



**Far North
District Council**



AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Monday, 20 May 2019

Time: 10.00 am
Location: Russell Town Hall
17 The Strand
Russell

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 & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.

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

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

7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community 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 (Wife)	Greening Family Trust	Beneficiary	N/A	N/A
	Residence in Russell			
Lane Ayr	Retired			
	Home			
	Residence in Kerikeri			
Lane Ayr (Partner)	Riverview School			
	Home			
	Residence in Kerikeri			
Martin Robinson	Self-employed			
	Focus Paihia	Trustee		
	Paihia Haven of History Trust	Trustee		
	GE Tree Northland			
	Own a Farm			
Martin Robinson (Partner)	Home Maker			
	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 Chairperson etc)	(i.e. Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Saltwater Trust	Trustee		
Belinda Ward (Partner)	Ward Jarvis Family Trust	Trustee		
	Kenneth Jarvis Family Trust	Trustee		
	Saltwater Trust	Trustee		
Bruce Mills	No form received			
Manuwai Wells	No form received			
Cr Kelly Stratford	Office manager at Kinghans.			
	Denture assistant at Kawakawa denture Services self-employed as book keeper Kelly@ksbookkeeing.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 Russell Town Hall, 17 The Strand, Russell on:
Monday 20 May 2019 at 10.00 am

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1 APOLOGIES AND CONFLICTS OF INTEREST

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

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

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

2 PUBLIC FORUM

3 DEPUTATIONS

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

4 SPEAKERS

10:30 am Representative from Fundamental Force Enterprises Limited

10:35 am Representative from Northland Area of FANZ

10:40 am Representative from Russell Birdman Festival

10.45 am Representative from Russell Bowling Club

10.50am Representative from Te Rununga o Ngati Rehia

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2463581

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 15 April 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. 2019-04-15 Bay of Islands-Whangaroa Community Board Minutes - A2438382** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Not applicable
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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 PUNA WAI CENTRE, MOEREWA
ON MONDAY, 15 APRIL 2019 AT 10.03 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: Kathryn Trewin (Corporate Planning Coordinator), Robert Willoughby (Community Development Advisor), Rob Koops (Property Services), Kim Hammond (Meetings Administrator), Marlema Baker (Meetings Administrator)

1 APOLOGIES AND CONFLICTS OF INTEREST

Chairperson Terry Greening declared a conflict of interest in relation to item 8.9 Application for Funding – Russell Centennial Trust Board.

2 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2404704, pages 10 - 11 refers

RESOLUTION 2019/15

Moved: Member Bruce Mills

Seconded: Member Martin Robinson

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.

CARRIED

3 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 ROAD NAMING - ASTRID DRIVE, KERIKERI

Agenda item 6.1 document number A2392442, pages 20 - 21 refers

RECOMMENDATION

Moved: Member Manuwai Wells

Seconded: Member Lane Ayr

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).

AMENDMENT

Moved: Member Manuwai Wells

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board agrees that the road naming – Astrid Drive, Kerikeri report be left to lie on the table until a correct report and evidence of consultation with property owners on the street can be provided to the Board.

RESOLUTION 2019/16

Moved: Member Manuwai Wells

Seconded: Member Lane Ayr

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).

.CARRIED

4 PUBLIC FORUM

Pamela-Anne Ngohe-Simon spoke regarding Item 8.4 Funding Project Report – He Iwi Kotahi Tatou Trust.

Pamela-Anne Ngohe-Simon spoke regarding a Request for Service raised for 32 Leaiti Street Moerewa regarding fencing between her daughters property and Simpson Park

5 DEPUTATIONS

Nil

6 SPEAKERS

Michele Wilson and Andy Greagor representing Fat Kina Publication spoke regarding Item 8.6 Application for Funding - Fat Kina Publication

Malcolm Francis representing Kawakawa Business and Community Association spoke regarding Item 8.7 Application for Funding - Kawakawa Business and Community Association

Jo David representing Northern Community Family Service spoke regarding Item 8.8 Application for Funding - Northern Community Family Service

Heather Lindauer and Caroline Pyne representing Russell Centennial Trust Board spoke regarding Item 8.9 Application for Funding - Russell Centennial Trust

Bart van der Meer representing Volunteering Northland spoke regarding Item 8.10 Application for Funding – Volunteering Northland

The meeting was adjourned from 11:43 am to 11:49 am.

Scott Rice representing Quantum Events NZ Ocean Swim Series spoke regarding Item 7.1 Sponsorship request for NZ Ocean Swim Series – Bay of Islands Classic 2019.

8.3 LEASE RUSSELL TOWN HALL SHOP

Agenda item 8.3 document number A2404789, pages 131 - 134 refers

RESOLUTION 2019/17

Moved: Chairperson Terry Greening

Seconded: Member Bruce Mills

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.**

In Favour: Terry Greening, Cr Kelly Stratford, Lane Ayr, Bruce Mills and Manuwai Wells

Against: Rachel Smith and Belinda Ward

Abstained: Martin Robinson

CARRIED 5/2

.CARRIED

At 12:39 p.m., Cr Kelly Stratford left the meeting. At 12:41 p.m, Cr Kelly Stratford returned to the meeting.

7 PUBLIC FORUM - CONTINUED

Wiremu Cherrington and Erana Brown spoke regarding initiatives that are taking place in Moerewa

- Flood mitigation
- Native nursery to be set up at Moerewa School
- Development of a Maori Pa site situated outside Otiria Marae

The meeting was adjourned from 12:57 pm to 1:35 pm.

8 CORPORATE SERVICES GROUP

8.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 8.1 document number A2423564, pages 115 - 116 refers

RESOLUTION 2019/18

Moved: Chairperson Terry Greening

Seconded: Member Manuwai Wells

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

CARRIED

8.2 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 28 FEBRUARY 2019

Agenda item 8.2 document number A2401887, pages 128 - 129 refers

RESOLUTION 2019/19

Moved: Member Belinda Ward

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 28 February 2019".

CARRIED

8.4 FUNDING PROJECT REPORTS

Agenda item 8.4 document number A2365885, pages 137 - 138 refers

RESOLUTION 2019/20

Moved: Member Martin Robinson

Seconded: Member Bruce Mills

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 Iwi Kotahi Tatou Trust**
- d) Whangaroa Community Trust - Kaeo Map**
- e) Whangaroa Community Trust - Mural and Sun Shade**
- f) Whangaroa Community Trust – Rent and Wages**

CARRIED

8.5 APPLICATION FOR FUNDING - BAY OF ISLANDS COUNTRY ROCK FESTIVAL

Agenda item 8.5 document number A2417080, pages 153 - 155 refers

RESOLUTION 2019/21

Moved: Chairperson Terry Greening

Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community approve the sum of \$2,389 to be paid from the Board's Community Fund account to Bay of Islands Country Rock Festival for 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**

CARRIED

8.6 APPLICATION FOR FUNDING - FAT KINA PRODUCTION

Agenda item 8.6 document number A2421048, pages 163 - 164 refers

RECOMMENDATION

Moved: Cr Kelly Stratford

Seconded: Member Manuwai Wells

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

AMENDMENT

Moved: Cr Kelly Stratford

Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2500 (plus GST if applicable) to be paid from the Board's Community Fund account to Fat Kina Publication for seed funding.

RESOLUTION 2019/22

Moved: Cr Kelly Stratford

Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2500 (plus GST if applicable) to be paid from the Board's Community Fund account to Fat Kina Publication for seed funding.

.CARRIED

8.7 APPLICATION FOR FUNDING - KAWAKAWA BUSINESS AND COMMUNITY ASSOCIATION

Agenda item 8.7 document number A2417958, pages 172 - 174 refers

RECOMMENDATION

Moved: Member Martin Robinson

Seconded: Member Bruce Mills

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

AMENDMENT

Moved: Member Martin Robinson

Seconded: Member Bruce Mills

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 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
- b) Provided that the CCTV footage is monitored only by the New Zealand Police
- c) Provided that the CCTV footage is only released publicly by the New Zealand Police

RESOLUTION 2019/23

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 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**
- b) **Provided that the CCTV footage is monitored only by the New Zealand Police**
- c) **Provided that the CCTV footage is only released publicly by the New Zealand Police**

.CARRIED

At 3:02 p.m., Member Bruce Mills left the meeting. At 3:04 p.m., Member Bruce Mills returned to the meeting.

At 3:05 p.m., Chairperson Terry Greening left the meeting. At 3:07 p.m., Chairperson Terry Greening returned to the meeting

8.8 APPLICATION FOR FUNDING - NORTHERN COMMUNITY FAMILY SERVICE

Agenda item 8.8 document number A2429489, pages 182 - 184 refers

RESOLUTION 2019/24

Moved: Cr Kelly Stratford

Seconded: Member Manuwai Wells

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**

CARRIED

8.9 APPLICATION FOR FUNDING - RUSSELL CENTENNIAL TRUST BOARD

Agenda item 8.9 document number A2407111, pages 192 - 194 refers

At 3.13 pm Chairperson Terry Greening declared a conflict of interest in relation to Item 8.9 and removed himself from the discussion. Deputy Chairperson Belinda Ward took the chair.

3:23 pm Chairperson Terry Greening returned to the Chair after the motion was carried.

RESOLUTION 2019/25

Moved: Member Manuwai Wells

Seconded: Member Lane Ayr

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**

CARRIED

8.10 APPLICATION FOR FUNDING - VOLUNTEERING NORTHLAND

Agenda item 8.10 document number A2417638, pages 203 - 205 refers

RESOLUTION 2019/26

Moved: Cr Kelly Stratford

Seconded: Member Martin Robinson

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**

CARRIED

9 STRATEGIC PLANNING AND POLICY GROUP**7.2 FUNDING PROVISION FOR THE MAINTENANCE OF OKIATO TO RUSSELL WALKWAY**

Agenda item 7.2 document number A2427772, pages 97 - 99 refers

RESOLUTION 2019/27

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

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.

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

Agenda item 7.1 document number A2425922, pages 28 - 96 refers

RESOLUTION 2019/28

Moved: Chairperson Terry Greening
Seconded: Member Lane Ayr

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

CARRIED

Against: Cr Martin Robinson

ADDITIONAL PAPERS**RESOLUTION 2019/29**

Moved: Chairperson Terry Greening
Seconded: Cr Kelly Stratford

That the Bay of Islands-Whangaroa Community Board receives the following papers

- i) Additional documentation for 32 Leaity Street, Moerewa**
- ii) Fat Kina Production**
- iii) Additional documentation for Northern Community Family Services**
- iv) Presentation from Volunteering Northland**

CARRIED**Attachments tabled at meeting**

- 1 Tabled Document - Email and communication for 32 Leaity Street, Moerewa
- 2 Tabled Document - Fat Kina Production
- 3 Tabled Document - Volunteering Northland presentation

10 MEETING CLOSE

The meeting closed at 3:49 pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 20 May 2019.

.....
CHAIRPERSON

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 COBHAM ROAD BUS STOP

File Number: A2446740

Author: Mike Fox, Project Manager - Transport and Roding

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

PURPOSE OF THE REPORT

To identify the Community Board's preferred bus stop layout for Cobham Road, Kerikeri.

EXECUTIVE SUMMARY

- After a fire in May 2016, the Cobham Road bus stop was temporarily relocated to outside 13 and 15 Cobham Road;
- There have been complaints about the location of the bus stop and reports of unsafe use of the bus stop by the bus companies (double parking);
- In response to the above, feedback has been sought for a trial layout consisting of a double bus park outside the library. Mixed results have been received;
- The Community Board is asked to consider this feedback and determine what layout they support.

RECOMMENDATION

That the Community Board:

- a) **Note the double bus park layout concept, the road safety audit and the feedback received; and**
- b) **Recommend that Council**
 - i) **return to the original layout; *or***
 - ii) **adopt the current layout and amend the Traffic and Parking Bylaw; *or***
 - iii) **adopt a new twelve month trial layout consisting of a double bus park outside the library and amend the Traffic and Parking Bylaw to reflect the adopted new layout.**

1) BACKGROUND

The Cobham Road bus stop historically was located outside numbers 9 and 11 Cobham Road, Kerikeri. This layout was formally adopted under the Parking and Traffic Control bylaw, so is enforceable. This layout is shown on Attachment 1.

After a fire in May 2016, the bus stop was temporarily re-located to its current location outside numbers 13 and 15 Cobham Road. This was to avoid bus passengers being exposed to construction hazards during repair of the buildings. This layout was not formally adopted under the Parking and Traffic Control bylaw, and is therefore not enforceable. This layout is shown on Attachment 2.

Since then, complaints by businesses relating to the loss of car parking spaces outside their premises have been received and safety concerns have been raised regarding the manner in which some bus companies are using the bus-stop, particularly the practice of double parking buses. Some bus companies have also advised that at both this and the original layout, their vehicles are unable to park close enough to the kerb to use disabled access ramps because of the shop awnings.

Far North District Council has written to bus companies to reinforce that they are responsible for safe use of the bus stop. The companies were reminded that double parking of vehicles is not permitted in the Road Code, and were asked to review their procedures to ensure that their operations are safe, legal and appropriate at the Cobham Road bus stop.

Council representatives also met with some of the parties involved at the site, and mapped out a trial layout consisting of a double bus park outside the library. This layout is shown on Attachment 3. The trial layout was subject to a Road Safety Audit, and directly affected parties were asked for feedback.

Facilities for public transport in Kerikeri will be reviewed in the District Transport Strategy, so the bus facilities on Cobham Road may be changed when the strategy is adopted. This is anticipated to be in about twelve months' time, which would provide an opportunity to trial the double bus park layout.

This report is to present information and ask the Board whether the layout should remain as current (do nothing), be returned to the original layout, or be changed to a new trial double bus park outside the library.

2) DISCUSSION AND OPTIONS

Original and Current Layouts

The components of the original and current layouts as shown in Attachments 1 and 2 are relatively straight forward. Changes that would be required to revert to the original layout would include:

- a) Reinstatement of the original bus stop and loading zone outside numbers 9 and 11 Cobham Road.
- b) The reinstated bus stop and loading zone would be in place of four parking spaces, though three parking spaces would be reinstated outside 13 and 15 Cobham Road. There would therefore be a one less car parking space provided than currently.
- c) As the original layout is the current enforceable layout, no bylaw change would be necessary.

No road safety audit has been completed for either of these layouts, nor has feedback been sought from the community.

Trial Double Bus Park outside the Library

As shown in Attachment 3, this layout involves the following changes:

- a) A new double bus park is provided outside the library. The provision of a double bus park with a P30 time limit is in response to the current issue of double parking by coaches transferring passengers on Cobham Road.
- b) The new double bus park is in place of one disability parking space, two other parking spaces, and one loading zone.
- c) A replacement disability parking space is located on the Kerikeri-centre side of the current loading zone, with a lowered kerb to facilitate better accessibility.
- d) Three parking spaces are provided in the current location of the bus stop outside numbers 13 and 15 Cobham Road. These replace the two parking spaces taken up by the new double bus park and the parking place taken up by the relocated disability parking space. There is therefore no reduction in the number of parking spaces provided.
- e) The loading zone will not be replaced.

It is envisaged that this layout would be trialled for twelve months, and if successful adopted as part of the District Transport Strategy.

The double bus park layout has been subject to an independent road safety audit by Northern Civil Consulting (Attachment 4). The audit found that:

- both the location and the proposed layout are fit for purpose;
- the proposed double length bus park should eliminate the existing 'double parking' of buses that is currently occurring in the majority, if not all circumstances;
- there are no significant safety implications of the use of the one-way system by a relatively small number of buses;
- The raised crossing point immediately east of the proposed bus park and the zebra crossings at the intersection of Cobham Road and Kerikeri Road make good provision for bus passengers to cross the road and change to alternative modes of transport.

The audit did not recommend any changes to the layout.

There has been a considerable amount of local interest in the Cobham Road bus stop. A range of interested parties were therefore asked for written feedback on the trial double bus park layout.

A total of sixteen feedback responses were received. Ten of these were against this proposal, four supported this proposal and two were neutral. However, a simple majority count to determine support is not appropriate. This is because feedback has been obtained from a mix of individuals and representative organisations, and the various parties have or represent differing interests which must be interpreted.

A table with all of the responses is included as Attachment 5.

Options

Taking into account the trial double bus park layout concept, the road safety audit and the feedback received, the Community Board may recommend that:

- 1) No changes are made to the current layout (do nothing, but recommend that the Parking and Traffic Control bylaw be changed); or
- 2) The layout is changed back to the original layout (complete works, no Parking and Traffic Control bylaw change necessary); or
- 3) The trial layout consisting of a double bus park outside the library is adopted for twelve months (complete works and recommend that the Parking and Traffic Control bylaw be changed).

Reason for the recommendation

The Community Board is asked to recommend a layout for Council to adopt because:






- a) whilst the trial double bus park layout is technically sound and safe, mixed feedback was received; and
- b) the trial double bus park layout is a change in the level of service provided by Council that will advantage a particular group (provision of a double bus space with 30 minute parking, which will benefit bus companies and their passengers); and
- c) the trial double bus park layout is a change in the level of service provided by Council that will dis-advantage a particular group (removal of a loading zone outside the library, which may require changes to library operations);
- d) the choice between layouts involves consideration of public interests better represented by the board than by staff.

The Community Board is asked to recommend that Council, through the Infrastructure Network Committee, make any necessary change to the Traffic Control and Parking bylaw as this is required to make any selected layout enforceable. No bylaw change is required if the recommendation is to return to the original layout, as this is already included in the bylaw.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The work involves placement of signs, line marking and minor civil engineering works, so the financial implications of this work are not significant. The work will be funded as minor safety works under the Low Cost Low Risk category.

ATTACHMENTS

- 1. **Original Bus Stop Layout - A2446508** [↓](#) 
- 2. **Current Temporary Bus Stop Layout - A2446503** [↓](#) 
- 3. **Trial Double Bus Park Layout - A2446505** [↓](#) 
- 4. **Road Safety Audit - A2446502** [↓](#) 
- 5. **Summary of Feedback - A2446509** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	High due to community interest (though this is only to local or directly affected parties).
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Parking and Traffic Control bylaw must be changed if necessary to make the selected layout enforceable.
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 matter is of interest to the Bay of Islands-Whangaroa Community Board. The decision required is within the delegation of the Board to recommend amendments to existing bylaws. A resolution by Council will be required if the bylaw is to be amended.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no special implications for Māori.
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.	Local groups, businesses and bus companies have been asked for feedback. Bus passengers are considered to be represented by the bus companies and the wider public by the Kerikeri Residents and Ratepayers Association, Vision Kerikeri and the Community Board itself.
State the financial implications and where budgetary provisions have been made to support this decision.	If required, there is capacity in the Low Cost Low Risk funding category.
Chief Financial Officer review.	The Chief Financial Officer (Acting) has reviewed this report







Objective Reference: A2446502

Cobham Road Bus Stop Relocation, Kerikeri

Road Safety Audit
Concept Design
March 2019



 **NCC**
consulting engineers

 Far North
District Council



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Document Status

Rev No.	Project No.	Author	Reviewer		Approved for Issue		
			Name	Signature	Name	Signature	Date
A		David Spoonley	Mike Sullivan		Mike Sullivan		18/03/19
B							
C							
D							
E							
F							

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1. Introductory statement

1.1. Introduction

This report presents the findings of a concept design stage safety audit for the relocation of the bus stop on Cobham Road from the south side of the road to the north side of the road. This report considers the safety implications of the proposal on Cobham Road and also the wider implications on the Kerikeri town centre.

The concept design was developed by Far North District Council.

1.2. Road environment

Cobham Road is a road linking from central Kerikeri to the eastern suburbs. Traffic volumes using Cobham Road are estimated to be 8500 AADT (2016), as measured by the Mobile Roads website. Heavy Commercial Vehicles is estimated at 5%.

1.3. Audit team

The audit team comprised of:

Mike Sullivan (Team Leader)	CPEng, BE (Civil), MIPENZ Director NCC – Consulting Engineers, Whangarei
David Spoonley	BEng, CEng, CIHT MICE Project Manager / Road Safety Engineer NCC – Consulting Engineers, Whangarei

1.4. Previous audit

There has been no previous audit on this project.



1.5. Audit methodology

This audit has been carried out for Mike Fox, Project Manager, Far North District Council.

The audit follows the guidelines contained within the NZ Transport Agency document "Road Safety Audit Procedures for Projects, Guidelines, Interim Release, May 2013" and is complemented by the auditors' experience with other audits.

This audit should not be regarded as a complete "quality check" of the project. It focuses essentially on safety issues that are considered significant in regard to the proposed design.

The auditors have identified road safety concerns and have made recommendations about corrective actions. Whilst these recommendations may indicate the nature or direction of a solution, they do not provide specific details of how to address or resolve that concern.

Responsibility for the solution of any safety issue identified in this audit remains with the designer.

1.6. Project documentation

Far North District Council provided an indicative sketch design included in **Appendix A** for the audit. The project involves relocating the existing bus stop from the south side of Cobham Road outside "Spa and Pool Bay of Islands" further west to the north side of Cobham Road outside Kerikeri Library. This relocation will necessitate buses from SH10 to the relocated bus stop having to circulate the Kerikeri one-way system. The proposal involves no net loss of parking.

1.7. Briefing meeting

A briefing meeting was held between the auditors and Mike Fox (FNDC Project Manager) on site on 14 March 2019.

1.8. Site visit

The audit team also visited the site on 14 March 2019.

1.9. Ranking system

The potential road safety problems identified have been ranked as follows:

The probable crash frequency is qualitatively assessed based on expected exposure (how many road users will be exposed to a safety issue) and the probability of a crash resulting from the presence of the issue. The likely severity of a crash outcome is qualitatively assessed based on factors such as expected speeds, type of collision, and type of users involved.

Reference to historic crash rates or other research for similar elements of projects, or projects as a whole; have been drawn on where appropriate to assist in understanding the likely crash types, frequency and likely severity that may result from a particular concern.



The frequency and severity ratings are used together to develop a combined qualitative ranking for each safety issue using the Concern Assessment Rating Matrix in **Table 1** below. The qualitative assessment requires professional judgement and a wide range of experience in projects of all sizes and locations.

Table 1: Assessment matrix

Likelihood of Fatality or Serious Injury	Probability of a Crash Occurring			
	Frequent	Common	Occasional	Infrequent
Very Likely	Serious	Serious	Significant	Moderate
Likely	Serious	Significant	Moderate	Moderate
Unlikely	Significant	Moderate	Minor	Minor
Very Unlikely	Moderate	Minor	Minor	Minor

While all safety concerns should be considered for action, the client or nominated project manager will make the decision as to what course of action will be adopted based on the guidance given in this ranking process with consideration to factors other than safety alone. As a guide, a suggested action for each concern category is given in **Table 2** below.

Table 2: Categories of concern

CONCERN	Suggested action
Serious	Serious concern that must be addressed and requires changes to avoid serious safety consequences.
Significant	Significant concern that should be addressed and requires changes to avoid serious safety consequences.
Moderate	Moderate concern that should be addressed to improve safety
Minor	Minor concern that should be addressed where practical to improve safety.

In addition to the ranked safety issues, it is appropriate for the safety audit team to provide additional comments with respect to items that may have a safety implication but lie outside the scope of the safety audit. A comment may include items where the safety implications are not yet clear due to insufficient detail for the stage of the project, items outside the scope of the audit such as existing issues not impacted by the project or an opportunity for improved safety but not necessarily linked to the project itself. While typically comments do not require a specific recommendation, in some instances the auditors may give suggestions.



1.10. Decision tracking process

Decision tracking is an important part of the road safety audit process. A decision tracking table is embedded into the report format at the end of each set of recommendations to be completed by the designer, safety engineer and client for each issue documenting the designer response, client decision (and asset manager's comments in the case where the client and asset manager are not one and the same) and action taken.

A copy of the report including the designer's response to the client and the client's decision on each recommendation shall be given to the road safety audit team leader as part of the important feedback loop. The road safety audit team leader will disseminate this to team members.

1.11. Disclaimer

The findings and recommendations in this report are based on an examination of available relevant plans, the specified road and its environs, and the opinions of the audit team. However, it must be recognised that eliminating safety concerns cannot be guaranteed since no road can be regarded as absolutely safe and no warranty is implied that all safety issues have been identified in this report. Safety audits do not constitute a design review or an assessment of standards with respect to engineering or planning documents. Readers are urged to seek specific technical advice on matters raised and not rely solely on the report.

While every effort has been made to ensure the accuracy of the report, it is made available on the basis that anyone relying on it does so at their own risk without any liability to the safety audit team or their organisations.

2. Safety audit findings and recommendations

2.1. Bus Stop Location

The project is to relocate the existing single bus stop currently located outside "Spa and Pool Bay of Islands" to outside Kerikeri Library. Details of the proposal include;

- The removal of 3 existing parking spaces outside Kerikeri Library,
- The creation of 3 parking spaces outside "Spa and Pool Bay of Islands" to replace the existing bus stop,
- The creation of a double (2 x 13.5m) bus stop, time limited to 30 minutes outside Kerikeri Library,
- The removal of one drop off bay outside Kerikeri Library, (time limited to 30 minutes),
- The relocation, but retention outside Kerikeri Library of the existing accessible parking space.

The footway outside the library is of good quality, wide and has some seating, a small amount of shelter is also provided by the canopies of the library. Furthermore, there exists an opportunity associated with the library building to improve facilities in the future for waiting passengers.

When compared with the existing bus stop location, the proposed location is nearer the facilities on Kerikeri Road. The auditors consider that both location and the proposed layout is fit for the purpose. The proposed double length bus stop should eliminate the existing 'double parking' of buses that is currently occurring in the majority, if not all circumstances. The proposed location for the bus stop is shown in **Figure 1**.



Figure 1: Location of proposed bus stop

Recommendation

No recommendations are made.

Overall Rating: Comment

Frequency Rating: -

Severity Rating: -

Designer Response:

Safety Engineer:

Client Decision:

Action Taken:

2.2. Effect on Kerikeri one-way system

Currently buses using the existing bus stop outside "Spa and Pool Bay of Islands" traverse a triangle of roads formed by Hobson Avenue, Cobham Road and Kerikeri Road.

In order to relocate the bus stop outside the library buses arriving from SH10 will have to traverse the existing Kerikeri one-way system to get to the proposed bus stop. This will involve a small increase in journey length and journey time. **Figure 2** shows the existing (in red) and proposed (in green) route of the buses.

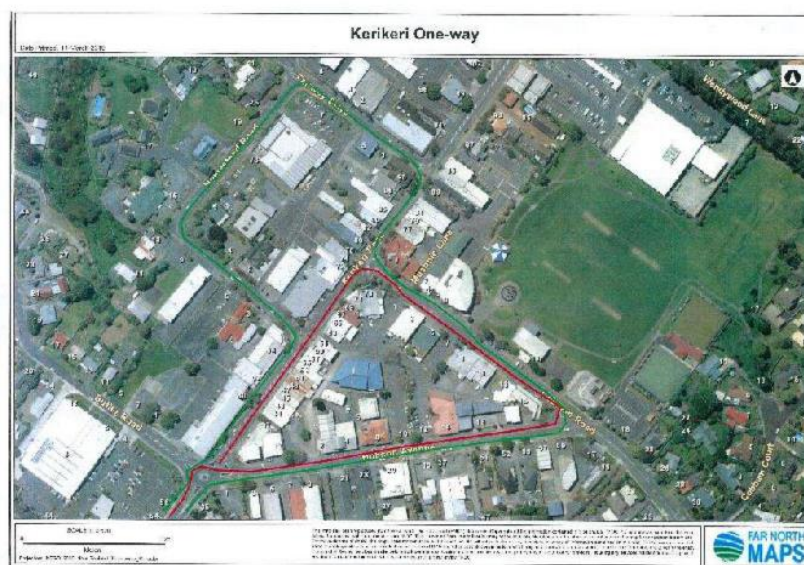


Figure 2: Existing (in red) and proposed (in green) route of the buses

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The auditors considered the potential safety implications of the buses circulating the one-way system;

- **Traffic volume.** The existing traffic flow on the one-way system is 7-11,000 vehicles per day. The addition of a small number of buses is unlikely to have a significant effect on the operation of the one-way system;
- **Pedestrian/vehicle interface.** The existing one-way system has a speed limit and, from observations on site, a speed environment of 30km/h. There are also several raised platforms to assist in regulating vehicle speeds. At this speed environment a collision between a vehicle and a pedestrian is unlikely to result in death or serious injury;
- **Use of the one-way system by large vehicles.** As it is used by large vehicles to service existing businesses and by buses to reach the Stone Store the existing one-way system is designed for the swept path of large vehicles.

The auditors, therefore, consider that there are no safety implications of the use of the one-way system by a relatively small number of service buses. However, whilst not within the scope of this audit, the auditors consider that there are aspects of the one-way system, particularly the raised platforms that could be enhanced to improve road safety.



Figure 3 Traffic circulating on the existing one way system.

Recommendation

No recommendations are made.

Overall Rating: Comment	
Frequency Rating: -	Severity Rating: -
Designer Response:	
Safety Engineer:	
Client Decision:	
Action Taken:	

2.3. Pedestrians crossing Cobham Road.

It is likely that the arrival of a bus will necessitate pedestrians having to cross Cobham Road, as the passengers change from the bus to other modes of transport.

Immediately east of the proposed bust stop is a crossing point on a raised platform with kerb extensions. (refer to **Figure 4**).



Figure 4: Cobham Road, crossing point on a raised platform with kerb extensions

To the west of the proposed bus stop there is the intersection of Cobham Road and Kerikeri Road, at this location there are three zebra crossings (refer to **Figure 5**).

The auditors consider that in this situation, this is a good provision of facilities to enable bus passengers to change to alternative modes of transport.



Figure 5 : Pedestrian Crossings on raised platforms at the intersection of Cobham Road and Kerikeri Road.

Recommendation

No recommendations are made.

Overall Rating: Comment

Frequency Rating: -

Severity Rating: -

Designer Response:

Safety Engineer:

Client Decision:

Action Taken:

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3. Audit Statement

We certify that we have used the available plans, and have examined the specified roads and their environment, to identify features of the project we have been asked to look at that could be changed, removed or modified in order to improve safety. The problems identified have been noted in this report.

Signed:

Mike Sullivan, BE (Civil), MIPENZ
Director, NCC Consulting Engineers, Whangarei

Date: 18/03/2019

Signed:

David Spoonley BEng, CEng, CIHT MICE
Project Manager / Road Safety Engineer NCC – Consulting Engineers, Whangarei

Date: 18/03/2019

Designer:

Name: ...N/A- In house FNDC..... Position:

Signature:

Date:

Safety Engineer:

Name: ...Nick Marshall..... Position: Team Leader Northland Road Safety & Traffic Engineering (NTA)

Signature:

Date:Reviewed 27 March 2019.....

Project Manager:

Name: ...Michael Fox..... Position: Project Manager Transportation (NTA)

Signature:

Date:Reviewed 27 March 2019.....

Action Completed:

Name:None required..... Position:

Signature:

Date:

Project Manager to distribute audit report incorporating decision to designer, Safety Audit Team Leader, Safety Engineer and project file.

Date:15 April 2019.....

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Appendices

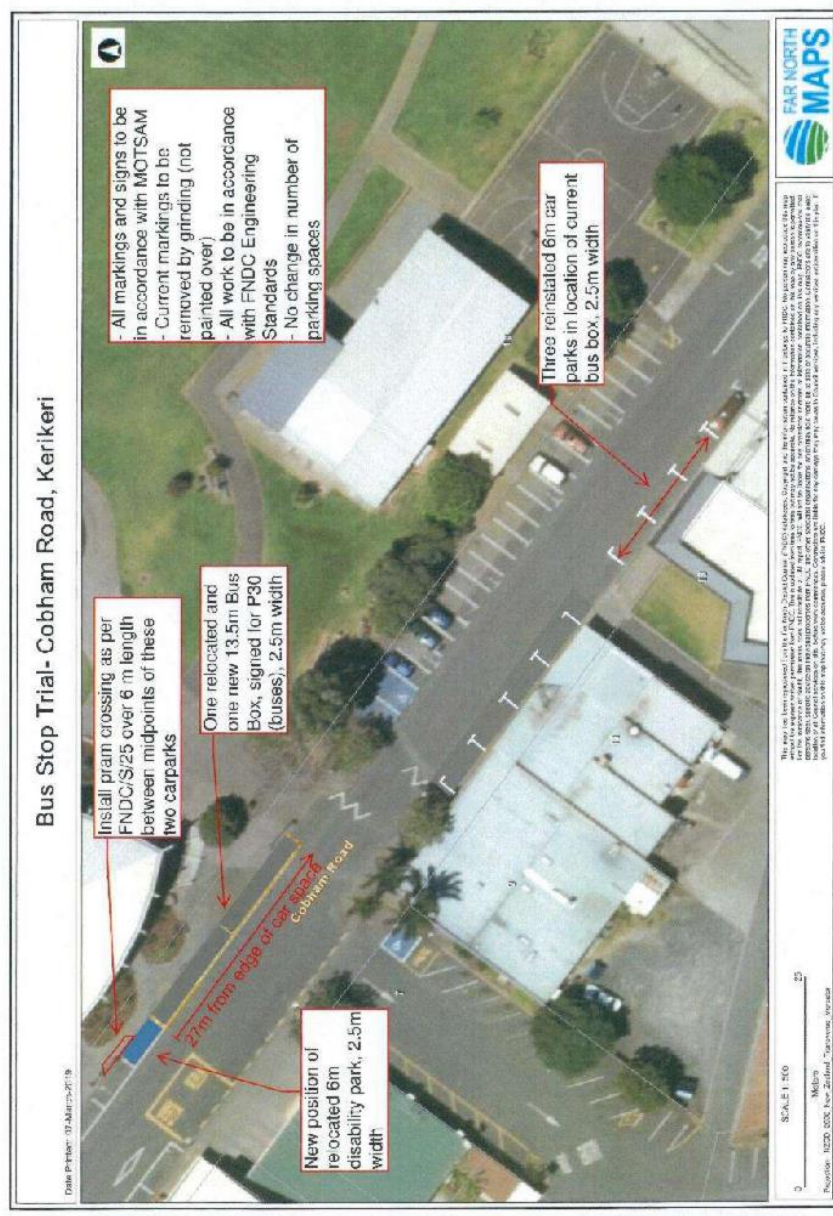
Appendix A: Concept Design Drawing



Appendix A: Concept Design Drawing

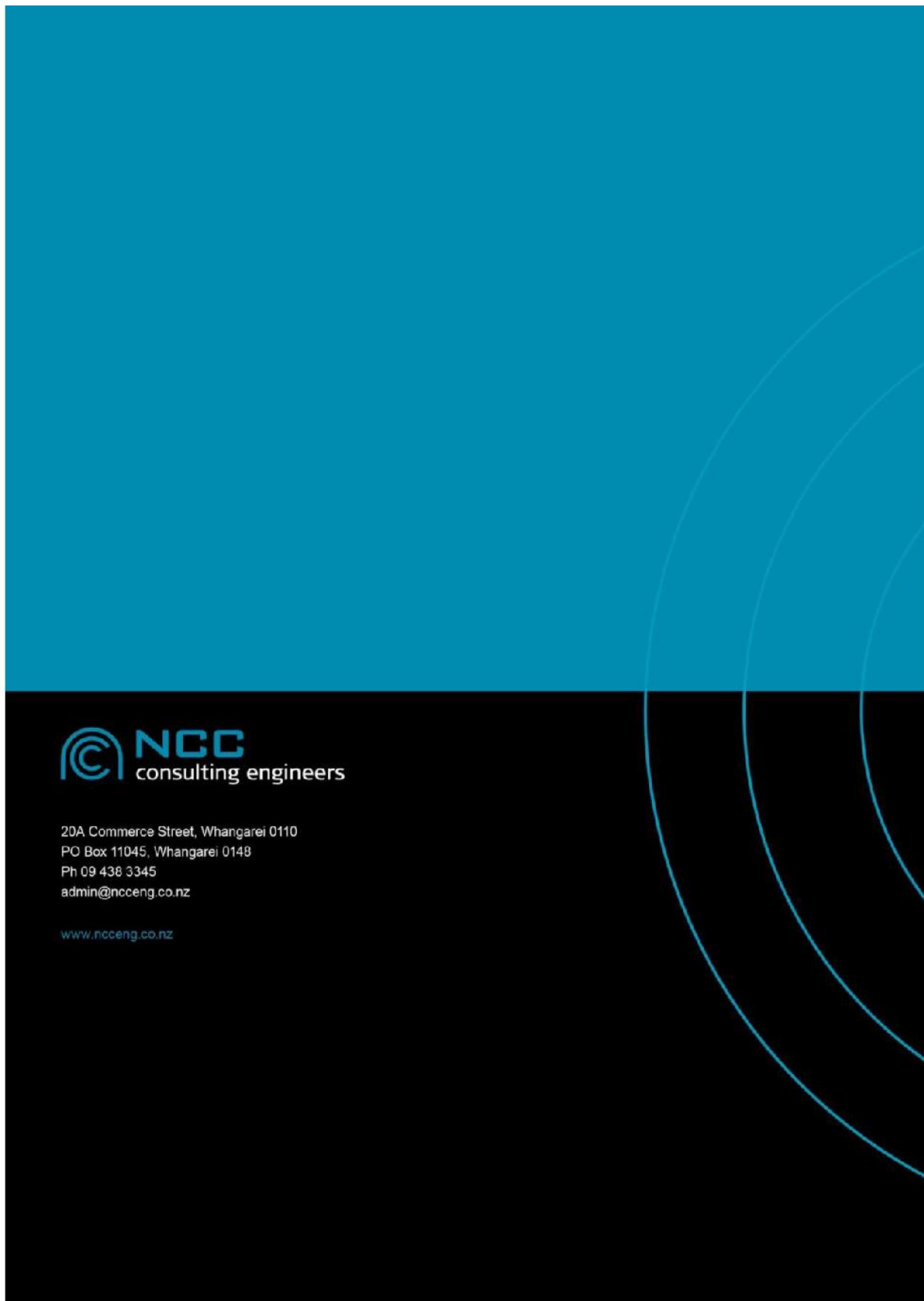
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Attachment 5: Summary of Feedback on Cobham Road Bus-stop

A2446509

Parts of the Community have been asked for feedback on the proposal to install two bus parks outside the Library on Cobham Road. Feedback in this table includes both that sought by Far North District Council in late 2018 / early 2019, and by the Northland Transportation Alliance in April 2019.

The results are as follow. Blanks response fields are included where parties have been requested for feedback, but no response has been received.

Stakeholder	For / Against Library	Comments	Alternatives
Groups and Elected Community Representatives			
Disability Action Group			
Kerikeri District Business Association			
Kerikeri Residents and Ratepayers Association	Against	<p>The Kerikeri Ratepayers Association asks that a single bus stop be relocated back in its position prior to the fire at the laundromat.</p> <p>We do not support the creation of a new double length bus stop on the other side of Cobham Rd, due to the loss of car-parking spaces in an area in high demand for car-parking by users of the Domain facilities. We do not agree with forcing people to park at distance from the Domain, and to have to cross the road to reach the playground, the domain or to use the public toilets. DO NOT displace those car-parks. If there is no need for the loading zone, then we propose you convert that area into more on-street parking in close proximity to the community facilities in the Domain.</p> <p>The dedicated bus stop is not well utilised, rather it is infrequently used. Rather than there being a great need for additional dedicated (exclusive for bus use) bus stops, we urge you to liaise with the few bus-operators that do service Kerikeri, to ensure better time-tabling so that their buses are not arriving at the same time, but so that their arrival and departure times do not overlap (requiring just one bus stop, and not two).</p> <p>The bus stop is also not a 'bus-depot', where a bus can park up for some lengthy time, waiting till their next</p>	Single Bus stop outside 9 and 11 Cobham Road

Attachment 5: Summary of Feedback on Cobham Road Bus-stop

A2446509

Stakeholder	For / Against Library	Comments	Alternatives
		trip. As a bus-stop, it should only be in use to pick-up and drop-off passengers – not to have buses parked up for a long time. There is ample room further down Cobham Rd (or at the Turners Centre) for buses to park – between journeys, that do not require 'dedicated' (exclusive) road markings for buses, that preclude other road uses from parking there.	
Vision Kerikeri	Against	<p>It is Vision Kerikeri's view that the proposed relocation would be at best a stop gap measure, and would create as many problems as it might appear to solve. The focus should be on determining a long term solution, the establishment of a coach stop or depot that will meet current and future demand, and we are aware that a number of proposals have been made in this regard.</p> <p>The short term safety issue, caused by buses double-parking at the existing stop, should be addressed simply by requiring the bus operator(s) to instruct their drivers that they must comply with road rules and to desist from the practice. It ought not to be too big a demand on the companies to 'stagger' arrival and departure times to maintain some separation between buses.</p> <p>The proposed new location, outside the Proctor library, would require buses to drive around the already congested one-way system. The footpath is quite narrow for much of the length of the proposed stop and alongside the proposed new disabled space, which is likely to result in damage to the established plantings and to create congestion outside the entrances to the Citizen's Advice Bureau and the Community Meeting Room.</p> <p>The only shelter from rain or sun available to passengers, and others awaiting bus arrivals or departures, would be outside the entrance to the Proctor library – even a small number of passengers and their</p>	

Attachment 5: Summary of Feedback on Cobham Road Bus-stop

A2446509

Stakeholder	For / Against Library	Comments	Alternatives
		<p>luggage would present difficulties and inconvenience for library users.</p> <p>The loss of one of the few loading zones in the township is not desirable, and would presumably be of greatest inconvenience to the library's regular receipt and dispatch of books.</p> <p>There is no doubt a public good element to the provision of road transport services, but it is primarily a commercial operation. The majority of the cost of establishing and operating a dedicated bus depot should therefore be carried by the commercial operators.</p>	
Ward Councillor	Against	<p>Loss of high use parking spaces near CBD and reduced accessibility for library and information centre services</p> <p>Council has no obligation to provide bus transfer facilities in road reserve, especially for commercial (non contracted) operations</p>	
Community Board Member	Against	<p>Net loss of car park spaces totally unacceptable</p> <p>Council has no obligation to provide bus transfer facilities in road reserve</p> <p>There has only ever been one bus stop so no need for two</p>	
Community Board Chair	Against	<p>Council has no obligation to provide bus transfer facilities in road reserve</p>	<p>Bus company used to have an off road depot near town that they used for transfers. Why can't they re-establish.</p> <p>69 Cobham Road (Recreational vehicle dump site) offers potential for lease by bus companies. Council could consider assisting with a toilet / shelter</p> <p>Kerikeri Road has 4 little used spaces opposite SPCA but no</p>

Attachment 5: Summary of Feedback on Cobham Road Bus-stop

A2446509

Stakeholder	For / Against Library	Comments	Alternatives
			facilities
Premises in the immediate area			
3 Cobham Road.			
5 Cobham Road			
7 Cobham Road			
9 Cobham Road			
11 Cobham Road			
13 Cobham Road (Spa and Pool)	For	Extremely supportive of this. The sooner this can happen the better as I think a bullet has been dodged here in that no serious accidents or injury have occurred.	
15 Cobham Road			
4 Cobham Road			
6,8 Cobham Road Proctor Library Staff Toy Library CAB Staff	Against	<p>Would lose 5 spaces on the library side, not 3. Net loss is 3 car parks</p> <p>Loss of optimal location for heavily used disability park</p> <p>Relocated disability park likely to be difficult to use and taken by non disabled</p> <p>Reduced access for elderly or customers with children due to loss of high use car parks</p> <p>Kerikeri parking is at a premium</p> <p>Lack of space for library service users already pushing overflow parking into designated staff parking spaces</p> <p>Loss of loading zone for couriers frequently delivering heavy goods</p> <p>Overall health and safety including visibility and road crossing issues between buses</p> <p>People and baggage congestion around the library side and front door</p>	<p>Using the parking bay outside of the public toilets further down the road. Although this would result in a higher net loss of parking spaces than the current proposal, it would move the bus parks off the main roadway and solve many of the potential issues regarding health and safety, and reduce congestion issues around the library plus there is seating and toilet access very near this area.</p> <p>Having one bus park on this side of the road rather than two (and perhaps retaining the current stop also?). The proposal for two adjacent bus parks is felt to be potentially less effective at</p>

Attachment 5: Summary of Feedback on Cobham Road Bus-stop

A2446509

Stakeholder	For / Against Library	Comments	Alternatives
		<p>No luggage or seating facilities (particularly in poor weather)</p> <p>Loss of Toy Library users due to reduced accessibility. Given this has charitable status, the proposal is not community-oriented</p>	<p>controlling traffic and reducing congestion than planned but if there is a definite need for two this may be more effective. Alternatively, perhaps the first two parks before the disability park could be turned into 10 minute parks, and this (along with the disability park when not in use) could form a secondary overflow bus park instead of having two parking spaces.</p> <p>Other locations to be suggested are: BP gas station as is common in many smaller townships, the parking spaces in front of McDonalds (potentially commercially attractive for McDonalds and less FNDC oversight required?), behind or in front of JBC although I believe there is development occurring behind this site(?), the bowling club, the short-time parks close to the Post Shop, and the pump-out station site for motorhomes past Great Northern Traders.</p> <p>1. Getting the bus companies to timetable their pickups and drop-offs so only one park is needed – not sure how feasible this is but according to the intercity website there should be very few overlaps so perhaps this could be looked at.</p>
Far North District Council and Northland Transportation Alliance Rooding/Parking Staff			
Corridor Access	For	Near to CBD and facilities	Previous bus companies had a depot

Attachment 5: Summary of Feedback on Cobham Road Bus-stop

A2446509

Stakeholder	For / Against Library	Comments	Alternatives
Engineer		Procter building offers shelter under verandahs	off Inlet Road that they used for bus parking and transfers (like Kaikohe does) Knows bus operators sometimes share off road premises Norfolk Place, off Mill Lane Also knows that bus drivers have dropped off and gone around the block to park for mandatory breaks
Area Roading Engineer	Neutral	Only available shelter is entranceway to the library Concern about funding work	
Parking Team Leader	Against	Buses would need to negotiate the one way system's turns and intersections There is continuing congestion problem with large buses in the CBD	Provide an area away from the CBD to free up much needed parking in the centre of town A dedicated bus stop / transfer area could invite a small business opportunity
Parking Warden	Against	<ol style="list-style-type: none"> Will increase congestion with large vehicles on one way system Space too precious to have empty for long periods Parking close to CBD in high demand 	<ol style="list-style-type: none"> Kerikeri road. Just past the Kings road intersection on the northern side of the road are 4 xP120 spaces that are seldom utilised and that have not monitored timewise. This would provide a safe drop off for passengers coming from Auckland, is close to accommodation providers, supermarket etc yet far enough away from the main traffic density. On the southern side of the road there are currently 7 spaces marked with no time restrictions showing. And could be the drop point for the Kaitaia bus who could wait until the Auckland bus departed via the Heritage bypass and

Attachment 5: Summary of Feedback on Cobham Road Bus-stop

A2446509

Stakeholder	For / Against Library	Comments	Alternatives
			<p>Waipapa to utilise kent rd to turn around pick up any North bound passengers and depart. Downside is no shelter or toilets.</p> <p>2. 69 Cobham Road (Recreational vehicle dump site). Buses access as they do now via Hobson ave, but do not congest traffic by stopping in the CBD. Brings parking back for shoppers in central CBD. There is an extensive space for Buses to turn around and opportunity for Intercity to fund a bus stop as the pumping station for waste removal is already on site. And a simple shelter. Less likely to promote littering as no close takeaways compared to the current Cobham rd location.</p>
Other Far North District Council Staff			
Manager Community and Customer Services	Against	<ol style="list-style-type: none"> Issues with parking all around the Library area. One of the things customers complain about most Car parks are well used (easy access to CAB, Community Meeting Room etc.) 	
Team Leader Resource Consents	Against	<ol style="list-style-type: none"> Agree with Manager Community and Customer Services A petition was submitted some time ago for a pedestrian crossing outside the library Potential for swept path conflict between Fire Trucks and Buses / Passengers 	
Northland Regional Council Staff			
NRC Transport Project Officer	Neutral	<ol style="list-style-type: none"> Supportive of any decision Council wishes to make NRC only look after a couple of smaller operators 	<ol style="list-style-type: none"> Any transfer area on the outskirts of the CBD would not affect

Attachment 5: Summary of Feedback on Cobham Road Bus-stop

A2446509

Stakeholder	For / Against Library	Comments	Alternatives
		<p>using 12 seater vans so no issue with existing stop</p> <p>3. Would welcome increase in bus stop size to allow increased services</p>	existing public bus services which use smaller (12m) buses and do not transfer passengers. Their destination is Kerikeri CBD so they would need the existing bus stop to remain outside Spa and Pool for that purpose
Bus Companies			
Buslink			
Clarks Coachlines			
Fullers			
Intercity	For	<p>We support and would be fine with the double decker buses being routed through Kerikeri's one way system to use the bus stop outside the Proctor Library on Cobham Road. We thought that this was no longer on the table but is our preferred option as long as there is space to fit our two buses at any given time. The current stop you know is a H & S issue with the buses unable to park close to the kerb due to the overhang of the terrace. This means that the passengers have issues getting on and off the buses.</p>	
Ritchies	For	<p>Ritchies Buses support any options which relocate stop (or stops) to outside the library</p> <p>Drivers of minibuses from Kaitaia park off-site when not transferring passengers</p>	

6.2 2019 ANNUAL ASSESSMENT REPORT OF THE KERIKERI REDWOOD TREES**File Number: A2450621****Author: Nina Gobie, Team Leader - Facilities Operations****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To present to the Bay of Islands-Whangaroa Community Board the 2019 Arborist assessment of the Redwood Trees, Kerikeri.

EXECUTIVE SUMMARY

- There are two stands of Redwood's consisting of approx. 300 trees located on Hawkins Crescent and Wendy Wood Lane, Kerikeri.
- Far North District Council has been carrying out annual assessments on these trees for a number of years due to health and safety concerns.
- The latest Arborist reports carried out in March 2019 have found the Kerikeri Redwood's are generally in good health and sound form.
- Due to the nature and size of these trees, monitoring of the trees continue on an annual basis.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the 2019 Arborist Assessment reports concerning the Kerikeri Redwood Trees.

BACKGROUND

There are two stands of Redwood's, consisting of approx. 300 trees located on Hawkins Crescent and Wendy Wood Lane, Kerikeri. It is said these trees were planted by George Alderton in 1929 to provide windbreaks.

Far North District Council has been carrying out annual assessments on the trees to closely monitor their health due to health and safety concerns for a number of years following a severe weather event which caused a branch to damage a neighbouring property.

DISCUSSION AND NEXT STEPS

The recent Arborist report has found the Kerikeri Redwood's are generally in good health and sound form.

There are no signs or evidence of disease or structural defects within the crowns of the trees inspected which would cause a concern especially during a storm event.

Due to the nature and size of these trees, monitoring of them continues on an annual basis.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

For an Arborist to undertake the annual assessment of these trees costs approx \$1,000 incl. GST.

ATTACHMENTS

1. **Treeskills Tree Report Hawkins Street, Kerikeri, 21 March 2019 - A2451618**  
2. **Treeskills Tree Report Wendywood Lane Kerikeri 21 March 2019 - A2451635**  

Treeskills Tree Report
prepared for
The Far North District Council



Site Visit to Hawkins Street, Kerikeri
Conducted 21/03/2019

Overview:

This visual inspection and report was carried out by Roger Gale of Treeskills at the request of Zane Wright. The inspection was done both from ground level. This report has been carried out to ascertain check for health and safety issues.

Photographs are attached to illustrate points of note.
Any questions or queries please contact the author directly.

Date/time of Inspection: 21st March 2019 at 1300 hours.

Address: Hawkins crescent, Kerikeri.

Tree Species: Redwood (*Sequoia sempervirens*.)

Height: 35m (approx.) **Circumference:** 3000mm to 850mm **Crown Spread:** 10m (approx)

Weather conditions: sunny/overcast

General Health:

This double row of trees is planted between Kerikeri retirement village and housing around Hawkins crescent. Overall it is a healthy stand of trees although some are inevitably suppressed and others more dominant. The trees have typical apically dominant crowns with well-balanced forms.

Tree Characteristics and Health:

The form of the crowns have minor asymmetry, with large dominant limbs in their lower canopies where their site allows.



Figure 1: Showing heavy limbs over crescent.

Health is good; with 85% live crown ratio, normal foliage density and needle size. Foliage colour appeared to be normal with no sign of chlorotic or necrotic. Annual shoot growth is acceptable and vigour good.

Wound wood development is fair to average.

A common cause of concern with redwoods in the north of New Zealand is internal borer and decay at ground level. This is not a significant concern here as the weaker trees have been removed and their stumps show no sign of decay.



Figure 2: Showing a typical healthy.

The roots in stands of Redwood are typically well-entangled and often show root-grafting. The likelihood of any one tree falling outwards from the stand - the tree's roots would have to separate from those of the other trees which is very unlikely.

In this particular situation, one large Redwood has fallen into the stand. This is likely due to root damage caused by earthworks associated with the construction of the immediately adjacent driveway and concrete-floored garage



Figure 3: Showing the failed root plate.



Figure 4: Showing the charred bark.

People have been setting small fires in this stand. This is an aesthetic problem as well as a small risk of fire spreading to adjacent houses. This is not a problem for the redwoods as they are fire resistant.

Hazards: The most likely cause of damage or hazard from these trees root plate failure as happened in this stand especially if the tree fell out of the stand instead of within it. I did not see any other compromised root plates that could lead to this occurrence.

Summary:

The Redwood trees at the above address are generally of good health and sound form. There were no evident signs of disease or structural defects within the crowns which would be a cause of concern during a storm. The ongoing monitoring of these large trees on an annual basis is recommended. If the retirement village wanted more light a crown lift in that area would help.

The root zone has mostly been maintained by natural needle fall, however a generous layer of mulch on bare areas would significantly increase root health and vigour.

Roger Gale
Diploma of Arboriculture (Lincoln)

Treeskills
RD 1 Kaitaia 0481
Ph 09 4093807
Mob 02 1717177
roger@treeskills.co.nz

www.treeskills.co.nz

Disclaimer: The tree referred to in this report is a living entity and is therefore subject to natural processes, and changes to its environment caused by human's activities and by exceptional weather conditions. The inspection undertaken relies on the visual attributes of tree health and structure which can be ascertained from a visual inspection. Hidden defects which are not readily visible may not be detected. The condition and safety of the tree inspected cannot be guaranteed beyond what can be reasonably assessed from the procedures used. It is recommended that all significant trees are regularly inspected. Treeskills can advise on the suitable frequency of these inspections.

Treeskills Tree Report
prepared for
The Far North District Council



Site Visit to Wendywood Lane, Kerikeri
Conducted 21/03/2019

Overview:

This visual inspection and report was carried out by Roger Gale of Treeskills at the request of Zane Wright. The inspection was done both from ground level. This report has been carried out to ascertain check for health and safety issues.

Photographs are attached to illustrate points of note.
Any questions or queries please contact the author directly.

Date/time of Inspection: 21st March 2019 at 1500 hours.

Address: Wendywood Lane, Kerikeri.

Tree Species: Redwood (*Sequoia sempervirens*.)

Height: 35m (approx.) **Circumference:** 3000mm to 850mm **Crown Spread:** 10m (approx)

Weather conditions: sunny/overcast

General Health:

This double row of trees is planted between Kerikeri New world and Wendywood Lane. The root zone is compromised on the south west by tar seal and helped by a generous berm on the north east alongside Wendywood lane. Overall it is a healthy stand of trees although some are inevitably suppressed and others more dominant. The trees have typical apically dominant crowns with well-balanced forms.

Tree Characteristics and Health:

The form of the crowns have minor asymmetry, with large dominant limbs in their lower canopies where their site allows.



Figure 1: Showing Potentially buried roots.

Health is good; with 85% live crown ratio, normal foliage density and needle size. Foliage colour appeared to be normal with no sign of chlorotic or necrotic. Annual shoot growth is acceptable and vigour good. There are a few trees with extensive epicormic growth alongside the sealed area of new World.

Wound wood development is fair to average.

A common cause of concern with redwoods in the north of New Zealand is internal borer and decay at ground level. This is not a significant concern here as the weaker trees have been removed and their stumps show no sign of decay.



Figure 2: Showing two suppressed trees.

The roots in stands of Redwood are typically well-entangled and often show root-grafting. The likelihood of any one tree falling outwards from the stand - the tree's roots would have to separate from those of the other trees which is very unlikely.



Figure 3: Showing a popular path.

The stand of trees is a useful and popular accessway through from a playing field and residential area to the shops.



Figure 4: Showing the charred bark and tagging.

People have been setting small fires in this stand. This is an aesthetic problem as well as a small risk of fire spreading to adjacent houses. This is not a problem for the redwoods as they are fire resistant.

Hazards: The most likely cause of damage or hazard from these trees root plate failure as happened in this stand especially if the tree fell out of the stand instead of within it. I did not see any other compromised root plates that could lead to this occurrence.

Summary:

The Redwood trees at the above address are generally of good health and sound form. There were no evident signs of disease or structural defects within the crowns which would be a cause of concern during a storm. The ongoing monitoring of these large trees on an annual basis is recommended. If the retirement village wanted more light a crown lift in that area would help.

The root zone has mostly been maintained by natural needle fall, however a generous layer of mulch on bare areas would significantly increase root health and vigour.

Roger Gale
Diploma of Arboriculture (Lincoln)

Treeskills
RD 1 Kaitaia 0481
Ph 09 4093807
Mob 02 1717177
roger@treeskills.co.nz

www.treeskills.co.nz

Disclaimer: The tree referred to in this report is a living entity and is therefore subject to natural processes, and changes to its environment caused by human's activities and by exceptional weather conditions. The inspection undertaken relies on the visual attributes of tree health and structure which can be ascertained from a visual inspection. Hidden defects which are not readily visible may not be detected. The condition and safety of the tree inspected cannot be guaranteed beyond what can be reasonably assessed from the procedures used. It is recommended that all significant trees are regularly inspected. Treeskills can advise on the suitable frequency of these inspections.

6.3 ROAD NAMING - PLOUGHMANS CLOSE, KERIKERI**File Number: A2453887****Author: Selina Topia, Roding 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 86 Landing Road, 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 Ploughmans Close addressed at 86 Landing Road, Kerikeri as per map (A2453781).

1) BACKGROUND

Mr Jared Milne of Back Row Investments Limited has advised that this is a public road created by a sub-division addressed at 86 Landing Road, Kerikeri. Community Boards have delegated authority to name public roads.

The background for these names is given also as per the Road Naming application attached (A2453802).

Their suggestions are as follows:

1. Ploughmans Close – The plough was first used in Kerikeri and in fact New Zealand by Reverend John G Butler when he drove a team of six bullocks on 3 May 1820. Butler wrote "I trust that this day will be remembered with gratitude, and its anniversary kept by ages yet unborn. Each heart rejoiced in this auspicious day and said, I may God speed the plough".
2. Huakiwi Place – Maori name for kiwifruit, one of the most thriving horticultural products of Kerikeri. Vast orchards are in adjacent to these properties and also the surrounding area.

2) DISCUSSION AND OPTIONS

The local iwi, hapu have no objections.

The Roding team has advised that the applicant's first preference, Ruatara Road has not been accepted as there is already a road named Ruatara in Kerikeri which is the private road through the Kerikeri Retirement Village.





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 4819.20113).

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. Road Naming application - Document number - A2453802 [↓](#) 
2. Map - Document number - A2453781 [↓](#) 
3. Iwi Consultation - A2454592 [↓](#) 
4. Schedule - Document number - A2454086 [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a public road 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.	Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested. (A2454465)
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
<ul style="list-style-type: none"> 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 Council's 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 DETAILS
<p>Applicant/Developer Name: <u>JARED MILNE</u></p> <p>Organisation: <u>BACK ROW INVESTMENTS LIMITED</u></p> <p>Postal Address: <u>PO BOX 31517 MILFORD, AUCKLAND.</u></p> <p>Phone: _____ Mobile: <u>021 823 165</u></p> <p>Email: <u>milne-jared@gmail.com</u></p>

ROAD LOCATION	
Address: <u>86 LANDING ROAD, KERIKERI</u>	
Legal Description: <u>LOT 1 DP 515920</u>	
Resource Consent Application Number: <u>RC 2180246</u>	
Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.	
TYPE OF ROAD (Please tick) -	
<input checked="" type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>RUATARA PLACE</u>
	Second Choice: <u>PLOUGHMANS CLOSE</u>
	Third Choice: <u>HUAKIWI PLACE</u>
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	
<p>① Ruatara (c1787-1815) was a chief of the Ngapuhi tribe. He introduced European crops and was host to the first Christian missionary, Samuel Marsden. Ruatara's pa was at Rangihoua on the northern shore of the B.O.I. Ruatara described Marsden and Kendall as "his pakeha" and was their protector for the remaining months of his life.</p> <p>② Ploughmans Close - The plough was first used in Kerikeri and in fact N.Z. by Rev. John G. Butler, when he drove a team of six bullocks on 3 May 1820. Butler wrote "I trust that this day will be remembered with gratitude, and its anniversary kept by ages yet unborn. Each heart rejoiced in this auspicious day, and said, 'may God speed the plough'."</p> <p>③ Maori name for kiwifruit; Being one of the most thriving horticultural products of Kerikeri. Vast orchards are in adjacent property and the surrounding area.</p>	

The following are suitable suffixes for particular road types:

Road Type	Suffix
Cul-de-sac (<i>short dead-end street with turnaround at the end</i>)	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

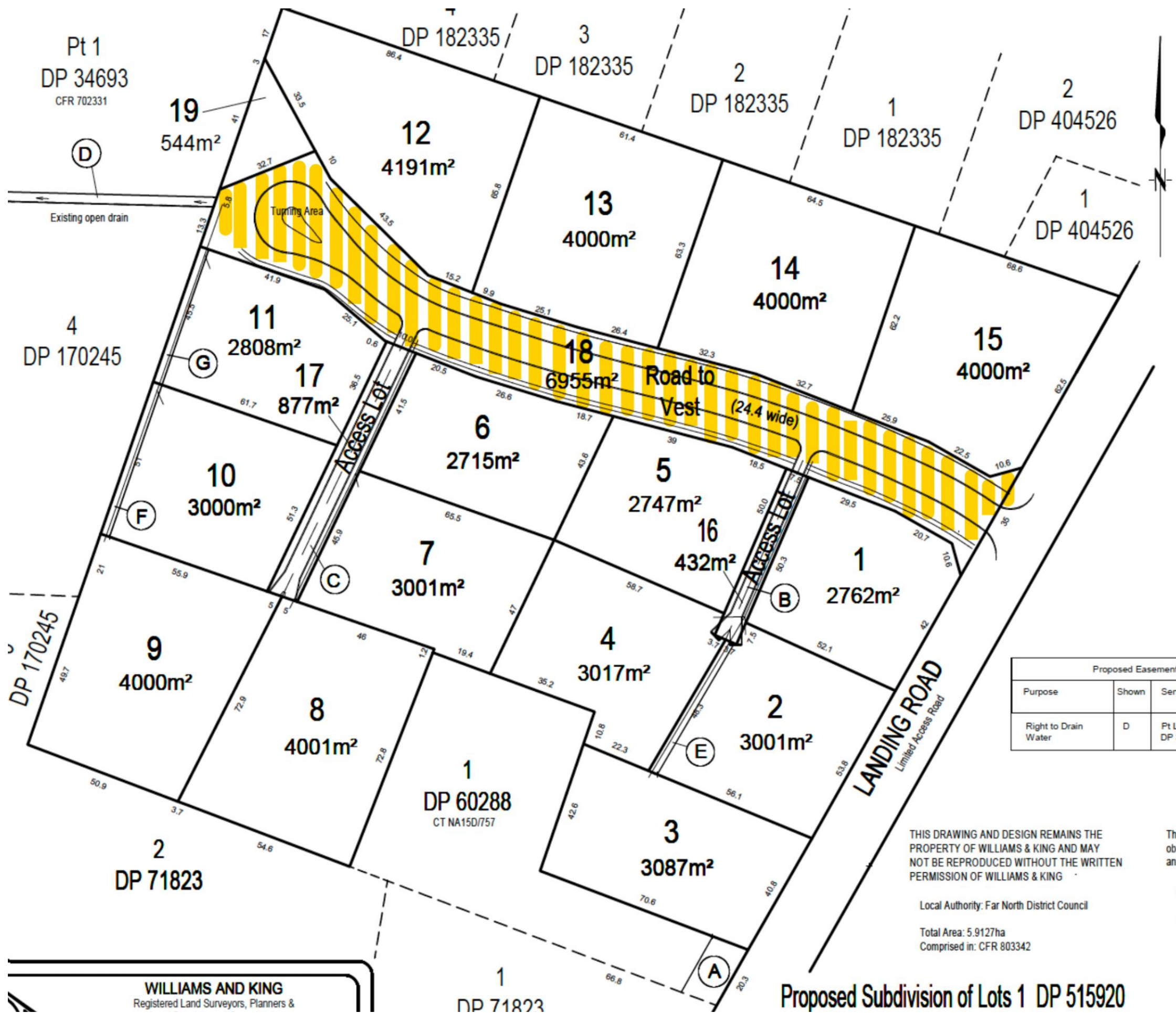
The following are suitable suffixes for private roads and private ways categorised into particular road types:

Road Type	Suffix
Narrow road and right of way	Lane, Way
Associated with high ground	Rise,
Associated with low ground	Vale
Tree lined road	Avenue, Glade, Grove

Applicants Signature: _____

Date: 2/4/19

Return Application to Postal: Far North District Council or Email: selina.topia@fndc.govt.nz
Private Bag 752
KAIKOHE 0440
Attention: Selina Topia



Selina Topia

From: Nora Rameka <nora.rameka@xtra.co.nz>
Sent: Wednesday, 24 April 2019 2:24 PM
To: Selina Topia; milne.jared@gmail.com; Kipa Munro; Whati@ngatirehia.co.nz; Waitai@ngatirehia.co.nz
Subject: Re: FW: FW: New Road Name request

Kia Ora Selina,

On behalf of Te Runanga O NgatiRehia I confirm I have spoken to Milne on the 23 April of the re-naming the street to Ruatara. We support the name. From NgatiRehia we would like to see more street names of NgatiRehia/Ngapuhi rangatira in the rohe of NgatiRehia.

Nga mihi
Nora Rameka

----- Original Message -----

From: "Selina Topia" <Selina.Topia@fndc.govt.nz>
To: "nora.rameka@xtra.co.nz" <nora.rameka@xtra.co.nz>
Sent: 24/04/2019 10:13:38 AM
Subject: FW: FW: New Road Name request

Kia ora Nora,

I just need to confirm approval from yourself in regards to Jared's email below. If you could give me a reply by the end of today, that would be much appreciated.

Regards,



Selina Topia
Support Officer

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029
ddl +6494015673 | m 09 401 5673 | Selina.Topia@fndc.govt.nz
[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)

From: Jared Milne [mailto:milne.jared@gmail.com]
Sent: Tuesday, 23 April 2019 5:33 PM
To: Selina Topia
Subject: Re: FW: New Road Name request

Hi Selina,

I have just managed to have a good phone conversation with Nora Rameka. They approve of my suggested names and are more than happy for us to proceed with the proposed road names for our application. This will allow enough time to present your report to the community board at their next meeting.

Thanks again
Jared

On Tue, 23 Apr 2019 at 08:53, Selina Topia <Selina.Topia@fndc.govt.nz> wrote:

Kia ora Jared,

We will not be able to get this report in for the next meeting as per the email below. If you are able to touch base with Nora and cc me in on the conversation then that would be much appreciated.

Regards,



Selina Topia
Support Officer

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029
ddi +6494015673 | m 09 401 5673 | Selina.Topia@fndc.govt.nz
[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)

From: Nora Rameka [mailto:nora.rameka@xtra.co.nz]
Sent: Friday, 19 April 2019 10:39 PM
To: Selina Topia; Kipa Munro; Whati@ngatirehia.co.nz
Subject: Re: New Road Name request

Kia ora Selina,

Thank you for the notice for the application to name the road either Ruatara Place, Huakiwi Place off Landing Road. On behalf of NgatiRehia we would like to know who is the applicant? Requesting a meeting with the applicant to discuss what the names mean to our hapu.

Nga mihi

Nora Rameka

----- Original Message -----

From: "Selina Topia" <Selina.Topia@fndc.govt.nz>

To: "nora.rameka@xtra.co.nz" <nora.rameka@xtra.co.nz>; "hone@taiamaitours.co.nz" <hone@taiamaitours.co.nz>; "honetiatoa@hotmail.com" <honetiatoa@hotmail.com>; "lake.omapere.trust@gmail.com" <lake.omapere.trust@gmail.com>

Sent: 18/04/2019 8:37:21 AM

Subject: New Road Name request

Tena Koutou,

Council has received an application to a name a road, either Ruatara Place or Huakiwi Place off Landing Road, Kerikeri. I have been advised by Te Arani to contact you all in regards to approval for these names to be used.

Nga mihi,



Selina Topia
Support Officer

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029
ddi +6494015673 | m 09 401 5673 | Selina.Topia@fndc.govt.nz
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Get it done online at your convenience, visit our website - www.fndc.govt.nz

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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki
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Bay of Islands / Whangaroa Community Board Road Naming Schedule (Public Road) – 20 May 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a public road created by subdivision, addressed at 86 Landing Rd, Kerikeri	First Preference	Ploughmans Close	1	The plough was first used in Kerikeri and in fact New Zealand by Reverend John G Butler when he drove a team of six bullocks on 3 May 1820. Butler wrote "I trust that this day will be remembered with gratitude, and its anniversary kept by ages yet unborn. Each heart rejoiced in this auspicious day and said, I may God speed the plough".	Complies with the Council Road Naming Policy and the NZ/ Australia Standard for Rural and Urban addressing	Ploughmans Close
	Second Preference	Huakiwi Place	1	Maori name for kiwifruit, one of the most thriving horticultural products of Kerikeri. Vast orchards are in adjacent to these properties and also the surrounding area.	Complies with the Council Road Naming Policy and the NZ/ Australia Standard for Rural and Urban addressing	

6.4 EASTERN COMMUNITY HALLS FINANCIAL AND AGM REPORTS

File Number: A2441671

Author: Ngawaiata Harris, Support Officer

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

PURPOSE OF THE REPORT

The purpose of the report is to present to the Bay of Islands-Whangaroa Community Board the Minutes of the Annual General Meeting, Financial Statements and / or usage data as provided by the respective Hall Committees being: Cherry Park House, Maromaku Hall, Okaihau Hall, Paihia War Memorial Hall, Simpson Park Hall, Totara North Hall, Waipapa Hall and Whangaroa Memorial Hall.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the minutes of the Annual General Meeting, Financial Statement and / or usage data from Hall Committees from the following halls:

- a) • **Cherry Park House**
- b) • **Maromaku Hall**
- c) • **Okaihau Hall**
- d) • **Paihia War Memorial Hall**
- e) • **Simpson Park Hall**
- f) • **Totara North Hall**
- g) • **Waipapa Hall**
- h) • **Whangaroa Memorial Hall**

BACKGROUND

Rural Domain/Reserve Management committees were established to provide administration and basic maintenance to specific domains/reserves. These domains/reserves were generally remote and it was therefore considered more efficient for them to be managed locally.

Rural Domain/Reserve Management committees are not decision-making bodies; the overall management of the reserve rests with Council or their delegated authority, the local Community Boards.

The onus on the management committees is to ensure that the land they administer is used in the first instance, to foster and promote sport and recreation.

DISCUSSION AND NEXT STEPS

The Hall Committees are community elected committees which manage the halls and reserve operation on behalf of the Bay of Islands-Whangaroa Community Board. This includes all operational charges, unless expressly remitted by the Community Board and the Community Board has budgeted for these amounts annually.

The Committee, as a delegated body on behalf of the Community Board, is responsible for producing annual audited accounts and statistical information in regard to the use and numbers of

users. The Committee is also responsible for all operational expenditure including water, pan charges, power, phone and cleaning.









Going forward it is planned that letters will be sent to all Hall Committees in September / October annually requesting copies of their AGM Minutes, Financial Statements and usage data for the previous year. Two further reminder letters will follow at which time, early in the New Year an Information Report will be presented to each of the Community Board's providing the information as provided, noting which Committees have not responded.

As such, letters were sent to the Eastern Hall Committees on 8th February 2019, with a reminder email sent 4th March 2019. Information has not been received from the following hall committee in time to present in this report: Russell Hall

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications and budgetary provisions.

ATTACHMENTS

1. **Cherry Park House - Minutes of the Annual General Meeting, Financial Statement and Usage Statistics - dated 10th July 2018 - Document no - A2447352** [↓](#) 
2. **Maromaku Hall - Minutes of the Annual General Meeting, Financial Statement and Usage Statistics - dated 31st March 2018 - Document no - A2447358** [↓](#) 
3. **Okaihau Hall - Minutes of the Annual General Meeting, Financial Statement and Usage Statistics - dated 6th August 2018 - Document no - A1900167** [↓](#) 
4. **Paihia War Memorial Hall - Minutes of the Annual General Meeting, Financial Statement and Usage Statistics - dated - 14th August 2018 - Document no - A2447362** [↓](#) 
5. **Simpson Park Hall - Minutes of the Annual General Meeting, Financial Statement and Usage Statistics - dated 9th August 2018 - Document no - A2290449** [↓](#) 
6. **Totara North Hall - Minutes of the Annual General Meeting, Financial Statement and Usage Statistics - dated 2nd August 2018 - Document no - A2447366** [↓](#) 
7. **Waipapa Hall - Minutes of the Annual General Meeting, Financial Statement and Usage Statistics - dated 8th July 2018 - Document no - A2290451** [↓](#) 
8. **Whangaroa Memorial; Hall - Financial Statement and Usage Statistics - dated Year Ended 31 March 2018 - Document no - A2447343** [↓](#) 

COMPLIANCE SCHEDULE

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #5011 - 13 Reserve Management Committees
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.	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications and budgetary provisions.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

8 February 2019

Cherry Park House
committee.cherryparkhouse@gmail.com

Dear Sir / Madam

Reminder Annual Accounts - Cherry Park House

Thank you for the on-going day to day management of the Cherry Park House Hall.

This is a reminder that the Far North District Council requires the following information on an annual basis:

- A copy of the latest AGM Minutes
- A copy of the latest financial statement/audited accounts including income received
- Complete data usage form (attached)
- Committee member details contact names and details, including booking officer
- Any investments/maintenance work made in the Hall or general items that may be of interest to the local Community Board

Please provide the requested information by **20 February 2019** in the enclosed return envelope.

In future, the timing of this information will be:

- September – Council sends all hall committee a reminder letter requesting an annual report and finances for the previous financial year
- November – reminder letter sent if applicable
- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,



Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

Enclosed: Hall usage form
Return envelope

Please complete the following questions:

Name of Business / Hall: CHERRY PARK HOUSE

Contact Name: JOHN STOCKLEY

Contact Phone Number: 021 1077471

COUNCIL COMMUNITY HALL USAGE FORM - Number of bookings per month

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December
* 2017	—	—	—	—	—	—	—	—	—	—	—	—
2018	—	—	—	27	40	38	36	44	46	47	49	29

Comments: * Unable to supply details of usage in 2017 as do not have the records from the previous committee

** As above details not available from previous committee

Tela Donnelly

From: Dale Sutherland <dale.sutherland@gmail.com>
Sent: Thursday, 14 February 2019 4:03 p.m.
To: Tela Donnelly
Cc: Cherry Park House
Subject: Cherry Park House reporting requirements
Attachments: CPH 2018 Annual Accounts.pdf; ATT00001.htm; CPH Usage 2018.pdf; ATT00002.htm; CHERRY PARK HOUSE MANAGEMENT AGM Minutes.pdf; ATT00003.htm; Cherry Park House Committee members.pdf; ATT00004.htm

Dear Tela Donnelly

Further to your email to Cherry Park House Management Committee of 8 February 2019, requesting our Annual Return for the period 2017-2018. Please find attached the following:

- A copy of the Annual Accounts for the 2017-2018 year
- A copy of the Minutes of the Cherry Park House AGM Held in July 2018
- A copy of the Usage form for the 2017-2018 year
- A List of current committee members and their contact details

Please note that maintenance over the 2017-2018 period was minimal as a programme of upgrade and maintenance had been completed in the 2016-2017 year.

Would you please confirm by return that you have received this email.

Please let me know if further information is required.

many thanks
Regards,

Dale Sutherland
Secretary/Treasurer
Cherry Park House Management Committee

CHERRY PARK HOUSE MANAGEMENT AGM

1.30PM TUESDAY 10TH JULY 2018

Annual General Meeting
CHERRY PARK HOUSE , 160 LANDING ROAD, KERIKERI

Minutes

1. Welcome

The meeting opened at 1.30pm with Chair Rachel Smith welcoming all attendees

2. Attendees

In attendance were:

Rachel Smith (Chair); Anne Canning; Les Rockel; Jane Conning; Suzanne Marsh; Lois Wilkinson; Coral Moller; Lester Moller; Lyn Alexander; Liz Suggett; Mike Netmann; Jackie Seymour Hall; Rilla Jeffs; Gaye Fletcher; Irene Kilsby; Chris Lencest; Denis Wilford; Julia Rowlands; Dale Sutherland; Nita Neave; Judy Klaus; Pauline Koreman; Ruth Francis; Dean Satchell; Sue McLeod; Jill Forbes; Mary Cambell

3. Apologies

John Stockley; Ann Palmer

4. Minutes of 2017 AGM

The minutes of the 2017 AGM were read and approved

Irene Kilsby/Jane Conning Passed

5. Matters arising from the Minutes

Lois Wilkinson noted that items that were approved for purchase at the 2017 AGM were either purchased, or later deemed not required.

6. Chair's Annual Report

Nita Neave presented the President's Report for 2017. It was moved that the President's Report be accepted.

Nita Neave/Julia Rowlands Passed

7. Declaration of Relationship

Rachel Smith declared that She is the wife of Dean Smith of Acura Accountants Ltd, the Reviewer of the Cherry Park House Financial Financial Statements for the 2017/2018 financial year.

8. Treasurer's Annual Report

Lois Wilkinson presented the Treasurer's Report for 2017. It was moved that the Treasurer's Report be accepted

Lois Wilkinson/Mike Netmann Passed

9. Approve Reviewer for the 2018/2019 financial year.

It was moved that Dean Smith of Acura Accountant Limited be approved as Reviewer of the Financial Statements for the 2018/2019 financial year.

Julia Rowlands/Dale Sutherland Passed

10. Vote to approve the new Constitution July 2018

The new Constitution July 2018 was tabled for discussion. The Croquet Club and Quakers were anxious that the constitution should be altered to reflect use of Cherry Park House by non-arts bodies. The Chair explained that a Memorandum of Understanding will be attached to the Constitution as to the roles and responsibilities between Far North District Council and Cherry Park House Management Committee.

It was moved that the Constitution July 2018 be accepted

Lois Wilkinson/Dean Satchell Passed

11. Vote to approve annual fees/Charges for the use of Cherry Park House.

Lois Wilkinson read out the proposed fees and charges for 2018/2019.

User Group	4 hours	\$10	All Day	\$20
Commercial User	4 hours	\$15	All Day	\$30
Casual User*	4 hours	\$15	All Day	\$30

Key Deposit: \$10 refundable on return of key

* Casual user: group or individual that uses the house less than six times

It was moved that the fees and charges for 2018/2019 be accepted.

Lois Wilkinson/Mike Netmann Passed

12. General Business

12.1 Mike Netmann raised a query regarding invoicing for room bookings. This was referred for discussion at Committee

12.2 A request was made to install a defibrillator in Cherry Park House. This was referred for discussion at Committee

13. Election of new Committee

Nominations received:

John Stockley	Moved by: Dale Sutherland	seconded by: Judy Klaus
Ruth Francis	Moved by: Dale Sutherland	Seconded by: John Stockley
Gaye Fletcher	Moved by: Irene Kilsby	Seconded by: Lois Wilkinson
Julia Rowlands	Moved by: Anne Canning	Seconded by: Mary Mead
Dale Sutherland	Moved by: John Stockley	Seconded by: Judy Klaus

In accordance with the Constitution, five to seven members are required for the Committee. Therefore no vote is required.

14. Close of AGM

The meeting closed at 2.15 with a presentation and thank you to Nita Neave and Lois Wilkinson for their hard work and dedication over the past many years.

**Cherry Park House
Statement of Financial Performance
For the Year ended 31st March 2018**

	2018 \$	2017 \$
REVENUE		
321 Interest Received		
330 Rent	435.09	449.81
Total Income	<u>4,510.00</u>	<u>4,015.00</u>
	4,945.09	4,484.81
Less Expenses		
354 Cleaning		
400 Low Value Assets	500.00	200.00
435 Repairs & Maintenance	83.98	
448 Sundry Expenses		1,508.50
451 Telephone	509.20	346.90
471 Shade Cloth		485.00
472 Curtains		6,854.00
473 Microwave		351.85
Total Expenses	<u>1,093.18</u>	<u>9,849.68</u>
TRUSTEES INCOME	<u><u>3,851.91</u></u>	<u><u>(5,484.87)</u></u>

**Cherry Park House
Statement of Financial Position
As at 31st March 2018**

	2018 \$	2017 \$
CURRENT ASSETS		
607 ASB Account 0055333-00		
609 ASB Account 0055333-50	6,352.65	1,777.06
615 ASB Term Deposit 0055333-72		1,157.68
616 ASB Term Deposit 0055333-72	8,939.85	13,505.85
Total Current Assets	<u>5,000.00</u>	-
	20,292.50	16,440.59
TOTAL ASSETS	<u>20,292.50</u>	<u>16,440.59</u>
TOTAL LIABILITIES	<u>20,292.50</u>	<u>16,440.59</u>
NET ASSETS	<u><u>20,292.50</u></u>	<u><u>16,440.59</u></u>

Notes to the financial statements

Goods & Services Tax

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST.

Accounting basis

All reports are stated on a cash basis.



ACURA ACCOUNTANTS LTD
PO BOX 324, KERIKERI
0212 804 704
dean@acuraonline.co.nz


8 May 2018

Cherry Park House Administrative Committee
Reviewers Report

To the Members of the administrative committee

I have reviewed the financial reports in accordance with accepted auditing standards and have carried out such procedures as I considered necessary in review of the activities and reporting for the period.

Based on my review of the financial reports, nothing has come to my attention that causes me to believe that the accompanying financial reports are not presented fairly, in all material respects of the results of the activities of the Cherry Park House Administrative Committee for the period ended 31 March 2018.


For Acura Accountants Limited
Dean Smith
PO Box 324
Kerikeri

8 February 2019

Maromaku Hall
bs.clark@slingshot.co.nz

Dear Sir / Madam

Reminder Annual Accounts - Maromaku Hall

Thank you for the on-going day to day management of the Maromaku Hall Hall.

This is a reminder that the Far North District Council requires the following information on an annual basis:

- A copy of the latest AGM Minutes
- A copy of the latest financial statement/audited accounts including income received
- Complete data usage form (attached)
- Committee member details contact names and details, including booking officer
- Any investments/maintenance work made in the Hall or general items that maybe of interest to the local Community Board

Please provide the requested information by **20 February 2019** in the enclosed return envelope.

In future, the timing of this information will be:

- September – Council sends all hall committee a reminder letter requesting an annual report and finances for the previous financial year
- November – reminder letter sent if applicable
- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,



Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

Enclosed: Hall usage form
Return envelope

Please complete the following questions:

Name of Business / Hall: Maromaku
 Contact Name: Butch Horsford
 Contact Phone Number: 09 4334806

COUNCIL COMMUNITY HALL USAGE FORM - Number of bookings per month

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December
2017		1	2	1	1		1			2		1
2018			1	1	2	4	1	1	2	1	1	2

Comments: Dental clinic used hall facilities Aug - Sept 18
Painters painting school used hall over Dec 2018-Jan 19.
School uses hall and stores equipment in the hall.
(They pay for the power)

FNDC Admin
18 FEB 2019
12 February 2019

Far North District Council
Private Bag 752
Kaikohe 0440

Attention: Estee Rapatini
Facilities Technical Officer

To Whom it May Concern,

Please find attached the requested information as per the letter received by the Maromaku Reserves Board.

For any further information please do not hesitate to contact me.

Kind Regards,



Ashleigh Horsford
Secretary
027 464 8588

Butch Horsford
Chairperson
09 433 4806

8 February 2019

Maromaku Hall
bs.clark@slingshot.co.nz

Dear Sir / Madam

Reminder Annual Accounts - Maromaku Hall

Thank you for the on-going day to day management of the Maromaku Hall Hall.

This is a reminder that the Far North District Council requires the following information on an annual basis:

- ✓ A copy of the latest AGM Minutes
- ✓ A copy of the latest financial statement/audited accounts including income received
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- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,



Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

Enclosed: Hall usage form
Return envelope

MAROMAKU RESERVES BOARD

Balance Sheet as at 31st March 2018

Opening Bank Account

Reserves Board 01/04/2017	15,726.44	
Plus surplus	11,162.42	
BALANCE 31/03/2018		26,888.86

Park Project

Opening Bank Account 01/04/2017	15,686.82	
Surplus for Year	8935.56	
BALANCE 31/03/2018	24,622.38	

TERM DEPOSIT 01/04/2017	19,446.33	
Plus Interest	632.01	
BALANCE 31/03/2018		20,078.34

TOTAL FUNDS		<u>71,589.58</u>
--------------------	--	-------------------------

I certify that I have checked the books and find them to be true and correct.
Rylie Fletcher *3.5.18*

MAROMAKU RESERVES BOARD

Financial Statement for the year ending 31st March 2018

INCOME

Grant - F.N.D.C.	10,000.00	
Electricity	278.48	
Hall Hire	145.00	
Interest - B. N. Z.	22.43	
Donations	1500.00	
Lease	900.00	
TOTAL INCOME		12,845.91

EXPENSES

Electricity	866.77	
Insurance	483.01	
Mowing	285.00	
Stationery	14.49	
Rubbish Bags	34.22	
TOTAL EXPENSES		1683.49
SURPLUS FOR YEAR		<u>11,162.42</u>

Committee members

Maxwell G Horsford (Butch) and Karen Horsford	414 Towai Road Maromaku PO Box 81 Kawakawa	09 433 4806 Cell 021 608 824 horsford@ihug.co.nz
Ashleigh Horsford	3708B State Highway 1 Towai RD 2 Hikurangi 0182	Cell 027 464 8588 brashorsford@hotmail.co m
Rhonda Simpson	413 Callaghan Road Maromaku RD 1 Kawakawa 0281	09 433 4884 No email
Colin Simpson	282 Callaghan Road Maromaku RD 1 Kawakawa 0281	09 433 4710 Cell 027 458 1776 RozColin@gmail.com
Morgan Horsford	190 Callaghan Road Maromaku RD 1 Kawakawa 0281	09 433 4821 021 286 3370 morgan.horsford@ gmail.com
Dianne McKee (as Maromaku School representative)	Maromaku School Maromaku RD 1 Kawakawa 0281	09 433 4818 maromaku@xtra.co.nz
Perry Clark	C/- Clarks Coachlines Gillies Street Kawakawa	09 433 4713 027 475 4481
Fabian Kehoe	350 Towai Road Maromaku RD 1 Kawakawa 0281	09 433 4705 021 038 8613 amfjkehoe@gmail.com

Updated 12/02/2019

Minutes of the last AGM. Barbara read the minutes which were accepted with Rhonda seconding the motion.

No matters arising but Butch mentioned that the goal repairs needed from our February meeting had been completed.

Financial Report was ~~presented by~~ tabled by Rhonda and accepted 2nd Perry Clark

Accounts Lawn mowing to Clarks Garage \$65.

Rhonda moved that Barbara be paid \$50 for stationery needs as the secretary for printing, postage etc. 2nd Karen

Correspondence

1. Letter to donating family had been written
2. Letter from Ministry in charge of companies reminding us we needed send to send in our financial report. – Posted 9th May 2018
3. FNDC letter with conditions as stated earlier by Terry – Posted 9th May 2018

Chairpersons report.

Main progress was work with council and efficiency of new team members. Work inside the hall was to start in June.

General

The park toilet had been discussed but plans for the playground were put on hold as PK Engineering had looked at the site and felt that it was not stable for land alterations. The chairperson felt that we should only spend the \$15,000 that has been donated and only have swings and smaller items. Terry was to check rules about consents for swings. Dianne and Fabian suggested options more suited to the nature quality of the park.

Security for the park is going to be very expensive and large solar lights were suggested with the possibility of a light over the toilet supplied by FNDC in the future for night time use.

Rubbish bins are also needed at the lower end of the park. People are using the park as a toilet currently and leaving the toilet paper.

We need to put down poison to remove rodents from under the stage. Butch to place baits.

Barbara to check out prices for curtain material to replace curtains above the hall doors

Barbara to spray all the area inside and outside the courts

There being no more business the meeting was closed at 9pm

MINUTES OF THE AGM OF THE MAROMAKU RESERVE BOARD HELD ON 8TH May 2018 AT THE MAROMAKU HALL AT 6.30PM.

Welcome: Butch Horsford

Present : Paul Carr FNDC, DominiqueThelemaque FNDC, Terry Greening FNDC Community Board Rep, Butch, Karen and Morgan Horsford, Perry, Danny and Barbara Clark, Dianne McKee, Malvina Ferris, Rhonda Simpson, Ora Going and Fabian Kehoe.

Apologies: Colin Simpson

The time was turned over to the FNDC members present to keep us informed with projects.

1. The hall toilets will be replaced with 2 disability toilets starting in June 2018 and all the lights will be replaced along with the meter board, the ramps outside, some woodwork damaged by termites, a heat pump/ air conditioner will be fitted in the foyer, the fire hose will be removed and though it was not mentioned by the FNDC fly screens are supposed to be fitted in the foyer and kitchen. Contracts are currently coming in and work is set to start late June but not impact on Rugby Netball day.
2. The tennis courts were discussed at length and preliminary reports are in with estimates but surveying and consultation need to be done to get the design correct before firm contracts can be in place. The obvious problem is that the project is going to cost much more than the original plans in place several years ago but the job will be done more effectively. We may have to look for grants to assist with topping up what the FNDC is willing to pay so Morgan has the assignment to search for funding options on Fundview.

Butch offered a special thank you to the men for being in attendance and to Dominique for his efficiency in working with the committee.

The FNDC members asked if there were any other matters we wished to discuss with them and so the toilet at the park was discussed in relation to land stability and additional costs and alterations that were needed to cover this instability. PK Engineering is preparing a report and we may have a toilet in 2 months. Morgan expressed appreciation for the FNDC import into the problem solving and organising of the toilet.

The recycle station was discussed as working well and Lexie kept it very clean. We had some bulk dumpers but generally it was being used as planned.

Terry Greening told us that generally the FNDC was responsible for hall exterior work, the committee was responsible for indoor work and if we had a shortfall we may be able to get help from the Community Board.

He also talked about the \$5000 grant which had finally been approved and which was only to be used for domain repairs and maintenance of buildings excluding the hall. Butch had a quote for the re- roofing of the football pavilion and so we can use the grant for that purpose.

Paul and Dominique were excused and the meeting continued with

**Okaihau Community Association
AGM
Held on
Monday 7th August 2017 7.30pm**

1. Present:
Karen Campbell, Neil MacMillan, Hazel MacMillan, Lindy Mason, Chairman Blue Newport, Ann Rolston, Eileen Pickery, Jackie Poole
2. Apologies:
Daphne Graham, Janet Graham, Andy Meale
3. Minutes:
The minutes of the previous AGM (1/08/2016) were read by Blue Newport, and accepted as true and correct. *Hazel / Neil*
4. Matters Arising from the Minutes:
Nil
5. Correspondence:
Nil
6. Financial Report:
Treasurer Karen Campbell presented the unaudited accounts (see attached) for the year ending 30 June 2017. The accounts will be presented to our auditor (Adele Maraki) for auditing.

Moved: Karen C 2nd: Neil

Karen noted that a new suffix account has been opened for the Okaihau 150th celebrations.
7. Matters Arising from the Financial Report:
 - 7.1. Karen moved that we give Adele a \$150 petrol voucher this year as thanks for auditing our accounts. This will be combined with the \$150 we agreed to give her last year, but haven't as yet – giving a total of \$300.

Moved: Karen 2nd: Hazel
 - 7.2. There is still an unused amount (\$38) from the Lotteries grant. We initially had this earmarked for the History Board opening, but that has not happened. We need to check what the requirements of the grant are & whether this needs to be returned.
Check the Lotteries Commission grant requirements **Karen C**
 - 7.3. It should be noted that where it reads "Velveteer Grass" it should read "Vetiver Grass".
8. Chairman's Report:
Blue distributed his report (copy attached), and spoke briefly on the contents.
He noted the work being undertaken organising the Okaihau 150th celebrations in 2018

and anticipates a great event to celebrate our community –Past, Present and Future. He also mentioned the Cycleway Trust and the hard work being put in to develop the management structure to oversee this exciting asset. The Christmas Parade, held in December last year, was another great success which was well supported & attended by the community. He noted that the FNDC have been very helpful with assistance relating to the maintenance of the Hall, which is a very valuable asset for our township. He finished by thanking all the office holders of the Community Association for their work – which includes Lorna who performs a great job managing the Hall bookings.

9. Election of Officers

Chairman	Blue Newport	<i>Hazel McMillan/ Ann Rolston</i>
Treasurer	Karen Campbell	<i>Lindy Mason/ Ann Rolston</i>
Secretary	Lindy Mason	<i>Hazel MacMillan / Blue Newport</i>
Vice chairman	Russell Park	<i>Blue Newport / Lindy Mason</i>

(The above was subject to Russell's agreement, as he hadn't yet been contacted prior to the meeting.)

Auditor Adele Maraki

Cheque signatories: To remain the same as for 2016, namely:
Karen Campbell, Blue Newport, Lindy Mason
(2 people must sign each cheque) *All agreed.*

10. General Business:

10.1. Subs are due..... \$2 each.

This is a nominal amount as it is imperative that we have financial members before they can have speaking rights and / or vote. This protects the right of the committee.

10.2. Lindy discussed the Hall keys – and a number of people confirmed the keys that they have, signing the appropriate new form. Still a few more to confirm but this will be done as we have time and see the relevant people.

Meeting closed at 8pm, and was immediately followed by the General Meeting.

Signed

Date

8 February 2019

Paihia War Memorial Hall
memorialhall1945@gmail.com

Dear Sir / Madam

Reminder Annual Accounts - Paihia War Memorial Hall

Thank you for the on-going day to day management of the Paihia War Memorial Hall.

This is a reminder that the Far North District Council requires the following information on an annual basis:

- ✓ • A copy of the latest AGM Minutes *ANNUAL REPORT / Budget FORECAST*
- ✓ • A copy of the latest financial statement/audited accounts including income received
- ✓ • Complete data usage form (attached)
- ✓ • Committee member details contact names and details, including booking officer
- ✓ • Any investments/maintenance work made in the Hall or general items that maybe of interest to the local Community Board *SEE - CHAIRMAN'S REPORT / FINANCIAL REPORT*

Please provide the requested information by **20 February 2019** in the enclosed return envelope.

In future, the timing of this information will be:

- September – Council sends all hall committee a reminder letter requesting an annual report and finances for the previous financial year
- November – reminder letter sent if applicable
- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,

Estee Rapatini

✓ Hall Use Register

Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

Enclosed: Hall usage form
Return envelope

Kerikeri Service Centre

20 FEB 2019

Please complete the following questions:

Name of Business / Hall: PAIHIA WAR MEMORIAL

Contact Name: HILARY ALEXANDER

Contact Phone Number: 09 407 4473 / 027 281 2347

COUNCIL COMMUNITY HALL USAGE FORM - Number of bookings per month

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December
2017	31	34	26	29	34	35	27	41	40	42	56	36
2018	31	35	42	35	34	26	24	30	25	33	38	21

10/18

(- 57 Bookings - 13.2%)

Comments:

No. Inevitable - P.W.M.H. Committee Bookings or J.F.E.M.

Booking Numbers Has Individual Person or Assoc. No Numbers of Rooms Booked By Item. i.e. Main Hall + Another Room Was High But Was "One" Booking.

Reduction in Bookings due to B.O.J.C.C. (Bay of Islands Community Centre) No longer using the Hall. They have moved to their own premises.

Paihia War Memorial Hall AGM

Held: 14th August 2018

Venue: War Memorial Hall

Present:

Committee Members - Peter Galloway, Bill Godfrey, Hilary Alexander, Wendy Sharland, Rachel van den Bemd
Belinda Ward – Council Liaison
Terry Greening – Chairman, Community Board
Chris Williams – Resident (Trustee – Focus Paihia)

Apologies:

Carolyn Nicholas and Naomi Waterhouse

Meeting opened by Peter at 5pm

Minutes of last AGM held 8th Nov 2017

- Read by Rachel van den Bemd: After correction below, moved they be accepted by Rachel, seconded by Bill.

Matters arising from minutes

- Correction – Terry Greening attended the last AGM, should not be in apologies

Chairmans Report (Peter Galloway)

- Read by Peter, moved it be accepted by Rachel, seconded by Hillary
- Copy attached

Treasurer's Report

- Read by Peter, moved it be accepted by Rachel, seconded by Wendy
- Copy attached

General Business

Terry G

- Great result for committee, really turned things around from previous committees and working together well.
- A positive outcome overall that hall revenue has exceeded expenses. Any halls not meeting expenses have to be topped up by the Community Board and run the risk of being shut down
- Suggested that Council could potentially take up some of the expenses of maintenance – ie switches for automatic switch off of appliances (heat pumps/lights) at night. Also getting the lawns put back on the council schedule, they are responsible for the exterior of the hall. Belinda to look into this
- Using Xero is great for providing the accounts that Council needs. Also do need an accountant to cast their eyes over the accounts prior to them going to Council.

Other

AGM Paihia War Memorial Hall

Agenda –

Apologies.

Minutes from previous AGM 8th November 2017.

Matters arising from the minutes.

Chairmans Report.

Treasurers Report.

(To be presented by the Secretary)

Election of Chairman.

General Business.

2018 HEM

14th June 2018

5 - 00 P.M.

Annual Report

Paihia War Memorial Hall
For the year ended 30 June 2018

Prepared by Karen White Chartered Accountant Ltd

Compilation Report

Paihia War Memorial Hall For the year ended 30 June 2018

Compilation Report to the Committee Members of Paihia War Memorial Hall.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Paihia War Memorial Hall for the year ended 30 June 2018.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Committee Members are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Paihia War Memorial Hall other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.



Karen White Chartered Accountant Limited

PO Box 251
Paihia, 0247

Dated: 13 August 2018

Statement of Profit or Loss

Paihia War Memorial Hall For the year ended 30 June 2018

	NOTES	2018	2017
Trading Income			
Hall Hire		10,058	10,819
Total Trading Income		10,058	10,819
Gross Profit		10,058	10,819
Other Income			
Interest Received		1,007	933
Total Other Income		1,007	933
Expenses			
Operating expenses			
Cleaning		3,389	2,922
Electricity & Lighting		1,845	1,709
Grounds		351	374
Hall Supplies		352	301
Total Operating expenses		5,937	5,306
Repairs and maintenance			
Repairs and Maintenance		2,654	1,948
Total Repairs and maintenance		2,654	1,948
Administration			
Accounting fees		450	-
Bank Fees		40	-
Subscriptions		144	-
Total Administration		634	-
Occupancy and standing			
Interest Expense		2	-
Total Occupancy and standing		2	-
Total Expenses		9,227	7,254
Net Cash Surplus (Deficit)		1,838	4,498
Non cash expenses			
Depreciation		6,563	7,774
Loss on disposal of fixed assets		161	-
Total Non cash expenses		6,724	7,774
Net Operating Surplus (Deficit)		(4,886)	(3,276)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

5 Year Comparative Profit or Loss



NOTES	2018	2017	2016	2015	2014
Net Surplus (Deficit)	(4,886)	(3,276)	(3,243)	14,461	855

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Changes in Equity

Paihia War Memorial Hall
For the year ended 30 June 2018

	2018	2017
Equity		
Opening Balance	86,406	89,682
Increases		
Net Surplus (Deficit)	(4,886)	(3,276)
Total Increases	(4,886)	(3,276)
Total Accumulated Funds	81,519	86,406

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Plant and Equipment									
Dehumidifier	219	140	-	-	20.00%	DV	28	107	112
Heat Pump	200	78	-	-	20.00%	DV	16	138	62
Heat Pumps	5,603	2	-	-	67.00%	DV	1	5,602	1
Heat Pumps Oct 2014	5,543	1,765	-	-	20.00%	DV	353	4,131	1,412
Lighting for Boardroom	1,060	413	-	-	20.00%	DV	83	730	330
Petition Wall Boardroom	3,392	1,320	-	-	20.00%	DV	264	2,336	1,056
Refrigerator	850	52	-	-	30.00%	DV	16	814	36
Stove and Microwave	1,198	267	-	-	20.00%	DV	53	984	214
Superhead water Boiler	1,218	975	-	-	20.00%	DV	195	438	780
Total Plant and Equipment	19,283	5,012	-	-			1,009	15,280	4,003
Total	105,033	49,224	808	161			6,563	61,040	43,308

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Depreciation

Account	Method	Rate
Furniture and Fittings	Diminishing Value (100%)	20%
Building Improvements	Diminishing Value (100%)	3% - 10%
Plant and Equipment	Diminishing Value (100%)	20% - 67%

Goods and Services Tax

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST.

	2018	2017
3. Equity		
Retained Earnings		
Opening Balance	86,406	89,682
Current Year Earnings	(4,886)	(3,276)
Total Retained Earnings	81,519	86,406
Total Equity	81,519	86,406

	2018	2017
4. Property, Plant and Equipment		
Plant and Equipment		
Plant and Equipment	19,283	19,283
Less Accumulated Depreciation on Plant and Equipment	(15,280)	(14,271)
Total Plant and Equipment	4,003	5,012
Furniture and Fittings		
Furniture and Fittings	26,519	26,396
Less Accumulated Depreciation on Furniture and Fittings	(15,299)	(13,153)
Total Furniture and Fittings	11,220	13,243
Building Improvements		
Building Improvements	58,546	58,546
Less Accumulated Depreciation on Building Improvements	(30,461)	(27,577)
Total Building Improvements	28,085	30,969
Total Property, Plant and Equipment	43,308	49,224

Budget Forecast

Paihia War Memorial Hall
For the year ended 30 June 2019

Prepared by Karen White Chartered Accountant Ltd

Compilation Report

Paihia War Memorial Hall For the year ended 30 June 2019

Compilation Report to the Committee Members of Paihia War Memorial Hall.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the budget forecast of Paihia War Memorial Hall for the year ended 30 June 2019.

Responsibilities

The Committee Members are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Paihia War Memorial Hall other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.



Karen White Chartered Accountant Limited

PO Box 251
Paihia, 0247

Dated: 13 August 2018

Budget forecast

Paihia War Memorial Hall For the year ended 30 June 2019

	2019 OVERALL BUDGET	2018 ACTUAL
Trading Income		
Hall Hire	9,120	10,058
Total Trading Income	9,120	10,058
Gross Profit	9,120	10,058
Other Income		
Interest Received	1,006	1,007
Total Other Income	1,006	1,007
Expenses		
Operating expenses		
Cleaning	3,370	3,389
Electricity & Lighting	1,846	1,845
Grounds	351	351
Hall Supplies	355	352
Total Operating expenses	5,922	5,937
Repairs and maintenance		
Repairs and Maintenance	800	2,654
Total Repairs and maintenance	800	2,654
Administration		
Accounting fees	910	450
Bank Fees	-	40
Subscriptions	810	144
Total Administration	1,720	634
Occupancy and standing		
Interest Expense	-	2
Total Occupancy and standing	-	2
Total Expenses	8,442	9,227
Net Cash Surplus (Deficit)	1,684	1,838
Non cash expenses		
Depreciation	6,708	6,563
Loss on disposal of fixed assets	-	161
Total Non cash expenses	6,708	6,724
Net Operating Surplus (Deficit)	(5,024)	(4,886)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

War Memorial Hall Committee Members

Peter Galloway	Chairman	jeanette_galloway@hotmail.com	4025054	0279426377
Hilary Alexander	Hall Bookings	hillways@xtra.co.nz	407 4473	027 281 2347
Wendy Sharland	Accounts Payable	alfamotel@xtra.co.nz	402 7686	
Naomi Waterhouse		nomi30542@yahoo.com		020 4086 8380
Carolyn Nicholas	Notice Board	ccnicholas49@gmail.com	402 8826	021 058 9300
Bill Godfrey	Maintenance	bishgo72@gmail.com	407 7771	021 250 0057
Rachel van den Bemd	Secretary	rachvdb@orcon.net.nz		027 430 4732
Belinda Ward		belinda.ward@xtra.co.nz		021 070 0761

CHAIRMAN'S REPORT AGM - AUGUST 2018

"Paihia War Memorial Hall."

Although it seems not long since the last AGM of the Paihia War Memorial Hall Committee, it is important to note that the last AGM, held in November 2017, was delayed due to Far North District Council (FNDC) having a workshop to decide the constitution for their seven halls.

A decision from that workshop resulted in FNDC taking over the appointment of committee members - five in total, as FNDC owns the hall.

The five members appointed were Peter Galloway representing Paihia Ex-Servicemens Assoc. (Inc), Wendy Sharland, Carolyn Nicholas Bridge Club, Hilary Alexander Arts & Crafts, Bill Godfrey Arts & Crafts. Two members were appointed from the floor - Naomi Waterhouse AA. and Rachel van den Bemd.

The current committee structure is -

Peter Galloway	Chairman
Hilary Alexandra	Hall Bookings
Wendy Sharland	Accounts Payable
Naomi Waterhouse	Special Projects
Carolyn Nicholas	Notice Board
Bill Godfrey	Maintenance
Rachel van den Bemd	Secretary
Belinda Ward	FNDC Council Liaison

During the July 2017 committee meeting the subject of hall rates was discussed at length. The committee of the day agreed on rates that were considered to be fair / reasonable & realistic for both the hall owners & the hall users.

Given the structure of the new hall committee signatories for the hall accounts was addressed.

New & current signatories are -

Peter Galloway ASB Fastnet Business

Hilary Alexander ASB Fastnet Business

Wendy Sharland

ELECTION of OFFICERS (November 2017)

Wendy Sharland resigned as Secretary, Rachel van den Bemd volunteered to be the new Secretary

Peter Galloway agreed to take on the role of Chairman for the remainder of the term.

During late November BOICC (Bay of Islands Community Centre (Inc)) was offered reduced rates of 50% off the normal hall hire charges. In return BOICC would take responsibility for their bookings & payment for the groups under their umbrella.

During February 2018 committee met with Karen White a local Chartered Accountant. As a result of that meeting the hall accounts are now managed using the Xero software accounting system. This brings with it the ability to produce annual accounts subject to year end reconciliation by an independant accounting professional.

Due to un-audited distribution of hall keys, the hall complex was re-keyed December 2017 with non-copy keys.

A key register has been established & keys held at the Cabbage Tree are subject to audit on a monthly basis.

The new hall notice board was installed late January 2018.

Elections this year contributed \$700 to revenue albeit it took some time to secure payment.

Smoke alarms are now fitted to all rooms within the hall (four in total)

BOICC secured their own premises in Paihia. They & their associated groups ceased using the Memorial Hall in April 2018. The challenge for the committee is to pick up the loss in revenue albeit was at a heavily discounted rate.

During March / April a separate vacuum cleaner was purchased for the Conference room. That room now also has a fully equipped kitchenette unit with water & power.

New laminated signs have been installed within the hall to remind users of their responsibilities regarding lighting, heat pumps & security.

Following an inspection we await the subsequent report relative to Hall Engineering & Disability.

The main switch board has just recently been inspected & we are now waiting on the installation of a Smartmeter.

Payments are now being made via ASB Fastnet Business that links directly to Xero as opposed to cheques. During the year remedial work was completed to the stage in the main hall which was damaged due to a water leak. Committee throughout the year has adopted a pro-active approach to repairs / maintenance & general upkeep.

In conclusion I would like to thank the support of my fellow committee members who have assisted in moving the hall & its systems & processes to a new level.

Thank you.

Peter Galloway (Chairman)

PAIHIA WAR MEMORIAL HALL

**Financial report presented at the 2018 AGM held
14/08/2018 5.00pm.**

Historically for a number of years Robyn Stent (Treasurer) looked after, maintained & presented the financial reports. This included the general accounts & invoicing.

With Robyn's resignation in 2017, it became apparent that this side of the business & it's reporting requirements needed to be streamlined.

FEBRUARY 2018

The committee agreed to adopt the XERO Small Business Accounting Software with Invoicing / Reporting & Budgeting features. During February, Karen White, a local Chartered Accountant, completed both current & historical set up in XERO.

MAY 2018

Complimentary to XERO, ASB Fastnet Business system was set up for On – Line banking & payments.

This years financial accounts & budget for 2018 / 2019 have been prepared by Karen White with data within the XERO system.

This year's Profit & Loss statement shows a drop in income of around \$760 (7%).

Expenses overall increased by 15%, largely due to increased cleaning costs up 16% & disposal of assets (settee).

Similarly repairs & maintenance were up 36% (\$700).

This years accounts take up the new cost of accounting fees \$634.

The nett deficit for the year is \$4,886, following a similar trend since 2016.

Total current assets increased approx. K1 to \$38,677.

Total nett asset equity dropped to \$81,519 from \$86,406, largely due to a reduction in total non – current assets \$43,308 from \$49,224, as a result of depreciation of property plant & equipment.

The proposed Budget for 2018 / 2019 shows a further loss.

The challenge for the committee is to replace the income lost from BOICC no longer using the hall (last year \$942) by way of revenue growth & a general reveiw of the hall rates.

Paihia War Memorial Hall – Key Register

Locks/Keys changed 8/12/2017



Area 1 – x 5 keys

Key	Date	Name/Organisation	Returned
8A1 - 1	08/12/17	Arts and Crafts	
8A1 - 2	08/12/17	Bridge Club	
8A1 - 3			
8A1 - 4			
8A1 - 5			
8A1 - 6	01/03/18	Bridge Club # 2	

Area 2 – x2 keys

Key	Date	Name/Organisation	Returned
8A2 - 1			
8A2 - 2			

Area 3 – x2 Keys

Key	Date	Name/Organisation	Returned
8A3 - 1			
8A3 - 2			

Master Keys – opens all doors – x2

Key	Date	Name/Organisation	Returned
8AMK - 1	Dec '17	Sophie Ngawati - cleaner	
8AMK - 2	Dec '17	Belinda Ward CB-FNDC	

Notice Board

Key	Date	Name/Organisation	Returned
1	Feb '18	Cabbage Tree	
2	Feb '18	Caroyrn Nicholas	

Cupboard Keys – Main Hall

Key	Date	Name/Organisation	Returned
1 – cupboard on left – Bridge Club Meter box	July 2018		
2 – cupboard on right – Arts and Crafts	July 2018		

**Simson Park Hall Committee
Annual General Meeting
Moerewa Christian Fellowship
9 August 2018**

Opening Karakia

Laurie

Present

Laurie Anderson (Chair), Glenda Anderson (Treasurer), Clem Williams (Community) Sue Cooper (Secretary) Vai Lopeti, Pamela Anne Ngohe-Simon, Hone Townsend

Apologies

Kitty Kelly (Community)

Approval of Minutes

Previous minutes

Read and accepted

Moved: Laurie/Vai

Chairpersons Report

Laurie presented his report.

Read and accepted

Moved: Laurie/Pamela Anne

Treasurer's Report

Glenda presented her report. Due to a conflict of interest, Glenda has no voting rights.

The Financial Report is accepted.

Moved: Sue/Vai

Elections/Re-election of Office Holders

Chairperson Laurie Anderson

Moved: Pamela Anne/Clem

Secretary Pamela

Moved: Vai/Clem

Treasurer Vai Lopeti

Moved: Sue/Laurie

BOT Members Hone Townsend, Clem Williams

Moved: Vai/Sue

Youth Representative Inverness Cowles

Moved: Vai/Laurie

Laurie Anderson nominates Pamela Anne Ngohe-Simon as an authorized signatory.

Moved: Laurie/Clem

Next Meeting

Meeting was adjourned at 6.3 pm by Laurie Anderson. Next meeting: 18 October, Moerewa Christian Fellowship.

Minutes submitted by: Sue Cooper (Scribe)

Signed

CHAIRPERSON

Date _____

8 February 2019

Totara North Hall
Cambell rd 67
tortaranorthhall@xnet.co.nz

Dear Sir / Madam

Reminder Annual Accounts - Totara North Hall

Thank you for the on-going day to day management of the Totara North Hall Hall.

This is a reminder that the Far North District Council requires the following information on an annual basis:

- 1
- 1
- N/A
- A copy of the latest AGM Minutes
 - A copy of the latest financial statement/audited accounts including income received
 - Complete data usage form (attached)
 - Committee member details contact names and details, including booking officer
 - Any investments/maintenance work made in the Hall or general items that maybe of interest to the local Community Board

Please provide the requested information by **20 February 2019** in the enclosed return envelope.

In future, the timing of this information will be:

- September – Council sends all hall committee a reminder letter requesting an annual report and finances for the previous financial year
- November – reminder letter sent if applicable
- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,



Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

Enclosed: Hall usage form
Return envelope

Please complete the following questions:

Name of Business / Hall: Totara North Hall

Contact Name: Anne Cotes

Contact Phone Number: 09 4050046

COUNCIL COMMUNITY HALL USAGE FORM - Number of bookings per month

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December
2017	10	11	12	13	17	16	14	12	14	15	15	11
2018	14	14	17	17	21	13	17	19	19	21	18	15

Comments:

Tela Donnelly

From: Anne <totaranorthhall@xnet.co.nz>
Sent: Tuesday, 12 February 2019 11:04 p.m.
To: Tela Donnelly
Subject: RE: Reminder Annual Accounts - Totara North Hall
Attachments: Committee Details 18 19.docx; A G M.docx

Hello Tela,

Attached are the Contact Details for Committee, AGM minutes, and our Bookings.

We were told by FNDC that it was not necessary to have our accounts audited.

Totara North Hall & Domain Committee
Secretary
Anne Gates

-----Original Message-----

From: Tela Donnelly <Tela.Donnelly@fndc.govt.nz>
Sent: Monday, 11 February 2019 8:44 AM
To: 'totaranorthhall@xnet.co.nz' <totaranorthhall@xnet.co.nz>
Subject: Reminder Annual Accounts - Totara North Hall

Dear sir/madam

Please find attached a reminder letter for your perusal, Please note this information is needed by 20/02/2019.

Thankyou.

Tela Donnelly
Cadet
Chief Executive Office, Far North District Council
+6494015664 | Tela.Donnelly@fndc.govt.nz
www.fndc.govt.nz

Get it done online at your convenience, visit our website - www.fndc.govt.nz

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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki Ph. 09
401 5200 | Fax. 09 401 2137 | Email. ask.us@fndc.govt.nz Address. Memorial Avenue, Private Bag 752, Kaikohe
0440, New Zealand

Please consider the environment before printing this email.



Totara North Hall Committee Contact Details 2018/19

Email: totaranorthhall@xnet.co.nz

Chairperson: Annie Frear	4051182	littlebackriver@gmail.com	021936423
Secretary: Anne Gates	4050044	anneg@xnet.co.nz	0210556775
Treasurer: Ian Hughes	4050805	ianh1940@yahoo.com	0211802007
Bookings: Dawn Griffiths	4050318	dawngriffiths007@gmail.com	0284056695
Birgitta Hughes	4050805	birgittatfribrant@gmail.com	0211802007
Trevor Frear	4051896	pattie@kinect.co.nz	



TOTARA NORTH HALL AND DOMAIN COMMITTEE
Minutes for Annual General Meeting
2nd August 2018

Meeting Opened: 1:16

Present: Ian Hughes, Birgitta Fribrandt, Annie Frear, Trevor Frear, Annie Gates

Apologies: Dawn Griffiths

Minutes: Moved to accept: Anne Gates 2nd: Trevor Frear

Chairpersons Report: - Attached

Treasurers Report: - As attached

Election of Officers: Motion to retain the current executive committee and members for the upcoming year.

Moved: Trevor Frear 2nd: Ian Hughes

Working Bee this coming Sunday 5th August 10:00am followed by a shared lunch.

Next meeting: Monday 24th September 12:00pm

Meeting Closed: 1:34pm

Tela Donnelly

From: Anne <totaranorthhall@xnet.co.nz>
Sent: Wednesday, 20 February 2019 6:42 p.m.
To: Tela Donnelly
Subject: RE: Reminder Annual Accounts - Totara North Hall
Attachments: Usage 2018.jpg

Hello Tela,
The usage document is attached.

Kind regards

Totara North Hall & Domain Committee
Secretary
Anne Gates

-----Original Message-----

From: Tela Donnelly <Tela.Donnelly@fndc.govt.nz>
Sent: Thursday, 14 February 2019 8:55 AM
To: 'Anne' <totaranorthhall@xnet.co.nz>
Subject: RE: Reminder Annual Accounts - Totara North Hall

Morning Anne,

Thankyou for this information just checking if you may have over looked the booking information.

As there was no data usage attached. Please let me know if you would like me to re-send the data usage form.

Thankyou

Tela Donnelly
Cadet
Chief Executive Office, Far North District Council
+6494015664 | Tela.Donnelly@fndc.govt.nz
www.fndc.govt.nz

-----Original Message-----

From: Anne [<mailto:totaranorthhall@xnet.co.nz>]
Sent: Tuesday, 12 February 2019 11:04 p.m.
To: Tela Donnelly
Subject: RE: Reminder Annual Accounts - Totara North Hall

Hello Tela,

Attached are the Contact Details for Committee, AGM minutes, and our Bookings.

We were told by FNDC that it was not necessary to have our accounts audited.

Totara North Hall & Domain Committee
Secretary
Anne Gates

-----Original Message-----

From: Tela Donnelly <Tela.Donnelly@fndc.govt.nz>
Sent: Monday, 11 February 2019 8:44 AM

To: 'totaranorthhall@xnet.co.nz' <totaranorthhall@xnet.co.nz>
Subject: Reminder Annual Accounts - Totara North Hall

Dear sir/madam

Please find attached a reminder letter for your perusal, Please note this information is needed by 20/02/2019.

Thankyou.

Tela Donnelly
Cadet
Chief Executive Office, Far North District Council
+6494015664 | Tela.Donnelly@fndc.govt.nz
www.fndc.govt.nz

Get it done online at your convenience, visit our website - www.fndc.govt.nz

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401 5200 | Fax. 09 401 2137 | Email. ask.us@fndc.govt.nz Address. Memorial Avenue, Private Bag 752, Kaikohe
0440, New Zealand

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0440, New Zealand

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WAIPAPA HALL COMMITTEE

Minutes of **Annual General Meeting 2018** held 18 July 2018 at Waipapa Hall.

Present:

Peter Holmes, Barbara Holmes, Barry Considine, Bob Stubenitsky,

Apologies:

Lane Ayr, Alan Wheatley , Jo Boocock

Minutes of 2017 Annual General Meeting:

That they be accepted – moved Barbara, seconded Bob – passed

Chair's report:

Another good year. Moved: Barry seconded: Bob

Treasurer's report:

Alan could not present the annual accounts. They are at the auditor and he is away. He will present them at the next committee meeting. Moved Barry, seconded Barbara.

User fees set At last AGM to remain the same. Regular users pay \$6/hour. Casual users - \$15 for the first hour, \$12/hour second and Bond for casual users is \$200, Key deposit is \$20. However, the Council may start charging us for power. If so, the committee is authorised to increase the hourly rate pro rata. Proposed by Barry, seconded by Bob

Bookings person fee will be \$55/month, Treasurer's fee \$45/month staying the same. Auditor Wendy Green to be paid \$100 for her assistance, again, the same.

Election of Officers:

Chair –

Moved by Peter that Barry Considine continue as chair, seconded by Bob – passed.

Secretary -

Moved by Bob that Barry continue as Acting Secretary, seconded by Peter

Treasurer –

Barry moves that Alan Wheatley continue as new Treasurer, seconded by Bob. Alan has sent an email to Barry agreeing to continue as Treasurer.

Booking Person -

Barry proposed that Barbara continue as Bookings Person, seconded by Bob.

Committee members –

Barry proposed that Peter Holmes, Summer Rihari, Lida Chaves and Bob Stubinisky be committee members, seconded by Barbara

Next AGM 21 August 2019

AGM closed 8.13pm

Barry Considine Chair/Secretary

Alan Wheatley Treasurer

8 February 2019

Whangaroa Memorial Hall (aka Kaeo Memorial Hall)

melden_stepping.s@xtra.co.nz

Dear Sir / Madam

Reminder Annual Accounts - Whangaroa Memorial Hall (aka Kaeo Memorial Hall)

Thank you for the on-going day to day management of the Whangaroa Memorial Hall (aka Kaeo Memorial Hall) Hall.

This is a reminder that the Far North District Council requires the following information on an annual basis:

- A copy of the latest AGM Minutes
- ✓ • A copy of the latest financial statement/audited accounts including income received
- Complete data usage form (attached)
- Committee member details contact names and details, including booking officer
- Any investments/maintenance work made in the Hall or general items that maybe of interest to the local Community Board

Please provide the requested information by **20 February 2019** in the enclosed return envelope.

In future, the timing of this information will be:

- September – Council sends all hall committee a reminder letter requesting an annual report and finances for the previous financial year
- November – reminder letter sent if applicable
- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,



Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

Enclosed: Hall usage form
Return envelope

**REPORTING FINANCIAL STATEMENT TO FND
WHANGAROA MEMORIAL HALL
STATEMENT OF FINANCIAL PERFORMANCE**



FOR THE YEAR ENDED 31 MARCH

	2017	2018
INCOME		
Hall Hire		
Rental of Plunket room	\$ 6,215.00	\$ 4,105.00
Bond	\$ 2,600.00	\$ 1,950.00
Grants/Funding	\$ -	\$ 350.00
	<u>\$ 8,815.00</u>	<u>\$ 6,405.00</u>
EXPENSES		
Cleaner/Rubbish	\$ -	\$ 1,140.00
Cleaner Products	\$ 305.66	\$ 248.54
Hall Equipment	\$ 4,681.78	\$ 1,634.84
Repairs & Maintenance	\$ 1,030.00	\$ 1,116.19
Plant/Fixed Assets	\$ -	\$ 3,898.50
Hire Costs	\$ -	\$ -
Insurance	\$ -	\$ -
General Expenses	\$ 35.96	\$ 37.74
Marketing	\$ -	\$ -
Bank Fees	\$ -	\$ -
TOTAL EXPENSES	<u>\$ 5,053.40</u>	<u>\$ 8,075.81</u>
NET SURPLUS (DEFICIT)	<u>\$ 2,761.60</u>	<u>-\$ 1,670.81</u>

Signed by:
Treasurer – Carol Mosen

Signed by:
Chairperson – Eljon Fitzgerald

8 February 2019

Whangaroa Memorial Hall (aka Kaeo Memorial Hall)
melden.stepping.s@xtra.co.nz

Dear Sir / Madam

Reminder Annual Accounts - Whangaroa Memorial Hall (aka Kaeo Memorial Hall)

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- November – reminder letter sent if applicable
- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,



Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

*11/2 Roy Schahill advised
this should be directed
to Kaeo Hall*

Enclosed: Hall usage form
Return envelope

7 STRATEGIC PLANNING AND POLICY GROUP

7.1 KERIKERI DOMAIN RESERVE MANAGEMENT PLAN

File Number: A2451923

Author: Rachael Pull, Specialist Planner - Urban Design

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

PURPOSE OF THE REPORT

- To provide an overview on the recommended changes to the Draft Kerikeri Domain Reserve Management Plan (Management Plan) following the 9 April 2019 hearing of submissions; and
- Obtain a recommendation from the Bay of Islands-Whangaroa Community Board (Community Board), that the Draft Kerikeri Domain Management Plan, including any changes, be adopted by Council.

EXECUTIVE SUMMARY

Administration, with the support of the Community Board, consultants, key stakeholders, iwi and the public have created a Management Plan for Kerikeri Domain to meet obligations under Section 41 of the Reserves Act 1977. The Management Plan has now gone through a public notification process and submissions have been heard. The Community Board now must deliberate on submissions and make a recommendation to Council. It is recommended that the Community Board supports the Management Plan subject to the following amendments:

- Amended and include additional actions to improve/increase how the Kerikeri Domain is developed;
- Amend the Concept Plan to be more flexible in its future implementation;
- Minor changes to improve clarity;

These amendments have been recommended to the Community Board as they will provide for a more integrated Management Plan and reflect the communities' aspirations and needs for the development and management of the Kerikeri Domain.

RECOMMENDATION

a. ***THAT the Bay of Islands-Whangaroa Community Board recommends that Council, pursuant to its powers under section 41 of the Reserves Act 1977, adopts the Draft Kerikeri Domain Reserve Management Plan 2019 subject to the amendments recommended at the deliberation workshop held on 8 May 2019.***

OR

b. ***THAT the Bay of Islands-Whangaroa Community Board recommends that Council pursuant to its powers under section 41 of the Reserves Act 1977, adopts the Draft Kerikeri Domain Reserve Management Plan 2019 subject to changes made at the 20 May 2019 community board meeting.***

1) BACKGROUND

In June 2017, Council gave public notice of its intention to create a Management Plan for the Kerikeri Domain. One of Council's responsibilities under the Reserves Act 1977 is to prepare Management Plans for all of its reserves. A Management Plan sets out how Council intends to provide for the use, enjoyment, maintenance, protection, preservation and, when appropriate, development of a reserve. The Community Board is required to take into account this legislation when deciding on a recommendation.

The Management Plan was written by administration, with support from the Community Board and consultants, following consultation with key stakeholders, iwi and the public.

The Management Plan was publicly notified on 17 December 2018, with submissions closing on 15 March 2019. A total of 151 submissions were received, with 32 submitters requesting to be heard. The submissions were in general support of having a Management Plan, with the majority requested changes to the Management Plan as they wanted to have additional facilities and references to certain groups and activities provided at the Kerikeri Domain. Some of the submissions also related to matters out of scope, which can't be controlled by the Management Plan and are better managed by Council's Bylaws and the Long Term Plan.

At the 13 December 2018 Council meeting it was resolved that the Community Board would hear the submissions received on the Management Plan, and that they would deliberate on whether to make any changes to the Management Plan as a result of consultation. The resolution therefore enables the Community Board to amend the Management Plan and put forward a recommendation to Council to adopt the amended Management Plan.

The public hearing was held by the Community Board on 9 April 2019. The Community Board held a workshop on 8 May 2019 to inform the deliberations.

2) DISCUSSION AND OPTIONS

Submissions on the Management Plan were heard on 9 April 2019; a workshop was attended by the Community Board on 8 May 2019, and decisions on submissions can now be made, followed by a recommendation to Council for adoption.

Options

The available options include recommending that the Council either adopts the Management Plan subject to the amendments recommended in this report, or adopts the Management Plan subject to further changes made at the Community Board meeting.

Option 1

Administration have reviewed the submissions made by the public and consider that there should be some changes made to the Management Plan to achieve a more integrated document, which also addresses concerns raised by the community. The following changes are recommended:

- a) Amended/additional action points to improve/increase how the Kerikeri Domain is developed

Submissions were received suggesting to expand the actions in the Management Plan to provide more facilities and to more specifically address concerns about implementation. It is considered that the following action points be amended:

Action Point	Amendment
Short Term	
Council develop a maintenance and management plan for the Domain	Expand action point to include the following within the maintenance plan: <ul style="list-style-type: none">- community planting/weeding days.- recognition of additional maintenance requirements for sports (e.g. turf management).- the ethics of ako (teaching and learning), manaakitanga (hospitality/teamwork), whanaungatanga (relationships) and Kotahitanga (unity).
Action items to be designed, costed and approved by Council	Expand the design criteria to include the Crime Prevention Through Environmental Design principles. Add landscaping and an interactive water play area to the list.

	<p>New short term action point:</p> <p>Within six month Council design a horticultural landscape plan for the Kerikeri Domain in accordance with the Management Plan.</p>
	<p>New short term action point:</p> <p>Develop a shared use arrangement with Kerikeri High School regarding shared infrastructure and the use of the Kerikeri Domain and adjoining Ministry of Education land.</p>
Medium Term	
Water fountains and rubbish bins	Expand to specifically reference human and dog water fountains and rubbish bins.
Lighting	Expand reference to lighting to include feature and security lighting. Remove reference to excluding sport lighting.
Upgrade footpaths	Amend to consider new footpath connections.
New multi-use facility	Amend to be subject to community engagement on position and design.
	<p>New Medium term action point:</p> <p>Provide CCTV cameras in appropriate locations to enhance safety.</p>
	<p>New Medium term action point:</p> <p>Establish barbeque areas around the domain outside the perimeter pathway.</p>
	<p>New Medium term action point:</p> <p>Establish small fenced exercise areas for dogs and children outside the perimeter pathway.</p>
	<p>New Medium term action point:</p> <p>Upgrade the parking next to the library to provide space for people with accessibility concerns and parents.</p>

A general amendment to remove reference to 'FNDC' by each action point (except those specific to Council) will mean that any group can fundraise or develop these facilities as long as they are in accordance with the Management Plan.

It is considered that amending/adding these action points will meet the vision and objectives of the plan and provide more clarity to Council and groups using and developing the Kerikeri Domain.

b) Amend Concept Plan to be more flexible

Several submitters provided alternative concept plans. All are based on a similar theme of infrastructure and planting surrounding a green space. Where they differ is regarding the amount of green space, activities outside the scope of the Management Plan and some specific activities within the Kerikeri Domain. It is considered that adopting elements from each of these plans will create a more comprehensive plan that reflects the vision for the Kerikeri Domain and the submissions.

c) Changes to improve clarity

Submissions were received to make minor changes to the document to better reflect users, facilities onsite, cultural history, policies, action points and the concept plan. As these changes enhance the usability of the management plan it is considered that these changes will enhance the outcomes of the document.

Option 2

The Community Board may consider that additional changes are required, or that they do not agree with all or some of the recommendations made in Option 1. Therefore the Community Board has the option of recommending other changes to the Management Plan.

Reason for the recommendation

Option 1 is recommended to the Community Board. The proposed amendments address the majority of concerns raised in submissions (with the exception of changes sought that are outside the scope of what should or can be managed by a management plan) and create a more integrated management plan.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Associated administrative tasks and costs. These costs will be met through the existing 2018/19 operational budget for the development of the management plan.

There are no financial implications for the Community Board in relation to the resolution.

ATTACHMENTS

1. **Draft Kerikeri Reserve Management Plan 08052019.1 - A2477749**  

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This report will have low level of significance as it is a legislative requirement and has already been consulted on. The Management Plan will facilitate the development and enhancement of a large recreational area to the benefit of the local community and wider district residents and be consistent with existing plans and policies.
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 – outlines process for writing and adopting reserve management plans.
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.	<p>The Community Board's views have been considered through the establishment of the Community Reference Group to determine who the stakeholders were and the workshop that the Community Board members were invited to on 17 September 2018.</p> <p>The Community Board's view are further considered through the delegation given to hear and deliberate on submissions.</p>
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.	Māori have been, and will continue to be, consulted on the issues outlined in the Management Plan.
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.	As part of the legislative process, the Management Plan was open to the public for three months for submissions, which were heard by the Board.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no immediate financial implications associated with the recommended resolutions, as outlined in Section 3 of this report.

Chief Financial Officer review.	The Chief Financial Officer will review this report.
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KERIKERI DOMAIN

RESERVE MANAGEMENT PLAN

XX May 2019

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

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1. Purpose of the Reserve Management Plan

The purpose of the Reserve Management Plan is to provide direction for the management and development of the Kerikeri Domain.

The Reserve Management Plan provides the community with certainty about the function and management of the reserve. It helps to make sure management decisions are consistent with the Reserves Act 1977.



2. Statutory context for reserve management

The Reserves Act 1977 (the Act) governs the management and control of reserves in New Zealand. The Act requires the administering body (the Council) to prepare Reserve Management Plans (section 41). The Council has resolved to prepare a Reserve Management Plan which outlines the general intentions for the balanced use, development and protection of the Kerikeri Domain for the next 10 years.



Reserve Management

How reserve management fits with legislation and other Council documents

Legislation

- Reserves Act 1977
- Resource Management Act 1991
- Health and Safety at Work Act 2015
- Local Government Act 2002
- Conservation Act 1987
- Heritage New Zealand Pouhere Taonga Act 2014

Other relevant documents

- Northland Regional Plan
- Iwi/Hapū Management Plans
- NDHB Health In All Policies
- Sustainable District Strategy
- Far North District Plan
- Far North District Council Long Term Plan
- Far North District Council Reserves Policy
- Asset Management Plans
- Annual Plan

Other bylaws and policies

- Northland Sports Facilities Plan 2014
- Halls and Facilities policy 2015
- Council Bylaws e.g. public places, dog control etc.

3. Reserve classification

Kerikeri Domain (Part Lot 1 and Lot 5) is classified as a Recreation Reserve under section 17 of the Reserves Act 1977. Section 17 (1) states the purpose of recreation reserves is for:

'Providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.'

What this means is that the purpose of Kerikeri Domain as a recreation reserve is primarily for providing areas for events and recreational opportunities for the well-being and enjoyment of the wider community, and to protect the natural environment.

4. Domain ownership and management

The Reserves Act 1977 (The Act) governs the management and control of reserves in New Zealand. The Act requires the administering body (The Council) to prepare Reserve Management Plans (section 41). The Council has resolved to prepare a Reserve Management Plan which outlines the general intentions for the use, development and protection of the Kerikeri Domain.

The key responsibilities of the Council under the Act are to:

- Classify and manage its reserve land according to its primary purpose.
- Prepare a Reserve Management Plan, open to continuous review.

A Reserve Management Plan shall provide for and ensure the use, access, enjoyment, maintenance, protection, preservation and development (as appropriate) of the reserve for the purpose for which is classified under the Reserves Act 1977.

To inform the development of the Reserve Management Plan for Kerikeri Domain, the Far North District Council is required to consult with Iwi and the community in order to identify their wishes and aspirations for the Domain. This consultation is being undertaken through workshops during August and September 2018.

There are the following leases on the Domain:

Lessee

Kerikeri Bowling Club

Leased area

18 Cobham Road
Kerikeri 0230
Residential-Public Communal-Unlicensed
Property type: STND

Terms of lease

FNDC Lease Expiry: 31/03/2020

5. Site context

Under the Far North District Plan, Kerikeri Domain is zoned for recreational use and is an open space for the use of the general public. The Domain is bordered by a commercial zone on the south, north and west boundaries and residential to the east. It is known informally as the 'heart' of Kerikeri.

The main entrance to Kerikeri Domain is located on Cobham Road. This is the entrance for the park's facilities including the squash clubrooms and pavilion (currently damaged from fire), public toilets, basketball court and skate park. The Procter Library is located adjacent on the south-western corner and has a large carpark adjacent that borders the west side of the domain. In front of this carpark are retail shops and eateries which line Kerikeri's main street.

Pedestrian access from Kerikeri Road through to the domain is limited and unclear, although it is evident people in particular students accessing the high school access the domain through the carpark in between the main street shops. The Domain has a perimeter loop path that provides access to the surrounding facilities such as the New World supermarket,

Procter Library and Kerikeri High School on the east boundary of the site. The reserve is well utilised by young children on bikes, dog walkers, visitors tourists and families as well as a perimeter walk by the residents in the nearby retirement villages.

It is a significant district wide asset and is used by groups/ individuals outside of Kerikeri.



Figure 2: Site context map

History of Kerikeri Domain

In July 1819, Samuel Marsden came to the Bay of Islands with the intention of forming a new settlement at Kerikeri. Hongi Hika told Samuel Marsden that he was free to choose a site on either side of the Kerikeri River. Samuel Marsden was satisfied with the safety of the anchorage, the richness of the soil, and availability of fresh water on the north side of the river, and so he accepted the offer.

The Land that was purchased on behalf of the church Missionary Society at Kerikeri amounted to 13,000 acres for which Hongi Hika was paid 48 axes. The Deed was signed on 4 November 1819 and stated that this area was bounded on the South East by the District of the Chiefs Te Morenga and Waitara.

The deed also included an area known as the 'Peoples Reserve/ Childrens land' which was intended to benefit the people of the land. It stretched between the Kerikeri River and the towncentre. This was taken as part of the Bay Of Islands Settlement Act 1858 and is now a subject of a Treaty of Waitangi Claim.

Overtime much of this land has been developed and the Domain is all that remains of this reserve space within the town centre. The area of land which now comprises the

Kerikeri Domain was first used for the purpose of sport and recreation in 1928 by the settlers of Kerikeri. The Riddell family of Kerikeri, being third generation Kerikeri citizens, offered use of their land, which forms part of the Domain today, for the laying out of a nine-hole golf course which was utilised until 1941. The Kerikeri Recreation Reserve (inc.) Society was formed in 1934 by the Kerikeri Settlers Association for the purpose of purchasing land and administering and 'preserving for all time the land as a Community Recreation Ground'. Settlers contributed a fund from as early as 1933 which shows the level of commitment of these early community members particularly as this was during the 'Depression era.' In 1953 the Domain block was transferred to the Crown creating a "Recreation Reserve" under the Public Reserves, Domains and National Parks Act of 1928. The Kerikeri Domain Board was set up to administer the Domain at this time. In 1954 and 1992 two additional parcels of land (2.5 acres and 215sq. meters) were added to the Domain. The Kerikeri Domain Board was appointed to control and manage the reserve in 1953. How and when the Domain Board came to demise is unknown.

The current land area of the Domain is now just over three hectares and is still Crown owned but is managed by the Far North District Council.

Cultural heritage

Kerikeri is a place Immersed in the cultural narrative of Maori settlement. It is a historic place of national importance. Several different hapu settled in Kerikeri hundreds of years ago due to the good quality soil conditions being ideal for growing produce such as kumara and taro. Tangata Whenua's main area of occupation was at Te Waimate which is on the perimeter of their tribal land. They used it as a seaport, a place to gather food and keep their canoes. Kororipo Pa, now a historic reserve managed by the Department of Conservation, is a terraced site located above the Kerikeri Basin and provides shelter to the town. The location overlooks surrounding bush of Rewa's Village and has views to the Kerikeri River. The Pa site was once the meeting place where

Maori and European's came to trade and converse. Years later in 1835, Ngati Rehia hosted the signing of the Declaration of Independence.

Kerikeri has a cultural environment that encompasses many memories and values of Maori. It is important that any new developments within the Kerikeri Domain respect these values. New developments within the Domain should include collaboration with the local Iwi, to discuss the development and management of what is proposed. This will ensure what is proposed aligns with the principles outlined in any Iwi/hapu management plan or other documents.

Kororipo Pā interpretation board example



Landscape

The Domain is a key meeting/ recreational space for the people of Kerikeri. A focal point within the Kerikeri Domain is the sculpture 'Te Whiringa o Manoko' by local artist Chris Booth and installed in 2009. It's translation is 'the interweaving of the cultures of Kerikeri'. It comprises stacked stone boulders and bronze elements. As outlined by the Artist, the sculpture has a direct correlation with the surrounding landscape of Kerikeri. It is a reflection of the tall Kauri forests, volcanic boulders from the soils of the area and shell elements derived from the forest Kauri snails.

Around the perimeter of the site is a path that provides a connection to each of the amenities on site and weaves over mounded land, providing a border to the open green space of the Domain.

Reserve use

The domain is used by the public for informal active recreation including basketball, skating and a children's playground as well as organised sports including squash, rugby league and cricket. The Pavilion that the squash club previously used as their clubrooms is currently out of use due to fire damage.

The library is situated on the Cobham Road corner and is well-utilised.

Bordering the east of the Domain is the Kerikeri Bowling Club. The activities adjacent to the site such as the Kerikeri High School make use of the park for access through the main retail and commercial centre on Kerikeri Road.



6. Vision

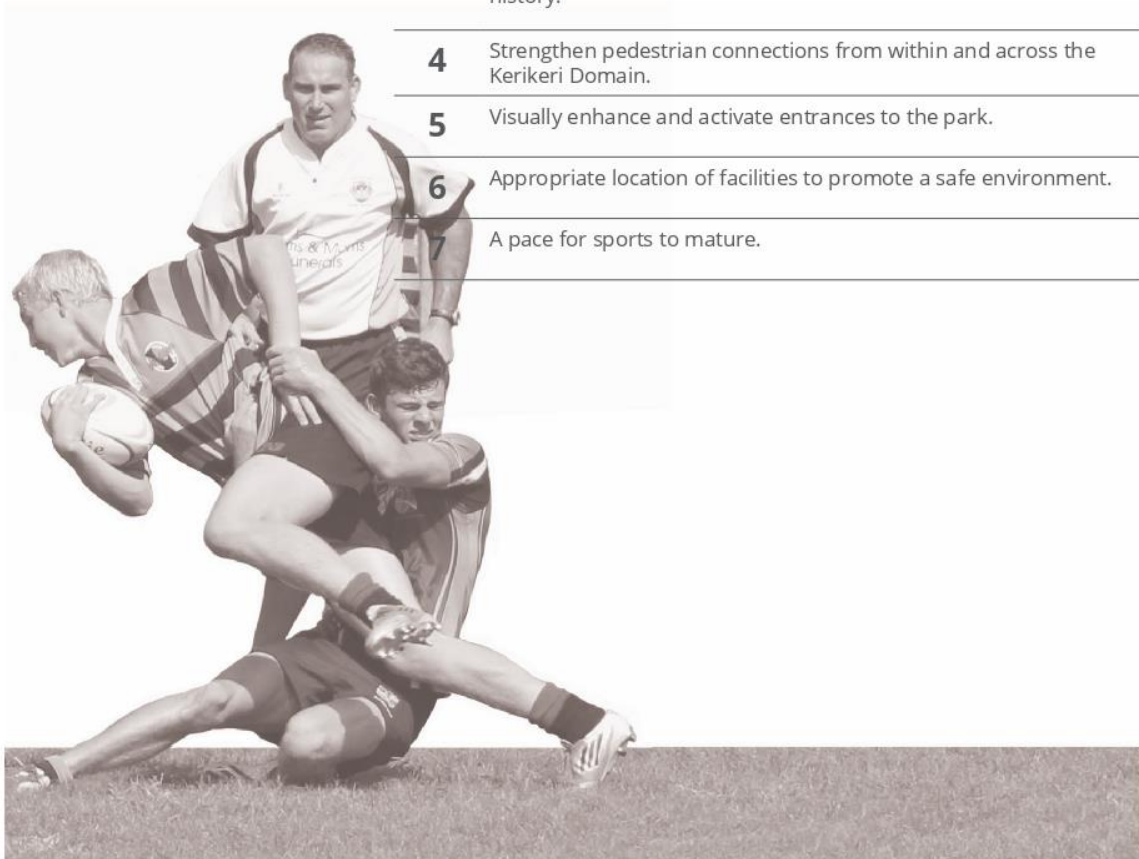
To provide a vibrant and well used green space and community area for all ages and abilities that reflects the identity of the community through:

- 1** Promoting the culture and heritage of the Kerikeri community for future generations.
- 2** A safe accessible environment for the community.
- 3** A building for a range of community activities that acts as a community centre to revive the heart of the community.
- 4** Flexible green open space.

7. Domain opportunities

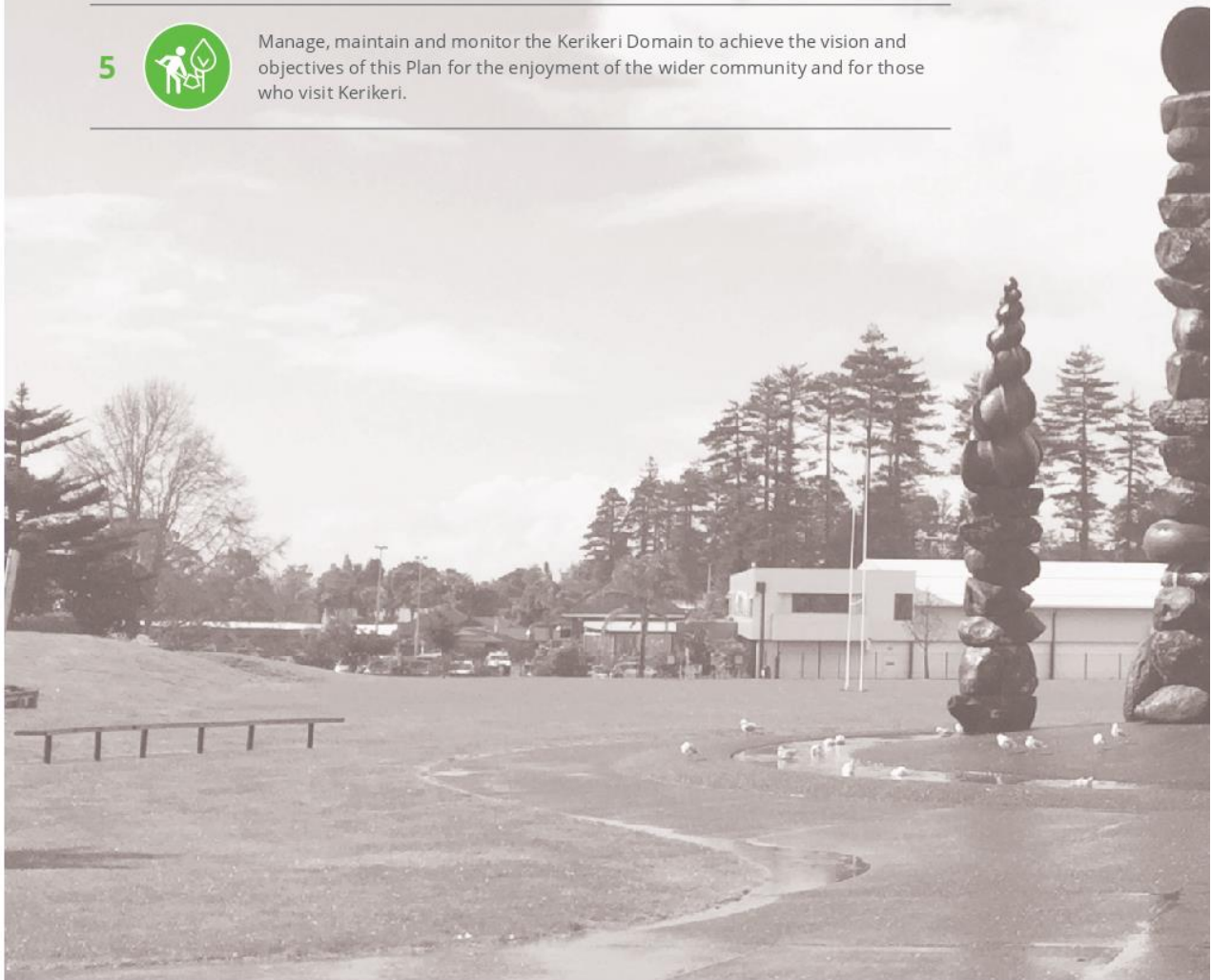
Kerikeri Domain currently presents the following opportunities:

- 1** A multi-use facility that caters for a range of group activities.
- 2** A place for families and pets of all ages and abilities to gather, socialise and play.
- 3** Signage and wayfinding to enhance access and explain local history.
- 4** Strengthen pedestrian connections from within and across the Kerikeri Domain.
- 5** Visually enhance and activate entrances to the park.
- 6** Appropriate location of facilities to promote a safe environment.
- 7** A place for sports to mature.



8. Objectives

- 1  Integrate the local Māori culture and history into the Kerikeri Domain development to nurture a sense of place and cultural identity
- 2  A flexible, vibrant and well utilised Domain with passive and active recreational opportunities for all ages and abilities.
- 3  To ensure that all development provides for the safe usage of the Domain and will enhance the health and well-being of the community
- 4  Provide a new multi-use facility that reflects the diverse culture and history of Kerikeri, providing opportunities to accommodate a range of activities and facilities for the benefit of the community.
- 5  Manage, maintain and monitor the Kerikeri Domain to achieve the vision and objectives of this Plan for the enjoyment of the wider community and for those who visit Kerikeri.

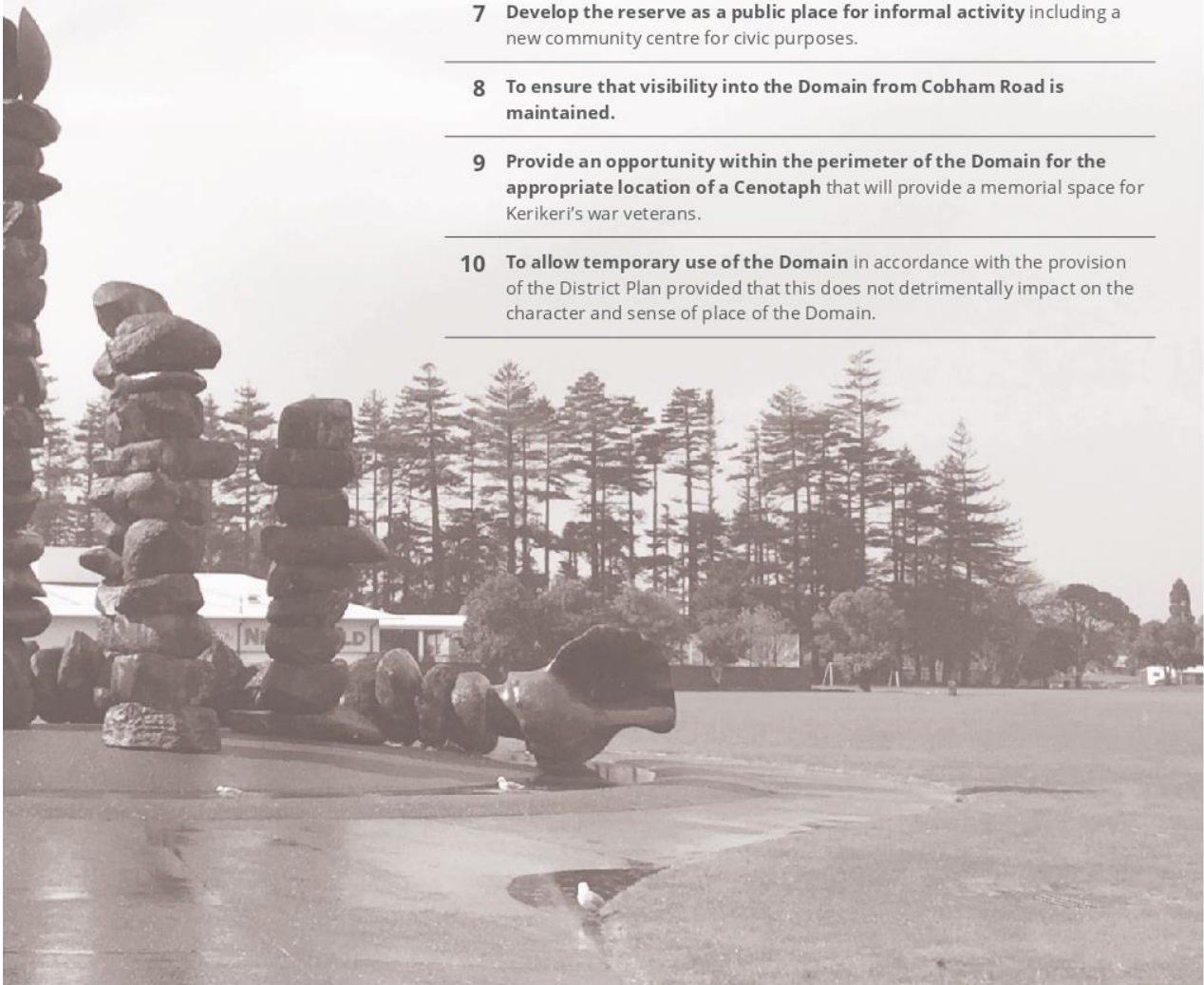


1. Character/ Sense of place



Integrate the local cultures and history into the Kerikeri Domain development to nurture a sense of place and cultural identity

- 1 Acknowledge the layers of cultural history** of the local area in the building facilities, signage and other structures.
- 2 Recognition of Kerikeri Domain as part of the original 'people's reserve,'** through providing a diverse range of spaces and activities.
- 3 Provide distinctive wayfinding and signage** that reflects the culture and heritage of the Domain and connects to the Kororipo Pa and the Stone Store.
- 4 Increase the amount of native planting** on the domain to reflect culture and encourage native birds.
- 5 Avoid the establishment of permanent commercial advertising, activities and signage** within the domain exclusive of signs within buildings and where it cannot be seen by the users in the green space.
- 6 Retain sufficient open green space** to accommodate a wide range of activities.
- 7 Develop the reserve as a public place for informal activity** including a new community centre for civic purposes.
- 8 To ensure that visibility into the Domain from Cobham Road is maintained.**
- 9 Provide an opportunity within the perimeter of the Domain for the appropriate location of a Cenotaph** that will provide a memorial space for Kerikeri's war veterans.
- 10 To allow temporary use of the Domain** in accordance with the provision of the District Plan provided that this does not detrimentally impact on the character and sense of place of the Domain.



2. Reserve activities



A flexible, vibrant and well utilised Domain with passive and active recreational opportunities for all ages and abilities

- 1 Provide opportunities for informal play spaces** that are diverse and accommodate all ages.
- 2 Support informal recreational activity** (i.e. Exercise groups) where the impact and effect does not unreasonably limit the ability of the public to use and enjoy the Domain.
- 3 Support community initiatives and groups** that benefit the Kerikeri community to operate within the Domain.
- 4 Encourage temporary events** to take place in the Domain and the associated structures and commercial activities.
- 5 Provide for the continued use of the Domain** for bowling, skate-boarding, organised sports and library usage.
- 6 To only allow informal parking on the green spaces** with approval from Council in association with approved temporary activities.
- 7 Establish a learning trail** along the perimeter pathway using art and interpretation boards to display history and cultural narratives.
- 8 Limit the activities on the reserve** to those that do not create prolonged adverse noise effects on the surrounding neighbourhood.
- 9 Support families and their pets/companions to use the Domain** in accordance with the Dog Management Bylaw and any other relevant bylaws.
- 10 Provide for multi-purpose infrastructure** e.g. exercise and landscaping.
- 11 Provide for new activities** on the Domain that do not affect existing reserve users and activities.

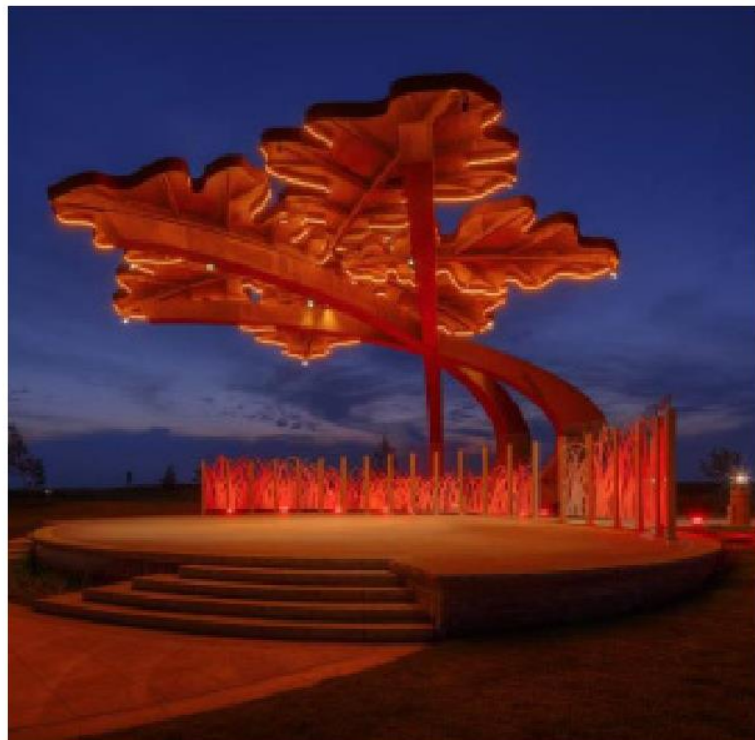


3. Safety and accessibility



To ensure that all development provides for the safe usage of the Domain and will enhance the health and well-being of the community

- 1 **Provide on-site vehicle access to formed parking areas, as well as pathways** that enable safe and accessible connections for all ages and abilities.
- 2 **Provide sheltered places to rest with protection** from weather to enhance amenity and encourage picnics and socialisation.
- 3 **Provide fresh drinking water facilities.**
- 4 **Integration of fruit trees into the future plantings** surrounding the Domain perimeter to promote healthy eating (heirloom where possible).
- 5 **Provide an environment that is safe for all ages** with adequate lighting around facilities, paths and carparks without areas of concealment.
- 6 **Widen pathways** to accommodate a range of users and enhance safety.
- 7 **Provide lighting surrounding existing facilities to increase amenity** lighting and light carpark areas and pathways.
- 8 **Provide for cultural protocols.**
- 9 **Allow emergency helicopter landings.**
- 10 **Identify and provide for heavy vehicle access** onto the Domain for events.



4. Multi-Use community facility



Provide a multi-use facility that reflects the diverse culture and history of Kerikeri, providing opportunities to accommodate a range of activities and facilities for the benefit of the community

- 1 **Allow the deployment of a temporary building to support existing community activities** from the Pavilion while planning and works of a multi-use facility is taking place or restoration of the pavilion.
- 2 **Provide a multi-use facility** that has diverse range of spaces for community groups that reflects the needs of the community and the Domain.
- 3 **Provide a facility that is a memorable iconic building** that the community will be proud of.
- 4 **A multi-use facility that visually connects to both the street and the domain** and promotes passive surveillance of the street and the park.



5. Maintenance



Manage, maintain and monitor the Kerikeri Domain to achieve the vision and objectives of this Plan for the enjoyment of the wider community and for those who visit Kerikeri

- 1 **Promote, facilitate and support community** led groups and initiatives which enhance the usability of the domain.
- 2 **Ensure that vegetation is maintained** in accordance with the standards and techniques of approved arboriculture practice.
- 3 **Identify and promote opportunities to enhance passive surveillance** of the Park from adjacent public and private areas.
- 4 **Maintain and manage existing buildings, structures, vegetation and paved areas** features to uphold health and safety standards.
- 5 **Create a distinctive design for all signage** on the park in compliance with the provisions of the District Plan.
- 6 **All upgraded garden beds and low vegetative cover shall consider the integration of native species.**
- 7 **Work with Kerikeri High School to develop and maintain infrastructure and community initiatives** related to the use of the Domain and the adjoining Ministry of Education owned land.



9. Actions

The actions outlined below reflect the objectives and policies, give effect to the concept plan and set priorities for actions set by the community. The actions focus on the key objective themes shown in the previous section:



**Character/
Sense of Place**



**Reserve
Activities**



**Safety and
Accessibility**



**Multi-use
Community
Facility**



Maintenance

However, priority actions are subject to change through the LTP process and outside/community fundraising. The next LTP will be developed for the Far North District Council (FNDC) in 2021.

SHORT TERM 1-3 YEARS



Within six months Council to develop maintenance and management plan for the Domain that includes: (FNDC)

- Community planting/weeding days
- Recognition of green space requirements for organised sports (turf management)
- The ethics of Ako, Manaakitanga, Whanaungatanga and kotahitanga.



Commission business case for multi-use facility with flexible spaces that can accommodate a range of community activities and initiatives (FNDC)



Investigate the best configuration of built facilities along the boundaries to enhance passive surveillance, safety, connectivity and enhance the Domain as the heart of Kerikeri (FNDC)



The following Action items need to be designed (according to CPTED principles), costed and approved by Council:

- Lighting
- Shade and shelter
- Playground
- Public toilets
- Art installations to perimeter of Domain
- Interactive water play area
- Landscaping
- Heavy vehicle access (FNDC)



Within six months Council design a horticultural landscape plan for the Domain in accordance with the RMP (FNDC)



Develop a shared use arrangement with Kerikeri High School regarding shared infrastructure, maintenance and use of the Domain and the adjoining Ministry of Education owned land (FNDC)



That the Council consider the establishment of an incorporated society representing the community to manage and oversee the Domain (FNDC)



Upgrade existing basketball court to enable opportunities for all ball sports

MEDIUM TERM 3-5 YEARS



Plant fruit trees around the perimeter of the Domain



Establish water fountains and recycling/ rubbish bins across the Domain which link with the existing pathways and facilities for users and dogs



Ensure all proposed and existing vegetation is maintained at an appropriate scale to provide clear sightlines along footpaths and from carpark areas to the road



Install feature and security lighting to areas surrounding facilities, pathways and carparks. Integrate power points onto light poles for use during temporary events



Provide all accessible and inclusive seating and picnic tables with appropriate shade and shelter for various sized groups



Upgrade existing playground with a variety of equipment and structures that will provide play options for all ages (FNDC)



	Upgrade existing paths to a minimum of 2.2 metres and consider new connections		Establish BBQ areas around the Domain adjacent to the perimeter pathway
	Following Council approval of the business case for multi-use facility, prepare design brief for, commission design and undertake works to consent and construct community centre facility (FNDC)		Establish accessible fenced play areas for children
	Identify appropriate locations of key amenities e.g. hitching posts and public toilets located to best serve Domain users (FNDC)		Upgrade the parking next to the library to provide spaces for people with accessibility concerns and parents
	Provide CCTV cameras in appropriate locations to enhance safety		Provide temporary access for heavy vehicles during events
	Partner with Tangata whenua artists to provide distinctive wayfinding signage, pou and interpretative information boards to exhibit and educate the Kerikeri community and future generations with Māori stories	LONG TERM 5-10 YEARS	
	Encourage art installations around the perimeter of the Domain in partnership with the community to highlight the stories of the land and enhance cultural identity and amenity		
	Provide additional native trees and planting around the perimeter of the Domain in accordance with landscape plan		Investigate demand for bike skills or pump track elements adjacent to the perimeter pathway
	Upgrade existing skate park and ensure spaces surrounding the park do not create areas of concealment		
	Construct a fitness trail with a number of activity stations adjacent to the perimeter pathway		
	Install bike stands adjacent to skate boarding and court facilities and within the car park within the Domain		

10. Concept plan





KERIKERI DOMAIN SITE PLAN 1:1000

LEGEND

- | | |
|--|---|
|  | BUILT ZONE -
PAVILLION, SCATE PARK,
BASKETBALL COURTS, VEHICULAR
ACCESS TO OPEN SPACE, CAR PARKING |
|  | EXISTING STRUCTURES |
|  | WATER ZONE - PLAY
SCULPTURE, LANDSCAPE,
PLANTING, PATHS AND
CYCLEWAY |
|  | MIXED USE ZONE -
SHELTER, EXERCISE, PLAY,
LANDSCAPE, PLANTING,
SCULPTURE. |
|  | BUFFER ZONE - MIXED USE
ZONE OR OPEN SPACE - TO BE
DETERMINED BY COMMUNITY
VISION |
|  | LOCATION FOR CENOTAPH
MEMORIAL |
|  | OPEN SPACE - BROKEN LINE
DEPICTS RUGBY FIELD INC
DEAD BALL ZONE |

11. Implementation and funding

This Reserve Management Plan provides a vision, goals, objectives, policies and actions that determine the appropriate use and development of Kerikeri Domain.

Decisions relating to the funding and priority for works described in this Reserve Management Plan will be undertaken within Far North District Council's Long Term Plan and Annual Plan.

It is important to note that, it is not because a particular action has been included within this Reserve Management Plan, that Council will make funding available for those works.

12. Preparing the Reserve Management Plan

Section 41 of the Reserves Act 1977 sets out the process that must be followed when preparing a Reserve Management Plan.

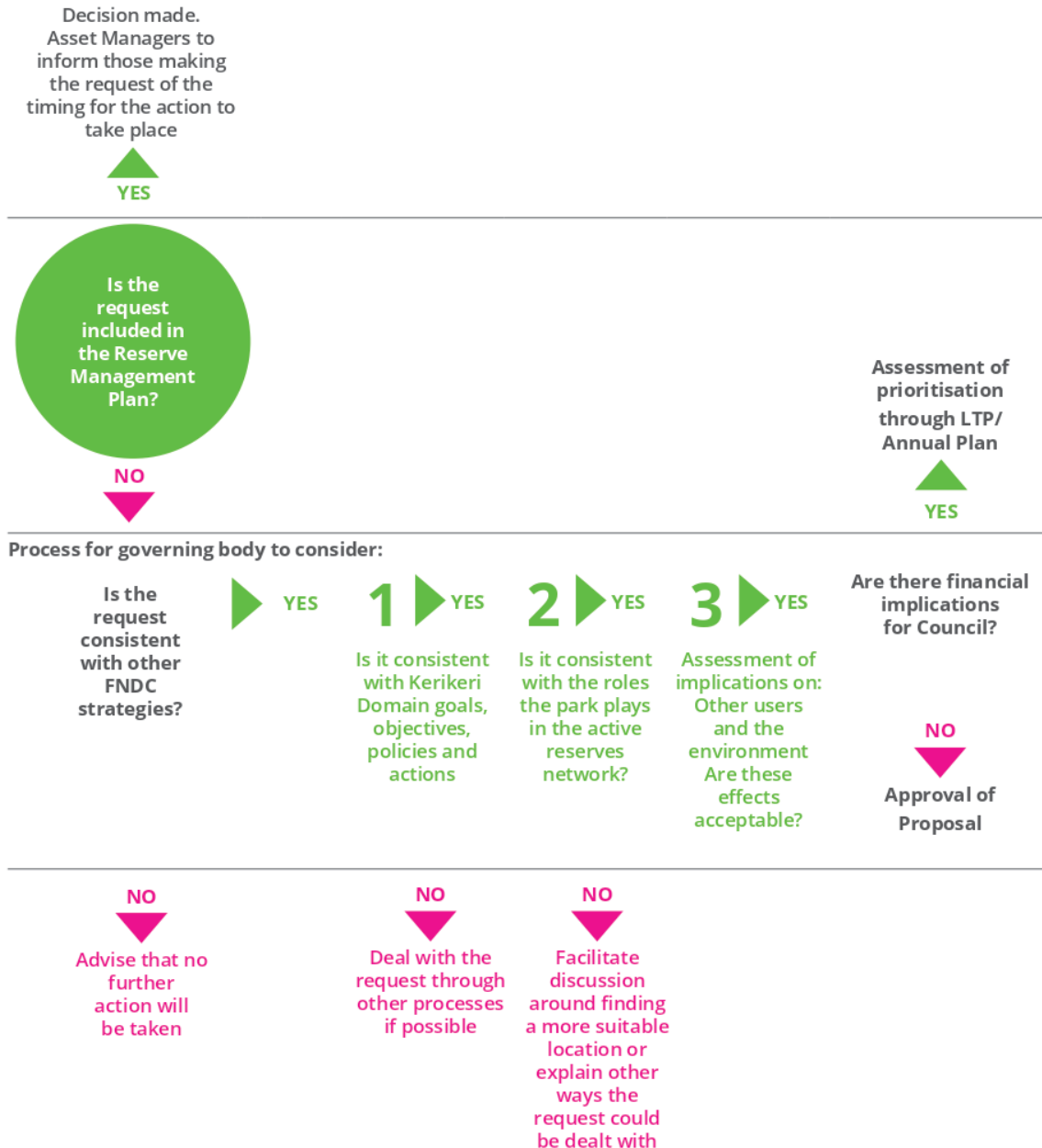
The following steps illustrate the process:



13. Decision-making process for requests not specifically included in the Reserve Management Plan

The Reserve Management Plan is developed for a ten-year term. Because of the length of time there are likely to be proposals made for the park not specifically included as actions in the Reserve Management Plan.

The following process will be used to decide whether or not to proceed with any such proposals.



14. Administrative information

Process for preparing a Reserve Management Plan for Kerikeri Domain

Section 41 of the Reserves Act 1977 sets out the process that must be followed when preparing a Reserve Management Plan.

The following steps outline the process:

1	FNDC publicly notifies its intention to prepare the Reserve Management Plan and invites interested parties / persons to send in written suggestions on the proposed plan within a set time period (usually one month). This was done by on-line survey.	May – July 2018
2	A draft Reserve Management Plan is prepared giving consideration to comments received.	August – October 2018
3	The draft Reserve Management Plan is adopted and advertised for public submissions and made available for viewing for a minimum of two months.	December 2018 – March 2019
4	Consideration is given to submissions and objections received and a hearing is held.	March – May 2019
5	Appropriate changes are made to the Reserve Management Plan.	May 2019
6	As Kerikeri Domain is a recreation reserve vested in the Council, the final Reserve Management Plan can be approved and adopted by FNDC, with no requirement for Ministerial approval.	June 2019
7	The final Reserve Management Plan is produced. Implementation commences. All those who made submissions are notified that the plan has been finalised and is available if they require a copy. Kerikeri Domain Reserve Management Plan will also be available on-line.	June 2019
8	Kerikeri Domain Reserve Management Plan is kept under continuous review by FNDC.	Ongoing

15. Reserve legal description

Kerikeri Domain is located on Cobham Road, Kerikeri. It covers a total area of approximately three hectares. The legal description is:

- | | | |
|--|---|---|
| <p>1 Part Lot 1 DP 21496, SO 60707, SO 70848
Public Domain, Subject to the provisions of Part II of the Public Reserves and Domains Act 1928
North Auckland
Title: NA736/108
Survey Area: 30387</p> | <p>3 Part Old Land Claim 3
Local Purpose Reserve (Public Library Site) Kerikeri Domain
NZ Gazette 1985 p141
Survey Area: 678</p> | <p>5 Lot 7 DP 155316
DP 155316
Recreation Reserve, Subject to Reserves Act 1977
North Auckland
Title: NA92D/223
Survey Area: 215</p> |
| <p>2 Lot 5 DP 41265
Domain, Gazette 1954 p 1339
North Auckland
Survey Area: 9925</p> | <p>4 Lot 1 DP 340854
Recreation Reserve, Subject to Part IV A Conservation Act 1987, Subject to Section 11 Crown Minerals Act 1991, Subject to Reserves Act 1977
North Auckland
Title: 167968
Survey Area: 194</p> | <p>Refer to Appendix 1 for Gazette notices</p> |

Figure 1: Reserve legal description



Appendix 1

Gazette notices and land online information



COMPUTER FREEHOLD REGISTER UNDER LAND TRANSFER ACT 1952

Search Copy



R. W. Muir
Registrar-General
of Land

Identifier NA736/108
Land Registration District North Auckland
Date Issued 02 October 1940

Prior References

NA640/119

Estate	Fee Simple
Area	3.0387 hectares more or less
Legal Description	Part Lot 1 Deposited Plan 21496
Purpose	Public Domain

Proprietors

Her Majesty the Queen

Interests

SUBJECT TO THE PROVISIONS OF PART II OF THE PUBLIC RESERVES AND DOMAINS ACT 1928

Fencing Agreement in Transfer 326489 - 2.10.1940

Transaction Id
Client Reference smarshall003

Search Copy Dated 3/09/18 2:51 pm, Page 1 of 2
Register Only

Appendix 1

Gazette notices and land online information



View Statutory Action

Parcel Lot 5 Deposited Plan 41265
Current Purpose Domain

Parcel Status Current

Statutory Action	Type	Recorded	Action	Status
New Zealand Gazette 1954 p 1339	Gazette Notice	04/04/2002	Create	Current

Statute
Purpose Domain
Name Kerikeri Domain
Comments

*** End of Report ***



View Statutory Action

Parcel Part Old Land Claim 3
Current Purpose Local Purpose Reserve (Public Library Site)

Parcel Status Current

Statutory Action	Type	Recorded	Action	Status
New Zealand Gazette 1953 p 1514	Gazette Notice	04/04/2002	Create	Current

Statute
Purpose Domain
Name Kerikeri Domain
Comments

Statutory Action	Type	Recorded	Action	Status
New Zealand Gazette 1985 p 141	Gazette Notice	04/04/2002	Create	Current

Statute
Purpose Local Purpose Reserve (Public Library Site)
Name Kerikeri Domain
Comments

*** End of Report ***

19 August]

THE NEW ZEALAND GAZETTE

1339

the south-western corner of Section 169, Prescott Settlement; thence along the northern side of Pencose Road to the south-western corner of Lot 1, on D.P. 18413, being part of Allotment 33 of Section 12, Suburbs of Auckland; thence northerly along the western boundary of the aforesaid Lot 1, to and along the western boundary of Lot 1 on D.P. 34145, being part of the aforesaid Allotment 33, crossing the intervening Auckland-Hamilton Motorway, and along the western boundary of part Allotment 33 of the aforesaid Section 12 (Transmission Lane), to and along the south-western boundaries of Lots 5 and 4 on D.P. 41128, a right line across Gavin Street, to and along the south-western and north-western boundaries of Lot 6 on the aforesaid plan 41128, the aforesaid lots being parts of the Allotment 28, Section 12, aforesaid, along another right line across Gavin Street, to and along the north-western boundaries of Lot 1 on D.P. 41128 and part Lot 1 on D.P. 40112, both being parts of the aforesaid Allotment 28, the north-western boundary of the part of Allotment 28 of the aforesaid Section 12, taken for quarry purposes and shown on S.O. Plan 33097, the north-western boundaries of part Lot 1 on D.P. 8015 and Lot 1 on D.P. 37619, both lots being parts of the aforesaid Allotment 28, to and along the south-eastern boundary of Lot 10 on D.P. 30443, being part of Allotment 27 of the aforesaid Section 12, to its northern corner; thence along a right line across the Ellerslie-Panmure Main Highway to the junction of its northern side with the north-western side of Ballant Street at the angle in the southern boundary of Lot 22 on D.P. 13031, being part of Allotment 27 aforesaid; thence along the generally western side of Ballant Street aforesaid to the north-eastern boundary of Lot 1 on Deeds Plan 8, 28, being part of Allotment 26, Section 12, Suburbs of Auckland; thence easterly generally along the boundary of the City of Auckland, as heretofore described, to the point of commencement.

Dated at Wellington, this 17th day of August 1954.

W. A. BODKIN, Minister of Internal Affairs.
(L.A. 103/5/178)

Stamp Duties Act 1925—Mode of Stamping by Inland Revenue Department

WHEREAS it is intended to discontinue the use of adhesive stamps for the purpose of stamping instruments required to be stamped by the Inland Revenue Department and to use in substitution therefor impressed stamps to be created by special accounting and stamping machines situated at the offices of District Commissioners of Stamp Duties:

Now, therefore, in pursuance of section 10 (1) of the Stamp Duties Act 1925, it is hereby directed, and notice is hereby given, that on and from the 1st day of September 1954—

1. Impressed stamps for expressing or denoting any duty, or the fact that any duty or fine has been paid, or that an instrument is duly stamped or is not chargeable with any duty, may be created by special accounting and stamping machines situated at the offices of District Commissioners of Stamp Duties.

2. Such impressed stamps shall comprise two lines of print and shall be of either of the following classes:

Class "A"—Bearing in one line the inscription "N.Z. Stamp Duty" in 14 point Cloister Black type, followed by letters indicating the office in which the instrument has been stamped, and bearing in another line (at a distance of nine sixteenths of an inch below) numerals indicating the date of stamping, a serial number, code letters, letters indicating the category of stamp, and figures signifying the amount paid.

Class "B"—Bearing in one line the inscription "N.Z. Stamp Duty" in 14 point Cloister Black type, followed by letters indicating the office in which the instrument has been stamped, and bearing in another line (at a distance of seven thirty-seconds of an inch above) numerals indicating the date of stamping, a serial number, and figures signifying the amount paid.

3. For the purposes of section 30 (2) of the said Act, the duty paid on an instrument (other than a duplicate or counterpart) shall be denoted by either—

(a) A Class "A" impressed stamp with the letters "DTY" indicating the category of stamp; or
(b) A Class "B" impressed stamp.

4. For the purposes of section 169 of the said Act, the duty paid on a duplicate or counterpart shall be denoted by either—

(a) A Class "A" impressed stamp with the letters "CPT" indicating the category of stamp; or
(b) A Class "B" impressed stamp over-written in 12 point type with the word "Counterpart."

5. For the purposes of section 30 (3) of the said Act, an instrument which is not liable to duty shall be stamped by either—

(a) A Class "A" impressed stamp with the letters "N.L." indicating the category of stamp, and figures 0 signifying the amount paid; or
(b) A Class "B" impressed stamp with figures 0 signifying the amount paid.

C

6. For the purposes of section 33 of the said Act, a penalty paid on an instrument shall be denoted by either—

(a) A Class "A" impressed stamp with the letters "P.P." indicating the category of stamp; or
(b) A Class "B" impressed stamp over-written in 12 point type with the words "Fine paid."

7. For the purposes of section 64 of the said Act, a denoting-stamp shall be either of the impressed stamps provided for in paragraph 3 hereof over-written in 12 point type with the word "Denoting."

8. Gift duty paid on a gift within the meaning of Part IV of the Death Duties Act 1921 may be denoted by either of the impressed stamps provided for in paragraph 3 hereof.

9. Every instrument stamped with such an impressed stamp shall also be impressed with the official seal.

Dated at Wellington, this 12th day of August 1954.

CHAS. M. BOWDEN, Associate Minister of Finance.

Declaring Land to Form Part of Titahi Bay Domain

PURSUANT to the Reserves and Domains Act 1953, the Minister of Lands hereby declares the reserve described in the Schedule hereto to be a public domain subject to the provisions of the said Act, to form part of the Titahi Bay Domain to be administered as a public domain by the Domain Board.

SCHEDULE

WELLINGTON LAND DISTRICT

Lot 19, Deposited Plan No. 10464, being parts Subdivisions 6 and 7, Koangaumu Block, situated in Block XI, Paekakariki Survey District: Area, 3 acres and 13-84 perches, more or less. Part certificate of title, Volume 418, folio 236.

Dated at Wellington, this 10th day of August 1954.

E. B. CORBETT, Minister of Lands.

(L. and S. H.O. 1/920; D.O. 8/614)

Declaring Lands to Form Part of Nukumarua Domain

PURSUANT to the Reserves and Domains Act 1953, the Minister of Lands hereby declares the reserves described in the Schedule hereto to be a public domain subject to the provisions of the said Act, to form part of the Nukumarua Domain to be administered as a public domain by the Domain Board.

SCHEDULE

WELLINGTON LAND DISTRICT

Lot 2, Deposited Plan No. 4187, being part Section 305, Okutuku District, situated in Block XII, Wairoa Survey District: Area, 5 acres and 15-2 perches, more or less. All certificate of title, Volume 268, folio 187.

Also Section 71, Mowhanna Village, situated in Block XV, Nukumarua Survey District: Area, 1 acre 2 rods 25 perches, more or less. (S.O. Plan 14657.)

Also part Section 50, Waitotara District, situated in Block XIII, Nukumarua Survey District: Area, 2 acres 1 rod 3 perches, more or less. All certificate of title, Volume 301, folio 238. (D.P. 3974.)

Dated at Wellington, this 10th day of August 1954.

E. B. CORBETT, Minister of Lands.

(L. and S. H.O. 1/39; D.O. 8/106)

Declaring Land to Form Part of Kerikeri Domain

PURSUANT to the Reserves and Domains Act 1953, the Minister of Lands hereby declares the reserve described in the Schedule hereto to be a public domain, subject to the provisions of the said Act, to form part of the Kerikeri Domain to be administered as a public domain by the Domain Board.

SCHEDULE

NORTH AUCKLAND LAND DISTRICT

Lot 5, Deposited Plan No. 41265, being part Old Land Claim No. 3, situated in Block XI, Kerikeri Survey District: Area, 2 acres 1 rod 32-4 perches, more or less. Part certificate of title, Volume 855, folio 128.

Dated at Wellington, this 15th day of July 1954.

E. B. CORBETT, Minister of Lands.

(L. and S. H.O. 1/959; D.O. 8/1456)

Land Reserved in the Land District of Wellington and Vested in the Hunterville Rabbit Board

PURSUANT to the Land Act 1948, the Minister of Lands hereby sets apart the land described in the Schedule hereto as a reserve for Rabbit Board buildings, and, further, pursuant to the Reserves and Domains Act 1953, vests the said reserve in the Hunterville Rabbit Board, in trust, for that purpose.

17 JANUARY

THE NEW ZEALAND GAZETTE

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Vesting a Reserve in the Lake County Council

PURSUANT to the Reserves Act 1977, and to a delegation from the Minister of Lands, the Assistant Commissioner of Crown Lands hereby vests the reserve, described in the Schedule hereto, in the Lake County Council in trust for a recreation reserve with effect from 1 April 1983.

SCHEDULE

OTAGO LAND DISTRICT—LAKE COUNTY—WANAKA RECREATION RESERVE

11,470 hectares, more or less, being Section 12 (formerly Sections 1-4, Block XIV, part Sections 1, 4 and 1300R, and Sections 2, 3, Block XV, part Section 1 and Sections 2-14 and 1533R, Block XVI, Sections 1-16 inclusive, Block XVII, Sections 1-7, Block XIX, and Sections 3-6 and 10, Block XX), Block XV, Town of Wanaka. Part certificate of title 8A/952, part *Gazette* notice 242, 328, all *Gazette* notice 398, 852 all *New Zealand Gazette*, 1940, pages 1793 and 3727, and part *New Zealand Gazette*, 1925, page 2130. S.O. Plan 20847.

2000 square metres, more or less, being Section 10 (formerly part Sections 1 and 1300R, Block XV, part Section 1, Block XVI), Block XV, Town of Wanaka. Part certificate of title 8A/952. S.O. 19311.

Dated at Dunedin this 8th day of January 1985.

J. R. GLEAVE,

Assistant Commissioner of Crown Lands.

(L. and S. H.O. Res. 12/2/232; part Res. 12/2/126, D.O. 8/3/218)

3/1

Declaration that Land is a Reserve

PURSUANT to the Reserves Act 1977, and to a delegation from the Minister of Lands, the Assistant Commissioner of Crown Lands hereby notifies that the following resolution was passed by the Bay of Islands County Council on the 16th day of November 1983:

"That in exercise of the powers conferred on it by section 14 of the Reserves Act 1977, the Bay of Islands County Council hereby resolves that the piece of land held by the said County in fee simple and, described in the Schedule hereto, shall be, and the same is hereby, declared to be a local purpose (site for a public library) reserve within the meaning of the said Act."

SCHEDULE

NORTH AUCKLAND LAND DISTRICT—BAY OF ISLANDS COUNTY

678 square metres, more or less, being part Old Land Claim No. 3, being part of the land shown on D.P. 24476, situated in Block XI, Kerikeri Survey District. All certificate of title 632/250.

Dated at Auckland this 24th day of December 1984.

R. F. SMITH,

Assistant Commissioner of Crown Lands.

(L. and S. H.O. Res. 2/2/318; D.O. 8/3/296)

3/1

Classification of Parts of a Reserve

PURSUANT to the Reserves Act 1977, and to a delegation from the Minister of Lands, the Assistant Commissioner of Crown Lands hereby classifies that part of the reserve, described in the First Schedule hereto, as a recreation reserve, and further, classifies that part of the reserve, described in the Second Schedule hereto, as a local purpose (cemetery) reserve subject to the provisions of the said Act.

FIRST SCHEDULE

SOUTH AUCKLAND LAND DISTRICT—HAMILTON CITY

50,8149 hectares, more or less, being Allotment 483 and part Allotment 252A, Kirikiriroa Parish, and Sections 25 to 28 and part Sections 23, 24, 30 and 31, Hamilton East Town Belt, all situated in Block II, Hamilton Survey District. Part certificate of title 121/121, Part *New Zealand Gazette*, 1879, page 683, 1977, page 2699 and 1984, page 3174. S.O. Plans 2217, 40722, 49083 and D.P. 21975.

C

SECOND SCHEDULE

3,2366 hectares, more or less, being part Allotment 252, Kirikiriroa Parish, situated in Block II, Hamilton Survey District. Part certificate of title 121/121. Part *New Zealand Gazette*, 1868, page 403. S.O. Plans 143⁹ and 33208 and L.T. Plan 1126⁹.

Dated at Hamilton this 10th day of January 1985.

G. L. VENDT,

Assistant Commissioner of Crown Lands.

(L. and S. H.O. Res. 3/2/25; D.O. 8/405/4)

3/1

Setting Apart Maori Freehold Land as a Maori Reservation

PURSUANT to section 439 of the Maori Affairs Act 1953, the Maori freehold land described in the Schedule hereto is hereby set apart as a Maori Reservation for the purpose of a meeting place for the common use and benefit of the members of the Ngati He subtribe of the Ngaiterangi tribe and the residents of the locality.

SCHEDULE

SOUTH AUCKLAND LAND DISTRICT

ALL that piece of land situated in Block XI, Tauranga Survey District and described as follows:

Area m ²	Being
1011	Maungatapu No. 1P Block as created by a Partition Order of the Maori Land Court dated 22 April 1910.

Dated at Wellington this 14th day of January 1985.

B. S. ROBINSON,

Deputy Secretary for Maori Affairs.

(M.A. H.O. 21/3/4; D.O. T284)

6/1A1/2CL

Setting Apart Maori Freehold Land as a Maori Reservation

PURSUANT to section 439 of the Maori Affairs Act 1953, the Maori freehold land described in the Schedule hereto is hereby set apart as a Maori reservation as a place of historical significance to the Ngati Rangiwewehi in particular and the people of New Zealand generally.

SCHEDULE

SOUTH AUCKLAND LAND DISTRICT

ALL that piece of land situated in Block XII, Rotorua Survey District and described as follows:

Area m ²	Being
5362	Mangorewa Kaharoa Church Reserve as created by partition order dated 10 August 1912.

Dated at Wellington this 14th day of January 1985.

B. S. ROBINSON,

Deputy Secretary for Maori Affairs.

(M.A. H.O. 21/3/5; D.O. Appln. 28604)

6/1A1/2CL

Maori Land Development Notice

PURSUANT to section 332 of the Maori Affairs Act 1953, the Board of Maori Affairs hereby gives notice as follows:

NOTICE

1. This notice may be cited as Maori Land Development Notice Rotorua 1985, No. 2.

2. The notice referred to in the First Schedule hereto is hereby revoked.

3. The lands described in the Second Schedule hereto are hereby released from Part XXIV of the Maori Affairs Act 1953.

1514

THE NEW ZEALAND GAZETTE

[No. 52]

Recreation Reserve in North Auckland Land District Brought Under Part II of the Public Reserves and Domains Act 1928

C. W. M. NORRIE, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 16th day of September 1953

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to section 34 of the Public Reserves and Domains Act 1928, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby orders and declares that the reserve for recreation in the North Auckland Land District described in the Schedule hereto shall be and the same is hereby brought under the operation of and declared to be subject to the provisions of Part II of the said Act, and such reserve shall hereafter be known as the Kerikeri Domain and be managed, administered, and dealt with as a public domain.

SCHEDULE**NORTH AUCKLAND LAND DISTRICT**

PART Lot 1, Deposited Plan No. 21496, being part Old Land Claim No. 3, situated in Block XI, Kerikeri Survey District: Area, 7 acres 2 roods 1-4 perches, more or less. All certificate of title, Volume 736, folio 108.

T. J. SHERRARD,

Clerk of the Executive Council.

(L. and S. H.O. 1/950; D.O. 8/1456)

Recreation Reserve in South Auckland Land District Brought Under Part II of the Public Reserves and Domains Act 1928

C. W. M. NORRIE, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 16th day of September 1953

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to section 34 of the Public Reserves and Domains Act 1928, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby orders and declares that the reserve for recreation in the South Auckland Land District described in the Schedule hereto shall be and the same is hereby brought under the operation of and declared to be subject to the provisions of Part II of the said Act, and such reserve shall hereafter be known as the Mount Maunganui Golf Course Domain, and shall be managed, administered, and dealt with as a public domain.

SCHEDULE**SOUTH AUCKLAND LAND DISTRICT**

PART Lot 1, Deposited Plan No. 34345, being part Omana Nos. 1, 2A, 2, and 2B 1 Blocks. All certificate of title, Volume 1050, folio 142. Lot 2, Deposited Plan No. 8 1500, being part Omana No. 2A 2 Block. All certificate of title, Volume 1042, folio 344. Lot 1, Deposited Plan No. 35675, being part Section 8, Block XI, Tauranga Survey District. All certificate of title, Volume 933, folio 75.

Situated in Blocks VII and XI, Tauranga Survey District: Total area, 122 acres 1 rood 21 perches, more or less.

T. J. SHERRARD,

Clerk of the Executive Council

(L. and S. H.O. 1/1245/1; D.O. 8/1081)

Domain Board Appointed to Have Control of the Kimbolton Domain

C. W. M. NORRIE, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 16th day of September 1953

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to section 41 of the Public Reserves and Domains Act 1928, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby appoints

John Maurice Hocking,
Denis George Jensen,
David William Hugh McKay,
Arthur Harold Montagu Maurice,
Walter Scott,
Neville Hayne Short,
Geoffrey Field Summerville,
Duncan George Watt, and
John Stevenson Watt

to be the Kimbolton Domain Board, having control of the land described in the Schedule hereto; and hereby appoints Monday, the 28th day of September 1953, at 8 o'clock p.m., as the time when, and the Town Hall, Kimbolton, as the place where, the first meeting of the Board shall be held.

SCHEDULE**WELLINGTON LAND DISTRICT—KIMBOLTON DOMAIN**

SECTION 16, Suburbs of Kimbolton, situated in Block XIII, Apti Survey District: Area, 20 acres and 3 perches, more or less.

Also Section 92c, Block XIII, Apti Survey District: Area, 17 acres, more or less.

Also Section 92b, Block XIII, Apti Survey District: Area, 26 acres 3 roods 7 perches, more or less.

Also Section 92a, Block XIII, Apti Survey District: Area, 5 acres, more or less.

Also Section 1 (formerly Lot 3, D.P. 781, being part Rural Section 265, Township of Sandon), Block 1, Pohangina Survey District: Area, 3 acres 3 roods 26-5 perches, more or less.

Also part Rural Section 265, Township of Sandon, situated in Block 1, Pohangina Survey District: Area, 1 rood 3-46 perches, more or less. All certificate of title, Volume 221, folio 292.

Also Section 15, Township of Kimbolton, situated in Block XIII, Apti Survey District: Area, 5 acres 2 roods 27 perches, more or less.

Also Lot 1, Deposited Plan No. 11893, being part Rural Section 265, Township of Sandon: Area, 1 rood 3-46 perches, more or less.

Also Lot 2, Deposited Plan No. 14893, being part Rural Section 265, Township of Sandon: Area, 1 rood 14-21 perches, more or less.

T. J. SHERRARD,

Clerk of the Executive Council.

(L. and S. H.O. 1/502; D.O. 8/409)

Domain Board Appointed to Have Control of the Makaka Domain

C. W. M. NORRIE, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 16th day of September 1953

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to section 44 of the Public Reserves and Domains Act 1928, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby appoints

Allan Martin Barker,
Ivo Gordon Barron,
Richard Kennard Edgcombe,
Edward George Henry Phillips, and
Clarence Raymond Whiting

to be the Makaka Domain Board, having control of the land described in the Schedule hereto; and hereby appoints Monday, the 14th day of September 1953, at 8 o'clock p.m., as the time when, and the Makaka School as the place where, the first meeting of the Board shall be held.

SCHEDULE**TARANAKI LAND DISTRICT—MAKAKA DOMAIN**

SECTIONS 1, 2, and 43, Block X, Kaipokomuri Survey District: Total area, 16 acres, more or less. (S.O. plan 7737.)

T. J. SHERRARD,

Clerk of the Executive Council.

(L. and S. H.O. 1/279; D.O. 8/50)

Constituting the Borough of Otorohunga

C. W. M. NORRIE, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 16th day of September 1953

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

WHEREAS, pursuant to section 135 of the Municipal Corporations Act 1933, a petition was presented to the Governor-General praying that the area comprising the Town District of Otorohunga be constituted a borough;

And whereas, pursuant to section 21 of the Local Government Commission Act 1946, the said petition was referred to the Local Government Commission;

And whereas, pursuant to the Local Government Commission Act 1946, the Local Government Commission has made inquiry into the proposal and has recommended that a scheme bearing date the 21st day of September 1953, providing for the said area to be constituted a borough;

And whereas it is deemed expedient to give effect to the final scheme as hereinafter appearing;

Now, therefore, pursuant to the Local Government Commission Act 1946, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council hereby orders and declares:

(1) That as on and from the 1st day of October 1953, the area described in the Schedule hereto shall be constituted a borough.

(2) That the name of the said borough shall be the Borough of Otorohunga.

(3) That the number of Councillors of the said borough shall be eight, exclusive of the Mayor.

Appendix 2

Existing site photographs (taken August 2018)

1. Existing fire damaged Pavilion



2. Chris Booth sculpture Te Whiringa o Manoka, New Zealand's Public Sculpture



3. Existing playground



4. Rugby field



5. Open green space as seen from perimeter path. View towards Kerikeri High School



6. Existing basketball court and skate park



CONTACT US

Far North District Council
Te Kaunihera o Tai Tokerau ki te Raki

www.fndc.govt.nz
Helpdesk Telephone (09) 401 5200
Freephone 0800 920 029

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Far North District Council
Private Bag 752
Memorial Ave
Kaikohe

Headquarters

Far North District Council
5 Memorial Ave
Kaikohe

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7.2 TOWAI-MAROMAKU COMMUNITY PLAN

File Number: A2441891

Author: Alice Hosted, Community Development & Projects

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

PURPOSE OF THE REPORT

That the Bay of Islands–Whangaroa Community Board receives the Towai-Maromaku Community Plan from the Towai–Maromaku Working Party (The Working Party)

EXECUTIVE SUMMARY

The Working Party has created the Towai-Maromaku Community Plan on behalf of the Towai-Maromaku community through a series of well attended community meetings (February–April 2019). It expresses their communities' visions and hopes for the future for the following five focus areas;

- People & Community
- Natural Environment
- Heritage
- Built Environment & Infrastructure
- Economy

Once received, this document will provide a pathway to inform community and Council planning, budgeting and activity in the future.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community board receives the Towai-Maromaku Community Plan from the Working Party

1) BACKGROUND

In mid-February 2019, the Far North District Council invited the Towai-Maromaku community to enter into a streamlined community development planning process. The process was considered by staff to be an opportunity to address issues previously raised to Council and improve existing relationships.

A series of well attended community meetings, held between February and April 2019, led to the completion of a draft document that was socialised with the wider community at a 'fun day' on the 6th April 2019. The event was attended by approximately 70 people who were encouraged by the Working Party to provide feedback on the draft document.

2) DISCUSSION AND OPTIONS

Council encourages communities to engage in a community led planning process to highlight and prioritise the aspirations for the community. The process provides an opportunity for communities to engage in meaningful dialogue on issues that are of interest to them, and empowers them to prioritise local issues and identify solutions.

The Towai-Maromaku Community Plan highlights the communities aspirations to build community spirit by identifying goals for the five focus areas identified. It indicates potential projects that will help achieve these goals and suggests funding and support opportunities to help ensure that the projects are achievable and sustainable.

While the document has been identified as being of 'low significance' in terms of the Council's Significance and Engagement Policy, it is of high significance to the community. The document is considered a valuable resource for the community and will help to ensure the community continues to be a sustainable, livable and vibrant environment.

There are no perceived conflicts with Council policies and strategies and working with communities to create Community Plans is consistent with Council's approach to community development.

Council staff supported the development of the plan. Hapū input and participation has been encouraged.

Reason for the recommendation

The Towai-Maromaku Community has completed the Towai-Maromaku Community Development Plan to address changing community needs and wants, and now seeks endorsement for the plan from the Bay of Islands- Whangaroa Community Board.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no immediate budgetary implications for the Community Plan. Any projects identified would be considered from existing budget or through Annual Plan or Long Term Plan development

ATTACHMENTS

1. **Attachment 1:Towai-Maromaku Community Plan - A2441951** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The level of significance is considered to be low for the following reasons; <ul style="list-style-type: none">• minimal financial implications• the document is not a statutory requirement• it is consistent with council policies.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Council's community development frame work are relevant as they define the work we do in developing Far North communities. The framework includes; <ul style="list-style-type: none">• Increasing opportunities for communities to determine the things they care about• Providing communities a chance to have their say and engage in meaningful dialogue on the things that affect them• Empowering communities to design, prioritise and engage on local initiatives• Building community spirit The following Long Term Plan community outcomes are also considered to be of relevance <ul style="list-style-type: none">• A safe and healthy district,• A sustainable and liveable environment,• A vibrant and thriving economy
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 plan has ward relevance and is now being presented to the Community Board for their endorsement and consideration for alignment with the Whangaroa-Bay of Islands Community Board Strategic Plan.
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	Hapū engagement is provided for in the plan and their participation is a critical component of the Towai-Maromaku Community Plan success.

land and/or any body of 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.	<p>Person likely to be affected or have an interest include those who live within, and have a connection to the Towai-Maromaku community.</p> <p>A great deal of effort has gone into the plan to capture the thoughts and aspirations of these people</p>
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



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Towai-Maromaku Community Plan

April 2019

About

Towai-Maromaku is home to a dynamic community living in a picturesque rural setting.

Blessed with abundant natural resources, the once great kauri forests helped fuel the local economy, when milled for ship building and then later in the digging and exporting of kauri gum. As the land was cleared, agriculture took over and this remains the main source of income today. The swamps of Towai-Maromaku were known to produce some of the best quality flax in the country.

Gateway to the Bay of Islands, encompassing State Highway One and only 30mins to Whangarei, the community is centrally located and well placed to tap into both the tourist and local markets. It is home to Ruapekapeka Pā, the site of the last battle of the Northern Wars fought between British colonial forces and northern Māori in 1845-1846. Ruapekapeka is a site of great national and international importance and is a key tourist attraction in the Far North District.

The Towai Hotel is a historic country tavern. Established in 1872, it was originally established next to the railway station at the bottom of the hill, but in 1933 the entire hotel was moved up the hill on rollers and placed next to State Highway One. The move took 3 days and the bar never closed.

This is the Community Development Plan of Towai-Maromaku. The intention of the plan is to clearly identify the needs of our community and use the plan to speak in unison to help inform agencies, funders and others who can work with us to help us bring our plan to fruition.

Our Vision

Honour past sacrifices made and respect our traditions & faith. Preserve our strong community values of hard work, resilience and whanaungatanga/supporting each other. Build on our unique heritage and work together to continually improve our social, historic and natural and built environments to create a better home for us and our children.

Our Values

Te Kotahitanga/ Inclusiveness	Tino Rangatiratanga/ Leadership	Manaakitanga/ Relationships
We stand together	We show the way	We keep things real
We value individual differences	We take the lead	We act with integrity
We support and respect each other	We find ways to do things better	We do what we say
We work together	We be there when it counts	We take ownership
	We are can-do/resilient	

The Process

In mid-February 2019, the Far North District Council invited the Towai-Maromaku community to enter into a streamlined community development planning process. This Community Development Plan, created through a series of well attended community meetings (Feb-April 2019), has given the residents of Towai-Maromaku an opportunity to express their vision and hopes for the future of their community.

This planning document has been endorsed by the community, and once received by the Far North District Council via the Bay of Islands-Whangaroa Community Board, will be used to set a pathway to inform both community and Council planning, budgeting and activity in the future.

The following community members have thoughtfully contributed to the development of this plan;

Adrienne Kehoe, Anita Short, Anthony Schicker, Butch & Karen Horsford, Charlie Grayson, Chris Kingan, Craig Mann, Dennis Pabirowski, Desley Dyke, Dianne McKee, F.J. Allan, Gordon Priest, Greg Allan, Helen Sanders, Ian & Shirley Challand, Irene Pabirowski, J Horsford/Melaney Going, Janine Mason, Jared Going, Jewell & Aperahama Edwards, John & Jacqui Kehoe, Josh & Kim Hanley, K.M. Allan, Karen Frost, Kerry Gelmi, Lea & Allan Kidd, Margaret Sullivan, Marilyn Schicker, Marisa Horsford, Morgan Horsford, Nani Nankivell, Ora Going, Pam Going, Perry Clark, Rei Tipene, Rosalind Simpson, Sandra Wallace, Sharryn Vickers, Sid & Colleen Going, Stephen Arundel-Fagge, Vicki Dawson, Werner Pospiech.



People and Community

Vision Statement

Our community is multicultural & multigenerational. We are family orientated and support each other. We strive to role model what a healthy functioning community looks like for our children. We recognise effective communication is an integral part of building and maintaining relationships and reflects the effort put into community communications.

We are connected, welcoming and believe in being neighbourly. Knowing, respecting and caring about each other strengthens the bonds that bind us to our past, present and future

'He aha te mea hui o te ao?

He tangata, he tangata, he tangata

What is most important?

It is the people, it is the people, It is the people'



Goals	What needs to be done to achieve these	How might it be done	Who can do it
<p>To have a range of opportunities to promote and support community connection.</p> <p>Community spirit</p> <p>Unity</p>	<p>Recreation hub - central place for all</p> <p>Skate park</p> <p>Bike track</p> <p>Annual festival</p> <p>Hoedown family games (annual event)</p> <p>Fireworks (annual event)</p> <p>Towai/Maromaku Facebook Page</p> <p>Health and fitness</p> <p>New mural (historical/who we are as a community) located at Towai Hall</p> <p>A sign to mark our location and recognize</p> <p>Market day (could be a recurring event e.g. car boot sale)</p> <p>Drive in Movies</p> <p>Concert in the Paddock</p>	<p>Improve community communication.</p> <p>Suggest a Towai/Maromaku Facebook Page – proposed name Friends of Towai and Maromaku</p> <p>Seek funding</p> <p>Community Notice Board in central place (e.g. Halls, Hotel, Public Toilets)</p> <p>FNDC to consider hosting a Community Noticeboard Page/Calendar on FNDC website, where notifications of meetings are posted and there is space for communities to list a link to their own online platforms.</p>	<p>Community & People group as administrators</p> <p>FNDC Events Investment Funding - targeted at events that attract visitors and enrich the district. Funding can cover most costs associated with running an event. The next funding round will open in early to mid-2019.</p> <p>Sport Northland Community-Led Development – supports community sports & rec projects. Contact Community Connector for Mid North cheryls@sportnorth.co.nz</p> <p>Sport Northland - Sport New Zealand Sport New Zealand is investing a total of \$3million over the next three years to support projects designed to get more young women(12 – 18) physically active and develop leadership opportunities through play, active recreation and sport.</p>
<p>Towai and Maromaku communities are safe</p>	<p>Positive and effective relationships</p> <p>A number of community events to nurture relationships</p>	<p>Phone tree</p> <p>Neighbourhood watch</p>	<p>Local community members</p> <p>Community Constable</p> <p>FNDC Request for Service system (RFS) – 0800 920029</p> <p>Civil Defence</p> <p>Sport Northland Community-Led</p>

			Development – supports community sports & rec projects. Contact Community Connector for Mid North cheryls@sportnorth.co.nz
A range of community education opportunities are available for all	Local courses, gardening, food preserving, health and fitness, childcare, short courses Community Library Early childhood facilities/opportunities	Seek support from education providers or community organisations to provide these opportunities locally Sport Northland Ministry of Education	Other communities Maromaku School Other people within our community with skills such as the Country Women Education via school RTL B - specialist in Learning and Behaviour Plunket Ngati Hine



Natural Environment

Vision Statement

Our waterways are healthy, clean and cared for and native flora & fauna is conserved. Noxious weeds and pests are managed, with a long term goal of establishing pest free areas.

Communication is improved between the community and agencies responsible for environmental protection and educational, funding and ecotourism opportunities are explored. Sustainable agriculture practices are continued and over time ethical farming becomes the norm.

The area is aesthetically pleasing and welcoming and everyone feels included. We respect our natural environment and have the foresight to protect it for future generations.



Goals	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
Clean Water	Monitoring Education Plantings	NRC Farmers Fonterra Beef & Lamb DOC School	2019 Northland Regional Council - Environmental Leaders Fund - fund available for schools to undertake environmental projects in their local area. Funding will be provided for projects and initiatives that have positive environmental outcomes. Northland Regional Council - Opportunity to discuss taking a catchment based approach for the Towai-Maromaku area.
Protect Native Flora & Fauna <ul style="list-style-type: none">- Kiwi- Mudfish- Trees	Education QEII Trusts	School Marae DOC Farmers/Landowners TPK NRC	2020 DOC – Community Fund - this fund supports community-led conservation projects on public and private land. 2019/20 Te Puni Kokiri – Whenua Māori Fund - the Whenua Māori Fund supports Māori land owners to explore different uses of land and ways of boosting its productivity. 2019/20 Northland Regional Council - Environment Fund - funding assistance for projects that protect and enhance Northland's natural environment. New Zealand Landcare Trust & Beef and Lamb New Zealand - Start a Catchment Group 2019/20 Ministry for the Environment(MfE) - Freshwater Improvement Fund (dates for next funding yet to be set) - Fund commits \$100 million over 10 years to improve the management of New Zealand's lakes, rivers, streams, groundwater and wetlands. Living Waters Bay of Islands – Wai Ora - Charitable Incorporated Society working in association with a number of agencies and land owner groups to help restore native life on land and sea. Whitebait Connection - A freshwater

			<p>community conservation programme.</p> <p>QEII National Trust – Partner with landowners to protect natural (and heritage sites) by way of covenant</p> <p>FNDC - Conservation Covenant rates remission policy – Where rateable land has a conservation covenant applied for biodiversity, landscape or heritage protection a remission on rates can be applied for.</p>
Roading	<p>Extreme flood protection</p> <p>Widening</p> <p>Culverts, drainage</p> <p>SHW1 alternative emergency routes</p> <p>Signage – heritage sites, emergency</p> <p>Safer SHW1 exits</p>	<p>FNDC</p> <p>NRC</p> <p>Landowners</p> <p>NZTA</p> <p>CDEM - Civil Defense</p>	<p>2019</p> <p>Bay of Islands-Whangaroa Community Board Strategic Planning</p> <p>NZTA</p> <p>2021</p> <p>FNDC Long Term Planning</p>
Heritage Sites	<p>Build community website</p> <p>Community Notice Board</p> <p>Places of interest/Plans</p> <p>Protect existing sites</p>	<p>Residents</p> <p>Business Owners</p> <p>FNDC</p> <p>Marae</p> <p>Heritage Trust NZ</p> <p>DOC</p> <p>Iwi</p> <p>FNDC</p>	<p>Heritage New Zealand - Incentives for Historic Heritage</p> <p>Bay of Islands-Whangaroa Community Board Community Fund - Projects should encourage community leadership, self-reliance and the work of volunteers</p> <p>FNDC - Conservation Covenant rates remission policy – Where rateable land has a conservation covenant applied for biodiversity, landscape or heritage protection a remission on rates can be applied for.</p>
Noxious Weeds & Pests	<p>Control of roadside weeds</p> <p>Enforce Northland Regional Pest and Marine Pathway Management Plan</p> <p>Railway weeds</p> <p>Control of invasive weeds</p>	<p>FNDC</p> <p>NRC</p> <p>Farmers/Landowners</p> <p>Kiwirail</p>	<p>Northland Regional Council - Community Pest Control Areas - Community Pest Control Areas can be established in areas that have been identified by the community as worth protecting. (Kiwirail control weeds and reduce infestations with guidance from NRC).</p> <p>Ministry for the Environment (MfE) – Community Environment Fund The purpose of the Community Environment</p>

			<i>Fund (CEF) is to empower New Zealanders to make a positive difference to the environment. It does this by funding projects that: strengthen environmental partnerships, raise environmental awareness, encourage participation in environmental initiatives in the community.</i>
Farmland	Protect what we have Sustainable farming Education	Farmers/Landowners	Fonterra – Living Water initiative NZ Beef & Lamb – Catchment Community group Programme
Refuse	Recycling Rubbish collection – need to advertise this so community are aware of service	FNDC Private collection agencies	FNDC Waste Management/Comms Northland Waste East-West Waste
Public toilets	Maromaku Park	FNDC Maromaku Park members	FNDC Facilities/Comms Infrastructure Grants Fund Fund encourages the creation of infrastructure that directly benefits and is strongly supported by the community. To be successful, must demonstrate that the life-cycle costs of the proposed infrastructure has been considered, show a clear understanding of ownership and ongoing maintenance costs, and have 50% of project costs secured
Zoning	Better information to residents	FNDC	FNDC Roding/Comms

Heritage

Vision Statement

Our community values our diverse cultural heritage and honours and respects mana whenua and the early settlers and pioneers of the Towai-Maromaku area. We recognise the past challenges faced by our forebearers and acknowledge the hard labour involved in shaping this special place we call home.

Future generations treasure our local history and are proud of our shared past and family linkages. Our heritage is celebrated, preserved and shared.

Goal	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
Record, promote and maintain buildings	<p>To support the Towai Cemetery maintenance and burials – historic graves</p> <p>Have a register of important places and buildings</p> <p>Protect and maintain Centenary Mural (1991)</p> <p>Map (potentially as part of community notice board) and road signs to heritage sites in area e.g. Marlow Road School, Rail Station, Post Office</p>	<p>FNDC</p> <p>Community</p> <p>Heritage NZ</p> <p>Maromaku Hall Trust</p> <p>School</p> <p>Bay of Islands-Whangaroa Community Board</p>	<p>FNDC - limited, one-off funding available via Community Planning process</p> <p>FNDC Creative Communities Scheme - All groups and individuals involved in local arts and cultural projects can apply. \$2000 or less. The application deadlines for the 2019 year are: 1 February, 3 May, 2 August, 1 November.</p> <p>FNDC Whangaroa Community Board Community Grants Funding & Placemaking Funding – both these funds use same application form.</p>
Record & promote Early Settlers	<p>Gather information on the history and key pioneer people who lived in the district and preserve for posterity.</p> <p>Erect R.S.A. Monument, Dawn Service Anzac Day</p>	<p>Traditional & Social Media</p> <p>Personal contacts</p> <p>Community R.S.A.</p> <p>Bay of Islands-Whangaroa Community Board</p>	<p>Lottery Grants Board - Distributes the profits made from New Zealand state lotteries, such as Lotto and Instant Kiwi, for the benefit of New Zealand communities.</p> <p>Forestry New Zealand - Matariki Tu Rākau - The Government announced Matariki Tu Rākau on Anzac Day, 25 April 2018. It's an opportunity for communities to plant trees to recognise the service of men and women of the New Zealand Defence Force, past and present.</p>
Record Early	Assemble information	Community	Research – local newsletters,

Businesses	about early businesses	Northland Inc.	museums archives and other sources such as Paper Past
Record notable sports achievements	Collect knowledge of persons excelling in their different sporting codes e.g. badminton, league, rugby, tennis etc	Media & old photos Personal contacts	Oxford Sports Trust - For the promotion of amateur sport & charitable purposes. Sport Northland Community-Led Development – supports community sports & rec projects. Contact Community Connector for Mid North cheryls@sportnorth.co.nz



Built Environment & Infrastructure

Vision Statement

Our built environment is attractive, inviting and positively contributes to making Towai-Maromaku a desirable place to live and visit. We are a can-do, practical community and we work with others to initiate the right conversations and actions to achieve meaningful and significant improvements in our community for the benefit of us all.

Our built environment and infrastructure is safe and fit for purpose. Issues are proactively reported on to allow them to be dealt with quickly. Finding solutions to longer term issues, such as flooding, involve the community in their development and are well thought out and future proofed. Opportunities for local people to be more involved in maintaining local services are explored. New infrastructure is well planned and whole-life costs are accounted for to ensure both reliability and affordability.

Built Environment	Infrastructure
Includes all the man-made objects that have been created in the area, which are accessed by (and affect the lives of) people in the community. Items that we identified included:	Infrastructure includes the services that are provided to the community, and the things that are used to deliver those services. Items that we identified included:
Roads	Electricity
Bridges	Landline phone services
Rivers, creeks, drains and stop banks	Mobile phone services
Power lines	Internet access
Phone lines	Postal services
Fibre optic cable to Maromaku School	Emergency services - Fire, Ambulance, Police
Houses	Education services
Play Group Building	Health services
Schools	Community activities
Halls	Recreational activities
Sports facilities	Waste collection
Fire station	Recycling services
Railway line	Access for us to go to other locations and take part in activities outside our area
Recycle station	Access for others to come to our area and take part in activities here
Businesses	Access for others to come through our area to get to neighbouring locations
Churches	
Marae	
Cemeteries	

Roads

Who uses the roads?

- Private vehicles - individuals & families
- Tour/school buses
- Campervans
- Local people who know the roads
- Visitors who don't know the roads, coming to schools, halls, churches, marae, cemeteries
- Business vehicles - cars, utes, trucks
- Farm vehicles - small, medium, large
- Agricultural contractors vehicles - mostly large
- Large trucks and trailers - milk tankers, stock trucks, fertiliser & metal delivery, concrete trucks, farm supply delivery trucks, logging trucks
- Special events, such as car rallies
- Those detoured through the area when State Highway 1 is closed
- Cyclists

What standard would we like the roads to be at?

- Wide enough for any of these vehicles to meet each other and pass safely in opposite directions
- Water tables kept clean to reduce damage to the road edges and surfaces
- Culverts to extend past the formed road so that washouts of culvert coverings don't reduce road width
- Road foundation to be built up so that bare dirt is not exposed during regular road use
- Reduce dust levels produced by vehicles using the roads
- Maintain a safe road surface (no significant potholes and corrugations)
- Safe intersections, especially for pulling on and off State Highway 1
- Safe travel for large numbers of visitors to special events at schools, halls, churches, marae, cemeteries
- Road names & signage to be accurate, clear, and consistent between map service providers
- Road status to be accurately identified in electronic mapping, and appropriate directions given
- Consider the impact of special events on the roads, such as car rallies
- Make vehicle detour routes safe for all two way traffic, and clearly signpost these routes when they are in use

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
Road width	<p>Make roads wider to allow all vehicles to meet safely</p> <p>Tourists are inexperienced users of our roads and many visit Ruapekapeka Pā</p>	<p>FNDC</p> <p>Contractors</p> <p>Neighbouring land owners</p> <p>Northland Inc.</p>	<p>Assess roads</p> <p>Plan improvements</p> <p>Set aside funding</p> <p>Engage contractors</p> <p>Complete contracts</p> <p>Move fences, if needed</p> <p>Allow use of land, if needed</p> <p>Allow dumping of fill, if needed</p>	3
Watertable cleaning	<p>Clean watertables on a regular basis to protect road edges and surfaces</p>	<p>FNDC</p> <p>Contractors</p> <p>Neighbouring land owners</p> <p>Local people with suitable gear</p>	<p>Assess needs</p> <p>Plan improvements</p> <p>Set aside funding</p> <p>Engage contractors</p> <p>Complete contracts</p> <p>Move fences, if needed</p> <p>Allow use of land, if needed</p> <p>Allow dumping of fill, if needed</p> <p>Assist with transporting of waste material, if possible</p>	2

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
Culverts repaired	Extend ends of culverts and repair culvert end coverings	FNDC Contractors	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts	3
Road foundations	Apply and lock in good quality road base course	FNDC Contractors	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts	1
Reduce dust levels	Apply appropriate road surface covering (e.g. Gravelok)	FNDC Contractors	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts	1

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
Maintain a safe road surface (no significant potholes & corrugations)	Better road foundation More consistent road maintenance (e.g. Gravelok)	FNDC Community	RFS	1
Safe intersections, especially for pulling on and off State Highway 1	Relocate intersections where necessary Clear obstructions to views on intersections Clear obstructions to views when entering and exiting driveways	NZTA NRC FNDC Land owners	Investigation Planning Partial funding Clear obstructions on NZTA, FNDC & private land Lighting Speed reduction	1

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
Safe travel for large numbers of visitors to special events at schools, halls, churches, marae, cemeteries and other high use locations	<p>Give priority to providing 2 lane sealed roads to the following venues, which can attract large numbers of vehicles to special events, many of which are driven by people unfamiliar with driving on unsealed roads</p> <p>Towai Cemetery</p> <p>Marlow Road Church & Cemetery</p> <p>Community links to Akerama Marae & Cemetery and Motatau Marae & Cemetery</p> <p>Ruapekapeka Pā</p>	NZTA FNDC	<p>Funding</p> <p>Needs assessment</p> <p>Planning</p> <p>Funding</p> <p>Construction</p>	2

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
Safe travel for large numbers of visitors to special events at schools, halls, churches, marae, cemeteries	Ensure clear signage from SHW1 to these venues (& also Towai Hall, Towai Church Maromaku Hall, Maromaku School Motatau Cemeteries and Marae	AA FNDC NZTA	Signwriting Sign installation	2
Accurate road names & signage	Look at returning road names to original names, or choosing names which accurately identify the road being designated Make sure signs are accurate and correctly placed	LINZ (Land Information New Zealand) NZ Post FNDC AA NZTA Bay of Islands-Whangaroa Community Board Community	Audit of existing road names Provide information Provide spatial mapping assistance Update information Provide and Install signs Agree on road names	2

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
Accurate road status information recorded & used	Find options for roads to be correctly designated if closed or unformed, and for vehicle suitability to be designated also. Find ways to have this information accurately incorporated into both printed maps and electronic mapping software and apps.	LINZ (Land Information New Zealand) NZ Post Google Maps Wises Maps Other electronic mapping databases	Provide current information Update with accurate information	4
Consider the impact of special events on the roads, such as car rallies	Road usage for events like car rallies to be discussed with those affected before decisions are made. Consult all affected by road closures (including residents outside of closed section). Where special events provide benefits, those benefits to be shared with the local community	NRC WDC FNDC Event organisers	Undertake community consultation prior to event. List planned road closures in advance on FNDC website/facebook.	3

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
Make vehicle detour routes safe for all two way traffic, and clearly signpost these routes when they are in use	<p>SHW1 vehicle detour routes need to receive priority for road improvements, including widening and sealing</p> <p>SHW1 vehicle detour routes need to be clearly signposted when they are in use</p>	<p>NZTA</p> <p>NRC</p> <p>FNDC</p> <p>AA</p> <p>FENZ</p> <p>NZ Police</p> <p>Civil Defense</p> <p>Fire and Emergency NZ</p>	<p>Needs assessment</p> <p>Planning</p> <p>Set aside funding</p> <p>Undertake works</p> <p>Establish sign usage protocol</p> <p>Sign installation</p>	2



Planned Maromaku Park Toilet

Who will use the planned park toilet?

- Locals
- Visitors
-

What standard would we like the planned park toilet to be at?

- Cleaned regularly and consistently
- Supplies are kept stocked up regularly and consistently
- The ongoing costs for providing a public service are not just carried by the local community
- Lighting to be provided to allow for 24 hour use, and to assist with site security
- Possibility of CCTV camera installation to assist with site security



What aspect of the toilet concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
The toilet is cleaned regularly and consistently	A paid contract for the toilet cleaning needs to be prepared, and awarded to someone who is based close enough to do it to the required standard	Local companies or individuals	Set aside funding Prepare Contract Undertake work	3
Supplies are kept stocked up regularly and consistently	A secure stock of supplies needs to be consistently available to the contractor responsible for the toilet upkeep	Local companies or individuals	Set aside funding Undertake work	3
The ongoing costs for providing a public service are not just carried by the local community	Approach FNDC to see if they would take responsibility for the ongoing costs of operating and maintaining the toilet once it's installed	FNDC Maromaku Park Committee Maromaku Reserves Board	Set aside funding Consider alternative funding Apply for funding	3
Lighting and possibly CCTV camera to be provided to allow for 24 hour use, and to assist with site security	Approach FNDC to see if they will install a suitable light and possibly CCTV camera to provide sufficient lighting for 24 hour toilet use, and to assist with site security	FNDC Maromaku Park Committee Maromaku Reserves Board	Set aside funding Consider alternative funding Apply for funding	3

The Recycling Station

Who will use the recycling station?

- Local families
- Those who are passing the area and are prepared to make a short detour

What standard would we like the recycling station to be at?

- To have the capacity to receive people's recycling every time they come to use it

What aspect of recycling concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
To have the capacity to receive people's recycling every time they come to use it	<p>EITHER</p> <p>Increase the capacity of the receiving containers, especially for glass and paper</p> <p>OR</p> <p>Empty the recycling containers more often</p>	<p>FNDC</p> <p>Northland Waste</p> <p>Community Ownership</p>	<p>Change contract terms</p> <p>Change recycling station maintenance routine</p>	4

Internet Access				
Who will use internet access? <ul style="list-style-type: none"> Families Businesses Community organisations 				
What standard would we like internet access to be at? <ul style="list-style-type: none"> Fast Reliable Affordable 				
What aspect of internet access concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
It needs to be fast, reliable, and affordable	<p>Look at alternatives to landline, mobile data, or satellite internet services, such as a community network/WISP (Wireless Internet Service Provider) which accesses the internet through the fibre optic cable connection to Maromaku School</p> <p>Look at changes that may be coming with the Rural Broadband Initiative 2 extension (RBI2x)</p>	<p>Ministry of Education Network for Learning (run MoE's fibre network)</p> <p>Others who have set up the same system (e.g. Kohukohu in talks with Uber)</p> <p>A local provider/WISP who is willing and able to provide the service (e.g. Uber)</p>	FNDC - Connect Community with Kohukohu/Uber	1

Flood Control

Who will benefit from better flood control?

- Local residents
- Local businesses
- Those who need to pass through here to get to other locations
- Emergency services

What standard would we like flood control to be at?

- Reduce the frequency of flooding
- Reduce the duration of flooding
- Reduce the severity of flooding

What aspect of flooding concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
Reduce the frequency, duration, and severity of flooding	Look at a combination of road levels, drain capacity, water holding areas, and water flow rates	NZTA NRC FNDC Land owners	SHW1 road levels Area wide drainage planning and remediation Local road levels Private drain maintenance Look at use of rain swales for smaller drains	2

Increased Housing Capacity

Who will benefit from increased housing capacity?

- Employers who need to provide housing for staff
- People who want to live in the area but work elsewhere
- People who want to live in the area and work from home
- Local schools, through increased enrollments
- Local business, through increased patronage
- Community groups, through increased numbers of locals to approach and involve

What standard would we like increased housing capacity to be at?

- The process for farmers and other employers to provide on-site housing for staff to be clarified and simplified
- The process for people who want to divide off a piece of land suitable for a home to be clarified and simplified
- Rules to be kept in place to ensure that any housing that is provided in the area does not interfere with the operation of farms and other local businesses that are already established in the area

What aspect of housing concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 5=low)
District Plan requirements - including Zoning and Subdivision rules	Educational/awareness opportunities for community to learn about District Plan	FNDC Community	Provide accurate information Call FNDC on 0800 920 029 to speak to Duty Planner and/or book an appointment Engage in District Plan review process - register interest online, feed into process and attend community meetings	3

Reporting Faults & Issues

How do we report faults and issues?

- If it's a FNDC related issue (e.g. roading) use Council's Request for Service (RFS) system.
Phone: 0800 920 029
Email: ask.us@fmdc.govt.nz
In person: Visit an FNDC office
Website: www.fndc.govt.nz/online-forms/public/request-for-service
- If it's a power fault or you notice overgrown vegetation around power lines, phone Top Energy,
Phone: 0800 TOP ENERGY (0800 867 363)



Who will use lookout areas at appropriate locations?

- Locals
- Visitors – “Instagram generation”

- Who will use lookout areas at appropriate locations?**
- Locals
 - Visitors – “Instagram generation”

What standard would we like lookout areas at appropriate locations to be at?

- Safe to pull into and out of
- Clearly signposted in advance, so people can decide ahead of time that they will stop there
- Sufficient space for a reasonable number of vehicles
- Suitable all weather surface for parking and walking
- Clear views of suitable areas maintained at all times
- Frames or other appropriate viewing and photo accessories provided, where appropriate

- What standard would we like lookout areas at appropriate locations to be at?**
- Safe to pull into and out of
 - Clearly signposted in advance, so people can decide ahead of time that they will stop there
 - Sufficient space for a reasonable number of vehicles
 - Suitable all weather surface for parking and walking
 - Clear views of suitable areas maintained at all times
 - Frames or other appropriate viewing and photo accessories provided, where appropriate



Economy

Economic Background

Towai-Maromaku is a rural farming district. The main economy and lifestyle is built around dairy, beef, sheep poultry farming as well as radiata pine forestry blocks, service industries and apiculture. The farming families are mostly inter-generational although a number of farms are being consolidated into larger blocks as changes in the farming sector evolve and the children are following different career options. Regardless the soul of the community remains intact as a close knit rural community with heritage values.

Agriculture continues to be a strong economic driver for the community; nevertheless other opportunities particularly in tourism are becoming more prominent and complimentary to sustaining a rural way of life. As the gateway to the Bay of Islands and being close to Whangarei, Towai-Maromaku is connected to a number of tourist sites that include the Cycle Trail, Ruapekapeka Pā and Waiomio Caves. New opportunities are evolving with Te Hononga in Kawakawa, campers/motorhomers, nature tourism and farm stays. This section aims to highlight these as complimentary to the overall plan.

Vision Statement

To grow our local economy while holding true to our values without compromising what we believe in.

Goals	What needs to be done to achieve these	How might it be done	Who can do it
Build a vibrant community fostering opportunity, employment & goodwill	Develop job search portal for employers Link with training providers	Tie into communications plan and community notices Understand farmers/contractor needs for labour particularly seasonal demands	Community Employers, Community, Training Providers
Farming	Primary economy & community priority economic flagship of the district Engage in activities that are complimentary to farming, e.g. horticulture, viticulture, forestry Advocate for community pest & weed control programs and community funding/contracts	Farmers work with their own grower, buyer and service networks Explore value added products, goat & sheep farming for meat & milk Engage in environment health projects, clean streams, riparian planting, nature restoration	Farmers, buyers, suppliers, contractor services NRC, DOC, TPK Whenua Maori Fund, MPI NRC, DOC, Kiwi Rail along the railway lines Whitebait Connection, Living Waters Bay of Islands – Wai Ora Living Waters (DOC/Fonterra)

Goals	What needs to be done to achieve these	How might it be done	Who can do it
Create historic story boards of Towai-Maromaku district for visitor and community to learn the importance of the past and future	Research the names of pioneering families, individuals, events and heroic deeds that contributed to the district history and formulate a museum legacy	Form an interest group to work with families & individuals and research family records & published writings	Community driven with help from Ministry of Culture & Heritage, RSA records, anecdotal evidence
Building community enterprises	Contractors and farm hands are in constant demand Connectivity critical for economic development Encourage tourists to visit features including Ruapekapeka Pā (and others), cycle trail, nature walks, farm tours/stays, horse treks, caves, nature tours, Motutau waterfalls Service businesses	Develop communications plan to promote events, small business and farm classifieds & blogs Advocate for telecommunications and transport infrastructure Make compliance accessible and understood for small enterprises Community notice board & signage to point out where to find things and highlight community events Establish booking systems with iSites & collaboration with other tourist products Use local talent, Towai Tavern, Towai Service Station, Clarks Coach lines, rural delivery, local contractors & labour Establish community communications platform Establish campervan overnight parking facility Geocaching	Community e-mail and social medium FNDC & NZTA, Telco's FNDC, DOC, Cycle Trust Community design & content Local community networks Top Energy Business Development Fund - <i>The Top Energy Business Development Fund is a \$30,000 Grant awarded twice-yearly (Q2 and Q4) in support of business ideas or initiatives aimed at growing and diversifying the economy of the Far North. Any private sector firm, organisation or association operating in the area served by Top Energy's network from Hukerenui in the south to Cape Reinga in the north, can pitch for financial support on any idea or initiative that helps grow and diversify the local economy.</i>

Goals	What needs to be done to achieve these	How might it be done	Who can do it
Roading & Infrastructure	<p>Our community & places of interest need to be accessible</p> <p>Safer entry & egress to/from SH1 to Maromaku & Towai</p> <p>Better signage on outback roads</p>	<p>Sign post conveniences, safe parking places, places of interest</p> <p>Build road siding safety margins to enter/egress onto SH1</p> <p>Road calming signage on SH1 and better signage on outback roads</p>	FNDC, DOC, NZTA
Tourism Infrastructure	<p>Make available public toilets and safe parking areas for camper vans</p> <p>Tourist bus increase and heavy vehicles servicing farms</p> <p>Internet & Wi-Fi access for locals & tourists</p> <p>Develop nature walkways & cycle ways</p> <p>Establish nature zones for kiwi tours and home stays</p>	<p>Community plan to highlight the need for fully serviced public facilities</p> <p>Consider user pays showers and pay to park safe areas</p> <p>Fit for purpose road access with regular maintenance & signage</p> <p>Develop communication platform to stay connected</p> <p>Investigate cycle-way established along rail line. Not guaranteed as rail corridor maybe re-opened</p> <p>A "What's On" up to date information board – could be online</p> <p>Farms have their own nature reserves to take tours & combine with home stays</p>	<p>FNDC, DOC to establish community service contractors</p> <p>FNDC, DOC</p> <p>FNDC</p> <p>Internet providers (e.g. Uber)</p> <p>Lobby Central Government Agencies, FNDC Community</p> <p>Entrepreneurial community members</p> <p>Camper Matt app - free New Zealand travel app that shows you nearby locations of everything you'll need when travelling in a campervan from petrol stations to dump stations.</p> <p>Infrastructure Grants fund</p> <p>For new infrastructure that directly benefits and is supported by the community.</p>
Working remotely/online	Good digital connectivity offers flexibility for families to run their businesses from home	Where talent & time exists secondary income can offer additional financial comfort for families (e.g. using platforms like Etsy to sell crafts)	Anyone with connectivity

APPENDIX

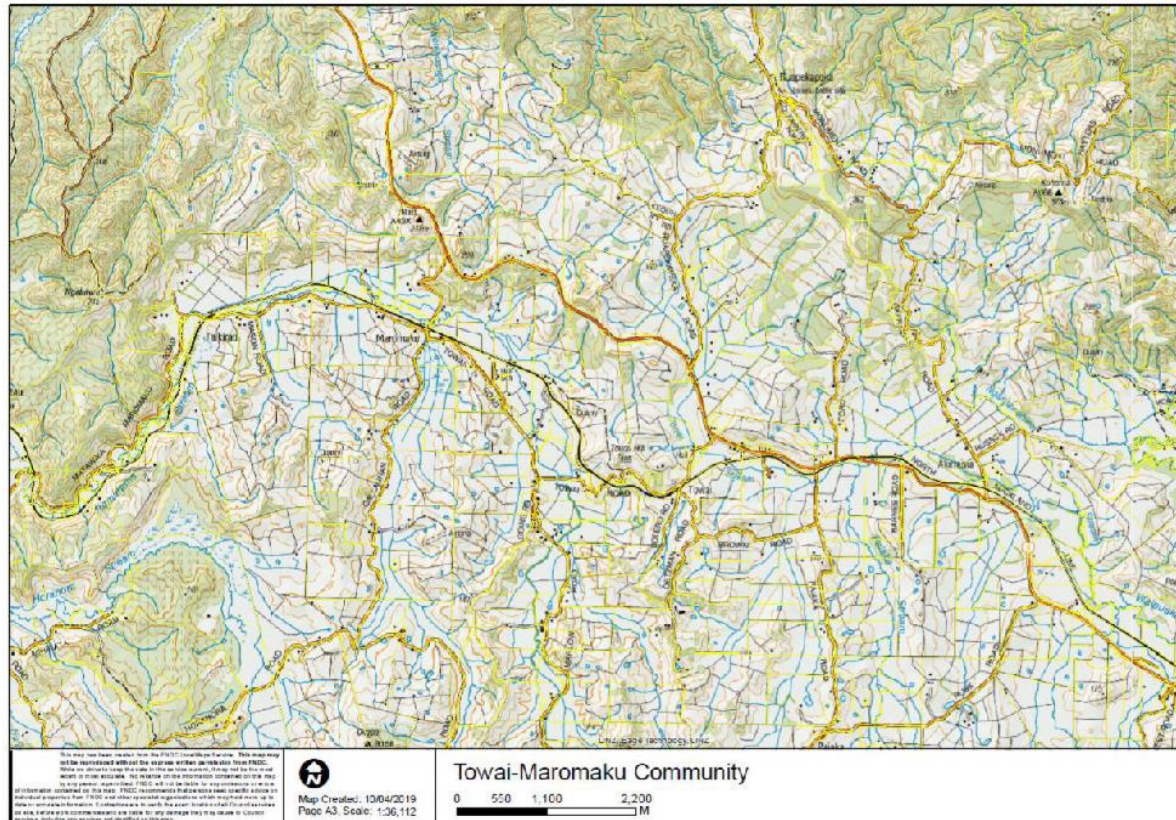
Present Community Assets

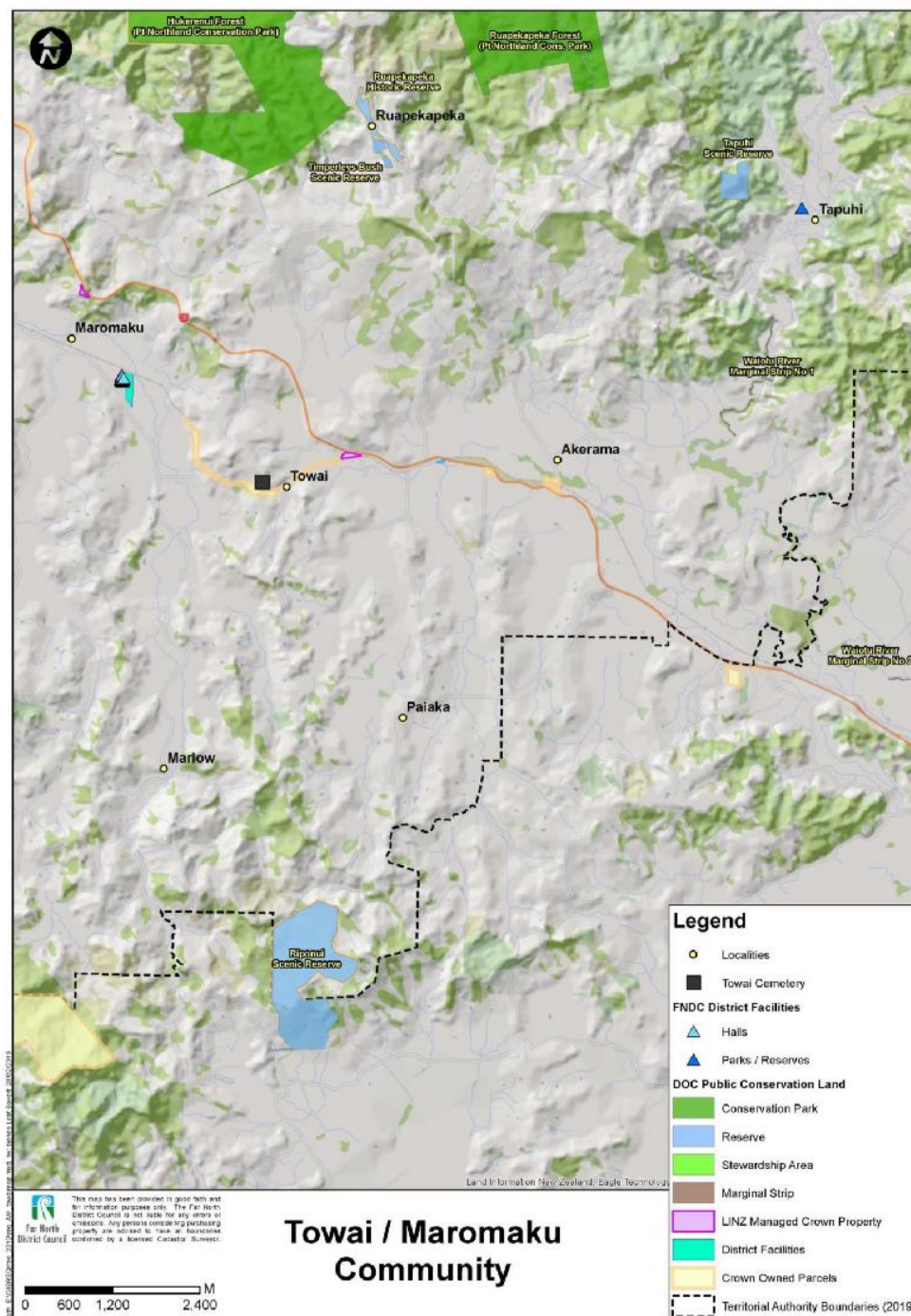
- Maromaku School
- Towai Agriculture Association
- Maromaku Domain Board
- Akerama Marae & Urupa
- Ruapekapeka Pā
- LDS Church & Family Cemetery
- St Michael & All Angels Church
- Towai Cemetery
- Farms - dairy, beef, sheep, poultry, arable, forestry, apiculture
- Commercial enterprises
- Maromaku Park
- Recycling Station
- Railway
- Maromaku Playcentre
- Maromaku WI
- Gardening Club
- Strong affiliations to Mid Northern Rugby Club, Netball, Hockey
- Towai Fire Brigade
- Kapahaka School on Paiaka Road

Heritage Places & Buildings

- Churches: Catholic Church: Church of England: Church of Jesus Christ of L.D.S.
- Halls: Maromaku Hall & Domain, Towai Hall
- Businesses: Perry Clark Motors, Cream Run, Flax Mill
- Hotel: Towai
- Garages: Clarks, Towai, Junction Service Station
- Gum Store (orchard paddock Paiaka)
- Community links to local marae: Akerama, Motatau
- Lime Works - Akerama
- Logging
- Ruapekapeka Pā
- Post Office: Maromaku, Towai & Exchange
- Slaughter Houses: Brocks, Masons, Towai
- Railway Stations: Maromaku, Towai
- Schools: Maromaku, Paiaka, Towai, Ruapekapeka, Rama Rama, Parish Block School
- Stores: Maromaku, Towai
- Showgrounds: Towai
- Transport: Allans, Smeaths, Wallace Bros
- Tennis courts: Paiaka, Towai, Marlow, Maromaku

Maps





8 CORPORATE SERVICES GROUP

8.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A2471921

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's Ward, Ayr, Smith 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 - A2475391  
2. Member Wards Community Board Members Report - A2479329  
3. Member Ayr Community Board Members Report - A2477764  
4. Member Smith Community Board Members Report - A2471861  
5. Member Mills Community Board Members Report - A2479346  

Compliance schedule:

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

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

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

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Terry Greening - Chairperson
Subdivision: Russell-Opua
Date: March 2019 – May 2019

Meetings

Date	Meeting
28/03/2019	Council Chambers Kaikohe – Audit, Risk and Finance Committee
28/03/2019	Duke of Marlborough Hotel Russell - Go Green Awards Dinner
04/04/2019	Council Chambers Kaikohe – Workshop on Paihia Wastewater
04/04/2019	Council Chambers Kaikohe – Extraordinary Council Meeting
09/04/2019	Kingston House Kerikeri – Kerikeri Domain Reserve Management Plan Hearings
10/04/2019	Russell Town Hall – Public meeting to discuss Russell Sports Ground Management Committee lack of members
11/04/2019	Council Chambers Kaikohe – Annual Plan Workshop
11/04/2019	Council Chambers Kaikohe – Briefing on Local Electricity Bill
11/04/2019	Council Chambers Kaikohe – Risk Workshop
15/04/2019	Moerewa Christian Fellowship – Community Board meeting
15/04/2019	Russell Town Hall committee meeting
17/04/2019	Council Chambers Kaikohe – Council meeting
25/04/2019	Rawhiti – ANZAC Day Dawn Service (wreath laid on behalf of FNDC)
25/04/2019	Russell Village Green – ANZAC Day Civic Service (wreath laid on behalf of FNDC)
30/04/2019	Russell Sports Grounds – Special General Meeting of Sports field Management Committee to elect new members
30/04/2019	Russell Sports Grounds – New committee has inaugural meeting
02/04/2019	Council Chambers Kaikohe – District Strategy/Spatial Plan workshop (“Far North 2100”)
02/04/2019	Haratu Marae Russell – meeting to discuss proposed Kororāreka/Russell Wharf Community Kaitiāki Trust and Memorandum of Understanding with Far North Holdings Ltd
08/04/2019	St James Hall Kerikeri – Pre-Deliberations workshop on Kerikeri Domain Reserve Management Plan

Issues/Projects

Nil

Resource Consents

- | | |
|----------|--|
| #2190131 | Orokawa Bay, amendment to original proposal to remove existing boat shed by retaining existing boat shed and relocating it on site. |
| #2190571 | York Street, Russell proposal to demolish existing buildings and build new single building to house museum and library. (I noted my conflict of interest). |
| #2190579 | 23 Kokinga Point, Rawhiti, additions and alterations to existing building. |

Requests for Service/Information

- | | |
|---------|--|
| 3947769 | Request for new streetlight on the corner of Florance Avenue and Pomāre Road, Russell |
| 3950698 | Request to consider proposed steps to save the notable tree (Morton Bay Fig) on The Strand, Russell that include replacement of tarmac with permeable surface. |

In progress

- The toilet issue at Lake Mānuwai has now been going on for over a year and is still no nearer being resolved. This needs to be given priority action by Council

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Belinda Ward
Subdivision: Paihia
Date: March – May 2019

Meetings

28/03/2019 Bledisloe Domain Committee Meeting
08/04/2019 Paihia War Memorial Hall Committee Meeting.
09/04/2019 Draft Kerikeri Domain RMP Hearings - Kingston House
13/04/2019 Opening of the Stone Shed Museum - Williams House Garden
15/04/2019 BOI-W Community Board Meeting - Moerewa Christian Fellowship
17/04/2019 FNHL Quarterly Informal Briefing - Mint Restaurant Kaikohe
01/05/2019 NZTA Community Event re SH11 improvements - Twin Pines Manor
08/05/2019 BOI-W CB workshop re Kerikeri Domain RMP - St James Hall Kerikeri

Issues

- Courtesy call from Siteworks to inform of carparks work to be carried out in Williams Road Carpark 2/4/2019 - Thank you FNHL
- 2 longstanding popular restaurants closed their doors in the last month – Only Seafood & The Waterfront. Both on Marsden Road.
- Awaiting a breakdown quote for plumbing works to be carried out in the Paihia War Memorial Hall.
- Excellent turnout to Public Community Event by NZTA SH11 improvements. 61 people attended the Twin Pines Manor venue at Haruru Falls. Staff from NZTA, Aurecon (the consultants) & FNDC staff were also present.
- Kings Road residents group have agreed that there is no need for a follow up meeting re summer incidents.
- Why have we not been informed of the additional set of beach access steps that have been installed at Waitangi between the existing steps opposite the Waitangi Marae & Coastal Kayakers business?

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

- 2190571** - 2 York Street Russell. Russell Centennial Trust Board.
RMALUC To demolish existing buildings & construct a two storey building to re-house the Russell Museum & Library. (200 page application)
-

Requests for Service/Information

10/05/19 - Reserve signage requested on behalf of the Bledisloe Domain Committee for NO dogs or camping to be erected.

RFS 3916024 Children Crossing signage for Haruru Falls Road - In progress.

RFS 3918788 Freedom Camping Te Haumi - Council looking at blocking some vehicle access points to the beach.

RFS 3936268 Lodged 14th February.

1. Private "House for Sale" sign on SH11 outside Countdown - still there.

RFS 3913233 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.

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

RFS: 3795613 8/04/18 Follow up on flooding issues in front apron of Paihia War Memorial Hall. IN PROGRESS awaiting rain to photograph issue!

RFS 3717930 01/10/15 Pedestrian safety issues & parking in front of Heritage Boutique Hotel (The Waterfront) Marsden Road Paihia - Pending NZTA response.

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Lane Ayr
Subdivision: Kerikeri
Date: April 1 2019 – 10 May 2019

Meetings

09-04-2019 Kerikeri Domain Draft RMP Kingston House Kerikeri
11-04-2019 Travel to New Plymouth for LGNZ conference
12-04-2019 LGNZ Conference New Plymouth
13-04-2019 LGNZ Conference New Plymouth
14-04-2019 Travel to Kerikeri from New Plymouth
15-04-2019 Meeting Bay of Islands-Whangaroa Community Board, Moerewa
18-04-2019 ANZAC Day Dawn Parade RSA Kerikeri
18-04-2019 ANZAC Day Morning Parade Kerikeri Domain
03-05-2019 Kerikeri Sub Committee
08-05-2019 Kerikeri Domain RMP, St James Church, 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.
 - Lack of any provision of marine facilities to service the massive growth in trailer boats in the Bay area. FNH appears to only be interested in funding commercial activities.
 - The Council needs to prioritize the needs of the aging population, whose normal demographic is being skewed by the large number of "Retirement Villages" being built and expanded in the Kerikeri area
-

Resource Consents

#2190426 Kemp Place – no direct interest
#2190576 Hawkings Cres – no direct interest
#2190581 Rangihoua Road – no direct interest
#2180582 Radcliffs Road – no direct interest
#2190596 ?? Road - no direct interest

Requests for Service/Information

Nil

In progress

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

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Rachel Smith
Subdivision: Kerikeri
Date: November 2018 - April 2019

Meetings

23 October 2018	Youth Council Meeting (Kaikohe)
24 October 2018	Meeting with operational staff re Kerikeri Domain Reserve Management Plan
24 October 2018	BizSpace and Northland Inc presentation re funding opportunities
26 October 2018	Lake Manuwai toilet facility meeting (JBC Kerikeri)
05 November 2018	Bay of Islands - Whangaroa Community Board meeting (Maromaku Hall)
12 November 2018	Cherry Park House Committee meeting
12 November 2018	Lake Manuwai toilet stakeholder meeting
15-17 November 2018	LGNZ Young Elected Member Hui (New Plymouth)
21 November 2018	Combined Community Board workshop re placemaking
21 November 2018	Kerikeri Consultation event re District Plan (Kerikeri Sports Complex)
22 November 2018	Carbon Neutral Kerikeri public meeting
26 November 2018	Baysport meeting
4 December 2018	Cherry Park House committee meeting
4 December 2018	Friends of Rolands Wood Charitable Trust Board meeting
5 December 2018	Community meeting re Technology Industry opportunities for Northland
5 December 2018	LGNZ Young Elected Member committee meeting
5 December 2018	Kerikeri Domain Reserve Management Plan meeting
5 December 2018	Santa Run Kerikeri Domain
6 December 2018	Kerikeri District Business Association meeting
10 December 2018	Bay of Islands - Whangaroa Community Board meeting (Totara North Hall)
12 December 2018	Kerikeri Retirement Village Tour
9 December 2018	Development Contributions workshop (FNDC Council Chambers, Kaikohe)
14 January 2019	Special General Meeting for Cherry Park House re spend of funds outside of constitution
15 January 2019	Lake Manuwai stakeholder meeting

15 January 2019	Friends of Rolands Wood CT Board meeting
23 January 2019	Kerikeri Domain Reserve Management Plan consultation
23 January 2019	Meeting with Governance support
11 February 2019	Baysport meeting
20 February 2019	Kerikeri Domain RMP consultation
21 February 2019	Northland Young Enterprise Scheme mentor session
21 February 2019	Kerikeri District Business Association Innovation Club (Packhouse Market, Kerikeri)
25 February 2019	Bay of Islands - Whangaroa Community Board meeting (Baysport Pavilion, Harmony Lane, Waipapa)
27 February 2019	Meeting re Kerikeri Sports Hub facilities (JBC, Kerikeri)
27 February 2019	Meeting with Inspiring Stories and FNDC Governance Support staff
18 March 2019	Kerikeri Rotary weekly meeting (guest speaker)
16 March 2019	Meeting re Kerikeri Remembrance Event
27 March 2019	LGNZ Young Elected Member committee meeting
28 March 2019	Meeting re Kerikeri Remembrance Event
29 March 2019	Kerikeri Remembrance Event
05 April 2019	Tuhono Kerikeri Working Group Meeting
9 April 2019	Kerikeri Domain draft Reserve Management Plan hearings
11 April 2019	Community Board conference (New Plymouth)
15 April 2019	Bay of Islands - Whangaroa Community Board meeting (Moerewa)
16 April 2019	Mentor Plus Training re Youth Mentorship (Kaikohe)
17 April 2019	Mentor Plus Training re Youth Mentorship (Kaikohe)
18 April 2019	FNDC Youth Council visioning workshop (Kaikohe)

Issues

- Congestion at Honeheke Road/Cobham Road intersection increasing, and now exasperated due to confusion with new road markings, indicating Give Way rules apply not in agreement with NZTA road rules. *RFS lodged*
- Safety issues with vehicle crossings on SH10/Kerikeri Road roundabout highlighting the need for further landscaping on roundabout to restrict vehicular access. NZTA stance is that landscaping needs to be community led through their policies, project needs to get further traction.
- Cherry Park House issues with sunken floor, and accessibility issues. Discussions being had between CPH chairperson and District Facilities staff.
- Concerns around increasing land development in Kerikeri area.
- High concerns from public around traffic congestion issues in CBD area, and the flow on effect of economic return to local businesses in the Kerikeri CBD due to apparent reduction of foot traffic.
- Issues with school transportation restrictions, access to bus facilities, high cost of bus use for some families. Less access to buses, combined with

increasing roll numbers, is equating in further safety and congestion issues in school areas.

- Community concerns around level of development occurring, and the flow on effects this may/will have to public access, connectivity etc.
- Concerns around planning services Level of Service, as well as building inspection etc.
- Waitotara Reserve neighbourhood discussions re ongoing maintenance of road entrance landscaping. Appears to be being addressed by District Facilities staff.
- Domain walking track is in need of maintenance on MOE land to address the surface being lifted in areas. Number of close calls from members of community in terms of assisted walking etc. Highlights the need to formalise the agreement with MOE in regards to use of space.
- Waimate Road and school zone speed issues highlighted. Partial solution is being addressed through School Zones being addressed in Speed Zone bylaw review, 100kmph speed limit, lack of signage, issues surrounding redirection of northbound traffic travelling from West to utilise Waimate Road as thoroughfare as opposed to continuing along Wiroa Road to SH10 via Kerikeri Road roundabout.
- Increasing traffic congestion at Waipapa Road/SH10 intersection, road condition worsening daily especially on edges of Waipapa Road between the bus shelter and SH10. Road edges are almost undrivable, increasing congestion. Have requested NZTA and FNDC ensure that pedestrian infrastructure at new roundabout addresses issues around Mawson Ave bus stop, and provides safe connection to Baysport facilities.
- Discussions with residents around footpath development scheduling, specifically when we can expect to see a start on Landing Road footpath as identified by the Board for the 2018/19 financial year
- Issues raised re ROW access between Fairway Drive and the Briscoes carpark. Carpark owner would like to see this ROW enforced as a one way entry only due to safety concerns, and repetitive damage to surrounding buildings
- Bus movements within the CBD, private operators parking for long periods of time to transfer passengers. Conversations around where else these activities could occur.
- Concerns of strain on infrastructure leading in to the 2018/19 cruise ship season, especially on public toilet facilities when passengers are on bus tours. Noted that public toilets in Waipapa over peak season were closed and replaced with portaloos.
- Reserve easements not being applied to secure Queens Chain access in private developments, enabling higher asking prices for blocks of land and hindering public access. This continues to be a concern that developers/planners are "opting out of" in Resource Consent processes.
- Rangitane Reserve need for public toilet, especially highlighted over summer period with continuous increase of use by wider public. Use has extended to birthday parties etc due to a playground and other recreational infrastructure in place on a coastal reserve. Highly populated with no sanitary facilities.

- Basketball Court surface patching substandard completion (only 2 out of 3 patches repaired)
- Need for further sporting facilities in the area highlighted with commencement of winter sport, children playing on various school field spaces around the Kerikeri with no access to sanitary facilities. School fields suffered last season due to not being adequately designed for high sport use, putting pressure on their maintenance costs.
- Kerikeri Bus Stop/Parking; there have been numerous traffic blockages due to too many buses scheduled by Intercity for the same arrival time in Kerikeri CBD. This has caused major traffic and pedestrian safety issues, as it results in buses stopping in the middle of Cobham Road. Buses have become too big for the Kerikeri CBD, and investigations need to be made to relocate the bus stop outside of the immediate Kerikeri CBD. This could be expanded into a transport hub investigation on a District wide level. Waiting to hear when the Network Strategy project for Kerikeri will begin. This issue continues to occur, despite communication from operational staff to commercial operators. Sufficient traffic policing needs to be in force.
- Drainage issues at Baysport due to lack of stormwater drainage through carpark etc. Resulting in repetitive flooding of Football Club gear storage area, soakage through concrete block walls, and erosion of retaining banks surrounding the stadium building. This is progressing with Baysport and FNDC operational staff working together. Following installation of water tanks, Health and Safety issues have arisen from the works that are requiring further attention from FNDC.

Resource Consents

#2190289	Kerikeri Land Limited (Arvida Stage 1)
#2190387	Mt Pokaka Timber Products Ltd
#2190378	Kerikeri Land Limited (Arvida Stage 1 - 28 units)
#2190426	James Kemp Place
#2190581	Lot 3 Rangihoua Road
#2190582	Redcliffs Road
#2190576	Kerikeri Retirement Village Community Trust

Requests for Service/Information

- RFS3937140 re process followed in declaration of Unsanitary facility (Kerikeri Domain Pavilion) *Response received*.
- RFS3935752 re Concrete Tank system placed on Cobham Rd (compliance request from public) *Response received*
- RFS 3926910 re Cherry Park House constitution and MOU **Remains open, some response to date**
- RFS3933115 re property file requested for 69 Cobham Road *Response given, RFS closed*

- RFS3931877 re Bowling Club Lease clarification *Response given, RFS closed*
- RFS 3907877 re Safety issues arising from buses double parking across Cobham Road in response to the removal of Bus Park **RFS no longer open - currently being addressed outside of RFS system**
- RFS 3916220 re Kerikeri Domain Basketball Court continuing to be used as parking with Domain bookings **Some response given (all "subject to RMP") to date, noted that FNDC contractors continue to park on basketball surface while carrying out level of service operation within the Domain)**
- Mission Road **No RFS ever allocated, being addressed outside of RFS process?**
- Smokefree signage required for Kerikeri Domain **NO RESPONSE (note that signage exists around playground area)**
- RFS-3900374 information requested regarding heating facilities in Waipapa Hall **Being addressed by CB member Ayr (delegated to Waipapa Hall)**
- RFS 3908970 re Lake Manuwai user group and addressing need for infrastructure **Open, no progress made. Have requested legal clarification around delegation of CB through management plans etc.**
- RFS: 3908546 re signage on SH10/Kerikeri Road roundabout. **Referred to NZTA, no response. Signage numbers continue to increase.**
- RFS: 3880798 Rainbow Falls Road - extreme roading issues, traffic movement issues, safety concerns *Resolved. Identified that developer will conclude road upgrades as per RC by end of 2019 (calendar year).*

In progress

- The Kerikeri Domain RMP process is underway, workshops have been held with various community members, BECA have commenced the drafting of the RMP for consultation with the community aimed for the 2018/19 summer season.
- Kerikeri Domain Basketball Court resurfacing to address Health and Safety issues. Application lodged with District Facilities.
- Would like to revisit the need for increase in bike storage facilities in the community.

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Bruce Mills
Subdivision: Whangaroa
Date: April – May 2019

Meetings

02/04/2019 Onsite meeting with NRC. Cleaning Waikura Stream - Kaeo
04/04/2019 Whangaroa Development Group - Rununga Kaeo
09/04/2019 Kerikeri Domain Submissions – Kingston House, Kerikeri
10/04/2019 Whispers copy
11/04/2019 – Community Board Conference in New Plymouth
14/04/2019
15/04/2019 Bay of Islands-Whangaroa Community Board meeting - Moerewa
22/04/2019 Accident damaging my knee
25/04/2019 Gave my apologies for Anzac Parade. Thank you Kim Hammond for representing FNDC
02/05/2019 Whangaroa Development Group - Rununga Kaeo
08/05/2019 Deliberations for Kerikeri Domain (limited attendance due to discomfort of my knee)

Issues

- Lack of follow through to completion of poor quality or reply of job done. Signed off as completed when projects haven't started.
 - Half of Kaeo playground fenced off for the whole of the school holidays for now urgent maintenance.
-

Resource Consents

Nil

Requests for Service/Information

RFS 3945795 Urgent (5th April) metal needed for traction on steep section of Omaunu Road. Logging trucks are getting stuck. As at Friday 10th May not a single stone has gone this requested section.

8.2 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MARCH 2019**File Number: A2460485****Author: Ajay Kumar, Management Accountant****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 31 March 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
<ul style="list-style-type: none"> Plus CB Retained Earnings returned – Relates to 2010 CB Capital Commitment Gen Rate Funded Balance Remaining 	\$22,507.80
<ul style="list-style-type: none"> Less funds granted and uplifted to 31 March 2019 	\$73,379.80
<ul style="list-style-type: none"> Less funds not uplifted from 05 November 2018 for Kaeo Christmas Parade, Lions Club of Kerikeri and Kawakawa Santa Parade 	\$12,500.00
<ul style="list-style-type: none"> Less funds not uplifted from 10 December 2018 for Whangaroa County Museum 	\$5,000.00
<ul style="list-style-type: none"> 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 	\$35,413.00
Community Fund Account balance as at 31 March 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 31 March 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 31 March 2019 is attached.

ATTACHMENTS

1. **2019-05-20 BWCB Statement of Bay of Islands-Whangaroa Community Board Community Fund Account as at 31 March 2019 - A2460432** [↓](#) 

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

Allocation Grants & Donations Annual Budget 2018-19	161,239.00	
Community Board Placemaking Fund	33,333.00	
CB Retained Earnings returned - Relates to 2010 CB Capital Commitment Gen Rate Fund Balance Remaining	22,507.80	
		<u>217,079.80</u>

Less Expenditure 2018/19 (Funds Uplifted)

Sep 18

Bay of Islands Maritime Park Inc. Living Waters Working Group, for a comprehensive protection and restoration plan for the Pipiroa and Te Wahapu Reserves 16-17 Pmt	1,500.00
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Oct 18

Bay of Islands-Kaikohe Photography Club for admin and printing, purchase of consumables and hireage of a drone to record the history of Kerikeri	563.00
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Nov 18

Kerikeri Baptist Church on behalf of Busy Bees Knitting Club for community knitting project	2,000.00
Ngati Rahiri Maori Komiti for advertising, admin, equipment hire, MC koha, mileage, purchase of food and	2,000.00
Tukau Community Fund for purchase of goods for hampers and Christmas lunch	5,400.00
Kaero Christmas Parade Organising Committee for Kaero Christmas Parade and Traffic Management	2,500.00
Dutch Community Group BOI for associated costs of Dutch Festival 2019	2,000.00

Jan 19

Bay of Islands Jazz & Blues Festival to provide a shuttle bus	2,077.39
Whangaroa Community Trust for rent at Kaero Library and facilitators fees	5,000.00
Baysport Incorporated for upgrade of changing rooms	10,452.00
Rotary Club of Kerikeri Incorp. for purchase and install of portable hoist and water chair	7,093.00
Friends of Springbank Charitable Trust for hireage of buses for Fireworks Extravaganza 2018	2,375.00
He Iwi Kotahi Trust for costs re Christmas at the Marae event	5,400.00
Business Paihia Incorporated for Paihia Christmas Parade and Traffic Management	5,000.00
Epilepsy NZ for costs towards a field service vehicle	2,000.00
Reinga Road Reserve Incorporated for installing tree protection cages and annual supply of plants	2,792.00
Cherry Park House Committee for installation of heat pumps	3,105.00

Feb 19

Hope Centre Northland Community Trust for costs re Feast in the Street	2,500.00
Focus Paihia for rubbish collection, installation of footpath, purchase and install of blinds, rubber flooring, shipping container and flood lighting of Bledisloe Domain	3,987.41
Resilient Russell Charitable Trust for advertising/marketing, trophies, catering, travel/mileage, accommodation and Master of Ceremonies costs	2,500.00

Mar 19

Kaero Festival Group for costs associated with running of Nga Purapura 2019	3,135.00	
		<u>73,379.80</u>

Balance as at 31 March 2019 **\$143,700.00**

Less Commitments 2018/19 (Funds not yet uplifted)

Meeting 05.11.18

Kaero Christmas Parade Organising Committee for Kaero Christmas Parade and Traffic Management	5,000.00
Lions Club of Kerikeri for Kerikeri Santa Parade and Traffic Management	5,000.00
Kawakawa Santa Parade for Kawakawa Santa Parade and Traffic Management	2,500.00

Meeting 10.12.18

Whangaroa County Museum and Archives Society for administration and overhead costs	5,000.00
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Meeting 25.02.19

Be Free Incorporated for advertising, facilitator fees, admin, refreshments, travel etc.	4,353.00
Midway Incorporated Northland Day Services Trust to purchase a moto-med machine	13,502.00
Pear Tree Paddlers for costs associated with NZ National and Regional School Champs Stand Up Paddle Boarding Championships 2019	2,900.00
Russell Tennis Incorporated for resurfacing the tennis courts with astro-turf	10,000.00
Vision Kerikeri for costs of tree felling and purchase of timber steps	4,658.00
	<u>52,913.00</u>

Balance 31 March 2019 Uncommitted/(Overcommitted) **\$90,787.00**

Note: Future funding commitments:

Meeting 9 September 2015: Bay of Islands Maritime Park Inc. Living Waters Working Group, for a comprehensive protection and restoration plan for the Pipiroa and Te Wahapu Reserves \$1,500 for each of the three following years		
2016-17		Paid 29.03.18
2017-18	1,500.00	
2018-19	1,500.00	<u>\$3,000.00</u>

8.3 VOLUNTEER PROJECT MANAGEMENT AGREEMENT: LIVING WATERS - BAY OF ISLANDS (RESERVES ACT 1977)

File Number: A2419207

Author: Detlef Davies, Local Government Lawyer

Authoriser: Glenn Rainham, General Manager - Infrastructure Asset Management (Acting)

PURPOSE OF THE REPORT

To seek approval for a Project Management Agreement that provides for the Living Waters Bay of Islands Volunteer Group to undertake ecological restoration work on a number of Council reserves and unformed roads around the Bay of Islands and to obtain authority for Council staff to execute the attached Agreement.

It is proposed this draft Agreement be used as a basis for other volunteer groups who apply to do voluntary work on Council parks, reserves and other community properties.

EXECUTIVE SUMMARY

- Far North District Council accepts the important role of volunteers to carry out work not required of a contractor that adds value and enhances Council property.
- This Agreement permits the 'Living Waters - Bay of Islands' volunteer group to carry out work in locations as prescribed that do not result in the creation of assets e.g.: boardwalks.

RECOMMENDATION

That the Bay of Islands – Whangaroa Community Board:

- a) **approves the Project Management Agreement with Living Waters – Bay of Islands, Bay of Islands Maritime Park Incorporated ("Living Waters")**
- b) **authorises the General Manager – Infrastructure & Asset Management to sign the agreement on behalf of Council**

1) BACKGROUND

Council is regularly approached by the public and community organisations to carry out voluntary work on Council property mainly parks, reserves and unformed roads.

Areas where community groups tend to work are unmanaged or outside of the current Community Services and Maintenance contract.

Previously, Council declined such offers and / or volunteers continued to carry out work without Council's involvement / approval which has created a number of non-compliant assets.

So Council can manage volunteers, this Agreement is being utilised in conjunction with the Health and Safety Volunteer Induction programme and other improvement processes. This is also includes the need to obtain Council approval not only as Landowner but also as the Regulatory Authority, if necessary especially when an voluntary group applies for funding from Council as part of their volunteer programme of works and services.

2) DISCUSSION AND OPTIONS

The Agreement identifies key roles, responsibilities and locations specific to the work that the 'Living Waters - Bay of Islands' volunteer group wish to continue to carry out across the Bay of Islands.

The type of work to be carried out includes; weed control, planting, predator control, recording, Kiwi call counts, five minute bird counts and care of the environment components.

'Living Waters' volunteers are limited by the work they should be permitted to carry out as it must take into account people's abilities and expertise. However, it is acknowledged that volunteers do add value which ultimately benefits the environment, the local community and the people involved.

Many of the locations volunteer work in are unmanaged.

By introducing this Agreement and authorising its use with Living Waters, Council staff can start to request all other volunteer organisations also enter into a similar arrangement, in which case this agreement could serve as a template for future use.

Council is obliged by the Reserves Act 1977 to manage and maintain its reserves. Similarly under the Local Government Act 1974 the Council has responsibility to manage its roading network including unformed ("paper") roads. To do this, the use of volunteers and more specifically in this instance, Living Waters is important.

This agreement with Living Waters, provides consideration to health and safety matters with full information in a schedule. Going forward it is proposed all voluntary organisations ensure their Managers / Supervisors attend Council approved HAS training.

Maori culture and traditions relating to their ancestral land, waahi tapu and valued native flora and fauna should be preserved as a condition of the work by volunteers.

Although the work being carried out is by its very nature voluntary, costs will be incurred in the supply and use of equipment and the engagement of specific expertise but is not part of this Agreement.

Reason for the recommendation

To enable important ecological restoration work to be carried out on Council reserves and unformed roads by the Living Waters volunteers while ensuring appropriate health and safety requirements are met and the roles and responsibilities executed as scheduled.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Community Board has already provided some funds for specific purposes and further applications will be submitted as work progresses.

ATTACHMENTS

1. **Draft agreement March 2019 - A2420936** [!\[\]\(8355073e142dc50a1ca12e74a2b70822_img.jpg\) !\[\]\(a4fc743cb7fd53b993f4a3d25401683e_img.jpg\)](#)
2. **Living Waters v2 Health & Safety Plan for FNDC agreement - A2420945** [!\[\]\(186d5b84fc2deeef38d8f92b59230a21_img.jpg\) !\[\]\(f28a6160591d5ca8324c9b60fa7eacff_img.jpg\)](#)
3. **2HS007 B_Volunteer Health, Safety and Wellbeing Induction Checklist - A2420948** [!\[\]\(b3d0469eb66a0e00aaad994e6cd049d4_img.jpg\) !\[\]\(1fc00e515b66587b35fbb574051322b6_img.jpg\)](#)

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Volunteers on Reserves 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 Agreement with Living Waters is specific to the BOI-Whangaroa Community Board however it has the potential to have district-wide relevance as the agreement with minor adaptations could be used for future work on other reserves throughout the District.
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.	Maori culture and traditions relating to their ancestral land, waahi tapu and valued native flora and fauna shall be respected as a condition of the work by volunteers.
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.	The approval of the general community for the use of volunteers to undertake the proposed restoration work is assumed.
State the financial implications and where budgetary provisions have been made to support this decision.	No OPEX or CAPEX implications. Budgetary provisions come via Council applications for funding and other funding sources.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

PROJECT MANAGEMENT AGREEMENT

An Agreement made this day of 2019 between:

FAR NORTH DISTRICT COUNCIL ('the Council') and

LIVING WATERS - BAY OF ISLANDS, Bay of Islands Maritime Park Incorporated
('Living Waters')

BACKGROUND

The Council owns and manages reserves ("the Reserves") under the Reserves Act 1977 ("the Act") and unformed legal roads in the Far North District, has a number of obligations relating to reserves under the Act and wishes to carry out those obligations and promote the best use and management of these reserves through a variety of projects for the benefit of the community, including ecological restoration activities.

Living Waters is the catchment arm of the volunteer-led organisation Bay of Islands Maritime Park Inc. (BOIMP). BOIMP is a Charitable Incorporated Society founded in 2007 for the purpose of protecting and restoring native biodiversity in the Bay of Islands. This is achieved by use of the type of work set out in Schedule Two.

Living Waters wishes to secure its investment of time and resources by having an agreement which recognises and sustains the works being carried out and Council has agreed to enter into this agreement.

Living Waters has submitted Management Plan(s) with agreed terms under which it will carry out restorative projects on Council-owned reserves and unformed legal roads.

IT IS AGREED AS FOLLOWS:

1 That Living Waters will:

- (a) Be engaged, as a volunteer-led organisation to carry out ecological restoration activities ("the Activities") on Council's reserves and unformed legal roads and to provide assistance and guidance when appropriate.
- (b) Carry out the Activities in accordance with Living Waters' usual mode of operation where Council agrees as per Schedule One. Further reserves and unformed legal roads may be added to Schedule One with Council's written consent
- (c) Ensure that all volunteers have the required expertise to carry out the work assigned to them and will provide all necessary training and guidance, and that contractors engaged in the work are preferably on Council's list of approved contractors.
- (d) Appoint a Manager for each Reserve or groups of Reserves or length of unformed legal road to oversee the work to be carried out and choose and organise the volunteers and any contractors to take part.
- (e) Ensure the Manager commences with activities once the reserve(s) or unformed legal roads have been included in Schedule One and the Management Plan and where appropriate, also an operational plan is signed.

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- (f) Not transfer, sub-contract, sub-let, sub licence, assign or otherwise dispose of the its interest under this Agreement without the prior written agreement of Council.
- (g) Provide Council with a Management Plan and where necessary a more detailed operational plan prior to undertaking Activities. This plan should identify the locations of the specified Activities prior to carrying out the work. This plan will contain the details of the Activities including invasive (alien) species to be removed, any water management and planting. Once both parties have signed the plan activities can begin.
- (h) Provide details of a Living Waters contact person to Council who Council is to correspond with over any aspect of the work being carried out.

2 Each Manager must:

- (a) Take all reasonably practicable steps to protect the safety of all persons present on the Land as a result of the Manager's operations;
- (b) Record and report to the Council all accidents involving serious harm within 24 hours of their occurrence and work with the Council to complete an investigation report within 3 days of the accident occurring;
- (c) Not bring onto the Land or any land administered by the Council any dangerous or hazardous material or equipment which is not required for purposes of the Activities.
- (d) Comply in all respects with the Health and Safety Handbook provided by Living Waters and attached to this agreement in Schedule Three, and comply with Council's requirements concerning the Induction Checklist and Volunteer form, specimens of which also appear in Schedule Three.

3 In conducting the Activity the Manager must comply where relevant:

- (a) With the Health and Safety at Work Act 2015 and its regulations, the Reserves Act 1977, the Wildlife Act 1953 and any other enactment (collectively the "Legislation") affecting or relating to the Land and/or the Activities; and
- (b) With bylaws made under the Legislation affecting or relating to the Land and/or Activities; and
- (c) With all notices and requisitions of any competent authority affecting or relating to the Land or affecting or relating to the conduct of the Activities
- (d) With all Council signs and notices placed on or affecting the Land; and
- (e) With all reasonable notices and directions of the Council concerning the Activities.

4 Any breach or contravention by the Manager of any Legislation affecting or relating to the Land and/or Activity is deemed to be a breach of this Agreement.

5 If the Manager believes appropriate, may seek to terminate or change its arrangements for a particular Reserve or group of Reserves if it either determines its work is complete and/or it is unable to provide ongoing on-site management services.

IT IS AGREED AS FOLLOWS:

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6 That Council will:

- (a) Where practicable give notice of the breach or default of this Agreement to the Manager and provide a reasonable opportunity to remedy the breach or default.
- (b) If, in Council's opinion, there is a temporary risk arising from any cause on or in the vicinity of the Land or to public safety then the Council may temporarily close access to all or part of the land.
- (c) Suspend the Agreement for specific reserves or unformed legal roads for such period as the Council determines where the Manager in charge has breached any terms of this Agreement.
- (d) Terminate this Agreement for specific reserves and unformed legal roads either in whole or in part by 14 days notice to the particular Manager or such sooner period as it appears necessary and reasonable to the Council if the Manager breaches any terms of this Agreement; and
 - (i) the Manager does not rectify the breach within 7 days of receiving notification; or such earlier time as specified by the Council; or
 - (ii) in the opinion of the Council the breach is not capable of being rectified; or
 - (iii) the Manager ceases to conduct the Activities or, in the reasonable opinion of the Council, the conduct of the Activities are manifestly inadequate; or
 - (iv) if the Manager is convicted of an offence under the Reserves Act 1977 or any statute, ordinance, regulation, bylaw, or other enactment affecting or relating to the Land or which in the Council opinion affects or relates to the Activities; or
- (e) Immediately if there is, in the opinion of the Council, a permanent risk to public safety or to the natural resources of the Land arising from the conduct of the Activities or from natural or arising in any other way, whether or not from any breach of the terms of this Agreement on the part of the Manager.
- (f) Not be liable to the Manager for any loss sustained by the Manager by reason of the suspension or termination of the Agreement.
- (g) Provide details of a Council representative who Living Waters are to correspond with over any aspect of the work being carried out.

7 DISPUTES

If a dispute arises between the parties in connection with this Agreement the parties must, without prejudice to any other rights or entitlements they may have, attempt to resolve the dispute by agreement using informal dispute resolution techniques such as negotiation, mediation or expert appraisal or any other alternative dispute resolution technique. The rules governing any such technique adopted are to be agreed between the parties.

8 REVIEW PERIOD

The parties should meet at least annually to discuss the agreement and the activities carried out and planned to be carried out on various reserves and unformed legal roads.

9 VARIATIONS

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Bay of Islands-Whangaroa Community Board Meeting Agenda

20 May 2019

Except as provided by legislation, this Agreement and any written variation and the various management and work plans agreed by the parties contains the entire understanding between the parties.

Nothing expressed or implied in this Agreement is to be construed as:

- (a) conferring on the Manager any right of exclusive occupation or use of the Land;
- (b) granting any exclusive estate or interest in the Land to the Manager;
- (c) (subject to clause 6 (b) hereof) affecting the rights of the Council and the public to have access across the Land.

This Agreement is to be governed by, and interpreted in accordance with the laws of New Zealand.

SIGNED on behalf of LIVING WATERS

in the presence of:

Date:

SIGNED for FAR NORTH DISTRICT COUNCIL

in the presence of:

Date:

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SCHEDULE ONE

List of Reserves and Unformed Legal Roads:

- Te Wahapu Scenic Reserve (pale blue); #5081713, plus adjoining Esplanade Reserve #5164288
- Pipiroa Scenic Reserve (yellow); #4769976
- Pipiroa Recreation Reserve (yellow) and Unformed legal road (incl walkway); #4981031 plus adjoining ULR #5228835
- Tangatapu Unformed legal road (incl walkway) part parcel #5211851 & private Reserves Act covenant (pale blue) #5152163;
- Kanuka Bay (Okiato) Unformed legal road (yellow) on Waikare Inlet margins; part parcel #5230964
- NW Waikare Inlet Unformed part (bush margins) of legal roadway (pale blue) part parcel #5238533;
- NE Waikare Inlet Unformed part (bush margins) of legal roadway (pale blue) part parcel #5214958.
- Kawakawa River margins at Taumarere Bridge (whitebait spawning zone), unformed legal road, parcel #5211779 and part parcel #5231694 (pale blue).

ADD MAPS as required to support the descriptions above

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SCHEDULE TWO

Type of works:

1. Weed Control

When undertaking weed spraying the person applying the spray is required to address the following:

- (i) Hold a Growsafe and Approved Handler Certificate
- (ii) Wear appropriate personal protective equipment for herbicide being used.
- (iii) Follow recommended dilution rates as per herbicide label.
- (iv) Use a method of least disturbance to control the weeds so impacts are minimised on surrounding vegetation and adjacent watercourses eg. consider overspraying, erosion, type of nozzle and for larger plants consider cutting and stump killing rather than spraying.
- (v) Avoid spreading weeds by ensuring footwear is cleaned properly before entering another reserve.
- (vi) Ensure minimal damage of non-target vegetation. To minimise spray drift, spray when the wind at the site is less than 15 kph. Also consider wind direction and location of non-target species.
- (vii) Signage shall be used where the spraying may affect the public using the Reserve.
- (viii) At risk vegetative material removed from the reserve shall be disposed of in an environmentally friendly manner. Material needing such action includes invasive weeds that can sprout from fragments or cuttings or tubers e.g. ginger, banana passionfruit vines.
- (ix) Chemicals shall be stored in a lock up building.
- (x) Follow the recommended practice for weed management as per information from the Department of Conservation ("DOC"), Weed Manager or Weedbusters or Regional Council websites.

2. Planting

- (i) All plants must be native, appropriate to the area and site conditions. Where possible the plants should be eco-sourced from the appropriate Ecological District or Region.
- (ii) Before taking plants to reserves check plants for argentine ants and rainbow skinks by tapping/banging the bag and observing for ant presence. Contact DOC if found, before moving to site.

3. Predator Control - Trapping

- (i) Before installing traps or bait stations ensure warning signs are in place at potential public access points.
- (ii) No naked traps are to be placed within 3m of a public track (steep ground) or 5m (level ground). Traps should generally be out of sight. Covered traps are to be no closer than 1m to track edge, cover must be secured and have a warning notice on top.

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- (iii) To safeguard kiwi and weka, traps must be set at least 70cm above the ground or have kiwi and weka proof entrances.

4. Recording

The Manager must keep accurate records of all animals and birds killed on the site during the term. Records must be provided to the Council Rep.

5. Kiwi Call Counts

If considered appropriate, the BNZ National Call Count methodology is to be used and data is to be provided to the Council Rep.

6. Five Minute Bird Counts

If considered appropriate, standard Five Minute Bird Count Protocol is to be used and data is to be provided to the Council Rep.

7. Environmental Care

In completing the Activities:

- (i) Living Waters must not cut new tracks other than those approved by the Council for trap or bait station installation and servicing.
- (ii) Living Waters must take special precautions to ensure that protected wildlife is not harmed as a result of the completion of the services, However, if any protected wildlife is harmed it must be cared for and handed in to DOC, as soon as possible, whether alive or dead, where considered appropriate after consultation with the Council Rep.
- (iii) Living Waters is to ensure that volunteers shall check footwear, clothing, packs and equipment for weed seeds before entering the forest to reduce the risk of weed spread.
- (iv) Living Waters is to help prevent the spread of Phytophthora Taxon Agathis (PTA) by cleaning shoes, tyres, equipment before and after entering forest with kauri.
- (v) The Manager is responsible for the removal of any unused materials left over from track or trap establishment and maintenance.
- (vi) Trapping of non-target species - Any dead trapped native birds must be recorded as other on the Trap Catch Form and must be placed in a snap-lock bag and marked with trap identification number and date. The parties will inform DOC and seek its advice.
- (vii) The manager must not leave carcasses on site and must remove old bait closer than 10 meters from a trap site, a public walking track, huts, streams or watercourses.

SCHEDULE THREE

Health and Safety:

- Living Waters – Bay of Islands Health and Safety Plan
- Living Waters – Bay of Islands and Far North District Council volunteer health and safety induction checklist

ADD both documents

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Living Waters- Bay of Islands Health and Safety Policy & Plan



Prepared by VA Froude

Chair for Living Waters Bay of Islands

28 April 2018

Introduction and policy

Living Waters-BOI (LW) (part of Bay of Islands Maritime Park Inc.) is committed to providing a safe work environment for contractors and volunteers. Except where contractors have their own health and safety plans covering activities that are being performed as part of our restoration projects, we provide our plan to contractors to endorse. Volunteers are briefed on health and safety matters as appropriate at working bees. They can also view our plan.

All contractors are encouraged to adopt safe practices while working on LW projects through:

1. Providing confirmation that they have read and adopted the practices set out in the Living Waters health and safety plan OR that they have their own health and safety plan that covers them while they are working on a particular project
2. Using appropriate equipment and wearing appropriate clothing
3. Ensuring that any accidents are reported to the Living Waters project manager (or their deputy) as soon as possible
4. Fit and able to complete the work they are tasked with

Volunteers generally work on a limited range of tasks and are briefed on health and safety and specific tasks as required at working bees. Individuals are matched with tasks taking into account their fitness/ any medical issues, their clothing and footwear; experience including the use of specific tools and their skills. Volunteers are generally supervised with extra guidance/ training provided as required. Several highly skilled volunteers undertake a wider range of tasks including herbicide spraying in preparation for planting days. These volunteers have had appropriate training and are experienced at these tasks. Any accidents to the volunteers are to be reported to the project manager (or their deputy).

Health & Safety Plan for Contractors

Contractors working on Living Waters Projects may have their own health and safety plans. Those contractors will be bound by those health and safety plans. Other contractors are to follow the health and safety procedures in Table 1.

Table 1: Health and safety procedures for contractors without their own health & safety plan

Category	Risk detail	Avoidance and Mitigation measures
Machinery	Chipper operators may be injured by improper use	Where the chipper is not owned by contractor, proper instruction is to be provided by the hirer on how to safely use, maintain and transport the chipper, hazards associated with using the chipper and how to mitigate those hazards All chipper operators are to use proper safety clothing, eyewear, ear protection and safety footwear
Machinery	Steel blade or other part breaking loose in a chipper while in use.	The wearing of effective eye protection will be mandatory for anyone operating a chipper. Ear protection is also required. Before using a chipper the contractor should check that the anvil bolts are properly wired (or an effective equivalent) to prevent a bed knife from slipping into the path of another blade
Machinery	Poor use of a chainsaw when felling weed trees may injure members of the public. The highest risk situations are where trees have a heavy lean and/or are on steep slopes above tracks or other areas used by the public	All potentially at-risk tracks and access ways are to be closed while felling is taking place. Associated measures include: signs at all relevant entrances or at each end of the area subject to tree felling; people on site to stop walkers during felling operations; and general notification via local information centres, community Facebook pages, google groups and other local communication systems as appropriate. All contractors using a chainsaw are to follow good chainsaw practice as summarised in Appendix 2. They are also referred to or given the full Department of Labour guidelines for chainsaw use. All contractors using chainsaws should be appropriately trained/ certified.
Machinery	Poor chainsaw practices while felling weed trees can cause injury to the operator (including from tree falls in unintended directions), as well as hearing loss and vibration disease	All contractors using a chainsaw are to follow good chainsaw practice as summarised in Appendix 2. Contractors are referred to or given the full Department of Labour guidelines for chainsaw use. They are required to have proper safety clothing, eyewear, ear protection and safety footwear. All contractors using chainsaws should be appropriately trained/ certified.

Category	Risk detail	Avoidance and Mitigation measures
Machinery	Killing tall pest pines by drilling and poisoning, may lead to operator injury if the drill is improperly used	If the contractor is not using their own equipment they are to be properly trained before they use the drill.
Fire risk associated with the use of machinery	The use of machinery in very dry conditions may lead to a fire. If there is stored fuel on site associated with the use of larger machinery this may increase the risk that the fire could become large. This could threaten ecological values, human life and property	Avoid using machinery when conditions are extremely dry, especially in hot weather after noon. Have a fire extinguisher on site during dry conditions, especially if there is extra fuel on site (In practice we would not want anyone operating larger machinery in these conditions and would not issue contracts for these activities at these times)
Herbicide use	Herbicides are used to control a number of weed species. Contractors may spill herbicides onto themselves or others or use herbicides incorrectly	All herbicide is labelled and used according to best practice guidelines for each herbicide and the weed species being targeted. Living Waters holds data sheets for the herbicides Those spraying herbicide are to have appropriate certification Those involved in spraying are to use proper protective clothing, masks and protective eyewear. They are required to clean the equipment in a responsible way (e.g. away from natural waterways) after use. Herbicides are stored securely in a locked shed when they are not being used
Wasp and bee stings	Bees and wasps can swarm around flowering weeds such as ginger and wasps can be associated with some structures. People sensitive to wasp and bee stings may have a serious reaction if stung.	Contractors will be informed about the potential risk and asked to carry appropriate medication if they know they respond badly to wasp and/or bee stings
Physical activity- lifting and moving material	Removing felled trees, pest vines and other pest plants off site, including to stockpiles for biosecure disposal can be physically demanding. Contractors could injure themselves dragging heavy material and/or may trip or become tangled in vines	Contractors should be fit and able to perform the tasks required.
Animal pest control	Resetting traps and setting out selected baits for pest animal control purposes could lead to injury	Most of the animal control activities are led by other organisations (e.g. Russell Landcare Trust). Only experienced contractors will be used. They will

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Category	Risk detail	Avoidance and Mitigation measures
activities	to the operator	be required to follow Department of Conservation best practice, including using appropriate signage, when undertaking pest animal control activities

Health and Safety Plan for Volunteers

Most volunteers perform only a limited range of activities. These are:

1. Planting
2. Releasing planting
3. Removing pest plants excluding the use of chainsaws
4. Using paste or paint on herbicides (excludes spraying)
5. Shifting plant material

Table 2 sets out the risks and avoidance and mitigation measures for those activities. Table 3 sets out the risks and avoidance and mitigation measures for specific manual activities undertaken only by trained volunteers.

Table 2: Health and safety procedures for general volunteers

Category	Risk detail	Avoidance and Mitigation measures
Planting	Volunteers could injure themselves with sharp spades. They could slip/fall on steep ground. They could injure themselves with unaccustomed physical effort	Volunteers will be given a health and safety briefing prior to them starting planting Those who are less fit/have disabilities will be assigned planting tasks on easier slopes
Releasing plantings	Volunteers could injure themselves with niwashis or other sharp tools used for releasing around plantings	New volunteers will be trained in the safe use of niwashis or similar Volunteers should use appropriate footwear and clothing as well as gloves
Removing pest plants	Volunteers could injure themselves trying to remove larger pest plants	This excludes the use of chainsaws, but includes pruning saws. Volunteers should be fit and able to perform these tasks. Those who are less fit or have disabilities will not be asked to perform this activity or asked to remove species that are smaller/ easier to remove

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Category	Risk detail	Avoidance and Mitigation measures
Paste or paint –on herbicide use	Paste or paint-on herbicides are used to control a number of pest plant species. Volunteers could spill the small amount they have to use Others, especially children, could access and consume herbicides if they are not securely stored	Only paste on or paint-on herbicides (e.g. Vigilant) is used by standard volunteers The base containers of herbicide are labelled and used according to best practice guidelines for each herbicide and the weed species being targeted. Living Waters holds data sheets for the herbicides Herbicides are to be stored securely in a locked shed when they are not being used
Physical activity- lifting and moving materials	Removing pest vines and other pest plants off site, including to stockpiles for biosecure disposal can be physically demanding. Volunteers could injure themselves dragging heavy material and/or may trip or become tangled in vines	Volunteers should be fit and able to perform these tasks. Those who are less fit or have disabilities will not be asked/ allowed to perform this activity except for small amounts of plant pest material
Wasp and bee stings	People sensitive to wasp and bee stings may have a serious reaction if stung	All known wasp nests will be properly destroyed using best practice for the species of wasp Volunteers will be informed about the potential risk and asked to carry appropriate medication if they know they respond badly to wasp and/or bee stings The volunteer co-ordinator/ leader will carry antihistamines and painkillers

Table 3: Health and safety procedures for trained volunteers for specific manual activities

This covers the following additional activities:

1. Using small chippers (for branches less than 100mm diameter)
2. Using chainsaws to remove wind falls and small weed trees
3. Killing tall pest trees, including pines, by drilling and poisoning
4. Spraying areas for planting and for controlling those pest plants that can be controlled safely using this method (without collateral damage to native species)

Category	Risk detail	Avoidance and Mitigation measures
Machinery- only using small chippers under 100mm diameter	Volunteers would only use small mobile chippers capable of processing branches to 100mm diameter. They could be injured by improper use	Volunteers would only use small mobile chippers capable of processing branches to 100mm diameter. Larger chippers will only be used by contractors. Ensure that the hirer provides proper instruction on how to safely use, maintain and transport the chipper, hazards and how to mitigate those hazards Ensure that all chipper operators are fully informed about how to safely operate the chipper Ensure all chipper operators use proper safety clothing, eyewear, earwear and footwear
Machinery	Steel blade or other part could break loose in a chipper while in use	Before hiring a chipper we will ask the hire company to check that the anvil bolts are properly wired (or an effective equivalent) to prevent a bed knife from slipping into the path of another blade Ensure all chipper operators use proper safety clothing, eyewear, earwear and footwear
Machinery	This covers clearing fallen material and the removal of small weed trees. Poor chainsaw practices can cause injury to the operator (including from unintended directions for tree falls), as well as hearing loss and vibration disease	Volunteers would only use chainsaws to clear fallen material and remove small weed trees (smaller than 6m tall or 150mm diameter) Only experienced chainsaw users who have their own chainsaw are to use chainsaws. They are to follow good chainsaw practice as summarised in Appendix 1.
Machinery	Killing tall pest trees, especially pines, by drilling and poisoning, may lead to operator injury if the drill is improperly used	All drill users are to be properly trained before they use the drill.
Herbicide use	Herbicides are used to control a number of pest plant species. Volunteers may spill herbicides onto themselves or others or use herbicides incorrectly Others, especially children, could access and consume herbicides if they are not securely stored	All herbicide is labelled and used according to best practice guidelines for each herbicide and the weed species being targeted. Living Waters holds data sheets for the herbicides Those involved in spraying are to use proper protective clothing, gloves, masks and protective eyewear. They are required to clean the equipment in a responsible way (e.g. away from natural waterways) after use. Those spraying herbicide are to have appropriate certification or be supervised by a co-ordinator with a GrowSafe Certificate

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Category	Risk detail	Avoidance and Mitigation measures
		Herbicides are to be stored securely in a locked shed when they are not being used

Risk assessments

Health and safety guidance from the Ministry of Business, Innovation and Employment emphasises the need to assess the risks of the various proposed and potential activities, develop a plan to avoid or mitigate those risks and then reassess the residual risk once the avoidance and mitigation measures have been adopted or implemented.

Table 4 contains a Risk Rating Table used to assess the likelihood and consequence of injury or harm for potential activities occurring as part of an ecological restoration programme. As detailed in Tables 1, 2 and 3 different activities are carried out by contractors and volunteers. In addition not all activities apply to all projects. In particular tree felling is not common and is typically carried out by contractors, often with their own health and safety plan.

Table 5 contains an assessment of the risks of potential or proposed activities in the absence of an avoidance or mitigation strategy. The proposed mitigation and avoidance measures are set out in Tables 1, 2 and 3. Table 6 contains a revised assessed of residual risk for different potential risk following the implementation of the avoidance and mitigation measures.

Table 4: Risk Rating Table

Likelihood of injury or harm to health	Consequences of injury or harm to health			
	Insignificant <i>no injuries</i>	Moderate <i>first aid and/or medical treatment</i>	Major <i>extensive injuries</i>	Catastrophic <i>fatalities</i>
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Extreme = immediate action needed

Source: <http://www.business.govt.nz/worksafe/tools-resources/safe-use-of-machinery-toolkit/assess-risk-rating-table> (accessed 31 March 2016)

Table 5: Risk likelihood, consequence and risk rating WITHOUT avoidance and mitigation measures specified in Tables 1, 2 and 3

Risk detail	Likelihood	Consequence	Risk without mitigation
Contractors			
Chipper operators may be	Moderate	Major/ catastrophic	Extreme

Risk detail	Likelihood	Consequence	Risk without mitigation
injured by improper use			
Steel blade or other part breaking loose in a chipper while in use.	Unlikely	Major	Extreme
Poor use of a chainsaw when felling weed trees may injure members of the public. The highest risk situations are where trees have a heavy lean and/or are on steep slopes above tracks or other areas used by the public	Moderate	Major/ catastrophic	Extreme
Poor chainsaw practices while felling weed trees can cause injury to the operator, as well as hearing loss and vibration disease	Moderate	Major	Extreme
Killing tall pest pines by drilling and poisoning, may lead to operator injury if the drill is improperly used	Unlikely	Moderate	Moderate
The use of machinery in very dry conditions may lead to a fire. If there is stored fuel on site associated with the use of larger machinery this may increase the risk that the fire could become large. This could threaten ecological values, human life and property	Moderate	Major	Extreme
Herbicides are used to control a number of weed species. Contractors may spill herbicides onto themselves or others or use herbicides incorrectly	Unlikely	Moderate	Moderate
Bees and wasps can swarm around flowering weeds such as ginger and wasps can be associated with some structures. People sensitive to wasp and bee stings may have a serious reaction if stung.	Moderate	Moderate	High
Removing felled trees, pest	Low	Moderate	Moderate

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Risk detail	Likelihood	Consequence	Risk without mitigation
vines and other pest plants off site, including to stockpiles for biosecure disposal can be physically demanding. Contractors could injure themselves dragging heavy material and/or may trip or become tangled in vines			
Resetting traps and setting out selected baits for pest animal control purposes could lead to injury to the operator	Low	Moderate	Moderate
Volunteers			
Volunteers could injure themselves with sharp spades. They could slip/fall on steep ground. They could injure themselves with unaccustomed physical effort	Moderate	Moderate	High
Volunteers could injure themselves with niwashis or other sharp tools used for releasing around plantings	Moderate	Moderate	High
Volunteers could injure themselves trying to remove larger pest plants	Low	Moderate	Moderate
Paste or paint-on herbicides are used to control a number of pest plant species. Volunteers could spill the small amount they have to use Others, especially children, could access and consume herbicides if they are not securely stored	Moderate	Insignificant	Low
Removing pest vines and other pest plants off site, including to stockpiles for biosecure disposal can be physically demanding. Volunteers could injure themselves dragging heavy material and/or may trip or become tangled in vines	Moderate	Moderate	High
People sensitive to wasp and	Moderate	Moderate	High

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Living Waters- Bay of Islands –Health and Safety Policy and Plan Revised 30 April 2018

Risk detail	Likelihood	Consequence	Risk without mitigation
bee stings may have a serious reaction if stung			
Trained volunteers for specific manual activities			
Volunteers would only use small mobile chippers capable of processing branches to 100mm diameter. They could be injured by improper use	Moderate	Moderate	High
Steel blade or other part could break loose in a chipper while in use	Unlikely	Moderate	High
This covers clearing fallen material and the removal of small weed trees. Poor chainsaw practices can cause injury to the operator (including from unintended directions for tree falls), as well as hearing loss and vibration disease	Moderate	Moderate	High
Killing tall pest trees, especially pines, by drilling and poisoning, may lead to operator injury if the drill is improperly used	Unlikely	Moderate	Moderate
Herbicides are used to control a number of pest plant species. Volunteers may spill herbicides onto themselves or others or use herbicides incorrectly Others, especially children, could access and consume herbicides if they are not securely stored	Moderate	Moderate	High

Revised residual risk assessment following the adoption of avoidance and mitigation measures

Table 6 sets out the residual risk assessment following the adoption of avoidance and mitigation measures in Table 3.

Table 6: Residual risk likelihood, consequence and risk rating with avoidance and mitigation measures specified in Tables 1, 2 and 3

Risk detail	Revised likelihood with avoidance and mitigation measures in Tables 1,2 & 3	Revised consequence with avoidance and mitigation measures in Table 1,2 & 3	Residual risk once avoidance and mitigation measures implemented
Contractors			
Chipper operators may be injured by improper use	Highly unlikely	Insignificant	Low
Steel blade or other part breaking loose in a chipper while in use.	Highly unlikely	Insignificant	Low
Poor use of a chainsaw when felling weed trees may injure members of the public. The highest risk situations are where trees have a heavy lean and/or are on steep slopes above tracks or other areas used by the public	Highly unlikely	Insignificant	Low
Poor chainsaw practices while felling weed trees can cause injury to the operator, as well as hearing loss and vibration disease	Unlikely	Insignificant	Low
Killing tall pest pines by drilling and poisoning, may lead to operator injury if the drill is improperly used	Highly unlikely	Insignificant	Low
The use of machinery in very dry conditions may lead to a fire. If there is stored fuel on site associated with the use of larger machinery this may increase the risk that the fire could become large. This could threaten ecological values, human life and	Highly unlikely	Insignificant	Low

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Living Waters- Bay of Islands –Health and Safety Policy and Plan Revised 30 April 2018

Risk detail	Revised likelihood with avoidance and mitigation measures in Tables 1,2 & 3	Revised consequence with avoidance and mitigation measures in Table 1,2 & 3	Residual risk once avoidance and mitigation measures implemented
property			
Herbicides are used to control a number of weed species. Contractors may spill herbicides onto themselves or others or use herbicides incorrectly	Highly unlikely	Insignificant	Low
Bees and wasps can swarm around flowering weeds such as ginger and wasps can be associated with some structures. People sensitive to wasp and bee stings may have a serious reaction if stung.	Unlikely	Insignificant	Low
Removing felled trees, pest vines and other pest plants off site, including to stockpiles for biosecure disposal can be physically demanding. Contractors could injure themselves dragging heavy material and/or may trip or become tangled in vines	Highly unlikely	Insignificant	Low
Resetting traps and setting out selected baits for pest animal control purposes could lead to injury to the operator	Highly unlikely	Insignificant	Low
Volunteers			
Volunteers could injure themselves with sharp spades. They could slip/fall on steep ground. They could injure themselves with unaccustomed physical effort	Highly unlikely	Insignificant	Low
Volunteers could injure themselves with niwashis or other sharp tools used for releasing around plantings	Unlikely	Insignificant	Low

Living Waters- Bay of Islands –Health and Safety Policy and Plan Revised 30 April 2018

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Risk detail	Revised likelihood with avoidance and mitigation measures in Tables 1,2 & 3	Revised consequence with avoidance and mitigation measures in Table 1,2 & 3	Residual risk once avoidance and mitigation measures implemented
Volunteers could injure themselves trying to remove larger pest plants	Highly unlikely	Insignificant	Low
Paste or paint-on herbicides are used to control a number of pest plant species. Volunteers could spill the small amount they have to use Others, especially children, could access and consume herbicides if they are not securely stored	Highly unlikely	Insignificant	Low
Removing pest vines and other pest plants off site, including to stockpiles for biosecure disposal can be physically demanding. Volunteers could injure themselves dragging heavy material and/or may trip or become tangled in vines	Highly unlikely	Insignificant	Low
People sensitive to wasp and bee stings may have a serious reaction if stung	Highly unlikely	Insignificant	Low
Trained volunteers for specific manual activities			
Volunteers would only use small mobile chippers capable of processing branches to 100mm diameter. They could be injured by improper use	Highly unlikely	Insignificant	Low
Steel blade or other part could break loose in a chipper while in use	Highly unlikely	Insignificant	Low
This covers clearing fallen material and the removal of small weed trees. Poor chainsaw practices can cause injury to the operator (including from unintended directions for	Unlikely	Insignificant	Low

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Living Waters- Bay of Islands –Health and Safety Policy and Plan Revised 30 April 2018

Risk detail	Revised likelihood with avoidance and mitigation measures in Tables 1,2 & 3	Revised consequence with avoidance and mitigation measures in Table 1,2 & 3	Residual risk once avoidance and mitigation measures implemented
tree falls), as well as hearing loss and vibration disease			
Killing tall pest trees, especially pines, by drilling and poisoning, may lead to operator injury if the drill is improperly used	Highly unlikely	Insignificant	Low
Herbicides are used to control a number of pest plant species. Volunteers may spill herbicides onto themselves or others or use herbicides incorrectly Others, especially children, could access and consume herbicides if they are not securely stored	Highly unlikely	Insignificant	Low

Training, supervision and monitoring of workers

All contractors are briefed by the project co-ordinator (or their deputy). This typically takes place on site. Where contractors do not have their own health and safety plan the contractors are sent a copy of this plan and are required to confirm that they have read and understood it. The project co-ordinator usually visits the site periodically while the work is taking place to monitor progress and address any issues -including those relating to health and safety.

Where contractors without their own health and safety work plan and volunteers working in a small team outside of the main work areas for a particular project they should report their planned route and activities with an estimated exit time to the project co-ordinator or their deputy. At the end of the work day they should report that they have exited the site.

For general working bees volunteers are briefed by the project co-ordinator (or their deputy) prior to beginning work. These working bees typically address pest plant removal, planting native plants and releasing plantings. The briefings include instructions on health and safety matters. The project co-ordinator (or their deputy) attends general working bees, and checks that health and safety requirements are being addressed. Volunteers with identified manual skills undertaking activities listed in Table 3 will be informed about the specific health and safety requirements relating to those tasks. They will either be sent a copy of this plan in advance and/or briefed on site.

What other PCBU's will you be working with and how will you consult, cooperate with and coordinate activities with them

We are not a PCBU (person conducting a business or undertaking) because we do not have employees. We only employ project-specific contractors and so according to Worksafe we are not classed as a PCBU (<http://www.worksafe.govt.nz/worksafe/hsa/understanding-hsa/pcbu-and-the-primary-duty-of-care/who-or-what-is-a-pcbu>). The other organisations that we work with – Russell Landcare Trust, and the Bay of Islands Walkways and Walking Trust are also not PCBU's. Regardless of this we work together and collaborate on health and safety matters.

Welfare facilities

We only employ short term task specific contractors and with our very limited budget can't afford to provide specific welfare facilities. If necessary such facilities are available through Russell Medical Centre, Russell Ambulance Service and the Russell St Johns support services..

Emergency procedures and protocols

If there is an accident or medical incident during a community working bee the project co-ordinator (or deputy) would lead the response. This would include calling for assistance and administering first aid as appropriate and required. Living Waters will compile a list of those with first aid certificates and encourage those with relapsed certificates to update their certification. A first aid kit is taken to all volunteer events

Local emergency contact information

Each project co-ordinator will compile a list of emergency contact details.

For projects on the Russell Peninsular the contact details are:

Russell Medical Centre 09 4037690;

Russell Ambulance Station 09 403 7795

The nearest hospital is Bay of Islands Hospital, 1 Hospital Road, Kawakawa, ph 09 404 0280.

For projects on the south of the Russell Peninsular the nearest available defibrillator is in Okiato (Bernie, 23 Okiato Point Road 09 4037877 or 0272 909 546; with alternative contacts of Paul 0275 038070, Ros 403 7390 or 021 403739, or Val 403 8480 or 021 474641. Further defibrillator contacts in the Russell area can be found on <http://www.russellcivildefence.org/contacts.html>

Incident reporting, investigation and response procedures

A register of health and safety incidents will be kept. All incidents will be investigated to determine the reasons for the incident. If appropriate, health and safety procedures will be reviewed to minimise the risks of a similar incident occurring again. As required any serious incidents will be reported to Worksafe New Zealand (MBIE).

Reviewing health and safety procedures/ systems

The health and safety procedures will be reviewed on an annual basis with an earlier review following any serious incident.

Appendix 1: Good practice guidelines for users of chainsaws

Chainsaw guidelines

Check the work area for hazards

- Check there are no people or animals in work area
- Don't work in adverse weather
- Also ensure you are well balanced when using a chainsaw
- Shut off the chainsaw before carrying it. Carry it by the front handles with the bar to the rear
- Be careful moving on steep/ uneven ground
- When felling trees make sure that you have an escape route planned and cleared to the side and rear
- Make sure other people are at least two tree lengths away

Get assistance with felling trees on steep slopes/ unstable ground and/or a lean

Dos and don'ts of chainsaws

- DO not operate a chain saw above shoulder height, unless it is a pole-saw
- Have someone within calling distance
- Never operate a chainsaw under the influence of alcohol or drugs
- Never use a chainsaw when tired
- Match the size of the chainsaw to the tree being cut
- Never operate a damaged or improperly adjusted chainsaw
- Except for fine-tuning the carburettor never adjust chainsaw parts while the motor is running
- Always turn off the chainsaw when handling the chain, guide bar or sprocket

Safety equipment

- Boots with steel toecaps and firm ankle support, and securely tied laces
- Safety helmet to protect from falling objects and to minimise the risk to the faceback from a kickback
- Earmuffs rated class 5
- Leg protection-chainsaw operator's safety trousers
- Use eye protection if dusty or there may be flying debris
- First aid kit with at least 2 large sterile wound dressings
- Wedges for directional tree felling or to hold cuts open (plus a mallet to drive in wedges)

Checks before using a chainsaw

- Check chain break is working
- Check lubrication system is working and that the chain is properly lubricated
- Check that the throttle control lockout, throttle control trigger and on/off switch are operating properly
- Check that the chain is sharpened and tensioned to the manufacturer's instructions
- Check that the chain stops moving when the throttle control trigger is released
- Check all external fittings are secure
- Check that the high tension lead does not show signs of wear, especially where it passes through the body of the chainsaw

Refuelling the chainsaw

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Living Waters- Bay of Islands –Health and Safety Policy and Plan Revised 30 April 2018

As petrol (especially vapour) can be easily ignited by a spark or even a hot surface when refuelling then is a risk of being burnt and/or a fire starting. The following procedures are recommended

- Stop the motor
- Place the chainsaw on clear ground
- Fill oil tank first to allow the chainsaw to cool
- Do not spill fuel onto hot motor components and wipe any spilt fuel
- Move at least 3m from fuelling site before restarting the chainsaw

Chains

- A constant supply of oil to the chainsaw guide bar is essential.
- Regularly check the chain oil system is working
- Loose chains can affect depth gauge effectiveness and result in greater kickback potential and may cause the chain to jump of the guide bar
- Chains should be
 - Well oiled
 - Correctly tensioned before each use or after refuelling. Never tension right after cutting
 - Sharp with correct cutter angles and correct depth gauge height

Source: Department of Labour, November 2011 (update) A guide to safety with chainsaws.
Department of Labour.

HS007B - Volunteer Health, Safety & Wellbeing Induction Checklist

Instructions: A Far North District Council Representative will complete the following health and safety induction with volunteers and/or community group coordinators to enable them to confidently manage the group's health and safety requirements on site.

Name of FDNC contact
responsible for the
induction: _____

Date: _____

Name of Community
Group Coordinator: _____

Designation/Task: _____

Health and Safety Checklist

#	Item	Yes	No	NA
1	Given an overview of the FNDC Health & Safety Policy as a guide to working safely.			
2	Given copy and explanation of current Volunteer Health, Safety & Wellbeing Handbook			
3	Given an overview of the hazards and controls associated with the activity, including where applicable a job safety analysis and any interface issues with other work groups.			
4	Name of person at FNDC to contact if you have any questions or issues.			
5	Given an overview of what to do in the event of an incident, accident, unsafe act and unsafe equipment.			
6	Given an overview of emergency procedures, including evacuation assembly point and first aid requirements.			
7	Given an overview of any security and or access procedures or requirements.			
8	Given an overview of PPE or other equipment requirements. Also any particular clothing requirements.			
9	Any relevant: smoking, drug and alcohol rules			

Other: _____

I acknowledge that the above has been received and understood:

Signature of Volunteer: _____

I acknowledge that the induction has been completed:

Signature of FNDC Representative: _____

8.4 RURAL TRAVEL FUNDING PROJECT REPORTS

File Number: A2407151

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To receive the project reports from previous funding applicants to the Rural Travel Funding Scheme.

EXECUTIVE SUMMARY

- Recipients of funds from the Rural Travel Funding must complete and submit a project report form within two months of funding being spent to subsidise travel for youth to participate in sporting activity and or competition
- Project reports have been received from Bay of Islands Swimming Club

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the Rural Travel Project Reports from:

- a) Bay of Islands College
- b) Bay of Islands Swimming Club
- c) Kerikeri High School
- d) Northland Inline Skating Club
- e) Northwave Amateur Swim Club Incorporated

1) BACKGROUND

The Far North District Council, as part of its agreements with Sport New Zealand and Sport Northland to administer Rural Travel funding, is required to submit an annual report on how the funding was allocated. To assist the Council in compiling this report and to ensure accountability from applicants a project report form for funding is requested. The Community Boards have in the past indicated a preference to support applicants that have returned a completed project report form for previous funding.

2) DISCUSSION AND OPTIONS

A copy of the project report forms are attached for the Board to receive. If Board members have concerns or issues with any of these reports, they should be discussed at this point of the meeting.

Reason for the recommendation

To receive the project reports from previous funding applicants to the Rural Travel Funding Scheme.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

1. Rural Travel Fund Project Report - Bay of Islands College - A2415491 [↓](#) 
2. Rural Travel Project Report- Bay of Islands Swimming Club - A2407025 [↓](#) 
3. Rural Travel Project Report - Kerikeri High School - A2441036 [↓](#) 
4. Rural Travel Project Report - Northland Inline Skating Club - A2430134 [↓](#) 
5. Rural Travel Project Report - Northwave Amateur Swim Club Inc - A2411589 [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	N/A
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	N/A
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.	The Community Board has delegated authority to allocate funding.
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 RURAL TRAVEL FUND PROJECT REPORT

A. Details

Name of organisation: Bay of Islands College
 Contact person: Lynda Scott
 Postal address: Po Box 58, Kawakawa 0243
 Telephone: 0210403643 Email: lsc@boic.school.nz

B. FINANCIAL (Attach copies of relevant bank statements, all invoices & receipts for granted Rural Travel Fund)

1. Please indicate the successful amount that you received

\$ 1500-00 (FNDC contribution) \$ 563-55 (Other Funders) PARENTS
 \$ 900-00 (Your Contribution) \$ 2963-55 (Total)

2. What other, if any, organisations did you receive funding from? (briefly explain using the following table)

Date	Organisation	Purpose of Funding	Amount Received
			\$
		N/A	\$
			\$
TOTAL EXPENSES			\$

1. Please explain in detail how the funding you received through the FNDC Travel Fund was spent (in the following table)

Date	Supplier/Service/Provider	Item	Expense (\$)
			\$
			\$
		N/A	\$
			\$
			\$
<i>Receipts required</i> TOTAL EXPENSES			\$

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FNDC ADMIN

12 MAR 2019

Far North
District CouncilSPORT
NORTHLAND
Creating a More Active NorthlandSPORT
NEW ZEALAND

FAR NORTH RURAL TRAVEL FUND PROJECT REPORT

A. Details

Name of organisation: Bay of Islands Swimming Club
 Contact person: Ma Schuetze
 Postal address: 1-9 Derrick Rd, Kawakawa 0210
 Telephone: 021 173 6340 Email: boiswimmingclub@gmail.com

B. FINANCIAL (Attach copies of relevant bank statements, all invoices & receipts for granted Rural Travel Fund)

1. Please indicate the successful amount that you received

\$ \$3000 (FNDC contribution) \$ _____ (Other Funders)
 \$ _____ (Your Contribution) \$ 3000 + gst (Total) \$3450 incl.

2. What other, if any, organisations did you receive funding from? (briefly explain using the following table)

Date	Organisation	Purpose of Funding	Amount Received
			\$
			\$
			\$
TOTAL EXPENSES			\$

1. Please explain in detail how the funding you received through the FNDC Travel Fund was spent (in the following table)

Date	Supplier/Service/Provider	Item	Expense (\$)
18.1.19	BP Zgorkiwi	fuel vouchers	\$ 3450
			\$
			\$
			\$
			\$
Receipts required			
TOTAL EXPENSES			\$ 3450

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C. DESCRIPTION OF FUNDING ALLOCATION

1. What were some of the benefits in having the travel fund approved?

It helped out our families with travel costs to swim training in Krikri and Kawakawa, and for swim meets in Kawakawa, Whangarei & Dargaville.

2. In your opinion did the Far North Rural Travel Fund help your organisation/group increase participation in sport/recreation?

Yes - we have lots of new members who were really happy to receive fuel vouchers - I think it will help retain these members & will encourage others to join.

D. FUNDING TIMEFRAMES

Funds must be expended within six months of being received. If funding is not spent as allocated it is expected that the funding will be returned to Council.

E. Checklist

- ✓ 1. Have you answered every question?
- ✓ 2. Have you attached a recent bank statement showing the funding being spent?
- ✓ 3. Have you attached all receipts as proof of expenditure?

Thank you for taking the time to complete the project report. Please remember that in not returning a project report your organisation or group can be deemed ineligible for future funding.

Send your project report and attached documents to;

Meetings Administrator
Far North District Council
Private Bag 752
KAIKOHE
0440

Or contact us;

(09) 401 5200
ask.us@fndc.govt.nz
www.fndc.govt.nz

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FAR NORTH RURAL TRAVEL FUND PROJECT REPORT

A. Details

Name of organisation: Kerikeri High School
 Contact person: Bethina Simpson
 Postal address: Hone Heke Rd Kerikeri
 Telephone: 407 8916 Email: BSimpson@kerikerihigh.school.nz

B. FINANCIAL (Attach copies of relevant bank statements, all invoices & receipts for granted Rural Travel Fund)

1. Please indicate the successful amount that you received
 \$ 2556.00 (FNDC contribution) \$ 4000.00 (Other Funders) *for wicket up grade and equipment*
 \$ 5863.10 (Your Contribution) \$ 1114.30 (Total)

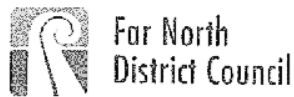
2. What other, if any, organisations did you receive funding from? (briefly explain using the following table)

Date	Organisation	Purpose of Funding	Amount Received
30/11/18	Northland Cricket Association	upgrade of wicket and equipment	\$ 4000.00
			\$
			\$
TOTAL EXPENSES			\$ 1114.30

1. Please explain in detail how the funding you received through the FNDC Travel Fund was spent (in the following table)

Date	Supplier/Service/Provider	Item	Expense (\$)
see van journals attached. Also petrol vouchers			\$ 2041.00
			\$
			\$
			\$
			\$
Receipts required			TOTAL EXPENSES \$ 2041.00

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C. DESCRIPTION OF FUNDING ALLOCATION

1. What were some of the benefits in having the travel fund approved?

Reduced the costs to parents. Team travelled together for
good team bonding

2. In your opinion did the Far North Rural Travel Fund help your organisation/group increase participation in sport/recreation?

Yes, our numbers are increasing every year. By offering
a means to school can for players to get to game it reduces the
burden on parents. This is big as away games are not close and as
a game takes up an entire day parents are reluctant to commit

D. FUNDING TIMEFRAMES

Funds must be expended within six months of being received. If funding is not spent as allocated it is expected that the funding will be returned to Council.

E. Checklist

1. Have you answered every question?
2. Have you attached a recent bank statement showing the funding being spent?
3. Have you attached all receipts as proof of expenditure?

Thank you for taking the time to complete the project report. Please remember that in not returning a project report your organisation or group can be deemed ineligible for future funding.

Send your project report and attached documents to;

Meetings Administrator
Far North District Council
Private Bag 752
KAIKOHE
0440

Or contact us;

(09) 401 5200
ask.us@fndc.govt.nz
www.fndc.govt.nz

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FAR NORTH RURAL TRAVEL FUND PROJECT REPORT

A. Details

Name of organisation: Northland Inline Skating Club.
 Contact person: Sue Gillespie
 Postal address: P.O. Box 347 Kerikeri
 Telephone: 021 02704743 Email: carl_sue@ihug.co.nz

B. FINANCIAL (Attach copies of relevant bank statements, all invoices & receipts for granted Rural Travel Fund)

- Community Board meeting date the grant was approved April 2018
- Please indicate the successful amount that you received
 \$ 2632.35 (FNDC contribution) \$ _____ (Other Funders)
 \$ 2837.65 (Your Contribution) \$ _____ (Total)
- What other, if any, organisations did you receive funding from? (briefly explain using the following table)

Date	Organisation	Purpose of Funding	Amount Received
			\$
			\$
			\$
TOTAL EXPENSES			\$

- Please explain in detail how the funding you received through the FNDC Travel Fund was spent (in the following table)

Date	Supplier/Service/Provider	Item	Expense (\$)
8/6/18	Auto One	MTA Vouchess	\$ 2400
27/7/18	Auto One	MTA Vouchers	\$ 900
10/9/18	Auto One	MTA Vouchers	\$ 1400
11/10/18	Auto One	MTA Vouchers	\$ 770
			\$
Receipts required			
TOTAL EXPENSES			\$ 5470



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C. DESCRIPTION OF FUNDING ALLOCATION

1. What were some of the benefits in having the travel fund approved?

MTA vouchers were distributed to families of junior grades to subsidize travel costs. We have had more junior players attend training sessions on a regular basis ie twice a week instead of only once a week also allows low income families to access a fun team sport

2. In your opinion did the Far North Rural Travel Fund help your organisation/group increase participation in sport/recreation?

Yes, there has been a significant increase in junior players attending training sessions. all our junior teams were able to attend and compete with teams from Auckland, Hamilton and Waihi at our Junior tournament in Kerikeri last year.

D. FUNDING TIMEFRAMES

Funds must be expended within six months of being received. If funding is not spent as allocated it is expected that the funding will be returned to Council.

E. Checklist

1. Have you answered every question?
1. Have you attached a recent bank statement showing the funding being spent?
2. Have you attached all receipts as proof of expenditure?

Thank you for taking the time to complete the project report. Please remember that in not returning a project report your organisation or group can be deemed ineligible for future funding.

Send your project report and attached documents to;

governance@fndc.govt.nz (PDF attachment via email preferred)

OR: mail to

Governance Support
Far North District Council
Private Bag 752
KAIKOHE
0440

Or contact us;

(09) 401 5200
ask.us@fndc.govt.nz
www.fndc.govt.nz



FAR NORTH RURAL TRAVEL FUND PROJECT REPORT

A. Details

Name of organisation: NORTHWAVE AMATEUR SWIM CLUB INC.

Contact person: MICHELLE HULL

Postal address: 41-7 LAURIES DRIVE, KAMO, WHANGAROA DIST

Telephone: 022 325 3811 Email: CAK270425@gmail.com

B. FINANCIAL (Attach copies of relevant bank statements, all invoices & receipts for granted Rural Travel Fund)

1. Please indicate the successful amount that you received

\$ 1800 - (FNDC contribution) \$ - (Other Funders)

\$ 1903 - (Your Contribution) \$ 3703 - (Total)

2. What other, if any, organisations did you receive funding from? (briefly explain using the following table)

Date	Organisation	Purpose of Funding	Amount Received
N/A			\$
			\$
			\$
TOTAL EXPENSES			\$ <u>-</u>

1. Please explain in detail how the funding you received through the FNDC Travel Fund was spent (in the following table)

Date	Supplier/Service/Provider	Item	Expense (\$)
30/1/19	BP OIL NZ	Fuel Cards	\$ <u>1800 -</u>
			\$
			\$
			\$
			\$
Receipts required			
TOTAL EXPENSES			\$ <u>1800 -</u>

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C. DESCRIPTION OF FUNDING ALLOCATION

1. What were some of the benefits in having the travel fund approved?

This funding assisted families by helping reduce fuel costs, & allowed the swimmers to continue their training for upcoming national events.

2. In your opinion did the Far North Rural Travel Fund help your organisation/group increase participation in sport/recreation?

Yes - otherwise travel costs become unaffordable, particularly as fuel costs keep increasing.

D. FUNDING TIMEFRAMES

Funds must be expended within six months of being received. If funding is not spent as allocated it is expected that the funding will be returned to Council.

E. Checklist

1. Have you answered every question?
2. Have you attached a recent bank statement showing the funding being spent?
3. Have you attached all receipts as proof of expenditure?

Thank you for taking the time to complete the project report. Please remember that in not returning a project report your organisation or group can be deemed ineligible for future funding.

Send your project report and attached documents to;

Meetings Administrator
Far North District Council
Private Bag 752
KAIKOHE
0440

Or contact us;

(09) 401 5200
ask.us@fndc.govt.nz
www.fndc.govt.nz

(office use only)	Application No -	Document No -
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8.5 RURAL TRAVEL FUND WINTER 2018/2019 APPLICATIONS**File Number: A2399129****Author: Kim Hammond, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To allocate Rural Travel Funding for the 2018/2019 winter sporting season.

RECOMMENDATION**That the Bay of Islands-Whangaroa Community Board allocates funding in accordance with the recommendations received from Sport Northland as follows:**

a) Bay of Islands College	\$1,000.00
b) Kaikohe Amateur Football Club Inc	\$658.51
c) Kaikohe Rugby and Football Sports Club Inc	\$1,000.00
d) Kerikeri High School	\$1,000.00
e) Moerewa Rugby Club	\$1,900.00
f) Moerewa Tigers Rugby League Club	\$1,700.00
g) Northland Inline Skating Club	\$1,700.00
h) Northwave Amateur Swim Club Inc	\$400.00
i) Otiria Rugby Union and Football Sports Club	\$1,000.00
j) Russell Soccer and Netball Club	\$1,700.00

1) BACKGROUND

The Rural Travel Fund was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented. The strategy is still yet to be developed.

Kiwisport was launched in 2009 by Prime Minister John Key and funding is given to Sport Northland to achieve three objectives. One of the barriers that have been identified in Northland is the cost of travel. Sport Northland agreed to give part of its funding to the Far North District Council to add to its Rural Travel Fund to overcome the travel barrier and help achieve their three objectives.

Council receives funding based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. This funding round is the first of two funding rounds for the current financial year, for sporting activities taking place in winter, or until November 2019 when the next round of funding is allocated.

Council advertises that funding is available approximately one month before applications close in local newspapers and on Council's Facebook page. The Sport Northland representatives also forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

2) DISCUSSION AND OPTIONS

It is each Community Board's role to determine which applications best meet the criteria and will have the most positive broad effect in their communities. The following table is a guide to the funding criteria.

Funding is available for activities taking place within the district. It is understood, that in some cases, competitions do not exist within the district and travel is required, in which case the Community Boards may use their discretion.

	Sport Northland (Kiwisport)	Sport New Zealand (Rural Travel)
What are the Objectives?	1. Increase the number of children participating in sport 2. Increase the availability and accessibility of sport for children 3. Support the development of skills to enable effective participation.	Subsidise travel for junior teams participating in local sport competition.
How much is available?	\$25,000.00 across the Far North District.	\$25,080.30 across the Far North District.
Funding is not available for	Coaches, referees, children playing in Regional or District rep teams, club/school sport administration.	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
Who can apply?	Schools, clubs or individuals.	Schools, clubs or individuals.
What age group is funding for?	Funding is available for school aged children. This is understood to be ages 5 - 18 years of age.	Funding is available for youth/children aged 5 - 19 years of age.
Eligible Sports	Team or individual organised sporting activities such as volleyball, netball, rugby; hockey, football, orienteering, waka ama, basketball, ki-o-rahi, shooting, athletics, swimming.	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

Applicants are advised, when granted funds, that the funds are to be uplifted within three months and that a project report form is required if they wish to be eligible to apply for future funding.

As Sport Northland has a vested interest, the Community Sport Advisor has made recommendations to the Board. The following is a list of applicants and the amounts they are requesting.

1	Bay of Islands College	\$1,700.00
2	Kaikohe Amateur Football Club Inc	\$2,470.00
3	Kaikohe Rugby Football and Sports Club Inc	\$1,600.00
4	Kerikeri High School	\$1,955.00
5	Moerewa Rugby Club	\$3,000.00
6	Moerewa Tigers Rugby League Club	\$2,200.00

7	Northland Inline Skating Club	\$2,695.00
8	Northwave Amateur Swim Club Inc	\$1,939.00
9	Otiria Rugby Union and Football Sports Club	\$5,000.00
10	Russell Soccer and Netball Club	\$3,200.00
	Total:	\$25,759.00

Reason for the recommendation

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand and the Kiwisport agreement with Sport Northland to increase participation in sport by young people living in rural communities.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Council receives two grants annually that make up this funding budget - \$25,080.30 from Sport New Zealand and \$25,000 from Sport Northland.

At the start of the financial year it is recommended that no more than 40% of the available budget be spent on summer activities, to leave the majority of funding available for winter activities. The table below shows how this is broken up between the wards for each funding round.

%	Board	40% Summer	60% Winter	Total
40.5%	Bay of Islands-Whangaroa Community	\$8,029.81	\$12,044.70	\$20,074.51
28%	Kaikohe-Hokianga Community	\$5,551.47	\$8,327.20	\$13,878.67
31.5%	Te Hiku Community	\$6,245.40	\$9,368.10	\$15,613.50

At the Boards November 2018 meeting the Board allocated a total of \$8,016 to help assist youth to travel to sporting activities over the summer period.

This leaves an available balance of **\$12,058.51** available for allocation this funding round.

ATTACHMENTS

1. Rural Travel Fund Eastern Ward Winter 2019 recommendations - A2430355 [↓](#) 
2. Rural Travel Application - Bay of Islands College - A2417698 [↓](#) 
3. Rural Travel Application - Kaikohe Amateur Football Club Incorporated - A2436531 [↓](#) 
4. Rural Travel Application - Kaikohe Rugby Football and Sports Club In - A2430384 [↓](#) 
5. Rural Travel Application - Kerikeri High School - A2399174 [↓](#) 
6. Rural Travel Application - Moerewa Junior Rugby - A2415869 [↓](#) 
7. Rural Travel Application - Moerewa Tigers Rugby League Club - A2432900 [↓](#) 
8. Rural Travel Application - Northland Inline Skating Club - A2430234 [↓](#) 
9. Rural Travel Application - Northwave Amateur Swim Club Inc - A2436549 [↓](#) 
10. Rural Travel Application - Otiria Rugby Union and Football Sports Club - A2468662 [↓](#) 
11. Rural Travel Application - Russell Soccer and Netball Association - A2436540 [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This report 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.	The Council promotes a vibrant and thriving economy that encourages a wide range of sporting activities and a safe a healthy district where young people are valued.
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 delegated to Community Boards to consider.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications that affect Maori any greater than other residents of the District.
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.	Anyone in the district participating in organised sporting activities could be eligible for funding. To try and capture everyone the funding is advertised a month in advance in newspapers, social media and word of mouth.
State the financial implications and where budgetary provisions have been made to support this decision.	Funding is provided by Sport Northland (Kiwisport) and Sport New Zealand (Rural Travel).
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

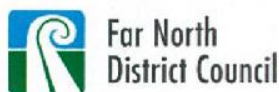
Community Sport Advisor (Sport Northland) Recommendations

Amount Available for Winter 2019

\$ 12,058.51

\$ 23.00

Organisation	For	Applied	Player numbers	Applicants contribution	Project report received	\$35.00 per child	Recommendation
Bay of Islands College		\$ 1,700.00	130	24%	Yes	\$ 2,990.00	\$ 1,000.00
Kaikohe Amateur Football Club Inc	Soccer	\$ 2,470.00	20	17%	Yes	\$ 460.00	\$ 658.51
Kaikohe Rugby Football and Sports Club Incorporated	Rugby	\$ 1,600.00	10	50%	N/A	\$ 230.00	\$ 1,000.00
Kerikeri High School	Football / Rugby / Hockey	\$ 1,955.00	117	0%	Yes	\$ 2,691.00	\$ 1,000.00
Moerewa Rugby Club	Rugby	\$ 3,000.00	100	0%	N/A	\$ 2,300.00	\$ 1,900.00
Moerewa Tigers Rugby League Club	Rugby League	\$ 2,200.00	60	10%	N/A	\$ 1,380.00	\$ 1,700.00
Northland Inline Skating Club	In-Line Hockey	\$ 2,695.00	56	25%	N/A	\$ 1,288.00	\$ 1,700.00
Northwave Amateur Swim Club Inc	Swimming	\$ 1,939.00	3	0%	Yes	\$ 69.00	\$ 400.00
Otiria Rugby Union and Football Sports Club	Rugby	\$ 5,000.00	20	28%	N/A	\$ 460.00	\$ 1,000.00
Russell Soccer and Netball	Soccer/Netball	\$ 3,200.00	40	14%	No	\$ 920.00	\$ 1,700.00
	TOTAL	\$ 25,759.00	556			\$ 12,788.00	\$ 12,058.51
						Balance	\$ -



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: Bay of Islands College
 Postal address: Po Box 58, Kawakawa, 0243
 Primary contact name: Lynda Scott
 Telephone: 0210403643 Email: lsc@boic.school.nz

B. Secondary Contact Name

Name: Dave Scott Telephone: 0210547608
 Email: dsc@boic.school.nz

C. Organisation Details

- Is your organisation registered for GST?
 No ☐ Yes - give number 11581927
- How many members belong to your club/organisation? 344
- Will the travel subsidy benefit participants aged between 5 and 19 (please circle YES / NO)
 (If so how many participants) approximately 130
- How many participants are aged between 5-12 yrs 5
- How many participants are aged between 13-19 yrs 125
- What percentage of your participants are new to this sporting activity? approx 30%
- What is this funding going to be used for? (Briefly explain)
To assist with travel to local & regional competitions from 1st April 2019 to 31st October 2019.
(see attached letter for further details)

D. Financial Details**1. Budget**

TOTAL budget required \$ 3410
 Your contribution \$ 810
 *Other funders/parent contributions \$ 900

This Application Is For \$ 1700

* The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.
 Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
Parent Contribution	\$ 900	Will vary

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Lynda Scott
 Position in organisation / title: Sport Coordinator
 Signature: Lynda Scott Date: 25/3/19

2. Name: Dave Scott
 Position in organisation / title: HOD Sport/PE Teacher
 Signature: Dave Scott Date: 25/3/19

Checklist:

- ✓ 1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility)
- ✓ 2. Have you answered every question?
- ✓ 3. Is your balance sheet or financial statement attached?
- ✓ 4. Is your deposit slip attached? (in case your application is approved)
- ✓ 5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

EASTERN WARD.

Name of organisation: KAIKOHE AMATEUR FOOTBALL CLUB INCORPORATED

Postal address: 30 RIVERSTREAM DRIVE, KERIKERI 0295

Primary contact name: SEAN WHITE

Telephone: 0272545060

Email: sean.white13@xtra.co.nz

B. Secondary Contact Name

Name: ALEX GRAHAM

Telephone: 021956620

Email: alex@axis.co.nz

C. Organisation Details

1. Is your organisation registered for GST?

No



Yes - give number

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2. How many members belong to your club/organisation? 140

3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) (YES) NO
(If so how many participants) 20

4. How many participants are aged between 5-12 yrs 4

5. How many participants are aged between 13-19 yrs 16

6. What percentage of your participants are new to this sporting activity? 10 % %

7. What is this funding going to be used for? (Briefly explain)

FUNDING WILL BE USED FOR FUEL VOUCHERS TO HELP WITH TRAVEL THROUGHOUT THE SEASON, OUR PLAYERS TRAVEL FROM KERIKERI HOKIANGA PLATIA AND SURROUNDING AREAS SOME PLAYERS WILL TRAVEL TO RUSSELL WHANGAREI DARGAVILLE. FROM MARCH TO SEPTEMBER

D. Financial Details**1. Budget**TOTAL budget required \$ 5940Your contribution \$ 1000*Other funders/parent contributions \$ 2470**This Application Is For** \$ 2470.

* The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
KAIKOHE AFC FUNDRAISING / SEASON LONG.	\$1000	NOT KNOWN
—	—	—
—	—	—

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: SEAN WHITEPosition in organisation / ~~role~~: PRESIDENTSignature: [Signature] Date: 30.3.192. Name: ALEX GRAHAMPosition in organisation / ~~role~~: VICE PRESIDENTSignature: [Signature] Date: 30.3.19**Checklist:**

1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility) ✓
2. Have you answered every question? ✓
3. Is your balance sheet or financial statement attached? ✓
4. Is your deposit slip attached? (in case your application is approved) ✓
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative). ✓



FAR NORTH RURAL TRAVEL FUND GUIDELINES AND APPLICATION FORM

A. Details

Name of organisation: _____ Kaikohe Rugby Football & Sports Club Inc – Junior Rugby Subcommittee

Contact person: Taal Smith

Postal address: 5978F SH12 Ohaeawai

Telephone: _021768002 Email: _taal.smith@corrections.govt.nz_

B. Contact Names

Please provide

1. Name _Taal Smith_ Phone _021768002_
2. Name _____ Phone _____

C. Organisation Details

1. How many members belong to your club/organisation? _350_
2. Will the travel subsidy benefit participants aged between 5 & 19 (please circle) YES
(If so how many participants) _10_
3. How many participants are aged between 5-12 yrs _0_
4. How many participants are aged between 13-19 yrs _10_
5. What percentage of your members (approximately) live in the Far North of the local authority you are applying to for the rural travel fund? _100_%
6. What is this funding going to be used for? (Briefly explain)

___To subsidise travel for 10 junior women (16-19 year olds) that are travelling to train and play with the nearest senior rugby team, which is based out of Kaikohe. The team includes 10 juniors - 1 from Kaeo, 4 from Kerikeri, 5 from Moerewa/Kawakawa

___This competition is a new initiative from Northland Rugby Union, with the focus being to grow women's rugby and select a Northland senior women's team to compete in the National Provincial Competition (Farah Palmer Cup).

___Teams that are scheduled to play in this Northland wide competition are from Te Rarawa, Whangarei x3, Dargaville, Otamatea and Wellsford. Season is planned to consist of 7 round robin games and 2 finals.

- Petrol vouchers will be provided to support these young women to attend trainings in Kaikohe (Season scheduled to start in May, have been training since beginning of March). Pre-

season training is once a week, in-season training will be twice a week. Total of 25-30 trainings forecast.

- And to contribute towards their travel costs with vans to the various locations. Assumption is for 5 away games and 1 van to transport the girls.

D. Financial Details**1. Budget**TOTAL budget required \$ 3,200Your contribution \$ 1,600

Other funders \$ _____

This application is for \$ 1,600

*The intention of this fund is to **subsidise** expenses, therefore applicants need to show they have made a partial financial contribution towards the travel costs. Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions*

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

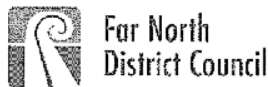
F. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Taal SmithPosition in organisation / title: Junior Rugby Sub-committee TreasurerSignature: Taal Smith Date: 31/03/192. Name: Cheryl SmithPosition in organisation / title: PresidentSignature: Cheryl Smith Date: 31/03/19**Checklist:**

1. If you have applied for funding in the past please ensure a project report form has been completed and returned (this can affect your eligibility).
2. Have you answered every question?
3. Is your balance sheet or financial statement attached
4. Is your deposit slip attached (in case your application is approved)



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: Kerikeri High School
 Postal address: Hone Heke Rd Kerikeri
 Primary contact name: Bethina Simpson
 Telephone: 407 8916 Email: BSimpson@kerikerihigh.ac.nz

B. Secondary Contact Name

Name: Susan Manning Telephone: 407 8916
 Email: SManning@kerikerihigh.ac.nz

C. Organisation Details

1. Is your organisation registered for GST?

No ☐

Yes - give number

2. How many members belong to your club/organisation? 1545

3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) YES / NO
 (If so how many participants) 117

4. How many participants are aged between 5-12 yrs

5. How many participants are aged between 13-19 yrs 117

6. What percentage of your participants are new to this sporting activity? 10 %

7. What is this funding going to be used for? (Briefly explain)

Travel Subsidy for midweek sport - Students will still have to
pay an affiliation sub, sock fee and uniform band

D. Financial Details**1. Budget**TOTAL budget required \$ 3710.00Your contribution \$ 1755.00

*Other funders/parent contributions \$ _____

This Application Is For \$ 1955.00

* The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Bethina Simpson

Position in organisation / title: Sports Co-Ordinator

Signature: Bethina Simpson Date: 12-3-19

2. Name: Susan Manning

Position in organisation / title: Finance Manager

Signature: Susan Manning Date: 12-13-19

Checklist:

1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Is your balance sheet or financial statement attached?
4. Is your deposit slip attached? (in case your application is approved)
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: Moerewa Rugby Club
 Postal address: PO Box 51, Moerewa
 Primary contact name: Simone Ngawili
 Telephone: 021 846 240 Email: simonha2@windew.sive.com

B. Secondary Contact Name

Name: Liz Anderson Telephone: 021 723 421
 Email: liz21eanderson30@hotmail.com

C. Organisation Details

1. Is your organisation registered for GST?

No ☒

Yes - give number

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2. How many members belong to your club/organisation? 1501 (Juniors + Seniors)

3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) (YES) / NO
 (If so how many participants) 100

4. How many participants are aged between 5-12 yrs 90

5. How many participants are aged between 13-19 yrs 10

6. What percentage of your participants are new to this sporting activity? 20 %

7. What is this funding going to be used for? (Briefly explain)

To support our whānau to transport children to their games each weekend. Transport costs are a major factor in a lot of our players not making it to games consistently & any support we can provide will benefit these children immensely.

D. Financial Details**1. Budget**TOTAL budget required \$ 6000-

Your contribution \$ _____

*Other funders/parent contributions \$ 3000-**This Application Is For** \$ 3000-

* The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Laurie Anderson
 Position in organisation / title: Secretary
 Signature: [Signature] Date: 20/3/2019
2. Name: Alexis Ninkivell
 Position in organisation / title: Treasurer
 Signature: [Signature] Date: 21/3/19

Checklist:

1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Is your balance sheet or financial statement attached?
4. Is your deposit slip attached? (in case your application is approved)
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).

*** Calculation Breakdown**

6 Junior teams (2xU17, 1xU18, 1xU19, 1xU13) x \$50 per week
 ⇒ \$300 pw x 20 weeks (Terms 2+3)
 ⇒ \$6000 total - fundraising \$3000 = \$3000.



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: Moerewa Tigers Rugby League Club
 Postal address: PO Box 97, Moerewa, 0211
 Primary contact name: Peter Prime
 Telephone: 021 087 34211 Email: moerewatigers@yahoo.com

B. Secondary Contact Name

Name: Trisha Davis Telephone: 021 131 2340
 Email: patrisi@windowslive.com

C. Organisation Details

1. Is your organisation registered for GST?
 No ☐ Yes - give number 011 2 7 1 4 3 5
2. How many members belong to your club/organisation? 125 (60juniors, 65seniors/members)
3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) YES NO
 (If so how many participants) _____
4. How many participants are aged between 5-12 yrs 60
5. How many participants are aged between 13-19 yrs _____
6. What percentage of your participants are new to this sporting activity? 50 %
7. What is this funding going to be used for? (Briefly explain)

To subsidise travel for junior teams from Moerewa to Otaika Sports Domain.

We realise that Otaika is out of our district however it is the only place that offers Junior Rugby League. It is our intention to purchase petrol vouchers and issue these fairly to parents responsible for transporting players. This will occur week by week as required.

D. Financial Details**1. Budget**

TOTAL budget required \$ 4326.4

Your contribution \$ 400

*Other funders/parent contributions \$ 1726.4

This Application Is For \$ 2200

** The intention of this fund is to subsidise expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.*

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Peter Prime

Position in organisation / title: Junior Delegate

Signature: TP Prime Date: 27/3/19

2. Name: Trisha Davis

Position in organisation / title: Club Secretary

Signature: [Signature] Date: 27/3/19

Checklist:

1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Is your balance sheet or financial statement attached?
4. Is your deposit slip attached? (In case your application is approved)
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).

Winter 2019



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: Northland Inline Skating Club
 Postal address: P.O. Box 347 Kerikeri
 Primary contact name: Sue Gillespie
 Telephone: 09 401 6277 Email: CALLSUECOOPER@gmail.com

B. Secondary Contact Name

Name: Alex Riddell Telephone: 021 937 003
 Email: stingray.treasurer1997@gmail.com

C. Organisation Details

1. Is your organisation registered for GST?

No ☐

Yes - give number

6 8 6 3 4 2 4 5

2. How many members belong to your club/organisation? 101

3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) YES / NO
 (If so how many participants) 56

4. How many participants are aged between 5-12 yrs 35

5. How many participants are aged between 13-19 yrs 21

6. What percentage of your participants are new to this sporting activity? 20% %

7. What is this funding going to be used for? (Briefly explain).

We have families travelling from Opua, Pahiia, Moerewa, Kaeo, rural Kerikeri and Kaikohe. Funding would greatly assist players transport costs to attend training twice a week and participate in home tournaments twice a month and additional training at weekends. We currently have rookies, U10, U12, U14, and U16 teams. We have retained most of our new players from last year and have had another significant increase at the start of this year. We will be holding an open day in term 2. We have had siblings of players join this year.

D. Financial Details**1. Budget**TOTAL budget required \$ 10,780Your contribution \$ 2695*Other funders/parent contributions \$ 5390**This Application Is For** \$ 2695

* The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result. Parents and players fundraise by way of sausage sizzles, raffles, skate night and garage sales.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Sue Gillespie

Position in organisation / title: Club President

Signature: [Signature] Date: 30-3-19

2. Name: Alex Riddell

Position in organisation / title: Treasurer

Signature: [Signature] Date: 30/03/2019

Checklist:

1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Is your balance sheet or financial statement attached?
4. Is your deposit slip attached? (in case your application is approved)
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).

RFS: 3943950

Kerikeri Service Centre

27 MAR 2019



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: NORTHWAVE AMATEUR SWIM CLUB INC.

Postal address: 7 LAURIES DRIVE, KAMO, WHANGAREI 0185

Primary contact name: MICHELLE HILL

Telephone: 022 325 3811 Email: CAK270425@gmail.com

B. Secondary Contact Name

Name: DAVE FLETCHER Telephone: 021 237 7918

Email: davemfletcher@gmail.com

C. Organisation Details

1. Is your organisation registered for GST?

No

☒

Yes - give number

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2. How many members belong to your club/organisation? 18

3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) YES / NO

(If so how many participants) 3

4. How many participants are aged between 5-12 yrs 8

5. How many participants are aged between 13-19 yrs 10

6. What percentage of your participants are new to this sporting activity? _____%

7. What is this funding going to be used for? (Briefly explain)

To help with fuel costs to take swimmers to
and from training sessions and competitions at
the Kawakawa Pool. This is only for our
Kerikeri-based swimmers, who train 50% of
their training at Kawakawa Pool. Families fundraise
and/or pay these significant costs themselves.

D. Financial Details**1. Budget**TOTAL budget required \$ 3879-

Your contribution \$ _____

*Other funders/parent contributions \$ 1940-**This Application Is For** \$ 1939-

* The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
<u>-</u>	<u>-</u>	<u>-</u>

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: MICHELLE HALLPosition in organisation / title: FUNDING OFFICERSignature:  Date: 22/3/2019

2. Name: _____

Position in organisation / title: _____

Signature: _____ Date: _____

Checklist:

1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Is your balance sheet or financial statement attached?
4. Is your deposit slip attached? (in case your application is approved)
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: Otiria Rugby Union & Football Sports Club

Postal address: PO Box 86, Moerewa 0211

Primary contact name: Georgina Tipene

Telephone: 021 1383480 Email: gtipenebrown@slingshot.co.nz

B. Secondary Contact Name

Name: Charnelle Ngawati Telephone: 021 1750840

Email: nzdroid@orcon.net.nz

C. Organisation Details

1. Is your organisation registered for GST?

No

☒

Yes - give number

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2. How many members belong to your club/organisation? 100+

3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) **YES** / NO

(If so how many participants) 20

4. How many participants are aged between 5-12 yrs 20

5. How many participants are aged between 13-19 yrs 0

6. What percentage of your participants are new to this sporting activity? 80 %

7. What is this funding going to be used for? (Briefly explain)

To assist children in the Ngati Hine rohe to travel to and participate in sports namely the Otiria Under 8 Rugby Team. We have many rural schools in our area who don't have the numbers to provide teams for competition so through whanaungatanga these children have come to our club to enable them to participate in the Bay of Islands Junior Rugby competition. This funding will assist those parents with travel costs for trainings and games which extend throughout the Bay of Islands.

D. Financial Details**1. Budget**TOTAL budget required \$ 5000.00Your contribution \$ 1000.00*Other funders/parent contributions \$ 400.00**This Application Is For** \$ 5000.00

** The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.*

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
Ngati Hine Health Trust	\$1000.00	Declined

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Georgina TipenePosition in organisation / title: ManagerSignature:  Date: 03/05/20192. Name: Charnelle NgawatiPosition in organisation / title: Co-ManagerSignature:  Date: 03/05/2019**Checklist:**

1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Is your balance sheet or financial statement attached?
4. Is your deposit slip attached? (in case your application is approved)
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: Russell Soccer and Netball Association
 Postal address: 2 Baker Street, Russell, 0202
 Primary contact name: Bronwyn Fulton
 Telephone: 027 403 0018 Email: bronniedlo@hotmail.com

B. Secondary Contact Name

Name: Jennifer Higgins Telephone: 021 247 6657
 Email: jenniferhiggins702@gmail.com

C. Organisation Details

1. Is your organisation registered for GST?
 No ☒ Yes - give number

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2. How many members belong to your club/organisation? 40
3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) YES / NO
 (If so how many participants) 40
4. How many participants are aged between 5-12 yrs 40
5. How many participants are aged between 13-19 yrs
6. What percentage of your participants are new to this sporting activity? 20 %
7. What is this funding going to be used for? (Briefly explain)

Travel costs are the primary challenge for Russell Soccer and Netball Association. Any funding contribution will be used towards ferry costs, fuel costs and van hire costs each weekend for a 20 week season

D. Financial Details

1. Budget

TOTAL budget required \$ 4,400Your contribution \$ 600*Other funders/parent contributions \$ 600**This Application Is For** \$ 3,200

* The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
Pelorus Trust	\$17,175	9/3/18
for new beam kits		

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Jennifer Higgins

Position in organisation / title: Treasurer

Signature: J Higgins Date: 26/3/19

2. Name: Bronwyn Fulton

Position in organisation / title: Administrator

Signature: BF Date: 29.3.19

Checklist:

1. If you have applied for funding in the past please ensure a **project report form** has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Is your balance sheet or financial statement attached?
4. Is your deposit slip attached? (in case your application is approved)
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).

8.6 FUNDING PROJECT REPORTS

File Number: A2439780

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) Hope Centre Northland Community Trust
- b) Resilient Russell Charitable Trust
- c) Tukau Community Trust

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 - Hope Centre Northland Community Trust - A2439786 [↓](#) 
2. Project Report - Resilient Russell Charitable Trust - A2443159 [↓](#) 
3. Project Report - Tukau Community Fund - A2456048 [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
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**

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: Hope Centre Northland community Trust.
 Name & location of project: Kerikeri Domain
 Date of project/activity: 15th December 2018

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$2,500 —

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)
Toilets (Porta loo)	\$ 645.00	✓
chiller Hine	\$ 125.00	✓
Spit Roast	\$ 157.50	✓
chairs 'I Rubbish bins ²	\$ 222.80	✓✓
Petrol 'I Road closure ²	\$ 349.79	✓✓
stage set up	\$ 1,000.00	✓
Total: \$2,500.09		

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

Feast in the street saw a diverse gathering, of community and culture with over 250 people in attendance. Highlights included, inclusiveness of race and religion as well as performances and Acts, by people from other communities.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,
 Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

we found a unity among peoples as we gathered to honor loved ones who had passed on before and during Christmas past and present, further evaluation showed there are many cultures in the Kerikeri district that struggle financially especially during the Christmas season.

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

Event organisers were sure to acknowledge all sponsors verbally throughout the night we have also attached a letter outlining our sincere thanks with this report.

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

<http://feast-in-the-street>.

This report was completed by:

Name:

Ruth Heta

Address:

585 Ripuke Road Keroo

Phone

mob:

Email:

ruthhetao@gmail.com

Date:

22 march 2019.



Far North
District Council

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to:

Governance 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: RESILIENT RUSSELL CHARITABLE TRUST
 Name & location of project: FAR NORTH GO GREEN AWARDS, Duke of Marlborough Hotel
 Date of project/activity: 28 MARCH 2019 Russell.

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$2,500

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)
Duke of Marlborough Hotel - Catering + venue	\$ 8,591.00	✓
Dillon Te Puke - Trophies for awards	\$ 500.00	✓
Engraving of trophies, certificate, posters	\$ 123.63	✓
Event + media management	\$ 3,337.00	✓
Total:	\$12,551.63	

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

72 people actively participated. 151 people attended the dinner.
The event was sold out 6 weeks prior with a waiting list.
It was exceptionally well-managed & a very tight schedule went like clockwork.
Feedback after the event has been glowing with expectations of a repeat next year.
We have a great template that we can re-use for running the event again.

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

1

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

It was a great community event enjoyed by all who attended with an expectation to do it again next year. We have only had ^{very} positive feedback. We were disappointed in the lck of support/sponsorship from the business community, but hoping for that to change next year as it was a big success. It has raised the awareness of the importance of good environmental practices and more people want to participate in the awards next year. It has raised the profile of RRC so we are likely to get more help with researching our eco-projects.

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

Website: www.russellrecyclers.nz
 Press release announcing the event
 Power point shown on big screen during the event
 Post event media release
 Summary of some of the media pick-up on the event
 Photo of all of the awards winners & merit award certificate.

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

RUSSELL RECYCLERS

This report was completed by:

Name: PATRICIA (TRISH) MACINTOSH
 Address: 35 B TE AKAU DRIVE, RUSSELL 0272
 Phone: mob: 021 330 254
 Email: macintosh.trish@gmail.com
 Date: 11 April 2019



Far North
District Council

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to:

Governance 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: Tukau Community Fund
 Name & location of project: Kanakawa/Maeewa Community Xmas Dinner
 Date of project/activity: 8 December 2018

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaitake-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 5400

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
<u>Receipts attached.</u>	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

- 200+ fed and entertained.
- 100+ helpers (cooking, decorating, cleaning, entertaining)!
- Mayor + Deputy Mayor present on the day ☺
- Full bellies, happy faces, hampers + kai to take home.
- Community spirit on a high!

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

1

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

- Fun day for people in need.
- Helpers from far wide were part of the event.
- Brings everybody together.
- Treats to take home to carry-on the goodwill of the day.

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

Facebook page 'Tukau Legacy' has photos and posts from the event.

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

This report was completed by:

Name: Cathy Orevich
 Address: PO Box 8, Waipapa
 Phone: mob: 0274881925
 Email: cathy@nrc.govt.nz
 Date: 10.2.19

8.7 APPLICATION FOR FUNDING - FUNDAMENTAL FORCE ENTERPRISES LIMITED**File Number: A2478076****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 Fundamental Force Enterprises Limited for rent, 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 Placemaking account to Fundamental Force Enterprises Limited for rent support the following Community Outcome:

- i. Liveable communities that are healthy, safe, connected and sustainable:**

1) BACKGROUND

Fundamental Force Enterprises Limited aim to engage whanau to move by providing a safe and inviting platform for families and communities to learn healthy options for everyday living.

The applicant is renting both the Kreikeri Sports Complex and Northtec Kerikeri. Both facilities are not built for purpose and bookings have had to be cancelled at short notice as either the Kerikeri Sports Complex or Northtec Kerikeri are needed by those that manage the facilities. The applicant wants to hire Unit C, 55 Cobham Road, Kerikeri to be able to set up a permanent community hub.

Fundamental Force Enterprises Limited 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 \$25,000 (6% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

This is the last round of funding for the 2018/2019 financial year with limited budget available and several applications to consider. Due to this partial funding is recommended.

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 - Fundamental Force Enterprises Limited - A2478059** [!\[\]\(4c660a3c4ce1da3313488b7854f55083_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Fundamental Force Enterprise Limited - A2475794** [!\[\]\(c5f009707b314589d498a683120545c5_img.jpg\)](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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 a 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.

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.
- 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.
- 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.
- **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.

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

- ☒ Signed applicant declaration
- ☒ Two quotes for purchases where practicable, **or** evidence of expected purchases
- ☒ Business plan (if applicable) including project costs
- ☒ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☒ Programme outline (if applicable)
- ☒ A health and safety plan (if applicable)
- ☒ Most recent financial statements / annual accounts
- ☒ A deposit slip

Applicant details

Organisation	Fundamental Force Enterprises Limited		Number of Members	
Postal Address	6 Edkins Rd, KERIKERI 0230		Post Code	0230
Physical Address	UNIT C, 55 Cobham Rd, KERIKERI		Post Code	0230
Contact Person	Maurcen Hei Hei	Position	Director	
Phone Number	(09) 401 7002	Mobile Number	021 303 458	
Email Address	admin@fundamentalforce.co.nz			

Please briefly describe the purpose of the organisation.

We engage whanau to MOVE. We provide a safe and inviting platform/environment for families, and their communities to learn

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Pg1 continued...

healthy options for everyday living
fundamentals.

M.H.

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 Fundamental Force HQ Date 19-05-2019

Location Mid North Area Time

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

If so, how much?

Are you applying for annual funding for the remaining years of the triennium¹? ☒ Yes ☐ No

If so, how much? \$86,250 (GST inclusive)

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.

Please see my detailed document submitted 29/03/2019 to governance outlining our intentions, objectives. This list is not exhaustive, but a clear indication of our purpose.

¹ The triennium refers to the three-year period between local elections.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

- 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	25,000	25,000
Advertising/Promotion	2,000	
Facilitator/Professional Fees ²	24,000	
Administration (incl. stationery/copying)	6,000	
Equipment Hire	3,000	
Equipment Purchase (describe) Lease to own exercise and transport equipment	29,316	
Utilities	16,904	
Hardware (e.g. cement, timber, nails, paint)	25,000	
Consumable materials (craft supplies, books)		
Refreshments	650	
Travel/Mileage	9,000	
Volunteer Expenses Reimbursement	6,500	
Wages/Salary	155,000	not applicable
Volunteer Value (\$20/hr)	41,600	not applicable
Other (describe) memberships, training, professional development staff & volunteers	14,700	
TOTALS	358,670	25,000

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 121-092271

What are your organisation's currently accessible financial resources? 162,500

How much of this is tagged or committed for specific purposes? 162,500

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

Purpose	Amount
Build, refurb, Purpose build HQ	25,000
Utilities + Admin + Advertising	24,904
Exercise Equipment, Transport, Gym	38,316
Professional memberships, Training staff	14,700
Wages	155,000
TOTAL	257,920

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

Funding Source	Amount	Approved
Private Donor	25,000	<input checked="" type="radio"/> Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
None. This is my first time seeking support from council.			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Fundamental Force Enterprises Limited

We, the undersigned, declare the following:

In submitting this application:

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

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Local Grant Application Form



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

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

Signatory One

Name	<input type="text" value="Maurcen Hei Hei"/>	Position	<input type="text" value="Director"/>
Postal Address	<input type="text" value="6 Edkins Road, KERAHERI"/>		Post Code <input type="text" value="0230"/>
Phone Number	<input type="text" value="(09) 401 7002"/>	Mobile Number	<input type="text" value="021 303 458"/>
Signature	<input type="text" value="M. Hei Hei"/>	Date	<input type="text" value="08/05/2019"/>

Signatory Two (if applicable)

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

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**FUNDAMENTAL
FORCE
ENTERPRISES**

Contact: 021 303 458

Email: admin@fundamentalforce.co.nz

DEPOSIT SLIP

Please make payments to ANZ:
Fundamental Force Enterprises Limited
Bank Account: 06-0350-0854882-00

Schedule of Supporting Documentation**FUNDAMENTAL FORCE ENTERPRISE LIMITED**

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

1	Additional Information for application
2	Quote - Lease
3	Balance Sheet – Ending 31 March 2019

8.8 APPLICATION FOR FUNDING - NORTHERN FLASH FICTION DAY**File Number: A2467981****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 Flash Fiction Day for rent, advertising, facilitator/professional fee and refreshments, 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 \$694 (plus GST if applicable) to be paid from the Board's Community Fund account to Northern Flash Fiction Day for rent, advertising and facilitator/professional fee to support the following Community Outcome:

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

1) BACKGROUND

National Flash Fiction Day organises annual, national flash fiction writing competition with categories for adults and young people aged up to 18 Years. Events are held throughout the country to celebrate the winners and allow local writers to present their works. The National Flash Fiction Day Celebration is to take place on 23 June 2019 in Kawakawa.

National Flash Fiction Day 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 \$1,188 (86% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

The Community Grant Policy states that only 50% of the total project can be applied for (\$694). The applicant has applied for 86% of the total project cost.

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 - National Flash Fiction Day - A2467873** [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - National Flash Fiction Day - A2467897** [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546_img.jpg\)](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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.

RFS 3949018

Kerikeri Service Centre

Local Grant Application Form

26 APR 2019



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

Applicant details

Organisation	National Flash Fiction Day (NFFD)	Number of Members	N/A
Postal Address	PO Box 841, Kerikeri	Post Code	0245
Physical Address	6 Cochrane Dr, Kerikeri	Post Code	0295
Contact Person	Kathy Derrick	Position	City Chair
Phone Number	09 4073136	Mobile Number	021 2141319
Email Address	kderrick@xtra.co.nz		

Please briefly describe the purpose of the organisation.

NFFD organises an annual, national flash fiction writing competition with categories for adults and young people aged up to 18 years. Local events are held throughout the country to celebrate the winners and to allow local writers to present their work.

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date
Location 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.

This event has proved over the past three years to be a major highlight of the Northland writing calendar. It provides opportunities for Northland writers to learn more about and practise the genre with the guidance of a successful Northland writer who has expertise in flash fiction. Participants also present their own work to the local community, and national winning stories as well are read aloud. From the inauguration of this national competition Northland writers have enjoyed much success. We have been a staunch supporter since the beginning and we are the only rural community to celebrate with an NFFD event. (Events are also held in Auckland, Wellington, Christchurch and Dunedin.) Northland is an isolated community and has limited opportunities for acknowledging best practice, especially in the arts. This event allows us to provide an opportunity for the local community to explore and have a go at short form writing. Past workshops have been instrumental in expanding writers' thinking, opportunities and confidence. This is particularly vital for rural writers who have limited educational opportunities and non-mainstream lives. We aspire to give Northlanders a voice through their writing that will inform and delight the wider NZ readership. The event will begin with a workshop convened by Michael Botur. Participants will learn more about the conventions and opportunities of the flash fiction form and practise their skills collaboratively. The workshop will be followed by afternoon tea before the national winning entries are read aloud and then local writers can take the stage with their work. The New Zealand Society of Authors supports the event in the form of a cash prize and trophy awarded to the top Northland entry in the competition and this will be presented during the afternoon.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	\$288 (incl GST)	\$288
Advertising/Promotion	\$200 (posters)	\$200
Facilitator/Professional Fees ²	\$200 (presenter fee)/\$400 (city chair)	\$600
Administration (incl. stationery/copying)	N/A	
Equipment Hire	N/A	
Equipment Purchase (describe)	N/A	
Utilities	N/A	
Hardware (e.g. cement, timber, nails, paint)	N/A	
Consumable materials (craft supplies, books)	N/A	
Refreshments	\$100 (afternoon tea)	\$100
Travel/Mileage	N/A	
Volunteer Expenses Reimbursement	N/A	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	\$200	not applicable
Other (describe)		
TOTALS	\$1388	\$1188

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have? This depends on competition entry fees.

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

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

Purpose	Amount
Prizes	\$1850
Judges	\$1500
City Chairs	\$2000
Technical Support (website)	\$200
Judges travel to National Flash Fiction Day Events	\$250
TOTAL	\$5800

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

Funding Source	Amount	Approved
We currently have no additional funding but we are actively seeking sponsors.		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)


National Flash Fiction Day

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



Local Grant Application Form



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

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

Signatory One

Name	<input type="text" value="Kathy Derrick"/>	Position	<input type="text" value="City Chair"/>
Postal Address	<input type="text" value="PO Box 841, Kerikeri"/>	Post Code	<input type="text" value="0245"/>
Phone Number	<input type="text" value="09 4073136"/>	Mobile Number	<input type="text" value="021 2141319"/>
Signature	<input type="text" value="Kathy Derrick"/>	Date	<input type="text" value="28/03/2019"/>

Signatory Two

Name	<input type="text" value="Margaret Cahill"/>	Position	<input type="text" value="Treasurer"/>
Postal Address	<input type="text" value="67 Pa Road, Kerikeri"/>	Post Code	<input type="text" value="0230"/>
Phone Number	<input type="text" value="09 4078088"/>	Mobile Number	<input type="text" value="027 3355928"/>
Signature	<input type="text" value="Margaret Cahill"/>	Date	<input type="text" value="28 March 2019"/>

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Schedule of Supporting Documentation**NORTHERN FLASH FICTION DAY**

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

1	City Chair Responsibilities
2	Quote - NZA Recommended Rates for Writers
3	Quote - Katherine Derrick (Professional Facilitator)
4	Quote - Soda Creek Kitchen (Catering)
5	Quote - Design and Print Kerikeri (Advertising)
6	Quote - Kings Theatre (Venue Hire)
7	National Flash Fiction Day Accounts 2018

8.9 APPLICATION FOR FUNDING - NORTHLAND AREA OF FLORAL ART SOCIETY NEW ZEALAND**File Number: A2468122****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 Northland Area of FASNZ for costs associated with the Floral Designer of the Year 2019 event, 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 \$2,963 (plus GST if applicable) to be paid from the Board's Community Fund account to Northland Area of Floral Art Society New Zealand for costs associated with the Floral Designer of the Year 2019 to support the following Community Outcome:

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

1) BACKGROUND

Northland Area of FASNZ aims to encourage, stimulate and promote participation in the art of floral design. The 2019 Floral art Designer of the year will be hosted in Kerikeri in October 2019. Entrants will come from Whangarei, Kerikeri, Doubtless Bay and Kaitia.

Northland Area of FASNZ has not applied for funding previously from the Bay of Islands-Whangaroa Community Board. The applicant did apply to the Te Hiku Community Board for the 2017 event and were allocated \$680. A project report for the funding received was been completed and returned.

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 (\$5,926) 100% of the cost of the project.

Option 2 Authorise partial funding of the amount requested

The Community Grant Policy states that only 50% (\$2,963) of the total project can be applied for. The applicant has applied for 100% of the total project cost.

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 - Northland Area of FASNZ - A2468109** [!\[\]\(815df092dd722ee9268ef8e6d0193e3a_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Northland Area of FASNZ - A2468114** [!\[\]\(0c564128c6342bd2f601e97f4518828a_img.jpg\)](#) 

Compliance schedule:

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


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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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.

KTS - 3949283

Kaikohe Service Centre
29 APR 2019

Local Grant Application Form



Instructions

Please read carefully:

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

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

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

Applicant details

Organisation	<u>NORTHLAND AREA OF FASNZ</u>	Number of Members	<u>79</u>
Postal Address	<u>PO Box 486, KERIKERI</u>	Post Code	<u>0230</u>
Physical Address	<u>13 PARADISE KERIKERI</u>	Post Code	<u>0245</u>
Contact Person	<u>LYN READ</u>	Position	<u>TREASURER</u>
Phone Number	<u>09 407 5455</u>	Mobile Number	<u>021 793337</u>
Email Address	<u>Lynread42@gmail.com</u>		

Please briefly describe the purpose of the organisation.

TO ENCOURAGE, STIMULATE AND PROMOTE PARTICIPATION IN THE ART OF FLORAL DESIGN AND APPRECIATE ITS CULTURAL VALUE

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Project Details

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

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

Clearly describe the project or event:

KEIKERI FLORAL ART GROUP the Host Club
Name of Activity FLORAL ART DESIGNER OF THE YEAR Date 16-17-18 OCT 19
Location TURNER CENTRE, KERIKERI Time FRI 18 OCT 10-15:00

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

If so, how much? \$5 ENTRY TO VIEW

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

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

The Designer of the Year is a competition to find the best Floral Design (technically and artistically) in four different categories; Open, Senior, Intermediate and Novice. Entrants come from 4 groups in Northland; Whangarei, Kerikeri, Doubtless Bay and Kerikeri. This year it is the turn of Kerikeri to host the event.

The event is open to the general public after judging is finished and we hope to encourage and promote participation in the Art of Floral Design and to teach about plants both indigenous and exotic.

We also hope to encourage floral design as a recreational and social activity for all age groups in Northland.

Date of Event - Host Kerikeri Floral Art Group

At Turner Centre. 16/17 October 2019 Public 18 October

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Project Cost

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

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

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

Please Note:

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

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

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

See attached Bank statement

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

\$1000.00 Unit Design

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

Purpose	Amount
Several Members attending over several months to attain the Unit Design Exam.	
Members who pass then become to pass their Tutor and Demo members within the Northland Clubs	
TOTAL	\$1000.00

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

Funding Source	Amount	Approved
FAR North District Council.		Yes / Pending
Local Grant		Yes / Pending
Local Kaitiaki Business		Yes / Pending
Raffles/Door Entry		Yes / Pending
Public Demonstration		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Designer of the Year	500.00	2014	Y / N
Designer of the Year	500.00	2015	Y / N
			Y / N
			Y / N

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FLORAL ART NORTHLAND DESIGNER OF THE YEAR 16/17/18/ OCTOBER 2019**VENUE TURNER CENTRE COBHAM ROAD KERIKERI**

Judge Francine Thomas "a Floral Affair" from Tauranga Worldwide Judge, Tutor and Demonstrator

	<u>BUDGET INCOME</u>	<u>ACTUAL</u>
Door Entry opens to public	500.00	
Raffle sales	400.00	
Business Sponsorship Raffles and Advertising	200.00	
Award Dinner and Prize giving	1750.00	
Public and Members entry to Demonstration	700.00	
Grants @ Funding		

TOTAL \$3550.00

<u>EXPENDITURE</u>	<u>BUDGET</u>
QUOTE Tuner Centre Venue	623.88
Rugby Club Venue Awards Dinner	120.00
Judges Accommodation 2 nights	320.00
Judges meal Allowance 2 days	200.00
4 hours Judging @40.00 hour	200.00
Francine Public and Members Demonstration 3 hours	250.00
Sundries for Demo	125.00
Flower Allowance	300.00
Francine's travel allowance from Tauranga and return 880 kl	528.00
Appreciation for 2 Stewards	100.00
Prize Giving Rosette's	80.00
Signwriting signs Advertising	150.00
Printing Programmers', Poster's, show cards and certificates	360.00

Pending

Engraving trophies	95.00
Winner's Bouquet and Corsages	100.00
Thank you Gift Basket Judge	35.00
Raffle Tickets/ Pens/ Stationary	60.00
Masking Tape for Marking Floor	20.00
Award Dinner's Caterer's	1750.00
Hire tables /tablecloths	261.00
Cups/serviettes	50.00
Tea, Coffee/ Milk /Sugar	75.00
Non-Alcohol punch awards Dinner and nibbles	125.00
<u>TOTAL</u>	<u>\$5927.88</u>

Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

NORTHLAND AREA FLORAL ART SOCIETY NZ.

We, the undersigned, declare the following:

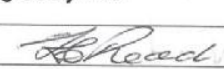
In submitting this application:

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

Signatory One



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

Signatory One

Treasurer - FLORIAN ART Northland

Name Lyn Read Position President Kerikeri Floral f

Postal Address P.O Box 486 Kerikeri Post Code 0245

Phone Number 09 4075455 Mobile Number 0210793337

Signature [Signature] Date 29-04-2019

Signatory Two

Name PATRICIA WATERS Position SECRETARY

Postal Address 4 PICKMERE LANE Post Code 0230

Phone Number 094017993 Mobile Number 0274965320

Signature [Signature] Date 29-04-2019

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wSchedule of Supporting Documentation**NORTHLAND AREA OF FASNZ**

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

1	Floral Art Northland Designer of the Year Budget
2	Covering letter
3	Quote – Tuner Center (Venue Hire)
4	Entry Form for 2018
5	Bank Statement – ANZ
6	Designer of the year booklet - 2010

8.10 APPLICATION FOR FUNDING - RUSSELL BIRDMAN TRUST**File Number:** A2468283**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 Russell Birdman Trust for advertising, Facilitator Fees, equipment hire, purchase of hardware and refreshments for volunteers for the 2019 Russell Birdman 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 \$2,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Russell Birdman Trust for advertising, facilitator fees, equipment hire, purchase of hardware and refreshments for volunteers for the 2019 Russell Birdman Festival, to support the following Community Outcomes:

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

1) BACKGROUND

Russell Birdman Trust organises and promotes the Russell Birdman Festival. The 13th Russell Birdman Festival will take place in Russell over two days, as well as Waitangi is looking at hosting a one day event.

Russell Birdman Trust has applied to the Bay of Islands-Whangaroa Community Board previously and received funding.

Year	Project	Amount allocated	Project received report
2015	Russell Birdman 2015	\$7,192.00	Yes
2016	Russell Birdman 2016	\$2,000.00	Yes
2017	Russell Birdman 2017	\$5,657.00	Yes
2018	Russell Birdman 2018	\$6,200.00	Yes

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 32% of the cost of the project.

Option 2 Authorise partial funding of the amount requested

The applicant was allocated \$7,500 from the 2018/2019 Events Investment Fund for this project. This is the last round of funding for the 2018/2019 financial year with limited budget available and several applications to consider. Due to this, partial funding is recommended.

Option 3 Decline funding

Option 2 is recommended by staff as the applicant has received funding from the Far North District Council and there is limited budget left to allocate for the 2018/2019 financial year.

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 - Russell Birdman Trust - A2468233** [↓](#) 
2. **Schedule of Supporting Documentation - Russell Birdman Trust - A2468241** [↓](#) 

Compliance schedule:

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

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

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

Local Grant Application Form



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

Applicant details

Organisation	<u>Russell Birdman Trust</u>	Number of Members	<input type="text"/>
Postal Address	<u>11 Boresford St Russell</u>	Post Code	<u>0202</u>
Physical Address	<input type="text"/>	Post Code	<input type="text"/>
Contact Person	<u>Ponia Sigley</u>	Position	<u>Trustee</u>
Phone Number	<input type="text"/>	Mobile Number	<u>027 6878648</u>
Email Address	<input type="text"/>		

Please briefly describe the purpose of the organisation.

To organise & promote the Russell Birdman festival

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Project Details

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

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

Clearly describe the project or event:

Name of Activity Russell Birdman Festival Date 12m, 13m JULY 2019
 Location Russell Township Time all day
 Will there be a charge for the public to attend or participate in the project or event? ☒ Yes ☐ No
 If so, how much? 3,000

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 the attached Event Profile.

The aim is to incorporate the Pahiia & Whaitangi Communities so that it becomes a combined Bay of Islands Winter Festival.

Whaitangi will look at hosting a one-day event this year to coincide with the Russell Birdman Festival.

We usually seek \$8000 from FLOW Trust however with no Tavern in Russell there are no gaming machines so we cant access this fund. These costs would usually cover marketing / Promos Road closure & Sound & Stage Set up

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Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion	3500	1271
Facilitator/Professional Fees ²	5750	5750
Administration (incl. stationery/copying)	500	
Equipment Hire <i>TMP</i>	6240	6240
Equipment Purchase (describe) <i>Operational</i>	5,000	
Utilities		
Hardware (e.g. cement, timber, nails, paint)	500	500
Consumable materials (craft supplies, books)	500	
Refreshments <i>-Volunteers</i>	500	500
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	15,600	not applicable
Other (describe) <i>Requiver</i>	6000	
TOTALS	49,090	14,261

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

How much money does your organisation currently have?

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

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

Purpose	Amount
"Radio" Sponsorship Contract	2,000
"Marquee" repairs	400
Website	900
Operational Costs (rubbish, insurance, radio)	5,000
TOTAL	8,300

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

Funding Source	Amount	Approved
Events Investment fund	8,250 7,500	<input checked="" type="radio"/> Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Community Board	28,000	2013-18	<input checked="" type="radio"/> Y / N
Events Investment	8,250	5/11/18	Y <input checked="" type="radio"/> N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

RUSSELL BIRDMAN CHARITABLE TRUST

We, the undersigned, declare the following:

In submitting this application:

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

vm Campbell

Signatory Two

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Local Grant Application Form



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

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

Signatory One

Name Vivienne Campbell Position Chairperson
 Postal Address 44 Florence Ave, Russell Post Code 0202
 Phone Number Mobile Number 021 328 355
 Signature Vm Campbell Date 24-4-2019

Signatory Two

Name Pania Staley Position Trustee
 Postal Address 11 Beresford St Russell Post Code 0202
 Phone Number Mobile Number 027 687 8548
 Signature [Signature] Date 26/4/19

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Schedule of Supporting Documentation**RUSSELL BIRDMAN TRUST**

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

1	Quote – Music Workshop (sound equipment hire)
2	Quote – Kia Tupato Limited (traffic management)
3	Quote – Blah Blah Marketing (professional fees)
4	Birdman Festival Event Plan
5	Profit and Loss Statement (September 2018)
6	Russell Birdman Brochure
7	Site Specific Safety Plan
8	Bank Statement – February 2019

8.11 APPLICATION FOR FUNDING - RUSSELL BOWLING CLUB**File Number:** A2468547**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 Russell Bowling Club for the costs of re-roofing the clubhouse and equipment shed, 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 Russell Bowling Club for the costs of re-roofing the clubhouse and the equipment shed, to support the following Community Outcome:

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

1) BACKGROUND

Russell Bowling Club has 83 members, which is up on the previous year with only 43 members. Russell Bowling Club is developing an asset management plan to modernise the club facility and attend to several years of deferred maintenance.

The Russell Bowling Club has not previously applied to the Bay of Islands-Whangaroa Community Board for funding.

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 \$20,000 (48% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

This is the last round of funding for the 2018/2019 financial year with limited budget available and several applications to consider. Due to this partial funding is recommended.

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 - Russell Bowling Club - A2468430** [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Russell Bowling Club - A2468457** [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546_img.jpg\)](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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.

Local Grant Application Form



Instructions

Please read carefully:

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

The following **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 *n/a covered with contractor*
- ☐ 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	<input type="text" value="Russell Bowling Club"/>	Number of Members	<input type="text" value="82"/>
Postal Address	<input type="text" value="15 Church Street Russell"/>	Post Code	<input type="text" value="0202"/>
Physical Address	<input type="text" value="15 Church Street Russell"/>	Post Code	<input type="text" value="0202"/>
Contact Person	<input type="text" value="Pania Sigley"/>	Position	<input type="text" value="Secretary (Treasurer)"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="0276878548"/>
Email Address	<input type="text" value="bowlsrussell@gmail.com"/>		

Please briefly describe the purpose of the organisation.

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 Re-roof clubhouse + soil shed Date n/a

Location Russell Bowling Club Time n/a

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

If so, how much? n/a

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 need to re-roof our clubhouse & equipment shed. The current roofing has been in place since the 1970's. It is constructed with acramatic tiles. The roof is leaking in several places, which is causing damage to the interior ceiling tiles. We have had the roof inspected and have been advised that it is at the end of its economic life.

Re-community benefits - please see attached Club profile

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) to supply + fit replacement roofing + a clubhouse + soil shed	\$4090650	\$20,000-00
TOTALS	\$40906-50	\$20,000-00

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 11-241-142

How much money does your organisation currently have? \$43,447-70

How much of this money is already committed to specific purposes? ~~Nil~~ \$40,906-50

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

Purpose	Amount
our contribution to re-roof club house + soil shed	\$20,906-50
Operational	\$10,000-00
Landscaping project	\$ 3,000-00
Fundraising - Russell Double	\$ 2,000-00
Replacement Chattels + Equipment	\$ 5,000-00
TOTAL	\$40,906-50

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

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

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

Purpose	Amount	Date	Project Report Submitted
nil			Y / N
			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)

Russell Bowling Club Incorporated.

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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Local Grant Application Form



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

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

Signatory One

Name Sonya Marsh Position Executive Committee member
 Postal Address P O Box 214 Paikia Post Code 0247
 Phone Number 094038358 Mobile Number 0292484141
 Signature [Signature] Date 15/4/19

Signatory Two

Name Pania Sigley Position Sec/Treasurer
 Postal Address 11 Beresford Street Post Code
 Phone Number 0276878548 Mobile Number
 Signature [Signature] Date 17/4/2019

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wSchedule of Supporting Documentation**RUSSELL BOWLING CLUB**

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

1	Russell Bowling Club Profile
2	Youth Development Scheme
3	Quote – Roof BOI Ltd
4	Deposit slip
5	Bank Statement – April 2019
6	Financial Statements – March 2018

8.12 APPLICATION FOR FUNDING - TE RUNANGA O NGATI REHIA ON BEHALF OF TUHONO KERIKERI PARTNERSHIP PROJECT**File Number: A2474362****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 Te Runanga o Ngāti Rēhia on behalf of Tūhono Kerikeri Partnership Project for advertising and equipment hire costs for the Tūhono Kerikeri Bicentennial Celebrations from October 2019 to April 2020, 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 \$2,654 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Runanga o Ngāti Rēhia (on behalf of Tūhono Kerikeri Partnership Project) for advertising and equipment hire costs to support the following Community Outcomes:

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

1) BACKGROUND

Tūhono Kerikeri is being organised by the Kororipo Heritage Park Management group made up of Department of Conservation, Heritage New Zealand Pouhere Taonga, Northland Incorporated, Far North Holdings Limited, Bay of Islands-Whangaroa Community Board, Far North District Council and Te Runanga o Ngāti Rēhia

The Tūhono Kerikeri Bicentennial Celebrations will consist of a programme of events and activities that aim for the Kerikeri community to develop a greater understanding of New Zealand's shared heritage in Kerikeri from pre-European times to early encounters between Māori and Pakeha.

Te Runanga o Ngāti Rēhia received \$9,000 from the Bay of Islands-Whangaroa Community Board in 2014 to be able to undertake a structural engineering/geotechnical survey for a proposed sculpture at the southern entrance to Kerikeri.

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 \$20,000 (6% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

This is the last round of funding for the 2018/2019 financial year with limited budget available and several applications to consider. Due to this partial funding is recommended.

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 - Tuhono Kerikeri Partnership Project - A2474107** [↓](#) 
2. **Schedule of Supporting Documentation - Te Runanga o Ngati Rehia - A2474319** [↓](#) 

Compliance schedule:

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

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

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

Local Community Grant Fund 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.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- 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.
- **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.

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

- ☐ Signed applicant declaration
 - ☒ Two quotes for purchases where practicable, or evidence of expected purchases
 - ☒ Business plan (including project costs)
 - ☐ Details of all other funding secured or pending approval for this project (minimum 50%)
 - ☒ Programme outline (if applying for operating costs)
 - ☐ A health and safety plan
- Advised that H+S Plan was not required to be submitted at this stage.*

Kerikeri Service Centre

18 APR 2019

Applicant details

Organisation	Te Rununga o Ngati Kihia on behalf		Number of Members	7
Postal Address	of Tuhono Kerikeri Partnership Project (KHPNP)		Post Code	
Physical Address	185 Hone Heke Road, Kerikeri 0245		Post Code	0245
Contact Person	Kipa Munro	Position	Chairman	
Phone Number	09 401 6125	Mobile Number	027 265 2451	
Email Address	ngatikihia@xtra.co.nz			

Please briefly describe the purpose of the organisation.

Please refer to the attached support documents.

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Local Community Grant Fund 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 Event Tuhono Kerikeri Bicentennial Celebrations Date 27th Oct '19 - 26 Apr 2020
 Location Kororipo Heritage Park & Community Time Variable
 Are you applying for annual funding for the remaining years of the triennium¹? ☐ Yes ☒ No

If so, how much?

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

- How it will enhance access to facilities and for whom
- How it will broaden the range of activities and experiences available to the community
- How it will enhance communities or volunteer capability to provide services.

The programme of events and activities delivered through Tuhono Kerikeri Bicentennial Project provides opportunity for Kerikeri's community at large to become actively involved and engaged in celebrating their sense of space and place, and unity. It is also an opportunity for Kerikeri's wider community and visitors to the region to develop a greater understanding of New Zealand's shared heritage as pertains to Kerikeri from pre-European times to early encounters between Māori and Pakeha through to Kerikeri as we know it today. The Tuhono Kerikeri 'Kororipo Heritage Park' Festival will broaden community experience through a range of cultural and contemporary events including waka ama,

¹ The triennium refers to the three-year period between local elections.

kapa haka, food & family entertainment

17 April 2019

Far North District Council
Attn: Bay of Islands-Whangaroa Community Board
Private Bag 752
Kaikohe 0440



Tena Koutou,

APPLICATION FOR COMMUNITY BOARD FUNDING – BOI-WHANGAROA WARD – FOR TŪHONO KERIKERI BICENTENNIAL PROJECT

1. ORGANISATIONAL PURPOSE:

Te Rununga o Ngāti Rēhia is a partner of the *Tuhono Kerikeri!* Project alongside Department of Conservation, Heritage New Zealand Pouhere Taonga, Northland Inc, Far North Holdings, the Bay of Islands-Whangaroa Community Board and Far North District Council. Collectively this partnership operates as the Kororipo Heritage Park Management Group (KHPMG), and is the governance entity for the overall planning and delivery of the Tuhono Kerikeri Bicentennial Project.

Ngāti Rēhia who hold Kaitiaki AhiKaa for this place, have committed to provide cultural advice and support to the *Tuhono Kerikeri!* Project Event Coordinator throughout the development, coordination, and delivery of Tuhono Kerikeri Bicentennial programme of events.

2. PROJECT OUTLINE:

Kerikeri visibly reveals the shared history of the first encounters between Māori and European settlers. Kororipo Pā and Kainga majestically sit overlooking the Stone Store and Kemp House the two oldest surviving European buildings in the country and the remnants of the Anglican mission founded in 1819. To enable the establishment of the Kerikeri Mission Station, the Deed of Sale was signed on the 4 November 1819, which is a catalyst date for Tuhono Kerikeri! – a largely community-led programme of bicentennial events and activities.

The programme of events and activities delivered through *Tuhono Kerikeri!* Bicentennial Project provides opportunity for Kerikeri's community at large to become actively involved and engaged in celebrating their sense of space and place, and unity. It is also an opportunity for Kerikeri's wider community and visitors to the region to develop a greater understanding of New Zealand's shared heritage as pertains to Kerikeri from pre-European times to early encounters between Māori and Pākehā, through to Kerikeri as we know it today, enabling a broadening of the historical narrative for Kerikeri beyond its current 'Euro-centric' approach to one that is more inclusive and encompassing of the contributions that Māori and Pākehā have made.

Tuhono Kerikeri! is a significant opportunity to lift the profile of Kerikeri's uniquely historic Kororipo Heritage Park (KHP) - the 'Gateway' to the heart of Kerikeri as we know it today, moving it to the forefront from its pre-European and '*Birthplace of the Nation- where two cultures met*' beginnings, to putting it 'on the map' as a globally recognised 'landmark' destination of significance within the thriving, vibrant, and culturally diverse community that is Kerikeri.

The Tuhono Kerikeri! Bicentennial opening and closing ceremonies and the 'Kororipo Heritage Park Festival', will broaden and enhance the communities understanding of Tikanga Māori, and offer a diverse range of cultural and contemporary event experiences and activities, including

Waka Ama, Kapa Haka, Food & Market Stalls, and family entertainment sourced both locally and nationally.

Tūhono Kerikeri 'Kororipo Heritage Park Festival', will become a recognised annual legacy event for Kerikeri that holds capacity to draw people into to our region. Every effort will be made to support local suppliers and service providers, and seek volunteer support from within Kerikeri's local community and/or within Te Taitokerau, to contribute to it's success.

Such recognition will not only aid in boosting local economy through potential increased tourism, commercial enterprise, and residential influx, but also will go a long way in instilling a deeper sense of pride in Kerikeri's early beginnings of more than 200 years ago, among those who may not be aware or fully appreciate the historical and cultural significance of this place where they have chosen to establish their turangawaewae (place to stand).

3. BUSINESS PLAN: TŪHONO KERIKERI SIGNATURE EVENTS & COMMUNITY EVENT ACTIVATIONS

Three signature events will provide the start/middle/end framework for a much broader and inclusive programme of community-led events and activations that already exist within community groups (i.e. Kerikeri Business Association, Rotary, Lions & Schools), community interest groups (i.e. K.O.A.S.T., NZ Wine Growers, Cathay Cinema), and various others.

These are:-

- **Tūhono Kerikeri! Opening Ceremony**
Sunday 27th October 2019, Kororipo Heritage Park
- **Tūhono Kerikeri! Kororipo Heritage Park Festival (Legacy Event)**
Saturday 21st March 2020, Kororipo Heritage Park
- **Tūhono Kerikeri! Closing Ceremony**
Sunday 26th April 2020, Kororipo Heritage Park

FUNDING:

In order to deliver each of these events successfully, overall funding support needs to be sourced from various funding streams including the Bay of Islands-Whangaroa Community Board.

Funding amounts received will be apportioned between the three individual event expenditure cost projections, and generically for expenditure items that are 'umbrella' costs (i.e. Marketing expenditure over-arches the three events that comprise the 'Legacy').

From this funding round we are seeking an amount of \$20,000 to go towards marketing and promotion (raise awareness of Tūhono Kerikeri Bicentennial within our wider community), and event facilitation and delivery.

\$7,870 is required urgently to produce vital marketing collateral and secure domain/webhosting/email services that will enable the launch of Tūhono Kerikeri! Bicentennial, generate community interest and buy-in, and to position Tūhono Kerikeri on community and global radars now!! \$12,130 will go towards the overall cost of Hireage for the three signature events listed above, ensuring availability of funds for booking deposits, etc, as needed.

We appreciate your support in enabling the successful delivery of Tūhono Kerikeri Bicentennial.

Local Community Grant Fund Application Form



Project Cost

Provide a detailed costs estimate for the project or event. Funding requested may not exceed 50% of the total project 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:

- 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	\$7830 -	
Advertising/Promotion	\$45,000 -	\$7870 -
Facilitator/Professional Fees ²	-	
Administration (incl. stationery/copying)	\$7,000 -	
Equipment Hire	\$99,918-28	\$12,130-00
Equipment Purchase (describe)	-	
Utilities	\$64,000 -	
Hardware (e.g. cement, timber, nails, paint)	-	
Consumable materials (craft supplies, books)	\$10,000 -	
Refreshments	\$31,500 -	
Travel/Mileage	\$4,000 -	
Volunteer Expenses Reimbursement	-	
Wages/Salary	-	not applicable
Volunteer Value	-	not applicable
Other (describe) Entertainment	\$38,000 -	
Light Show	\$50,000 -	
Contingency	\$19,387.72	
TOTALS	\$376,636-00	\$20,000

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

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BREAKDOWN OF FUNDING REQUESTED		
MARKETING COLLATERAL:		
Pull-up Banners/Design	2 @ \$250 ea	\$500.00
PVC Banner 1800 x 600mm	1 @ \$100	\$100.00
A6 Postcard 'Save the Date'	4000	\$530.00
Business Cards	500	\$165.00
Design time	7 hours @ \$120 p/hr	\$840.00
A5 Printed Programme	4000	\$4060.00
Design time	10 hours @ \$120 p/hr	\$1200.00
Delivery (on as produced basis)		\$210.00
Website Domain/Hosting/Email	Domain \$55/Hosting \$210p/a	\$265.00
		TOTAL: \$7870.00
HIRE ITEMS		
12 X 24 marquee	1	\$2700.00
12 x 9 marquee	1 x \$1500, 1 x \$1300	\$2800.00
Chairs	500 @ \$2.50 ea	\$1250.00
Tables	10	\$120.00
Stage	1	\$600.00
PA System & 3 hand held mics	1	\$500.00
Port-a-loos - Standard	20 @ \$86.95 ea	\$1739.00
Toilets Flushing - Green	8 @ \$150.00 ea	\$1200.00
Generators & Leads	5 x plus leads	\$901.00
Labour		\$240.00
Delivery/collection		\$80.00
		TOTAL: \$12130.00
	TOTAL FUNDING REQUEST	\$20,000.00

TUHONO KERIKERI! BICENTENNIAL – EXPENDITURE PROJECTIONS: ACROSS 3 X LEGACY EVENTS		
EXPENDITURE		COST PROJECTIONS
Venue Hire		\$7830.00
Advertising/Promotion		\$45000.00
Facilitator/Professional Fees		-
Administration (incl. Stationery/copying)		\$7000.00
Equipment Hire – Marquees/Sound/Stage/Lighting/Portaloos Tables/Chairs/Generators, Ground cover etc		\$99918.28
Equipment Purchase		-
Utilities – Waste Mgmt, Traffic Mgmt, St Johns First Aid, Event Security		\$64000.00
Hardware (cement, timber, nails, paint)		-
Consumables (craft supplies, books)		\$10000.00
Refreshments – Catering/Water		\$31500.00
Travel/Mileage		\$4000.00
Wages/Salary		-
Other: Entertainment		\$38000
Other: Light Show		\$50000
Other: Contingencies		\$19387.72
TOTAL FUNDING TO BE SOURCED		\$376,636.00

TŪHONO KERIKERI! BICENTENNIAL – OPENING & CLOSING EVENTS - PROJECTIONS		
EXPENDITURE		COST PROJECTIONS
Administration (incl. Stationery/copying)		\$1000.00
Equipment Hire – Marquees/Sound/Stage/Lighting/Portaloos Tables/Chairs/Generators, Ground cover etc		\$11806.14
Equipment Purchase		-
Utilities – Waste Mgmt, Traffic Mgmt, St Johns First Aid, Event Security		\$18000.00
Hardware (cement, timber, nails, paint)		-
Consumables (craft supplies, books)		-
Refreshments – Catering/Water		\$10500.00
Travel/Mileage		-
Wages/Salary		-
Other: Entertainment		\$1000
Other: Contingencies		\$4693.86
TOTAL FUNDING TO BE SOURCED PER EACH EVENT -		\$47,000.00
TOTAL FUNDING TO BE SOURCED PER BOTH EVENTS		\$94,000.00

TŪHONO KERIKERI! BICENTENNIAL – KORORIPO HERITAGE PARK FESTIVAL (LEGACY EVENT) - PROJECTIONS		
EXPENDITURE		COST PROJECTIONS
Administration (incl. Stationery/copying)		\$5000.00
Equipment Hire – Marquees/Sound/Stage/Lighting/Portaloos Tables/Chairs/Generators, Ground cover etc		\$76306.00
Equipment Purchase		-
Utilities – Waste Mgmt, Traffic Mgmt, St Johns First Aid, Event Security		\$28000.00
Hardware (cement, timber, nails, paint)		-
Consumables (craft supplies, books)		-
Refreshments – Catering/Water		\$10500.00
Travel/Mileage		4000.00
Wages/Salary		-
Other: Entertainment		\$36000
Other: Light Show		\$50000
Other: Contingencies		\$10000
TOTAL FUNDING TO BE SOURCED FOR KHP FESTIVAL		\$219806.00

Local Community Grant Fund Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number **082-404-279**

What are your organisation's currently accessible financial resources? **Refer attached Report**

How much of this is tagged or committed for specific purposes? **Refer attached Report**

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

Purpose	Amount
TOTAL	

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

Funding Source	Amount	Approved
<i>There are no other funds secured or pending approval for this project.</i>		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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Local Community Grant Fund 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)

Te Runanga o Ngāti Rehua on behalf of Tuhono Kerikeri Project Partnership (KHPNG)

We, the undersigned, declare the following:

In submitting this application:

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

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Local Community Grant Fund Application Form



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

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

Signatory One

Name WILLIAM SKIPPER (KIPA) MUNRO Position TRONR CHAIR
 Postal Address CNR HONE HEKE, KERIKERI ROADS Post Code 0205
 Phone Number (09) 4016125 Mobile Number 027 265 2451
 Signature [Signature] Date 18 APRIL 2019

Signatory Two (if applicable)

Name CRYSTAL HARDEN Position TRONR FINANCIAL ADMINISTRATOR
 Postal Address AS ABOVE Post Code 0205
 Phone Number AS ABOVE Mobile Number 021 082 672 34
 Signature [Signature] Date 18 APRIL 2019

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Schedule of Supporting Documentation**TE RUNUNGA O NGĀTI RĒHIA ON BEHALF OF TŪHONO KERIKERI
PARTNERSHIP PROJECT**

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

1	Additional application information
2	Complete budget breakdown
3	Contact details
4	Performance report for year ended 31 March 2017
5	Quote - Benefitz
6	Quote – Designs Print Kerikeri

9 MEETING CLOSE