



**Far North  
District Council**



# **AGENDA**

## **Bay of Islands-Whangaroa Community Board Meeting**

**Monday, 9 December 2019**

**Time:** 10:00 am  
**Location:** Totara North Hall  
4 Totara School Road  
Totara North

**Membership:**

Chairperson Belinda Ward - Chairperson  
Member Lane Ayr  
Member Manuela Gmuer-Hornell  
Member Bruce Mills  
Member Frank Owen  
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 & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.

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

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

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

### **Terms of Reference**

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

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

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

## Protocols

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

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



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

**will be held in the Totara North Hall, 4 Totara School Road, Totara North  
on Monday 9 December 2019 at 10:00 am**

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

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

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

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

## **2 PUBLIC FORUM**

## **3 DEPUTATIONS**

Doug Schmuck from Dougs Opua Boatyard to discuss the reserve adjoining his boat yard.

## **4 SPEAKERS**

<b>Time</b>	<b>Organisation</b>
10.30 am	Resilient Russell Charitable Trust
10.35 am	Kaeo Festival Group
10.40 am	Bay of Islands Community Centre Association

## **5 CONFIRMATION OF PREVIOUS MINUTES**

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

**File Number:** A2768582

**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 4 November 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. Bay of Islands-Whangaroa Community Board Unconfirmed Minutes 4 November 2019 - A2746575**  

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (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 CORNERSTONE CHURCH, CNR KERIKERI ROAD AND HERITAGE BYPASS,  
KERIKERI  
ON MONDAY, 4 NOVEMBER 2019 AT 10:00 AM**

**PRESENT:** Chairperson Belinda Ward, Member Lane Ayr, Member Bruce Mills, Member Manuwai Wells, Member Manuela Gmuer-Hornell, Member Frank Owen, Councillor Kelly Stratford

**IN ATTENDANCE:** His Worship the Mayor John Carter, Deputy Mayor Ann Court, Councillor David Clendon, Councillor Rachel Smith,

The meeting opened with a powhiri.

## **1 PUBLIC FORUM**

Agenda item 2, page 7 refers

There was no public forum for this inaugural meeting.

## **2 DEPUTATION**

Agenda item 3, page 7 refers

There were no deputations for this inaugural meeting.

## **3 CORPORATE SERVICES GROUP**

### **3.1 MAKING AND ATTESTING OF DECLARATIONS**

Agenda item 5.1 document number A2715276, pages 8 - 8 refers

His Worship the Mayor John Carter presided over the meeting and witnessed the attestment and declaration of the Bay of Islands-Whangaroa Community Board Members:

Lane Ayr	Frank Owens
Manuela Gmuer-Hornell	Belinda Ward
Bruce Mills	Manuwai Wells
Councillor Kelly Stratford	

Shaun Clarke – Chief Executive Officer, addressed the meeting.

### **3.2 ELECTION OF CHAIRPERSON**

Agenda item 5.2 document number A2715316, pages 9 - 11 refers

#### **RESOLUTION 2019/108**

Moved: Member Lane Ayr

Seconded: Member Frank Owen

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

- a) use System B as the preferred voting system to elect a Chairperson.
- b) elect Member Belinda Ward as Chairperson for the triennium October 2019 to October 2020, in accordance with Standing Orders.

**CARRIED**

Chairperson Belinda Ward assumed the Chair.

The meeting was adjourned from 12.02 pm to 12.06 pm.

### 3.3 ELECTION OF DEPUTY CHAIRPERSON

Agenda item 5.3 document number A2715328, pages 12 - 14 refers

#### **RESOLUTION 2019/109**

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

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

- a) use System B as the preferred voting system to elect a Deputy Chairperson.
- b) elect Member Manuwai Wells as Deputy Chairperson for the triennium October 2019 to October 2020, in accordance with Standing Orders.

**CARRIED**

## 4 SPEAKERS

Bruce Henderson spoke regarding funding Kerikeri Lions Club, Item 6.4 Local Community Grant Funding Applications.

Cr Kelly Stratford spoke regarding Kawakawa Business Association, Item 6.4 Local Community Grant Funding Applications.

Steph Godsiff spoke regarding Business Paihia, Item 6.4 Local Community Grant Funding Applications.

Nikki Wilson spoke regarding Waikare Marae Trustees, Item 6.4 Local Community Grant Funding Applications.

Kathy Derrick spoke regarding Pavlova Press, Item 6.4 Local Community Grant Funding Applications.

Season-Mary Downs spoke regarding Tukau Community Fund, Item 6.4 Local Community Grant Funding Applications.

Donna Adams spoke regarding Motatu School, Item 6.4 Local Community Grant Funding Applications.

Thomas Hinz spoke regarding Circability, Item 6.4 Local Community Grant Funding Applications.

Pamela-Ann Ngohe-Simon spoke regarding He Iwi Kotahi Charitable Trust, Item 6.4 Local Community Grant Funding Applications.

## 5 CORPORATE SERVICES GROUP (CONTINUED)

### 5.4 NOTING OF STANDING ORDERS

Agenda item 5.4 document number A2715365, pages 15 - 88 refers

#### **RESOLUTION 2019/110**

Moved: Chairperson Belinda Ward

Seconded: Cr Kelly Stratford

**That the Bay of Islands-Whangaroa Community Board note the Bay of Islands-Whangaroa Community Board Standing Orders.**

**CARRIED**

**5.5 EXPLANATION OF LAWS AFFECTING ELECTED MEMBERS**

Agenda item 5.5 document number A2715433, pages 89 - 175 refers

**RESOLUTION 2019/111**

Moved: Member Manuwai Wells

Seconded: Member Bruce Mills

**That the Bay of Islands-Whangaroa Community Board note the report “Explanation of Laws Affecting Elected Members”, and the advice provided at this meeting.**

**CARRIED**

George Swanepoel – In-House Counsel presented to the Members.

The meeting was adjourned from 1.57 pm to 2.23 pm.

**5.6 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD FIRST MEETING**

Agenda item 5.6 document number A2715669, pages 176 - 177 refers

**RESOLUTION 2019/112**

Moved: Member Lane Ayr

Seconded: Cr Kelly Stratford

**That the Bay of Islands-Whangaroa Community Board receive the report “Bay of Islands-Whangaroa Community Board First Meeting”.**

**CARRIED**

Note: The meeting will be held on Monday 9<sup>th</sup> December 2019, 10.00 am at the Totara North Hall.

**5.7 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD APPOINTMENT TO DISABILITY ACTION GROUP**

Agenda item 5.7 document number A2701392, pages 178 - 182 refers

**RESOLUTION 2019/113**

Moved: Chairperson Belinda Ward

Seconded: Member Frank Owen

**That the Bay of Islands-Whangaroa Community Board appoint Member Lane Ayr as its representative on the Disability Action Group.**

**CARRIED**

**5.8 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 19**

Agenda item 5.8 document number A2715695, pages 183 - 185 refers

**RESOLUTION 2019/114**

Moved: Member Bruce Mills

Seconded: Cr Kelly Stratford

**That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Statement of Financial Performance Activities by Ward for the period ending 30**



**September 2019.****CARRIED****5.9 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 SEPTEMBER 2019**

Agenda item 5.9 document number A2707902, pages 186 - 188 refers

**RESOLUTION 2019/115**

Moved: Member Lane Ayr  
Seconded: Member Bruce Mills

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

**CARRIED****6 STRATEGIC PLANNING AND POLICY GROUP****6.1 RURAL TRAVEL FUNDING PROJECT REPORTS**

Agenda item 6.1 document number A2718812, pages 189 - 196 refers

**RESOLUTION 2019/116**

Moved: Member Manuwai Wells  
Seconded: Member Manuela Gmuer-Hornell

**That the Bay of Islands-Whangaroa Community Board note the Rural Travel Project Reports from:**

- a) Bay of Islands College**
- b) Kerikeri High School**
- c) Moerewa Tigers**

**CARRIED****6.2 RURAL TRAVEL FUNDING - APPLICATIONS SUMMER ROUND 2019/20**

Agenda item 6.2 document number A2713194, pages 197 - 216 refers

**RESOLUTION 2019/117**

Moved: Member Manuwai Wells  
Seconded: Member Lane Ayr

**That the Bay of Islands-Whangaroa Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**

- |  |               |
|--|---------------|
| <b>a) Bay of Islands College</b>                       | <b>\$450</b>  |
| <b>b) Bay of Islands College Amateur Swimming Club</b> | <b>\$1000</b> |
| <b>c) Bream Bay Swimming - Northern Branch</b>         | <b>\$610</b>  |
| <b>d) Kerikeri Gymnastics</b>                          | <b>\$1000</b> |

e)	<b>Kerikeri High School</b>	<b>\$2456</b>
f)	<b>Matauri Bay School</b>	<b>\$1000</b>
g)	<b>Russell Sports Club</b>	<b>\$500</b>
h)	<b>Bay of Islands Special Olympics</b>	<b>\$1013</b>
	<b>Total</b>	<b><u>\$8029</u></b>
		<b>CARRIED</b>

### 6.3 FUNDING PROJECT REPORTS

Agenda item 6.3 document number A2718808, pages 217 - 224 refers

#### RESOLUTION 2019/118

Moved: Member Bruce Mills

Seconded: Member Manuela Gmuer-Hornell

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

- a) **Kaikohe Photography Club**
- b) **Living Waters**
- c) **Paihia Christmas Parade**

**CARRIED**

### 6.4 LOCAL COMMUNITY GRANT FUNDING APPLICATIONS

Agenda item 6.4 document number A2718188, pages 225 - 233 refers

#### RESOLUTION 2019/119

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

**That the Bay of Islands-Whangaroa Community Board, in considering the provisions of the Community Grant Policy, authorise funding (plus GST if applicable) be paid from the Board's Community Fund as follows:**

**Kerikeri Lions Club – Kerikeri Christmas Parade – subject to confirmation from Broadspectrum sponsorship of the road traffic management. If Broadspectrum do not cover the road traffic management then the Board will pay out a further \$2,500.** **\$2,500**

**Kaeo Christmas Parade** **\$2,500**

**Kawakawa Business Association – Kawakawa Christmas Parade** **\$5,000**

Abstained: Cr Kelly Stratford

**He Iwi Kotahi Tatou Trust – Meri Kirimete Moerewa** **\$2,500**

**Business Paihia – Paihia Christmas Parade** **\$4,466**

**Ngati Rahiri – Christmas Carols at Te Tii** **\$2,500**

**Waikare Marae Trustees – Tuia 250** **\$5,000**

**Tukau Community Fund – Christmas Lunch** **\$2,500**

**Motatau School – Resurfacing of the school swimming pool** **\$5,000**

Moved: Member Bruce Mills	
Seconded: Member Frank Owen	
<b>Pavlova Press – Tūhono Kerikeri Book</b>	<b>\$0.00</b>
Moved: Member Manuwai Wells	
Seconded: Member Lane Ayr	
<b>Kerikeri Business Association – Kerikeri Street Party</b>	<b>\$0.00</b>
Moved: Member Lane Ayr	
Seconded: Member Frank Owen	
<b>Circability – Circus workshops and tour</b>	<b>\$0.00</b>
Moved: Member Bruce Mills	
Seconded: Member Manuwai Wells	
<b>Business Paihia – Summer Series Street Entertainers</b>	<b>\$0.00</b>
<u>Against:</u> Cr Kelly Stratford	
<b>Total</b>	<b>\$31,966</b>
	<b>CARRIED</b>

## 7 MEETING CLOSE

The meeting closed at 3.22 pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 9 December 2019.

.....  
CHAIRPERSON

## **6 CORPORATE SERVICES GROUP**

### **6.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD CALENDAR OF MEETINGS 2020**

**File Number:** A2784070

**Author:** Kim Hammond, Meetings Administrator

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

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

To propose the scheduled dates for the Bay of Islands-Whangaroa Community Board meetings for the 2020 calendar

#### **EXECUTIVE SUMMARY**

- Continuation of 6 weekly meeting cycle
- Community Board meetings frequency to follow 2019 pattern

#### **RECOMMENDATION**

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

**a) adopt the following meeting dates for 2020 at venues to be determined by the Board:**

**12 March**

**23 April**

**4 June**

**16 July**

**27 August**

**8 October**

**19 November**

**b) delegate the authority to amend the schedule of Community Board meetings, to the Chief Executive Officer.**

#### **1) BACKGROUND**

The Local Government Act (LGA) requires a local authority (Board) to hold meetings that are necessary for the good government of its region or district. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings. Neither the LGOIMA or the LGA requires a Board to schedule meetings a year in advance it is considered good practise throughout New Zealand.

The Council and Committee meeting schedule for 2020 is not scheduled to be adopted until 19 December 2019, it is understood that their intent is to schedule meetings on a six-weekly cycle. Council has also historically held its meetings on a Thursday. Council have indicated that moving future Council meetings will be held on either a Tuesday or Wednesday. National and Regional events and meetings tend to occur on Monday, Thursday or Fridays, so avoiding these days enables Far North participation at such events.

At the end of every year, Council sets the formal meeting calendar for the coming year. The draft meeting calendar for Council / Committee meetings is scheduled to be adopted at the Council's meeting on 19 December. Community boards are responsible for setting their own schedules.

## 2) DISCUSSION AND OPTIONS

In the previous triennium the Board's meetings were scheduled on a 6-weekly cycle. The recommendation is to continue with this cycle. To effectively facilitate good government as required by the LGA, it is recommended that the Community Board meeting schedule align with the schedule of Council and Committee meetings. While that schedule is not intended for adoption by the time of the Board's meeting, the recommendations contained in this report take the draft Council meeting schedule into consideration to avoid potential conflicts.

Holding a meeting requires a high level of administrative support, and a six weekly cycle will support effective reporting processes, and therefore decision making.

In keeping with the Board's role to advocate on behalf of its community, and considering the large geographical area of its community, the Board should consider holding meetings throughout the community. Members need to however also be mindful of logistical challenges that can arise from holding meetings at locations that are not Council owned and operated, and consideration should also be given to venue amenities and the likely prevailing weather conditions for the time of year.

Consideration should also be given to enable opportunity for community engagement with the Boards meetings. While the meetings are advertised in newspapers through public notices, and by staff on social media, public attendees to meetings often comment that community members were not aware meetings were being held in their vicinity. FNDC Communications Team can assist with this at the request of the Member, if required. Members play a role in advocating for their constituents to ensure that they are not only aware of the Boards meetings and activities but encouraged to engage.

Ultimately the Board are responsible for setting their own meeting schedule. If the Board are not in a position to be able to advise in advance the preferred locations of their meetings, confirmation will be required at least six weeks prior to meet advertising deadlines and allow staff sufficient time to make arrangements.

### Reason for the recommendation

To schedule the formal meetings of the Bay of Islands-Whangaroa Community Board, for 2020 to ensure all Board Members are available for relevant meetings, and to ensure timely reporting to Committees and Council for those items referred to them by the Board.

## 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is a cost the Far North District Council in supporting Community Boards. These costs are covered within the operational budgets, set more than a year in advance, and based on prior year expenditure. Community Boards are ultimately funded through ratepayer income.

## ATTACHMENTS

1. Bay of Islands-Whangaroa CB proposed 2020 Meeting Calendar - A2784024  

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
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.	There are no particular implications for Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	This report does not have any implications on persons identified in legislation. However as mentioned Board members should be mindful about enabling community engagement in board meetings.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial costs of holding Community Board meetings is budgeted for, based on a 6-weekly cycle.
Chief Financial Officer review.	The CFO has not reviewed this report.

2020 Formal Meetings BWCB													
	January	February	March	April	May	June	July	August	September	October	November	December	
Sat								1					Sat
Sun			1					2			1		Sun
Mon			2			1	QUEENS BIRTHDAY	3			2		Mon
Tue			3			2		4	1		3	1	Tue
Wed	1	NEW YEARS	4	1		3		5	2		4	2	Wed
Thu	2		5	2		4	BWCB	6	3	1	5	3	Thu
Fri	3		6	3	1	5		7	4	2	6	4	Fri
Sat	4	1	7	4	2	6		8	5	3	7	5	Sat
Sun	5	2	8	5	3	7		9	6	4	8	6	Sun
Mon	6	3	9	6	4	8		10	7	5	9	7	Mon
Tue	7	4	10	7	5	9		11	8	6	10	8	Tue
Wed	8	5	11	8	6	10		12	9	7	11	9	Wed
Thu	9	6	WAITANGI	9	7	11		13	10	8	BWCB	10	Thu
Fri	10	7	13	10	GOOD FRIDAY	12		14	11	9	13	11	Fri
Sat	11	8	14	11		13		15	12	10	14	12	Sat
Sun	12	9	15	12		14		16	13	11	15	13	Sun
Mon	13	10	16	13	EASTER MONDAY	15		17	14	12	16	14	Mon
Tue	14	11	17	14		16		18	15	13	17	15	Tue
Wed	15	12	18	15		17		19	16	14	18	16	Wed
Thu	16	13	19	16		18	BWCB	20	17	15	19	17	Thu
Fri	17	14	20	17		19		21	18	16	20	18	Fri
Sat	18	15	21	18		20		22	19	17	21	19	Sat
Sun	19	16	22	19		21		23	20	18	22	20	Sun
Mon	20	17	23	20		22		24	21	19	23	21	Mon
Tue	21	18	24	21		23		25	22	20	24	22	Tue
Wed	22	19	25	22		24		26	23	21	25	23	Wed
Thu	23	20	26	23	BWCB	25		27	24	22	26	24	Thu
Fri	24	21	27	24		26		28	25	23	27	25	Fri
Sat	25	22	28	25		27		29	26	24	28	26	Sat
Sun	26	23	29	26		28		30	27	25	29	27	Sun
Mon	27	ANNIVERSARY	30	27	ANZAC	29		31	28	26	LABOUR DAY	30	Mon
Tue	28		31	28		30			29	27		29	Tue
Wed	29	26		29					30	28		30	Wed
Thu	30	27		30						29		31	Thu
Fri	31	28								30			Fri
Sat		29								31			Sat
Sun			31		31								Sun
	January	February	March	April	May	June	July	August	September	October	November	December	





## 6.2 APPOINTMENTS TO MANAGEMENT COMMITTEES

**File Number:** A2769275

**Author:** Kim Hammond, Meetings Administrator

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

### PURPOSE OF THE REPORT

The purpose of the report is to facilitate the appointment of Board representatives to management committees in the Bay of Islands-Whangaroa Ward.

### RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board make appointments to Management Committees as detailed below:**

- Cherry Park House
- Kawakawa Memorial Library Museum
- Paihia War Memorial Hall
- Russell Town Hall
- Simson Park Hall
- Totara North Hall
- Waipapa Hall
- Whangaroa Memorial Hall
- Whangaroa Township Hall
- Kaeo Domain
- Kawakawa Domain and Reserves Management Committee
- Maromaku Domain Board
- Russell Sports Ground/Club
- Onekura/Waipapa Cemetery
- Towai Cemetery
- Kaeo Swimming Pool Committee
- Whangaroa Rivers/Kaeo Management Plan Liaison Committee

### 1) BACKGROUND

The Bay of Islands-Whangaroa Community Board is entitled to appoint a representative to the management committees of each of the following community assets / organisations:

#### Community Halls:

- Cherry Park House
- Kawakawa Memorial Library Museum
- Paihia War Memorial Hall
- Russell Town Hall
- Simson Park Hall
- Totara North Hall
- Waipapa Hall
- Whangaroa Memorial Hall
- Whangaroa Township Hall

#### Reserves Committees:

- Kaeo Domain
- Kawakawa Domain and Reserves Management Committee
- Maromaku Domain Board

- Russell Sports Ground/Club
- Onekura/Waipapa Cemetery
- Towai Cemetery

**Other:**

- Kaeo Swimming Pool Committee
- Whangaroa Rivers/Kaeo Management Plan Liaison Committee

**2) DISCUSSION AND OPTIONS**

Board appointees would be expected to keep the Board updated of issues of relevance and to communicate the Board's and Council's views to the management committee when necessary.

The Community Halls Policy states that each Community Board has responsibility for community buildings that provide a space for social interaction, (i.e. Council owned halls), and delegated authority to oversee the halls' operation. The hall committees are required to have a minimum of 5 members. In addition, a Community Board Member will be appointed to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.

There are 15 committee managed local cemeteries across the District. These committees are responsible for all aspects of operation and maintenance. The Community Board's role is to oversee the operation of cemeteries within the Policy guidelines by:

- monitoring the need for future facilities and their likely location
- liaising with representatives of local cemetery committees to ensure compliance with Council policy
- monitoring the effectiveness of maintenance, in conjunction with staff
- recommending to Council on decisions related to capital expenditure

**Reason for the recommendation**

To provide a list of management committees to which Board representatives can be appointed.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications or budgetary provision requirements as a result of this report.

**ATTACHMENTS**

Nil

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This matter 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.	Community Halls Policy; Cemeteries Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a community board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications specific to Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This does not impact on any identified persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provisions required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**6.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 OCTOBER 2019****File Number: A2761221****Author: Sam Chapman, Accounting Support Officer****Authoriser: Angie Thomas, Chief Financial Officer (Acting)****PURPOSE OF THE REPORT**

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

**RECOMMENDATION**

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

<b>Community Fund Account balance as at 01 July 2019</b>	<b>\$194,572.00</b>
• <b>Plus Community grant refund from Be Free Incorporated</b>	<b>\$386.09</b>
• <b>Less funds granted and uplifted to 31 October 2019</b>	<b>\$64,988.00</b>
• <b>Less funds not uplifted from 01 July 2019 for Kerikeri Business Association</b>	<b>\$6,000.00</b>
• <b>Less funds not uplifted from 12 August 2019 for Kerikeri Open Art Studios Trail and Te Runanga o Ngati Rehia</b>	<b>\$2,600.00</b>
• <b>Less funds not uplifted from 23 September 2019 for Bay of Islands Animal Rescue Trust, Bay of Islands Festival Trust, Be Free Incorporated, Kawakawa Hundertwasser Park Charitable Trust, Kerikeri Sports Complex Incorporated, Living Waters Bay of Islands, Russell Centennial Trust Board and Te Runanga o Ngati Rehia</b>	<b>\$55,490.00</b>
<b>Community Fund Account balance as at 31 October 2019</b>	<b>\$65,880.09</b>

**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 October 2019 is \$65,880.09.

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 October 2019 is attached.

### **ATTACHMENTS**

1. **2019-12-09 Statement of Bay of Islands-Whangaroa Community Board Fund Account as at 31 October 19 - A2762743** [↓](#) 

**Far North District Council**  
**Bay of Islands - Whangaroa Community Board**  
**Statement of the Community Fund Account as at 31 October 2019**

Allocation Grants & Donations Annual Budget 2019-20	161,239.00
Community Board Placemaking Fund	33,333.00
Refund of Community Grant from Be Free Incorporated	386.09
	<u>194,958.09</u>

**Less Expenditure 2019/20 (Funds Uplifted)**

**July 19**

Carbon Neutral New Zealand Trust for development of the Great Kiwi Carbon Challenge	7,694.00
Bay of Islands Blues and Jazz Festival hireage of shuttle bus	2,489.00
Youthline Auckland operational costs	1,939.00
Pungaere Cemetery Trust purchase and replacement of gates	1,550.00
Russell Bowling club re-roofing the clubhouse and equipment shed	20,000.00

**August 19**

Te Pokapu Tiaki Taiao o Te Tai Tokerau Trust on behalf of Ecocentre Kaitia/Far North Environment Centre for the contractor fess for the Timebank Coordinator for 6 month period	2,880.00
Bays of Islands Charitable Trust for venue hire of Russell Bowling Club	1,725.00

**October 19**

Mai Lyfe Incorporated for purchase of equipment for 3 on 3 basketball events	2,145.00
Kerikeri Baptist Church on behalf of Busy Bee Knitting Group for purchase of wool and other materials	2,000.00
Te Rūnanga 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	16,000.00
Eddie Trust for venue hire of Cherry Park House, advertising costs, facilitator fees, administration cost and mileage	3,366.00
Matauri Marae Trustees for equipment hire for the Piri Wiremu Mokena Sports Tournament 2020	2,700.00
Dynamo Cycling and Sports Club Incorporated for first aid and medical support for the Tour of Northland Cycle Challenge 2020	500.00
	<u>64,988.00</u>

**Balance as at 31 October 2019**

**\$129,970.09**

**Less Commitments 2019/20 (Funds not yet uplifted)**

**Meeting 23.09.19**

Bay of Islands Animal Rescue Trust for costs towards Bark in the Park	1,990.00
Bay of Islands Festival Trust for contract costs of the Festival Director	7,500.00
Be Free Incorporated for equipment hire for Far North Summer Sounds 2020	5,000.00
Kawakawa Hundertwasser Park Charitable Trust for purchase of materials for the entrance at Te Hononga	20,000.00
Kerikeri Sports Complex Incorporated for facilitator/professional fees for stage one of the new playground at Kerikeri Sports Complex	10,000.00
Living Waters Bay of Islands for pest/predator control at Pipiroa and Te Wahapu catchments	5,000.00
Russell Centennial Trust Board for contractor fees to ensure Russell Museum meets New Zealand's Museums Standards	5,000.00
Te Rununga o Ngati Rehia on behalf of Tuhono Kerikeri Partnership Project for hireage of buses for the Dawn Blessing, Opening Ceremony and Kororip Heritage Park Festival Day	1,000.00

**Meeting 12.08.19**

Kerikeri Open Art Studios Trail for venue hire and signage	2,000.00
Te Rūnanga 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	600.00

**Meeting 01.07.19**

Kerikeri District Business Association for purchase of flags and costs of facilitator/professional fees (road closure) to support Tūhono Kerikeri	6,000.00
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**Less Commitments 2019/20 (Funds not yet uplifted)**

**64,090.00**

**Balance 31 October 2019 Uncommitted/(Overcommitted)**

**65,880.09**

**Prior Year Commitments (Funds not yet uplifted)**

**Meeting 20.05.19**

Russell Baptist Church - Development of carpart outside church	8,000.00
Mai Lyfe - Resurfacing of the basketball court at Kerikeri Domain	25,333.00

**Meeting 15.04.19**

Volunteering Northland - Assist with annual operation costs	5,000.00
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**Far North District Council****Bay of Islands - Whangaroa Community Board****Statement of the Community Fund Account as at 31 October 2019****Meeting 05.11.18**

Kaeo Christmas Parade Organising Committee for Kaeo Christmas Parade and Traffic Management	5,000.00
Lions Club of Kerikeri for Traffic Management of Kerikeri Santa Parade	2,228.62
Kawakawa Santa Parade for Kawakawa Santa Parade and Traffic Management	2,500.00
	<u>48,061.62</u>

**6.4 ITEM LEFT TO LIE ON THE TABLE - ROAD NAMING REPORT - WAITETE HEIGHTS LANE****File Number: A2756739****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 236A-E Redcliffs Road as Waitete Heights Lane.**

**1) BACKGROUND**

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

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

**2) DISCUSSION AND OPTIONS**

Property owners and, where appropriate, iwi/hapu have been consulted and have provided input into the new road names.

**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. Waitete Heights Lane Road Naming Schedule - A2756764 [↓](#) 
2. Waitete Heights Lane Map - A2756777 [↓](#) 
3. Waitete Heights Lane Iwi Approval - A2756857 [↓](#) 
4. Waitete Heights Lane Submissions - A2756872 [↓](#) 

**Compliance schedule:**

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

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

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

Bay of Islands / Whangaroa Community Board Road Naming Schedule – 12 August 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Shared accessway off Redcliffs Road - currently addressed as 236A-E Redcliffs Road	First Preference	Waitete Heights	6	Historical evidence that the area was called Waitete Block when it was sold to James Shepherd in 1837 (see attached information)	Waitete Heights does not meet the standard as Heights in not a approved road type but Land Information NZ has approved Waitete Heights Lane. There are also several unnumbered vacant properties off this access when developed will exceed the limit of A-E .	Waitete Heights Lane
	Second Preference	Waitete Lane	6	As above		
	Third Preference	Waitete Close	6	As above		



**Marie Boyd**

**From:** Nora Rameka <nora.rameka@xtra.co.nz>  
**Sent:** Tuesday, 3 September 2019 9:47 p.m.  
**To:** Marie Boyd  
**Subject:** Re: FW: Proposed road name

Kia Ora Marie,  
 My apologies for the late response I have been away on holiday overseas arrived home yesterday.  
 I would of supported the name.

Nga mihi  
 Nora

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

**From:** "Marie Boyd" <Marie.Boyd@fndc.govt.nz>  
**To:** "'nora.rameka@xtra.co.nz'" <nora.rameka@xtra.co.nz>  
**Sent:** 20/08/2019 9:18:15 AM  
**Subject:** FW: Proposed road name

Sorry Nora I forgot to attach the information in my previous email.  
 Marie



**Marie Boyd**  
 Property Information Officer

Corporate Services, Far North District Council | 24-hour Contact Centre 0800 920 029  
 ddi +649 401 5560 | [Marie.Boyd@fndc.govt.nz](mailto:Marie.Boyd@fndc.govt.nz)  
 Website | Facebook | LinkedIn | Careers

**From:** Marie Boyd  
**Sent:** Tuesday, 20 August 2019 9:14 a.m.  
**To:** 'nora.rameka@xtra.co.nz'  
**Subject:** Proposed road name

Good morning Nora  
 As part of the Far North District Council Addressing Improvement Project I have received submissions to name a private road off Redcliffs Road.  
 The suggested names are – **Waitete Heights Lane**

**Waitete Lane**  
**Waitete Close**

I have attached a map of the private road and information from the submitters as to the reason for the name.  
 Do you feel that Waitete is a suitable name for this private road?  
 Looking forward to hearing from you.  
 Regards Marie



**Marie Boyd**  
 Property Information Officer

Corporate Services, Far North District Council | 24-hour Contact Centre 0800 920 029  
 ddi +649 401 5560 | [Marie.Boyd@fndc.govt.nz](mailto:Marie.Boyd@fndc.govt.nz)  
 Website | Facebook | LinkedIn | Careers

Kerikeri Service Centre

20 NOV 2018

Your Name: Owen & Janine Smith

Postal Address: 236C Redcliffs Rd (DP 339182)

Phone (day): 0211512684 Fax: Email: roaming.the.latitude@gmail.com

Organisation (if applicable)

Add other property owner names or attach a list if a joint application is preferred (a signature will be needed for each applicant)

Name: Neil and Maxine Cates (DP 188983 (236D Redcliffs Rd))

Name:

Name:

**Road Location or Existing name**

Right of Way off Redcliffs Rd at 236

Our subdivision is creating more potential houses down our right of way. We own DP 188983 and DP 316029

**Proposed Road Names**

You may list more than one choice in order of preference for each road to be named

Road 1	First Choice:	Waitete Heights
	Second Choice: <td>Waitete Lane</td>	Waitete Lane
	Third Choice: <td>Waitete Close</td>	Waitete Close

**Background to proposed names**

Historical evidence that the area was called Waitete Block and our property which includes part of Rangitane hill was called Waitete when it was sold to James Shepherd in 1837. No other roads in the area are called Waitete so it would be nice to reintroduce it to the area.

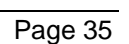
**Road Suffix Guidelines**

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

Suffix	Definition
--------	------------

our lots on approved plan attached

Obi ID: A1697837



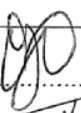
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded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


**The following are suitable suffixes for particular road types:**

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

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

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

Signature:  Date: 19 Nov '18

Signature:  Date: 19 Nov 2018

Return This Form to: Far North District Council  
Private Bag 752  
KAIKOHE  
Attn: Marie Boyd  
Addressing Improvement Officer

Obj ID: A1697837



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

**The following are suitable suffixes for particular road types:**

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

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

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

Signature:  Date: 19/11/18

Signature:  Date: 19/11/18

Return This Form to: Far North District Council  
Private Bag 752  
KAIKOHE  
Attn: Marie Boyd  
Addressing Improvement Officer

Obj ID: A1697837

1837]

## BAY OF ISLANDS DISTRICT.

161

## Deeds—No. 160.

WAITETE BLOCK, KERIKERI, BAY OF ISLANDS DISTRICT.

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

Ko nga kaba o tana kainga koina enei ke te Weta ko Rangitane haere tonu i te awa a te ara ki Mangonui: ke te Nata ko te ara o Mangonui rere tonu a te kaiwi ka titiro ko Mangonui haere tonu i te ara a te Tiki: ke te Ita haere atu i te Tiki ka heke a Kakarawero a te awa nui o te Keri Keri: ke te Huta ko Kakarawero haere tonu i te tabataba a Waitete ka rere a Pirikawau haere tonu i te awa a Rangitane.

Na ko nga utu mo tana kainga kua oti nei te tuku e te Tirarau ki a Hemi Hepara Mihanere mo ana tamariki koina enei ka oti nei te tuhituhi 5 paraikete 5 kaheru 3 kohue 5 titaba 1 kapu 5 kota 6 heru 1 pihikaoone 100 matau 6 kotikoti 10 hawi karaune 200 tupeka.

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

Ko te Tirarau tana tohu x.

JAMES SHEPHERD.

Ko Ngoki tana tohu x.

Ko Tanoa tana tohu x.

Ko te Wakarua tana tohu x.

Epi.

Ko te Hakiro tana tohu x.

Ko Hamiora Rangitawiro.

Ko Hemi Tohu.

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

Ko te Wakarua tana x tohu.

Ko Ware tana x tohu.

Ko Tango tana x tohu.

Witness—

Isaac Shepherd.

Ko Karea tana x tohu.

Ko Manu x tana tohu.

True Copy.

H. TACY KEMP.

## TRANSLATION.

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

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

And because the place now made over by Tirarau to James Shepherd is to be for him and his children for ever, therefore we write our names and our marks on the 21st day of April in the year of our Lord Jesus Christ 1837.

[Witnesses.]

[Signatures.]

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

[Witnesses.]

[Signatures.]

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

H. HANSON TUTOR.

Wellington, 23rd July, 1879.

1837.  
21 April.BAY OF ISLANDS  
DISTRICT.

WAITETE.

James Shepherd.

[400 acres.]

Receipt.

Wakarua's receipt.

1837.  
21 April.

WAITETE.

James Shepherd.

[400 acres.]

Receipt.

Wakarua's receipt.

No. 333a.

O.L.C.

6

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

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

#### Historical Background

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

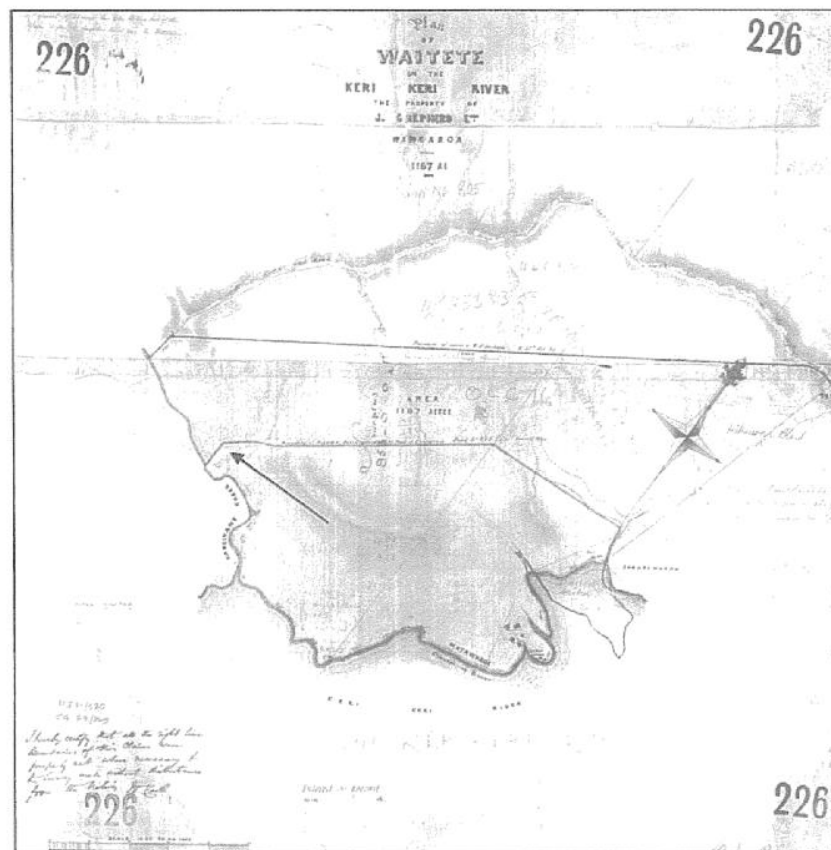


FIGURE 4. OLC PLAN 226 SHOWING THE APPROXIMATE LOCATION OF THE TWO DEGREES PROPOSAL (Arrow). (on our land)

Your Name: Roland Numan

Postal Address: 2366 Rescliffes Rd

Phone (day): ..... Fax: ..... Email: .....

Organisation (if applicable) .....

Add other property owner names or attach a list if a joint application is preferred (a signature will be needed for each applicant)

Name: .....

Name: .....

Name: .....

**Road Location or Existing name**

Rescliffes Rd

**Proposed Road Names**  
You may list more than one choice in order of preference for each road to be named

Road 1	First Choice: <u>Rescliffes Grove</u>
	Second Choice: <u>Rescliffes Close</u>
	Third Choice: <u>Rescliffes Way</u>
	<u>Rescliffes Terrace</u>

**Background to proposed names** Rescliffes Place

I would prefer a name in  
Association with Rescliffes, to  
show that it is an extension of  
Rescliffes Rd  
The current Rd is tree lined

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

Suffix	Definition
--------	------------

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

Signature: [Signature] Date: 23/11/18

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return This Form to:** Far North District Council  
Private Bag 752  
KAIKOHE  
Attn: Marie Boyd  
Addressing Improvement Officer

## **7 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP**

### **7.1 PAIHIA VILLAGE GREEN MARKET DAY GUIDELINES 2019-20**

**File Number:** A2690626

**Author:** Zane Wright, Senior Facilities Technical Officer

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

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

That the Bay of Islands-Whangaroa Community Board approves the 2019/2020 Focus Paihia Village Green Art & Craft Market Guidelines.

#### **EXECUTIVE SUMMARY**

- The Green is managed in accordance with the Paihia Village Green Management Plan which includes the market guidelines as an appendix.
- In 1999 Council adopted the Paihia Village Green Management Plan.
- In 2004 the Council adopted the Paihia Village Green Market Guidelines as recommended by the Bay of Islands-Whangaroa Community Board.
- The Bay of Islands-Whangaroa Community Board is required to adopt the Paihia Village Green Art and Craft Market each year.

#### **RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board approve the Paihia Village Green Art & Craft Market 2019-2020.**

#### **1) BACKGROUND**

The Paihia Village Green is located at the corner of Marsden Road and School Road Paihia. It is the key open space that links the wharf and maritime area with the commercial and car parking areas of Paihia. The green is often used for events or activities that “add to the festive atmosphere of a seaside resort”.

In 1999 The Paihia Memorial Hall Committee managed the Village Green. The Paihia Memorial Hall Committee received any payment for the use of the Village Green and made any decisions regarding who or what activity could use the Village Green.

Also, in 1999 the Kerikeri Community Board resolved that a Community Board member and Councillor be appointed to work with staff to determine an up to date policy and/or management plan for the village green. Council adopted the Paihia Village Green Management Plan. The plan provided for a craft market to be held on the green when cruise ships are in the bay which was managed by the local Art and Craft Society. The management plan in 1999 stated that the management plan would be reviewed every five years if necessary and the scale of fees and charges would be reviewed yearly.

As part of this plan the Paihia I-Site would take bookings for both the Paihia Village Green and Craft market and would retain 10% of the income.

A report was presented to the Bay of Islands-Whangaroa Community Board in June 2011, recommending that the Community Board discuss with Focus Paihia the potential for Focus Paihia to manage the Village Green, including the craft market. The discussion included - how the management of the Village Green might work, changes to the way that it is managed and what payment arrangement is appropriate. The reason for this report was that over 2010/2011 there were higher number of complaints. A summary of the complaints included:

- There is a perception that the stall holders have an unfair commercial advantage over the retailers in the “high” street.
- The quality or quantity of the art and craft market is not managed
- There is no official point of contact for managing site allocation, collecting fees and managing cancellations
- Charging of fees is inconsistent – Farmers Market stall holders don’t pay and It Festival did not pay any significant amount.

One of the options provided to the community was to appoint Focus Paihia to manage the Village Green- including the craft market which was ratified.

In 2014 the day to day management of the Green continued to be managed by Focus Paihia, as part of this agreement Focus Paihia worked collaboratively with market stall holders and the business community developed new market guidelines to ensure a successful and vibrant market. The Council adopted the Focus Paihia Village Green Market Guidelines and amended the Paihia Village Green Management Plan.

## **2) DISCUSSION AND OPTIONS**

Attached are 2019/2020 guidelines for the market from the Focus Paihia website. These guidelines are required to be presented to the Bay of Islands-Whangaroa Community Board and attached to the management plan.

### **Reason for the recommendation**

Focus Paihia have worked collaboratively with the market stall holders and the business community as per the market guidelines to ensure a successful and vibrant market is held on the Village Green on cruise ship days.

## **ATTACHMENTS**

1. **Paihia Art and Craft Market Guidelines 2019-2020 - A2762482** [↓](#) 
2. **Guidelines for the Paihia Village Green Art & Craft Market 2014-2015 - A2762515** [↓](#) 

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977. Focus Paihia Community Improvement Programme Agreement with Far North District Council. Paihia Village Green Management 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 matter has been referred to the Community Board as 'reserves' are one of the "civic amenities" referred to in the delegations of the Community Board and is noted as being one of Council's listed activities.
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.	Possible implications for Māori have been considered as part of the Paihia Village Green Management Plan.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Focus Paihia have worked in consultation with stall holders and local businesses in developing the guidelines.
State the financial implications and where budgetary provisions have been made to support this decision.	Nil.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.





*Guidelines effective 1 May 2019 but are subject to final sign off by FNDC.*

**Guidelines for the Paihia Village Green Art & Craft Market**  
**Season 2019 - 2020**

Focus Paihia Community Charitable Trust (FPCCT) are mandated by the Far North District Council to run the Paihia Art and Craft Market (PACM).

The goal of the Paihia Village Green Art & Craft Market is to enhance the area with a vibrant artisan market that helps make Paihia stand up and shine as a cruise ship destination.

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

**ENQUIRIES**

Please read these guidelines and direct all enquiries via email to [info@focuspaihia.org.nz](mailto:info@focuspaihia.org.nz). If you wish to apply for a stall site refer to the APPLICATION AND CERTIFICATION Section below.

**A. GENERAL**

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for the coming season open 1 May and close on 1 June. All short listed applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

**B. OPERATION DAYS**

- 1) A Market/Ship days operating hours will be defined as 6.30am until the scheduled departure time of the last ship in port on the given day. The Market must cease trading by this time, or 4.15pm, whichever is sooner.
- 2) A Market will only operate when a cruise ship capable of carrying more than 500 passengers is in the Bay of Islands port. Focus Paihia Community Charitable Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 3) There is no minimum stall number to hold a market.
- 4) The seasonal pricing and the cruise timetable will be available from the relevant season's booking form. Each cruise ship season is tentatively released in August.
- 5) There will be two types of Market days;
  - a. There will be a maximum of 30 sites on any given ship day when a cruise ship capable of carrying more than 1000 passengers is in the Bay of Islands.
  - b. There will be a maximum of 16 sites on any given ship day when a cruise ship capable of carrying more than 500 but less than 1000 passengers is in the Bay of Islands. These stalls will be based on a first in first serve basis at the start of the season. The FPCCT Market Manager will ensure the stalls applied will provide a range of products available.
- 6) A market will only take place if a ship in port tenders to either Waitangi or Paihia, carrying over 500 passengers. If a ship only tenders to Russell, there will be no market.

**C. MARKET MANAGEMENT COMMITTEE**

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the setting of the season's guidelines. It is made up of one stallholder representative, one Paihia retailer representative and a Focus Paihia Community Charitable Trust (FPCCT) representative.
- 2) The site manager will make the final decision on stall placement on the green.
- 3) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Paihia Village Green as part of the Market.
- 4) Focus Paihia Community Charitable Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.

**D. APPLICATION AND CERTIFICATION**

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) If you wish to be considered for certification please complete the application process below and email to [info@focuspaihia.org.nz](mailto:info@focuspaihia.org.nz).
- 3) Application Process - you are required to submit:
  - Trading name/Stall name.
  - Postal address/Actual address.
  - Home phone/Mobile phone/Email address.
  - At least 6 photographs representative of the items you intend to sell.
  - A photograph of your display.
  - A brief artist statement including the process of how your product/s are made.
- 4) Please note that applications will not be considered without the above information being supplied.
- 5) Only people residing in Northland Districts i.e. Kaipara, Whangarei and the Far North, may apply for a site on market days. Proof of address will be required.
- 6) **Minimum criteria:**
  - Products must be designed and handcrafted by the artist/crafter.
  - No imports or resale items will be accepted.
  - Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.
- 7) Applications for the coming season open 1 May and close on 1 June.

**E. MARKET CERTIFICATION COMMITTEE**

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) The Market Certification Committee is made up of three independent, suitably qualified individuals, FPCCT Market Manager and a representative of FPCCT. The Market Site Manager may also be in attendance, however can not vote. Each product will be assessed and either approved or rejected, based on the agreed criteria. The outcome will not necessarily be confirmed at the time of



assessment but when a decision is made, the relevant person(s) will be contacted on the email address supplied with their application.

- 3) The Market Certification Committee will give preference to people who offer a quality, unique, local and authentic product, have a professional approach and a customer focused attitude.
- 4) The Certification process is handled as follows:  
The Market Certification Committee meets to examine all of the applications prior to the market season. The committee carefully examines a number of important aspects in each application:
  - What is the quality of the product?
  - How marketable is the product?
  - Does the product meet the minimum criteria as set out in the Market Guidelines?
  - Does the product enhance the overall variety of products at the market?
  - Is the product compelling?
  - Is the product unique?
  - Is the product representative of the local area?
- 5) The short listed applicants will be invited to present to the committee. Please note that being invited to present does not guarantee a site on the market.
- 6) The committee finalises approval of new stall holders or new items from past stallholders and informs the market management committee.
- 7) The certification committees' decision will be final and no correspondence shall be entered into.
- 8) Those stall holders who meet the market's criteria and are certified but are not given a fulltime site, will be placed on an alternate list to fill available vacancies that regularly occur throughout the season.
- 9) An approved stallholder will be given a pass to hang clearly and prominently on their stall. This must be clearly displayed at all times.
- 10) Current stallholders who wish to have new product approved will need to wait until a formal assessment. There will only be one assessment in any given season.
- 11) Stallholders are to only sell 'certified' product. There are no exceptions. Stallholders may not sell any items not approved or shown in their Market application. Market Management has the right to ask a stall holder to remove products.

#### **F. CERTIFICATION CRITERIA**

- 1) Products must be designed and handcrafted by the artist/crafter.
- 2) No imports or resale items will be accepted.
- 3) Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.

**Wood:** A raw piece of wood turned into a completed product, such as a bowl, plate, piece of jewellery, etc. This can include inlays.

**Glass:** Taking raw product and hand blowing, slumping or fusing the piece to form a finished product. Includes colouring.

**Ceramics:** Taking clay and forming a completed product, including hand painting.

**Books:** Hand crafted, if the book is written by the seller and commercially printed, provided that it is an isolated item on the Stall, it is acceptable.

**Fabric and fibre:** There is preference for hand woven and hand dyed pieces. At a minimum, the products can take pre-printed fabric/dyed wool and hand craft it into a finished product. However, workmanship must



be to a high standard and the degree of work must satisfy the handcrafted aspect. Stuffing in pillows is accepted.

**Photography:** Accepted if the picture is taken, printed and mounted by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

**Paintings:** Paintings must be completed by hand by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

**Reproductions/Prints:** Reproductions/Prints must be originally produced by the seller with a maximum of 200 prints produced and individually numbered (i.e. 15 of 200) for wall art. Canvases and frames can be bought, although there is a preference for self-made frames. Commercially printed product will not be accepted.

**Jewellery:** The jewellery category is often the most applied for category in many art and craft markets. Market Management has identified three subsets of jewellers: Craft, Artisan, and Mixed. Stall holders will be required to display a sign indicating the category for which they are certified.

- **Craft Jeweller Category:** Jewellers who design their jewellery using beads and/or other components they did not create.
- **Artisan Jeweller Category:** Jewellers who craft the components of the jewellery they design (silversmith, gem cutting, stone tumbling, etc.)
- **Mixed Jeweller Category:** Jewellers who offer jewellery that falls into both categories.

Please note that a bought chain/leather/cord on its own has no handcrafted element, therefore is not allowed to be displayed or sold as an individual item.

**Pounamu:** Pounamu pieces must be hand crafted and be New Zealand jade/greenstone. Certificate of authenticity and/or origin must be supplied at certification and prominently displayed on stall.

**Other:** Other items not listed above will be at the discretion of the committee.

Notwithstanding the above guidelines, should the certification committee feel a product is of a high enough standard to warrant placement in the market but fails to meet some of the guidelines criteria, then they may use their discretion and accept that product. It is important the product fits the ethos of the market.

#### **G. MARKET RELATIONS**

- 1) Stall holders should respect one another's space and right to sell their products without intrusion.
- 2) Any stall holders queries, issues or disputes are to be given to the FPCCT Market Manager in writing.
- 3) If a stallholder has suggestions or concerns relating to participants, attendees, or the market, they should notify the FPCCT Market Manager in writing.
- 4) Stallholders must keep their crafts and sites to a high standard.
- 5) The FPCCT Market Manager has the right to refuse or ban any craft person or craft for any reason FPCCT deems is inappropriate for the market.

#### **H. STALL OPERATORS**

- 1) Sites may be shared (i.e. two separate parties may share one site on alternate market days);
  - a. Subject to availability.
  - b. Applicants must send one joint application.
  - c. Payment for the season must be paid up front at the start of the season by one party.



- 2) The registrant listed on the application must be the main seller. Family may assist selling at the stall, but no agents or resellers. Non family assistance can be given by preapproval from the FPCCT Market Manager.  
The name listed on the application is considered the stall holder and is responsible for ensuring that all staff are properly trained to know the stallholders artistic process and also the Market's policies.

#### **I. ACCESS, SET UP & BREAKDOWN**

- 1) Vehicle entry to the Green for stallholders will be allowed after 6.30am on the day. Access to the green will be closed off at 8.30am sharp, to prevent members of the public from entering and parking.
- 2) Vehicles must be taken off the grounds by 8.30am. Cars may not be parked beside a stall. No exceptions.
- 3) Breakdown must not start until the last cruise ship bus has departed Pahia, or 4.15pm whichever is the sooner, unless;
  - Prior approval has been granted by the Site Manager.
  - There is an emergency.
 Vehicle access will be locked at 6pm.
- 4) Trailers are either to be removed from the green or kept on the stallholder site and disguised (i.e. used as a table, etc).
- 5) Vendors are responsible for providing their own equipment.
- 6) All sites will be the same size of 5.5 meters and will be defined when the market is set out at the beginning of the season, unless otherwise agreed on by the FPCCT Market Manager.
- 7) Gazebos must be 4.5m x 4m, or smaller.

#### **J. OTHER LOGISTICS**

- 1) Village Green entrances and walkways are to be kept clear at all times. There is a "no smoking/no alcohol" bylaw in effect for all reserves.
- 2) Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, which where possible, must be 2 metres from the park furniture.
- 3) Rubbish and litter is to be removed from the Village Green by site holders at the end of the Market Day and the Green must be left in its original state.

#### **K. PAYMENT**

- 1) Payment is to be made in advance.
- 2) Options are:
  - One lump sum at the beginning of the season, OR
  - Monthly payments by direct credit/automatic payment to be paid on the first day of each of the months of market.
- 3) All payments must be made by bank transfer. Payments will not be accepted at the market.
- 4) If you are more than 7 days behind in payments you may not be allowed to enter the Village Green until proof of payment can be presented.

#### **L. CANCELLATIONS & SITE RELOCATIONS**

- 1) Closure of the market due to extreme weather is at the discretion of the site manager.



- 2) No refunds or credits will be given for bad weather, ship cancellation, etc. However if an additional ship is scheduled this day will not be charged.
- 3) Stallholders are required to notify the site manager by either email or phone if they will be late or absent 48 hours in advance. Non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site. No refunds or credits will be given for days missed.
- 4) The site manager has the right and will assign a stall holders' site to another stallholder if the 'regular' stallholder has not arrived.
- 5) If a stall holder is unable to make it on the day, for any reason, they will contact the Site Manager directly.
- 6) Market Management has the authority to move and reassign stallholder sites to enhance or facilitate market operations.
- 7) A permanent stallholder that is unable to complete the season is to give one month's notice.
- 8) Stallholders are expected to stay for the duration of the Ship day. A ship day concludes as per B(1) of this agreement.
- 9) In the event a ship cancels on the day of arrival, the market must cease to trade immediately. Vehicle access on these days will be locked 1.5 hours after notice to cease trade.
- 10) By signing up as a permanent stall holder you are expected to attend all markets unless there is a medical or family emergency.
- 11) In order to maintain the high standard of the cruise ship market, absence to attend other markets on a cruise ship day is not acceptable. Please consider this when making your application.

#### **M. DAMAGES**

- 1) Focus Paihia Community Trust and the Paihia Arts and Craft Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for, or participation in, the Paihia Arts and Craft Market.

#### **N. ONUS & FAILURE TO COMPLY**

- 1) The onus to prove this contract is fulfilled is on the stallholder.
- 2) Repeat failure to comply with the guidelines in the above document could result in immediate removal from the Green and termination of your contract.
- 3) Stall holders must always comply with the following legislation: Consumer Guarantees Act, Fair Trading Act, Product Safety Regulations, Weights and Measures Act.



**Guidelines for the Paihia Village Green Art & Craft Market (FINAL)**

Focus Paihia Community Trust (FPCT) are mandated by the Council to run the Paihia Art and Craft Market (PACM).

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

**ENQUIRIES**

Please read these guidelines and direct all enquiries via email to [info@focuspaihia.org.nz](mailto:info@focuspaihia.org.nz). If you wish to apply for a stall site refer to the APPLICATION AND CERTIFICATION Section below.

**A. GENERAL**

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for sites open in May and close each year in July. All short listed applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

**B. OPERATION DAYS**

- 1) The Market will only operate when a cruise ship capable of carrying more than 220 passengers is in the Bay of Islands port. Focus Paihia Community Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 2) The seasonal pricing and the cruise timetable will be available from the relevant season's booking form. Each cruise ship season is tentatively released in August.
- 3) There will be a maximum of 36 sites on any given ship day.

**C. MARKET MANAGEMENT COMMITTEE**

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the running of the market. It is made up of one stallholder representative, one Paihia retailer representative and a Focus Paihia Community Trust (FPCT) representative.
- 2) The management committee will make the final decision on stall placement on the green.
- 3) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Paihia Village Green as part of the Market.
- 4) Focus Paihia Community Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.

**D. APPLICATION AND CERTIFICATION**

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) If you wish to be considered for certification please complete the application process below and email to [info@focuspaihia.org.nz](mailto:info@focuspaihia.org.nz).

Document number A1475583

1



- 3) Application Process - you are required to submit:
  - Trading name/Stall name.
  - Postal address/Actual address.
  - Home phone/Mobile phone/Email address.
  - At least 6 photographs representative of the items you intend to sell.
  - A photograph of your display.
  - A brief artist statement including the process of how your product/s are made.
- 4) Please note that applications will not be considered without the above information being supplied.
- 5) Only people residing in Northland Districts i.e. Kaipara, Whangarei and the Far North, may apply for a site on market days.
- 6) **Minimum criteria:**
  - Products must be designed and handcrafted by the artist/crafter.
  - No imports or resale items will be accepted.
  - Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.
- 7) Applications for the coming season close in July each year.

#### **E. MARKET CERTIFICATION COMMITTEE**

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) The Market Certification Committee is made up of two independent, suitably qualified individuals and a representative of FPCT. The stall holder representative and/or site manager may also be in attendance, however can not vote. Each product will be assessed and either approved or rejected, based on the agreed criteria. The outcome will not necessarily be confirmed at the time of assessment but when a decision is made, the relevant person(s) will be contacted on the email address supplied with their application.
- 3) The Market Certification Committee will give preference to people who offer a quality product, have a professional approach and a customer focused attitude.
- 4) The Certification process is handled as follows:  
The Market Certification Committee meets to examine all of the applications prior to the market season. The committee carefully examines a number of important aspects in each application:
  - What is the quality of the product?
  - How marketable is the product?
  - Does the product meet the minimum criteria as set out in the Market Guidelines?
  - Does the product enhance the overall variety of products at the market?
  - Is the product compelling?
- 5) The short listed applicants will be invited to present to the committee. Please note that being invited to present does not guarantee a site on the market.
- 6) The committee finalises approval of new stall holders or new items from past stallholders and informs the market management committee.
- 7) The certification Committees' decision will be final and no correspondence shall be entered into.





- 8) Those stall holders who meet the market's criteria and are certified but are not given a fulltime site, will be placed on an alternate list to fill available vacancies that regularly occur throughout the season. The majority of the applications the committee receives meet most of the qualifications. If there was sufficient space and resources everyone certified would be admitted.
- 9) An approved stallholder will be given a pass to hang clearly and prominently on their stall. This must be clearly displayed at all times.
- 10) Current stallholders who wish to have new product approved or new applicants throughout the season will need to wait until a formal assessment. There will be a maximum of two assessments after the initial assessment in any given season.
- 11) Stallholders are to only sell 'certified' product. There are no exceptions. Stallholders may not sell any items not approved or shown in their Market application. Market Management has the right to ask stallholder to remove products.

#### **F. CERTIFICATION CRITERIA**

- 1) Products must be designed and handcrafted by the artist/crafter.
- 2) No imports or resale items will be accepted.
- 3) Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.
- 4) Product sold to or in local shops cannot be sold on market days.

**Wood:** A raw piece of wood turned into a completed product, such as a bowl, plate, piece of jewellery, etc. This can include inlays.

**Glass:** Taking raw product and hand blowing, slumping or fusing the piece to form a finished product. Includes colouring.

**Ceramics:** Taking clay and forming a completed product, including hand painting.

**Books:** Hand crafted, if the book is written by the seller and Commercially printed, provided that it is an isolated item on the Stall, it is acceptable.

**Fabric and fibre:** There is preference for hand woven and hand dyed pieces. At a minimum, the products can take pre-printed fabric/dyed wool and hand craft it into a finished product. However, workmanship must be to a high standard and the degree of work must satisfy the handcrafted aspect. Stuffing in pillows is accepted.

**Photography:** Accepted if the picture is taken, printed and mounted by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

**Paintings:** Paintings must be completed by hand by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

**Jewellery:** The jewellery category is often the most applied for category in many art and craft markets. Market Management has identified three subsets of jewellers: Craft, Artisan, and Mixed. Stall holders will be required to display a sign indicating the category for which they are certified.

- **Craft Jeweller Category:** Jewellers who design their jewellery using beads and/or other components they did not create.
- **Artisan Jeweller Category:** Jewellers who craft the components of the jewellery they design (silversmith, gem cutting, stone tumbling, etc.)
- **Mixed Jeweller Category:** Jewellers who offer jewellery that falls into both categories.

Please note that a bought chain/leather/cord on its own has no handcrafted element, therefore is not allowed to be displayed or sold as an individual item.



**Pounamu:** Pounamu pieces must be hand crafted and be New Zealand jade/greenstone. Certificate of authenticity and/or origin must be supplied at certification and prominently displayed on stall.

**Other:** Other items not listed above will be at the discretion of the committee.

#### **G. MARKET RELATIONS**

- 1) Stall holders should respect one another's space and right to sell their products without intrusion.
- 2) Any stall holders queries, issues or disputes are to be given to the site manager in writing.
- 3) The site manager will resolve the issue or if required take the query to the management committee.
- 4) If a stallholder has suggestions or concerns relating to participants, attendees, or the market, they should notify the management committee.
- 5) Stallholders must keep their crafts and sites to a high standard.
- 6) The management committee has the right to refuse or ban any craft person or craft for any reason the committee deems is inappropriate for the market.

#### **H. STALL OPERATORS**

- 1) Sites are not to be shared (i.e., one stallholder per site). This does not include immediate family members who may share a site.
- 2) The stallholder and his/her family members are allowed to sell at the stalls; no agents or resellers. The name listed on the application is considered the stall holder and is responsible for ensuring that all staff are properly trained to know the stallholders artistic process and also the Market's policies.
- 3) Family may assist, but the registrant listed on the application must be the main seller.

#### **I. ACCESS & SET UP**

- 1) Vehicle entry to the Green for stallholders will be allowed after 7am on the day. Access to the green will be closed off at 9am sharp, to prevent members of the public from entering and parking.
- 2) Vehicles must be taken off the grounds by 9am. Cars may not be parked beside a stall. No exceptions.
- 3) Stalls must not start to be packed up until 3:45pm, unless prior approval has been granted by the Site Manager.
- 4) No car will be allowed back on the Green before 3.45pm unless there is an emergency. Vehicle access will be locked at 6pm.
- 5) Trailers are either to be removed from the green or kept on the stallholder site and disguised (i.e. used as a table, etc).
- 6) Vendors are responsible for providing their own equipment.
- 7) Sites will be defined when the market is set out at the beginning of the season, but no site will be bigger than 5 meters.
- 8) Gazebos must be 4.5m x 4m, or smaller. Unless otherwise agreed by Market Management.

#### **J. OTHER LOGISTICS**

- 1) Village Green entrances and walkways are to be kept clear at all times. There is a "no smoking/no alcohol" bylaw in effect for all reserves.



- 2) Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, which where possible, must be 2 metres from the park furniture.
- 3) Rubbish and litter is to be removed from the Village Green by site holders at the end of the Market Day and the green must be left in its original state.

#### **K. PAYMENT**

- 1) Payment is to be made in advance.
- 2) Options are:
  - One lump sum at the beginning of the season, OR
  - Monthly payments by direct credit/automatic payment to be paid on the first day of each of the months of market.
- 3) All payments must be made by bank transfer. Payments will not be accepted at the market.
- 4) If you are more than 7 days behind in payments you may not be allowed to enter the Village Green until proof of payment can be presented.

#### **L. CANCELLATIONS & SITE RELOCATIONS**

- 1) The Market will be open rain or shine.
- 2) No refunds or credits will be given for bad weather, ship cancellation, etc. However if an additional ship is scheduled this day will not be charged.
- 3) Stallholders are required to notify by either email or phone if they will be late or absent 48 hours in advance. Non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site. No refunds or credits will be given for days missed.
- 4) Market Management has the right and will assign a stall holders' site to another stallholder if the 'regular' stallholder has not arrived.
- 5) If a stall holder is unable to make it on the day, for any reason, they will contact the Site Manager directly.
- 6) Market Management has the authority to move and reassign stallholder sites to enhance or facilitate market operations.
- 7) A permanent stallholder that is unable to complete the season is to give two week's notice.
- 8) Stallholders are expected to stay for the duration of the Market day.

#### **M. DAMAGES**

- 1) Focus Paihia Community Trust and the Paihia Arts and Craft Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for, or participation in, the Paihia Arts and Craft Market.

#### **N. ONUS & FAILURE TO COMPLY**

- 1) The onus to prove this contract is fulfilled is on the stallholder.
- 2) Repeat failure to comply with the guidelines in the above document could result in immediate removal from the Green and termination of your contract.

## **7.2 ROAD NAMING - 956 PUKETONA ROAD, HARURU**

**File Number:** A2682418

**Author:** Elbie Serfontein, Customer Service Administrator

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

### **PURPOSE OF THE REPORT**

To seek approval from the Bay of Islands-Whangaroa Community Board to officially name a right-of-way.

### **EXECUTIVE SUMMARY**

Council has received a Road Naming application to name a right-of-way, addressed at 956 Puketona Road, Haruru. Community Boards have delegated authority to name a right-of-way.

### **RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a right-of-way, Walnut Lane that is currently addressed at 956 Puketona Road, Haruru as per map (A2667688).**

### **1) BACKGROUND**

Micah Donaldson from Donaldson Surveyors Ltd has advised that this is a right-of-way addressed at 956 Puketona Road, Haruru.

Community Boards have delegated authority to name a right-of-way. The reason of the name choice is outlined below:

- Walnut is from the large Walnut tree at the end of the lane that was planted by a local resident, Sally Taylor, many years ago.
- Ridley is a small turtle and reflects the nature of the small access

The backgrounds for these names are given also as per the Road Naming application attached (A2667702).

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

Their suggestions are as follows:

1. Walnut Lane
2. Ridley Lane

The Infrastructure and Asset Management team has no objections to the two names suggested above.




### **Reason for the recommendation**

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

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

There are no financial implications to Council relating to the installation of the road name sign (blue-on-white name blade). The costs for road signage and installation will be met by the developer.

## ATTACHMENTS

1. Road Naming Application - A2667702 [↓](#) 
2. Road Naming Map - A2667688 [↓](#) 
3. Road Naming Schedule - A2682267 [↓](#) 

**Compliance schedule:**

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

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

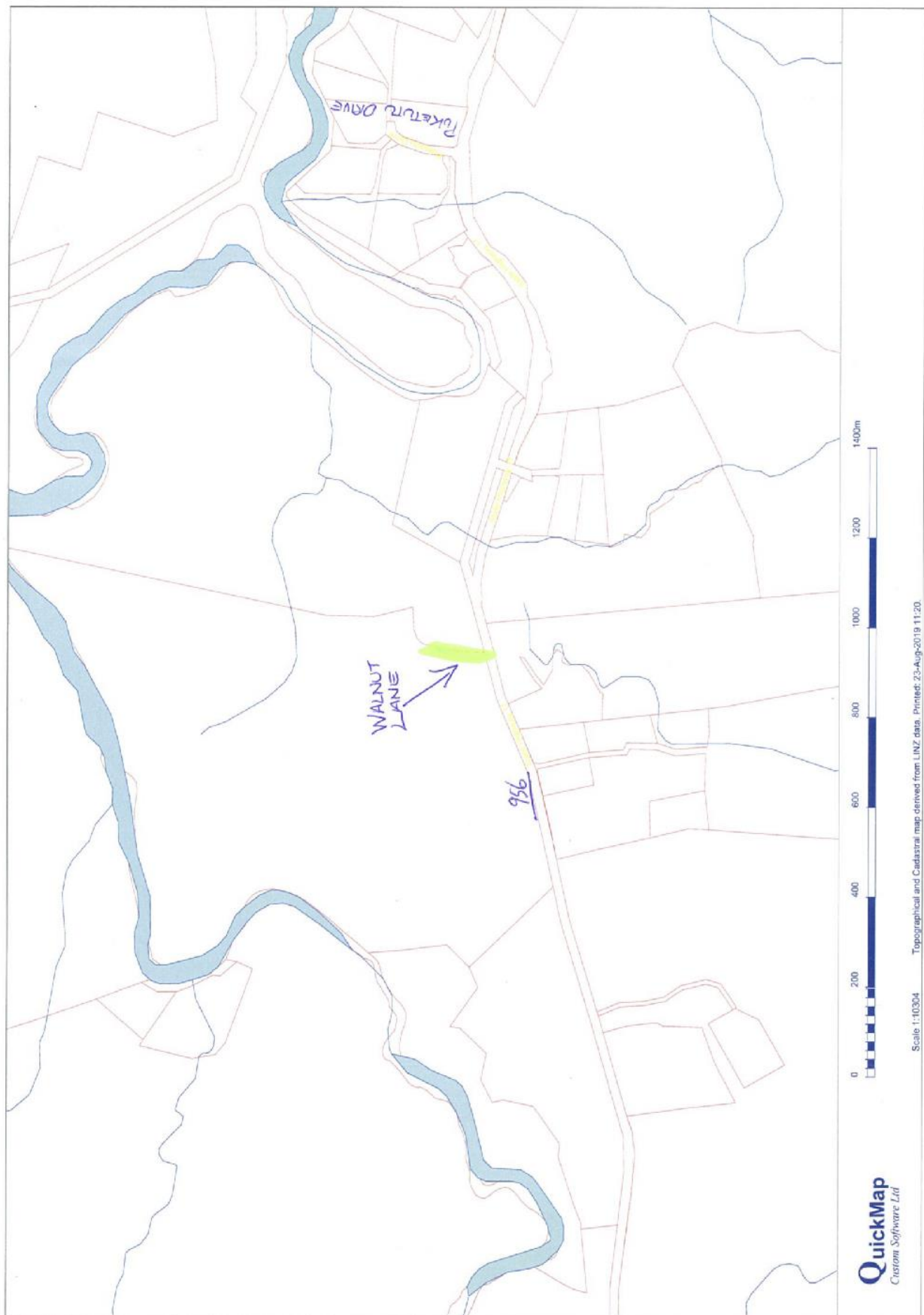
Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a right-of-way and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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).	There are currently no property owners as this is a new subdivision.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the developer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

ROAD LOCATION	
Address: <u>956 PUKETONA ROAD, KERIKERI</u>	
Legal Description: <u>LOT 13 DP 468741</u>	
Resource Consent Application Number: <u>RC 2180071 - RMAVAR/A</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input checked="" type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>WALNUT LANE</u> *
	Second Choice: <u>PUKETONA LANE</u> -
	Third Choice: <u>RIDLEY LANE</u> •
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
<u>PROVIDED A BALANCED EASILY UNDERSTOOD</u>	
<u>SIMPLE NAME.</u>	
<u>HISTORY IS NOT PARAMOUNT FOR A RIGHT OF WAY</u>	
<u>★ THE LARGE WALNUT AT END OF LANE WAS PLANTED BY</u>	
<u>LOCAL RESIDENT SALLY TAYLOR, MANY YEARS AGO.</u>	

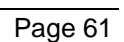
- PUKETONA LANE REFLECTS THE ORIGINS OF THE RIVER.

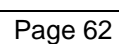
- RIDLEY IS A SMALL TURTLE AND REFLECTS THE NATURE OF THIS SMALL ACCESS.











Bay of Islands / Whangaroa Community Board Road Naming Schedule (Private Road) – 4 November 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road created addressed at 956 Puketona Road, Kerikeri	First Preference	Walnut Lane	1	Is a large Walnut Tree at the end of the Lane and was planted by the local resident Sally Taylor many years ago		Walnut Lane
	Second Preference	Puketona Lane	1	Reflects the origins of the river	The Roading team does not approve the name Puketona as there is already Puketona Road and Puketona junction.	
	Third Preference	Ridley Lane	1	Ridley is a small turtle and reflects the nature of the small alley		

### 7.3 ROAD NAMING - 43 SANDYS ROAD, WAIPAPA

**File Number:** A2713555

**Author:** Elbie Serfontein, Customer Service Administrator

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

#### PURPOSE OF THE REPORT

To seek approval from the Bay of Islands-Whangaroa Community Board to officially name a private road.

#### EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 43 Sandys Road, Waipapa. Community Boards have delegated authority to name private roads.

#### RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Rockspring Lane which is addressed at 43 Sandys Road, Waipapa as per map (A2637889).**

#### 1) BACKGROUND

Natalie of William & King Surveyors has advised that this is a private road created by a sub-division addressed at 43 Sandys Road, Waipapa. The reason for the name choice is outlined below:

- Rockspring Lane is from a small spring at the head of the gully near the lot of volcanic rocks on the land.
- Blackberry Lane is because the property is covered in them.
- Winter Brook Lane is because there is a small stream/ brook that needs to be crossed to access the property

The background for these names are given also as per the Road Naming Application attached (A2637680).

#### 2) DISCUSSION AND OPTIONS

Their suggestions in order of preference are as follows:

1. Rockspring Lane
2. Blackberry Lane
3. Winter Brook Lane

The Infrastructure and Asset Management team has no objections to the three (3) names suggested above.



#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications to the installation of the road name sign (blue-on-white name blade). The costs for road signage and installation will be met by the developer.

**ATTACHMENTS**

1. Road Naming Application - A2637680 [↓](#) 
2. Road Naming Map - A2637889 [↓](#) 
3. Road Naming Schedule - A2637865 [↓](#) 

**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.

This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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).	There are currently no property owners as this is a new subdivision.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the developer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Far North  
District Council

## Application for Road Naming/Renaming

### GENERAL INFORMATION

- Proposed names are to be submitted for **new roads in subdivisions** to Infrastructure & Asset Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for **existing legal but unnamed roads**, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road **renamings** are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection
- A background to the names, their origins and their link with the area is to be supplied
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander
- It is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable
- Where more than one road is being created in a subdivision, a common theme is recommended for road names
- Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).
- Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form
- If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.

### APPLICANT DETAILS

Applicant/Developer Name: William & King Surveyors - Natabie  
 Organisation: Survey & Planning Solutions Ltd  
 Postal Address: 27 Hobson Ave, Kerikeri, 0230  
 Phone: 09-407 6030 Mobile: \_\_\_\_\_  
 Email: kerikeri@saps.co.nz



ROAD LOCATION	
Address: <u>43, 43A, 43B Sandy's Rd, Waipapa</u>	
Legal Description: <u>Lot 2 DP 206007</u>	
Resource Consent Application Number: <u>2170457</u> customer # <u>3121963</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>ROCKSPRING</u>
	Second Choice: <u>BLACKBERRY</u>
	Third Choice: <u>WINTER BROOK</u>
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
<p>&gt; <u>ROCKSPRING</u> - There are a lot of volcanic rocks on the land &amp; a small spring at the head of the gully.</p> <p>&gt; <u>BLACKBERRY</u> - The property is covered in them.</p> <p>&gt; <u>WINTER BROOK</u> - There is a small stream / brook we need to cross to access the property.</p>	

n/a }



**ROAD RENAMING**

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

Current Road Name: 43 + 43A Sandys Road.  
 Currently subdividing 43 B Sandys Rd into 3 lots  
 making ~~the~~ 5 plots down the driveway, requiring  
 a new name.  
 43 + 43A Sandys Rd have signed the <sup>new</sup> name  
 options attached.

**GENERAL INFORMATION AND GUIDELINES**

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

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

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

**The following are suitable suffixes for particular road types:**

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

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

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

Applicants Signature:



Date:

29/7/19

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

## **Appendix - Guidelines for Choosing a Road Name**

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

### **7.1 History – Weighting 3**

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

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

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

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

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

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

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

### **7.3 Geography – Weighting 2**

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

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

7.3.3 Views must be readily identifiable.

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

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

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

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

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

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

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


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

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

### **7.6 Weighting the Names**

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


DATE: 20/7/19

signature :   
#1  
43 Sandys Rd

Shane Roberts

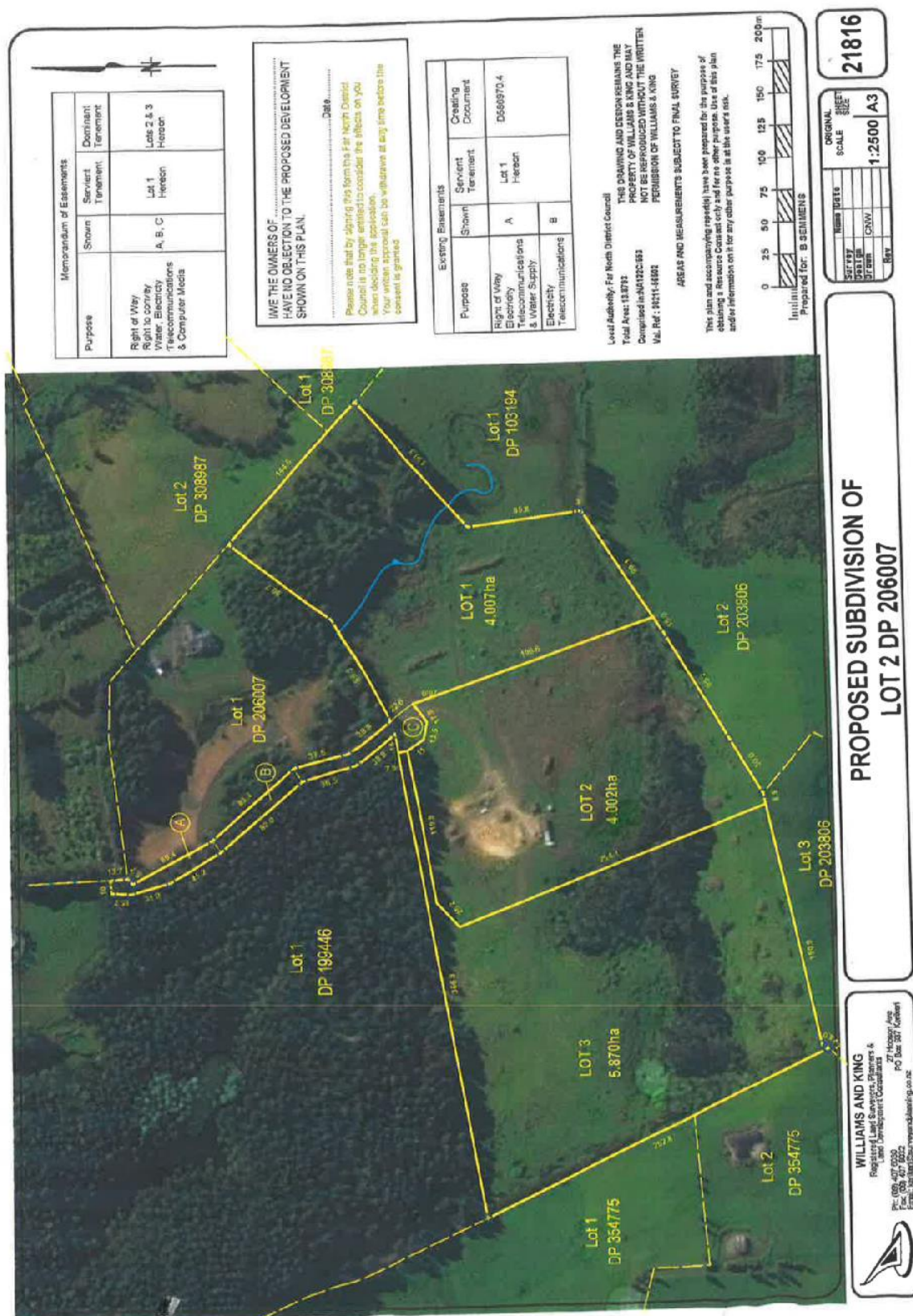
Name Suggestions

- ROCKSPRING
- BLACKBERRY
- WINTER BROOK

signature :   
#2  
43 Sandys Rd.  
Tony Paul

Neighbours acknowledging the  
3 name options for 43 Sandys Road's  
new name.







Bay of Islands / Whangaroa Community Board Road Naming Schedule (Private Road) – 23 September 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road created addressed at 43 Sandys Road Waipapa	First Preference	Rockspring Lane	1	There are a lot of volcanick rocks on the land and a small spring at the head of the gully		Rockspring
	Second Preference	Blackberry Lane	1	The property is covered in them		
	Third Preference	Winterbrook Lane	1	There is a small stream/ brook here		



**7.4 ROADING NAMING - 82 RAINBOW FALLS ROAD, KERIKERI****File Number: A2623614****Author: Elbie Serfontein, Customer Service Administrator****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To seek approval from the Bay of Islands-Whangaroa Community Board to decline a request to officially name a private road.

**EXECUTIVE SUMMARY**

Council has received a Road Naming application to name a private road addressed at 82 Rainbow Falls Road, Kerikeri. Community Boards have delegated authority to name private roads.

**RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, decline the request to name a private road, Cottle Way that is currently addressed at 82 Rainbow Falls Road, Kerikeri as per map (A2600549).**

**1) BACKGROUND**

Sally Cottle from Quail Ridge Country Club has advised that this is a private road created by a sub-division addressed at 82 Rainbow Falls Road, Kerikeri.

Community Boards have delegated authority to name private roads.

The name Cottle is the family name of Don and Jill Cottle who have owned this property for 40 years and are currently developing Quail Ridge Country Club.

The background for these names is given also as per the Road Naming application attached (A2558088).

**2) DISCUSSION AND OPTIONS**

Their suggestions are as follows:

1. Cottle Way.

The Roading team objects to this name as there is:

- A road name Cottle Hill Drive and various business names e.g. Cottle Hill Winery, Cottle Hill Creek, Cottle Storage. The applicant was asked to provide another preferred name, but this request was refused by the applicant.
- Guidance on the application form "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."

**Reason for the recommendation**

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

However, the name proposed is a repetition of the name Cottle as indicated above.





The road naming map can be found with the last road naming report for Cottle Way, Kerikeri.



### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

### ATTACHMENTS

1. Road Naming Application - A2558088  
2. Road Naming Schedule - A2558111  

### Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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	There are currently no property owners as this is a new subdivision.

with disabilities.	
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the developer.
Chief Financial Officer review.	The Chief Financial Officer does not need to review this report.



## Application for Road Naming/Renaming

### GENERAL INFORMATION

- Proposed names are to be submitted for **new roads in subdivisions** to Infrastructure & Asset Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for **existing legal but unnamed roads**, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road **renamings** are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection
- A background to the names, their origins and their link with the area is to be supplied
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander
- It is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable
- Where more than one road is being created in a subdivision, a common theme is recommended for road names
- Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).
- Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form
- If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.

### APPLICANT DETAILS

Applicant/Developer Name: Sally Cottle

Organisation: Quail Ridge Country Club

Postal Address: 82 Rainbow Falls Road, Kerikeri, 0230

Phone: (09) 401 6579 Mobile: 0275 270 605

Email: sally@quailridgecc.co.nz

ROAD LOCATION	
Address: <u>Private road within Quail Ridge Country Club</u>	
Legal Description: <u>82 Rainbow Falls Road &amp; 6 Karaka Drive</u>	
Resource Consent Application Number: <u>DP 78387 &amp; DP 311575</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
<b>TYPE OF ROAD (Please tick) -</b> <input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
<b>Road 1</b>	First Choice: <u>Cottle Way</u>
	Second Choice:
	Third Choice:
<b>Road 2</b>	First Choice: <u>Roser Ave</u>
	Second Choice:
	Third Choice:
<b>Road 3</b>	First Choice: <u>Watson Lane</u>
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
Cottle is the family name of Don and Jill Cottle who have owned this property for	
40 years and are currently developing Quail Ridge Country Club.	
Roser is Jill's maiden name.	
Watson Lane is named after Ernest and Leah Watson, respected long term residents	
of Kerikeri, instrumental in building the Turner Centre amongst other contributions	
to the community. Ernest and Leah have supported the development of QRCC.	

**ROAD RENAMING**

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

N/A

**GENERAL INFORMATION AND GUIDELINES**

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

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


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

**The following are suitable suffixes for particular road types:**

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

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

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

Applicants Signature:  Date: 9/7/19

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



Bay of Islands / Whangaroa Community Board Road Naming Schedule (Private Road) – 12 August 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road created addressed at 82 Rainbow Falls Road and 6 karaka Drive (Quail Ridge Country Club) Kerikeri	First Preference	Cottle Way	1	The name Cottle is the family name of Don and Jill Cottle who have owned this property for 40 years and are currently developing Quail Ridge Country Club		Cottle Way

## **7.5 ROAD NAMING - COTTLE WAY, KERIKERI**

**File Number:** A2623706

**Author:** Elbie Serfontein, Customer Service Administrator

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

### **PURPOSE OF THE REPORT**

To seek approval from the Bay of Islands-Whangaroa Community Board to officially name a private road.

### **EXECUTIVE SUMMARY**

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

### **RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Roser Ave that is currently addressed at Cottle Way, Kerikeri as per map (A2600559).**

### **1) BACKGROUND**

Sally Cottle from Quail Ridge Country Club has advised that this is a private road created by a subdivision addressed at Cottle Way, Kerikeri.

Community Boards have delegated authority to name private roads.

The name Roser is the maiden name of Jill Cottle who with her husband Don Cottle have owned this property for 40 years and are currently developing Quail Ridge Country Club.

The background for these names is given also as per the Road Naming application attached (A2600557).

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

Their suggestions are as follows:

1. Roser Ave

It is noted that the Guidelines on the application form includes:

- "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."

### **Reason for the recommendation**

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

The road naming map can be found with the last road naming report for Cottle Way, Kerikeri.

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

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



**ATTACHMENTS****1. Road Naming Application - A2600557**  **2. Road Naming Schedule - A2600656**  **Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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).	There are currently no property owners as this is a new subdivision.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the developer.

Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.
---------------------------------	---



## Application for Road Naming/Renaming

### GENERAL INFORMATION

- Proposed names are to be submitted for **new roads in subdivisions** to Infrastructure & Asset Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for **existing legal but unnamed roads**, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road **renamings** are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection
- A background to the names, their origins and their link with the area is to be supplied
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander
- It is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable
- Where more than one road is being created in a subdivision, a common theme is recommended for road names
- Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).
- Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form
- If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.

### APPLICANT DETAILS

Applicant/Developer Name: Sally Cottle

Organisation: Quail Ridge Country Club

Postal Address: 82 Rainbow Falls Road, Kerikeri, 0230

Phone: (09) 401 6579 Mobile: 0275 270 605

Email: sally@quailridgecc.co.nz

ROAD LOCATION	
Address: <u>Private road within Quail Ridge Country Club</u>	
Legal Description: <u>82 Rainbow Falls Road &amp; 6 Karaka Drive</u>	
Resource Consent Application Number: <u>DP 78387 &amp; DP 311575</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
<b>TYPE OF ROAD (Please tick) -</b> <input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
<b>Road 1</b>	First Choice: <u>Cottle Way</u>
	Second Choice:
	Third Choice:
<b>Road 2</b>	First Choice: <u>Roser Ave</u>
	Second Choice:
	Third Choice:
<b>Road 3</b>	First Choice: <u>Watson Lane</u>
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
Cottle is the family name of Don and Jill Cottle who have owned this property for	
40 years and are currently developing Quail Ridge Country Club.	
Roser is Jill's maiden name.	
Watson Lane is named after Ernest and Leah Watson, respected long term residents	
of Kerikeri, instrumental in building the Turner Centre amongst other contributions	
to the community. Ernest and Leah have supported the development of QRCC.	

**ROAD RENAMING**

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

N/A

**GENERAL INFORMATION AND GUIDELINES**

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

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

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

**The following are suitable suffixes for particular road types:**

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

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

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

Applicants Signature:  Date: 9/7/19

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



Bay of Islands / Whangaroa Community Board Road Naming Schedule (Private Road) – 12 August 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road created addressed at 82 Rainbow Falls Road and 6 karaka Drive (Quail Ridge Country Club) Kerikeri	First Preference	Roser Ave	1	The name Roser is the maiden name of Jill Cottle who with her husband Don Cottle have owned this property for 40 years and are currently developing Quail Ridge Country Club.		Roser Ave
	Second Preference		0			
	Third Preference		0			

## **7.6 ROAD NAMING - COTTLE WAY, KERIKERI**

**File Number:** A2623751

**Author:** Elbie Serfontein, Customer Service Administrator

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

### **PURPOSE OF THE REPORT**

To seek approval from the Bay of Islands-Whangaroa Community Board to officially name a private road.

### **EXECUTIVE SUMMARY**

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

### **RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Watson Lane that is currently addressed at Cottle Way, Kerikeri as per map (A2600569).**

### **1) BACKGROUND**

Sally Cottle from Quail Ridge Country Club has advised that this is a private road created by a sub-division addressed at Cottle Way, Kerikeri.

Community Boards have delegated authority to name private roads.

The name Watson is named after Ernest and Leah Watson, respected long term residents of Kerikeri, instrumental in building the Turner Centre amongst other contributions to the community. Ernest and Leah are in support of the development of the Quail Ridge Country Club.

The background for these names is given also as per the Road Naming application attached (A2600571).

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

Their suggestions are as follows:

1. Watson Lane

It is noted that the guideline for applications identifies that:

- "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."

### **Reason for the recommendation**

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

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

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



## ATTACHMENTS

1. Road Naming Application - A2600569 [↓](#) 
2. Map - A2600571 [↓](#) 
3. Road Naming Schedule - A2600644 [↓](#) 

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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).	There are currently no property owners as this is a new subdivision.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the developer.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.



## Application for Road Naming/Renaming

### GENERAL INFORMATION

- Proposed names are to be submitted for **new roads in subdivisions** to Infrastructure & Asset Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for **existing legal but unnamed roads**, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road **renamings** are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection
- A background to the names, their origins and their link with the area is to be supplied
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander
- It is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable
- Where more than one road is being created in a subdivision, a common theme is recommended for road names
- Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).
- Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form
- If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.

### APPLICANT DETAILS

Applicant/Developer Name: Sally Cottle

Organisation: Quail Ridge Country Club

Postal Address: 82 Rainbow Falls Road, Kerikeri, 0230

Phone: (09) 401 6579 Mobile: 0275 270 605

Email: sally@quailridgecc.co.nz

ROAD LOCATION	
Address: <u>Private road within Quail Ridge Country Club</u>	
Legal Description: <u>82 Rainbow Falls Road &amp; 6 Karaka Drive</u>	
Resource Consent Application Number: <u>DP 78387 &amp; DP 311575</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
<b>TYPE OF ROAD (Please tick) -</b> <input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
<b>Road 1</b>	First Choice: <u>Cottle Way</u>
	Second Choice:
	Third Choice:
<b>Road 2</b>	First Choice: <u>Roser Ave</u>
	Second Choice:
	Third Choice:
<b>Road 3</b>	First Choice: <u>Watson Lane</u>
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
Cottle is the family name of Don and Jill Cottle who have owned this property for	
40 years and are currently developing Quail Ridge Country Club.	
Roser is Jill's maiden name.	
Watson Lane is named after Ernest and Leah Watson, respected long term residents	
of Kerikeri, instrumental in building the Turner Centre amongst other contributions	
to the community. Ernest and Leah have supported the development of QRCC.	

**ROAD RENAMING**

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

N/A

**GENERAL INFORMATION AND GUIDELINES**

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

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

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



**The following are suitable suffixes for particular road types:**

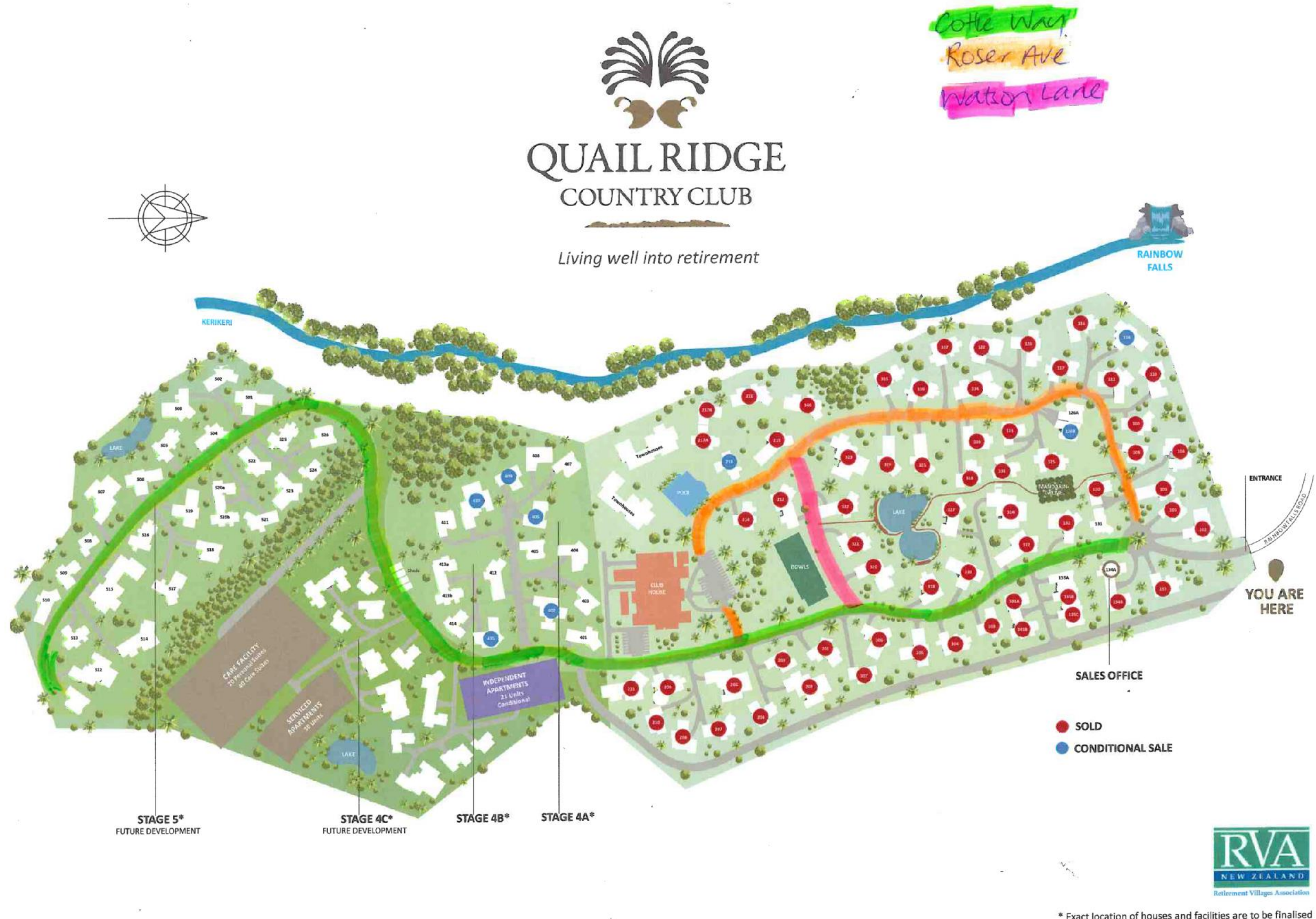
Road Type	Suffix
Cul-de-sac ( <i>short dead-end street with turnaround at the end</i> )	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

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

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

Applicants Signature:  Date: 9/7/19

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







Bay of Islands / Whangaroa Community Board Road Naming Schedule (Private Road) – 23 September 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road created addressed at 82 Rainbow Falls Road and 6 karaka Drive (Quail Ridge Country Club) Kerikeri	First Preference	Watson Lane	1	The name Watson is named after Ernest and Leah Watson, respected long term residents of Kerikeri, instrumental in building the Turner Centre amongst other contributions to the community. Ernest and Leah are in support of the development of the Quail Ridge Country Club.		Watson Lane
	Second Preference		0			
	Third Preference		0			

## **8 STRATEGIC PLANNING AND POLICY GROUP**

### **8.1 FUNDING APPLICATION**

**File Number:** A2762194

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Ana Mules, Community Development Advisor

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

This report summarises Local Community Grant funding applications to enable the Bay of Islands-Whangaroa Community Board to determine which application/s will receive funding at the 10 December 2019 meeting.

#### **EXECUTIVE SUMMARY**

- The Bay of Islands-Whangaroa Community Board has \$33,914 unallocated funding available for the 2019/20 financial year.
- Three applications for funding has been received, requesting a total of \$15,477

#### **RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board, in considering the provisions of the Community Grant Policy, authorise (plus GST if applicable) be paid from the Board's Community Fund as follows:**

<b>Resilient Russell Charitable Trust</b>	<b>\$5000</b>
<b>Bay of Islands Community Centre Association</b>	<b>\$5000</b>
<b>Nga Purapura Festival 2020</b>	<b>\$2500</b>

#### **1) BACKGROUND**

Each 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.

**2) DISCUSSION AND OPTIONS**

<b>Applicant</b>	<b>Project</b>	<b>Requested</b>	<b>Recommended</b>	<b>Purpose</b>	<b>Community Outcome</b>	<b>Type</b>
Resilient Russell Charitable Trust	Go Green Awards 2020	\$6471 (35%)	\$5000	Go Green charity dinner awards, to specifically acknowledge the Far North's innovate and determined waste minimisation and environmental support practices.	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Event
Bay of Islands Community Association	Bay of Islands Waste Minimisation Project	\$5300 (15%)	\$5000	Development and implementation of a waste minimisation strategy for Paihia.	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Social
Kaeo Festival Group	Nga Purapura 2020	\$3706 (31%)	\$2500	Nga Purapura 2020 children's festival in Kaeo	Proud, vibrant communities	Event

### Assessment of Applications

The applicant was required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

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

**Option 2** Authorise partial funding

**Option 3** Decline funding







### Reason for the recommendation

Each application has been assessed and 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 - Resilient Russell - A2761886** [↓](#) 
2. **Schedule of Supporting Documents - Resilient Russell - A2762223** [↓](#) 
3. **Funding Application - Bay of Islands Community Centre Association - A2762795** [↓](#) 
4. **Schedule of Supporting Documents - Bay of Islands Community Centre - A2762794** [↓](#) 
5. **Funding Application - Nga Purapura 2020 - A2763812** [↓](#) 
6. **Schedule of Supporting Documents - Nga Purapura - A2763834** [↓](#) 

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	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 Māori 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).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

## Local Grant Application Form



### Instructions

#### Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@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 *Duke of Marlborough Hotel's H&S Plan & Procedures*
- ☐ Your organisation's business plan (if applicable) *N/A*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *N/A*
- ☒ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	<u>RESILIENT RUSSELL CHARITABLE TRUST</u>	Number of Members	<u>25</u>
Postal Address	<u>P.O. Box 187, RUSSELL</u>	Post Code	<u>0242</u>
Physical Address	<u>6A GRANTS AVE, RUSSELL</u>	Post Code	<u>0202</u>
Contact Person	<u>PATRICIA (TRISH) MACINTOSH</u>	Position	<u>SECRETARY / TREASURER</u>
Phone Number	<input type="text"/>	Mobile Number	<u>021 330 254</u>
Email Address	<u>macintosh.trisha@gmail.com</u>		

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

The Trust's purpose is to benefit the community by promoting, educating and facilitating the implementation of effective waste diversion. The goals are to:-

- Minimize the amount of waste going into landfill.
- Strengthen sustainability as a culture within the community.

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



## Local Grant Application Form



### Project Details

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

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

Clearly describe the project or event:

Name of Activity FAR NORTH 'GO GREEN' AWARDS Date 3rd APRIL 2020

Location DUKE OF MARLBOROUGH HOTEL, RUSSELL Time 6.00 PM

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

If so, how much? \$80 per ticket

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.

#### Who will benefit?

- **The community of Russell, the Bay of Islands and the Far North**

This is a volunteer event which was enthusiastically supported by the community and businesses of the Far North when we ran it for the first time in March 2019. We are confident that it will again will be a great success as it is being eagerly anticipated. We intend to put on another fun night at the Duke and through this our network of local and nationwide businesses and organisations can only grow stronger. Resilient Russell Charitable Trust firmly believes that with these awards, Russell is showing the Far North that sustainability is a collective responsibility while at the same time recognising those who play their part in this region of New Zealand to try to achieve that.

#### Our local artists

We again plan to have the trophies for our awards night to be made from environmentally sustainable materials. The aim is to encourage our young and developing local artists to make these trophies unique to our culture and environment. We also encourage the creativity of children and adult entrants in the fashion show awards to showcase their talents by designing and wearing garments from recycled materials.

#### Broadening the range of activities and experiences available to the community

We believe these are the only awards specifically acknowledging the Far North's innovative and determined waste minimisation and environmental support practices. This is a big event for a small town (around 150 people attending and around 20 directly involved). Following last year's success we intend it to become an annual event that attracts entrants from all parts of the Far North from Towai to Cape Reinga and nationwide. We believe it celebrates our quiet achievers in a unique way that also reflects the growing awareness of our residents and businesses that we have a responsibility to do everything we can to preserve our unique and beautiful environment for the generations to come.

## 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	4,000	4,000
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) Trophies for awards	700	700
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	8,535	1,335
Travel/Mileage @ 0.79/km + car ferry \$27	146	146
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	4,800	not applicable
Other (describe) Accommodation @ Duke for MC 1 night	290	290
<b>TOTALS</b>	<b>18,471</b>	<b>6,471</b>

<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 | funding@fndc.govt.nz | Phone 0800 920 029



## Local Grant Application Form



### Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
RUSSELL LIGHTS COMMUNITY NEWSPAPER	1,615.00
NORTHLAND TECHNOLOGY - WEBSITE UPDATES	155.25
DUKE OF MARLBOROUGH HOTEL- DEPOSIT	1,000.00
TOTAL	2,770.25

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

Funding Source	Amount	Approved
TICKET SALES 120 @ \$80	9,600	Yes / <u>Pending</u>
VOLUNTEER VALUE	4,800	<u>Yes</u> / Pending
CREATIVE COMMUNITIES SCHEME	2,000	Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
COMMUNITY BOARD GRANT	2,500	14/2/2019	<u>Y</u> / N
CREATIVE COMMUNITIES	2,000	28/3/2019	<u>Y</u> / 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)

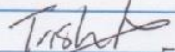
RESILIENT RUSSELL CHARITABLE TRUST

We, the undersigned, declare the following:

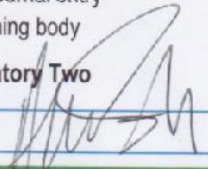
In submitting this application:

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

Signatory One



Signatory Two



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## Local Grant Application Form



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

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

### Signatory One

Name PATRICIA MACINTOSH Position SECRETARY / TREASURER  
 Postal Address P.O. Box 187, RUSSELL Post Code 0242  
 Phone Number  Mobile Number 021 330 254  
 Signature  Date 14/11/2019

### Signatory Two

Name ALASTAIR MACDUFF Position TRUSTEE  
 Postal Address P.O. Box 86 Post Code 0242  
 Phone Number 021 1088133 Mobile Number   
 Signature  Date 14/11/2019

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**Schedule of Supporting Documentation****RESILIENT RUSSELL CHARITABLE TRUST – GO GREEN AWARDS 2020**

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

<b>1</b>	<b>Event Outline</b>
<b>2</b>	<b>Bank Statements</b>
<b>3</b>	<b>Quote from Duke of Marlborough Hotel for Catering</b>
<b>4</b>	<b>IRD Mileage Rates Information</b>
<b>5</b>	<b>Quote from My Word Media</b>
<b>6</b>	<b>Opuia/Okato Ferry Information</b>
<b>7</b>	<b>Quote from Dylan Te Puke for Supreme Award Sculpture</b>

## Local Grant Application Form



### Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@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 *Attachment 7(a) + (b)*
- ☒ Most recent bank statements and (signed) annual financial statements *Attachment 5. + 6.*
- ☒ Programme/event/project outline *Attachments 2 + 3*
- ☒ A health and safety plan *Attachment 4.*
- ☒ Your organisation's business plan (if applicable) *Attachment 1*
- ☒ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	Bay of Islands Community Centre Association		Number of Members	70
Postal Address	19 YORKE RD, HARURU FALLS		Post Code	0204
Physical Address	75 WILLIAMS RD, PAITIA.		Post Code	
Contact Person	Jane Johnston	Position	Funding Co-ordinator.	
Mobile Phone Number	021 973392	Mobile Number	09 4027661	
Email Address	agentjane99@gmail.com			

Please briefly describe the purpose of the organisation.

Objectives of the community Centre Association Inc. Soc are attached as Attachment 1.

## Local Grant Application Form



### Project Details

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

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity

Bay of Islands Visitor Waste Minimisation Project

Date completion April 2020

Location

Bay of Islands

Time

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

☐ Yes ☒ No

If so, how much?

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

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

① The residents, businesses & visitors to the Bay of Islands will benefit as the community will have an action plan for reducing (minimizing) waste to landfill associated with our tourism industry or visitor economy. The sector will have a much better understanding of the waste streams associated with visitor economy; information and guidance on ways & means to minimize waste; a means to track reduction in waste generation; shared solutions to minimize waste; a waste audit feeding into communications & education products for waste minimisation; results of surveys & research into attitudes, preferences & willingness to engage in waste minimisation. ② an opportunity for branding the BoI as a zero waste destination; opportunity for new businesses in the bay (social enterprise like CBEC for example). The community will be actively engaged in zero waste programme. Refer 2 attachments 2 & 3.



## 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	\$5,000	—
Advertising/Promotion — educational material	\$2,000	\$2,000
Facilitator/Professional Fees <sup>2</sup>	\$20,000	—
Administration (incl. stationery/copying) — survey forms & research materials	\$2,000	\$2,000
Equipment Hire	<del>\$10,000</del>	<del>\$10,000</del>
Equipment Purchase (describe) sorting table; sort bin, high vis vests, safety glasses, sandwich boards, clip boards, gloves, sample substitute	\$600.00	\$600.00
Utilities	—	—
Hardware (e.g. cement, timber, nails, paint)	—	—
Consumable materials (craft supplies, books)	—	—
Refreshments — workshops	\$400.00	\$400.00
Travel/Mileage	—	—
Volunteer Expenses Reimbursement	\$300.00	\$300.00
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr) x 200	\$4,000	not applicable
Other (describe)		
<b>TOTALS</b>	<b>\$34,300</b>	<b>\$5,300.00</b>

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

## Local Grant Application Form



### Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Annual lease + body corp share	\$26,000
Wages - Community Centre Co-ordinator	fund raising in train
Business Case (+ Business Plan) \$10K	payments as milestones met -
Youth Enterprise Course - \$25K	" " " "
Bol Visitor Waste Minimisation Project \$35K	" rec'd as milestones met -
<b>TOTAL</b>	<b>\$26,000</b>

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

Funding Source	Amount	Approved
Far North Holdings Ltd	\$5,000	<del>Yes</del> / Pending
Paihia Business Assn	\$5,000	<del>Yes</del> / Pending
OR Key Businesses as Sponsors		Yes / Pending
CBEC - in-kind support		Yes / Pending
Te Tihi Marae - in-kind support		Yes / Pending
Ministry for the Environment	\$15,000	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Rent space in War Memorial Hall	\$5K	2017	Y / N ?
			Y / N
			Y / N
			Y / N



## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

On behalf of: (full name of organisation)

Bay of Islands Community Centre Association Inc Soc.

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

Jane Johnston

## Local Grant Application Form



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

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

### Signatory One

Name Jane Johnston Position Funding Co-ordinator  
 Postal Address 19 Yorke Rd, Haruru Falls Post Code 0204  
 Phone Number 09 4027661 Mobile Number 021 973392  
 Signature [Signature] Date 18-11-2019

### Signatory Two

Name Val Mack Position Chair / President  
 Postal Address 409 PUKETOTARA ROAD, KERIKERI Post Code   
 Phone Number  Mobile Number 02754 02 520  
 Signature [Signature] Date 18-11-2019

*Val signed page that follows  
(It is an older version of form).*

## Community Funding Application Form

Far North  
District Council

- 8 To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
- 9 Our organisation has declared its GST status. If our GST status changes we will notify the Far North District Council immediately.
- 10 Our organisation has the following set of internal controls in place
- Two signatories to all bank accounts
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisations
  - 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

First name	Last name	
VALERIE	MACIL	
Postal Address	City/Town/Postcode	
409, PUIKETAKA ROAD	KERIKERI	
Daytime phone number	Alternative phone number	
0275402620		
Position		
PRESIDENT		
Signature	Date	
<i>[Signature]</i>	26/10/2019	

## Signatory Two

First name	Last name	
Jane Johnston	JOHNSTON	
Postal Address	City/Town/Postcode	
19 Yorke Rd, Haruru Falls	0204	
Daytime phone number	Alternative phone number	
09 4027661	021 973392	
Position		
Funding Co-ordinator		
Signature	Date	
<i>[Signature]</i>	20-11-2019	

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

**Schedule of Supporting Documentation****BAY OF ISLANDS COMMUNITY CENTRE ASSOCIATION – WASTE  
MINIMISATION PROJECT**

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

<b>1</b>	<b>Objects of the Bay of Islands Community Centre Association Inc Soc</b>
<b>2</b>	<b>Expected Project Outcomes</b>
<b>3</b>	<b>Project Milestones</b>
<b>4</b>	<b>Health and Safety Policy and Plan</b>
<b>5</b>	<b>Bank Statement</b>
<b>6</b>	<b>Balance Sheet</b>
<b>7</b>	<b>Quote from Jane Johnston for Strategy and Feasibility Study</b>
<b>8</b>	<b>Quote from Halvo Signs</b>

## Local Grant Application Form



### Instructions

Please read carefully:

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

- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@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 *pending*
- ☒ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	<input type="text" value="Kaeo Festival Group"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="389 Omaunu Road, RD2, Kaeo, 0479"/>		Post Code <input type="text"/>
Physical Address	<input type="text"/>		Post Code <input type="text"/>
Contact Person	<input type="text" value="Hannah Hunter"/>	Position	<input type="text" value="Volunteer Funding"/>
Phone Number	<input type="text" value="021 174 9760"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text" value="hannahhunter78@gmail.com"/>		

Please briefly describe the purpose of the organisation.

Our purpose is to produce Nga Purapura, a high quality, accessible, open air festival celebrating music, arts and Nature for children and young people.

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## Local Grant Application Form



### Project Details

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

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

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

The Kaeo Children's Festival is a free of charge, one day, open air festival being organised with the main aim of providing access to inspirational experiences for our local children, young people and their whanau. The event is designed with our local tamariki and rangatahi in mind but will draw attendances from all over Northland to Kaeo to showcase our town, it's spirit and its facilities.

The event will be an explosion of sound and colour with completely unique experiences including a broad range of workshops and participatory events, high quality performances, a platform for community voices and cultural activities that celebrate our rich local heritage.

This shared celebration will help to nurture a sense of pride in Kaeo, a place where deprivation levels are high and the children and young people are deeply impacted by this. The group is collaborating with many local individuals, groups and organisations and schools with the aim of involving the whole community.

Now in our third year the event has received such overwhelmingly positive feedback that we were encouraged to continue to grow and develop to include yet more activities and collaborations.

We carefully select the marketplace stallholders for the event to ensure that we are showcasing our fantastic vibrant local businesses. The local businesses were delighted with the event last year and all reported a flourishing day.

A grant from the Community Board would fund the logistical side of the festival, vital to making the event happen and ensuring we run a safe event for everyone.

Kaeo Festival Group Code of Ethics: a. Kaitiakitanga - care for the environment and zero waste b. Whanau ora - healthy food and lifestyles, drug and smoke free events c. Manaaki Whangaroa - promote te reo Māori and local cultural world view.

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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	100	
Advertising/Promotion	1343	
Facilitator/Professional Fees <sup>2</sup>	5850	
Administration (incl. stationery/copying)	873	
Equipment Hire	2908	
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	757	
Refreshments	30	
Travel/Mileage		
Volunteer Expenses Reimbursement	190	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
<b>TOTALS</b>	<b>12,051</b>	<b>3,706</b>

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

## Local Grant Application Form



### Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Bank fees	100
<b>TOTAL</b>	

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

Funding Source	Amount	Approved
Events Investment Fund FNDC	3500	<input checked="" type="checkbox"/> Yes / Pending
Creative Communities	2695	Yes / <input checked="" type="checkbox"/> 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
Nga Purapura 2018	2796	2018	<input checked="" type="checkbox"/> Y / N
Nga Purapura 2019	3135	feb 2019	<input checked="" type="checkbox"/> Y / N
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

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### Applicant Declaration

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

On behalf of: (full name of organisation)

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

*Aneuru Dangel*

Signatory Two

*[Signature]*

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

## Local Grant Application Form



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

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

### Signatory One

Name Anouk van Danzel Position chair  
 Postal Address 3243 Waiare Rd Post Code 0478  
 Phone Number 0472545462 Mobile Number   
 Signature Anouk Danzel Date 14/11/2019

### Signatory Two

Name Hannah Hunter Position funding event coordinator  
 Postal Address 389 Oamaru Rd, RD2, Kaero Post Code 0479  
 Phone Number  Mobile Number 021 174 9760  
 Signature H Hunter Date 15/11/2019

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**Schedule of Supporting Documentation****KAEO FESTIVAL GROUP – NGA PURAPURA 2020**

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

<b>1</b>	<b>Whole Project Budget</b>
<b>2</b>	<b>Letters of Support – REAP, Whangaroa Papa Hapū,</b>
<b>3</b>	<b>2019 Festival Programme</b>
<b>4</b>	<b>Quote from St John</b>
<b>5</b>	<b>Quote from North Hire Marquees</b>
<b>6</b>	<b>Quote for Insurance</b>
<b>7</b>	<b>Quote from AVIT Solutions</b>
<b>8</b>	<b>Quote from Northland Waste</b>
<b>9</b>	<b>Bank Statements and 2019 Final Project budget/account</b>
<b>10</b>	<b>Nga Purapura Operations Plan</b>

**9 MEETING CLOSE**