



# AGENDA

## Bay of Islands-Whangaroa Community Board Meeting

# Monday, 23 September 2019

Time: Location: 10.00 am Paihia War Memorial Hall 8 Williams Road Paihia

Membership:

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

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

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

#### Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

#### Terms of Reference

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

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

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

#### Protocols

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

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

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

#### BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Saltwater Trust	Trustee		
Belinda Ward	Ward Jarvis Family Trust	Trustee		
(Partner)	Kenneth Jarvis Family Trust	Trustee		
	Saltwater Trust	Trustee		
Bruce Mills	No form received			
Manuwai Wells	No form received			
Cr Kelly	Office manager at Kinghans.			
Stratford	Denture assistant at Kawakawa denture Services self-employed as book keeper Kelly@ksbookkeeoing.net	None	None	
	KS Bookkeeping and Administration	Business owner, bookkeeping and development of environment management plans for clients.	None perceived	I'd step aside from decisions that arise, that may have conflicts.
	Kinghans Accounting	Office Administration	None perceived	Step aside from decisions that arise, that may have conflicts.
	Waikare Marae Trustees	Trustee	May be perceived conflicts	Case by case basis
	Kawakawa Business & Community Association	Committee member/newsle tter editor and printer	None perceived	If there was a perceived conflict, I will step aside from decision making
	Bay of Islands College	Parent elected trustee	None perceived	If there was a perceived conflict, I will step aside from decision making
	Karetu School Bay Cosmos Soccer	Parent elected trustee. Committee member and coach	None perceived	If there was a perceived conflict, I will step aside from decision making
	Property in Waikare and Moerewa			If there was a perceived conflict, I will step aside from decision making
	Sister is employed by Far North District Council			Will not discuss any matters regarding her role or my role as Councillor that are confidential.
	Coffee and food	Ratepayers sometimes 'shout' food and beverage	Bias or pre- determination	Case by case

Name Responsibility		Declaration of		Member's Proposed	
Chairperson etc)		Interests		Management Plan	
Kelly Stratford (Husband)	Property in Moerewa		N/A	N/A	

#### Far North District Council

### Bay of Islands-Whangaroa Community Board Meeting will be held in the Paihia War Memorial Hall, 8 Williams Road, Paihia on: Monday 23 September 2019 at 10.00 am

#### **Order Of Business**

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#### 1 APOLOGIES AND CONFLICTS OF INTEREST

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

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

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

#### 2 PUBLIC FORUM

#### 3 **DEPUTATIONS**

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

#### 4 SPEAKERS

- 10.30 am Representative from Eddie Trust
- 10.35 am Representative from Bay of Islands Animal Rescue Trust
- 10.40 am Representative from Bay of Islands Arts Festival Trust
- 10.45 am Representative from Bay of Islands Community Centre Association
- 10.50 am Representative from Be Free Incorporated
- 10.55 am Representative from Kawakawa Hundertwasser Park Charitable Trust
- 11.00 am Representative from Kerikeri Sports Complex Incorporated
- 11.05 am Representative from Living Waters Bay of Islands
- 11.10 am Representative from Matauri Marae Trustees

#### 5 CONFIRMATION OF PREVIOUS MINUTES

#### 5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number:	A2628252
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

The minutes are attached to allow the Bay of Islands-Whangaroa Community Board to confirm that the minutes are a true and correct record of the previous meeting.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 12 August 2019 are a true and correct record.

#### 1) BACKGROUND

Local Government Act 2002 clause 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### 2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Bay of Islands-Whangaroa Community Board Standing Orders Section 27.3 states that "no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness".

#### Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

#### ATTACHMENTS

1. 2019-08-12 Unconfirmed Bay of Islands-Whangaroa Community Board Minutes - A2601870 U

#### Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	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 (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as a true and correct record, any interest that affect other people should be considered as art of the individuals report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

#### MINUTES OF FAR NORTH DISTRICT COUNCIL BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING HELD AT THE THE ORDER OF SAINT JOHN HALL, 121 GILLIES STREET, KAWAKAWA ON MONDAY, 12 AUGUST 2019 AT 10.00 AM

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

#### IN ATTENDANCE:

**STAFF PRESENT:** Steve Little – 3 Waters Operations, Jaco Cronje – Project Manager Footpaths and Cycleways, Nicole Wooster – Executive Liaison, Kim Hammond – Meetings Administrator

#### 1 APOLOGIES AND CONFLICTS OF INTEREST

Chairperson Terry Greening declared a conflict of interest in relation to item 7.5 Application for Funding – Bay of Islands Walking Weekend Charitable Trust, due to being the Chairman of the organisation.

Member Rachel Smith declared a conflict of interest in relation to item 7.3 Road Naming Report, due to her father in law living on the road being named.

#### 2 PUBLIC FORUM

There were no members of the public present wishing to speak to the meeting.

#### 3 **DEPUTATIONS**

There were no deputations for this meeting.

#### 4 CONFIRMATION OF PREVIOUS MINUTES

#### 4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2576971, pages 9 - 17 refers.

#### **RESOLUTION 2019/67**

Moved: Member Bruce Mills Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 1 July 2019 are a true and correct record.

CARRIED

Abstained: Member Manuwai Wells

#### 5 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

#### 5.1 ROAD NAMING - 17A KERIKERI INLET ROAD, KERIKERI

Agenda item 6.1 document number A2556486, pages 18 - 28 refers.

#### **RESOLUTION 2019/68**

Moved: Member Lane Ayr Seconded: Cr Kelly Stratford

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

CARRIED

#### 5.2 ROAD NAMING - TE WAIRERE CRESCENT, KERIKERI

Agenda item 6.2 document number A2571462, pages 29 - 38 refers.

#### **RESOLUTION 2019/69**

Moved: Member Martin Robinson Seconded: Member Lane Ayr

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

CARRIED

### 5.3 EASEMENT OVER LOCAL PURPOSE (UTILITY RESERVE) LOT 33 DP166614 - LANDING ROAD, KERIKERI (RC 2190583)

Agenda item 6.3 document number A2560772, pages 39 - 46 refers.

#### **RESOLUTION 2019/70**

Moved: Chairperson Terry Greening Seconded: Member Bruce Mills

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

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

CARRIED

Against: Cr Kelly Stratford, Members Lane Ayr and Belinda Ward

#### 6 SPEAKERS

June Pitman representative from Te Runanga o Ngāti Rēhia, spoke in regards to their funding application, agenda item 7.9 refers.

Jonathan Foley representative from Kerikeri Open Art Studio Trust (KOAST), spoke in regards to their funding application, agenda item 7.7 refers.

At 10:43 am, Member Martin Robinson left the meeting. At 10:45 am, Member Martin Robinson returned to the meeting.

Di Maxwell representative from Te Pokapū Tiaki Taiao o Te Tai Tokerau Trust, spoke in regards to their funding application, agenda item 7.8 refers.

#### 5 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP CONTINUED

#### 5.4 BAY OF ISLANDS-WHANGAROA FOOTPATHS PROGRAMME 2019/20 AND 2020/21

Agenda item 6.4 document number A2566582, pages 47 - 52 refers.

#### SUSPENSION OF STANDING ORDERS

#### **RESOLUTION 2019/71**

Moved: Cr Kelly Stratford Seconded: Member Manuwai Wells

A motion was moved that the Community Board suspend Standing Orders 20 – General Rules of Debate.

CARRIED

#### **RESUMPTION OF STANDING ORDERS**

#### **RESOLUTION 2019/72**

Moved: Chairperson Terry Greening Seconded: Cr Kelly Stratford

A motion was moved that the Community Board resume Standing Orders 20 – General Rules of Debate.

CARRIED

#### RECOMMENDATION

Moved: Member Rachel Smith Seconded: Member Bruce Mills

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

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

#### AMENDMENT

Moved: Member Rachel Smith Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board:

a) agrees to the revised footpath programme as follows:

Kerikeri Road – Greenway Drive, The Ridge, Aranga Road to shops Opua: Kellet Street at Opua School Mission Road Long Beach Road footpath corner to carpark Length of Blacks Road

Te Taui Road to Matauri Bay School link

- b) recommend that the Far North District Council complete Snowden Ave, Moerewa and School Road, Totara North footpaths as additional capital works projects in 2020/2021.
- c) Request that the Far North District Council increase the budget of the Community Board's Footpath allocation in the next Annual Plan/Long Term Plan.

The amendment became the substantive motion

#### **RESOLUTION 2019/73**

Moved: Member Rachel Smith Seconded: Member Bruce Mills

#### That the Bay of Islands-Whangaroa Community Board:

a) agrees to the revised footpath programme as follows:

Kerikeri Road – Greenway Drive, The Ridge, Aranga Road to shops Opua: Kellet Street at Opua School Mission Road Long Beach Road footpath corner to carpark Length of Blacks Road

Te Taui Road to Matauri Bay School link

- b) recommend that the Far North District Council complete Snowden Ave, Moerewa and School Road, Totara North footpaths as additional capital works projects in 2020/2021.
- c) request that the Far North District Council increase the budget of the Community Board's Footpath allocation in the next Annual Plan/Long Term Plan.

CARRIED

#### Attachments tabled at meeting

1

Tabled Document - Updated Footpath Budget and Matrix

At 11.18 am, Chairperson Terry Greening left the meeting and Deputy Chairperson Belinda Ward took the Chair. At 11.20 am, Chairperson Terry Greening returned to the meeting and resumed the chair.

The meeting was adjourned from 11.52 am to 12.34 pm.

#### 6 CORPORATE SERVICES GROUP

#### 6.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 7.1 document number A2588610, pages 53 - 55 refers.

#### **RESOLUTION 2019/74**

Moved: Chairperson Terry Greening Seconded: Member Rachel Smith

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

CARRIED

#### Attachments tabled at meeting

1 Tabled Document - Productive Riparian Buffers - Literature Review

#### 6.2 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 JUNE 2019

Agenda item 7.2 document number A2573714, pages 56 - 59 refers.

#### **RESOLUTION 2019/75**

Moved: Member Belinda Ward Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 30 June 2019".

CARRIED

#### 6.3 ROAD NAMING REPORT

Agenda item 7.3 document number A2568864, pages 60 - 67 refers.

#### RECOMMENDATION

Moved: Member Manuwai Wells Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board:

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

#### AMENDMENT

Moved: Member Manuwai Wells Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board agrees that the report "Road Naming Report" be left to lie on the table until documents showing consultation with iwi and property owners can be provided.

The amendment became the substantive motion

#### **RESOLUTION 2019/76**

Moved: Member Manuwai Wells Seconded: Member Martin Robinson

That the Bay of Islands-Whangaroa Community Board agrees that the report "Road Naming Report" be left to lie on the table until documents showing consultation with iwi and property owners can be provided.

CARRIED

#### 6.4 FUNDING PROJECT REPORTS

Agenda item 7.4 document number A2537075, pages 68 - 84 refers.

#### **RESOLUTION 2019/77**

Moved: Member Belinda Ward Seconded: Member Martin Robinson

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

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

CARRIED

At 12.56 pm, Chairperson Terry Greening left the meeting and Deputy Chairperson Belinda Ward took Chair.

#### 6.5 APPLICATION FOR FUNDING - BAY OF ISLANDS WALKING WEEKEND CHARITABLE TRUST

Agenda item 7.5 document number A2586112, pages 85 - 95 refers.

#### **RESOLUTION 2019/78**

Moved: Member Belinda Ward Seconded: Member Rachel Smith

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

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

CARRIED

At 1.02 pm, Chairperson Terry Greening returned to the meeting and resumed the Chair.

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

Agenda item 7.6 document number A2540109, pages 96 - 105 refers.

#### **RESOLUTION 2019/79**

Moved: Chairperson Terry Greening Seconded: Member Rachel Smith

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

#### i. Proud, vibrant communities.

CARRIED

#### 6.7 APPLICATION FOR FUNDING - KERIKERI OPEN ART STUDIOS TRAIL (KOAST)

Agenda item 7.7 document number A2577564, pages 106 - 115 refers.

#### **RESOLUTION 2019/80**

Moved: Cr Kelly Stratford Seconded: Member Bruce Mills

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

i. Proud, vibrant communities.

CARRIED

#### 6.8 APPLICATION FOR FUNDING - TE POKAPŪ TIAKI TAIAO O TE TAI TOKERAU TRUST

Agenda item 7.8 document number A2565665, pages 116 - 125 refers.

#### **RESOLUTION 2019/81**

Moved: Member Manuwai Wells Seconded: Cr Kelly Stratford

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,880 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Pokapū Tiaki Taiao o Te Tai Tokerau Trust, on behalf of Ecocentre Kaitaia/Far North Environment Centre for the contractor fess for the Timebank Coordinator for a period of six months, to support the following Community Outcome:

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

CARRIED

#### 6.9 APPLICATION FOR FUNDING - TE RUNUNGA O NGĀTI REHIA

Agenda item 7.9 document number A2589007, pages 126 - 135 refers.

#### **RESOLUTION 2019/82**

Moved: Member Belinda Ward Seconded: Member Rachel Smith

That the Bay of Islands-Whangaroa Community Board approve the sum of \$16,600 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Rununga o Ngāti Rehia on behalf of Tūhono Kerikeri Partnership Project for entertainment, equipment hire, traffic management and security, St Johns, Waste Management and hireage of photographer/videographer, to support the following Community Outcomes:

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

CARRIED

#### 6.10 APPLICATION FOR FUNDING - TE TIRITI O WAITANGI KŌMITI

Agenda item 7.10 document number A2567147, pages 136 - 145 refers.

#### **RESOLUTION 2019/83**

Moved: Member Martin Robinson Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board:

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

CARRIED

#### 7 INFORMATION REPORTS

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

Agenda item 8.1 document number A2566640, pages 146 - 160 refers.

#### **RESOLUTION 2019/84**

Moved: Chairperson Terry Greening Seconded: Member Bruce Mills

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

CARRIED

#### 8 MEETING CLOSE

#### The meeting closed at 1.30 pm.

### The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting to be held on 23 September 2019.

.....

CHAIRPERSON

#### 6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

#### 6.1 NEW VODAFONE LICENCE - TELECOMMUNICATIONS FACILITY - LOCAL PURPOSE (QUARRY) RESERVE, WHAKARARA ROAD, MATAURI BAY

File Number:	A2626433
Author:	Kaye Lethbridge, Property Legalisation Officer
Authoriser:	Andy Finch, General Manager - Infrastructure and Asset Management

#### PURPOSE OF THE REPORT

This reports seeks a recommendation from the Bay of Islands-Whangaroa Community Board on a request from Vodafone for a new licence to continue to operate the telecommunications facility at Whakarara Road, Matauri Bay and to provide for the co-location of 2Degrees and possibly Spark in the future.

#### EXECUTIVE SUMMARY

- Vodafone's licence to operate the telecommunications facility on the local purpose (quarry) reserve at Whakarara Road, Matauri Bay expires in September this year (2019).
- Vodafone has requested a new licence to continue to operate the cell tower and to provide for the co-location of 2Degrees and possibly Spark in the future.
- Licence term to be 10 years with a renewal term of 10 years.
- Annual rental \$9,000 plus GST (if any) with a 3-yearly rent review linked to the Consumer Price Index.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board recommends that Council:

In its role as administering body of the local purpose (quarry) reserve and pursuant to its powers under Section 48A of the Reserves Act 1977, grants a licence to Vodafone to operate a telecommunications facility over 510m2 of local purpose (quarry) reserve, being Section 3 Block XIII Whakarara Survey District.

In its role as the Minister of Conservation's delegate, consents to the granting of the aforementioned licence.

The terms of the licence shall be:

Term: 10 years

Renewal term: 10 years

Annual rental: \$9,000 plus GST (if any)

Rent review: 3 yearly from commencement date; linked to Consumer Price Index (CPI).

#### 1) BACKGROUND

In July 1999 Council's Works Committee consented to Vodafone erecting a "mobile phone aerial" on disused quarry land, Whakarara Road, Matauri Bay. The application was to establish a telecommunications facility comprising a monopole mast 15 metres in height and 6 antennas, an equipment shelter and access formation. The National Radiation Laboratory concluded that exposures would be very low compared with the limits prescribed in NZA 2772.1:199 and that the proposed cell phone base station would not pose a health hazard to people who live or work in the local community.

In April 2001 Council notified Vodafone's application (RC2010342) in accordance with the Resource Management Act 1991. Submissions received as a result of the public notification showed that the facility was keenly supported. The proposal was not separately notified pursuant to the Reserves Act as staff concluded that the use of the site would not adversely affect the public's access to the reserve because it had been closed to the public for safety reasons. In August 2001 the Department of Conservation, pursuant to s48A Reserves Act 1977 consented to a licence for a telecommunications facility and to the construction and maintenance of an access track.

#### Renewal and equipment changes

In February 2004 Vodafone advised Council of their intention to make changes to the tower equipment i.e. install one 2.3m (approximately) panel antenna to increase the number of antennae on site from 5 to 6, and to install additional or replacement equipment mounts, lines, cables, cable trays and such other ancillary work as may be required to effect the changes detailed above.

In April 2004 Vodafone requested a renewal of the licence term for a further 5 years with a final termination date of 15 September 2019. Council staff consented to the tower equipment changes and to the renewal.

#### 2) DISCUSSION AND OPTIONS

The current Vodafone proposal is for two additional antennas to be attached to the cell tower plus equipment cabinets at the base of the tower to accommodate 2Degrees and possibly Spark. The intention is to swap out the head of the 15 - 20 meter tower to a ring-head to accommodate all antennas. Vodafone has stated that the tower will remain at 15 - 20 metres high. 2Degrees are planning to add three antennas, shown on the ring-frame plan at 320, 220 and 90 degrees. Vodafone will install, operate and maintain the facility as usual.

The licensed area is approximately 510m2 of Section 3 Block XIII Whakarara Survey District and includes maintenance of the access track.

#### Cumulative effects of radio emissions

2Degrees advised Council staff (see letter dated 30 July 2018) they were satisfied that if the facility had become operational as at 30 July 2018 the predicted cumulative radiofrequency field levels at places in the vicinity of the facility, that are reasonably accessible to the general public, would not reach or exceed 25% of the maximum level authorised by NZS 2772: Part 1:1999 Radiofrequency Fields Part 1 – Maximum Exposure Levels – 3 Khz to 30 GHz.

Council's planning staff stated that if the proposal complies with the standards, which staff have been advised that it does, then it is a permitted activity under the District Plan rules, and no resource consent is required.

#### Reserves Act 1977 (s.48A), Council Policy

Council has the power by way of the 2013 ministerial delegation (under certain criteria) to approve the granting of a licence over a reserve and to set conditions. Council has delegated to the Community Board the authority to make recommendations in regard to the use of reserves which are not contemplated by an existing reserve management plan, providing these are consistent with Council policy and the Reserves Act 1977.

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

Council previously considered and consented to Vodafone's use of the local purpose (quarry) reserve; the cell tower exists and is in use. Council staff on advice received from Vodafone consider the proposed "add-ons" are not likely to materially alter the reserve and the rights of the public are not likely to be changed; therefore public notice of the "add-ons" is not required under the Reserves Act 1977. This application for a new licence requires Council consent on two counts

i.e. in its role as the administering body of the reserve and in its role as the delegate of the Minister of Conservation.

Council's Reserves Policy does not apply to existing public utility works such a power poles, power lines, sewage pump stations etc.

#### Licence terms

Term:	10 years
Renewal term:	10 years
Annual rental:	\$9,000 per annum plus GST (if any)
Rent reviews:	3 yearly from commencement date, linked to Consumer Price Index (CPI).

#### Reason for the recommendation

The local purpose (quarry) reserve is not currently required for alternative use; the telecommunications facility exists and is in use. The community will benefit from the improved facility i.e. communication quality will be enhanced.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Council will receive an annual rental for the use of the land and Vodafone will maintain the facility and the access track.

#### ATTACHMENTS

- 1. Vodafone 2Degrees aerial map A2626145 😃 🛣
- 2. Vodafone 2Degrees site layout and ring-head plans A2626152 U
- 3. 2Degrees letter cummulative RF Emissions A2626138 😃 🛣

#### **Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	Low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The licence has been considered under the Reserves Act 1977 and Council's Reserves Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The licence proposal has community interest and a Community Board recommendation is sought.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There is no specific cultural significance attached to this proposal.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities.	The new licence proposal is in essence a continuation of an existing use.
State the financial implications and where budgetary provisions have been made to support this decision.	Council will receive an annual rental and there are no associated costs for Council.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report







Bay of Islands-Whangaroa Community Board Meeting Agenda



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30 July 2018

Far North District Council 5 Memorial Avenue Private Bag 752 Kaikohe 0440

### RE: Cumulative RF Emissions at Two Degrees Mobile Limited Telecommunications Facility in Wainui Rd, Matauri Bay (2degrees Ref NTH-001-051-A).

This letter is to address the cumulative effects of radio emissions to further the information submitted to Council (at the above mentioned address) as required in the NES Regulations (2016), Regulation 55. It is also prepared in accordance with NZS 2772.2: 2016 Radiofrequency Radiation: Part 2: Principles and Methods of Measurement 3 kHz to 300 GHz. Please note all Two Degrees Mobile Limited site installations are planned and operated in accordance with NZS2772:Part 1:1999 Radiofrequency Fields Part 1 – Maximum exposure levels 3kHz – 300 GHz.

2degrees intend to install, operate and maintain the facility at a total height of 20.0m at the above address. The public cannot get closer to the antennas other than directly below the antennas at ground level.

I have examined the above site in terms of the proposed Two Degrees Mobile Limited facility antennas, the physical environment and the predicted RF emission levels of the proposed antennas and those of any existing service providers (including those of the existing Vodafone and proposed Spark facilities). I am satisfied that if the proposed facility were to become operational today the predicted cumulative radiofrequency field levels at places in the vicinity of the facility that are reasonably accessible to the general public will not reach or exceed 25% of the maximum level authorized by NZS 2772: Part 1:1999 Radiofrequency Fields Part 1 – Maximum Exposure Levels – 3 kHz to 300 GHz.

Any reasonably accessible nearby areas of adjoining and surrounding properties have been taken into account for this assessment.

Yours sincerely,

Michael Wilson RAN Engineer **Two Degrees Mobile Limited** 

@ +64 9 919 7000 0 +64 9 919 7001 @ 2degreesmobile.co.nz

Two Degrees Mobile Limited, 47–49 George St, Newmarket, Auckland, 1023, New Zealand Postal address PO Box 8355, Symonds Street, Auckland 1150, New Zealand

#### 7 STRATEGIC PLANNING AND POLICY GROUP

#### 7.1 KERIKERI DOMAIN GOVERNANCE REPORT

File Number:	A2593998
Author:	Rachael Pull, Specialist Planner - Urban Design
Authoriser:	Sheryl Gavin, General Manager Strategic Planning and Policy (Acting)

#### PURPOSE OF THE REPORT

To provide an update on the recommendation going forward to Council to establish a governing body for the Kerikeri Domain.

#### **EXECUTIVE SUMMARY**

At the 27 June 2019 Council meeting the Bay of Islands-Whangaroa Community Board (Community Board) recommended that the Kerikeri Domain Reserve Management Plan (Management Plan) be adopted subject to the changes made by the Community Board to address submission issues. The changes included an action point for the Council '...to consider the establishment of an incorporated society representing the community to manage and oversee the [Kerikeri] Domain".

Council adopted the Management Plan including amendments recommended by the Community Board and resolved to direct a report back on the options for the establishment of a management committee. The report on the governance and attached legal advice will be presented to Council at the 3 October 2019 meeting to facilitate the discussion on options to establish a governing body.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives the Kerikeri Domain Governance Report.

#### BACKGROUND

The Management Plan was prepared under section 41 of the Reserves Act 1977. It sets out how the Kerikeri Domain will be used and managed over the next ten years. During the consultation process and in submissions received and heard, there was a request from the public to reestablish a governing body for the Kerikeri Domain. This was incorporated by the Community Board into the Management Plan and adopted by Council on 27 June 2019. The action within the Management Plan stated:

"Within six months, Council in partnership with the Community Board and community consider the establishment of an incorporated society representing the community to manage and oversee the Domain".

As part of the resolution to adopt the Management Plan, Council also resolved that they would receive a report outlining the options for the establishment of a reserve management committee. This is a different governance body to that preferred by the Community Board and included as an action item.

The Governance Report discusses the options for both types of governing bodies as well as that status quo of governance remaining with Council or being delegated to the Community Board. The legal advice attached concludes that any reserve management committee should not be an incorporated society. Therefore both are discussed as separate options.

The Governance Report recommends the establishment of an incorporated society as it will represent the users of the Kerikeri Domain and have the ability to fundraise and implement the actions within the Management Plan.
# DISCUSSION AND NEXT STEPS

The Governance Report will be presented to Council to recommend the following:

- Council to support the creation of an incorporated society to manage the Kerikeri Domain;
- Administration to call for expressions of interest from the public for people willing to establish an incorporated society and facilitate the establishment of it;
- Council to enter into a formal agreement with the incorporated society once established to manage the Kerikeri Domain on behalf of Council.

# FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

This report does not result in any financial implications for the Community Board as the Kerikeri Domain is managed by Council as a significant district wide facility. The budget will for this will be set through the Annual Plan and Long Term Plan.

# ATTACHMENTS

- 1. Kerikeri Domain Governance Report A2611202 😃 🛣
- 2. Kerikeri Domain Governance Legal Advice regarding committees A2611199 🗓 🛣

CC:Darrell SargentDepartment:Strategic Planning and PolicyFrom:Rachael PullDepartment:Strategic Planning and PolicyDate:16 August 2019	То:	Shaun Clarke	Department:	Chief Executive
	CC:	Darrell Sargent	Department:	Strategic Planning and Policy
Date: 16 August 2019	From:	Rachael Pull	Department:	Strategic Planning and Policy
	Date:	16 August 2019		
Subject: Kerikeri Domain Governance	Subject:	Kerikeri Domain Governance		

# 1) Introduction

Kerikeri Domain is located in Central Kerikeri off Cobham Road. It is the only significant green space in the urban area of Kerikeri and is therefore multi-purpose, fulfilling the needs of many different users from sports codes to pedestrian routes.

The site was originally part of the 'peoples reserve/children's land', set aside for tangata whenua, however it was taken under the Bay of Islands Settlement Act 1858. It started being developed for recreation purposes in 1928. The first community group to manage it, the Kerikeri Recreation Reserve (Inc) Society was formed in 1934. In 1953 the Kerikeri Domain was transferred to the Crown and the Kerikeri Domain Board was set up to administer it. Until 2012, it was managed by the Kerikeri Domain Charitable Trust.

The Kerikeri Domain is just over 3 hectares and is made up of several lots owned by the Department of Conservation (on behalf of the Crown) and the Far North District Council. Part of an adjoining field is owned by the Ministry of Education and is often treated as part of the Kerikeri Domain, although management remains with the Kerikeri High School.

Kerikeri Domain is currently identified as a significant district wide asset, meaning that decisions relating to the maintenance and development are the responsibility of Council.

The purpose of this document is to provide elected members with an overview of the current management situation with Kerikeri Domain and to set out the options for an alternative governance body as set out in the June 2019 Council minutes.

# 5 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD

5.1	ADOPTION OF THE KERIKERI DOMAIN RESERVE MANAGEMENT PLAN
Age	nda item 6.1 document number A2478426, pages 20 - 25 refers
RES	SOLUTION 2019/16
	ved: Mayor John Carter onded: Cr Ann Court
Tha	t Council:
a)	adopts the Draft Kerikeri Domain Reserve Management Plan 2019 pursuant to its powers under section 41 of the Reserves Act 1977
b)	urgently establishes a reserve management committee for the Kerikeri Domain, to manage the domain and its use
c)	direct the CEO to report back on the options for the establishment of a management committee
	CARRIED

# 2) Background

The Kerikeri Domain has a long history of being managed by the community. From 1928 to 2012 (when the Kerikeri Domain Charitable Trust was deregistered) the Kerikeri Domain has been managed by a mix of the public and Council representatives. The makeup of the last board was:

- The Mayor
- A Councillor
- A Community Board member
- A sport representative
- A school representative
- A Kerikeri residents representative
- Chair

Since 2012, the governance of the Kerikeri Domain has rested solely with the Far North District Council. On 27 June 2019, the Council adopted the Kerikeri Domain Reserve Management Plan to manage and develop the Kerikeri Domain over the next ten years. At the same time, it was resolved to explore the option of a governing body for the Kerikeri Domain.

# 2.1 Kerikeri Domain Reserve Management Plan

The Reserves Act 1977 (section 41) requires that Council owned or managed reserves (unless they are classified as a local purpose reserve), must have a reserve management plan; and that such plans are under continuous review (although it is best practice to review at least once every ten years).

The process to create the Kerikeri Domain Reserve Management Plan (Management Plan) was an opportunity to consolidate the future direction of Kerikeri Domain and the roles and responsibilities for leading and shaping that direction.

It is the responsibility of Council to implement the Management Plan. This will be achieved by working with administration and any governance body to prioritise the actions and ensure that the Kerikeri Domain is being maintained to an agreed standard. It also provides certainly for community groups wanting to achieve the actions within the Management Plan by fundraising or organising volunteer events because there is a clear process to follow.

The Management Plan also provided an opportunity to align the development of Kerikeri Domain with other strategic initiatives; particularly the Far North 2100 Strategy (in the Management Plan known as Sustainable District Strategy) and the 2014 Northland Sports Facilities Plan.

# 3) Roles and Responsibilities

The purpose of this section is to define different governance bodies to ensure Council has the information to make an informed decision about the governance of the Kerikeri Domain.

The first action in the Management Plan is for Council to '...consider the establishment of an incorporated society representing the community to manage and oversee the Domain'. The Council item refers to "...a reserve management committee for the Kerikeri Domain, to manage the domain and its use". These are two different governance bodies for the Kerikeri Domain which are discussed below along with the internal options.

# 3.1 Bay of Islands- Whangaroa Community Board

Kerikeri Domain is currently set out as having district wide significance, meaning that it is the responsibility of the whole of Council, as opposed to the Community Board that manages the ward. For the purposes of developing the Management Plan, the Bay of Islands-Whangaroa Community Board (Community Board) was delegated the responsibility to hear, consider and make a recommendation based on submissions to Council.

The advantage of having the Kerikeri Domain governed by the Community Board is the reduction of red tape. The only decision making body for new activities is the Community Board. Also there is more local voices making the decisions as the Community Board members are drawn from the ward they represent as opposed to the Council which is made up of representatives from the district at large.

# 3.2 Council

Council is responsible for making key strategic decisions around the governance of the Kerikeri Domain. This includes financial planning and significant procurement. Because the Kerikeri Domain is at district wide significance, it is also responsible for:

- Appointing a governing body if they deem it necessary for the Kerikeri Domain;
- Approving the Management Plan (the ability to hear and consider was delegated to the Bay of Islands-Whangaroa Community Board); and
- Approve or refuse the use and/or lease of the Kerikeri Domain (where the issue is not covered by the Management Plan).

Therefore the decision to appoint a governing body and what type is with Council to consider.

The advantage of having the Kerikeri Domain governed by Council is that the costs of governance and maintenance remain the same. The only decision making body for new activities would be the Council who would be limited to the matters in the Management Plan. The adoption of the Management Plan has reduced the delays in implementing actions on the Kerikeri Domain that existed previously, as actions stated within the Management Plan no longer need to go to Council or be notified to the public.

# 3.3 Council Administration

Administration are responsible for implementing and keeping in continuous review the Management Plan and currently for scheduling regular maintenance of Kerikeri Domain. Any proposed changes to who implements these objectives will need to be set out by the agreement between Council and governing body appointed by Council. Administration would provide professional support and guidance to the governance body in addition to leading any Council processes necessary to implement it.

It is envisioned that the governing body would have the responsibility for (currently with administration):

- Basic maintenance of the Domain (as set out in any agreement reached);
- Provide regular advice to Council on the on-going management;
- Ensure that the Domain is managed to promote the vision and objectives of the Kerikeri Domain Reserve Management Plan by reviewing actions not in the Management Plan and providing a recommendation to Council;
- Managing the booking of the facilities;
- Managing the operational expenditure including water, pan charges, power, telephone, cleaning and minor maintenance and repairs of the assets on the Kerikeri Domain;
- Providing a reviewed annual statement on the financial accounts and activity report; and
- Inform Council of major maintenance and capital improvements.

They will not have responsibility over (remaining with administration and Council):

- The Procter Library (due to its significance as part of the ongoing Library Strategy);
- Setting the budget to manage the Kerikeri Domain;
- The administration of leases on the Kerikeri Domain;
- Approval of development within the Kerikeri Domain Reserve Management Plan; or
- Reviewing the Kerikeri Domain Reserve Management Plan.

Depending on the governing body selected and the formal agreement reached with Council, these responsibilities may change.

The Council would contribute an annual grant towards the services provided by the governance body. For most reserve management committees this sum is \$5,000 per annum. The incorporated society in charge of Lindvart Park receives \$40,000 per annum from Council due to their wider responsibilities. In return, Council would receive on an annual basis, a copy of the accounts which include the items of expenditure and income for the governing body.

# 3.4 Kerikeri Domain Reserve Management Committee

Under the provisions of the Local Government Act 2002 (LGA), a Council can establish various committees to fulfil specific purposes. A reserve management committee (committee) is formally set up as a committee of Council. It is disestablished at the end of each election cycle. Specifically, Schedule 7 clause 30(7) of the LGA reads as follows:

"A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body."

Therefore the committee will have to be re-appointed after each election by the Council.

The Reserves Policy recommends 4 or more members, including a Community Board member. The submissions on the Kerikeri Domain Reserve Management Plan that requested this committee suggested representatives from Iwi, the High School and the high users (Rugby League, Cricket, Bowling Club, dog walkers, Mai Life). The Charitable Trust that previously managed the Domain also contained the Mayor, a Councillor and a Community Board member.

There have been requests from the public about having a public nomination process for the committee. Council can either appoint members directly or invite the community to nominate suitable people, but Council would still decide who would be appointed.

The advantage of having a reserve management committee is that Council can appoint the members directly every election cycle meaning that it can ensure that the committee represents the users of the Kerikeri Domain. An elected member will also sit on the committee to make sure that it is maintaining the Kerikeri Domain to the level required by the community.

# 3.5 Kerikeri Domain Incorporated Society

It was recommended in the action section of the Management Plan that the governing body be an incorporated society. The advantages of an incorporated society are:

- It becomes a separate legal entity;
- It can enter into a contract in its own name;
- It can continue as a separate entity even though its membership changes; and
- There will be certainty in the way the society is run (to meet the requirements in the Incorporated Societies Act 1908).

The Community Board specifically stated incorporated society in the action as they wished the governing body to be able to fundraise to implement the actions within the Management Plan and not be solely dependent on Council for funding. They also envisioned the group taking on more responsibility than the maintenance and day to day operation than most reserve management committees.

Lindvart Park is managed by an incorporated society (Kaikohe and Districts Sportsville). The society is made up of representatives of the main sports codes that use Lindvart Park. The users are harder to define for the Kerikeri Domain as many users do not belong to a club (dog walkers, casual walkers, users of the playground, skate park).

Therefore if this option was chosen by Council, administration would have to work with the community to determine how the different users and interest groups of the Kerikeri Domain would be represented. This would have to be formalised in either the constitution of the incorporated society or the agreement with Council to prevent the governance from not representing all users. Because of this additional work, this option would take the longest to establish.

# 3.6 Discussion of governance options

The purpose of looking at alternative governance bodies has come out of several factors:

- The special significance of Kerikeri Domain;
- The previous difficultly in providing new infrastructure and activities in the Kerikeri Domain;
- The potential for the governance body to fundraise to implement the actions in the Management Plan; and
- The long history of the Kerikeri Domain being manged directly by the public.

The Management Plan has set out a clear process to allow community groups and administration to implement actions approved within it. This addresses some of the concern surrounding the request for a governance body. However the consultation on the Management Plan identified a strong wish by the public to have more direct governance of the Kerikeri Domain. This is reflected in the action in the Management Plan which states that the Council makes the decision regarding governance in partnership with the community Board.

If the Kerikeri Domain is governed by either Council or the Community Board, the maintenance work can continue to be managed by administration which is cost effective. The ability for the community to have input is limited to annual plan/ten year plan submissions and speaking at the start of elected member meetings. Decisions on new actions are made by the one delegated authority (Council or the Community Board).

If a reserve management committee is established, it will have to be renewed every three years and its members appointed by Council. There is Council representation within the group. This method allows for as many members as Council wants and it can control who is on the committee to ensure it is a fair representation of Kerikeri Domain users. However a reserve management committee lacks the ability to fundraise and implement actions within the Management Plan outside Council funding.

If an incorporated society is chosen by the Council, a process will need to begin to create the society and appoint their members. For Kaikohe and Districts Sportsville this took over a year. Until the society is incorporated and formally appointed by Council, the governance would remain with Council. An incorporated society recognises the significance of the Kerikeri Domain, maximises community management and allows for the development of the Kerikeri Domain by community fundraising rather than being solely dependent on Council funds.

Administration received legal advice in 2017 recommending against reserve management committees being registered as incorporated societies as it would be ultra vires. It would no longer be a committee under the Local Government Act 2002. A copy of this legal advice is attached.

It is recommended that an incorporated society is established. This would involve calling for expressions of interest from the public and working with administration to set up an incorporated society that will represent the Kerikeri Domain users. Council would then enter into a formal agreement with them on their responsibilities and how much Council will contribute. This would minimise the costs of implementing the Management Plan and maximise community governance.

# 4. Next Steps

Should the Council decide to establish an incorporated society, the table below provides a summary of the next steps.

Task	Decision Maker	Completion date
Complete Management	Community Board	June 2019 (Completed)
Plan.	to recommend	
	Decision to	
	Council	

Council resolve to establish an incorporated society	Council	3 October 2019
Administration to call for expressions of interest.	Administration	December 2019
Administration to work with community members who expressed interest to establish an incorporated society and create a formal agreement between it and Council.	Incorporated Society	June 2020
Council to approve the formal agreement for service between the incorporated society and Council for the Kerikeri Domain.	Council	March 2020

Yours sincerely

Rachael Pull Specialist Planner – Urban Design

Attached: Legal Advice regarding committees.



Bay of Islands NZ

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14 March, 2017

Far North District Council Attention: Mr Robert Manuel By email: <u>robert.manuel@fndc.govt.nz</u>

Dear Robert

#### RE: COMMUNITY BOARD COMMITTEES

#### **Background and Summary of Advice**

We refer to your email of 7 March 2017. You have asked us whether it is competent for a community board committee established under the Local Government Act 2002 ("*LGA*") to seek to acquire a different legal identity – by becoming an incorporated society under the Incorporated Societies Act 1908 ("*ISA*").

The question arises due to a policy paper prepared by a former Council employee in 2013 about "reserve management committees". The report writer suggested that these Council committees should be "encouraged" to become incorporated societies.

We note our preliminary view in our email of 13 March 2017, which briefly set out why we believe council committees cannot be incorporated societies. This letter expands on that earlier advice.

#### Advice

A local authority is a body corporate with perpetual succession (s12 LGA). Accordingly a Council may carry on or undertake any activity or business, do any act, or enter into any transaction, and has full rights, powers, and privileges. This power of general competence enables a Council to undertake its day to day functions, but also establishes a system of accountability.

While the LGA does provide for other entities, for example community boards, local boards, and committees, these entities all fall under the umbrella of the local authority itself. The LGA is clear that these entities only have specific powers delegated to them by the local authority. They are unable to exist on their own or enter into their own legal relationships.

Under schedule 7 of the LGA the Council may appoint committees and any other subordinate decision-making bodies that it considers appropriate. The definition of committee in section 5 of



245345.1

DIRECTORS - Dennis McBrearty, Simon Dominick, Richard Ayton, Jo Baguley, Graham Day

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14/03/2017

the LGA is a committee comprising all the members of the local authority, and a standing committee or special committee appointed by the local authority. Clause 30(3) of Schedule 7 confirms that a committee is subject *"in all things to the control of the local authority and must carry out all general and special directions of the local authority given in relation to the committee."* Under clause 30(5) the Council may discharge or reconstitute a committee at its will. And as you have noted, a committee is deemed to be discharged following triennial elections (unless the local authority resolves otherwise).

Turning to the ISA, upon registration as an incorporated society a society becomes a body corporate, with the power to exercise all the functions of a body corporate and with the ability to hold land. So the society will from that time be able to employ staff and enter into contracts. A society may be wound up if the members vote to do so. This type of body corporate structure is completely at odds with the committee structure under the LGA, which is controlled at all times by the Council.

In our opinion, following incorporation a committee would cease to be a committee under the LGA. It would lose all powers, rights and protections under the LGA and become controlled only by the restraints under the ISA and by its rules and constitution.

There are a number of examples which show how the two entities cannot co-exist, for example:

- a) Section 43 of the LGA provides an indemnity for all persons undertaking Council work. Committee members are indemnified. This is possible because the committee is at all times under the control of the Council.
  - If the committee were incorporated it would be free to make its own contracts, hire its own staff, purchase land, etc. It would be impossible for there to be an indemnity because the Council would have lost control.
- b) Schedule 7 clause 30 (as above), confirms the committee may be discharged at any time by the Council.
  - An incorporated society could not be discharged by the Council.
- c) Schedule 7 clause 30 (as above), confirms the Council has complete control over the committee.
  - An incorporated society is governed by its members, pursuant to its rules and the ISA.
- d) Section 41A(5) of the LGA confirms that the Mayor is a member of each committee.

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14/03/2017

• But in order to be a member of an incorporated society, members have to adhere to the rules of the society and join the society. There is no automatic right to join.

In the event that a Council were to try to incorporate a committee into a society, then (in the event that registration was accepted), the committee would cease to be a committee under the LGA and would be a complete different entity, unable to be controlled by the Council. Council is strongly recommended to not seek to incorporate any committees. In our opinion, that would be *ultra vires*. Council should most certainly not encourage its committees to change their legal status.

We trust this answers your question in relation to this issue, but if you require further clarification please do not hesitate to contact the writer.

Yours faithfully LAW NORTH LIMITED

fuhn

GRAHAM DAY DIRECTOR/SOLICITOR GAD/MN: 86781

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# 7.2 ADOPTION OF THE BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD STRATEGIC PLAN

File Number: A2628549

Author: Robert Willoughby, Community Development Advisor

Authoriser: Sheryl Gavin, General Manager Strategic Planning and Policy (Acting)

# PURPOSE OF THE REPORT

The purpose of this report is to adopt the strategic plan for the Bay of Islands-Whangaroa Community Board. The plan is the continuance of community development within the ward to inform and contribute to Council planning processes.

# EXECUTIVE SUMMARY

- The report presents the strategic plan as developed by the Community Board that is intended to support the prioritisation and allocation of its Community Grants Fund, Placemaking Fund and other initiatives.
- The plan also gives an outline of the planning processes that will feed into the 2019/20 Annual Plan.

# RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) adopts the Bay of Islands-Whangaroa Community Board Strategic Plan with additions or adjustments if required.
- b) agrees the following priorities be considered at an Annual Plan workshop for inclusion in the 2019/20 Annual Plan.
  - Community Empowerment
  - Youth
  - Senior Citizens
  - Economic priorities
  - Community Pride
  - Safety (footpaths & Lighting)
  - Public Facilities
  - Walkways and Cycle Way Development
  - Recreation and Waterways Development

# 1) BACKGROUND

Community Boards were given a mandate to develop their own Strategic Plans for consideration at each Annual Plan and LTP. The attached Community Board Strategic Plan builds on the 2018/19 Strategic Plan in re-setting the Community Board's priorities for 2019/20.

# 2) DISCUSSION AND OPTIONS

Community Development staff have supported workshops with the Bay of Islands-Whangaroa Community Board to develop the attached Strategic Plan. The purpose of the plan is to highlight community wants, needs and priorities.

While priorities are identified in the plan it also informs how the board will allocate it's Community Grant Funding and engages in the Ward priorities for 2019/20.

The Strategic Plan contains both the Board's and communities' priorities which provides a mechanism for the Board to agree on local priorities that will inform the Board's input into the 2019/20 Annual Plan Process through an Annual Plan workshop.

# Reason for the recommendation

In producing this Strategic Plan, the Bay of Islands-Whangaroa Community Board has updated their 2018/19 Strategic Plan to reset ward and community priorities. This report now seeks approval from the board to formally adopt their Strategic Plan and agree the priorities for an Annual Plan workshop.

# 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Financial implications and budgetary provisions are in the 2018-28 Long Term Plan and any additional funding or change in funding will be determined in the 2019/20 Annual Plan.

# ATTACHMENTS

1. Bay of Islands-Whangaroa Strategic Plan Draft - A2631307 😃 🛣

# Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	This report is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Local Government Act 2002 sets out the role of Community Boards. Annual plans are a specific requirement to feed into the 2018-28 Long Term Plan.
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 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.	Māori are considered as part of this Annual Plan process, strategy and priorities.
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 (for example – youth, the aged and those with disabilities)	Considered as part of the strategy.
State the financial implications and where budgetary provisions have been made to support this decision.	No budget provision required, any additional budget will be through the 2019/20 Annual Plan.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

# Bay of Islands-Whangaroa Community Board

# **Strategic Plan**

# 2018/2019/2020

# And Setting the Direction for the Long Term Plan 2021 – 2031



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# Your Community Board Members



**Terry Greening** Phone: 021 179 8020 Email: Terry.Greening@fndc.govt.nz Appointments: Chair - BOI-Whangaroa Community Board (Russell-Opua subdivision) Infrastructure Network Committee Audit. Risk and Finance Committee Bay of Islands Walking Weekend Committee Maromaku Domain Committee Russell 2000 Trust Russell Centennial Trust Russell Sports Club Committee Russell Town Hall Committee

#### Belinda Ward



Phone: 021 070 0761 Email: <u>Belinda.Ward@fndc.govt.nz</u> Appointments: Deputy Chair - BOI-Whangaroa Community Board (Paihia subdivision) Paihia War Memorial Hall Committee Paihia Memorial Trust



Phone: 022 136 9619 Email: <u>Martin.Robinson@fndc.govt.nz</u> Appointments: BOI-Whangaroa Community Board (Kerikeri subdivision) Focus Paihia Inter-council Working Party on GMO's Kororipo Heritage Park Management Group Paihia Haven of History Trust Paihia Heritage Sub-Committee Waitangi River Catchment Group



Lane Ayr Phone: 027 445 8938 Email: Lane.Ayr@fndc.govt.nz Appointments: BOI-Whangaroa Community Board (Kerikeri Subdivision) Disability Action Group Waipapa Hall Committee

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Rachel Smith Phone: 021 075 3407 Email: <u>rachel.smith@fndc.govt.nz</u> Appointments: BOI-Whangaroa Community Board (Kerikeri subdivision) Cherry Park House Committee



Manuwai Wells Phone 021 298 8960 Email: <u>Manuwai.wells@fndc.govt.nz</u> Appointments: BOI-Whangaroa Community Board (Kawakawa-Moerewa subdivision) Kawakawa Domain Committee Kawakawa Memorial Library Museum Committee Simpson Park Committee



Bruce Mills Phone: 09 405 0209 Email: <u>Bruce.Mills@fndc.govt.nz</u> Appointments: BOI-Whangaroa Community Board (Whangaroa subdivision) Kaeo River Liaison Committee Kaeo Swimming Pool Committee Totara North Hall Committee Whangaroa Memorial Hall Committee Whangaroa Recreational Trust Whangaroa Township Hall

# Introduction

#### **Our Vision**

He Whenua Rangatira

We encourage, support and foster appropriate community development within our communities, having recognised the diversity within our ward.

We believe that the best community outcomes are those that are identified and developed by the communities themselves.

#### **Our Mission**

We, as a board will ensure the provision of facilities, services and planning processes are transparent, fair, and safe while being fit for the purpose and meet the needs of our communities.

We work to the best of our abilities to ensure facilities are well maintained, attractive and sustainable.

#### Purpose of this plan

This strategic plan is to inform our constituent communities and Council on what we as a community board have defined as the priorities for our communities and to promote collaboration, connectivity and empowerment.

# **Role of Community Boards**

The Far North District Council has three Community Boards (Bay of Islands/Whangaroa, Te Hiku, and Kaikohe/Hokianga) are a valuable resource for their communities and should be contacted about local issues before the council itself is approached. In the first instance public are encouraged to use the request for service (RFS) system to report emergencies and any general enquiries.

The Boards have locally elected members who know and support their communities and are the best place to go when there are local matters or situations that need to be addressed. They are the Council's "eyes, ears and voice" at a community level and are often able to resolve issues within their communities without needing to refer them on to other people. However, when assistance is needed, they have the ready attention of Council and can liaise with other agencies as required.

The Community Boards' role within their communities is to:

- Represent and act as advocates;
- Communicate Council activities and fronting on issues of interest or concern;
- Maintain an overview of services provided by the Council;

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- Prepare an annual submission regarding Council expenditure;
- Communicate with community organisations and special interest groups;
- Undertake any other responsibilities Council may delegate for community benefit;
- Consider and report on all matters referred to it by the territorial authority and/or any matter of interest or concern to the community board;
- Maintain an overview of services provided by the territorial authority within the community;
- Prepare an annual submission to the territorial authority for expenditure within the community;
- Communicate with community organisations and special interest groups within the community; and,

# **Our Strategic priorities**

# **Community Empowerment**

# We encourage participation and initiative in balancing our priorities in building community spirit and resilience by:

- Supporting the implementation of community development plans to address community needs
- Supporting opportunities for collaboration (e.g. Men's sheds, Living Waters, Te Hononga project) and leadership in our communities
- Supporting community led design and place- making activities including local projects
- Supporting community events through a contestable process to apply for community funding to supplement a community contribution
- Considering community events of a non-commercial nature for an appropriate level of funding
- Encouraging community led design and building of secure community facilities
- Supporting seed funding for events that have a good chance of sustainability
- Embracing innovation and technology that will enhance communities and our environment
- Supporting technology that enables access to WIFI and/or broadband connections
- Supporting EV charger access throughout the ward

# Youth

We acknowledge the potential of our youth in our communities and encourage and value their participation in community affairs by: • Encouraging participation in community activities through the FNDC Youth Council

- Supporting their development and mentoring as we believe the youth are a key to our future
- Supporting youth engagement with the Community Board and special events to keep them in the District
- Encouraging and supporting participation in Youth Council meetings



# **Senior Citizens**

We acknowledge the increasing population of senior citizens in our communities and value their participation in community affairs by:

- Recognising and empowering their economic and volunteer contribution to our communities.
- Welcoming and supporting new arrivals to integrate into our communities
- Balancing facility and infrastructure needs to meet demand on public and volunteer services, i.e., parking, footpaths and traffic flows

# **Our Economic Priorities**

We encourage and support the development of enterprises that bring long term benefit to our communities the people and the environment of the Far North

- We see social enterprise and collaboration as a key feature of our economic activity
- Promoting the concept of building circular economies within our communities using time banking systems and concepts

# **Community Pride**

We advocate for, and support our communities to create welcoming and attractive places. We believe our unique and special heritage areas are complemented by passionate and supporting people who value "who we are as a community" and our history and culture.

# Safety

Our decisions and activities result in the provision of safe and secure environments including priorities for:

- Speed limits and road calming particularly around schools
- Civil defense and Tsunami Warning Sirens
- Integrated public and private security
- NTA and NZTA plans for roads, highways, footpaths, road safety and bridges

# Facilities

Facilities are able to be accessed and enjoyed by citizens of the Far North and our visitors and are in line with the accessibility and Disability Action Group priorities. Including:

- Street lights
- Public amenities and lighting
- Car parking
- Footpaths and walkways
- Links and access to public facilities, reserves, roads and pathways



The board sees value in having an effective network of interconnected walkways and cycle ways that encourage and enable healthy activity for people of all ages and levels of ability.

- We encourage community groups and clubs to share their facilities
- Identify council owned recreation reserves and their utilisation and connectivity of parks and reserves and appropriate use
- We will support development of destination play spaces throughout the district that encourage intergenerational interaction
- We will support initiatives that promote safe and secure communities
- Complete the Cycle way diversion trail to/from Te Honongo

# Freedom Camping

An increasing tsunami of Freedom Campers is touring the District. Infrastructure limits placing strain of services and facilities.

- Develop public and private Freedom Camping facilities into a seamless network of where to go, where to stay and what to do
- Investigate User Pay options for toilets, showers, laundry, parking, overnight stays
- Encourage Caravan Assn collaboration to partner with designated community and public facilities

#### **Recreation and Waterways Development**

The Board recognises the value in having an accessible network of recreational areas/public facilities and waterways to encourage and enable healthy activity for people of all ages and abilities.

# **Our Current Priorities:**

#### **Community Empowerment**

Consider community events of a non-commercial nature for an appropriate level of funding

Support the development, adoption and implementation of community development plans

Support community led design and build of secure cycle park facilities

Engage with our communities during the District Plan consultation

Extend our reach of engagement to promote community relationships

Support community events through a contestable process to apply for community funding to supplement a community contribution

Fund one Christmas event or parade in Kerikeri, Kaeo, Kawakawa, Moerewa, Paihia and Russell of up to \$2500 per annum for the event, plus traffic management costs up to a maximum of \$2500 on receipt of completed funding application and Project Report

The community board will host a Christmas events workshop in September of each year, to support coordinators and assist with applications

Support seed funding for events that have a good chance of sustainability

Each community should have a Civil Defence plan

# Youth

Support the youth strategy developed by the FNDC Youth Council. At least one of our board members will go through the process to become a conduit to the FNDC Youth Council

Support youth engagement to encourage youth to remain in the District

Support "Playpark" facilities on FNDC reserves in the ward

Encourage Youth Council participation at Community Board and Council meetings Investigate Youth scholarships as an amendment to our funding policy

#### **Community Pride**

Entrance to Kawakawa beautification as a gateway to the Bay of Islands: SH11 (between North Rd and Johnson Park)

Encourage and enable the increased levels of service for town maintenance services during peak seasons e.g. toilets, litter, rubbish, mowing

Ensure council support future of Kawakawa Community Pool and Kerikeri Community pool Continue work with Focus Paihia and support projects in line with Paihia Masterplan



Moerewa township beautification - encourage FNDC, FNHL & NZTA partnership for facilitation of this project

Support place making projects within our communities utilising place making funding Lovers Lane, road reserve beautification in Kawakawa

Promote NRC 0800 Environmental Hotline encouraging community pride on private land covered in noxious weeds and rubbish

Support recycling initiatives in our ward – alignment with the LTP 2018-2028 level of service Work with NRC to create flood proof commercial sections in Kaeo

Lead public hearings on Control of the Use of Public Places bylaw

Work with community to improve landscaping around the "Welcome to Kerikeri" roundabout area in alignment with NZTA landscaping policies.

Support the use of Maori place names where appropriate, their meanings and correct pronunciation



Safety
Speed Limits
Bay of Islands - Whangaroa Community Board recognises the following
priorities for council to work towards addressing
Kawakawa intersection - lobby NZTA for immediate remedy and reduction in speed limit
through town to last 3rd bridge
Between Wainui Rd to Ratcliffe Bay including the Gamefish Club and the boat ramp,
Whangaroa
Opito Bay to Rangitane
Okiato to Russell
Te Wahapu Road (Russell)
Flagstaff and Tapeka Roads (Russell)
SH11 review to extend 70km from Yorke Rd to Nautical Drive (Haruru Falls).
Rangitane residential area
Moerewa Safer Roads project – reduction of speed through town
Ensure community voice is heard on the proposed speed reduction in Kerikeri Road
Ensure community voice is heard on making Kapiro Road safer, Issues and accidents
requires safety provisions for a dual pedestrian/cycle way trail along Kapiro Rd
Speed Limit North and South of Kaeo to be reduced further to slow traffic (Omaunu Road)
Waipapa Intersection issues requiring urgency to be resolved
Tsunami Warning Sirens
Implementation of sirens as identified for Rawhiti (x2), Opito Bay, Skudders Beach and the
remainder of the Kerikeri Inlet area
Security
Support security camera network (CCTV) in Kawakawa, Kaeo, Paihia and Moerewa into a
centralised monitoring system. Coordinating multiple communities linked to a full suite of
emergency services and CCTV networks in our Kerikeri, Kawakawa, Paihia, Kerikeri &
Waipapa areas

Support community initiatives to patrol Kawakawa streets (with NZCP & Maori Wardens)



Street	t Lights
	Islands - Whangaroa Community Board recommend the following street for installation in order of priority:
	2x lights at Te Kemara Ave, Paihia, agreed too as part of a trade-off when the water line was put through to the Copthorne Hotel
	Boardwalk/footpath extension from Lewer Street to Whangaroa Marina (Whangaroa)
	Islands - Whangaroa Community Board recognises the following for sation in the next plan:
•	Between the Heritage bypass and Landing Road, Kerikeri
•	2x street lights at Station Road Kawakawa (increased use due to the Cycleway)
	2x street lights at Station Road Kawakawa (increased use due to the Cycleway) Cobham Road Kerikeri near the retirement village
•	
•	Cobham Road Kerikeri near the retirement village
•	Cobham Road Kerikeri near the retirement village Investigate the need for lights at Tohitapu Road, Paihia

3x more 'strings' of lights in main street (SH10) Kaeo

Car Parks

	Chapel Street, Russell between Church and Baker Streets
	Parking at Russell Cemetery
	Wellington Street, Russell adjacent to Baptist Church
Cemetery Road, Kaeo – expand parking and turnaround area	
	Support initiatives for parking solutions for Kerikeri including Disability spaces
	Repaint carpark outside Kawakawa Four Square for disability parking
	Disability and elderly parking at Paihia
	Raise awareness for people to access mobility cards
	Support discounted parking rate for resident gold card holders
	Kawakawa
	<ul> <li>Kuia Kaumatua parking along Wynyard Street (able accessed parking required in center of town)</li> </ul>
	<ul> <li>More able accessed parking and access through the town</li> </ul>
	Better pedestrian access from the commercial street parking area to the main street
	Encourage private land opportunities with shuttle service secure cycle way facilities/Segway's etc. to work and services (post office, library etc.) offer incentive for parking further away
	Riverview Road – support traffic and pedestrian safety solutions
	Temporary carpark to the south of the Whangaroa Gamefish club – weatherproof improvements
	Marine car parking – demand has increased. Start conversation with NRC & FNHL to address this increasing concern

this increasing concern

	Walkway and Cycleway Development
	Islands - Whangaroa Community Board prioritised the following
footpat	ths over the next 3 years:
<u>2019/20</u>	
•	Kerikeri: Landing Road bridge to Kapiro Road
• •	Kerikeri: Kerikeri Rd-Greenway Drive, The Ridge, Aranga Rd to shops
• (	Opua: Kellet Street at Opua School
• 1	Mission Rd
• 1	Matauri Bay: Matauri Bay Road
	Russell: Long Beach footpath corner to car park
	Length of Blacks Rd
	re Tapui Rd to Matauri Bay school link
	ength of Pah Rd
2020/21	
• 6	- Florence Ave to Matauwhi Rd and down to beach
• 6	Bowden St
• +	Haruru: Haruru Falls Road to Watea (SH 10)
• 1	Fotara North: School Road footpaths
•	Kerikeri: Landing Road near Stone Store car park
• 1	Moerewa: complete Snowdon Ave and School Rd
• +	Kaeo: Omaunu Road
• +	Kawakawa: Bowen Street

Request that the Far North District Council increase the budget of the Community Board's

footpath allocation in the next Annual Plan/LTP
Request a review of the 2005 Track Strategy to prioritise upgrades and new initiatives and
link with walkways and places of interest
Work with New Zealand Transport Agency (NZTA) to complete the footbridge
adjacent to the bridge on SH 10 in Kaeo
Identify and rectify safety issues around our schools; e.g. safe foot traffic links between
Riverview School and Waipapa Road & Kapiro Road, including pedestrian crossing; Kaeo
Primary School link to footpath to town
Moerewa bike pump track at Nesbit Park, Moerewa
Support development of cycle way/walkway between Taupo Bay and Totara North. This
probably needs to be 'route amended' and also the inclusion of St. Paul's Ohakiri Reserve.
Support provision of water fountains along the Twin Coast Cycleway (Pou Herenga Tai) at
points where drinkable water is available throughout the ward incorporating
pedestrian/cycle ways
In conjunction with Far North Holdings Ltd (FNHL) and Focus Paihia develop an all-weather
all access (disability) pedestrian link from the Williams Road car park to the footpath in
Marsden Road Paihia along the stream
Support secure bike parking and secure, user-pays shower facilities (for workers,
independent travellers or freedom campers)
Investigate and support development of connectivity between Kerikeri Domain and
Kororipo Pa Reserve in partnership with Kerikeri Retirement Village and wider community

# **Recreation and Waterways Development**

Provide shade for Marsden Road playground and consider toilet provisions for playground Kerikeri Domain

- Complete the Reserve Management Plan
- Develop a concept plan
- Repair/refurbish the Kerikeri Domain Pavilion

Encourage private and public collaboration for dog recreation

Consideration be given to identifying reserves and their suitability for dog exercise areas in their wards

Support provision of water fountains, shade and no smoking signs at playgrounds

Review Lake Manuwai Management Plan and develop it as a jointly managed public area and recreational facility with council

We encourage community groups and clubs to share their facilities with other groups Support utilisation and connectivity of parks and reserves

Promote and support urban restoration of the Wairoa Stream in Kerikeri and development of Peacock Garden reserve, facilitate working with adjoining landowners

Encourage re-establishment of a management committee. Improve the grounds and facilities, thus developing shared use of Bledisloe Domain, Haruru Falls with potential to become a community hub

Support dinghy rack, boat storage and launching facilities at boat ramps

Support Roland's Wood and Lavenders Land community space

Support further development of Kororipo Heritage Park and support a link between Kerikeri

community recreation spaces.
Support development of destination play spaces throughout the district
Allow Freedom Camping only at sites with public toilets

# **Our Future Priorities:**

Bay of Islands - Whangaroa Community Board recommend the following priorities for implementation as soon as possible:

Encourage the lifting of low lying tidal roads to address the effects of climate change including tidal extremes and flooding

Kerikeri

- Allowance for growth
- Embracing growth in younger age demographics

Kerikeri Roading Improvement Strategy, including parking and bus traffic solutions Potable water for Kaeo

Participate in review of Town Maintenance contract (increase mowing schedules)



# **Other information**

# **Council Delegations to Community Boards**

- Set local priorities for minor capital works in accordance with existing plans; recommend local service levels and asset development priorities for civic amenities in the Annual Plan and Long Term Plans. The "civic amenities" referred to in these delegations include the following Council activities:
- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm-water systems)
- 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
- Exclusions: From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.
- 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.
- 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.
- Provide comment to council staff on resource consent applications having significance within the Community including provision of land for reserves and/or other public purposes.
- Participate in hearings, as the Council considers appropriate in relation to submissions pertinent to their community and if appropriate recommend decisions to Council.
- Develop plans and strategies including contributing to the Long Term Plan and Annual Plans.

- 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 Council.
- Where recommended by staff, appoint management committees for local reserves, cemeteries, halls, and community centres.
- Allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of roads, reserves, and community facilities subject to consultation with the community.
- Consider the provisions of new and reviewed reserve management plans for recommendation to Council in accordance with the Reserves Act 1977, and/or participate in the hearing of submissions thereto, as considered appropriate by Council.
- Provide recommendations to Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
- Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
- Recommend new bylaws or amendments to existing bylaws.
- Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council policy.
- Exercise the following powers in respect of the Council bylaws within their communities.
- Control use of Public Spaces Dispensations on signs
- Mobile Shops and Hawkers Recommend places where mobile shops and/or hawkers should not be permitted.
- 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
- Public Places Liquor Control Recommend times and places where the possession or drinking of alcohol should be prohibited.
- Speed Limits Recommend places and speed limits which should be imposed.
- Appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
- Set the 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.
- 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 agree to their installation.
- 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, consider and decide on any application

which does not meet all criteria of the policy, and any application which staff recommends to be declined.

 Subject to a report from the appropriate managers and the appropriate budgetary provision, 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:

- Comment on adverse performance to the Chief Executive in respect of service delivery.
- Assist their communities in the development of structure plans, emergency management community response plans, and community development plans
- Assist their communities to set priorities for Pride of Place programs
- Have special regard for the views of Maori
- Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
- Actively participate in community consultation and advocacy and keep Council informed on local issues.
- Seek and report to Council community feedback on current issues by:
- Holding a Community forum prior to Board meetings
- Varying the venues of Board meetings to enable access by members of the community
- Monitor and make recommendations to Council to improve effectiveness
   of policy
- Appoint a member to receive Annual Plan\Long Term 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 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:
  - The disposal and purchase of land
  - Proposals to acquire or dispose of reserves
  - Representation reviews
  - Development of new maritime facilities

- Community development plans and structure plans
- Removal and protection of trees
- Local economic development initiatives
- Changes to the Resource Management Plan
- 4. Organize 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 and any Council committee the chairperson is appointed to.
- 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 formally requested by Board members.

# What the Board Funds

Provides and administers community grants:

- Community local grants scheme
- Rural Travel Fund on behalf of Sports NZ
- Place making fund
- Infrastructure fund (in collaboration with Te Hiku, Kaikohe-Hokianga Boards)
- Events

As appropriate may refer funding applications to the following grant schemes:

- Contestable Community District Plan Scheme and the Sports and Recreation Loan
   Scheme
- Creative Communities Scheme on behalf of Creative NZ
- The Mayoral Fund
- Other suitable funding options

# What we have funded

Community Boards fund a range of projects through their Local Community Grant Funding. Analysis of previous years funding is shown graphically below and has been catagorised as follows:

- Events
- Infrastructure
- Community Development
- Social



# What has been achieved

We have capable, credible, civic leadership that advocates for people and trusted by the communities they serve

• We continue to build safe, healthy, resilient communities, places and people

- Our residents and ratepayers engage with us, understand and have confidence in our decision making.
- Our environment and heritage is protected, enhanced and wisely managed to pass on to our children
- We have prudent financial management within long term strategic planning
- We continue to build strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities where quality of life is important and community benefits are maximised
- Our sustainable, affordable, equitable infrastructure contributes to the economic progress and social wellbeing of our communities and the Far North district
- We keep working with Māori to enable development of their lands, communities and resources

# **Our Ward Story**

#### **Location and Boundaries**

Eastern Ward is bounded by the localities of Ngapuhi-Kaikou and Ohaeawai in the south, and the localities of the Hokianga South, Hokianga North and Karikari Peninsula-Maungataniwha in the West.

East Ward encompasses the localities of Bay of Islands, Haruru Falls, Kaeo, Kapiro, Kawakawa, Kerikeri, Mangapa-Matauri Bay, Moerewa, Okaihau, Opua East, Opua West, Paihia, Pokere-Waihaha, Russell, Waihou Valley-Hupara and Waitangi.

#### Settlement History

European settlement dates from 1819 when a Church Mission Settlement was established in Kerikeri. Early industries included ship building, whaling, timber milling and dairy farming. In 1840 The Treaty of Waitangi was signed both by the Māori Chiefs and British Crown. Population was minimal until the late 1800s, aided by the opening of the railway line, growth in fishing industries, and coal mining at Kawakawa. Growth took place from the late 1800s into the early1900s, when land also became used for horticulture. Expansion continued from the post-war years, particularly in Moerewa, Opua and Paihia during the 1960s and 1970s as tourism became popular and access to the area was improved. Population growth took place in Kapiro from the early 1980s. The population of the area increased slightly between 1996 and 2013 as new dwellings were added to the area.

#### Land Use

East Ward is a rural and growing rural-residential area, with small townships at Kawakawa, Kerikeri, Moerewa, Opua, Paihia and Russell, and numerous small settlements. Land is used largely for dairy farming, horticulture (orchards and market gardens) and viticulture, with forestry, commercial fishing and tourism also being important industries.

#### **Economic Data**

The Bay of Islands-Whangaroa Ward's three largest industry sectors by employment are:
- Agriculture, forestry and fishing (1,365 people or 12.8%)
- Retail Trade (1,098 people or 10.3%)
- Accommodation and food services (1,032 people or 9.7%)

In combination, these three industries employed 3,495 people in total or 32.8% of the employed resident population

#### Changes in sector employment 2006 to 2013

Top 3 job gains

- 1. Public administration and safety
- Education and training

(+126 people)

Top 3 job losses

1. Construction

- 2. Not elsewhere included
- 3. Manufacturing

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(-330 people)
(-225 people)
(-162 people)
```

(+189 people)

#### Major features of the area include

- Bay of Islands, Bay of Islands Maritime Park
- Cavalli Islands, Motukawanui Island, Motupapa Island, Moturua Island, Stephenson Island, Urupukapuka Island, numerous other small islands
- Bay of Islands Marina (Port Opua), Opua Harbour, Whangaroa Harbour, Paihia -Russell Ferry, Paihia Wharf, Bay of Islands
- Airport (Kerikeri)
- Numerous beaches
- Kawiti Glow Worm Caves
- Bay of Islands Vintage Railway
- Waitangi Treaty Grounds
- Bay of Islands Golf Club (Kerikeri), Kauri Cliffs Golf Course, Marty's Golf and Archery Range, Waitangi Golf Club
- Kerikeri Mission Station (including Kemp House and the Stone Store), Pete's Pioneer and Transport Museum, Rewa's Village, Cherry Park House, Pompallier Mission, Russell Museum, Frigate HMNZS Canterbury, Flagstaff Hill Historic Reserve, Rainbow Warrior Wreck
- North Tec (Bay of Islands Campus)
- Bledisloe Domain, Kerikeri Domain, Bay Sports Grounds Waipapa, Kerikeri Sports Complex, Turner Centre at Kerikeri
- Fairy Pools, Rainbow Falls, Haruru Falls
- Mangonui Forest, Omahuta Forest, Opua Forest, Puketi Forest, Russell Forest, Waitangi Forest
- Ake Ake Vineyard, Cottle Hill Winery, Fat Pig Vineyard, Kainui Road Vineyard, Kapiro Vineyard, Marsden Estate Winery, Omata Estate (winery), Paroa Bay Winery, Pukeko Vineyard

- Lake Manuwai, Lake Omapere
- Kawakawa Swimming Pool, Kerikeri Swimming Pool, Whangaroa Community Swimming Pool and numerous schools.

#### **The Ward Demographics**

#### Population

Females	13,362	51.6%
Males	12,549	48.4%
Total	25,911	100.00%

#### **Ethnic Groups**

European	17,952	69.3%
Maori	7,263	28%
Pacific Peoples	669	2.6%
Asian	585	2.3%
Middle Eastern/Latin/African	99	0.4%
New Zealander	396	1.5%
Other ethnicity	0	0

#### Qualifications

Higher Degree	714	3.5%
Bachelor Degree	1,659	8.1%
Post School (excluding University)	4,428	21.5%
School Qualification	6,627	32.2%
No qualification	4,038	19.6%
Not stated/included	3,114	15.1%
Total	20,580	100.0%

#### **Employment Status**

Employed full-time	10,857	91.3%	
Employed part-time	7,917	66.6%	
Unemployed	2,940	8.7%	
Total	11,886	100.0%	

#### **Individual Income**

Negative or zero income:	1,440	7.0%
\$1 - \$5,000	936	4.6%
\$5,001 - \$10,000	990	4.8%
\$10,001 - \$15,000	1,872	9.1%
\$15,001 - \$20,000	2,262	11.0%
\$20,001 - \$25,000	1,752	8.5%
\$25,001 - \$30,000	1,368	6.7%
\$30,001 - \$40,000	2,268	11.0%
\$40,001 - \$50,000	1,506	7.3%
\$50,001 - \$70,000	1,893	9.2%
\$70,001 - \$100,000	927	4.5%

\$100,001 or more	528	2.6%
Not stated	2,802	13.6%
TOTAL	20,544	100.0%

#### **Household Income**

Negative or zero income:	120	1.2%
\$1 - \$5,000	99	1.0%
\$5,001 - \$10,000	141	1.4%
\$10,001 - \$15,000	285	2.8%
\$15,001 - \$20,000	504	5.0%
\$20,001 - \$25,000	555	5.5%
\$25,001 - \$30,000	591	5.9%
\$30,001 - \$40,000	1,053	10.5%
\$40,001 - \$50,000	807	8.0%
\$50,001 - \$70,000	1,341	13.3%
\$70,001 - \$100,000	1,296	12.9%
\$100,001 or more	1,251	12.5%
Not stated	2,004	19.9%
Total	10,047	100.0%

#### Occupations

Managers	4.176	21.4%
Professionals	3.540	18.1%
Technicians and trades workers	1,917	9.8%
Community and personal service workers	1,902	9.7%
Clerical and administrative workers	2,133	10.9%
Sales workers	1,719	8.8%
Machinery operators and drivers	807	4.1%
Labourers	2,652	13.6%
Not stated/included	672	3.4%
Total	19,518	100.0%

#### Industries

Agriculture, forestry and fishing2,93115.0%Mining600.3%Manufacturing1,1225.8%Electricity, gas, water and waste services2011.0%Construction1,1826.1%Wholesale Trade3451.8%Retail Trade2,21111.3%Accommodation and food services1,5698.0%Transport, postal and warehousing7023.6%Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%Not elsewhere included4532.3%			
Manufacturing1,1225.8%Electricity, gas, water and waste services2011.0%Construction1,1826.1%Wholesale Trade3451.8%Retail Trade2,21111.3%Accommodation and food services1,5698.0%Transport, postal and warehousing7023.6%Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services5582.9%Public Administrative and support services5582.9%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Agriculture, forestry and fishing	2,931	15.0%
Electricity, gas, water and waste services2011.0%Construction1,1826.1%Wholesale Trade3451.8%Retail Trade2,21111.3%Accommodation and food services1,5698.0%Transport, postal and warehousing7023.6%Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%		60	0.3%
Construction1,1826.1%Wholesale Trade3451.8%Retail Trade2,21111.3%Accommodation and food services1,5698.0%Transport, postal and warehousing7023.6%Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Manufacturing	1,122	5.8%
Wholesale Trade3451.8%Retail Trade2,21111.3%Accommodation and food services1,5698.0%Transport, postal and warehousing7023.6%Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services5582.9%Public Administrative and support services5582.9%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Electricity, gas, water and waste services	201	1.0%
Retail Trade2,21111.3%Accommodation and food services1,5698.0%Transport, postal and warehousing7023.6%Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Construction		6.1%
Accommodation and food services1,5698.0%Transport, postal and warehousing7023.6%Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Wholesale Trade	345	1.8%
Transport, postal and warehousing7023.6%Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Retail Trade	2,211	11.3%
Information media and telecommunications1140.6%Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Accommodation and food services	1,569	8.0%
Financial and insurance services4952.5%Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Transport, postal and warehousing	702	3.6%
Rental, hiring and real estate services6453.3%Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%		114	0.6%
Professional, scientific and technical services8344.3%Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Financial and insurance services	495	2.5%
Administrative and support services5582.9%Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%		645	3.3%
Public Administration and safety8794.5%Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%		834	4.3%
Education and training2,17511.1%Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%	Administrative and support services	558	2.9%
Healthcare and social assistance2,00410.3%Arts and recreation services2881.5%Other services7443.8%		879	4.5%
Arts and recreation services2881.5%Other services7443.8%	Education and training	2,175	11.1%
Other services 744 3.8%	Healthcare and social assistance	2,004	10.3%
	Arts and recreation services	288	1.5%
Not elsewhere included 453 2.3%	Other services	744	3.8%
	Not elsewhere included	453	2.3%

Total 19,512 100.0%

# Family Types

Couples with children	2,112	32.3%
Couple with dependent children	1,821	27.8%
Couple with adult children only	309	4.7%
Couple with children – dependency unknown	0	0.1%
One parent families	996	15.2%
One parent family with dependent children	885	13.5%
One parent family with adult children only	171	2.6%
One parent family with children – dependency	0	0.1%
Couple without children	3,360	51.3%
Total	6,468	100.0%

#### 7.3 NAMING OF ESPLANADE RESERVE, RICHARDSON STREET, OPUA

File Number:	A2643822
Author:	Kathryn Trewin, Support Officer
Authoriser:	Sheryl Gavin, General Manager Strategic Planning and Policy (Acting)

#### PURPOSE OF THE REPORT

To enable the Bay of Islands-Whangaroa Community Board to recommend to Council an appropriate name for the esplanade reserve located on Richardson Street, Opua.

#### EXECUTIVE SUMMARY

- A Special Consultative Procedure on this matter was conducted during August 2019. 28 Submissions were received.
- The majority of feedback supported adoption of a name that acknowledges pre-European settlers.
- Those who opposed the name generally did so because they felt the name suggested was not representative of the location, or that the iwi recommending the name were not the appropriate iwi to consult.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board recommend that Council:

- a) approve the name of Hopua Esplanade Reserve be adopted for the reserve located on Richardson Street, Opua.
- b) note that the name may need to be reconsidered when the Wai 149 Treaty Claim is settled.

#### 1) BACKGROUND

The esplanade reserve on Richardson Street, Opua, was formed in 1998. The reserve has never been given a legal name and over the years has become known as Wall's Bay Reserve in reference to the Walls family who resided there.

Initial enquiries indicate that Ngati Manu were the iwi with responsibility for this whenua, although consultation revealed that Ngati Hine and Te Kapotai also have kaitiaki of this piece of land.

The name consulted on was Waipuna, the preference of Ngati Manu, and commemorating a battle where the leader Te Kiore died and in reference to a spring. It appears, however, that the spring referred to is located nearer to the Opua Industrial Estate.

Opua is subject to a Treaty of Waitangi claim (Wai 149), with Ngati Manu, Ngati Hine and Te Kapotai working with Treaty of Waitangi researchers to confirm the original names of a number of locations within the greater Opua area.

The consultation period ran from Monday 29 July – Friday 30 August 2019. More than 400 flyers were delivered to mailboxes of Opua residents to notify them of the consultation, and an open day was held at the Opua Hall on Friday 16 August to allow the community to drop in and discuss the proposal with the Board in person. Over the course of three sessions, six people took the opportunity to speak with the Board and share their opinions on the naming of the reserve. Five of them made written submissions to the consultation process.

#### 2) DISCUSSION AND OPTIONS

#### Submissions

Twenty-eight written submissions were received on the matter. Three supported the proposal to name the reserve Waipuna, while 11 opposed. A further 14 liked the idea of a pre-European name but were not sure this Waipuna would be the right one.

Those opposing the name or seeking amendments provided the following feedback:

- Preference to retain the informal name Wall's Bay (5)
- Name the reserve the Richardson Street Esplanade Reserve (1)
- Name the reserve either Opua or Hopua Esplanade Reserve (7)
- Ngati Manu should not recommend a name without input from the other iwi (Ngati Hine and Te Kapotai)
- Independently-sourced historical records do not support this being the location of the spring the name of Waipuna refers to.

While the name of Waipuna was not universally supported, there was strong preference for a Maori name for the reserve.

Verbal submissions received at the open day on 16 August 2019 supported the feedback from written submissions.

#### Naming Options

Options acknowledged by submissions include:

- 1 Waipuna Reserve (the name consulted on)
- 2 Wall's Bay Reserve the current informal name of the reserve.
- 3 Opua or Hopua Esplanade Reserve
- 4 Richardson Street Reserve
- 5 Decline to recommend a name be adopted, as the renaming of landmarks within the area is subject to settlement of the Wai 149 Treaty of Waitangi claim, a joint claim made by the three identified iwi (Ngati Manu, Ngati Hine and Te Kapotai) who have an interest in the whenua where the reserve is located.

#### Reason for the recommendation

Of the submissions that were received there was strong preference for a Maori name, and since the name Waipuna was not universally supported the recommended name of Hopua Esplanade Reserve is recommended.

The Community Board should note that the name may be subject to change depending on the outcome of the settlement of Wai 149.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications to the Community Board.

#### ATTACHMENTS

#### 1. Opua Esplanade Submissions - A2649452 😃 🛣

#### Compliance schedule:

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

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

Compliance requirement	Staff assessment	
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	This decision is not of high significance. It is significant to locals and may be controversial.	
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Community Board has the delegated authority to name Council reserves. FNDC Reserve Policy (2017) outlines the process and requirements.	
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This proposal is of limited interest to the wider community, but of high interest to the local community and tangata whenua of Opua. The Community Board was requested to consult with their community on this matter.	
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	were advised were the kaitiaki of this whenua, and	
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 (for example – youth, the aged and those with disabilities.	<ul> <li>Ngati Manu</li> <li>Ngati Hine</li> <li>Te Kapotai</li> <li>Opua residents and ratepayers</li> </ul>	
State the financial implications and where budgetary provisions have been made to support this decision.	The costs involved with the consultation include public meetings; public notification of the consultation to legally name the reserve via gazetting and signage can be covered from existing operational budgets.	
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.	





Opua Esplanade Reserve 2019 Submissions

# Submissions by Surname

Submission ID	Surname	First Name	Page
OER19/20	Atkinson	Anthony	23
OER19/27	Bennett Terence		34
OER19/28	Bennett	Margaret	35
OER19/17	Burnell	Kevin & Jan	20
OER19/19	Coyte	Dell	22
OER19/16	Crawford	Darren	19
OER19/21	Dysart	Douglas	24
OER19/15	George	Robyn	18
OER19/3	Green	Richard & Ann	3
OER19/7	Hepburn	Dr Brian	10
OER19/12	Hepburn	Joan	15
OER19/2	Jansen	Don	2
OER19/18	Kearney	Jillian	21
OER19/26	Kearney	William	33
OER19/1	Kyriak	Angelika	1
OER19/4	Larcombe	Myra	4
OER19/10	Nankivell	Tom	13
OER19/11	Nankivell	Colleen	14
OER19/25	Nissen	Henry	32
OER19/22	Rashbrooke	Mike	25
OER19/6	Schmuck	Douglas	9
OER19/9	Simpson	Gillian	12
OER19/13	Submitter	Anonymous	16
OER19/14	Taylor	Wayne	17
OER19/23	Taylor	David	30
OER19/24	Taylor	Kathryn	31
OER19/5	Thompson	David	8
OER19/8	Thompson Gail		11

# Opua Esplanade Reserve 2019 Submissions

First NameAngelikaSurnameKyriakDo you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?I seek amendments to the proposed nameMy submission is: There is no spring on the reserve and according to information from informed sources, the "spreferenced by the proposers of the name is located elsewhere in Opua. It would be a matter or respect, if, for once, this history of Walls Bay were recorded on the basis of facts. However, it not particularly matter to me if the reserve is named "Waipua" as long as the name "Walls Bar also acknowledge. Perhaps: Waipua Reserve at Walls Bay."The reasons for my submission are: Those who honour the reserve would do well to acknowledge each other's view and show murespect.	
Do you support the name proposed       I seek amendments to the proposed name         (Waipuna) for the esplanade reserve       I seek amendments to the proposed name         located in Richardson Street, Opua?       I seek amendments to the proposed name         My submission is:       There is no spring on the reserve and according to information from informed sources, the "spreferenced by the proposers of the name is located elsewhere in Opua. It would be a matter or respect, if, for once, this history of Walls Bay were recorded on the basis of facts. However, it not particularly matter to me if the reserve is named "Waipua" as long as the name "Walls Bay also acknowledge. Perhaps: Waipua Reserve at Walls Bay."         The reasons for my submission are:       Those who honour the reserve would do well to acknowledge each other's view and show mutants.	
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Those who honour the reserve would do well to acknowledge each other's view and show mu	f loes
0	
The decision I wish the Community Board to make is:	
Name and signpost the reserve as: Waipuna Reserve at Walls Bay, or Waipuna Reserve (Walls Bay)	

Additional Supporting Information

No

ID	OER19/2
First Name Don	
Surname	Jansen
Do you support the name proposed         (Waipuna) for the esplanade reserve         I support the proposed name         located in Richardson Street, Opua?	
My submission is: This is to advise of my complete agreement in the naming of the reserve on Richardson Street Opua as the Waipuna Reserve .	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information No	

ID	OER19/3	
First Name	Richard & Ann	
Surname	Green	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name	
<b>My submission is:</b> That the proposed name of Waipuna be adopted as the legal name for the reserve		
The reasons for my submission are:		
Waipuna is the original name of the bay where the reserve is located. Presumably that name predates European settlement in the area and hence it should become the formal name		
The decision I wish the Community Board to make is:		
That the proposed name of Waipuna be adopted as the legal name for the reserve		
Additional Supporting Information No		

# Far North District Council

#### Opua Esplanade Reserve 2019 Submissions

ID	OER19/4
First Name	Муга
Surname	Larcombe
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name

#### My submission is:

The reserve should remain Walls Bay Esplanade Reserve as per the notice placed by the FNDC by removed illegally. The next bay north is Lemon's Bay - does Council intend altering that as well? This process is a waste of ratepayers money. The people instigating this should be liable for costs, not ratepayers.

#### The reasons for my submission are:

Walls Bay has never been known as Waipuna. Waipuna is an open spring up the gully from Baffin St. An underground spring at the junction of Belcher/Richardson St fed into a stream that ran down the North side of Wall's Bay to the sea. Now destroyed by the present boat yard owner. Information recorded by the late Riri Maihi Kawiti states: Whe, the oldest son of Hieamaru, lived at Opua and mentions the head of an enemy warrior being thrown into the spring named Waipuna. This can only refer to the spring in the valley on the Southern side of Puketiti. If you view the two springs, it is obvious. FNDC states that Ngati Manu are Kaitiaki of this land. I disagree. Please refer original deed of sale 17 January 1831. Ngati Manu did not have title to land on the Opua side of the Kawakawa River (OLC658-689). Riri Maihi Kawiti's diary records that Ngati Hine have Tribal and Territorial interests in Opua Lands. The background provided by Andy Finch and Kathryn Trewin is incorrect.

#### The decision I wish the Community Board to make is:

Retain the name Wall's Bay Esplanade Reserve. I have already supplied FNDC with the recreational value that resulted in the OPUA CWI building changing sheds and toilet across the bridge opposite the Opua Hall to benefit the number of families coming by train to enjoy picnics and swimming, especially at Wall's Bay.

Additional Supporting Information

Attached

	وحاجرك	0	OER19/4]		1 4 AUG 2019	u.
	Islands-Whangaroa Com		ulting on formally naming th	e esplanade rese	rve located on Richard	ison
Street, Opu	a. This consultation is no	ot about any other m	atter (including use or mana	gement) of the re	serve at this time.	
You can fin	d more information, or m	nake an online submi	ssion, at www.fndc.govt.nz/c	puareserve2019		
1 Do you	support the propose	d name of Waipui	na Reserve?			
I (please tic	ck one box): 🛛 Support	Ø Oppose	Seek amendments to the	proposed name of	of the esplanade rese	erve
My submis	ssion is:					
The.	Reserve	should	remain	Walls	Bay Espl	made
Resi	erve as	per	The notice	ce placa	d by the	FNR
het a	emoved illega	1	Section 1		the r	aut
1	14 VI	1 2	and alter pre- a		The n	IV .
pay 1	north is he	mon's pa	y - does Co	uncil	intend a	Terin
that	as well	This p	locess is a was	Te of her	E Payers	money
The peo	ple instigation	ng This sh	pold be liable f	or costs.	Not ratepa	yers.
My reason	s are: (giving reasons for y	our view helps us bett	er understand your submissio	n and what you ar	e seeking)	
Walls I	Bay has ner	er been k	nown as Wa	jouna.	Waipuna is	san
2000 6	deine in the	e gully from	m Baffin Stre	1	undergrou	1
spring		4/1	Belcher/Richard	1	fed into a	1
lat sor	down the No	4	Wall's Bay To t	1.000	Now destru	1
u M.	A 17	1. 1		1	1	1-
y 1/2	piczera Da	n jara pul	rer, - continu	er un se	parate pa	ge =>

The decision I wish the Community Board to make Is: (this helps the Community Board make sure that the issues you raise can be addressed occurately)

nam wi D in te th WI P YAG ging pu a bri ODG Disa 4 tamili hu na enjoy 8 70 DICNICS Swimming espe

If you need more space, please feel free to write on extra pages. If you have extra information you would like the Community Board to consider, please attach it to your submission or email it to submissions@fndc.govt.nz

By post: Submissions - Opua Esplanade Reserve 2019 Far North District Council Private Bag 752 Kalkohe 0440



By email: submissions@fndc.govt.nz

In person: hand it in to any Council service centre or library

SUBMISSIONS CLOSE AT 4.30PM FRIDAY 30 AUGUST 2019

44

22

· proposed naming of the pova esplanade reserve My reasons continued :-Information recorded by the late Riri Maihi Kawiti states :- Whe the eldest son of Hine a maru, Lived at Opua and mentions The head of an enemy warrior being thrown into the spring named Waipuna. This can only refer to the spring in the valley on the southern side of Puketiti. If you view the Two springs - it is obvious. FNDC states that Ngati Manu are Kaitiaki of this land. I disa gree. Please refer original deed of sale 17 January 1831. Ngati Manu did not have title To land on the Opua side of the Kawa Kawa River. OLC 658-689 Riri Maihi Kawiti's dairy records that Ngati Hine have Tribal and Territorial interests in opua Lands. The background i) supplied by Andy Finch and and Kathryn Trewin is/incorrect.

#### OER19/4

#### Walls Bay re-naming.

My Submission is :-.

The name "Wall's Bay esplanade reserve" was perfectly acceptable to Council as per the Walls Bay Management plan 2012 although the background history was altered illegally by some-one in the FNDC in 2014 - despite repeated requests for information on this act no-one at the FNDC has replied. A notice placed by the FNDC but removed illegally by the boatyard also claimed this bay to be "Walls Bay Esplanade Reserve". No action was taken by Council to rectify this. The next bay north is Lemon's bay – does Council intend altering that as well? This process is a waste of Ratepayer money. The reason for altering the name to Waipuna is based on totally false information. I have already forwarded the history of Opua and area to the FNDC, Councilors and Community Board members and cannot understand why this process is continuing. The people instigating this should be liable for costs – not ratepayers.

My reasons are:- Walls Bay has never been known as Waipuna. Waipuna is an open spring in the gully up from Baffin Street. An **underground** spring at the junction of Belcher/Richardson St's, fed into a stream that ran down the north side of Walls Bay - now destroyed by the present boatyard owner.

Information recorded by the late Riri Maihi Kawiti states :- Whe, the eldest son of Hineamaru, lived at Opua and mentions the head of an enemy warrior being thrown into the spring named Waipuna. This can only refer to the spring in the valley on the southern side of Puketiti. If you view the two springs – this is obvious. FNDC states that Ngati Manu are kaitiaki of this land. I disagree. Pease refer original deed of sale 17 January 1831. Ngati Manu did not have title to land on the Opua side of the Kawakawa River. (OLC 658-689.) Riri Maihi Kawiti's dairy records that Ngati Hine has dominant tribal and territorial interest in Opua lands. Why has the history I forwarded been ignored?

Background. 1) supplied by Andy Finch and Kathryn Trewin is incorrect and based on false information.

Back in 1994 the FNDC permitted the sale of reserve land above Beechey Street that had been developed into an attractive reserve despite strong protest from the public. The last coastal reserve left in Opua. Now is the time to preserve in it's entirely the whole of the Esplanade Reserve in Walls Bay.

I have already supplied FNDC with the recreational value that resulted in the Opua CWI building changing sheds and toilet across the bridge opposite the Opua Hall to benefit the number of families coming by train to enjoy picnics and swimming – especially at Walls Bay.

The decision I wish the Community Board to make is:-

Acknowledge the wrongs of FNDC and name the Bay "Opua Esplanade Reserve" and place a notice in a prominent position accordingly.

Myra Larcombe.

29/8/2019.

ID	OER19/5
First Name	David
Surname	Thompson
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name
My submission is: No response provided	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information No	

ID	OER19/6
First Name	Douglas
Surname	Schmuck
Do you support the name proposed	
(Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I seek amendments to the proposed name
My submission is:	
Нориа	
The reasons for my submission are:	
Very appropriate in connection with the water body in the area.	
The decision I wish the Community Board to make is:	
This decision is directly connected with a review of the RMP.	
Additional Supporting Information No	

ID	OER19/7
First Name	Dr Brian
Surname	Hepburn
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name
My submission is: No response provided	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information No	

ID	OER19/8
First Name	Gail
Surname	Thompson
Do you support the name proposed         Waipuna) for the esplanade reserve       I support the proposed name         ocated in Richardson Street, Opua?	
My submission is: No response provided	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
dditional Supporting Information No	

ID	OER19/9
First Name	Gillian
Surname	Simpson
Do you support the name proposed       I support the proposed name         (Waipuna) for the esplanade reserve       I support the proposed name         located in Richardson Street, Opua?       I support the proposed name	
My submission is: No response provided	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information No	

	1
ID	OER19/10
First Name	Tom
Surname	Nankivell
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name
My submission is: No response provided	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information No	

ID	OER19/11
First Name	Colleen
Surname	Nankivell
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name
My submission is: No response provided	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information	No

ID	OER19/12
First Name	Joan
Surname	Hepburn
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name
My submission is: No response provided	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information	No

ID	OER19/13	
First Name	Anonymous	
Surname	Submitter	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name	
My submission is: I don't know enough about the motive to call it Waipuna. I'm not really against it being called Waipuna but I think it has always been known as Walls Bay so why not just make that the official name. Thank you.		
The reasons for my submission are:		
As above		
The decision I wish the Community Board to make is:		
Call it Walls Bay, or explain why it should be changed. There needs to be a strong reason/significance to change it to Waipuna.		
Additional Supporting Information	No	

ID	OER19/14	
First Name	Wayne	
Surname	Taylor	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name	
My submission is: That it should be named Richardson street reserve.		
The reasons for my submission are:		
To have it named Richardson Street Reserve would stop any confusion as to where it is situated.		
The decision I wish the Community Board to make is:		
No response provided		
Additional Supporting Information	No	

ID	OER19/15	
First Name	Robyn	
Surname	George	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name	
My submission is: That the reserve should not be named Waipuna Reserve		
The reasons for my submission are:		
1) As a permanent resident of Richardson St and neighbour of the reserve I have a genuin interest in the name. My family and I use the reserve many times a week. 2) I have not been able to determine any definition of the proposed name Waipuna that relates directly to the reserve area. Nor does it appear to have any tribal connection to, or reflect any history of the area, unlike the name it is commonly referred to, Walls Bay Reserve. 3) Other Hapu are proposing alternative names and these should be given consideration		
The decision I wish the Community Board to make is:		
I support the naming of the reserve as the Opua Esplanade Reserve. The reserve is a natural extension of the Opua Basin, and it is logical to name it accordingly. This also will make it easily recognisable and locatable to both visitors and locals.		
Additional Supporting Information	Νο	

ID	OER19/16	
First Name	Darren	
Surname	Crawford	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name	
<b>My submission is:</b> I support the bay to be named it's or name Waipuna as per Iwi wishes		
The reasons for my submission are:		
Because it's the respectful and accurate thing to do		
The decision I wish the Community Board to make is:		
To name the bay Waipuna		
Additional Supporting Information	No	

ID	OER19/17	
First Name	Kevin & Jan	
Surname	Burnell	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name	
My submission is: We submit that the esplanade reserve on Richardson St, Opua should be named Waipuna Reserve in keeping with appropriate historical and cultural references and context.		
The reasons for my submission are:		
We submit that the esplanade reserve on Richardson St, Opua should be named Waipuna Reserve in keeping with appropriate historical and cultural references and context. Our reasons are as follows: the local Ngati Manu people have recommended the name Waipuna Reserve. There is no more significant cultural or historical reason to give the reserve any other name and therefore we fully support the recommendation.		
The decision I wish the Community Board to make is:		
the decision we wish the Community Board and Council to make is "THAT the esplanade reserve located on Richardson Street Opua be formally named Waipuna Reserve".		
Additional Supporting Information	No	

ID	OER19/18
First Name	Jillian
Surname	Kearney
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I seek amendments to the proposed name
<b>My submission is:</b> OPUA ESPLANADE RESERVE would be my pre	eferred suggestion for the legal name of this reserve.
The reasons for my submission are:	
The reasons for my submission are: With regard to the proposed name: I understand there is disagreement among iwi connected with this area over this, and a strong argument that WAIPUNA relates to a different area entirely. Ngati Manu are given as the sole source for the proposal, being described as kaitiaki for this land - but I am told they are not listed on the 1831 sale agreement relating to it, which at the very least suggests the testimony of those iwi who are on the agreement should be taken into account if future objections are not to arise. As the name is associated with a specific incident in Maori history, it would be an embarrassing blunder all round to incorrectly attribute the name to the wrong area. Other objections are: there is no longer a spring in this area; the name is not unique, there being other WAIPUNAs; and the name is unfamiliar to most locals, even those who have lived here the longest. It is one thing for a new name to be seen as an imposition, but for it to be an unjustifiable or controversial one serves nobody's interests. The name OPUA ESPLANADE RESERVE by contrast incontrovertibly applies to the reserve, would be familiar to all, and would have the additional benefit of instantly drawing attention to the recreational assets of the local area. While it is impossible for me to comment on what all those with mana whenua might prefer more specifically (that information being not yet available on this page), I would consider the more general name OPUA likely to be popular with Maori and non-Maori alike. It is familiar, historically resonant in both English and Te Reo, and ensures continuity in a small but proud community. For these reasons, I support the reserve being officially named the OPUA ESPLANADE RESERVE.	
The decision I wish the Community Board to make is:	
TO RENAME THE RESERVE THE "OPUA ESPLANADE RESERVE" (provided this accords with all those exercising mana whenua)	
Additional Supporting Information	No

ID	OER19/19	
First Name	Dell	
Surname	Coyte	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name	
My submission is: Do not think "Waipuna" is appropriate. I think it should be called Opua Esplanade Reserve.		
The reasons for my submission are:		
Many locals are unaware that this is a PUBLIC RESERVE. Needs good signage, picnic table and seats, so that the locals feel free to use it and not be intimidated by the person(s) using the boat yard - thinking it is private property - which it is not!		
The decision I wish the Community Board to make is:		
Get the reserve named and make it very clear it is a public reserve - NOT a private property.		
Additional Supporting Information	No	

ID	OER19/20	
First Name	Anthony	
Surname	Atkinson	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name	
My submission is: Waipuna is incorrect. Most definitely the wrong choice. The esplanade reserve at Walls Bay should be named and a sign be promptly erected indicated the Opua Esplanade Reserve.		
The reasons for my submission are:		
I am seeing an end to this ill-thought process, which has only been initiated by the promptings of a selfish, malign person in Opua who wants to have exclusive use of the esplanade.		
The decision I wish the Community Board to make is:		
Name the esplanade reserve at Walls Bay Opua Esplanade Reserve.		
Additional Supporting Information	No	

#### Opua Esplanade Reserve 2019 Submissions

ID	OER19/21
First Name	Douglas
Surname	Dysart
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name
My submission is:	

#### My submission is:

The proposed name by Ngati Manu indicates along with that of many other submitters they do not understand the history of this area. Waipuna relates to a swamp several kilometres away alongside the Industrial Estate. Their participation is unjustified, questionable and misleading, having never owned the land. I propose the name OPUA ESPLANADE RESERVE

#### The reasons for my submission are:

Opua Esplanade Reserve :- 1- Provides a Maori identity and should satisfy the requirements of WAI 49. 2- It relates to a specific locality in NZ. 3- It identifies with enabling the public to enjoy recreational use of the esplanade reserve and the adjacent sea. 4- It identifies conservation values. 5- It is not controversial.

#### The decision I wish the Community Board to make is:

Inform the public immediately it is a reserve by erecting a temporary generic RESERVE sign until a formal OPUA ESPLANADE RESERVE one is in place. This needs to be in place before summer. Demand that the Boatyard sign is taken off the reserve immediately and erected within its own boundary. FNDC administration needs to be held accountable and stopped from wasting ratepayers money any further. This started off as the frivolous whim of a resentful, disgruntled person. Management failed to deal positively and responsibly with the knowledge on hand and with proof that there was a connection between the boatyard and the removal of the previous reserve sign.

Additional Supporting Information

No

ID	OER19/22	
First Name	Mike	
Surname	Rashbrooke	
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name	
My submission is: Either Hopua Esplanade Reserve or Opua Esplanade Reserve.		
The reasons for my submission are:		
Waipuna is the name of the area on the Kawakawa River, now behind the Marine Industrial Estate. Any European name, like Stewarts, Walls, Leeds, Tubini or Schmuck reserve would not be suitable or appropriate.		
The decision I wish the Community Board to make is:		
I have attached copies of letters to the Northland Age and a brief history of Walls Bay from Myra Larcombe, QSO.		
Additional Supporting Information	Attached	

#### OER19/22

he Bay of Is	slands-Whangaroa Commu	nity Board is cons	sulting on formally naming the	esplanade reserve located on Richardson
				ment) of the reserve at this time.
ou can find	more information, or make	an online subm	ission, at www.fndc.govt.nz/opu	Jareserve2019
Do you s	support the proposed r	ame of Waipu	na Reserve?	
(please tick	k one box): Support	Oppose [	Seek amendments to the pr	oposed name of the esplanade reserve
My submiss	sion is:			
F	Inter Hope	IN ESPI	LANADE RESERV	Ē
AD			ADE RESERVE	
CK	<u> </u>	LJPLAN	ADE RESERVE	
-				
My reasons	s are: (giving reasons for you	r view helps us be	tter understand your submission	and what you are seeking)
	1			) THE KAWAKAWA RIVE
NOW			E INDUSTRIAL E	1 1 1 6 3 6
				3, WALLS LEDDS TUD
OR'S	atmuck' R	ESCRUE	WOLLD NOT BO	SHIJABLE OR
APPRO	PARIATE . THE	PRESEN	i BURTYAR D	
		ard to make is: (t	this helps the Community Board n	nake sure that the issues you raise can be
addressed a				
AS	ABOVE AND	AS A	TTACHED LOPA	to of hetters
70	NORTHLAND	AGE K	NO A BRIEF H	STORY of Walls
BAY	FROM M.	KRA LAN	COMBE QSO.	
				mation you would like the Community Board
o consider,	please attach it to your sul	mission or emai	il it to submissions@fndc.govt.n	Z
	Py post:	(@	Buomaile	
	By post:	(W)	By email: submissions@fndc.govt.nz	hand it in to any Council
	Submissions – Opua			
	Esplanade Reserve 2019			service centre or library
	김 중 경험 전 것 같은 것을 알 것 것을 알 것 같다			service centre or library

#### OER19/22



The Editor, The Northland Age, P.O. Box 45, Kaitaia.

Dear Sir,

,

To my observation the workings of local democracy in the Far North can appear sometimes to be quite simple and straightforward while in fact being complex, mysterious, murky and ironically amusing.

Such is the current Council proposal to change the name 'Walls Bay Reserve' at Opua to 'Waipuna Reserve'. This first arose in 2014 after the new 'Walls Bay Reserve' sign had been defaced then stolen in late 2013. As has been raised in these columns, documents have since come to light indicating that the vandal/thief objected to the name 'Walls Bay' and later returned the stolen sign to Council on the basis that they would re-name the bay. It turns out that FNDC can't do that on its own, but it can apparently name a reserve which hasn't been 'formally' named, as is said to be the case, despite 'Walls Bay Reserve' being the title or description for decades on Council documents going all the way to the Supreme Court in June this year. Given the stated motivation of the thief, being their antipathy to the name 'Walls Bay', the irony in this latest proposal is that it would be described as 'Waipuna Reserve at Walls Bay'.

There are clearly some issues regarding this means of achieving one's aims, and with Council apparently accepting the tactic. They have refused innumerable community requests over five years to re-erect the original sign, giving as a basis the need to "wait until the reserve has been formally named", but then delaying to do so until now.

While the proposed new name may be regarded as an improvement, I suggest the most suitable name would reveal itself from some fairly straightforward research. The Waitangi Tribunal will soon make its Report on WAI 49 lodged by the late Sir James Henare. This major claim includes as sought redress the reinstatement of the historical Maori names for the bays and beaches in this area. I am informed that these are listed with WAI 49. In 2014 Sir James' son, the late Erima Henare, was asked for the historic name of Walls Bay and indicated 'Hopua' – 'a place of shelter'. The Waitangi process has progressed and I have to question the intelligence of the CB being directed now to spend an estimated \$1000 to arrive at a new name which may require to be changed again within a year or three. Why not locate the WAI 49 name or simply re-instate the original reserve sign immediately while awaiting the outcome of the Tribunal Process? That is the question.

'Waipuna' ('spring water') was reliably the name of the land at the edge of the former lagoon near Ashby's/FNH's boatyard on the Kawakawa River, where an unusually voluminous artesian spring still exists. A considerably smaller one at Walls Bay used to feed a small stream running down the reserve which was used by the public for a number of purposes, but this was diverted and filled-in by the owner of the neighbouring boatyard in November 2012.

Kind Regards, Mike Rashbrooke.
BOI-WHANGERON C.B COBY

OER19/22

Walls Bay. History.

The title deed of lands purchased by the Church Mission Society on 17th January 1831 shows the boundaries and

names of Chiefs who were the sellers and identifies the parcels of land. Total area estimated as "about 7 or 800 acres". (Appendix (ii) OLC File 658-689.) The Chiefs listed are :- Tohi Tapu, Hauhau, Wakaria, Wairakau, Pumuka, Te Ngaue, Te Iri, Te Waikoraka, Hamu, Hiamoe, Pukututu, Watonga, Hoia. The block of land that concerns the Whangae /Opua/Awahapa area is situated in claim 667 and referred to as Pungorungoru.

Since 1842 there have been numerous land claims submitted but all were disallowed as the original purchase was deemed to be bone fide and the Native title extinguished. (NZ Gazette 1859 page 261. Appendix v111 (a))

Puketiti was the headland at the end of a peninsular jutting out into the confluence of the Kawakawa and Waikare rivers. It was a vantage point - not a living Pa site. The contour of the coast allowed foot traffic between Ake Ake and Te Raupo to Puketiti but the difficult terrain north towards Awahapa and Haumi, did not.

Land now known as Opua was virtually a "No man's land" until a railway to deep water at One Tree Point was proposed and a wharf built in 1881. When the railway was established and passenger and goods trains ran, people from "inland" i.e. Kawakawa, Moerewa, Otiria would travel to Opua for a day's outing to the beach. What became known as Walls Bay became very popular for picnics and swimming groups. When owned by the Walls family, the flat area beside the cottage was kept mown and became an excellent picnic spot. The Stewart family were previous owners. They had a launch and as was common in those days erected a boatshed on the foreshore with a slip way. As children we all knew that the land was reserve and were allowed on it but were informed in no uncertain terms that nothing belonging to the owner was to be touched! An **underground** spring at the head of the gully formed a stream that ran down the northern side of the bay. Opua school children would walk round the point to Walls Bay for class swims. The beach did not run out to mud as did the main beach so we could swim at any stage of the tide. The stream was excellent for washing the salt out of our hair before returning to school. Flat land was a bonus in Opua so the small reserve was used extensively for recreation. Picnic parties coming by rail became so numerous the Opua Country Women's Institute built change sheds with toilets in 1936 on a flat area across the bridge opposite the Opua Hall.

Mr. Rae Hone Tane, a direct descendant of Pumuka, Chief of the Pa at Te Raupo, provided me with a copious amount of history of the Bay.

Walls Bay has never been known as Waipuna. WAIPUNA refers to an **open spring** in the valley on the Kawakawa side of the Opua peninsular. The underground spring at Walls Bay is at the head of the gully and issues forming a stream down the northern side of the bay. (This stream has since been destroyed by the present owner of the Boatyard).

Pomare, Chief of Ngati Manu did not own any of the land purchased by the CMS therefore Ngati Manu iwi cannot claim kaitiaki over Walls Bay. (Refer original sale document 17 January 1831).

Myra Larcombe,

5/8/2019

OER19/22

BOI WHANGERED CB COPY

The Editor, The Northland Age, P.O. Box 45, Kaitaia.

Dear Sir,

02-10-18

Some observations about your article, 'The Opua boatyard battle goes on', 2nd October:

The first is that 'the battle' has never been about the 'boatyard'. It is about our reserve. The boatyard has long had all the consents it requires to function on its own land, as it did under the previous owners from 1974. The present owner is the first to assert claims to the adjoining public land, including by means of 'adverse possession', a tenuous legal stratagem to be compared with a child's claim of 'finder's keepers'. By that measure any individual could lay claim to any of the nation's public reserves as free real estate.

The second is that the article is an improvement on that earlier printed in the Advocate and Herald insofar as it lays some initial emphasis on the fact that the challenged and quashed 'easements' were 'granted', not directly by DoC or the Minister of Conservation, but in fact by FNDC acting under a Ministerial Delegation. However, that was in 2015 whereas your article states it was "in 2006". The FNDC in 2006 made a recommendation for the grant of 'easements' to DoC, and, in 2007, the DoC decision declined some of the FNDC proposals as did the Court of Appeal in July this year for much the same reasons. DoC had previously made the same decision in 2000 and did so subsequently in 2013. This is because the boatyard owner refused to allow the registration of the granted easements and has kept applying for extra private rights over public reserve, again, and again, and again. These were the extra private rights that were the downfall of the FNDC's grant of purported 'easements' in 2015. By the boatyard owner's own estimates, his applications and Court proceedings have cost the District's ratepayers and the Country's taxpayers approx \$1.5M to date. Mayor Carter publicly claimed these rising costs to be a basis for giving this serial applicant what he wants.

The third observation is that Opua Coastal Preservation Inc (OCP) has not, as reported, "... been fighting Mr Schmuck since before the FNDC granted easements in 2006..." OCP was formed in December 2014 after the FNDC had decided it has jurisdiction as "landowner" to just 'grant' these private rights over reserve. OCP put this FNDC "permission", and their subsequent grant of 'easements' in 2015, before the Courts in order to uphold the integrity of the Reserves Act and protect reserves on behalf of all New Zealanders. Both FNDC decisions have now been quashed by the Courts.

The given basis for these serial applications has been that the boatyard 'needed' these private uses of the public land in order to maintain its economic viability. An illuminating development occurred in March 2017, when, after the High Court had upheld the now-quashed 'easements', the boatyard owner removed all four slipway rail spurs from the private boatyard site. He later declared, in an application to establish a private marina in Walls Bay, that he had "decommissioned" this infrastructure on his own land. He was evidently preparing to conduct his business activities solely on Walls Bay reserve when OCP took the matter further to the Court of Appeal.

Kind Regards, Mike Rashbrooke.

ID	OER19/23
First Name	David
Surname	Taylor
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name
My submission is: To keep the reserve name as Walls	
The reasons for my submission are:	
Respect the history and family the park is named after. In my view it is not a good enough reason to change the name by a few locals who think it's fashionable.	
The decision I wish the Community Board to make is:	
The decision I wish the Community Board to make is to retain the current name.	
Additional Supporting Information No	



## Opua Esplanade Reserve 2019 Submissions

ID	OER19/24
First Name	Kathryn
Surname	Taylor
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name
<b>My submission is:</b> I fully support the proposed restorative nam	e of Waipuna Reserve.
The reasons for my submission are:	
in respect of that event it needs to be uphel name was in place). From the history you sta To my mind, it is simply the rightful course of	ace has had an event and is subsequently called a name d. ( To me,this is applicable when no other previous ate, the place was named Waipuna from such an event. if action. I am aware that there was probably no is a current definition of an area that is recognised by
The decision I wish the Community Board to	o make is:
The decision I wish the Community Board to	make is to honour the name "Waipuna Reserve" and

No

for it to stand alone.

Additional Supporting Information

## Opua Esplanade Reserve 2019 **Submissions**

ID	OER19/25
First Name	Henry
Surname	Nissen
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name
My submission is: That further research of the name "Waipuna" needs to be undertaken before a naming of the esplanade reserve is considered. I would consider supporting a name such as "Opua Esplanade Reserve" which in fact is what this reserve.	
The reasons for my submission are:	
Having a clear understanding of the past history of this esplanade reserve and the constant degradation of same over many years I think it is imperative that the reserve has a sign explaining that it is in fact an esplanade reserve and not an area of neglected land and that it might be part of the adjoining boat yard. Carefully consider whether a change from "Wall's Bay" is warranted - I think not - save the ratepayers some of their hard earned money.	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information No	

ID	OER19/26
First Name	William
Surname	Kearney
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I oppose the proposed name
My submission is: I agree whole-heartedly with the submission of Mr. Dysart (submission OER19/21), and with all of his reasons, that the legal name of the Reserve should be Opua Esplanade Reserve. There is some reason, as yet unknown, for the approach articulated by Myra Larcombe - that the name "Waipuna" is wholly wrong and relates to a different spring ,that Ngati Manu were not the kaitaki of this land - not being awarded any consideration. I specifically accept and endorse the history of Myra Larcombe, as set out out in her submission (OER19/4). I would wish to add to my letter, Myra Larcombe's letter showing the history of the Reserve, sent as an attachment to her email to you. I support that, entirely.	
The reasons for my submission are:	
No response provided	
The decision I wish the Community Board to make is:	
No response provided	
Additional Supporting Information No	

ID	OER19/27
First Name	Terence
Surname	Bennett
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name
<b>My submission is:</b> A good name for a local reserve.	
The reasons for my submission are:	
Like the Maori name.	
The decision I wish the Community Board to make is:	
Name this reserve Waipuna Reserve, meaning Spring of Water.	
Additional Supporting Information No	

ID	OER19/28
First Name	Margaret
Surname	Bennett
Do you support the name proposed (Waipuna) for the esplanade reserve located in Richardson Street, Opua?	I support the proposed name
<b>My submission is:</b> to name this reserve Waipuna Reserve.	
The reasons for my submission are:	
I believe a Maori name "spring of water" to be culturally sensitive and very appropriate for the reserve.	
The decision I wish the Community Board to make is:	
Name reserve Waipuna Reserve	
Additional Supporting Information	No

#### 8 CORPORATE SERVICES GROUP

#### 8.1 CHAIRPERSON AND MEMBERS REPORT

File Number:	A2647492
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

#### RECOMMENDATION

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

#### 1) BACKGROUND

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

#### 2) DISCUSSION AND OPTIONS

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

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

The report from the Chairperson 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. Chairpersons Report Terry Greening A2647343 😃 🛣
- 2. Members Report Belinda Ward A2647173 😃 🛣
- 3. Members Report Manuwai Wells A2647362 🕂 🛣
- 4. Members Report Lane Ayr A2647217 😃 🛣
- 5. Members Report Rachel Smith A2647179 😃 🛣

#### Compliance schedule:

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

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

Compliance requirement Staff assessment	
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	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 (for example – youth, the aged and those with disabilities).	Yes.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

# **COMMUNITY BOARD MEMBER'S REPORT**

Report to:	Bay of Islands-Whangaroa Community Board
Member Name:	Terry Greening - Chairperson
Subdivision:	Opua-Russell
Date:	20 August 2019 – September 2019

# Meetings

06/08/2019	Committee Room Kaikohe – Kerikeri Wastewater Project Steering Group meeting
07/08/2019	Delivered flyers regarding Walls Bay Reserve renaming to part of Opua
08/08/2019	Council Chambers Kaikohe – Revenue Workshop
12/08/2019	St John Hall, Kawakawa – Bay of Islands-Whangaroa Community Board meeting
13/08/2019	Council Chambers Kaikohe – Workshops on Dog Pound costs and Swimming Pool Contract Procurement Plan
13/08/2019	Russell Sports Ground – Russell Sports Club committee meeting
19/08/2019	Russell Town Hall committee meeting
22/08/2019	Council Chambers Kaikohe – Hearings for Drainage Area Bylaw
22/08/2019	Council Chambers Kaikohe – Revenue workshop
22/08/2019	Council Chambers Kaikohe – Audit and Risk committee workshop on Delivery of Services risk
29/08/2019	Council Chambers Kaikohe – Council meeting

# Issues

Nil

## **Resource Consents**

Nil

# **Requests for Service/Information**

Nil

# **COMMUNITY BOARD MEMBER'S REPORT**

Bay of Islands-Whangaroa Community Board
Belinda Ward
Paihia
10th May - 1st September 2019

## Meetings

-	
13/05/19	Friends of Williams House Library Inc - AGM Paihia WM Hall
16/05/2019	Bledisloe Domain Committee Meeting.
17/05/2019	Coffee meet & walk around Kerikeri CBD
20/05/2019	Bay of Islands-Whangaroa Community Board Meeting - Russell Town Hall
21/05/2019	Anna Wilson re Plastic Free July & Zero Waste - Alfrescos
29/05/2019	Combined Community Board Workshop - FNDC Kaikohe
10/06/2019	Paihia War Memorial Hall committee meeting
18/06/2019	Meeting with Paihia football Club - Bledisloe Domain
01/07/2019	Bay of Islands-Whangaroa Community Board Meeting - Kaeo Hall
10/07/2019	Recycling Meeting - Paihia WM Hall
15/07/2019	Paihia War Memorial Hall committee meeting
15/07/2019	PDR&R AGM - postponed due to no quorum
17/07/2019	Far North Holdings quarterly update - Proctor Library
25/07/2019	Business Paihia AGM - Copthorne Resort
27/07/2019	Vision Kerikeri AGM - Cornerstone
27/07/2019	NZTA SH11 speed limit consultation - Countdown Waitangi
29/07/2019	Paihia War Memorial Hall AGM
12/08/2019	Bay of Islands-Whangaroa Community Board Meeting - St Johns Ambulance Kawakawa
20/08/2019	Met with staff re Paihia Village Green Management Plan -Butler Centre
28//08/2019	PDR&R AGM + Meet the candidates - Paihia WM Hall
29/08/2019	Bledisloe Domain committee meeting

#### Issues

- Email & phone conversation from Jack Poutsma regarding BOICC location.
- Bledisloe Domain Reserve Signage Dogs, Freedom Campers.
- Te Haumi flats foreshore protection car parking.
- Norfolk Pines & vegetation on DOC land & reserve in Williams Rd Paihia.
- Staff member phoned re Paihia Village Green Management Plan & history.
- Numerous correspondence from a Paihia Village Green Craft Market day user regarding her rejection for this summer season by Focus Paihia.

- 21/08/19 KKCC request for wicket on Kerikeri Domain.
- 30/08/19 Removal of large palm tree by Top Energy cnr Seaview/MacMurray Roads.

#### **Outstanding:**

• July 2018 Have received numerous emails for Craft Market Guidelines to be updated in "Paihia Village Green Management Plan". There is an urgency to resolve this prior to the summer season. Chair has requested a report.

Some progress on this issue but no questions answered to date.

Resource Consents	
2200056	Subdivision 19 Lily Pond Road - comments made awaiting site visit 02/09/19
2200029	RMACOM Watea subdivision of 55 residential lots. Forwarded to Chair for comment.

## **Requests for Service/Information**

RFS: 3959773	25/06/2019 - Blocked drain Williams Rd - Resolved
RFS: 3961645	05/07/2019 - Kaipatiki Bridge pot holes on Puketona Road.
RFS: 3963117	16/07/2019 - Water leak Countdown side of Paihia WM Hall - Resolved
RFS: 3963685	18/07/2019 - Williams Road timber inserts trip hazard.
RFS:	05/08/2019 - Speed bumps requested Te Karuwha Parade Waitangi x2.
RFS: 3968597	16/08/2019 - Paihia War Memorial Hall Conference room roof leaking.
RFS: 3963278	28/08/2019 - Breakdown of Paihia Targeted Rate & spend requested.
RFS: 3968597	Spouting repairs required for leak at right rear of Paihia WM Hall.
	Mowing around Hall to be reinstated on the works contract & schedule. <b>RESPONSE:</b> Have requested reinstatement in the mowing schedule & awaiting action
RFS: 3795613	18/04/18 - Follow up on flooding issues in front apron of Paihia War Memorial Hall. IN PROGRESS awaiting rain to photograph issue!
RFS: 3717930	01/10/2015 - Pedestrian safety issues & parking in front of Heritage Boutique Hotel (The Waterfront) Marsden Road Paihia - Pending NZTA response. All RFS's are either work in progress or outstanding.

Bay of Islands-Whangaroa Community Board
Manuwai Wells
Kawakawa Moerewa
April 2019 – August 2019

# **COMMUNITY BOARD MEMBER'S REPORT**

# Meetings

Meetings	
8 April 2019	Powhiri for Te Hononga/Hundertwasser Earth Wall Youth Trainees, TePokapu Centre, Kawakawa
9 April 2019	Community Board Hearing, Kingston House, Kerikeri
10 April 2019	Police Advisory Group Meeting, Fire Station, Kawakawa
15 April 2019	Bay of Islands-Whangaroa Community Board Hui, Te Punawai Centre, Moerewa
25 April 2019	ANZAC Day Remembrance Ceremony, Kawakawa
26 April 209	Taitamariki one on one hui, Kawakawa
28 April 2019	Urutapu, Bay of Islands College Marae, Kawakawa
30 April 2019	NZTA State Highway priorities workshop, St Johns, Kawakawa
07 May 2019	NZTA Moerewa Town development workshop, Te Punawai Centre, Moerewa
07 May 2019	NZTA Kawakawa Town development workshop, St Johns, Kawakawa
08 May 2019	Community Board Hearing Deliberation workshop, St Andrews Church, Kerikeri
17 May 2019	Community Board Member site visit, Kerikeri Domain Reserve and Township
20 May 2019	Bay of Islands-Whangaroa Community Board Hui, Russell Town Hall, Russell
29 May 2019	Combined Community Board Workshop, Council, Kaikohe
04 June 2019	Kawakawa Business Assn hui, Baptist Church, Kawakawa
12 June 2019	Police Advisory Group, Fire Station, Kawakawa
18 June 2019	Te Ahuareka o Ngati Hine Festival Hui, Te Pokapu Centre, Kawakawa
21 June 2019	Te Hononga/Hundertwasser Park Project update and Minister visit, Kawakawa
25 June 2019	NZTA Moerewa Town development workshop, Te Punawai Centre, Moerewa
25 June 2019	NZTA Kawakawa Town development workshop, St Johns, Kawakawa
05 July 2019	Matariki Puanga at Te Mirumiru Early Childhood Centre, Kawakawa
09 July 2019	Kawakawa Connect hui, Kawakawa
12 July 2019	Te Mata o Mua Rongoa Wananga, Kawakawa
12 July 2019	Matariki Puanga Celebration, Ngati Hine Health Trust, Otiria Marae
19 July 2019	Opening of Influence Kaikohe 24 hr Women's Gym, Kaikohe
24 July 2019	NZTA Kawakawa Moerewa State Highway 1 Safer Speeds Community

	drop in, Kawakawa
25 July 2019	Meet the Mayoralty and Councillor candidates evening, Simson Park Hall, Moerewa
12 August 2019	Bay of Islands-Whangaroa Community Board Hui, St Johns, Kawakawa
12 August 2019	Community Board Strategic Planning Workshop, St Johns, Kawakawa
14 August 2019	Police Advisory Group Hui, Fire Station, Kawakawa
16 August 2019	Community Board Consultation Workshop for Walls Bay Reserve, Opua
20 August 2019	Simson Park Hall Hui, Te Punawai Centre, Moerewa

# **Resource Consents**

Nil

# **Requests for Service/Information**

RFS-3937092	An RFS was submitted to address urgent roof repairs needed at the Simson Park Hall, Moerewa. An email response received from Nicole Wooster (Executive Liaison to the CEO) on the 28 <sup>th</sup> of February 2019 noted: "This has been reassigned to the Infrastructure and Asset Management Group. I have asked for a date and promise by close of business 8 March 2019 as to what action will be taken. Please note this may not be a full and final response".
	Zane Wright (Senior Facilities Technical Officer) later raised the matter with me by phone, noting that he needed to determine who owned the Simson Park Hall Building before responding to the RFS. Another email response was received from Nicole Wooster on the 2 <sup>nd</sup> of April 2019 noting: "A discussion has been held with Polly Morrow (Fixed Asset Accountant) and Tanya Procter (Team Leader, Infrastructure Programmes) who both advise Council does not own the Hall and has no responsibility over maintenance etc. I understand that Zane Wright from our District Facilities team will be in touch to relay this message to you and answer any questions you might have".
	*The Simson Park Hall roof is still in urgent need of repair. The damaged area is now impacting the internal electrical fixtures. The Simson Park Hall Committee will seek funding assistance from the Community Board for the repairs asap.
	Unresolved.
RFS-3898617	RFS submitted on behalf of ratepayer/resident May Martin, Kawakawa in July 2018. Request for maintenance of the hedge blocking safe view to oncoming traffic from Whiteman's road onto North Road, Kawakawa. After receiving no response from Council, I forwarded the RFS on to Zane Wright (Senior Facilities Technical Officer) in March 2019.
	*Still awaiting a response.
	Unresolved.
RFS-3942687	RFS submitted on behalf of ratepayer/resident Gail Polwart, Kawakawa. Vegetation Maintenance needed along the new wooden boardwalk on Greenacres Drive, Kawakawa. This was assigned to the Roading Alliance

Team by Nicole Wooster (Executive Liaison to the CEO).

Work was completed on the  $29^{\text{th}}$  of March. Gail Polwart expressed her thanks.

#### Resolved.

RFS-3942686 RFS requesting repair of the Kawakawa Pool Sign located along North Road. An email response was received from the Roading team via Nicole Wooster noting: "This is a private blade and is not one of our assets. Therefore, this needs to be referred back to the residents of this area".

The sign is still hanging from its broken wire on the Power pole along North Road.

#### Unresolved

RFS-3895590 Following up on an RFS submitted by ratepayer/resident Peter Woods, Kawakawa on 21 June 2018- regarding blocked gutters and culverts along Settlement and Noy Roads.

#### \*No response. Unresolved.

RFS-3939613 RFS submitted on behalf of ratepayers/residents George and May Martin, Kawakawa. Whiteman's Road Cemetery Tree leaves are blowing onto their property and creating problems. This was referred to District Facilities. Zane Wright phoned to say he would organise pruning and maintenance of the trees to reduce leaf litter on to neighbouring properties. Email response received from Nicole Wooster on the 22<sup>nd</sup> of April 2019 noted: "Northland Tree works have confirmed that the trees will have an extensive pruning operation carried out on them with all remedial works completed by 13 May 2019".

#### \*Resolved

RFS-3945761 RFS submitted on behalf of ratepayers/residents George and May Martin, Kawakawa. They request that the council owned section next to the Whiteman's Road Cemetery be mowed and maintained. It is severely overgrown. Email response received from Nicole Wooster on 4 July 2019 noted: "The CE Office was informed while I was on leave last week that this section has been mowed and is now part of a 3 monthly schedule cycle for mowing".

#### \*Resolved

RFS-3945534 RFS submitted for a blocked storm water drain creating a huge pool of surface water on the corner of Mill Road and Boswell Street in Kawakawa. Email response received from Nicole Wooster on the 22<sup>nd</sup> of April 2019 noted: "Broad Spectrum Roading have attended the site and cleared cesspits. They will inspect site again upon wet weather to ascertain if issue is resolved".

#### \*Resolved

- RFS- 3946250 RFS submitted to address stray dogs ripping into rubbish bags along State Highway 1 across from the BP gas station in Moerewa. Email response received from Nicole Wooster on 11 April 2019 noted: "Thank you for forwarding this issue and attaching a supporting picture. I have referred RFS 3946250 to our District Services group and asked that it be reassigned to our Animal Management Team for investigation. I have asked for a date and promise regarding an update by 19 April 2019"
  - \*No further response received.

#### \*Unresolved.

RFS-3949737 RFS submitted on behalf of ratepayer/resident and business owner Cathryn Baragwanath-Brown. Noise complaint regarding a busker playing music, singing and shouting at people near her café, beside the ASB ATM in Kawakawa. Email responses were received from Nicole Wooster (7<sup>th</sup> and 15<sup>th</sup> of May 2019) noting the matter was being managed by Zoe Stevenson (Monitoring Compliance Officer) who was communicating directly with Cathryn. She added: "Zoe Stevenson has updated me again and advises that Cathryn is happy with outcome to date. Zoe also advises that any other issues will be dealt with using conditions placed on the busking permit. Note such a permit requires a shop owners' approval to operate outside their premises".

#### \*Resolved.

RFS-3950395 RFS submitted on behalf of ratepayer/resident Ray Tipene, Motatau. Ray requested that the unsealed road from the corner of Taikirau road and Matawaia Maromaku Rd all the way up to Motatau Marae on Henare Road-be graded asap, due to the large number of potholes and corrugation along this stretch. An email response from Cheryl Veale (Broad Spectrum) confirmed that the road was scheduled to be graded on the 20<sup>th</sup> May 2019.

#### \*Resolved

RFS- 3944546 RFS submitted on behalf of ratepayer/resident Johnson Davis, Kawakawa. He requests that any further development of Johnson Park (and/or the State highway) undertaken in the future, that Council ensures that the Kauri trees planted within the boundary of the park, are preserved. An email response from Nicole Wooster on the 5<sup>th</sup> of April 2019 noted: "The District Operations Team advised that the trees will be preserved under the Reserves Act and FNDC Reserve Policy. Further, if Johnson wishes to nominate these trees for listing on the Notable Tree register please let me know, so that I, can advise our District Plan team who can then advise Johnson what information he and District Operations will need to provide in order for them to consider such a request".

> \*Emailed to confirm that Johnson would like to have the Kauri trees added to the Notable Tree register as suggested. Referred to District Facilities to action. Johnson also followed up directly with Tammy Wooster (Senior Policy Planner, District Plan).

#### \*Resolved.

RFS- 3962498 RFS submitted on behalf of rate payer/resident Georgina Kirkland. She raised concern for her ailing brother Steven Peita who lives on Te Raupo Road. Georgina has noted that the road is in extremely poor condition making vehicle access difficult for her brother and any medical/emergency services who may need to reach him. They request that the road be graded and maintained asap. Council staff responded by phone, noting that because Te Raupo Road is a private road, it is the residents who are responsible for grading and maintenance.

\*An alternative accessway has been granted for medical/emergency use. Georgina and Steven to follow up.

#### \*Resolved.

RFS-3965677 RFS submitted on behalf of Moerewa ratepayer/resident Daniel Schultz and the Moerewa Community on the 29<sup>th</sup> of July 2019. They would like to request that a council rubbish bin be moved and positioned inside the Moerewa Netball Courts asap. The courts are used daily and host competition and social netball games regularly throughout the year. Rubbish in and around the court has been an ongoing issue and was raised at the last Moerewa Community Hui.

After receiving no response from Council, another RFS was submitted online on the 23<sup>rd</sup> of August 2019. An email response was received from Ranga (Ask us team, District Services) on 26 August 2019 noting: "I have checked RFS-3965677 and can see here that there are plans to have the rubbish bin moved, there is no timeframe on when this will take place so i have put a note on the account requesting a update on this". After another follow up email requesting the date for the rubbish bin to be moved, I received the following email from Aneta (Ask us team, District Services) noting: "Your response has been added to the current RFS-3965677. As of today we have still not received a date of when this will take place but we really do appreciate your patience during this process. I am hoping we get a reply from our contractors ASAP".

\*Moerewa ratepayers/residents Daniel Schultz and Albert Baker were notified of Council's response to date. They have asked that the bin be positioned inside the courts, in a place where it will not get in the way of play and so it can be used by both the netball courts and the adjacent Moerewa exercise bars. Still awaiting confirmation of date for bin movement.

#### \*Unresolved.

RFS-3965759 An RFS was submitted asking that the public toilet at the Ruapekapeka Pa Car park area be cleaned asap and toilet paper and hand sanitiser supplies replenished. Email response from Nicole Wooster on 7 August 2019 noted: "Zane Wright from District Facilities has notified the Whangarei Department of Conservation Office, actioned Friday 2nd August who manage and maintain the Ruapekapeka public toilet. He has raised the issues raised by you and asked them to address".

\*Thanks were conveyed to Nicole.

#### Resolved.

RFS-3939616 Request that Library hours for the Kawakawa Library include one late weekday night and one weekend day (or part day) so that whanau can use the library services outside of regular working hours.

Council Response 1 Email from Nicole Wooster (Executive Liaison to the CEO) on 6 March 2019: "Thank you for your request regarding extension of public library hours. I have reassigned RFS 3939616 to Dean Myburgh, General Manager - District Services for his attention. District Services will provide me with a D&P by 14 March 2019".

Response 2 Email from Nicole Wooster on 13 March 2019: "As part of the relocation plans into the new facility Te Hononga and the implementation of our Libraries strategy, staff will be reviewing the days/hours that the Library will be open. As you can appreciate a number of things will need to be taken into account, least of all any extra costs that may be associated with a change to level of service. Staff will continue to consult with the community on any changes and as always appreciate the feedback".

Response 3 Email from Nicole Wooster on 18 March 2019: "I have referred your further comments to Dean Myburgh, General Manager -District Services. Libraries is part of Dean's portfolio of management responsibilities. I have asked Dean to consider your feedback and advise if there is any opportunity available that could escalate this request on behalf of the community".

Response 4 Email from Nicole Wooster on 29 March 2019: "The building

of Te Hononga has commenced and the plan is that this will be open in the earlier part of 2020. In the meantime, options for changing opening days/times are being investigated. I hope this covers your below enquiry and that I may now close this RFS".

Response 5 Email from Nicole Wooster on 29 March 2019: "Thank you for your feedback and further question. I have referred this matter back to Jacine Warmington, Manager - Community and Customer Services and asked if she can offer any further detail on this project. I hope to have a response from Jacine by 5th April 2019".

Response 6 Phone call from Jacine Warminton (Manager- Community and Customer Services) April 2019. Jacine explained that any extension to the Kawakawa library service hours would require additional funding for two members of staff (not just one, due to health and safety requirements), adding that there was no money in the current budget for this change. She proposed the following alternatives: 1) Approach council to make additional funding available by looking at other libraries in the district, that have budgetary allowance for extended hours- but have not been performing well/showing high usage- like Kaikohe. Jacine suggested that we make a case for Kawakawa Library to receive Kaikohe's funding instead; or 2) Look at shifting opening hours to stay open one late night in the week e.g.Thursdays10am-6.30pm; and form a team of community volunteers who will support 1 staff member to man the Kawakawa Library from 4.30 till 6.30 pm closedown, for a set trial period. This option would not require additional funding.

\*My immediate response to Jacine was that our community would not support trying to take funding away from our whanau in Kaikohe. I explained that a team of volunteers had already offered to help man the additional library hours if/when needed, and that I would take some time to discuss option 2 further with fellow board members at our upcoming hui.

Response 11 Email from Jacine Warmington on 17 July 2019: "Just touching base again regarding the Library and request for extended hours. We've done further work to accommodate the request and this is where we have got to: From 1 July we propose to open the Library on Saturday's 9am – 1pm, with two staff members on-site (for security / H&S reasons). We will maintain same hours Monday – Friday i.e. 8am – 4.30pm. As advised previously planning for library staffing in the new Te Hononga space will begin shortly. This will include a review of opening hours and options. We are in the process of recruiting a qualified Librarian to replace Nicola Smith who is now Senior Librarian at Procter Library, Kerikeri. Nicola will have oversight of the Kawakawa Library also".

\*On 6 July 2019 Kawakawa Library shifted to the new extended hours, opening on a Saturday from 9-1pm.

\*In August 2019, concern was raised at our Community board hui that Kawakawa Library would be closed on a Monday when the Te Hononga complex opened in 2020, to accommodate new operating hours running from Tuesdays to Saturdays. Meetings Administrator Kim Hammond raised these concerns with Council on our behalf and received the following response:

Response 12 Email from Chris Pigott (Manager- Libraries and Museums) to Kim Hammond on 14 August 2019: "I can confirm the library will be open Monday to Saturday. The hours will likely be the same as now and won't be reduced".

\*I have included the above responses from council(8 out of approx.12 communications in total) to offer some insight into the challenging

environment our community board members can sometimes work in- to request, receive and maintain the simplest of things for the ratepayers and residents within our subdivisions. I was heartened by the many council staff who met my persistence (and insistence) with creativity and a perceived commitment to serve the growing need for library services in our area.

After reviewing a memo written by Chris Pigott dated 26<sup>th</sup> April 2019(stating that "Planning for library staffing in the new Te Hononga space will begin shortly. This will include a review of opening hours and options"); Matched with community concern over reduced hours for the new centre, I was relieved to receive a copy of his email noted above-confirming that the Kawakawa library will be open Monday- Saturday with no reduction of current hours in the future.

Resolved.

## **In Progress**

Nil

#### Issues

I have been adding more and more detail to the RFS notes throughout the term so our Kawakawa Moerewa Subdivision can follow the variety of service requests submitted to council and how they are processed and dealt with by the staff. Names, dates and departments have been included to offer ratepayers and residents another layer of transparency and accountability in service delivery to our area. The devil, after all, is in the details.

Given this report is already 8 pages long. I'll keep my remaining notes brief.

Thank you to all of the staff, community board members and councillors who helped in some way to serve the desperate need in our Kawakawa Moerewa subdivision. We are grateful.

To everyone who voted for me, thank you. To all of you who supported me in this role, thank you. I've learned so much and tried my hardest to serve our community in a way that is consistent with our identity, tikanga, beliefs and values. It has been a privilege.

Love, Manuwai.

# **COMMUNITY BOARD MEMBER'S REPORT**

Bay of Islands-Whangaroa Community Board
Lane Ayr
Kerikeri
13 May – 30 August 2019

## Meetings

14/05/2019	DAG Meeting Kaikohe
15/05/2019	Waipapa Hall
17/05/2019	KCC sub committee
20/05/2019	Bay of Islands – Whangaroa Community Board Meeting, Russell
29/05/2019	Combined Community Board Meeting, Kaikohe
01/06/2019 — 03/06/2019	Leave
07/06/2019	KCC sub committee
25/06/2019	Twin Coast Highway Kawakawa Moerewa
28/06/2019	KCC Sub committee
01/07/2019	Bay of Islands – Whangaroa Community Board Meeting, Whangaroa
04/07/2019	Kerikeri Sports Fields Workshop, Kaikohe
13/07/2019 – 22/07/2019	Leave
23/07/2019	Kerikeri Rate Payers Kerikeri Bus Stop
26/07/2019	Sub Committee
27/07/2019	Vision Kerikeri AGM
31/07/2019	Infrastructure Grant Kaikohe
07/08/2019	Track Opening Kerikeri Primary School
12/08/2019	Bay of Islands – Whangaroa Community Board meeting, Kawakawa
13/08/2019	DAG meeting Kaikohe
21/08/2019	Waipapa Hall AGM

#### Issues

- Continued concern in regard to the impact of Cruise Ships and the potential damage to the core tourist income sectors e.g. Accommodation, Food.
- The impact of bus tours on public facilities including traffic with little or no benefit for local communities.
- Lack of any provision of marine facilities to service the massive growth in trailer boats in the Bay area. FNH appears to only be interested in funding commercial activities. Windsor landing would appear to have been placed on a back shelf.

• The need for the Council to prioritize the requirements for the aging population, whose normal demographic is being skewed by the large number of "Retirement Villages" being built and expanded in the Kerikeri area.

Resource Consents		
2190571/ 2190701	04/07/2019 - Sandy Road Waipapa	No Comment
2090504	04/07/2019 - 2036 State Hwy 10	No Comment
22000080	15/07/2019 - Quail Ridge	No Comment

There are very few RC's during this period whether this is due to low submissions or a change is Council process

## **Requests for Service/Information**

Nil

## In Progress

- Basketball Court
- Windsor Landing
- The Council in Public Exclusion has "anecdotally" made decisions re the Domain and Pavilion. This in my opinion makes a mockery of the time and effort put in by members of this Board. The fact the Council after almost 2 months has still not had the common courtesy to inform the Board of its decision, shows beyond any doubt the regard in which the Board is held by this Council; if I had been in the room when these actions were taken I would have "walked out".

COMMUNITY	BOARD MEMBER'S REPORT	Ē
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Report to:	Bay of Islands-Whangaroa Community Board
Member Name:	Rachel Smith
Subdivision:	Kerikeri
Date:	April 2019 - August 2019

#### Meetings

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08 May 2019	Kerikeri Domain RMP workshop (Kerikeri)
20 May 2019	BOI - Whangaroa Community Board meeting (Russell)
29 May 2019	Combined Community Board workshop (Council Chambers, Kaikohe)
11 May 2019	Cherry Park House committee meeting (CPH, Kerikeri)
13 May 2019	Te Ao Māori workshop (Kohewhata Marae, Kaikohe)
13 May 2019	Far North Youth Council meeting (Kaikohe)
17 June 2019	Community member meeting re Sports Needs for Kerikeri (Kerikeri)
17 June 2019	Meeting with FNDC officer re targeted rates and BIDs (JBC, Kerikeri)
18 June 2019	Cherry Park House AGM (CPH, Kerikeri)
19 June 2019	Carbon Neutral Kerikeri re Climate adaption (Kerikeri)
19 June 2019	Healthy Families re connectivity and community challenges, public spaces etc (Kaeo)
20 June 2019	Landing Road footpath site visit (Kerikeri)
27 June 2019	Council meeting re Kerikeri Domain RMP (Kaitaia)
1 July 2019	BOI - Whangaroa Community Board meeting (Kaeo)
2 July 2019	CPH committee meeting (CPH, Kerikeri)
4 July 2019	Kerikeri Sports Needs (Field sports) workshop (Kaikohe)
7 July 2019	LGNZ conference (Wellington)
26 July 2019	BOI Marina Playground project (FNHL offices, Opua)
31 July 2019	Community Board Executive Committee Meeting (LGNZ, Wellington)
07 August 2019	Opening of Kerikeri Primary School/Wiroa Stream track (KKPS, Kerikeri)
12 August 2019	BOI - Whangaroa Community Board meeting (Kawakawa)
12 August 2019	BOI - Whangaroa Community Board strategic plan workshop
12 August 2019	Baysport committee meeting (Baysport pavilion, Waipapa)
13 August 2019	Cherry Park House strategic plan meeting (CPH, Kerikeri)
16 August 2019	Opua reserve community consultation (Opua Hall, Opua)
27 August 2019	Dean Wright (Kerikeri Peninsular Pest Control) re community projects
29 August 2019	Council meeting observe (Council Chambers)
29 August 2019	Mai Lyfe Kerikeri re Youth projects, basketball etc (Kerikeri)

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#### Resource Consents

- NIL

#### Requests for Service/Information

- RFS 3970666 Request for information in regards to the replacement option of disability parks in vicinity of Procter Library.
- RFS 3967426 Naming of Peacock Gardens Reserve (response received and forwarded on to Living Waters)
- RFS 3956411 Landing Road footpath re safety concerns with the crossing point WIP, remains open as improvements are made to increase visibility etc
- RFS 3967356 re confirmation of Cap Works schedule of Rangitane Reserve toilet (lodged by His Worship Mayor) Remains open
- RFS 3926910 re Cherry Park House constitution and MOU Remains open, some response to date
- Smokefree signage required for Kerikeri Domain NO RESPONSE (note that signage exists around playground area)
- RFS 3908970 re Lake Manuwai user group and addressing need for infrastructure Open, no progress made. Have requested legal clarification around delegation of CB through management plans etc.
- RFS: 3908546 re signage on SH10/Kerikeri Road roundabout. Referred to NZTA, no response. Signage numbers continue to increase.

#### In progress

- Developing and solidifying relationships with community groups and leaders to raise awareness of opportunities available through Community Board partnerships.

#### Issues/Of Note

- Regular feedback from community regarding issues with the FNDC consenting process.
- Concerns from community members with limited ability over the change of disability parks in vicinity of Procter Library; they are unable to use the new parking options, due to limited accessibility, vision lines etc.
- Great feedback from community in regards to increased level of service at Procter Library.
- Increasing feedback for widened footpaths/shared use paths around the community. Widening
  footpaths would allow for two pushchairs/mobility frames to walk alongside each other.
- Concerns increasing with safety around schools, traffic congestion levels increasing due to changes in the Ministry Transport Entitlement Zones etc. Large community concerns also regarding affordability of accessing education in shared options (ie buses)
- Safety issues with vehicle crossings on SH10/Kerikeri Road roundabout highlighting the need for further landscaping on roundabout to restrict vehicular access. NZTA stance is that landscaping needs to be community led through their policies, project needs to get further traction. It would be beneficial to see CB take lead on this project in the next term, in partnership with NZTA.
- Cherry Park House issues with sunken floor, and accessibility issues.
- Concerns around increasing land development in Kerikeri area, and the lack of Development Contributions. It would be beneficial for the Board to receive an update on the Revenue Review process, and where the District is placed in terms of Development Contribution options.
- High concerns from public around traffic congestion issues in CBD area, and the flow on effect
  of economic return to local businesses in the Kerikeri CBD due to apparent reduction of foot
  traffic. It would be beneficial for the Board to receive an update on the District Transport
  Strategy to understand where this is heading.
- Community concerns around level of development occuring, and the flow on effects this may/will have to public access, connectivity etc.
- Domain walking track is in need of maintenance on MOE land to address the surface being lifted in areas. Number of close calls from members of community in terms of assisted walking etc. Highlights the need to formalise the agreement with MOE in regards to use of space.
- Issues raised re ROW access between Fairway Drive and the Briscoes carpark. Carpark owner would like to see this ROW enforced as a one way entry only due to safety concerns, and repetitive damage to surrounding buildings
- Rangitane Reserve need for public toilet, especially highlighted over summer period with continuous increase of use by wider public. Use has extended to birthday parties etc due to a playground and other recreational infrastructure in place on a coastal reserve. Highly populated with no sanitary facilities.

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- High kiwi numbers being killed on roads in kiwi habitation areas.

#### Community Board Executive Committee meeting report

#### Mick Lester presented retirement report

Additional note was made in regards to the lack of mention of CBS are LGNZ conference, especially around the theme of localism. There was a very strong focus in this report around the value of a diverse representation at CBEC, and the added value that Young Elected Members had made to the direction and focus of the Executive Committee.

It was resolved that Conference Innovators be named as the conference organisers for 2021 Community Board conference. The feedback from the Community Board conference strongly indicated that there is huge benefit to hosting the conference in one location, as opposed to multiple venues.

CBEC chair report highlighted the conversation that is needed about CBEC representation at National Council. A representation conversation should be had with the incoming CBEC. *Should this also happen for Zone meetings? Should Community Boards be represented at Zone meetings?* 

#### Age Friendly Communities

DRAFT strategy to be finalised and launched toward the end of the year. Now closed for submissions, which are now available online to view prior to adoption. www.superseniors.msd.govt.nz

The strategy for 65+, however it has been highlighted that the strategy needs to focus on the lead up ie working opportunities for older people. Ie unemployment after 40 is more challenging to re enter the workforce, which can have detrimental affect on the position that an individual reaches 65 (financially, socially etc)

This is separate to the Healthy Aging Strategy.

What role should Local Government play in realising housing opportunities?

Population changes - while we are saying that population is changing, we are not necessarily acknowledging and realising fully what an aging population means. How do we best encourage intergenerational interaction in our communities? **Should the Far North District be developing an Age Friendly Communities Strategy?** Hamilton City Council have developed and submitted a plan to the World Health Organisation, which has enabled them to join the Age Friendly Network of Cities and Communities, and collaborate internationally.

#### Update from Malcolm Alexander (LGNZ)

Auckland representation was approved at AGM, which will change the way Zone 1 is shaped on a National Council Level. It does not have effect on Community Boards as the Far North is the only TA with Community Boards in place.

*Localism* - it is important that Community Boards submit on the Localism Discussion paper. **Do our Boards want to request that a report come to Boards in the next term to action?** 

*Drinking water* - early September mayors of rural and provincial in regards to severe reduction in dairy. It could be opportune for our Boards to request an update on this following, in order to understand what implications the drinking water discussions will have on our communities. These things are all highlighting how ADAPTABLE we need to be in order for our communities to be resilient.

#### **Climate Change**

CBEC have resolved to support a declaration of Climate Change Emergency and that they encourage their members to consider Climate Change at the forefront of their decision making processes. Do our three Boards want to consider taking a Climate Change stance?

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#### Remuneration

There were discussions had around the equality of salary levels across Boards within a District. Mick is working in that space to achieve more equality. It was highlighted the disparity of salary levels between our three Boards.

#### Community Board Conference debrief.

All conference content is now available on the LGNZ website in the CBEC section.

#### CB Induction process

This will occur 2 weeks after election., I tabled the need for Community Board induction to be held in the Far North for Zone 1 as there are no Boards in the remainder of the Zone. There is challenge with this as CB induction and Councillor induction is usually held together, which means the most central point is Whangarei. It needs to be highlighted the importance of all inducted Board members attending the induction session.

It was also highlighted the importance for Community Boards to submit to their Councils that CB member training and development is considered in the Annual Plan process.

#### Meeting with Minister Mahuta - Minister for Local Government

Key points

What is localism? Not only what is localism to LGNZ, but what is localism to our people? What benefit do Community Boards have to "reinventing the wheel with grassroots empowerment"? Transparency. People want to know, and need to know where their money is going, and that it is being well spent. Community Boards are already empowered through existing framework (LGA) to provide this. Community Boards are needed to truly understand the requirements of our people, their communities, their neighbourhoods. Community Boards are not necessarily avenues for funding, as opposed to avenues for engagement and understanding. Delegations need to reflect the understanding and interpretation of communities - What is the purpose of Community Boards in their eyes, and how do we ensure that delegations empower that?

Outcomes - What are the outcomes that we want for New Zealand, and how do we ensure that we can achieve them with measurable data. Next level; What outcomes do NOT require measurable data?

Wellbeings. What does this look like? How do we take Wellbeing's and the requirement from the LGA, into real time practice? How can we change the conversations, and move into the space of a growth mind set?

The importance of Central Government understanding the diversity of the communities it is writing policy for, and acknowledging that in order to achieve the best outcome for the Wellbeing of our people, we need to look to the things that matter to them. The places and spaces they have access to, the connection they not only physically have to those places, but also emotionally and spiritually. The way they are able to govern those spaces, but in a way that is transparent and accountable to the people - the ratepayer. Understanding connections to core services, and how accessibility (road quality, footpaths, speed limits etc) needs to be equitable. In order to achieve that, we need to fully understand the challenges and needs within the communities that those services are intended for.

Recognising the effects of the little things; ie footpath (and shared path) widths.

The need to encourage communities to be adaptable and responsive. This also needs to be replicated in the infrastructure that needs to be in place to empower this, how in order to achieve a Just Transition we have to have a full understanding of where ALL communities are at and where we want them to be.

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# 8.2 ITEM LEFT TO LIE ON THE TABLE ROAD NAMING REPORT - WEKA LANE, KERIKERI

File Number:	A2621100
Author:	Marie Boyd, Addressing Improvement Officer
Authoriser:	William J Taylor MBE, General Manager - Corporate Services

#### PURPOSE OF THE REPORT

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

#### EXECUTIVE SUMMARY

- Council is required to ensure accurate road naming and property addressing in accordance with the Australian/New Zealand Addressing Standard AS/NZ 4819.2011.
- Community Boards have the delegated authority to name previously unnamed roads.
- This report was presented to the Bay of Islands-Whangaroa Community Board for consideration at their meeting on 12 August 2019. The Community Board resolved to leave the report to lie on the table until consultation and approval with land owners and Ngāti Rēhia could be provided.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) uplifts the report "Road Naming Report" from the table for consideration.
- b) approves the naming of the private road currently addressed as 192A-E Lodore Road as Weka Lane.

#### 1) BACKGROUND

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

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

#### 2) DISCUSSION AND OPTIONS

The road name Weka is a duplicate name, however Land Information New Zealand have approved the duplication due to the geographic distance between the roads within the district.

As requested by the Community Board at their meeting on 12 August 2019, attached is the application for road naming including the consultation and agreement from five of the current property owners.

Ngāti Rēhia have not been consulted on the road naming of Weka Lane as the word "Weka" is in general usage and staff felt that iwi consultation was not required.

#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

This work will be met from within existing budgets.

#### **ATTACHMENTS**

- 1. Weka Lane Application for Road Naming and Submissions A2622693 😃 🛣
- 2. Weka Lane Road Naming Schedule A2622615 😃 🛣
- 3. Weka Lane Map A2622683 😃 🛣

#### Compliance schedule:

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

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

Compliance requirement	Staff assessment		
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	Low		
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Australian/New Zealand Addressing Standard – AS/NZ 4819.2011. Council Policy # 2125 - Road Naming and Property Numbering Policy.		
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Community Boards are delegated the authority to name previously unnamed private roads.		
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Where names in Te Reo have been proposed, local iwi have been consulted. No issues have been raised.		
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Consultation has been undertaken with persons likely to be affected by, or to have an interest, in this matter.		
State the financial implications and where budgetary provisions have been made to support this decision.	Financial Implications have been assessed and budgetary provision has been made.		
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.		



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# Application for Road Naming/Renaming

GEN	ERAL INFORMATION				
•	Proposed names are to be submitted for <b>new roads in subdivisions</b> to Infrastructure & Asset Management Department with the application for resource consent.				
•	Proposed names are to be submitted (in writing) for <b>existing legal but unnamed roads</b> , to the Administration Officer, Infrastructure & Asset Management Department.				
•	Proposed road <b>renamings</b> are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.				
•	The proposed names will be checked against Council's Roading database to avoid duplication.				
•	Liaise with the iwi when using Maori names and provide supporting document of their approval.				
•	Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection				
,	A background to the names, their origins and their link with the area is to be supplied				
,	Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander				
•	It is Councils prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable				
•	Where more than one road is being created in a subdivision, a common theme is recommended for road names				
•	Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering.				
•	Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form				
•	If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.				
APP	LICANT DETAILS				
Appl	icant/Developer Name: <u>SAMES</u> DCBBIE				
	inisation:				
Post	al Address: 252 PURERUA ROAD, RD:1 KERINERI, 0244				
	Mobile: 0225029177				
	1: Jameschausschriftsz@hotmail.co.uk.				
⊏ma					



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Address: 192	LODORE ZOAD			
Legal Description:	DP 514058			
Resource Consent Ar	oplication Number: RC 2160138			
Please supply a sch	eme plan map that clearly indicates the location of the Road, Private Road en submitting your application.			
TYPE OF ROAD (Ple	ase tick) -			
Public Road	Private Road Right-of-Way			
PROPOSED ROAD	NAMES			
Road 1	First Choice: NEKA LANE			
	Second Choice:			
	Third Choice:			
Road 2	First Choice:			
	Second Choice:			
	Third Choice:			
Road 3	First Choice:			
	Second Choice:			
	Third Choice:			
BACKGROUND A background to the i	names, their origins and their link with the area is to be supplied			
WERA SPOT	TEL AROUND ALL PROPERTIES, WE WANT			
TO WORK	TOGETHER TO ALLOW THE POPULATION			
TO GROW				

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ROAD REN	AMING			
Disease stat				
Please stat	e the current road name and your reason for requesting the name change below then			
complete the rest of the form. Also, please ensure you attach the written consents of at least 85% of				
anected res	idents and attach to the application form.			
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	N/1*			
	/			
7.80.03.07.00.07.00.07.07.07.07.07.07.07.07.07.				
GENERAL	INFORMATION AND GUIDELINES			
Reality and the				
Ensure that	road names are not duplicated in the Far North District (both spelling and pronunciation to be			
considered);	this includes same road names with different suffix. To do this, please use			
www.google	e.co.nz/maps and search "proposed road name (excl suffix) Northland" to check if			
	ames may be duplicates.			
Ensure that	road type appropriately matches the definition of the suffix, such as 'road', 'avenue' etc.			
Road name	s without a suffix are now strongly discouraged (e.g. Broadway). The following definitions			
provide a gu	uide, but please note that other appropriate suffixes that are not in this list may be used.			
Suffix	Definition			
Avenue	A generally broad straight roadway planted on each side with trees			
Boulevard	A wide roadway well paved usually with trees and grass			
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle			
Close	A short enclosed road.			
Court	A short enclosed road usually surrounded by buildings			
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts			
Drive	Wide main roadway without many cross streets - an especially scenic road or street			
Esplanade	Level roadway along the seaside, lake or a river			
Glade	Roadway usually in a valley of trees			
Green	Roadway often leading to a grassed public recreation area			
Grove	A road that often features a group of trees standing together			
	5			
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an			
2010/01/	alley			
Loop	Roadway that diverges from and then rejoining a main thoroughfare			
Mews	Roadway in a group of houses			
0.15	D. C. W			
Suffix	Definition			
Parade	Public roadway or promenade			
Place	A short sometimes narrow enclosed roadway			
Quay	A roadway alongside or projecting into water			
Rise	A roadway going to a higher place or position			
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section			
Terrace	315 Roadway on a hilly area that is mainly flat			
Vale	Roadway on a hilly area that is mainly flat			
	A roadway along low ground between hills			
Way	A winding or curved track or path for passing along			

The following are suitable suffixes for particular road types:					
Road Type Cul-de-sac (short dead-end street with turnaround at the end) Wide spacious street		Suffix Close, Court, Place Avenue, Boulevard, Parade			
The following are suitable suffixes for private roads and private ways categorised into particular road types:					
Narrow road and right of way Associated with high ground Associated with low ground	<b>Suffix</b> Lane, Way Rise, Vale Avenue, Glade, Grove				
Applicants Signature:	Far North District Counc	Date: 14/3/19			
	Private Bag 752 KAIKOHE 0440 Attention: Selina Topi	a			

OTHERS WHO HAVE GIVEN THEIR CONCENT ;

CAMPERINE OAKLEY - CROakley - LOT 8 192, LOBORE ROAD, RDI OKATHAN C475. ROGER MATTHEWS 1921 GUDRE & RUL DIGILIAN AUT 3 SARAH (OWNER LOTI, LOTZ LOBORE RA NAGS HEAR HORSE HOTELTA Schemindens 35 RICRER ROAD OUTATAL EMAIL FROM BERNARD CROSSIE (LOT 5)

#### Marie Boyd

From: Sent: To: Subject: James Dobbie <jamesahawick182@hotmail.co.uk> Thursday, 14 March 2019 8:54 p.m. Marie Boyd Fw: Re 192 Ladore rd

Email from Bernard Crosbie regarding naming of road

From: Bernard Crosbie Sent: Wednesday, 13 March 2019 10:15 To: jamesahawick182@hotmail.co.uk Subject: Re 192 Ladore rd Hi James

As the owner of lot 5 i give my approval to call the r.o.w Weka lane, that is the access road to the lots from Ladore Rd .

My address is 19 Tanekaha lane rd1 Kerikeri any queries my no is 02102555456

regards

Bernard

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Bay of Islands / Whangaroa Community Board Road Naming Schedule – 12 August 2019							
Kerikeri							
Location	Preference Status	Submitted Road	Number of	Background (provided by submitters)	Comments	Recommendation	
		Names	Submitters				
Shared accessway off Lodore Road - currently addressed as 192A-E Lodore Road	First Preference	Weka Lane		owners want to work together to allow the weka	At present there are 5 properties with dwellings but recently there has been a 9 lot subdivsion owned by one of the submitters.	Weka Lane	

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Document number A2563537


### 8.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2019

Author: Sam Chapman, Accounting Support Officer

Authoriser: Angie Thomas, Manager - Accounting

### PURPOSE OF THE REPORT

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

### RECOMMENDATION

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

### 1) BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, *"applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion"*.

Community Fund Account balance as at 01 July 2019	\$194,572.00
Less funds granted and uplifted to 31 July 2019	\$33,672.00
<ul> <li>Less funds not uplifted from 01 July 2019 for Kerikeri Business Association and Mai Lyfe Incorporated</li> </ul>	\$8,145.00
Community Fund Account balance as at 31 July 2019	\$152,755.00

### 2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 July 2019 is \$152,755.00.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Bay of Islands-Whangaroa Community Fund account to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 31 July 2019 is attached.

### ATTACHMENTS

1. 2019-09-23 BWCB Statement of Bay of Islands-Whangaroa Community Fund Account as at 31 July 19 - A2631907 J

Far North District Council Bay of Islands - Whangaroa Community Board Statement of the Community Fund Account as at 31 July 2019		
Allocation Grants & Donations Annual Budget 2019-20 Community Board Placemaking Fund	161,239.00 33,333.00	101 570 00
Less Expenditure 2019/20 (Funds Uplifted)		194,572.00
<b>Meeting 01.07.19</b> Carbon Neutral New Zealand Trust for development of the Great Kiwi Carbon Challenge Bay of Islands Blues and Jazz Festival hireage of shuttle bus Youthline Auckland operational costs Pungaere Cemetery Trust purchase and replacement of gates Russell Bowling club re-roofing the clubhouse and equipment shed	7,694.00 2,489.00 1,939.00 1,550.00 20,000.00	33,672.00
Balance as at 31 July 2019		\$160,900.00
Less Commitments 2019/20 (Funds not yet uplifted)		
<b>Meeting 01.07.19</b> Kerikeri District Business Association for purchase of flags and costs of facilitator/professional fees (road closure) to support Tūhono Kerikeri Mai Lyfe Incorporated for purchase of equipment for 3 on 3 basketball events	6,000.00 2,145.00	
Less Commitments 2018/19 (Funds not yet uplifted)		8,145.00
Balance 31 July 2019 Uncommitted/(Overcommitted)		152,755.00
Prior Year Commitments (Funds not yet uplifted)		
<b>Meeting 20.05.19</b> Russell Baptist Church - Development of carpart outside church Mai Lyfe - Resurfacing of the basketball court at Kerikeri Domain	8,000.00 25,333.00	
Meeting 15.04.19 Volunteering Northland - Assist with annual operation costs	5,000.00	
Meeting 05.11.18 Kaeo Christmas Parade Organising Committee for Kaeo Christmas Parade and Traffic Management Lions Club of Kerikeri for Traffic Management of Kerikeri Santa Parade Kawakawa Santa Parade for Kawakawa Santa Parade and Traffic Management	5,000.00 2,228.62 2,500.00 48,061.62	

### 8.4 FUNDING PROJECT REPORTS

File Number:	A2648909
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

### PURPOSE OF THE REPORT

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

### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the project report's received from:

- a) Be Free Incorporated
- b) Kawakawa Business and Community Association
- c) Russell Centennial Trust Board Russell Museum

### 1) BACKGROUND

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

### 2) DISCUSSION AND OPTIONS

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

### Reason for the recommendation

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

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

### ATTACHMENTS

- 1. Project Report Be Free Incorporated A2640284 😃 🛣
- 2. Project Report Kawakawa Business and Community Association A2649624 🗓 🖺
- 3. Project Report Russell Centennial Trust Board Russell Museum A2649062 😃 🛣

### Compliance schedule:

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

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

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

	Far North District Council	Project Re COMMUN	port	5: 3970775 UND - LOCAL	F008040
Community received n	y Grant Policy, to sub	omit a Project Repo	ort to the Commun	pients are required, a ity Board. Project Rep or if the activity is ongo	ports are to
Applicants	who fail to provide a pro	ject report within the	required time will no	ot be considered for futur	e funding.
Governanc Far North I Private Baç KAIKOHE	District Council g 752		nent via email is p	referred)	
Name of a	organisation:	BE FREE I	NC.		
Name & I	ocation of project:	YOUTH STAG	EP MANE	ONUL FESTIVA	2018
Date of n	roject/activity:			5 mAR 2019	- 20. ).
Amount r	Te Hiku	Kaikohe-H	s.4353.00	Bay of Islands-W	/hangaroa
-	ve details of how the		nt:	Community Board must b	
	supplier receipts or bar			re of Community Board I	
Attach	supplier receipts or bar r/Description			re of Community Board ( \$amount	Receipt/s attached
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<ul> <li>Attach</li> <li>Supplier</li> </ul>	r/Description			\$amount \$ 3953,00 \$ \$ \$	unds.

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

2 - ATT - 0 2 2 5 -	
SEE ATTACHED REPORT	

3 0 AUG 2019

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

READE	SEE ATTA	CHGO REPOR	2T		

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

PLEASE SEE	ATTACHED	 	

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

facebook.com/	befreep	lay	musi	C
	1		1.101.01	-

This report was completed by:

Name:	CLAIRE GORDON \$ JO	DANIL	_0		
Address:	4- 188A WAIPAPA WEST A	ZOAD	R. D.2.	KGRIKGRI	6295
Phone	021 883 616	mob:	02188	3616	
Email:	Musicplacekerikerie	gmai	1. com		
Date:			]		

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### With thanks to our Sponsors Far North District Council Be Free Inc. at Mangonui Festival 2019

### REPORT FROM THE EVENT

The rain began much like last year, with dark, stormy skies threatening another complete soaking. But, miraculously, the showers soon stopped and we even got some welcome sunshine. The crowds descended on the colourful harbour of old Mangonui for an awesome afternoon.



Be Free hosted the Youth Stage at the annual Waterfront Festival again this year, with an array of talented young guests from all over the Far North.

Haylee Hoani opened for us with her beautiful honey-toned voice and charmed our developing audience into a mellow mood.

As the sun came out, the crowds continued to grow. We put out lots of chairs to encourage people to rest and stay longer to watch our entertainment, and many stayed for longer than an hour and kept coming back throughout the afternoon.



**Helix** were up next, a primarily instrumental band made up of two of our Be Free Youth, Hector and Felix - both very accomplished musicians - accompanied by their mentor, Julian, on bass.

**Bella Mason**, a former Be Free Youth who is now a mentor, took to the stage between her duties as joint MC to give us a great set of original and cover songs.

Bella was followed by **Jinx**, a promising young band containing two Be Free Youth, Ishmael and Khalila, who are fast becoming regular favourites at local events.



We were so very proud of our amazing **Be Free 'Youngstars'** This band, who called themselves **'Extinguisher'** was the youngest and least-experienced of our Be Free bands, but you couldn't tell. They kept their nerves under control and performed a confident and accomplished set to an appreciative audience.

The wonderful **Zoe Samuels** was also multi-tasking. As a former Be Free Youth and joint MC with Bella, she took to the stage to sing and play her favourite songs.

Meanwhile, at the Resources table, we were displaying some leaflets and brochures we have collected from a number of organisations who offer help with addictions to drugs and alcohol, and many other problems. The blustery weather proved a bit too much at times and we had to keep packing the resources up every so often before they all blew away!





The weather also proved too much for the **Paddleboard** hour, and they had to cancel their trip out on the choppy water. This left an empty stage for an hour, so we improvised and offered the stage up to anyone who wanted a go.

We were very lucky to be joined by **Soul Sista** and **Massminnd** during the open mic, and other talented singers who put their hands up. It was good to give other young performers a chance to shine as they had clearly been encouraged by our Be Free Youth performing before them.



With the Kapa Haka group running late and Hush Dance Crew having cancelled, we had to rally our **Be Free Senior Band** - 'Bees are Baby Birds' - and get them on stage earlier and for a longer set. They played a rock adaption of the Dance of the Sugar Plum Fairy, much to the delight of the audience, and a some originals. With the Kapa Haka group still nowhere to be seen, they showed their seasoned professionalism by 'jamming' to fill up the time. The audience had no clue they were making it up as they went along!

Two members of the Senior band were our Stage Managers for the afternoon, and impressed us with their skill, maturity and problem-solving.

Last, but by no means least, Shine On Kaitaia finished the afternoon with a set by their own young singers. One boy even gave us a rendition of Bohemian Rhapsody, which resulted in huge cheers from the audience. A great way to end the afternoon.



As the crowds dissipated, and our older Be Free Youth helped us pack down the instruments, stage and gazebos, the stormclouds gathered. The rain that had held off all afternoon began to fall, as if it had been patiently waiting for us to finish.

We reflected on the afternoon and, once again, were incredibly proud of what our Be Free kids had achieved, how maturely they had behaved, and how confidently they had performed. They had pulled together and supported each other throughout the afternoon. It was a true pleasure to see them come off the stage with big smiles on their faces, and makes the hard work worthwhile.

Once again, we believe we achieved our goals this year, and even more so with the larger attendance due to the weather...

### OUR GOALS AT MANGONUI FESTIVAL

To raise the profile of Be Free within the community, including in the Te Hiku area.

Meeting the Be Free Youth Group goal of giving back to the community via a performance.

To benefit the Be Free Youth by building self-esteem and self-confidence, plus self-management, responsibility and accountability skills through successfully attending and participating in the Festival.

To inspire the young people who watched, listened and danced along to our performers.

To gain new applications for our Be Free Youth Mentoring Programme from youth who will benefit from what we can offer, and for the wider community to have an awareness of the programme.

To make connections allowing for more collaboration between the youth performers and those with similar goals for our youth.

To give valuable information to people in need of counselling and support for addictive behaviour.

To create a platform for our youth to perform on in front of an appreciative audience.

To support the Mangonui Festival with a popular stage, with entertainment that excelled all expectations.

# BUT WE COULDN'T HAVE DONE IT WITHOUT YOUR SUPPORT, FNDC Te Hiku & Bay of Islands-Whangaroa boards



WEB befreeplaymusic.wordpress.com

facebook.com/BeFreeAndPlayMusic

DKTE         ACTIVITY         DEGRIT         CREDIT         Spent. Gen. Strange         Str	FUNDS REC	FUNDS REC'D (INCOME)						
0:13     Beceive Money     FNDC Te Hiku - FNDC Te Hiku Grant.     0.001     1.000.00     1.000.00     3907     3007     3007     3007     3007     3007     3007     3007     3007     3007     3007     3007     3007     3007     3007     3007     3007     3005     5,973.00     <	DATE	ΑCTIVITY	DESCRIPTION	DEBIT	CREDIT	GROSS	Spent (See "Attributed to" column)	Remaining
Dr. 10       Receive Money       FNDC - BOIW- Manganui Festival.       -       1,333.00       333.00       3907       -         0:10       Receive Money       ROHA (Banked)       67.9       67.9       67.9       0       400       400         0:11       Receive Money       BFInc Contribution to Mangfest Perf       719       719       719       719       719       719       765         1:10       Receive Money       BFInc Contribution to Mangfest Perf       5,539.90       6,539.90       5,972.00       5       5       750       5         1:11       ACTIVITY       ACTIVITY       DEBIT       CREDIT       710       100       000/W       100       5,972.00       5       5       75.01       5       75.01       5       75.01       5       75.01       5       75.01       5       75.01       5       75.01       5       75.01       16 <t< td=""><td>4-Apr-19</td><td>Receive Money</td><td></td><td></td><td>1,000.00</td><td></td><td></td><td></td></t<>	4-Apr-19	Receive Money			1,000.00			
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	29-Apr-19	Receive Money	FNDC - BOIW- Manganui Festival		4,353.00			
	26-Apr-19	Receive Money	KOHA (Banked)		67.9			
Im-19     Receive Money     BFInc Contribution to MangFest Perf     Subtotal     719     719     719     719     719     719     719     719     719     719     719     719     719     719     710     710     710     710     710       ACTWITY     ACTWITY     DESCRIPTION     DEBIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DESCRIPTION     DESIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DESCRIPTION     DESIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DESIT     CREDIT     GROSS     Attributed to:     1     1     1       ACTWITY     DESIT     CREDIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DESIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DESIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DESIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DEBIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DEBIT     CREDIT     GROSS     Attributed to:     1       ACTWITY     DEBIT     DEBIT <td< td=""><td>5-Apr-19</td><td>Receive Money</td><td>Donation (Whitelaw Weber)</td><td></td><td>400</td><td></td><td></td><td></td></td<>	5-Apr-19	Receive Money	Donation (Whitelaw Weber)		400			
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VEES       ACTIVITY       DESCRIPTION       DEBIT       CREDIT       GROSS         Pr-19       Spend Money       Advertising - Bread & Butter       330       1         -Mar       Spend Money       Entertainment - Koha for Bands       1100       1         -Mar       Spend Money       Entertainment - Koha for Bands       1100       1         -Mar       Spend Money       Entertainment - MC's for the Day       200       1         -Mar       Spend Money       Entertainment - MC's for the Day       200       1         -Mar       Spend Money       Entertainment - MC's for the Day       220       1         -Mar       Spend Money       Infrastructure - Stage Manager       220       1         -Money       Entertainment - MC's for the Day       200       1       1         -Money       Entertainment - MC's for the Day       200       1       1         pr-19       Spend Money       Sound & Engineering - Music Workshop (Deposit 50%)       1817       1         pr-19       Spend Money       Equipment Purchase - Marquee       98       2       2         pr-19       Spend Money       Equipment Purchase - Marquee       98       2       2       2         pr-19			Subtotal		6,539.90			567.90
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Item 8.4 - Attachment 2 - Project Report - Kawakawa Business and Community Association

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

help us to hopefully aliscourage which is a great benefit. dist

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

none as yet.		1	
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If you have a Facebook page that we can link to please give details:

na.	

This report was completed by:

Name:	Heather Gray.		
Address:	68 Albert Street,	. Kawaka	woi.
Phone	0274163843	mob:	0274163843
Email:	Ingray 769@gma	ail-com	
Date:	19-08-20Py		]

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District Counci	Project Report	FUND - LOC	F0080402
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Private Bog 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephane: 0800 920 029, Phane: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

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

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

not applicable	

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

Name: Address:	CARDLINE PYNE - TRUSTER
Phone	2 YORK 6T RUSSELL 09-403-7701 mob:
E Email:	admin@ressellmuseum, org. nz
Date:	28-8-19
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Russell Centennial Trust Board - Russell Museum 2019 Project Report

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### 8.5 APPLICATION FOR FUNDING - BAY OF ISLANDS ANIMAL RESCUE TRUST

File Number:	A2654268
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

### PURPOSE OF THE REPORT

To present the Community Board with information received from Bay of Islands Animal Rescue Trust, for assistance towards the costs of the Bark in the Park 2020 event, and to assist members in determining whether to approve or decline the application.

### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$1,990 (plus GST if applicable) to be paid from the Board's Community Fund account to Bay of Islands Animal Rescue Trust for assistance towards the costs of Bark in the Park 2020, to support the following Community Outcome:

i. Proud, vibrant communities.

### 1) BACKGROUND

The Bay of Islands Animal Rescue Trust aims to rescue abandoned animals, de-sex and re-home them and to educate the community on animal welfare. Bark in the Park 2020 will take place in Kawakawa in February 2020 and is primarily to fundraise for the Bay of Islands Animal Rescue Trust operational costs. The event also provides much needed education on dog care, responsible ownership and safety around dogs.

The Bay of Islands Animal Rescue Trust has not received funding from the Bay of Islands-Whangaroa Community Board previously.

### 2) DISCUSSION AND OPTIONS

### Preliminary assessment of the application:

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

### Option 1 Authorise funding for the full amount requested

Funding of 100% of the project cost is requested and could be funded in full.

### Option 2 Authorise partial funding

The applicant has requested full funding, as per the Community Grant Policy, the maximum that the applicant should request up to 50% of the project costs.

### Option 3 Decline funding

Option 2 is recommended by staff as it complies with the Community Grant Policy and the Community Outcomes.

### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

### ATTACHMENTS

- 1. Funding Application Bay of Islands Animal Rescue Trust A2650507 😃 🛣
- 2. Schedule of Supporting Documentation Bay of Islands Animal Rescue Trust A2650515 0 🕮

### Compliance schedule:

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

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

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

## Local Grant Application Form

### Instructions

#### Please read carefully:

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

The following must be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form

### **Applicant details**

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Physical Address				Post Code	
Contact Person	SAM STEWART	Position	PO-	·m/ eve	272
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	I Grant
Applicat	tion Form
Project Deta	ails
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## Local Grant Application Form

### **Project Cost**

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

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

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

#### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	173	173
Advertising/Promotion	1196+057=137540	1375.40
Facilitator/Professional Fees <sup>2</sup>	-	
Administration (incl. stationery/copying)	300	300
Equipment Hire	1900	1900
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	230	230
Travel/Mileage	~	
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	3980 -	3980

<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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(version Sept 2018) A1859967

Local Grant				R
Application Form				
Financial Information				
Is your organisation registered for GST? $\hfill \Box$	Yes INO	GST Numb	er	
How much money does your organisation current	ly have?	[	2400	
How much of this money is already committed to	specific purpose	s? [	2400	

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

Purpose	Amount
DESEXING	2400
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
P/A		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
WA			Y / N
1			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)

RESCUE Ra P 210

#### We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our gov-1. erning body.
- We acknowledge and agree that the Far North District Council may disclose or obtain information related to the fund-2. ing of the organisation from any other government department or agenda, private person, or organisation.
- We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other 3. 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.
- The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable 5. 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	Tw	0		
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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.
- To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained, from Council before that 12 month period ends.
- To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
- To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
- To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 8. To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
- 9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One	
Name	
Postal Address	3/378 PANARIA ROAD, KAWAWAWA Post Code 0282
Phone Number	Mobile Number 0226132317
Signature	Allowers Date 22/8/19
Signatory Two	
Name	Kate Moronay Position Secretary
Postal Address	27 Johnston Road, Kawakawa Post Code 0210
Phone Number	09404-084-2 Mobile Number
Signature	Ale log Date 22/8/19.
www.fndc.govt.nz	Memorial Ave, Kalkohe 0440   Private Bag 752, Kalkohe 0440   ask.us@fndc.govt.nz   Phone 0800 920 029
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### Signatory One

### Schedule of Supporting Documentation

### **Bay of Islands Animal rescue Trust**

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

1	Quote – Copythat
2	Quote – Design and Print
3	Quote – Countdown
4	Quote – Kaikohe Hire
5	Quote – Kawakawa Rugby Football Club
6	Business Plan for Bar in the Park 2020
7	Health and Safety Plan
8	Bank Statements

### 8.6 APPLICATION FOR FUNDING - BAY OF ISLANDS ARTS FESTIVAL TRUST

File Number:	A2646800
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

### PURPOSE OF THE REPORT

To present the Community Board with information received from Bay of Islands Arts Festival Trust, for assistance towards the contract costs of the Festival Director for the UPSURGE Festival interim event 2020, and to assist members in determining whether to approve or decline the application.

### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$7,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Bay of Islands Festival Trust for assistance towards the contract costs of the Festival Director to support the following Community Outcome:

i. Proud, vibrant communities.

### 1) BACKGROUND

The Bay of Islands Arts Festival Trust promotes arts and culture within the mid-north area. UPSURGE is a biannual festival promoting access to arts by ensuring programmes include events that are hosted in venues not normally visited by artist and includes free events and a schools programme. Bay of Islands Arts Festival Trust aims to promote the Bay of Islands as a destination for out of town visitors to attend the festival.

The Bay of Islands Arts Festival Trust has not received funding from the Bay of Islands-Whangaroa Community Board previously.

### 2) DISCUSSION AND OPTIONS

### Preliminary assessment of the application:

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

### Option 1 Authorise funding for the full amount requested

Funding of 15% of the project cost is requested and could be funded in full.

### Option 2 Authorise partial funding

### Option 3 Decline funding

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

### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

### **ATTACHMENTS**

- 1.
- Funding Application Bay of Islands Arts Festival Trust A2634290 1 Trust A2646638 Schedule of Supporting Documentation Bay of Islands Arts Festival Trust A2646638 2. J.

### Compliance schedule:

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

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

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

# Local Grant

### **Application Form**

### Instructions

#### Please read carefully:

- · Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible. .
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- Incomplete, late, or non-complying applications will not be accepted. ٠
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz - we're happy to help.

Send your completed form to governance@fndc.govt.nz or to any Council service centre The following must be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form

### **Applicant details**

10000	and the second second		1	
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			Post Code	
	Position	Trustee	/ Treasure	r
Mobile 1	Number	0211294	950	
ion.			×	
	Mobile I	Mobile Number	Mobile Number 0211294	Position Trustee / Treasurer Mobile Number 0211294950

bi-annual OFSORGE restriat, we promote accessionly to the arts, ensuing programmes include events that are nosited in vehicles not normally visited by artists and includes free events and a schools programme. We also aim to promote the Bay of Islands as a destination for out-of-town visitors to attend the festival. Our vision: "To be a unique must do arts experience inspiring and connecting communities".

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Project Deta	iils			
Which Communi	ty Board is your organisation applying to (see map Schedule A	.)?		
	Te Hiku 🛛 Kaikohe-Hokianga 😾 Bay of	Island	ls-Whang	aroa
Clearly describe	the project or event:			
Name of Activity	UPSURGE Festival interim event	Date	April 20	020
ocation	Bay of Islands / Mid-north area	Time		
Vill there be a ch	arge for the public to attend or participate in the project or event?		2 Yes	1 No
so, how much?	Some events within the festival will be free of charge, others will have va	arying	ticket price	s. Interim event TE
VISIDILITY VVP 2	re proposing to host such an event in 2020. The conter	he tr	ust.	
will be identifie The festival his creative backs our programm	ed by the appointed Festival Director and approved by t as a great reputation within the arts community, and we grounds from outside of the district, in addition to promo e. This ensures local talent is provided with a platform, d exposure of new art forms in to our community.	recr	local art	sts as part of
will be identifie The festival his creative backs our programm	ed by the appointed Festival Director and approved by t as a great reputation within the arts community, and we grounds from outside of the district, in addition to promo e. This ensures local talent is provided with a platform.	recr	local art	sts as part of
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### **Local Grant**

### **Application Form**

### **Project Cost**

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

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

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

### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>	50,000.00	7,500.00
Administration (incl. stationery/copying)		
Equipment Hire		a transferrer at all other than
Equipment Purchase (describe)	No. of the second s	
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	anost beviewe and reduction parts	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		7,500.00

<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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(version Sept 2018)
A1859967
Page 3

Local Grant Application Form						R
Financial Information						
Is your organisation registered for GST?	🛛 Yes	🗆 No	GST Num	iber	065-371-553	
How much money does your organisation of	currently hav	ve?		10,	114.87	
How much of this money is already commit	ted to specif	fic purpose:	3?	100	%	

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

Purpose	Amount
Festival Director fees	10,000.00
	and the second sec
	autores service
TOTAL	10,000.00

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

Funding Source	Amount	Approved
Far North District Council	7,500.00	Yes / Pending
Various funding sources will be sought per		Yes / Pending
previous festivals - managed by director		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
Far North District Council (via LTP)	15,000.00	2018/19	Y / <del>N</del>
Far North District Council (via LTP)	15,000.00	2017/18	Y / N
Far North District Council (via LTP)	15,000.00	2016/17	Y / <del>N</del>
Far North District Council (via LTP)	15,000.00	2015/16	Y / <del>N</del>

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Page 4

### Local Grant Application Form

### **Privacy Information**

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

### Applicant Declaration

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

On behalf of: (full name of organisation)

#### Bay of Islands Arts Festival 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.
- We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
- We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
- 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

Signatory Two

- Tracking of different funding, e.g. through a spreadsheet or journal entry
- Regular financial reporting to every full meeting of the governing body

Signator	Qne	
D.	1X	
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(version Sept 2018)	Dava F

## 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.
- 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

lame	Georgia McDonald	Po	osition	Trus	tee / Secretar	У
ostal Address	Private Bag 1001, Kerikeri				Post Code	0245
one Number	09,407 7099	Mobile Numb	er			
inature				ate	25/2	8/10
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### Schedule of Supporting Documentation

### **Bay of Islands Arts Festival Trust**

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

1	Background Information for the Application
2	2019 UPSURGE Festival Report
3	Bank Statements
4	Audited Accounts ending May 2018
5	Strategic Plan 2018 - 2019
# 8.7 APPLICATION FOR FUNDING - BAY OF ISLANDS COMMUNITY CENTRE ASSOCIATION

File Number: A2654627

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information received from Bay of Islands Community Centre Association, for assistance towards the costs of renting Level 1, 76 Marsden Road, Paihia, and to assist members in determining whether to approve or decline the application.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Bay of Islands Community Centre Association for assistance towards the costs of renting Level 1, 76 Marsden Road, Paihia, to support the following Community Outcomes:

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

#### 1) BACKGROUND

The Bay of Islands Community Centre Association's aim is to provide a multipurpose, safe, welcoming and inclusive community space that is centrally located where people of all demographics can met and social services are provided. On average 50 - 70 people access the services provided by the Community Centre. Services include, but are not limited to:

- Seniors coffee group;
- Fitness for the not so young;
- Fitness for Mum's;
- Laughing Yoga;
- Grief and Loss Group;
- Food Banks

The Bay of Islands Community Centre has not received funding from the Bay of Islands-Whangaroa Community Board previously.

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 50% of the project cost is requested and could be funded in full.

#### Option 2 Authorise partial funding

The applicant has requested a large amount of funding and the potential to be able to make profit from room hire and membership. There is also limited funding for the 2019/2020 financial year that the Community Board has to allocate.

#### Option 3 Decline funding

Option 2 is recommended by staff as it complies with the Community Grant Policy and the Community Outcomes.

#### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

#### ATTACHMENTS

- 1. Funding Application Bay of Islands Community Centre Association A2649698 🗓 🛣
- 2. Schedule of Supporting Documentation Bay of Islands Community Centre Association A2654624 <u>U</u>

#### Compliance schedule:

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

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

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

FNOC ADMIN 29 AUG 2019



## **Application Form**

#### Instructions

#### Please read carefully:

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

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

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- $\square$ 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 R

#### Applicant details

Organisation	BAYOFISLANDSCOMMUNIT	Y CENTRE ASS	S, Numbe	er of Member	\$ 46
Postal Address	PO BOX 502, PAIHIA			Post Code	0247
Physical Address	LEVEL 1,76 MARSDEN	RD , PAIHIA		Post Code	02.00
Contact Person	VAL MACK	Position	CHAIR	R PERSO	Na
Phone Number	N/A	Mobile Number	0275	140252	20
Email Address	valandrob762gmail	mac			
Please briefly d	escribe the purpose of the organisation				

To provide a safe, welcoming and inclusive community space,

centrally located where people of all ages can meet + where a variety of

commonly + social services are provided.

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029 (version Sept 2018) A1859967

	Local Grant
	Application Form
	Project Details
	Which Community Board is your organisation applying to (see map Schedule A)?
	Te Hiku     Kaikohe-Hokianga     Bay of Islands-Whangaroa
	Clearly describe the project or event:
	Name of Activity COMMUNITY CENTRE FACILITIES Date SEPTROID-APR 2020
	Location LEVEL 1, 76 MARSDEN RD, PAIHIA Time ON-GOING.
	Will there be a charge for the public to attend or participate in the project or event?
	If so, how much? KOHA TO ATTEND ACTIVITIES.
	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.
	WEARE CURRENTLY OFERATING & MULTI PURPOSE COMMUNITY CENTRE
	FOR PEOPLE FOR ALL AGES FROM BUBS, YOUTH, PARENTS, POOR+NEEDY,
	ELDERLY, LONELY, PEOPLE NEEDING SUPPORTECT
3	THE CENTRE PROMOTES + AIMS TO ACHIEVE THE POLLONING OBJECTIVES
$\bigcirc$	- TO DELIVER A VARIETY OF COMMUNITY ACTIVITIES EQ SENIORS COFFEE GROUP,
_	BUBS GROOP, FITNESS BR THENOT SO, YOUNG AND BRMUMS, LANGHING YOUR.
2-	TO PROVIDE SOCIAL SERVICES TO MEET NEEDS + SUPPORT PARTICULAR GROUPS
	IN THE COMMONITY EQ. GRIEF+LOSS GROUP, ALCOHOLICS ANONYMONS, A CARERS
6	QROUP POR PEOPLE WITH DEMENTIA
9	TO RUN A BOABANIK FOR POOPLEWHO NEED PRACTICAL SUPPORTOF FORA
A	TO DELIVER TRAINING + EDUCATION COURSES EQ. YOUTH-ENTERPRISE
0.	COURSES, A CONFIDENCE COURSE BOR INFERMEDIATE GIRLS, TOASTMASTERS,
	TE REDI FLAX WEAVING, ANTI-BULLYING WORKSHOP, WASTE MINIMISATION, PROJECT
5	TO PROMOTE POCIAN INTERACTION + CONNECTION WITHIN OUR COMMONITY
	BY PROVIDING & WELCOMING SPACE WITHIN WHICH SOCIAL CONNECTEDNESS
	CAN TAKE PLACE EQ. COMMUNITY SPRING PRESTA: FLEAMARKET, DANKING INDART
w	ww.fndc.govt.nz   Memorial Ave, Kaikohe 0440   Private Bag 752, Kaikohe 0440   ask.us@fndc.govt.nz   Phone 0800 920 029
	(VERSION SEPT 2018) ANSSYST ON AVERAGE WE HAVE BETWEEN 50-70 PEOPLE NOW USING OUR CENTRE ON A WEEKLY BASIS + HOPE TO INCREASE THIS NOMBER.

## **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	\$ 24,000	\$13,000.
Advertising/Promotion		1
Facilitator/Professional Fees2		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		\$13,000.

<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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(version Sept 2018) A1859967

Local Grant				[	P
Application Form					
Financial Information					
Is your organisation registered for GST?	□ Yes	🗹 No	GST Number		
How much money does your organisation of	urrently hav	re?	\$2	8,459,49	
How much of this money is already commit	ted to specif	ic purposes	\$? \$2	3,624,00	٦

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

Purpose	Amount
NZ LOTTERY GRANT FOR FEASIBILITY STUDY	
NZLOTTERY GRANT FOR RENT + CO-ORDIN	ATOR\$ 13, 624
	1
TOTAL	\$23,624

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

Funding Source	Amount	Approved
NZ LOTTERY GRANT BRADIT \$20	000	Yes Pending
+ CO-ORDINATOR (- \$13,000		Yes / Pending
FOR RENT OF WHICH \$467668		Yes / Pending
HAS ALREADY BEEN PAID IN		Yes / Pending
RENT, 50 \$8323,32 IS REMAINING		Yes / Pending

PLEASE SEE ATTACHED SHEET BR EX PLANATION Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
RENT FOR COMMUNITY	2600	4/8/16	M/N
CENTRE			Y / N
			Y / N
			Y / N

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#### **Privacy Information**

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

#### Applicant Declaration

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

On behalf of: (full name of organisation)

#### We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
- We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
- Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
- 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	Si	gn	ato	ry	Two
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W Maer .	
www.fndc.govt.nz   Memorial Ave, Kaikohe 0440   Privata Bag 752, Kai	ikohe 0440   ask.us@fndc.govt.nz   Phone 0800 920 029

(version Sept 2018)

	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
	<ul> <li>the grant money.</li> <li>To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtain from Council before that 12 month period ends.</li> </ul>
	<ol> <li>To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a cha of purpose(s) is obtained in advance from the Community Board.</li> </ol>
	<ol> <li>To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes G we will return the GST component of the amount to be returned.</li> </ol>
	<ol> <li>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.</li> </ol>
	6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to t
	<ul><li>project. Contact Governance Support for digital imagery.</li><li>7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the</li></ul>
	<ol> <li>North District Council or its auditors.</li> <li>To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, will</li> </ol>
	two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be
*	<ul> <li>considered for funding for stand-down period of five years.</li> <li>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).</li> <li>10. To have event bits with the Defense and activities the Facility District Council intention in standard activity.</li> </ul>
	<ol> <li>To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen misappropriated.</li> </ol>
	Signatory One Valerie Mack
	Name Mach. Position Chair person
	Postal Address 409, Pulle totana Road Roz K.K. Post Code 029
	Phone Number 0275402520
	Signature Date 28/8/2019
	Signatory Two
	Name NIKKI VOPICES Position COMMUNITY CENTRE
	Postal Address PO Bax 502 PAIHIA Post Code 024
	Phone Number 021054 1795
	11/1001/10

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#### Schedule of Supporting Documentation

#### **Bay of Islands Community Centre Association**

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

1	Cover Letter
2	Quote/Email from Landlord
3	Bank Statement
4	Performance Report Ending December 2018
5	Bay of Islands Community Centre Weekly Schedule
6	Health and Safety Policy

#### 8.8 APPLICATION FOR FUNDING - BE FREE INCORPORATED

File Number:	A2649064
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information received from Be Free Incorporated, for the costs associated with the Far North Summer Sounds 2020, including advertising, professional fees, administration costs, equipment hire, utilities and refreshments, and to assist members in determining whether to approve or decline the application.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Be Free Incorporated for the equipment hire for Far North Summer Sounds 2020 to support the following Community Outcomes:

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

#### 1) BACKGROUND

Be Free Incorporated aims to support youth in the community and to provide pathways to support for addictions, heathy and happy communities. For the last 10 years Be Free Incorporated has been running the Family Fun Day out supporting freedom from drugs and alcohol by encouraging community to enjoy a family day out. The Far North Summer Sounds is held at the Kainui Vineyard on 15 February 2020. The event will be separated into areas that include the main stage, clture corner, kiddies area and a quiet corner with roving entertainment all day.

Be Free Incorporated has secured a \$5,000 grant from the Events Investment Fund. Be Free Incorporated has received the following funding from the Bay of Islands-Whangaroa Community Board:

Year	Amount allocated	Project	Project report received
2018	\$1,322.61	Be Free at Mangonui Festival 2018	Yes
2019	\$4,353.00	Be Free at Mangonui Festival 2019	Yes

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 41% of the project cost is requested and could be funded in full.

#### Option 2 Authorise partial funding

#### Option 3 Decline funding

Option 2 is recommended by staff as it matches the funding allocated from the Events Investment Fund, there is the option that the applicant could charge more for both stall holders and adult ticket

sales and secure sponsorship, and as it complies with the Community Grant Policy and the Community Outcomes.

#### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

#### ATTACHMENTS

- 1. Funding Application Be Free Incorporated A2640239 U
- 2. Schedule of Supporting Documentation Be Free Incorporated A2649015 U

#### Compliance schedule:

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

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

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

Annling	al Grant
Applica	tion Form
Instruction	5
Please read car	
<ul> <li>Read applic</li> </ul>	this application form in full before you start filling it in. It is easier to complete an ation if you have the information you need at your fingertips.
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A he	aith and safety plan with - vowue Reproved Bill TY
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1217 3353	ur event is taking place on Council land or road/s, evidence of permission to do so H/A
1217 3353	ed declarations on pgs 5-6 of this form
1217 3353	ed declarations on pgs 5-6 of this form
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	loard is your organisation applying to (see map Schedule A)?	
🗆 Te		
Olaania daa sii uu		ands-Whangaroa
Clearly describe the	project or event:	
Name of Activity	AR NORTH SUMMER SOUNDS. Da	te 15 FEB 2020
	LAINUI VINEYARD, WAIPAPA Tim	1Pm - 7Pm
	for the public to attend or participate in the project or event?	Yes D No
so, how much?	35 PER ADULT, YOUTH - NO CHARGE	
	and the services it will provide. Tell us:	
	benefit from the activity and how; and	
	I broaden the range of activities and experiences available to the	community.
PLEASE S	EE ATTACHED-	

### **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	NONE	NONE .
Advertising/Promotion	\$5613.00	\$2802.00.
Facilitator/Professional Fees <sup>2</sup>	\$12,222-	\$ 600000
Administration (incl. stationery/copying)	\$ 1600-	\$ 800 -
Equipment Hire	\$ 12,114-	\$ 5063-
Equipment Purchase (describe)	- NONE -	- NONE -
Utilities	\$1000 -	\$500.00.
Hardware (e.g. cement, timber, nails, paint)	- NONE-	- MONE -
Consumable materials (craft supplies, books)	\$150-	_
Refreshments	\$ 200-	\$100-
Travel/Mileage	- NONE -	- NONE -
Volunteer Expenses Reimbursement	- MONE-	- NOME-
Wages/Salary	- NONE	not applicable
Volunteer Value (\$20/hr)	\$ 3600.	not applicable
Other (describe)		
TOTALS	\$ 38,499	\$15,875-

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

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

Local Grant	R
Application Form Financial Information	
Is your organisation registered for GST?  Yes  No GST Nur	mber
How much money does your organisation currently have?	\$4835-
How much of this money is already committed to specific purposes?	\$ 4835-

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

Purpose	Amount
BANDS & GOUND	\$1835.00
DTAL	terre presente de la companya de la

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

Funding Source	Amount	Approved
FNDL' EVENTS FUNDING.	\$5000-00	Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Projec Sub	ct F mi	Repor tted
X SEL ATTACHEDA			Y	/	N
			Y	1	N
			Y	1	N
	2000		Y	1	N

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## **Application Form**

Kerlkerl Service Centre

3 0 AUG 2019

#### **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)

BE FREE IN LORPORATED SOCIETY

#### We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
- We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
- Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 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 person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable) HPF
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts V
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body  $\checkmark$

#### Signatory One

#### Signatory Two

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### **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.
- 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.
- 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.
- To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
- 9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Name	Cryorda. CLAIRE GORDON Position CHAIRPERSON
Postal Address	188A WAIPAPA WEST ROAD. RIDIZ. Post Code 0295
Phone Number	09 407 1506 Mobile Number 021 883 616.
Signature	Chype cl Date 29,08-2019.
Signatory Tw	10
Name	JAN DANILO Position COMMITTEE MEMBER
	JAN DANILO Position COMMITTEE MEMBER 18 MACADAMIA LANE RDZ WAIPAPA Post Code 0295
Name Postal Address Phone Number	

#### Signatory One

#### **Schedule of Supporting Documentation**

#### **Be Free Incorporated**

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

1	Proposed Budget
2	Quote – Music Workshop
3	Quote – Kerikeri Hire
4	Quote – Strangely Arousing Ltd
5	Quote – Somersault Event and Project Management
6	Quote – Flash Gordon Photography
7	Quote – Take Five Agency
8	Previous funding from Far North District Council / Community Boards
9	Far North Summer Sounds 2020 Business Plan
10	Bank Account and Statements
11	Performance Report for Year Ended June 2018
12	Minutes Approving Applying for Funding
13	Letters of Support

#### 8.9 APPLICATION FOR FUNDING - DYNAMO CYCLING AND SPORTS CLUB INCORPORATED

File Number: A2631702

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information received from Dynamo Cycling and Sports Club Incorporated, for the costs of first aid and medical support for the Tour of Northland Cycle Challenge 2020, and to assist members in determining whether to approve or decline the application.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$1,650 (plus GST if applicable) to be paid from the Board's Community Fund account to Dynamo Cycling and Sports Club Incorporated for the costs of first aid and medical support for the Tour of Northland Cycle Challenge 2020 to support the following Community Outcome:

i. Proud, vibrant communities.

#### 1) BACKGROUND

Dynamo Cycling and Sports Club Incorporated run the Tour of Northland Cycle Challenge. March 2020 will be the 20<sup>th</sup> edition of the Tour of Northland Cycle Challenge. It is expected that the event will have 200 competitors and an additional 500 people providing support to the cyclists.

Far North District Council with Whangarei and Kaipara Councils provided a joint amount of \$10,000 sponsorship funding in 2018/19. Dynamo Cycling and Sports Club Incorporated applied to the Events Investment Fund for the 2019/2020 and were unsuccessful and notified that they should apply to the Community Boards for funding. The applicant has also submitted an application to the KaikoheHokianga Community Board for consideration for the remainder of the first aid and medical support.

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 2% of the project cost is requested and could be funded in full.

#### Option 2 Authorise partial funding

#### Option 3 Decline funding

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

#### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

#### ATTACHMENTS

- 1. Funding Application Dynamo Cycling and Sports Club Incorporated A2631567 U
- 2. Schedule of Supporting Documentation Dynamo Cycling and Sports Club Incorporated A2631804 U

#### Compliance schedule:

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

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

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

### **Application Form**



#### Please read carefully:

Instructions

- 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 <u>www.fndc.govt.nz</u>
- 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 <u>governance@fndc.govt.nz</u> – we're happy to help.
- · Send your completed form to governance@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- M A health and safety plan
- Vour 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	Dynamo Cycling "Sports Club Inc. Number of Members 1125.
Postal Address	P.O. Box 8068, Unlich Ave Hamilton 323- Post Code 3245
Physical Address	476 Peacockes Road RD2, Hamilton Post Code 32.82.
Contact Person	Stephen Cox. Position General Manager
Phone Number	07-8436215 Mobile Number 0274 925 672.
Email Address	Stephen Qdynamo events, Co.N2,
Please briefly d	lescribe the purpose of the organisation.
To prov to peop	and events That are fun, friendly, allocable, safe,

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Application Form         Project Details         Which Community Board is your organisation applying to (see map Schedule A)?	Local Grant	and the second second
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 Town of Northland Cycle Challenge Date 19-22. March 2020 Location Whangare - Parka - Openani - Daggastle Time Ban - Dom each day Will there be a charge for the public to attend or participate in the project or event? If Yes INO If so, how much? Competitors \$219 Speatabods Supporters 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. 2020 will be The 20 <sup>Th</sup> Editor of This word which has become an rearise Northland event. Ne expect in excess of 300 Competitors and along with Their Supporters means in excess of SOD people Stay, ing in No Parkie Russell area for I night and Then in Openani area The activity and then in Openani area The second along his obviously provide a big exonomic benefit be These 2 regions.	Application Form	ı
□ Te Hiku □ Kaikohe-Hokianga ☑ Bay of Islands-Whangaroa Clearly describe the project or event: Name of Activity Town of NorThland Cycle Challenge Date <u>19<sup>n</sup> - 22nd Narch</u> 2520 Location <u>Whangare - Parka - Openeni - Dagagesthe</u> Time <u>Ban - 2pm cool</u> day Will there be a charge for the public to attend or participate in the project or event? <u>Ves</u> <u>El No</u> If so, how much? <u>Competitors \$219</u> <u>spectators supporters</u> <u>FREE</u> . 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. <u>2020</u> <u>will be The 20<sup>th</sup> Editor of This event which</u> <u>Las become an iconic</u> North land event. <u>We expect in excess of 300 competitors and along</u> with Their <u>Supporters nears in Excess of</u> <u>SOO</u> <u>peoph</u> <u>Staying in No</u> <u>Perkiel</u> Russell areg <u>for Inight</u> and <u>then in Openoni area</u> <u>The next</u> <u>This obviously provide a big example in the project of the perefit</u> <u>br These 2 regions</u> .	Project Details	
Will there be a charge for the public to attend or participate in the project or event? If Yes INO If so, how much? Competitors 6219 Spectators supporters 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. 2020 will be The 20 <sup>th</sup> Edition of This event which. <u>Ares become an iconic Northland event.</u> <u>Ale capeed in Pxcess of 300 competitors and along</u> with Their supporters means in excess of <u>500 people</u> Staying in The Paihie/Russell area <u>for Inight</u> and Then in Openonic area The next <u>Night</u> . <u>This obviously provide a big encompanic benefit</u> <u>for These 2 regions</u> .	Te Hiku Kaikohe-Hokianga Bay of Islands-Whangaroa Clearly describe the project or event: Name of Activity Town of Northland Cycle Challenge Date 19"-22nd March	202e day
<ul> <li>How it will broaden the range of activities and experiences available to the community.</li> <li>2020 Will be The 20<sup>th</sup> Edition of This event which. Las become an iconic Northland event. We expect in excess of 300 competitors and along with Their supporters means in excess of 500 people staying in The Paihia/Russell area for I night and Then in Openonic area The next Night. This obviously provide a big exceptionic benefit for These 2 regions.</li> </ul>	Will there be a charge for the public to attend or participate in the project or event? If Yes INO If so, how much? Competitors \$219 spectators supporters FREE.	Į
	<ul> <li>How it will broaden the range of activities and experiences available to the community.</li> <li>2020 Will be the 20<sup>th</sup> Edition of this event which. has become an iconic Northland event.     </li> <li>We expect in pxcess of 300 competitors and along With Their supporters means in excess of Soo people staying in the Paihie/Russell area for I night and then in Openenii area the next Night.     </li> <li>Mis obviously provide a big exomounic benefit Sor These 2 regions.     </li> </ul>	

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## **Application Form**

#### Project Cost

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

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: See full attached event Budget.

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees2		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Medical Supplier	\$4300	/650·
TOTALS	PA300 4300	1650

<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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(version Sept 2018)

## **Application Form**

Financial Information				
Is your organisation registered for GST?	Yes	🗆 No	GST Number	72-899-776
How much money does your organisation of	urrently hav	re?	\$4	9,000
How much of this money is already commit	ted to specif	ic purposes	\$? \$4	9,000

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

Purpose	Amount
Te Akan Gravel Grinder event.	67,000
Team Championship Series.	\$ 28,000
Crossfit Team Nationals.	69,000
General Manages Wages - Sept.	\$5,000
<b>,</b>	
TOTAL	

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

Funding Source	Amount	Approved
Spensorship.	\$8,000	(Yes) / Pending
WD Council.	\$3500	Yes / Pending
Kaipara Deselopment 30	ad \$3500	Yes Pending
Oxford Trest. (yet & app	W) & 5000	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
There was a joint	funding agreene	int with	(Y) N
The 3 Northland	Coencils for The	2019 eved.	Y / N Y / N
			Y / N

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Event. Tour of Northland 2020			
Income:	Budget		Notes
Entry Fees	\$	60,000.00	
Grant funding		00,000.00	
Sponsorship BDO	\$	8,000.00	
Council Funding	\$		Expect the 3 Councils to contribute in total \$10,000approx
oounon runung	· · · · · · · · · · · · · · · · · · ·	10,000.00	FNDC, KDC, WDC.
Volunteer hours	\$	7,000.00	contra
TOTAL INCOME	\$	85,000.00	exclusive of GST
Expenses	Budget		Notes
Accom & Meals	Sudget	4 000 00	During event all support team
Administration	\$		office expenses
Administration Advertising & Reach Media flyer	\$	2.100.00	
Competitors Drinks /snacks	\$		drink /fruit after each day
Competitors Drinks /snacks	\$	1,000.00	unnk /null alter each day
	Þ	1,000.00	
Presentation Dinner Entry Form / Poster	¢	1 700 00	printing 9 postage
	\$		printing & postage
General Expenses	\$	500.00	
Hirage/ Truck x2 & van	\$		truck,baggage, truck stage equipment, van delivery equipment
Marshals Donations	\$	2,000.00	
Mechanics Service	\$	3,000.00	3 people & vehicles over 4 days.
Merchandise		0.000 00	000 0010
Finishers Medals 20th Edition	\$		300 as per 2019.
Trophies 20th Edition.	\$		38 as per 2019 @\$59
PRIZES	\$		15% of entry fee
Race numbers	\$		competitors numbers
Race Packs	\$		1 pack per rider
Medical cover	\$	4,945.00	Triple Care
Traffic Management	\$		suppler TBC
Timing service	\$		Electronic timing required
Vehicle expenses	\$		Race week costs
Venue hire	\$	750.00	
Wages	\$		Event management contract
Wages Admin	\$		GM allocation of time
Website	\$		update
pre event trips	\$		4 trips petrol & accommodation
Event only wages	\$		additional staff for event
Event lease fee	\$	4,000.00	
Merchant Fee on \$60K	\$	1,200.00	
Volunteer hours @\$20per hour	\$		12 volunteers which = 350hr in total over the 4 days.
Total Expenses	\$	95,078.00	
Nett loss.	-\$	10,078.00	

## Local Grant Application Form



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)

Cycling a Sports Club In corporated namo

#### 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.
- 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.
- 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
11/6/3	DW Aring
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(version Sept 2018) A1859967

## **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.
- To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
- 7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
- 9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One
Name Stephen Cox. Position General A langer
Postal Address 476 Peac Dekes Road RDD, Hamilton Post Code 3282.
Phone Number 07-8486215 Mobile Number 0274925672.
Signature Date 26/8/12
Signatory Two
Name Dave Spring Position Vice President.
Postal Address H42/1 Airport Rd, RD2, Hamilton Post Code
Phone Number 07-847-1544 Nork, Mobile Number 021 439 253
Signature DWA-7. Date 26/8/19
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(version Sept 2018) A1859967 Page 6

Item 8.9 - Attachment 1 - Funding Application - Dynamo Cycling and Sports Club Incorporated Page 210

#### Schedule of Supporting Documentation

#### Dynamo Cycling and Sports Club Incorporated

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

1	Additional Information to the Application
2	Quote – Triple One Care Northland
3	Support Letter from Sport Northland
4	Bank Statements
5	Financial Statements for Year Ended March 2018
6	Safety Management Audit Report
7	Health and Safety Plan
8	Previous Event Photos

#### 8.10 APPLICATION FOR FUNDING - EDDIE TRUST

File Number:	A2576115
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information received from Eddie Trust for venue hire of Cherry Park House, advertising costs, facilitator fee's, administration cost and mileage and to assist members in determining whether to approve or decline the application.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$3,366 (plus GST if applicable) to be paid from the Board's Community Fund account to Eddie Trust for venue hire of Cherry Park House, advertising costs, facilitator fee's, administration cost and mileage to support the following Community Outcomes:

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

#### 1) BACKGROUND

Eddie Trust aims to provide low cost New Zealand Sign Language classes for the Far North district. Northland has over 2,000 deaf people living in the region that use sign language. Classes will be over 10 weeks and held at Cherry Park House, participants will be charged \$50.00 for the ten weeks.

Eddie Trust has also submitted applications to the Kaikohe-Hokianga and Te Hiku Community Board for consideration for sign language classes run in their community board area.

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise the full amount requested

This application is for \$3,366 (50% of the cost of the project).

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

#### Option 3 Decline funding

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

#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

#### **ATTACHMENTS**

- 1.
- Funding Application Eddie Trust A2565374 J 🔀 Schedule of Supporting Documentation Eddie Trust A2576139 J 🔂 2.

#### Compliance schedule:

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

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

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

## Local Grant **Application Form**

#### Instructions

#### Please read carefully:

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

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

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form

#### **Applicant details**

Organisation	Leam NZSL with Eddie Trust		Number of Members n/a
Postal Address	29 Western Hills Drive, Kensington, V	Post Code 0112	
Physical Address	29 Western Hills Drive, Kensington, V	Post Code 0112	
Contact Person	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.

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	Grant			R
	ion Form			
Project Deta	ils			
Which Communit	y Board is your organisation applying to (see map Schedule A	A)?		
	Te Hiku 🛛 Kaikohe-Hokianga 😡 Bay o	fIsland	ls-Whangaroa	
Clearly describe	the project or event:			
Name of Activity	NZSL in the community	Date	Oct - Dec 2019	
Location	Cherry Park House	Time	ТВС	
Will there be a cha	rge for the public to attend or participate in the project or event?		🗹 Yes 🗆 No	
If so, how much?	\$50 registration fee			
Outline your activ	ity and the services it will provide. Tell us:			
Goal - To host lo Benefits of learn Enhances comr	t will broaden the range of activities and experiences available to w cost New Zealand Sign Language classes ning NZSL: Bridging communication with local and visiting Deaf p nunication skills for people wanting to learn NZSL due to a hearin nds through a new language	eople	who use NZSL.	
Northland Distri	ct has over 2000 Deaf people living in the region that use NZSL			
	all aspects of life: Family, Business, Education, Social etc			
	veek course in Whangarei has 1 student driving from Kerikeri we			
	EL courses in Whangarei has 150 students enrolled between 4 cla			

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## Local Grant

## **Application Form**

### **Project Cost**

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

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

<u>Amount Requested</u> - 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	200	100
Advertising/Promotion	400	200
Facilitator/Professional Fees <sup>2</sup>	4000	2000
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	1316	658
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	6731	3366

<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					R
Financial Information					
Is your organisation registered for GST?	🗆 Yes	⊠ No	GST Num	ber	
How much money does your organisation o	urrently hav	ve?		0	
How much of this money is already committed to specific purposes?				0	

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

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)

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

HIL	[	\$-XD	(Electronic signature with permission)
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(version Sept 2018) A1859967

## 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.
- 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.

Name	Kim Robinson	Posi	tion	Admini	strator	
Postal Address	29 Western Hills Drive, Kensington, What	ngarei			Post Code	0112
Phone Number	0226481268	Mobile Number	02	264812	268	
Signature	K/L		Da	te 4	th July 2019	
Signatory Tw	10					
Name	Fred Tito	Posi	tion	Trust	tee	
Postal Address	88 Church St, Onerahi, Whangarei				Post Code	0110
Phone Number	021 181 3230	Mobile Number	021	181 32	230	
Signature	(Electronic signature with perr	nission)	Da	te 4	th July 2019	
	:   Memorial Ave, Kaikohe 0440   Private Bag 7	52, Kaikohe 044(	)   ask.	us@fnd	c.govt.nz   Ph	one 0800 920 029
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## Signatory One

## **Schedule of Supporting Documentation**

## **EDDIE TRUST**

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

1	Quote – Cherry Park House
2	Quotes – Advertising
3	Quotes – Administration and Expenses
4	Cover Letter
5	Programme Outline
6	Job Description
7	Health and Safety Plan
8	New Zealand Sign Language Level One Curriculum
9	Contract for the Tutor

# 8.11 APPLICATION FOR FUNDING - FRIENDS OF SPRINGBANK SCHOOL CHARITABLE TRUST

File Number: A262	27689
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Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

## PURPOSE OF THE REPORT

To present the Community Board with information received from Friends of Springbank School Charitable Trust (FSSCT), for the bus hireage for the 2019 Springbank Fireworks Extravaganza, and to assist members in determining whether to approve or decline the application.

## RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Friends of Springbank School Charitable Trust for the bus hireage for the 2019 Springbank Fireworks Extravaganza to support the following Community Outcome:

i. Proud, vibrant communities.

## 1) BACKGROUND

FSSCT are a parent-led group that focuses on projects and initiatives that strengthen the school and local community. The 2019 Fireworks Extravaganza will be held on 02 November 2019. Cost for the event is \$5.00 per person with under 5's being free. The Springbank Fireworks Extravaganza is an alcohol and drug free event. Busses will be provided from Kaeo, Kaikohe, Kawakawa, Paihia and Kerikeri to make the event more accessible for families from surrounding towns.

FSSCT Trust has made the following applications to the Bay of Islands-Whangaroa Community Board previously:

Year	Amount allocated	Project	Project report received
2017	\$1,880.00	Fireworks Extravaganza 2017 - bus hire	Yes
2018	\$2,375.00	Fireworks Extravaganza 2018 - bus hire	Yes

## 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

## Option 1 Authorise funding for the full amount requested

Funding of 16% of the project cost is requested and could be funded in full. FSSCT have applied for \$2,375, however this includes GST. As per the Community Grants Policy, applicants that are GST registered should not include GST as part of the amount requested. The GST exclusive amount for the bus hire is \$2,065.22.

#### Option 2 Authorise partial funding

This is the third time that FSSCT have submitted an application for this project and cost. FSSCT could charge a gold coin donation to those that use the bus service to help cover the costs.

## Option 3 Decline funding

Option 2 is recommended by staff as it complies with the Community Grant Policy and the Community Outcomes.

### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

### ATTACHMENTS

- 1. Funding Application Friends of Springbank School A2627667 😃 🛣
- 2. Schedule of Supporting Documentation Friends of Springbank School Charitable Trust A2627770 1

## Compliance schedule:

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

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

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

## 23 September 2019



Pusial Aduless	ro box 404, Kerikeri	Post Code OZCE
Physical Address	78 Naimate North Ray Verikeri	Post Code 0293
Contact Person	Erica Walls Position Ch	dirpasch
Phone Number	(09)4016528 Mobile Number (021)	1295-2501
Email Address	enquirkse anoutohincare.co.nz	
Please briefly d	escribe the purpose of the organisation.	
Parent led	the school and local community.	nitiatives that
Succher	The school and local ammunity.	

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e

	ails
_	ity Board is your organisation applying to (see map Schedule A)?
Clearly describe	Te Hiku   Kaikohe-Hokianga  Bay of Islands-Whangaroa the project or event:
orearry describe	
Name of Activity	Springbank Fireworks Extraviganza Date 2 Nov 2010
Location	springbank School Time 6-apr
Will there be a ch	arge for the public to attend or participate in the project or event?
If so, how much?	\$5 per person (under 54rs Free)
Outline your acti	vity and the services it will provide. Tell us:
<ul> <li>Who</li> </ul>	will benefit from the activity and how; and
	it will broaden the range of activities and experiences available to the community.
Teres	
	zbanh Fireworks Extravagenza is a fantastic
	free built forent overyone. It is alcohol
_	free, family friendly and safe.
	pyrotechnics put on a dazzling professional
1.	n'display.
	only creanised Fireworks display north of Whang
	n year approximately 2500 people tavel from
	inception we have kept the entry price to \$5 pp
Curroler 5's	free) so the event is accesible for everyone.
	abon is find an the course the cost of F
Our appli	when is for a grant to cover the cost of Fr

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## 23 September 2019

## 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	\$750	
Facilitator/Professional Fees2		
Administration (incl. stationery/copying)		
Equipment Hire	\$2000	
Equipment Purchase (describe)		
Utilities (Borgany Castle)	\$690	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials <del>(craft supplies, books</del> )	\$5,500	
Refreshments Firewolks	1	
Iravel/MileageSpectator Buses	\$2,375	\$2375
Volunteer Expenses Reimbursement	\$700	
Wages/Salary	1	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)	\$12.50	
TOTALS	\$13,265	\$2375

<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					R
Application Form					
Financial Information					
Is your organisation registered for GST?	□ Yes	No No	GST Number		
How much money does your organisation of	urrently hav	re?	\$2	21852	
How much of this money is already commit	ted to specif	fic purposes	? \$	21852	

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

Purpose	Amount
Life Skills for Teens Programme	\$5,000
Booster seats for Head Start	\$ 600
Aims Games	\$1200,00
Equipment for Barista Training Progra	Inc \$1000,00
Vanaus Trips	\$1000.00
TOTAL	\$8,800

KBOIANCE OF \$13,052 For Otenvery of France of B. Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
Ticket sales	\$10,000 (1000)	Yes / Pending
Ticket sales No other grants have been	applied fur.)	Yes / Pending
	- friend -	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
Spectator Buses	\$1800	2017	N I
Spectator Buses	\$2375	2018	(P) / N
1			Y / N
			Y / N

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## 23 September 2019

## 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)

## Friends of Springbank Charitable Trust

#### We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
- 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.
- 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	
A		-
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## Bay of Islands-Whangaroa Community Board Meeting Agenda

## 23 September 2019



- 4. we will return the GST component of the amount to be returned.
- 5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
- To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the 6. project. Contact Governance Support for digital imagery.
- 7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 8. To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
- 9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or 10 misappropriated.

Name	Erica Wells Position Charperson
Postal Address	S Reinga Rol, Vierikeri Post Code 0220
Phone Number	1) 401-6578 Mobile Number 021-295-2601
Signature	Date 6-8-19
Signatory Two	ų
Name	banne Warren. Position Treasweer.
Postal Address 7	30 Puketona Road. Post Code 0230.
Phone Number	027 33/96383 Mobile Number
Signature	Date 8-8-19.
	emoria! Ave, Kaikohe 0440   Private Bag 752, Kaikohe 0440   ask.us@fndc.govt.nz   Phone 0800 920 025
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## Signatory One

1

2.

3.

## Schedule of Supporting Documentation

## Friends of Springbank School Charitable Trust

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

1	Estimated costs for 2019
2	Quote – Clarks Couchline
3	ASB Bank Statement
4	ASB Proof of Bank Account
5	Financial Statement
6	Additional Information
7	Certificate of Incorporation
8	Certificate of Charitable Trust

## 8.12 APPLICATION FOR FUNDING - KAWAKAWA HUNDERTWASSER PARK CHARITABLE TRUST

File Number: A2647572

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

## PURPOSE OF THE REPORT

To present the Community Board with information received from Kawakawa Hundertwasser Park Charitable Trust, for the engineer/architect report, purchase of materials and artist design for the entrance at Te Hononga, and to assist members in determining whether to approve or decline the application.

### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$10,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Kawakawa Hundertwasser Park Charitable Trust for purchase of materials for the entrance at Te Hononga, to support the following Community Outcomes:

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

## 1) BACKGROUND

Kawakawa Hundertwasser Park Charitable Trust aim is to build a community cultural hub, memorial centre and gallery on Hundertwasser Memorial Park.

Te Hononga will provide a memorial/interpretive centre, library, community workshop space, gallery and public facilities and is set to open in April 2020. It will be a cultural hub for visitors and residents. Te Hononga will also be a memorial celebrating Fredrick Hundertwasser connection to Kawakawa and the embodiment of many local Ngati Hine stories and relationships.

The Bay of Islands-Whangaroa Community Board has not provided funding to the applicant previously.

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 6% of the project cost is requested and could be funded in full.

#### Option 2 Authorise partial funding

The Bay of Islands-Whangaroa Community Board has limited to funding to allocate for 2019/2020 with several applications in this round alone requesting large amounts of funding.

#### Option 3 Decline funding

Option 2 is recommended by staff as the applicant has applied for a large amount of funding and as it complies with the Community Grant Policy and the Community Outcomes.

## Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

## 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

## ATTACHMENTS

- 1. Funding Application Kawakawa Hundertwasser Park Charitable Trust A2643304 <u>1</u>
- 2. Schedule of Supporting Documentation Kawakawa Hundertwasser Park Charitable Trust - A2648640 1

## Compliance schedule:

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

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

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

### 23 September 2019

## Local Grant **Application Form**

#### Instructions

#### Please read carefully:

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

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

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form

#### **Applicant details**

Organisation	Kawakawa Hundertwasser Park C	haritable Trust	Number of Membe	rs <b>8</b>
Postal Address	c/- Kawakawa Museum, 3 Wynyard S	treet, Kawakawa	Post Code	0210
Physical Address	above		Post Code	
Contact <u>Person</u>	Lau'rell Pratt	Position	Project Manager	
Phone Number	021 024 57571	Mobile Number	021 024 57571	
Email Address	laurell.pratt@gmail.com			
Please briefly de	escribe the purpose of the organisation.			

# To build a community cultural hub, memorial centre and gallery on the Hundertwasser Memorial

Park, Kawakawa

## www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029 (version Sept 2018) A1859967



Applicat	l Grant ion Form	
Project Deta	ils	
Which Communi	ty Board is your organisation applying to (see map Schedule A)?	
	Te Hiku 🔲 Kaikohe-Hokianga 🖾 Bay of Isla	nds-Whangaroa
Clearly describe	the project or event:	
Name of Activity	Library/Entrance pagoda/sculpture Theresa Reihana Dat	28.08.2019
_ocation	Hundertwasser Memorial Park, Kawakawa Tim	e 2020
Will there be a cha	arge for the public to attend or participate in the project or event?	🗆 Yes 🛛 No
f so, how much?		
• How	it will broaden the range of activities and experiences available to the o	community.
• How	it will broaden the range of activities and experiences available to the c	ommunity.
• How	It will broaden the range of activities and experiences available to the c	ommunity.
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## Local Grant

## **Application Form**

### **Project Cost**

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

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

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

#### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees2	90,000	4,500 Engineer_ Architect
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	501,736	22,000 Corten Steel
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Cultural Artists Concpet Design	110,000	10,000
TOTALS	701,736	41,500

<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						R
Financial Information						
Is your organisation registered for GST?	🗹 Yes	🗆 No	GST Num	ber		
How much money does your organisation c	urrently hav	ve?		21,00	00	
How much of this money is already commit	ed to specif	fic purposes	?	total		

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

Purpose	Amount
Building project fees	21,000
TOTAL	21,000

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

Funding Source	Amount	Approved
Creative NZ and LEH applied for other Cultural Des	sign Eements	Yes / Pending
Total project funding from Lotteries, Foundation Nor	th, PGF, TIFF, NRC, FNDC	Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
None			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)

Kawakawa Hundertwasser Park Charitable Trust

#### We, the undersigned, declare the following:

In submitting this application:

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

## Signatory One

#### Signatory Two

Mrs Noma Shepherd	Lau'rell Pratt
www.fndc.govt.nz   Memorial Ave, Kaikohe 0440   Private E	3ag 752, Kaikohe 0440   ask.us@fndc.govt.nz   Phone 0800 920 029

(version Sept 2018) A1859967



## 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.
- 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	Mrs Noma Shepherd	Po	osition	Chair		
Postal Address	8 Neumann Street Kawakawa				Post Code	0210
Phone Number	094040036	Mobile Numb	ber 02	125827	64	
Signature	x		D	ate 30	).08.2019	
Signatory Tv	vo					
Name	Laurell Pratt	Po	osition	Project	Manager	
Postal Address	PO Box 221 Kawakawa				Post Code	0243
Phone Number		Mobile Numb	ber 02	1 024 5	7571	
Signature	X		D	ate 30	.08.2019	
www.fndc.govt.n	z   Memorial Ave, Kaikohe 0440   Private Bag 75	52, Kaikohe 04	440   asl	k.us@fnd	c.govt.nz   Pł	none 0800 920 029
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## Schedule of Supporting Documentation

## Kawakawa Hundertwasser Charitable Trust

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

1	Quote – Sculpture Sheetmetal Ltd
2	Quote – PK Engineering
3	Sculpture Design and Information
4	Te Hononga – Stage One Artists Cultural Design Concepts 2018
5	Artists Statement – Theresa Reihana
6	Te Hononga – Project Information Repoort
7	Kawakawa Hundertwasser Park Charitable Trust – Audited Accounts
8	Bank Statements – Dated 2019

### 8.13 APPLICATION FOR FUNDING - KERIKERI SPORTS COMPLEX INCORPORATED

File Number:	A2649244
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

## PURPOSE OF THE REPORT

To present the Community Board with information received from Kerikeri Sports Complex Incorporated for the facilitator/professional fees for stage one of the new playground at the Kerikeri Sports Complex, and to assist members in determining whether to approve or decline the application.

## RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$10,000 (plus GST if applicable) to be paid from the Board's Community Placemaking Fund account to Kerikeri Sports Complex Incorporated for facilitator/professional fees for stage one of the new playground at the Kerikeri Sports Complex, to support the following Community Outcomes:

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

## 1) BACKGROUND

Kerikeri Sports Club Incorporated aim is to be a premium provider for sport, recreation and leisure in the Mid-North. Both Kerikeri Netball Centre and Kerikeri Rugby Club operate from the complex.

Kerikeri Sports Club Incorporated are seeking funding to enable sufficient consultation and design to be carried out for a new proposed playground, intended to be constructed at the Kerikeri Sports Ground complex.

The Bay of Islands-Whangaroa Community has not previously funded the Kerikeri Sports Club Incorporated.

#### 2) DISCUSSION AND OPTIONS

### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 44% of the project cost is requested and could be funded in full.

## Option 2 Authorise partial funding

## Option 3 Decline funding

Option 2 is recommended by staff as the Community Board has limited budget to allocate for the 2019/2020 financial year and as it complies with the Community Grant Policy and the Community Outcomes.

#### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

## 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

## ATTACHMENTS

- 1. Funding Application Kerikeri Sports Complex Incorporated A2640395 😃 🛣
- 2. Schedule of Supporting Documentation Kerikeri Sports Complex Incorporated A2649180 U

## Compliance schedule:

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

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

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

Kerikeri Service Centre 2 9 AUG 2019 Local Community Grant Fund **Application Form** Instructions Please read carefully: · Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips. If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, freephone 0800 920 029, or governance@fndc.govt.nz - we're happy to help. Please see Section 1 of the Community Grant Policy to ensure you are eligible. All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Incomplete, late, or non-complying applications will not be accepted. Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding. The following must be submitted along with this application form: \* Signed applicant declaration \* Two quotes for purchases where practicable, or evidence of expected purchases \* Business plan (including project costs) \* Details of all other funding secured or pending approval for this project (minimum 50%) Programme outline (if applying for operating costs) N/A no operating costs funding sought A health and safety plan It is understood that H&S plan not required unless the funding is for an event. Applicant details Kerikeri Sports Complex Incorporated Organisation Number of Members 1,163 P.O. Box 452, Remarie Kapa Drive, Kerikeri 0245 Postal Address Post Code Post Code Physical Address 71 Waipapa Road, Kerikeri Committee Member Ange Barker **Contact Person** Position 021 495 117 021 495 117 Phone Number Mobile Number benandange@gmail.com Email Address Please briefly describe the purpose of the organisation. The purpose of the Kerikeri Sports Complex is to be a premium provider for sport, recreation and leisure in the Mid-North. Both Kerikeri Netball Centre and Kerikeri Rugby Club operate from this Complex. www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029 A1859967 Page 1

		_	
Project Det	ails		
Nhich Commun	ity Board is your organisation applying to (see map Schedule A	)?	
	Te Hiku 🗖 Kaikohe-Hokianga 🕢 Bay of	Islan	ds-Whangaroa
Clearly describe	the project or event:		
Name of Event	New Playground - Stage 1	Date	N/A
_ocation	Kerikeri Sports Complex	Time	N/A
Are you applying	for annual funding for the remaining years of the triennium <sup>1</sup> ?		es 🖈 No
Outline your pro	ject and the services it will provide. Tell us: it will enhance access to facilities and for whom it will broaden the range of activities and experiences available to the	he co	mmunity
Dutline your pro • How • How • How	it will enhance access to facilities and for whom it will broaden the range of activities and experiences available to the it will enhance/communities or volunteer capability to provide service	ces.	
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Dutline your pro How How Kerikeri S (KKNC) and sufficient new playgr Please ref Consultati	it will enhance access to facilities and for whom it will broaden the range of activities and experiences available to the it will enhance/communities or volunteer capability to provide service ports Complex (KKSC), supported by Kerike Kerikeri Rugby Club (KKRC), seeks funding consultation and design to be carried out round, intended to be constructed at the b er to the attached Kerikeri Sports Comple	eri ng t ng t KKSC ex F ist	Netball Club to enable for a proposed grounds. Playground Stage 2019, for detail
Dutline your pro How How Kerikeri S (KKNC) and sufficient new playgr Please ref Consultati relating t	it will enhance access to facilities and for whom it will broaden the range of activities and experiences available to the it will enhance/communities or volunteer capability to provide service ports Complex (KKSC), supported by Kerike Kerikeri Rugby Club (KKRC), seeks funding consultation and design to be carried out round, intended to be constructed at the term er to the attached Kerikeri Sports Complet on and Design Business Plan dated 27 Augu-	eri ng t ng t KKSC ex F ist to	Netball Club to enable for a proposed grounds. Playground Stage 2019, for detail facilities,
Dutline your pro How How Kerikeri S (KKNC) and sufficient new playgr Please ref Consultati relating t range of a	it will enhance access to facilities and for whom it will enhance access to facilities and experiences available to the it will enhance/communities or volunteer capability to provide service ports Complex (KKSC), supported by Kerike Kerikeri Rugby Club (KKRC), seeks funding consultation and design to be carried out round, intended to be constructed at the le er to the attached Kerikeri Sports Complet on and Design Business Plan dated 27 Augu o the proposal including enhanced access	eri ng t ut f KKSC ex F ust to i en	Netball Club to enable for a proposed grounds. Playground Stage 2019, for detail facilities, thancement of
Dutline your pro How How Kerikeri S (KKNC) and sufficient new playgr Please ref Consultati relating t range of a communitie	it will enhance access to facilities and for whom it will broaden the range of activities and experiences available to the it will enhance/communities or volunteer capability to provide service ports Complex (KKSC), supported by Kerike Kerikeri Rugby Club (KKRC), seeks fundin consultation and design to be carried out bound, intended to be constructed at the te er to the attached Kerikeri Sports Complet on and Design Business Plan dated 27 Augu o the proposal including enhanced access ctivities available to the community, and	eri ng t ut f KKSC ex F ust to d en led	Netball Club to enable for a proposed 2 grounds. 2 ground Stage 2019, for detail facilities, thancement of project cost

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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	\$540	
Advertising/Promotion	Nil	
Facilitator/Professional Fees <sup>2</sup>	\$32,225	\$20,000
Administration (incl. stationery/copying)	Nil	
Equipment Hire	Nil	
Equipment Purchase (describe)	Nil	
Utilities	Nil	
Hardware (e.g. cement, timber, nails, paint)	Nil	
Consumable materials (craft supplies, books)	Nil	
Refreshments	Níl	
Travel/Mileage	Nil	
Volunteer Expenses Reimbursement	Nil	
Wages/Salary	Nil	not applicable
Volunteer Value	\$13,150	not applicable
Other (describe)	N/A	
TOTALS	\$45,915	\$20,000

<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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A1859967

Local Community ( Application I		und		R
Financial Information Is your organisation registered for GST?	TYes	No	GST Number	104-700-543
What are your organisation's currently acce	essible finan	cial resourc	es? \$9	,728.00
How much of this is tagged or committed for	or specific p	urposes?	Se	e below

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

Purpose	Amount
Normal operating expenses, no capital projects	Various, annually
TOTAL	

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

Funding Source	Amount	Approved
Donation of venue hire by KKSC	\$540	Yes / Pending
Donation of volunteer hours	\$13,150	Yes / Pending
KKSC, KKNC and KKRC cash donations	\$1,230	Yes / Pending
Donation by VISION	\$11,000	Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted			
Nil			Y	1	N	
			Y	1	N	
			Y	1	N	
			Y	1	N	

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## Local Community Grant Fund Application Form

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

#### On behalf of: (full name of organisation)

#### Kerikeri Sports Complex Incorporated

#### We, the undersigned, declare the following:

In submitting this application:

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

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A1859967

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

Signatory O	ne	
Name -	Det	Dron

Name	Dot Dromgool	Positio	Pres:	ldent	
Postal Address	705 Mangakarehi 1	Rd RD Kenke		Post Code	0295
Phone Number	0\$ 4019633	Mobile Number	021	181292	2
Signature	AN		Date	27/01	8/19.
Signatory T	vo (if applicable)				
Name	Ange Barker Position Committee Member			ber	
Postal Address	20 AWHITY ROAD, KER	IFERI		Post Code	0230
Phone Number		Mobile Number	0214	15117	
Signature	Abenker.		Date	27 AUC	19
www.fndc.govt.r	z   Memorial Ave, Kaikohe 0440   Private Bag 75	2, Kaikohe 0440	ask.us@fn	idc.govt.nz   Pl	10ne 0800 920 029
A1859967	Page 6				

## Schedule of Supporting Documentation

Kerikeri Sports Complex Incorporated

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

1	Business Plan – Vision Consulting Engineers and Planners
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## 8.14 APPLICATION FOR FUNDING - LIVING WATERS BAY OF ISLANDS

File Number:	A2649913
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

## PURPOSE OF THE REPORT

To present the Community Board with information received from Living Waters Bay of Islands for pest/predator controls at Pipiroa and Te Wahapu Reserves, and to assist members in determining whether to approve or decline the application.

## RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$10,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Living Waters Bay of Islands for pest/predator control at Pipiroa and Te Wahapu catchments, to support the following Community Outcomes:

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

### 1) BACKGROUND

Living Waters Bay of Islands promote, protect and restore native biodiviserty in the wider Bay of Islands area by providing pest/predator programmes and educational opportunities.

Living Waters Bay of Islands in association with Russell Landcare Trust and Bay of Islands Walkways Trust is refining an ecological restoration strategy for the twin catchments of Piproa and Te Wahapu on the Russell Peninsula, a total of 250ha. A large part of this project is intensive animal predator control. Work will also include plant pest control and annual plantings for volunteers.

The Bay of Islands-Whangaroa Community Board provided \$1,500 each year for three years between 2016 – 2019. This funding has now been spent and project reports submitted.

## 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 15% of the project cost is requested and could be funded in full.

## Option 2 Authorise partial funding

#### Option 3 Decline funding

Option 2 is recommended by staff as the Community Board has limited budget to allocate for the 2019/2020 financial year and as it complies with the Community Grant Policy and the Community Outcomes.
#### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

#### ATTACHMENTS

- 1. Funding Application Living Waters Bay of Islands A2640153 😃 🖾
- 2. Schedule of Supporting Documentation Living Waters Bay of Islands A2650606 😃 🛣

#### Compliance schedule:

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

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

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

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### 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 <u>www.fndc.govt.nz</u>

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, <u>or governance@fndc.govt.nz</u> – we're happy to help.

Send your completed form to governance@fndc.govt.nz or to any Council service centre The following must be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form

#### **Applicant details**

Organisation	Living Waters Bay of Islands (part of BOIMP Inc) Num			Numbe	nber of Members	
Postal Address	Box 201 Russell				Post Code	0241
Physical Address	Bay of Islands				Post Code	
Contact Person	Viçky Froude	Pe	osition	Chair	4	
Phone Number	09 403 8898	Mobile Numb	er	(	021 077 3378	
Email Address	victoriafroude@gmail.com					

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

To promote, protect and restore native biodiversity and natural character in the wider Bay of Islands, on land and in the water. To provide educational opportunities for the community to learn about nature in the Bay of Islands and how they can help with its protection and restoration.

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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	-Whanga	aroa	
Clearly descrit	be the project or o	event:		1.07				
Name of Activity	y Ecological	restoration	and interpretation sign	s	Date	Octo	ber 2019-Oc	ctober 2020
Location	Pipiroa a	and Te Wal	hapu catchments- Cour	ncil Reserv	ves and private	lands		
Will there be a	charge for the pub	lic to atten	d or participate in the p	roject or e	vent?	Yes	× No	
If so, how much	? N/A							
Outline your a	ctivity and the se	ervices it w	vill provide. Tell us:					
W	ho will benefit from	m the activi	ty and how; and					

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

1. Living Waters Bay of Islands (LW-BOIs)(in association with Russell Landcare Trust (RLT) and Bay of Islands Walkways Trust and Council) is refining an ecological restoration strategy for the twin catchments of Pipiroa and Te Wahapu on the Russell Peninsula. This covers an area of 250ha. The core of this area is 100ha of Far North District Council reserves including Pipiroa Scenic Reserve, Pipiroa Recreation Reserve, Pipiroa access-way, Te Wahapu Scenic Reserve and coastal margin esplanade reserves or similar in Te Wahapu. 2. A key component of the restoration is very intensive animal predator control throughout both catchments. This

costs about \$160/ha/yr to service. The hardware has been funded by others (e.g. Northland Regional Council (CPCA), Foundation North, landowners). For the last couple of years the servicing costs on the Council lands have been subsidised by Foundation North but RLT was unsuccessful in getting funds from this source this year and so we are applying to Council for \$5430 to cover the balance for one year of predator control servicing for the Council lands. 3. Living Waters- Bay of Islands has prepared a detailed management plan for the Council reserves (which Council has as part of the management agreement with LW-BOI for these reserves). We have undertaken intensive plant pest control on the Council lands in the Pipiroa catchment althought there is still more work to do. We have run annual plantings for volunteers for the last four years with about 4000 native plants being planted. These and the ongoing plant pest control from the extensive soil bank of pest plant seeds and other nearby sources are being maintained by volunteers. We are seeking funding from Council so that we can extend our pest plant work to Te Wahapu Scenic Reserve. We are applying to Council for funding to pay contractors to safely drill and poison tall wilding pines and control pest plants in wetlands within Te Wahapu Scenic Reserve. This will complement work on adjoining covenanted private land. It will cost \$3200 for labour for the pines, \$900 labour for the wetland weed control & \$300 for herbicide etc. Volunteers will remove extensive areas of ginger and other pest plants in the upper catchment. 4. A key part of our "protection" strategy is controlling key pest plants on lands within the catchment so as to remove these seed sources. To this end we have obtained funding from landowners, Foundation North, WWF HPF, and Stephenson Fund for plant pest control on the private lands within the Pipiroa and Te Wahapu catchments. We will use volunteers to remove key pest plants (including banana passionfruit, jasmine, Japanese honeysuckle, pampas, Taiwan cherry, pines, tree privet, woolly nightshade) on the Pipiroa road reserve within the Pipiroa catchment. 5. We are developing a series of interpretation panels to be placed along the Okiato-Russell walkway. These will provide information about the ecology and values of the protected areas as well as some information about the restoration projects. The development work has been funded by WWF and we have received some local funding to assist with the panel production. We are asking Council for \$1030 for panel production. Other local funding and volunteers will be used to mount and erect the signs (not yet costed).

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A(Additional Sept 2018)

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### Local Grant

### **Application Form**

#### **Project Cost**

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

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

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

#### Please Note:

You need to provide quotes (or evidence of costs) for everything listed in the total costs column

If your organisation is GST registered, all requested amounts must be GST exclusive.

Do not enter cents - round the values up or down to the nearest dollar

Do not use the dollar sign (\$) - just enter the dollar value

If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Predator control Council lands only for 1 year	16 000	5500
Contractors pines Te Wahapu Scenic Reserve	3200	3200
Herbicides etc for Te Wahapu Scenic Reserve	300	300
Intrepretation panels for Reserves	1930	1030
Equipment Purchase (describe)		
Native plants, fertilizer etc	Not costed for 2020	
Contractors pest plants Te Wahapu Scenic Reserve wetland	\$900	1350
Hardware (e.g. cement, timber, nails, paint)	Not costed as yet	
Animal pest control rest catchment for 1yr	24 000	
Private lands biodiversity protection including planning, pest plant control and planting	14 800	
Travel/Mileage		
Other (describe)		
Volunteer Value (\$20/hr) 450 hr	9000	not applicable
IUIALS	78 130	11,380

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**

<b>Is your organisation registered for GST?</b> T number 98-648-658	□ x	Yes		No	GST Numbe	98-648-658
How much money does your organisation c	urrent	tly have	<del>?</del> ?			\$50,410.35 (Living Waters
How much of this money is already committ	ed to	specifi	c pui	poses	?	\$47,636.71 (Living Waters)

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

Purpose	Amount
Pipiroa-Te Wahapu WWF& pvt "donations"- catchment strategy, biodiversity property plans, design interp panels, volunteer equipment, plants,pest plant control pvt land, co-ordinator	14 808
Tangatapu -Morton Fund &WWF boardwalk, ponds, interpretation panels	12 290
Kawakawa catchment biodiversity property plans, plant pest control, Public outreach and communications	15 350
Wairoa Stream, Rangitane River, Okiato/Waikare projects	5180
IOIAL.	47,636

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

Funding Source	Amount	Approved
Okiato Residents & Ratepayers Assn	1200	Yes
Volunteers 450 hours @\$20	9000	res
WorldWideFund for Nature	10,178	Yes
Local community donations etc	4629	res
NRC CPCA, DOC, Kiwis for Kiwi, landowners	28,000	Yes

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

Purpose	Amount	Date	Project Report Submitted
Pipiroa- pest tree removal & native plants	7546	Sept 2015	Υ <sub>1</sub>
Pipiroa animal pest control	1500	2018-9	Υ /
			Y / N Y / N

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### Local Grant Application Form

#### **Privacy Information**

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

#### Applicant Declaration

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

On behalf of: (full name of organisation)

Bay of Islands Maritime Park Inc. Living Waters Bay of Islands,

#### We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our goveming body.
- 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.
- 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
U. H. nouce	CAI
www.windc.goowlnnz/MeenmooniaalAweeKaaikooh	e0440 PriiwaateeBaag752,Kaaikoohee0440 aasskuuss@findoc.goowt.nrzz Phoomee0800920029
Alesenan Sept 2018)	

Page 5

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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.
- 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.
- To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 8. To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
- 9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory On	e Aris of Living Westers BOT
Name	Position Chair & Living Water BOI Position Co-chair BOIMP Inc.
Postal Address	5D Deeming Rd Post Code 0272
Phone Number	Mobile Number 021 077 3378
Signature	VICTORIA FROUDE De 30 August 2019
Signatory Tw	0
Name	Position SECRETARY LW-BOI
Postal Address	POBUX 201, RUSSELL, BAY of ISLANDS Post Code 0241
Phone Number	Mobile Number 021 158 1201
Signature	CHRIS RICHMOND Date 30 AUGUST 2019
the second state of the se	z   Memorial Ave, Kaikohe 0440   Private Bag 752, Kaikohe 0440   <u>ask.us@fndc.govt.nz</u>   Phone 0800 920 029
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#### Schedule of Supporting Documentation

#### Living Waters Bay of Islands

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

1	Quote – Pacific Eco-Logic Ltd
2	Quote – Russell Landcare Trust
3	Quote – Halio Signs
4	Pipiroa and Te Wahapu WatershedsHealth and Safety Policy and Plan April 2017
5	Living Waters Bay of Islands Health and Safety Policy and Plan April 2018
6	Balance Sheet August 2019
7	Approval to Subcontract from FNDC
8	Project Management Agreement with FNDC

#### 8.15 APPLICATION FOR FUNDING - MATAURI MARAE TRUSTEES

File Number:	A2647696
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information received from Matauri Marae Trustees, for equipment hire for the Piri Wiremu Mokena Sports Tournament 2020, and to assist members in determining whether to approve or decline the application.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$3,525 (plus GST if applicable) to be paid from the Board's Community Fund account to Matauri Marae Trustees for equipment hire for the Piri Wiremu Mokena Sports Tournament 2020, to support the following Community Outcome:

i. Proud, vibrant communities.

#### 1) BACKGROUND

The Piri Wiremu Mokena Sports Tournament is held Labour Weekend each year and consists of 16 marae from within Whangaroa who complete in rugby and netball. The tournament is held at the Kaeo Rugby grounds and hosted by a different marae each year.

The Bay of Islands-Whangaroa Community Board has not provided funding to the Matauri Marae Trustees previously.

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 40% of the project cost is requested and could be funded in full. The applicant has included GST in the amount requested. As per the Community Grant Policy – if the applicant is GST registered, then they cannot include GST in the amount requested.

#### **Option 2** Authorise partial funding

#### Option 3 Decline funding

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

#### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

#### **ATTACHMENTS**

- 1.
- Funding Application Matauri Marae Trustees A2640385 1 🔀 Schedule of Supporting Documentation Matauri Marae Trustees A2647668 1 2.

#### Compliance schedule:

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

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

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



	R
Loca	al Grant
Applica	tion Form
Project Det	tails
Which Commur	nity Board is your organisation applying to (see map Schedule A)?
	Te Hiku 🔲 Kaikohe-Hokianga 😡 Bay of Islands-Whangaroa
Clearly describ	e the project or event:
Name of Activity	Piriwiremy Mokena gorts Tournament Date 25-27 Oct 2019
Location	Kaeo Rugby Chub Grounds Time Pam-5pm x 2 day
Will there be a c	charge for the public to attend or participate in the project or event?
f so, how much	?
Outline your ac	ctivity and the services it will provide. Tell us:
• WI	ho will benefit from the activity and how; and
	w it will broaden the range of activities and experiences available to the community.
participa	assation is hosting the Tournament in Labour WEnd ansists of 16 Marge within Whangaroa who will be thing in Rugby & Netball. The Whangaroa Community will from this event by:
() Cy Hu	ally: the pair trapation connects the people together as
by Unique	reress; the promotion for our youth drawing off the ck (promoters) in attendance, due to the fact our own
MEEric	Ruch takes full participation to ensure they get this
Opportunit DACTIVI	to as young selffixed selectives; and ties; a broad range of activities promotes full
	notion from All age groups en Netball + Rugby player trig Kuig (senior Gtizens) free Cupper + food for them, we
will provi	de breakfast for all 1-gyr, and audirences will interact
1 .	days entertainent of sport and Interaction within the
Communi	170

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#### Bay of Islands-Whangaroa Community Board Meeting Agenda

#### 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 - 0n Advertising/Promotion DD LIN Facilitator/Professional Fees<sup>2</sup> 0 500.00 Administration (incl. stationery/copying) Equipment Hire 951 60 60 Equipment Purchase (describe) D 0 Utilities 300.00 Hardware (e.g. cement, timber, nails, paint) Consumable materials (craft supplies, books) 0 Refreshments 0 Travel/Mileage D Volunteer Expenses Reimbursement D Wages/Salary not applicable D Volunteer Value (\$20/hr) 2 000.00 not applicable Other (describe) 9,856.60 3,956.60 TOTALS

<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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Item 8.15 - Attachment 1 - Funding Application - Matauri Marae Trustees

Local Grant			1. S. 1. 7	R
Application Form				
Financial Information		and the second sec	1. C. K.	AND DESCRIPTION OF
Is your organisation registered for GST?	Ves	□ No	GST Number	17-326-040
How much money does your organisation of	urrently hav	re?	5	200.00
How much of this money is already commit	ted to speci	fic purpose:	s? 🦿	700.00

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

Purpose	Amount
Venue Hire: Kaeb Rugby Grounds	2,700.00
TOTAL	

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

Funding Source	Amount	Approved
Mahi Mahi ES Trust	400.00	Yes / Pending
Matauri X Incorporation	500.00	¥es / 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
1			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)

## Matauri Marae Trustees

#### We, the undersigned, declare the following: In submitting this application:

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

#### Signatory One

Nam

# Signatory Two

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Item 8.15 - Attachment 1 - Funding Application - Matauri Marae Trustees

# S. 200

### **Application Form**

Local Grant

#### 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.
- 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.
- 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.

Postal Address	1597 Matauri Bay Road, Kalo 0478 Post Code 0478
Phone Number	0224984474 Mobile Number
Signature	N.N. Jun. Date 30/8/2019
Signatory Tw	10
Name	KVes Kay Vea. Position TREASURER
Postal Address	2/70 TeTapii R.d. R.D.I. KARO. Post Code 0478
Phone Number	02405 1230 Mobile Number 6210383877
Signature	KVCG Date 30/8/2019
ww.fndc.govt.nz	l   Memorial Ave, Kaikohe 0440   Private Bag 752, Kaikohe 0440   ask.us@fndc.govt.nz   Phone 0800 920 0
(version Sept 20)	18)

#### **Signatory One**

#### **Schedule of Supporting Documentation**

#### Matauri Marae Trustees

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

1	Quote – Kerikeri Hire
2	Quote – Waste Management
3	Quote – St John
4	Bank Statement ending August 2019
5	Map layout of Kaeo Rugby Club

#### 8.16 APPLICATION FOR FUNDING - RUSSELL CENTENNIAL TRUST BOARD

File Number:	A2650871
--------------	----------

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information received from Russell Centennial Trust Board, for assistance towards the contractor fees to ensure Russell Museum meets New Zealands Museums Standards, and to assist members in determining whether to approve or decline the application.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$10,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Russell Centennial Trust Board for assistance towards the contractor fees to ensure Russell Museum meets New Zealand's Museums Standards, to support the following Community Outcomes:

- i. Proud, vibrant communities.
- ii. A wisely managed and treasured environment that recognises the special role of tangata whenua as kaitiaki.

#### 1) BACKGROUND

The function of the Russell Museum is to collect and preserve artifacts and natural history objects, exhibit and interpret them and to undertake research on the social and natural history of Kororareka/Russell. The applicant is requesting funding to hire a contractor whose role will be to review and redevelop policies and procedures for the museum.

The Bay of Islands-Whangaroa Community Board has provided the following funding to the applicant:

Year	Amount allocated	Project	Project report received
2017	\$12,663.00	Shelving and archival materials	Yes
2019	\$5,754.00	Assistance with running costs	Yes

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 48% of the project cost is requested and could be funded in full.

#### Option 2 Authorise partial funding

#### Option 3 Decline funding

Option 2 is recommended by staff as the Community Board has limited budget to allocate for the 2019/2020 financial year and as it complies with the Community Grant Policy and the Community Outcomes.

#### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

#### ATTACHMENTS

- 1. Funding Application Russell Centennial Trust Board A2649948 😃 🖾
- 2. Schedule of Supporting Documentation Russell Centennial Trust Board A2654184 J

#### Compliance schedule:

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

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

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

#### 9 Local Grant **Application Form** Instructions Please read carefully: Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips. Please see Section 1 of the Community Grant Policy to ensure you are eligible. All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz Incomplete, late, or non-complying applications will not be accepted. Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding. If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz - we're happy to help. Send your completed form to governance@fndc.govt.nz or to any Council service centre The following must be submitted along with this application form: V Quotes (or evidence of costs) for all items listed as total costs on pg 3 V Most recent bank statements and (signed) annual financial statements Programme/event/project outline N not zvailable A health and safety plan Exec, summary Your organisation's business plan (if applicable) M If your event is taking place on Council land or road/s, evidence of permission to do so - N/A V Signed declarations on pgs 5-6 of this form **Applicant details** Number of Members Organisation RUSSEL CENTENNIAL TRUST BOARD Post Code **Postal Address** 0202 YORK 5T RUSSELL Post Code 0202 **Physical Address** 3 RUSSEU YORK ST Position **Contact Person** TRUSTER CAROLINE PYNE Mobile Number Phone Number 021-333-697 09-403-7701 admin@ russelmuseum.org.nz Email Address Please briefly describe the purpose of the organisation. See attachment www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029 (version Sept 2018) Page 1

FNDC Local Grant application September 2019

**Russell Museum** 

ATTACHMENT 1

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

As a Charitable Trust operating a Museum that preserves and shares significant heritage objects and stories of our town and area, we fully meet the Far North District Council's Museum Services Policy 2.C:

Making funds available to the Community Board administered Community Grants scheme for application by Museums and private collection holders with legal charitable or community purpose structure, with priority given to organisations already established to conserve Far North cultural heritage.

Project Deta	ails	
hich Communit	ity Board is your organisation applying to (see map Schedule A)?	
	Te Hiku 🔲 Kaikohe-Hokianga 📴 Bay of Islands-Whangaroa	
learly describe f	the project or event:	
lame of Activity		
ocation	Time	
Vill there be a cha	arge for the public to attend or participate in the project or event?	
utline your activ • Who • How i	ivity and the services it will provide. Tell us: will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community.	
<ul><li>Who</li><li>How i</li></ul>	ivity and the services it will provide. Tell us: will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community.	
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• Who • How i	ivity and the services it will provide. Tell us: will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community.	

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(version Sept 2018) A1859967

Russell Museum: Local Grant Application Form August 2019

#### Attachment 2

T.

#### Name of Activity

Review and redevelop policies and procedures for Russell Museum Te Whare Taonga o Kororāreka

Date Starts October 2019, completed by the end of March 2020

Location Russell Museum Te Whare Taonga o Kororāreka, 2 York Street, Russell 0202

#### Outline your activity and the services it will provide.

Funding is needed to contract a museum professional to ensure that Russell Museum meets New Zealand Museums Standards: <u>https://www.tepapa.govt.nz/learn/for-museums-and-galleries/help-and-support-for-museums-and-galleries/new-zealand-museums</u>

The New Zealand Museum Standards Scheme Ngä Kaupapa Whaimana a Ngä Whare Taonga o Aotearoa, is a process to benchmark best practice in museums in this country. This scheme recognises that all museums are unique yet each aims to achieve high standards within its own situation.

The Standards Scheme enables museums to measure their performance against accepted standards of museum practice. It provides an assurance of quality and accountability, an appreciation of the roles and responsibilities of those museums offering services, and a commitment to best museum practice.

#### Who will benefit from the activity and how, and

**Russell Museum,** trustees, staff, volunteers and community gain confidence in knowing that we are doing a good job, and awareness of where improvements need to be made.

Donors and lenders gain confidence that our organisation can properly care for our collections

Funders and sponsors gain confidence that our organisation manages its resources responsibly.

There is reassurance that our organisation is committed to honouring the responsibilities of Te Tiriti o Waitangi The Treaty of Waitangi.

As the Russell Museum redevelopment project progresses plans to rebuild, rehouse our collections and create new, exciting exhibitions we will be applying to government organisations for substantial funding. As well as being able to provide evidence of Resource Consent and Business Planning, we will be expected to be participating in, or have completed, the National Museum Standards Scheme.

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

It will help Russell Museum meet the FNDC Objectives: 1. To protect and preserve the Far North District's cultural heritage for future generations so it may enrich our lives and build a sense of belonging and identity, and 2. To support museum services that promote economic and/or community development (FNDC Museum Services Policy)

#### Bay of Islands-Whangaroa Community Board Meeting Agenda

# Local Grant Application Form

**Project Cost** 

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

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

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

#### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees2	15,000,00	(5,000,00
Administration (incl. stationery/copying)	10,000,00	
Equipment Hire		
Equipment Purchase (describe)	- Koo	$f_{\mu\nu} = f_{\mu\nu}$
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	3722.00	
Volunteer Expenses Reimbursement		
Wages/Salary	2	not applicable
Volunteer Value (\$20/hr) (00 hr	2000.00	not applicable
Other (describe)		
TOTALS	30,722,00	15,000.00

<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				R
Application Form				
Financial Information				
Is your organisation registered for GST?	Yes	IS No	GST Number	11-984-174
How much money does your organisation c	urrently hav	re? G3 of	30/6/19 19	2,725.00
How much of this money is already commit	ted to speci	fic purpose	s? ( )	, 648.00

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

Purpose	Amount
Yearbury Panels to purchase Phase 1 & Redevelopment Costs for Consultants + Resource Consent	2800,00
Consultants + Resource Consent	8848,00
TOTAL	11,648,00

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

Funding Source	Amount	Approved
Done		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	
Opta cost coverage	5754.00	2019	(Y) / N	
Shelving, p+e	12.663.00	2017	(Ý / N	
Gota costs	20,000,00	2016	(Y / N	
Tamati Naka Nene Project	10,000.00	2014	(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)

#### RUSSEL CENTENNIAL TRUST BOARD

#### We, the undersigned, declare the following:

In submitting this application:

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

#### Signatory One

#### Signatory Two

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

Name CARDUNE P	YNE Position	TRUSTER
Postal Address 2 YORK 5T R	EUSCELL	Post Code 0272
Phone Number 09 - 403 - 770	I Mobile Number	021-333-697
Signature Charles Py	He	Date 30-8-19
Signatory Two		
Name FRANCES MARIA	MOPPETT Position	TRUSTER
Postal Address 2 YORK ST R	UBELL	Post Code 0202
Phone Number 09-403-7701	Mobile Number	0272735700
Signature	noppett	Date 30 - 8 - 19
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#### Signatory One

#### Schedule of Supporting Documentation

#### **Russell Centennial Trust Board**

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

1	Additional Information to the Application
2	Request for Quote
3	Quote – Kate Martin
4	Russell Museum Contribution Explanation
5	Statement of Financial Performance Ending June 2019
6	Business Case
7	New Zealand Museums Standards Scheme

#### 8.17 APPLICATION FOR FUNDING - TE RUNANGA O NGĀTI RĒHIA

File Number:	A2654764
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information received from Te Rununga o Ngāti Rēhia on behalf of Tūhono Kerikeri Partnership Project, for the hireage of buses for the Dawn Blessing, Opening Ceremony and Kororiop Heritage Park Festival Day, and to assist members in determining whether to approve or decline the application.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,375 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Rununga o Ngāti Rehia on behalf of Tūhono Kerikeri Partnership Project for hireage of buses for the Dawn Blessing, Opening Ceremony and Kororiop Heritage Park Festival Day, to support the following Community Outcomes:

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

#### 1) BACKGROUND

The Tūhono Kerikeri Bicentennial celebrations feature four significant events – a dawn blessing, opening ceremony and Kororipo Heritage Park Festival Day and the closing ceremony. These events will be the 'pou' for the six month programme and community led events.

The Bay of Islands-Whangaroa Community Board has allocated the following funding to Te Rununga o Ngāti Rehia:

Year	Amount allocated	Project	Project report received
2019	\$12,654.00	Tuhono Kerikeri Bicentennial Celebrations	No
2019	\$16,600.00	Tuhono Kerikeri Bicentennial Celebrations	No

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise the full amount requested

This application is for \$2,375 (50% of the cost of the project).

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

#### Option 3 Decline funding

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

#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

#### ATTACHMENTS

- 1. Funding Application Te Rununga o Ngāti Rēhia A2640345 😃 🛣
- 2. Schedule of Supporting Documentation Te Runanga o Ngati Rehia A2654655 😃 🛣

#### Compliance schedule:

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

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

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

#### 23 September 2019



	tion Form			
Project De	ails			
Which Commun	ity Board is your (	organisation applying to	(see map Schedule A)?	
	Te Hiku	Kaikohe-Hokiang	a 🖸 Bay of Islar	ids-Whangaroa
Clearly describe	the project or eve	ent:		
Name of Activity	Tubooo V	evikeri Bicente	nnia Date	27002019 - 26 Apr
ocation.	0	ing / Festival Day		
		to attend or participate in t	5	Yes PNo
so, how much?	-			
		ces it will provide. Tell u	IS:	
• Who	will benefit from th	e activity and how; and		
		51 53	eriences available to the co	mmunity.
The Test	no Verit	eri Brenten	ial celebratic	Part Parting
3 Signif			Blessing & Open	
4 (1)	11	ritage Park	FILLOI	Calegacy
and h	I IA P	1 401 1	ni . A	mony. These
3 'pai'	rourde t	the framewo	, P.I.	onthe programme
of comi	nunity-lec	l events whi	ch will take	place
betweer	October	-27 #2019 H	rough to and	including
Sunda	26H Ap	ril 2020.	0	
The			tions acknow	stedge
Actearo	a's shared	heritageas	pertains to Ke	rike from
1	01 D		y. There is mu	the second s
111	- 11	1	as a region a	1
Nation 5	1/ 1		101	o cultures met
P. H			-in-a-lifetir	M I III
to the c	ommunit	y of Keriker	to weave the	reaches
#### 23 September 2019

## Local Grant Application Form



#### **Project** Cost

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

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

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

#### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	6 · · ·	
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Shuffle Bus Services & 3 events	\$4749.57	\$2375-00
TOTALS		\$2375-00

<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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(version Sept 2018)

Local Grant				
Application Form				
Financial Information	191			
Is your organisation registered for GST?	Yes	🗆 No	GST Number	082-404-5
How much money does your organisation c	urrently hav	ve?	Re	lerattached repa

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

Purpose	Amount
TOTAL	

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

Funding Source	Amount	Approved
BOI-Whangaroa Community B	and \$12,645.00	Yes / Pending
(20 May Funding Rd)		Yes / Pending
01 - Whangara Community Boa	rd \$16,600.00	Ves / Pending
(Aug Dely Lunding Rd)		Yes / Pending
oundation Narth	\$208,871.21	Yes / Pending
ottery Environment e Heitage	\$202,049.21	-> Pendin

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 I N
			Y / N

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Local Grant **Application Form** 

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

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

Signatory One
Name KIPA MUNRO Position CHAIR TRONK
Postal Address 135 Hone Heke Rocci, Kenikeni Post Code 0730
Phone Number 027265245
Signature Date 29.08.19
Signatory Two
Name TAWHI TUA Position ADMINISTRATOR
Postal Address 135 Hone Heke Rocci, Kenikeri Post Code 0230
Phone Number 09 401 6125 Mobile Number 022 451 1798
Signature J.J. Date 29.39
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(version Sept 2018) A1859967 Page 6

#### Signatory One

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#### 23 September 2019

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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)

# latt of: (full name of organisation) kununga o Ngāti Rehig Trust on behalf of Tahano Kerikesi Project Patnership (KHPMG)

#### We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our gov-1. erning 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.
- Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of 4. 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	
Auni	jý.	
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#### Schedule of Supporting Documentation

#### Te Rūnanga o Ngāti Rēhia

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

1	Cover Letter
2	Breakdown of Funding Requested
3	Quote – Clarks Coachline
4	Event Plan
5	Performance Report Ending march 2018
6	Indicative Run Sheet for the Opening Ceremony
7	Risk Management and Hazard Register
8	Emergency Response Plan

#### 8.18 APPLICATION FOR FUNDING - WHANGAROA HEALTH SERVICES TRUST

File Number:	A2647026
Author:	Kim Hammond, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information received from Whangaroa Health Services Trust, for the purchase of a marquee, and to assist members in determining whether to approve or decline the application.

#### RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Whangaroa Health Services Trust for the purchase of a marquee to support the following Community Outcome:

i. Proud, vibrant communities.

#### 1) BACKGROUND

Whangaroa Health Services Trust provides health services that are affordable, responsive and accessible, including the:

- Kauri Lodge Aged Care Facility
- Whangaroa General Practice Services; and
- The Pa Wellness Centre

Kauri Lodge for the last three years have invited friends and family of the residents to share a day to celebrate Christmas together. The day includes a morning church services, live music and three course Christmas luncheon.

The Bay of Islands-Whangaroa Community Board has not provided funding to the Whangaroa Health Services Trust previously.

#### 2) DISCUSSION AND OPTIONS

#### Preliminary assessment of the application:

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

#### Option 1 Authorise funding for the full amount requested

Funding of 36% of the project cost is requested and could be funded in full.

#### Option 2 Authorise partial funding

#### Option 3 Decline funding

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

#### Reason for the recommendation

The application meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

#### ATTACHMENTS

- 1. Funding Application Whangaroa Health Services Trust A2643317 😃 🛣
- 2. Schedule of Supporting Documentation Whangaroa Health Services Trust A2646924

#### Compliance schedule:

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

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

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





#### Instructions

#### Please read carefully:

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

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

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- $\square$ 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	Whangaroa Health Services Trust			Numbe	er of Member	s	3000
Postal Address	180 Omanu Road, Kaeo				Post Code	04	79
Physical Address					Post Code		
Contact Person	Rachel Palmer		Position	Funding	g Manager	-	
Phone Number	0904050355	Mobile Nu	mber	021 156	4822		
Email Address	rachel@whst.org.nz						

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

Whangaroa Health Services Trust provides high quality integrated health services that are affordable, responsive and accessible. These includes Kauri Lodge Aged Care Facility, Whangaroa GP services and the Pa Wellness centre

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#### Bay of Islands-Whangaroa Community Board Meeting Agenda 23 September 2019

Project Deta			
Which Communi	y Board is your organisation applying to (see map So Te Hiku □ Kaikohe-Hokianga ♀		ds-Whangaroa
	Te Hiku LI Kaikohe-Hokianga L <del>y</del> J the project or event:	Bay Of Islan	us-windi igai oa
-	Kauri Lodge Christmas Celebration	Data	20.12.2019
	-	Date	
Location	Kauri Lodge Aged Care facility	Time	
	rge for the public to attend or participate in the project or	event?	⊠ Yes □ No
If so, how much? Outline your acti	\$25 per head vity and the services it will provide. Tell us:		
Kauri Lodge for a day to celebra followed by a 3 ple in an outsid the event whilst Kauri Lodge is r Lodge has born issues with spa- built marquee, ent events, wor ing, protecting to encompass a	it will broaden the range of activities and experiences avait the last three years have invited friends and family the Christmas. Activities include a morning church s course Christmas luncheon. The event has now gr e adjacent to the rest home. This enables our mobi- remaining inside with care givers. ot large enough to house a luncheon this size indo owed a collection of small marquees and put them ce taken up by the various poles and ropes and safe shaded area would gain us useful seating and allow kshops, concerts and plays. This area is a quadran it from winds and has two decks that have been us nd the two decks and weather proof all year round on for funding is to support the purchase of a marquee and the two decks and weather proof all year round	y of the reside service, live n own to host a le impaired re hors. Over the n together. In ety issues fror w us to use th gle made on t sed as stages. d.	ents to share nusic from a local band nd formally seat 80 per sidents to feel apart of last few years Kauri the past this has pose in the ropes. A purpose is area for lots of diffe hree sides by the build The shade area needs
generating incon	lso the opportunity to hire out our marquee to local con ne for future possible repairs needed or invested into cr lealth Services grounds.		





#### **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.

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

#### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire	500	
Equipment Purchase (describe)	2500	2500
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	100	
Refreshments	2800	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	1000	not applicable
Volunteer Value (\$20/hr)	100	not applicable
Other (describe)		
TOTALS	7000	2500

<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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500,000

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
Service Delivery Operational Costs 6 months	400,000
Organisation reserve including building projects	100,000
TOTAL	

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

Funding Source	Amount	Approved
Fee per head + WHST contribution	4500	<b>Yes</b> / Pening
		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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#### **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)

Whangaroa Health Services 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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	Rachel Palmer		Kevin Clark	

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

#### Signatory One

Name	Rachel Palmer	Posit	ion Fun	ding Manager	
Postal Address	3641 State highway 10, Kaeo			Post Code	0479
Phone Number	09 4050355	] Mobile Number	021 15	564 822	
Signature	Rechel Galman		Date	29.8.2019	
Signatory Tv	vo				
Name	Kevin Clark	Posit	ion Ger	neral Manager	
Postal Address	180 Omanu Road, Kaeo			Post Code	0479
Phone Number	09 4050355	] Mobile Number			
Signature	ALL		Date	29.8.2019	
and the second	z   Memorial Ave, Kaikohe 0440   Private Bag i	752, Kaikohe 0440	ask.us	@fndc.govt.nz   Ph	one 0800 920 0
(version Sept 20 A1859967	Page Page	6			

#### Schedule of Supporting Documentation

#### Whangaroa Health Services Trust

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

1	Quote – Hercules Instant Shelters
2	Quote – Kerikeri Canvas Shades
3	Financial Statements for year ended June 2018

### 9 MEETING CLOSE