



**Far North
District Council**



AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Monday, 1 July 2019

Time: 10.00 am
Location: Whangaroa Memorial Hall
Leigh Street
Kaeo

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 (i.e. Chairperson etc) | 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/newsletter editor and printer | None perceived | If there was a perceived conflict, I will step aside from decision making |
| | Bay of Islands College | Parent elected trustee | None perceived | If there was a perceived conflict, I will step aside from decision making |
| | Karetu School Bay Cosmos Soccer | Parent elected trustee. Committee member and coach | None perceived | If there was a perceived conflict, I will step aside from decision making |
| | Property in Waikare and Moerewa | | | If there was a perceived conflict, I will step aside from decision making |
| | Coffee and food | Ratepayers sometimes 'shout' food and beverage | Bias or pre-determination | Case by case |
| Kelly Stratford (Husband) | Property in Moerewa | | N/A | N/A |

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Whangaroa Memorial Hall, Leigh Street, Kaeo on:
Monday 1 July 2019 at 10.00 am

Order Of Business

| | | |
|----------|--|------------|
| 1 | Apologies and conflicts of Interest | 8 |
| 2 | Public Forum..... | 8 |
| 3 | Deputations | 8 |
| 4 | Speakers..... | 8 |
| 5 | Confirmation of Previous Minutes | 9 |
| 5.1 | Confirmation of Previous Minutes..... | 9 |
| 6 | Infrastructure and Asset Management Group | 22 |
| 6.1 | Naming of the reserve located in Wall's Bay, Opuia | 22 |
| 6.2 | Whangaroa Recreation Centre and Community Trust: 2017/18 Annual Report and Swimming Pool Information..... | 27 |
| 6.3 | Item Left to Lie on the Table - Road Naming - Landing Road, Kerikeri | 33 |
| 6.4 | Item Left to Lie on the Table - Road Naming - Astrid Drive, Kerikeri..... | 46 |
| 7 | Corporate Services Group | 55 |
| 7.1 | Statement of Community Fund Account as at 31 May 2019 | 55 |
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| 7.3 | Item Left to Lie on the Table - Application for Funding - Russell Bowling Club | 62 |
| 7.4 | Application for Funding - Bay of Islands Jazz and Blues Festival | 72 |
| 7.5 | Application for Funding - Carbon Neutral New Zealand Trust..... | 82 |
| 7.6 | Application for Funding - Kerikeri District Business Association | 92 |
| 7.7 | Application for Funding - Mai Lyfe Incorporated | 102 |
| 7.8 | Application for Funding - Pungaere Cemetery Trust..... | 111 |
| 7.9 | Application for Funding - Youthline Auckland Charitable Trust | 126 |
| 8 | Meeting Close | 137 |

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 Bay of Islands Blues and Jazz Festival

10:35 am Representative from Carbon Neutral NZ Trust

10:40 am Representative from Kerikeri District and Business Association

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2517569

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 20 May 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. 2019-05-20 Bay of Islands-Whangaroa Community Board Minutes - A2486833** [↓](#) 

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 RUSSELL TOWN HALL, 17 THE STRAND, RUSSELL
ON MONDAY, 20 MAY 2019 AT 10.00 AM**

PRESENT: Chairperson Terry Greening, Member Lane Ayr, Member Bruce Mills, Member Martin Robinson, Member Rachel Smith, Member Belinda Ward, Member Manuwai Wells

IN ATTENDANCE:

STAFF PRESENT: Tanya Proctor (Team Leader – Infrastructure Programmes); Mike Fox (Capital Works – Project Manager); Rachael Pull (Urban Design); Alice Hosted (Community Development and Project Advisor); Robert Willoughby (Community Development Advisor); Kim Hammond (Meetings Administrator)

The meeting was opened with a prayer

1 PUBLIC FORUM

Rosemary Gardner and Steve Southworth, representing Oasis Community Centre spoke regarding the need for parking spaces outside the Oasis Community Centre in Russell.

Sandra Wallis representing the Towai-Maromaku Community spoke regarding Item 7.2 Towai-Maromaku Community Plan and a funding application that they will be submitting for a 'welcome' sign.

Morgan Horsford representing the Maromaku Reserve Board spoke regarding Item 7.2 Towai-Maromaku Community Plan.

2 DEPUTATIONS

Nil

3 SPEAKERS

Maureen Hei Hei, representative from Fundamental Force Enterprises Limited spoke in regard to their funding application agenda item 8.7 refers

Lyn Read, representative from Northland Area of FANZ spoke in regard to their funding application agenda item 8.9 refers

Pania Sigley (via phone), representative from Russell Birdman Trust spoke in regard to their funding application item 8.10 refers

Sonya Marsh representative from Russell Bowling Club spoke in regards to their funding application agenda item 8.11 refers

June Pitman representing Te Runanga o Ngati Rehia on behalf of Tuhono Kerikeri Partnership Project spoke in regards to their funding application agenda item 8.12 refers

4 APOLOGIES AND CONFLICTS OF INTEREST

RESOLUTION 2019/30

Moved: Member Manuwai Wells

Seconded: Member Rachel Smith

That apologies from Cr Kelly Stratford be received and accepted as she is attending the District Licensing Committee Hearing.

CARRIED

The meeting was adjourned from 11.12 am to 11.19 am.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2463581, pages 10 - 11 refers

RESOLUTION 2019/31

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

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.

CARRIED

6 STRATEGIC PLANNING AND POLICY GROUP

7.2 TOWAI-MAROMAKU COMMUNITY PLAN

Agenda item 7.2 document number A2441891, pages 166 - 169 refers

RESOLUTION 2019/32

Moved: Chairperson Terry Greening

Seconded: Member Rachel Smith

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

CARRIED

7 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 COBHAM ROAD BUS STOP

Agenda item 6.1 document number A2446740, pages 20 - 24 refers

RESOLUTION 2019/33

Moved: Member Rachel Smith

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board:

- a) note the double bus park layout concept, the road safety audit and the feedback received;**
- b) recommend that Council adopt the current layout and amend the Traffic and Parking**

Bylaw;

- c) **request that staff ask the Commercial Operators to provide a suitable bus shelter for patrons**

CARRIED

Against: Cr Belinda Ward

6.2 2019 ANNUAL ASSESSMENT REPORT OF THE KERIKERI REDWOOD TREES

Agenda item 6.2 document number A2450621, pages 53 - 53 refers

RESOLUTION 2019/34

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

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

CARRIED

6.3 ROAD NAMING - PLOUGHMANS CLOSE, KERIKERI

Agenda item 6.3 document number A2453887, pages 62 - 64 refers

AMENDMENT

Moved: Member Martin Robinson

Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board agree to the report Road Naming – Ploughmans Close, Kerikeri be left to lie on the table until Ngati Rehia provide support for Huakiwi Place or a more suitable name.

RESOLUTION 2019/35

Moved: Member Martin Robinson

Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board agree to the report Road Naming – Ploughmans Close, Kerikeri be left to lie on the table until Ngati Rehia provide support for Huakiwi Place or a more suitable name.

CARRIED

6.4 EASTERN COMMUNITY HALLS FINANCIAL AND AGM REPORTS

Agenda item 6.4 document number A2441671, pages 75 - 77 refers

COMMITTEE RESOLUTION 2019/36

Moved: Member Martin Robinson

Seconded: Member Bruce Mills

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) **Paihia War Memorial Hall**
- d) **Simpson Park Hall**
- e) **Totara North Hall**
- f) **Waipapa Hall**
- g) **Whangaroa Memorial Hall**

CARRIED

The meeting was adjourned from 12.25 pm to 1.01 pm.

8 STRATEGIC PLANNING AND POLICY GROUP CONTINUED

7.1 KERIKERI DOMAIN RESERVE MANAGEMENT PLAN

Agenda item 7.1 document number A2451923, pages 129 - 134 refers

RESOLUTION 2019/37

Moved: Member Rachel Smith

Seconded: Member Martin Robinson

The Bay of Islands-Whangaroa Community Board

- a) **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.**
- b) **Requests that Council urgently establish a reserve management committee for the Kerikeri Domain, to manage the domain and its use, and that the committee seek to be an incorporated society.**

CARRIED

At 1.30 pm, Member Bruce Mills left the meeting. At 1.32 pm, Member Bruce Mills returned to the meeting.

Note: The Bay of Islands-Whangaroa Community Board would like to thank Rachael Pull (Urban Design) for the work completed on the Kerikeri Domain Management Plan.

9 CORPORATE SERVICES GROUP

8.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 8.1 document number A2471921, pages 207 - 208 refers

RESOLUTION 2019/38

Moved: Member Belinda Ward

Seconded: Member Martin Robinson

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

CARRIED

At 2.18 pm, Member Manuwai Wells left the meeting. At 2.20 pm, Member Manuwai Wells returned to the meeting.

8.2 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MARCH 2019

Agenda item 8.2 document number A2460485, pages 221 - 222 refers

RESOLUTION 2019/39

Moved: Member Belinda Ward

Seconded: Member Manuwai Wells

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”.

CARRIED

8.3 VOLUNTEER PROJECT MANAGEMENT AGREEMENT: LIVING WATERS - BAY OF ISLANDS (RESERVES ACT 1977)

Agenda item 8.3 document number A2419207, pages 224 - 226 refers

RESOLUTION 2019/40

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

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 and Asset Management to sign the agreement on behalf of Council**

CARRIED

8.4 RURAL TRAVEL FUNDING PROJECT REPORTS

Agenda item 8.4 document number A2407151, pages 256 - 258 refers

RESOLUTION 2019/41

Moved: Member Bruce Mills

Seconded: Member Rachel Smith

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**

CARRIED

8.5 RURAL TRAVEL FUND WINTER 2018/2019 APPLICATIONS

Agenda item 8.5 document number A2399129, pages 268 - 271 refers

RESOLUTION 2019/42

Moved: Member Martin Robinson

Seconded: Member Belinda Ward

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 |

CARRIED**8.6 FUNDING PROJECT REPORTS**

Agenda item 8.6 document number A2439780, pages 294 - 295 refers

RESOLUTION 2019/43

Moved: Chairperson Terry Greening

Seconded: Member Rachel Smith

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

CARRIED

The meeting was adjourned from 2.40 pm to 3.29 pm.

8.7 APPLICATION FOR FUNDING - FUNDAMENTAL FORCE ENTERPRISES LIMITED

Agenda item 8.7 document number A2478076, pages 302 - 304 refers

AMENDMENT

Moved: Member Lane Ayr
Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board decline the application from Fundamental Force Enterprises Limited as the applicant is not an Incorporated Society and would prefer to fund the applicant once they have been set up as a not –for-profit organisation.

RESOLUTION 2019/44

Moved: Member Lane Ayr
Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board decline the application from Fundamental Force Enterprises Limited as the applicant is not an Incorporated Society and would prefer to fund the applicant once they have been set up as a not –for-profit organisation.

CARRIED

Abstained: Martin Robinson

8.8 APPLICATION FOR FUNDING - NORTHERN FLASH FICTION DAY

Agenda item 8.8 document number A2467981, pages 314 - 316 refers

RESOLUTION 2019/45

Moved: Member Martin Robinson
Seconded: Member Manuwai Wells

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**

CARRIED

8.9 APPLICATION FOR FUNDING - NORTHLAND AREA OF FLORAL ART SOCIETY NEW ZEALAND

Agenda item 8.9 document number A2468122, pages 324 - 326 refers

RESOLUTION 2019/46

Moved: Member Lane Ayr
Seconded: Member Manuwai Wells

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**

CARRIED**Attachments tabled at meeting**

1 Tabled Documents - Northland Floral Art Area

8.10 APPLICATION FOR FUNDING - RUSSELL BIRDMAN TRUST

Agenda item 8.10 document number A2468283, pages 336 - 338 refers

AMENDMENT

Moved: Member Martin Robinson

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to 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

RESOLUTION 2019/47

Moved: Member Martin Robinson

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to 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**

.CARRIED

8.11 APPLICATION FOR FUNDING - RUSSELL BOWLING CLUB

Agenda item 8.11 document number A2468547, pages 346 - 348 refers

AMENDMENT

Moved: Chairperson Terry Greening

Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board agrees that the Application for Funding – Russell Bowling Club report be left to lie on the table for consideration at the Bay of Islands-Whangaroa Community Board meeting in July 2019 for a decision.

RESOLUTION 2019/48

Moved: Chairperson Terry Greening

Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board agrees that the “Application for Funding - Russell Bowling Club” report be left to lie on the table for consideration at the Bay of Islands-Whangaroa Community Board meeting in July 2019 for a decision.

CARRIED

8.12 APPLICATION FOR FUNDING - TE RUNANGA O NGATI REHIA ON BEHALF OF TUHONO KERIKERI PARTNERSHIP PROJECT

Agenda item 8.12 document number A2474362, pages 356 - 358 refers

AMENDMENT

Moved: Chairperson Terry Greening

Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board approve the sum of \$12,654 (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

RESOLUTION 2019/49

Moved: Chairperson Terry Greening

Seconded: Member Manuwai Wells

That That the Bay of Islands-Whangaroa Community Board approve the sum of \$12,654 (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**

CARRIED

Abstained: Cr Martin Robinson

10 ALLOCATION OF THE PLACE MAKING FUND 2018/2019 – RUSSELL BAPTIST CHURCH**RESOLUTION 2019/50**

Moved: Chairperson Terry Greening

Seconded: Member Bruce Mills

The Bay of Islands-Whangaroa Community Board allocate \$8,000 from the Placemaking Fund 2018/2019 for the development of the carpark outside the Russell Baptist Church, Wellington Street, Russell as identified in the Bay of Islands-Whangaroa Community Board Strategic Plan.

CARRIED**11 ALLOCATION OF THE PLACE MAKING FUND 2018/2019 - KERIKERI BASKETBALL COURT****RESOLUTION 2019/51**

Moved: Member Rachel Smith

Seconded: Member Lane Ayr

The Bay of Islands-Whangaroa Community Board allocate \$25,333 from the Placemaking Fund 2018/2019 to Mai Lyfe for the resurfacing of the basketball court at the Kerikeri Domain as identified in the Bay of Islands-Whangaroa Community Board Strategic Plan.

CARRIED**12 ADDITIONAL INFORMATION****COMMITTEE RESOLUTION 2019/52**

Moved: Chairperson Terry Greening

Seconded: Member Manuwai Wells

The Bay of Islands-Whangaroa Community Board notes the following additional information tabled at the meeting:

- a) D’Vine Community Oasis Weekly Programme and photos of possible car park area.**

CARRIED**Attachments tabled at meeting**

- 1 Tabled Documents - Divine Community Oasis**

13 MEETING CLOSE

The meeting closed at 3.40 pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 1 July 2019.

.....
CHAIRPERSON

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 NAMING OF THE RESERVE LOCATED IN WALL'S BAY, OPUA

File Number: A2461584

Author: Kathryn Trewin, Corporate Planning Co-ordinator

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

PURPOSE OF THE REPORT

To update the Community Board on the process for the legal naming of the esplanade reserve at Wall's Bay, Opuia.

EXECUTIVE SUMMARY

- The Community Board has expressed a desire to legally name the reserve located at Wall's Bay, Opuia.
- The reserve is informally known as Wall's Bay Reserve, after the name of the bay in which it is located. Walls Bay was named after a family that resided there.
- Local iwi would like the name of the reserve to be changed to Waipuna, the original name for the bay prior to it acquiring the name of Wall's Bay.
- In 2014 a resolution was passed by Council to undertake consultation. This did not happen.
- Since the Community Board has the delegated authority to allocate names for reserves, the Community Board may proceed to consult and pass a resolution for the recommended name for Council to approve.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) **Commence consultation with the Opuia community and other interested parties to legally name the esplanade reserve at Wall's Bay**
- b) **The Community Board Chair (or nominee) review and approve the consultation plan.**

1) BACKGROUND

In 1998 the end of Richardson Road, Opuia became an esplanade reserve. The esplanade reserve was never legally named but over the years it has become known as Walls Bay Reserve. In 2013, the Bay of Islands-Whangaroa Community Board and Council adopted the Walls Bay Esplanade Reserve Management Plan.

The reserve has been a site of some controversy and the commercial boatyard adjacent to the reserve has been the subject of legal action that is currently before the Courts.

The original name for the bay was Waipuna, in acknowledgement of the death of Te Kiore. This name was overridden by local residents, who named the bay Wall's Bay, after a family who resided there in the late 19th/early 20th century.

In 2014 the Community Board and Council resolved to consult on the legal naming of the esplanade reserve, but this does not appear to have taken place. The Community Board has the delegated authority to allocate names for previously unnamed reserves in consultation with the community. This report provides an update and offers options for consultation.

2) DISCUSSION AND OPTIONS

Implications for Māori

Ngati Manu iwi, who are the kaitiaki of this whenua, have recommended that the reserve be given the legal name Waipuna. This is the name that the whenua had before the Wall family settled in the bay and it was given its English name. The name Waipuna commemorates an incident when Te Kiore was killed. Iwi have indicated they would not support the reserve being given the name of Wall's Bay, nor do they support a dual language name.

Mr and Mrs Wall, for whom the wider bay is named, lived in the area in the late 19th/early 20th century. There are no plans to rename the bay at this time. Any name change of the bay would be the responsibility of the Northland Regional Council.

It is noted that other than the abbreviated name of Opuā, many of the Māori names within the local area have been superseded by more recent European language names, which Māori feel obscures the history of the area and does not take into account the relationship of Māori culture and traditions with their ancestral land and waahi tapu.

Consultation Options

The naming of this reserve is unlikely to be of interest to the wider Far North district. On this matter there is no requirement for a Special Consultative Procedure (i.e. a formal consultation process).

Option 1 (Recommended): An informal, localised process based on public meetings, with no formal hearings. The opinions of the community could be heard at these meetings, and an invitation could be extended for the community to email their opinions (rather than a formal submission) for consideration by the Board. Limited media notification would take place - recommend media release and public notice, Facebook (Council and Community Board pages) and possibly a letterbox drop to the immediate area of Opuā.

Option 2: Ward-wide full consultation, including public meetings, submissions, hearings (full Community Board panel), deliberations and adoption. A similar informal process to option 1 would be appropriate.

Option 3: Do not proceed to consultation and do not legally name the reserve.

There is a risk that some of the community, who have concerns with the way the reserve has been used and maintained, may try to use this opportunity to further their own interests at any public meeting or as part of any submission process. It will be made clear in any communications that submissions made on any topic other than the name of the reserve will be considered out of scope for the consultation.

Potential naming options

Naming options include the following:

1. Waipuna Reserve
This is the preference of local iwi. It acknowledges the original name of the bay.
2. Wall's Bay Reserve
This is the current informal name for the reserve.
3. Waipuna (Wall's Bay) Reserve
This option is a combination of the preferred historical name and the current informal name. This is not preferred by the local iwi.
4. Other
Staff suggest other ideas be sought and considered.

Reason for the recommendation

The reserve has previously been referred to by an informal name in legal documents (including the Reserve Management Plan), which has been noted in legal proceedings. Adopting a legal name allows certainty when it is referred to in legal documentation and defines the reserve in perpetuity.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications to the Community Board, with estimated costs of \$1000 able to be accommodated with the Strategic Planning and Policy budgets.

ATTACHMENTS

1. Walls Bay Reserve Aerial Map - A2512639 [↓](#) 

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 consultation is not of high significance. It is significant to locals and may be controversial. |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | The Community Board has the delegated authority to name Council reserves. FNDC Reserve Policy (2017) outlines the process and requirements. |
| 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 proposal is of limited interest to the wider community, but of high interest to the local community and tangata whenua of Opuā. The Community Board has requested to consult with their community on this matter. |
| 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. | Initial contact has been made with the Ngati Manu iwi, who are the Tangata Whenua for the Opuā area. They have provided feedback as to the name they would like to have adopted for the reserve. |
| 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. | <ul style="list-style-type: none"> • Ngati Manu (as tangata whenua) • Opuā residents and ratepayers |
| State the financial implications and where budgetary provisions have been made to support this decision. | The costs involved with the consultation include public meetings, public notification of the consultation, the cost to legally name the reserve via gazetting and signage can be covered from existing operational budgets. |
| Chief Financial Officer review. | The Chief Financial Officer has reviewed this report |



**6.2 WHANGAROA RECREATION CENTRE AND COMMUNITY TRUST:
2017/18 ANNUAL REPORT AND SWIMMING POOL INFORMATION****File Number: A2521881****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 Whangaroa Recreation Centre and Community Trust 2017/18 Annual Report, usage data and key information concerning the Whangaroa community swimming pool 2017/18 season.

RECOMMENDATION

This information report is to provide the Bay of Islands – Whangaroa Community Board with the 2017/18 Annual Report Whangaroa Recreation Centre and Community Trust who receive an annual grant of \$20,000 + GST from Council to operate the Whangaroa community swimming pool.

BACKGROUND

The Far North District Council provides an operational grant of \$20,000 + GST to the Whangaroa Recreation Centre and Community Trust.

The provision of this grant ensures the community pool located at Whangaroa College, Kaeo is available for public use after school and during the weekends / public holidays.

The pool is an outdoor pool and opens from the end of November until the end of March annually.

DISCUSSION AND NEXT STEPS

Attached is the Whangaroa Recreation Centre and Community Trust 2017/18 Annual Report and data concerning the pool over the same period.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Far North District Council provides an operational grant of \$20,000 + GST annually so the Whangaroa Recreation Centre and Community Trust can make available the school pool for the community outside of school times.

ATTACHMENTS

1. Whangaroa Recreation Centre & Community Trust Annual Report - A2521944 [↓](#) 

Whangaroa Recreation Centre & Community Trust
P O Box 129
Kaeo 0448

25 October 2018

Far North District Council
Private Bag 752
Kaikohe 0440

Attention: Kim Hammond

Dear Kim

Bruce Mills (our community board member and Trust member of this trust) advised me at our AGM that you are the new contact person (previously Mike Colebrook) to send our annual report and invoice to for the Kaeo Community Pool.

Please find enclosed our annual report for the 2017 -2018 season and invoice for the coming season.

If you have any queries regarding this you can contact either Bruce Mills or myself. My contact details are:

E mail: tracy@kaeo.school.nz

Phone: 021 213 9470

Thank you in advance.

Kind regards



Tracy Walker
Treasurer
Whangaroa Recreation Centre and Community Trust

WHANGAROA COMMUNITY **SWIMMING POOL**

(WHANGAROA RECREATION CENTRE & COMMUNITY TRUST)

TAX INVOICE

P O Box 129
KAEO 0448

Invoice to: Far North District Council
Private Bag 752
KAIKOHE 0440

Attention:

Invoice Number: 008

Date: 25/10/18

Grant Monies set aside for "Improved community access to the Whangaroa Community Swimming Pool" by the Far North District Council in the District Plan 2011/2012

\$20,000.00

Plus GST \$ 3000.00

TOTAL \$23000.00

Registered GST Number 67-262-921

Payment can be made by Internet Banking to ASB Bank Ltd

Account No. 12-3091-0161689-01

*Whangaroa Recreation Centre & Community Trust
Report to Bay of Island –Whangaroa Community Board*

Season: 2017 – 2018

| Opening Hours | Number of swimmers Whangaroa College | Number of swimmers Other schools | Number of swimmers Public | Number of Swimmers Total |
|---|---|-------------------------------------|------------------------------|-----------------------------|
| Wed – Fri 3.30pm – 6pm Sat – Sun 1pm – 5pm | 6500 | 250 | 2522 | 9272 |

Volunteer Contribution

| Name | Position | Qualification Date | First Aid | Volunteer/Paid |
|---------------------|-----------------------|--------------------|------------|----------------|
| Isaac Lenden | President/ Lifeguard | Mar 16 | April 2017 | v |
| Melissa Pivac-Kool | Secretary | n/a | | V |
| Tracy Walker | Treasurer | n/a | | v |
| Margaret Hemi | Lifeguard coordinator | N/A | N/A | V |
| Raewyn Cairn- Cowan | Health & Safety | N/A | N/A | V |
| Eddie | Lifeguard | Mar 16 | Feb 16 | V |
| Ben O'Donnell | Lifeguard | Aug 16 | Feb 17 | V |
| Jeremy Suleski | Lifeguard | Mar 16 | 26/1/17 | V |
| Brydie Lenden | Lifeguard | Dec 17 | 26/1/17 | V |
| Eljon Fitzgerald | Lifeguard | Jan 17 | | V |

| | | | | |
|--------------------|---------------|--------|----------|------|
| Danya Hayes | Lifeguard | Dec 17 | 26/1/17 | V |
| Colleen Sherwin | Lifeguard | Mar 17 | June 17 | V |
| Cristina Loggy | Lifeguard | Feb 17 | 6/6/17 | V |
| Theresa Hayes | Lifeguard | Feb 17 | | V |
| Kevin Tauroa | Lifeguard | Feb 17 | 30/4/16 | V |
| Stephanie Campbell | Lifeguard | Feb 17 | 26/1/17 | V |
| Mary Hape | Lifeguard | Mar 17 | 24/11/16 | V |
| Doug Kane | Water quality | n/a | | Paid |

Health & Safety Management – Ensure the facilities are safe and do not cause a hazard to people

Managing hazards: Pool lifeguards/committee maintain an incident log

Water Testing Methods: Water tested to comply with NZS 5826:2000

Tested daily by Pool Technician

Also tested every 2 weeks by Spa & Pool in Kerikeri

Accessibility – Information on opening hours is available and updated regularly

Opening hours advertised via the pool face book page and on signage at the pool.

Any unforeseen closures notified on face book page.

During School Terms

Tuesday – Friday 3.30 – 6pm

Saturday – Sunday 2pm – 5pm

During School Holidays

Tuesday – Friday 2pm – 5pm
Saturday – Sunday 1pm – 5pm

Quality & Satisfaction – The pool provides a quality experience for visitors/users

Survey of the users including cleanliness of facility, water quality & public access consistent with advertised times is completed annually.

2017 – 2018 season – surveys completed with 100% of customers satisfied. Copies of surveys available on request.

6.3 ITEM LEFT TO LIE ON THE TABLE - ROAD NAMING - LANDING ROAD, KERIKERI**File Number: A2523792****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.

The Bay of Islands-Whangaroa Community Board considered this item at their meeting on 20 May 2018. The Board resolved to leave this item to lie on the table until another suitable name could be considered and confirmed by Ngati Rehia.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board

- a) agree to uplift the item left to lie on the table “Road Naming – Ploughmans Close, Kerikeri”.**
- b) pursuant to Council’s Road Naming and Property Addressing Policy #2125, name a public road “Tareha Place” 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. Tareha Place – A Rangatira of Ngati Rehia who was widely known as Hongi Hika’s chief captain, his family ties and mana saw him take part in many significant events of the pre-treaty period. Missionaries recognised Tareha as a significant leader of Te Waimate, Te Tii, Mangonui and Kerikeri.
2. 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”.
3. 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

- a) 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.

- b) Customer has recommended Tareha Place in place of Ploughmans Close. This has been approved by Ngati Rehia, email attached (A2525053)





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 - Document number - A2525089 [↓](#) 
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 private right-of-way and is of low significance. |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011. |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought. | No district wide relevance and the Community Board have the delegated authority to approve road names. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. | Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested. |
| 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:

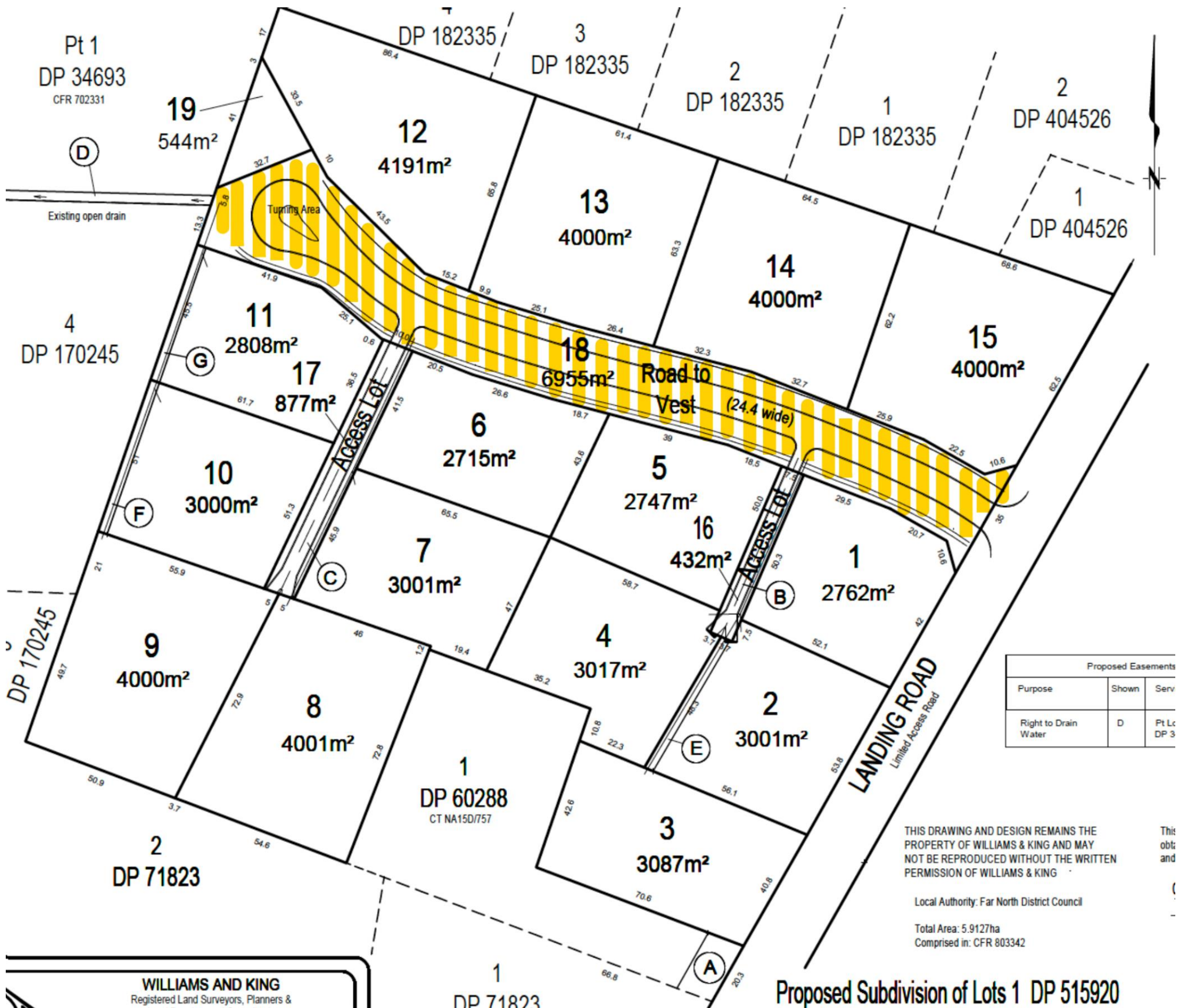
| Road Type | Suffix |
|--|---------------------------|
| Cul-de-sac (<i>short dead-end street with turnaround at the end</i>) | Close, Court, Place |
| Wide spacious street | Avenue, Boulevard, Parade |

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: Selina Topia
Sent: Wednesday, 12 June 2019 8:41 AM
To: 'Nora Rameka'; Jared Milne; Kipa Munro; Whati@ngatirehia.co.nz
Subject: RE: FW: ROAD NAMING - At Landing Road Kerikeri

Thank you Nora.

Nga mihi nui,



Selina Topia
 Customer Service Administrator (Roading)
 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: Sunday, 9 June 2019 9:26 PM
To: Selina Topia; Jared Milne; Kipa Munro; Whati@ngatirehia.co.nz
Subject: Re: FW: ROAD NAMING - At Landing Road Kerikeri

Kia ora Selina,

I have spoken to the kaumatua about the name Tareha for Jared and confirmed NgatiRehia supports the name Tareha.

Nga mihi

Nora

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

From: "Selina Topia" <Selina.Topia@fndc.govt.nz>
To: "hone@taiamaitours.co.nz" <hone@taiamaitours.co.nz>; "honetiatoa@hotmail.com" <honetiatoa@hotmail.com>; "lake.omapere.trust@gmail.com" <lake.omapere.trust@gmail.com>
Cc: "nora.rameka@xtra.co.nz" <nora.rameka@xtra.co.nz>; "milne.jared@gmail.com" <milne.jared@gmail.com>
Sent: 5/06/2019 3:47:50 PM
Subject: FW: ROAD NAMING - At Landing Road Kerikeri

Tena Koutou,

Council has received another name suggestion as per the email trail below. Can you please advise if this will be appropriate.

Nga mihi nui,



Selina Topia
 Customer Service Administrator (Roading)
 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: Jared Milne [<mailto:milne.jared@gmail.com>]
Sent: Wednesday, 29 May 2019 10:48 AM

To: Selina Topia
Subject: Re: ROAD NAMING - At Landing Road Kerikeri

Kia ora Selina,

Thanks for the feedback.

Yes, it would preferable to have a maori road name, since our first option was taken (Suggestions from Ngati Rehia gladly welcomed)

I have actually just found an alternative more suitable name, that I'm hoping is available and could be approved:

Tareha Place

Tareha – was a rangatira of Ngati Rehia, large in both mana and size.

Widely known as Hongi's 'chief captain', his family ties and mana saw him take part in many significant events of the pre-treaty period.

Missionaries recognised Tareha as a significant leader of Te Waimate, Te Tii, Mangonui and Kerikeri.

Regards

Jared

On Tue, 28 May 2019 at 15:01, Selina Topia <Selina.Topia@fndc.govt.nz> wrote:

Kia ora Jared,

I have received a reply to your 2nd option for Ploughmans Close and I have received a reply from the meeting as below:

RESOLUTION 2019/35

Moved: Member Martin Robinson

Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board agree to the report Road Naming – Ploughmans Close, Kerikeri be left to lie on the table until Ngati Rehia provide support for Huakiwi Place or a more suitable name.

CARRIED

I have tried to get in touch with Ngati Rehia but I have not had any reply. I will keep trying and I will ask the Governance Department, because I have had no reply from Ngati Rehia, can we please go ahead with Ploughmans Close as per your application.

My apologies for the delay for this.

Regards,



Selina Topia

Customer Service Administrator (Roading)

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: Selina Topia
Sent: Tuesday, 30 April 2019 10:59 AM
To: milne.jared@gmail.com
Subject: FW: Road Name request

Kia ora Jared,

Just to advise that the Roding assets team has advised that there is already a road named Ruatara in Kerikeri which is the private road through the Retirement Village. So I have recommended your 1st or 2nd choice up to the Community Board.

Regards,



Selina Topia
Customer Service Administrator (Roding)

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](#)

Ruatara Place as there is already a Ruatara Drive in Kerikeri which is the private road through the Retirement Village. Either their Second or Third choice would be acceptable.

Regards



Cushla Jordan
Intermediate Asset Manager

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029
ddi +6494015332 | m 027 801 0719 | cushla.jordan@fndc.govt.nz
[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)

From: Selina Topia
Sent: Wednesday, 17 April 2019 3:51 PM
To: Cushla Jordan
Subject: Road Name request

Kia ora Cushla,

I have received a new road name application for a public road, can you please advise if this is a go ahead?

Thank you,

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](#)

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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

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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

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| Bay of Islands / Whangaroa Community Board Road Naming Schedule (Public Road) – 1 July 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 | Tareha Place | 1 | A Rangatira of Ngati Rehia who was widely known as Hongi Hika's chief captain, his family ties and mana saw him take part in many significant events of the pre-treaty period. Missionaries recognised Tareha as a significant leader of Te Waimate, Te Tii, Mangonui and Kerikeri. | Complies with the Council Road Naming Policy and the NZ/ Australia Standard for Rural and Urban addressing | Tareha Place |
| | 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 ITEM LEFT TO LIE ON THE TABLE - ROAD NAMING - ASTRID DRIVE, KERIKERI**File Number: A2537616****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 the Amsharlo Estate, Kerikeri. Community Boards have delegated authority to name public roads.

The Bay of Islands-Whangaroa Community Board considered this report at their meeting on 15 April 2019 and resolved to leave the report to lie on the table until consultation with property owners had taken place.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board

- a) uplift the report “Road Naming – Astrid Drive, Kerikeri” from the table for consideration**
- b) pursuant to Council’s Road Naming and Property Addressing Policy #2125, name a public road Astrid Drive, addressed at the Amsharlo Estate, Kerikeri as per map (A2293434).**

1) BACKGROUND

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

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

Their suggestion is as follows:

1. Astrid Drive

At the meeting on 15 April 2019, members were under the impression that sections had already been brought and wanted feedback from property owners. Since April 2019, properties have started to be sold (with the understanding that the road name would more than likely be Astrid Drive) and property owners request their street now be named.

2) DISCUSSION AND OPTIONS

The Roding team has no objections.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Astrid Drive application form - A2293443 [↓](#) 
2. Astrid Drive map - A2293434 [↓](#) 
3. Astrid Drive Schedule - A2305167 [↓](#) 

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. | Not applicable |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences. | There are currently no property owners as this is a new subdivision |
| State the financial implications and where budgetary provisions have been made to support this decision. | Costs associated with the erection of road name signs will be met by the developer. |
| Chief Financial Officer review. | The Chief Financial Officer has reviewed this report |

emailed thru amsharlo@xtra
28/9/15



Far North
District Council

Application for Road Naming/Renaming

GENERAL INFORMATION

- Proposed names are to be submitted for **new roads in subdivisions** to Infrastructure & Asset Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for **existing legal but unnamed roads**, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road **renamings** are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection
- A background to the names, their origins and their link with the area is to be supplied
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander
- It is 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

Applicant/Developer Name: Parrish Developers Limited
 Organisation: Pete Parrish
 Postal Address: 125 Waipapa Road.
 Phone: 0274971647 Mobile: —
 Email: amsharlo@xtra.co.nz

| ROAD LOCATION | |
|--|-----------------------------------|
| Address: <u>Amsharo Estate</u> | |
| Legal Description: _____ | |
| Resource Consent Application Number: _____ | |
| <i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i> | |
| 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>Astrid Drive</u> |
| | Second Choice: _____ |
| | Third Choice: _____ |
| Road 2 | First Choice: _____ |
| | Second Choice: _____ |
| | Third Choice: _____ |
| Road 3 | First Choice: _____ |
| | Second Choice: _____ |
| | Third Choice: _____ |
| BACKGROUND | |
| <i>A background to the names, their origins and their link with the area is to be supplied</i> | |
| | |
| | |
| | |
| | |
| | |
| | |

ROAD RENAMING

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

| |
|--|
| |
| |
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| |

GENERAL INFORMATION AND GUIDELINES

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

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

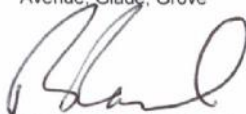
| Suffix | Definition |
|-----------|--|
| Avenue | A generally broad straight roadway planted on each side with trees |
| Boulevard | A wide roadway well paved usually with trees and grass |
| Circle | A roadway that generally forms a circle or a short enclosed roadway bounded by a circle |
| Close | A short enclosed road. |
| Court | A short enclosed road usually surrounded by buildings |
| Crescent | A crescent or half-moon shaped street rejoining the road from which it starts |
| Drive | Wide main roadway without many cross streets - an especially scenic road or street |
| Esplanade | Level roadway along the seaside, lake or a river |
| Glade | Roadway usually in a valley of trees |
| Green | Roadway often leading to a grassed public recreation area |
| Grove | A road that often features a group of trees standing together |
| Lane | A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley |
| Loop | Roadway that diverges from and then rejoining a main thoroughfare |
| Mews | Roadway in a group of houses |
| Suffix | Definition |
| Parade | Public roadway or promenade |
| Place | A short sometimes narrow enclosed roadway |
| Quay | A roadway alongside or projecting into water |
| Rise | A roadway going to a higher place or position |
| Road | Route or way between places. General usage. Defined in Local Government Act 1974, Section 315 |
| Terrace | Roadway on a hilly area that is mainly flat |
| Vale | A roadway along low ground between hills |
| Way | A winding or curved track or path for passing along |

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: 28-9-18.

Return Application to: Far North District Council
Private Bag 752
KAIKOHE 0440
Attention: Ngawiki Cooper



| Bay of Islands / Whangaroa Community Board Road Naming Schedule (Public Road) – 25 February 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 the Amsharlo Estate, Kerikeri | First Preference | Astrid Drive | 1 | From a family boat name that holds NZ and World records | Complies with the Council Road Naming Policy and the NZ/ Australia Standard for Rural and Urban addressing | Astrid Drive |
| | Second Preference | | 0 | as above | | |
| | Third Preference | | 0 | as above | | |

7 CORPORATE SERVICES GROUP

7.1 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MAY 2019

File Number: A2521546

Author: Mia Haywood, Accounting Support Officer

Authoriser: Angie Thomas, Chief Financial Officer (Acting)

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 May 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 May 2019 | \$147,435.80 |
| <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 15 April 2019 for Fat Kina Production and Volunteering Northland | \$7,500.00 |
| <ul style="list-style-type: none"> Less funds not uplifted from 20 May 2019 for Russell Birdman Trust, Northern Flash Fiction Day, Northland Area of Floral Art Society New Zealand, Te Runanga O Ngati Rehia on behalf of Tuhono Kerikeri Partnership Project, Russell Baptist Church and the Kerikeri Basketball Court Project. | \$52,144.00 |

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 May 2019 is overcommitted by \$2,500.00.

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 May 2019 is attached.

ATTACHMENTS

1. **2019-07-01 BWCB Statement of Bay of Islands-Whangaroa Community Board Community Fund Account as at 31 May 2019 - A2522518** [↓](#) 

Far North District Council

Bay of Islands - Whangaroa Community Board

Statement of the Community Fund Account as at 31 May 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 | |
| Oct 18 | | |
| Bay of Islands-Kaikohu Photography Club for admin and printing, purchase of consumables and hireage of a drone to record the history of Kerikeri | 563.00 | |
| Nov 18 | | |
| Kerikeri Baptist Church on behalf of Busy Bees Knitting Club for community knitting project | 2,000.00 | |
| Ngati Rahiri Maori Komiti for advertising, admin, equipment hire, MC koha, mileage, purchase of food and consumables | 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 Pahiia Incorporated for Pahiia 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 Pahiia 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 | |
| Apr-19 | | |
| Whangaroa County Museum and Archives Society for administration and overhead costs | 5,000.00 | |
| Pear Tree Paddlers for costs associated with NZ National and Regional School Champs Stand Up Paddle Boarding Championships 2019 | 2,900.00 | |
| Vision Kerikeri for costs of tree felling and purchase of timber steps | 4,658.00 | |
| Be Free Incorporated for advertising, facilitator fees, admin, refreshments, travel etc. | 4,353.00 | |
| Russell Tennis Incorporated for resurfacing the tennis courts with astro-turf | 10,000.00 | |
| May-19 | | |
| Midway Incorporated Northland Day Services Trust to purchase a moto-med machine | 13,502.00 | |
| Bay of Islands Country Rook Festival - Bus shuttle costs for 2019 Bay of Islands Country Rook Festival | 2,389.00 | |
| Kawakawa Business and Community Association - CCTV purchase and installation | 10,000.00 | |
| Russell Centennial Trust Board - Administration costs | 5,754.00 | |
| Northern Community Family Service - Venue hire | 5,000.00 | |
| Community Grant for Funding BOI Walkways Trust | 10,500.00 | |
| | | <u>147,435.80</u> |
| Balance as at 31 May 2019 | | \$69,644.00 |
| 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 15.04.19 | | |
| Fat Kina Production - Seed Funding | 2,500.00 | |
| Volunteering Northland - Assist with annual operation costs | 5,000.00 | |
| Meeting 20.05.19 | | |
| Russell Birdman Trust - Funds towards advertising, facilitator fees, equipment hire, purchase of hardware and refreshments for volunteers for 2019 Birdman Festival | 2,500.00 | |
| Northern Flash Fiction Day - rent, advertising and facilitator/professional fees | 994.00 | |
| Northland Area of Floral Art Society New Zealand - costs associated with the Floral Designer of the Year 2019 | 2,983.00 | |
| Te Runanga O Ngati Rehia on behalf of Tuhono Kerikeri Partnership Project - Advertising and equipment hire | 12,854.00 | |
| Russell Baptist Church - Development of carpark outside church | 8,000.00 | |
| Mai Lyfe - Resurfacing of the basketball court at Kerikeri Domain | 25,333.00 | |
| | | <u>72,144.00</u> |
| Balance 31 May 2019 Uncommitted/(Overcommitted) | | <u><u>-\$2,500.00</u></u> |

7.2 FUNDING PROJECT REPORTS

File Number: A2496755

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 report received from the Dutch Community Group Bay of Islands.

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 - Dutch Community Group Bay of Islands - A2496716 [↓](#) 

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: Dutch Community Group Bay of Islands
Name & location of project: Dutch Festival 2019 in Kaitiaki
Date of project/activity: Saturday 27 April 2019 from 11Am - 10pm
Which Community Board did you receive funding from?
☐ Te Hiku ☐ Kaitiaki-Hokianga ☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$2,000.00

Please give details of how the money was spent:

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

| Supplier/Description | \$amount | Receipt/s attached (please tick) |
|------------------------------------|----------------|----------------------------------|
| Kingston House venue hire | \$420 | ✓ |
| Special liquor licence | \$207 | ✓ |
| Licensed bar manager + other costs | \$803 | ✓ |
| Singer | \$750 | ✓ |
| Total: | \$2,180 | |

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

More than 500 people of the public came through the doors to join in the fun in celebrating the birthday of our Dutch King by wearing something orange (traditional colour); eat, drink, play games, enjoy dance shows and live singer, dance and mingle with others.

Private Bag 752, Memorial Ave, Kaitiaki 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:

A family fun day with lots of entertainment, participation in activities (flea market, kids' games, dancing) and interacting with a different culture at very low prices (\$1 or \$2 entry fee and meals priced at \$5 at the most and drinks also very cheap) for people of all walks of life to enjoy.

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

We had flyers as seen attached and used free publicity in local newspapers and social media. (see articles in Northern Advocate).

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

Placed flyer on Notice boards (Patea + Kenikodi), Northern grapevine, Neighbourly and shared on private Facebook pages.

This report was completed by:

Name: Monique Ausems
 Address: 250 B Redcliffs Road
 Phone: 09-4016563 mob: 027-2809805
 Email: mausems@gmail.com
 Date: 21 May 2019

7.3 ITEM LEFT TO LIE ON THE TABLE - APPLICATION FOR FUNDING - RUSSELL BOWLING CLUB**File Number: A2503956****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.

The Bay of Islands-Whangaroa Community Board considered this report at their meeting on 20 May 2019. The Board resolved to leave this item to lie on the table and for a decision to be made at their meeting on 1 July 2019 for the 2019/2020 financial year.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board

- a) Uplift the report “Application for Funding – Russell Bowling Club” for consideration**
- b) approve the sum of \$20,000 (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**Option 3 Decline funding**

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Funding Application - Russell Bowling Club - A2468430** [↓](#) 
2. **Schedule of Supporting Documentation - Russell Bowling Club - A2468457** [↓](#) 

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.

Please see attached profile

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 |

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 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



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

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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 Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

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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 |

7.4 APPLICATION FOR FUNDING - BAY OF ISLANDS JAZZ AND BLUES FESTIVAL**File Number: A2532220****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 the Bay of Islands Jazz and Blues Festival for the hireage of the shuttle bus, purchase of badges 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 \$2,489 (plus GST if applicable) to be paid from the Board's Community Fund account to Bay of Islands Blues and Jazz Festival for the hireage of the shuttle bus, to support the following Community Outcome:

- i. Proud, vibrant communities**

1) BACKGROUND

This will be the 34th Bay of Islands Jazz and Blues Festival run by the Bay of Islands Jazz and Blues Festival. The event will run from 9 August 2019 to 11 August 2019 between Paihia and Russell. Tickets range from \$80 for a three day pass to \$60 for a one day pass.

Bay of Islands Jazz and Blues Festival have made the following applications previously:

| Date | Funding for | Amount allocated | Project form completed |
|-------------|---|-------------------------|-------------------------------|
| 2014 | Bay of Islands Jazz and Blues Festival 2014 | \$2,500.00 | Yes |
| 2015 | Bay of Islands Jazz and Blues Festival 2015 | \$2,320.00 | Yes |
| 2017 | Bay of Islands Jazz and Blues Festival 2017 | \$2,320.00 | Yes |
| 2018 | Bay of Islands Jazz and Blues Festival 2018 | \$2,077.39 | 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 \$4,246.20 (14% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

Previously the Bay of Islands-Whangaroa Community Board has only covered the cost of the shuttle bus. The cost for the shuttle bus for 2019 is \$2,489.

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 - Bay of Islands Jazz and Blues Festival - A2532124** [!\[\]\(223f1a84e0bc2cacb9c165f716817dcc_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Bay of Islands Jazz and Blues Festival - A2524980** [!\[\]\(5325e9c836a444f145b8307dfcd1cfab_img.jpg\)](#) 

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
- ☐ 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 | Bay of Islands Jazz + Blues Festival | | Number of Members | 6 |
| Postal Address | PO Box 100 MOERUWA | | Post Code | |
| Physical Address | 418 HAUTAPU ROAD, RD2 KAIKOHE | | Post Code | |
| Contact Person | SHIRLEY MAY | Position | DIRECTOR | |
| Phone Number | (09) 4041063 | Mobile Number | 0272350106 | |
| Email Address | maysplace@actrix.co.nz | | | |

Please briefly describe the purpose of the organisation.

To provide a music festival which will attract people to the Bay of Islands in a quiet time of year.

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

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See attachment letter.

Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☐ Te Hiku

☒ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Bay of Islands Jazz + Blues Festival Date 9th, 10th + 11th August 2019

Location Bay of Islands / Russell Time 6pm Starting 10th August

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

☒ Yes ☐ No

If so, how much? \$80 for 3 Days or \$60 for one day

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.

It will help get continued business for all our local businesses by encouraging people to return to our local communities with family + friends throughout the year.

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 | 8,357.00 | |
| Facilitator/Professional Fees ² | | |
| Administration (incl. stationery/copying) | 460.00 | |
| Equipment Hire | 16,350.00 | |
| Equipment Purchase (describe) | | |
| Utilities | | |
| Hardware (e.g. cement, timber, nails, paint) | | |
| Consumable materials (craft supplies, books) | | |
| Refreshments | | |
| Travel/Mileage Shuttle Bus | 2,489.00 | 2,489.00 |
| Volunteer Expenses Reimbursement | | |
| Wages/Salary | | not applicable |
| Volunteer Value (\$20/hr) | | not applicable |
| Other (describe) Badges | 1,757.20 | 1,757.20 |
| TOTALS | 29,413.20 | 4,246.20 |

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

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Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 66-454-657

How much money does your organisation currently have? 7,447.00

How much of this money is already committed to specific purposes? At least 65,500.00

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

| Purpose | Amount |
|------------------|-------------------------------|
| Sound + Lighting | 16,000.00 |
| Musician Travel | 41,000.00 |
| Advertising | 12,000.00 8,500.00 |
| | |
| | |
| TOTAL | 65,500.00 |

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

| Funding Source | Amount | Approved |
|--------------------------------|-----------|----------------------|
| Pub Charity (Sound + Lighting) | 16,000.00 | Yes / <u>Pending</u> |
| Pelorus (media Advertising) | 6,000.00 | Yes / <u>Pending</u> |
| | | Yes / Pending |
| | | Yes / Pending |
| | | Yes / Pending |

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

| Purpose | Amount | Date | Project Report Submitted |
|-------------|---------|-------------|--------------------------|
| Shuttle Bus | 2389.00 | last August | <u>Y</u> / 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)

Bay of Islands Jazz + Blues Festival

We, the undersigned, declare the following:

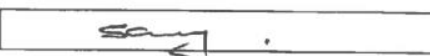
In submitting this application:

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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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 Jasmine Beazley Position Treasurer

Postal Address Po Box 100 Maerewa Post Code

Phone Number Mobile Number 021743369

Signature Jasmine Beazley Date 10/06/19.

Signatory Two

Name Shirley May Position Director

Postal Address Po Box 100 Maerewa Post Code

Phone Number 09 4041 063 Mobile Number 02742350106

Signature Shirley May Date 10/06/19.

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Schedule of Supporting Documentation**BAY OF ISLANDS JAZZ AND BLUES FESTIVAL**

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

| | |
|----------|--|
| 1 | Cover Letter |
| 2 | Quote – Clarks of Northland |
| 3 | Quote – The Specialty House NZ Ltd |
| 4 | Financial reports for year ended September 2018 |
| 5 | Bank statement |

7.5 APPLICATION FOR FUNDING - CARBON NEUTRAL NEW ZEALAND TRUST**File Number: A2524962****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 Carbon Neutral New Zealand Trust (CNNZT) for facilitation/professional fees for the great Kiwi Carbon Challenge 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 \$7,694 (plus GST if applicable) to be paid from the Board's Community Fund account to Carbon Neutral New Zealand Trust for facilitators/professional fees to support the following Community Outcomes:

- i. Communities that are healthy, safe, connected and sustainable**
- ii. A wisely managed and treasured environment that recognises the special role of tangata whenua as kaitiaki**

1) BACKGROUND

CNNZT is a citizen led initiative with the goal to help tangata whenua make a behaviour change to mitigate the climate crisis and improve wellbeing. The Great Kiwi Carbon Challenge is a carbon calculator based on conditions in New Zealand which also considers sequestering CO2 by trees and land.

CNNZT has applied for a total of \$23,080 from all three of the Community Board's in the Far North district. CNNZT has not applied for funding previously from the Community Boards.

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 for all three Community Board is for \$23,080 (29% of the cost of the project).

Option 2 Authorise partial funding of the amount requested**Option 3 Decline funding**

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Funding Application - Carbon Neutral NZ Trust - A2524979** [↓](#) 
2. **Schedule of Supporting Documentation - Carbon Neutral NZ Trust - A2532130** [↓](#) 

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. | Considered in the application. |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences. | Considered in the application. |
| State the financial implications and where budgetary provisions have been made to support this decision. | Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy. |
| Chief Financial Officer review. | The Chief Financial Officer has not reviewed this report. |

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [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 | CARBON NEUTRAL NZ TRUST CC56037 | Number of Members | 37 + 302 |
| Postal Address | POB 688 WAIHEKE | Post Code | 1081 |
| Physical Address | 28 LANDING ROAD KERIKERI | Post Code | 0230 |
| Contact Person | INGE BREMER | Position | TREASURER |
| Phone Number | 09-407 3598 | Mobile Number | 021-08341021 |
| Email Address | carbonneutraltrust@gmail.com | | |

Please briefly describe the purpose of the organisation.

A CITIZEN LED INITIATIVE WITH THE GOAL TO HELP TENGATA WHENUA TO MAKE A MASSIVE BEHAVIOUR CHANGE TO MITIGATE THE CLIMATE CRISIS, IMPROVE WELLBEING

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 THE GREAT KIWI CARBON CHALLENGE Date 2019-2029 A TEN YEAR PROGRAM
 Location THE FAR NORTH, STARTING FROM KERIKERI Time CONTINUOUS
 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.

- Students, their parents, their whole whanau, business managers, teachers and administrators will benefit from using and understanding the Great Kiwi Carbon Challenge, a carbon calculator based on NZ conditions, which also considers sequestering CO2 by trees and land.
- The aim/plan is to teach students how to use the calculator together with their parents (who hold the electricity and petrol bills) so that everyone understands what can be done (personal empowerment!). We are presenting to schools and organisations and have already received very positive responses.
- The benefit is for students to gain confidence that they can understand what the climate crisis is about and what they can do personally and together with their parents.
- As a result the family may be able to save money for electricity and petrol, reduce plastic waste, start composting and food growing. Food bills could also decrease.
- There may also be health improvements through walking, biking, and sailing more, and driving less, as well as by better food choices.
- The communities can become the first ones in NZ who are approaching carbon neutrality in a strategic way with a fairly good chance of succeeding because we have a large properties with many trees in Northland and room for planting more.
- It will become visible how many new job opportunities are there - from tree planting, to EV maintenance, pollution analysis, and many more.
- Understanding of chemistry, physics and maths will be improved and may even become more popular.

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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 | |
|--|------------|------------------|-----------------------------|
| Carbon Neutral Trust Expenditure summary June 2019 | | | |
| | | amount requested | quotation from |
| 1 rent/revenue hire | 210 | 0 | MPRE |
| 2 advertising/promotion | 4,036 | 0 | MPRE |
| 3a facilitation/professional fees | 6,000 | 6,000 | Kevin Lewis, calculator |
| 3b facilitation/professional fees | 6,360 | 6,360 | Cliff Mail, website, fb, ig |
| 3c facilitation/professional fees | 4,600 | 4,600 | ION Jamie Penny, calculator |
| 3d facilitation/professional fees | 6,120 | 6,120 | MPRE Bronwyn Porter, videos |
| 4 administration (incl stationary, copying) | 1,200 | 0 | MPRE |
| 5 equipment hire | 0 | 0 | |
| 6 equipment purchase | 2,000 | 0 | MPRE |
| 7 utilities | 0 | 0 | |
| 8 hardware (e.g. timber, nails, paint) | 900 | 0 | MPRE |
| 9 consumable materials (craft supplies, books) | 2,950 | 0 | MPRE |
| 10 refreshments | 0 | 0 | |
| 11 travel/mileage | 1,440 | 0 | MPRE |
| 12 wages/salary | 0 | 0 | |
| 13 volunteer value (\$20/hr) | 43,000 | 0 | |
| 14 Other | 0 | 0 | |
| | 78,816 | 23,080 | |

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? *as per 31.3.19*

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 |
|---------|------------|
| | <i>NIL</i> |
| | |
| | |
| | |
| | |
| TOTAL | |

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

| Funding Source | Amount | Approved |
|----------------|------------|---------------|
| | <i>NIL</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 |
|---------|------------|------|--------------------------|
| | <i>NIL</i> | | 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)

CARBON NEUTRAL NZ 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

INGE BREHER

Inge Breher

Signatory Two

LINDSAY JEFFS

*Signature
overleaf*

Lindsay Jeffs

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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

Name Bruce BREMER Position Treasurer
 Postal Address 28 Landing Road Post Code 0230
 Phone Number 09-407 3598 Mobile Number 021-0834 1021
 Signature Bruce Date 4.6.2019

Signatory Two

Name Lindsay Jeffs Position Secretary
 Postal Address 9 Tetley Road, Sirtdale, Waiheke Island Post Code 1081
 Phone Number Mobile Number 0274 351 732
 Signature Lindsay Date 5/6/2019

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Schedule of Supporting Documentation**CARBON NEUTRAL NZ TRUST**

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

| | |
|----------|---|
| 1 | Cover Letter |
| 2 | Quote – MPRE Marketing |
| 3 | Quote/Project Proposal - ION Technologies Limited |
| 4 | Quote - Cliff Mail |
| 5 | Quote – Keven Lewis |
| 6 | Carbon Neutral NZ Trust Dossier |
| 7 | Carbon Neutral NZ Trust risk Management Policy |
| 8 | Statement of Financial Performance for year ending 31 March 2019 |
| 9 | Bank Statement dated June 2019 |

7.6 APPLICATION FOR FUNDING - KERIKERI DISTRICT BUSINESS ASSOCIATION**File Number: A2518969****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 Kerikeri District Business Association (KDBA) for the purchase of flags and costs of facilitator/professional fees (road closure) to support Tūhono Kerikeri, 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 \$6,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Kerikeri District Business Association the purchase of flags and costs of facilitator/professional fees (road closure) to support Tūhono Kerikeri, to support the following Community Outcome:

- i. Proud, vibrant communities**

1) BACKGROUND

The Kerikeri District Business Association support local business with the primary aim of creating an environment for them to prosper and grow. The KDBA aim to achieve this through three main areas

- Promote
- Communicate
- Collaborate.

Tūhono Kerikeri is the acknowledgment of 200 years since the coming together of people to celebrate the culture, heritage and identity of Kerikeri. 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

KDBA want to erect flags on the main street Kerikeri and the Heritage Bypass. Flags will display the branding of Tūhono Kerikeri as well as the sponsors of this event.

KDBA has made the following application to the Bay of Islands-Whangaroa Community Board

| Year | Amount allocated | Project | Project report received |
|-------------|-------------------------|--|--------------------------------|
| 2017 | \$10,000.00 | CCTV Coverage for Waipapa and Kerikeri | No |
| 2017 | \$2,177.00 | Kerikeri Half Marathon Street Party | 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 \$6,000 (49% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

Option 3 Decline funding

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Funding Application - Kerikeri District Business Association - A2519220 [!\[\]\(05a3150ca7eafd44fce8deaa48838121_img.jpg\)](#) 
2. Schedule of Supporting Documentation - Kerikeri District Business Association - A2519227 [!\[\]\(9bc524f09d89ff34ea77fbf6b37ad4f3_img.jpg\)](#) 

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
- ☐ 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>Kerikeri District Business Association</u> | Number of Members | <u>85 approx</u> |
| Postal Address | <u>P.O. Box 304, Kerikeri</u> | Post Code | <u>0230</u> |
| Physical Address | <u>108 Kerikeri Rd, Kerikeri</u> | Post Code | <u>0295</u> |
| Contact Person | <u>Jason Vokes</u> | Position | <u>Chairperson</u> |
| Phone Number | <input type="text"/> | Mobile Number | <input type="text"/> |
| Email Address | <input type="text"/> | | |

Please briefly describe the purpose of the organisation.

To support local businesses and the economical sustainability of our community with the primary aim of creating an environment for them to prosper & grow

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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 Promotional Support in CBD for Tuhono Date Nov'19 to Mar'20

Location Kerikeri CBD 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.

Tuhono Kerikeri (200 years) is the acknowledgement of 200 years since the coming together of ~~people~~ our people celebrating the culture, heritage and identity of Kerikeri. As an Association we aim through this project to celebrate and reflect the importance of this event and its value to our economic wellbeing, by erecting flags along the Main Street and Heritage Bypass of Kerikeri. These flags will display the brand identity of Tuhono Kerikeri, as well as the Association and sponsors of the project. As an Association, we recognise the importance of supporting opportunities for ~~the~~ Tuhono celebrations to be recognised in our business areas, to ensure that the community and visitors to the area are encouraged to support local (our members and the economy) through the celebration period of November 2019 to March 2020.

If the BoI-Whangaroa Community Board were to support this project we would acknowledge them as sponsors on the printing of flags and all other promotional collateral.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

| Expenditure | Total Cost | Amount Requested |
|---|------------------|------------------|
| Rent/Venue Hire | | |
| Advertising/Promotion | | |
| Facilitator/Professional Fees ² | 7340.00 | 2500.00 |
| Administration (incl. stationery/copying) | | |
| Equipment Hire | | |
| Equipment Purchase (describe) Flag printing Flag design | 3840.00 | 3500.00 |
| Utilities | | |
| Hardware (e.g. cement, timber, nails, paint) | | |
| Consumable materials (craft supplies, books) | | |
| Refreshments | | |
| Travel/Mileage | | |
| Volunteer Expenses Reimbursement | | |
| Wages/Salary | | not applicable |
| Volunteer Value (\$20/hr) | 1000.00 | not applicable |
| Other (describe) | | |
| TOTALS | 12,180.00 | 6000.00 |

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 055-340-900

How much money does your organisation currently have? 6939.11

How much of this money is already committed to specific purposes? 5949.50

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

| Purpose | Amount |
|------------------------------|---------|
| CCTV | 4903.00 |
| Operational / Administration | 1046.50 |
| | |
| | |
| | |
| TOTAL | 5949.50 |

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

| Funding Source | Amount | Approved |
|----------------|---------|----------------------|
| Sponsorship | 6000.00 | Yes / <u>Pending</u> |
| | | 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 |
|--------------|-----------|----------|--------------------------|
| Street Party | 2177.00 | 2018 | <u>Y</u> / N |
| CCTV | 10,000.00 | Oct 2017 | <u>Y</u> / N |
| Street Party | 2500.00 | Mar 2017 | <u>Y</u> / N |
| CCTV | 10,000.00 | Aug 2014 | <u>Y</u> / 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)

Kerikeri District Business Association

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 JASON VOKEL Position CHAIR
 Postal Address 20 Shepherd Rd, Kerikeri Post Code 0295
 Phone Number 094074317 Mobile Number 021 02710596
 Signature [Signature] Date 7/6/2019

Signatory Two

Name ROBYN TERLESK Position TREASURER
 Postal Address 14 HERON HILL KERIKERI Post Code 0230
 Phone Number 021 556102 Mobile Number 021 556102
 Signature [Signature] Date 7-6-19

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Schedule of Supporting Documentation**KERIKERI DISTRICT BUSINESS ASSOCIATION**

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

| | |
|----------|--|
| 1 | Quote – Flag Design, Print and Road Closure |
| 2 | Certificate of Incorporation |
| 3 | Minutes of KKDBA 30 May 2019 |
| 4 | Financial Statements for year ending 30 June 2018 |
| 5 | Bank Statement as on May 2019 |

7.7 APPLICATION FOR FUNDING - MAI LYFE INCORPORATED

File Number: A2528398

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 Mai Lyfe Incorporated for the purchase of equipment for 3 on 3 basketball events, 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 \$2,145 (plus GST if applicable) to be paid from the Board's Community Fund account to Mai Lyfe Incorporated for the costs to purchase equipment for 3 on 3 basketball events, to support the following Community Outcome:

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

1) BACKGROUND

Mai Lyfe Incorporated (previously known as "There's A Better Way Far North") provides a variety of activities for youth. Originally the focus was just on 3 on 3 basketball trainings with the occasional trip to Auckland for tournaments. Mai Lyfe Incorporated decided that this focus was limited and not all youth were interested in 3 on 3 basketball. Mai Lyfe Incorporated now run several activities in Kerikeri and now want to bring back 3 on 3 basketball competitions in Kerikeri instead of having to travel to Auckland.

Mai Lyfe Incorporated 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 \$2,145 (50% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

Option 3 Decline funding

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS


1. **Funding Application - Mai Lyfe Incorporated - A2528357** [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Mai Lyfe Incorporated - A2528365** [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546_img.jpg\)](#) 

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
- ☐ 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 | Mai Lyfe | Number of Members | |
| Postal Address | 45B Riverstream Drive, Waipapa | Post Code | 0295 |
| Physical Address | | Post Code | |
| Contact Person | Tiana Poharama | Position | Chairman |
| Phone Number | | Mobile Number | 0211490312 |
| Email Address | mailyfe16@gmail.com | | |

Please briefly describe the purpose of the organisation.

To empower our local communities by supporting their needs and aspirations

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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

Mai Lyfe 3on3 Basketball

Date

26.10.2019

Location

Reikeri

Time

9am - 15pm.

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.

Mai Lyfe is running a Free 3on3 Basketball event that will create a pathway for positive change in our Community.

Mai Lyfe is a registered Society that's been operating for 7 years. We Mai Lyfe has achieved outstanding results by putting 2x youth from Reikeri towards Scholarships in America

Mai Lyfe has proven that we have the right team to achieve these goals. Help us help our Community for change.

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 |
|---|---|---|
| venue Hire | \$ 200 (donated) | |
| signing/Promotion | | |
| or/Professional Fees ² | | |
| stationery (incl. stationery/copying) | \$ 150 (donated) | |
| equipment Hire | \$ 100 (donated) | |
| equipment Purchase (describe) | | |
| | | |
| materials (e.g. cement, timber, nails, paint) | | |
| consumable materials (craft supplies, books) | \$ 50 (donated) | |
| other items | | |
| insurance | \$ 300 (donated) | |
| Expenses Reimbursement | Referees = \$400 | |
| other | | not applicable |
| value (\$20/hr) | 104 hours @ \$20 = \$1,080 | not applicable |
| other (describe) | Mai Lyfe 3on3 Basketball Equipment - 4,291.22 | Mai Lyfe and sponsors will contribute to the purchase of the cost of equipment for 3on3 Basketball event. |
| | \$4,291.22 | \$2,145.61 |

For professional or facilitator fees, a job description or scope of work must be attached.

Bay of Islands-Whangaroa Community Board | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 000

(2018)

Application Form

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 |
|--------------|--------|
| | |
| | |
| | |
| | |
| | |
| TOTAL | |

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

| Funding Source | Amount | Approved |
|---------------------|------------|---------------|
| Community Donations | \$500.00 | Yes / Pending |
| Fundraisers | \$645.61 | Yes / Pending |
| Sponsors | \$1,000.00 | Yes / Pending |
| | | Yes / Pending |
| | | Yes / Pending |

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

| Purpose | Amount | Date | Project Report Submitted |
|---------|--------|------|--------------------------|
| | | | Y / N |
| | | | Y / N |
| | | | Y / N |
| | | | Y / N |

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 on Sept 2018)

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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 Tiana Poharama Position Chairman
 Postal Address 45B Riverstream Drive, Waipapa Post Code 0295
 Phone Number Mobile Number 021 1490362
 Signature [Signature] Date 07.06.19

Signatory Two

Name Peter Poharama Position Volunteer
 Postal Address 45B Riverstream Drive, Waipapa Post Code 0295
 Phone Number Mobile Number 021 297 8576
 Signature [Signature] Date 07.06.19

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Schedule of Supporting Documentation**MAI LYFE INCORPORATED**

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

| | |
|----------|---|
| 1 | Quote – Hart sport |
| 2 | Quote – Dynamic Gift NZ |
| 3 | Quote – Sports Distributors |
| 4 | Annual Report – Ending 31 March 2018 |

7.8 APPLICATION FOR FUNDING - PUNGAERE CEMETERY TRUST**File Number:** A2525132**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 Pungaere Cemetery Trust for the purchase of purchase and replacement of gates at the Pungaere Cemetery 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 \$1,550 (plus GST if applicable) to be paid from the Board's Community Fund account to Pungaere Cemetery Trust (payable to MR R G Thorp) for the purchase and replacement of gates at the Pungaere Cemetery, to support the following Community Outcome:

- i. Proud, vibrant communities**

1) BACKGROUND

Pungaere Cemetery Trust is a voluntary trust who administer, manage and maintain the Council owned public cemetery. Currently this cemetery is noted in the Council Cemeteries Policy as Onekura Cemetery. Under this policy – Cemetery Committees are required to secure funding of capital expenditure either by way of a loan from Council to be funded from income derived or from the community grants scheme.

Pungaere Cemetery Trust has not applied to the Community Board previously 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 \$1,550 (50% of the cost of the project).

Option 2 Authorise partial funding of the amount requested**Option 3 Decline funding**

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



Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Funding Application - Pungaere Cemetery Trust - A2528138** [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Pungaere Cemetery Trust - A2528140** [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546_img.jpg\)](#) 

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 Community Grant Fund Application Form

FNDC ADMIN
27 MAY 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.
- 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

Applicant details

| | | | |
|------------------|----------------------------------|-------------------|--|
| Organisation | <u>Pungaere Cemetery Trust</u> | Number of Members | <u>5</u> |
| Postal Address | <u>9/- 71 Onekura Road R.D.2</u> | Post Code | <u>0295</u> |
| Physical Address | <u>Waipapa Kerikeri</u> | Post Code | |
| Contact Person | <u>Ann COURT</u> | Position | <u>chairperson Secretary Treasurer</u> |
| Phone Number | <u>0272955550</u> | Mobile Number | <u>0272955550</u> |
| Email Address | <u>ann.court@fndc.govt.nz</u> | | |

Please briefly describe the purpose of the organisation.

Voluntary Trust who administer, manage and maintain the Council owned public cemetery
Please refer to Page 1 of our Policy.

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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 Date
Location Time

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.

Please refer to attached correspondence.

¹ The triennium refers to the three-year period between local elections.

PUNGAERE CEMETERY TRUST

23/05/2019

Application for funding: Local Community Grant Fund

To Whom it May Concern

Pungaere Cemetery Trust

Legally established by gazette notice in 1932 the Pungaere Cemetery (formerly the Waipapa Cemetery) is a public cemetery administered pursuant to the Burial and Cremation Act 1965 (the Act).

Legally described as Pt Sec 15 Blk XII Kaeo SD Onekura Road, the parcel is 8304m² in size.

Owned by the Far North District Council, the administration, management and maintenance of the cemetery has been undertaken on a voluntary basis by the Pungaere Cemetery Trust and its predecessor the Waipapa Cemetery Trust pursuant to part 3, Section 23 of the Act since its formal gazetting.

Trustees and Community Representatives

Current Trustees

- Ann Court
- Greg Thorpe
- Doug Lane
- Robin Hodkinson

Community representatives:

- Vicky Wallington
- Warren Pattinson
- Paul Quinn
- Michelle Quinn

Cemetery

Maintenance and Operations

The Trust has not and does not seek operational, maintenance or renewal funding from the Council. The Trust is fortunate in that the cemetery has a small grazing block attached which is leased, on an annual basis, providing sufficient revenue to enable the Trust to meet its annual operating costs.

The Cemetery is currently undergoing a significant makeover, in part due to a need for some long overdue TLC but also because we have recently had a rush on space with 22 plots reserved and one new internment year to date.

Concurrently one of the Trustees, Robin Hodkinson, has written a book detailing the history of the cemetery. As part of her research, Robin poured through old minute books and maps dating back to early the 1930's. Through this process, it has been identified that some discrepancy between the minute books and historic site plans exists. We are currently aware of the following:

- 30 Marked Graves
- 10 Unmarked Graves
- 12 Sites Reserved Pre 2019
- 22 Sites Reserved 2019

We have been engaged in dialogue with Auckland University (Alex Jorgenson), Dawn Underwood (FNDC) and Alfred Crawford (Recreational Services) regarding possible techniques to locate the unmarked graves. As the sites are identified the Trust will be supplying a memorial at our expense to mark and identify the occupant as a mark of respect to those who time has forgotten.

Until such time as all of the unknown or unmarked graves have been definitively located the Trust is no longer permitting new internments or reservations on the Northern side of the cemetery. Historic family reservations will require an archaeological site evaluation prior to any internment occurring to ensure their preferred site is viable.

In order to manage the site the Trust has divided the cemetery into the Historic Section and the New Section.

Work undertaken to-date this year

- Engage Thomson Survey to undertake a comprehensive survey of the cemetery to assist in the layout of the new interment grid
- Concreting of three new plinths at 10.7m long. As indicated on your attached plan showing as rows A-E sites 1-10.
- Water Supply (Donated by Kerikeri Irrigation)
- Concrete cutting to mark each individual site underway
- Individual grave markers currently under contract.
- Water blasting of the roadside fence and repainting.
- Restoring the Pungaere Cemetery sign, repainting the wording and oiling the remaining sections.
- Weed removal. There was a plague of Agapanthus and gorse which has now been sprayed twice and cut back to ground level.
- Pruning the adjoining shelter belt and removing the branches off site.
- Re-leveling of the turf, grass seed sown and fertilized.
- New memorial garden planted.
- Memorials cleaned and repaired as required.
- Memorials decluttered
- Robust public seating currently under design
- New public signage currently under design
- New Management Policy and Operational Guidelines adopted. Our sincere thanks to Dawn Underwood for her time in meeting with us and her assistance getting working us through the requirements of the Act and FNDC Policy
- New templates have been developed for:
 - Burial Warrants
 - Applications to purchase the exclusive rights for burial
 - Warrant to grave digger to bury in a cemetery
 - Authority to inter
 - Authority to open
 - Authority to disinter



Next Steps

The Trustees have future proofed the design with a view to bringing in part of the grazing block to the NW of the interment site to address future demand. This will require additional fencing, earthworks and site levelling, drainage and access (driveway and crossing) and possible road widening or turning bay to achieve compliance with Council engineering standards and guidelines. We anticipate being able to self-fund all of these works out of our current reserves.

The Trustees are extremely proud of this facility and are starting to receive very positive feedback from the community. This is evidenced in the rapid increase in interest and presales.

The Trust understands the burial of a loved one can be an emotional time and for many the costs of interring a loved one can create financial hardship. We have therefore chosen to deliberately keep our fees de Minimis to make our facility both affordable, as well continuing our programme of capital change to ensure we can meet the spiritual and emotion needs of the bereaved.

To that end whilst our bank account looks incredibly healthy we would like to preserve our current capital to ensure we can provide for the capital works programme and maintenance of the cemetery today and for future generations.

Reasons for our funding application

As is evidence by our photographs the cemetery is still showcasing the cattle gates that have been panel beaten back into shape more than once or twice. The Trust would like to replace the current stock gates with something more fitting a cemetery and that will last for generations whilst remaining stock, theft and vandal proof.

We have worked with Iron Design in Tauranga who specialize in this boutique business and have selected a design that will work within our historic fence posts.

Whilst appreciating the Board would prefer to see a minimum of two quotes, this is a boutique business with other providers located in Whanganui and Christchurch. We have not pursued alternative quotes at this time.

The Trustees are mindful that to purchase the gates outright would seriously erode our precious capital and may adversely impact on the delivery of our future capital programme.

I have been tasked with lodging a formal application to the community board to see if they would be amenable to meeting us half way in the capital cost of the new gates?

The Trustees preferred design is option two. This is the design that sites best within our two historic gate posts which we will preserve.

The design can be further enhanced however, as an example we could seek to have Pungaere Cemetery inserted into the archway however this would add significant costs which would be a nice to have rather than a need to have.

The Trust appreciate there are cheaper options in the market. The Trustees wish to provide a facility that is both aesthetically pleasing and fit for purpose. It is our view the option selected is 'fit for purpose' whilst other options investigated are not as durable or fitting.

The Trustees thank the board in advance of their consideration of this request.

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 | | |
| Advertising/Promotion | | |
| Facilitator/Professional Fees ² | | |
| Administration (incl. stationery/copying) | | |
| Equipment Hire | | |
| Equipment Purchase (describe) | | |
| Utilities | | |
| Hardware (e.g. cement, timber, nails, paint) | \$3100.00 | \$1550.00 |
| Consumable materials (craft supplies, books) | | |
| Refreshments | | |
| Travel/Mileage | | |
| Volunteer Expenses Reimbursement | | |
| Wages/Salary | | not applicable |
| Volunteer Value | | not applicable |
| Other (describe) The Trust will meet all other cost including Freight + Installation | | |
| TOTALS | \$3100.00 | \$1550.00 |

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

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Local Community Grant Fund Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

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

| Purpose | Amount |
|--|---------------|
| Capital Works Program as identified in attached cover letter + any 'charitable' off-set contribution towards internment in the case of financial hardship if required. | |
| TOTAL | UN-DETERMINED |

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

| Funding Source | Amount | Approved |
|--|-----------|--|
| Trust will meet half the cost of the gates + Freight and Installation on an as required basis. | \$1550.00 | <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 |
|---------|--------|------|--------------------------|
| | | | Y / N |
| NO | | | 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)

Pungaere Cemetery 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

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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 Ann Court Position Trustee
 Postal Address 9/ 71 Onekura Road Waipapa Post Code 0295
 Phone Number 4077558 Mobile Number 027 2955550
 Signature [Signature] Date 23-5-19

Signatory Two (if applicable)

Name Robin Hodgkinson Position Trustee
 Postal Address 101 Onekura Road Waipapa Post Code 0295
 Phone Number 4077260 Mobile Number 027 3141321
 Signature [Signature] Date 23-5-19

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Schedule of Supporting Documentation**PUNGAERE CEMETERY TRUST**

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

| | |
|----------|---|
| 1 | Quote – Iron Design Limited |
| 2 | Photos of upgrade and work completed |
| 3 | List of those buried at Pungaere Cemetery Trust |
| 4 | Bank statement – April 2019 |
| 5 | Pungaere Cemetery Trust Management Policy and Operational Guidelines |

7.9 APPLICATION FOR FUNDING - YOUTHLINE AUCKLAND CHARITABLE TRUST**File Number: A2519567****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 Youthline Auckland Charitable Trust (YACT) for operational costs and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$1,939 (plus GST if applicable) to be paid from the Board's Community Fund account to Youthline Auckland for operational costs (excluding wages or salaries) to support the following Community Outcome:

- i. Communities that are healthy, safe, connected and sustainable**

1) BACKGROUND

YACT works with young people, their families and those supporting young people. Youthline was established to ensure young people know where to get help and can access support when they need it.

YACT received \$2,466.84 for operational costs in 2017 and has completed the Project Report form.

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 \$3,455 (4% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

The Community Grant Policy states that wages or salaries are not eligible for funding. Of the \$3,455 requested, \$1,516 is requested for wages or salaries.

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 - Youthline Auckland Charitable Trust - A2519687** [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Youthline Auckland Charitable Trust - A2519701** [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546_img.jpg\)](#) 

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
- ☐ 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>Youthline Auckland</u> | Number of Members | <u>15,000</u> |
| Postal Address | <u>P.O. Box 8670, Symonds St, Auckland</u> | Post Code | <u>1150</u> |
| Physical Address | <u>13 Maidsbone St, Grey Lynn, Auckland</u> | Post Code | <u>1120</u> |
| Contact Person | <u>Geoff Lawson</u> | Position | <u>Funding Coordinator</u> |
| Phone Number | <u>021 727 004</u> | Mobile Number | <u>021 727 004</u> |
| Email Address | <u>geoff@youthline.co.nz</u> | | |

Please briefly describe the purpose of the organisation.

Youthline is a youth support and development organisation helping young people in need

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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 Youthline Helpline Date Every day
Location Everywhere Time Any time

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No

If so, how much? NA.

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.

- Youthline Auckland operates a free, 24/7 national Helpline for young people in need. Last year we received 142,000 texts, calls and emails through the Helpline which is staffed by over 200 volunteer counsellors.

- Many of the young people who contact us are disillusioned, disengaged and desperate. They are growing up in a rapidly changing world and dealing with many challenges which often leave them feeling shut off from the world and believing that there is no way out of their situation.

- Last year we worked with 41,000 individual young people. We link them with the help they need and we offer support services and positive role models to encourage, motivate and inspire young people to reach their full potential and create a resilient community.

- An estimated 632 young people aged 15-24 years contacted us from the Bay of Islands-Whangaroa area. There are 2,980 15-24 year olds living in the area which means that 1 in 5 of young people in your area contacted us for help.

- In this digital world, phone, text and online are key means of connecting with young people. So it makes no difference if the young person is in Kaeo and the counsellor is in Auckland or Invercargill. We counsel and refer. We encourage the young person to connect with support in their community. We provide information regarding services available in their town. We work collaboratively with local support agencies in your towns to provide the right sort of care for these vulnerable young people. Often we are the only service a young person in a rural area will have access to that is free, anonymous and accessible on a youth-friendly platform.

- We are working with complex issues. More young people are presenting with mental health issues than ever before. And of these, more are presenting with suicide issues than ever before.

- We expect a similar level of contact in the ensuing year.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

| Expenditure | Total Cost | Amount Requested |
|--|------------|------------------|
| Rent/Venue Hire | | |
| Advertising/Promotion | | |
| Facilitator/Professional Fees ² | | |
| Administration (incl. stationery/copying) | | |
| Equipment Hire | | |
| Equipment Purchase (describe) | | |
| 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) | | |
| Telecommunications (text and telephone) | \$100,100 | \$3,455 |
| TOTALS | \$100,100 | \$3455 |

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

Youthline Helpline Budget FY2020**Direct Costs**

| | Budget FY2020 | Bay of Islands Whangaroa Share |
|--|--------------------------|---|
| Costs | | |
| Facilities Costs | \$ 5,200 | \$ 23 |
| Administration Costs | | \$ - |
| Organisation & Management | | \$ - |
| Support Services - Clinical Supervision | \$ 37,920 | \$ 168 |
| Service Delivery - Volunteer Training Services | \$ 70,500 | \$ 312 |
| Volunteer Resources | \$ 4,000 | \$ 18 |
| Salaries - Triage Clinical support | \$ 254,572 | \$ 1,128 |
| Salaries - Volunteer Manager | \$ 87,630 | \$ 388 |
| Contract Staff - Triage | \$ 22,500 | \$ 100 |
| Staff Development | \$ - | \$ - |
| Telecommunications Costs | \$ 100,100 | \$ 443 |
| Promotion & Communications | \$ 32,000 | \$ 142 |
| Travel & Vehicles | \$ - | \$ - |
| Social Enterprise Costs | | \$ - |
| Fundraising Expenses | \$ 157,000 | \$ 696 |
| Youthline National | \$ 8,400 | \$ 37 |
| Expenses Total | \$ 779,822 | \$ 3,455 |

| | |
|------------------------------|-----------------|
| Youthline Application | \$ 3,455 |
|------------------------------|-----------------|

The share calculation is based on the proportion of young people aged 15-24 years living in the Bay of Islands-Whangaroa community

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 87528601

How much money does your organisation currently have? \$381,743.80

How much of this money is already committed to specific purposes? Refer attachment

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

| Purpose | Amount |
|------------------|----------|
| Helpline Funding | \$16,500 |
| | |
| | |
| | |
| | |
| TOTAL | |

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

| Funding Source | Amount | Approved |
|-------------------------------|----------|----------------------|
| Ministry of Youth Development | \$26,608 | Yes / <u>Pending</u> |
| Various Auckland Council | \$51,227 | Yes / <u>Pending</u> |
| Southern Trust | \$20,000 | Yes / <u>Pending</u> |
| Blue Sky Community Trust | \$10,000 | Yes / <u>Pending</u> |
| The Kingdom Foundation | \$10,000 | Yes / Pending |

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

| Purpose | Amount | Date | Project Report Submitted |
|---|-----------|----------|--------------------------|
| Helpline Funding - Bay of Islands-Whangaroa | \$2466.84 | Feb 2017 | <u>Y</u> / N |
| Helpline Funding - Te Hiku | \$500.00 | Feb 2017 | <u>Y</u> / N |
| Helpline Funding - Kaikohe Hokitanga | \$1255.53 | Feb 2017 | <u>Y</u> / N |

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(version Sept 2018)
A185967

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)

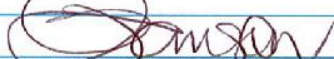
YOUTHLINE AUCKLAND CHARITABLE TRUST

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



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

Name Creeff Lawson Position Funding Coordinator
 Postal Address Po Box 8670 Symonds St Grafton Auckland Post Code 1150
 Phone Number 021 727 004 Mobile Number 021 727 004
 Signature [Signature] Date 6/6/19

Signatory Two

Name John Nilsen Position Finance Manager
 Postal Address Po Box 8670 Symonds St Grafton Auckland Post Code 1150
 Phone Number 09 3766 645 Mobile Number 022 344 6980
 Signature [Signature] Date 6/6/19

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Schedule of Supporting Documentation**YOUTHLINE AUCKLAND CHARITABLE TRUST**

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

| | |
|-----------|---|
| 1 | Cover Letter |
| 2 | Explanation of Financial Position |
| 3 | Bank Statement as of May 2019 |
| 4 | Example Quote - Vodafone |
| 5 | Example Quote - Modicagroup |
| 6 | Additional Information for the Bay of Islands-Whangaroa Community Board including statistics |
| 7 | Letter of Support - Bluelight |
| 8 | Letter of Support – Papakura High School |
| 9 | Letter of Support – Psychologist |
| 10 | Youthline Financial Statements – 31 March 2018 |

8 MEETING CLOSE