

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Monday, 15 April 2019

Time: 10.00 am

Location: Moerewa Christian Fellowship

52/54 George Street

Moerewa

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.
- 9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
- 10. Provide information.

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		
	Kenneth Jarvis Family Trust	Trustee		

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	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)	Puketona Junction Café 39 Gillies Café	Barista & Chef Barista	N/A	N/A
	Property in Moerewa		N/A	N/A

Far North District Council

Bay of Islands-Whangaroa Community Board Meeting will be held in the Moerewa Christian Fellowship, 52/54 George Street, Moerewa on Monday 15 April 2019 at 10.00 am

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^	Mooti		242

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

10.30 am	Representative from Fat Kina Productions
10.35 am	Represetnative from Kawakawa Business and Community Association
10.40 am	Representative from Northern Community Family Service
10.45 am	Representative from Russell Centennial Trust Board
10.50 am	Representative from Volunteering Northland
10.55 am	Representative from NZ Ocean Swim Series

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2404704

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

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 25 February 2019 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. 2019-02-25 Bay of Islands-Whangaroa Community Board Minutes [A2377106] - A2377106 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,
 - 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.

,	To 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.	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 BAYSPORT PAVILION, HARMONY LANE, WAIPAPA ON MONDAY, 25 FEBRUARY 2019 AT 10.00 AM

PRESENT: Chairperson Terry Greening, Cr Kelly Stratford, Member Lane Ayr, Member

Bruce Mills, Member Martin Robinson, Member Rachel Smith, Member

Belinda Ward. Member Manuwai Wells

IN ATTENDANCE:

STAFF PRESENT: Shaun Clarke - Chief Executive Officer, Glenn Rainham - Manager -

Alliances, Kathryn Trewin - Corporate Planning Co-ordinator, Aaron Reilly - Lighting and Transport Operations Specialist, Jaco Cronje - Project Manager - Footpaths and Cycleways, Kim Hammond - Meetings

Administrator

1 APOLOGIES AND CONFLICTS OF INTEREST

Nil

2 PUBLIC FORUM

Barbara Ware and Kevin Hoskins representing New Zealand Transport Agency spoke in regards to the Waipapa roundabout and the upcoming events to take place.

June Pitman representing the Tūhono Kerikeri project introduced herself to the Community Board and provided an update on the Tūhono Kerikeri bicentennial event.

3 DEPUTATIONS

Nil

4 SPEAKERS

Claire Gordon representing Be Free spoke regarding Item 7.4 Application for Funding - Be Free Incorporated

Rod Brown representing Vision Kerikeri spoke regarding Item 7.9 Application for Funding - Vision Kerikeri

Bridget Hughes representing Russell Tennis Incorporated spoke regarding Item 7.8 Application for Funding - Russell Tennis Club

The meeting was adjourned from 10.51 am to 11.15 am to allow Kathryn Trewin – Corporate Planning Coordinator, to speak to the Community Board and for morning tea.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

RESOLUTION 2019/1

Moved: Member Belinda Ward Seconded: Member Bruce Mills

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.

CARRIED

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

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

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:
 - 1. James Street, Russell
 - 2. Whangaroa Road, Whangaroa
 - 3. Kawakawa Business Area
 - 4. Main Street (SH10), Kaeo

AMENDMENT

Moved: Cr Kelly Stratford Seconded: Member Manuwai Wells

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
 - 2. Whangaroa Road, Whangaroa
 - 3. Kawakawa Business Area
 - 4. Main Street (SH10), Kaeo
- c) recommends to Council that if the Kawakawa Business and Community Association requests further financial assistance for the under veranda lighting in the future that the request be considered on its merits by the General Manager of Infrastructure and Asset Management, subject to available budget

The amendment became the substantive motion.

RESOLUTION 2019/2

Moved: Cr Kelly Stratford Seconded: Member Manuwai Wells

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:
 - 1. James Street, Russell
 - 2. Whangaroa Road, Whangaroa
 - 3. Kawakawa Business Area
 - 4. Main Street (SH10), Kaeo
- c) recommends to Council that if the Kawakawa Business and Community Association requests further financial assistance for the under veranda lighting in the future that the request be considered on its merits by the General Manager of Infrastructure and Asset Management, subject to available budget

CARRIED

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

RECOMMENDATION

Moved: Member Lane Ayr

Seconded: Member Martin Robinson

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

- Cobham Road/Hone Heke Road to Mill Lane
- Landing Road Bridge to Skudders Beach Road
- Opua: Kellet Street at Opua School
- Riddell Road
- Wellington to Little Queen Street
- Mission Road Design in 2018/2019, Construction 2019/2020

AMENDMENT

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board

- a) agrees the revised 2018/2019 footpath programme as follows:
 - Cobham Road/Hone Heke Road to Mill Lane
 - Landing Road Bridge to Skudders Beach Road
 - Riddell Road
 - Wellington to Little Queen Street
 - Mission Road Design in 2018/2019, Construction 2019/2020
- b) approves the Long Beach Road footpath, from the corner to the carpark, design to be funded from the remaining balance of the 2018/2019 Footpath budget and for the construction of the Long Beach Road footpath, from the corner to the carpark, to be constructed in 2019/2020.

In Favour: Terry Greening, Lane Ayr, Bruce Mills, Martin Robinson and Manuwai Wells

Against: Cr Kelly Stratford, Rachel Smith and Belinda Ward

CARRIED 5/3

The amendment became the substantive motion

RESOLUTION 2019/3

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board

- a) agrees the revised 2018/2019 footpath programme as follows:
 - Cobham Road/Hone Heke Road to Mill Lane
 - Landing Road Bridge to Skzudders Beach Road
 - Riddell Road
 - Wellington to Little Queen Street
 - Mission Road Design in 2018/2019, Construction 2019/2020
- b) approves the Long Beach Road footpath, from the corner to the carpark, design to be funded from the remaining balance of the 2018/2019 Footpath budget and for the construction of the Long Beach Road footpath, from the corner to the carpark, to be constructed in 2019/2020.

CARRIED

Crs Kelly Stratford, Rachel Smith and Belinda Ward requested their vote against be recorded.

7 CORPORATE SERVICES GROUP

7.1 CHAIRPERSON AND MEMBERS REPORT

RESOLUTION 2019/4

Moved: Chairperson Terry Greening

Seconded: Member Bruce Mills

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

CARRIED

The meeting was adjourned from 12.49 pm to 1.21 pm for lunch.

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

RESOLUTION 2019/5

Moved: Member Martin Robinson Seconded: Member Manuwai Wells

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.

CARRIED

7.3 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 JANUARY 2019

RESOLUTION 2019/6

Moved: Chairperson Terry Greening

Seconded: Member Bruce Mills

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".

CARRIED

7.4 APPLICATION FOR FUNDING - BE FREE INCORPORATED

RESOLUTION 2019/7

Moved: Member Martin Robinson Seconded: Member Belinda Ward

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

CARRIED

7.5 APPLICATION FOR FUNDING - KAEO FESTIVAL GROUP

RESOLUTION 2019/8

Moved: Member Bruce Mills Seconded: Member Rachel Smith

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

CARRIED

7.6 APPLICATION FOR FUNDING - MIDWAY INCORPORATED NORTHLAND DAY SERVICES TRUST

RESOLUTION 2019/9

Moved: Chairperson Terry Greening

Seconded: Cr Kelly Stratford

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 Kawakawa Pool, for the following reason:

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

CARRIED

Attachments tabled at meeting

1 Tabled Document – Additional Information for Funding Application – Midway Incorporated Northland Day Services Trust

7.7 APPLICATION FOR FUNDING - PEAR TREE PADDLERS

RESOLUTION 2019/10

Moved: Member Martin Robinson Seconded: Member Manuwai Wells

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

CARRIED

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

RECOMMENDATION

Moved: Member Martin Robinson

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board

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

AMENDMENT

Moved: Member Martin Robinson

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board

a) approve the sum of \$10,000 (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.
- b) notes that the astro-turf is not a Council asset and that Council will have no responsibility for its repair, maintenance or replacement.

The amendment became the substantive motion

RESOLUTION 2019/11

Moved: Member Martin Robinson

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board

- a) approve the sum of \$10,000 (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.
- b) notes that the astro-turf is not a Council asset and that Council will have no responsibility for its repair, maintenance or replacement.

CARRIED

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

RESOLUTION 2019/12

Moved: Member Martin Robinson

Seconded: Cr Kelly Stratford

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.

CARRIED

Attachments tabled at meeting

1 Tabled Document - Additional Information for Funding Application – Vision Kerikeri

8 INFORMATION REPORTS

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

RESOLUTION 2019/13

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

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

CARRIED

9 ADDITIONAL PAPERS

ADDITIONAL PAPERS

RESOLUTION 2019/14

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board receives the thank you letter from Friends Rolands Wood and update pictures.

CARRIED

Attachments tabled at meeting

1 Tabled Document - Friends of Rolands Wood

10 MEETING CLOSE

The meeting closed at 2.39 pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board meeting held on 15 April 2019.

 CHAIRPERSON

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 ROAD NAMING - ASTRID DRIVE, KERIKERI

File Number: A2392442

Author: Selina Topia, Roading Support Officer

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

PURPOSE OF THE REPORT

To seek approval from the Bay of Islands-Whangaroa Community Board to officially name a public road.

EXECUTIVE SUMMARY

Council has received a road naming application to name a public road addressed at the Amsharlo Estate, Kerikeri. Community Boards have delegated authority to name public roads.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a public road Astrid Drive, addressed at the Amsharlo Estate, Kerikeri as per map (A2293434).

1) BACKGROUND

Mr Peter Parrish of Parrish Developers Limited has advised that this is a sub-division addressed at the Amsharlo Estate, Kerikeri. Community Boards have delegated authority to name public roads. The suggested name is from a family boat name that holds NZ and World records.

The background for these names is given also as per the road naming application attached (A2293443).

Their suggestion is as follows:

1. Astrid Drive

2) DISCUSSION AND OPTIONS

The Roading team has no objections.

Reason for the recommendation

The road names recommended in this report are not duplicates of any other road names in the District, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications to Council. The costs for road signage and installation will be met by the developer.

ATTACHMENTS

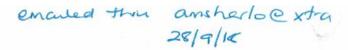
- 1. Astrid Drive Application-Document no A2293443 U
- 2. Astrid Drive Map-Document no A2293434 1
- 3. Astrid Drive Schedule-Document no A2305167 U

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</u> <u>Significance and Engagement Policy</u>	This is the naming of a private right-of-way and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
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.	No district wide relevance and the Community Board have the delegated authority to approve road names.
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.	There are currently no property owners as this is a new subdivision
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the developer.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report





Application for Road Naming/Renaming

GENERAL INFORMATION

- Proposed names are to be submitted for new roads in subdivisions to Infrastructure & Asset
 Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for existing legal but unnamed roads, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road renamings are to be submitted in writing. Requests from outside of Council
 must provide information and background as to why the road should be renamed. Written
 consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order
 of preference in case of rejection
- A background to the names, their origins and their link with the area is to be supplied
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander
- It is Councils prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable
- Where more than one road is being created in a subdivision, a common theme is recommended for road names
- Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering.
- Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form
- If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.

Applicant/Developer Nan	ne: Parrish Developers Limited
Organisation:	ete Parrish
Postal Address: 125	Waypapa Road.
	71647 Mobile: -
Email: amsharl	o extra. co.nz.

Address:	Amsharlo	Estade		
Legal Descripti	on:			
Resource Cons	sent Application Number	at clearly indicat		
TYPE OF ROA	D (Please tick) -	Private I	Road	Right-of-Way
PROPOSED R	OAD NAMES			
Road 1	First Choice:	Astind	Drive	-
	Second Choice:			
	Third Choice:			
Road 2	First Choice:			
	Second Choice:	Ni		
	Third Choice:			
Road 3	First Choice:			
	Second Choice:			
	Third Choice:			
BACKGROUN A background	D to the names, their origin	s and their link wi	th the area is	s to be supplied

ROAD RENAMING

Please state the current road name and your reason for requesting the name change below then complete the rest of the form. Also, please ensure you attach the written consents of at least 85% of affected residents and attach to the application form.

GENERAL INFORMATION AND GUIDELINES

Ensure that road names are not duplicated in the Far North District (both spelling and pronunciation to be considered); this includes same road names with different suffix. To do this, please use www.google.co.nz/maps and search "proposed road name (excl suffix) Northland" to check if proposed names may be duplicates.

Ensure that road type appropriately matches the definition of the suffix, such as 'road', 'avenue' etc. Road names without a suffix are now strongly discouraged (e.g. Broadway). The following definitions provide a guide, but please note that other appropriate suffixes that are not in this list may be used.

Suffix	Definition
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded by buildings
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses
Suffix	Definition
Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
100 miles	

A roadway going to a higher place or position

Rise

The following are suitable suffixes for particular road types:

Road Type

Cul-de-sac (short dead-end street with turnaround at the end)

Wide spacious street

Close, Court, Place Avenue, Boulevard, Parade

The following are suitable suffixes for private roads and private ways categorised into

particular road types:

Road Type

Tree lined road

Suffix

Narrow road and right of way

Lane, Way Rise,

Associated with high ground Associated with low ground

Vale Avenue, Glade, Grove

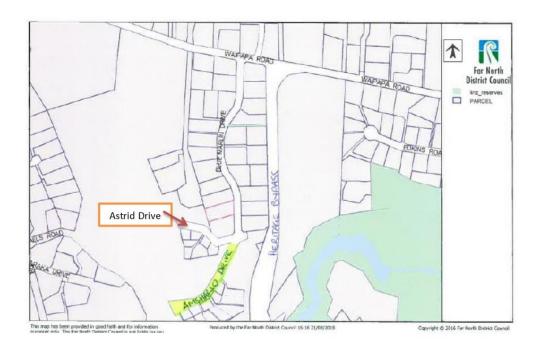
Applicants Signature:

28-9-18.

Return Application to: Far North District Council

Private Bag 752 KAIKOHE 0440

Attention: Ngawiki Cooper



Bay of Isla	Bay of Islands / Whangaroa Community Board Road Naming Schedule (Public Road) – 25 February 2019					
	Kerikeri Cara Cara Cara Cara Cara Cara Cara Ca					
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a public road created by subdivision, addressed at the Amsharlo Estate, Kerikeri	First Preference	Astrid Drive		From a family boat name that holds NZ and World records	Complies with the Council Road Naming Policy and the NZ/ Australia Standard for Rural and Urban addressing	Astrid Drive
	Second Preference Third Preference		-	as above		

Document number A1917820

7 STRATEGIC PLANNING AND POLICY GROUP

7.1 SPONSORSHIP REQUEST FOR NZ OCEAN SWIM SERIES - BAY OF ISLANDS CLASSIC 2019

File Number: A2425922

Author: Sheryl Gavin, Manager - Corporate Planning and Engagement

Authoriser: Darrell Sargent, General Manager - Strategic Planning and Policy

PURPOSE OF THE REPORT

To consider sponsorship funding for the NZ Ocean Swim Series – Bay of Islands Classic for 2019.

EXECUTIVE SUMMARY

- The NZ Ocean Swim Series is a Bay of Islands event that Council has supported for the past nine years.
- Because funding for 2018 was already secured, the event organiser Quantum Events did not make an application to the 2018 Events Investment Funding round which concluded in November 2018.
- Quantum Events are planning their 2019 series and have requested sponsorship of \$25,000 (excluding GST).
- This request seeks funding from the Local Community Grant Fund. In accordance with policy 3209 (Community Grant Fund Local), the maximum amount the Community Board can authorise is \$20,000.
- Quantum Events have indicated that the event is not likely to go ahead without sponsorship.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve funding of \$20,000 plus GST for the NZ Ocean Swim Series – Bay of Islands Classic 2019 out of the Local Community Grant Fund.

1) BACKGROUND

For the past nine years the Bay of Islands Classic has operated with funding received from various sponsors, including FNDC. In December 2017 a multiple-year agreement for sponsorship of \$25,000 per annum from FNDC came to an end. Council resolved in February 2018 to again sponsor the 2018 event with \$25,000.

Organisers are now finalising plans for their 2019 events across the country, and are approaching all councils who have previously supported their regular events to request sponsorship so that they can finalise the schedule for this year.

Quantum Events, the series organisers, have advised that with the tightening commercial sponsorship market, they are reliant on continued support from councils around New Zealand to ensure these events are financially sustainable and continue to operate. Without FNDC support the Bay of Islands Classic is not likely to remain in the line-up for the series.

This application requires the Community Board to make a decision on funding outside of policy provisions in that this request has not been made by way of a Local Grant Application Form. Although Quantum Events requested \$25,000, the Community Board is able to grant a maximum of \$20,000 in accordance with policy 3209 (Community Grant Fund – Local).

The Community Board can make an out of policy decision to fund \$25,000 to maintain continuity with the previous multi-year agreement, thus providing consistency of support. Given that this

funding is outside of the Events Investment Fund, this decision could set a precedent that other event organisers might use to gain higher levels of funding.

2) DISCUSSION AND OPTIONS

The Bay of Islands Classic is one of seven events in the NZ Ocean Swim Series. It attracts participants are of varying ages (from 6 to 85), a significant online audience estimated in excess of 120,000 enthusiasts, and visitors with a higher than average discretionary spend. Participant and spectator numbers have continued to grow substantially every year. In 2018 swimmers and spectators numbered 508. For 2019 early interest indicates a likely forecast 1040.

The Series officially partners with the Sustainable Coastlines charity in a bid to do its part in keeping rivers, oceans and beaches clean. Beyond aligning its operations with the charity's vision and objectives, Quantum Events supports the charity with a sizeable annual donation.

In past years the event has been funded through the Events Investment Funding, which assesses the value of an event partially on its forecast Return on District Investment (RODI). The event consistently exceeds its RODI expectations since its inception. Since the first event in 2009, Quantum Events estimate that the event has delivered over \$6.3 million positive economic impact in the region with almost no community disruption or negative impacts.

Funding for the 2019 event, should it be approved, will be used to cover the following:

- Event consents and applications
- Council-owned venue hire, notifications
- Harbour authority fees
- Public space bookings
- Provision of power and water on event day
- Signage and banners at Far North swimming pools leading up to the event
- Traffic management costs
- Portable toilets
- Waste management
- Prize giving gifts.

As a sponsor for the next event FNDC can expect benefits such as finish archway branding, our logo on event signs and flags, scripted messages broadcast by the event MC, Elected Member involvement in the medal presentation and a public address opportunity, advertising in various mediums including web, social media and print and valuable public relations.

Attachments to this report are the event report for 2018 and the business case for sponsorship for 2019 which includes a full list of the estimated benefits, both financial and non-financial.

The alternative is to delay a decision about funding for the 2018 event until the Events Investment Funding round in May, but the delay may mean that the Bay of Islands event is taken off the Series schedule due to a lack of sponsorship.

Option 1: Full funding – out of policy decision

Provide funding of \$25,000 plus GST for the 2019 event.

Option 2: Full funding – within policy decision (the preferred option)

Provide funding of \$20,000 plus GST for the 2019 event.

• Option 3: Partial funding

The organiser's request is for funding of \$25,000. They have indicated that serious reconsideration of the sustainability of the event is likely to occur at a level of FNDC funding below \$20,000.

• Option 4: Decline the request

With this option it is likely that the Bay of Islands will lose the event in 2019.

Reason for the recommendation

The Bay of Islands Classic continues to increase in popularity and has been recognised by Elected Members as a "cornerstone" event that brings significant financial and non-financial benefits to the Bay of Islands. Providing sponsorship of \$20,000 (the preferred option) guarantees that the event will continue for 2019.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Community Board could provide funding from its Community Grant Fund which carries a current balance of just over \$90,000. The Community Grant Fund Policy allows the Community Board to allocate, by resolution, funding to a maximum amount of \$20,000 in any financial year.

ATTACHMENTS

- 1. 2018 Ocean Swim Quantum Events post event report A2427551 😃 🖺
- 2. 2019 Ocean Swim Quantum Events Application A2427548 😃 🖼

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 significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Fund – Local (Policy 3209)
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Bay of Islands Classic does have some district-wide benefit in that it attracts local participants but the primary beneficiaries are the communities within the Bay of Islands.
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 relevant.
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.	Ratepayers within the Bay of Islands-Whangaroa ward are most likely to be affected by this decision as the fund to which the request is applied is the result of a targeted rate.
State the financial implications and where budgetary provisions have been made to support this decision.	Funding may be provided through the Community Grant Fund – Local.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report







Events Investment Post Event Report

The items below should all be expanded on in your event report. We ask that you provide summary details on this form and include it in your report. *Please complete this form in full*.

CONTACT DETAILS					
Primary contact/ Event organiser	Scott Rice / Quantum Events				
Address Level 1, 294 Hibiscus Coast Orewa Auckland 0931		Highway		none number(s	(09) 486 0240
				obile number	0274 775 796
Email address	scott@quantumevents.co.nz				
EVENT DETAIL	S				
Name of event	Duke of Marlborough Hotel E	Bay of Islands Classic	Event date	e(s) 1 Decemb	per 2018
Location of event	Russell and Paihia		-		
Webpage URL	www.ceanswim.co.nz/events	s/bay-of-islands-classic-pail	nia		
Is this event going	s this event going to be held again?				
If yes, when will this	If yes, when will this event be held and where? Nov/Dec 2019				
Did this event: make a profit? \$7,280 break even? make a loss? \$				e a loss? \$	
Event description	An ocean swim event for all ages & abilities, consisting of 5 different swim distances 3.3km swim from Paih ia to Russell, 750m swim at Russell, and 3 OceanKids swims 100m, 200m and 300m.				
EVENT INFOR	MATION				
How many attendees came from: Please provide as close an estimate of the numbers as possible for each of the following categories (it is better to underestimate attendance than to over estimate)					
Numbers	Northland (not incl. Far North)	Rest of N.Z.	Ove	rseas	Far North
Participants	39	573	4		45
Spectators	105	1,020	8		125
Trade / Event staff	5	10	0		15
Accomodation used:					
Paid accommodation 450		er of beds		Number of nights	
Friends & family 140			219		
,					
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> ask.us@fndc.govt.n Phone 0800 920 02

Events Investment Post Event Report

Thow folig and visitors from these areas attend your event (in days).			
Within the Far North district?	1		
From the wider Northland region (not including Far North)?	1.5		
From outside of the Northland region?	2		
From overseas?	5		
EVENT REPORT			

How did your event help us celebrate our culture and the place in which we live?

The event showcased the towns of Russell and Paihia, and the water spaces and surrounding islands that make up the beautiful Bay of Islands. The many cultural, environmental, dining and adventure activities in the Bay of Islands region were recommended to participants, and their supporters, as great ways to make the most of their time in the area.

How did your event contribute to building stronger communities?

Many swimmers join local swim squads and clubs within the community, to train and form friendships in advance of the event. The event encourages locals to stay fit and active, by giving them a goal to strive for, that has opportunities for all ages and ab ilities. Awareness and education around swimming, water safety and sun safety are core to our wider marketing campaign.

How did your event showcase the best a community had to offer in terms of sports, arts, culture, natural environment and facilities?

Sport: local swimmers taking part, or challenging themselves are celebrated through local PR activity. Natural environment is t he centrepiece of our communications and content. Facilities: event utilised community spaces such as Russell & Paihia Whar ves, Russell Village Green and beachfront areas.

How did your event enhance the quality of facilities, promote the district and deliver economic benefits?

The event brought economic benefits through local contractors being used for event services such as toilets, waste, traffic ma nagement and swimmer transport (ferries). The event injected over \$600,000 total economic investment through visitors and t heir supporters (friends & family) visiting the region for the event.

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A DISTRICT OF SUSTAINABLE PROSPERITY & WELL-BEING

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Events Investment Post Event Report

How was your event sustainable in terms of implementing environmentally responsible practices, minimizing negative impacts on neighbourhoods and natural areas, optimizing use of resources and being financially sustainable?

We had an adequate number of rubbish & recycle bins across the event site and ensured all rubbish was removed from the Ru ssell Village Green and surrounding areas. We used recyclable cups at our finish line drink station and no longer provide any p rinted materials or flyer. Our event team treated the environment with respect during & after the event, eg tent pegs removed c arefully from the ground.

How unique was your event? How did it celebrate the Far North in an exciting and vibrant way?

Each year we receive a substantial amoung of positive communication in anticipation of this event, as it has become a highligh t for the community and desirable destination for swimmers and supporters from out of town. Each year we strive to make the event fresh, with a new 750m short swim and three swims for kids featuring this time. Celebrating and prizegiving at The Duke was a real highlight!

l		Please tick here if you have answered these questions in your report, rather than duplicating them above.
ŀ	f vc	I have included this information in your report, please ensure you have clearly answered these questions

if you have included this information in your report, please ensure you have clearly answered these questions

HE WHENUA RANGATIRA

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Events Investment Funding Application Form

The items below should all be expanded on in your business plan, but we ask that you provide summary details on this form and include it in your application. *Please complete this in full – partially completed questionnaires will not be progressed.*

CONTACT DETA	AILS				
Primary contact/ Event organiser	Scott Rice				
Address	Level 1, 294 Hibiscus Coast Highway Orewa, 0946			e number(s)	09 486 0240
	Orewa, 0946			le number	027 477 5796
Email address	scott@quantumevents.co.nz				
EVENT DETAIL	5				
Name of event	Bay of Islands Classic Event date(s) 2019, 2020, 2021			, 2021	
Location of event	Paihia and Russell				
Webpage URL	www.oceanswim.co.nz				
Is this the first tim	e the event has been held?	Yes ✓	No		
If no, how many tim	nes has this event been held an	d where?	en held 9 times. Pa	ihia for 8 of t	those and Russell las
Financial objective	(tick one)	✓ Fundraising/profit	None (cover costs)	
Event description	from the major beach in Delhie course to Duncell effect a shallower to compare and conjugation. The 750-c is a				
EVENT INFOR	MATION				
How many attendees do you expect will attend from: Please provide as close an estimate of the numbers as possible for each of the following categories (it is better to underestimate attendance than to over estimate)					
Numbers Expecto	Northland ed (not incl. Far North)	Rest of N.Z.	Overseas		Far North
Participants	90	600	15	70	
Spectators	175	1300	30	170)
Trade / Event staff	5	10	0	15	
Anticipated accomodation needs: Number of beds Number of nights					
Paid accommodati	on 885		1515		
Friends & family	295		505		
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Events Investment Funding Application Form

How long do you expect visitors from each of these are	eas to attend your event (in day	ys)		
Within the Far North district?	1 day			
From the wider Northland region (not including Far North)?	2 days			
From outside of the Northland region?	3 days			
From overseas?	4 days			
BUSINESS PLAN				
We ask all applicants to provide a business plan for their event. 1	This business plan must include the f	ollowing information such as:		
Event background		J		
 How did your event start? Why is it being held? What other funding has been secured to enable the event. 	ent to proceed?			
How will your event meet the following principles?:				
Events and festivals help us celebrate our culture and t	he place in which we live in.			
Events contribute to building stronger communities.				
Events showcase the best a community has to offer in te Events on bases the quality of facilities promote the dis-				
 Events enhance the quality of facilities, promote the dis Sustainable events implement environmentally response 				
and natural areas, optimize use of resources and are fi		impacts of fielgibournood.		
 Event identity – the festival or event celebrates the Far given to its uniqueness in the Far North. 	North in an exciting and vibrant w	ay. Consideration will be		
given to its diliqueness in the rai North.				
FINANCIAL INFORMATION				
Is your organisation registered for GST? Yes	No GST number	86-832-836		
Provide a detailed costs estimate for the project or event (GST e	excl.)			
Total cost \$91,780 the total amount of the estimate	d quoted cost against the appropriat	te item		
Amount requested: \$25,000 (per annum.item) the amount the Board is being requested to contribute.				
Please Note:	ounts must be GST evelusive			
 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				
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Events Investment Funding Application Form

	Expenditure	Total cost	Amount requested	
Rent/venue hire	See separately supplied forecasted budget			
Advertising/promotion				
Facilitator/professional fees ²				
Administration (ind. stationery/copying)				
Equipment hire				
Equipment purchase (describe)				
Utilities				
Hardware (e.g. cement, timber, nails, paint)				
Consumable materials (craft supplies, books)				
Refreshments				
Travel/milage				
Volunteer expenses reimbursement				
Wages/salary			Not applicable	
Volunteer value			Not applicable	
Other (describe)				
Totals		\$	\$	
² If the application is for professional or facilitator fees, a job description or scope of work must be attached. A full budget breakdown has been included in our business plan instead of being completed above				
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Events Investment Funding 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 Council it becomes public information and may be made available on 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 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 day time contact phone number and be contactable during normal business hours.

On behalf of: (Full name of organisation) Quantum Events Ltd

We, the undersigned, declare the following:

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

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Events Investment Funding Application Form

We agree to the following conditions if we are funded by Events Investment Grant Funding:

- 1. 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.
- 2. To spend the funding only for the purpose(s) approved by Far North District Council.
- 3. 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.
- 4. To acknowledge the receipt of Event Investment funds as a separate entry in our accounts or in a note to our accounts in our organisation's annual report.
- 5. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project and to provide copies or photographic evidence of same
- 6. 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.
- 7. To complete and return a Project Report within two months of the event. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
- 8. 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).
- 9. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen
- 10. To notify the Far North District Council immediately if our GST status changes.

ONE				
Scott Rice	Position	Managing Direc	ctor	
P O Box 605 Orewa		Town	Auckland	
		Post code	0946	
0274 775 796	Mobile number	0274 775 796		
Spiro		Date	26/09/18	
WO (IF APPLICABLE)				
	Position			
		Town		
		Post code		
	Mobile number			
		Date		
				Page
	Scott Rice P O Box 605 Orewa 0274 775 796 WO (IF APPLICABLE)	Scott Rice P O Box 605 Orewa 0274 775 796 Mobile number WO (IF APPLICABLE) Position	Scott Rice P O Box 605 Orewa Town Post code 0274 775 796 Mobile number Date Position Town Post code 0274 775 796 Date Mobile number Date HE WHENUA RANGATIRA	Scott Rice P O Box 605 Orewa Town Auckland Post code 0946 0274 775 796 Mobile number Date 26/09/18 Position Town Post code Date HE WHENUA RANGATIRA



www.fndc.govt.nz Memorial Ave, Kaikohe 0440 Private Bag 752, Kaikohe 0440

> ask.us@fndc.govt.nz Phone 0800 920 029

Events Investment Funding Application Form

CHECKLIST

Completed application form

Business plan

Finacial information

 \checkmark Details of all other funding secured or pending approval for this project

✓ Signed applicant declaration

HE WHENUA RANGATIRA
A DISTRICT OF SUSTAINABLE PROSPERTY & WELL-BEING

A1847670

Page 6



BUSINESS PLAN

Bay of Islands Classic 2019-2021

Event Background:

The Bay of Islands Classic set to take place in December 2018 will mark the events' 10-year anniversary. The event is part of the New Zealand Ocean Swim Series consisting of seven events throughout New Zealand, each summer the series has either started or more recently finished in New Zealand's first capital Russell.

Why is it being held?

- To improve the water confidence, health and wellbeing and swimming ability of Far North residents
- Bring vibrancy, visitors and a positive economic impact to the Far North area
- Positive contributor to our Series line-up offering swimmers and their supporters a beautiful
 destination to swim and enjoy each year.

What other funding has been secured to enable the event to proceed?

We have event sponsors but only one is committed via agreement through to the 2019, 2020 and 2021 events. The rest will need to be renewed next year. Secured funding has been stated in the forecasted event budget which has been supplied with this application. Entries for the 2019 event will open mid-August 2019.

How will the event meet the following principles?

Events and festivals help us celebrate our culture and the place in which we live?

The Bay of Islands Classic showcases the beautiful towns of Paihia and Russell, the water spaces and the surrounding islands that make up the Bay of Islands.

The Waitangi Treaty Grounds allow visitors to learn about the history and culture of the region and we encourage swimmers and spectators to visit while they are staying in the area.

We invite Council to provide us specific cultural content to include in event communication channels.

We would welcome the opportunity to work together with Council to create a culturally significant welcome prior to our main swim starting from Paihia. This could include Kapa Haka, speech from the Major and/or the presence of a Maori Waka in the ocean.

Events contribute to building stronger communities.

With the shared goal of preparing for the event, many swimmers join local swim squads/clubs during the summer which helps to build these community organisations.

The event encourages residents to stay fit and active, by giving them an event to work towards and a goal to strive for. The event grows awareness & education for swimming, water safety and sun safety all of which strengthens the community.

The Bay of Islands Classic event will develop vibrancy in the region, contribute to resident pride and strengthen and develop social connections by bringing communities together on event weekend to watch or participate.

Events showcase the best a community has to offer in terms of sports, arts, culture, natural environment and facilities.

The event showcases the natural environment in the towns of Russell and Paihia, the water spaces and the surrounding islands that make up the beautiful bay of islands.

The event utilises many local facilities throughout the duration of the event. Locations such as the Paihia community hall, Russell town hall, Russell and Paihia wharves and the Russell and Paihia village green.

Other facilities will benefit from community involvement in the event such as swimming facilities the local community may use to train for the event.

The event also showcases the sport of swimming, bringing awareness and recognition to top swimmers and local swimmers who challenge themselves to take part in the event.

Events enhance the quality of facilities, promote the district and deliver economic benefit.

The event promotes the Far North District nationally through our channels and a national marketing campaign and delivers economic benefits to the region. Over the last 9 years the Bay of Islands Classic has brought in \$6.3mil of direct economic investment for the region. We expect the 2019, 2020 and 2021 events to deliver an estimated \$2million for the region.

The event has delivered well over \$1mil in commercial awareness and profile value for the Far North District since 2009 through event PR and marketing campaigns.

Each summer the event uses local contractors for event services such as waste and traffic management and toilets. Event participants and supporters contribute to the local economy through spending money on food in local cafes and restaurants, accommodation, retail stores, public transport and tourist activities.

Sustainable events implement environmentally responsible practices, minimise negative impacts on neighbourhoods and natural areas, optimise use of resources and are financially sustainable.

We partner with the charity Sustainable Coastlines, encouraging participants to donate to the charity and setting up local beach and waterway clean ups in the event region.

As a business we strive to be as sustainable and environmentally responsible as we can. We ensure that on event day we have adequate numbers of waste and recycling bins on site.

We encourage food vendors to use environmentally friendly packaging and other contractors to be environmentally sustainable as much as practicable.

Event crew ensure that all spaces we use are thoroughly cleaned at the end of the event and endeavour to ensure minimal impact on the environment when packing down the event site.

Event identity - the festival or event celebrates the Far North in an exciting and vibrant way. Consideration will be given to its uniqueness in the Far North.

Each of the swims in our national series offer something unique. In the case of the Bay of Islands Classic it is the main swim and the event location itself. The 3.3km event gives swimmers the opportunity to traverse across the harbour between Paihia & Russell, normally a trip taken by ferry. The beautiful natural scenery & chilled out holiday environment makes the event destination extremely appealing to our out of town event visitors.

NB: Please also refer to the SUPPORTING INFORMATION document supplied for more information.



PROPOSAL SUMMARY

Dear Sheryl and Kathryn,

The Bay of Islands Classic is a unique event for the Far North that delivers significant value for the region. This document includes an;

- Event Overview
- Economic Impact Statistics
- Deliverables to the Council's Key Event Outcomes
- Council's Partner Benefits
- Contribution Request



Scott Rice Managing Director Quantum Events





EVENT VISION



"To provide a professionally managed annual event that promotes swimming and water safety to people of the Far North, encourages participation, builds strong communities, drives the economy, and showcases the region to New Zealand and the World."



BAY OF ISLANDS CLASSIC - FAST FACTS



LOCATION

- Russell and Paihia
- Harbour Areas



PART OF SERIES

- One of seven events of the New Zealand Ocean Swim Series
- Annually held in the shoulder season
- Established 2009



AUDIENCE

- 2000 Swimmers/Spectators
- 120,000 Online Audience
- Peripheral Reach 750,000
- · Local and Domestic Audience
- Ages 6 85 years
- Visitors with a higher than average discretionary spend



PROMOTION

- Significant National Marketing and PR Campaign
- www.oceanswim.co.nz



SWIM DISTANCES

- 200m OceanKids
- · 500m
- · 1000m
- · Long Swim (3.3km)



ENTRY FEES

\$25.00 - \$79.00



MANAGEMENT

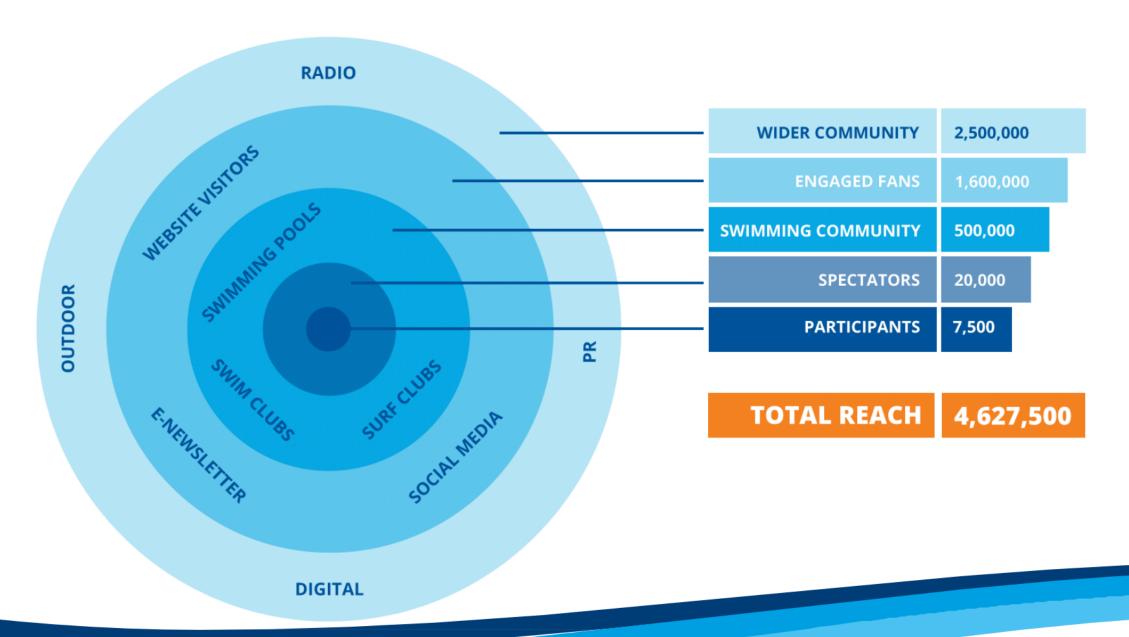
- Event Owner Quantum Events
- Established 2003





PART OF A SERIES WITH EXTENSIVE NATIONAL REACH







SUSTAINABLE COASTLINES

BANANA BOAT. NEW ZEALAND OCEAN SVIIVI SERIES

- The Series officially partners with charity Sustainable Coastlines
- · Doing our part to keep rivers, ocean and beaches clean
- Supporting with an annual donation of NZ\$7,500

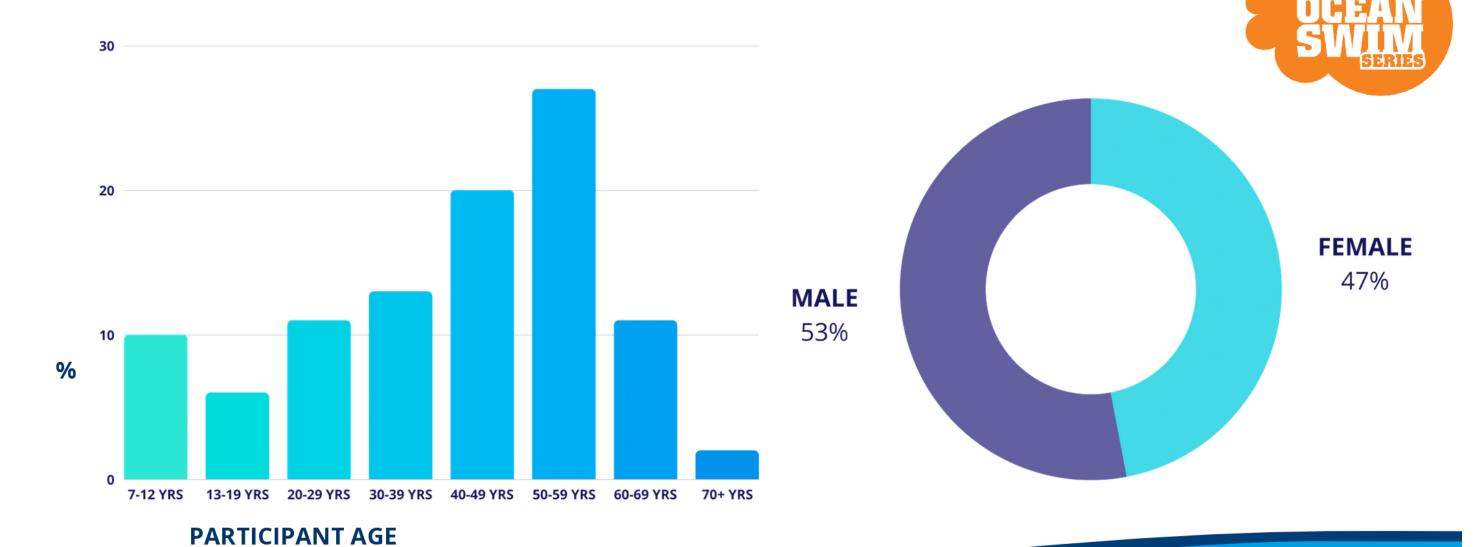








BAY OF ISLANDS CLASSIC DEMOGRAPHIC

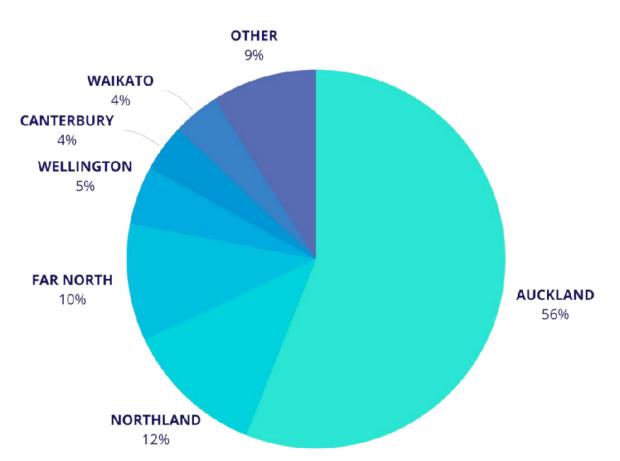




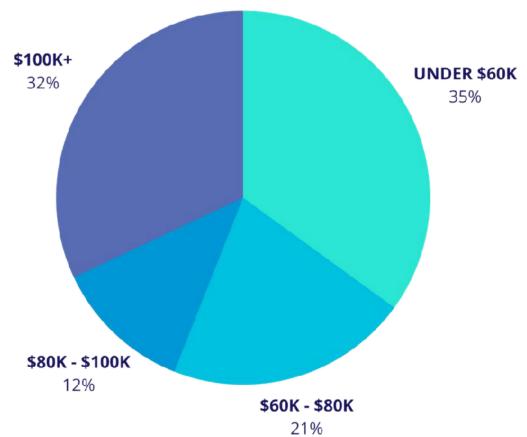
BAY OF ISLANDS CLASSIC DEMOGRAPHIC

BANANA BOAT NEW ZEALAND OCEAN SWIM SERIES

PARTICIPANT ORIGIN



ANNUAL INDIVIDUAL SALARY





WHY DO PEOPLE DO IT?

- · Personal challenge
- · To stay fit and healthy
- Community connection and social interaction
- · Mental challenge to overcome a fear
- Lofty goal following illness or injury







ECONOMIC IMPACTVISITORS TO FAR NORTH REGION BETWEEN 2009 - 2017



Group	Economic Impact
Participants	\$2,863,978
Supporters, Friends and Family	\$3,500,418
Total Economic Investment Between 2009 – 2017 (9 events)	\$6,364,396

Figures calculated based on the recommended Tourism NZ visitor day trip and nightly spend levels along with participant and supporter numbers and their travel habits from the Bay of Islands Classic 2009-2017 events





ECONOMIC IMPACT – SUMMARY TABLEVISITORS TO FAR NORTH REGION - DECEMBER 2017 EVENT



Group	Number	Economic Impact
Participants*	625	\$288,364
Supporters, Friends and Family	770	\$336,543
Total Economic Investment in to the Far North region from the 2017 event		\$624,907

*Note: Only includes participants entered in the event that reside outside of the Far North Area.

Figures calculated based on the recommended Tourism NZ visitor day trip and nightly spend levels along with participant and supporter numbers and their travel habits from the Bay of Islands Classic, December 2017



ECONOMIC IMPACT – PARTICIPANTSVISITORS TO FAR NORTH REGION - DECEMBER 2017 EVENT



Duration	Unit Cost	Number	Percentage	Value
1 Night - paid accommodation	\$341	179		\$61,039
1 Night - staying with friends and/or family	\$191	59	38%	\$11,269
2 Nights – paid accommodation	\$682	169		\$115,258
2 Nights – staying with friends and/or family	\$332	56	36%	\$18,592
More than 2 nights – paid accommodation	\$1023	61	13%	\$62,403
More than 2 nights - staying with friends and/or family	\$573	20	1370	\$11,460
Daytrip	\$103	81	13%	\$8,343
		625	100%	\$288,364

Figures calculated based on the recommended Tourism NZ visitor day trip and nightly spend levels along with participant and supporter numbers and their travel habits from the Bay of Islands Classic, December 2017



ECONOMIC IMPACT – SUPPORTERSVISITORS TO FAR NORTH REGION - DECEMBER 2017 EVENT



Duration	Unit Cost	Number	Percentage	Value
1 Night - paid accommodation	\$341	208		\$70,928
1 Night - staying with friends and/or family	\$191	69	38%	\$13,179
2 Nights – paid accommodation	\$682	197		\$134,354
2 Nights – staying with friends and/or family	\$332	66	36%	\$21,912
More than 2 nights – paid accommodation	\$1023	71	13%	\$72,633
More than 2 nights - staying with friends and/or family	\$573	24	1370	\$13,752
Daytrip	\$103	95	13%	\$9,785
		730	100%	\$336,543

Figures calculated based on the recommended Tourism NZ visitor day trip and nightly spend levels along with participant and supporter numbers and their travel habits from the Bay of Islands Classic, December 2017





How the event helps to celebrate our culture and the place in which we live:



- Each summer the event has either started or more recently finished in New Zealand's first capital, Russell.
- The Waitangi Treaty Grounds is encouraged as a place for swimmers to visit when they are staying in the area for the event.
- Opportunities in future for Kapahaka Group performing at event.
- Opportunities in future for a Maori Welcome educating participants on historic history of the area and a send off for the start of the swim distance.
- The event showcases the towns of Russell and Paihia, and the water spaces and surrounding islands that make up the beautiful Bay of Islands.





How the event contributes to building stronger communities:



- With the shared goal of preparing for the event, many swimmers join local swim squads/clubs during the summer which helps to build these community organisations.
- Community organisations are often approached with the opportunity to be involved with the event on the day, with volunteering and fundraising. For example in past year the Paihia Sea Scouts have run a fundraising BBQ on the event site.
- The event helps to encourage Far North residents to stay fit and active by giving them an event to work towards and a goal to strive for. Swimmers registered for the event are more motivated to attend swim squads and local swimming pools more regularly to train for the event.
- By encouraging younger swimmers (7-12yrs) to take part in the OceanKids 200m, the event helps to educate and motivate children to participate in physical recreation and sporting events in the future.
- The event grows awareness and education for swimming, water safety and sun safety.





How the event showcases the best a community has to offer in terms of sports, arts, culture, natural environment and facilities:



- **Sports:** awareness and recognition to top swimmers and also other local swimmers taking part and challenging themselves in newspapers, online media and television news.
- **Natural Environment:** the event showcases the towns of Russell and Paihia, and the water spaces and surrounding islands that make up the beautiful Bay of Islands.
- **Facilities:** the event utilises community facilities and spaces such as the Paihia Community Hall, Russell Town Hall, Russell and Paihia Wharves, Russell Village Green, Paihia Village Green.





The event enhances the quality of facilities, promotes the district and delivers economic benefits:



- The event promotes the district nationally through our channels and national marketing campaign
- Each summer the event brings economic benefits to the Far North Region with local contractors used for event services such as toilets, waste and traffic management.
- Over the past nine years swimmers and supporters visiting the area for the event have injected approximately \$6,364,396 into the local economy through spending money on food (local cafes, restaurants), accommodation, retail (local stores), public transport (ferries) and tourist activities.





Ways in which the event implements environmentally responsible practices to minimize the negative impacts on neighborhoods and natural areas, while optimising the use of resources and being financially sustainable:



- We ensure that we have an adequate number of rubbish and recycle bins across our event site.
- · During event pack downs we ensure that all rubbish is removed.
- · Compostable cups are used at our drink station at the finish line.
- Our event team ensures open spaces in which we operate are looked after during and after the event
 eg. pegs from marquees are removed carefully as to not pull up large quantities of soil/grass.





The event is unique and celebrates the Far North in an exciting and vibrant way:



- The event is unique as it gives swimmers the opportunity to swim across the harbour, between two towns Paihia and Russell.
- The event celebrates the Far North has swimmers get the chance to enjoy the beautiful scenery and environment that the Bay of Islands has to offer by swimming in its water and past its many islands in the bay.









FINISH ARCHWAY

Councils logo featured in four positions on the event finish line archway



EVENT SIGNS

Opportunity to provide us doubled sided branded event signs to place on site







Opportunity to provide us branded flags to place on site



SCRIPTED MESSAGES

Your key message broadcast multiple times by the event MC on event day







PUBLIC ADDRESS

Opportunity for the Mayor or a representative of Council to address the crowd at prize giving



MEDAL PRESENTATION

Opportunity for the Mayor or representative of Council to award medals to open and age group place getters







Opportunity to set up a branded marquee or run an activation on event day





SWIM PACK INSERT

Opportunity to provide a flyer to place in all event swim packs



BENEFITS - DIGITAL PROMOTION



E-NEWSLETTER

Banner ad insertions and editorial promotional features within emails sent to 17,000+ strong database of swimmers leading into the Bay of Islands Classic event



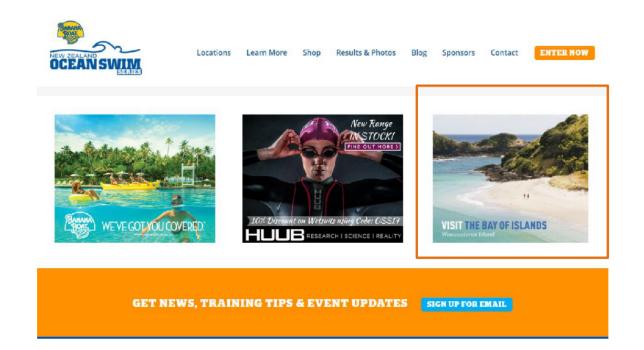
FACEBOOK

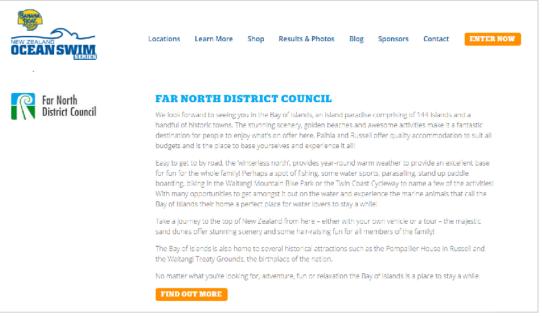
Boosted posts to our fans, friends of fans and the wider swimming community leading into and after the Bay of Islands Classic event



BENEFITS - DIGITAL PROMOTION







WEB ADVERTISEMENT

Web advertisements on the Series website, linking to a chosen webpage. Visible to the 400,000 visitors and 80,000+ unique users annually.

SPONSOR FEATURE

Webpage hosted on Series website with copy showcasing the Far North Region.



BENEFITS - INSIGHTS & CONTENT





RESEARCH

Opportunity to measure event satisfaction, visitation and economic impact through the post event participant survey.



EVENT CONTENT

Professional photos, event wrap and video sent to you following the Bay of Islands Classic event.



BENEFITS - STAFF & SOCIAL MEDIA COMPETITIONS





This voucher entitles the bearer to ONE FREE INDIVIDUAL ENTRY into the New Zealand Ocean Swim Series - Bay of Islands Classic event.

For more information on the Series visit www.oceanswim.co.nz

To redeem please email info@oceanswim.co.nz, with the voucher code below along with the event which you wish to enter, and you'll be given instructions on how to enter online.

Voucher Code:

FREE ENTRIES

FREE entries which can be given away to staff or used for social media competitions.





FREE GIFTS

Branded gift packs (eg. Towel, tote bag and sunscreen) which can be given away to staff or used for social media competitions.



BENEFITS - PROMOTION

Sponsor Messages

Register your 7-12yr olds for the 200m OceanKids for their chance to be part of the Jetstar Super Swim Squad and attend a camp in May with NZ's best open water swimmers! Find out more at oceankids.co.nz.

Look out for the Banana Boat 'Spray Squad' and have fun in the sun! Family games, free SunComfort sunscreen memorable moments and prizes up for grabs.

Win \$500 worth of Abeeco Products with #abeecosmile. Abeeco are all about natural health and beauty and we'd love to see your natural smile - <u>find out more here</u>.

Methven is supplying the Series with their showering requirements this summer, so make sure to enjoy the amazing <u>Aurajet</u> experience at the event! Get 10% off Methven Aurajet products at your local Plumbing World store by mentioning "Ocean Swim Race". Offer available until 30 April 2017.

If you are interested in swimwear that boasts performance, quality and durability, then check out the great range of HUUB wetsuits, swimwear, accessories and clothing online or onsite at the event!

Congratulations on entering the New Zealand Ocean Swim Series which is fueled by Loaded, with its new 50% less sugar formulation.

See you in the <u>Bay of Islands</u>, an island paradise comprising of 144 islands and a handful of historic towns. With stunning scenery, golden beaches and awesome activities.





PARTICIPANT COMMS

Far North Region feature on Swimmer Info Sheets and Event Confirmation Emails sent to all registered Bay of Islands Classic event swimmers.

PRIZE GIVINGS

Opportunity to provide spot prizes to be given away at the Event Prize Giving with additional verbal promotion. Opportunity to present medals.



BENEFITS - PROMOTION

Veteran first home at Paihia

A strong field of local swimmers competed at the Bay of Islands Classic, the penultimate event of the 2016/17 New Zealand Ocean Swim Series, in Paihia on Satur-

The first to swim the 3.3km route from Russell to the fore-shore at Paihia in the I'm Going Long event was 49-year-old Brent Foster. As the 1986 and 1990 Commonwealth Games New Zealand representative and also a national surf life saving champion, Foster took out the male title in 41:04 minutes, while Stephanie Gillespie claimed her

second win of the series, securing the female division title with a time of 44:04s.

with a time of 44:04s.

Event director Scott Rice said
the Far North really turned it on
for the sixth leg of the series.

"We had the nicest weather conditions we've had in the series so far today, great for

both swimmers and spectators. The swimmers were slightly challenged in the water with strong currents pushing them off course, so our times were a bit slower than previous years,"

other distances in the Bay of

Islands Classic event included the 300m Give it a Go (30 finishers) and the 200m Banana Boat OceanKids event (55) which marked the announcement of the six newest members in the Jetstar Super Swim Squad. Far North swimmers were, however, conspicuous by their absence from the list with five coming from Auckland and one from Whangarei. The national swim squad will be made up of 42 talented youngsters aged from seven to 12, e.g. six chosen from each of the seven legs in the series, who

will be invited to take part at an end-of-season training camp in Auckland run by top name elite swimmers and coaches.

Organisers said the penultimate round of the NZOS series attracted a record field of 820 registered participants of which roughly 660 finished finishers in the I'm Going 30 in the Give it a Go, and

the OceanKids.

The remaining final eventhe card of the 11th seasthe New Zealand Ocean Series is the King of the B April 8 in Auckland on A





PUBLIC RELATIONS

PR opportunities both pre and post event.



BENEFITS - BRANDING



POOL BANNERS

Brand featured on pull banners placed into swimming pools in Northland and the Far North.



ROADSIDE SIGNS

Brand featured on signage placed in high traffic areas in Northland and the Far North.



BENEFITS - BRANDING







VEHICLE

Brand featured on event promotional vehicle which is driven the country.

TRAILER

Brand featured on event promotional trailer which is driven the country.



BENEFITS - DIGITAL BRANDING





CERTIFICATES

Brand featured on all finish certificates distributed post event.

RADIO

Council acknowledged in all advertisements promoting the event.



BENEFITS - DIGITAL BRANDING







Brand featured on website footer. Highlights our brand in colour selected. Total annual web visits 400,000.



E-NEWS

Brand featured on e-news footer of every e-newsletter sent across season to 17,500 subscribers



BENEFITS - BRANDING





POSTERS

Brand featured on posters distributed to swim clubs, surf life saving clubs and pools.



CONTRIBUTION REQUEST



In return for the significant value the Bay of Islands Classic will deliver the Far North we request event funding of \$25,000 per annum for the 2019, 2020 and 2021 events and the following assistance;

- Assistance with costs in relation to event consents/applications, Council owned venue hire, notifications, Harbour authorities, public space booking
- Provision of power and water for the event day
- Permission to place up to community promotional roadside signage in high traffic areas and banners in swimming pools within the FNDC region for a period of eight weeks prior to the event
- Assistance with costs for traffic management, portable toilets and waste management
- 5 suitable product/gifts for the event prize giving















7.2 FUNDING PROVISION FOR THE MAINTENANCE OF OKIATO TO RUSSELL WALKWAY

File Number: A2427772

Author: Sheryl Gavin, Manager - Corporate Planning and Engagement

Authoriser: Darrell Sargent, General Manager - Strategic Planning and Policy

PURPOSE OF THE REPORT

To consider providing a grant to the Bay of Islands Walkway Trust for the maintenance of the Okiato to Russell walkway.

EXECUTIVE SUMMARY

- The Bay of Islands Walkway Trust was set up to maintain and manage the walkway between Okiato and Russell.
- In 2017, the Trust asked Council to take over the maintenance of the track because the ageing volunteer base is no longer able to. If the Trust is unable to carry out regular maintenance the track could become unsafe. Maintenance requirements have been estimated at an annual cost of \$10,500.
- No decision has been made by Council to accept ownership and ongoing maintenance of the track.
- This is a staff-initiated request seeking a one-year grant to the Bay of Islands Walkway
 Trust of \$10,500 for maintenance and renewals on the track in the 2019/20 financial
 year. This gives Council and the Trust time to come to agreement on the future of the
 walkway and its maintenance.
- This request represents an out of policy decision in that the Trust would not be asked to provide 50% of the funding.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve a grant to the Bay of Islands Walkway Trust of \$10,500 to assist with renewals for the Okiato to Russell walkway.

1) BACKGROUND

The community developed and owned walkway between Okiato and Russell, opened to the public in 2015, is an extension of the Council-owned Te Haumi to Opua walkway and is part of the loop walkway from Paihia to Opua to Russell.

The Bay of Islands Walkway Trust was formed to maintain and manage the walkway. To date Trust volunteers have carried out maintenance with the assistance of Rotary and other community members.

In 2017 the Trust approached Council to take over maintenance of the Trust, because their volunteer base is ageing and fast becoming unable to engage in the level of physical work required to keep the track safe and open to the public.

The issue was to have been presented to Council to consider a solution during the development of the 2018-28 Long Term Plan. This did not happen, and in a letter to the Trust dated 19 November 2018, staff apologised for the oversight and acknowledged that the issue still requires Council discussion. The letter confirmed that a condition assessment was carried out by FNHL to estimate the cost of maintaining the track in its current form, including materials and labour. The letter committed to a discussion by Council for its 2019/20 Annual Plan.

The issue was raised as a variance for the Annual Plan at a recent workshop. Councillors felt that assisting the Trust by way of a grant from the Community Board would be appropriate. It was suggested the Trust could use the grant to purchase materials and outsource maintenance. The idea of contacting volunteer organisations such as Volunteering Northland was taken on board as a potential way of assisting the Trust.

Council is still to have a principle-based discussion about its policy on accepting ownership of community-owned assets.

2) DISCUSSION AND OPTIONS

Although the Okiato to Russell walkway is not a Council-owned asset, it is part of the loop walkway from Paihia to Opua to Russell that is recognised by Council and the community as a valuable recreational asset. This type of asset may be able to attract Government funding in the future.

In the meantime, the most pressing issue is maintenance and renewals required on the track in the 2019/20 year, including cutting back vegetation, cleaning slippery structures and topping up metal in footpaths. Far North Holdings (FNHL) estimate that this will cost approximately \$10,500 per annum. A copy of FNHL's report is attached.

Option 1: Full funding – out of policy decision

Provide a grant of \$10,500 to the Bay of Islands Walkway Trust for it to use to outsource the maintenance of the walkway for 2019/20.

Option 2: Partial funding

A grant of less than \$10,500 may require prioritisation of maintenance activities for 2019/20. At the least this could inconvenience track users and at worst could render the track unsafe in parts.

Option 3: Decline the request

The Trust may not be able to maintain the track to a standard necessary for public use, resulting in the track being closed for safety reasons.

Reason for the recommendation

The reason for recommending the Community Board provide a grant to the Trust is to ensure the maintenance of the track for the 2019/20 financial year while Council comes to a conclusion as to whether it will assume ownership and maintenance of community-owned assets in situations where the community is no longer able to look after them.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Community Board could provide funding from its Community Grant Fund which carries a current balance of just over \$90,000.

ATTACHMENTS

1. FNHL Okiato-Russell Walkway Assessment - A2427786 🗓 🖺

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 significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Fund – Local (Policy 3209)
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The "ring" walkway between Paihia-Opua-Russell is an asset that is predominantly used by the local community and visitors to the area.
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.	Any implications for Maori are to be considered by the Trust which "owns" the asset and liaises with affected land-owners.
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.	Ratepayers within the Bay of Islands-Whangaroa ward are most likely to be affected by this decision as the fund to which the request is applied is the result of a targeted rate.
State the financial implications and where budgetary provisions have been made to support this decision.	Funding may be provided through the Community Grant Fund.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

Report:

Okiato/Russell Walkway - Condition Assessment

From:

Far North Holdings Limited

To:

Far North District Council

Infrastructure & Asset Management

Date:

1 October 2018

Synopsis:

An assessment of the marine located structures of the walkway. Excludes general metal track and land-based staircases. An

annual maintenance recommendation and a cost/value assessment of the existing structures is provided.

Background:

The track has been developed by the local community over a number of years although largely completed in 2015. There is on-going maintenance work done by various parties including the local Rotary Club, individuals and adjacent owners of private land. There is likely to be a number of other groups involved although they are not known to us at time of assessment.

The Bay of Islands/Whangaroa Community Board have also been supporters of the track's development.

FNHL were asked to complete an assessment of the structures that make up the high-risk elements and that are predominantly in or close to the marine environment.

No consideration is given to upgrades to sections of the existing track. The assessment is based on what is present at time of the assessment. No assessment has been made on the signage on the track which is minimal.

Assessment Methodology:

The track was visually assessed over the course of three separate visits. Track structures were inspected at low tides. No destructive methods were used. Measurements of the various components were made and can generally be relied upon to a 90% accuracy.

FNHL have used their experience of marine structures and applied this to the life expectancy of these components. The structures have not been assessed by a certified structural engineer.

No assessment has been made of the staircases on the land-based components of the track although these have been well constructed and are in very good order. Given the damp shaded environments these will become slippery at times and care should be taken in using these.

Asset Description:

The track is made up of sections of different types of construction/material. These include:

- 1. Grass (mown)
- 2. Earth/Soil (compacted)
- 3. Metal (GAP25 laid and foot compacted)
- 4. Timber planks (ground laid)
- 5. Timber planks (piles)
- 6. Timber (stair cases)

The sections of track accessed are the 1.045km of timber structures of various designs.

The earth, grass and metalled sections all appear to be well maintained. There were sections of the earth tracks in the valleys and under tree canopies that were muddy in sections although these were passable by taking minor deviations to the route. A decision may be required as to whether it anticipated that this track be 100% passable or free of any such areas. Should this be the expectation then some remedial work would be required in these areas mainly with drainage/culverts.

The timber structures which are in the intertidal area have been double piled, single headstocked and running two joists. Decking timber has been placed on top. In some areas the timber decking has wire mesh attached for non-skid purposes.

There are large sections where boards of various lengths have been placed longitudinally over soft areas. These are nailed together with a cross section board.

There are no handrails on most of the sections constructed as the potential fall height is often below 1m and/or in to soft ground or mud. The stair cases are well constructed and have handrails.

Asset Volumes and Materials:

Refer attached.

Asset Value/Cost:

\$241,000 plus GST

Asset Condition Assessment:

The timber components have been well constructed using suitable/appropriate timber treatment. The treatment was in a range of H4-H6.

Stainless Steel fastenings were used in 75% of the structures with the remaining areas using galvanised steel fasteners.

The timber sections have been built over a period of time however all the timber sections are in generally good order.

The most important structural elements are the timber piles supporting the walkway over water/mangroves. While some of these piles are less than 150mm in diameter they remain in good order with minimal degradation from marine pests or rot. The headstock timbers are appropriately sized and are in good order. The joists are in good order.

Timber sections placed on ground are in good order generally however there are sections of timber that are warping, buckled or bent. There are some sections that are showing signs of degradation through rot from being exposed to constant water egress or mud.

There are areas of the walkway where structures are partly covered by vegetation. Organic matter has rotted on top of the structures and become slippery and damp.

Remaining Life Assessment:

•	Timber piles	12-15 years
•	Timber decking/joist/headstocks	15 Years
•	Timber (ground laid)	5-10 years
•	Fastenings	20 years

It would be anticipated that the above components would require replacement in 15 years' time. Such a program will be influenced by the maintenance program under taken on the track.

Maintenance Requirement

The timber structures require minimal maintenance however the following is a recommend annual program:

1.	Vegetation removal	48 hours	\$2,200pa
2.	Vegetation spraying	32 hours	\$2,500pa
3.	Wet & Forget spray	32 hours	\$2,500pa
4.	Materials		\$1,500pa
5.	Metal	N/A	N/A
6.	Labour (other)	40 hours	\$1,800pa
	Total		\$10,500pa

The above assumes there is no continuing community volunteer work carried out in maintaining the track.

Far North Holdings Limited

FNHL Russell to Okiato Boardwalk Asset Inspection and Valuation – August 2018

Russell Okiato Boardwalk Materials Cost

Dimensions	Quantity / Length	Specification	Unit Price	Total			
	,8		\$	\$			
100 x 100	34.50	H4 Treated	22.80	786.60			
			\$	\$			
150 x 50	6,802.00	H4 Treated	4.82	32,785.64			
	,		\$	\$			
200 x 50	1,690.00	H4 Treated	6.44	10,883.60			
			\$	\$			
250 x 50	323.00	H4 Treated	14.20	4,586.60			
			\$	\$			
300 x 50	49.50	H4 Treated	18.37	909.32			
			\$	\$			
75 x 50	70.00	H4 Treated	5.37	375.90			
			\$	\$			
Bolt - 12mm SS	81.00	SS	14.23	1,152.63			
			\$	\$			
Bolt- 20mm SS	858.00	SS	41.41	35,529.78			
			\$	\$			
Galv Nails	23,209.00	Hand driven	0.13	3,017.17			
Piles -150 mm			\$	\$			
dia	30.00	H5 treated	38.48	1,154.40			
Piles -175 mm			\$	\$			
dia	1,112.20	H5 treated	38.48	42,797.46			
				\$			
Materials				133,979.09			
11101011010				\$			
Labour				106,535.00			
				\$			
Total Valuation ex	240,514.09						
Labour - 2 labourers @							
\$55/hour x 1 i							

Labour - 2 labourers @ \$55/hour x 1 metre of boardwalk per hour x 968.5

Note materials quoted at regular retail rates

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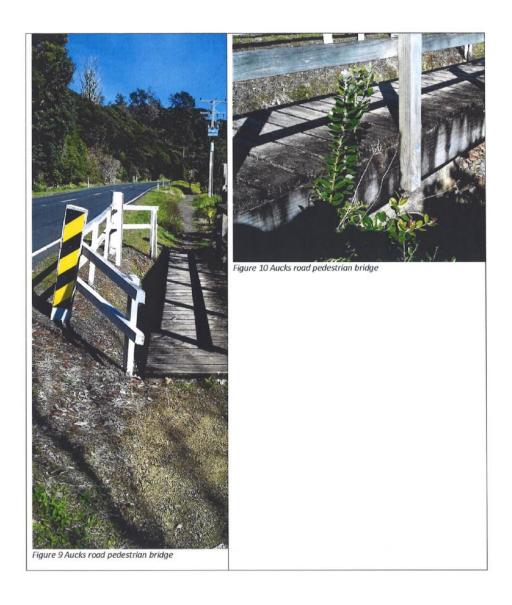
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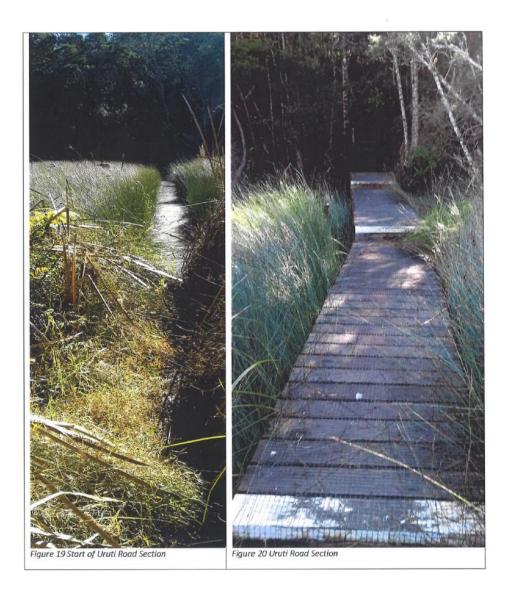
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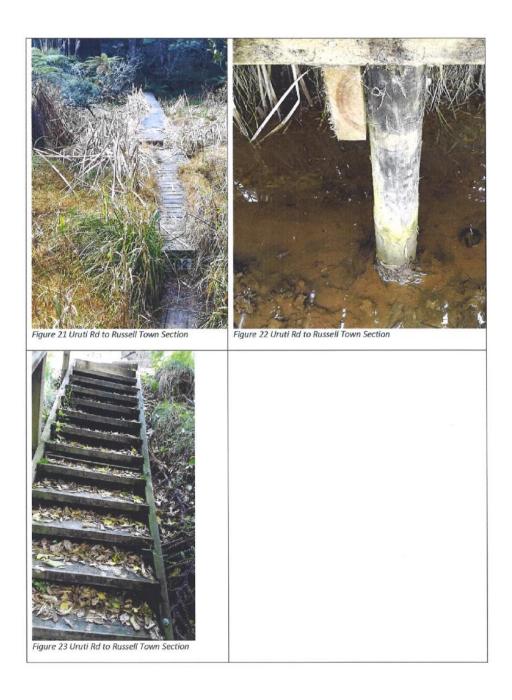




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8 CORPORATE SERVICES GROUP

8.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A2423564

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

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, Wells, Ayr 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 A2423457 🗓 🖼
- 2. Member Wards Community Board Members Report A2423513 🗓 🖺
- 3. Member Wells Community Board Members Report A2425518 U
- 4. Member Ayr Community Board Members Report A2431613 1 Table 1
- 5. Member Mills Community Board Members Report A2425626 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>	Not applicable
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Yes
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Terry Greening - Chairperson

Subdivision: Russell-Opua

Date: February 2019 – March 2019

Meetings

Date	Meeting
05/02/2019	Waitangi Treaty Grounds - Waitangi National Trust Function
12/02/2019	Russell Sports Ground – Russell Sports Club committee meeting
14/02/2019	Cobham Road Kerikeri – meeting regarding location of bus stop
18/02/2019	Russell Town Hall – committee meeting
20/02/2019	Council Chambers Kaikohe – Annual Plan workshop
25/02/2019	Bay Sport Waipapa - Community Board meeting
28/02/2019	Council Chambers Kaikohe – Council meeting
02/03/2019	Major Bridge Drive, Te Wahapu, Russell – meeting with Mayor Carter and Kiwi Protection Group
04/03/2019	John Butler Centre, Kerikeri – meeting of Community Board chairs with Mayor Carter regarding Halls and Reserves
04/03/2019	John Butler Centre, Kerikeri – meeting with Mayor Carter regarding Lake Manuwai (lack of progress)
18/03/2019	John Butler Centre, Kerikeri – 1;1 meeting with CEO
20/03/2019	Russell Sports Ground – Russell Sports Club committee meeting
21/03/2019	Council offices Kaikohe – meeting with Council staff regarding Maromaku Domain project
21/03/2019	Council Chambers Kaikohe – Infrastructure Network Committee meeting and workshop of Road Speed Limit setting
21/03/2019	Council offices Kaikohe – Infrastructure Grant Funds deliberations panel
25/03/2019	Council Chambers Kaikohe – Northland Forward Together Strategic workshop

Issues

Nil

Resource Consents

Nil

Requests for Service/Information

In progress

 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: February – March 2019

Meetings

20/02/2019	Attended Draft Kerikeri Domain Reserve Management Plan Consultation.
21/02/2019	Participated in Kickstart mentoring - Turner Centre
25/02/2019	BOI-W Community Board Meeting - Baysport Waipapa
25/02/2019	Paihia War Memorial Hall Committee Meeting
28/02/2019	Bledisloe Domain Committee Meeting

Issues

- Staff requested in depth information from the Paihia War Memorial Hall Committee to be received by Council before end of February. Most of this info was forwarded to Council following the AGM late 2018. Why was the CB not informed in advance of this new process?
- Had a call from Aurecon who have been contracted to put a business case to NZTA regarding road safety. A public meeting is to be held at Haruru Falls as part of the consultation process, along with additional info at the Paihia War Memorial Hall.

Outstanding

 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

2170428 RMALUC	School Road Properties Ltd, 14 School Road Paihia - Proposed private infrastructure servicing Residential 4 Dwelling Development.
20190486 RMASUB	99 York Road Haruru Falls - Subdivision to create 4 additional titles.

Requests for Service/Information

RFS3936268 Lodged 14 February 2019

- 1. Private "House for Sale" sign on SH11 outside Countdown still there.
- 2. Car burnouts at Garden Court Haruru Falls & also on SH 11 destroying road surface & major safety issue.

RFS3939588	3 x dripping outlet pipes on southern side of Hall wall. Met with Councils Plumber & awaiting quote for Hall Committee approval.
RFS3913233	Numerous re Paihia War Memorial Hall. Some partially resolved.
	Mowing around Hall to be reinstated on the works contract & schedule.
	RESPONSE: Have requested reinstatement in the mowing schedule & awaiting action.
RFS3795613	8/04/2018 - Follow up on flooding issues in front apron of Paihia War Memorial Hall. IN PROGRESS awaiting rain to photograph issue!
RFS3717930	01/10/2015 - pedestrian safety issues & parking in front of Heritage Boutique Hotel (The Waterfront) Marsden Road Paihia - Pending NZTA response.

All RFS's are either work in progress or outstanding.

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Manuwai Wells

Subdivision: Kawakawa Moerewa

Date: November 2018 – March 2019

Meetings	
29/11/2018	Moerewa Christmas Planning hui, He Iwi Kotahi Tatou Trust, Moerewa
01/12/2018	Kawakawa Christmas Parade, Kawakawa
04/12/2018	Draft District Plan Consultation Road Show, Kawakawa
08/12/2018	Kawakawa Moerewa Community Christmas Dinner, Kawakawa
09/12/2018	Ngati Hine, Hui a Hapu, Vote on Crown proposed Evolved Mandate, Onerahi
10/12/2018	Bay of Islands-Whangaroa Community Board Hui, Totara North
12/12/2018	Moerewa Christmas Planning hui, Moerewa Christian Fellowship
15/12/2018	Moerewa Christmas Day, Moerewa
18/12/2018	Te Hononga Hundertwasser Centre 3D Model presentation, Kawakawa
19/12/2018	Ngati Hine Kuia and Kaumatua Hui, Otiria Marae
19/01/2019	Nga Puhi Whakatata mai Whakakotahi mai Hui, Kohewhata Marae, Kaikohe
01/02/2019	Te Hononga Mauri Stone Ceremony, Kawakawa
05/02/2019	Kawakawa Business Assn Hui, Baptist Church, Kawakawa
08/02/2019	Kawakawa Moerewa Community driven induction for Community board member, Kawakawa
13/02/2019	Simpson Park Hall and Reserve Hui, Moerewa Christian Fellowship
16/02/2019	Te Maara a Hineamaru Hui, Te Pokapu Centre, Kawakawa
22/02/2019	Te Hononga Hundertwasser Memorial Park Work-Training Evening, Te Pokapu Centre, Kawakawa
23/02/2019	Bark in the Park, Community Dog event, United Kawakawa Club, Taumarere
25/02/2019	Bay of Islands-Whangaroa Community Board Hui, Waipapa
03/03/2019	Moerewa Bars and Netball Courts Blessing and Opening, Simpson Park, Moerewa
15/03/2019	Kawakawa Moerewa Community driven induction for Community board member, Kawakawa
21/03/2019	Moerewa Community Hui, Moerewa

Issues

- Our community is processing the grief and aftermath of the Christchurch Shootings, and the reality of our experience and tolerance of racism within our own district and community.
- Our Community wants to be able to access our Kawakawa Library Services outside normal working hours, i.e. one late night during the week and a full/part day on the weekend. Response from council so far has been to wait until the new Te Hononga Centre is open- which could mean many more years of waiting. For a community that has already been waiting for too long, this is not good enough. We need access now, this year, 2019.
- Ratepayers and residents have been complaining about not receiving notice when the council turns the water off on their streets to carry out maintenance etc.
- Experiencing faster responses to RFS. Thank you to our council staff for the improvements so far.

Resource Consents

Nil

Requests for Service/Information

RFS-3898617	RFS submitted on behalf of May Martin, Kawakawa. Request for maintenance of hedge blocking safe view to oncoming traffic from Whiteman's road onto North Road, Kawakawa- No response (Unresolved since July 2018).
	Forwarded the RFS on to Zane Wright in March 2019, awaiting response.
RFS-3939616	Request that Library hours for the Kawakawa Library include one late week day night and one weekend day(or part day) so that whanau can use the library services outside of regular working hours. Nicole Wooster referred this on to Dean Myburgh (GM of District Services). In Progress.
RFS-3942687	RFS submitted on behalf of Gail Polwart, Kawakawa. Vegetation Maintenance needed along new wooden boardwalk on Greenacres Drive. Assigned to Roading Alliance Team by Nicole Wooster. In progress.
RFS-3942686	Kawakawa Pool Sign repair needed on North Road. In progress.
RFS-3937623	RFS submitted on behalf of Albert Cash, Kawakawa. Asking for a street light to be installed at the Pedestrian Crossing beside Kawakawa Primary School. Response received from Nicole Wooster on behalf of Andy Finch (GM of Infrastructure and Asset Management): The pedestrian is 1/85 unlit crossings in the district. Due to the low volume of traffic, this Pedestrian Crossing is not considered a priority for the next 3 years. Unresolved.
RFS-3942689	RFS submitted on behalf of Lilly Allsopp, Moerewa. Requested that the parking spaces on either side of the Moerewa township Pedestrian Crossing be removed, so that people waiting to cross can be seen by oncoming traffic. Response received. Redirected to NZTA.
RFS-3942693	RFS submitted on behalf of Lilly Allsopp, Moerewa. Requested a speed reduction on the 3 bridges in Kawakawa. Response received. Redirected to NZTA.
RFS-3942684	Johnson Park Foot paths covered in mud from recent mowing. Nicole Wooster assigned this to District Operations to follow up. Clean up

	completed on 28 March 2019. Emailed to thank the team and to ask that when mowing this area in the future, more care is taken to ensure footpaths are not left muddy. Resolved.
RFS-3942681	Vegetation maintenance on throughway footpath between Johnson Park and Derrick Road. Referred to District facilities by Janie Little. Work completed on 25 March 2019. Footpath left clean and tidy. Resolved.
RFS-3895736	Following up on RFS submitted by Peter Woods, Kawakawa on 20 June 2018, regarding Dangerous overhanging trees on Mill Road. Contacted by Rachelle Packer that this work was scheduled for action on 11 March 2019. Resolved.
RFS-3895590	Following up on RFS submitted by Peter Woods, Kawakawa on 21 June 2018, regarding blocked gutters and culverts on Settlement and Noy Roads. No response.
RFS-3929205	Fallen Trees in Johnson Park. Forwarded to Andy Finch by Nicole Wooster. Resolved.
RFS-3937092	Simpson Park Hall Urgent Roof Repairs. Zane Wright to determine who owns the Simpson Park Hall Building. In Progress.
RFS-3939613	RFS submitted on behalf of George and May Martin, Kawakawa. Whiteman's Road Cemetery Tree leaves are blowing onto their property and creating problems. Referred to District Facilities. Zane Wright to organise pruning and maintenance of the trees to reduce leaf litter on to neighbouring properties. In Progress.
RFS – no number issued yet	RFS submitted on 27 March 2019, on behalf of Johnson Davis, Kawakawa. Request that any further development of Johnson Park (and/or the State highway), Council ensures that the Kauri trees planted within the boundary of the park, are preserved. No response.

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Lane Ayr Subdivision: Kerikeri

Date: February – March 2019

Meetings

12/02/2019	Meeting of the DAG committee Kingston House, Kerikeri
13/02/2019	Meet Kerikeri sub Committee general items – Mission Road
14/02/2019	Meeting regarding Bus Stop in Kerikeri
20/02/2019	Waipapa Hall meeting 7 pm
25/02/2019	Meeting Bay of Islands-Whangaroa Community Board, Bay sports, Waipapa
12/03/2019	"Focus" Kerikeri meeting
21/03/2019	Community Funding meeting, Kaikohe
29/03/2019	Christchurch Memorial service, The Centre, Kerikeri

Issues

- Continued concern in regard to the impact of Cruise Ships and the potential damage to the core tourist income sectors e.g. Accommodation, Food. The impact of bus tours on public facilities including traffic with little or no benefit for local communities.
- The recent "creating great places" in the section BOI-Whangaroa Ward with the exception of comment about the start of the Waipapa roundabout and some seal improvement at Kaeo all the items noted are commercial projects of FNHL the three wharfs are all commercial operations as is the Airport. Our communities are is desperate need of marine facilities, no new ramps and associated parking have been created, Winsor Landing has again been delayed.
- There appears to be little attention paid to the concerns raised by the community board, in fact letter writing by members of the public would appear to be far more effective in obtaining action.

Resource Consents

#2190390	Puketona Road – no direct interest
#2190405	5 Amuhitu Rd – no direct interest
#2180508	1188 State Hwy 10 – no direct interest
#2190480	258 Waipapa Rd – no direct interest
#2190486	Haruru Falls – forwarded to B Ward

Requests for Service/Information

Nil

In progress

- The Domain Plan
- The Pavilion
- Basketball Court
- Parking cbd Kerikeri

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Bruce Mills
Subdivision: Whangaroa

Date: February 2019 - March 2019

Meetings

· J -	
15/02/2019	Whangaroa Development Group, Union Church
19/02/2019	Kaeo Township Water, Kaeo Memorial Hall
20/02/2019	Whispers Copy
22/02/2019	RSA Kaeo – rates concession with Cr Stratford
23/02/2019	Ironmahoe, Mahinepua – excellent event
25/02/2019	Bay of Islands-Whangaroa Community Board meeting
26/02/2019	Whangaroa Health and Future Plans, Kaeo Hall
28/02/2019	Whangaroa Memorial Hall Committee meeting
13/03/2019	Whangaroa Community Trust meeting
13/03/2019	Painted the playground
20/03/2019	Whangaroa Memorial Hall Committee meeting
22/03/2019	Memorial Service for Christchurch
23/03/2019	Ngapurapra Festival – great again

Issues

- Omaunu Road Logging road conditions ongoing with no solutions to date. Waiting for a trailer unit to roll into stream at my gate.
- Narrow road at Totara North. Resident requesting mirrors so she can cross the road safely.

Resource Consents

Nil

Requests for Service/Information

RFS3934990	Payment for community pool
RFS3935736	Damage to Omaunu Road corner by logging trucks
RFS3936275	Culvert at 552 Omaunu Road
RFS3937250	Metal for Omaunu Road – spread but not satisfactory
RFS3937253	Need to seal steep hill Omaunu Road
RFS3938129	Silt on footpath State Highway 10. Not satisfied with the reply
RFS3938132	Footpath by Kaeo Primary need repaid – in progress

RFS3940864	Pot holes in playground carpark – acknowledged but not actioned
RFS3940839	Ratepayers sent CEO letter regarding logging on Omaunu Road
RFS3940833	Ratepayers sent Mayor letter regarding logging on Omaunu Road
RFS3943661	Pruning of trees along State Highway 10 outside Kaeo Primary and parking at Whangaroa Village the marina.

8.2 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 28 FEBRUARY 2019

File Number: A2401887

Author: Jolene Graham, Accounting Support Officer

Authoriser: Angie Thomas, Chief Financial Officer (Acting)

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 28 February 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 28 February 2019	\$70,244.80
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 Whangaroa County Museum	\$5,000.00
Less funds not uplifted from 25 February 2019 for Be Free Incorporated, Kaeo Festival Group, Midway Incorporated Northland Day Services Trust, Pear Tree Paddlers, Russell Tennis Incorporated and Vision Kerikeri	\$38,548.00
Community Fund Account balance as at 28 February 2019	\$90,787.00

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 28 February 2019 is \$90,787.00.

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 28 February 2019 is attached.

ATTACHMENTS

1. 2019-04-15 BWCB Statement of Bay of Islands-Whangaroa Community Board Community Fund Account as at 28 February 2019 - Document Number - A2401850 #

Far North District Council

Bay of Islands - Whangaroa Community Board

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8.3 LEASE RUSSELL TOWN HALL SHOP

File Number: A2404789

Author: Rob Koops, Property Services

Authoriser: Janice Smith, General Manager - Corporate Services (Acting)

PURPOSE OF THE REPORT

To seek a recommendation from the Bay Of Islands Whangaroa Community Board to Council to entre into a commercial lease of the Russell Town Hall Shop to Bay of Islands Kayak Tours Ltd and agree to the use of the green space in front of the premises to park and display kayaks during business hours.

EXECUTIVE SUMMARY

- FNDC owns a number of properties that are available for lease or rent on commercial terms.
- The retail premise at the rear of the Russell town hall has been leased on commercial terms since (at least) 2009.
- Bay of Islands Kayak Tours Ltd wishes to enter into a 3 x 3 x 3 year lease on commercial terms.
- In addition to the lease they have requested permission to park and display kayaks on the greenspace in front of the premises.

RECOMMENDATION

That the Bay Of Islands Whangaroa Community Board

- a) recommends that Council enters into a 3x3x3 year commercial lease of the Russell Town Hall Shop to Bay of Islands Kayak Tours Ltd.
- b) approves that the General Manager Infrastructure and Asset Management is authorised to negotiate and agree to the terms and conditions of the lease on the premises, in accordance with relevant Council policies and legislation.
- c) that Council agrees to the use of part of the greenspace in front of the premises to park and display kayaks during business hours
- d) approves that the General Manager Infrastructure & Asset Management is authorised to negotiate and agree to the terms and conditions of the licence/permit to use the greenspace, in accordance with relevant Council policies and legislation.

1) BACKGROUND

Far North District Council owns a number of properties that are available for lease or rent on commercial terms. Rental income helps reduce the burden on ratepayers. Where tenants are charitable or not for profit organizations Community Boards have the ability to grant grants to assist such organizations to pay market rent as they would in non Council owned premises.

The retail premise at the rear of the Russel town hall facing York Street has been leased on commercial terms to several tenants since (at least) 2009. The most recent tenant vacated the premises unexpectedly early November 2018, two years before the expiry of the first lease term.

Over the summer period a pop-up clothing retailer has occupied the premises. This has now come to an end and Council staff has been approached by established local business "Bay of Islands Kayak Tours Ltd" to enter into a 3 x 3 x 3 year lease on commercial terms. Bay of Islands Kayak Tours currently operates a kayak hire and associated retail business from premises in Cass Street in Russell.

Due to changes to car parking rules in Cass Street the movement and storage of kayaks between tours has become challenging and has the potential to cause collisions and frustration between pedestrians and motorist on the one hand and the business operator, its staff and clients on the other. Bay of Islands Kayak Tours has requested that, in addition to the lease of the retail premises, they are allowed to use a small part of the greenspace between the Russell town hall, the public toilets and York Street to park and display kayaks during business hours. The maximum number of kayaks on the grass in front of the premises at anyone time would be 3 x combo (see photo attached) and 2 singles on trolleys. These are moved between the premises and the beach by hand (no vehicle movements). The total area required is approximately 4 x 5 meters.

During site visits Council staff observed the greenspace is not actively used by the public and the presence of kayaks on the grassed area would not hinder the public moving between York Street and The Strand, or hinder access to the public toilets. Bay of Islands Kayak Tours will not use the grass area if Council or Community events require the space (for instance for the annual Russell to Paihia Swim) and they will clear the area for regular lawn mowing and other maintenance that may be required.

Council staff propose that in addition to (but independent from), a formal Deed of Lease on the retail premises a Licence or Permit to Use is put in place outlining the terms and conditions for the use of the green space.

2) DISCUSSION AND OPTIONS

Option 1 (recommended):

That Council enters into a 3 x 3 x 3 year lease with Bay of Islands Kayak Tours Ltd on the retail premises that form part of the Russell town hall. Doing so secures a long term tenant with a proven business track record, able and willing to move into the premises on relatively short notice. Agreeing to the use of the greenspace for parking of kayaks between tours alleviates potential frustration and collisions as a result of movement of kayaks in Cass Street.

Option2:

Council could advertise for expressions of interest to ascertain if other businesses or organizations are interested in taking on the lease. Doing so is unlikely to benefit Council in terms of an increase in rental income; in fact, it would delay the establishment of a new tenant at the premises and thereby delay income being generated.

Reason for the recommendation

Bay of Islands Kayak Tours Ltd have a proven business track record. They provide a valuable contribution to the local tourism industry. Relocating from the current premises on Cass Street alleviates pressure on the business operator, its staff and clients and motorists and pedestrians as a result of kayak movements.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The market rent for the premises was established in 2017 at \$15,920.00+GST per annum. Council has not been able to attract a (reliable) tenant at this level. The rent on offer for the first term is \$13,000.00 +GST per annum with annual CPI increases and the first rent review to Market Rent on renewal of the lease.

To combat the lack of ventilation and heating within the premises Council will have to agree to the installation of an air-conditioning/heat pump unit (cost approximately \$3,500.00 +GST). The cost to run this is for the tenant as is further fit-out of the premises to suite the business.

ATTACHMENTS

- 1. Aerial Russell town hall shop and green space in front A2410944 U
- 2. Photo of kayaks on trolley A2417617 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.	Reserves Act 1977, FNDC Reserve Bylaws
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.	A recommendation from the relevant Community Board is sought through this 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.	Implications for Maori are the same as the implications for the general ratepayer.
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.	Motorist and pedestrians using Cass Street as well as the business owner, his staff and clients would all benefit.
State the financial implications and where budgetary provisions have been made to support this decision.	Rental income to Council for the first 3 year term is \$13,000 +GST per annum. An air-conditioning /heat pump unit of approximately \$3,500 +GST will be installed at Council cost.
Chief Financial Officer review.	The Chief Financial Officer (Acting) has reviewed this report





The maximum number of kayaks on the grass in front of the shop at anyone time would be 3x combo (as shown on photo) and 2x singles. The kayaks sit on wheels and are pulled by hand between the shop and the beach.

8.4 FUNDING PROJECT REPORTS

File Number: A2365885

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the project reports received from

- a) Busy Bee Knitting Group
- b) Cherry Park House Management Committee
- c) He lwi Kotahi Tatou Trust awaiting the original of the project form to attach
- d) Whangaroa Community Trust Kaeo Map
- e) Whangaroa Community Trust Mural and Sun Shade
- f) Whangaroa Community Trust Rent and Wages

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

- 1. Project Report Busy Bee Knitting Group A2398919 I
- 2. Project Report Cherry Park House Management Committee A2365876 J.
- 3. Project Report He lwi Kotahi Tatou Trust A2425360 \downarrow
- 4. Project Report Whangaroa Community Trust Kaeo Map A2413286 🗓 🖺
- 5. Project Report Whangaroa Community Trust Mural and Sun Shade A2411490 U
- 6. Project Report Whangaroa Community Trust Rent and Wages A2411523 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 accomment
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>	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 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.	N/A
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.	N/A
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Far North District Council Project Report COMMUNITY GRANT FUND - LOCAL

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Please return the completed for Governance Support Far North District Council Private Bag 752 KAIKOHE 0440	oject report within the required time will no m to: approx.nz (PDF attachment via email is properties)		e funding.
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Name & location of project:	Busy Bee Knitting Group	, Keiken	
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Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@findc.govt.nz, Website: www.findc.govt.nz

Please see attached on report for more information

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

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

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

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This report was completed by:

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Address:	41 Hobson ave, Kerike	'n			
Phone	(09) 407 9610	mob:	021	484 009	Jenny
Email:	office. KKbc@gm	vail.co	m		
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Project Report COMMUNITY GRANT FUND - LOCAL

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Please return the completed for Governance Support Far North District Council Private Bag 752 KAIKOHE 0440 or email to: governance@fndc.	rm to: g <u>ovt.nz</u> (PDF attachment via email is pr	eferred)	
Name of organisation:	Chevry Park House		
Name & location of project:	Chevry Park House 160 Landing Road		The second second
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Private Bog 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137 Email: ask.us@findc.gov1.nz, Website: www.findc.gov1.nz

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Far North Project Report COMMUNITY GRANT FUND - LOCAL

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

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Name: Panela-Ane Ngote-Simon
Address: 190 Otiria Rd, RDI Kawakawa 028

Phone mob: 02 7 911 5560

Email: 02 mol/2 02 216 02 216 02 216

Date: 19 03 2019



Project Report COMMUNITY GRANT FUND - LOCAL

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

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

Please return the completed form to:

Governance Support Far North District Council Private Bag 752 KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation:	on: Whangaroa Community Trust					
Name & location of project:	Map Print 2018-19	PC	PO56789			
Date of project/activity:	31.01.2018- 29.11.2018					
Which Community Board did	l you receive fundi	ng from?				
Te Hiku	Kaikohe-Ho	okianga	Bay of Islands-Whangaroa			
Amount received from the Co	ommunity Fund:	\$1053				

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Printing Contribution	\$ 528	~
Professional Fees Ascension Creative	\$ 394	invoice pending
	\$ 50	
Travel 112.5 km @ \$0.72	\$ 81	
Total:	\$ 1053	

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

There has been a great community effort with more than 37 business and ventures participating, plus feed back from the community development group. Acesion creative has supported the project within the budget, also creating a great new look that ties into a general marketing and branding theme frow hangaroa that includes the new Information Board that we hope to get built within the next month. New tourism and business ventures feature on this map and we have I-sites from opononi to whangaerai awaiting the new print. All The local business are fully supportive and will all donate to cover the costs of the 3rd print in 2019/2020 season.

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zeoland, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

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

нать эссн роз	itive increases in awareness of services provided.	
Only 2 motels i	n whangaroa Harbour failed to get any benefit and pulled their support this year.	The challenge
	s there are more ventures in development will be how to fit them all on the map.	
	details and attach or email photos and/or any marketing collateral th project acknowledging the Community Board:	at was produce
The community	y board logo has been added to the Map on the back. Please see attached map	
vou have a Fa	acebook page that we can link to please give details:	
you have a Fa	acebook page that we can link to please give details:	
you have a Fa	acebook page that we can link to please give details:	
	acebook page that we can link to please give details: s completed by:	
is report was	s completed by:	
iis report was	s completed by: Angela Norman	
ils report was Name: Address:	s completed by: Angela Norman 424 Omaunu Road , Kaeo	



Project Report COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

Please return the completed form to:

Governance Support Far North District Council Private Bag 752 KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation:	Whangaroa Commu	ınity Trust
Name & location of project:	Kaeo Recreation	
Date of project/activity:	22/8/17- Present	
Which Community Board did	you receive funding from?	
Te Hiku	Kaikohe-Hokianga	Bay of Islands-Whangaroa
Amount received from the Co	ommunity Fund: s 400	00

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Mural Poster print calling for submissions	\$ 32	
Hard ware/ paint - 25.98 +12.39+193.80+212.63+18 +469.20*	\$ 932	
Union Church hall Hire \$50/ Winning gift voucher \$100	\$ 150	
Professional fees Fees Yazma Smith Chq Stub 128 Community coordinator 40 hours (20 hrs volunteer time)	\$ 1300	
* Timber purchased with timber required for the playground, total receit value \$1072.27 Total:	\$ 2414	

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

In total , 12 submissions for the mural design for both the inside and outside of the toilet where submitted and put on view for the community to vote for the chosen design, votes where received via face book and from people viewing the designs on display. A \$100 gift voucher was purchased as a prize for the winning exterior design. The artist Yazma smith worked with the concept design to ensure that it was also culturally sensitive. For the initial painting of the base colours we had 6 volunteers helping, the detail was painted by Yazmia smith and Ramona cording who provided the winning concept design. The interior design selected was painted and designed by the community coordinator Angela Norman , total painting time 40 hrs for the interior. The exterior also took an additional 40 + hours to produce due to the detail required.

Please note the original project outline was planned and designed by the funding coordinator who left before the project started, while I was abscent having major surgery.

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fadc.govt.nz, Website: www.fndc.govt.nz

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

The community loves the design and while the interior was being painted, tourists and kids think the pukekos and maori/english wording is fantastic, we are still receiving positive feed back on the mural 1 year on from visiting tourists who now make a special stop to visit kaeo and the toilets. The mural project was happening at the same time as the installation of the playground, paint from the playground project was also used to give an overall colour scheme. Posts bought from Carters for the playground and privacy fence in front of the toilets where purchased together. As with any project there where some unseen circumstances and alterations. Some of the posts for the toilet roof and privacy fence in front of the toilet walls had to be used on the playground as the posts where too short. The posts for the privacy fence are currently in storage and will be installed with the next round of work. Once the mural was completed, the planning and design of the Garden roof and mural was found to be in adequate in the planning of the roof design and installation, plus with the mural, the garden roof feature would detract from the mural. We approached council to redirect the remaining funds towards shelter over the picnic tables. This was to be done earlier this year with whangaroa college and the building pod, unfortunately the teacher left and the college was unable to support the project of building the shade structures over the picnic tables. We have just recently found a builder to help and we are awaiting a quote to use his time effectively to complete 2 projects. The shade structures and the installation of the new whangaroa information board with the funds remaining in both pots. The shade structures will give a much needed shelter from the hard sun as many preschools use the park on a regular basis and the whole area is being regularly used with whanau groups.

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

The final carved	bow and stem posts in the design are not covered in the funds raised so far and will be added at a later date
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	completed by:
report was	completed by: Angela Norman
report was	completed by:
report was	completed by: Angela Norman
report was Name: Address:	completed by: Angela Norman 424 Omaunu Road, Kaeo 0479



Project Report COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

Please return the completed form to:

Governance Support Far North District Council Private Bag 752 KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation:	Whangaroa Community Trust	
Name & location of project:	Kaeo Recreation- Update	
Date of project/activity:	22/8/17- Present	
Which Community Board did	you receive funding from? Kaikohe-Hokianga Bay of Islands-Whangaroa	
Amount received from the Co	ommunity Fund: s 4000	

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Previous Report dated 09/11/2018	\$ 2414	
Picnic Table shelters Invoice \$7661.30	\$ \$1586	~
	\$	
	\$	
Total:	\$ 4000	

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

In total, 12 submissions for the mural design for both the inside and outside of the toilet where submitted and put on view for the community to vote for the chosen design, votes where received via face book and from people viewing the designs on display. A \$100 gift voucher was purchased as a prize for the winning exterior design. The artist Yazma smith worked with the concept design to ensure that it was also culturally sensitive. For the initial painting of the base colours we had 6 volunteers helping, the detail was painted by Yazmia smith and Ramona cording who provided the winning concept design. The interior design selected was painted and designed by the community coordinator Angela Norman, total painting time 40 hrs for the interior. The exterior also took an additional 40 + hours to produce due to the detail required.

Please note the original project outline was planned and designed by the funding coordinator who left before the project started, while I was abscent having major surgery, hence the implementation of the project costs differ slightly to the application plan.

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zeoland, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

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

The community loves the design and while the interior was being painted, tourists and kids think the pukekos and maori/english wording is fantastic, we are still receiving positive feed back on the mural 1 year on from visiting tourists who now make a special stop to visit kaeo and the toilets. The mural project was happening at the same time as the installation of the playground, paint from the playground project was also used to give an overall colour scheme. Posts bought from Carters for the playground and privacy fence in front of the toilets where purchased together. As with any project there where some unseen circumstances and alterations. Some of the posts for the toilet roof and privacy fence in front of the toilet walls had to be used on the playground as the posts where too short.

The posts for the privacy fence are currently in storage and will be installed with the next round of work. Once the mural was completed, the planning and design of the Garden roof and mural was found to be in adequate in the planning of the roof design and installation, plus with the mural, the garden roof feature would detract from the mural. We approached council to redirect the remaining funds towards shelter over the picnic tables. This was to be done earlier this year with whangaroa college and the building pod, unfortunately the teacher left and the college was unable to support the project of building the shade structures over the picnic tables. We have just recently found a builder AJ-Construction to help and we are awaiting a quote to use his time effectively to complete 2 projects. The shade structures and the installation of the new whangaroa information board with the funds remaining in both pots. The shade structures will give a much needed shelter from the hard sun as many preschools use the park on a regular basis and the whole area is being regularly used with whanau groups.

The aim is to complete both of these out standing projects before Xmas of 2018, we are negotiating with the local builder to complete

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

The final carves	d bow and stern posts in the design are not covered in the funds raised so far and will be added at a later date.
The illia carvec	a bow and sterri posts in the design are not covered in the funds raised so far and will be added at a later date.
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report was	s completed by:
report was	s completed by: Angela Norman
report was	s completed by:
report was	s completed by: Angela Norman
report was Name: Address: Phone	Angela Norman 424 Omaunu Road, Kaeo 0479
report was Name: Address:	Angela Norman 424 Omaunu Road, Kaeo 0479



Project Report COMMUNITY GRANT FUND - LOCAL

F0080402

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

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Please return the completed form to:

Governance Support Far North District Council Private Bag 752 KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

_				
Name of organisation:	Whangaroa Community Trust			
Name & location of project:	Rent and Wages P062653			
Date of project/activity:	Nov 1st 2018- Oct 31st 2019			
Which Community Board did	you receive funding from?			
Te Hiku	Kaikohe-Hokianga 🗸 Bay of Islands-Whangaroa			
Raikone-Hoklanga Bay of Islands-Whangaroa				
Amount received from the Co	emmunity Fund: \$ 5000			

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Office B Rental- receipt not received yet	\$ \$2466.75	
Professional Invoices attached \$2533.25 fees (PF)	\$	
INV 131 - \$603.17 (PF \$500, Travel \$61.92, Phone \$41.25	\$ \$603.17	~
INV 135 - \$1324.57 (Stationary \$267, printing \$50, Phone 41.25, PF \$800, Travel \$166.32)	\$ \$1324.57	~
INV 136 - \$1497.10 s- part payment toward (Stationary \$26.37, printing \$50, Phone 41.25, PF \$1225, Travel \$204.48) Total:	\$ \$605.51	~

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

The funds received , enabled functions to continue until all the additional funding was secured
Thanks to this Funding we where able to get the next edition of the Whangaroa map completed and printed in time
to be distributed before the xmas/tourist season began .

Private Bag 752, Memarial Ave, Kaikche 0400, New Zecland, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

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

e provide (datails and attach or email photos and/or any marketing collateral that was proc
	letails and attach or email photos and/or any marketing collateral that was prod roject acknowledging the Community Board:
Whangaroa	map attached
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	cebook page that we can link to please give details: completed by:
report was	completed by: Angela Norman
r eport w as Name: Address:	completed by: Angela Norman 424 Omaunu Road , Kaeo 0479
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8.5 APPLICATION FOR FUNDING - BAY OF ISLANDS COUNTRY ROCK FESTIVAL

File Number: A2417080

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with the information on an application received from Bay of Islands Country Rock Festival for advertising and shuttle bus costs for the 2019 Bay of Islands Country Rock Festival, 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 \$2,889 to be paid from the Board's Community Fund account to Bay of Islands Country Rock Festival for advertising and bus shuttle costs for the 2019 Bay of Islands Country Rock Festival 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

This will be the 30th Bay of Islands Country Rock Festival. The festival will take place 10th – 12th May 2019. The festival will consist of over 50 acts from New Zealand and Australia who will perform at multiple venues. Ticket costs for the weekend are \$80 for a weekend ticket or \$60 for a day pass. Venues for the festival include Waitangi, Paihia and Russell.

The Bay of Islands Country Rock Festival received \$2,389 from the Bay of Islands-Whangaroa Community Board for advertising and bus shuttle costs in 2018.

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 Bay of Islands Country Rock Festival A2417068 🗓 🖺
- 2. Schedule of Supporting Documentation Bay of Islands Country Rock Festiival A2417279 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	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

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 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

Postal Address	PO BOX 100 MOERENA Post Code 0472
Physical Address	
Contact Person	SHIRLEY MAY Position DIRECTOR
Phone Number	09 4041063 Mobile Number 0272350106
Email Address	maysplace@actrix.co.nz
Please briefly d	escribe the purpose of the organisation.

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) A1859967

Local Grant Application Form				
Project Details				
Which Community Board is your organisation applying to (see map Schedule A)? Te Hiku Kaikohe-Hokianga Bay of Islands-Whangaroa Clearly describe the project or event: Name of Activity Bay of Islands Country Rock Rishval Date 10th 1th + 12th May 2019 Location Bay of Islands Country Rock Rishval Date 10th 1th + 12th May 2019 Will there be a charge for the public to attend or participate in the project or event? Yes No If so, how much? \$80 Weekend + \$60 Day Pass 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. See attached letter. The second representation of the community of the community of the community. The second representation of the community of the community of the community. The second representation of the community of the community of the community.				

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(version Sept 2018)



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	3,255.44	500.00
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 /Shuttle Bus	2389.00	2389.00
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		2889.00

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

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(version Sept 2018)

Local Grant				C
Application Form				
Financial Information				
Is your organisation registered for GST?	Yes	□ No	GST Number	67-964-497
How much money does your organisation of	urrently hav	e?	\$ 2	2,800.00
How much of this money is already commit	ted to specif	ic purposes	\$? \$2	-1800.00

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

Purpose	Amount
Sound + Lighting	\$ 17,340.00
Badges + Shirts	\$ 4,500.00
Musician Travel + Accompodation	25,000.00
TOTAL	

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

Funding Source	Amount	Approved
Rib Charity (Sound+Lighting)	17,340.00	Yes / (Pending)
Pelorus (media) Advertising)	8,560.00	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
shuttle Bus	2389.50	last April	(Y)/ N
			Y / N
			Y / N
			Y / N

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(version Sept 2018) A1859967



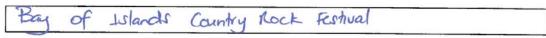
Privacy Information

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 goveming 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 Two
San Dam.
2

(version Sept 2018)



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

(version Sept 2018)

Name	JASMINE BEAZLEY Position TRESULEX				
Postal Address	ggrande POBOX DO MOEREWA Post Code 0472.				
Phone Number	Mobile Number 021743369				
Signature	gas yley Date 01/03/19				
Signatory Two					
Name	Shirley May Position Director				
Postal Address	POBOX 100 MORREWA Post Code 0472				
Phone Number	094041063 Mobile Number 027350106				
Signature	Sang psm Date 03/03/19				
ww.fndc.govt.nz	Memorial Ave. Kaikohe 0440 Private Bag 752, Kaikohe 0440 ask us@fndc govt nz Phone 0800 920 029				

Page 6

Item 8.5 - Attachment 1 - Funding Application - Bay of Islands Country Rock Festival

Schedule of Supporting Documentation BAY OF ISLANDS COUNTRY ROCK FESITIVAL

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

1	Covering letter
2	Financial reports for year ended 30 September 2018
3	Bank statement – Kiwi Bank
4	Covering letter for quotes
5	Quote – Clarks of Northland
6	Quote – Calders Design and Print Company
7	Flyer

8.6 APPLICATION FOR FUNDING - FAT KINA PRODUCTION

File Number: A2421048

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with the information on an application received from Fat Kina Production for printing costs of the Fat Kina Publications, and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board decline the application received from Fat Kina Publication.

1) BACKGROUND

The Fat Kina is a weekly publication that is distributed to 32 locations and aims to connect the local community to participate in local events, workshops, gigs and places to eat. Currently Fat Kina reaches 2,500 people through Facebook, Fat Kina is hoping to expand this reach by also providing a printed publication.

Fat Kina Production has not applied to the Bay of Islands-Whangaroa Community Board previously for funding.

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.

Option 2 Authorise partial funding.

Option 3 Decline funding

Businesses that advertise in this publication are charged a small fee. This publication has the potential to be able to cover costs.

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, however the project has the potential to cover its costs.

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 Fat Kina Productions A2420633 😃 🖺
- 2. Schedule of Supporting Documentation Fat Kina Publication A2421039 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,
 - 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	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



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 NoNe.
Programme/event/project outline
A health and safety plan
Your organisation's business plan (if applicable)
If your event is taking place on Council land or road/s, evidence of permission to do so
√□ Signed declarations on pgs 5-6 of this form
Applicant details
Organisation Fat Kina Publication Number of Members 2
Postal Address 99 COOKSON Road, KAWA KAWA RDZ. Post Code 0282.
Physical Address 99 Cockson Road, Kanakaka, RD2 Post Code 02
Contact Person Michele Wilson Position CVEAPOV
Phone Number 0274386414 . Mobile Number 0274386414 .
Email Address bigfat king agmail. com.
Please briefly describe the purpose of the organisation.
To connect the East of Blands community to a needly particalla
of inspirational whatson.
www.fndc.govt.nz Memorial Ave, Kaikohe 0440 Private Bag 752, Kaikohe 0440 ask.us@fndc.govt.nz Phone 0800 920 029

Page 1

(version Sept 2018) A1859967

Local Grant
Application Form
Project Details
Which Community Board is your organisation applying to (see map Schedule A)?
☐ Te Hiku ☐ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa
Clearly describe the project or event:
Name of Activity Fat Kiva Weekly Rublication. Date 22 Marc 2019
Location Bay of Islands. Time Igm.
Will there be a charge for the public to attend or participate in the project or event?
If so, how much? No cost free to paick up.
Outline your activity and the services it will provide. Tell us: Please check our Fatking
who will be letter the activity and now, and
How it will broaden the range of activities and experiences available to the community.
The Fatking publication will provide the Kay of Islands community
with insipiring options for new experiences, published
weerly, it will be available to pick up from 32 location
where locanow are in eg. Staff rooms, Cafes, Caffee
(tops, Dairies and Akeaway). The purpose of to
drive a winter capacity to wellse the wonderful
etablishment we have available. With I creen Time
taking over our lives, more people are isolating the nuclual
wild and and appression are on the river in
Interactor in that experiencing perhaps comething
now. Mes publication will connect the community
together and provide of a valural benefit to
not only operation but the local.
We will encayable be done to interact, participate
and try new things, Fravours and Idaces. Local
and try new things, Flavours and Idaces. Local community is our larget warred.

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Page 2

Item 8.6 - Attachment 1 - Funding Application - Fat Kina Productions

(version Sept 2018)



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		neeks
Advertising/Promotion	Total Print	1
Facilitator/Professional Fees ²	\$62400	(\$3 200.)
Administration (incl. stationery/copying)	1 -1.00	
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)		
TOTALS	62400	\$31 200 6

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

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(version Sept 2018)

Local Grant						R
Application Form						
Financial Information						
Is your organisation registered for GST?	☐ Yes	☑ No	GST Num	ber	VA	
How much money does your organisation cu	irrently hav	e?		_		
How much of this money is already committee	ed to specif	ic purposes	?	\$ 3100	perve	er.
List the purpose and the amounts of money	already tag	ged or comn	nitted (if any	·):		

Purpose	Amount		
Print	\$1800.00 penneen		
Staff.	\$ 500.000 per neel		
Design	\$ 500.00 per weel		
Travel.	18 300 CO per week		
	2		
TOTAL	\$3100.00 per wet		

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

Funding Source	Amount	Approved
		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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(version Sept 2018) A1859967



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.
- Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
- 6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry.
 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

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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.
- To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
- 3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 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.
- To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
- 7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 8. To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
- 9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- 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 Position Name Postal Address Post Code Phone Number Mobile Number Signature Date Signatory Two Position Name Postal Address Post Code Phone Number Mobile Number Signature Date 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) A1859967 Page 6

Schedule of Supporting Documentation

FAT KINA PUBLICATION

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

1	Cover Letter
2	Advertising costs
3	Quote – Copy That
4	Background information and research

8.7 APPLICATION FOR FUNDING - KAWAKAWA BUSINESS AND COMMUNITY ASSOCIATION

File Number: A2417958

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with information received from Kawakawa Business and Community Association for the purchase and installation of a CCTV system, 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 \$10,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Kawakawa Business and Community Association for the purchase and installation of a CCTV system, to support the following Community Outcomes:

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

1) BACKGROUND

Kawakawa Business and Community Association is made up of area residents and businesses are concerned with promoting and growing Kawakawa as a service town and tourist destination in the Bay of Islands. The CCTV system will centralise cameras — public amenities/businesses/schools/hospital to the local police station who will be able to monitor activity. Pub Charities has allocated \$20,000 towards this project, Kawakawa Business and Community Association will use \$7,000 of their own funds.

Kawakawa Business and Community Association has submitted the following funding applications for consideration to the Bay of Islands-Whangaroa Community Board

Year	Amount allocated	Project	Project report received
2016	\$4,683.00	Christmas Parade	Yes
2017	\$3,800.00	Kawakawa Bike Racks	No

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 51% of the cost of the project. Under the Community Grant Policy – only up to 50% of the project cost should be applied for and funded.

Option 2 Authorise partial funding of the amount requested

As the applicant has applied for more than 50% of the project cost, it is recommended that no more than \$28,321 should be allocated.

The Bay of Islands-Whangaroa Community Board has previously considered an application from the Kerikeri District Business Association who requested \$28,500. The Community Board allocated the applicant \$10,000. The recommendation of \$10,000 aligns with the decision previously made by the Community Board.

Option 2 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 Kawakawa Business Community Association A2417834 🗓 🖺
- 2. Schedule of Supporting Documentation Kawakawa Business and Community Association A2419254 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.

2. This cooler is subject to decision to desirable 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 <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	must be su	bmitted along	with this a	oplication	form:
---------------	------------	---------------	-------------	------------	-------

	V	Quotes (or evidence of costs) for all items listed as total costs on pg 3
	1	Most recent bank statements and (signed) annual financial statements
	1	Programme/event/project outline
Na		A health and safety plan
n la		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
	V	Signed declarations on pgs 5-6 of this form

Organisation	Ka waka wa Businessa Commun	MY ASSN	Number of Memb	ers
Postal Address	11 GUIBS ST, KAWE	KAWA.	Post Code	0210
Physical Address	as above		Post Code	
Contact Person	MALIOCIM FRANCIS	Position	CHARRMAN)
Phone Number	09-404-0048 Mol	oile Number	02766776	7

Please briefly describe the purpose of the organisation.

	KAWALAMA BUSINESS & COMMUNITY ASSOCIATION IS ABOUT
	SOUTING & ADDRESSING LOCAL PROBLEMS IN OUR COMMUNITIES THAT
v	w.fndc.govt.nz Memorial Ave, Kaikohe 0440 Private Bag 752, Kaikohe 0440 ask.us@fndc.govt.nz Phone 0800 920 029
	ersion Sept 2018) 859967 Page 1



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 Community CCTV CAMERA SYSTEM Date A SAP
Location To BE LOCATED AT KAWAKAMA POLICE Time
Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☐ No
If so, how much?
Outline your activity and the services it will provide. Tell us:
 Who will benefit from the activity and how; and How it will broaden the range of activities and experiences available to the community.
WE HAVE APPLIED TO PAB CHARITIES TO FUND A CCTV
CAMERA SYSTEM FOR THE COMMUNITY, IT HAR THE ABILITY
TO CAMBRAS TO THE COCAL POLICE STATION FROM
ALL OF KAWAKAWA PUBLIC AMENTIES/BUSINESSES/SCHOOLS
SHOULD Some one MIS BEHAVE. (UP TO 20 KM AWMY)
WITH TEHONONGA COMING TO FRAITION WE BELIEVE IT
IS IMPERATIVE TO PROTECT THE TOWN'S NAME AND STAY
ON TOP OF CRIME.
PUBLIFICATION HAS GUEN US \$20,000 towards THAS
PROSECT AND WE HAVE \$7000 OF OUR OWN FUNDS,
THE TOTAL COST IS APPROXIMATELY \$56,000 50 HEALE
A \$29,000 SHORTFALL WE ARE LOOKING TO BRIDGE

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	_	
Advertising/Promotion	_	
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	-	
Equipment Purchase (describe)	CCTV CAMERA SYSTEM AS PER QUOTE 56642	
Utilities	43 FER QUOTE 56642	29000
2		_
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)		TEPRISONS
TOTALS	56642	29000

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

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8	١	ı	٦
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			(

Financial Information				
Is your organisation registered for GST?	☐ Yes	₩ No	GST Number	
How much money does your organisation currently have?				65254
How much of this money is already commit	led to specif	ic purposes	?	50832

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

Amount	
2321	
20,800	
7711	
34,422 (INCL PUB CHARITY 20	

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

Funding Source	Amount	Approved	
PUB CHAR ITY (MARENTY IN)	20,000	Yes Pending	
	2.0	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
CHRISTMAS PARADES	3-5000 PRA YA	BACH XMAS	Y / N
TOWN TAPS	?	PENDING	Y / N
			Y / N
			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)



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:
 - 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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(version Sept 2018)

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

(version Sept 2018)

Name MALLOLIN FRANCIS Position CHAIRMAN
Postal Address 11 GILLIES ST, KAWAKAWA. Post Code 0210
Phone Number 09-404-0048 Mobile Number 0277667767
Signature Date 13/3/19
Signatory Two
Name Kate Moroney Position Secretary.
Postal Address 27 Johnston Road, Kawakawa Post Code 0210.
Phone Number 020 4 068 4392
Signature Date 13/3/17.
www.fndc.govt.nz Memorial Ave, Kaikohe 0440 Private Bag 752, Kaikohe 0440 ask.us@fndc.govt.nz Phone 0800 920 02

Schedule of Supporting Documentation KAWAKAWA BUSINESS AND COMMUNITY ASSOCIATION

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

1	Quote - Leamy Enterprise Limited
2	Quote - Kawakawa Cultural Junction of the North
3	Support Letter - Kawakawa Memorial Library and Museum Inc
4	Support Letter - Bay of Islands Vintage Railway Trust
5	Support Letter - Kawakawa volunteer Community Patrol Committee
6	Support Letter - Hundertwassser Park Charitable Trust
7	Support Letter - New Zealand Police
8	Kawakawa Business and Community Association Inc Financial Statements

8.8 APPLICATION FOR FUNDING - NORTHERN COMMUNITY FAMILY SERVICE

File Number: A2429489

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with information received from Northern Community Family Service for rent, advertising, administration costs, utilities and travel and mileage 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 \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Northern Community Family Service for venue hire to support the following Community Outcomes:

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

1) BACKGROUND

Northern Community Family Service provides advocacy service including mentoring, guidance, support and representation in courts and government agencies. Northern Community Family Service offer debt recovery, saving plans, debt payment plans and preparation of bankruptcy procedures.

Northern Community Family Services has not applied for funding previously from the Bay of Islands-Whangaroa Community Board.

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 20% of the cost of the project.

Option 2 Authorise partial funding of the amount requested

The applicant has requested a substantial amount of funding and there is still one further round of funding to be considered.

Option 3 Decline funding

Option 2 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 Northern Community Family Service A2431889 $\underline{\mathbb{J}}$ Schedule of Supporting Documentation Northern Community Family Service A2429461 $\underline{\mathbb{J}}$ 2.

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</u> <u>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 <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:

Most Prog A hea Your If you	es (or evidence of costs) for recent bank statements and ramme/event/project outline alth and safety plan organisation's business place on Cored declarations on pgs 5-6 cored to the cost of the cost	d (signed) annual fina SEE BAS CY ALS HOW In (if applicable) Council land or road/s,	e Park Assess	, ,
Applicant d	etails		1	
Organisation	Northern Community F	amily Service		
Postal Address	P O Box 357	Kerikeri	0250)
Physical Address	41-43 Hobson Ave)	Kerikeri	
Contact Person	Jo David		administrato	or
Phone Number				
Email Address	4078025		0221056320)
Please briefly de	escribe the purpose of the	organisation.		
_	rly Community Budget S inancial capability Mento			

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Project Details
Which Community Board is your organisation applying to (see map Schedule A)?
☐ Te Hiku ☐ Kaikohe-Hokianga ☐ Rav of Islands-Whangarga
Clearly describe the project or event:
Name of Activity NCFS Whanau Support linked to Aroha Whaka Pakeke
Location Based from Kerikeri and Kaeo
Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☐ No
If so, how much?
Outline your activity and the services it will provide. Tell us:
Who will benefit from the activity and how; and
 How it will broaden the range of activities and experiences available to the community.
Our client base come from low income, geographically isolated communities across the Far North. Clients from Russell to Opononi and south of Kawkawa to Manganui. We offer Financial Capability Mentoring, debt reduction planning, practical financial education, help with Insolvency and our new* Aroha Whaka Pakeke programme with associated whanau support social worker. (*see business plan for detail) We aim to break the dependency cycle and the developing attitude of entitlement eg Young whanau members attempting to takeover housing from their elders and associated abuse/ children being used as drug couriers. We aim, —through practical education to bring our clients to a place where they are workfit, financially stable and prepared to feed forward their learnings to future generations in order to foster the younger generation's development and potential —Examples: Two former clients are now running Aroha Rooms in their localities and networking closely with us Client P now providing free IT assistance for community groups, client D rebuilding cars to giveaway, client F facilitating an AA support group
Our new focus is family resilience and well being. Assisting clients to actively plan and manage —their finances is good however developing strategies co-jointly with clients to plan for thedowntimes and difficulties and to support their extended whanau through these times is building a stronger and more cohesive community. We advocate for families to ensure that their homes are —warm and dry and they have adequate provision for the necessities of life. We aim to intervene _appropriately when we discover children being used as drug mules, elders being abused and families being subjected to violent behaviours. In the past we have "kept to our knitting" and just —offered budgeting advice but our role has changed. 52% of clients in a recent 6 month period have —been referred or even accompanied by mental health professionals and we are networking closely with this group, our foodbank, school counsellors and principals for the best possible outcome of our Tamariki.

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Part time whanau support workers linked to # Aroha Whaka Pakeke programme(Journey of tough love)



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	8250	5750
Advertising/Promotion	966	966
Facilitator/Professional Fees ²		-
Administration (incl. stationery/copying)	1940	1940
Equipment Hire	_	-
Equipment Purchase (describe)	_	-
Utilities	3328	3328
Hardware (e.g. cement, timber, nails, paint)	-	-
Consumable materials (craft supplies, books)	_	-
Refreshments	_	-
Travel/Mileage	13200	13200
Volunteer Expenses Reimbursement	900	
Wages/Salary	88,680	
Volunteer Value (\$20/hr)	7,880	
Other (describe)		
TOTALS	125,144	24,234

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

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

	Purpose	Amount
	es of phone, printing and stationery,	
insurance, trav	el reimbursement	1240 per month
Contract w	ages	4966 month
Rent kerike	eri and kaeo	697 per month
OTAL	COE2 care acceptials now m	anth
	6853 core essentials per m	OTILIT

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

Funding Source	Amount	Approved
Friends of NCFS	20 per month	yes
SACT	64,000	pending
Foundation North	25,000	pending
Baptist community ministries	32166	pending
Declined COGs, Lotteries, FinCap in 2018	3	

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

Purpose	Amount	Date	Project Report Submitted
Have never previously applied			
		1	Y / N
			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)

Northern Community family Service

(was Community Budget Service)

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 goveming 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:
 - 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 2. 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 3. 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 4. 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.
- To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the 6. 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 7. North District Council or its auditors.
- To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within 8. 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 Position administrato Name Postal Address 202 Post Code Mobile Number Phone Number Signature Signatory Two MITH CULLEN Position DEPUTY CHARMAN Name 37 MACADAMIA LANE R.D.Z. KERIKERI Postal Address Post Code Mobile Number 0272958090 Phone Number 407 5303 27-3-19 Date Signature

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Item 8.8 - Attachment 1 - Funding Application - Northern Community Family Service

Schedule of Supporting Documentation NORTHERN COMMUNITY FAMILY SERVICE

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

1	Covering letter
2	Quote (Invoice) – Spark
3	Quote – Halvo Signs
4	Quote – Kerikeri Baptist Church
5	Performance Report
6	Certificate of Incorporation
7	Westpac Bank Deposit Slip
8	Westpac Bank Statement
9	Business Case 2019

8.9 APPLICATION FOR FUNDING - RUSSELL CENTENNIAL TRUST BOARD

File Number: A2407111

Kim Hammond, Meetings Administrator Author:

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with information received from Russell Centennial Trust Board for operational costs, 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 \$5.754 (plus GST if applicable) to be paid from the Board's Community Fund account to Russell Centennial Trust Board for administration costs, to support the following Community Outcomes:

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

1) BACKGROUND

The Russell Museum is administered by the Russell Centennial Trust Board who collect and preserve artefacts and natural history objects, exhibit and interpret, undertake research on the social and natural history of Russell.

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

The applicant has requested a substantial amount of funding and there is still one further round of funding to be considered.

Option 3 **Decline**

Option 2 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

Funding Application - Russell Centennial Trust Board - A2407066 U



2. Schedule of Supporting Documentation - Russell Centennial Trust Board - A2429511 <u>1</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 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 followi	ng <u>must</u> be submitted along with this application form:
V	Quotes (or evidence of costs) for all items listed as total costs on pg 3
D	Most recent bank statements and (signed) annual financial statements
No.	Programme/event/project outline
	A health and safety plan NOT AVAILABLE
	Your organisation's business plan (if applicable) NOT AVAILABLE
	If your event is taking place on Council land or road/s, evidence of permission to do so \wedge
₩.	Signed declarations on pgs 5-6 of this form

Organisation	Russell Centennial Trust Board Number of Members
Postal Address	2 york St Russell Post Code 0202
Physical Address	s a Clark St Russell Post Code 0202
	Caroline Pyne Position Trustel
Phone Number	09-403-7701 Mobile Number 021-333-697
Email Address	purquilter@gmail.com
Please briefly	describe the purpose of the organisation.
See	attached

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The function of the museum is to collect and preserve artifacts and natural history objects, to exhibit and interpret them, and to undertake research on the social and natural history of Russell and its environs. The museum develops and cares for its collection for present and future generations.

Russell Museum Funding application 2019 pg 1A



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 Assistance W/running Costs Date 2018-19
Location Russeum Time
Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☐ No
If so, how much?
Outline your activity and the services it will provide. Tell us:
Who will benefit from the activity and how; and
How it will broaden the range of activities and experiences available to the community.
1) the community of Russell, and visitors to
the Museum.
2) It will enable us to funance a person
to assist with the Redevelopment to
rebuild the museum from the ground
100.
Of.

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Item 8.9 - Attachment 1 - Funding Application - Russell Centennial Trust Board

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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 Rodes	358H	3584
Advertising/Promotion	3993	
Facilitator/Professional Fees ² Audi+	2300	2300
Administration (incl. stationery/copying)	5754	5754
Equipment Hire Outside SVCS B	2976	2976
Equipment Purchase (describe)		
Utilities incl phone, website	7280	7280
Hardware (e.g. coment timber nails paint)		
Consumable materials (oraft supplies, books)	9049	
Refreshments Insurances	11604	11604
Travel/Mileage	72	
Volunteer Expenses Reimbursement		
Wages/Salary incl kiwi source + tol alab	132,720	not applicable
Volunteer Value (\$20/hr)	1080	not applicable
Other (describe) Donations, Exhibits trelated, general	2369	
TOTALS incl volunteers	182,781	33,498

A Bank fles, Eftpos, Licenses, Subscriptions, Stationery

B. Cleaning Professionals + Security SVCS.

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

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Financial Information				
Is your organisation registered for GST?	Yes	□ No	GST Number	11-984-174
How much money does your organisation of A Included Cash floats	currently have	ve? A	722.50 [8	88,548.00
How much of this money is already commit	ted to speci	fic purpose	s? 2	0,485.00

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

Purpose	Amount
Phase I of Redevelopments Costs for consultants, Resource Consent	
completion	17,500.00
Yearbury Panels to Purchase	2800.00
Pelonio Trust	185.00
TOTAL	20,485.00

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

Funding Source	Amount	Approved
		Yes / Pending
none		Yes / Pending
170.10		Yes / Pending
		Yes / Pending
		Yes / Pendin

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

Purpose	Amount	Date	Project Report Submitted
Tamati Naka Nene Project	10000 + GST	2014	YIN
Operational costs	20,000.00	2016	Y I N
Shelving, D+E	12,663.00	2017	Y I N
911			Y / N

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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

CWassargue.

Heather Lindain

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(version Sept 2018)



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 Or	ne
Name	CARDLINE PYNE Position TRUSTEE
Postal Address	5992 RUSSELL RD, RUSSELL Post Code 0272
Phone Number	09-403-7702 Mobile Number 021-333-697
Signature	CWS/08/Pyre Date 9/3/19
Signatory Tv	wo .
Name	HEATHER LINDAUER Position TRUSTEE
Postal Address	12 ONERDA RD PLUSSELL Post Code 0202
Phone Number	09-403-7748 Mobile Number 027-389-5860
Signature	Heather & Lindane Date 9/3/19
	z Memorial Ave, Kaikohe 0440 Private Bag 752. Kaikohe 0440 ask.us@fndc.govt.nz Phone 0800 920 029
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Schedule of Supporting Documentation

RUSSELL CENTENNIAL TRUST BOARD

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

1	Checklist of Paperwork provided
2	Statement of Financial Performance
3	Bank Reconciliation Summary's

8.10 APPLICATION FOR FUNDING - VOLUNTEERING NORTHLAND

File Number: A2417638

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with information on Volunteering Northland's application for a grant to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Volunteering Northland to assist with their annual operational costs, to support the following Community Outcomes:

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

1) BACKGROUND

Volunteering Northland is one of 17 volunteer centres in New Zealand. It is a non-profit organisation providing a recruitment and referral service for volunteers, and facilitates and enhances volunteering in general. The volunteer centre supports and provides training for the volunteer coordinators, raising the level of professionalism as well as providing advice, advocacy and recognition for the volunteer.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

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 LTP, and all provisions listed on the application form.

The applicant has received funding from the Board previously in 2017, a project report has been received.

Volunteering Northland have also applied to the Kaikohe-Hokianga Community Board and the Te Hiku Community Board for grants of \$5,000.

The total costs listed on page 3 of the application form are future estimates based on their budget and previous financial year's income and expenditure, as provided for in their financial performance report for the year ended 31 July 2018 (refer to additional information). The amount requested is based on these estimates.

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$5,000 - 2.8% of the total annual operating cost

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

Option 1 is recommended by staff as the application aligns with the community policy and community outcomes of the LTP and aligns with previous funding allocated.

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 Volunteering Northland A2417610 U
- 2. Schedule of Supporting Documents Volunteering Northland A2417616 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</u> <u>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 is to the Bay of Islands-Whangaroa Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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.



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 *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

Number of Members Organisation Volunteering Northland Suite 11, 71 Bank Street, Whangarei 0110 Postal Address Post Code Post Code Suite 11, 71 Bank Street, Whangarei Physical Address 0110 Manager Bart van der Meer Position Contact Person 021-2390101 Phone Number 09-9454984 Mobile Number

Please briefly describe the purpose of the organisation.

mgr@volunteeringnorthland.nz

Volunteer centre in Northland, recruitment and referral of volunteers. Promoting, celebrating, supporting and advocating for volunteering. Providing training and support for coordinators.

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Email Address

Applicant details



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?									
	Te Hiku	< ✓	Kaikohe-Hokianga		Вауо	f Island	ls-Whanga	aroa	
Clearly describe	the project or ever	nt:							
Name of Activity	Volunteer cer	ntre, r	ecruitment, promotic	n,		Date	on-go	ping	
Location	Northland					Time			
Will there be a charge for the public to attend or participate in the project or event?									
If so, how much? No charge to volunteers, annual fee to organisations \$0 to \$210 (max)									
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.

Volunteering Northland, one of 17 volunteer centers in NZ, grows participation and inclusion by
encouraging and assisting organisations who involve volunteers to advertise available opportunities
for volunteers. Most volunteers do so because they were asked. Therefore it is essential to have
a wide variety of options available, different arrangements, so all can find something that fits.
We support the volunteer leaders/coordinators, promote volunteering and provide advice,
advocacy plus recognition for the volunteer. The centre provides opportunities for all who are
looking to find their place in the community, to get connected, to contribute to a cause, to
participate and give back to the community. Individuals, non-profits and the community as a
whole benefit. Without volunteers many services would come to a standstill.
We work with 54 organisations in the Far North District and another 28 on a casual basis.
We recently organised subsidised (80%) Professional Development training/workshops (First Aid,
Governance, Communication) for paid and volunteer staff from non-profits. We advertise in the
Northern Advocate and Northland Age weekly. We target the area using social media, promoted
volunteering using our stall and at events/meetings for non-profits.

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Application Form

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	3,500	500
Advertising/Promotion	8,500	1,275
Facilitator/Professional Fees ²	0	0
Administration (incl. stationery/copying)	1,350	200
Equipment Hire	0	0
Equipment Purchase (describe)	0	0
	-	-
Utilities	0	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	0	0
Travel/Mileage	2,500	375
Volunteer Expenses Reimbursement	300	50
Wages/Salary	101,500	not applicable
Volunteer Value (\$20/hr)	24,000	not applicable
Other (describe) A. Workshops/Consultancy B. Staff training/Memberships/Accounting charges C. Phone and Internet / Depreciation	20,000 3,350 14,000	0 500 2,100
TOTALS	179,000	5,000

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

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Financial Information

Is your organisation registered for GST?

√
✓ Yes □ No GST Number 110-683-650

How much money does your organisation currently have?

as per 18 Feb: 117,477

Includes accounts receivable, payable and GST balance How much of this money is already committed to specific purposes?

117,477

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

Purpose	Amount
Reserves	60,000
Towards the remaining of our current financial	
year Aug 2018-Jul 2019	57,477
TOTAL	117,477

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

Funding Source	Amount	Approved
In our current financial year we received:		Yes / Pending
Grants from WDC, DIA, COGS, Northland Foundation Foundation North, Pub Charity	97.291	Yes / Pending
Contributions/consultancy	11,586	Yes / Pending
About to receive:		Yes / Pending
Lottery Grant Board (2019-2020)	25,000	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Developing service	17,500	30 May 2015	Y / Ħ
Operating cost	3,000	3 Jul 2017	Y / Ħ
Operating cost	1,200	5 Jul 2017	Y / Ħ
Operating cost	1,500	6 Jul 2017	Y / ₩

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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)

Volunteering Northland

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.
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 - 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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Application Form

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- 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.
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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 Position Name Postal Address Post Code Mobile Number Phone Number Signature Date Signatory Two Position Name Postal Address Post Code Mobile Number Phone Number Signature Date

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Schedule of Supporting Documentation

Volunteering Northland

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover but published on the Council website as part of the agenda.

1	Budget 2018-2021
2	Performance Report for Year ended 31 July 2018
3	Output recruitment and referral services date Jan 2014 to Dec 2018

9 MEETING CLOSE