progress
3925070	Car bodies and horses on Pupuke Road - sensitive
3932320	Otangaroa Road – flood markers – in progress
3923787	Resubmit – temporary markers have ben put in place
3932324	NZTA safety priority 2078 year 16/17 logging on Omaunu Road. Making this urgent

7.2 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2018

File Number: A2327941

Author: Jolene Graham, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

The purpose of the report is to provide the Bay of Islands – Whangaroa Community Board with financial statements for the period ended 31 December 2018.

EXECUTIVE SUMMARY

The financial report is ward-specific, covering the activities in the Bay of Island - Whangaroa ward only.

Understanding the report

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

The financial year runs from 01 July 2018 to 30 June 2019.

The "Year to date" columns reflect income and expenses for the period 01 July 2018 to 31 December 2018.

The variances column highlights the difference between the budget set in the 2018/19 Long Term Plan (year 1) and actual income and expenses as at 31 December 2018.

The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2018 to 30 June 2019.

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

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Statement of Financial Performance Activities by Ward for the period ending 31 December 2018.

BACKGROUND

This is the second financial report for 2018-2019 detailing the financial performance of community activities to be provided to the Bay of Islands-Whangaroa Community Board.

DISCUSSION AND NEXT STEPS

Public Toilets are behind budget:

Contract Work Annual is behind budget due to December contract fees not being paid in December

Grants and donations are behind due to budget timings

Contingency budget is unutilised to date

External services is tracking behind budget due to this budget being for reactive works, therefore is difficult to budget accurately

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. 2019-02-25 BWCB Statement of Financial Performance Activities by Ward for the period ending 31 December 2018 - Document Number - A2327926 1

Statement of Financial Performance Community Activities by Ward for the period ending 31-December-2018

Bay of Islands - Whangaroa

	Year	to date	Year to date		Full year			Full year
					Annual	Carry		
		Annual Plan			Plan	Forward	Total Annual	1 1
	Actual	Budget	Variance		Budget	Budgets	Budget	Forecast
Operations								1 1
Operational in come								1 1
Rates - general (excl water supply rates)	2,584	2,576	7	0%	5,152	0	5,152	5,152
Rates - penalties	18	56	(38)	-67%	113	0		113
Fees & charges (inc water supply rates)	47	37	11	29%	186	0	186	186
Other income	5	2	4	253%	3	0	3	3
								1 1
Capital income								1 1
Total operating income	2,655	2,671	(16)	-1%	5,454	0	5,454	5,454
Expenditure								
Amenity Lighting	35	56	22	38%	112	0	112	112
Carparks	66	63	(4)	-6%	125	0		125
Cemeteries	51	58	7	12%	116	0	116	116
Community Centres	50	45	(4)	-10%	89	0	89	89
Footpaths	224	259	36	14%	519	0	519	519
Halls	132	153	21	13%	293	0	293	293
Parks & Reserves	837	911	74	8%	1,810	0	1,810	1,781
Public Toilets	285	478	192	40%	1,027	0	1,027	1,027
Swimming Pools	430	431	1	0%	625	0	625	654
Town Maintenance	292	374	82	22%	768	0	768	768
Total operating expenditure	2,402	2,829	427	15%	5,484	0	5,484	5,484
Net operating surplus/(deficit)	253	(158)	411		(30)	0	(30)	(30)

Commentary - Bay of Islands - Whangaroa

Commentary - Bay of Islands Whangaroa

Public Toilets are behind budget:
Contract Work Annual is behind budget due to December contract fees not being paid in December
Grants and donations are behind due to budget timings

Contingency budget is unutilised to date

External services is tracking behind budget due to this budget being for reactive works, therefore is difficult to budget accurately

7.3 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 JANUARY 2019

File Number: A2358015

Author: Jolene Graham, Accounting Support Officer

Authoriser: Angie Thomas, Manager - Accounting Services

PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Bay of Islands-Whangaroa Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 January 2019".

1) 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 2018	\$194,572.00
 Plus CB Retained Earnings returned – Relates to 2010 CB Capital Commitment Gen Rate Funded Balance Remaining 	\$22,507.80
Less funds granted and uplifted to 31 January 2019	\$61,257.39
Less funds not uplifted from 05 November 2018 for Kaeo Christmas Parade, Lions Club of Kerikeri and Kawakawa Santa Parade	\$12,500.00
Less funds not uplifted from 10 December 2018 for Focus Paihia, Hope Centre Northland Community Trust, Resilient Russell Charitable Trust and Whangaroa County Museum	\$13,897.41
Community Fund Account balance as at 31 January 2019	\$129,425.00

2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 January 2019 is \$126,320.00.

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.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Bay of Islands-Whangaroa Community Fund account to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 31 January 2019 is attached.

ATTACHMENTS

1. 2019-02-25 BWCB Statement of Community Fund Account as at 31 January 2019 - Document Number - A2357996 J

Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of the Community Fund Account as at 31 January 2019

Allocation Grants & Donations Annual Budget 2018-19 Community Board Placemaking Fund CB Retained Earnings returned - Relates to 2010 CB Capital Commitment Gen Rate Fund Balance Remaining	161,239.00 33,333.00 22,507.80	217,079.80
Less Expenditure 2018/19 (Funds Uplifted)		217,079.80
Sep 18 Bay of Islands Maritime Park Inc. Living Waters Working Group, for a comprehensive protection and restoration plan for the Pipiroa and Te Wahapu Reserves 16-17 Pmt	1,500.00	
Oct 18 Bay of Islands-Kaikohe Photography Club for admin and printing, purchase or consumables and hireage of a drone to record the history of Kerikeri	563.00	
Nov 18 Kerikeri Baptist Church on behalf of Busy Bees Knitting Club for community knitting project Ngati Rahiri Maori Komiti for advertising, admin, equipment hire, MC koha, mileage, purchase of food and consumables Tukau Community Fund for purchase of goods for hampers and Christmas lunch Kaeo Christmas Parade Organising Committee for Kaeo Christmas Parade and Traffic Management Dutch Community Group BOI for associated costs of Dutch Festival 2019	2,000.00 2,000.00 5,400.00 2,500.00 2,000.00	
Jan 19 Bay of Islands Jazz & Blues Festival to provide a shuttle bus Whangaroa Community Trust for rent at Kaeo Library and facilitators fees Baysport Incorporated for upgrade of changing rooms Rotary Club of Kerikeri Incorp. for purchase and install of portable hoist and water chair Friends of Springbank Charitable Trust for hireage of buses for Fireworks Extravaganza 2018 He lwi Kotahi Trust for costs re Christmas at the Marae event Business Paihia Incorporated for Paihia Christmas Parade and Traffic Management Epilepsy NZ for costs towards a field service vehicle Reinga Road Reserve Incorporated for installing tree protection cages and annual supply of plants Cherry Park House Committee for installation of heat pumps	2,077.39 5,000.00 10,452.00 7,093.00 2,375.00 5,400.00 2,000.00 2,000.00 2,792.00 3,105.00	61,257.39
Balance as at 31 January 2019		\$155,822.41
Less Commitments 2018/19 (Funds not yet uplifted)		
Meeting 05.11.18 Kaeo Christmas Parade Organising Committee for Kaeo Christmas Parade and Traffic Management Lions Club of Kerikeri for Kerikeri Santa Parade and Traffic Management Kawakawa Santa Parade for Kawakawa Santa Parade and Traffic Management	5,000.00 5,000.00 2,500.00	
Meeting 10.12.18 Focus Paihia for rubbish collection, installation of footpath, purchase and install of blinds, rubber flooring, shipping container and flood lighting of Bledisloe Domain Hope Centre Northland Community Trust for costs re Feast in the Street Resilient Russell Charitable Trust for advertising/marketing, trophies, catering, travel/mileage, accommodation and Master of Ceremonies costs Whangaroa County Museum and Archives Society for administration and overhead costs	3,897.41 2,500.00 2,500.00 5,000.00	26,397.41
Balance 31 January 2019 Uncommitted/(Overcommitted)		\$129,425.00
Note: Future funding commitments:		
Meeting 9 September 2015: Bay of Islands Maritime Park Inc. Living Waters Working Group, for a comprehensive protection and restoration plan for the Pipiroa and Te Wahapu Reserves \$1,500 for each of the three following years 2016-172017-181,500.002018-191,500.00	Paid 29.03.18	

7.4 APPLICATION FOR FUNDING - BE FREE INCORPORATED

File Number: A2343417

Author: Kim Hammond, Meetings Administrator

Authoriser: Kate Barnes, Governance Support Team Leader

PURPOSE OF THE REPORT

To present the Community Board with information received from Be Free Incorporated for costs associated to the Be Free Youth Space at the Mangonui Festival 2019 (as outlined in the application form), and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$4,353 (plus GST if applicable) to be paid from the Board's Community Fund account to Be Free Incorporated for advertising, facilitator fees, administration, refreshments, travel, performance koha and public liability insurance, to support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

1) BACKGROUND

Be Free Incorporated promotes freedom from addictions by providing support for youth through music and performance. Mangonui Waterfront Festival will be held on 30 March 201 from 12 pm – 6 pm.

The total project cost is \$18,306 – this includes \$9,600 of volunteer value that the applicant has not included in the total budget cost. The volunteer hours that have been included are made up of work that has already taken place, including preparing youth for the event, attending meetings, completing funding applications. The volunteer hours also include a portion of the volunteers that will be there on the day.

The project cost does not reflect any financial contribution from Be Free Incorporated. Be Free Incorporated will be running a free event on 16 February 2019 with koha and funds raised at this event will go towards the costs of the Be Free stage at the Mangonui Festival 2019.

Be Free Incorporated has also submitted an application to the Te Hiku Community Board, requesting \$4,353 and will be considered at their meeting in March 2019.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

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

Option 1 Authorise the full amount requested

This application is for 50% of the cost of the event.

Option 2 Authorise partial funding of the amount requested

Previously the Bay of Islands-Whangaroa Community Board resolved that they would make up the balance of the amount requested and allocated by the Te Hiku Community Board. The balance was \$1,322.61.

Option 1 is recommended by staff as it complies with the Community Grant Policy.

Reason for the recommendation

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. Funding Application Be Free Incorporated A2343397 😃 🖺
- 2. Schedule of Supporting Documentation Be Free Incorporated A2343488 J

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

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





Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an
 application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the
 application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- Incomplete, late, or non-complying applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz — we're happy to help.
- Send your completed form to governance@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
 ✓ Most recent bank statements and (signed) annual financial statements
 ✓ Programme/event/project outline
 ✓ A health and safety plan Covered by Mangonui Festival
 ✓ Your organisation's business plan (if applicable)
 ✓ Spreadsheet attached
 ✓ 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

Organisation	BE FREE INC. Number			er of Member	s 6
Postal Address	188A WAIPAPA WEST RD, KERIKERI			Post Code	0295
Physical Address	1(Post Code	£4
Contact Person	CLAIRE GORDON Position CHA				SON
Phone Number	09 407 1506 Mobile Number 021			8836	016
Email Address	musicplace kerikei	ri @gmail.c	om		

Please briefly describe the purpose of the organisation.

PROMOTING FREEDOM FROM ADDICTIONS, SUPPORTING OUR COMMUNITY AND
CELEBRATING LIFE. PROVIDING SUPPORT FOR YOUTH THROUGH MUSIC AND PERFORMANCE

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Which Communi	ty Board is your or	ganisa	ation applying to (see ma	p Sch	edule A)?	
	Te Hiku		Kaikohe-Hokianga	\square	Bay of Island	ls-Whangaroa
Clearly describe	the project or even	t:				
Name of Activity	BEFREE YOU	TH ST	TAGE AT MANGON	IUI FE	STIVAL Date	30.03.2019
Location	MANGONUI	WA	TERFRONT FESTI	IVAL	Time	12 -6PM
Will there be a cha	arge for the public to	attend	or participate in the proje	ct or e	vent?	☑ Yes ☐ No
If so, how much?	GENERALFE	STIV	ALADMISSION:	ADL	1LTS - \$1	O KIDS-KOHA

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

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

Be Free - benefitting our Youth and Community, through resilience and mentoring.

Following on from the success of last year, Be Free have again been invited to sponsor a Youth Performance Stage to showcase the youth of our region and to provide a platform to demonstrate the resilience, self-confidence, and collaborative spirit of the youth participating in the Be Free Programme - as a positive example and inspiration to their peer group. This year, Be Free's success as a programme has been recognised through an award from Trustpower Communities, where we gained finalist in our category.

Be Free becoming more widely available. We welcome the opportunity to provide resources and support for those who are struggling or suffering from the effects of addictions on their whanau, whether drug or alcohol, and the subsequent mental health issues. We need to create an awareness of the availability of the programme, through the continued promotion at events such as Mangonui Festival which has the attendance of the wider community that we need to reach.

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

Feedback received from attendees at last year's festival was often emotional in terms of the availability of the programme and how it could have made such a difference had it been available for their whanau at an earlier stage. This emphasises, for us, the importance of not just being able to continue the Be Free programme, but to increase the awareness of its availability to all youth, which we can do through this platform. During the event, attendees are able to access support and resources, engaging with support providers.

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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	1,260	630
Facilitator/Professional Fees ²	1.165	583
Administration (incl. stationery/copying)	340	170
Equipment Hire	3327	1663
Equipment Purchase (describe)	-	_
Utilities	_	_
Hardware (e.g. cement, timber, nails, paint)	-	-
Consumable materials (craft supplies, books)	- manage	_
Refreshments	120	60
Travel/Mileage	450	225
Volunteer Expenses Reimbursement	_	_
Wages/Salary	-	not applicable
Volunteer Value (\$20/hr)	(9600)	not applicable
Other (describe) PERFORMERS KOHA PUBLICLIABILITY INSURANCE	1500] 2044	1022
TOTALS	8706	4353

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

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Local Grant Application Form	
Financial Information	
Is your organisation registered for GST? ☐ Yes ☐ No GST	「Number □
How much money does your organisation currently have?	12,203
How much of this money is already committed to specific purposes?	11,203

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

Purpose	Amount
FAR NORTH SUMMER SOUNDS FREE EVENT	
(FUNDED BY PRIVATE DONATION)	11,203
16TH FEB 2019	
TOTAL	11,203

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

Funding Source	Amount	Approved
LOTTERIES COMMUNITY	2,280	Yes / Pending
PRIVATE DONATION	1.000	Yes / Pending
BE FREE RAISED FUNDS	673	Yes / (Pending)
FOUNDATION NORTH	400	Yes / Pending
		Yes / Pending

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

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

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Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

BEFREE Incorporated

We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 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.
- 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.
- 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.
- The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
- 6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

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Signatory Two

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Signatory One



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

- To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
- 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.
- To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 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.
- 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.
- 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.
- 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.
- 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).
- To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One Name Position CHAIRPERSON CLAIRE GORDON Postal Address WAIPAPA WEST ROAD, R.D.2. Post Code Phone Number Mobile Number 883 6LE 21-01-2019 Signature Signatory Two Position SECRETARY Name JOANNA DANILO 0295 Postal Address 18 MACADAMIA LANE, KERIKERI Post Code Phone Number 021 0286 2708 Mobile Number -2019 Banillo 21-01 Signature Date

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Schedule of Supporting Documentation

BE FREE INCORPORATED

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

1	Covering Letter
2	Budget Table
3	Quote - Bread and Butter (Advertising and Administration)
4	Quote - Claire Gordon Consultancy (Facilitator Fees)
5	Quote - Playrockguitar (Facilitator Fees)
6	Quote - LCT Accounting (Financial Review)
7	Quote – Music Workshop (Equipment Hire)
8	Quote - Keri Party Hire (Marquees)
9	Quote - Playrockguitar (Equipment Hire)
10	Quote - Be Free Incorporated (Equipment Hire)
11	Quote - Broker Web Risk Services (Other – Insurance)
12	Bank Statement - ANZ
13	Performance Report – Whitelaw Weber
14	Programme Outline
15	Business Plan
16	Report of 2018 Event
17	Letter of supports – Hon John Carter, Northland District Health Board, Turner Centre, Illumination Workshop, The Stage Door, Kerikeri Theatre Company
18	Email explain volunteer hours and financial contribution

7.5 APPLICATION FOR FUNDING - KAEO FESTIVAL GROUP

File Number: A2330870

Author: Kim Hammond, Meetings Administrator

Authoriser: Kate Barnes, Governance Support Team Leader

PURPOSE OF THE REPORT

To present the Community Board with the information on an application received from Kaeo Festival Group for costs associated the logistical costs of running Nga Purapura 2019 as outlined in the application, and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$3,135 to be paid from the Board's Community Fund account to Kaeo Festival Group for costs associated the logistical costs of running Nga Purapura 2019 as outlined in the application, for the following reason:

- i) Liveable communities that are healthy, safe, connected and sustainable
- ii) Proud vibrant communities

1) BACKGROUND

Nga Purapura 2019 run by the The Kaeo Children's Festival is a free one day event organised with the main aim of providing access to inspirational experiences for local children. The event will be an explosion of colour and sound, workshops and participatory events and performances.

The Kaeo Festival Group is collaborating with local organisations and individuals with the aim of involving the whole community.

The Kaeo Festival Group received funding from the Community Board \$2,796 for Nga Purapura 2018. The Kaeo Festival Group has submitted their project report form for the funding received. The Kaeo Festival Group has also received \$2,839 from the Creative Communities Assessment Committee.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

This application has been checked by staff for completeness against the Community Grant Policy, Community Outcomes as stated in the LTP and all provisions listed on the application form.

Option 1 Authorise funding for the full amount requested

Funding of 41% of the project cost is requested and could be funded in full.

Option 2 Authorise partial funding

Option 3 Decline funding

Option 1 is recommended by staff as it complies with the Community Grant Policy, the Community Outcomes and provisions listed on the application form.

Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. Funding Application Kaeo Festival Group A2316911 🗓 🖫
- 2. Schedule of Supporting Documentation Kaeo Festival Group A2330951 J

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
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 project is of local benefit
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.	Considered in the application
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.	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

Kaeo Service Centre



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an
 application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- Incomplete, late, or non-complying applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz — we're happy to help.
- · Send your completed form to governance@fndc.govt.nz or to any Council service centre

The following mu	ust be submitted	along with this	application f	orm:
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	Quotes (or evidence of costs) for all items listed as total costs on pg 3
	Most recent bank statements and (signed) annual financial statements
0	Programme/event/project outline
	A health and safety plan
	Your organisation's business plan (if applicable) N/#
	If your event is taking place on Council land or road/s, evidence of permission to do so In process
	Signed declarations on pgs 5-6 of this form

Organisation	Kaeo Festival Group			er of Membe	rs 8	
Postal Address	2708b Waiare Road, RD1, Kaeo			Post Code	0478	
Physical Address	As above				Post Code	
Contact Person	Hannah Hunter Position Treas			Treasu	rer	
Phone Number	021 174 9760	Mobile N	umber			
Email Address	hannahhunter78@gmail.com					

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for children and young people.



	tails

	Te Hiku ☐ Kaikohe-Hokianga ☑ Bay of Islands-Whangaroa			aroa			
Clearly describe	the project or	event:					
Name of Activity	Nga Purapui	ra 2019, k	Kaeo's Free festival fo	r children	Date	Saturday 23rd March 2	
Location	Kaeo town centre		Time	10am-4	pm		
Will there be a ch	arge for the pub	lic to atten	d or participate in the pr	oject or event?		☐ Yes	☑ No
If so, how much?							

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

The Kaeo Children's Festival is a free of charge, one day, open air festival being organised with the main aim of providing access to provide inspirational experiences for our local children, young people and whanau. The event is designed with our local tameriki in mind but we expect it draw attendences from all over Northland to showcase Kaeo's vibrancy and spirit. The event will be an expolsion of colour and sound with completely unique experiences including a broad range of workshops and participatory events, high quality performances, a platform for community talent and cultural activities that celebrate our rich heritage. This shared celebration will help to nurture a sense of pride in Kaeo, a place where deprivation levels are high and the children are the most deeply impacted. The Kaeo Festival Group is collaborating with many local organisations and indeviduals with the aim of involving the whole community. The festival takes place in the heart of Kaeo central to the playgound, local businesses and facilities. Now in it's second year the inaugural event received such overwhelmingly positive feedback that we were encouraged to continue to develop the event. We know that children who learn to think creatively do better at school and we know that young people who are able to express themselves and have creative outlets are less likely to get into trouble. The experiences that we offer at Nga Purapura are intended to give our children and tameriki a non-threatening, fun, accessible experiences to stick with them. A grant from the Community Board would be vital to get the event off the ground. The grant would pay for the logistics of hosting the event and making sure it is run safely for everyone involved. We are keen to acknowledge the support of our funders and make extra efforts to ensure that funders are thanked in our printed materials and on the day of the event,

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Project Cost

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

<u>Total Cost</u> - 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	See breakdown attached	7
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		1
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		1
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$7700.00	\$3135.00

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

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Nga Purapura 2019 Whole Project budget			
Participation - Creative Communites Fund			
Workshop 1 & 2 - Hop Hop Dance and circus skills - Facilitators fee	5	350	
Workshop 3 - Wearable Arts - Upcycle and Super Heros. Op shop and emporuim, and fabric budget	\$	150	
Workshop 4 - Mosaic Public Art - tiles treasure packs 13.50 x4, mosiac mesh \$6, apoxie glue \$40, board and grout donated	\$	100	
Workshop 5 - Street Art Mural Painting with Yasma Smith - facilitaor koha	\$	100	
Workshop 6 - Yarn Bombing - Op shop Yarns	\$	70	
Workshop 7 - Theatre with Willi (See facilitators expenses below)	\$	-	
Workshop 8 - Trash Band instrument making in advance, instrument making workshop, playing workshop, performance conductor 8 hours x \$25 plus \$50			
materials	\$	250	
Workshop 9 - African Drumming with Ross	\$	150	
Workshop 10 - Dij making and playing			
Art in Nature - MTA \$136 + Warehouse \$36	\$	172	
Art in Nature - Clay Creatures and pottery wheel - clay 40kg	\$	147	
Rachel Palmer workshop materials	\$	100	
Workshop Tent hire 11x11 North Hire Marquees	\$	500	
Volunteer workshop helpers expenses 6 x \$50	_	300	
Logistics - Community Board Fund			\$ 2,389
Main Stage sound system hire / tech support / cableing - Soundworks First Aid Cover 11 hrs @ \$25 per responder x 2 less community discount - St Johns	\$	1,127 380	
First via Cover 11 in Set 322 per responder x 2 less community discount - 5C Johns Security - Many Wardens - koha	\$	200	
Hire portailors on trailor, flood lights	Ś	150	
Safety Fence - Mitre 10	\$	95	
Koha to Union Church for use of electrisity and Hire fee Public liability Insurance	\$	100	
Public Hability Insurance Waste Management	\$	575 190	
Print and laminate 20 A4 safety signs - Stationary Warehouse \$1.29 x 20	\$	26	
Printing for group meetings, administration, operational plans 0.30 double sided printing Stationary Warehouse x 150 copies	\$	45	
Print volunteer information packs \$0.30 x 60	\$	18	
Te Reo Maori Festival Phrase book design and print 199+gst	\$	229	
Healthy Food classes			\$ 3,135
Food Printing recipe cards - take home			
Marketing	1000	25357	
Poster design - Assesntion design inkind gift value \$300	5	-	
Print poster x 100 posters	\$	126	
Print fliers x 2000	\$	120	
Print programme A4 black and White double sided x 300 x .30		90	
Programme			
Handline band		750	
Mr Roberelli Childrens Music performers Book tent hire	-	750 0	
Top up Dress up box - op shop budget	\$	50	
Face paints for volunteer facepainters to give free facepaints 4 x \$20	\$	80	
Materials for site and town decorations		130	
Volunteers	4 20		
Volunteer refreshments	\$	80	
Total Expenditure	\$	7,700	
Event income			
Stall holders fees 8 stalls x 520 Creative Communities	\$	260	
Bay of Islands and Whangaroa Community Board	\$	2,389 3,135	
Keeconnes	S	400	
Walpapa Lions	S	400	
Trading post - Local business sponsorship	S	50	1 1 1 1 1 1 1 1
	9	150	
Farm and Fuel - local business sponosrship		100	
Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship	S	150	
Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship	S		
Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship The Spice Grill - local business sponsorship	S	150	
Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship The Spice Grill - local business sponsorship The Spice Grill - local business sponsorship	S S	150 50	
Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship The Spice Grill - local business sponsorship The Saddlery - local business sponsorship Balance in bank	\$ \$ \$	150 50 316	
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Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship The Spice Grill - local business sponsorship The Saddlery - local business sponsorship Balance in bank Total Income	\$ \$	150 50 316 7,700	
Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship The Spice Grill - local business sponsorship The Saddlery - local business sponsorship Balance in bank Total Income Balance	\$ \$	150 50 316 7,700	
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Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship The Spice Grill - local business sponsorship The Saddlery - local business sponsorship The Saddlery - local business sponsorship Balance in bank Total Income Balance Inkind Support Bunnings / Mitre 10 Road sign board, mural board, mosaic board, mosaic grout New World - Healthy food	\$ \$	150 50 316 7,700	
Farm and Fuel - local business sponocrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo BR - local business sponsorship The Spice Grill - local business sponsorship The Spice Grill - local business sponsorship The Saddlery - local business sponsorship Balance in bank Total Income Balance Inkind Support Bunnings / Mitre 10 Road sign board, mural board, mosaic board, mosaic grout New World - Healthy food Volunteer value	\$ \$	150 50 316 7,700 -0	
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Farm and Fuel - local business sponocrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo BR - local business sponsorship The Spice Grill - local business sponsorship The Spice Grill - local business sponsorship The Saddlery - local business sponsorship Balance in bank Total Income Balance Inkind Support Bunnings / Mitre 10 Road sign board, mural board, mosaic board, mosaic grout New World - Healthy food Volunteer value	\$ \$	150 50 316 7,700 -0	
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Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponsorship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship The Spice Grill - local business sponsorship The Saddlery - local business sponsorship Balance in bank Total Income Balance Bunnings / Mitre 10 Road sign board, mural board, mosaic board, mosaic grout New World - Healthy food Volunteer value Volunteer value DY workshop tent 8 brs x 8 volunteers @\$20 = \$1280 Volunteer value DY workshop tent 8 brs x 8 volunteers @\$20 = \$1280 Volunteer value is crew* \$15.75 per hour x 12 x 8 hours Volunteer value Co-ordinators hours 36 weeks @ 6 brs per wk @ \$20 per hr Documentation / visitor surveys / photography	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,280 1,512 1,520 1,512 1,512 1,512 1,512 1,512	
Farm and Fuel - local business sponosrship Donnas Mad Hatters - local business sponosrship Kaeo BP - local business sponsorship Kaeo Farm and fuel - local business sponsorship The Spice Grill - local business sponsorship The Saddlery - local business sponsorship Balance in bank Total Income Balance Inkind Support Bunnings / Mitre 10 Road sign board, mural board, mosaic board, mosaic grout New World - Healthy food Volunteer value Volunteer value Site crew* 515.75 per hour x 12 x 8 hours Volunteers value - festival group 4 people 6 meetings x 2 hours @\$15.75 Volunteers value - Co-ordinators hours 36 weeks @ 6 hrs per wit @ \$20 per hr	\$ \$ \$	150 50 316 7,700 -0 1,280 1,512 756 4,320	

Local Grant					P
Application Form					
Financial Information					
Is your organisation registered for GST?	☐ Yes	⊠ No	GST Numb	per	
How much money does your organisation of	urrently hav	re?		\$316	
How much of this money is already commit	ted to speci	ic purposes	?	All of above	
		and the state of t			

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

Purpose	Amount
Cost of promotioanl materials for Nga Purapura 2019	\$316
TOTAL	

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

Funding Source	Amount	Approved
Creative Communities Fund	2389,00	Yes / Pending
Waipapa Lions	400.00	Yes / Pending
Kaeoannes	400.00	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
Nga Purapura 2018 Community Board Fund	\$2796.00	15 mar 2018	Y / N
Nga Purapura 2018 Creative Communities	\$2545.00	29th Dec 2017	Y / N
			Y / N
			Y / N

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Local Grant



Application Form

Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)



We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 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.
- 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.
- 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.
- The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
- 6. We have the following set of internal controls in place:
 - · Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

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Local Grant



Application Form

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

- To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
- 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.
- To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change
 of purpose(s) is obtained in advance from the Community Board.
- 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.
- 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.
- 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.
- 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).
- 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 Gannal Hunte Position
Postal Address 27086 Waiare Road, RDI, Kalo Post Code @ABB 0478
Phone Number 021/749760
Signature Date 15 Nov 18
Signatory Two
Name Anculi van Donzel Position
Postal Address 3243 Waiare Rd Post Code 0478
Phone Number 027 25 45 462 Mobile Number
Signature Ourcustangel Date (5/11/2018.
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Item 7.5 - Attachment 1 - Funding Application - Kaeo Festival Group

Schedule of Supporting Documentation KAEO FESTIVAL GROUP

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

1	Budget breakdown
2	Quote - Liability Insurance, AON New Zealand
3	Quote - Safety Net, Mitre 10
4	Quote - St John
5	Quote - AV requirements, AVIT
6	Quote - Brochures
7	Bank statement - ANZ
8	Draft Programme, Nga Purapura 2019
9	Health and Safety plan
10	Letter of Reference – Far North REAP and Whangaroa Community Trust
11	Feedback from 2018
12	Budget vs Actual costs for 2018

7.6 APPLICATION FOR FUNDING - MIDWAY INCORPORATED NORTHLAND DAY SERVICES TRUST

File Number: A2330463

Author: Kim Hammond, Meetings Administrator

Authoriser: Kate Barnes, Governance Support Team Leader

PURPOSE OF THE REPORT

To present the Community Board with the information on an application received from Midway Incorporated Northland Day Services Trust (MINDS) for the purchase of a moto-med machine and pool lifting device, and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$13,502 to be paid from the Board's Community Fund account to Midway Incorporated Northland Day Services Trust for purchase of a moto-med machine and pool lifting device, for the following reason:

i) Liveable communities that are healthy, safe, connected and sustainable.

1) BACKGROUND

MINDS purpose is to empower and enrich adults with disabilities with day based activities to enable them to achieve. To help achieve this purpose, MINDS wants to purchase a moto-med machine and pool lifting device to be used at the Kawakawa community pool.

The Kawakawa community pool is run by Sport Northland. Sport Northland has confirmed that they cannot allocate funds to the purchase of the equipment, but will cover the cost of the ongoing maintenance.

MINDS have not received funding from the Bay of Islands-Whangaroa Community Board previously.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

This application has been checked by staff for completeness against the Community Grant Policy, Community Outcomes as stated in the LTP and all provisions listed on the application form.

Option 1 Authorise funding for the full amount requested

Funding of 50% of the project cost is requested and could be funded in full.

Option 2 Authorise partial funding

Option 3 Decline funding

Option 1 is recommended by staff as it complies with the Community Grant Policy, the Community Outcomes and provisions listed on the application form.

Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. Funding Application Midway INC Northland Day Services Trust A2316958 🗓 🖫
- 2. Schedule of Supporting Documentation Midway INC Northland Day Services Trust A2330443 U

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and Engagement Policy</u>	Low
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 project is of local benefit
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.	Considered in the application
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.	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

16/11/14

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.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the
 application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- Incomplete, late, or non-complying applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz — we're happy to help.
- Send your completed form to governance@fndc.govt.nz or to any Council service centre
 The following <u>must</u> 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
Applic	ant details
Organisatio	midway IN North land DayServices Trugthumber of Members 60 plus
Postal Addr	ess P.O.BOX 121 MOEVEW9 Post Code O211
Physical Ad	dress & main 12d Moerewa Post Code 0211
Contact Pe	rson Elisabeth largetone Position Co-ordinator
Phone Nun	ber 09 4040402 Mobile Number
Email Addre	ess loi-sahotmail o com
Please bri	efly describe the purpose of the organisation.
To E	mpower, Enrich, Adults with disabilities with based activities to Enable them to achieve.

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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 Recreation - Enabling Disabled to be Date on going Location Recreation Centre, Kawakawa Time ongoing Will there be a charge for the public to attend or participate in the project or event? Wes No If so, how much? Pool \$3 or \$2 consession Sym isage charges 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.
- A thist / lift to enable disabled people to enter the pool and swim/exercise Equipment /machine to enhance the adjusty of people who have limited movement / function. The equipment is all to be situated at the local Pool Complex where everyone can access it and benefit from it.
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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		t
Equipment Purchase (describe) motomed - machine Pool histing device. Utilities	\$9380.00	\$ 10002.00
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)		1
TOTALS	\$24004	\$13502.00

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

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U	L	1	1	١

Financial Information Is your organisation registered for GST? Yes No GST Number 71 247 245 How much money does your organisation currently have? How much of this money is already committed to specific purposes? There is a need in the community and we are trying to help List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount	
Moundal wages. Activity costs Vehicle cost. Provisions	\$ 90,000 - \$ 5,000 - \$ 5,000 -	
TOTAL		

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

Funding Source	Amount	Approved
Lion foundation	\$ 160000000 6751	Yes / Pending
Pub Charities	\$14000006751	Yes / Pending
ide Chamiles	1010	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
			Y / N
			Y / N
			Y / N
			Y / N

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Privacy Information

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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)

midway In Northland Day Services Trust

We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 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.
- 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.
- The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
- 6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

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

- To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
- 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.
- To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change
 of purpose(s) is obtained in advance from the Community Board.
- 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.
- 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.
- 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.
- 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).
- 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

3	
Name Elisabeth largs	one Position Co-ordinator
Postal Address & moding Clos	Post Code ORC4
Phone Number 094027457	Mobile Number
Signature	Date 15/8/12 .
Signatory Two	
Name VICKY TIHEMA BAKER	Position CHAIR PERSON
Postal Address 32 OTIRIN RP MOEREW	Post Code つえい
Phone Number 021 1184 526	Mobile Number
Signature /Bolox	Date 5/11/18
www.fndc.govt.nz Memorial Ave, Kaikohe 0440 Private	
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Schedule of Supporting Documentation

MIDWAY INCORPORATED NORTHLAND DAY SERVICES TRUST

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

1	Quote - Pool Accessibility Hoist - Pool Stuff
2	Quote – Motomed – Acutech
3	Information on Motomed and Pool Accessibility Hoist
4	MINDS Annual Report
5	Deposit slip
6	Certificate of Incorporation and Charities Commission
7	Bank statement – dated 30 September 2018 and 31 October 2018
8	Letters of support – Bay Physio, Northland District Health Board, Isobel Finlayson (Physiotherapist), MINDs, Special Olympics Bay of Islands and Corrin Harnett (Personal Trainer)

7.7 APPLICATION FOR FUNDING - PEAR TREE PADDLERS

File Number: A2346391

Author: Kim Hammond, Meetings Administrator

Authoriser: Kate Barnes, Governance Support Team Leader

PURPOSE OF THE REPORT

To present the Community Board with the information on an application received from Pear Tree Paddlers for the costs associated with the New Zealand National and Regional School Champs Stand Up Paddle Boarding Championships 2019, and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,900 to be paid from the Board's Community Fund account to Pear Tree Paddlers for the hireage of portaloos, microphones and public announcement system, 2 way radios, marquee and St Johns Ambulance for the New Zealand National and Regional School Champs Stand Up Paddle Boarding Championships 2019 for the following reason:

i) Proud vibrant communities

1) BACKGROUND

Pear Tree Paddlers have previously run the Triple Crown event over the last few years. This year Pear Tree Paddlers submitted a bid and were successful to host the Stand Up Paddleboard National Championships. On the 13 and 14 April 2019 paddleboarders from all over New Zealand and internationally will partake in this competition. At the same time, Pear Tree Paddlers will also run the 2019 Regional Secondary Schools SUP Championships.

Pear Tree Paddlers has made the following applications to the Bay of Islands-Whangaroa Community Board:

Year	Amount allocated	Project	Project report received
2017	\$494.50	Bay of Islands Triple Crown 3 – 5 June 2017	Yes
2018	\$980.00	Bay of Islands Triple Crown 2 - 4 June 2018	Yes

2) Discussion and Options

Preliminary assessment of the application:

This application has been checked by staff for completeness against the Community Grant Policy, Community Outcomes as stated in the LTP and all provisions listed on the application form.

Option 1 Authorise funding for the full amount requested

Funding of 19% of the project cost is requested and could be funded in full.

Option 2 Authorise partial funding

Option 3 Decline funding

Option 1 is recommended by staff as it complies with the Community Grant Policy, the Community Outcomes and provisions listed on the application form.

Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. Funding Application Pear Tree Paddlers A2346385 😃 🖺
- 2. Schedule of Supporting Documentation Pear Tree Paddlers A2350632 U

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and Engagement Policy</u>	Low
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.	Local issue
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.	Considered in the application
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.	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



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an
 application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the
 application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- Incomplete, late, or non-complying applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.qovt.nz – we're happy to help
- . Send your completed form to governance@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

PEAR TREE PADDLERS	Number of Member	s
2 Marsden Place Kerikeni	Post Code	0230
2 Marsden Place Keriker	Post Code	0230
Bill Dawes Position		
027 777 (035 Mobile Number c		
,)		
	2 Marsden Place Keriken 2 Marsden Place Keriken Bill Dawes Position	2 Marsden Place Kerikeri Post Code 2 Marsden Place Kerikeri Post Code Bill Daves Position 027 777 1035 Mobile Number of paddlecompany @ gmail. cam

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	al Grant
Applicat	tion Form
Project Deta	ails
Which Communi	ity 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	NZ NATIONAL SUP LACING CHAMPON SHIPS Date 13-14 APRIL 2019
Location	WASTANGS INCET Time All day
Will there be a ch	narge for the public to attend or participate in the project or event?
If so, how much?	see below
	o will benefit from the activity and how; and of it will broaden the range of activities and experiences available to the community.
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	vit will broaden the range of activities and experiences available to the community.

2019 NZ Stand Up Paddleboard National Race Championships + Northland Schools Champs

Following on from our success in organising the extremely successful 'Triple Crown' paddleboard race events over the past few years, we set our sights even higher for this year, and put in a bid to host the Stand Up Paddleboard National Championships here in the Bay of Islands. And to our great delight, our bid was accepted.

So, over the weekend of 13-14 April 2019, many hundreds of stand up paddleboarders from all over NZ and the South Pacific will be converging on the Bay of Islands for a weekend of stand up paddleboard racing.

As well as attracting the top athletes, the event will be very much about participation, with classes and prizes for all ages and types of equipment (including normal all-round family paddleboards and inflatable paddleboards), along with fun prizes for best fancy dress etc. Just like the half marathon, 90% of the participants in the races will be there for fun, rather than any serious attempt to win it. And of course there are lots of spot prizes to be won, for everyone who completes the course.

As we will have all the infrastructure (ie courses, rescue boats etc) and a large crew of volunteers assembled, we have chosen to up the ante still further, and will also be running the 2019 Northland Region Secondary Schools SUP Championships alongside the National event, on the Saturday, thus giving the Northland youngsters the chance to see the very best NZ racers in action alongside their own event. This will be the first ever (in New Zealand) regional schools stand up paddleboard championships and is a fully sanctioned Northland Secondary Schools Sports Association event.

ECONOMIC BENEFITS FOR THE AREA

As stand up paddleboarding is very family oriented, most competitors will be bringing their families with them, and making a holiday of it. The event schedule has deliberately been set to allow a lot of free time for participants to explore and enjoy other activities that the Bay of Islands has to offer, and the specific timing of the event on the first weekend of the Easter school holidays will hopefully encourage many participants to stay longer. Overall, the event should bring a significant cash boost to the local economy at this shoulder season time, as well as showcasing what the area has to offer.

The event features a number of different distance races, including a 4km race which is targeted very much at the recreational paddler. (4km is about half an hour of paddling, well within the scope of any paddleboarder). It is hoped that many local paddlers will enter, simply to be part of it. It would be great to really show what we can do up here in Northland, and just get as many paddlers onto the water as possible.

FUNDING

Very much along the lines of the Triple Crown events we will be relying solely on volunteers, and thus the overheads can be kept relatively low. Barfoot and Thompsons have once again offered to assist with the promotion and advertising of the event, which is a great help. Local businesses are assisting with spot prizes. Our aim is to keep the entry fees as low as possible, to allow maximum participation. The money gained from the entry fees will cover the costs of the medals and trophies.

However, there are a few other expenses which we will have to cover, as detailed on the accompanying spreadsheet, leaving us with a current shortfall of around \$3000 between (anticipated) income, and expenditure. We can of course raise the entry fees, and we will continue to seek further sponsorship. Nevertheless, any support that FNDC can provide would be hugely appreciated. If the turnout is greater than our worst-case predictions there will be more money in the pot also, but we would prefer to spend this on more spot prizes and promotion, to ensure everyone has the best possible time and really wants to come back for future events. (Which will hopefully be easier to raise more sponsorship for also, once the event is a 'proven concept'!)



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
- See attached sheet
- 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)	See J. 20	
Utilities	Hat	
Hardware (e.g. cement, timber, nails, paint)	0//	
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		NDE T

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

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Expenditure	Item	amount	Total Cost	Amount Requested
Rent/Venue Hire	n/a		\$0	\$0
Advertising/Promotion	Photography/videography Social Media/FB boosts signage	\$1,000 \$200 \$500	\$2,200	covered by B & T Sponsorship
	advertising	\$500		B a r openeeremp
Facilitator/Professional		7		
Fees	MC?	\$300		covered by B & T sponsorship
	St Johns Ambulance	\$336		\$336
	NZSUP Levy	\$2,000	\$2,636	covered by entry fees
Administration		\$200	\$200	covered by entry fees
Equipment Hire	radios and PA/mic	\$462		
	extra toilets	\$280	\$2,042	\$2,042
	marquee hire	\$1,300		
Equipment Purchase	n/a		\$0	\$0
Utilities	n/a		\$0	\$0
Hardware	n/a		\$0	\$0
Consumables	race numbers	\$200	\$3,200	covered by B & T sponsorship
	trophies and medals	\$3,000		covered by B & T sponsorship
Refreshments	n/a		\$0	\$0
Travel	n/a		\$0	\$0
Volunteer Expenses	rescue boat fuel & costs	\$800 \$800	\$1,600	covered by B & T sponsorship covered by entry fees
Wages	n/a		\$0	
Volunteer Value	160 hrs	\$3,200	\$3,200	
Other	liability insurance	\$350	\$850	covered by entry fees
	band	\$500		covered by B & T sponsorship
		TOTALS ACTUAL	\$15,928	\$2,378
		COSTS	\$12,728	(- volunteer value)
EVENT INCOME	DAT.	\$7.000		
	B & T sponsorship	\$7,000		
	Entry Fees	\$3,500	(this is worst cas	se scenano)

Summary of items we are requesting FNDC assistance in funding:

Extra portaloos \$280
Hire of Radios and PA
system \$462
Hire of marquee \$1,300
St Johns Ambulance
Cover \$336
Total \$2,378

Assistance with any or all of these would be hugely appreciated.

Local	Gr	ant
Applicati	on	Form



s your organisation registered for GST? 🗆 Yes 🗷 No	GST Number
ow much money does your organisation currently have?	None
ow much of this money is already committed to specific purpo	oses?
ist the purpose and the amounts of money already tagged or o	committed (if any):
st the purpose and the amounts of money already tagged or o	committed (if any): Amount
ist the purpose and the amounts of money already tagged or o	

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

Funding Source	Amount	Approved
SPONSOR SHIP	7000	Yes / Pending
ENTRY FEES	3500	Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
2018 SUP TRIPLE CRAWN	1980 -	June 2018	Y) N
2917 NP TRIPLE CROLIN	\$494.50	June 2017	(Y) / N
			Y / N
			Y / N

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(version Sept 2018)
A1859967
Page 4



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

PEAR TREE PADDIELS

We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 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.
- 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.
- 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.
- The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
- 6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One / /

Signatory Two

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

- To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
- 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.
- To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 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.
- 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.
- 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.
- 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.
- 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).
- 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

Postal Address 2 Na	KSDG~ PLACE Post Code 0236
Phone Number	Mobile Number 027 777 1035
Signature	Date
Signatory Two	
	Position
Name	Position Post Code
Name Postal Address Phone Number	

Item 7.7 - Attachment 1 - Funding Application - Pear Tree Paddlers

Schedule of Supporting Documentation

PEAR TREE PADDLERS

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

1	Additional Information for event
2	Budget breakdown
3	Operations and Safety Management Plan
4	Quote - Mobile Systems Limited (Radios and PA)
5	Quote - Keri Party Hire (Marquee)
6	Quote - Kerikeri Hire (Portaloos)
7	Quote - St John (Ambulance Cover)
8	Proof of bank accounts - ASB

7.8 ITEM LEFT TO LIE ON THE TABLE - APPLICATION FOR FUNDING - RUSSELL TENNIS INCORPORATED

File Number: A2313534

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support (Acting)

PURPOSE OF THE REPORT

To present the Community Board with the information on an application received from Russell Tennis Incorporated (Attachment 1 and 2) for the resurfacing of the tennis courts, and to assist members in determining whether to approve or decline the application.

This report was presented to the Bay of Islands-Whangaroa Community Board at the meeting on 10 December 2018. The Board resolved to leave the item to lie on the table until the conditions of lease of the Russell Tennis Club be confirmed and what is the responsibility of the Far North District Council and what is the responsibility of the Russell Tennis Club.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board

approve the sum of \$20,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Russell Tennis Incorporated for the resurfacing of the tennis court/s with astro-turf, for the following reasons:

- i. Liveable communities that are healthy, safe, connected and sustainable
- ii. Proud vibrant communities.

notes that the astro-turf is not a Council asset and that Council will have no responsibility for its repair, maintenance or replacement.

1) BACKGROUND

Russell Tennis Incorporated is a community tennis club with 16 single memberships, four corporate memberships and 26 household/family memberships.

Russell Tennis Incorporated has not applied to the Bay of Islands-Whangaroa Community Board for funding previously.

The Russell Tennis courts are located on a Council owned recreation reserve which are managed and maintained by the Russell Tennis Club (Attachment 3). As part of the agreement Russell Tennis Club is responsible for upgrading and managing the courts, nets, lights and a small addition to the St Johns Building.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

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

Option 1 Authorise funding for the full amount requested

Funding of 38% of the project cost is requested and could be funded in full.

Option 2 Authorise partial funding

Option 3 Decline funding

Option 1 is recommended by staff as it complies with the Community Grant Policy and the Community Outcomes.

Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. Funding Application Russell Tennis Incorporated A2266029 U
- 2. Schedule of Supporting Documentation Russell Tennis Club A2266211 🗓 🖺
- 3. Property agreement for Russell Tennis Club A2313526 🗓 🖫

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and Engagement Policy</u>	Low.
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.	Local issue.
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.	Considered in the application.
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.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Local Grant



Application Form

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 <u>Community Grant Policy</u> to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the
 application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- Incomplete, late, or non-complying applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz — we're happy to help.
- Send your completed form to governance@fndc.govt.nz or to any Council service centre
 The following <u>must</u> be submitted along with this application form:

ø,	Quotes (or evidence of costs) for all items listed as total costs on pg 3	
/	Most recent bank statements and (signed) annual financial statements	
\square	Programme/event/project outline	
Ø	A health and safety plan AA	
Ø	Your organisation's business plan (if applicable) AA	
	If your event is taking place on Council land or road/s, evidence of permission to do so	NIA
	Signed declarations on pgs 5-6 of this form	1

Organisation Pussell Tenn's Incorporated Number of Membership 46 Postal Address Z Baresford Sheet, Pussell Post Code 0202 Physical Address Z Baresford Sheet, Pussell Post Code 0202 Contact Person Bridget Hughes Position Chair parson Phone Number 09 403 7795 Mobile Number 021 221 8491 Email Address briefly describe the purpose of the organisation. Please briefly describe the purpose of the organisation. Community Tenn's Club. Is single A Corporate, 26 household

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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 Resurface tennis courts Date Feb March 2019				
Location Russell Tenvis york Street Time				
Will there be a charge for the public to attend or participate in the project or event?				
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. 				
Beneficiarios will be all members of Russell and surrounding communities including other spectage Henris clubs, for the pronotion of active lifestyles and well being. Tenris coadring will be possible for school children sports club members and any other interested adults of all levels of expertise. The club billes camarada ie friendship				
and a sense of community belonging. Fees are set at an affordable tend for families in particular. The chilb could host tournaments with other tenns clubs throughout Northand a beyond.				
Courts are also an asset to local tourism.				

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Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		-
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Tennis Covrt Yesurface (astro-turf)	\$51,500-00	\$20,000-
TOTALS	\$51,500-00	\$20,000-

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

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Application Form				
Financial Information				
Is your organisation registered for GST?	☐ Yes	I No	GST Number	non-profit
How much money does your organisation currently have? Bankbal \$20,424-40				
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
Drasnage improv	remer	115	41	,500-

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

Funding Source	Amount	Approved
members donations (so fair)	\$2,000-	Yes / -Pending
subscriptions due	\$6,000-	Yes / Pending
donated assas (auction)	\$1,250 -	Yes / Pending
findraising event planned	\$7,000 -	Yes / Pending
Signage advatising in come	\$10,000 -	Yee / Pending

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

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

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TOTAL

Local Grant



Application Form

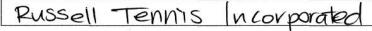
Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)



We, the undersigned, declare the following:

In submitting this application:

- 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.
- 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.
- 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.
- We have the following set of internal controls in place:
 - · Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - · Regular financial reporting to every full meeting of the governing body

Signatory One
Signatory Two
Signatory Two

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

(version Sept 2018)
A1859987

Page 5

Local Grant



Application Form

Signatory One

(version Sept 2018) A1859967

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

- 1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
- 2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
- To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change
 of purpose(s) is obtained in advance from the Community Board.
- 4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
- 6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
- 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).
- To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Position CHAIRPERON Name BRIDGET HUSHES Post Code | O202 Postal Address 13 Du FRESNE PL RUSSELL Phone Number 09 603 Mobile Number 031 231 81131 11.11.2018 Signature Signatory Two Position Name Post Code Postal Address 0202 Mobile Number Phone Number 985 11. 2018 Signature Date www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029

Schedule of Supporting Documentation

RUSSELL TENNIS CLUB

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

1	Quote - Tiger Turf
2	Project outline – courts refurbishment project
3	Bank statement
4	Russell Annual Accounts 2017-2018



Private Bag 752, Memorial Ave, KAIKOHE Freephone: 0800 920 029, Ph: (09) 405 2750, Fax: (09) 401 2137

1st July 2002

To Whom It May Concern:

The tennis courts in Russell are located on a Council owned recreation reserve. They are managed and maintained by the Russell Tennis Club.

The club manages the courts, nets, lights and a small addition to the St Johns building, which is used as a seating area.

While the club has a constant member ship of locals, visitors can join the clubs and hirer equipment for a modest fee. The club encourages children to belong by charging a nominal \$10 annual fee.

The Far North District Council supports the club in any request for additional funding. The club is well managed and Council expects the area to continue to be managed by the club.

Yours truly,

Sue Hodge

Reserves Policy Manager

letter stating security of tenure & looked.

often what they have letter of enclosement look ofter Courts Russell Tennis Club D Court Daddition to D netting D lighting D



Our reference

All replies should be addressed to the District Secretary

23 February 2000

Russell Tennis Club C/- Jeremy Bowen Bereford St RUSSELL

Dear Sir

Re: STATUS OF RESERVE LAND OCCUPIED BY TENNIS COURTS.

Further to my letter dated 26 January 2000 and I note that you require further confirmation by New Zealand Lottery Board as follows:-

• The Council fully approves of the improvement works planned by the Russell Tennis Club. The site which is part of the Karorareka Domain, a very historic area, has been used for tennis since 1895 and is likely to remain so. Management control rests with the Russell Tennis Club and because of the performance of the asset and its specialist use this is very unlikely to change. No finite term has been placed on their tenure of the site and no formal lease exists.

Yours faithfully

Graham Richards

CONTRACT MONITORING OFFICER

GCR/Feb23-Russell Tennis Clue

District Office: Memorial Ave, Private Bag 752, Kaikohe Telephone: (09) 401-2101 Fax: (09) 401-2137

7.9 ITEM LEFT TO LIE ON THE TABLE - APPLICATION FOR FUNDING - VISION KERIKERI

File Number: A2339335

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support (Acting)

PURPOSE OF THE REPORT

To present the Community Board with the information on an application received from Vision Kerikeri for the clearance of 70 meters for Stage One – track extension to Mill Lane, and to assist members in determining whether to approve or decline the application.

This report was presented to the Bay of Islands-Whangaroa Community Board at the meeting on 10 December 2018. The Board resolved to leave the item to lie on the table until approval of the easement for stages two and three have been granted.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board

- a) uplift the report from the table
- b) approve the sum of \$4,658 (plus GST if applicable) to be paid from the Board's Community Fund account to Vision Kerikeri for the costs of tree felling and the purchase of timber for steps, for the following reasons:
 - i. Proud, vibrant communities.

1) BACKGROUND

The funding application is for Stage One – track extension to Mill Lane, which includes clearance of 70 meters from the Wairoa Stream bank to the new bridge site on Sammaree Reserve. The contractor will fell up to 14 large eucalyptus trees and clear banks of vegetation. Friends of Wairoa Stream will spray low vegetation, complete the track, mulch the bank, plant native species in autumn and maintain the track.

At the meeting on 10 December 2018, the Board requested that proof of the easement for stages two and three be provided. The applicant is currently working with landowners, who are consulting with their business partners and waiting to meet with Walking Access Commission before approving the easement over their property for stage two and three of this project. The applicant is only requesting costs for the first stage of this project.

Vision Kerikeri has submitted the following funding applications for consideration to the Bay of Islands-Whangaroa Community Board

Year	Amount allocated	Project	Project report received	
2014	\$2,000.00	Wairoa Stream Waterfall Track	Yes	
2015	\$5,688.00	Bridge Design Fees	Yes	
2017	\$3,449.00	Wairoa Stream Restoration – linking projects	Have provided project update – but not project report	
2017	\$2,242.50	Fees for bridge design		
2018	\$5,000.00	Bridge construction materials	as projects are ongoing	

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

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

Option 1 Authorise funding for the full amount requested

Funding of 42% of the project cost is requested and could be funded in full.

Option 2 Authorise partial funding

Option 3 Decline funding

Option 1 is recommended by staff as it complies with the Community Grant Policy and the Community Outcomes.

Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

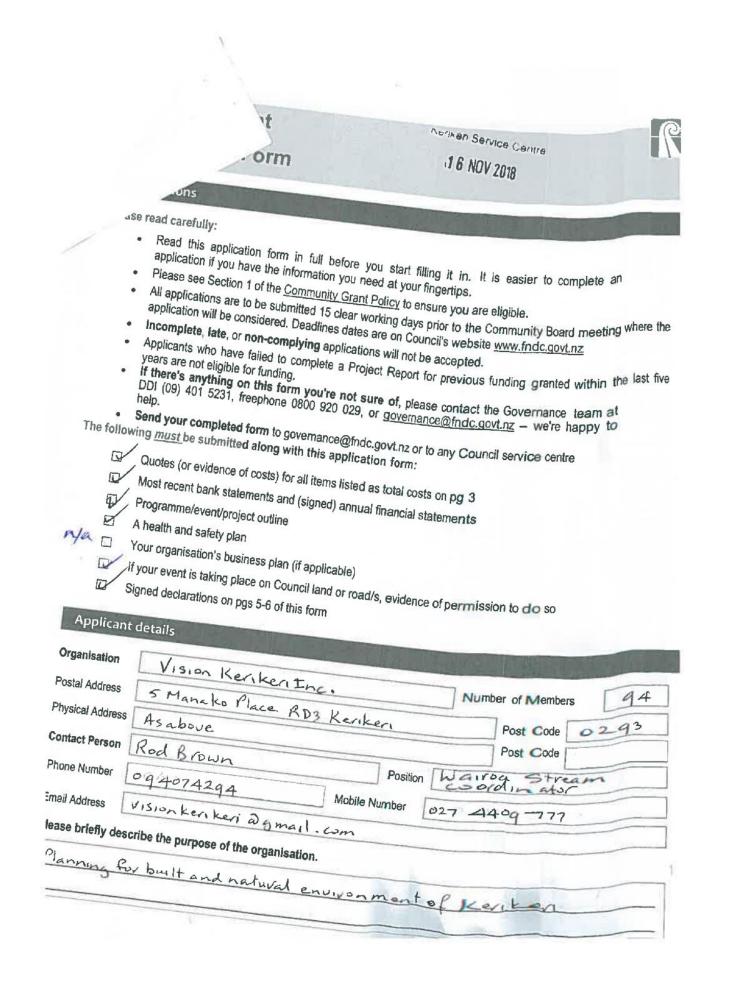
- 1. Funding application Vision Kerikeri A2269835 🗓 🖫
- 2. Schedule of supporting documentation Vision Kerikeri A2269457 U
- 3. Vision Kerikeri Esplanade Strip agreement A2339472 😃 🖺

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and Engagement Policy</u>	Low
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.	Local issue
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.	Considered in the application
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.	Considered in the application
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



Local Grant Application Form



Project Details

Which Co	mmuni		r organis	ation applying to (see	map Sch	
	Ц	Te Hiku	ш	Kaikohe-Hokianga	W	Bay of Islands-Whangaroa
Clearly de	scribe	the project or e	vent:			
Name of A	ctivity	Stagel -	track	extension to M	ill La	ne Date 14 NOU 2018'
Location		Warron S	tream	- at end of Sa	mma	ree Time year in New
Will there b	e a cha	Reserv arge for the publ	ے ic to atten	d or participate in the pr	oject or e	event?

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.

This application is to request funding for \$4658.31 for the clearance of 70 metres of Stage 1 of an extension to Wairoa Stream bank from the new bridge site on Sammaree Reserve until the confluence of the tributary with Wairoa Stream. This is the first of 4 stages which will extend the track about 350 metres from Sammaree Reserve to Mill Lane, skirting Placemakers along the tributaries true left bank (see attached map). This will create a circular walk for the community from Pa Road bridge, up the new Wairoa Stream public walkway and wildlife corridor into town via a public lane to Ranui.

Stage 1 will be constructed along a Right of Way in FNDC's favour on land owned by Averill & David Warren for which they have granted permission (see attachment). Stages 2 & 3 will require an easement on their land along the tributary boundary. Discussion with the Warrens and the Walking Access Commission (WAC) are proceeding positively and it is anticipated that an easement, in the same manner as with the Fladgates for the earlier Jim & May Brodie bridge, will be obtained. Funding for legal and survey fees would be requested from WAC.

A contractor will fell about 14 large Eucalyptus, which are a potential public threat from shedding branches and age, clear the banks of vegetation, and fell and chip smaller weed tree species. Friends of Wairoa Stream will spray low vegetation, complete the track, mulch the bank, plant native species in Autumn and maintain the track.

Completing this section will add an additional 350 metres of public access to our streams and waterways and further enhance the public amenity of about 3.5 km of track alady constructed along Wairoa stream and the Dalton tracks on Council land.

It will provide Council and the community with an asset at low capital cost using community volunteer labour. This project is very empowering because it is a community driven initiative by Friends of Wairoa Stream, administered by Vision Kerikeri, that is restoring Wairoa Stream without direct Council involvement or recourse to usual Council processes but it has had Community Board and Council support since its inception 5 years ago. It engenders considerable community pride.

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	GST Incl.	GST incl.
Advertising/Promotion		
Facilitator/Professional Fees²		*
Administration (incl. stationery/copying)		
Equipment Hire Type felling	4564	A554
Equipment Purchase (describe)		
Utilities		
Timber for steps	104 -	104
Consumable materials (craft supplies, books)		
Refreshments	1.100.00	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 220 hours	14.00	not applicable
Other (describe) Trees that Count native plants (pending)	2 000	4658
TOTALS	11 058	A 658

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?	GST Number
How much money does your organisation currently have?	\$13120
How much of this money is already committed to specific purposes?	
List the purpose and the amounts of money already tagged or committee	ed (if any):
Purpose	Amount
DVKK participates in Man changes the Wye District Plan Review and uses consultan	\$ \$7426 (Savings A/c)
3 Balance of fees for bridged esign	\$ 517
(3) Allowance for bridge completion	\$1000
(A) & 1	M 2

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

Funding Source	Amount	Approved
Trees that Count-Colants)	\$ 2800	Yes / Pending
Volunteer labour 220 hrs (est)	\$ 4400	Yes / Pending
(Spraying, track forming,)		Yes / Pending
mulching, planting	14-	Yes / Pending
J. 19. 3		Yes / Pending

\$13120

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

Purpose	Amount	Date	Project Report Submitted
Newbridge construction	\$5000	28/2/2018	Y / Notyet
Feesfor engineering design	\$ 22.42-50	16/11/2017	Y / Notnet
Waterfall safety barner	\$33,49	13/10/2017	(A) / N
Contractor for bank clearance	e\$ 6000	July 2016	
Contractor for bank clearance	e \$15000	2015	①

TOTAL

Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

VKK

We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 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.
- 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.
- 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.
- 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.
- We have the following set of internal controls in place:
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 - A regularly maintained and current cashbook or electronic equivalent
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 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts.
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - · Regular financial reporting to every full meeting of the governing body

Signetory One

ROLF MUGLER-GLODE

Signatory Two

Local Grant Application Form



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

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 of purpose(s) is obtained in advance from the Community Board.
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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 Governance Support for digital imagery.
- 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.
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- 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	ROLF MUELLER-66)	Position	VICK DELLTY CHAIR
Postal Address	28 LANDING RD KEI	RIKERI	Post Code O ≥ 3 v
Phone Number	09-4073588	Mobile Number	
Signature		D	ate [13. //. /#
Signatory Tv	NO V		
Name	ROD BROWN	Position	COORDINATES
Postal Address	5 MANAKO PLACE RD3	Kerkari	Post Code 0293
Phone Number	094074294	Mobile Number	017 44 09 777
Signature	Refin	D	ate 13/11/2018
			' /

Schedule of Supporting Documentation

VISION KERIKERI

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

1	Covering letter and project update
2	Permission from land owners
3	Quote - Northland Treeworks
4	Quote – Orang Otang Tree Trimmers
5	Quote - Northland Excavators Limited
6	Bank Statement – ANZ
7	Financial Performance – 31.03.2018
8	Friends of Wairoa Stream Health and Safety (Operating Procedures)

Annexure Schedule: Page:1 of 5

INSTRUMENT CREATING AN ESPLANADE STRIP

Sections 232 and 235, Resource Management Act 1991 affecting all the land in Identifier NA121C/868 (North Auckland Registry)

BACKGROUND:

- Portfolio Properties Limited at Auckland ("Grantor") is registered as proprietor of the land described in Schedule A ("the land").
- B. The Far North District Council ("Grantee") is a local authority (within the meaning of the Local Government Act 2002) in whose district the land is located.

CREATION OF AN ESPLANADE STRIP

 The Granter creates in favour of the Grantee an esplanade strip described in Schedule B ("the strip") for the purpose of public access and amenity purposes over the land on the following terms.

COVENANTS

The Grantor and Grantee covenant as follows:

The following acts are prohibited on the land:

- (a) Wilfully endangering, disturbing or annoying the lawful user of the strip (including the owner or occupier of the strip);
- (b) Wilfully damaging or interfering with a structure adjoining or on the land (including a building, fence, gate, stile, marker, bridge or notice);
- (c) Wilfully interfering with or disturbing livestock lawfully permitted on the strip.
- The prohibitions in clause 2(b) and (c) do not apply to the owner or occupier of the strip or to employees or agents authorised by the owner or occupier.
- The following acts are also prohibited on the land over which the strip has been created:
 - (a) lighting a fire;
 - (b) carrying a firearm;
 - (c) discharging or shooting a firearm;



Annexure Schedule: Page 2 of 5

- (d) camping;
- taking an animal onto or having charge of an animal on the land, except for the walking of dogs which shall remain on a lead at all times;
- (f) taking a vehicle onto or driving or having charge or control of a vehicle on the land (whether the vehicle is motorised or not), except for the purposes of maintaining vegetation and stormwater detention ponds;
- (g) wilfully damaging or removing a plant (unless acting in accordance with the Biosecurity Act 1993);
- (h) laying poison or setting a snare or trap (unless in accordance with the Biosecurity Act 1993)
- The following requirements apply to the strip:
 Nil
- Access to the strip is on the following terms:
 Any person shall have the right, at any time to pass and repass over and along the land over which the strip has been created.



8 INFORMATION REPORTS

8.1 COMMUNITY AND CUSTOMER SERVICES ACTIVITY REPORT 1 JULY - 31 DECEMBER 2018

File Number: A2346628

Author: Jacine Warmington, Manager - Community & Customer Services

Authoriser: Dean Myburgh, General Manager - District Services

PURPOSE OF THE REPORT

The purpose of the report is to provide information to the Bay of Islands-Whangaroa Community Board for the community and customer service activities.

EXECUTIVE SUMMARY

This information only report is provided as an update to Community Boards.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Community and Customer Services Activity Report 1 July - 31 December 2018.

BACKGROUND

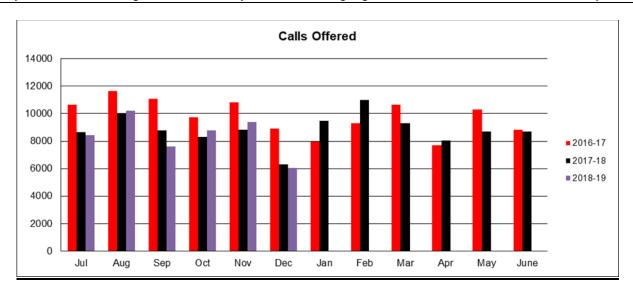
Statistical information in relation to the Community and Customer Service Department (District Services Group) is provided to the Bay of Islands-Whangaroa Community Board providing an overview of activity and performance for the period 1 July to 31 December 2018 for the Bay of Islands-Whangaroa area.

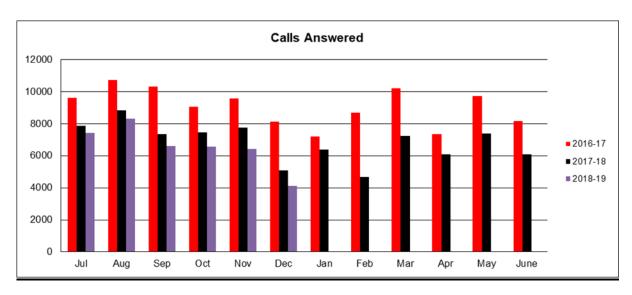
DISCUSSION AND NEXT STEPS

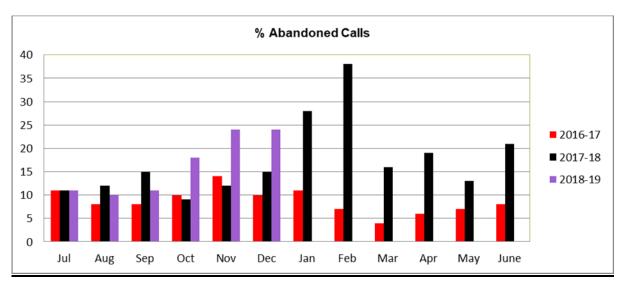
Contact Centre

- The Community and Customer Services Department functional review was completed in November and changes took effect 1 December 2018. The key changes to note were the creation of two new Management positions, Manager - Customer Care (yet to be appointed) who will oversee the Contact Centre and Service Centres ensuring people and process alignment; and Manager – Libraries and Museum (appointed and will commence in this role in March 2019) overseeing the Libraries and Museum functions, ensuring people and process alignment and implementing the Library Strategy approved by Council.
- Staff shortages (due to annual and sick leave) negatively impacted the Contact Centre statistics in November and December. The abandoned calls statistics increased to 24% for both months. Further training of staff that would be able to assist in other areas of Contact Centre and Service Centres is underway to address this and a Casual staff member has been employed to assist. Further recruitment to fill vacancies will be underway late January / early February 2019.

The graphs on the next page depict some of the activity in the Contact Centre.







Libraries

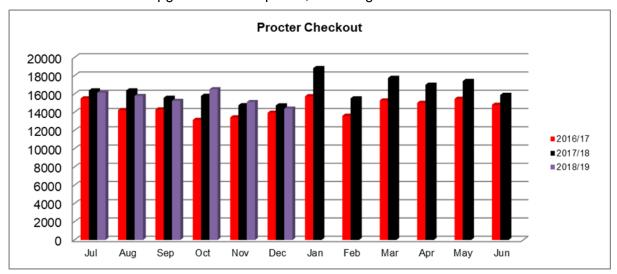
Kerikeri, Procter

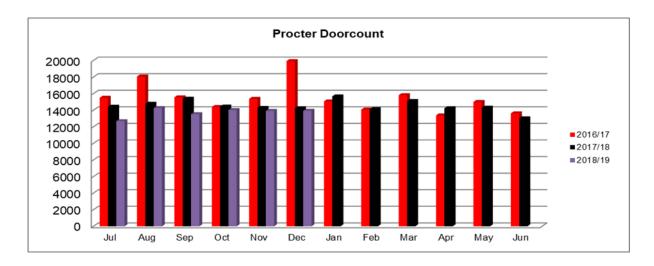
Procter Library enjoys a consistently high level of community use, with all statistics remaining steady over the last six months compared with the same month last year. One exception is the increase in Wi-Fi use; this is probably due to extended hours of availability combined with high

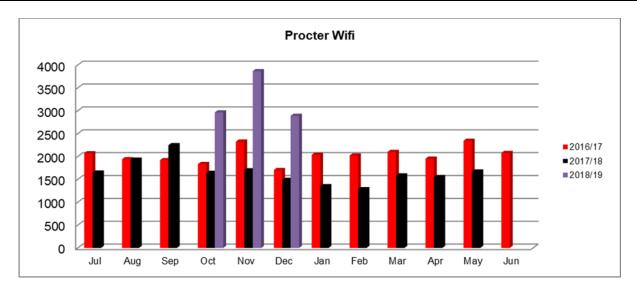
numbers of non-residents in the area over the holiday period. Overall, customers continue to express high satisfaction with staff interactions and the library's collections. Staff have found that the surveying tool is a useful opportunity to have conversations regarding what we could improve on.

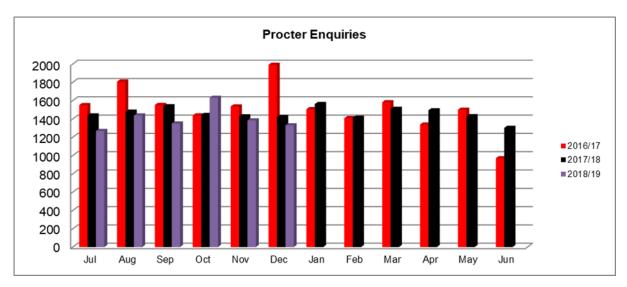
Community engagement efforts continue to be built upon, with the last six months seeing the following weekly or monthly events being offered and enthusiastically attended: Storytimes, JP clinic, Bibbliobabble, Knitting group, and regular primary school visits by many local schools including Oromahoe and Pakaraka. Other community events or promotions over this period included: Hell Pizza reading challenge and caravan visit, DOC week, Maori Language week, inschool support services and visits, ongoing 1:1 technology assistance for customers, Shine Your Light project, local home schoolers art display, Daffodil Day display using artwork of local children, Save the Kiwi month, summer holiday Book Bingo, and a bid to host an upcoming author tour (slated for Northland touring in mid-April).

Graphs below show generally consistent statistics in the past two years at the Procter Library. Note that due to an upgrade to the Wifi service, no statistics were available from June 2018 until October 2018. Once the upgrade was completed, Wifi usage rose.







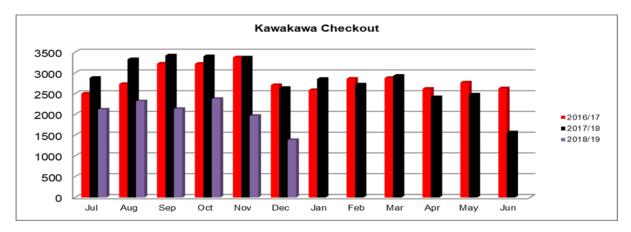


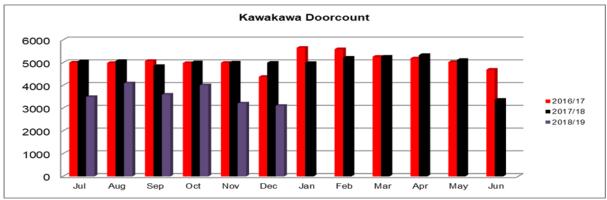
Kawakawa

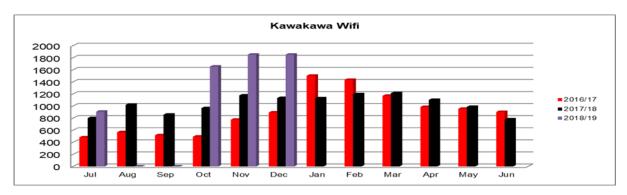
Changes in service delivery over the last three months are thought to have had an impact upon both doorcount and checkout figures for Kawakawa Library. Customers continue to verbally express satisfaction with the service; however staff are currently working on refreshing this library's materials and offering increased services alongside more proactive survey promotion to fully understand the causes and then effect some positive change in these statistics. Wi-Fi statistics, as expected, trended upward with the commencement of warmer weather and increased tourist numbers in the region. Te Hononga and the library's eventual relocation to this site continues to be a source of excitement for locals, with site works having commenced and foundations to be laid in February.

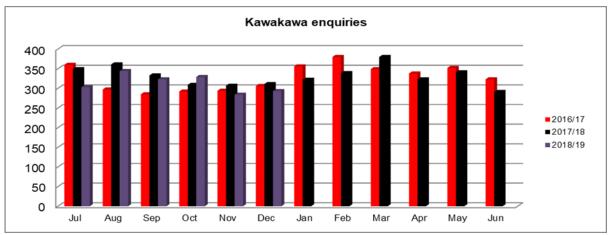
Many events and promotions have been successfully offered in Kawakawa Library over the last six months, including: supporting the local Gateway program by hosting Bay of Islands College students for work experience, storytimes in both English and Te Reo Maori when the local preschool can attend, drug and alcohol rehab group whakapapa training sessions (including the use of the paid Ancestry database alongside resources available via the APNK free internet service); Hell Pizza reading challenge and caravan visit, DOC week, Maori Language week, NZ Music month promotion where guitars and i-pod touches were made available for public use, ongoing 1:1 technology assistance sessions, Maori Land sessions teaching groups how to use Maori Land online resources and FNDC support services, and informal sessions on Generosity NZ's funding database.

WiFi usage statistics were not available at Kawakawa during August and September 2018 due to the upgrade to the Wifi service. Once the upgrade was completed, Wifi usage rose.







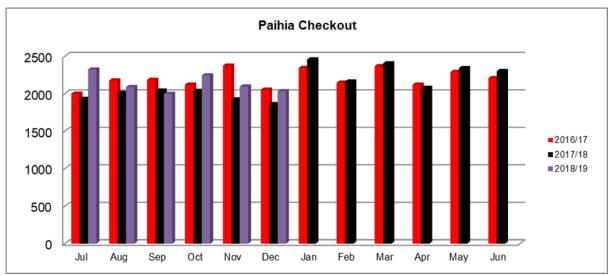


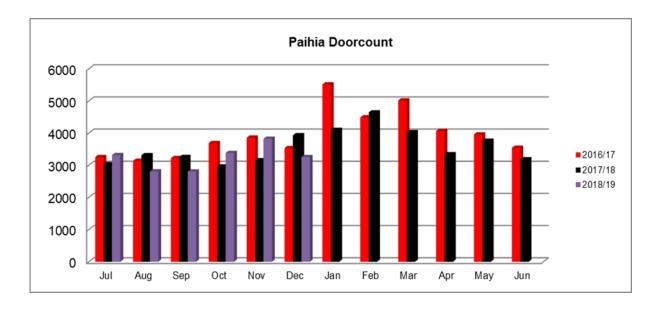
Paihia

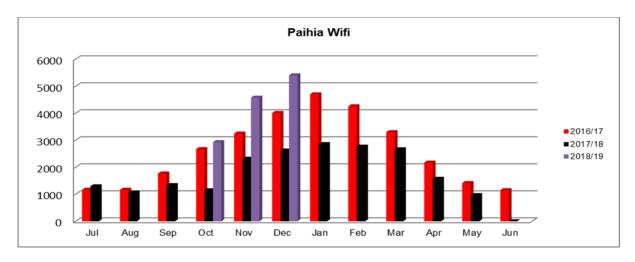
Paihia Library continues to be well patronised, with increased summer tourism activity (including cruise ships docking) adding to general library enquiries, foot traffic and digital usage over the last three months. The book club continues to meet monthly and has a strong core group. Paihia School visits regularly, with an average of at least two visits per month. Step by Step (an agency assisting people into the workforce) has an ongoing arrangement to meet with clients at the library which is working well. Displays of material from local groups including the RSA and BOI Rotary have been available on request over the last six months. Customer feedback over the counter indicates customers are very pleased with their local service and particularly enjoy the profile displays. Friends of the Library continue to support the Paihia Library through a variety of activities including garden maintenance and hanging Christmas lights. In December, Paihia Library supported the National Library Outreach Service's stall promoting digitized services at the Village Green through use of the library's Wi-Fi service.

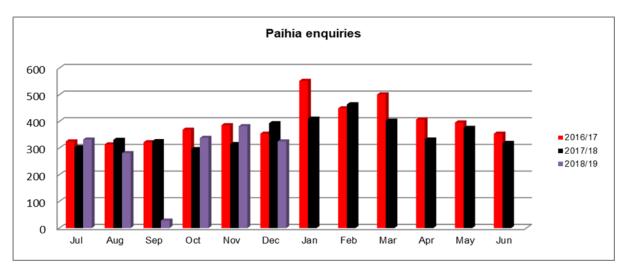
Other community engagement activities or promotions that Paihia Library was involved in over this time include: Maori Language week, Hell Pizza reading promotion and DOC week.

Note that due to an upgrade to the Wifi service, no statistics were available from June 2018 until October 2018. Once the upgrade was completed, Wifi usage rose.





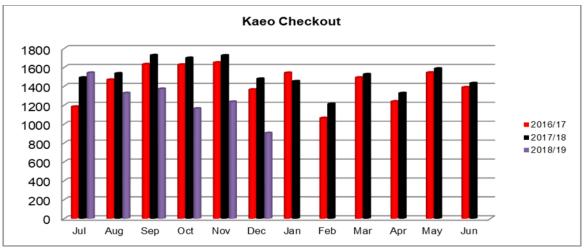


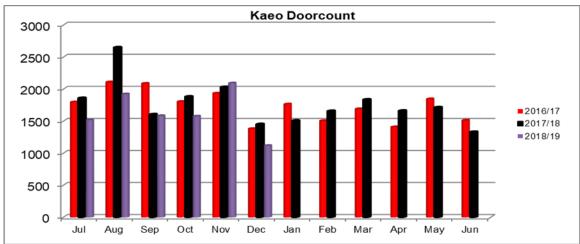


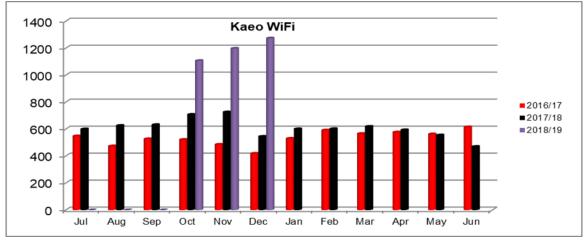
Kaeo

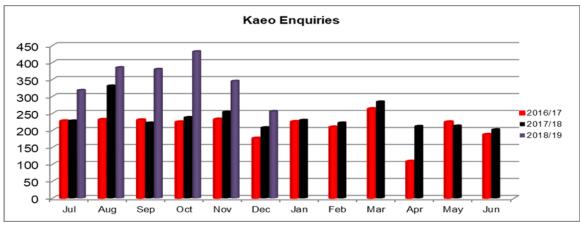
The refresh of the adult fiction room is progressing well. Feedback from customer experience surveys are being taking into account to bring positive changes. Wi-Fi statistics are always higher over the summer months and this year is no different. Due to an upgrade to the Wifi service, no statistics were available from June 2018 until October 2018. Once the upgrade was completed, Wifi usage rose.

Kaeo Library participated in the National event with story-times in both English and Te Reo Maori, Conservation week, Maori Language week and in the NZ Music month promotion where i-pod touches were made available for public use. The 125 years of Woman's suffrage was celebrated with the help of a local historian who kindly compiled a list of the local woman in Kaeo who supported the petition and were the first to vote in NZ. This was displayed together with books from the library's collection of some famous NZ Ladies. A successful book launch with morning tea was held for local author Sylvia Guest and Whangarei based Evelyn Manley.





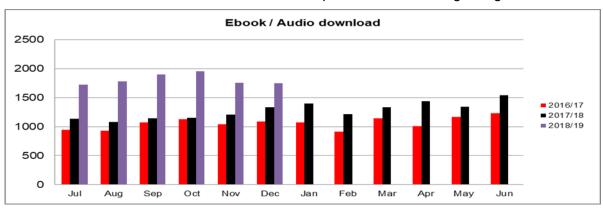




eResources

The increase in eResources shown in the following graph is largely due to the newly introduced eAudiobooks in July 2018 and the creation of the Te Tai Tokerau consortium with Whangarei and Kaipara Libraries which results in an increased pool to borrow from.

Specific eResources related staff training means staff are able to assist customers better to download resources. This is most noticeable in the uptake of downloading eMagazines.

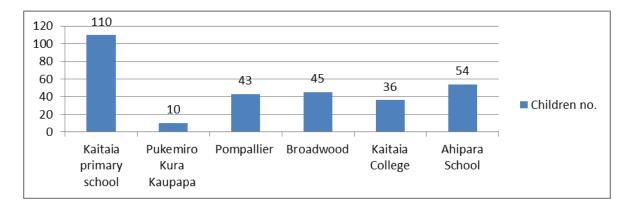


Museum@Te Ahu Report July - December 2018

Exhibitions / Collaborative Exhibitions

- Tuia te kaakaa, whatu te kakahu exhibition Stories woven into cloaks Te Rarawa and Ngati Kuri weavers showcased traditional and contemporary cloaks inspired by the 1897 feathered cloak held by the museum.
- Matariki Event in June extended to August 2018. *Nga Tohu o Te Hou, signs of the New Year*. An exhibition of new works from emerging Maori artists in the Te Hiku region.
- November 2018 January 2019 Armistice Day Remembrance Exhibition: Nga Rau Aroha stories of Love, Honour and Sacrifice from the Far North to the Western Front. A collaboration between the Museum and Kaitaia College History department.
- December 2018 February 2019 (summer). All Dolled up: doll collection Lois Masters.





Educational Programmes

 An in-house programme designed by the Curator called "The Great Museum Hunt" for children between 5 – 14 years working as a team to discover treasures on exhibition. An in-house programme designed by the curator for young adults between 15 – 18 years
 "Connecting with taonga" a hands-on interactive programme behind the scenes to
 discover hidden treasures.

Hosting Archive Visitors / Archival Research Requests

Due to the staff changes, there is little statistical information available on the hours or numbers concerning the Archive operation. Seventy nine [79] researchers accessed museum collections and research facilities in 2017/2018, mostly family/local history. Regular requests are made for information from the Archives. The new museum curator is aware that better data is needed and a more comprehensive set of figures will be available for the next report.

Events\media and promotion

- Matariki exhibition/ events launched with an early morning karakia and kai.
- Blessing of the museum exhibition space and offices
- 3 articles on the museum published in the Northland Age
- Relaunch of the Museum @ Te Ahu face book page
- Rebranding of the museum

Care of the collection

- The draft Museum at Te Ahu Collection Policy July 2018 adopted by the Trust and Council
- Expert Knowledge Exchange Specialist Conservator, Vicki-Anne Heikell and Sally
 August as a follow up for the photographic collections expert exchange with Mark Strange.
 A conservation plan to coincide with Museum Offsite Storage project
- 15 items were donated by community to the museum

Grants / Donations

- Shelving was purchased following a successful funding application to Foundation North for \$10k
- Funding for Museum Offsite Storage (Pioneer House) Project was successful (\$149k)
- Peace and Disarmament Funding (\$4k) for the Armistice Day exhibition
- Matariki Exhibition/events (\$500) Te Reo o Te Rarawa Te Runanga o Te Rarawa.
- A funding application has been made to Foundation North for cataloguing and digitising of all items

Regional and National

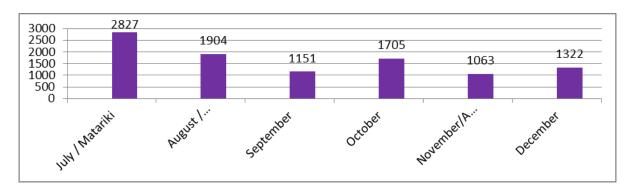
- There have been many positive comments captured in the Visitor Book and surveys.
- Tuhonohono Taonga Conference Te Ahu was co-hosted by Te Papa/Te Runanga o Te Rarawa
- Curator attended and spoke at National Archives of New Zealand conference, Rotorua
- Curator article on indigenous collection management of taonga was published in NZ Archives Journal Archifacts (August 2018 issue)

Pioneer House Project

The task of upgrading quality of storage and accessibility began early December with a blessing of project spaces by Kaumatua. The project is a collaboration between Council and Far North

Regional Museum Trust to ensure collections are maintained in optimum condition. Museum Trustees, Council staff and volunteers were supported by 4 contract workers for Phase 1 which was completed before Christmas. Phase 1 involved cleaning of Pioneer House where the collections have been stored, and relocation to the upgraded 'Sanctuary' on the same site. High quality, industry-standard environmental controls were installed to control temperature and humidity, eliminating the threat of dampness and mould. Phase 2 starts on 21st January 2019, focusing on maintenance and preservation. A team of 4 contract workers will commence on Monday 4th February for a week of training prior to start. All items will be cleaned, catalogued and stored in appropriate cases, shelves, and containers, ready for display at the Museum and throughout the Te Ahu Centre. Collections will be made available to historians, researchers who apply for access. Phase 2 will be completed by April 2019.

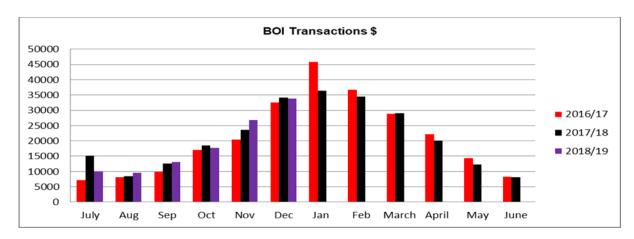
Museum Door Statistics 2018-2019

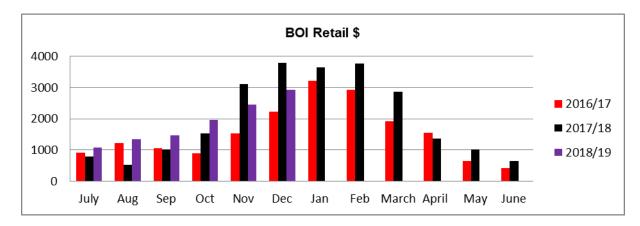


Bay of Islands i-SITE

- Consistently the top sales agent for Fullers Greatsights and Explore Group
- Processed nearly 1 million more sales than any of the Auckland i-SITE 's or Whangarei i-SITE
- Excellent Fixed Term staff appointed for the summer season and good sales being made
- Very busy with cruise ships and selling Russell ferry tickets especially over the December period
- Good sales training course under taken by all sales staff
- Retail sales are down and retail operation will be reviewed, with creation of another desk for ticketing, primarily selling Russell ferry tickets
- Chosen as one of the 9 i-SITEs throughout New Zealand to have a Freedom Camping app where people learn about camping responsibly. Visitors receive a kete once they have looked at a 45 second video and entered their email address.







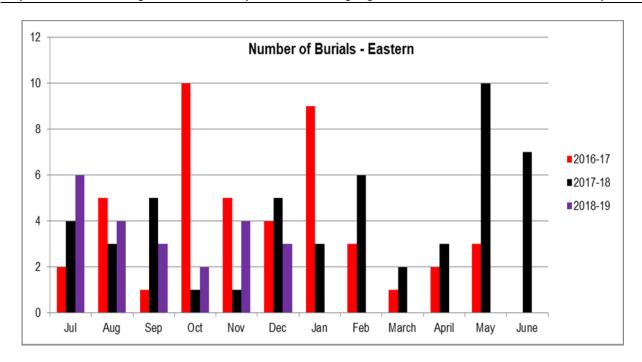
Cemeteries - Sexton Services

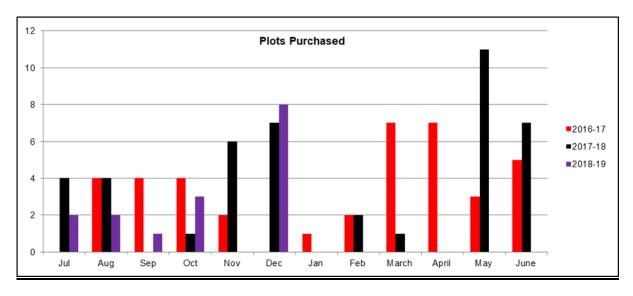
Council manages the Kaeo, Kawakawa, Kerikeri, Russell and Paihia public cemeteries under the Burial and Cremation Act 1964 and Far North District Council By-Law 1401-1442.

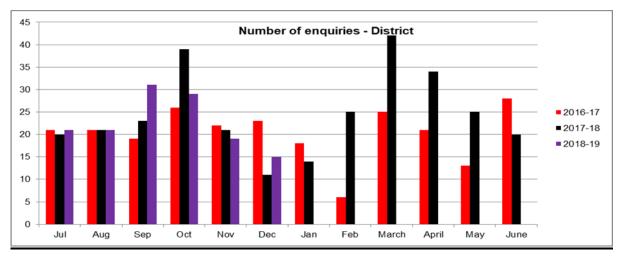
In total, there were ten burials and twelve ash interments in the Bay of Islands-Whangaroa ward for the last 6 months.

The number of enquiries are similar to previous years with an average of 22 per month but there has been a decrease in the number of plots purchased and certificates of title issued.

There has been an increase in the number of burials carried out by the family of the deceased, without using of the services of a Funeral Director across the District. Council staff have to ensure that the requirements of the Burial and Cremations Act 1964 (usually administered by the Funeral Director) are strictly adhered to before such a burial can take place. They also need to deal directly with the family of the deceased to make sure the burial is carried out with the dignity and care required. Council's contracted gravediggers also work with the family at the graveside, to supervise the placement and the lowering of the casket. Council often receives communication from families expressing their appreciation for these services and the assistance that is provided.





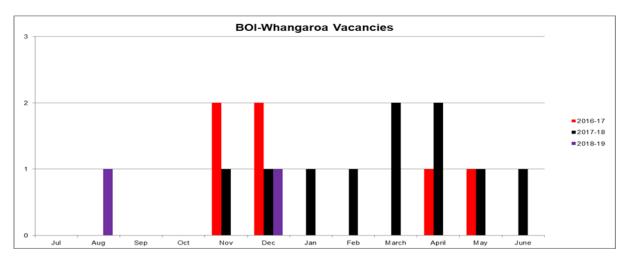


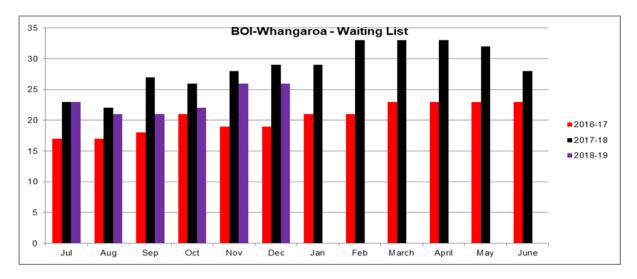
Housing for the Elderly

Council owns and rents out 147 Housing for the Elderly units and bedsits overall. In the Bay of Islands-Whangaroa area there are Villages at:

Location	One- bedroom	Bed-sit	Vacancies
Kerikeri	4	3	1
Kawakawa	6	-	0

During the period 1 July - 31 December 2018 one tenancy ended in Kerikeri, and there was one new tenancy in Kawakawa.





FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

ATTACHMENTS

Nil

9 MEETING CLOSE