



**Far North
District Council**



AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Monday, 12 August 2019

Time: 10.00 am
Location: The Order of Saint John Hall
121 Gillies Street
Kawakawa

Membership:

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

The Local Government Act 2002 states the role of a Community Board is to:-

- (a) Represent, and act as an advocate for, the interests of its community;
- (b) Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- (c) Maintain an overview of services provided by the territorial authority within the community;
- (d) Prepare an annual submission to the territorial authority for expenditure within the community;
- (e) Communicate with community organisations and special interest groups within the community;
- (f) Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated stormwater systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

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

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

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

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

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Maori.

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

Protocols

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

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

BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

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

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

Far North District Council**Bay of Islands-Whangaroa Community Board Meeting**

**will be held in the Order of Saint John Hall, 121 Gillies Street, Kawakawa
on:**

Monday 12 August 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	18
6.1	Road Naming - 17a Kerikeri Inlet Road, Kerikeri	18
6.2	Road Naming - Te Wairere Crescent, Kerikeri.....	29
6.3	Easement over local purpose (utility reserve) lot 33 DP166614 - Landing Road, Kerikeri (RC 2190583)	39
6.4	Bay of Islands-Whangaroa Footpaths Programme 2019/20 and 2020/21	47
7	Corporate Services Group	53
7.1	Chairperson and Members Report	53
7.2	Statement of Community Board Fund Account as at 30 June 2019.....	56
7.3	Road Naming Report.....	60
7.4	Funding Project Reports.....	68
7.5	Application for Funding - Bay of Islands Walking Weekend Charitable Trust.....	85
7.6	Application for Funding - Kerikeri Baptist Church (Busy Bee Knitting Group)	96
7.7	Application for Funding - Kerikeri Open Art Studios Trail (KOAST).....	106
7.8	Application for Funding - Te Pokapū Tiaki Taiao o Te Tai Tokerau Trust	116
7.9	Application for Funding - Te Runanga o Ngāti Rehia.....	126
7.10	Application for Funding - Te Tiriti O Waitangi Kōmiti	136
8	Information Reports.....	146
8.1	Community and Customer Services Information Report 1 January - 30 June 2019.....	146
9	Meeting Close	161

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 Te Runanga o Ngāti Rehia

10.35 am Representative from Te Tiriti O Waitangi Kōmiti

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2576971

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 Bay of Islands-Whangaroa Community Board meeting held 1 July 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. 2019-07-01 Bay of Islands-Whangaroa Community Board Minutes - A2545533** [↓](#) 

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 a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	This report is asking for the minutes to be confirmed as a true and correct record, any interest that affect other people should be considered as art of the individuals report.
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 WHANGAROA MEMORIAL HALL, LEIGH STREET, KAEO
ON MONDAY, 1 JULY 2019 AT 10.00 AM**

PRESENT: Chairperson Terry Greening, Cr Kelly Stratford, Member Lane Ayr, Member Bruce Mills, Member Martin Robinson, Member Rachel Smith, Member Belinda Ward

IN ATTENDANCE:

STAFF PRESENT: Nina Gobie (Team Leader – Facilities Operations), Ken Ross (Community Development Advisor), Kathryn Trewin (Support Officer), Kim Hammond (Meetings Administrator)

1 APOLOGIES AND CONFLICTS OF INTEREST

That the apology received from Member Manuwai Wells be accepted and leave of absence granted.

Member Rachel Smith declared a conflict of interest in relation to item 7.6 Application for Funding – Kerikeri District Business Association.

2 PUBLIC FORUM

Eljon Fitzgerald, representing the Whangaroa Memorial Hall Committee

- Welcomed and thanked the Community Board for holding their Community Board meeting in Kaeo.
- Updated the Community Board on funding they received for the audio and visual equipment for the Whangaroa Memorial Hall.
- The upgrade of the one way bridge in Kaeo and the possibility of the increase traffic in town that this will create.
- Support of the possible pedestrian crossing on the main street of Kaeo.
- Installing a structure at the end of Dip Road for rubbish collection.

Alastair Wells, representing the Kerikeri Cruising Club, spoke regarding the public toilets at Lake Manuwai.

Thomas Hawtin spoke in regards to setting up an organisation to monitor and undertake pest control in the Whangaroa area.

Bree Davis, representing Healthy Families Far North, provided an overview of the work that they provide to the Far North.

Julie Lloyd, spoke in regards

- to the one way bridge in Kaeo.
- weed control on roadsides in Otangaroa.
- lack of road maintenance and work in Otangaroa.

3 DEPUTATIONS

Nil

4 SPEAKERS

Rolf and Inges Bremer, representative from Carbon Neutral NZ Trust, spoke in regards to their funding application agenda item 7.5 refers.

The meeting was adjourned from 10.58 am to 11.01 am.

Rachel Smith, representative from Kerikeri District and Business Association, spoke in regards to their funding application agenda item 7.6 refers.

At 10:05 am, Cr Kelly Stratford left the meeting.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2517569, pages 9 - 21 refers

RESOLUTION 2019/53

Moved: Member Lane Ayr

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting of the Bay of Islands-Whangaroa Community Board held 20 May 2019 are a true and correct record with the following amendment:

Item 6.1 Cobham Road Bus Stop

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, *continue with the district wide roading strategy* and amend the Traffic and Parking Bylaw;
- c) request that staff ask the Commercial Operators to provide a suitable bus shelter for patrons.

CARRIED

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 NAMING OF THE RESERVE LOCATED IN WALLS BAY, OPUA

Agenda item 6.1 document number A2461584, pages 22 - 26 refers

RESOLUTION 2019/54

Moved: Chairperson Terry Greening

Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board:

- a) agrees to commence consultation with the Opuia community and other interested parties to legally name the esplanade reserve at Walls Bay as Waipuna Reserve.
- b) agrees that the Community Board Chair review and approve the consultation plan.

CARRIED

At 11.48 am, Chairperson Terry Greening left the meeting. At 11.49 am, Chairperson Terry Greening returned to the meeting.

At 11.50 am, Member Rachel Smith left the meeting. At 11.52 am, Member Rachel Smith returned to the meeting.

6.2 WHANGAROA RECREATION CENTRE AND COMMUNITY TRUST: 2017/18 ANNUAL REPORT AND SWIMMING POOL INFORMATION

Agenda item 6.2 document number A2521881, pages 27 - 32 refers

RESOLUTION 2019/55

Moved: Member Belinda Ward

Seconded: Member Martin Robinson

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

CARRIED

6.3 ITEM LEFT TO LIE ON THE TABLE - ROAD NAMING - LANDING ROAD, KERIKERI

Agenda item 6.3 document number A2523792, pages 33 - 45 refers

RESOLUTION 2019/56

Moved: Member Martin Robinson

Seconded: Member Lane Ayr

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 the map (A2453781).**

CARRIED

6.4 ITEM LEFT TO LIE ON THE TABLE - ROAD NAMING - ASTRID DRIVE, KERIKERI

Agenda item 6.4 document number A2537616, pages 46 - 54 refers

RESOLUTION 2019/57

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

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 the map (A2293434).**

CARRIED

At 12.27 pm, Cr Kelly Stratford returned to the meeting.

7 CORPORATE SERVICES GROUP

7.1 STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MAY 2019

Agenda item 7.1 document number A2521546, pages 55 - 57 refers

RESOLUTION 2019/58

Moved: Cr Kelly Stratford
Seconded: Member Bruce Mills

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

CARRIED

7.2 FUNDING PROJECT REPORTS

Agenda item 7.2 document number A2496755, pages 58 - 61 refers

RESOLUTION 2019/59

Moved: Chairperson Terry Greening
Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board note the project report received from the Dutch Community Group Bay of Islands.

CARRIED

7.3 ITEM LEFT TO LIE ON THE TABLE - APPLICATION FOR FUNDING - RUSSELL BOWLING CLUB

Agenda item 7.3 document number A2503956, pages 62 - 71 refers

RESOLUTION 2019/60

Moved: Chairperson Terry Greening
Seconded: Member Rachel Smith

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.**

CARRIED

7.4 APPLICATION FOR FUNDING - BAY OF ISLANDS JAZZ AND BLUES FESTIVAL

Agenda item 7.4 document number A2532220, pages 72 - 81 refers

RESOLUTION 2019/61

Moved: Cr Kelly Stratford

Seconded: Member Bruce Mills

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.**

CARRIED

7.5 APPLICATION FOR FUNDING - CARBON NEUTRAL NEW ZEALAND TRUST

Agenda item 7.5 document number A2524962, pages 82 - 91 refers

MOTION

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

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 Outcome:

- 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.

AMENDMENT

Moved: Member Rachel Smith

Seconded: Member Belinda Ward

That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Carbon Neutral New Zealand Trust for the development of the Great Kiwi Carbon Challenge to support the following Community Outcome:

- 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.

Lost

RESOLUTION 2019/62

Moved: Chairperson Terry Greening

Seconded: Member Lane Ayr

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 Outcome:

- 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.**

CARRIED

At 10:23 am, Member Rachel Smith left the meeting.

7.6 APPLICATION FOR FUNDING - KERIKERI DISTRICT BUSINESS ASSOCIATION

Agenda item 7.6 document number A2518969, pages 92 - 101 refers

RESOLUTION 2019/63

Moved: Member Belinda Ward

Seconded: Cr Kelly Stratford

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 for 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.**

CARRIED

At 10:23 am, Member Rachel Smith returned to the meeting.

7.7 APPLICATION FOR FUNDING - MAI LYFE INCORPORATED

Agenda item 7.7 document number A2528398, pages 102 - 110 refers

RESOLUTION 2019/64

Moved: Member Martin Robinson

Seconded: Cr Kelly Stratford

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.**

CARRIED

7.8 APPLICATION FOR FUNDING - PUNGAERE CEMETERY TRUST

Agenda item 7.8 document number A2525132, pages 111 - 125 refers

RESOLUTION 2019/65

Moved: Chairperson Terry Greening

Seconded: Member Bruce Mills

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.**

CARRIED

Abstained: Rachel Smith and Belinda Ward

7.9 APPLICATION FOR FUNDING - YOUTHLINE AUCKLAND CHARITABLE TRUST

Agenda item 7.9 document number A2519567, pages 126 - 136 refers

RESOLUTION 2019/66

Moved: Member Belinda Ward

Seconded: Member Martin Robinson

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.**

CARRIED

8 MEETING CLOSE

The meeting closed at 12.53 pm

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting to be held on 12 August 2019.

.....
CHAIRPERSON

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 ROAD NAMING - 17A KERIKERI INLET ROAD, KERIKERI

File Number: A2556486

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 private road.

EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 17a Kerikeri Inlet Road, Kerikeri. Community Boards have delegated authority to name private roads.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Te Wairere Crescent, that is currently addressed at 17a Kerikeri Inlet Rd, Kerikeri as per map (A2556416).

1) BACKGROUND

Natalie Watson of Inlet Estate Ltd has advised that this is a private road created by a sub-division addressed at 17a Kerikeri Inlet Rd, Kerikeri.

Community Boards have delegated authority to name private roads.

The name Te Wairere, is the name of the waterfall at the Wairoa Stream

The background for these names is given also as per the Road Naming application attached (A2261272).

2) DISCUSSION AND OPTIONS

Inlet Estate Ltd have made three suggestions as mentioned below and each are listed in the Road Naming application attached (A2261272)

1. Te Wairere Crescent
2. Te Wairere Boulevard
3. Te Wairere Drive

•

- The Roding team has no objections to the suggested names although the preference is Te Wairere Crescent.





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. **Application Form - A2556415** [!\[\]\(a88007b249b36c75dcbde101f514cec3_img.jpg\)](#) 
2. **Road 1 map - A2556416** [!\[\]\(01f5879e654468630e790d983a473ee0_img.jpg\)](#) 
3. **Iwi Approval - A2556419** [!\[\]\(c4a503502fa8c84efaf3849039d81824_img.jpg\)](#) 
4. **Schedule - A2558027** [!\[\]\(d71c711e57cec5a823156542f63a9248_img.jpg\)](#) 

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	This is the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	There are currently no property owners as this is a new subdivision
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the developer.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



Application for Road Naming/Renaming

GENERAL INFORMATION

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

Organisation: _____

Postal Address: c/- Williams & King, PO Box 937

Phone: 407 6030

Mobile: _____

Email: nat@saps.co.nz

ROAD LOCATION	
Address: <u>Kerikeri Inlet Road, Kerikeri</u>	
Legal Description: <u>Proposed Subdivision of Lot 1 DP 404507</u>	
Resource Consent Application Number: <u>Not yet allocated</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. Refer to proposed road layout in attached plan.	
TYPE OF ROAD (Please tick) - <input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>Te Wairere Crescent</u>
	Second Choice: <u>Te Wairere Boulevard</u>
	Third Choice: <u>Te Wairere Drive</u>
Road 2	First Choice: <u>Hirere Way</u>
	Second Choice: <u>Hirere Lane</u>
	Third Choice: <u></u>
Road 3	First Choice: <u></u>
	Second Choice: <u></u>
	Third Choice: <u></u>
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
<u>Te Wairere is the name of the waterfall along Wairoa Stream.</u>	
<u>The proposed development has a close association with Wairoa Stream.</u>	
<u>Refer to email correspondence with Ngati Rehia.</u>	
<u>Hirere is a noun for Waterfall. Source: https://maoridictionary.co.nz/</u>	
<u></u>	
<u></u>	

ROAD RENAMING

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

GENERAL INFORMATION AND GUIDELINES

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

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

Suffix	Definition
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded by buildings
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses
Suffix	Definition
Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
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: *Selina Topia* Date: Jan 2019

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

Appendix - Guidelines for Choosing a Road Name

Road names should be chosen from the following categories provided they meet the criteria in clause 5.5 and 5.6 of this policy.

7.1 History – Weighting 3

7.1.1 The name of a historical person, event, industry or activity associated with the area. Such names may include early settlers and early notable people such as conservationists or naturalists.

7.1.2 The family name of the former owner of a farm or property or the name of the farm or property may be used if a historical context is established.

7.2 Culture – Weighting 3 (*Cultural significance to Maori or culture other than Maori*)

7.2.1 This category includes the name of a Maori heritage precinct, site or track or traditional appropriate Maori name for the area.

7.2.2 All Maori names are to be submitted to an Iwi representative to ensure that they are appropriate, spelt correctly, interpreted correctly and are not offensive to Maori.

7.2.3 Maori should be consulted as to whether they have an interest in the land on which the road is to be constructed and asked if they wish to contribute names at the beginning of the Resource Consent process.

7.2.4 Joint non-Maori/Maori names will not generally be considered.

7.3 Geography – Weighting 2

7.3.1 This category includes local geographical, topographical, geological and landscape features.

7.3.2 Local flora and fauna also fall into this category e.g. trees, plants and animals that are widespread and plentiful in the area.

7.3.3 Views must be readily identifiable.

7.4 Theme – Weighting 2 (*Common or established themes in the area*)

7.4.1 Where more than one road is being created in a development, a common theme is recommended for the names.

7.4.2 Where there is an established theme in an area, new road names should reflect this theme.

7.4.3 Proposed themes for a new subdivision must be submitted to council for approval.

7.4.4 When all the roads in a development or suburb fit a theme, the road layout of the development is easier to remember. The area will stand out on a map.

7.4.5 A theme may contribute to a sense of community within the area. A well chosen theme with the roads named accordingly can leave a lasting impression long after the development process has been completed.

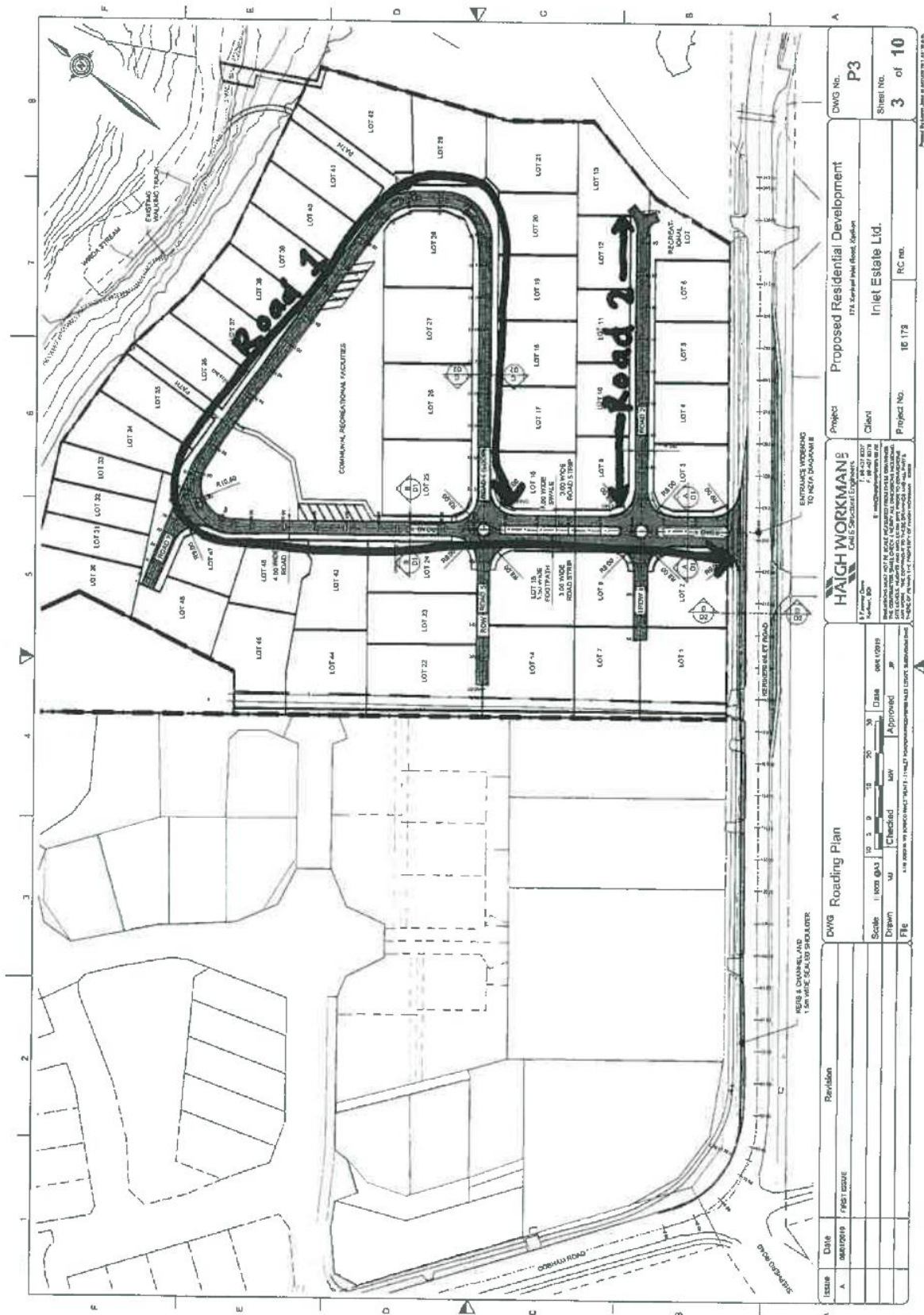
7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

7.5.1 Persons who have made a notable contribution to the area or the District fall into this category. The contribution which can be duly recognised may be in conservation, community service, sport, arts, military, commerce, local government or other sphere of activity.

7.5.2 Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

7.6 Weighting the Names

7.6.1 Names may fit more than one category. The weighting reflects the relative importance of the categories and enables names to be ranked in order of merit - with the highest scored being the highest ranked.



Natalie Watson

From: Nora Rameka <nora.rameka@xtra.co.nz>
Sent: Saturday, 8 December 2018 8:05 AM
To: Natalie Watson
Subject: Re: Regarding Road Names at Proposed Development at Inlet Road

Kia Ora Natalie,
My apologies for not responding earlier busy on the road battling for the Ngapuhi Settlement to get across the line.
On behalf of NgatiRehia I support the Te Wairere Crescent.
Merry Xmas see you in the new year.
Nga mihi
Nora Rameka

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

From: "Natalie Watson" <nat@saps.co.nz>
To: "Nora" <nora.rameka@xtra.co.nz>
Sent: 7/12/2018 1:59:40 PM
Subject: Regarding Road Names at Proposed Development at Inlet Road

Hi Nora,

I sent this email a few weeks back but used the office email address so you might not have gotten it.

I hope you are well!

We have now had the hearing and Council has made a decision to approve the plan change that we applied for on behalf of Inlet Estate Ltd, near the corner of Inlet and Cobham Roads. You kindly provided a letter on behalf of Ngati Rehia following our consultation and site visit.

We are now in the process of putting together an application for a proposed development, and are looking at possible road names. We thought that 'Te Wairere Boulevard / Crescent / Drive' would be fitting, to reflect the name of the Waterfall that the adjacent track leads to.

Does Te Wairere accurately reflect the name of the waterfall for your Iwi, or do you have any other suggestions for suitable names? Would you be happy for the development to use that as a road name?

I look forward to hearing from you,

Kind regards,
Natalie Watson

WILLIAMS & KING
P +64 9 407 6030
F +64 9 407 6032
27 Hobson Ave
P.O. Box 937, Kerikeri 0230, NZ
<http://www.saps.co.nz>

Bay of Islands / Whangaroa Community Board Road Naming Schedule (Private Road) – 12 August 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Rd created by subdivision, addressed at 17a Kerikeri Inlet Rd, Kerikeri	First Preference	Te Wairere Crescent	1	Te Waorere is the name of the waterfall along the Wairoa Stream		Te Wairere
	Second Preference	Te Wairere Boulevard	1	As above		
	Third Preference	Te Wairere Drive	1	As above		

6.2 ROAD NAMING - TE WAIRERE CRESCENT, KERIKERI

File Number: A2571462

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 private road.

EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at Te Wairere Crescent, Kerikeri. Community Boards have delegated authority to name private roads.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Hirere Way that is currently addressed at Te Wairere Crescent, Kerikeri as per map (A2556386).

1) BACKGROUND

Natalie Watson of Inlet Estate Ltd has advised that this is a private road created by a sub-division addressed at Te Wairere Crescent, Kerikeri.

Community Boards have delegated authority to name private roads.

The name Hirere is a noun for Waterfall

The background for these names is given also as per the Road Naming application attached (A2556383).

2) DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Hirere Way
2. Hirere Lane

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. Application - A2556383  
2. Road 2 Map - A2556386  
3. Schedule - A2571301  
4. Iwi approval - A2571454  

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



Application for Road Naming/Renaming

GENERAL INFORMATION

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

Organisation: _____

Postal Address: c/- Williams & King, PO Box 937

Phone: 407 6030

Mobile: _____

Email: nat@saps.co.nz

ROAD LOCATION	
Address: <u>Kerikeri Inlet Road, Kerikeri</u>	
Legal Description: <u>Proposed Subdivision of Lot 1 DP 404507</u>	
Resource Consent Application Number: <u>Not yet allocated</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. Refer to proposed road layout in attached plan.	
TYPE OF ROAD (Please tick) - <input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>Te Wairere Crescent</u>
	Second Choice: <u>Te Wairere Boulevard</u>
	Third Choice: <u>Te Wairere Drive</u>
Road 2	First Choice: <u>Hirere Way</u>
	Second Choice: <u>Hirere Lane</u>
	Third Choice: <u></u>
Road 3	First Choice: <u></u>
	Second Choice: <u></u>
	Third Choice: <u></u>
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
<u>Te Wairere is the name of the waterfall along Wairoa Stream.</u>	
<u>The proposed development has a close association with Wairoa Stream.</u>	
<u>Refer to email correspondence with Ngati Rehia.</u>	
<u>Hirere is a noun for Waterfall. Source: https://maoridictionary.co.nz/</u>	
<u></u>	
<u></u>	

ROAD RENAMING

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

GENERAL INFORMATION AND GUIDELINES

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

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Loop	Roadway that diverges from and then rejoining a main thoroughfare
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Parade	Public roadway or promenade
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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
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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: Jan 2019

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

Appendix - Guidelines for Choosing a Road Name

Road names should be chosen from the following categories provided they meet the criteria in clause 5.5 and 5.6 of this policy.

7.1 History – Weighting 3

7.1.1 The name of a historical person, event, industry or activity associated with the area. Such names may include early settlers and early notable people such as conservationists or naturalists.

7.1.2 The family name of the former owner of a farm or property or the name of the farm or property may be used if a historical context is established.

7.2 Culture – Weighting 3 (*Cultural significance to Maori or culture other than Maori*)

7.2.1 This category includes the name of a Maori heritage precinct, site or track or traditional appropriate Maori name for the area.

7.2.2 All Maori names are to be submitted to an Iwi representative to ensure that they are appropriate, spelt correctly, interpreted correctly and are not offensive to Maori.

7.2.3 Maori should be consulted as to whether they have an interest in the land on which the road is to be constructed and asked if they wish to contribute names at the beginning of the Resource Consent process.

7.2.4 Joint non-Maori/Maori names will not generally be considered.

7.3 Geography – Weighting 2

7.3.1 This category includes local geographical, topographical, geological and landscape features.

7.3.2 Local flora and fauna also fall into this category e.g. trees, plants and animals that are widespread and plentiful in the area.

7.3.3 Views must be readily identifiable.

7.4 Theme – Weighting 2 (*Common or established themes in the area*)

7.4.1 Where more than one road is being created in a development, a common theme is recommended for the names.

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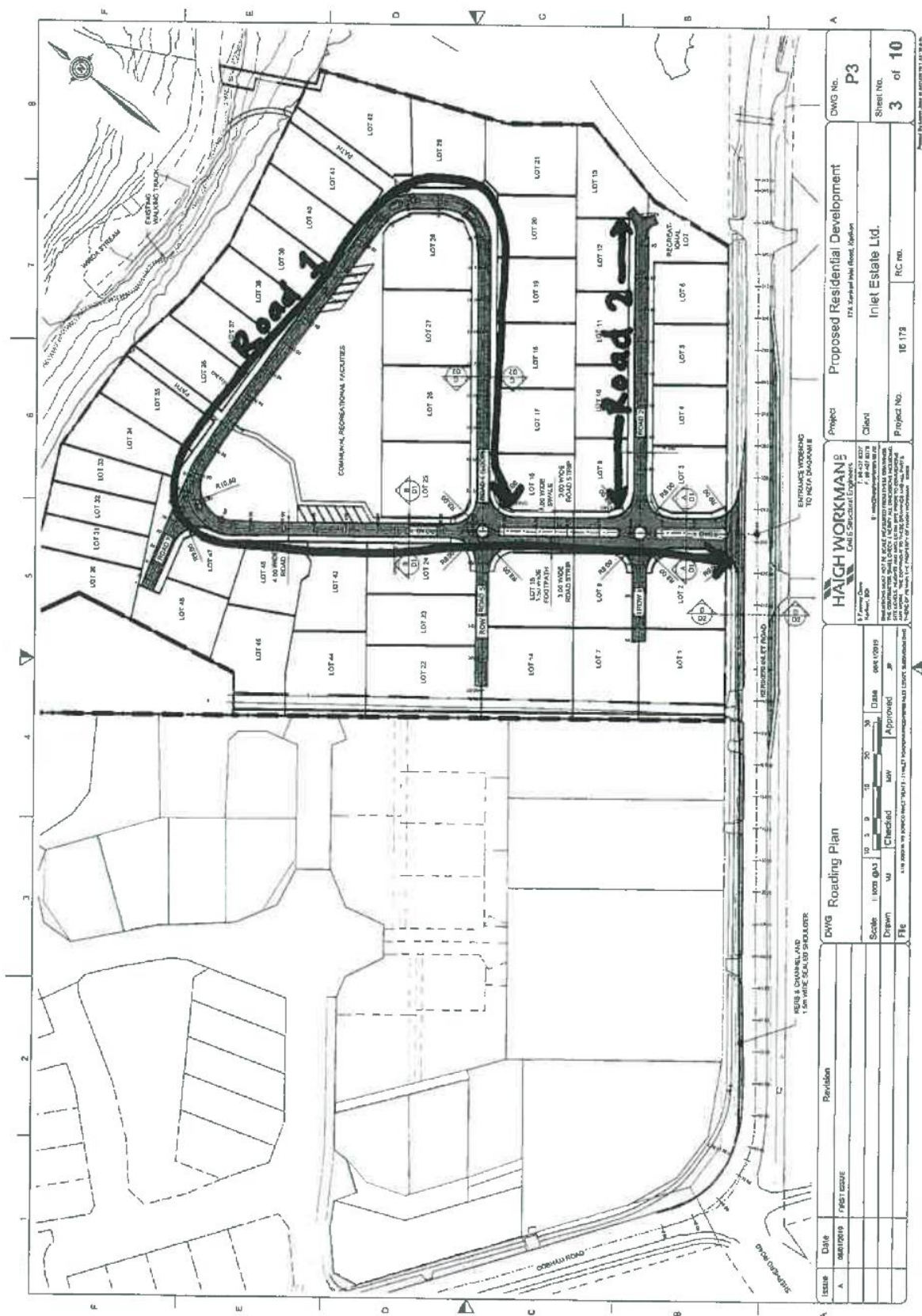
7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

7.5.1 Persons who have made a notable contribution to the area or the District fall into this category. The contribution which can be duly recognised may be in conservation, community service, sport, arts, military, commerce, local government or other sphere of activity.

7.5.2 Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

7.6 Weighting the Names

7.6.1 Names may fit more than one category. The weighting reflects the relative importance of the categories and enables names to be ranked in order of merit - with the highest scored being the highest ranked.



Bay of Islands / Whangaroa Community Board Road Naming Schedule (Public Road) – 20 May 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Rd created by subdivision, addressed at 17a Kerikeri Inlet Rd, Kerikeri	First Preference	Hirere Way	1	Hirere is a noun for Waterfall		Hirere Way
	Second Preference	Hirere Lane	1	As above		
	Third Preference					

Selina Topia

To: Selina Topia; Natalie Watson
Subject: RE: Re[2]: FW: Scan Data from KHO-WKS5

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

From: Nora Rameka [mailto:nora.rameka@xtra.co.nz]
 Sent: Tuesday, 9 July 2019 9:58 PM
 To: Selina Topia; Natalie Watson
 Subject: Re[2]: FW: Scan Data from KHO-WKS5

Kia Ora Selina,
 I am not apposed to the second name the more Maori names are all good.
 Nora

>----- Original Message -----

>From: "Selina Topia" <Selina.Topia@fndc.govt.nz>
 >To: "nora.rameka@xtra.co.nz" <nora.rameka@xtra.co.nz>
 >Cc: "Natalie Watson (nat@saps.co.nz)" <nat@saps.co.nz>
 >Sent: 8/07/2019 1:30:54 PM
 >Subject: FW: Scan Data from KHO-WKS5

>
 >>Tena Koe Nora,
 >>
 >>We have received an application to name a road Te Wairere that has been approved by you as per below.
 >>
 >>Natalie has applied for a second road be named in the same development by the name of Hirere - meaning is, a noun for Waterfall.
 >>
 >>Are you able to advise if this is approved by your hapu as well please?
 >>
 >>Nga mihi nui,
 >>Selina Topia
 >>Customer Service Administrator (Roading) Infrastructure & Asset
 >>Management, Far North District Council
 >>+6494015673 | Selina.Topia@fndc.govt.nz
 >>www.fndc.govt.nz
 >>

>>-----Original Message-----

>>From: Selina.Topia@fndc.govt.nz [mailto:Selina.Topia@fndc.govt.nz]
 >>Sent: Monday, 8 July 2019 12:09 PM
 >>To: Selina Topia
 >>Subject: Scan Data from KHO-WKS5

>>
 >>
 >>
 >>Sent by: stopia [Selina.Topia@fndc.govt.nz] Number of Images: 1
 >>Attachment File Type: PDF
 >>
 >>Device Name: ApeosPort-V C5576
 >>Device Location:
 >>
 >>
 >>

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

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 >>Attention: The information contained in this email (including any attachments) is intended solely for the addressee(s). It is confidential and may be legally privileged. If you have received this email in error you must not use, copy, disclose or distribute it or any information in it. Please simply notify the sender and delete or destroy all copies of the email immediately. Unless formally stated, this e-mail and any attachments do not necessarily reflect the views

6.3 EASEMENT OVER LOCAL PURPOSE (UTILITY RESERVE) LOT 33 DP166614 - LANDING ROAD, KERIKERI (RC 2190583)**File Number: A2560772****Author: Kaye Lethbridge, Property Legalisation Officer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

This report seeks a recommendation from the Bay of Islands-Whangaroa Community Board in regard to a request for an easement over local purpose (utility) reserve off Landing Road, Kerikeri.

EXECUTIVE SUMMARY

- The current access to Lot 29 DP 166614 is off Edkins Road.
- The eastern boundary of Lot 29 DP 166614 adjoins a narrow local purpose (utility) reserve (segregation strip) which prevents access from Landing Road.
- Landing Road was a primary traffic route however the Heritage Bypass has since been constructed diverting the majority of the traffic.
- The Stone Store Bridge has been removed and Landing Road is no longer a through road.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board recommends to the Far North District Council:

- In its role as administering body of the local purpose (utility) reserve and pursuant to its powers under Section 48 of the Reserves Act 1977, grants an easement over the local purpose (utility) reserve held in RT NA101A/441 being Lot 33 DP 166614, shown in Donaldson's plan 7202a, in favour of Lot 29 DP 166614; and**
- In its role as the Minister of Conservation's delegate, consents to the granting of the aforementioned easement.**

1) BACKGROUND

The applicant Mr M Wycherley recently purchased Lot 29 DP 166614 with the intention of subdividing the property into two (2) lots. The property runs between Edkins and Landing Roads, Kerikeri. The legal access is off Edkins Road because the eastern boundary adjoins a local purpose (utility) reserve which acts as a segregation strip to prevent access from Landing Road.

The applicant's agent advises that although access is possible off Edkins Road this would serve only one (1) lot and it would be impractical to extend this formation to the rear of the site to serve the other proposed lot. It would be more practical to access the second (2nd) lot from Landing Road to avoid compromising potential building sites and reduce the impact on land needed for onsite effluent disposal and storm water management.

The proposed easement would include rights of way, rights to convey electricity, telecommunications, water supply, and computer media, in favour of Lot 29 DP 166614.

2) DISCUSSION AND OPTIONS

Historically Landing Road was a primary traffic route and due to its increasingly busy nature the segregation strip was created to restrict the number of vehicle access points. The Heritage Bypass has since been constructed diverting the majority of the traffic, and with the Stone Store Bridge having been removed, Landing Road is no longer a through road. A local purpose (utility) reserve

in this location on Landing Road is no longer necessary as a means of preventing or controlling access onto Landing Road.

The proposed entrance and easement are positioned near to an existing entrance approved by Council in 2012. The total area of the reserve is 37 square metres more or less, and it is only 0.2 metres wide.

Council's Transport Planner agrees with the proposal. Council's Resource Consents Engineer has assessed the subdivision application and his comments are that the new vehicle crossings to the proposed lots are to be constructed to FNDC/S/2 standards. Crossings are to be located at least 30m from road intersections and vehicle crossing permits are to be obtained prior to works commencing.

Reserves Act 1977

Council has the power by way of a ministerial delegation (under certain criteria) to approve the granting of an easement over a reserve and to set conditions. Council has delegated to the Community Board the authority to make recommendations in regard to the use of reserves which are not contemplated by an existing reserve management plan, providing these are consistent with Council policy and the Reserves Act 1977.

Public notification is a requirement under the Reserves Act 1977 however this can be waived if certain criteria are met i.e. if the reserve is vested in the territorial authority, if the reserve is not likely to be materially altered and the rights of the public in respect of the reserve will not be permanently affected. In this case the reserve is vested in the Council, and it is considered that the reserve is not likely to be materially altered and the rights of the public will not be permanently affected, therefore public notification is not required.

In addition to recommending that the easement be granted, the Board could go a step further and recommend that staff commence the process to revoke the reserve status from the reserve land. The land would remain in Council ownership but it would no longer be subject to the Reserves Act 1977 and would no longer function as a segregation strip. The revocation process requires public notification allowing one month for submissions, the hearing of any submissions, iwi consultation, ministerial consent and Gazettal. This could be undertaken separately to this application as it can be time-consuming and costly. However, revocation of the reserve status has not been sought by the applicant. Revocation would involve unnecessary expense for the applicant, and unnecessary use of Council resources in terms of staff time etc, and therefore has not been recommended. The applicant will be content to acquire the proposed easement

Option 1: This is the recommended option: That the Bay of Islands-Whangaroa Community Board recommends that the Far North District Council grants an easement off Landing Road over the local purpose (utility) reserve RT 101A/441 Lot 33 DP 166614 in favour of Lot 29 DP 166614.

Option 2: The Board could recommend that the Council grants an easement off Landing Road over the local purpose (utility) reserve RT 101A/441 Lot 33 DP 166614 in favour of Lot 29 DP 166614, and that staff commence the process to revoke the reserve status from Lot 33 DP 166614 in accordance with the Reserves Act 1977 requirements. However, revocation has not been sought by the applicant and this option is not recommended.

Option 3: The third option would be to decline the request. However no good reason for declining the request has been identified

Reason for the recommendation

Landing Road is no longer a busy through road therefore the local purpose (utility) reserve is not required as a means of restricting vehicle access off Landing Road. However, revocation of the reserve status of the segregation strip has not been sought as it would involve unnecessary expense for the applicant and unnecessary use of Council resources. Granting the applicant's request for an easement is considered appropriate.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The proposed easement over the local purpose (utility) reserve has no financial implications for the Council as the applicants will be responsible to meet all costs associated with creating the easement and forming the access.

ATTACHMENTS

1. **Attachments BOI-Whangaroa CB Landing Road easement - A2560785**  

Compliance schedule:

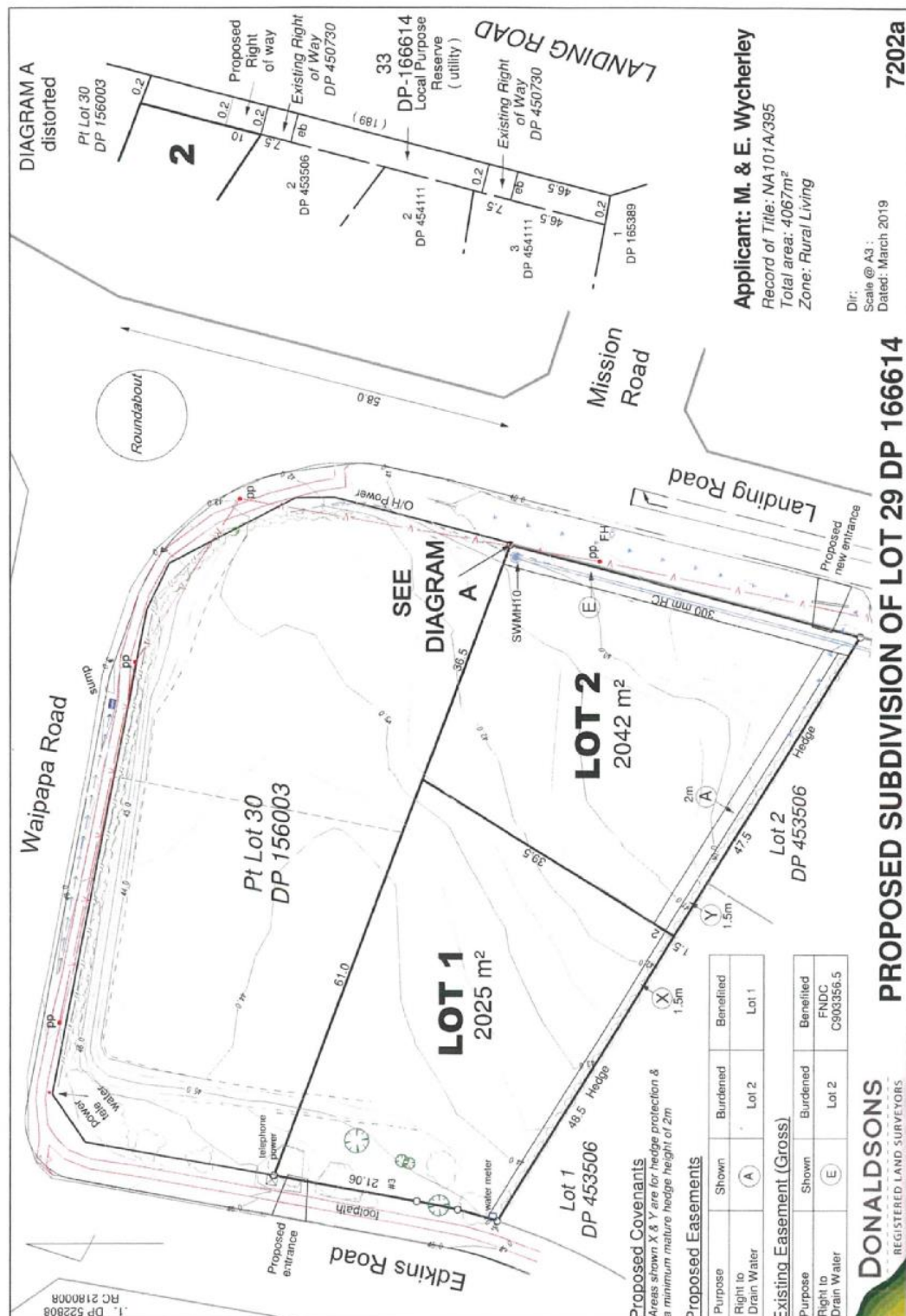
Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

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 significance
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The easement proposal has been considered under the Reserves Act 1977 and Council's Reserves Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The easement proposal is of limited interest to the wider community; a Community Board recommendation in support of the proposal is sought
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There is no specific cultural significance attached to this easement proposal
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.	A subdivision application has been submitted (RC2190583)
State the financial implications and where budgetary provisions have been made to support this decision.	No cost to Council, the applicant to cover all costs
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report









**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



Identifier NA101A/441
Land Registration District North Auckland
Date Issued 04 October 1995

Prior References

NA47B/152

Estate	Fee Simple
Area	37 square metres more or less
Legal Description	Lot 33 Deposited Plan 166614
Purpose	Local Purpose (Utility) reserve

Registered Owners

The Far North District Council

Interests

SUBJECT TO THE RESERVES ACT 1977

Subject to a right of way, right to convey electricity, telecommunications, computer media, water and sewage over part marked D on DP 450730 created by Easement Instrument 9299666.1 - 27.2.2013 at 11:18 am

Subject to a right of way, right to convey electricity, telecommunications, computer media, water and sewage over part marked E on DP 450730 created by Easement Instrument 9299666.2 - 27.2.2013 at 11:18 am

Transaction Id 57703453
 Client Reference mlethbridge002

Search Copy Dated 4/07/19 1:07 pm, Page 1 of 1
 Register Only

6.4 BAY OF ISLANDS-WHANGAROA FOOTPATHS PROGRAMME 2019/20 AND 2020/21**File Number: A2566582****Author: Jaco Cronje, Project Manager - Footpaths and Cycleways****Authoriser: David Clamp, General Manager Infrastructure and Asset Management (Acting)****PURPOSE OF THE REPORT**

To seek approval for the 2019/20 and 2020/21 year footpath programme for the Bay of Islands-Whangaroa Ward.

EXECUTIVE SUMMARY

- There is \$153,000 and \$156,360, respectively allocated for the 2019/20 and 2020/21 financial years, in the Long Term Plan for new footpaths in the Bay of Islands-Whangaroa Ward.
- NZTA have elected to fund new footpath projects from the 2019/20 and 2020/21 financial years at the current Funding Assistance Rate of 66% (i.e. FNDC have to contribute a 34% local share).
- NZTA will fund the highest ranked footpaths in order of priority, though other footpaths may be put forward on a business case basis.
- FNDC have therefore prepared a 2019/20 and 2020/21 footpath programme that maximise NZTA funding subsidy. This programme partly aligns with that previously agreed by the Community Board.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board agrees to the revised 2019/20 and 2020/21 footpath programme as follows:

- 1. Opua : Kellet Street at Opua school, Construction 2019/20**
- 2. Mission Road, Construction 2019/20**
- 3. Long Beach Road footpath corner to car park, Construction 2019/20**
- 4. Length of Blacks Road, Construction 2019/20**
- 5. Te Tapui Road to Matauri Bay School link, Construction 2019/20**
- 6. Length of Pa Road, Construction 2020/21**
- 7. Florence Ave to Matauwhi Road, Construction 2020/21**
- 8. Bowen Street, Construction 2020/21**
- 9. Matauwhi Road to beach , Construction 2020/21**

1) BACKGROUND**NZTA Footpath Funding**

Prior to 2018/19 financial year, new footpath construction did not attract funding subsidy from NZTA. However, this has changed and NZTA have advised that they will now fund the construction of new footpaths under the Low Cost – Low Risk programme. This allows for a streamlined funding approval for projects valued at less than \$1M, which would include the footpaths routinely constructed by FNDC. It also means that new footpaths funding through this mechanism would attract NZTA funding subsidy at 66% of total project cost.

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

- Safety – a safe system, free of death and serious injury;
- Access – a system that provides increased access to economic and social opportunities, enables transport choice and access, and is resilient;
- Environment – a system that reduces greenhouse gas emissions, as well as adverse effects on the local environment and public health;
- Value for money – a system that delivers the right infrastructure and services to the right level at the best cost.

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

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

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

Community Board Project List

The Community Board have previously notified staff of their highest priority new footpath projects over a 3 year period:

- Landing Road bridge to Scudders Beach Road – Constructed 2018/19
- Matauri: Te Tapui Road to Matauri Bay School link – Construction 2019/20
- Opuā: Kellet Street at Opuā school – Construction 2019/20
- Russell: Long Beach corner to car park – Construction 2019/20
- Moerewa: Snowdon Ave (Arterial route to SH1, high traffic, supplementary)
- Kerikeri: Landing Road near Stone Store carpark – Constructed 2018/19
- Haruru: Watea to Haruru Falls Road (SH11 Nautical Drive to Haruru Falls Rd)
- Totara: School Road
- Kaeo: Omaunu Road
- Kawakawa: Bowen Street – Construction 2020/21

Two of these projects were included, and constructed, within the 2018/19 footpaths programme assessed using the NZTA prioritisation methodology described above. Four of these projects are included in the recommended 2019/20 and 2020/21 footpath programme.

Relationship to the Walking and Cycling Strategy

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

2) DISCUSSION AND OPTIONS

The proposed 2019/20 and 2020/21 footpath programme partly aligns with the previously stated wishes of the Community Board.

The Community Board has two options:

Option One:

To complete the currently programmed works for 2019/20 and 2020/21 and receive limited subsidy;

- Matauri: Te Tapui Rd to Matauri Bay School link
- Opuā: Kellet Street at Opuā school
- Russell: Long Beach corner to car park
- Moerewa: Snowdon Ave (Arterial route to SH1, high traffic, supplementary)

- Haruru: Watea to Haruru Falls Road (SH11 Nautical Drive to Haruru Falls Road)

Option Two:

To complete the recommended 2019/20 and 2020/21 footpath programme as noted in the Recommendation, and receive maximum subsidy.

Recommendations

It is recommended that the Community Board approve the 2019/20 and 2020/21 footpath programme as follows:

- Opuia : Kellet Street at Opuia school, Construction 2019/20
- Mission Road, Construction 2019/20
- Long Beach Road footpath corner to car park, Construction 2019/20
- Length of Blacks Road, Construction 2019/20
- Te Tapui Road to Matauri Bay School link, Construction 2019/20
- Length of Pa Road, Construction 2020/21
- Florence Ave to Matauwhi Road, Construction 2020/21
- Bowen Street, Construction 2020/21
- Matauwhi Road to beach , Construction 2020/21

Reason for the recommendation

The adoption of this recommendation will maximise the size of the 2019/20 and 2020/21 new footpath programme as each individual footpath project will attract 66% funding subsidy from NZTA.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is \$153,000 and \$156,360, respectively allocated for the 2019/20 and 2020/21 financial years, in the Long Term Plan for new footpaths in the Bay of Islands-Whangaroa Ward.

NZTA have provisionally approved a \$450,000 funded new footpath programme across the District, \$150,000 of which has been allocated to Bay of Islands-Whangaroa Community Board.

ATTACHMENTS

1. **Bay of Islands-Whangaroa Community Board- New Footpaths Programme 2019-20 and 2020-21 - A2574088** [!\[\]\(3d0946c14414af438def0008e8322b30_img.jpg\)](#) [!\[\]\(828aaf7b071d1ea02a45562329097457_img.jpg\)](#)
2. **Bay of Islands-Whangaroa Community Board - Footpaths Matrix - A2574087** [!\[\]\(56451d82e6dfba768ba6cc341b9dc91e_img.jpg\)](#) [!\[\]\(9db43902c778a6e0fd462229d6e5dc16_img.jpg\)](#)

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	This report has a low degree of significance as the outcome will comply with current policy regardless of whether or not subsidy is obtained.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The following Policy is relevant: - Footpaths Policy #5004 The recommendations align with this policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	As a project involving FNDC headquarters, this project has district wide significance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There is no impact on Māori aside from the benefits of adopting the recommendation to maximise benefits.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Customers: Interest in how money is spent, and how much subsidy is gained. Interest in local work to them; FNDC Staff: Direction on what to build this year.
State the financial implications and where budgetary provisions have been made to support this decision.	This has been covered under: 3) Financial implications and budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Bay of Islands - Whangaroa Community Board - New Footpaths Programme

Footpaths Programme 2019/20, 2020/21 and 2021/22 - Recommended from Community Board

Footpath Rank	Type	Details	Estimated Cost	NZTA Contribution	Local Share
Picked 2019/20	Footpath	Matauri: Matauri Bay Road (Te Tapui Road to Matauri Bay School link)	\$ 14,700	\$ -	\$ 14,700
Picked 2019/20	Footpath	Opua: Kellet Street at Opua school (Extend existing to car parking on Kellet Street)	\$ 3,000	\$ -	\$ 3,000
Picked 2019/20	Footpath	Russell: Long Beach corner (Long Beach footpath to car park)	\$ 49,073	\$ -	\$ 49,073
Picked 2019/20	Footpath	Moerewa: Snowdon Ave (Arterial route to SH1, high traffic, supplementary)	\$ 52,500	\$ -	\$ 52,500
Picked 2020/21	Shared Use	Haruru: Watea to Haruru Falls Road (SH11 Nautical Drive to Haruru Falls Rd)	\$ 146,640	\$ -	\$ 146,640
Picked 2020/21	Footpath	Totara: School Road	\$ 112,000	\$ -	\$ 112,000
Picked 2021/22	Footpath	Kaeo: Omaunu Road	\$ 200,380	\$ -	\$ 200,380
Picked 2021/22	Footpath	Kawakawa: Bowen Street	\$ 14,800	\$ -	\$ 14,800
Total			\$ 473,820	\$ -	\$ 473,820

- Notes:
- The amount of work completed will depend on actual works pricing - a maximum of \$150,000 would be completed.
 - The last projects each year would only be part completed to provide a total of \$150,000, with the remainder completed in the following financial year.

Footpath Program 2019/20 and 2020/21 - Recommended through prioritization Works Completed in this order are eligible for NZTA Subsidy

Footpath Rank	Type	Details	Estimated Cost	NZTA Contribution	Local Share
1	Footpath	Opua : Kellet Street at Opua school, Construction 2019/20	\$ 3,000	\$ 1,980	\$ 1,020
2	Footpath	Mission Road, Construction 2019/20	\$ 111,600	\$ 73,656	\$ 37,944
3	Footpath	Long Beach Road footpath corner to car park, Construction 2019/20	\$ 49,073	\$ 23,364	\$ 25,709
4	Footpath	Length of Blacks Road, Construction 2019/20	\$ 70,950		\$ 70,950
5	Footpath	Te Tapui Road to Matauri Bay School link, Construction 2019/20	\$ 14,700		\$ 14,700
6	Footpath	Length of Pa Road, Construction 2020/21	\$ 200,420	\$ 99,000	\$ 101,420
7	Footpath	Florence Ave to Matauwhi Road, Construction 2020/21	\$ 10,850		\$ 10,850
8	Footpath	Bowen Street, Construction 2020/21	\$ 14,800		\$ 14,800
9	Footpath	Matauwhi Road to beach , Construction 2020/21	\$ 11,025		\$ 11,025
Total			\$ 486,418	\$ 198,000	\$ 288,418

- Notes:
- The amount of work completed will depend on actual works pricing - a maximum of \$252,000 and \$255,360 (subject to NZTA approval) would be fundable.

1

Rank	Type	Proposer	Details	Town	Ward	Units (m)	Rate	Cost	Updated Cost	College / School	Tourists	Pedestrian	Functional Street Classification	Speed Limit	Berm available	Already footpath on otherside of road	Links existing	School Roll	Index	ILCR	Constructed	Year
1	Footpath	Opua School Board	Opua : Kellet Street at Opua school	Opua	BOI	20	150	3100	3000	35	0	2	2	5	3	0	5	20	72	0.48	No	
2	Footpath	CB	Mission Rd	Kerikeri	BOI	744	150	74400	111600	15	0	4	3	5	3	0	5	35	70	0.47	No	
4	Footpath	CB	Length of Blacks Road	Kerikeri	BOI	473	150	42300	70950	15	0	3	1	5	5	0	5	35	69	0.46	No	
3	Footpath	FNDC KK	Te Tapui Rd to Matauri Bay School link	Matauri	BOI	98	150	15800	14700	5	15	3	4	20	0	0	10	5	62	0.41	No	
5	Footpath	CB	Length of Pa Road	Kerikeri	BOI	911	220	273300	200420	15	0	3	1	5	5	0	5	35	69	0.31	No	
6	Footpath	CB	Florence Ave to Matauwhi Road	Russell	BOI	62	175	6200	10850	5	15	4	5	5	3	0	10	5	52	0.30	No	
7	Footpath	FNDC 2007 Strategy	Bowen St	Kawakawa	BOI	74	200	23400	14800	20	0	2	1	5	0	0	10	15	53	0.27	No	
8	Footpath	CB	Matauwhi Road to beach	Russell	BOI	63	175	6300	11025	5	15	5	3	5	3	0	5	5	46	0.26	No	
9	Footpath	CB	Omaunu Rd	Kaeo	BOI	860	233	200380	200380	20	0	3	2	8	5	0	10	10	58	0.25	No	
10	Footpath	CB	Purerua Road BOI Academy to Taronui Road	Te Tii	BOI	714	200	142800	142800	20	0	1	3	20	0	0	0	5	49	0.25	No	
11	Footpath	CB	Haruru Falls Car Park to Bledisloe Domain	Haruru	BOI	381	200	57150	76200	0	15	3	3	20	5	0	0	0	46	0.23	No	
12	Footpath	TNRRA	School Road	Totara	BOI	306	200	61200	61200	5	15	3	5	8	5	0	0	5	46	0.23	No	
13	Footpath	FNDC KK	Airfield to Nautical Drive	Haruru	BOI	1242	220	248400	273240	0	15	2	5	20	3	0	5	0	50	0.23	No	
14	Footpath	CB	Pomare Road	Russell	BOI	410	150	61500	61500	5	15	1	3	5	0	0	0	5	34	0.23	No	
15	Shared Use	FNDC KK	SH11 Nautical Drive to Haruru Falls Rd	Haruru	BOI	564	260	112800	146640	0	15	3	5	20	5	0	10	0	58	0.22	NZTA	
16	Footpath	TNRRA	Totara Nth Rd School Rd to Okura Bay Rd	Totara	BOI	560	200	84000	112000	5	15	3	3	8	5	0	0	5	44	0.22	No	
17	Footpath	TNRRA	Okura Bay Rd Totara North Rd to boardwalk	Totara	BOI	571	200	85650	114200	5	15	3	3	8	5	0	0	5	44	0.22	No	
18	Footpath	TNRRA	Okura Bay Rd boardwalk to wharf	Totara	BOI	357	200	53550	71400	5	15	3	3	8	5	0	0	5	44	0.22	No	
19	Shared Use	FNDC KK	SH11 Yorke Rd to Wilson Rd link	Haruru	BOI	325	200	65000	65000	0	15	3	5	8	3	0	10	0	44	0.22	No	
20	Footpath	FNDC MG	Oneroa Rd to Ashby zig zag	Russell	BOI	422	200	84400	84400	5	15	3	3	5	0	0	5	5	41	0.21	No	
21	Footpath	CB	Robertson Street, Matauwhi to Gould	Russell	BOI	207	250	51750	51750	5	15	3	2	5	3	0	10	5	48	0.19	No	
22	Footpath	Mark Evans	Joyces Road Paihia	Paihia	BOI	280	200	56000	56000	5	15	2	1	5	0	0	5	5	38	0.19	No	
23	Footpath	CB	Wellington to Little Queen Street	Russell	BOI	70	250	10010	17500	5	15	3	4	5	0	0	10	5	47	0.19	No	
24	Footpath	CB	Te Wahapu Road	Okato	BOI	2747	150	412050	412050	0	0	0	3	20	5	0	0	0	28	0.19	No	
25	Footpath	CB	SH11 to Haruru Falls carpark	Haruru	BOI	401	220	60150	88220	0	15	3	3	5	5	0	10	0	41	0.19	No	
26	Footpath	CB	Moerewa: Snowdon Ave - Arterial route to SH1, high traffic	Moerewa	BOI	300	175	30000	52500	15	0	6	3	5	3	-20	10	10	32	0.18	No	
27	Shared Use	Clir Court	Wiroa Road SH10 to Hideaway Lodge Backpackers	Kerikeri	BOI	1104	250	220800	276000	0	15	3	4	15	3	0	5	0	45	0.18	No	
28	Footpath	CB	Church Street	Russell	BOI	189	250	47250	47250	5	15	1	3	5	0	0	10	5	44	0.18	No	
29	Footpath	Focus Paihia	CBD to Waitangi Bridge	Paihia	BOI	1545	200	309000	309000	5	15	4	5	5	0	-20	10	10	34	0.17	No	
30	Footpath	TNRRA	Totara Nth Rd SH10 to Gangway Rd	Totara	BOI	1797	200	269550	359400	5	0	3	3	8	5	0	0	5	29	0.15	No	
31	Footpath	TNRRA	Totara Nth Rd Gangway Rd to School Rd	Totara	BOI	634	200	95100	126800	5	0	3	3	8	5	0	0	5	29	0.15	No	
32	Shared Use	NZTA	SH11 Kaipatiki Roadway to Yorke Rd Stage 2	Haruru	BOI	854	400	341600	341600	0	15	3	5	20	5	0	10	0	58	0.15	No	
33	Footpath	Vincent Watts	Tapeka Road	Russell	BOI	986	300	295800	295800	5	15	3	1	5	5	0	0	5	39	0.13	No	
34	Footpath	CB	Ashby Street	Russell	BOI	196	150	29400	29400	5	0	1	2	5	0	0	0	5	18	0.12	No	
35	Footpath	CB	CBD footpath improvements	Moerewa	BOI	165	290	47850	47850	15	0	6	5	5	3	-20	10	10	34	0.12	No	
36	Footpath	CB	Skudders Beach Road, Te Toki to Paretu	Kerikeri	BOI	301	200	30100	60200	0	0	3	1	5	5	0	0	0	14	0.07	No	
37	Footpath	CB	Long Beach Rd footpath corner to car park	Russell	BOI	62	791	37200	49073	5	15	4	3	5	5	0	10	5	52	0.07	No	
38	Footpath	RFS	Deeming Road narrow section	Okato	BOI	94	200	18800	18800	0	0	1	1	5	5	0	0	0	12	0.06	No	
39	Footpath	RFS	Deeming Road	Okato	BOI	319	200	63800	63800	0	0	1	1	5	3	0	0	0	10	0.05	No	
40	Footpath	CB	Pedestrian bridge next to Main Street bridge	Kaeo	BOI	12	4167	50004	50004	20	15	3	5	5	0	0	10	10	68	0.02	No	
	Shared Use	CB	Station Rd	Kawakawa	BOI	97	309	29973	29973	20	15	6	1	5	0	0	0	15	0	0.00	Yes	2017
	Footpath	Focus Paihia	School Rd	Paihia	BOI	402	200	80400	80400	5	15	3	4	5	0	-20	10	10	0	0.00	Yes	
	Footpath	CB	Hall Road	Kerikeri	BOI	531	200	79650	106200	15	0	3	1	5	3	0	0	35	0	0.00	DEVELOPER	
	Footpath	CB	Riddell Rd	Kerikeri	BOI	703	150	70300	105450	15	0	4	3	6	3	0	10	35	0	0.00	Yes	2019
	Footpath	CB	Cobham Rd Hone Heke to Mill Lane	Kerikeri	BOI	105	153	16024	10500	35	0	5	4	5	0	-20	10	35	0	0.00	Yes	2019
	Footpath	FNDC KK	Landing Rd unfinished	Kerikeri	BOI	71	200	14200	14200	35	15	3	4	5	0	-20	10	35	0	0.00	Yes	2019
	Footpath	Various	Landing Road bridge to Soudders Beach Rd	Kerikeri	BOI	700	210	93300	147307	35	0	5	4	20	5	0	10	10	0	0.00	Yes	2019
	Footpath	CB	Rainbow Falls Road	Kerikeri	BOI	844	220	126600	185680	15	15	3	1	5	0	0	0	35	0	0.00	DEVELOPER	
	Shared Use	FNDC AY	Kerikeri Inlet Rd, widen Reinga Rd to Shepherd Rd	Kerikeri	BOI	2843	250	568600	710750	35	15	3	5	15	0	-20	0	35	0	0.00	No	

Footpath Designs Completed

Footpaths Constructed / commenced

School	Tourists	PedGen	Funcntclass	Speed	Berm	Exfootpath	Link	Schoolroll
Primary =5	Yes=15	Number of:	Arterial =5	100KM=20	No=5	yes = -20	Yes=10	less then 200=5
College =15	No=0	Hospitals	Collector =4	80KM=15	Some=3		No=0	200-400=10
Only gets a score if within 2.0km from a primary school or 3.8 from a high school. To make point of difference don't include walking to a bus stop as that is everyone.		Schools	Local =3	70KM=8	Yes=0			400-600=15
		Rest homes	Through Road	60KM=6		no = 0		600-800=20
		Halls	=2	50KM=5				800-1000=25
		Beaches	No Exit / Cul de Sac = 1					1000-1200=30
		Marae						1200+=35

1. Footpath Priority matrix JC

7 CORPORATE SERVICES GROUP

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A2588610

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the report from Chairperson Greening.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

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

The report from the Chairperson is attached.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. Chairperson Greening Members Report - A2588492** [↓](#) 

Compliance schedule:

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

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

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

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Terry Greening - Chairperson
Subdivision: Russell-Opua
Date: May 2019 – July 2019

Meetings

Date	Meeting
09/05/2019	Council Chambers Kaikohe – Revenue Review workshop
17/05/2019	CEO Office, John Butler Centre Kerikeri – CEO1:1 meeting
29/05/2019	Council Chambers Kaikohe – Combined Community Boards workshop
30/05/2019	Council Chambers Kaikohe – Audit, Risk and Finance committee meeting and Risk workshop
04/06/2019	Council Offices Kaikohe – Meeting with GM IAMS and staff re Russell Sports ground issues
11/06/2019	Te Pokapu Centre, Kawakawa – Ngati Hine Strategic Governance Group meeting
12/06/2019	Russell Sports Club meeting
13/06/2019	Kohewhata Marae Kaikohe – Te Ao Maori workshop
13/06/2019	Council Chambers Kaikohe – extraordinary Council Meeting
17/06/2019	Russell Town Hall monthly meeting
20/06/2019	Council Chambers Kaikohe – Far North 2100 workshop with iwi and hapu representatives
21/06/2019	Attended official opening of new Kerikeri airport terminal
27/06/2019	Far North REAP Kaitaia – Council meeting
01/07/2019	Whangaroa Memorial Hall, Kaeo – Community Board meeting
15/07/2019	Russell Town Hall monthly meeting
18/07/2019	Council Chambers Kaikohe – Infrastructure Network Committee
18/07/2019	Council Chambers Kaikohe – Revenue Workshop
20/07/2019	St John Russell – blessing and launch of new First Response vehicle
25/07/2019	Council Chambers Kaikohe – Audit, Risk and Finance committee meeting
25/07/2019	CEO Office Kaikohe - Kerikeri Wastewater Treatment Plant Project Steering Group meeting
31/07/2019	Committee room Kaikohe – Infrastructure Grant Fund and Events Fund Decision Panels

7.2 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 JUNE 2019**File Number: A2573714****Author: Sam Chapman, 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 30 June 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 30 June 2019 	\$163,555.18
<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 	\$9,728.62
<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, Russell Baptist Church and the Kerikeri Basketball Court Project 	\$38,796.00

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 overcommitted balance in the Community Fund account as at 30 June 2019 is \$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 30 June 2019 is attached.

ATTACHMENTS

1. **2019-08-12 BWCB Statement of Bay of Islands-Whangaroa Community Board Fund Account as at 30 June 19 - A2572718** [!\[\]\(8c4dca64662d21542001ca0ed7eeb688_img.jpg\)](#) 

**Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of the Community Fund Account as at 30 June 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-Kaikōhe 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	2,000.00	
Tukau Community Fund for purchase of goods for hampers and Christmas lunch	5,400.00	
Kaero Christmas Parade Organising Committee for Kaero Christmas Parade and Traffic Management	2,500.00	
Dutch Community Group BOI for associated costs of Dutch Festival 2019	2,000.00	
Jan 19		
Bay of Islands Jazz & Blues Festival to provide a shuttle bus	2,077.39	
Whangaroa Community Trust for rent at Kaero Library and facilitators fees	5,000.00	
Baysport Incorporated for upgrade of changing rooms	10,452.00	
Rotary Club of Kerikeri Incorp. for purchase and install of portable hoist and water chair	7,093.00	
Friends of Springbank Charitable Trust for hireage of buses for Fireworks Extravaganza 2018	2,375.00	
He Iwi Kotahi Trust for costs re Christmas at the Marae event	5,400.00	
Business Paihia Incorporated for Paihia Christmas Parade and Traffic Management	5,000.00	
Epilepsy NZ for costs towards a field service vehicle	2,000.00	
Reinga Road Reserve Incorporated for installing tree protection cages and annual supply of plants	2,792.00	
Cherry Park House Committee for installation of heat pumps	3,105.00	
Feb 19		
Hope Centre Northland Community Trust for costs re Feast in the Street	2,500.00	
Focus Paihia for rubbish collection, installation of footpath, purchase and install of blinds, rubber flooring, shipping container and flood lighting of Bledisloe Domain	3,987.41	
Resilient Russell Charitable Trust for advertising/marketing, trophies, catering, travel/mileage, accommodation and Master of Ceremonies costs	2,500.00	
Mar 19		
Kaero Festival Group for costs associated with running of Nga Purapura 2019	3,135.00	
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 Rock Festival - Bus shuttle costs for 2019 Bay of Islands Country Rock 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	
Jun-19		
Te Runanga O Ngati Rehia on behalf of Tuhono Kerikeri Partnership Project - Advertising and equipment hire	12,654.00	
Northern Flash Fiction Day - rent, advertising and facilitator/professional fees	694.00	
Lions Club of Kerikeri for Kerikeri Santa Parade and Traffic Management	2,771.38	
		<u>163,555.18</u>
Balance as at 30 June 2019		<u>\$53,524.62</u>

Far North District Council**Bay of Islands - Whangaroa Community Board****Statement of the Community Fund Account as at 30 June 2019****Less Commitments 2018/19 (Funds not yet uplifted)****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
Northland Area of Floral Art Society New Zealand - costs associated with the Floral Designer of the Year 2019	2,963.00
Russell Baptist Church - Development of carpark outside church	8,000.00
Mai Lyfe - Resurfacing of the basketball court at Kerikeri Domain	<u>25,333.00</u>

Meeting 15.04.19

Fat Kina Production - Seed Funding	2,500.00
Volunteering Northland - Assist with annual operation costs	<u>5,000.00</u>

Meeting 05.11.18

Kaeo Christmas Parade Organising Committee for Kaeo Christmas Parade and Traffic Management	5,000.00
Lions Club of Kerikeri for Traffic Management of Kerikeri Santa Parade	2,228.62
Kawakawa Santa Parade for Kawakawa Santa Parade and Traffic Management	<u>2,500.00</u>

56,024.62**Balance 30 June 2019 Uncommitted/(Overcommitted)****-\$2,500.00**

7.3 ROAD NAMING REPORT

File Number: A2568864

Author: Marie Boyd, Addressing Improvement Officer

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

To seek approval from the Bay of Islands-Whangaroa Community Board to name the following private roads.

EXECUTIVE SUMMARY

- Council is required to ensure accurate road naming and property addressing in accordance with the Australian/New Zealand Addressing Standard – AS/NZ 4819.2011.
- Community Boards have the delegated authority to name previously unnamed roads.
- This report is presented to the Bay of Islands-Whangaroa Community Board for consideration.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) names the private road currently addressed as 192A-E Lodore Road as Weka Lane.
- b) names the private road currently addressed as 236A-E Redcliffs Road as Waitete Heights Lane.

1) BACKGROUND

Far North District Council is required to ensure accurate road naming and property addressing is carried out in accordance with the Australian/New Zealand Addressing Standard – AS/NZ 4819.2011.

Both properties listed in this report have now met the property numbering threshold, and ongoing development of both areas will require the road to be named to meet Council's policy and the standard.

2) DISCUSSION AND OPTIONS

Property owners and, where appropriate, iwi / hapu have been consulted and have provided input into the new road names. One of the road names (Weka) is a duplicate name, however Land Information New Zealand have approved the duplication due to the geographic distance between the roads within the district.




Reason for the recommendation

The name has local significance as outlined in the attached spreadsheet and meets the criteria set down in the Council's Road Naming and Property Numbering Policy #2125 and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

This work will be met from within existing budgets.

ATTACHMENTS

1. **BOIWCB 2019-08-12 Road Naming Schedule - A2563537** [↓](#) 
2. **BOIWCB 2019-08-12 Maps - A2571609** [↓](#) 
3. **Additional Information for Waitete Heights Lane - A2571533** [↓](#) 

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.	Australian/New Zealand Addressing Standard – AS/NZ 4819.2011. Council Policy # 2125 - Road Naming and Property Numbering 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.	Community Boards are delegated the authority to name previously unnamed private roads.
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.	Where names in Te Reo have been proposed, local iwi have been consulted. No issues have been raised.
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.	Consultation has been undertaken with persons likely to be affected by, or to have an interest, in this matter.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial Implications have been assessed and budgetary provision has been made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

Bay of Islands / Whangaroa Community Board Road Naming Schedule – 12 August 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Shared accessway off Lodore Road - currently addressed as 192A-E Lodore Road	First Preference	Weka Lane	6	There are weka spotted around all the properties. The owners want to work together to allow the weka population to grow.	At present there are 5 properties with dwellings but recently there has been a 9 lot subdivision owned by one of the submitters.	Weka Lane
Shared accessway off Redcliffs Road - currently addressed as 236A-E Redcliffs Road	First Preference	Waitete Heights	6	Historical evidence that the area was called Waitete Block when it was sold to James Shepherd in 1837 (see attached information)	Waitete Heights does not meet the standard as Heights in not a approved road type but Land Information NZ has approved Waitete Heights Lane. There are also several unnumbered vacant properties off this access when developed will exceed the limit of A-E .	Waitete Heights Lane
	Second Preference	Waitete Lane	6	As above		
	Third Preference	Waitete Close	6	As above		





1837]

BAY OF ISLANDS DISTRICT.

161

Deeds--No. 180.

WAITETE BLOCK, KERIKERI, BAY OF ISLANDS DISTRICT.

Kia rongo e nga tangata katoa ki tenei pukapuka. Kua oti te tuku e te Tirarau ki a Hemi Hepara Mihanere tana kainga kua oti te karanga ko Waitete he kainga oti tonu ki a Hemi Hepara mona mo ona uri aka aka ko tana kainga me nga mea katoa e tupu ana i tana kainga.

Ko nga kaha o tana kainga koia enei ke te Weta ko Rangitane haere tonu i te awa a te ara ki Mangonui; ke te Nata ko te ara o Mangonui-rere tonu a te kairi ka titiro ko Mangonui haere tonu i te ara a te Tiki; ke te Ita haere atu i te Tiki ka hake a Kakarawero a te awa nui o te Keri Keri; ke te Huta ko Kakarawero haere tonu i te tahatapa a Waitete ka rere a Pirikawu haere tonu i te awa a Rangitane.

Na ko nga utu mo tana kainga kua oti nei te tuku e te Tirarau ki a Hemi Hepara Mihanere mo ana tamariki koia enei ka oti nei te tuituhi 5 paraikete 5 kaheru 3 kohue 5 titaba 1 kapu 5 kora 6 haru 1 pih kaone 100 matau 8 kotikoti 10 hawi karanne 200 tupeka.

Ta te mea kua oti tonu atu tenei kainga ka oti nei te tuku e te Tirarau ki a te Hepara mo ana tamariki mo ona uri koia matouka tuituhi ai ou matou ingoa ou matou tonu i te rua tekau ma tahi o nga ra o Aperira i te tau kotahi mano e waru rau e toru tekau ma ono o tau tatou Ariki o Ihu Karaiti.

Ko te Tirarau tana tohu x
JAMES SHEPHERD.

Ko Ngoki tana tohu x.
Ko Tanea tana tohu x.
Ko te Wakarua tana tohu x.
Bepi.
Ko te Hakiro tana tohu x.
Ko Hamiora Rangitawiro.
Ko Hemi Tohu.

Kua riro mai i a matou 2 paraikete 2 pei 1 kaheru 1 kohue 2 titaba 2 lb. tupeka, na Wakarua's receipt.
te Hepara Mihanere i te Kerikeri mo te kainga i tukua o te Tirarau ki a te Hepara.
Ko nga ingoa o te kainga ko Rangitane ko Waitete ko Aroha ko Kakarawero ko te Tiki haere tonu i te ara a tana noa ki Rangitane.

Ko te Wakarua tana x tohu.
Ko Wari tana x tohu.
Ko Taneo tana x tohu.

Witness--
Isaac Shepherd.
Ko Karee tana x tohu.
Ko Manu x tana tohu.

True Copy.
H. TACY KEMP.

TRANSLATION.

HEAR all men this book. Tirarau has made over to James Shepherd, Missionary his place called Waitete to be the property of James Shepherd, for him and his heirs for ever, the said place and all things growing on the said place.

The boundaries of the said place are these: On the West Rangitane, following the river to the road to Mangonui; on the North the Mangonui road, following the ridge till within sight of Mangonui following the road to the Tiki; on the East, proceeding from the Tiki, descending to Kakarawero and thence to the Kerikeri river; on the South Kakarawero, following the beach to Waitete, thence to Pirikawu, following the river to Rangitane. And the payment for the said place now made over by Tirarau to James Shepherd, Missionary, are these here written: 5 Blankets; 5 Hoes, 3 Iron pots; 5 Axes, 1 Adze, 5 Plane irons, 6 Combs, 1 piece of Print, 100 fish hooks, 8 scizors, 10 Half crowns 200 figs Tobacco.

And because the place now made over by Tirarau to James Shepherd is to be for him and his children for ever, therefore we write our names and our marks on the 21st day of April in the year of our Lord Jesus Christ 1887.

[Witnesses.]

[Signatures.]

We have received 2 Blankets 2 Spades 1 Hoe 1 Iron pot 2 axes 2 lbs. Tobacco of Mr. Shepherd Missionary at Kerikeri for the place made over by Tirarau to Mr. Shepherd, the names of which place are Rangitane, Waitete, Aroha, Kakarawero, the Tiki, following the road round to Rangitane.

[Witnesses.]

[Signatures.]

A True Transcript of Certified Copy of Original Deed and Translation.

H. HANCOCK TURNER.

Wellington, 23rd July, 1879.

1887.
21 April.

BAY OF ISLANDS
DISTRICT.

WAITETE.
James Shepherd.
[400 acres.]

Receipt.

1887.
21 April.

WAITETE.
James Shepherd.
[400 acres.]

Receipt.

No. 222a.

O.L.O.

completed as a requirement of NZHPT Authority 2004/11. It is noted however that the boundary/fenceline as shown on the AIF is incorrect, and occurs further to the south than indicated. The investigation results determined the site was occupied at some point between 1660-1700AD. The site P05/18 was noted at the time to have been extensively modified by natural erosion; farm activities; excavation for a helicopter pad; pine forest planting; a water tank; and the telecommunication facility.

Subsequently the site has been the subject of a further residential development proposal (Johnson & Callaghan 2010) and an associated Environment Court Hearing (ENV 2011 AKL 145); Environment Court Decision number [2013] NZEnvC108, which determined the site was not a Wahi Tapu.

Historical Background

The history of the Rangitane area is outlined in the 2005 investigation report (Phillips) and is not repeated in full here. Briefly, the area of Rangitane was purchased by James Shepherd in 1836. The *Waitete Block* encompassed an area of some 400 acres (OLC

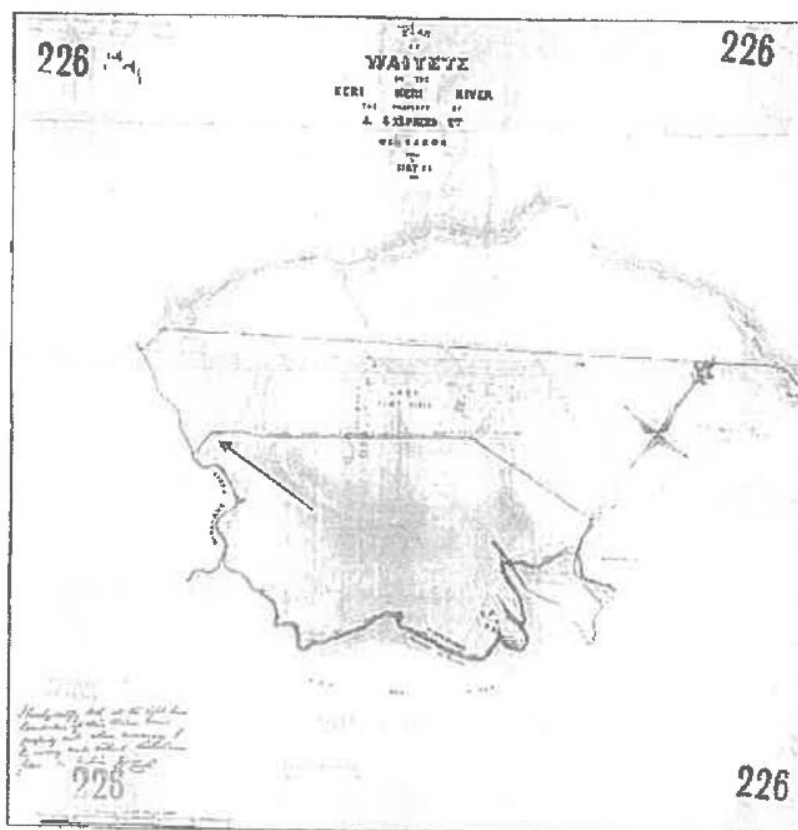


FIGURE 4. OLC PLAN 226 SHOWING THE APPROXIMATE LOCATION OF THE TWO DEGREES PROPOSAL (Arrow). (on our land)

7.4 FUNDING PROJECT REPORTS

File Number: A2537075

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's received from:

- a) Bay of Islands Country Rock Festival
- b) Bay of Islands Walking Weekend Charitable Trust
- c) Baysport Incorporated
- d) Kaeo Festival Group
- e) Kerikeri Lions Club Incorporated
- f) National Flash Fiction
- g) Russell Tennis Club

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 - Bay of Islands Country Rock Festival - A2537068  
- 2. Project Report - Bay of Islands Walking Weekend - A2561610  
- 3. Project Report - Baysport Inc - A2552342  
- 4. Project Report - Kaeo Festival Group - A2551110  
- 5. Project Report - Kerikeri Lions Club - A2551018  
- 6. Project Report - National Flash Fiction - A2545352  
- 7. Project Report - Russell Tennis Club - A2565362  

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to:

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: BAY OF ISLANDS COUNTRY ROCK FESTIVAL
Name & location of project: BAY OF ISLANDS
Date of project/activity: 10th, 11th + 12th MAY 2019

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 2747.35

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)
CLARKS COACHLINE (Shuttle Bus)	\$ 2485.74	✓
Calders Print (Programme)	\$ 3513.76	✓
	\$	
	\$	
Total:	\$ 5999.50	

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

As per over the page, badge sales had increased by 60 full weekend sales + we have already got had people enquiring about the next years festival.

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

We had an extra 60 badge sales from last year along with a lot more community support which gave our town a lot of extra income during this quiet time of the year + we had A lot of positive feedback from all local businesses

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

please find attached
muchly appreciated the annual support we continue to receive from our FNDC

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

BAY OF ISLANDS COUNTRY ROCK FESTIVAL

This report was completed by:

Name: Shirley May
Address: PO Box 100 MOERewa
Phone: 094041063 mob: 0272350106
Email: Maysplace@actrix.co.nz
Date: 01/06/19



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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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:

BAY OF ISLANDS WALKING WEEKEND CHARITABLE TRUST

Name & location of project:

BAY OF ISLANDS WALKING WEEKEND

Date of project/activity:

12, 13, 14 Oct 2018.

Which Community Board did you receive funding from?

☐

Te Hiku

☐

Kaikohe-Hokianga

☒

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$3422.

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)
Shoot North. (website) - paid monthly.	\$2070	✓
Net Promotions (shirts)	\$747.65	✓
Poster design. (Troy Packer)	\$862.50	✓
N2 Walking Magazine	\$1551.00	✓
Net SPOT ON ADVERT	\$752.	✓
Total:	\$5984.15	✓

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

Outstanding. Many younger people attending. Used to be for older people. Now 20% were under 30 yrs.
Over 300 walkers bashed!

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

Volunteers! All the volunteers love showcasing the region and getting out there being ambassadors for the community. Also educate people on Bay Bush Action, Project Island Song, Kauri dieback, etc.

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 acknowledge -
- website - screenshot
- newsletters
- prize giving / dinner

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

www.facebook.com/BOIWALK

This report was completed by:

Name: Steph Goddard
Address: 1 Johnson Lane, Harum Falls
Phone: mob: 021 122 9307
Email: steph@blablablmarketing.co.nz
Date: 10/7/2019



Far North
District Council

Project Report
COMMUNITY GRANT FUND - LOCAL

F0080402

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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:

Baysport Inc.

Name & location of project:

Upgrade of pavilion changing rooms

Date of project/activity:

Feb - May - 2019.

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 10,452. date 5/11/18.

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)
A.T. Plumbing & Gas inv. 2111	\$ 4,830.71	
A.T. Plumbing & Gas inv. 2119	\$ 6,469.01	
\$ Phil Gore Builder inv. 53672	\$ 4,602.83	
	\$	
Total:	\$ 15,902.55	

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

The upgrade involved a gas bottle installation to boost hot water supply. New shower heads, improved drainage, new wash basins, toilet seats, construction alteration of toilet space into separate referee changing room.

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

1

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

The pavilion now provides a basic, acceptable standard of changingroom facilities. Players very happy with sufficient hot water for showers, even at the end of the day. The grant is of ongoing benefit to the 500 plus members and other users and visiting teams of K.K.F.C.

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

The Baysport committee would like to thank the Community Board. Thanks to this grant, we have been able to complete our refurbishment of the Pavilion: painting interior and exterior, and upgrade of changingrooms.

Funds were also donated by Foundation North, Oxford Sport Trust, A.K. Franklin Trust and Waipapa Rotary.

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

This report was completed by:

Name: Mieke Ward
Address: 45 Bayview Rd - Paehia
Phone: 09-4026912 mob: 027 669 3946
Email: murray-mieke@xtra.co.nz
Date: 3/7/19.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

FNDC ADMIN

03 JUL 2019

F0080402

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

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Please return the completed form to:

Governance Support

Far North District Council

Private Bag 752

KAIKOHE 0440

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

Name of organisation:	Kaeo Festival Group
Name & location of project:	Nga Purapura 2019, Kaeo
Date of project/activity:	22nd March 2019

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund:	\$3135
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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)
See attached event budget and statements	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

A fantastic 780 people turned up for Nga Purapura 2019. We were delighted that so many people came along and got stuck in. All the workshops and drop-in activities were bustling with whanau getting involved. The event is completely unique to Kaeo and our community contributes to creating it, feeling pride and demonstrating great community spirit. The event remains completely free of charge enabling it to be completely accessible to all. The highlights include seeing our local talents have a platform and being enjoyed by all and truly celebrating our local culture. Over 25 volunteers contributed to the day either by helping with the event logistics or by contributing their skills by providing workshops. Eight local organisations also contributed by providing activities and services.

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

Nga Purapura 2019 pulled the community together into creating a celebration for children and young people. Centred around a focus on music, arts and nature the event buzzed all day with activities for children and families to get involved with. It is great to see kids involved in creative and nature based activities with so much enthusiasm. Children were given the opportunity to get involved with activities that are often not available in the local area. Adults were getting involved and enjoying quality experiences with their children. The diversity of the programming meant that most ages were catered for but we noted that next year we need to focus more on making sure we are working with Whangaroa's youth to ensure their needs are met successfully. We also need to address the need for more shade / shelter in the future and possibly relocate the staging so that the music stage is a more prominent feature. The local business community reported a busy day with lots of visitors stopping in the area for the whole day. Overall the event was deemed a great success with enthusiasm from partners, collaborators and the committee to continue to produce the event and even to grow it.

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

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

[www.facebook/ngapurapurakao](https://www.facebook.com/ngapurapurakao)

This report was completed by:

Name:	Hannah Hunter		
Address:	389 Omaunu Road, RD2, Kaeo, 0479		
Phone		mob:	021 174 9760
Email:	hannahhunter78@gmail.com		
Date:	26/06/2019		

FNDC ADMIN

03 JUL 2019

2

Private Bag 752, Memorial Ave, Kaitiaki 4000, New Zealand, Freephone: 0800 920 029,
Phone: (09) 485 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

Nga Purapura 2019 Whole Project budget		Notes on payment
Participation - Creative Communities Fund		
Workshop 1 & 2 - Hip Hop Dance and circus skills - Facilitators fee	\$ 350	cash
Workshop 3 - Wearable Arts - Upcycle and Super Heroes - Op shop and emporium, and fabric budget	\$ 165	cheque 43
Workshop 4 - Mosaic Public Art - tiles treasure packs 13.50 x4, mosaic mesh \$6, apodite glue \$40, board and grout donated	\$ 148	cheque 36
Workshop 5 - Street Art Mural Painting with Yasna Smith - facilitator koha	\$ 50	cash
Workshop 6 - Yarn Bombing - Op shop Yarns	\$ 57	cash
Workshop 7 - Theatre with Will (See facilitators expenses below)	\$ -	na
Workshop 8 - Trash Band instrument making in advance, instrument making workshop, playing workshop, performance conductor 8 hours x \$25 plus \$50 materials	\$ 250	cheque 37
Workshop 9 - African Drumming with Ross	\$ 150	cheque 38
Workshop 10 - DJ making and playing		na
Art in Nature - MTA \$186 + Warehouse \$36	\$ 172	cheque 29
Art in Nature - Clay Creatures and pottery wheel - clay 40kg	\$ 147	cheque 28
Rachel Palmer workshop materials	\$ 100	cheque 50
Workshop Tent hire 11x11 North Nire Marquees	\$ 500	cheque 47
Volunteer workshop helpers expenses 6 x \$50	\$ 300	cash
Logistics - Community Board Fund	\$ 2,389	
Main Stage sound system hire / tech support / cabling - Soundworks	\$ 1,127	cheque 48
First Aid Cover 11 hrs @ \$25 per responder x 2 less community discount - St Johns	\$ 362	cash/online banking
Security - Maori Wardens - koha	\$ 200	cheque 39
Hire porta loos on trailer, flood lights	\$ 109	cheque 32
Safety Fence - Mitre 10	\$ 95	cheque 27
Koha to Union Church for use of electricity and Hire fee	\$ 100	cheque 41
Public liability insurance	\$ 575	cheque 31
Waste Management	\$ 219	cheque 32
Print and laminate 20 A4 safety signs - Stationary Warehouse \$1.29 x 20	\$ 74	cheque 34
Printing for group meetings, administration, operational plans 0.30 double sided printing Stationary Warehouse x 150 copies	\$ 49	
Portion of cost for signs	\$ 18	cash
Te Reo Maori Festival Phrase book design and print 199pgst	\$ 207	cheque 46
Healthy Food classes	\$ 3,135	
Anna's cook classes	\$ -	
Printing recipe cards - take home		
Marketing		
Poster design - Assessment design inkline gift value \$300	\$ -	
Glow spot stickers x 300	\$ 23	cheque 30
Print poster x 100 posters	\$ 100	cheque 25
Print fliers x 2000	\$ 120	cheque 26
Print programme A4 black and white double sided x 800 x .30	\$ 100	cheque 35
2nd portion of signage - Lisa	\$ 14	cash
Photographer	\$ 200	cash
Programme		
Handline band - Chemamari	\$ 650	cash
Mr Roberelli Childrens Music performers	\$ 750	cheque 40
Book bent hire	\$ -	
Tos up Dress up box - op shop budget	\$ 50	cash
Face paints for volunteer facepainters to give free facepaints 4 x \$20	\$ 62	cheque 42
Barides	\$ 75	as at 06.06.19
Volunteers		
Volunteer refreshments	\$ 30	cheque 49
Total Expenditure	\$ 7,697	
Event Income		
Stall holders fees 8 stalls x \$20	\$ 320	
Creative Communities	\$ 2,389	
Bay of Islands and Whangaroa Community Board	\$ 3,135	
Kaeoannes	\$ 300	
Waipapa Lions	\$ 400	
Trading post - local business sponsorship	\$ -	
Farm and Fuel - local business sponsorship	\$ -	
Donnas Mad Hatters - local business sponsorship	\$ -	
Kaeo BP - local business sponsorship	\$ -	
Whangaroa Fishing Club sponsorship	\$ 150	
The Marlin Hotel sponsorship	\$ 150	
The Spice Grill - local business sponsorship	\$ 150	
The Saddlery - local business sponsorship	\$ -	
Balance in bank (incl. \$220 last years donation) from 2018	\$ 526	
Raffle & Koha box	\$ 90	
donations	\$ 232	
Total Income	\$ 7,841	
Balance	\$ 144	
Inkind Support		
Bunnings / Mitre 10 Road sign board, mural board, mosaic board, mosaic grout		
New World - Healthy food	\$ 300	
Four Square donations of goods value of \$24.98	\$ 25	
Volunteer value		
Volunteer value DIY workshop tent 8 hrs x 8 volunteers @ \$20 = \$1280	\$ 1,280	
Volunteer value site crew* \$15.75 per hour x 22 x 8 hours	\$ 1,512	
Volunteers value - festival group 4 people 6 meetings x 2 hours @ \$15.75	\$ 756	
Volunteer Value Co-ordinators hours 36 weeks @ 6 hrs per wk @ \$20 per hr	\$ 4,320	
Documentation / visitor surveys / photography	\$ 500	
Evaluation 14 hours @ \$20	\$ 280	
	\$ 8,548	
*welcome hosts, parking stewards, site stewards, visitor surveys		



Far North
District Council

Project Report
COMMUNITY GRANT FUND - LOCAL

F0080402

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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: ROTARY CLUB OF KERIKERI INC
Name & location of project: HYDROTHERAPY EQUIPMENT, LITTLE DIAPERS
Date of project/activity: MARCH 2019 (equipment operational)

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 7,093

(PO 61660 Grant Reference)

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)
Morton & Perry, Hoist & freight	\$ 8922.85	8922.85
C1 South, Chair	\$ 3409.75	3409.75
	\$	
Design & Print, Kerikeri, Signage @ Little Dippers	231.15	✓
Total:	\$ 12563.75	

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

10-20 people per week
lovely seeing relaxing in a warm pool,
and smiling faces because they
can move more freely.

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

Having some where warm & local
to move in water.

This facility commenced its hydrotherapy sessions on
29 April and already there is very positive feedback
on having this facility handy to the large population
base around Kerikeri.

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

Attached are = 2 adverts run in Northern Advocate
The advert was emailed - but attached, an advert/sign
has permanently been placed @ Little Dippers.

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

<https://www.facebook.com/LittleDippersSwimSchool/>

This report was completed by:

Name: Neil Blanchfield
Address: 14 Alderton Drive, Kerikeri 0230
Phone: 021 315 007 mob: 021 315 007
Email: neil.blanchfield@gmail.com
Date: 1/7/19

Rotary Club of Kerikeri, PO Box 51
Kerikeri

2

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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Private Bag 752
KAIKOHE 0440

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

Name of organisation:

National Flash Fiction

Name & location of project:

NFFD Northland Celebrations, Kawakawa

Date of project/activity:

23 June 2019

Which Community Board did you receive funding from?

☐

Te Hiku

☐

Kaikohe-Hokianga

☒

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 694-00

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)
Kiwi Words - Mike Botur presenter	\$ 230-00	✓
Kings Theatre Creative - venue	\$ 287-50	✓
Design & Print - posters	\$ 189-95	✓
Afternoon Tea - Kaiteia Fire sponsor	\$ 149-50	
Kathy Derrick - event organiser	\$ 400-00	
Volunteer component	\$ 200-00	
TOTAL \$1456-75		

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

We had a lively afternoon with 15 people attending the workshop and 19 attending the open mic. This is consistent with previous years when we have averaged 20 attendees. Feedback has included: "great afternoon", "fantastic hearing all the stories", "got so much out of the workshop", "most informative!"

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:

This year Northland writers comprised 13% of the NFFD competition long list. This is a national competition of over 400 entries and this event was an opportunity to celebrate Northland success in the genre. In addition, this event provided Northland writers an opportunity to learn from a successful Northland flash fiction writer giving Northlanders a voice through their writing.

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

attached:

- poster
- Facebook events page screen shot
- NZSA Northland Branch newsletter screen shot
- (jpeg versions, were regularly used in Facebook posts of the poster)

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

www.facebook.com/events/302508347302891/

This report was completed by:

Name: Kathy Derrick
 Address: PO Box 841, Kerikeri
 Phone: 09 4073132 mob: 021 2141319
 Email: kderrick@xtra.co.nz
 Date: 24/06/2019



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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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: Russell Tennis Club Inc.

Name & location of project: Yorke St Russell. Tennis Courts

Date of project/activity: March1 - 31 2019

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$10,000

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)
Tiger Turf NZ Ltd. Intallation Invoice	\$34948.50	✓
Tiger Turf NZ Ltd. Completion Invoice	\$5824.75	✓
	\$	
	\$	
Total:	\$	

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

Project involved minor leveling of hollows on the court followed by the installation of artificial Turf and the application of specialist dried sand.

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

The new surface has improved the usability of the courts after rain. Visually improved the area. Improved the comfort
For older members. More individuals are now joining particularly older women.

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

Photos of the project attached

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

This report was completed by:

Name: Jeremy John Bowen

Address: 2 Beresford St Russell

Phone 094037578

mob:

Email: dovefootwear@actrix.co.nz

Date: 24.06.2019

7.5 APPLICATION FOR FUNDING - BAY OF ISLANDS WALKING WEEKEND CHARITABLE TRUST

File Number: A2586112

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 Bay of Islands Walking Weekend Charitable Trust, for venue hire of the Russell Bowling Club, 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 \$1,725 (plus GST if applicable) to be paid from the Board's Community Fund account to Bay of Islands Walking Weekend Charitable Trust for venue hire of the Russell Bowling Club, to support the following Community Outcomes:

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

1) BACKGROUND

Bay of Islands Walking Weekend Charitable Trust (BOIWW) promotes health and wellbeing and cultural, historical and flora and fauna areas of significance in the region.

The Bay of Islands Walking Weekend is taking place from 19 – 20 October and prices vary from \$180 for an overnight stay to \$40 for general admission. Over 60 volunteers will guide the walks over the weekend. An Education Centre is set up over the weekend to promote the walks and various other activities/initiatives.

BOIWW has received the following funding from the Bay of Islands-Whangaroa Community Board:

Date	Funding for	Amount allocated	Project form completed
2014	Bay of Islands Walking Weekend 2014	\$5,000.00	Yes
2015	Bay of Islands Walking Weekend 2015	\$3,700.00	Yes
2017	Bay of Islands Walking Weekend 2017	\$2,739.00	Yes
2018	Bay of Islands Walking Weekend 2018	\$3,400.00	Yes

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

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

Option 1 Authorise the full amount requested

This application is for \$1,725 (4.9% 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 - Bay of Islands Walking Weekend Charitable Trust - A2586119**  [↓](#)
2. **Schedule of Supporting Documentation - Bay of Islands Walking Weekend Charitable Trust - A2586167**  [↓](#)

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 a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding they allocate for the financial year.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Any implications on Māori arising from matters included in the funding application should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Local Grant Application Form



Instructions

Please read carefully:

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

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

- ☐ Signed applicant declaration
- ☐ Two quotes for purchases where practicable, or evidence of expected purchases
- ☐ Business plan (if applicable) including project costs
- ☐ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☐ Programme outline (if applicable)
- ☐ A health and safety plan (if applicable)
- ☐ Most recent financial statements / annual accounts
- ☐ A deposit slip

Applicant details

Organisation	Bay of Islands Walking Weekend Charitable Trust		Number of Members	5
Postal Address	c/o William Fuller, 23 Tapeka Heights Lane, Tapeka, Ru		Post Code	0202
Physical Address	as above		Post Code	
Contact Person	Steph Godsiff	Position	Secretary	
Phone Number		Mobile Number	021 1229307	
Email Address	steph@blahblahmarketing.co.nz			

Please briefly describe the purpose of the organisation.

To promote health and wellbeing and all cultural/ historical / flora and fauna areas of significance in the region via the activity of walking. Many of the walks on the weekend are expensive to do normally or hard to access. The Weekend being a group activity makes walking in the area accessible and affordable. This weekend also promotes walking all year round with invaluable promotion and information on walks and tracks. It also brings the community together to be outdoors.

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Local Grant Application Form



Project Details

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

☐ Te Hiku ☐ Kaikohe-Hokianga ☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

Are you applying for annual funding for the remaining years of the triennium¹? ☐ 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.

Bay of Islands, Russell, Opuia, Paihia, Waitangi, Cape Brett, Whangamumu

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

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	1725	1725
Advertising/Promotion	8000	
Facilitator/Professional Fees ²	3500	
Administration (incl. stationery/copying)	2000	
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	300	
Travel/Mileage		
Volunteer Expenses Reimbursement	1000	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	12000	not applicable
Other (describe)	Uniforms for guides 600	
TOTALS	35176	

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

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
All committed to marketing, advertising and admin	4724.89
TOTAL	4724.89

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

Funding Source	Amount	Approved
Events Investment Fund	6000	Yes
Sponsorship confirmed	1800	Yes
Sales for the walks	10500	Pending
Sponsorship unconfirmed	500	Pending
		Pending

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

Purpose	Amount	Date	Project Report Submitted
admin and marketing	5000	27/5/2014	Yes
admin and marketing	3700	29/7/2015	Yes
admin and marketing	2739	Sept 2017	Yes
admin and marketing	3400	May 2018	Yes

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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)

The Bay of Islands Walking Weekend 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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We agree to the following conditions if we are funded by Local Community Grant Funding:

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

Signatory One

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Signatory Two (if applicable)

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

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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 account 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 William Fuller Position Treasurer
 Postal Address 14 Tapeka Heights Lane, Russell Post Code 0202
 Phone Number 09-4037113 Mobile Number 027-7147845
 Signature W Fuller Date 11/7/19

Signatory Two

Name Stephanie Goddard Position Secretary
1 Johnson Lane
Hann Falls, Pakia
021 122 9307 17/7/19


Schedule of Supporting Documentation**Bay of Islands Walking Weekend Charitable Trust**

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

1	Quote – Russell Bowling Club
2	Bay of Islands Walking Weekend Programme 2019
3	Safety Management Plan
4	Business Plan 2019
5	Deposit Slip
6	Statement of Receipts and Payments
7	Notes to the Performance Report

7.6 APPLICATION FOR FUNDING - KERIKERI BAPTIST CHURCH (BUSY BEE KNITTING GROUP)

File Number: A2540109

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 Baptist Church, on behalf of Busy Bee Knitting Group, for the purchase of wool and other materials, and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Kerikeri Baptist Church on behalf of Busy Bee Knitting Group for the purchase of wool and other materials, to support the following Community Outcome:

- i. **Proud, vibrant communities.**

1) BACKGROUND

Busy Bees Knitting group has 39 ladies who meet twice a month and knit baby-sacks, cardigans, booties, beanies and blankets and donate them to Bald Angels Charitable Trust for distribution. Since receiving funding from the Bay of Islands-Whangaroa Community Board in 2018, funding has allowed for another group of ladies from Orchard Estate to meet on a Tuesday and also supply knitted garments to Bald Angels Charitable Trust.

Busy Bee Knitting Group has made the following application to the Bay of Islands-Whangaroa Community Board:

Year	Amount allocated	Project	Project report received
2018	\$2,000.00	Busy Bee Project 2018	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 \$2,000 (4.8% 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 Baptist Church (Busy Bee Knitting Group - A2540046**  
2. **Schedule of Supporting Documentation - Kerikeri Baptist Church (Busy Bee Knitting Group) - A2540053**  

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	<input type="text" value="Kerikeri Baptist Church - BusyBee Knitting group"/>	Number of Members	<input type="text" value="28 39"/>
Postal Address	<input type="text" value="41 Hobson Ave, Kerikeri"/>	Post Code	<input type="text" value="0230"/>
Physical Address	<input type="text" value="41 Hobson Ave, Kerikeri"/>	Post Code	<input type="text" value="0230"/>
Contact Person	<input type="text" value="Jenny Jackson"/>	Position	<input type="text" value="Busy Bee Co-ordinator & admin"/>
Phone Number	<input type="text" value="09 4079610"/>	Mobile Number	<input type="text" value="021484009"/>
Email Address	<input type="text" value="office.kkbc@gmail.com"/>		

Please briefly describe the purpose of the organisation.

Our Busy Bee group knit warm items for those in need in the Far North communities. We supply blankets, beanies and baby items to the "Bald Angels" who distributes it. Kerikeri Baptist Church is our Umbrella Group

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(version Sept 2018)
A1859967

Page 1

Local Grant Application Form



Project Details

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

☐ Te Hiku ☐ Kaikohe-Hokianga ☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

We are a group of local Knitters who realised that there is a need in our Far North community for:

- * Companionship and pastoral care. A place to belong and community cohesion for those who may be lonely Knitters;
- * A worthwhile hobby or charity project for people who no longer have full calendars;
- * Warm items to children, prem babies, those that suffers from ill health or are in treatment;

Our Busy Bees Knitting group has been supplying the Bald Angels of the Far North with items to distribute to those in need. By giving back to the community we feel valued and a sense of belonging. We share stories and companionship and support each other in life. We have links to Pastoral Carers for those times we need support.

Last year's funding from the council gave our little group such a boost of life that we now have an additional "Busy Bee Hive" start up on different days and we can now supply even more items to more people :-)

Our group's membership just keeps growing and the need in Northland has been growing. Not everyone can afford the expensive wool needed to knit these items and we do not wish to turn anyone away.

The funding will contribute to our wool reserves so we can continue to make a difference in peoples lives here in Kerikeri and all around the Far North.

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(version Sept 2018)
A1855967

Page 2

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	1'020	
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)	3'000	2000
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 31 x 20 meets x 3h	37'200	not applicable
Other (describe)		
TOTALS	41'220	2000

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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
Donated by individuals	0.00
Fund raised by members	0.00
Donated to the group -not used yet	0.00
Rental costs subsidised by Kerikeri Baptist Church	\$ 1020
TOTAL	\$ 1020

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

Funding Source	Amount	Approved
		Yes / Pending
none		Yes / Pending
		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
Busy Bees knitting project 2018	\$ 2000	2018	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)

Kerikeri Baptist Church - BusyBee Knitting group

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

Jenny Jackson

Signatory Two

ALAN PITTS

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(version Sept 2018)
A1859967

Page 5

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 ALAN PITTS Position TREASURER
 Postal Address 13276 SH10 RD3 KERIKERI Post Code 0293
 Phone Number (09) 407 4606 Mobile Number
 Signature AGF RTS Date 5-6-19

Signatory Two

Name JEANNETTE JACKSON Position OFFICE ASSISTANT
 Postal Address 13 GUMDIGGERS LOOP KERIKERI Post Code 0230
 Phone Number (09) 407 3865 Mobile Number 021 484 009
 Signature Jeannette Jackson Date 5-6-2019

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Schedule of Supporting Documentation**KERIKERI BAPTIST CHURCH (BUSY BEE KNITTING GROUP)**

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	Quote – DDGold
4	Quote – All You Needle
5	Letter of Support – Bald Angels Charitable Trust
6	Bank Statement ending May 2019
7	Performance Report – March 2018

7.7 APPLICATION FOR FUNDING - KERIKERI OPEN ART STUDIOS TRAIL (KOAST)**File Number: A2577564****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 Open Art Studios Trail (KOAST), for venue hire and signage, and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Kerikeri Open Art Studios Trail for venue hire and signage, to support the following Community Outcome:

- i. Proud, vibrant communities.**

1) BACKGROUND

KOAST purpose is

- a) To open artist' studios to the public
- b) To create a mutually supportive environment in which local artists can showcase their original work
- c) To promote Kerikeri as a centre of artistic endeavour and tourist destination.

KOAST is an art trail held annual over Labour weekend for three days. KOAST has grown from 32 artists and 1000 visitors to 65 artists and 3000 visitors. KOAST covers a wide range of art forms from potters, jewellers, painters, sculptors, wood carvers, photographers and more.

Trail guides are sold for \$5.00 which also acts as the entry fee into all exhibits.

KOAST has not applied to the Bay of Islands-Whangaroa 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 \$2,000 (17% 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 Open Art Studios Trail (KOAST) - A2577454** [!\[\]\(223f1a84e0bc2cacb9c165f716817dcc_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Kerikeri Open Art Studio Trail (KOAST) - A2577540** [!\[\]\(5325e9c836a444f145b8307dfcd1cfab_img.jpg\)](#) 

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	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding they allocate for the financial year.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Any implications on Māori arising from matters included in the funding application should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	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.

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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	KOAST Kerikeri Open Art Studios Trail		Number of Members	60
Postal Address	41a Access Road, Kerikeri		Post Code	0230
Physical Address			Post Code	
Contact Person	Rachel Palmer	Position	Secretary	
Phone Number		Mobile Number	0211564822	
Email Address	info@koast.org.nz			

Please briefly describe the purpose of the organisation.

(a) To open artists' studios to the public (b) To create a mutually supportive environment in which local artists can showcase their original work. (c) To promote Kerikeri as a centre of artistic endeavor & tourist destination.

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A1859967

Local Grant Application Form



Project Details

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

☐ Te Hiku ☐ Kaikohe-Hokianga ☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date
 Location Time

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

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.

KOAST art trail is held annually over three days during the labour weekend in October. We are currently in the set up process of our 6th event, which has grown from hosting 32 artists in the first couple of years with an estimated 1000 visitors to an incredible 65 artists participating and attracting 3000 visitors. KOAST 2019 strategy looks to increase the number of visitors from outside the Bay of Islands. We look to achieve this by increasing our advertising and marketing budget to national publications, cinema ads and DLE i-sites.

KOAST supports art students, emerging artists as well as career / established artists. In 2019 we seek to hire three quality group venue spaces, that are more suitable to displaying and exhibiting a diversity of art disciplines. Each of the venues will showcase guest artists that are invited from the greater Far North district and local artists. Each venue will be curated and managed by the exhibiting artists.

Kingston House has been chosen as a leading venue to exhibit as it has good lighting, plenty of wall hanging space, outdoor gardens for sculptures and has plenty of parking. It is an ideal place to stop and reflect on the trail.

Cherry Park House is Kerikeri's own local art centre has been selected to help promote the centre and inspire people to learn a creative discipline. The Turner Centre has also approached KOAST to be considered as a venue and will open its cafe to enable the art trail to have a designated coffee stop. In addition we have 30+ artists have opened up their own art studio spaces to the public. A Trail Guide can be purchased and each visitor can select what they would like to see.

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(version Sept 2018)
A1859967

Page 2

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	1650	850
Advertising/Promotion	6000	
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) Additional signage	3800	1150
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$11,450	\$2000

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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
KOAST reserve (savings - 1 year operational cost)	5000
Advertising and Marketing	6000
TOTAL	11000

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

Funding Source	Amount	Approved
Kingston House Donation	\$700	<input checked="" type="checkbox"/> Yes / Pending
Oxford Sports Trust	\$2214	<input checked="" type="checkbox"/> 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
Creative Communities -Trail Guide	\$2214	September 2018	<input checked="" type="checkbox"/> Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

KOAST

Kerikeri Open Art Studios Trail

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

Rachel Palmer

Signatory Two

[Signature]

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(version Sept 2018)
A1859967

Page 5

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 Rachel Palmer Position Secretary
 Postal Address 3641 Statehighway 10, Kaeo Post Code
 Phone Number Mobile Number 021 1364822
 Signature Rachel Palmer Date 17/07/19

Signatory Two

Name Jonathan Foley Position Chairperson
 Postal Address 41A Access Road Post Code
 Phone Number 027 416 0061 Mobile Number 027 416 0061
 Signature Jonathan Foley Date 17/07/19

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Schedule of Supporting Documentation**Kerikeri Open Art Studio Trail (KOAST)**

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

1	Quote – Kingston House Community Trust
2	Quote - Signworx
3	KOAST Timeline
4	ASB Bank Statement
5	Budget

7.8 APPLICATION FOR FUNDING - TE POKAPŪ TIAKI TAIAO O TE TAI TOKERAU TRUST**File Number: A2565665****Author: Kim Hammond, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information received from Te Pokapū Tiaki Taiao o Te Tai Tokerau Trust, on behalf of Ecocentre Kaitia/Far North Environment Centre, for the contractor fees for the Timebank Coordinator for a period of six months, 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 \$2,880 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Pokapū Tiaki Taiao o Te Tai Tokerau Trust, on behalf of Ecocentre Kaitia/Far North Environment Centre for the contractor fees for the Timebank Coordinator for a period of six months , to support the following Community Outcomes:

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

1) BACKGROUND

The Ecocentre is run by Te Pokapū Tiaki Taiao o Te Tai Tokerau Trust (Far North Environment Centre). The Ecocentre is a growing network of locals trying to reduce their footprint on the earth and offers a range of products to work towards a zero waste lifestyle.

Timebanking is a way to exchange services for timecredits rather than money and everyone's time is valued equally – one hour of work equals one timecredit.

Te Pokapū Tiaki Taiao o Te Tai Tokerau Trust has not applied to the Community Board for funding previously.

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 \$2,880 (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 - Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust - A2565470** [!\[\]\(511a36c244659513b679df9c639945de_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust - A2566161** [!\[\]\(7cfb20e3a97beaa6243bf39ce8dc849f_img.jpg\)](#) 

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	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding they allocate for the financial year.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Any implications on Māori arising from matters included in the funding application should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	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	ECOCENTRE KAITIAIA / FAR NORTH ENVIRONMENT CENTRE	
	Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust	Number of Members 300 +
Postal Address	Shop 5, 42 Commerce Street, Kaitiaia	Post Code 0410
Physical Address	Shop 5, 42 Commerce Street, Kaitiaia	Post Code 0410
Contact Person	Donna King	Position Funding & Finance officer
Phone Number	09 408 1086	Mobile Number 022 458 2313
Email Address	info@ecocentre.co.nz	

Please briefly describe the purpose of the organisation.

The EcoCentre Kaitiaia works at the grassroots, aiming to provide environmental education to encourage protection of the environment, to work towards zero waste, to build community capacity to adapt, empower ourselves with information and skills, achieve food security for all and organise for community resilience, whilst networking with existing groups.

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(version Sept 2018)
A1859967

Page 1

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 Timebank. CoOrdinator. Date A period of 6 months from August 2019

Location Bay of Islands-Whangaroa District 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:

The Kaitia Timebank has been recently amalgamated with smaller timebanks in the Far North to create the Tai Tokerau Timebank. By expanding the hours available for a Member Support Coordinator, we aim to increase the capacity of the Tai Tokerau Timebank to assist community members in the Bay of Islands-Whangaroa Ward. The Timebank functions like a club. Membership is open to all residents of the Far North and currently involves people of a range of ages, ethnicities and qualifications. Timebanking enables people to trade skills in a community without the need for money. It helps members to help each other.

People who need help of any kind can telephone, text, email or arrange to meet with the Timebank Member Support Coordinator (MSC). The MSC then finds someone within the Timebank who can help the person concerned and assists with setting the exchange up, to the point where people are eventually able to arrange their own trades.

Through encouraging Timebank trading, the MSC will support the many volunteers who are part of the Tai Tokerau Timebank. By initially working alongside new members as they negotiate the website or the offline participation process, by identifying the help they need and the talents they have to offer and encouraging them to make contact with other members who can assist, the MSC helps people to help themselves.

How it will broaden the range of activities and experiences available to the community:

The MSC will contact and/or visit members who are new, have initiated few or no trades, or don't have transport, to help them list the skills, talents, knowledge they have to share and establish what they need help with. Also, to familiarise them with the website or alternate offline ways to participate. New members who do not have access to the internet will be matched up with a buddy to keep them informed of all postings and community events. A regular paper newsletter is also circulated to offline members.

The MSC will network with Community Groups and present information about Tai Tokerau Timebank and how it can benefit their group/members/whanau/clients.

People become more involved in the community, less socially isolated, and more independent, through participating with the Timebank. The MSC encourages full participation by members and helps to remove barriers to full participation, eg through lack of confidence with using the technology.

Many of the services that people currently exchange could not be afforded if the individuals had to pay the current market costs to access these services.

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	5760	2880
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	5760	2880

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 71-849-252

How much money does your organisation currently have? \$56,365-05

How much of this money is already committed to specific purposes? \$51,498-85

Additional funds held against Accounting fees, Insurance, Contingencies, etc.
List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Timebank workshops / working bees	2405
Timebank membership support coordinators	14,304
Rent	10,000
Centre Manager & Finance Officer	17,268
Plastics Free Kaitiaki Co-ordinator	654
Community Garden Co-ordinator	5,500
Creative Monday Workshops	1,150
Outstanding Invoices, etc	218
TOTAL	\$51,499

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

Funding Source	Amount	Approved
Lotteries Northland Community	\$2880	<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
			Y / N
			Y / N
			Y / N

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(version Sept 2018)
A1859967

Page 4

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)


Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust

We, the undersigned, declare the following:

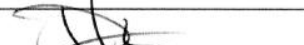
In submitting this application:

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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(version Sept 2018)
A1859967

Page 5

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 Rebecca Ranum Position Chairperson
 Postal Address 1 Dominion Rd, Kaitaia Post Code 0410
 Phone Number - Mobile Number 021 08260361
 Signature [Signature] Date 12-7-19

Signatory Two

Name Donna King Position Funding & Finance Officer
 Postal Address Shop 5, 42 Commerce Street, Kaitaia Post Code 0410
 Phone Number 09 408 1086 Mobile Number 022 458 2313
 Signature [Signature] Date 12-7-19

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(version Sept 2018)
A1859967

Page 6

Schedule of Supporting Documentation**Te Pokapu Tiaki Taiao o Te Tai Tokerau Trust**

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

1	Project costs
2	Timebank Coordinator Job Description
3	Programme Outline
4	ASB Bank Statement – April 2019
5	Health and Safety Guide
6	Health and safety Induction Programme

7.9 APPLICATION FOR FUNDING - TE RUNANGA O NGĀTI REHIA**File Number: A2589007****Author: Kim Hammond, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information received from Te Runanga o Ngāti Rehia on behalf of Tūhono Kerikeri Partnership Project, for costs related to the opening ceremony, 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 \$16,600 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Runanga o Ngāti Rehia on behalf of Tūhono Kerikeri Partnership Project for entertainment, equipment hire, traffic management and security, St Johns, Waste Management and hireage of photographer/videographer, to support the following Community Outcomes:

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

1) BACKGROUND

The Tūhono Kerikeri dawn blessing and opening ceremony will mark the beginning of a six month programme of bicentennial celebrations and community events. The dawn blessing will take place on 27 October 2019 at Kororipo Heritage park. The events acknowledges Aotearoa's shared heritage from pre-European times to early encounters where two cultures met; and two hundred years of settlement to present day.

Te Runanga o Ngāti Rehia was allocated \$12,654 for this project at the Bay of Islands-Whangaroa Community Board meeting on 20 May 2019.

2) DISCUSSION AND OPTIONS**Preliminary assessment of the application:**

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

Option 1 Authorise the full amount requested

This application is for \$20,000 (60% of the cost of the project).

Option 2 Authorise partial funding of the amount requested

Under the Community Grants Policy, applicants can only apply for up to 50% of the project costs. 50% of the project costs would be 16,624. The recommendation takes into account that the Community Grant Policy and the allocation of up to 50% - but recommends that the \$3,400 in catering the applicant has applied for is not funded.

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 - Te Runanga o Ngati Rehia - A2563872** [↓](#) 
2. **Schedule of Supporting Documentation - Te Runanga O Ngati Rehia - A2563920** [↓](#) 

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 a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding they allocate for the financial year.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Any implications on Māori arising from matters included in the funding application should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	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

Kerikeri Service Centre
12 JUL 2019

Applicant details

Organisation	Te Rununga o Ngati Rehia on behalf of		Number of Members	7
Postal Address	Tuhono Kerikeri Partnership Project (KHPNG)		Post Code	
Physical Address	135 Hone Heke Road, Kerikeri		Post Code	0245
Contact Person	Kipa Munro	Position	Chairman	
Phone Number	09 4016125	Mobile Number	027 265 2451	
Email Address	ngatirehia@xtra.co.nz			

Please briefly describe the purpose of the organisation.

Please refer to the attached support documents

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 Tuhono Kerikeri: Bicentennial Dawn Blessing Date 27th October 2019

Location @ Opening Ceremony - Karoripo Heritage Park Time 5am on

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

If so, how much?

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

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

The Tuhono Kerikeri: Dawn Blessing and Opening Ceremony will mark the beginning of a six-month programme of bicentennial celebrations and community events acknowledging Aotearoa's shared heritage as pertains to Kerikeri from pre-European times to early encounters 'where two cultures met', and two hundred years of settlement to present day.

This auspicious occasion is very significant in formally opening and wrapping a korowai of blessing around the bicentennial events.

Led by Ngāti Rehia, this 'all inclusive' event will weave together tangata whenua as well as representatives from Government, Regional and National organisations and agencies, Anglican Diocese, Interfaith fellowships, local schools and the wider community. 200 years on, Māori and Pākehā will once again stand together along with other cultural ethnicities within our community, in celebration of how far Kerikeri has come.

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(version Sept 2018)
A1839967

Page 2

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 <i>Entertainment</i>	\$ 640.00	\$ 230.26
Facilitator/Professional Fees ² <i>(Dawn Blessing)</i>		
Administration (incl. stationery/copying)		
Equipment Hire <i>Dawn Blessing</i>	\$14,038.14	\$6,451.14
Equipment Purchase (describe)		
Traffic Mgmt & Security	\$ 6,035.60	\$3,983.60
Utilities - <i>St John's x 3 events</i>	\$ 2,050.00	\$2,050.00
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments <i>Catering Dawn Blessing</i>	\$ 3,400.00	\$3,400.00
Travel/Mileage <i>+ Opening Ceremony x 100 per</i>		
Volunteer Expenses Reimbursement		
Wages/Salary <i>Dawn Blessing</i>		not applicable
Volunteer Value (\$20/hr) <i>Est 20 x 8hrs</i>	\$ 3,200.00	not applicable
Other (describe) <i>Waste Management x 3 events</i>	\$ 2,385.00	\$2,385.00
Photography/Videography <i>Dawn Blessing + Opening C.</i>	\$ 1,500.00	\$1,500.00
TOTALS	\$ 33,248.74	\$20,000.00

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

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(version Sept 2018)
A1859967

Page 3

Local Grant Application Form



Financial Information

Is your organisation registered for GST?



Yes



No

GST Number

082 404 279

How much money does your organisation currently have?

Refer attached report

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

Refer attached report

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

Purpose	Amount
TOTAL	

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

Funding Source	Amount	Approved
BOI - Whangaroa Community Board (20 May Funding Round 2019)	\$12,645.00	<input checked="" type="checkbox"/> Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Te Rununga o Ngati Rehia on behalf of Tuhono Keikeri - Project Partnership (KHPM &)

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

[Signature]

Signatory Two

[Signature]

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(version Sept 2018)
A1859967

Page 5

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	WILLIAM SKIPPER (KIPA) MUNRO		Position	TRONK CHAIR	
Postal Address	1 LANDING RD. KERIKERI		Post Code		
Phone Number	(09) 4016070	Mobile Number	0272652451		
Signature			Date	11 JULY 2019	

Signatory Two

Name	NORA RAMEKA		Position	TRONK TRUSTEE	
Postal Address	P.O. Box 49 Kerikeri		Post Code	0245	
Phone Number		Mobile Number	0211512924		
Signature			Date	11 JULY 2019	

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(version Sept 2018)
A1859967

Schedule of Supporting Documentation

Te Runanga o Ngāti Rehia on behalf of Tūhono Kerikeri Partnership Project

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

1	Cover Letter
2	Breakdown of Funding Requested
3	Quote: Flash Gordon Photography
4	Quote: Kaikohe Hire
5	Quote: Kia Tupato Limited
6	Quote: St John
7	Quote: Honey House Cafe
8	Quote: Waste Management
9	Event Summary and Health and Safety Plan
10	Event Run Sheet (Pending Confirmation)
11	Risk Management Plan and Hazzard ID Register
12	Performance Report – Year Ended 31 March 2017

7.10 APPLICATION FOR FUNDING - TE TIRITI O WAITANGI KŌMITI**File Number: A2567147****Author: Kim Hammond, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information received from Te Tiriti O Waitangi Kōmiti, for the lease of Shop R2, 82 Marsden Road, Paihia, and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) decline the application received from Te Tiriti O Waitangi Kōmiti.**
- b) request that Te Tiriti O Waitangi Kōmiti resubmit an application once Te Tiriti O Waitangi Kōmiti have received seed funding from other funders/agencies.**

1) BACKGROUND

Te Tiriti O Waitangi Kōmiti acts as an advocate for hapu rangatiratanga and is available to answer queries from the public. Te Tiriti O Waitangi Kōmiti also promotes awareness on the principles of the Declaration of Independence and Treaty of Waitangi.

Te Tiriti O Waitangi Kōmiti has not applied to the Bay of Islands-Whangaroa 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 \$23,400 (32.7% of the cost of the project).

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

Option 3 is recommended by staff as it complies with the Community Grant Policy. Under the Community Grant Policy it states that applicants must demonstrate that they are able to deliver to the level as agreed and are likely to succeed – Te Tiriti O Waitangi Kōmiti currently has a zero bank account. Until Te Tiriti O Waitangi Kōmiti receives funding from other agencies/funders there is limited information to show that the project is likely to succeed or that they will be able to deliver to the level as agreed.

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 - Te Tiriti O Waitangi Komiti Maori - A2567031** [!\[\]\(815df092dd722ee9268ef8e6d0193e3a_img.jpg\)](#) 
2. **Schedule of Supporting Documentation - Te Tiriti O Waitangi Komiti - A2583503** [!\[\]\(0c564128c6342bd2f601e97f4518828a_img.jpg\)](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding they allocate for the financial year.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Any implications on Māori arising from matters included in the funding application should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	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 - *newly established- JB Business Power, is financial advisor/accountant*
- ☒ 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 - *not applicable*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<input type="text" value="TE TIRITI O WAITANGI KOMITI MAORI"/>	Number of Members	<input type="text" value="10"/>
Postal Address	<input type="text" value="Preferred : email ttowkm@gmail.com"/>		Post Code <input type="text" value="0200"/>
Physical Address	<input type="text" value="5/10 COUTTS AVE, PAIHIA"/>		Post Code <input type="text" value="0200"/>
Contact Person	<input type="text" value="MEREHORA TAURUA"/>	Position	<input type="text" value="PROJECT MANAGER"/>
Phone Number	<input type="text" value="0275798262"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text" value="ttowkm@gmail.com"/>		

Please briefly describe the purpose of the organisation.

Local Grant Application Form



Project Details

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

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

The Paihia, Te Haumi, Waitangi and Haruru Falls communities will all benefit.

Maori and non Maori will benefit.

Te Tiriti O Waitangi Komiti Maori will ;

act as an advocate for hapu rangatiratanga

be available on a daily basis to answer queries from the public

provide reports and attend conferences as required

promote awareness of the principles of the Declaration of Independence and Treaty of Waitangi

ongoing resource consent application submissions

administrative training for local unemployed

There is no other service of this nature available in this region.

TTOWKM is also negotiating funding from appropriate government departments for provision of Maori services.

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	23,400	23,400
Advertising/Promotion	1,200	
Facilitator/Professional Fees ²	7,200 (x6 p.a)	
Administration (incl. stationery/copying)	750	
Equipment Hire		
Equipment Purchase (describe) Computers	800	
Utilities	1,200	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	1,500	
Volunteer Expenses Reimbursement	500	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Training - secretarial/accounts	35,000	
TOTALS	71,550	23,400

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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
NOT APPLICABLE	
TOTAL	

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

Funding Source	Amount	Approved
NOT APPLICABLE		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
NOT APPLICABLE			Y / N
			Y / N
			Y / N
			Y / N

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(version Sept 2018)
A1859967

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)

TE TIRITI O WAITANGI KOMITI MAORI

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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(version Sept 2018)
A1859967

Page 5


Local Grant Application Form




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

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

Signatory One

Name	<input type="text" value="Ms Darl Tana"/>	Position	<input type="text" value="Chairperson"/>
Postal Address	<input type="text" value="174 Furness Road, Kerikeri"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="02102955211"/>
Signature		Date	<input type="text" value="12th July 2019"/>

Signatory Two

Name	<input type="text" value="Merehora Taurua"/>	Position	<input type="text" value="Project Manager"/>
Postal Address	<input type="text" value="5/10 Coutts Ave, Paihia"/>		Post Code <input type="text" value="0200"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="027 5798262"/>
Signature		Date	<input type="text" value="12th July 2019"/>

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Schedule of Supporting Documentation**Te Tiriti O Waitangi Komiti Maori**

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

1	Sample of rate Invoice for 84 Marsden Road, Paihia
2	Sample of Lease for 84 Marsden Road, Paihia
3	Sample of Power bill for 84 Marsden Road, Paihia
4	Quote – Stuff Limited
5	Charter for Te Tiriti O Waitangi Maori Committee

8 INFORMATION REPORTS

8.1 COMMUNITY AND CUSTOMER SERVICES INFORMATION REPORT 1 JANUARY - 30 JUNE 2019

File Number: A2566640

Author: Jacine Warmington, Manager - Community and Customer Services

Authoriser: Dean Myburgh, General Manager - District Services

PURPOSE OF THE REPORT

To provide information to the Bay of Islands-Whangaroa Community Board for the community and customer service activities.

EXECUTIVE SUMMARY

This information-only report is provided as an update to Community Boards for the period 1 January – 30 June 2019.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Community and Customer Services Information Report 1 January - 30 June 2019.

BACKGROUND

Statistical information in relation to the Community and Customer Services Department (District Services Group) is provided to the Bay of Islands-Whangaroa Community Board to provide an overview of activity and performance for the months of January to June 2019 for the Bay of Islands-Whangaroa area.

DISCUSSION

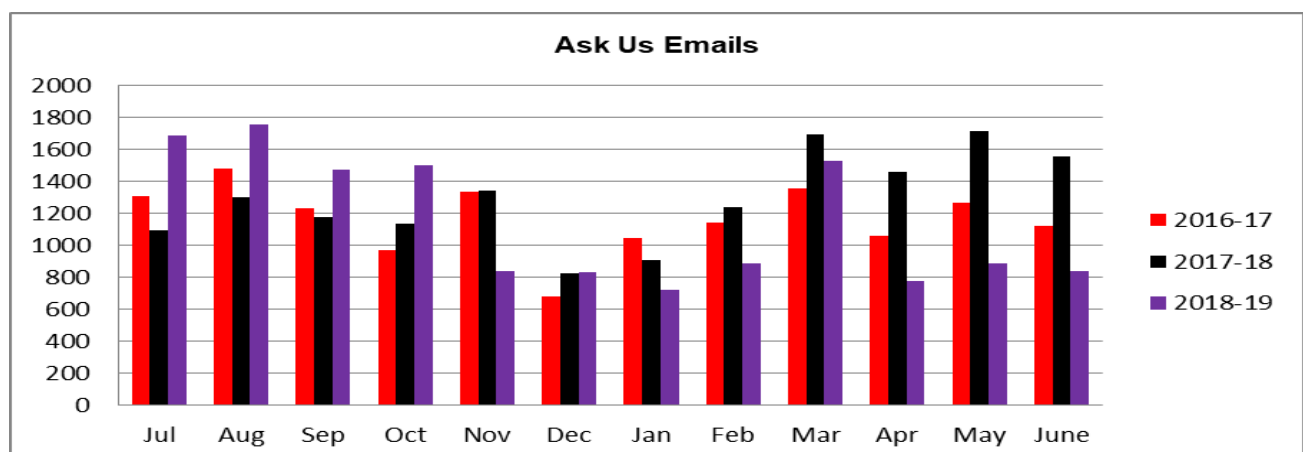
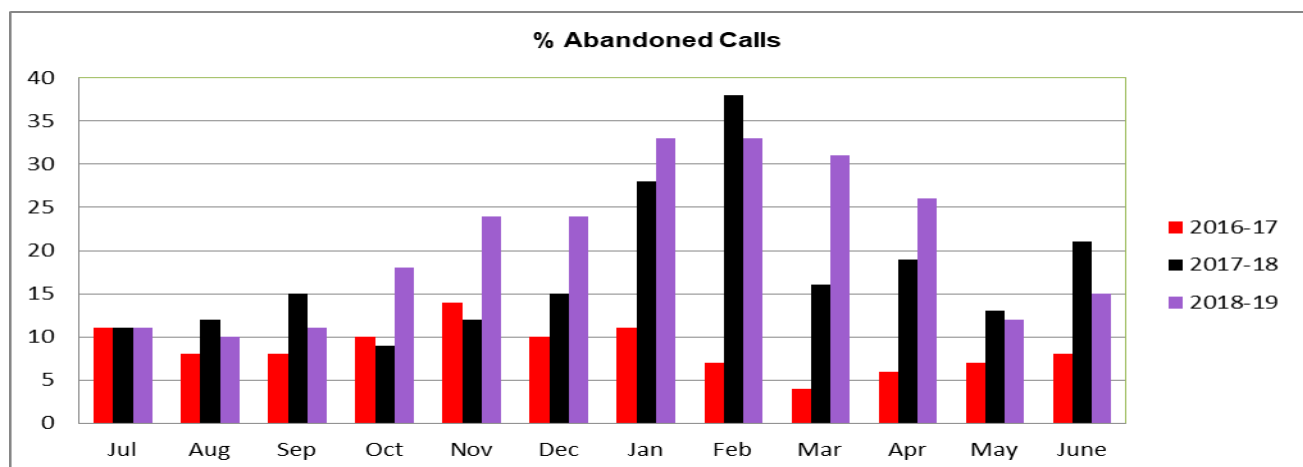
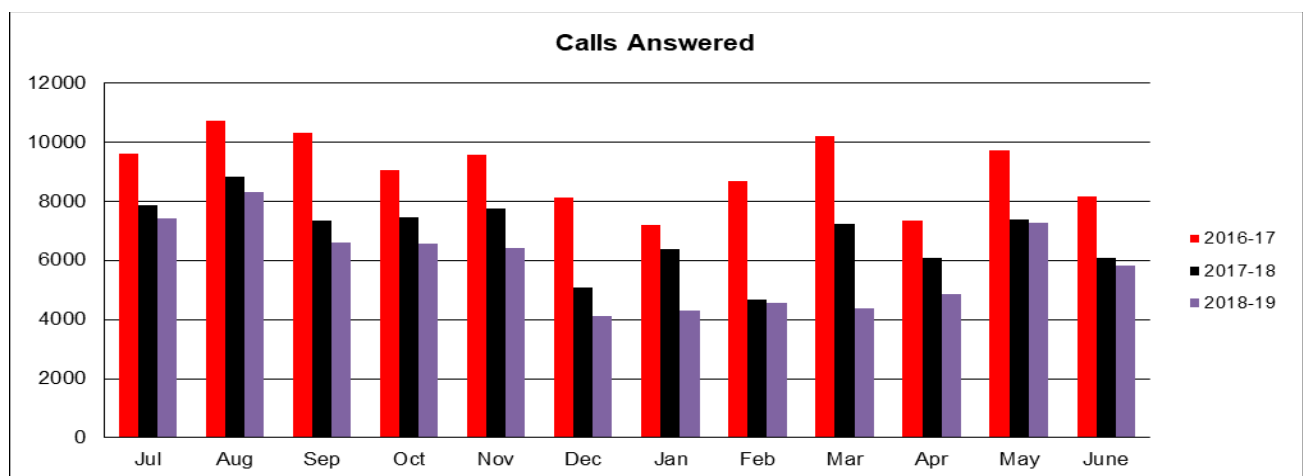
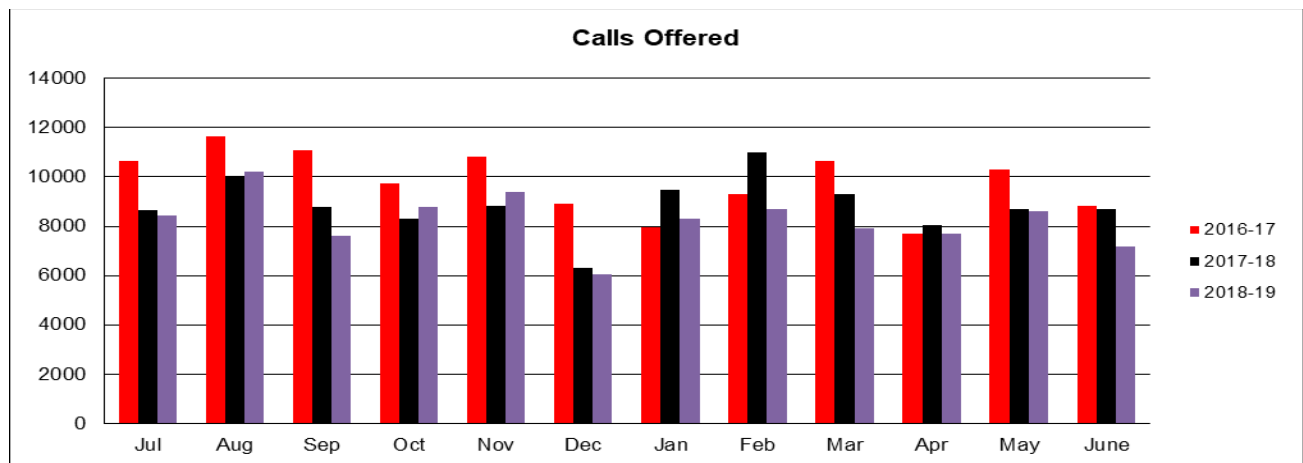
Contact Centre

The new Manager - Customer Care (tasked with overseeing the Contact Centre and Service Centre operations) started with Council in March.

Customer interactions district wide for Year End June 2019 totalled 240,622. For the 6 months January to June 2019, they totalled 118,327. These interactions included Phone: 48,443; AskUs emails: 5,643; Requests for Service: 28,289; and Walk-ins at Kaikohe and Rawene: 9,122. From 1 July statistics will include Walk-ins at all Service Centres.

The rate of abandoned calls (15%) has decreased since last report (20%) but is still well above the 8% target. Staffing has made reaching target very difficult – illness and other leave have impacted on the Contact Centre. The average wait time for calls to be answered was 2m 30s (the target is 20 seconds).

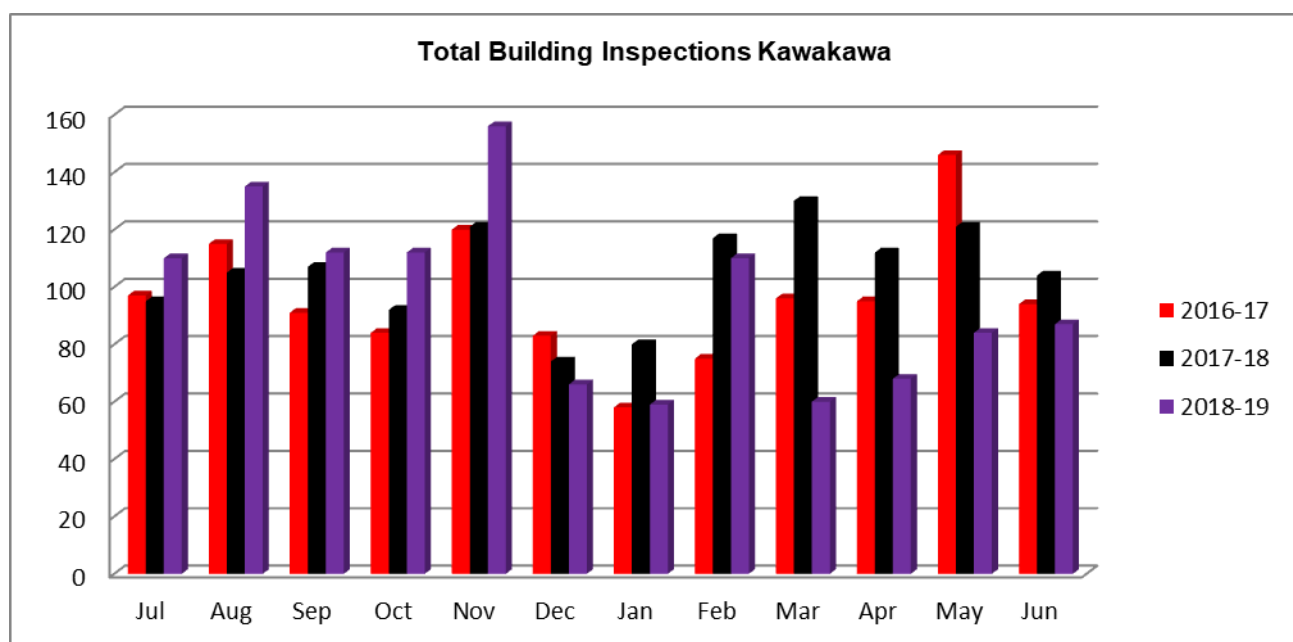
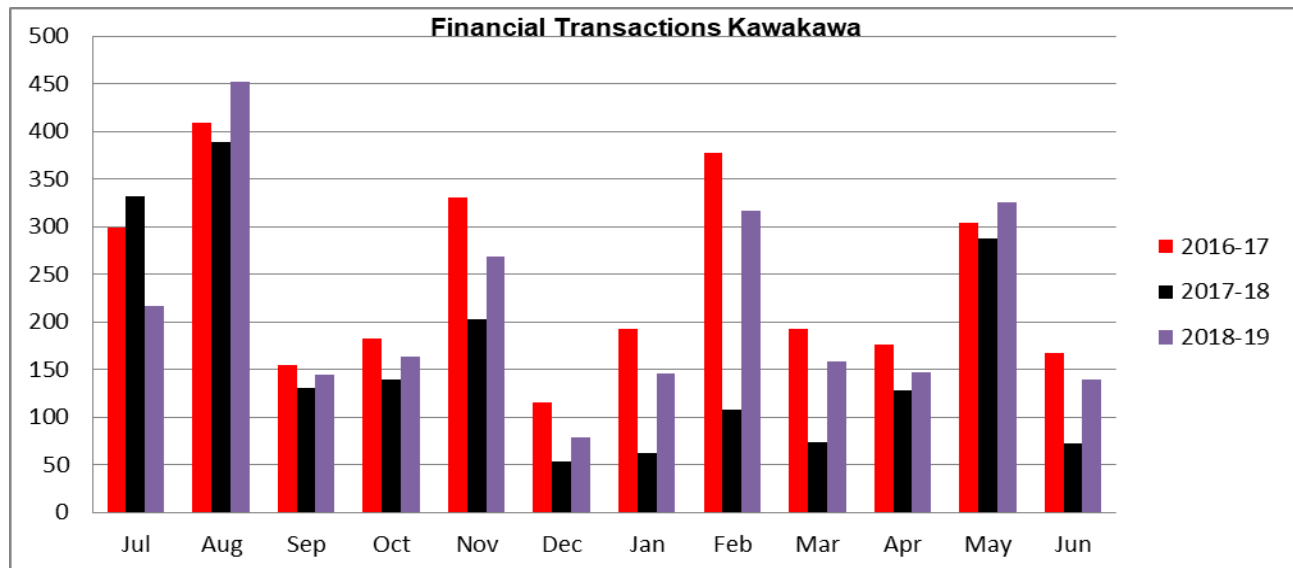
District-wide, the top two issues that customers contacted Council about were Building: 8,827 (including booking Building inspections) and Rates: 9,120 (including payments, account balances and direct debits).

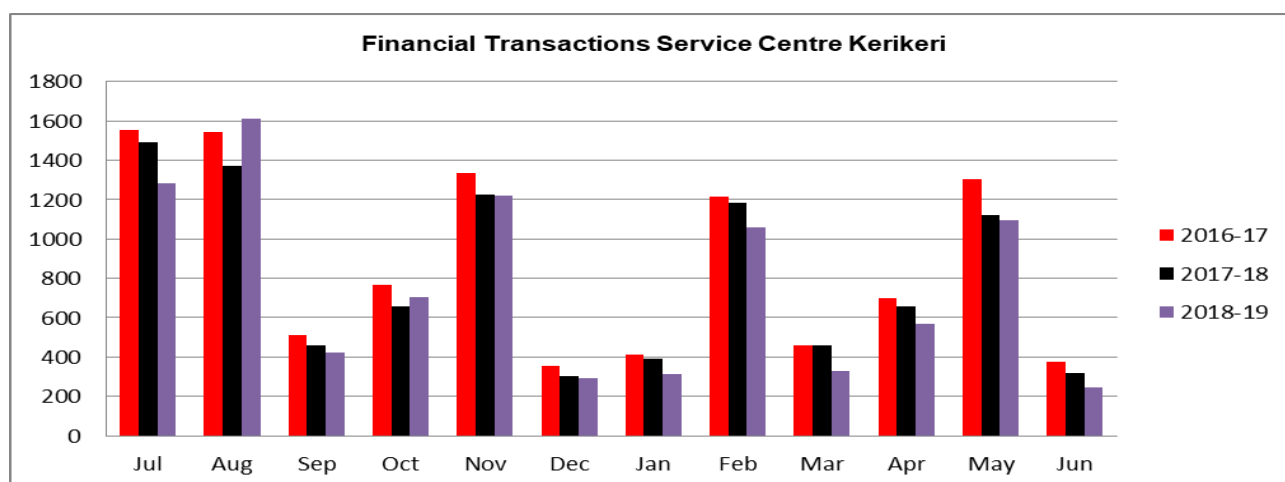
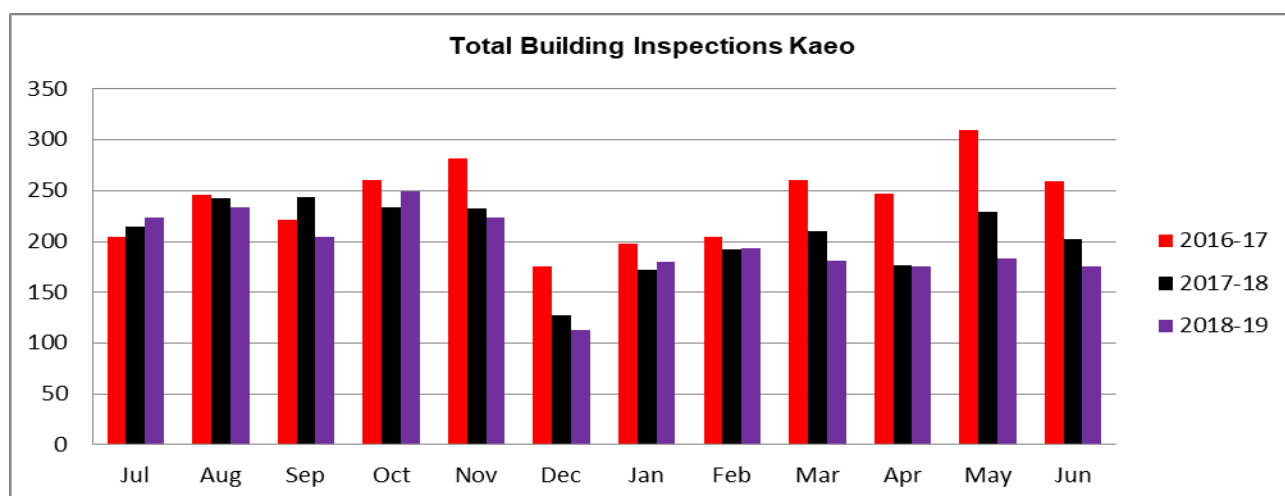
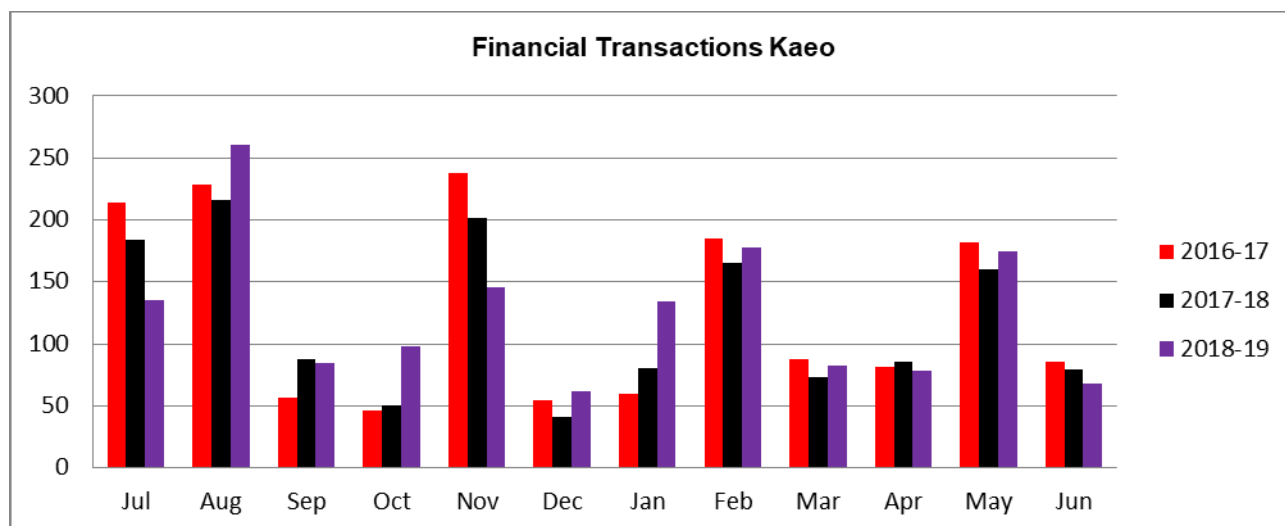


Service Centres

For the last six months of the financial year, the financial transactions at all three centres decreased. More customers are entering into Rates Easy Pay arrangements and associated direct debits which is reflected in the decreased financial transactions.

The Kaeo office continues to process a high number of building inspection queries and the Kerikeri Service Centre continue to deal with the majority of property file viewings, appointments with Duty Building Officers and Resource Consent Planners; however, in order to deal with the high volume of consent applications, the time that Duty Building- and Planning Officers are available to for these appointments has been scaled back, allowing officers more time to process applications.





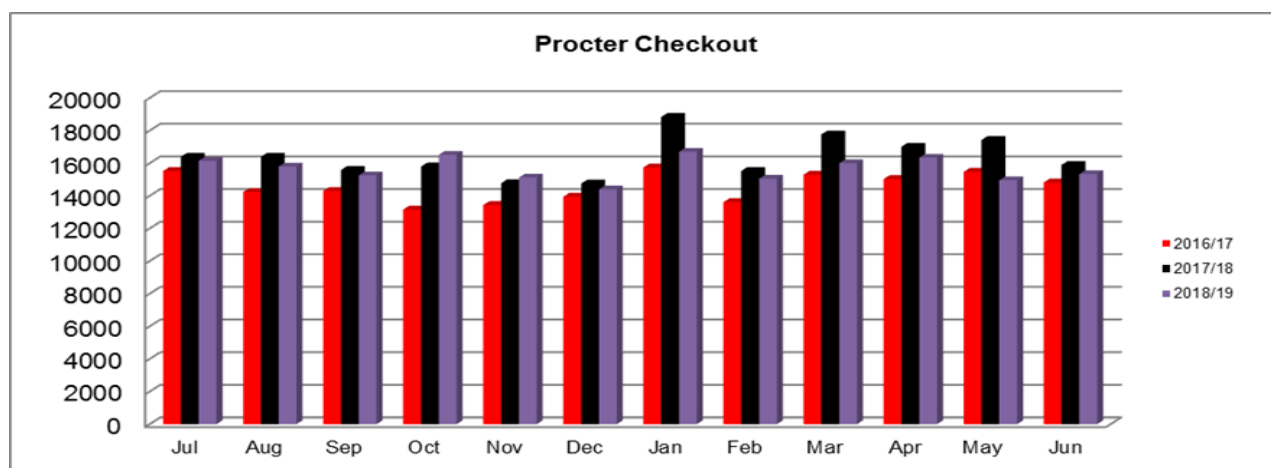
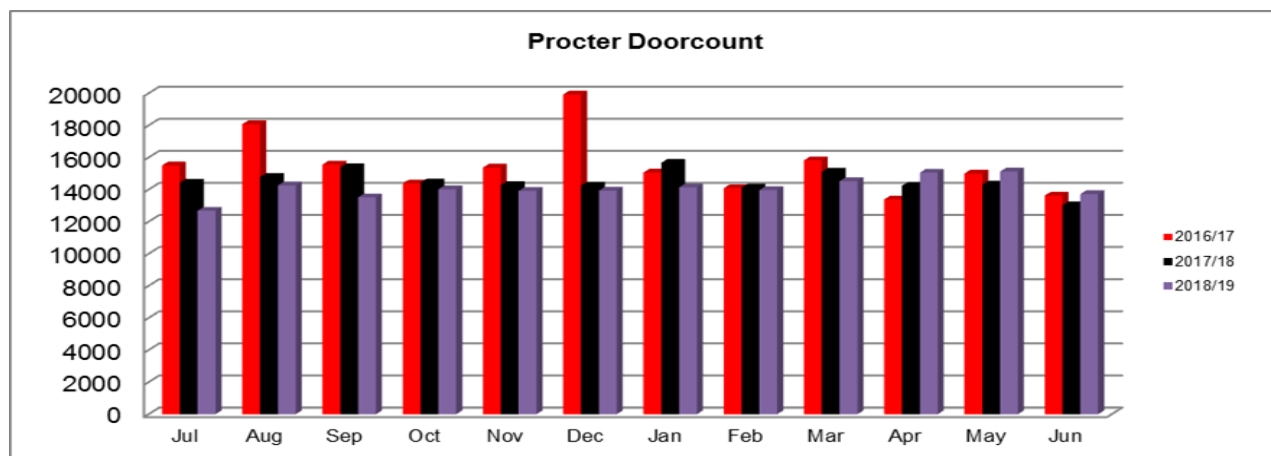
Libraries

The new Manager – Libraries and Museum (tasked with overseeing the six District Libraries and Musuem@TeAhu) started with Council in March.

Kerikeri – Procter Library

Procter Library maintains a high level of community usage, with little change in recorded statistics over the last three months. Customers continue to express satisfaction with the service received and have commented positively on the changes being made to the service delivery as the library team endeavours to build upon the strategic goals identified in the Future Libraries strategy.

A number of partnership opportunities are being currently explored or integrated, including: Spark JUMP (prepay internet provision), ESOL partnership for new migrants, technology help classes, Te Ataarangi Te Reo Maori classes, and various employment assistance programs run in concert with agencies like Workbridge. There are also many services for children and youth being currently integrated or planned, with the pilot session of Robot Tuesdays (a robotics and coding after-school program for young people) occurring during the school holidays.

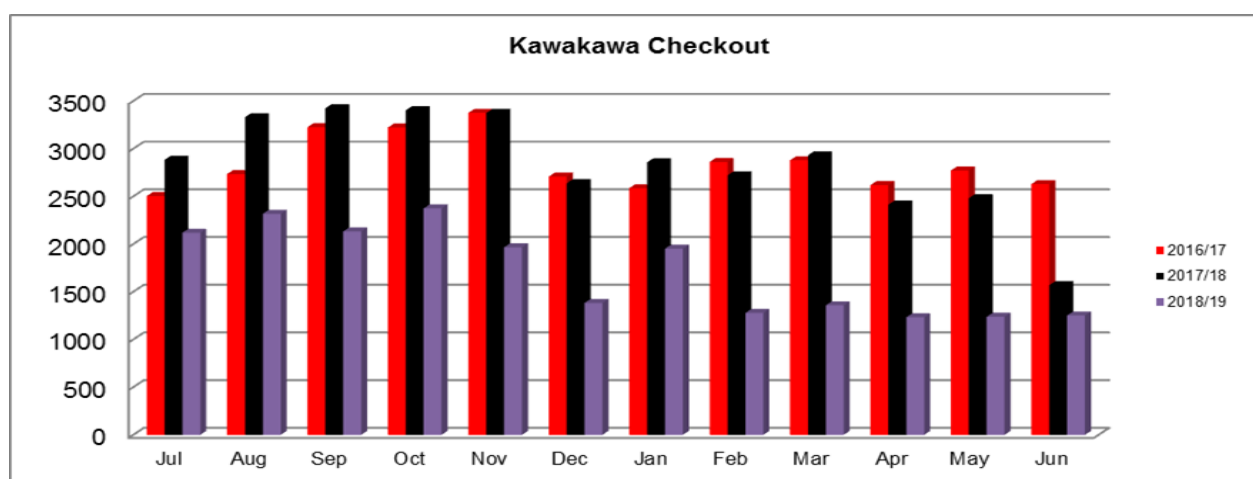
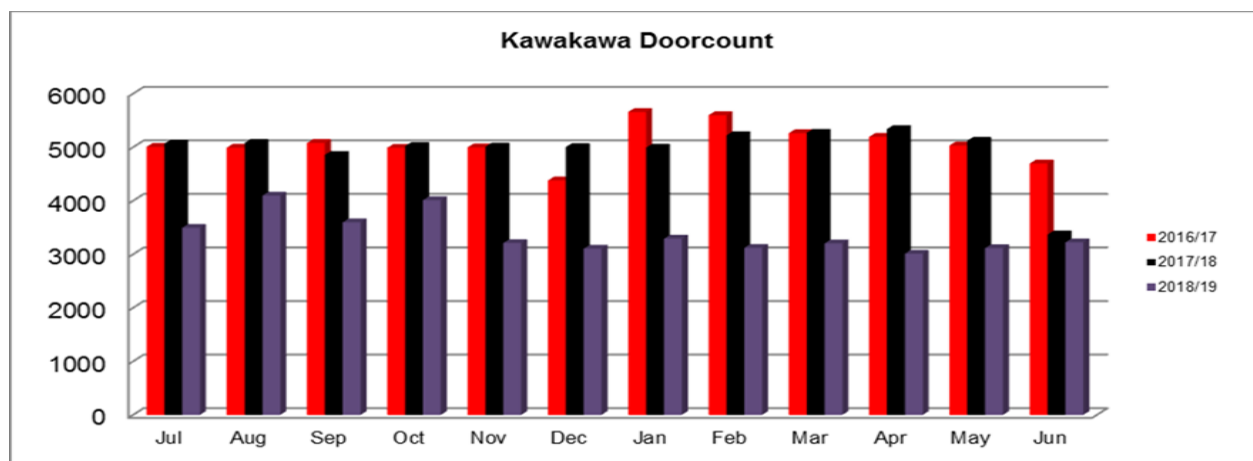


Kawakawa

Kawakawa Library customers are enjoying the upgraded APNK systems and staff are using this as an upskilling tool to teach basic digital literacy skills on an as-required basis. Staff onsite are preparing for the move into Te Hononga early next year, with current efforts being focussed on community engagement and ensuring the new library functions as a true community hub reflective of local needs, alongside many practical tasks required to ensure the library's smooth transition into the new site.

This has been a multi-pronged approach, with some consultation being over the front counter and more formal feedback being sought with the establishment of a community working group to ensure responsiveness to our communities.

Partnerships currently being explored in this site include the establishment of Spark JUMP and Stepping Up classes.



Paihia

Paihia Library continues to be well patronised by locals and tourists alike. The Wi-Fi was popular with the passengers on the 68 cruise ships visiting the Bay over the summer season, with usage increasing substantially from previous years. The cruise boats also brought a surge in foot traffic numbers and general enquiries.

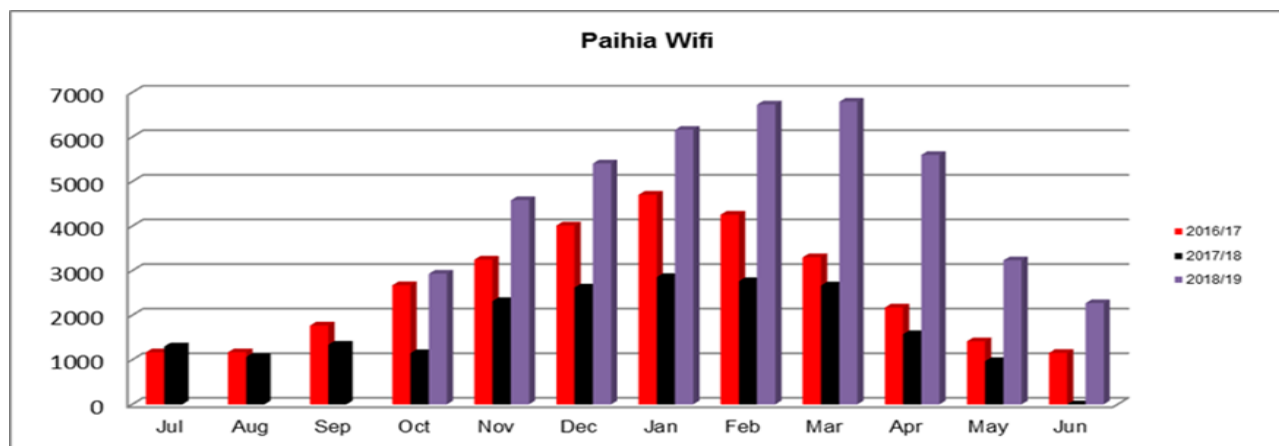
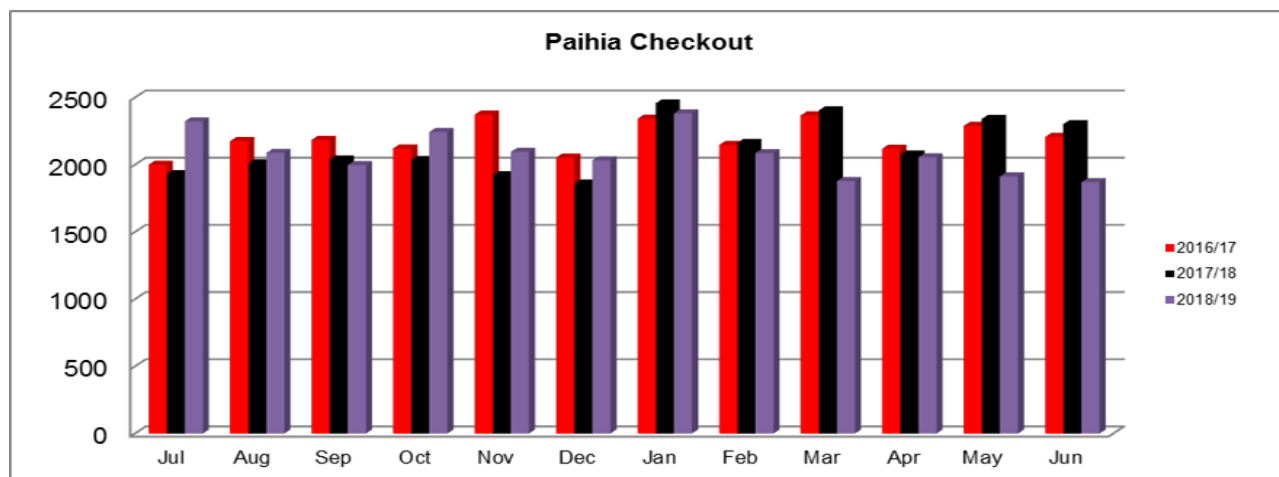
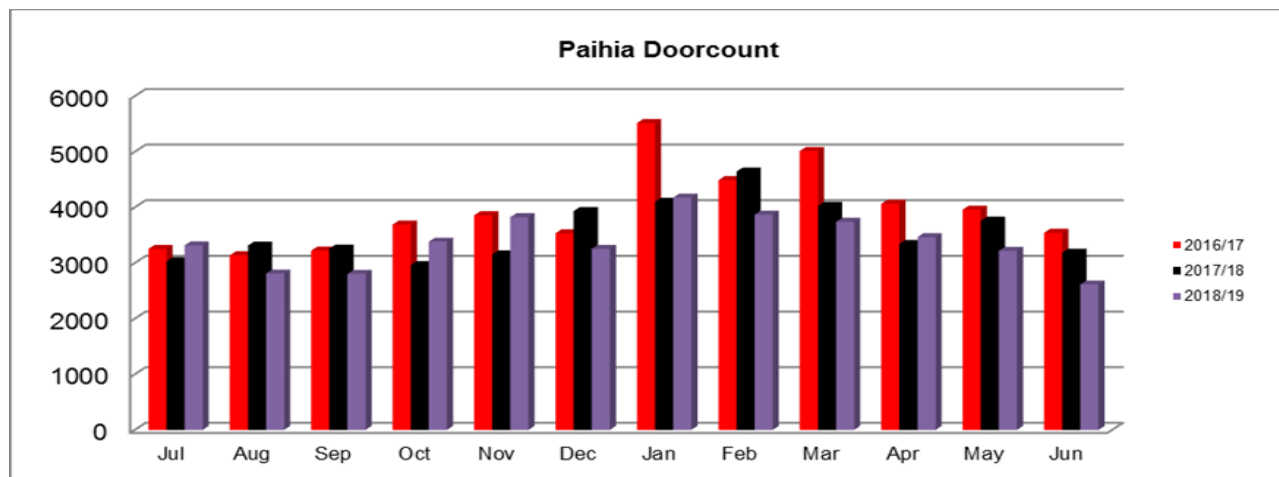
The Shed was officially opened by The Mayor, John Carter followed by the cutting of the cake and a morning tea under the fig trees in the garden. The Shed project was driven by Friends of Williams House and is a redevelopment of the outdoor shed at Williams House. It is open daily, and free for visitors to explore.

Library staff met with members of the Friends of the Library to begin a conversation about how both groups can work together to increased use of Williams House, particularly the upstairs area.

The library continues to work with the local Community Food Bank and have a drop off basket for anyone to give items of non-perishable goods. Food Bank have also taken over the role of maintaining the vegetable garden behind Williams House.

Paihia Library has recently launched a Facebook page to promote the services and collections.

Two organisations are utilising the upstairs Board Room, Step by Step and Workbridge to assist unemployed and people with disabilities back into the workforce. An FNDC hot-desk has also been set up by IT for Council staff to use upstairs.



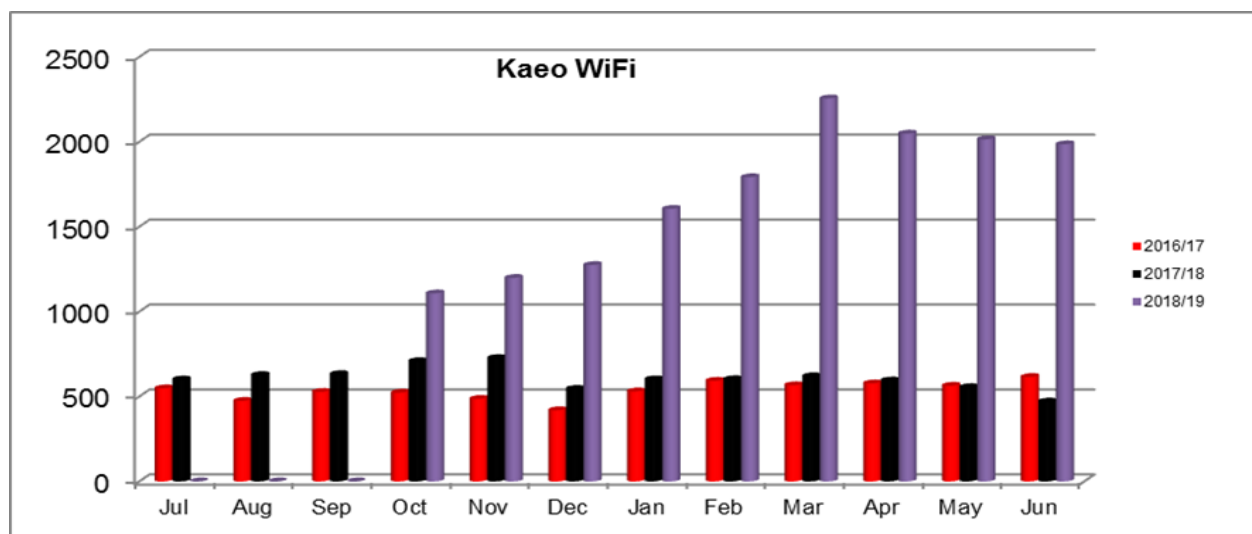
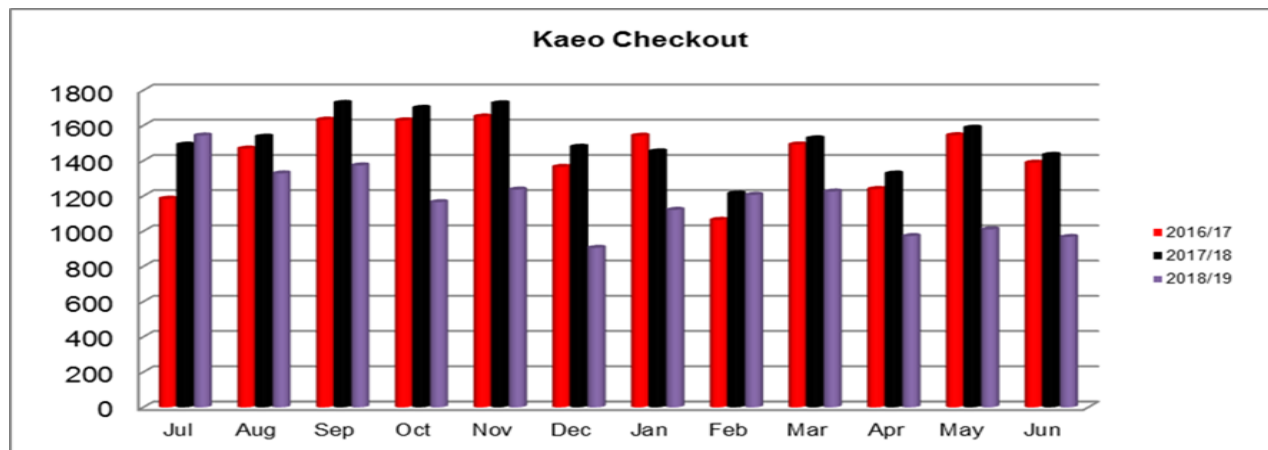
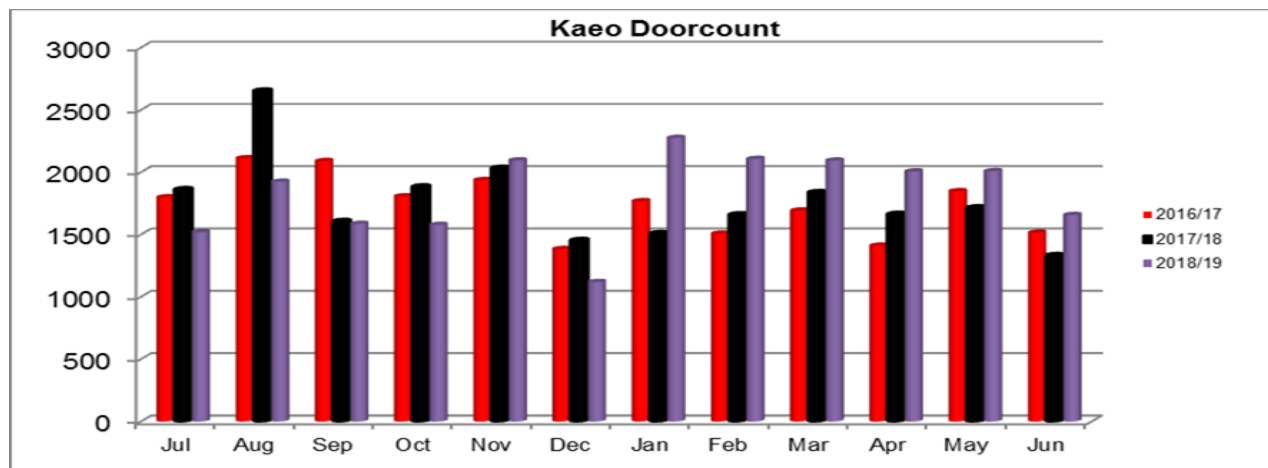
Kaeo

Kaeo Library has greatly benefitted from the building growth in the area. The result for the library has been an increase in the number of new library customers. While there is a larger overall customer base using the library the loss of some older high use borrowers has affected checkout statistics. However, there has been an increase in the number of people through the door, and those using other library services including a sharp increase in Wi-Fi usage, printing and public internet use.

Work is being done to increase the relationship with local schools, and a number of classes have completed library familiarisation sessions in the first half of the year.

The local Plunket service is now using the library community room which is providing a convenient connection space for the organisation and young families.

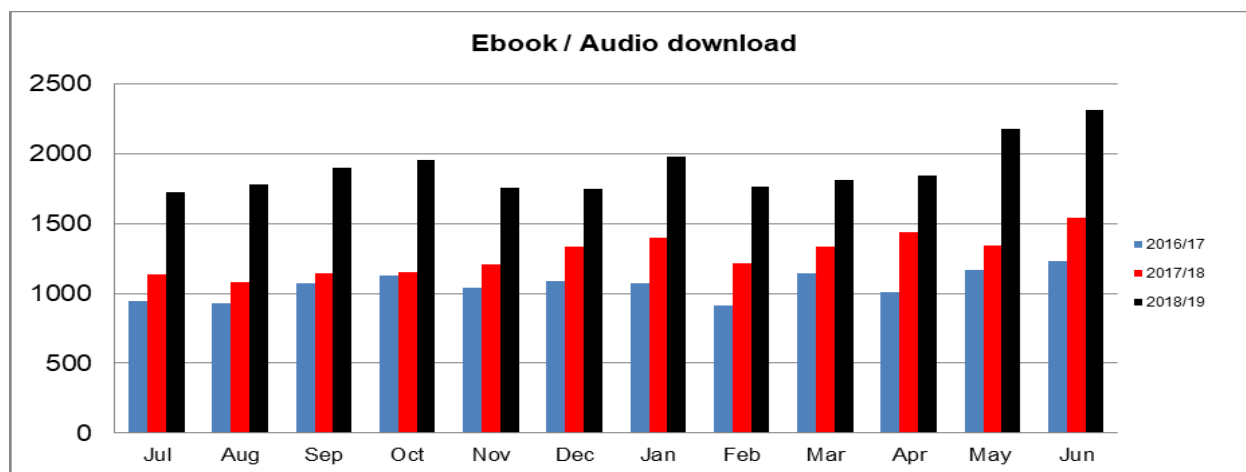
A local accordion group are using the library for practising on Monday mornings.



eResources

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

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



Museum@Te Ahu Report January – June 2019

Exhibitions

Short Term Exhibitions utilising Museum Collections

- Getting Hitched – exhibition of wedding dresses through the ages March – June 2019
- All dolled up – exhibition of dolls from the Lois Marsters collection, Jan – May 2019
- Doll installation at Te Ahu Library (on loan) Feb – ongoing
- Kaitaia then and now photographic display – art space Te Ahu May 2019

Collaborative Community Exhibitions

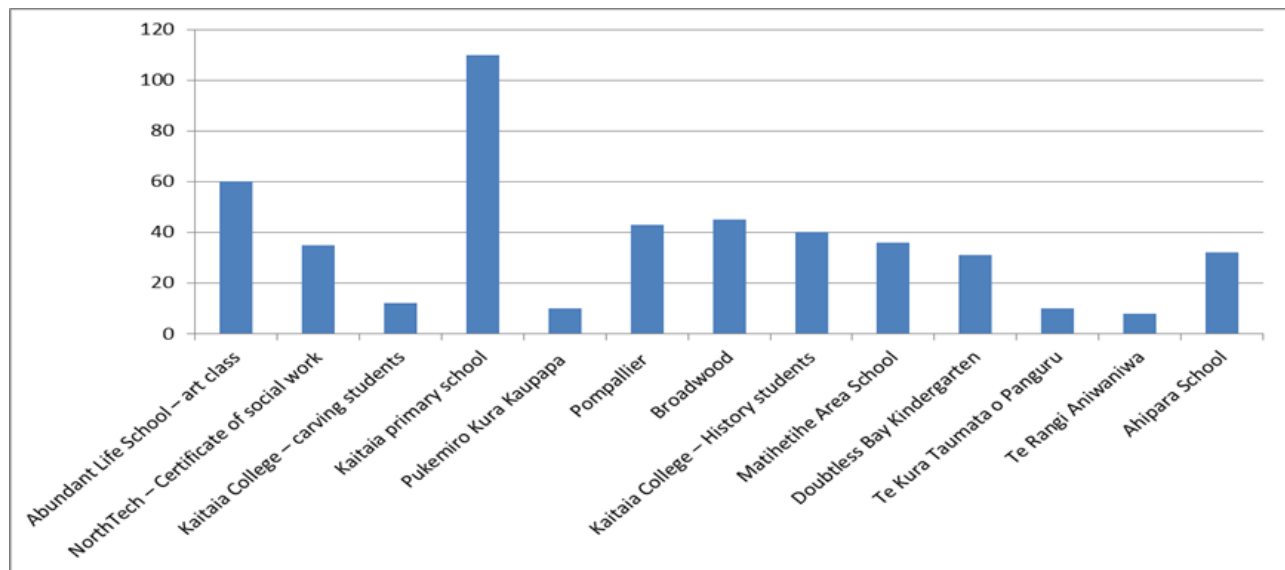
- Matariki Event June – August 2018. *Tuia te kaakaa, whatu te kakahu* exhibition Stories woven into cloaks – iwi collaboration with Te Rarawa
- Matariki Event June – August 2018. *Nga Tohu o Te Hou, signs of the New Year*. An art exhibition of 4 emerging Maori artists in Te Hiku.
- Armistice Exhibition – November 2018 – March 2019 Nga Rau Aroha: From the Far North to the Western Front and home again. Armistice Day (4 month exhibition) – Collaboration with Kaitaia College History students.
- Ngati Kuri Matariki exhibition 2019 – deferred until 2020 alternative is Baby Baroque interactive concert for 1-5year olds

Facebook page – Museum at Te Ahu

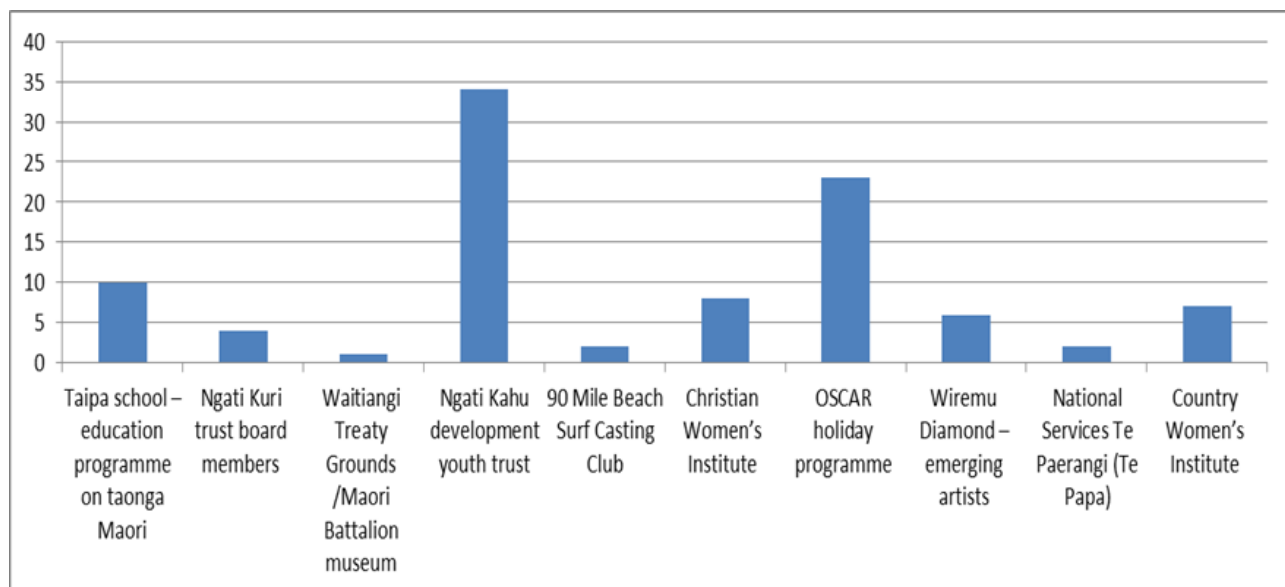
Museum Facebook has increased in popularity from 86 people liking the page 18 months ago to 1,239 people with 1,239 following the updates. In the last 12 months the museum has posted 35 stories highlighting our photographic collections, plus 25 stories of upcoming events, visitors and current affairs. The most popular story was the Kaitaia Floods of 1958 reaching over 36,000 people, 123 shares, 152 likes and 44 comments.

Visits

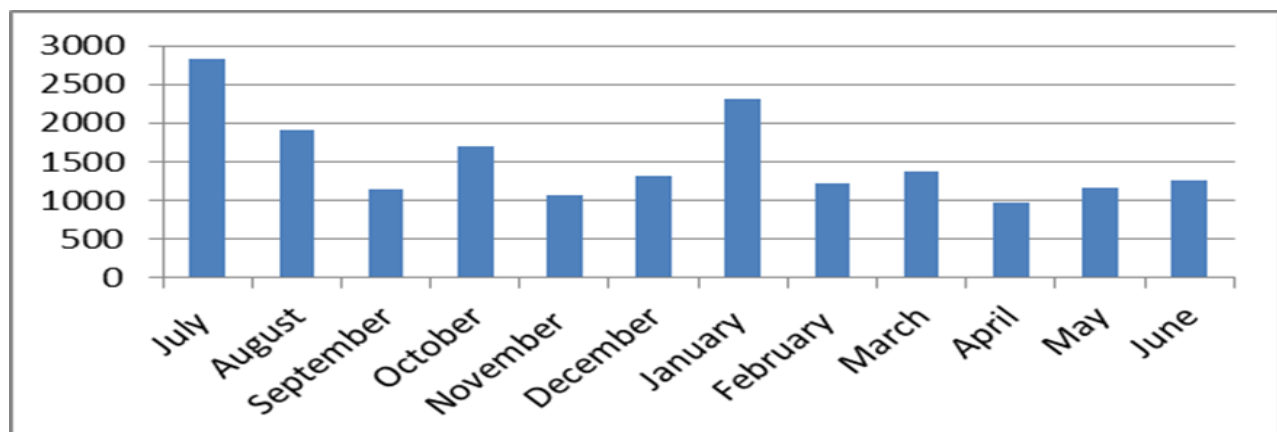
Schools



Groups



Door Count



Volunteer Hours

Volunteer hours rose to 283.4 hours. This is due to the fact that there are more people volunteering and consistent opening hours.

Hosting Archive Visitors / Archival Research Requests

There were 156 researchers who accessed the museum's collections and research facilities in 2018/2019. Subjects covered researching family, local human history (society/community) and natural history. This is an 80% increase from 2017 where 81 research inquiries were recorded.

Educational Programmes

Internal – 1 Museum treasure hunt

External - nil

Events/media and promotion

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

Care of the collection

- The draft Museum at Te Ahu Collection Policy July 2018 was adopted by the Museum Trust and Far North District Council in August 2018.
- Expert Knowledge Exchange– Specialist Conservator, Vicki-Anne Heikell and Sally August as a follow up for the photographic collections expert exchange with Mark Strange. A conservation plan to follow to coincide with the Museum Offsite Storage project. There is no extra funding attached to this.

Grants / Donations

- A funding application to Foundation North for \$10k to purchase shelving was spent.
- Funding for the Museum Offsite Storage (Pioneer House) Project was successful \$149k
- Peace and Disarmament Funding \$4k for the Armistice Day exhibition
- Matariki Exhibition and events \$500 from Te Reo o Te Rarawa – Te Runanga o Te Rarawa.
- Applied for Foundation North funding for the cataloguing and digitising of all museum collection items \$169k.

Total: \$332,500.00

Regional and National

- There have been many wonderfully positive comments captured in the Visitor Book as well as the visitor survey which is capturing good information about “who” visits the museum.
- Curator attended and spoke at the National Archives of New Zealand conference in Rotorua.
- Internal museum visitor survey implemented at the front counter (September 2018) – again, many positive comments to date.
- Expert Knowledge Exchange– Specialist Conservator, Vicki-Anne Heikell and Sally August as a follow up for the photographic collections expert exchange with Mark Strange. A conservation plan to follow to coincide with the Museum Offsite Storage project. There is no extra funding attached to this. Rose Evans conservator visit and training Pioneer House – August 2018 and February 2019.

Curator was asked to join the National New Zealand Repatriation Research Network in June 2019.

Bay of Islands i-SITE

Participated in i-SITE NZ's freedom camping campaign which supports responsible camping.

Three Gateway students from Bay of Islands College did 6 weeks of training at the i-SITE.

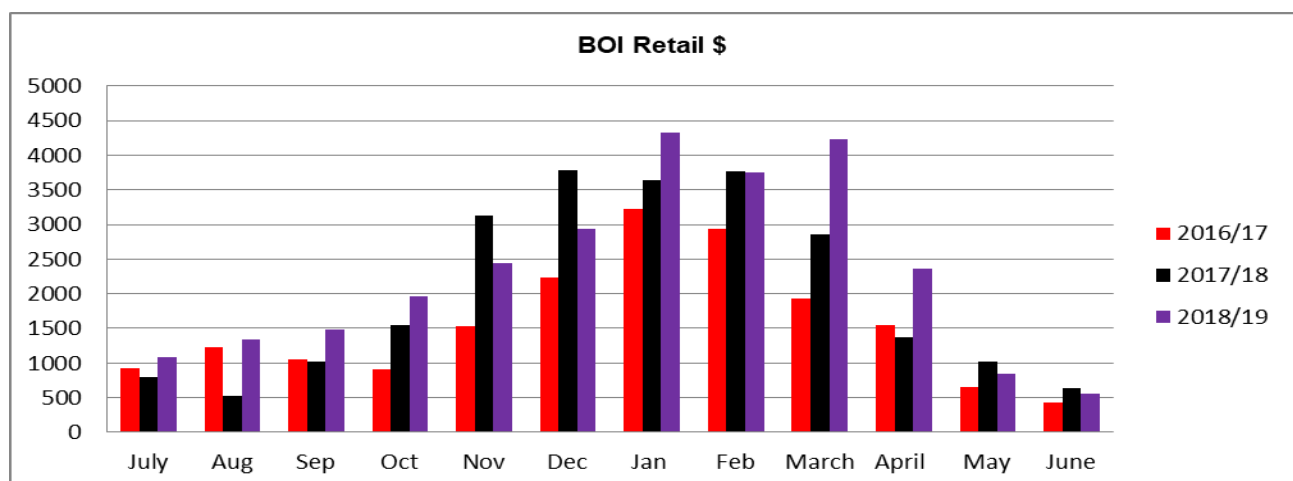
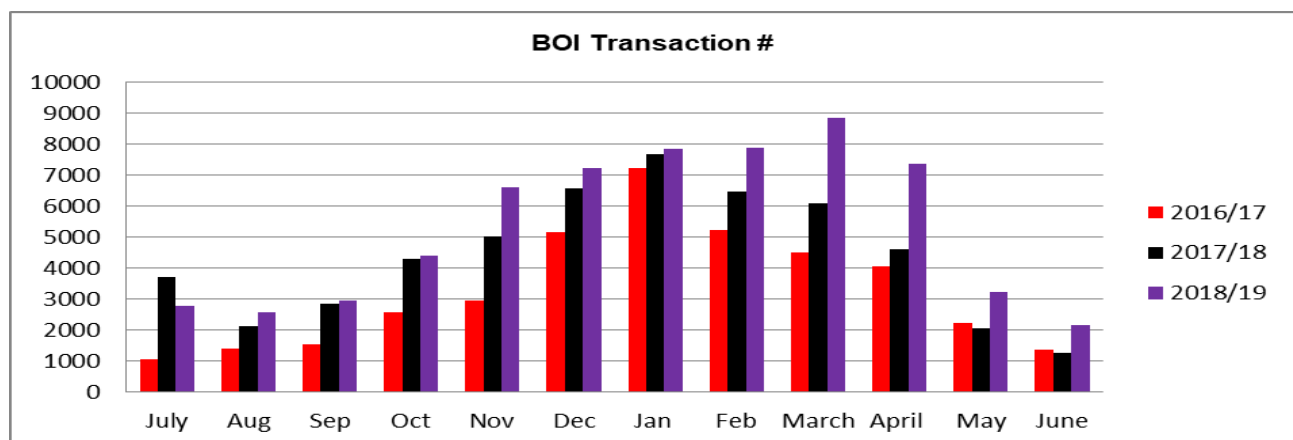
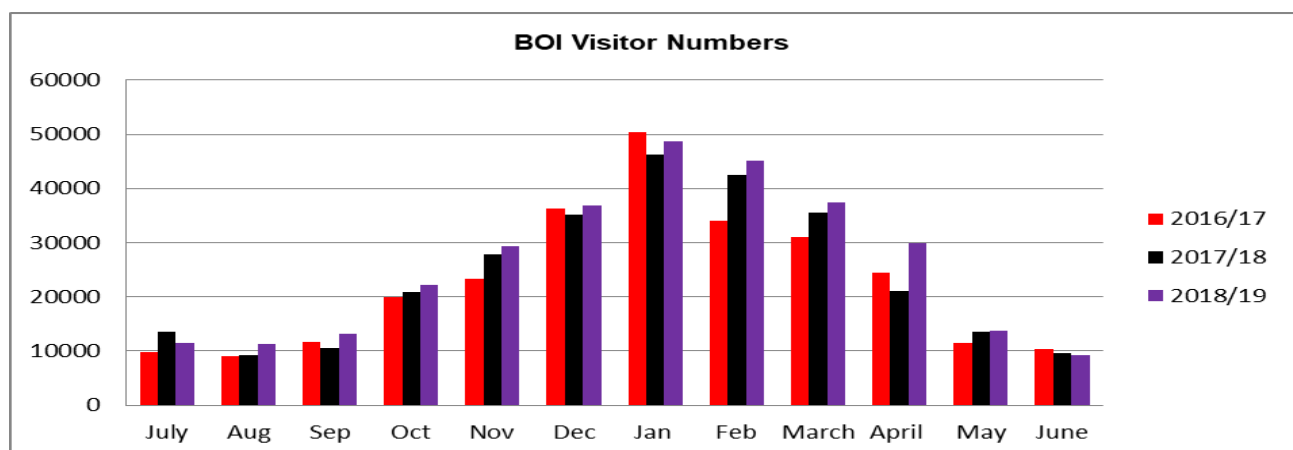
Transaction numbers are up with more cruise ship passengers purchasing tours and Russell ferry tickets.

April was very busy with Easter, School Holidays and ANZAC all falling at around the same time.

As usual, the Summer period fixed-term staff ended their contracts on Easter Sunday.

Work with the Department of Conservation may see them having a presence in the i-SITE, in some form.

Paihia wharf construction started in May.



Cemeteries - Sexton Services

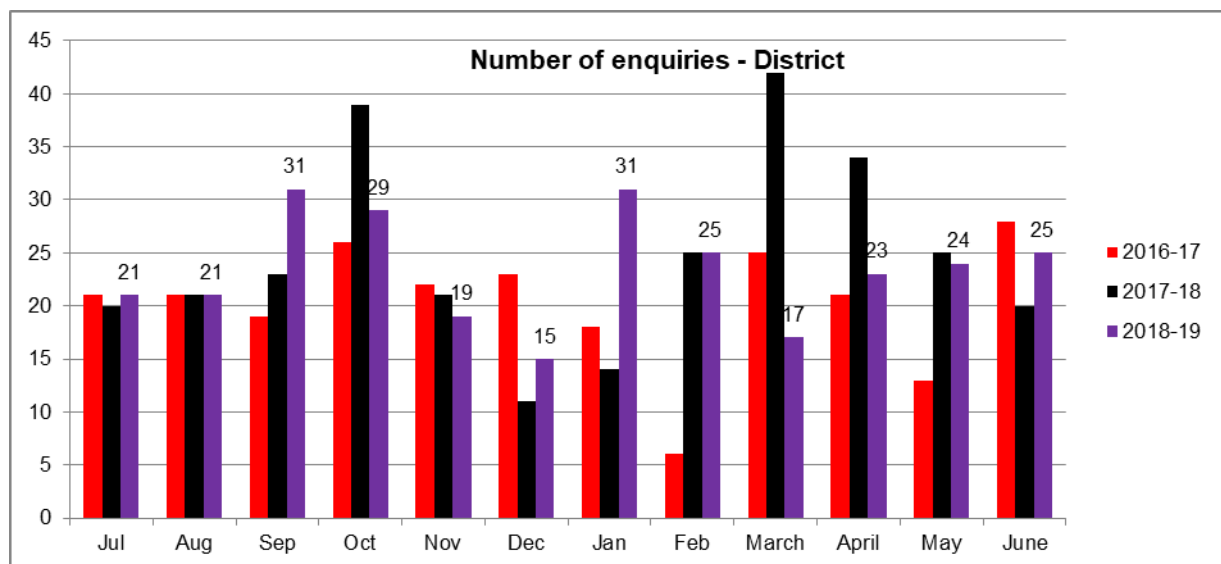
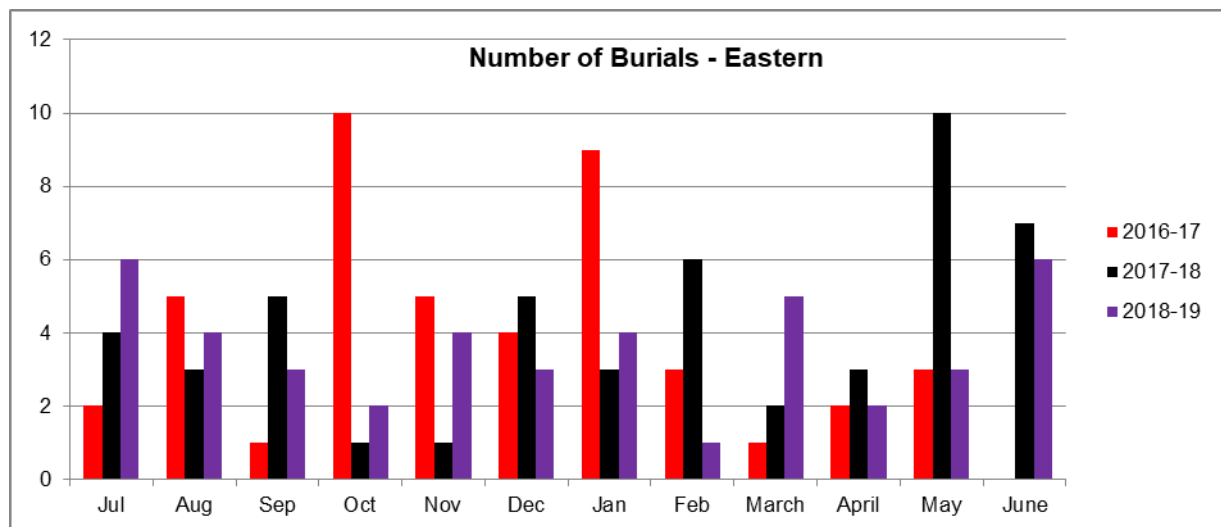
Council manages the Kaeo, Kawakawa, Kerikeri, Russell and Paihia public cemeteries under the Burial and Cremation Act 1964 and Far North District Council By-Law 1401-1442.

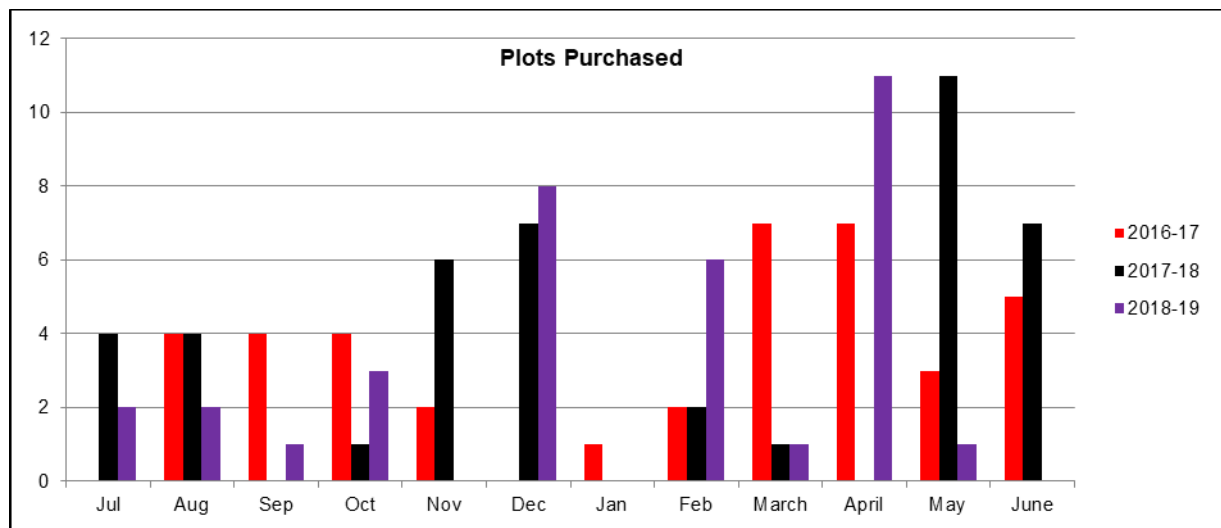
In total, there were eleven burials and ten ash interments in the Bay of Islands-Whangaroa ward during the last 6 months.

The number of enquiries are similar to previous years with an average of 25 per month and there have been 19 plots pre-purchased and certificates of title issued over this 6 month time period.

New burial berms have been installed at the Kaeo Cemetery. There has been a higher than normal number of burials and plot reservations in that cemetery.

Funeral Directors and members of the public often comment on how well kept Council's Cemeteries are. This reflects back on Council's Town Maintenance contractors and the high standard they have set in the maintenance of the cemeteries under their care.





Housing for the Elderly

Council owns and rents out 147 Housing for the Elderly units and bedsits overall.

In the Bay of Islands-Whangaroa area there are Villages at:

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

During the period 1 January – 30 June 2019, one tenancy ended and one new tenancy began in Kerikeri. One tenancy ended in Kawakawa. There are currently 2 units undergoing refurbishment.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

No financial implications.

ATTACHMENTS

Nil

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 – information only
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Safe, healthy, resilient places and people. Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of the district.
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.	No implications specifically for Maori. Contribution via community board.
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.	Via community board.
State the financial implications and where budgetary provisions have been made to support this decision.	No financial implications.
Chief Financial Officer review.	

9 MEETING CLOSE