



**Far North  
District Council**



# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 20 August 2019**

**Time: 10:00 AM**

**Location: Te Ahu**

**Cnr South Road & Matthews Ave  
Kaitaia**

**Membership:**

Chairperson Adele Gardner  
Member Lawrie Atkinson  
Member Bronwyn Bauer-Hunt  
Member Melanie Dalziel  
Member Awhina Murupaenga  
Member Nuū Ward  
Cr Felicity Foy

**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 storm water 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 centers.
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.



**TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS**

<b>Name</b>	<b>Responsibility (i.e. Chairperson etc.)</b>	<b>Declaration of Interests</b>	<b>Nature of Potential Interest</b>	<b>Member's Proposed Management Plan</b>
Adele Gardner	N/A - FNDC Honorarium			
	The Far North 20/20, ICT Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitia Branch	Trustee/Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Bronwyn Hunt	CBEC		Director	Stand aside from any discussion held
	Independent Hearings Commissioner			Continue to be available as a commissioner with the exception of any within the Te Hiku area.
	Te Rarawa Anga Mua	Senior member of TRAM and technical advisor to PSGE for Te Runanga o Te Rarawa		Remove oneself from discussion and any decision making
	Principle Advisor Policy, Strategy and Service Delivery	Te Hiku Beach Governance Board		Continue to provide technical advice to the board, no decision making authority with respect to the board
	Reconnecting Northland (Chair)			
	Te Ahu Charitable Trust (member)		Council is a tenant of the Te Ahu Facility	
	R Tucker Thompson Sail Training Trust		Trust leases a building and mooring currently operated by Far North Holdings	Abide by the trust document, remove oneself from discussion and any decision making.
	Far North Regional Museum Trust (chair)		Museum located and operated by FNDC, Advisory and responsibility of trust is with the collections.	Abide by the MOU (May 2017)

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Was employed between 1995-2010 as a senior manager within Council. There are staff who are still with FNDC that once reported to me. Don't think there's a conflict but would like it noted.			
Awhina Murupaenga	No form received			
Melanie Dalziel	No form received			
Nuu Ward	No form received			
Lawrie Atkinson	No form received			
Felicity Foy	Director - Northland Planning & Development	I am the director of a planning and development consultancy that is based in the Far North and have two employees.  Property owner of Commerce Street, Kaitaia		I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.
				I will declare a conflict of interest with any planning matters that relate to resource consent processing, and the management of the resource consents planning team.
				I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.
	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties on Weber Place, Seaview Road, and Allen Bell Drive.		

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight, and Allen Bell Drive.	
	Foy Farms partnership	Owner and partner in Foy Farms - a farm in three titles on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 6 dwellings on Church Road, Kaingaroa and 2 dwelling on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
Partner Felicity Foy	Employed by Justaplumber Taipa			
	Friends with some FNDC employees			



**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held in the Te Ahu, Cnr South Road & Matthews Ave, Kaitaia on:**  
**Tuesday 20 August 2019 at 10:00 AM**

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## **1 APOLOGIES AND CONFLICTS OF INTEREST**

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

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

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

## **2 PUBLIC FORUM**

## **3 SPEAKERS**

10:30 am Learn New Zealand Sign Language with Eddie Trust

10:40 am Far North Joyfest Group

## **4 DEPUTATIONS**

10:45 am Representatives from Omatai Waka Ama Club

## **5 CONFIRMATION OF PREVIOUS MINUTES**

### **5.1 CONFIRMATION OF PREVIOUS MINUTES**

**File Number:** A2557791

**Author:** Melissa Wood, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

#### **PURPOSE OF THE REPORT**

true and correct record of the previous meeting.

#### **RECOMMENDATION**

**That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 16 July 2019 be confirmed as a true and correct record.**

#### **1) BACKGROUND**

Local Government Act 2002 Schedule 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 Te Hiku 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. Unconfirmed Minutes - Te Hiku Community Board 16 July 2019 - A2557897**  



**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 <a href="#">Council's Significance and Engagement Policy</a>	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 true and correct record, 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 arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF FAR NORTH DISTRICT COUNCIL  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT TE AHU, CNR SOUTH ROAD & MATTHEWS AVE, KAITAIA  
ON TUESDAY, 16 JULY 2019 AT 10:00 AM**

**PRESENT:** Chairperson Adele Gardner, Member Lawrie Atkinson, Member Bronwyn Bauer-Hunt, Member Melanie Dalziel, Member Awhina Murupaenga, Member Nuu Ward

**STAFF PRESENT:** Melissa Wood - Meetings Administrator, Aya Morris - Community Development Advisor

**1 APOLOGIES AND CONFLICTS OF INTEREST**

**APOLOGY**

**RESOLUTION 2019/40**

Moved: Chairperson Adele Gardner  
Seconded: Member Bronwyn Bauer-Hunt

**That the apology received from Cr Felicity Foy be accepted and leave of absence granted.**

**CARRIED**

**2 PUBLIC FORUM**

There were no attendees for the public forum.

**3 DEPUTATIONS**

There were no deputations.

**4 NOTICE OF MOTION**

**4.1 NOTICE OF MOTION - APPOINTMENT OF BOARD REPRESENTATIVE TO KAITAIA BUSINESS ASSOCIATION**

Agenda item 5.1 document number A2551089, pages 12 - 12 refers

**RESOLUTION 2019/41**

Moved: Member Bronwyn Bauer-Hunt  
Seconded: Member Lawrie Atkinson

**That the Te Hiku Community Board appoint the Te Hiku Community Board Chairperson as Board representative to the Kaitaia Business Association.**

**CARRIED**

**5 CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A2497569, pages 15 - 16 refers

**RESOLUTION 2019/42**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Chairperson Adele Gardner

**That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 28 May 2019 be confirmed as a true and correct record.**

**CARRIED**

**6 CORPORATE SERVICES GROUP****6.1 FUNDING PROJECT REPORTS**

Agenda item 7.2 document number A2497596, pages 29 - 30 refers

**RESOLUTION 2019/43**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Melanie Dalziel

**That the Te Hiku Community Board notes the following Local Community Grant Project Reports from:**

- a) Far North Avocado Festival Trust**
- b) Awhina Hoiho**

**CARRIED**

**6.2 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MAY 2019**

Agenda item 7.3 document number A2526421, pages 36 - 37 refers

**RESOLUTION 2019/44**

Moved: Chairperson Adele Gardner

Seconded: Member Melanie Dalziel

**That the Te Hiku Community Board receives the report "Te Hiku Statement of Community Fund Account as at 31 May 2019".**

**CARRIED**

**6.3 APPLICATION FOR FUNDING - FAR NORTH ENVIRONMENT CENTRE**

Agenda item 7.4 document number A2539432, pages 39 - 41 refers

**RESOLUTION 2019/45**

Moved: Chairperson Adele Gardner

Seconded: Member Awhina Murupaenga

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$990 (plus GST if applicable) to be paid from the Board's Community Fund account to Far North Environment Centre for costs toward their Crafty Mondays workshops.**

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

**CARRIED**

## **7 SPEAKERS**

Inge Bremer and Rolf Mueller-Glodde from Carbon Neutral NZ spoke to their funding application - Agenda item 7. 9 refers.

Polly Greeks representative from the Far North Joyfest Group spoke to their funding application - Agenda Item 7.5 refers.

## **8 CORPORATE SERVICES GROUP**

### **8.1 APPLICATION FOR FUNDING - FAR NORTH JOYFEST GROUP**

Agenda item 7.5 document number A2526613, pages 49 - 51 refers

#### **RESOLUTION 2019/46**

Moved: Chairperson Adele Gardner

Seconded: Member Melanie Dalziel

**That the Te Hiku Community Board leave the matter of the Application for Funding - Far North Joyfest Group to lie on the table to allow time for the Board to receive further information.**

**CARRIED**

### **8.2 APPLICATION FOR FUNDING - NZ BAROK INCORPORATED**

Agenda item 7.7 document number A2497611, pages 71 - 73 refers

#### **RESOLUTION 2019/47**

Moved: Member Melanie Dalziel

Seconded: Member Bronwyn Bauer-Hunt

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,000 (plus GST if applicable) to be paid from the Board's Community Fund account to NZ Barok Incorporated for costs toward their Baby Baroque children's concert in Kaitaia.**

- i) **Proud vibrant communities**

**CARRIED**

**8.3 APPLICATION FOR FUNDING - YOUTHLINE AUCKLAND CHARITABLE TRUST**

Agenda item 7.8 document number A2526333, pages 81 - 83 refers

**RESOLUTION 2019/48**

Moved: Chairperson Adele Gardner  
Seconded: Member Bronwyn Bauer-Hunt

**That the Te Hiku Community Board approve the sum of \$1,535 (plus GST if applicable) to be paid from the Board's Community Fund account to Youthline Auckland Charitable Trust for operational costs (excluding wages or salaries) to support the following Community Outcome:**

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

**CARRIED**

**8.4 APPLICATION FOR FUNDING - CARBON NEUTRAL NEW ZEALAND TRUST**

Agenda item 7.9 document number A2551437, pages 92 - 94 refers

**RESOLUTION 2019/49**

Moved: Member Bronwyn Bauer-Hunt  
Seconded: Member Lawrie Atkinson

**That the Te Hiku Community Board decline to fund the application for funding from Carbon Neutral New Zealand Trust as there are more appropriate sources of funding available for this project.**

**CARRIED**

Member Bauer-Hunt left the meeting at 10:56 am and returned to the meeting at 10:58 am.

**8.5 CHAIRPERSON AND MEMBER REPORTS**

Agenda item 7.1 document number A2407331, pages 23 - 24 refers

**RESOLUTION 2019/50**

Moved: Chairperson Adele Gardner  
Seconded: Member Bronwyn Bauer-Hunt

**That the Te Hiku Community Board note the reports from the Chairperson, and Members Atkinson, Ward and Dalziel.**

**CARRIED**

**9 SPEAKERS (CONTINUED)**

Graham Stanaway from Lions Club of Mangonui spoke to their funding application - Agenda item 7.6 refers.

**10 CORPORATE SERVICES (CONTINUED)****10.1 APPLICATION FOR FUNDING - LIONS CLUB OF MANGONUI CHARITABLE TRUST**

Agenda item 7.6 document number A2526649, pages 61 - 63 refers

**COMMITTEE RESOLUTION 2019/51**

Moved: Member Melanie Dalziel

Seconded: Chairperson Adele Gardner

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2,200 (plus GST if applicable) to be paid from the Board's Community Fund account to Lions Club of Mangonui Charitable Trust for coach hire costs and koha expenses as part of the costs of hosting the 2019 Lions District 202K Convention.**

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

**CARRIED**

**11 MEETING CLOSE**

**The Meeting closed at 11:22 am.**

**The minutes of this meeting were confirmed at the Te Hiku Community Board Meeting held on 20 August 2019.**

.....  
**CHAIRPERSON**

## **6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP**

### **6.1 TE HIKU FOOTPATHS PROGRAMME 2019/20 AND 2020/21**

**File Number:** A2583975

**Author:** Jaco Cronje, Project Manager - Footpaths and Cycleways

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

#### **PURPOSE OF THE REPORT**

To seek approval for the 2019/20 and 2020/21 year footpath programme for the Te Hiku Ward.

#### **EXECUTIVE SUMMARY**

- There is \$153,300 and \$156,360, respectively allocated for the 2019/20 and 2020/21 financial years, in the Long Term Plan for new footpaths in the Te Hiku 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. Council 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.
- A 2019/20 and 2020/21 footpath programme has been prepared that maximise NZTA funding subsidy. This programme partly aligns with that previously agreed by the Community Board.

#### **RECOMMENDATION**

**That the Te Hiku Community Board agrees to the revised 2019/20 and 2020/21 footpath programme as follows:**

- Kaitaia: North Park Drive to Whangatane Drive, Construction 2019/20
- SH1 Matthews Avenue, Construction 2019/20
- Kaitaia: Dominion Road, Construction 2020/21
- Kaitaia: Donald Ln to WINZ on N Park Drive, Construction 2020/21
- Taipa: Point Road, Construction 2020/21
- Taipa: Mamaru Road, Construction 2020/21
- Taipa: Foreshore Road, Construction 2020/21
- Pukenui: SH1 Harbour View Road, 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 Council. 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 Te Hiku Ward have been identified through a blend of resident, Council 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 project over a 3 year period:

- Kaitaia: Pukepoto Road
- Kaitaia: Arnold Rae Park
- Kaitaia: North Park Drive to Whangatane Drive
- Pukenui: Fitzgerald Road
- Ngataki: School to Urupa
- Awanui: Along SH10 past Housing for Elderly Units
- Ahipara: Foreshore Road Tasman Heights to toilets
- Tokerau Beach: Simon Ulrich Road
- Pukenui: Waterfront Road cutting
- Taipa: Foreshore Road to Mamaru Road
- Taipa: Oruru Road SH10 to Kohanga Reo
- Mangonui: Mill Bay Road Rangikapiti Road to Richmond Road
- Mangonui: Mill Bay Road to Rangikapiti Road
- Pukenui: Harbour View Road

Two of these projects were included, and constructed, within the 2018/19 footpaths programme assessed using the NZTA prioritisation methodology described above. Three 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;

- Kaitaia: North Park Drive to Whangatane Drive
- Pukenui: Fitzgerald Road
- Ngataki: School to Urupa
- Awanui: Along SH10 past Housing for Elderly Units
- Ahipara: Foreshore Road Tasman Heights to toilets
- Tokerau Beach: Simon Ulrich Road
- Pukenui: Waterfront Road cutting
- Taipa: Foreshore Road to Mamaru Road
- Taipa: Oruru Road SH10 to Kohanga Reo
- Mangonui: Mill Bay Road Rangikapiti Road to Richmond Road
- Mangonui: Mill Bay Road to Rangikapiti Road
- Pukenui: Harbour View 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:

- Kaitaia: North Park Drive to Whangatane Drive, Construction 2019/20
- SH1 Matthews Avenue, Construction 2019/20
- Kaitaia: Dominion Road, Construction 2020/21
- Kaitaia: Donald Ln to WINZ on N Park Drive, Construction 2020/21
- Taipa: Point Road, Construction 2020/21
- Taipa: Mamaru Road, Construction 2020/21
- Taipa: Foreshore Road, Construction 2020/21

- Pukenui: SH1 Harbour View Road, 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 \$153,300 and \$156,360, respectively allocated for the 2019/20 and 2020/21 financial years, in the Long Term Plan for new footpaths in the Te Hiku Ward.

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

**ATTACHMENTS**

1. **Te Hiku Community Board - New Footpaths Programme 2019-20 and 2020-21 - A2584080**  
2. **Te Hiku Community Board - Footpaths Matrix - A2583969**  

**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 <a href="#">Council's Significance and Engagement Policy</a>	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 Council 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; Council 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

## Te Hiku 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 2018/19	Shared Use	Kaitaia: North Park Drive to Whangatane Drive	\$ 232,440	\$ -	\$ 232,440
Picked 2018/19	Footpath	Pukenui: Fitzgerald Road	\$ 47,300	\$ -	\$ 47,300
Picked 2018/19	Footpath	Ngataki: School to Urupa	\$ 44,000	\$ -	\$ 44,000
Picked 2018/19	Footpath	Awanui: Along SH10 past Housing for Elderly Units	\$ 33,880	\$ -	\$ 33,880
Picked 2019/20	Footpath	Ahipara: Foreshore Road Tasman Heights to toilets	\$ 174,240	\$ -	\$ 174,240
Picked 2019/20	Footpath	Tokerau Beach: Simon Ulrich Road	\$ 191,840	\$ -	\$ 191,840
Picked 2019/20	Footpath	Pukenui: Waterfront Road cutting	\$ 19,580	\$ -	\$ 19,580
Picked 2020/21	Shared Use	Taipa: Foreshore Road to Mamaru Road	\$ 65,780	\$ -	\$ 65,780
Picked 2020/21	Footpath	Taipa: Oruru Road SH10 to Kohanga Reo	\$ 57,860	\$ -	\$ 57,860
Picked 2020/21	Footpath	Mangonui: Mill Bay Road Rangikapiti Road to Richmond Road	\$ 15,400	\$ -	\$ 15,400
Picked 2020/21	Footpath	Mangonui: Mill Bay Road to Rangikapiti Road	\$ 19,140	\$ -	\$ 19,140
Picked 2020/21	Footpath	Pukenui: Harbour View Road Road	\$ 44,880	\$ -	\$ 44,880
<b>Total</b>			<b>\$ 946,340</b>	<b>\$ -</b>	<b>\$ 946,340</b>

- Notes:
- 1 The amount of work completed will depend on actual works pricing - a maximum of \$150,000 would be completed.
  - 2 The last project would only be part completed to provide a total of \$150,000, with the remainder completed in the 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	Shared Use	Kaitaia: North Park Drive to Whangatane Drive, Construction 2019/20	\$ 232,440	\$ 99,000.00	\$ 133,440
3	Footpath	SH1 Matthews Avenue, Construction 2019/20	\$ 20,460	\$ -	\$ 20,460
2	Footpath	Kaitaia: Dominion Road, Construction 2020/21	\$ 16,940	\$ 11,180.40	\$ 5,759.60
4	Footpath	Kaitaia: Donald Ln to WINZ on N Park Drive, Construction 2020/21	\$ 68,860	\$ 45,447.60	\$ 23,412.40
5	Footpath	Taipa: Point Road, Construction 2020/21	\$ 32,560	\$ 21,489.60	\$ 11,070.40
6	Footpath	Taipa: Mamaru Road, Construction 2020/21	\$ 10,340	\$ 6,824.40	\$ 3,515.60
7	Footpath	Taipa: Foreshore Road, Construction 2020/21	\$ 65,780	\$ 14,058.00	\$ 51,722.00
8	Footpath	Pukenui: SH1 Harbour View Rd to private access, Construction 2020/21	\$ 44,880	\$ -	\$ 44,880
<b>Total</b>			<b>\$ 492,260</b>	<b>\$ 198,000</b>	<b>\$ 294,260</b>

- Notes:
- 1 The amount of work completed will depend on actual works pricing - a maximum of \$252,300 and \$255,360 (subject to NZTA approval) would be fundable.

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	Shared Use	CB	Kaitaia: North Park Drive to Whangatane Drive	Kaitaia	TH	894	260	134100	232440	50	0	3	4	8	5	0	5	35	110	0.42	No	
2	Footpath	CB	Dominion Rd	Kaitaia	TH	77	220	14476	16940	50	0	7	5	5	3	-20	5	35	90	0.41	No	
3	Footpath	CB	SH1 Matthews Avenue	Kaitaia	TH	93	220	13113	20460	50	0	1	5	5	0	-20	10	35	86	0.39	No	
4	Footpath	CB	Donald Ln to WINZ on N Park Drive	Kaitaia	TH	313	220	0	68860	50	0	3	3	5	0	-20	5	35	81	0.37	No	
5	Footpath	CB	Point Road	Taipa	TH	148	220	22200	32560	15	15	3	3	5	0	0	5	15	61	0.28	No	
6	Footpath	Nuu Ward THCB	Mamaru Road	Taipa	TH	47	220	4700	10340	15	15	3	3	5	0	0	5	15	61	0.28	No	
7	Footpath	Nuu Ward THCB	Foreshore Road	Taipa	TH	299	220	29900	65780	15	15	3	3	5	0	0	5	15	61	0.28	No	
8	Footpath	CB	SH1 Potahi Road to bridge	Te Kao	TH	2329	220	349350	512380	5	15	0	3	20	5	0	5	5	58	0.26	No	
9	Footpath	CB	SH1 Harbour View Rd to private access	Pukenui	TH	204	220	30600	44880	5	15	1	5	20	0	0	5	5	56	0.25	No	
10	Footpath	TH CB	Foreshore Rd toilets to Panorama Lane	Ahipara	TH	200	220	68100	44000	5	15	4	3	5	5	0	5	10	52	0.24	No	
11	Footpath	FNDC KK	Mill Bay Rd Rangikapiti Rd to Richmond Rd link	Mangonui	TH	70	220	14000	15400	5	15	3	3	5	5	0	10	5	51	0.23	No	
12	Footpath	CB	Mill Bay Rd to Rangikapiti Rd	Mangonui	TH	87	220	17400	19140	5	15	3	3	5	5	0	10	5	51	0.23	No	
13	Footpath	CB	Foreshore Rd Tasman Heights to toilets	Ahipara	TH	792	220	137100	174240	5	15	4	3	5	3	0	5	10	50	0.23	No	
14	Footpath	CB	Pekama Drive to SH10	Cable Bay	TH	620	220	124000	136400	5	15	1	3	5	5	0	10	5	49	0.22	No	
15	Footpath	CB	Harbour View Road	Pukenui	TH	426	220	85200	93720	5	15	1	3	5	3	0	10	5	47	0.21	No	
16	Footpath	J Billington	Simon Ulrich Road	Tokerau	TH	872	220	87200	191840	15	15	1	3	5	3	0	0	5	47	0.21	No	
17	Footpath	CB	Waterfront Road	Pukenui	TH	617	220	92550	135740	5	15	1	3	8	3	0	5	5	45	0.20	No	
18	Footpath	CB	Fitzgerald Road	Houhora	TH	215	220	21500	47300	5	15	2	3	5	0	0	10	5	45	0.20	No	
19	Footpath	CB	SH1 School to Urupa	Ngataki	TH	200	220	30000	44000	5	0	1	3	20	0	0	10	5	44	0.20	No	
20	Footpath	FNDC KK	Waterfront Road cutting	Pukenui	TH	89	220	8900	19580	5	15	1	3	8	5	0	0	5	42	0.19	No	
21	Footpath	CB	SH1 Thompson Rd to school	Pamapuria	TH	1233	220	184950	271260	5	0	1	5	20	5	0	0	5	41	0.19	No	
22	Footpath	CB	Ahipara Road to Kokopu Street	Ahipara	TH	161	220	0	35420	5	0	2	4	5	5	0	10	10	41	0.19	No	
23	Footpath	CB	Foreshore Road corner to Takahe Road	Ahipara	TH	165	220	0	36300	5	0	2	4	5	5	0	10	10	41	0.19	No	
24	Footpath	TH CB	Taupata Place	Kaitaia	TH	31	220	3100	6820	30	0	2	1	5	0	-20	10	10	38	0.17	No	
25	Footpath	CB	Kotare Drive	Mangonui	TH	145	250	36250	36250	5	15	2	5	6	3	0	0	5	41	0.16	No	
26	Footpath	TH CB	Oruru Rd and East St	Taipa	TH	263	220	26300	57860	10	0	3	4	5	3	0	5	5	35	0.16	No	
27	Footpath	TH CB	Along SH10 past Housing for Elderly Units	Awanui	TH	154	220	23100	33880	5	0	2	5	5	3	0	10	5	35	0.16	No	
28	Footpath	Emma Tracey	Tasman Heights	Ahipara	TH	332	220	33200	73040	5	0	2	1	5	5	0	5	10	33	0.15	No	
29	Footpath	TH CB	Back to Wood to Warau St	Awanui	TH	243	220	24300	53460	5	0	2	5	8	3	0	5	5	33	0.15	No	
30	Footpath	TH CB	Reef View Road	Ahipara	TH	414	220	41400	91080	5	0	2	1	5	3	0	5	10	31	0.14	No	
31	Footpath	CB	Whatuwhiwhi Road	Whatuwhiwhi	TH	670	220	100500	147400	0	15	2	3	5	0	0	5	0	30	0.14	No	
32	Footpath	LA THCB	Whatuwhiwhi Rd De Surville Rd to Perehipe Rd	Tokerau	TH	150	220	15000	33000	5	0	3	4	5	0	0	0	5	22	0.10	No	
33	Footpath	Barbara Smith	Extend footpath to 175 SH10 Coopers Beach	Coopers Beach	TH	64	200	6400	12800	0	15	2	5	6	0	-20	5	0	13	0.07	No	
	Footpath	CB	SH10 Kupe Rd to Beach Rd	Coopers Beach	TH	636	344	95400	218784	5	15	3	5	20	5	0	10	5	68		Yes	2019
	Footpath	FNDC KK	A&P to Te Ahu	Kaitaia	TH	504	220	100800	110880	50	15	4	5	5	0	-20	10	35	104		No	Frans
	Footpath	CB	Arnold Rae park to ticket gate	Kaitaia	TH	116	260	11800	30160	50	0	7	3	5	3	0	10	35	113		Yes	2019
	Footpath	CB	Pukepoto Rd	Kaitaia	TH	106	301	25050	31906	50	0	7	5	5	3	0	10	35	115		Yes	2019
	Footpath	TH CB	Donald Rd to Hillcrest Rd	Kaitaia	TH	396	220	45200	87120	35	0	2	4	8	3	0	0	10	62		Yes	2019

Community Board Strategic Plan Footpaths  
Footpath Designs Completed  
Footpaths Constructed / commenced

School	Tourists	PedGen	Funciclass	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		Extends=5	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		No=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					1000-1200=30
		Marae	de Sac = 1					1200+=35

## **7 STRATEGIC PLANNING AND POLICY GROUP**

### **7.1 REVIEW BALLOTING FOR THE CONTINUATION OF THE KAITAIA BUSINESS IMPROVEMENT DISTRICT PROGRAMME**

**File Number: A2583635**

**Author: Roger Ackers, Manager - Strategy Development**

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

#### **PURPOSE OF THE REPORT**

That the Te Hiku Community Board (THCB) agree to request a ballot of the Kaitaia Business Association (KBA) voting members to determine whether the Kaitaia Business Improvement District (BID) Programme should continue or cease at the commencement of 2020/21 financial year.

#### **EXECUTIVE SUMMARY**

- A BID programme is in place in Kaitaia
- The BID is governed by a Memorandum of Understanding (MOU) between the THCB and the KBA.
- The MOU allows for parties to the agreement to decide on whether the BID Programme should continue or cease
- This report recommends that the THCB enact clauses 33-36 of the MOU under the section Review Balloting, by writing to the KBA requesting that they conduct a ballot of KBA voting members to determine whether the BID Programme for Kaitaia should continue or cease at the commencement of the 2020/21 financial year.

#### **RECOMMENDATION**

**That the Te Hiku Community Board:**

- a) requests a ballot of the Kaitaia Business Association voting members to determine whether the Kaitaia Business Improvement District Programme should continue or cease at the commencement of 2020/21 financial year.**
- b) requests that the ballot be completed by 1 October 2019.**

#### **1) BACKGROUND**

- A business improvement district (BID) is a public - private partnership in which businesses in a defined area pay an additional tax or fee in order to fund improvements within the district's boundaries
- In the New Zealand context the public-private partnership is established between the local district council and a business orientated incorporated society who then levy a targeted rate
- Council decided in 2010 to support the BID concept and promoted their establishment in the main towns of the district. The KBA formally wrote to Council on 30 June 2011 requesting that a BID be established for Kaitaia and for Council funding to establish a BID. This request was approved at a meeting of the KBA on 16 June 2011
- Council was satisfied that the KBA was ready to undergo a BID process and through its delegations supported the KBA to establish a BID.
- The KBA defined the BID area, developed its strategic plan and decided on a targeted BID rate of \$50,000 based on land value and on a proportional basis for charged rates. An independent postal ballot was held, and a simple majority was achieved that resulted in the establishment of the Kaitaia BID as part the Long Term Plan (LTP) 2012-22.

- As a result of Council adopting a Kaitaia BID targeted rate, Council developed a Memorandum of Understanding (MOU) between the KBA and the THCB as the representative of Council.
- This agreement was updated on 11 June 2017 (the date of the last signature). The updated version of the MOU is attached to this report.
- The Kaitaia BID was identified in the 1 July 2018 Adopted Long Term Plan 2018-28 as one of small number of 'targeted improvement rates' (Pg. 26) that are in place in the District;

*Kaitaia Business Improvement Development (BID): Allows for the Kaitaia Business Association to undertake improvement works in the Kaitaia business area. The rate is set on land value and is charged to commercial rating units in Kaitaia*

- The funding impact statement within the Long Term Plan 2018-28 contains the following (Pg. 176):

*Kaitaia Business Improvement District Rate: This targeted rate is set to support the Kaitaia Business Improvement District (KBID). Council has a memorandum of understanding with the Business Association for them to undertake agreed improvement works to be funded by the targeted rate. This rate is set on the basis of land value assessed overall Rating Units which are assessed against the General Rate – Commercial Differential within the defined rating area within the Kaitaia Township*

## **2) DISCUSSION AND OPTIONS**

The MOU between the THCB and KBA allows for a number of interventions to be made. These interventions allow for parties to the BID Programme and the MOU to assess the effectiveness of the BID Programme. Two sections of the BID programme allow for participating parties to take the corrective action of ceasing the BID programme.

### **Option One: Do nothing**

Under this option there is no change to the BID Programme for Kaitaia. Under this option Council will continue to rate for the BID Programme in the financial year 2020-21.

### **Option Two: Review Balloting**

Sections 33 – 36 of the MOU provide the option of either the KBA or the THCB to request a ballot of the KBA voting members to determine whether the BID Programme should continue or cease at the commencement of 2020/21 financial year.

If a request is made to ballot the members then the KBA is required to conduct the ballot of voting members as per clause 34 of the MOU. As per the MOU in order to initiate this request the chairperson of the THCB must send the minutes of the meeting where this decision was made to the KBA.

### **Option Three: Right of Termination**

Section 37 of the MOU gives FNDC the absolute authority to terminate the Kaitaia BID Programme on 30 calendar days written notice given to the KBA. In such an event the BID targeted rate will continue to be levied for the remainder of the current financial year.

### **Reason for the recommendation**

It is recommended that Option Two – Review Balloting be adopted. This allows for the voting members in the KBA to decide on whether the BID Programme for Kaitaia should continue or cease effective as of 1 July 2020.

### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

The outcome of the ballot of the KBA voting members will determine if the targeted rate for the Kaitaia BID will continue or not in the 2020-21 financial year.

### **ATTACHMENTS**

1. **Kaitaia BID MoU 2017 - Signed - A2585519** [!\[\]\(48a7667d09d5a06397e047ee4537bb6f\_img.jpg\)](#) [!\[\]\(3df135a685d1b545c4fa64a5f3516545\_img.jpg\)](#)



### 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 <a href="#">Council's Significance and Engagement Policy</a>	The recommendation in this report does not meet any of the criteria of the significance and engagement policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Memorandum of Understanding between the THCB and KBA is the relevant legal document to this report. This is attached.
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 recommendation in this report has relevance to the Te Hiku Community Board as a signatory and party to the MOU between the THCB and KBA
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.	This report has no direct implications for Māori
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The recommendation in this report will impact on the Kaitaia Business Association (KBA) and it's voting and non-voting members. If the recommendation is adopted they will be required to participate in a ballot as per sections 33-36 of the MOU between the KBA and THCB
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications as result of the adoption of the recommendation in this report.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

## **Memorandum of Understanding**

**Between the**

**Kaitaia Business Association**

**and the**

**Te Hiku Community Board (on behalf of the Far North District Council)**

### **PARTIES**

1. The Kaitaia Business Association (KBA) is registered under the Incorporated Societies Act 1908, and includes and represents almost 300 businesses in the Kaitaia Central Business District (CBD) and in the wider business area. The KBA undertakes business-led programs, initiated by the local business community, which promote and develop the local economy.
2. The Te Hiku Community Board (THCB) is authorised and empowered under the Local Government Act 2002 to represent the interests of its community. In entering into this Memorandum of Understanding (MOU), the THCB is acting on behalf of the Far North District Council (FNDC), which has principal offices located at 5 Memorial Avenue, Kaikohe 0440. Whenever the FNDC is mentioned in this MOU, it is agreed and understood that, unless otherwise stated, this wording is to be interpreted to mean the FNDC, acting through and represented by the THCB.

### **BACKGROUND**

3. The purpose of the Business Improvement District (BID) programme is to improve local business and economic development within the designated BID boundary area.
4. Attached to this MOU is a map indicating in red the boundaries of the Kaitaia BID area.
5. The BID Programme targeted rate is levied upon all business properties located within the boundary of the Kaitaia BID area and collected pursuant to powers conferred upon the FNDC by the Local Government (Rating) Act 2002.
6. In 2012, the appropriate BID Programme procedural steps were conducted by the KBA, including a successful balloting of businesses and owners of commercial properties located in the Kaitaia BID area. As a result, the Kaitaia BID Programme was established. The Kaitaia BID Programme Targeted Rate was first charged in the 2012/2013 rating year as per Far North District Council resolution dated 28 June 2012 and pursuant to the terms of a Memorandum of Understanding entered into at that time.
7. The present Memorandum of Understanding (MOU) replaces the 2012 Memorandum of Understanding. All events and circumstances occurring before the last date of signature hereto shall continue to be interpreted according to the terms and conditions of the 2012 Memorandum of Understanding. All events and circumstances occurring after the last date of signature hereto shall be interpreted according to the terms of the present MOU, and not the terms of the 2012 Memorandum of Understanding.

#### **TARGETED RATE**

8. The FNDC shall continue to levy the targeted rate for the Kaitaia BID Programme upon all business properties located within the boundary of the Kaitaia Business Improvement District (BID). Funds received as a result of this targeted rate will be paid to the KBA. The FNDC shall continue to ensure that the Kaitaia BID Programme Targeted Rate be included in each Annual Plan and Long Term Plan, subject to the terms and conditions contained within this MOU.

#### **ROLE OF KAITAIA BUSINESS ASSOCIATION (KBA)**

##### Implementation

9. The KBA shall implement this BID Programme by carrying out the various activities and projects proposed by the KBA and funded by the BID Programme, approved by the FNDC. The KBA shall also implement this BID Programme through the performance of its other duties set forth in this MOU.

##### Reporting

10. The KBA will report, inform and update the THCB on all significant matters pertaining to the BID Programme, as soon as may be reasonably possible.
11. In addition, not later than 1 December of each year, the KBA shall provide the THCB with the following 3 financial documents:
  - a. An Annual Report for the previous financial year; and
  - b. Audited Annual Financial Accounts for the previous financial year; and
  - c. An Annual Business Plan including a Financial Budget for the next financial year showing expected income and expenditure.

The 1 December reporting date is intended to allow the THCB sufficient time to review these 3 annual financial documents and to report to the FNDC not later than 1 March of each following year as discussed in clause 20 below.

##### Annual Presentation

12. Each year, on an agreed day, the KBA shall make an annual presentation to the THCB, during which the 3 financial documents referred to in clause 11 above shall be discussed.
13. Other presentations to the THCB shall be as mutually agreed upon between the parties.

##### Standards

14. The KBA shall at all times conduct its affairs in full compliance with the requirements contained within the Incorporated Societies Act 1908, as well as the terms contained in the KBA Constitution.

##### Membership

15. All businesses within the BID Programme boundary pay the targeted rate and should therefore benefit from its activities. Accordingly, the KBA shall extend full membership without payment of any membership fee to the owners of all business properties located within the BID Programme boundary indicated on the map attached to this MOU.

##### Member Appointed

16. The KBA will admit the representative member appointed by the THCB, referred to below in clause 23, and permit him or her to attend KBA proceedings such as ordinary meetings, Executive Committee meetings, and other such proceedings.

## **ROLE OF TE HIKU COMMUNITY BOARD (THCB)**

### Liaison

17. The THCB shall share relevant information in a timely manner with the KBA as to all matters which may have an impact upon the KBA and its activities. Where appropriate, the THCB may act as a liaison point or conduit for the relationship between the BID Programme and the local community.

### Advocacy

18. Where appropriate, the THCB may advocate on behalf of the KBA to FNDC departments and Council Controlled Organisations in order to advance business outcomes and local economic development.

### Reports

19. Not later than 1 December of each year, the THCB will receive from the KBA the 3 annual financial documents referred to in clause 11 above. In February of each year, the THCB shall receive the annual presentation made by the KBA, referred to in clause 12 above, during which the 3 financial documents shall be discussed.
20. After receiving and reviewing the 3 annual financial reports and the annual presentation, the THCB will report to the FNDC not later than 1 March of each year. This report to the FNDC shall contain:
- a. The THCB's recommendation to the FNDC as to the dollar amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year. The report and recommendation shall be supported by the 3 financial documents submitted by the KBA to the THCB; and,
  - b. Information about the effectiveness of and any other economic development about the Kaitaia BID Programme.

### Standards

21. By virtue of being a local government organisation, the THCB is obliged to observe and comply with due process of law, both procedural and substantive, as well as the requirements imposed by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. In addition to these standards, the THCB is also subject to FNDC processes and policies.

### Member Appointed

22. The THCB will appoint one of its members to represent the Board at KBA proceedings such as ordinary meetings, Executive Committee meetings, and other proceedings as referred to in clause 16 above.

## **MODIFICATIONS**

23. This Kaitaia BID Programme may be expanded, reduced, or otherwise modified in any way only by a written agreement between and executed by the duly authorised representatives of the KBA and the THCB.

### Variation in Funding

24. If the modification requested consists of an increase or decrease in the amount to be rated in the Kaitaia BID Programme Target Rate for the next financial year, the request must be approved by the KBA through a vote of its members at an Annual General Meeting (AGM) or a Special Meeting (SM).

25. In the interests of transparency and accountability, the KBA must, at a reasonable period of time before the AGM or SM referred to above, distribute to all of its voting members relevant financial planning documents and budgets, which include the proposed increase or decrease, clearly identified and explained in reasonable detail.
26. The maximum amount of any such requested increase or decrease in the amount to be rated for the next financial year shall be 5% of the presently existing amount of the targeted rate, or \$5,000, whichever is less, absent a written agreement between, and executed by, the duly authorised representatives of the KBA and the THCB.
27. In order to align with the FNDC's annual planning process, a request from the KBA to the FNDC for an increase or decrease of the amount to be rated in the Kaitaia BID rate must be included in the KBA's Annual Report referred to in clause 11 above and accompanied by the recommendations of the THCB to the FNDC. This will enable the FNDC to include the increased or decreased amount to be rated in the FNDC's Annual Plan process.

#### **SPECIAL CIRCUMSTANCES**

28. Under ordinary circumstances, the Kaitaia BID Programme shall be administered by and through the KBA. However, if Special Circumstances should arise relating to governance, management, or operational procedures of the Kaitaia BID Programme, certain exceptional measures described below may be necessary. Special Circumstances shall include, but are not limited to:

- a. Non compliance with the KBA's constitution and rules;
- b. Non compliance with the terms of the Incorporated Societies Act 1908;
- c. Any misappropriation of BID Programme funds;
- d. Any other inappropriate business practices;
- e. Financial errors such as underspending, overspending, or the accumulation of unsustainable debt;
- f. Failure to meet legal obligations.

#### **Support**

29. As a first measure in response to Special Circumstances, the FNDC may offer to provide support to the BID Programme in the form of FNDC officers or nominated representatives who shall work alongside members of the KBA's executive committee on a case-by-case basis to resolve issues and to find solutions to any problems.

#### **Written Notice**

30. Alternatively, if the FNDC believes that the Support described above will be insufficient to cure the Special Circumstances, it may decide instead to send a written notice to the executive committee of the KBA. This written notice shall describe the Special Circumstances and shall extend to the KBA a reasonable period of time (but not less than 30 calendar days) to cure the Special Circumstances.
31. If, in the sole discretion of the FNDC, the KBA fails to cure the Special Circumstances within the period of time extended by the written notice, then the FNDC may forthwith, and without further notice, suspend payments to the KBA of the funds generated by the BID Programme Targeted Rate, and may further take one or both of the following exceptional measures:
  - a. **Intervention:** The FNDC may decide to direct that FNDC officers or nominated representatives intervene to directly manage the business affairs of the BID Programme until the Special Circumstances have been cured and the BID Programme is ready to be returned to the management of the KBA. During this period of intervention management, KBA staff will cooperate with the FNDC

officers or nominated representatives and shall support them in their efforts to cure the Special Circumstances.

- b. Termination: The FNDC may decide to terminate the Kaitaia BID Programme by sending written notice of such termination to the executive committee of the KBA. The FNDC shall continue to levy the BID Targeted Rate until the 1<sup>st</sup> of July next occurring, upon which date the FNDC shall cease to levy the BID Targeted Rate.

32. All matters relating to Special Circumstances and/or Termination shall be decided according to the sole judgment and discretion of the FNDC. This includes, but is not limited to, the existence of Special Circumstances, the form of exceptional measures to be taken, the length of the reasonable period of time granted within which to cure any Special Circumstances (but not less than 30 calendar days), and the manner and period of the Intervention Management to be undertaken.

#### **REVIEW BALLOTING**

33. At any time, either the THCB or the KBA may request a ballot of KBA voting members to determine whether the BID Programme should continue or cease. Whichever party makes the request shall forward to the other party a copy of the minutes of the meeting at which the relevant resolution was adopted.

34. The ballot shall be conducted by the KBA in a manner similar to the balloting referred to in clause 6 above.

35. If the balloting produces a mandate to discontinue the BID Programme, the FNDC shall cease to levy the Kaitaia BID Programme Targeted Rate on the 1<sup>st</sup> of July next occurring.

36. If the balloting produces a mandate to continue with the BID Programme and to continue to receive the funds produced by the BID Targeted Rate, the BID Programme shall continue to function and operate as before the Review Balloting took place.

#### **RIGHT OF TERMINATION**

37. The length of the period of time during which the Kaitaia BID Programme shall remain in full force and effect under the terms of this MOU is subject to the legal principle that an elected Council may not unreasonably fetter, bind, or obligate a future Council which is yet to be elected. In accordance with this principle, the FNDC, in its sole discretion and through no fault or dereliction of duty on the part of the KBA, and with no obligation to provide cause or reason, shall have the absolute authority to terminate this Kaitaia BID Programme on 30 calendar days written notice given to the KBA. In the event of such a termination, the BID Targeted Rate shall continue to be levied until the 1st of July next occurring.

#### **NO OBLIGATIONS**

38. This MOU does not give either party any power or authority to incur any debts or obligations which bind, obligate, or encumber the other party unless there is a written document, properly witnessed and signed by duly authorised officers of the FNDC and by the Executive Committee of the KBA.

#### **DISPUTE RESOLUTION**

##### Negotiation

39. In the event of any disagreements or disputes between the parties, it is agreed that there shall be a good faith effort made to resolve the matter by negotiation.

Mediation

40. If such negotiation does not succeed in resolving the disputed matter after a period of one calendar week, or such longer period of time upon which the parties may mutually agree, then either party may serve upon the other a written Notice of Mediation. The Chairperson of the New Zealand Chapter of Lawyers Engaged in Dispute Resolution "LEADR" shall be invited to appoint a mediator by the party serving the Notice of Mediation. Each party shall bear its own mediation costs and one-half of the mediator's fees.

41. All discussions, documents, or proposals presented or exchanged during the negotiation period or the mediation process shall be made "without prejudice" and thus shall be inadmissible in the binding arbitration proceeding referred to below.

Binding Arbitration

42. If the disputed matter is not resolved within 30 calendar days of the appointment of a mediator or within such other period of time upon which the parties may mutually agree, either party may refer the disputed matter to binding arbitration and may request that the Chairperson of the Auckland District Law Society appoint an arbitrator.

43. Arbitration proceedings are to be conducted in accordance with the provisions of the Arbitration Act 1996, with the arbitrator having full authority to decide all procedural or substantive issues. Both parties agree to be bound by the decision of the arbitrator, which may contain an award of costs and/or fees as the arbitrator shall see fit to make.

For and on behalf of the Kaitia Business Association

Dated: 21/01/17

  
Signature

SHIRLEY WILLIAMS

Printed Name

CHAIRPERSON.

Office or Title

For and on behalf of the Te Hiku Community Board, (acting for and on behalf of the Far North District Council)

Dated: 11/7/17

  
Signature

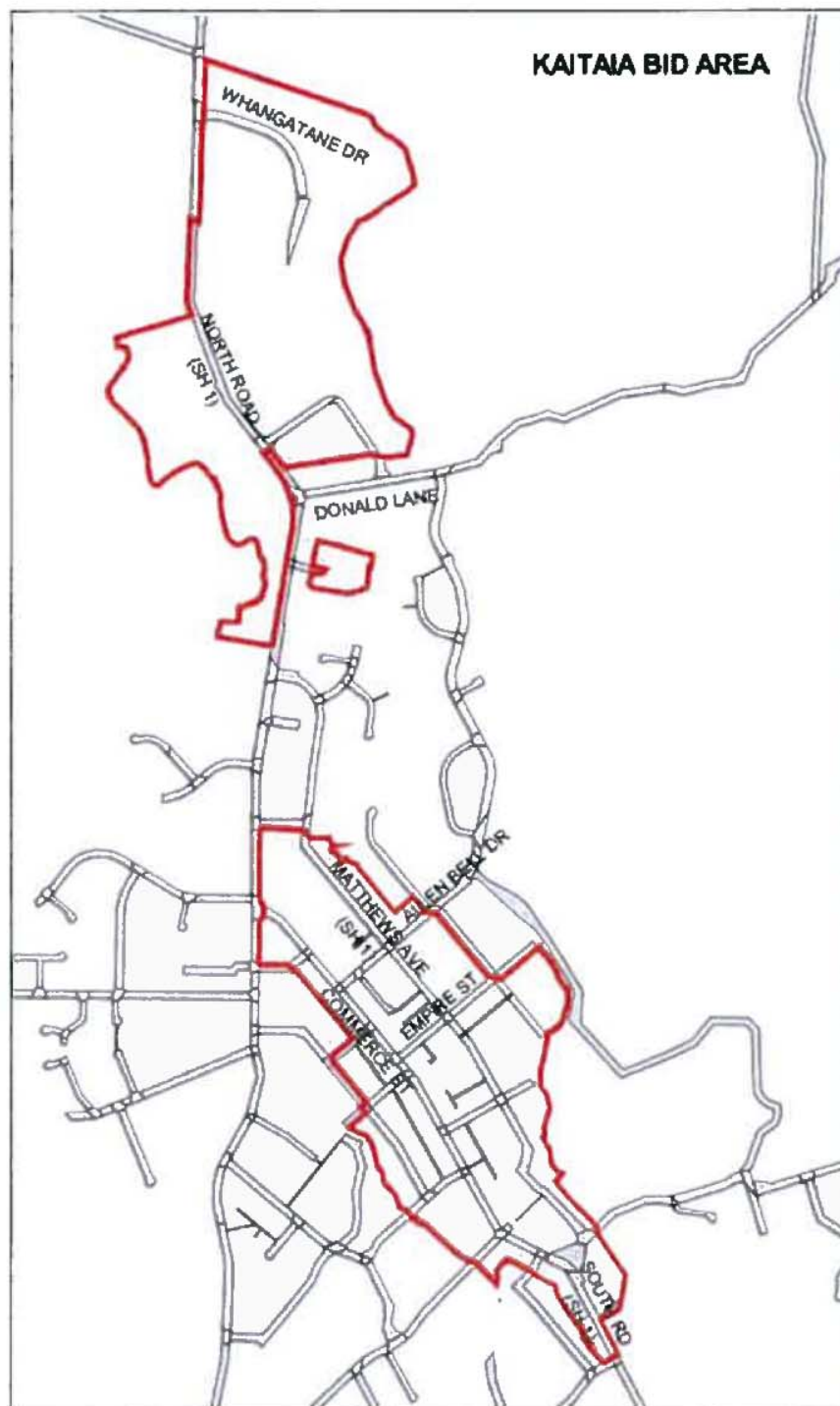
Adele Gardner

Printed Name

Te Hiku Community Board Chair

Office or Title







## **8 CORPORATE SERVICES GROUP**

### **8.1 LEASE HOUHORA HEADS MOTOR CAMP**

**File Number: A2567408**

**Author: Rob Koops, Property Services**

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

#### **PURPOSE OF THE REPORT**

To initiate the public consultation process for a new lease of the camping ground at Houhora Heads as shown on the attached aerial photograph "Houhora Heads Motor Camp Proposed Lease Area", and to appoint the Te Hiku Community Board to hear submissions and make a recommendation to Council.

#### **EXECUTIVE SUMMARY**

- The Houhora Heads Motor Camp spans across two property titles and is classified Recreation Reserve subject to the Reserves Act 1977.
- The Reserve Act 1977 requires public consultation before Council can enter into a new lease on Reserve land.
- Since 1993 the lessee has made significant investment and is prepared to continue to invest in the upgrade and renewal of the camp ground facilities and infrastructure.
- The current lease is due to expire on 30 September 2026.
- In order to retain existing and secure future funding and get a return on investment the lessee has requested a new lease of 21 years with a further 21 year right of renewal.

#### **RECOMMENDATION**

**That the Te Hiku Community Board:**

- a) **recommends to Council that a public consultation process is commenced for a new lease on the Houhora Heads Recreation Reserve being Lot 1 & 2 DP 402482. The proposed lease is to the existing lessee; Houhora Head Motor Camp Limited and the main terms proposed are:**
- Term: 21 years.**
- Rent: Commercial rate determined by valuation.**
- Right of Renewal: One further term of 21 years.**
- b) **is appointed to hear any submissions received in response to the consultation process and to make recommendations to the Council in respect of the granting of the lease.**

#### **1) BACKGROUND**

Houhora Heads Motor Camp spans over two titles being Lot 1 & 2 DP 402482 both being Recreation Reserve subject to the Reserves Act 1977 and directly on the waterfront at Houhora Heads.

The current lessee, Houhora Heads Motor Camp Ltd first managed then leased the Reserve land and has operated the motor camp since 1993.

A valuation carried out in 1996 shows lessor (Council) improvements (ie. small dwelling, original ablution and sewer, two water tanks, and four satellite toilets) valued at \$80,000 were in place.

The same valuation shows lessee improvements (improvements to ablution and switch room, water supply and additional water tank, site development and power sites) valued at \$70,000. Over time further improvements added to and paid for by the lessee include a recreation shelter, a swimming pool and a new manager's residence.

In accordance with the terms and conditions of the lease repair and maintenance has been paid for by the lessee. Council has not contributed to the up-keep.

The current lessee is planning further upgrades and renewals of the improvements on the Recreation Reserve land. In order to maintain current and secure further bank funding and to recoup the investment the lessee requests new leases on the Reserve land.

## **2) DISCUSSION AND OPTIONS**

Option 1 – recommended.

It is proposed that a new lease is a straight ground lease whereby the lessee owns all the improvements on the land. This removes ambiguity over the responsibility to renew the improvements when they come to their end of life and brings the lease in line with Policy # 5020 – Council-Owned Campgrounds. It also gives the operator of the camp ground the ability to plan and execute upgrades and renewals when they deem necessary rather than rely on Council plans and budget provisions.

Camping ground leases are typically registered and serve as security to obtain bank funding for improvements on the land. Operators need time to recoup their investment in these improvements. A lease term of 21 years with a further right of renewal of 21 years is therefore recommended. The lease will be on industry standard commercial terms, comply with the requirements of S54 the Reserves Act 1977 and be subject to the Camping Ground Regulations 1985 and Council's Motor Camp Policy # 5020.

In accordance with the Reserves Act 1977 public consultation on a new lease on Reserve land is required. It is recommended that Council appoints the Te Hiku Community Board to hear submissions on the proposed lease and make a recommendation to Council.

Option 2.

Retain the status quo and let the current lease which still has 6 years to run, run its course. Under this scenario, as the lease gets closer to the expiry date, there will be less and less incentive on the lessee to maintain, let alone upgrade or renew the lessor improvements and the onus will be on Council to renew the assets at some point. In addition, under the terms and conditions of the current lease Council committed that on termination of the lease it would "purchase the Lessee's interest in any buildings or other improvements of a structural nature which the lessee has erected on the Leased Area since the 1<sup>st</sup> of October 1996 and for which it is impractical for the lessee to remove .... at market value".

### **Reason for the recommendation**

To encourage ongoing investment in the infrastructure improvements at Houhora Heads Motor Camp and for these to be fully funded and maintained by the camp ground operator without cost to the ratepayer in accordance with Council Policy 5020 – Council Owned Campgrounds, a long term lease is recommended and to achieve this public consultation is a requirement under the Reserves Act 1997.

## **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

At the commencement of the lease the improvements that existed on the land where valued at \$70,000. The current "book value" of the improvements is \$120,796. It is proposed that they will be disposed of and the value written off to retained earnings. This is an accounting entry only and has no financial impact on rates.

Rental income to FNDC (valuation 2016) is \$22,000+GST per annum and is reviewed to market rent every 3 years.

## **ATTACHMENTS**

1. **Houhora Heads Motor Camp Proposed Lease Area - A2569710**  

**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 <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977 Camping Ground Regulations 1985 Policy #5020 – Council-owned Campgrounds
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.	Delegation to the relevant Community Board enables them to hear submissions and provide recommendations to the Council.
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.	Iwi consultation forms part of the public consultation process.
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.	Public consultation will determine this and submission will form part of deliberations prior to a recommendation being made.
State the financial implications and where budgetary provisions have been made to support this decision.	
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



## 8.2 CHAIRPERSON AND MEMBER REPORTS

**File Number:** A2560520

**Author:** Melissa Wood, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

### PURPOSE OF THE REPORT

special interest groups within the community.

### RECOMMENDATION

**That the Te Hiku Community Board note the reports from the Chairperson, and Members Ward, and Atkinson.**

### 1) BACKGROUND

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

### 2) DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.

### Reason for the recommendation

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

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

### ATTACHMENTS

1. Chairperson Gardner Report August 2019 - A2583068  
2. Member Ward Report - August 2019 - A2571834  
3. Member Report Atkinson - August 2019 - A2583169  



**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 <a href="#">Council's Significance and Engagement Policy</a>	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 CHAIRPERSON'S REPORT

Report to Community Board	Te Hiku
Chairperson's Name	Adele Gardner
Subdivision	Kaitaia – Te Hiku
Date	June – July 2019

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### REPORT

- 1) **Meetings**
  - 27 June - Council Meeting in Kaitaia
  - 2 July - Meeting with CEO
  - 4 July - Revenue Review Workshop in Kaikohe
  - 4 July - Kerikeri Sports Assessment Workshop
  - 9 July - Community Meeting at Korora Park Ahipara
  - 10 July - Strategic Plan workshop at Te Ahu
  - 11 July - Resource Consent workshop
  - 12 July - Te Ahu Trust Monthly meeting
  - 12 July - Awanui River Liaison Meeting
  - 16 July - Te Hiku Community Board Meeting
  - 16 July - Te Hiku Sports Hub Meeting
  - 17 July - Workshop with FNHL Kerikeri
  - 18 July - Infrastructure Committee Meeting
  - 18 July - Revenue Review Workshop
  - 22 July - Jaycee/Centennial Park – Stage 2 workshop
  - 24 July - Meeting with CEO
  - 25 July - Audit Risk & Finance Meeting
  - 25 July - FNHL presentation
  - 25 July - Kaitaia Business Association Meeting
- 2) **Issues** - Lake Ohia Hall – RFS3964984. Kaitaia Business Association
- 3) **Resource Consents:** Nil



- 4) **Request for Service: RFS 3962529 - Ahipara Foreshore footpaths put forward for consideration for the TIF fund.**

## COMMUNITY BOARD MEMBER'S REPORT

Report to Community Board	Te Hiku Community
Member's Name	Nuu Ward
Subdivision	Doubtless Bay
Date	16 July 2019

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### REPORT

1) Meetings:

10 July 19 Met at Te Ahu for a footpath workshop.  
16 July 19 Attended a community board meeting at Te Ahu.  
16 July 19 At Coopers Beach Bowling Club meeting D.B.Prm.Inc agm.

2) Issues:

More street lights-Mangonui Camper Van Area two times RSFD.  
The need for BUS shelters in the D.B. area have also been RFSD.

URGENT repair for the Coopers Beach bridge footpath. Timber exceeds level of concrete providing a stumbling situation that resulted to a woman hurting

herself there. A very serious situation. Was reported to council-was RFSD still  
No solution as of now.

3) Resource Consents:

Application RC 22000 10. Lot 3 DBP 207341.

To subdivide to one additional allotment on a split zoned residential  
and rural area. Located at State hwy 10, Cable Bay. Map included.

4) Requests for Service: RFS #

3952406 Cable Bay Toilets Parking lot Tar seal. August 30 19.

3961235 Coopers Beach Bridge footpath urgent repair needed now.

3962685 More Street lights at Mangonui Camper Van area.

3962696 Bus Shelters are needed in the Doubtless Bay area.

No bus shelters

As of now.

Nuu Ward.

Report to Community Board	Te Hiku
Member name	Lawrie Atkinson
Subdivision	Whatuwhiwhi
Date	July

**Meetings and other Activities**

2/7/2019 Karikari community hall/recreation hub meeting  
4/7/2019 Awanui Progressive Ratepayers meeting  
10/7/2019 Te Hiku Community Board workshop  
15/7/2019 Tokerau Beach/Whatuwhiwhi Ratepayers meeting  
16/7/2019 Te Hiku Community Board Meeting  
26/7/2019 NZTA Drop in at Pack n Save Kaitaia

**Issues**

- Tsunami siren Tokerau beach/Rangiputa

RFS: 3959082 Reserves Karikari Peninsula  
3956269 Boat Trailer Parking at Rangiputa

### 8.3 FUNDING PROJECT REPORTS

**File Number:** A2560532

**Author:** Melissa Wood, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

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

#### EXECUTIVE SUMMARY

Recipients of grants from the Community Fund must complete and submit a project report within two months of completion of their project. Project reports have been received from CBEC, and Far North Palliative and Cancer Care.

#### RECOMMENDATION

That the Te Hiku Community Board notes the following Local Community Grant Project Reports from:

- a) Community Business and Environment Centre.
- b) Far North Palliative and Cancer Care.

#### 1) BACKGROUND

The Community Grant Policy - Section 1, Clause 15 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. Further supporting documentation provided by the applicant has been provided to Board Members for their consideration separately. Should Board members have concerns or issues with the report, they 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 Grants Policy.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

#### ATTACHMENTS

- 1. Funding Project Report - Community Business & Environment Centre - A2583239  
- 2. Funding Project Report - Far North Palliative and Cancer Care - A2581645  

**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 <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Community Grant Policy applies to this matter and relevant sections are included in the content of the report.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a community board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	None
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The Community Board has delegated authority to allocate funding.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for Budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North  
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@fndc.govt.nz](mailto:governance@fndc.govt.nz) (PDF attachment via email is preferred) OR:

Governance Support  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Name of organisation:

CBEC EcoSolutions

Name & location of project:

Waste Wise Schools: Northland, Kaitiaki,

Date of project/activity:

August 2018 - August 2019.

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 1658.00

Board meeting date the grant was approved:

5/07/2018.

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)
Friendly Park recycle Bins.	\$ 2,514.68.	
	\$	
	\$	
	\$	
Total:	\$	

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

The Waste Wise Schools Kaitiaki College Recycling Roll out has been managed in 3 stages. Paper in 2018, food 1st term mixed recycle in 2nd term 2019. Thanks to the Puna Aroha running and maintaining the system this has been extremely successful.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029.  
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

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... however, the process was delayed until we knew the changes to Plastic Recycling - (now 1<sup>st</sup> & 2<sup>nd</sup> only) as we did not want to generate signage that was already outdated. Apologies!

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

The roll out has been slow, as each waste stream we identified has been dealt with in a controlled roll out; rather than introducing too many changes at once. The project has generated interest in Kaitiaki in Kaitiaki College. The intermediates and Primary school are also experiencing renewed enthusiasm, as the college now recycles!

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

There has been a Poster Generated by Te Puna Aroha acknowledging the community Boards sponsorship of the new bins. This will be displayed in Te Aho lobby in the last week of July

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

Facebook.com/nastentiseschools +  
Facebook.com/cbec.qcosolutions/

This report was completed by:

Name: Joanne Shanks  
Address: 190 Pukepoto Rd.  
Phone: 09 408 1092 mob: 022  
Email: Jo@cbec.co.nz  
Date: 23/07/2019.





**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to: [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) (PDF attachment via email is preferred) OR:

Governance Support

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:

Far North Palliative and Cancer Care

Name & location of project:

58 Mathews ave, Kaitara

Date of project/activity:

April 2019 - 2020

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 5000.00

Board meeting date the grant was approved:

16 April 2019

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)
North Haven Hospice	\$ 3858.86	✓
Curbo Mattresses	\$ 1168.00	✓
	\$	
	\$	
Total:	\$ 5026.86	

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

The highlights being able to continue to offer free specialist care to our patients.

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

The funds received have enabled us to continue to provide Free services of a Palliative Care Specialist Dr Warwick Jones to our patients in their own homes.  
The additional \$1000.00 has enabled us to purchase 2 new Medical Grade Mattresses. These are designed to provide pressure relief to prevent pressure injury.

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

News letter attached. (Quintly)  
- Additional acknowledgement will be in our next News letter.

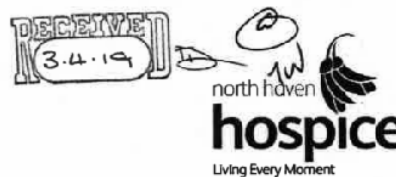
If you have a Facebook page that we can link to please give details:

Undergoing set up at this stage

This report was completed by:

Name: Rachael Foster  
Address: 58 Matthews ave, Karori  
Phone: 094086351 mob: 0210659479  
Email: Fundingcefpacc.org.nz  
Date: 17/7/2019

**North Haven Hospice Society Incorporated**  
**PO Box 7050**  
**Tikipunga**  
**WHANGAREI 0144**



Invoice To
Far North Palliative & Cancer Care P O Box 690 Kaitaia

## Tax Invoice

P.O. Number		Terms	Invoice No.	Date
		20th of Month following	1207	31/03/2019
Qty	Description	Price	GST AMT	Amount
	Share of Palliative Care Specialist July 2018 - June 2019	3,858.86087	578.83	3,858.86
Direct payments can be made into our bank account. North Haven Hospice Society Inc ASB 12-3101-0024670-00 Please quote the invoice number as a reference		<b>Subtotal</b>		\$3,858.86
		<b>GST</b>		\$578.83
		<b>Total</b>		\$4,437.69
GST Reg No.17-432-729				

Copy to Rachel.



Head Office: 149 Taurikura Drive, Tauriko, Tauranga 3171 | PO Box 9144, Greerton, Tauranga 3142, New Zealand  
Phone: +64 7 578 7228 | Freephone: 0800 656 527 | Email: sales@cubro.co.nz | cubro.co.nz

<b>To:</b> <b>Far North Palliative &amp; Cancer Care</b>  PO Box 690 Kaitaia 410  <b>Account No:</b> 150KTAFAR001 <b>GST#:</b> 89-388-716		<b>Date:</b> 5/06/2019  <b>Tax Invoice : 653773</b> This number must be quoted on all correspondence.	
		<b>Delivery Instructions</b>  Far North Palliative & Cancer Care 58A Matthews Avenue Kaitaia Kaitaia	
<b>Contact Name:</b> Davina Reed <b>Contact Code:</b> 17797 <b>Contact Ph:</b> 09 408 0092	<b>Rep Name:</b> Mckenzie Clare <b>Contact E-mail:</b> opsmanager@fnpacc.org.nz <b>Contact Fax:</b> 09 408 0342	<b>Rep Code:</b> 1034 <b>Case Mgr:</b> Not Assigned <b>Case Mgr Code:</b> 22885	
<b>Client Name:</b> Not Assigned <b>Client Code:</b> 6822	<b>Order #:</b> Davina <b>Therapist Name:</b> Not Assigned <b>Therapist Code:</b> 22885		

Code	Description	Asset#	Quantity	Unit	Price	Amount
987	Posture Temp ® Complete Mattress Replacement Single with Welded Seams - 2000mm x 900mm x 150mm		1.00	each	\$549.00	\$549.00
987	Posture Temp ® Complete Mattress Replacement Single with Welded Seams - 2000mm x 900mm x 150mm		1.00	each	\$549.00	\$549.00

Payment can be made by direct credit  
Bank account number - 12-3194-0024927-00  
Please quote reference: 150KTAFAR001

Total Net	\$1,098.00
Freight	\$70.00
GST	\$175.20
<b>Total Including GST</b>	<b>\$1,343.20</b>

4/17/2019

ASB FastNet Business

**ASB**

Printed 01:40 PM 17 Apr 2019

**Direct Credit Bulk Payment – Detail**

Client ID: 207584

Payment Number 1057  
 Withdrawal Account 12-3096-0166841-00  
 Due Date 24 Apr 2019

Payment Name  
 Payment Total  
 Status

Creditors - Hospice  
 9299.40  
 In progress

Particulars  
 Code  
 Reference

Debit Type  
 Date Created  
 Date Modified  
 Payment Check Total  
 Import File Check Total

Bulk  
 17 Apr 2019  
 17 Apr 2019  
 9BF4470E1BE72ACEBB2594AA4B9687995C8839AC

Authorised By

Payee Description	Account Number	Amount	Particulars	Code	Reference	Due Date	Internal Ref.
ADT Security Ltd	03-0502-0230738-05	\$34.50	FN Pall	2085900		24 Apr 2019	
Arrow Consultancy	12-3093-0235880-00	\$319.12	FN Hospice			24 Apr 2019	
ASB - Visa	12-3116-0987656-20	\$227.00	FN Pall	456491015206	0109	24 Apr 2019	
Baigents OPD	12-3107-0044787-00	\$305.31	FN Pall	FARN18		24 Apr 2019	
Canon Finance	06-0273-0136747-00	\$135.05	FN Pall	FAR032		24 Apr 2019	
Conbrio Technology - Business Solutions	12-3110-0102183-00	\$191.11	FN Hospice	c2230		24 Apr 2019	
Cubro	12-3194-0024927-00	\$159.50	FN Pall	150KTAFAR001		24 Apr 2019	
Doubtless Bay Laundry Services	03-0339-0538862-00	\$168.82	FN Hospice	2930		24 Apr 2019	
EBOS Group Ltd	01-0804-0005286-00	\$290.55	FN Pall	126170		24 Apr 2019	
Folders	02-0336-0034845-00	\$50.00	FN Pall	200042		24 Apr 2019	
Hartnell Grond Walker	02-0336-0135750-00	\$345.00	FN Pall	2958		24 Apr 2019	
Hunting & Fishing	02-0336-0017324-00	\$479.99	FN Hospice	4396		24 Apr 2019	
Marston Moor	02-0336-0034976-00	\$240.00	Hospice Shop	4000079		24 Apr 2019	
McCarthy Mitre 10	02-0336-0020005-00	\$65.89	FN Pall	FNPC		24 Apr 2019	
NDHB	02-0492-0383000-00	\$371.47	FN Hospice	567528N		24 Apr 2019	
North Haven Hospice Society	12-3101-0024670-00	\$4,859.74	FN Pall	Kaitaia		24 Apr 2019	
NZME	03-0175-0660342-03	\$180.32	Hospice Shop	27303749		24 Apr 2019	
Spark - Hospice	01-1820-0000123-00	\$393.52	FN Pall	714290053		24 Apr 2019	
Te Tai Tokerau PHO	12-3113-0101485-00	\$110.00	FN Hospice	133		24 Apr 2019	
Vodafone Mobile 351149169	02-0248-0228009-24	\$195.70	FN Pall	351149169		24 Apr 2019	
St John	12-3244-0025048-00	\$176.81	FN Com Hos	3894656		24 Apr 2019	

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0.0

34.50 +  
 319.12 +  
 227.00 +  
 305.31 +  
 135.05 +  
 191.11 +  
 159.50 +  
 168.82 +  
 290.55 +  
 50.00 +  
 345.00 +  
 479.99 +  
 240.00 +  
 65.89 +  
 422.05 +  
 4,437.69 +  
 371.47 +  
 180.32 +  
 176.81 +  
 393.52 +  
 110.00 +  
 195.70 +

9,299.40 \*

022





## Transaction History Report

Printed 03:12 PM 25 Jul 2019

Account Number  
12-3096-0166841-00Account Name  
Society Cheque

Page 1 of 1

Transactions from 01 Jul 2019 to 25 Jul 2019

Date	Other Party	Part	Code	Ref	Withdrawals	Deposits	Balance
01 Jul 2019	Opening Balance						
02 Jul 2019		12-3096-0166	841-50	Call A/c			2,864.33
02 Jul 2019	1087 acepaydc	Wages020719				12,000.00	14,864.33
02 Jul 2019	Deposit				12,598.07		2,266.26
03 Jul 2019	CONTACT ENERGY LTD	000500871518	001000160838	056102160415		1,415.00	3,681.26
05 Jul 2019	Deposit				127.15		3,554.11
05 Jul 2019	Deposit					562.30	4,116.41
05 Jul 2019						20.40	4,136.81
05 Jul 2019	RC CHANCERY A/C	Catholic	Caring Grant	713799	100.00		4,036.81
08 Jul 2019	CONTACT ENERGY LTD	000500190205	001000160838	RC Bishop AK 057800825406		10,000.00	14,036.81
09 Jul 2019	From MRS D J REED	Davina Reed			204.46		13,832.35
12 Jul 2019		12-3096-0166	841-01	Donation		106.00	13,938.35
15 Jul 2019	VAN VELTHOVEN A			Shop Wages		5,861.68	19,800.03
16 Jul 2019		12-3096-0166	841-50	NTT		1,464.71	21,264.74
16 Jul 2019	1091 acepaydc	wages		Call A/c		10,000.00	31,264.74
16 Jul 2019	HOSPICE N Z	Hospice NZ	Online		13,543.18		17,721.56
19 Jul 2019	FAR NORTH (KAITAIA)	RSA	Kaitaia	Donations		40.00	17,761.56
19 Jul 2019	IRD Payment	DED	54-997-973			315.07	18,076.63
22 Jul 2019	HealthPAC Trust Acco	427375-FAR N	427375	30 Jun 2019	13,512.30		4,564.33
22 Jul 2019	Deposit			2854633		33,984.71	38,549.04
22 Jul 2019	NORTH HAVEN HOSPICE	NORTH HAVEN		NORTHHAVEN H		35.00	38,584.04
22 Jul 2019						244.26	38,828.30
22 Jul 2019	1095 Creditors - Hos						
23 Jul 2019	1094 Bruce Petersen				10,439.52		28,388.78
23 Jul 2019	BROTHER INTERNATIONAL	BINZCASHBACK	T5FOZTCL	DCPJ1100DW	14,035.86		14,352.92
23 Jul 2019	1097 Eric Shackleton					100.00	14,452.92
23 Jul 2019	Transfer	Correction	301		326.00		14,126.92
24 Jul 2019	Deposit					99.00	14,225.92
24 Jul 2019	KIWI FUELCARDS LTD KIWI FC		FUEL ACCOUNT 000000000000			9.00	14,234.92
25 Jul 2019	Closing Balance				631.14		13,603.78
							13,603.78

Overdraft interest rates apply. Refer to your overdraft agreement. If your overdraft is unarranged the interest rate is 22.50% p.a. Interest rates are subject to change. Transactions processed outside normal business hours may not appear on your Statement until the next business day, although they will appear immediately on your available balance.

\* The exchange rate selected by Visa from a range of available wholesale rates or, if applicable, the government mandated rate to convert currency on the overseas cash withdrawal or other overseas transaction.

\*\* The Offshore Service Margin is 1.10% for a FastCash overseas withdrawal and 2.10% for a Visa Debit overseas transaction.

\*\*\* The Retail Exchange Margin of 0.70% charged on cash withdrawals made using a Commonwealth Bank of Australia ATM.

(The Retail Exchange Margin only applies to cash withdrawals made prior to 30 October 2012.)

7/22/2019

ASB

ASB FastNet Business

Printed 04:29 PM 22 Jul 2019

Direct Credit Bulk Payment - Detail  
Client ID: 207584Payment Number 1095  
Withdrawal Account 12-3096-0166841-00  
Due Date 22 Jul 2019Payment Name  
Payment Total  
StatusCreditors - Hospice  
10439.52  
In progressParticulars  
Code  
ReferenceDebit Type  
Date Created  
Date Modified  
Payment Check Total  
Import File Check TotalBulk  
22 Jul 2019  
22 Jul 2019  
6A4921ECC951C80C7CAFA1EA9712826C5EDBE47F

Authorised By

Payee Description	Account Number	Amount	Particulars	Code	Reference	Due Date	Internal Ref.
ADT Security Ltd	03-0502-0230738-05	\$34.50	FN Pall	2085900		22 Jul 2019	
AMP	06-0101-0488308-00	\$1,222.99	FN Hospice	HOBIP3749742	3795243	22 Jul 2019	
Aqua Filter	01-0707-0210482-00	\$99.00	FN Hospice	301		22 Jul 2019	
Baigents OPD	12-3107-0044787-00	\$272.77	FN Pall	FARN18		22 Jul 2019	
Canon Finance	06-0273-0138747-00	\$135.05	FN Pall	FAR032		22 Jul 2019	
Conbrio Technology - Business Solutions	12-3110-0102183-00	\$287.20	FN Hospice	c2230		22 Jul 2019	
Cubro	12-3194-0024927-00	\$1,343.20	FN Pall	150KTAFAR001		22 Jul 2019	
Doubtless Bay Laundry Services	03-0339-0538662-00	\$69.46	FN Hospice			22 Jul 2019	
EBOS Group Ltd	01-0804-0005288-00	\$168.31	FN Pall	126170		22 Jul 2019	
Far North Counselling	01-0154-0101269-00	\$100.00	FN Comm Hosp	5		22 Jul 2019	
Far North Honda	12-3096-0305207-00	\$473.29	FN Pall	FN-22254		22 Jul 2019	
Hartnell Grand Walker	02-0336-0135750-00	\$345.00	FN Pall	2958		22 Jul 2019	
Local Refrigeration	12-3096-0323608-00	\$158.70	FN Hospice	7577		22 Jul 2019	
M A Watson Electrical	38-9011-0532353-00	\$722.14	FN Hospice	24552		22 Jul 2019	
Marston Moor	02-0336-0034976-00	\$7.18	Hospice Shop	4000079		22 Jul 2019	
NDHB	02-0492-0383000-00	\$33.18	FN Hospice	567528N		22 Jul 2019	
North Haven Hospice Society	12-3101-0024670-00	\$422.05	FN Pall	Kaitia		22 Jul 2019	
NZME	03-0175-0660342-03	\$411.36	Hospice Shop	27303749		22 Jul 2019	
PKF Francis Aickin	03-0339-0455100-00	\$3,105.00	FN Pall	126397		22 Jul 2019	
Printing.com	06-0493-0463280-00	\$110.67	FN Pall	PSFNPALLIA		22 Jul 2019	
Spark - Hospice	01-1820-0000123-00	\$347.58	FN Pall	714290053		22 Jul 2019	
Vodafone Mobile	02-0248-0228009-24	\$196.09	FN Pall	351149169		22 Jul 2019	
Volunteering Northland	12-3089-0040718-00	\$241.50	FN Comm Hosp	1903110		22 Jul 2019	
P Covich Electrical	02-0336-0012179-00	\$69.00	FN Hospice	11705		22 Jul 2019	
Rachel Foster	03-0339-0456250-00	\$64.30	FN Hospice			22 Jul 2019	



## Transaction History Report

Account Number  
12-3096-0166841-00Account Name  
Society Cheque

Printed 03:13 PM 25 Jul 2019

Page 1 of 1

Transactions from 01 Apr 2019 to 30 Apr 2019

Date	Other Party	Part	Code	Ref	Withdrawals	Deposits	Balance
01 Apr 2019	Opening Balance						5,122.64
01 Apr 2019	CONTACT ENERGY LTD	000500871518	001000160838	057300781153			5,008.89
02 Apr 2019	Deposit				113.75		6,730.09
02 Apr 2019	5280 Lodge Limited	P171587023	Crown Lynn	Vase		1,721.20	6,803.49
05 Apr 2019	Deposit					73.40	7,303.49
05 Apr 2019	CONTACT ENERGY LTD	000500190205	001000160838	058100616352		500.00	7,156.51
09 Apr 2019		12-3096-0166	841-50	Call A/c	146.98		7,003.50
09 Apr 2019	1051 acepaydc	wages				13,000.00	20,156.51
09 Apr 2019	0338/3380000000/002	W SNOW AND	KIM REED		13,153.01		7,003.50
10 Apr 2019		12-3096-0166	841-01	Shop Wages		250.00	7,253.50
10 Apr 2019		12-3096-0166	841-01	Trademe Sale		3,522.39	10,775.89
12 Apr 2019	Deposit				73.40		10,702.49
12 Apr 2019	Deposit					450.00	11,152.49
12 Apr 2019						24.50	11,176.99
15 Apr 2019		AUDIT CONF R	EPORT	713794	100.00		11,076.99
15 Apr 2019	Deposit			CHARGED	40.00		11,036.99
18 Apr 2019	IRD Payment	DED	54-997-973	31 Mar 2019		285.00	11,321.99
23 Apr 2019		12-3096-0166	841-50	Call A/c	7,771.20		3,550.79
23 Apr 2019	1059 acepaydc	wages				30,000.00	33,550.79
23 Apr 2019	HealthPAC Trust Acco	427375-FAR N	427375		13,147.33		20,403.46
23 Apr 2019	NORTH HAVEN HOSPICE NORTH HAVEN			2776728		33,984.71	54,388.17
24 Apr 2019	1057 Creditors - Hos			NORTHHAVEN H		427.57	54,815.74
24 Apr 2019	KIWI FUELCARDS LTD	KIWI FC	FUEL ACCOUNT	000000000000	9,299.40		45,516.34
26 Apr 2019	IRD Payment	GST	54-997-973	31 Mar 2019	891.01		44,625.33
28 Apr 2019	TFR FROM LM SUBRITZKY	Subritzky	Donation		5,468.18		39,157.15
29 Apr 2019		12-3096-0166	841-50	Call A/c		25.00	39,182.15
29 Apr 2019	1063 Kurfew				35,000.00		4,182.15
30 Apr 2019	HOSPICE N Z	Hospice NZ	Online	Donations	200.00		3,982.15
30 Apr 2019	FastNet Business	APR Fees for	207584			400.00	4,382.15
30 Apr 2019	Closing Balance				10.00		4,372.15
							4,372.15

Overdraft interest rates apply. Refer to your overdraft agreement. If your overdraft is unarranged the interest rate is 22.50%p.a. Interest rates are subject to change. Transactions processed outside normal business hours may not appear on your Statement until the next business day, although they will appear immediately on your available balance.

\* The exchange rate selected by Visa from a range of available wholesale rates or, if applicable, the government mandated rate to convert currency on the overseas cash withdrawal or other overseas transaction.

\*\* The Offshore Service Margin is 1.10% for a FastCash overseas withdrawal and 2.10% for a Visa Debit overseas transaction.

\*\*\* The Retail Exchange Margin of 0.70% charged on cash withdrawals made using a Commonwealth Bank of Australia ATM.

(The Retail Exchange Margin only applies to cash withdrawals made prior to 30 October 2012.)



**8.4 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 30 JUNE 2019****File Number: A2577086****Author: Sam Chapman, Accounting Support Officer****Authoriser: Angie Thomas, Manager - Accounting****PURPOSE OF THE REPORT**

Fund Policy.

**RECOMMENDATION**

**That the Te Hiku Community Board receives the report “Te Hiku Statement of Community Fund Account as at 30 June 2019”.**

**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”*.

<b>Community Fund Account balance as at 01 July 2018</b>	<b>\$146,701.00</b>
<ul style="list-style-type: none"> <li><b>Plus Grant refunded from He Whanaumarama Trust</b></li> </ul>	<b>\$3,000.00</b>
<ul style="list-style-type: none"> <li><b>Less allocate funds towards Jaycee Park Project (Children's Playground). \$33,300 from Community Board Placemaking Fund, \$19,500 from Local Community Grant Fund (Strategic Plan allocation)</b></li> </ul>	<b>\$52,800.00</b>
<ul style="list-style-type: none"> <li><b>Less allocate funds towards Centennial Park from Local Community Board</b></li> </ul>	<b>\$21,719.00</b>
<ul style="list-style-type: none"> <li><b>Less funds granted and uplifted to 30 June 2019</b></li> </ul>	<b>\$73,668.00</b>
<ul style="list-style-type: none"> <li><b>Less funds not uplifted from 28 May 2019 for Kerikeri Theatre Company – costs towards their performances of ‘Ladies Night’</b></li> </ul>	<b>\$1,514.00</b>
<b>Community Fund Account balance as at 30 June 2019</b>	<b>\$0.00</b>

**DISCUSSION AND NEXT STEPS**

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The balance in the Community Fund account as at 30 June 2019 is \$0.00.

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.

**FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

The Far North District Council has delegated the allocation of funds from the Te Hiku Community Fund account to the Te Hiku Community Board. The statement of the Community Fund account as at 30 June 2019 is attached.

**ATTACHMENTS**

1. **THCB Statement of Te Hiku Community Board Fund Account as at 30 June 19 - A2572712**  

**Far North District Council  
Te Hiku Community Board**

**Statement of the Community Fund Account as at 30 June 2019**

Allocation Grants & Donations Annual Budget 2018-19	113,368.00	
Community Board Placemaking Fund	33,333.00	
Grant refunded from He Whanaumarama Trust	3,000.00	
Allocate funds towards Jaycee Park Project (Children's Playground). \$33,300 from Community Board Placemaking Fund, \$19,500 from Local Community Grant Fund	(52,800.00)	
Allocate funds towards Centennial Park. \$21,719 from Local Community Grant Fund	(21,719.00)	
		75,182.00
<b>Less Expenditure 2018/19 (Funds Uplifted)</b>		
<b>Aug 18</b>		
Community Business and Environment Centre for Wastewise School programme	1,658.00	
No 64 Squadron Air Training Corp. Support Committee for costs for the 2018 Spirits Bay Tramp Programme	6,140.00	
<b>Oct 18</b>		
Mangonui Lions Club for the 2018 Mangonui Lions Fund Run and Walk event	311.00	
He Whanau Marama Charitable Trust for Shine on Kaitaia youth mural project	2,597.00	
Whatuwhiwhi & Tokerau Rate Payers Assoc. for costs toward the 2018 annual Seniors Christmas luncheon	900.00	
Kaitaia Golf Club for costs toward Fairway renovations and improvements	3,000.00	
Far North Avocado Trust for costs towards annual Kaitaia Christmas Carnival 2018/19	5,000.00	
Children's Autism Foundation for venue hire costs for their 2018 workshops and clinics	400.00	
<b>Nov 18</b>		
Te Ropu o Muriwhenua Incorporated for costs toward their wananga series	3,000.00	
Whakawhiti Ora Pai Community Health for Pukenui Clinic accessibility upgrade project	10,000.00	
<b>Jan 19</b>		
Doubtless Bay Promotions for rental costs for Doubtless Bay Information Centre	3,000.00	
Doubtless Bay Fishing Contest for Doubtless Bay Fish Contest and Auction 2019	5,000.00	
Epilepsy NZ for purchase of a field service vehicle	3,000.00	
Business and Professional Women Kaitaia for costs for publishing book '10 years of art 2 wear in Kaitaia'	4,000.00	
<b>Feb 19</b>		
Kaitaia Business Association for Christmas wreaths and flags for town decorations	2,184.00	
Kaitaia & Districts Agricultural and Pastoral Association for 2019 Kaitaia A&P Show	3,000.00	
Life Education Trust Far North for 2019 annual visits to Northland Schools	3,000.00	
<b>Apr-19</b>		
NZ Offshore Powerboat Association - 2019 Doubtless Bay race day event	3,000.00	
Be Free Incorporated - 2019 Be Free Event in Mangonui	1,000.00	
Awhina Hoiho Charitable Trust - operational expenses to support Proud vibrant communities & liveable communities that are healthy, safe, connected and sustainable	2,978.00	
<b>May-19</b>		
Volunteering Northland - Assist with annual operational costs	5,000.00	
Far North Palliative and Cancer Care Charitable Trust - Costs toward a palliative care specialist service	5,000.00	
Anzac Expenses - THCB Strategic Plan - catering	300.00	
<b>Jun-19</b>		
Anzac Expenses printing charges- THCB Strategic Plan	200.00	
		73,668.00
<b>Balance as at 30 June 2019</b>		<b>\$1,514.00</b>
<b>Less Commitments 2018/19 (Funds not yet uplifted)</b>		
<b>Meeting 28.05.19</b>		
Kerikeri theatre Company - Costs towards their performances of 'Ladies Night'	1,514.00	
		1,514.00
<b>Balance 30 June 2019 Uncommitted/(Overcommitted)</b>		<b>\$0.00</b>

**8.5 APPLICATION FOR FUNDING - LEARN NZSL WITH EDDIE TRUST****File Number: A2560559****Author: Melissa Wood, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with the information on Learn New Zealand Sign Language (NZSL) with Eddie Trust's application for a Community grant to assist members in determining whether to approve or decline the application.

**EXECUTIVE SUMMARY**

- The Applicant seeks funding to assist with their costs of providing low cost NZSL classes
- The Board has not funded the applicant previously

**RECOMMENDATION**

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,067 (plus GST if applicable) to be paid from the Board's Community Fund account to Deaf Action NZ as the fund holder on behalf of Learn New Zealand Sign Language with Eddie Trust, towards their costs of providing New Zealand Sign Language classes in Kaitaia.

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

**1) BACKGROUND**

Learn NZSL with Eddie Trust aims to provide low cost New Zealand Sign Language classes for the Far North district. Northland district has over 2,000 deaf people living in the region that use sign language. There are current and potential students travelling from Kaitaia to Whangarei to attend these classes. The Trust has a facebook page and a website with more information <https://eddie.nz/>.

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

The applicant has not been previously funded by the Board.

They have also submitted applications to the Kaikohe-Hokianga and Bay of Islands-Whangaroa Community Board for consideration for sign language classes run in their community board area.

The Trust is currently in the process of setting up a business banking account, Deaf Action NZ have agreed to be the fundholder for any payments until this process is completed.

**Option 1 Authorise the full amount requested**

Funding of 50% of the total project cost could be considered.

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

Partial funding of the amount requested could be considered.

**Option 1 is recommended by staff** as 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 - Learn NZSL with Eddie Trust - A2574233** [!\[\]\(223f1a84e0bc2cacb9c165f716817dcc\_img.jpg\)](#) [!\[\]\(c437123967ec19fa50ef7951237304ba\_img.jpg\)](#)
2. **Schedule of Supporting Documentation - Learn NZSL with Eddie Trust - A2574283** [!\[\]\(5325e9c836a444f145b8307dfcd1cfab\_img.jpg\)](#) [!\[\]\(9f5d0764377e51ece5908130fb65996e\_img.jpg\)](#)

**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 <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori in relation to land and / or water
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

## 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](http://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](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto: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

<b>Organisation</b>	Learn NZSL with Eddie Trust	Number of Members	n/a
Postal Address	29 Western Hills Drive, Kensington, Whangarei	Post Code	0112
Physical Address	29 Western Hills Drive, Kensington, Whangarei	Post Code	0112
<b>Contact Person</b>	Kim Robinson	Position	Administrator
Phone Number	022 648 1268	Mobile Number	022 648 1268
Email Address	info@eddie.nz		

**Please briefly describe the purpose of the organisation.**

Learn NZSL with Eddie Trust aims to provide low cost New Zealand Sign Language classes.

## 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.

Goal - To host low cost New Zealand Sign Language classes

Benefits of learning NZSL: Bridging communication with local and visiting Deaf people who use NZSL.

Enhances communication skills for people wanting to learn NZSL due to a hearing loss.

Making new friends through a new language

Northland District has over 2000 Deaf people living in the region that use NZSL

NZSL is used in all aspects of life: Family, Business, Education, Social etc

Our current 10 week course in Whangarei has 2 students driving from Kaitaia weekly to attend classes.

Our current NZSL courses in Whangarei has 150 students enrolled between 4 class locations.

A recent scoping survey done has indicated an interest of 11 students from Kaitaia wanting to learn NZSL.

Far North REAP has kindly allowed us to use their venue free of charge to teach these classes.



## 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	400	200
Facilitator/Professional Fees <sup>2</sup>	4,500	2,250
Administration (incl. stationery/copying)	572	286
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	243	122
Refreshments		
Travel/Mileage	2,417	1209
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
<b>TOTALS</b>	8,132	4,067

<sup>2</sup> 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
TOTAL	

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

Funding Source	Amount	Approved
		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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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)**

Learn NZSL with Eddie 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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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="Kim Robinson"/>	Position	<input type="text" value="Administrator"/>
Postal Address	<input type="text" value="29 Western Hills Drive, Kensington, Whangarei"/>		Post Code <input type="text" value="0112"/>
Phone Number	<input type="text" value="0226481268"/>	Mobile Number	<input type="text" value="0226481268"/>
Signature		Date	<input type="text" value="4th July 2019"/>

### Signatory Two

Name	<input type="text" value="Fred Tito"/>	Position	<input type="text" value="Trustee"/>
Postal Address	<input type="text" value="88 Church St, Onerahi, Whangarei"/>		Post Code <input type="text" value="0110"/>
Phone Number	<input type="text" value="021 181 3230"/>	Mobile Number	<input type="text" value="021 181 3230"/>
Signature		Date	<input type="text" value="4th July 2019"/>

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**Schedule of Supporting Documentation****LEARN NZSL WITH EDDIE TRUST**

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

<b>1</b>	<b>Programme Outline</b>
<b>2</b>	<b>NZSL Level 1 Community Education Curriculum Guide</b>
<b>3</b>	<b>Learn NZSL with Eddie Trust</b>
<b>4</b>	<b>Job Description</b>
<b>5</b>	<b>Advertising Quote</b>
<b>6</b>	<b>Kaitaia NZSL Class Quotes</b>
<b>7</b>	<b>Tutor Contract</b>
<b>8</b>	<b>Health &amp; Safety Plan</b>
<b>9</b>	<b>Bank account details (Deaf Action NZ)</b>
<b>10</b>	<b>Letter from Deaf Action NZ</b>
<b>11</b>	<b>Certificate of Incorporation</b>
<b>12</b>	<b>Facilitator job description</b>

## 8.6 APPLICATION FOR FUNDING - MANGONUI LIONS CLUB

**File Number:** A2578229

**Author:** Melissa Wood, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

### PURPOSE OF THE REPORT

To present the Community Board with the information on the Mangonui Lions Club application for a Community grant to assist members in determining whether to approve or decline the application.

### EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with their 2019 Fun Run and Walk event.
- The Board has funded the applicant previously.

### RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$276 (plus GST if applicable) to be paid from the Board's Community Fund account to Mangonui Lions Club for their 2019 Fun Run and Walk event for the following community outcomes:

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

### 1) BACKGROUND

The Mangonui Lions Club works on projects to improve their community and the environment. Their motto is "We Serve". They are part of Lions Clubs International.

### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

The applicant has been funded previously by the Board in 2018. A project report has been received for this grant.

This application is for 42% of various costs involved with running the event.

This is an annual event. A Traffic Management Plan has been submitted to FNDC by Glenn Bradbury, Small Digger Works, Coopers Beach. This is a donation of service to the Club, so there is no cost involved.

#### Option 1 Authorise the full amount requested

Funding of 42% of the total project cost could be considered.

#### Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

**Option 1 is recommended by staff** as 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 - Mangonui Lions Club - A2577765** [!\[\]\(e662c6fdc679f154c0e75d901761d894\_img.jpg\)](#) [!\[\]\(e0657301a840725a62b5d9c03de7d165\_img.jpg\)](#)
2. **Schedule of Supporting Documentation - Mangonui Lions Club - A2577525** [!\[\]\(c84b30d7d5311af020af6bce6a2c548f\_img.jpg\)](#) [!\[\]\(a9333260d8ffbbfeaa1095df6db7bccd\_img.jpg\)](#)

**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 <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori in relation to land and / or water
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



## 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](http://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](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto: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 *Described on page 2*
- ☒ A health and safety plan
- ☐ Your organisation's business plan (if applicable) *N/A*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *(Application submitted)*
- ☒ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	<u>MANGONUI LIONS CLUB</u>	Number of Members	<u>37</u>
Postal Address	<u>PO Box 34, MANGONUI</u>	Post Code	<u>0442</u>
Physical Address		Post Code	
Contact Person	<u>ALAN DOW</u>	Position	<u>TREASURER</u>
Phone Number	<u>09 406 0136</u>	Mobile Number	<u>021 217 0366</u>
Email Address	<u>agdown54@gmail.com</u>		

**Please briefly describe the purpose of the organisation.**

THE LIONS' MOTTO IS "TO SERVE". WE WORK ON PROJECTS TO IMPROVE OUR COMMUNITY & ENVIRONMENT. WE ARE PART OF "LIONS CLUBS INTERNATIONAL".

## 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 LIONS FUN RUN AND WALK Date 6/10/19

Location MANGONUI - COOPERS BEACH Time 10am - 1pm

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 Mangonui Lions Fun Run and Walk is a community exercise event where participants can walk or run from Mangonui School through Mangonui Village, Mill Bay, Kupe Rd, to the Eastern end of Coopers Beach, finishing at Coopers Beach Reserve. Some participants will continue to the Tannarunui Reserve. Our event encourages families to participate in an outdoor physical activity, thus raising general fitness. We also aim to promote Doubtless Bay and the For North as we make this an Annual Event. As a side-effect funds raised from entry fees are to be used in community projects.

## 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			Notes
Advertising/Promotion	92	92	(a)
Facilitator/Professional Fees <sup>2</sup>			
Administration (incl. stationery/copying)	24	24	(b)
Equipment Hire			
Equipment Purchase (describe)			
Utilities			
Hardware (e.g. cement, timber, nails, paint)			
Consumable materials (craft supplies, books)			
Refreshments	Cups 19	19	(c)
Travel/Mileage	430km @ 76¢ 327	120	(d)
Volunteer Expenses Reimbursement			
Wages/Salary		not applicable	
Volunteer Value (\$20/hr) 20 lions @ 4h.	160 (f)	not applicable	
Other (describe)			
Engrave plaque on trophy	\$21	21	(e)
<b>TOTALS</b>	<b>643</b>	<b>276</b>	

<sup>2</sup> 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
STORAGE FACILITY	500 -
PO BOX FEE	175 -
NZ AND INTERNATIONAL SUBS/FEEs (6 months)	2324 -
R TUCKER THOMPSON SAILING TRUST	1890 -
FUNDS TO BE DISTRIBUTED TO COMMUNITY	8624 -
<b>TOTAL</b>	<b>13,513 -</b>

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

Funding Source	Amount	Approved
N/A		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
FUN RUN EXPENSES	\$311	11/10/18	(Y) / N
"	\$342	5/10/17	(Y) / N
"	\$500	26/11/15	(Y) / N
"	\$300	7/10/14	(Y) / N
"	\$1200	17/9/13	(Y)

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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)

Mangonui Lions Club

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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## Local Grant Application Form



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

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

### Signatory One

Name ALAN DOW Position TREASURER

Postal Address P O Box 109, MANGONUI Post Code 0442

Phone Number 09 406 0136 Mobile Number 021 217 0366

Signature [Signature] Date 15/7/19.

### Signatory Two

Name GRAHAM PETER STANWAY Position PAST PRESIDENT

Postal Address 297A STATE HIGHWAY 10 CABLE BAY Post Code 0420

Phone Number 09 406 2414 Mobile Number

Signature [Signature] Date 18/07/19

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**Schedule of Supporting Documentation****MANGONUI LIONS CLUB**

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

<b>1</b>	<b>Quote - Bay Signs</b>
<b>2</b>	<b>Quote - 4Square Coopers Beach</b>
<b>3</b>	<b>Travel Claim Schedule</b>
<b>4</b>	<b>Quote TNT Screen Printing Engraving</b>
<b>5</b>	<b>Summary Cashbook to 30/6/19</b>
<b>6</b>	<b>Health &amp; Safety Plan</b>

## **8.7 APPLICATION FOR FUNDING - WHATUWHIWHI & TOKERAU RATEPAYERS ASSOCIATION**

**File Number:** A2585883

**Author:** Melissa Wood, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

### **PURPOSE OF THE REPORT**

To present the Community Board with the information on Whatuwhiwhi & Tokerau Ratepayers Association's application for a Community grant and to assist members in determining whether to approve or decline the application.

### **EXECUTIVE SUMMARY**

- The Applicant seeks funding towards the annual Seniors' Christmas luncheon.
- The Board has funded the applicant previously.

### **RECOMMENDATION**

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$900 (plus GST if applicable) to be paid from the Board's Community Fund account to Whatuwhiwhi & Tokerau Ratepayers Association towards costs for their 2019 Seniors Christmas Luncheon, to support the following community outcomes:**

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

### **1) BACKGROUND**

The aim of the Whatuwhiwhi & Tokerau Ratepayers Association is to look after the needs and concerns of their local ratepayers. The '60+' Christmas party is a popular annual community event amongst the large retired population of the area, and is fully managed by community volunteers.

### **2) DISCUSSION AND OPTIONS**

#### **Preliminary assessment of the application:**

The applicant has made three previous applications to the Board in 2016, 2017, and 2018 for the Association's annual senior's Christmas lunch. Grants of \$900 were approved by the Board, and project reports have been noted.

The applicant seeks a grant of \$900 - 50% of the total cost. The total cost includes \$900 of volunteer value.

The amount requested is an estimate based on previous years, and information from the 2018 menu has been submitted to support this.

#### **Option 1 Authorise the full amount requested**

Funding of 50% of the total project cost could be considered.

#### **Option 2 Authorise partial funding of the amount requested**

Partial funding of the amount requested could be considered.

**Option 1 is recommended by staff** as 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 - Whatuwhiwhi & Tokerau Ratepayers Association - A2585750**  
2. **Schedule of Supporting Documentation - Whatuwhiwhi & Tokerau Ratepayers Association - A2585779**  

**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 <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori in relation to land and / or water
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

# Local Community Grant Fund Application Form

Kaitiaki Service Centre

23 JUL 2019

## Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, freephone 0800 920 029, or [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) – we're happy to help.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered.
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.

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

- ☐ Signed applicant declaration
- ☐ Two quotes for purchases where practicable, or evidence of expected purchases
- ☐ Business plan (including project costs)
- ☐ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☐ Programme outline (if applying for operating costs)
- ☐ A health and safety plan

## Applicant details

Organisation	Whatuwhiwhi Tokerau Rate Payers Assoc.		Number of Members	20+
Postal Address	PO Box 132 Dick Ulrich Rd, RD3 Kaitiaki		Post Code	0483
Physical Address			Post Code	0483
Contact Person	Mary Watkins	Position	Treasurer	
Phone Number	09-406-7790	Mobile Number	0274 907 607	
Email Address	kowgalskreations@gmail.com			

Please briefly describe the purpose of the organisation.

To look after the needs of our local rate payers and their concerns.

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz) | Phone 0800 920 029

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## Local Community Grant Fund Application Form



### Project Details

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

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

Clearly describe the project or event:

Name of Event Senior Xmas Lunch Date 20 Nov 2019  
Location Whatuwhiwhi Hall Time 11:00 AM

Are you applying for annual funding for the remaining years of the triennium? ☐ Yes ☒ No

If so, how much?

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

- How it will enhance access to facilities and for whom
- How it will broaden the range of activities and experiences available to the community
- How it will enhance/communities or volunteer capability to provide services.

Our community has a large retired population and our annual 65+ Christmas Party dinner has become extremely popular. This event gives everyone a chance to relax and mingle in a friendly environment and develop community spirit. Last year we catered for up to 85 people. This includes a 2 course meal, a variety of local talent, all volunteered. Each one walks away with a small package of Christmas cake wrapped with Christmas decorations. The local Garden Club helps with decorating the tables and hall.

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

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## Local Community Grant Fund Application Form



### Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	900.00	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value	900.00	not applicable
Other (describe)		
<b>TOTALS</b>	<b>1,800.00</b>	<b>900.00</b>

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

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## Local Community Grant Fund Application Form



### Financial Information

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

What are your organisation's currently accessible financial resources?

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

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

Purpose	Amount
Small community projects ie. signs, local notices etc.	
<b>TOTAL</b>	

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

Funding Source	Amount	Approved
30+ Volunteers	900.00	(Yes) / Pending
(Entertainment, Kitchen help, Servers, Setup and Cleanup)		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
Senior Lunch	900.00	Nov 16, 2018	(Y) / N
Senior Lunch	900.00	Nov 17, 2017	(Y) / N
Senior Lunch	900.00	Nov 16, 2016	(Y) / N
Senior Lunch	900.00	Dec 15, 2015	(Y) / N

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## Local Community Grant Fund Application Form



### Privacy Information

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

### Applicant Declaration

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

On behalf of: (full name of organisation)

Whatuwhiwhi & Tokerau Beach Rate Payers Association

We, the undersigned, declare the following:

In submitting this application:

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

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## Local Community Grant Fund Application Form



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

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

**Signatory One**

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

**Signatory Two (if applicable)**

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

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**Schedule of Supporting Documentation****Whatuwhiwhi & Tokerau Ratepayers Association**

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

<b>1</b>	<b>Bank Account Statements May &amp; June 2019</b>
<b>2</b>	<b>Health &amp; Safety Plan</b>
<b>3</b>	<b>Food Estimate (2018)</b>

**8.8 ITEM LEFT TO LIE ON THE TABLE - APPLICATION FOR FUNDING - FAR NORTH JOYFEST GROUP****File Number: A2570110****Author: Melissa Wood, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

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

**EXECUTIVE SUMMARY**

- The Applicant seeks funding towards costs associated with their Joyfest health and wellbeing event
- The Board has not funded the applicant previously

information.

**RECOMMENDATION**

**That the Te Hiku Community Board:**

- a) **agree to uplift the item left to lie on the table "Application for Funding - Far North Joyfest Group".**
- b) **in considering the provisions of the Community Grant Policy authorise the sum of \$6,543 (plus GST if applicable) to be paid from the Board's Community Fund account to Far North Joyfest Group for costs toward their 2019 Joyfest event to support the following community outcomes.**
  - i) **Proud vibrant communities**
  - ii) **Liveable communities that are healthy, safe, connected, and sustainable**

**1) BACKGROUND**

Far North Joyfest will be a family friendly event which combines health and wellbeing with conscious living. It will take place at Butler Point, Hihi on Sunday 27 October 2019. The objective of the festival is to bring people together in community in a holistic way that promotes personal and environmental well-being, as well as celebrating diversity. It will also support local businesses and promote the area. The event is being organised by a group of volunteers who have formed a not for profit group. This is the first time the event has been held.

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

The applicant has not been previously funded by the Board.

This application is for 13% of the costs of the event. They have also applied to Creative Communities, who approved a grant of \$900 at their June meeting. An application was submitted to the Events Investment Fund, which was considered by the panel on 31 July 2019 however they were not awarded a grant. The applicant has indicated they are also looking into other funding options.

**Option 1 Authorise the full amount requested**

Funding of 13% of the total project cost could be considered.

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

Partial funding of the amount requested could be considered.

**Option 1 is recommended by staff** as 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 - Far North Joyfest Group - A2534159** [!\[\]\(69baca079ef3ab6f03d58fd7e9f950f1\_img.jpg\)](#) [!\[\]\(2da321c3dc978a55192cb9c452297973\_img.jpg\)](#)
2. **Schedule of supporting documentation - Far North Joyfest Group - A2533808** [!\[\]\(957138edf7d2615e14984f6bdb665b72\_img.jpg\)](#) [!\[\]\(37ed9c3cda1f09fc6bf9b8799015713a\_img.jpg\)](#)

**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 <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori in relation to land and / or water
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

## Local Grant Application Form

24th June deadline.  
\$1,000 - \$10,000



### 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](http://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](mailto:governance@fndc.govt.nz) - we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto: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 - *briefing paper*.
- ☒ A health and safety plan
- ☒ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	<u>FAR NORTH JOYFEST GROUP</u>	Number of Members	<u>20</u>
Postal Address	<u>1036 TAUPO BAY ROAD, RDI, MANGONUI</u>	Post Code	<u>0494</u>
Physical Address	<u>N/A</u>	Post Code	
Contact Person	<u>HARI BANS ANGELL KAUR</u>	Position	<u>CHAIR</u>
Phone Number	<u>021 570 126</u>	Mobile Number	
Email Address	<u>hari.bansangellkaur@hotmail.co.uk</u>		

Please briefly describe the purpose of the organisation.

TO ORGANISE EVENTS / FESTIVALS WHICH INCREASE ACCESS AND FACILITATE PARTICIPATION IN HEALTH & WELLNESS & CONSCIOUS LIVING ACTIVITIES.

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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 FAR NORTH JOYFEST Date 27<sup>th</sup> OCT 2019

Location BUTLER POINT, HIHI Time 10am - 6pm

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

If so, how much? \$35 FOR ADULTS, \$10 FOR 14-18 YEAR OLDS, 13 AND UNDER FREE

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

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

PLEASE SEE ATTACHED WORD DOCUMENT



**Who will benefit from the activity and how?**

Far North Joyfest is going to be a family friendly event which combines health and well-being with conscious living. It will take place at Butler Point, Hihi, in the Far North of New Zealand, on Sunday 27<sup>th</sup> October 2019. The mission of the festival is to help people to Live their Best Life in all senses of the word.

**Objectives of Joyfest**

- 1) To increase the sense of joy of all participants.
- 2) To put the Far North on the festival map, enhancing the profile of the region and increasing economic prosperity not just for those facilitating workshops, running stalls or sharing their wisdom but for all local businesses too.
- 3) To be a festival that celebrates diversity whilst honouring the values of living in a conscious and respectful way. For example, this festival will feature plant-based food but also sustainable and respectful hunting and fishing practices.
- 4) To cultivate understanding so we may celebrate the diversity of local spiritual and cultural traditions.
- 5) To bring people together in community in a holistic and wholesome way that promotes personal and environmental well-being.

We are aiming this event at families with children as well as individuals interested in health and well-being, sustainability, caring for the earth, living with more awareness. Entry cost is being kept as low as possible as we want people to be able to access this event; 13 and under go free, 14-18-year olds \$10, 19 and over \$35. We are targeting people aged 22-50 living in the Far North – Whangarei upwards.

The event is being organised by a group of volunteers who have formed a not for profit group. This funding will enable the group to book the sound system, the key marquees and contribute to getting a marketing campaign off the ground. This is the first year of holding such an event and so marketing is crucial for ticket sales. As ticket sales increase, we can add in more marquees and pay workshop facilitators, as well as cover the other costs involved in making this happen. Extra marquees will ensure there are enough activities happening to cater for numbers. If we get this Grant it means we can also keep ticket prices low and make this event accessible especially given we are in a low decile area. We are aiming for 300 ticket sales at \$35 and 50 at \$10 which we feel is achievable. The Kaeo Children's festival had 840 people attend recently, ours is similar although aimed at the whole family, the people attending that would likely attend this event. More and more people locally are looking for things to do where they don't have to travel miles and this would provide a really good/positive day out for them.

The event will directly benefit all participants. The event will provide information on new ways of living which are more in tune with the world around us. We will have people talking about their experience of building more sustainable homes, of reducing waste, of using nature's resources in a way that preserves and protects the environment, honouring and respecting where resources come from. Every decision we take has an impact on someone or something else, this event aims at increasing our awareness of this so we can make decisions which are more compassionate to the earth and to others.

The event will nourish people's souls connecting them with a higher sense of themselves as well as rooting them firmly on the earth. Our physical and mental bodies give us the ability to change the way we think and feel; they are a gateway to more subtle sensations providing us with stronger connection to who we are. Previous memories, painful pasts are stored at a cellular level, as we begin to move our bodies physically, we can start to let go and release the past. Science has shown that exercise realises endorphins which increases our sense of well-being. All of the dance and yoga that will be on offer will give people an experience of this.

The event will benefit families and the wider community. People returning home will have an increased sense of joy which will ripple out to those around them. When we are balanced and happy within ourselves, we are much more able to create strong and happy families.

Stallholders, musicians and workshop facilitators will benefit in that more people will become aware of the services and products they offer. They will also benefit financially as a result of selling their services/products which in turn helps to increase the economic abundance within the local community.

Local restaurants and accommodation providers will benefit from people coming to the Far North for the event. Promoting the area and increasing prosperity for all.

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

The Far North, to our knowledge, has never hosted an event like this so straight away it is bringing new experiences to people living here. Our aim is to make the event as participatory as possible. For example, there will be a universal dances of peace session; a practice which gets people to make easy dance moves as a group, whilst singing uplifting and elevating songs from a range of spiritual traditions including Maori. There will be a ceilidh, again a fun way to dance together and create a sense of community amongst participants. We will have live harp music, mantra, as well as more well-known musicians. We are in conversation with a singer from the Op Shop as well as a Fijian Master percussionist, both of whom live in the area. There will be a range of yoga sessions, dance sessions including Zumba and wisdom talks on permaculture, eco construction, bee keeping and more. Lots of people may have heard of some of this but may never have taken part or accessed it, for others it will be a completely new experience.

Healthy, nutritious food will be on sale giving people the opportunity to try new food combinations, maybe inspiring them to change the way they eat. We are promoting healthy lifestyles at every level.



## 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	2000	
Advertising/Promotion	<del>2800</del> 3220	2800
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)	224	
Equipment Hire	13508	3743
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	1408	
Refreshments	1725	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	5984	not applicable
Volunteer Value (\$20/hr) 1006 HRS	20120	not applicable
Other (describe) PUBLIC LIABILITY DONATION ST. JOHNS	1132	
<b>TOTALS</b>	<b>49 321</b>	<b>6543</b>

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

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## Local Grant Application Form



### Financial Information

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

How much money does your organisation currently have?

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
CONTRIBUTION TO VENUE HIRE	120
TOTAL	

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

Funding Source	Amount	Approved
CREATIVE COMMUNITIES	2,042.41	Yes / Pending
	\$900	Yes / Pending
FNDC Events Fund	\$5000	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

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)

FAR NORTH JOYFEST 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

Hui Bons Angell Carr

Signatory Two

E. R. Sherriff

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## Local Grant Application Form



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

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

### Signatory One

Name HARI BANS ANGELL KAUR Position CHAIR  
 Postal Address 1036 TAPU BAY ROAD, RDI, MANGONUI Post Code 0494  
 Phone Number  Mobile Number 021 570126  
 Signature Hari Bans Angell Kaur Date 14/5/19

### Signatory Two

Name Cheryl Sherriff Position SECRETARY  
 Postal Address 5493 S.H.10. KANGARUA, RD3 KAITEIA Post Code 0483  
 Phone Number 02108832153 Mobile Number   
 Signature C. L. Sherriff Date 29.05.2019

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**Schedule of Supporting Documentation****Far North Joyfest Group**

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

<b>1</b>	<b>Event outline</b>
<b>2</b>	<b>Business Plan</b>
<b>3</b>	<b>FNJG Constitution</b>
<b>4</b>	<b>Correspondence about pricing</b>
<b>5</b>	<b>Budget Schedule</b>
<b>6</b>	<b>Bank account statement 6 June 2019</b>
<b>7</b>	<b>Volunteer hours schedule</b>
<b>8</b>	<b>Correspondence/ quotes from event service providers</b>
<b>9</b>	<b>Quotes for consumables</b>
<b>10</b>	<b>Quote - Top Print Kaitaia</b>
<b>11</b>	<b>Quote - Live Wire Media</b>
<b>12</b>	<b>Quote - North Hire Marquees</b>
<b>13</b>	<b>Quote - Kerikeri Party Hire</b>
<b>14</b>	<b>Quote - Top Hire Marquees</b>
<b>15</b>	<b>Quote - Bridge Recording</b>
<b>16</b>	<b>Quote - AoN - Public Liability Insurance</b>
<b>17</b>	<b>Quote - Whalers Museum</b>
<b>18</b>	<b>Quote - Music &amp; Yoga</b>
<b>19</b>	<b>Quote - DBay Hire</b>
<b>20</b>	<b>Health &amp; Safety Plan</b>
<b>21</b>	<b>Site Plan</b>

## **9 INFORMATION REPORTS**

### **9.1 COMMUNITY AND CUSTOMER SERVICES REPORT 1 JANUARY - 30 JUNE 2019**

**File Number:** A2570226

**Author:** Jacine Warmington, Manager - Community and Customer Services

**Authoriser:** Dean Myburgh, General Manager - District Services

#### **PURPOSE OF THE REPORT**

The purpose of the report is to provide information to the Te Hiku Community Board for the community and customer service activities.

#### **EXECUTIVE SUMMARY**

This information-only report is provided as an update to the Community Board.

#### **RECOMMENDATION**

**That the Te Hiku Community Board receive the report Community and Customer Services Report 1 January - 30 June 2019.**

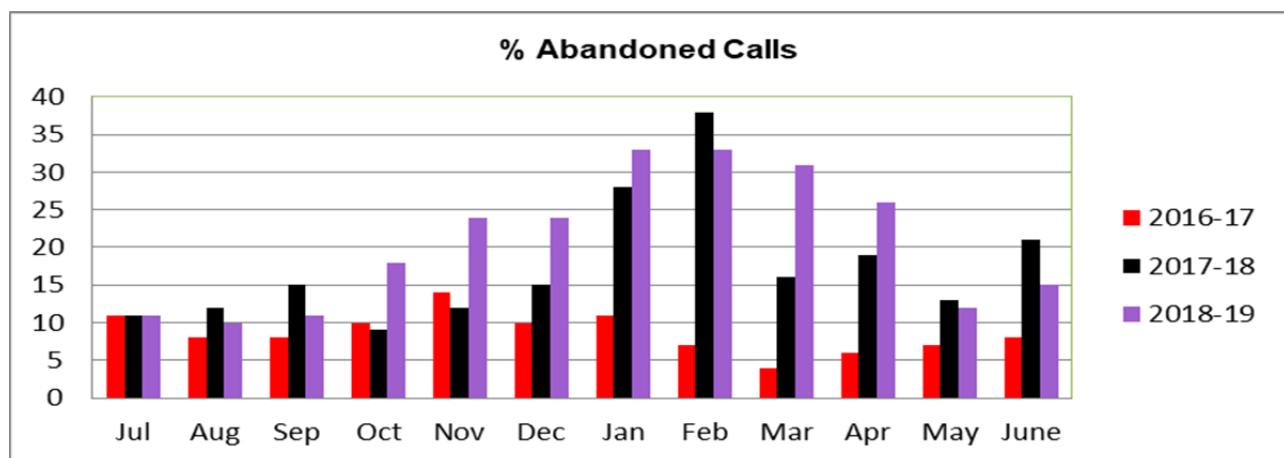
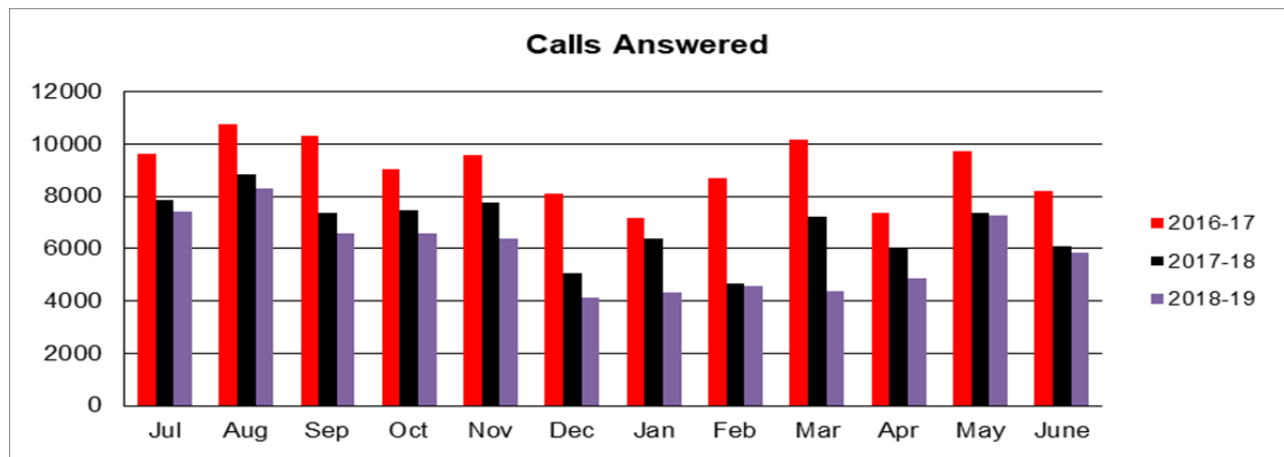
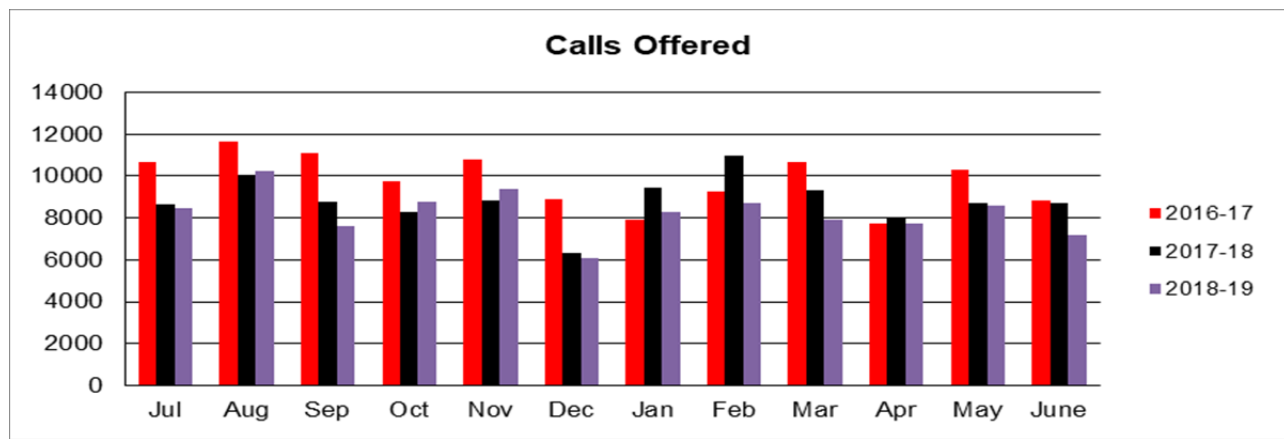
#### **BACKGROUND**

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

#### **Contact Centre**

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





### **Libraries**

- Commencement of the new Manager – Libraries and Museum (oversees the six District Libraries and Museum @Te Ahu) occurred in March.

### **Library highlights for the period January 1 – June 30 2019 include:**

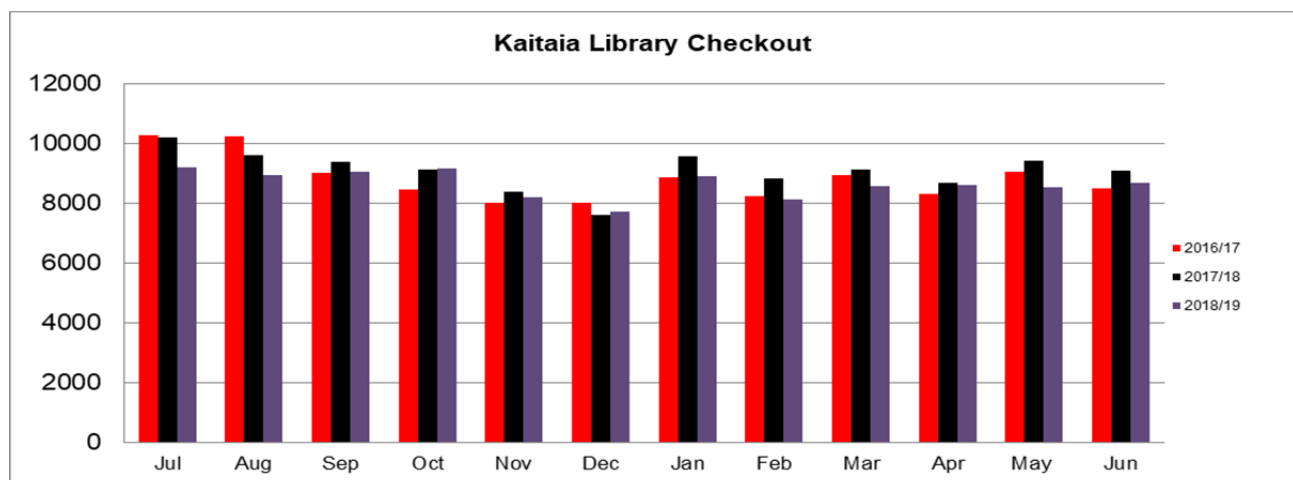
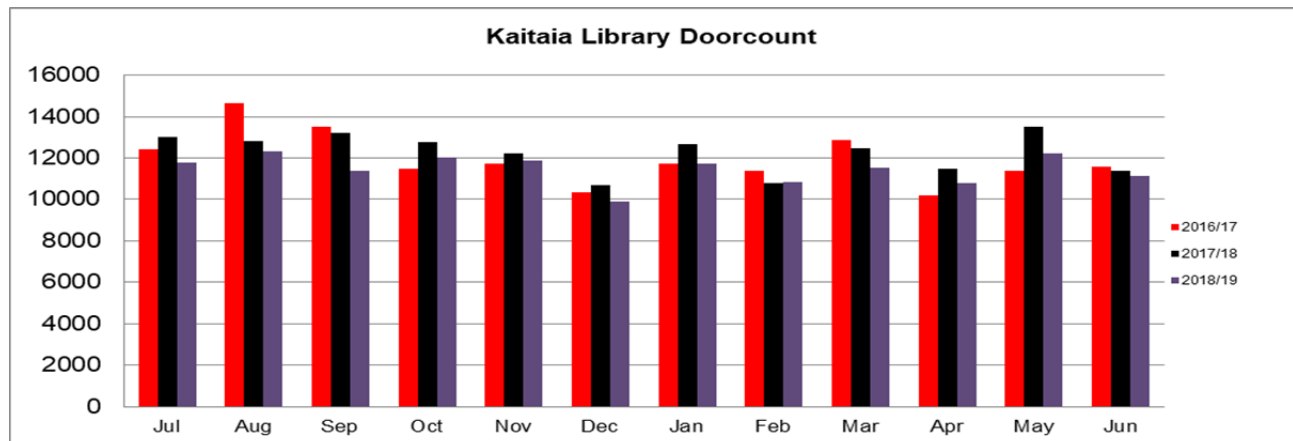
- Regional initiative, children create wreaths for councillors to place at cenotaphs
- Established Babies in the Library day
- The Senior Librarian's goat visited the library and was a great hit with adults and kids alike
- Supporting local students in their Duke of Edinburgh awards
- National Simultaneous Storytime with a large group of children

- Day of music with local musicians much enjoyed by the community
- Kaitaia College students performances for Music Month and NCEA credits
- Kaitaia Library topped the leader board for Spark Jump modems issued in May

### Spark Jump

Spark Jump is a programme being run at Kaitaia Library in partnership with the 20/20 Trust and the Spark Foundation. The partnership enables libraries to provide modems to families with a student at home free of charge. The families can then access low cost, pay-as-you-go access to the internet through \$10 top-ups.

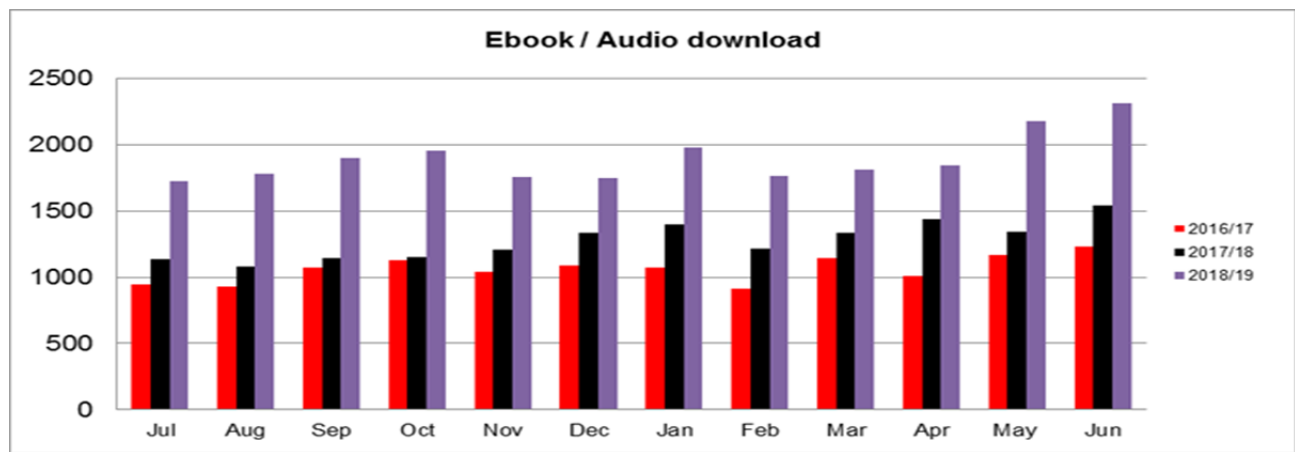
This programme has proven to be effective in the Kaitaia area. Kaitaia Library connected more families with modems and the internet than any other provider across New Zealand in May 2019.



### eResources

The increase in eResources shows continued growth due to recent additions to collections and the success of the Te Tai Tokerau consortium with Whangarei and Kaipara Libraries which has resulted in an increased pool to borrow from.





## 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

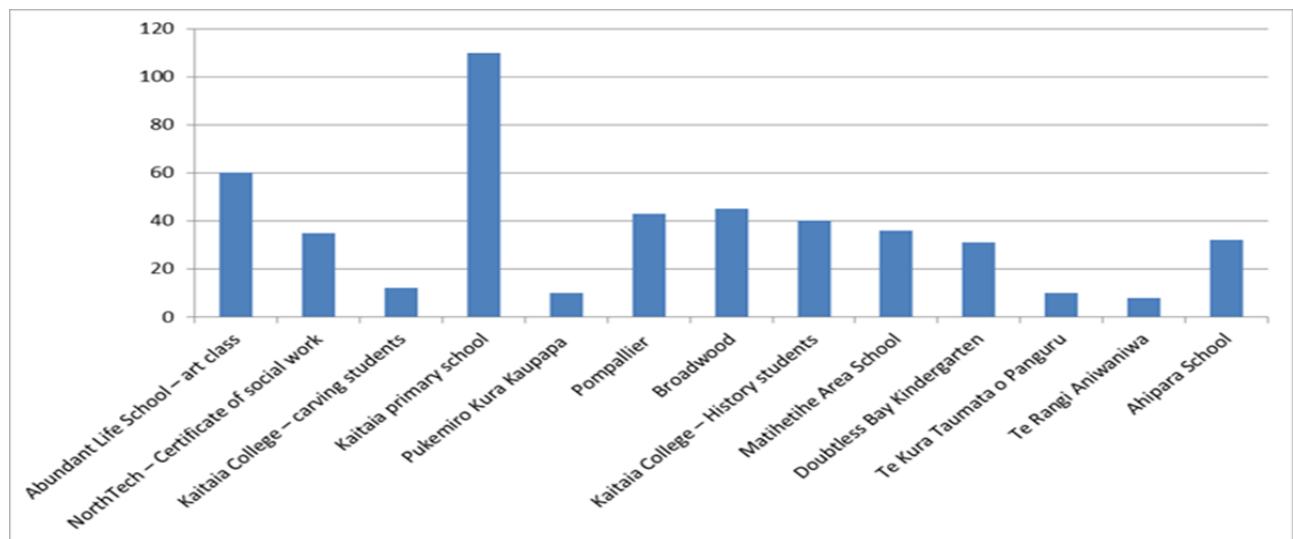
- Matariki Event June – August 2018. *Tuia te kaakaa, whatu te kakahu exhibition Stories woven into cloaks* – iwi collaboration with Te Rarawa
- Matariki Event June – August 2018. *Nga Tohu o Te Hou, signs of the New Year*. An art exhibition of 4 emerging Maori artists in Te Hiku.
- Armistice Exhibition – 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

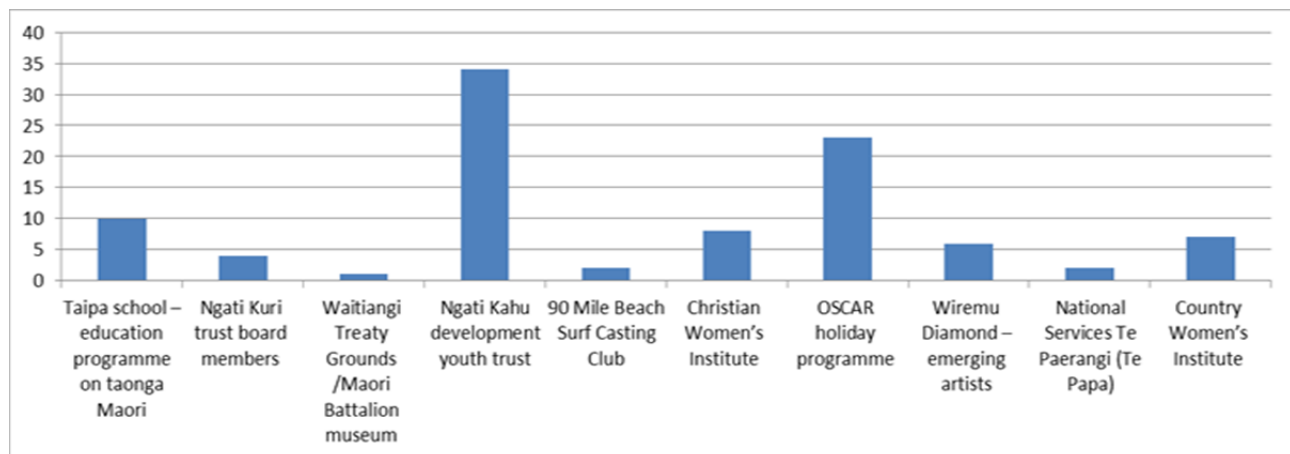
Museum Facebook has increased in popularity from 86 people liking the page 18 months ago to 1,239 people with 1,239 following the updates. In the last 12 months the museum has posted 35 stories highlighting our photographic collections, plus 25 stories of upcoming events, visitors and current affairs.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

### Visits

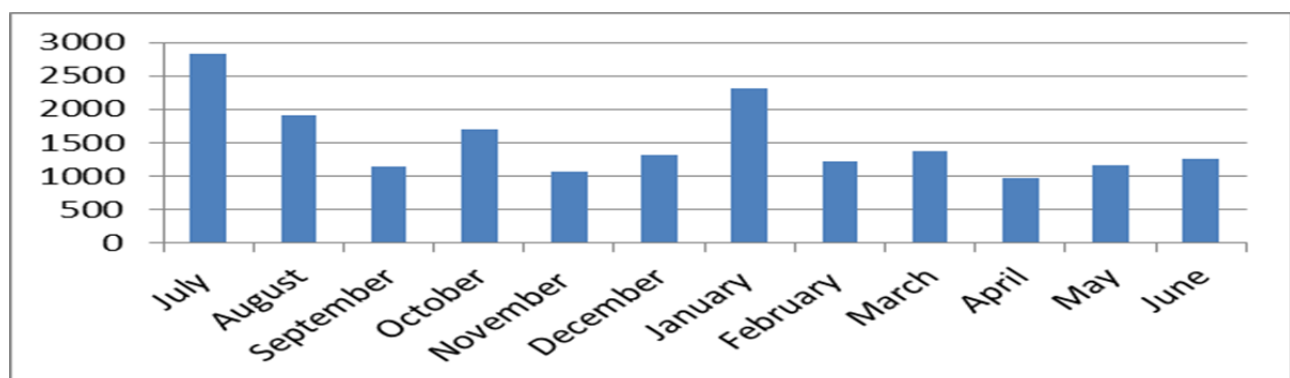
#### Schools



## Groups



## Door Count



## Volunteer Hours

Volunteer hours rose to 283.4 hours. This is due to the fact we have more people volunteering and we have 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.

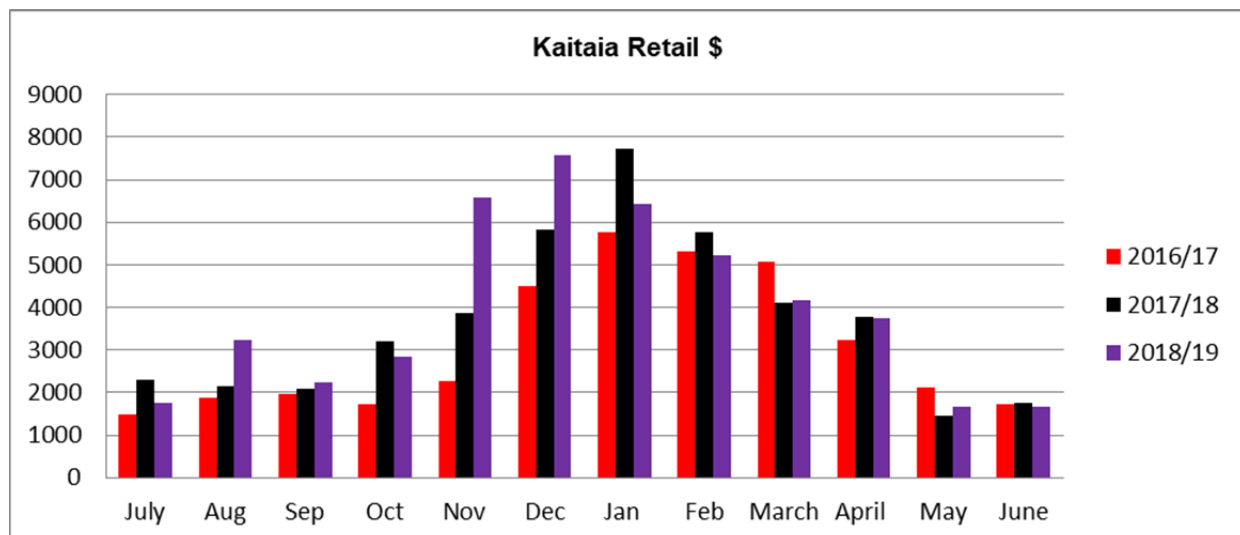
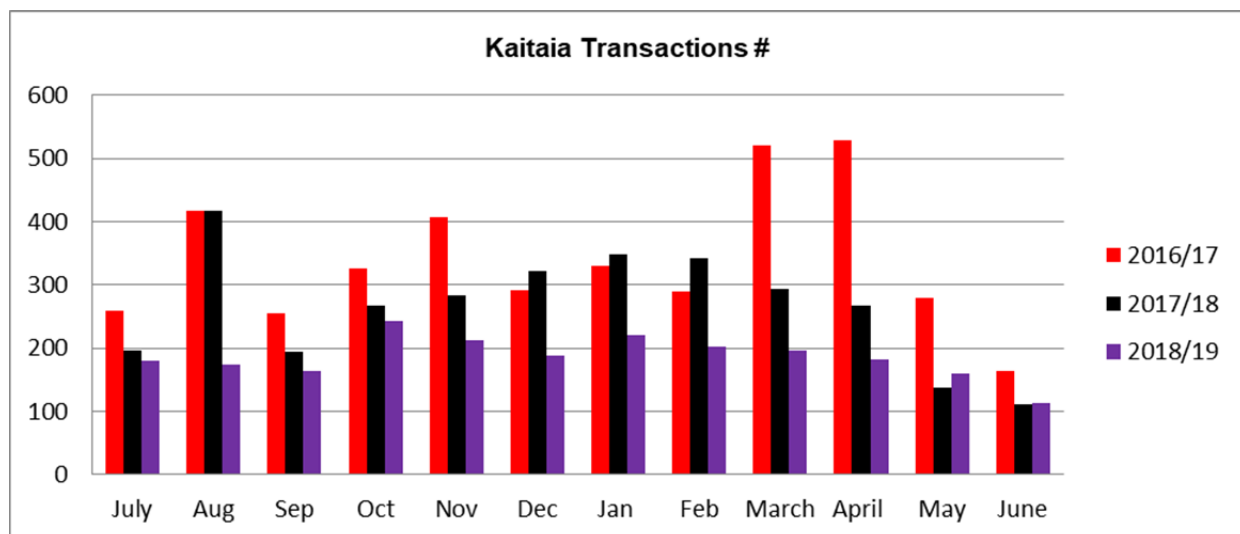
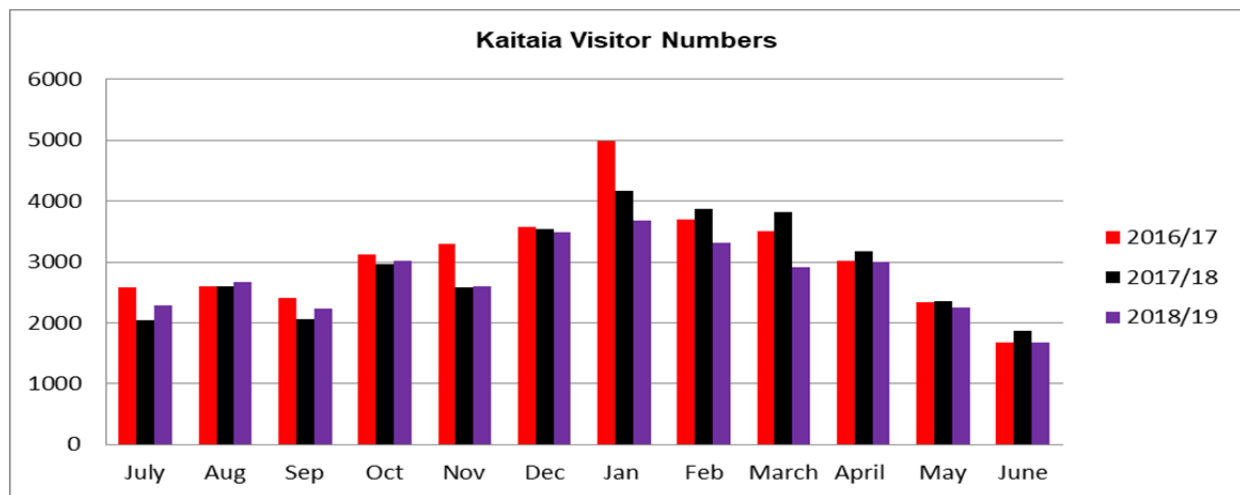
**Total: \$332,500.00**

**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.

**Kaitia (Far North) i-SITE**

- Visitor numbers over the last six months have been steady with both domestic and international visitors coming in. However, there has been a small drop off over January and February.
- Retail sales are going very well.
- People walking the Te Araroa trail are visiting asking questions about the trail.
- It is proving difficult to make bookings and closing sales as people are wanting the information but doing the bookings themselves or waiting until they get to the area before they book.
- Participated in i-SITE NZ's freedom camping campaign which is supporting responsible camping.
- Four motels have been sold and are no longer operating as motels but as Housing NZ Emergency Housing. Motel stocks have been seriously depleted over the last year or so.



### **Cemeteries - Sexton Services**

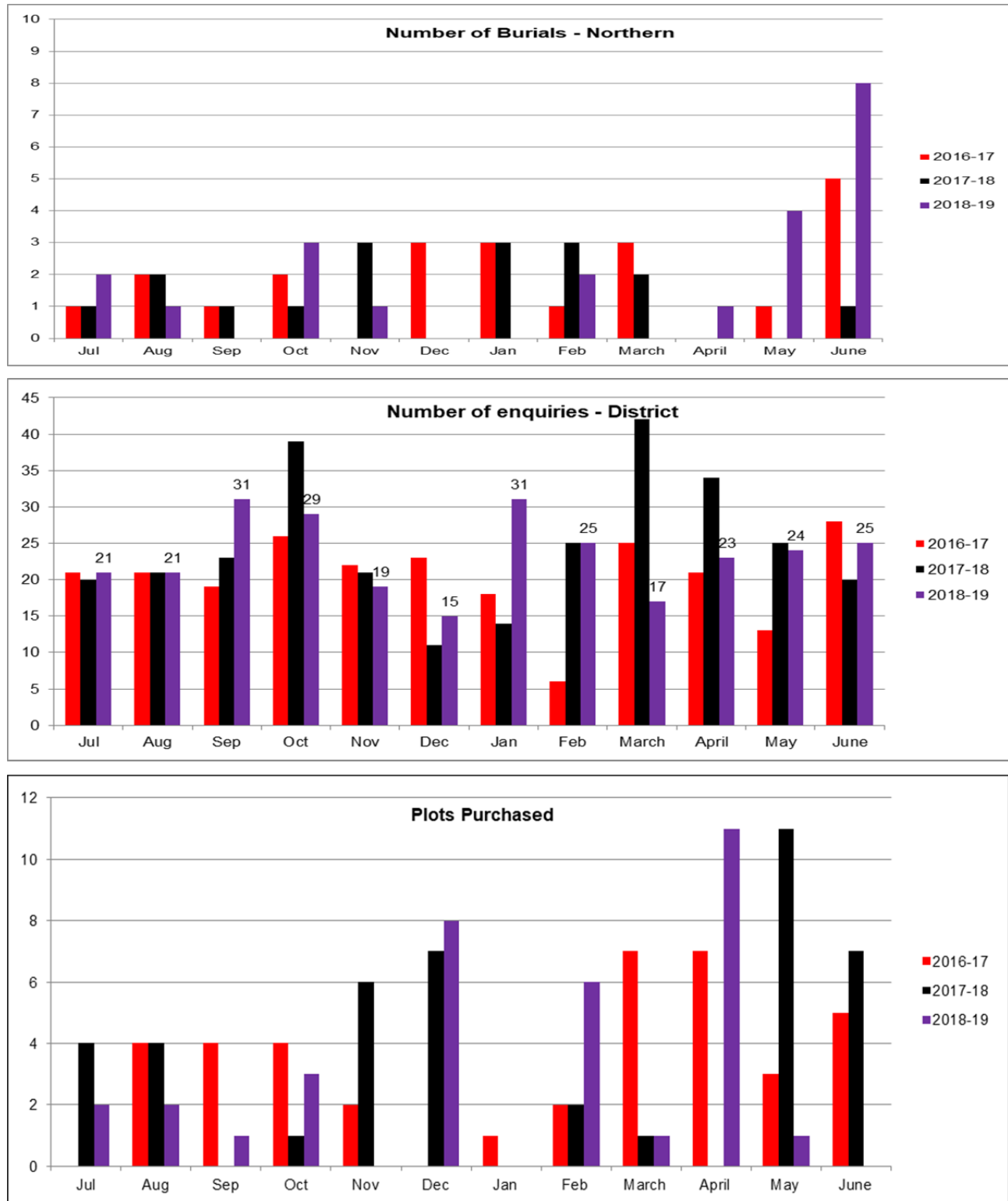
Council manages the Kaitaia public cemetery on Pukepoto Road and the Totara North public cemetery on Totara North School Road under the legislation of the Burial and Cremation Act 1964 and Far North District Council By-Law 1401-1442.

There were 10 full burials and 5 ash burials in the Te Hiku area from January to the end of June, well above the monthly average of 1.1 per month. There was also one disinterment carried out in the Kaitaia Cemetery.

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 Totara North Cemetery. There has been a higher number of burials and plot reservations in this cemetery during the past six months.

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.

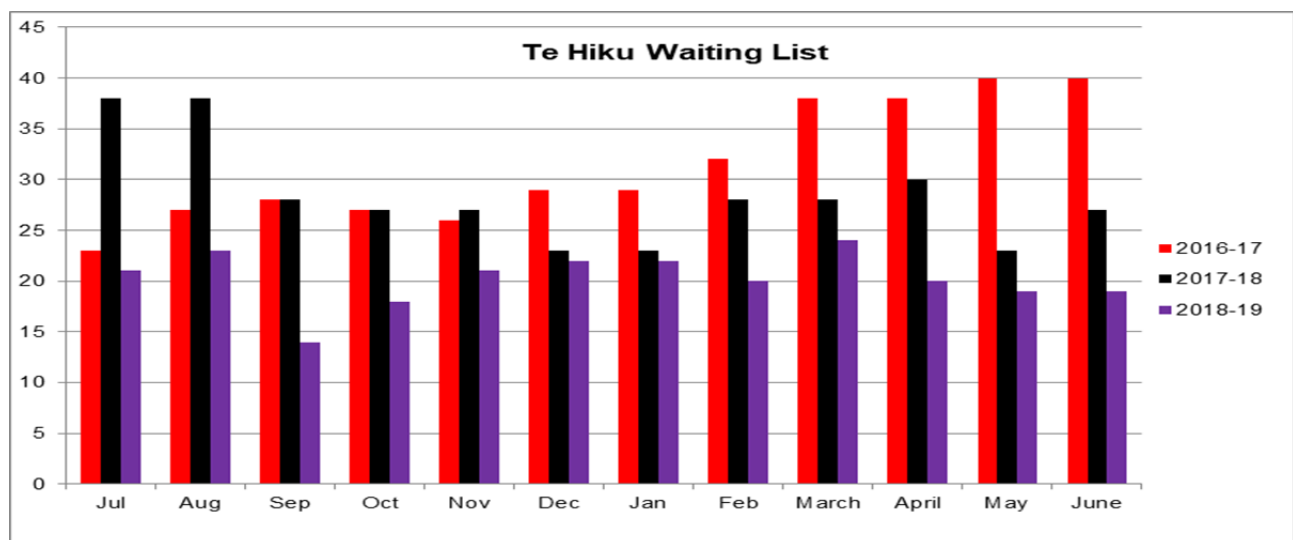
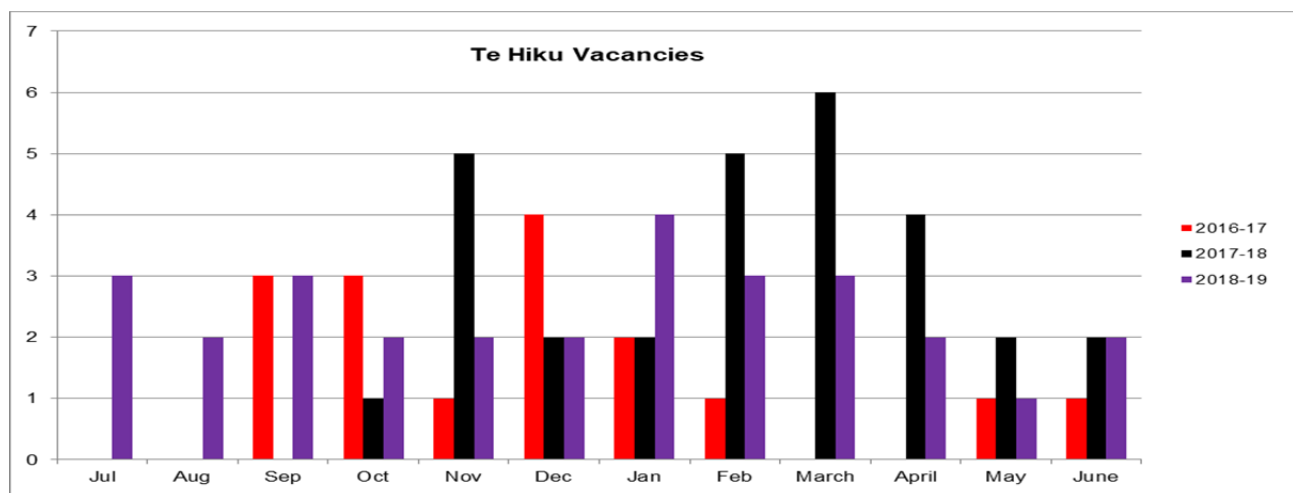


### **Housing for the Elderly**

Council owns and rents out 147 Housing for the Elderly units and bedsits overall. In the Te Hiku area there are Villages at:

<b><u>Locations</u></b>	<b><u>One bedroom</u></b>	<b><u>Current Vacancies</u></b>
Ahipara	6	0
Awanui	12	0
Oxford Street, KTA	26	2
Puckey Ave, KTA	22	0

During the period 1 January – 30 June 2019 five units were vacated and four new tenancies commenced. Currently there are two units under-going 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 <a href="#">Council's Significance and Engagement Policy</a>	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.	The Chief Financial Officer has reviewed this report.

**10 MEETING CLOSE**