



# Far North District Council



## AGENDA

### Bay of Islands-Whangaroa Community Board Meeting

**Monday, 3 February 2020**

**Time:** 10.00 am

**Location:** Baysport Pavillion, Harmony Lane,  
Waipapa

**Membership:**

Chairperson Belinda Ward  
Member Lane Ayr  
Member Manuela Gmuer-Hornell  
Member Bruce Mills  
Member Frank Owen  
Member Manuwai Wells  
Councillor 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.

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

<b>Name</b>	<b>Responsibility (i.e. Chairperson etc)</b>	<b>Declaration of Interests</b>	<b>Nature of Potential Interest</b>	<b>Member's Proposed Management Plan</b>
<b>Belinda Ward</b>	Ward Jarvis Family Trust	Trustee		
	Kenneth Jarvis Family Trust	Trustee		
	Residence in Watea			
<b>Belinda Ward (Partner)</b>	Ward Jarvis Family Trust	Trustee and beneficiary		
	Kenneth Jarvis Family Trust	Trustee and beneficiary		
	Residence in Watea	Trustee		
<b>Lane Ayr</b>	Retired			
	Home			
	Residence in Kerikeri			
<b>Lane Ayr (Partner)</b>	Riverview School			
	Home			
	Residence in Kerikeri			
<b>Bruce Mills</b>	Galloquine Trust / Galloquine Limited	Director		
	Whangaroa Community Trust	Trustee		
<b>Manuwai Wells</b>	No form received			
<b>Frank Owen</b>	No form received			
<b>Manuela Gmuer Hornell</b>	Bay of Islands Sailing week Incorporated	Chair	Funding for events	Step aside from decisions that arise, that may have conflicts
<b>Cr Kelly Stratford</b>	KS Bookkeeping and Administration	Business Owner, provides book keeping, administration and development of environmental management plans	None perceived	Step aside from decisions that arise, that may have conflicts
	Waikare Marae Trustees	Trustee	Maybe perceived conflicts	Case by case basis
	Bay of Islands College	Parent Elected Trustee	None perceived	If there was a conflict, I will step aside from decision making
	Karetu School	Parent Elected Trustee	None perceived	If there was a conflict, I will step aside from decision making
	Maori title land – Moerewa and Waikare	Beneficiary and husband is a shareholder	None perceived	If there was a conflict, I will step aside from decision making

<b>Name</b>	<b>Responsibility (i.e. Chairperson etc)</b>	<b>Declaration of Interests</b>	<b>Nature of Potential Interest</b>	<b>Member's Proposed Management Plan</b>
	Sister is employed by Far North District Council			Will not discuss work/governance matters that are confidential
	Gifts - food and beverages	Residents and ratepayers may 'shout' food and beverage	Perceived bias or predetermination	Case by case basis
<b>Kelly Stratford (Partner)</b>	Chef and Barista	Opua Store	None perceived	
	Maori title land – Moerewa	Shareholder	None perceived	If there was a conflict of interest I would step aside from decision making

**Far North District Council**  
**Bay of Islands-Whangaroa Community Board Meeting**  
**will be held in the Baysport Pavillion, Harmony Lane, Waipapa on:**  
**Monday 3 February 2020 at 10.00 am**

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**Order Of Business**

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

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

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

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

## **2 PUBLIC FORUM**

## **3 DEPUTATIONS**

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

## **4 SPEAKERS**

10.30 am Representative from Te Tai Tokerau Access Arts Trust

10.53 am Representative from Be Free Incorporated

## 5 CONFIRMATION OF PREVIOUS MINUTES

### 5.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A2822674

**Author:** Kim Hammond, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### 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 9 December 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. **Unconfirmed Bay of Islands-Whangaroa Community Board Minutes 2019-12-09 - A2792760**  

**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 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING  
HELD AT THE TOTARA NORTH HALL, 4 TOTARA SCHOOL ROAD, TOTARA NORTH  
ON MONDAY, 9 DECEMBER 2019 AT 10:00 AM**

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

Member Manuwai Wells opened the meeting with a karakia.

**1 APOLOGIES AND CONFLICTS OF INTEREST**

That the apology received from Cr Kelly Stratford be accepted and leave of absence granted.

**2 PUBLIC FORUM**

Sally Cottle - from Quail Ridge Country Club spoke regarding Item 7.4 Roding Naming – 82 Rainbow Falls Road, Kerikeri.

Anthony Atkinson presented a petition requesting Council to make obvious the boundary of the unformed, unnamed legal road that connects the end of Deeming Road to the Esplanade Reserve on the Waikare shore of Tapu Point, Okiato.

Jane Johnston spoke regarding the concerns and issues regarding the income earned from renting the Paihia Village Green (Focus Paihia) and the Paihia Memorial Hall (Paihia Memorial Hall Management Committee).

Jeanie McIlvride Mobley spoke against the petition requesting Council to make obvious the boundary of the unformed unnamed legal road that connects the end of Deeming Road to the Esplanade Reserve on the Waikare shore of Tapu Point, Okiato due to existing steps to the foreshore for public access.

Hylton Edmonds spoke against the petition requesting Council to make obvious the boundary of the unformed, unnamed legal road that connects the end of Deeming Road to the Esplanade Reserve on the Waikare shore of Tapu Point, Okiato.

Dean Rojewarng spoke against the petition requesting Council to make obvious the boundary of the unformed, unnamed legal road that connects the end of Deeming Road to the Esplanade Reserve on the Waikare shore of Tapu Point, Okiato.

**Attachments tabled at meeting**

- 1 Tabled Document - Speaking notes from Sally Cottle
- 2 Tabled Document - Petition for Esplanade Boundaries, Okiato Point
- 3 Tabled Document - Letter against Okiato Petition

**3 DEPUTATIONS**

Doug Schmuck from Doug's Opua Boatyard provided a video presentation on the history of Opua and Doug's Boatyard and informed the Community Board that he will be submitting a resource consent to upgrade the boat yard.

Chris Williams from Focus Paihia spoke regarding Item 7.7 Request for Focus Paihia to install a Fitness Station on Lucy Elizabeth Williams Reserve, Paihia (Supplementary Agenda).

#### 4 SPEAKER

Hannah Hunter spoke regarding funding for Kaeo Festival Group, Item 8.1 - Funding Application.

Trish MacIntosh spoke regarding funding for Resilient Russell Charitable Trust, Item 8.1 - Funding Application.

Jane Johnston spoke regarding funding for Bay of Islands Community Centre Association, Item 8.1 - Funding Application.

The meeting was adjourned from 11.46 am to 12.05 pm.

#### 5 CONFIRMATION OF PREVIOUS MINUTES

##### 5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2768582, pages 8 - 15 refers

##### **RESOLUTION 2019/120**

Moved: Member Bruce Mills

Seconded: Member Frank Owen

**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.**

**CARRIED**

#### 6 CORPORATE SERVICES GROUP

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

Agenda item 6.1 document number A2784070, pages 16 - 20 refers

##### **RECOMMENDATION**

Moved: Chairperson Belinda Ward

Seconded: Member Frank Owen

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.

##### **AMENDMENT**

Moved: Member Manuwai Wells

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board:

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

- 3 February 2020
- 5 March 2020
- 2 April 2020
- 7 May 2020
- 4 June 2020
- 2 July 2020
- 6 August 2020
- 3 September 2020
- 1 October 2020
- 5 November 2020
- 3 December 2020

b) delegate the authority to amend the schedule of Community Board meetings, to the Chair of the Bay of Islands-Whangaroa Community Board.

**CARRIED**

#### **AMENDMENT**

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board hold their meetings in Waipapa.

**CARRIED**

The amendments became the substantive motion

#### **RESOLUTION 2019/121**

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

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

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

- 3 February 2020 - Waipapa
- 5 March 2020 - Waipapa
- 2 April 2020 - Waipapa
- 7 May 2020 - Waipapa
- 4 June 2020 - Waipapa
- 2 July 2020 - Waipapa
- 6 August 2020 - Waipapa
- 3 September 2020 - Waipapa
- 1 October 2020 - Waipapa
- 5 November 2020 - Waipapa
- 3 December 2020 - Waipapa

b) delegate the authority to amend the schedule of Community Board meetings, to the Chair of the Bay of Islands-Whangaroa Community Board.

**CARRIED**

**6.2 APPOINTMENTS TO MANAGEMENT COMMITTEES**

Agenda item 6.2 document number A2769275, pages 21 - 23 refers

**RESOLUTION 2019/122**

Moved: Chairperson Belinda Ward

Seconded: Member Manuwai Wells

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

- **Cherry Park House – Member Frank Owen**
- **Kawakawa Memorial Library Museum – Member Manuwai Wells**
- **Paihia War Memorial Hall – Chairperson Belinda Ward**
- **Russell Town Hall – Member Manuela Gmuer-Hornell**
- **Simson Park Hall – Member Manuwai Wells**
- **Totara North Hall – Member Bruce Mills**
- **Waipapa Hall – Member Lane Ayr**
- **Whangaroa Memorial Hall – Member Bruce Mills**
- **Whangaroa Township Hall – Member Bruce Mills**
- **Kaeo Domain – Member Bruce Mills**
- **Kawakawa Domain and Reserves Management Committee – Member Manuwai Wells**
- **Maromaku Domain Board – Member Manuela Gmuer-Hornell**
- **Russell Sports Ground/Club – Member Manuela Gmuer-Hornell**
- **Simson Park Domain Recreation Reserve Committee – Member Manuwai Wells**
- **Onekura/Waipapa Cemetery – Member Frank Owen**
- **Towai Cemetery – Member Manuela Gmuer-Hornell**
- **Kaeo Swimming Pool Committee – Member Bruce Mills**
- **Whangaroa Rivers/Kaeo Management Plan Liaison Committee – Member Bruce Mills**

**CARRIED**

**6.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 OCTOBER 2019**

Agenda item 6.3 document number A2761221, pages 24 - 27 refers

**RESOLUTION 2019/123**

Moved: Chairperson Belinda Ward

Seconded: Member Frank Owen

**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”.**

**CARRIED**

**6.4 ITEM LEFT TO LIE ON THE TABLE - ROAD NAMING REPORT - WAITETE HEIGHTS LANE**

Agenda item 6.4 document number A2756739, pages 28 - 30 refers

**RESOLUTION 2019/124**

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

**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.

**CARRIED****7 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP****7.7 REQUEST FOR FOCUS PAIHIA TO INSTALL A FITNESS STATION ON LUCY ELIZABETH WILLIAMS RESERVE, PAIHIA**

Agenda item 1.1 document number A2690618, pages 4 - 9 refers

**RECOMMENDATION**

Moved: Member Lane Ayr

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands–Whangaroa Community Board:

- a) Approve the installation of the fitness station consisting of 10 exercise pieces in Lucy Elizabeth Williams Scenic Reserve, Paihia subject to the following:
  - i) Construction / installation be carried out by Focus Paihia at its own cost
  - ii) That all engineering costs are met by Focus Paihia
  - iii) That an archaeological assessment is carried out by Focus Paihia at its own expense, if required
  - iv) That an agreement is signed by Far North District Council and Focus Paihia prior to the station’s installation concerning future roles and responsibilities including repairs, upgrades, replacements and / or removal requirements
- b) Receives the completed fitness station as a gift only when Council is satisfied that construction has been carried out in a manner that does not cause unreasonable liability to the Ratepayer.

**AMENDMENT**

Moved: Member Lane Ayr

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board agree to the report “Request for Focus Paihia to Install a Fitness Station on Lucy Elizabeth Williams Reserve, Paihia” be left to lie on the table until further consultation with land owners and motel located behind the reserve, agreeing to the fitness equipment being installed.

The amendment became the substantive motion

**RESOLUTION 2019/125**

Moved: Member Lane Ayr

Seconded: Member Manuela Gmuer-Hornell

**That the Bay of Islands-Whangaroa Community Board agree to the report “Request for Focus Paihia to Install a Fitness Station on Lucy Elizabeth Williams Reserve, Paihia” be left to lie on the table until consultation with the motel owners behind the reserve and Mr Williams agreeing to the fitness equipment being installed.**

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

Agenda item 7.1 document number A2690626, pages 42 - 45 refers

**RESOLUTION 2019/126**

Moved: Chairperson Belinda Ward

Seconded: Member Bruce Mills

**That the Bay of Islands-Whangaroa Community Board approve the Paihia Village Green Art & Craft Market 2019-2020.****CARRIED****7.2 ROAD NAMING - 956 PUKETONA ROAD, HARURU**

Agenda item 7.2 document number A2682418, pages 56 - 58 refers

**RESOLUTION 2019/127**

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a right-of-way, Walnut Lane that is currently addressed at 956 Puketona Road, Haruru as per map (A2667688).****CARRIED****7.3 ROAD NAMING - 43 SANDYS ROAD, WAIPAPA**

Agenda item 7.3 document number A2713555, pages 64 - 66 refers

**RESOLUTION 2019/128**

Moved: Member Bruce Mills

Seconded: Member Frank Owen

**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).****CARRIED**

The meeting was adjourned from 1.42 pm to 2.23 pm.

**7.4 ROADING NAMING - 82 RAINBOW FALLS ROAD, KERIKERI**

Agenda item 7.4 document number A2623614, pages 76 - 78 refers

**RECOMMENDATION**

Moved: Member Lane Ayr

Seconded: Member Bruce Mills

**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.**

**AMENDMENT**

Moved: Member Frank Owen

Seconded: Member Manuela Gmuer-Hornell

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

The amendment became the substantive motion.

**RESOLUTION 2019/129**

Moved: Member Frank Owen

Seconded: Member Manuela Gmuer-Hornell

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

**CARRIED**

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

Agenda item 7.5 document number A2623706, pages 84 - 86 refers

**RESOLUTION 2019/130**

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

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

**CARRIED**

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

Agenda item 7.6 document number A2623751, pages 92 - 94 refers

**RESOLUTION 2019/131**

Moved: Member Bruce Mills

Seconded: Member Frank Owen

**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).**

**CARRIED**

## 8 STRATEGIC PLANNING AND POLICY GROUP

### 8.1 FUNDING APPLICATION

Agenda item 8.1 document number A2762194, pages 102 - 105 refers

#### RECOMMENDATION

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

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:

Resilient Russell Charitable Trust	\$5,000.00
Bay of Islands Community Centre Association	\$5,000.00
Nga Purapura Festival 2020	\$2,500.00

#### AMENDMENT

Moved: Member Lane Ayr

Seconded: Member Manuwai Wells

That 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:

Resilient Russell Charitable Trust	\$1,000.00
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**CARRIED**

#### AMENDMENT

Moved: Member Manuwai Wells

Seconded: Member Manuela Gmuer-Hornell

That 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:

Bay of Islands Community Centre Association	\$1,000.00
tagged to \$600 for the purchase of equipment and \$400.00 for the refreshments for the workshops.	

**CARRIED**

#### AMENDMENT

Moved: Member Frank Owen

Seconded: Member Lane Ayr

That 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:

Nga Purapura Festival 2020	\$3,100.00
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**CARRIED**

The amendments became the substantive motion.

#### RESOLUTION 2019/132

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

**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>\$1,000.00</b>
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<b>Bay of Islands Community Centre Association</b>	<b>\$1,000.00</b>
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tagged to \$600 for the purchase of equipment and \$400.00 for the refreshments for the workshops.

<b>Nga Purpura Festival 2020</b>	<b>\$3,100.00</b>
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**CARRIED**

#### **Attachments tabled at meeting**

1 Tabled Document - Nga Purapura 2019 event programme

Member Manuwai Wells closed the meeting with a karakia.

## **9 MEETING CLOSE**

**The meeting closed at 3.03 pm.**

**The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting to be held on 3 February 2020.**

.....  
**CHAIRPERSON**

## 6 REPORTS

### 6.1 CHAIRPERSON AND MEMBERS REPORT

**File Number:** A2822978

**Author:** Kim Hammond, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### PURPOSE OF THE REPORT

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

#### RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Ward, Member Ayr, Member Gmuer Hornell, Member Mills, Member Owen, Member Wells and Councillor Stratford.**

#### 1) BACKGROUND

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

#### 2) DISCUSSION AND OPTIONS

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

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

The report from the Chairperson and members are attached.















#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

#### ATTACHMENTS

1. Chairperson Ward's Report - A2827440  
2. Member Ayr's Report - A2828172  
3. Member Gmuer-Hornell's Report - A2828108  
4. Member Mills' report - A2827773  
5. Member Owen's Report - A2827591  
6. Member Wells' Report - A2828245  
7. Councillor Stratford's report - A2827795  

**Compliance schedule:**

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

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

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

## COMMUNITY BOARD MEMBER'S REPORT

**Report to:** Bay of Islands-Whangaroa Community Board  
**Member Name:** Belinda Ward  
**Subdivision:** Paihia  
**Date:** 4 November 2019 – 19 January 2020

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### Meetings

Date	Meeting
04/11/2019	Bay of Islands-Whangaroa Community Board Meeting - Cornerstone Church, Kerikeri
13/11/2019	Attended Focus Paihia Op Shop Fashion Parade - Waitangi Yacht Club
14/11/2019	Training Day - Standing Orders & Political Decision making
14/11/2019	Business Paihia @5 - QRC Paihia
19/11/2019	FNDC Council Meeting - Kaikohe
21/11/2019	Revenue Review Workshop - FNDC Kaikohe
23/11/2019	Friends of Williams House & Library - Christmas Garden Function
27/11/2019	Bay Of Islands-Whangaroa Ward Tour of Council Assets - Bus
28/11/2019	FNHL update meeting – Kaitaia
28/11/2019	Friends of the Domain Kerikeri Meeting - St Johns Ambulance Hall
30/11/2019	Opuia Community Meeting & presentations - Opuia Hall
04/12/2019	Speed Limit Bylaw Hearings - FNDC Kaikohe
06/12/2019	Paihia Christmas Parade Judge - Williams Road Paihia
09/12/2019	Bay of Islands-Whangaroa CB Meeting - Totara North Hall
11/12/2019	Met with 2 Focus Paihia CT Inc. Trustees – further information attached – 2019 Paihia Art ad Craft Stall Prices and Information
12/12/2019	AP Capex Workshop & FNHL Project Overview - FNDC Kaikohe
16/12/2019	Paihia War Memorial Hall - Committee Meeting
17/12/2019	Pre summer Kings Road meeting re Policing - Thirty30
19/12/2019	FNDC Meeting - Te Ahu Kaitaia

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### Issues

- Met with Desra at Matt Kings office to discuss Kings Road issues & Maori Wardens.
- Issues with incidences in the Kings Road area & security cameras not working.
- Te Haumi flats foreshore protection - car parking/freedom camping.

- Ongoing complaints being received at Council re Freedom Camping Te Haumi beach
- 18/01/20 1-30pm Cruise Ship Shuttle Bus parked on Te Haumi beach below toilets
- 16/12/19 Met with Cr Smith re FNHL 125k plans for Rangitane. Repairs cost may not be fit for purpose & the community needs a Community Development Plan
- Opua-Paihia Coastal Walkway requires a process for instant closures due to incidents & maintenance.

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### Resource Consents

Nil

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### Requests for Service/Information

RFS 3986967	12/12/2019 - External leak at Paihia War Memorial Hall - <b>Resolved</b>
RFS 3986689	17/12/2019 - A resident's rates increase of 124% was sent an easy pay form as a solution, along with explanations referencing the DP
RFS 3975787	18/12/2019 - Bledisloe Domain Lighting - Renewal works programmed for this financial year end June 2020  08/01/2020 Lodged for outstanding footpath repairs, trip hazards & numerous long-term placement of "cones" in the area. Williams Road particularly dangerous with all the wooden inserts either missing or rotten. No RFS number received to date
RFS 3795613	18/04/2018 - Follow up on flooding issues in front apron of Paihia War Memorial Hall. IN PROGRESS awaiting rain to photograph issue
RFS 3717930	01/01/2015 - Pedestrian safety issues & parking in front of Heritage Boutique Hotel (The Waterfront) Marsden Road Paihia - Pending NZTA response

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### In progress



## **2019 PAIHIA ART & CRAFT STALL PRICES**

**Permanent** stall holder per market - \$39

**Casual** stall holder per market - \$45

Additional levy introduced for this coming season - \$50 permanent, \$15 casual

Businesses around town are often approached by different fund raising groups requesting a contribution toward their fund raising efforts. After receiving a recommendation, Focus Paihia agreed that it would be appropriate for the Art & Craft Market to come on board with supporting the community, and so starting in the 2019/2020 season, a compulsory \$50 levy will be payable by each permanent stall holder and \$15 by each casual stall holder to go toward local fund raising groups. This is to be paid before the beginning of the season and will be made available to local groups to apply for when fund raising.



**Individual Booking Form – Casual Sites**  
Paihia Village Green Arts & Crafts Market 2019/20 Season

Company and/or trading name: \_\_\_\_\_

Name of site holder: \_\_\_\_\_

Address: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Stallholder Fees:**

- \$45 (incl. GST) per cruise day for casual site holders. Casual site holders must pay via bank transfer, on acceptance of the respective date and prior to market access. Sites are confirmed on payment.
- A separate \$15 fee which will be made available to local schools and community groups through a contestable fund is payable before the start of the season, please ensure this is paid by **Friday 27 September 2019**.
- Please make payments by bank transfer to Focus Paihia Contracting, account # 12 3102 0072834 01. Please use your **TRADING NAME** as the reference.
- No refunds or credits will be given for bad weather, ship cancellation, etc.
- GST invoices will be emailed AFTER payment has been received.
- 2019/20 Market dates are listed below. Please put a **TICK** in the box, next to the date that **you know you WOULD be available to attend.**

SEPT		OCT		NOV		DEC		JAN		FEB		MAR		APRIL		MAY	
30		8		1		1		6		4		2		2		9	
		10		7		2		7		5		4		4			
				11		3		12		9		8		11			
				24		6		13		10		9		12			
						7		14		16		15		28			
						16		15		17		18					
						23		18		18		19					
						28		19		21		24					
						30		20		24		30					
								21		27		31					
								22									
								27									
								29									
								30									

I, the undersigned, have read and agree to comply with the Market Guidelines and Booking Form for the Paihia Village Green Art & Craft Market Days 2019/20 Season

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Individual Booking Form – Permanent Sites Large ships only**  
**Paihia Village Green Arts & Crafts Market 2019/20 Season**

Company and/or trading name: \_\_\_\_\_

Name of site holder: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Home telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

Payment Option: Full payment at start of season \_\_\_\_ or 7 x first of the month payments \_\_\_\_ (please tick one)

**Stallholder Fees:**

- 51 Market Days. The cost of the season is \$1989.00 (incl. GST) and can be paid as one lump sum at the beginning of the season, or by 7 payments of \$284.14 per month, from October 2019 (this includes the one market in September) to April 2020 (this includes the one market day in May) - to be paid on the *first day of each month*. The first payment is due on 1 October 2019 and the last payment will be due on 1 April 2020. A GST Tax invoice will be sent to you by email on or about the 25th of the month before the payment is due on the 1st of the next month.
- A separate \$50 fee which will be made available to local schools and community groups through a contestable fund is payable before the start of the season, please ensure this is paid by **Friday 27 September 2019**.
- Please make payments by bank transfer to Focus Paihia Contracting, account # 12 3102 0072834 01. Please use your **TRADING NAME** as the reference.
- 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.
- Site holders must notify any intended absence at least 48 hours in advance, by email ([kathy@artfromnature.co.nz](mailto:kathy@artfromnature.co.nz)) or phone (027 436 5620) to Kathy Mortimer (site manager). Please note non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site.
- Permanent site holders are expected to attend the market for all of the days listed below. Please put an X in the box, next to the dates that *you know you cannot attend*. Please note there are no refunds or credits for days missed.

SEPT		OCT		NOV		DEC		JAN		FEB		MAR		APRIL		MAY	
30		8		1		1		6		4		2		2		9	
		10		7		2		12		5		4		4			
				11		3		13		16		9		11			
				24		6		14		17		15		12			
						7		15		18		18		28			
						16		18		21		19					
						23		19		27		24					
						28		20				30					
						30		21				31					
								22									
								27									
								29									
								30									

I, the undersigned, have read and agree to comply with the Market Guidelines and Booking Form for the Paihia Village Green Art & Craft Market Days 2019/20 Season.

Signed: \_\_\_\_\_

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



**Individual Booking Form – Permanent Sites All Ships**  
**Paihia Village Green Arts & Crafts Market 2019/20 Season**

Company and/or trading name: \_\_\_\_\_

Name of site holder: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Home telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

Payment Option: Full payment at the start of season \_\_\_\_ or 7 x first of the month payments \_\_\_\_ (please tick one)

**Stallholder Fees:**

- 56 Market Days! The cost of the season is \$2184.00 (incl. GST) and can be paid as one lump sum at the beginning of the season, or by 7 payments of \$312.00 per month, from October 2019 (this includes the one market day in September) to April 2020 (this includes the one market day in May) - to be paid on the **first day of each month**. The first payment is due on 1 October 2019 and the last payment will be due on 1 April 2020. A GST Tax invoice will be sent to you by email on or about the 25th of the month before the payment is due on the 1st of the next month.
- A separate \$50 fee which will be made available to local schools and community groups through a contestable fund is payable before the start of the season, please ensure this is paid by **Friday 27 September 2019**.
- Please make payments by bank transfer to Focus Paihia Contracting, account # 12 3102 0072834 01. Please use your **TRADING NAME** as the reference.
- 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.
- Site holders must notify any intended absence at least 48 hours in advance, by email (kathy@artfromnature.co.nz) or phone (027 436 5620) to Kathy Mortimer (site manager). Please note non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of a permanent site.
- Permanent site holders are expected to attend the market for all of the days listed below. Please put an X in the box next to the dates that **you know you cannot attend**. Please note there are no refunds or credits for days missed.

SEPT		OCT		NOV		DEC		JAN		FEB		MAR		APRIL		MAY	
30		8		1		1		6		4		2		2		9	
		10		7		2		7		5		4		4			
				11		3		12		9		8		11			
				24		6		13		10		9		12			
						7		14		16		15		28			
						16		15		17		18					
						23		18		18		19					
						28		19		21		24					
						30		20		24		30					
								21		27		31					
								22									
								27									
								29									
								30									

I, the undersigned, have read and agree to comply with the Market Guidelines and Booking Form for the Paihia Village Green Art & Craft Market Days 2019/20 Season.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## **Agreement for Bay of Islands Farmers' Market on the Paihia Village Green for Five years, 2018-2023 Season inclusive.**

1. In order for the Bay of Islands Farmers' Market to run on the Village Green, they will have to comply with the Authentic Farmers' Market using the rules of the FMNZ, which fits in with the principles of the Council's Village Green Management Plan.
2. The Farmers Market will operate every Thursday afternoon (unless it falls on Christmas Day) on the Paihia Village Green; with the option to negotiate any other times if necessary.
3. The BOIFG Inc. will manage the bookings and notify FPCT at the end of each month the number of attendees via email. FPCT will then invoice the BOIFG Inc. monthly, at \$7.50 incl GST per stall, per day. Fees will be reviewed prior to the start of each season.
4. Stall holders are permitted to leave their vehicles on the Green, noting that this meets with Health and Safety regulations of the Market;
5. Entry to the Village Green on Market Days is from 12pm and concludes at 6pm. As the Green may be used in the morning, please ensure that stall holders do not set up prior to this time. Entry gate is to be kept locked from 1pm-4pm once the stall holders have entered, so that the public does not park on the Green.
6. On cruise ship days, the Art & Craft market is on the Green (limited to 36 stalls). The Market Site Manager (currently Kathy Mortimer) will liaise with the Bay of Islands Farmers' Market Coordinator regarding layout, to ensure safety and cohesion with the two markets.
7. Any correspondence should be directed to the FPCT Coordinator.
8. Village Green entrances and walkways are to be kept clear at all times,
9. Village Green picnic tables and seats are not to be used by the site holders. Stalls, including guy ropes, must be 2 metres from the park furniture.
10. Rubbish and litter are 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.
11. The Market must alternate its position and layout on the Green in order to protect the grass.
12. No refunds or credits will be given in any circumstance.
13. The onus to prove this contract is fulfilled is on the BOIFG Inc.
14. FPCT reserves the right to ask the Bay of Islands Farmers' Market Coordinator to immediately remove any stall holder not abiding by these rules.
15. As per clause 3, fees will be reviewed annually and the overall Lease Agreement reviewed prior to the 2024 season.

Signed

Date

Chairperson, FPCT

Chairperson, BOI Farmers Market Inc.

## COMMUNITY BOARD MEMBER'S REPORT

**Report to:** Bay of Islands-Whangaroa Community Board  
**Member Name:** Lane Ayr  
**Subdivision:** Kerikeri Subdivision  
**Date:** September 2019 – January 2020

### Meetings

Date	Meeting
23/09/2019	Bay of Islands-Whangaroa Community Board Meeting – Paihia
23/10/2019	BBC – Kaikohe
04/11/2019	Bay of Islands-Whangaroa Community Board Inaugural – Cornerstone Church, Kerikeri
12/11/2019	Disability Action Group meeting - Red Cross Hall, Kerikeri
14/11/2019	Standing Orders Workshop - Kaikohe
14/11/2019	Friends of Rolands Wood – Kerikeri
20/11/2019	Waipapa Hall – Waipapa
27/11/2019	Bay of Islands-Whangaroa Community Board Ward Tour
28/11/2019	Friends of the Domain – Kerikeri
03/12/2019	LGNZ – Kaikohe
09/11/2019	Meeting with Mr Johnston re Ross Kemp Place
14/01/2020	Meeting with Member Mills

### Issues

- Continued concern in regard to the impact of Cruise Ships and the potential damage to the core tourist income sectors e.g. Accommodation, Food. It may be interesting to note current occupancy rates.
- The impact of bus tours on public facilities including traffic with little or no benefit for local communities.
- Lack of any provision of marine facilities to service the massive growth in trailer boats in the Bay area. FNH appears to only be interested in funding commercial activities.
- There has and continues to be significant growth in the Kerikeri/BOI area and a large proportion of these new residents move here to participate in marine/boating activities, it appears that there have been no new facilities provided in the past 30 years, some older facilities have been upgraded. Marine facilities should be treated no differently than any other infrastructure.
- The need for the Council to prioritize the requirements for the aging population, who's normal demographic is being skewed by the large number of "Retirement Villages" being built and expanded in the Kerikeri area.

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**Resource Consents**

- Non received. Not sure if the process of sending RC's to Community Board has been cancelled, if so could we please have written confirmation.

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**Requests for Service/Information**

RFS submitted re footpaths on Mission Road. Have received verbal response re part of the RFS.

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**In progress**

- Basketball Court
- Windsor Landing (Current information obtained from newspaper no formal response to Community Board from Far North Holdings or Far North District Council)
- Ross Kemp Place re reserve

The Kerikeri Domain including the Pavilion is of great importance to the Kerikeri Community. As the Council is unable or unwilling to share the process and or the "plan" with the Community Board, I am informing all parties with which I am in contact with not to seek information from the CB. Until the Council delegates the Domain to the CB which I do not believe will happen, there is no point in the Board or its members being involved. The fact that the Council has already formed a Trust would indicate that they (FNDC) have a plan and will maintain their control. I had expected much more transparency from this new Council

**COMMUNITY BOARD MEMBER'S REPORT**

**Report to:** Bay of Islands-Whangaroa Community Board  
**Member Name:** Manuela Gmuer-Hornell  
**Subdivision:** Opuia-Russell  
**Date:** October 2019 – January 2020

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**Meetings**

Date	Meeting
23/10/2019	Inductions/Strategic Plan Workshop - Kaikohe
04/11/2019	Bay of Islands-Whangaroa Community Board Inaugural Meeting – Cornerstone, Kerikeri
14/11/2019	Standing Order and Political Decision-Making Workshop - Kaikohe
25/11/2019	Robertson Street Russell Ratepayers
01/12/2019	SOS - Save Opuas Soul
09/12/2019	Bay of Islands-Whangaroa Community Board Meeting – Totara North
4/01/2020	Russell Town Meeting – Helicopter Landing Resource Consent

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**Issues**

See "in progress"

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**Resource Consents**

Nil

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**Requests for Service/Information**

Nil

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**In progress**

- Roberston Street Stormwater Project to be completed
- Opuia Resource Consent non notified for development Franklin St/Kellet St
- Carpark for Oasis Community Centre – this has been ongoing since 2018
- Coastal Track - Te Araroa - Opuia to English Bay Closure - RFS 3990249
- Russell Commercial Helicopter Landing Resource Consent Application – non notified
- Lack of rubbish collection point and recycling collection during peak season around Russell Wharf (owned by FNHL) and along Long Beach

**COMMUNITY BOARD MEMBER'S REPORT**

**Report to:** Bay of Islands-Whangaroa Community Board  
**Member Name:** Bruce Mills  
**Subdivision:** Whangaroa  
**Date:** 23 October 2019 – 8 January 2020

**Meetings**

<b>Date</b>	<b>Meeting</b>
23/10/2019	Induction/Strategic Plan Workshop – Kaikohe
23/10/2019	Whangaroa Recreational Trust (Community Pool) AGM - Kaeo
30/10/2019	Whangaroa Community Trust - Kaeo
31/10/2019	Bay of Islands-Whangaroa Coffee meeting
04/11/2019	Bay of Islands-Whangaroa Community Board Inaugural – Cornerstone, Kerikeri
05/11/2019	Whangaroa Memorial Hall AGM
09/11/2019	Whangaroa Village INC AGM
11/11/2019	Armistice Day Commemoration - Kaeo
14/11/2019	Standing Order and Political Decision-Making Workshop - Kaikohe
20/11/2019	Whangaroa Community Trust - Kaeo
20/11/2019	Launch of Memorial Hall sound system and screen - Impressive
20/11/2019	Whispers
22/11/2019	Phone call with FNDC regarding many RFS
22/11/2019	NZTA and Kaeo River Liaison and Iwi regarding water flows and the new SH10 bridge
25/11/2019	Met resident at Kent Street regarding long standing RFS over signage
27/11/2019	Bay of Islands-Whangaroa Bus Tour
27/11/2019	Whangaroa Community Trust - Kaeo
03/12/2019	Whangaroa Memorial Hall meeting
06/12/2019	Whangaroa College prizegiving
07/12/2019	Kaeo Christmas Parade – laid back format and great turn out
09/12/2019	Bay of Islands-Whangaroa Community Board meeting - Totara North
16/12/2019	Revamp Picnic Tables at Kaeo Community Pool
19/12/2019	Whangaroa Community Trust
08/01/2020	Development of the cycle way/walking track with Healthy Homes at the Runanga

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**Issues**

- Omaunu Road - dangerous state and frustrated with the lack of progress with this issue.
- Lake Manuwai – huge usage with existing portaloos not keeping up with demand.
- Advice to ratepayers of RFS system.

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**Resource Consents**

Nil

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**Requests for Service/Information**

RFS 3978357	17/10/2019 - Lights in Kaeo – ongoing.
RFS 3978369	17/10/2019 - Kent Street parking sign.
RFS 3978367	17/10/2019 - Omaunu Road flood markers – unsatisfactory.
RFS 3981165	05/11/2019 - Request for rural road standard – even after further requests (written and verbal) nothing.
RFS 3986001	05/11/2019 - Lake Manuwai portaloos over flowing and bollards locked with 45 kids, 15 cars. Next day was similar with at least 130 kids and parents.
RFS 3981165	05/11/2019 - Kitama Grader tried but failed to grade contentious portion of Omaunu Road but got a big sharp rock puncture through the 'commercial tyre'.
RFS 3978367	17/10/2019 - Flood markers substandard.
RFS 3987723	17/10/2019 - Totara North Boat Ramp car parking years later and still no road marking. Signage to direct overflow to old mill site car park.

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**In progress**

- Department of Conservation land at Patrick's Point, Whangaroa and the development of this unique setting on the harbor.

**COMMUNITY BOARD MEMBER'S REPORT**

**Report to:** Bay of Islands-Whangaroa Community Board  
**Member Name:** Frank Owen  
**Subdivision:** Bay of Islands-Whangaroa  
**Date:** 01 November 2019 – 20 January 2020

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**Meetings**

<b>Date</b>	<b>Meeting</b>
04/11/2019	Bay of Islands-Whangaroa Community Board meeting – Cornerstone, Kerikeri
27/11/2019	Bay of Islands-Whangaroa Community Board Ward Tour
02/12/2019	Community Board Induction - Kaikohe
09/12/2019	Bay of Islands-Whangaroa Community Board meeting – Totara North

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**Issues**

- Discussions with Chair of Quail Ridge Residents Association - re street names within Quail Ridge.
- 

**Resource Consents**

Nil

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**Requests for Service/Information**

Nil

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**In progress**

- Ongoing discussions with Cancer Society Northland re Services within Northland and assistance with fund raising activities.
- Discussions with the Heart Foundation seeking a Kerikeri Co-ordinator for their Annual Appeal.
- Enquiry re improvements to the intersection of Rainbow Falls Road and Waipapa Road. *To be followed up.*

**COMMUNITY BOARD MEMBER'S REPORT**

**Report to:** Bay of Islands-Whangaroa Community Board  
**Member Name:** Manuwai (Pronounced Mah Noo Why) Wells  
**Subdivision:** Moerewa Kawakawa  
**Date:** January 2020

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Tena koutou,

I hope the kumara you voted for were elected! Thank you to everyone who participated, candidates and voters, nga mihi.

For those of you out there who may not know me, my name is Manuwai Wells. My Dad was George Wells, he grew up in Punaruku with his parents Joe Wells and Mihi TeRina Piripi before moving to Moerewa at age 16 to work for the P & T (Post and Telegraph). He later married our mum Maria Kawiti, moving on to Waiomio to live with her and her parents- Te Tawai Kawiti and Matekino Wynyard, before settling to raise me and my sisters Wanda and Tracey in our whanau home here in Kawakawa.

Our role as board members centre around being effective connectors and conduits between our communities and council (and vice versa). We have been asked to file regular reports on our activities- with an aim to provide insight, understanding, accountability and transparency to the people in our subdivision and the wider Bay of Islands-Whangaroa ward.

This month's report will begin with a review of the previous term and end with a brief outline of the aspirations identified for the current term. To keep things user focussed and friendly- meeting attendance and request for service items for January will be included as part of next month's report in the March agenda.

What I did

I was by-elected on to the Bay of Islands-Whangaroa Community board in the last half of the previous term, representing the Kawakawa Moerewa subdivision from May 2018 to September 2019. During this time, most of my elected member mahi focused on:

1. Receiving rate payer/resident grievances
2. Helping people understand what local government is and what it does
3. Following up on unresolved Request for service (RFS) items
4. Attending community events and hui, board hui and workshops
5. Reviewing community grant funding applications

I was also tasked to progress the following:

1. Look into how CCTV footage gathered in Kawakawa is monitored and managed
2. Support correct pronunciation of our Maori words and place names
3. Look into pathways for building capacity and succession into roles like board chair
4. Look into extending the current Kawakawa Library opening hours (M to F, 8.30-4.30) to include a late night or weekend day so families can access library services outside of regular working hours.

Update:

1. CCTV: The Kawakawa Moerewa Police Advisory Group, Local Police and the Kawakawa Business Association have been working on funding applications and plans to upgrade and link into the Kaitaia CCTV monitoring system based at the Kaitaia Police Station. This upgrade was partially and conditionally funded by our board in 2019, with additional funding being sought via an application to the Proceeds of crime fund.

2. Correct pronunciation of our Maori words and place names: Councillors and Community Board Members are still mispronouncing our common words and names like Waitangi (often mispronounced Why Tang E, instead of Why Tah Ngee); Waipapa (said Why Pap Ah instead of Why Pah Pah), Kaikohe (said Kai Caghey instead of Kai Caw Heh), Hokianga (said Hokey Ang Ah instead of Haw Key Ah Ngah) or a failure to roll the R's in Kerikeri. It has been an observation that people invest time and effort where they perceive value. If elected members do not value our maori words and names, no individual time or effort will be put into correct pronunciation.

3. Building capacity and succession. After a year and a half of discussing this item in relation to exploring the option of an annual rotation of our chairperson role, our new board resolved to try annual rotation, voting in a chair and deputy chair for one year until October 2020.

4. Extension of Kawakawa Library opening hours. After repeated requests and a lot of work by council staff, Kawakawa Library opening hours were extended in July 2019, to include Saturdays 9am-1pm.

#### What I learned

People do not trust council.

Attempting to be a connector/conduit in an environment where there is little or no trust, and where council is often perceived as an organisation that "takes things away" from people without clearly communicating when it will happen and why- has been a challenge.

In the May 2018 by-election, our Kawakawa-Moerewa ratepayers and residents were able to special vote and ballot box vote at the Kawakawa service centre inside the Kawakawa Library. A year and a half later, during the October 2019 elections, Kawakawa-Moerewa ratepayers and residents went to the Kawakawa service centre again. This time they were turned away and told they had to travel to Kerikeri or Kaikohe centres to vote.

Coming from one of the most impoverished subdivisions in our ward and district (one where people sacrificed money put aside for groceries and living costs to travel at the last minute, to Kerikeri and Kaikohe to vote), the most significant thing I learned in the last term was that sometimes, council will take things away, and when it does this without warning and clear connective communication, the lack of trust felt in our community is earned.

The most significant thing our community learned in the last term was that here in the far north district, voting is a privilege, not a right.

#### Goals/Aspirations for the new term 2019-2022

1. Improve internal and external board relationships and communications
2. Continue building capacity and succession via annual chair rotation
3. Edit and refine the board's strategic plan
4. Contribute to the board's submissions to the Remuneration authority and Council's Annual and Long-term plans
5. Find ways to make our people feel more welcome at council

I'm excited for the fresh outlook and opportunities a new term has to offer. I'm looking forward to achieving the goals we set and sharing more of our identity and way of life with elected members, council staff and all of you out there over the next three years.

Nga mihi o te tau hou, Manuwai

**COMMUNITY BOARD MEMBER'S REPORT**

**Report to:** Bay of Islands-Whangaroa Community Board  
**Member Name:** Councillor Kelly Stratford  
**Subdivision:** Bay of Islands-Whangaroa District  
**Date:** 20 January 2020

**Meetings**

<b>Date</b>	<b>Meeting</b>
11/10/2019	Passchendaele Service - Whangaroa Hall, Kaeo
16/10/2019	Police Advisory Group Hui - Kawakawa Fire Station
18/10/2019	Te Ahuareka Festival - Otiria Marae
22/10/2019	Hiwa-i-te-rangi, (Teen parent unit, mentor korero) - Kaikohe
24/10/2019	Ngati Hine FM Te Reo Maori Festival hui - Te Pokapu Kawakawa
25/10/2019	Site visit, Simson Park Moerewa (Lighting)
30/10/2019	Meeting with NZME re advertorial in Kawakawa
31/10/2019	Powhiri for Council & inaugural meeting - Kaikohe Chambers
4/11/2019	Powhiri for BOI-Whangaroa Community Board & inaugural meeting - Kerikeri
5/11/2019	Ngati Hine FM Te Reo Maori Festival hui - Te Pokapu, Kawakawa
6/11/2019	Kawakawa Community Plan working group - Te Pokapu
8/11/2019	Tuia 250 Waikare Commemorations
9/11/2019	Tuia 250 Waitangi Family Fun Day and workshops
11/11/2019	Whangaroa Village Issues & Armistice Service - Kaeko
12/11/19	Disability Action Group (DAG) - Red Cross, Kerikeri
13/11/2019	Moerewa Pedestrian Crossing Hui - Pure Bliss Cafe
15/11/2019	QRC Graduation - Waitangi Golf Club
	Sport Northland Far North Awards - Turner Centre Kerikeri
18/11/2019	Matawhi Bay concerns & Russell WWTP site visit
19/11/2019	Council meeting followed by workshop - Kaikohe Chambers
	Kawakawa Christmas & Ngati Hine FM Te Reo Festival hui
25/11/19	Robertson Street Russell
27/11/2019	Bay of Islands-Whangaroa Community Board ward tour
03/12/2019	Kawakawa Christmas & Ngati Hine FM Te Reo Festival hui
04/12/2019	Speed limits bylaw hearing - Kaikohe Chambers
05/12/2019	Paihia WWTP site visit
07/12/2019	Kawakawa Christmas Parade

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09/12/2019	Northland Forward Together - Whangarei
10/12/2019	Dusty roads hui, Otaua Marae - Hokianga
16/12/2019	Regional Land Transport Committee - Whangarei
17/12/2019	Meeting with resident re roading concerns in Moerewa
19/12/2019	Council Meeting, Te Ahu Centre - Kaitaia
20/12/2019	Meeting with resident re Kawakawa rating - 39 Gillies Café
07/01/2020	Whangaroa Walking Tracks hui, Healthy Families - Kaeo
09/01/2020	Meeting with resident re Kawakawa concerns
15/01/2020	Waste minimization hui, Kaipatiki Roadway - Haruru
16/01/2020	Meeting with staff re carpark & easements issue - Kawakawa

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### Issues

- Simson Park lights on league field. They will be installed before winter 2020.
- Island on State highway 1 Moerewa, doing what it was meant to do and pleasing most, but having adverse effects on an elderly member of community. NZTA are addressing concerns.
- Robertson St Russell – a stormwater issue that is outside of not only budget, but project management timelines. Council decision last year, was to do in two stages. Stage 1 is complete. Stage 2 will be programmed with the new LTP.
- Opuia – Paihia Walking Track closure
- House build planning breach, Chapel Street, Russell
- Water restrictions

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### Resource Consents

Nil

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### Requests for Service/Information

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### In progress

## 6.2 ROAD NAMING - 66E WAIPAPA RD, KERIKERI

**File Number:** A2714976

**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 public road.

### EXECUTIVE SUMMARY

Council has received a Road Naming application to name a public road addressed at 66E Waipapa Road, Kerikeri. Community Boards have delegated authority to name public roads.

### RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a public road, Matau Place which is currently addressed at 66E Waipapa Road, Kerikeri as per map A2714875.**

### 1) BACKGROUND

Warren and Janeane Wright of Cape View Ltd have advised that this is a public road created by a sub-division addressed at 66E Waipapa Road, Kerikeri. Community Boards have delegated authority to name private roads. The reason for the name choice is outlined below.

*The name Matau means 'On the right side' or 'right' in Maori and represents how we feel about the land. It is the right place for us. It has been right for us for over ten years and still feels right. It faces north and therefore also offers to any future tenants of the land the right place for them to live as it does now for our parents Ian and Elaine Wright.*

*The name Katau is a variation of the first choice Matau. We researched and thought about this process, the Maori word for right is still what sits best for us and how we feel about this place and this location, it is right!*

*The name Kaimahi means 'Worker' and this represents what the whole family have been. The Wright family have worked hard to achieve the best results for this piece of land and in fact, have worked hard to get to this position.*

The background for these names is given also as per the Road Naming application attached (A2714874).

### 2) DISCUSSION AND OPTIONS

Their suggestions in order of preference are as follows:

1. Matau Place
2. Katau Place
3. Kaimahi Place

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 Council. The costs for road signage and installation will be met by the developer.

**ATTACHMENTS**

1. 66E Waipapa Road, Kerikeri - Road Naming Application - A2714874 [↓](#) 
2. 66E Waipapa Road, Kerikeri - Road Naming Map - A2714875 [↓](#) 
3. 66E Waipapa Road, Kerikeri, Road Naming Schedule - A2714918 [↓](#) 
4. 66E Waipapa Road, Kerikeri, Iwi Approval - A2714983 [↓](#) 

**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.	Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (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: Warren and Janeane Wright  
 Organisation: Capeview Farm Ltd.  
 Postal Address: 1636 Te Rahu Road Te Anau.  
 Phone: 021 883 753 → Mobile: 020 410 333 98 - W.  
 Email: janeane.wright@gmail.com

ROAD LOCATION	
Address: <u>66E Waipapa Road Kerikeri</u>	
Legal Description: <u>Lot 1 DP 382140</u>	
Resource Consent Application Number: <u>RC 2170400</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 checked="" type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>Natau Place</u>
	Second Choice: <u>Katau Place</u>
	Third Choice: <u>Kaimahi Place.</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>	

*Please see separate attachment.*

Capeview Farm Ltd      Lot 1 DP382140

RC2170400

**Proposed Road Name:**

**First Choice:    Matau Place**

We have chosen this name, Matau Place, as for us this word that means "on the right side" or "right" in Māori represents how we feel about the land. It is the right place for us, it has been part of us now for over ten years and still feels right. It faces north and therefore also offers to any future tenants of the land the right place for them to live, as it does now for our parents Ian and Elaine Wright.

**Second Choice: Katau Place**

Our second choice is a variation of our first choice Matau. As we have researched and thought about this process the Māori word for right is still what sits best for us and how we feel about this place, this location ... it is right!

**Third Choice:    Kaimahi Place**

This is our third choice as a "worker" represents what the whole family have been. The Wright family have worked hard to achieve the best results for this piece of land. And in fact have worked hard to get to this position. They are themselves workers!.

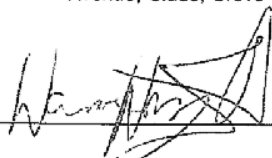
Thank you for considering these options.

**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

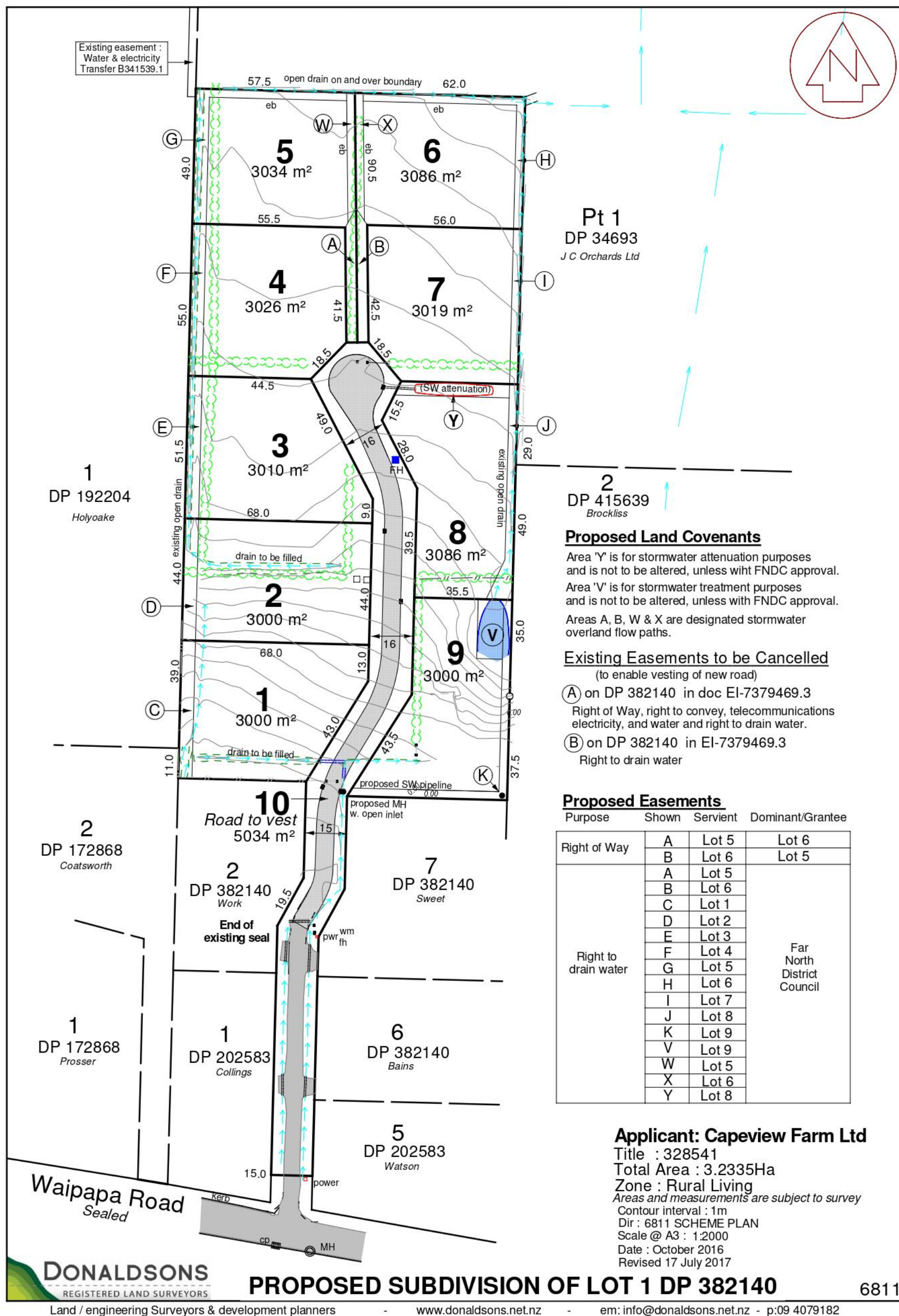
**The following are suitable suffixes for private roads and private ways categorised into particular road types:**

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:  7 June 2019

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 (Public Road) - 4th November 2019						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Public Road created by subdivision addressed at 66E Waipapa Rd, Kerikeri	First Preference	Matau PI	1	Means 'On the right side' or 'right' in Maori and represents how we feel about the land. Its is the right place for us. It has been right for us for over ten years and still feels right. It faces north and therefore also offers to any future tenants of the land the right place for them to live as it does now for our parents Ian and Elaine Wright		Matau Place
	Second Preference	Katau PI	1	A variation of our first choice Matau. We researched and thought about this process, the Maori word for right is still what sits best for us and how we feel about this place and this location, it is right!		
	Third Preference	Kaimahi PI	1	Means 'Worker' and this represents what the whole family have been. The Wright family have worked		

**From:** Nora [mailto:nora.rameka@xtra.co.nz]  
**Sent:** Wednesday, 16 October 2019 11:50 a.m.  
**To:** Selina Topia  
**Subject:** Re: Capeview Farm RC2170400

Kia ora Selina, The named you suggested I tautoko ages ago. Nora

Sent from my iPhone

On 15/10/2019, at 7:40 PM, Selina Topia <Selina.Topia@fndc.govt.nz> wrote:

Tena Koutou,

As I have not heard back from Nora and this report is almost due for a new Road Name, can someone please assist on approval for these suggested road names in the application form attached

Thank you,  
Regards,

**Selina Topia**  
Customer Service Administrator (Roading)

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029  
DDI +6494015673 | M 09 401 5673 | E Selina.Topia@fndc.govt.nz

<image003.png>

**From:** Selina Topia  
**Sent:** Wednesday, 25 September 2019 10:46 a.m.  
**To:** nora.rameka@xtra.co.nz  
**Cc:** jeneanewright@gmail.com  
**Subject:** FW: Capeview Farm RC2170400

Tena Koe Nora,

Can you please advise if the names attached in the application will be appropriate for the area in which the customer has indicated.

Nga mihi nui,  
**Selina Topia**

Customer Service Administrator (Roading)

Infrastructure & Asset Management, Far North District Council | 24-hour Contact Centre 0800 920 029  
DDI +6494015673 | M 09 401 5673 | E Selina.Topia@fndc.govt.nz

<image001.png>

**From:** Janeane Wright [mailto:janeanewright@gmail.com]  
**Sent:** Wednesday, 25 September 2019 10:34 AM  
**To:** Selina Topia  
**Subject:** Capeview Farm RC2170400

Hi Selina

I was good to talk to you this morning and to be able to clarify what further information was needed. It was definitely much easier and clearer to have a conversation about it, thank you.

Please find attached the application form for the Road naming and I have now added a separate page outlining our reasoning for the our name choices and the significance of them.

If there is any further information require please let me know.

Thank you

Kind regards

<image002.jpg>

Ph: 021 883753

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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki  
Ph. 09 401 5200 | Fax. 09 401 2137 | Email. [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)  
Address: Memorial Avenue, Private Bag 752, Kaikohe 0440, New Zealand

Please consider the environment before printing this email.

<Road naming application RC2170400.pdf>

**6.3 ROAD NAMING: 236 TIPENE TABLELANDS RD - KAURI CLIFFS DRIVE****File Number: A2817739****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 public road and a private right-of-way.

**EXECUTIVE SUMMARY**

- Council has received a road naming application by way of subdivision to name a private road and a right-of-way addressed at 236 Tipene Tablelands Road, Kaero.
- Community Boards have delegated authority to name private roads and right-of-way's (ROW).

**RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road and a right-of-way, that is currently addressed at 236 Tipene Tablelands Road, Kaero as per map A2817629.**

- a) Private Road to be named Kauri Cliffs Drive.**
- b) Right-of-way to be named Cape Brett Way.**

**1) BACKGROUND**

Donaldson Surveyors is applying on behalf of Waiaua Bay Farm for the naming of the private road and right-of-way addressed at 236 Tipene Tablelands Road, Kaero.

Community Boards have delegated authority to name private roads and right-of-way's (ROW). The reason for the name choice is outlined by the applicant under Discussion and Options below.

**2) DISCUSSION AND OPTIONS**

Waiaua Bay Farm is requesting the following names:

- **Road 1** – Kauri Cliffs Drive – this private road is the main entry into Kauri Cliffs Golf Course and Lodge. It is a natural choice for a name.
- **Road 2** – Cape Brett Way – this right-of-way is off the main entry and is the preferred name because all the allotments are having a view of Cape Brett.

The Infrastructure and Asset Management team has no objections to the 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. It therefore meets the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standards (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 signs (blue on white background name blade). The cost for the road signage and installation will be met by the developer with ongoing future maintenance of these private roads the responsibility of the developer.

**ATTACHMENTS**

1. 236 Tipene Table Lands Rd, Kaeo application Form - A2817630 [↓](#) 
2. 236 Tipene Table Lands Rd, Kaeo - email suggesting names - A2817672 [↓](#) 
3. 236 Tipene Table Lands Rd, Kaeo - Maps with email trail - A2817629 [↓](#) 

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The naming of the main road and right of way 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 and the Australian/New Zealand Addressing Standards (AS/NZS – 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 has 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 names signs will be met by the developer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



## Application for road naming or renaming

GENERAL INFORMATION
<ul style="list-style-type: none"> <li>Proposed names are to be submitted for <b>new roads in subdivisions</b> to Infrastructure &amp; Asset Management Department with the application for resource consent.</li> <li>Proposed names are to be submitted (in writing) for <b>existing legal but unnamed roads</b>, to the Administration Officer, Infrastructure &amp; Asset Management Department.</li> <li>Proposed road <b>renamings</b> are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.</li> <li>The proposed names will be checked against Council's Roading database to avoid duplication.</li> <li>Liaise with the iwi when using Maori names and provide supporting document of their approval.</li> <li>Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection</li> <li>A background to the names, their origins and their link with the area is to be supplied</li> <li>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</li> <li>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</li> <li>Where more than one road is being created in a subdivision, a common theme is recommended for road names</li> <li>Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).</li> <li>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</li> <li>If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure &amp; Asset Management Department.</li> </ul>
APPLICANT DETAILS
<p>Applicant/Developer Name: <u>WAIKUA BAY FARM</u></p> <p>Organisation: <u>9/ DONALDSONS SURVEYORS</u></p> <p>Postal Address: <u>P.O. Box 211 Kerikeri</u></p> <p>Phone: <u>09-4079182</u> Mobile: _____</p> <p>Email: <u>bob@donaldsons.net.nz</u></p>

ROAD LOCATION	
Address:	236 Tipene Tablelands Road, Kaeo
Legal Description:	Lot 4 DP 50234
Resource Consent Application Number:	2180183
Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input checked="" type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: KAURI CLIFFS DRIVE
	Second Choice:
	Third Choice:
Road 2	First Choice: CAPE BRETT WAY
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	
<p><u>Kauri Cliffs drive</u> is the main entry into the Kauri Cliffs Golf course and Lodge. It is a natural choice for a name.</p> <p><u>Cape Brett way</u> is thus named because all 15 allotments view Cape Brett.</p>	

**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.

Attached is email from Jay Robertson suggesting the two names.

**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

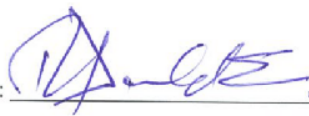
**The following are suitable suffixes for particular road types:**

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

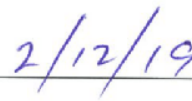
**The following are suitable suffixes for private roads and private ways categorised into particular road types:**

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: \_\_\_\_\_



Return Application to Postal: Far North District Council   or   Email: [roadingalliance@fndc.govt.nz](mailto:roadingalliance@fndc.govt.nz)  
Private Bag 752  
KAIKOHE 0440

**Bob Donaldson**

---

**From:** Ant Beale <[abeale@rcp.co.nz](mailto:abeale@rcp.co.nz)>  
**Sent:** Monday, 2 December 2019 8:33 AM  
**To:** Bob Donaldson  
**Subject:** Kauri Cliff - road names

Bob, Please see the road names below as requested.

Can you get these to the relevant people so Spark can hopefully get the green light to install the final fibre run.

Regards

Ant

---

**From:** Jay Robertson | Robertson Lodges <[jay@robertsonlodges.com](mailto:jay@robertsonlodges.com)>  
**Sent:** Friday, 29 November 2019 1:30 PM  
**To:** Peter Neven <[peter.neven@contra.co.nz](mailto:peter.neven@contra.co.nz)>  
**Cc:** Ant Beale <[abeale@rcp.co.nz](mailto:abeale@rcp.co.nz)>  
**Subject:** road names

Peter,

Thank you for your time today.

Lets go with the following names:

Main Road – Kauri Cliffs Drive  
Subdivision Road – Cape Brett Way

Many thanks

JAY ROBERTSON  
Chief Executive Officer | Robertson Lodges  
E [jay@robertsonlodges.com](mailto:jay@robertsonlodges.com) M +64 21 875 512

**Bob Donaldson**

---

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**Sent:** Monday, 2 December 2019 8:33 AM  
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Can you get these to the relevant people so Spark can hopefully get the green light to install the final fibre run.

Regards

Ant

---

**From:** Jay Robertson | Robertson Lodges <[jay@robertsonlodges.com](mailto:jay@robertsonlodges.com)>  
**Sent:** Friday, 29 November 2019 1:30 PM  
**To:** Peter Neven <[peter.neven@contra.co.nz](mailto:peter.neven@contra.co.nz)>  
**Cc:** Ant Beale <[abeale@rcp.co.nz](mailto:abeale@rcp.co.nz)>  
**Subject:** road names

Peter,

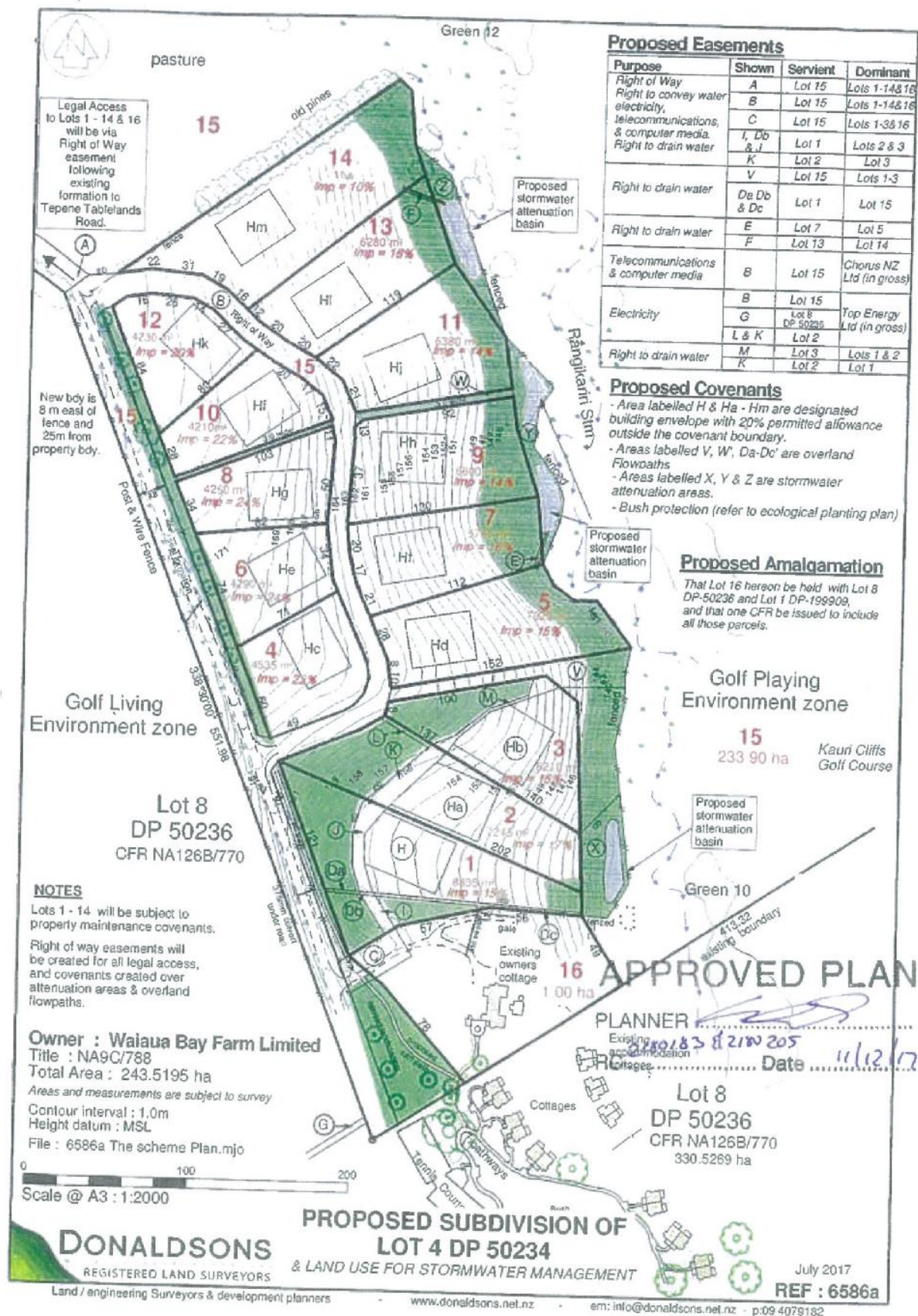
Thank you for your time today.

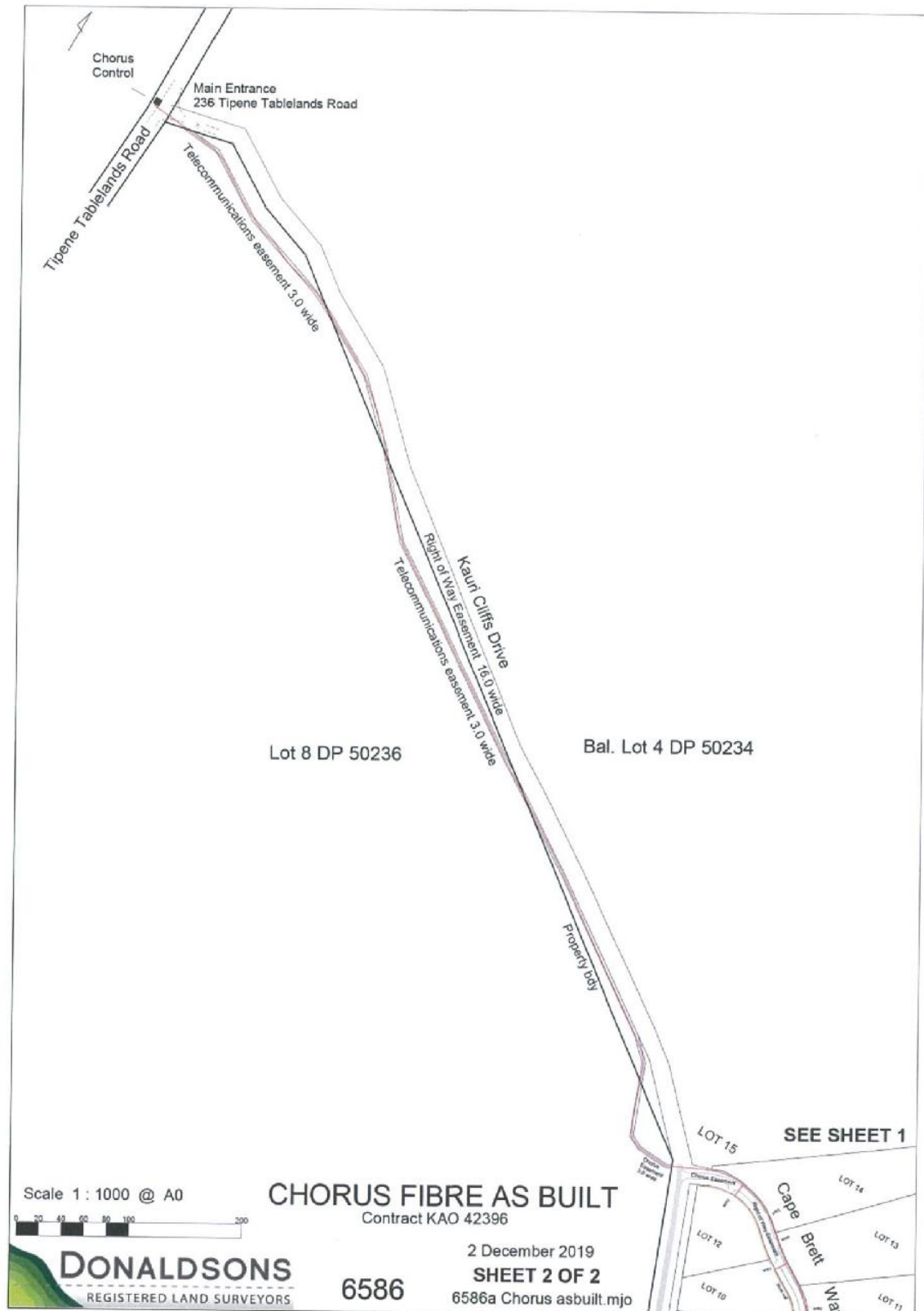
Lets go with the following names:

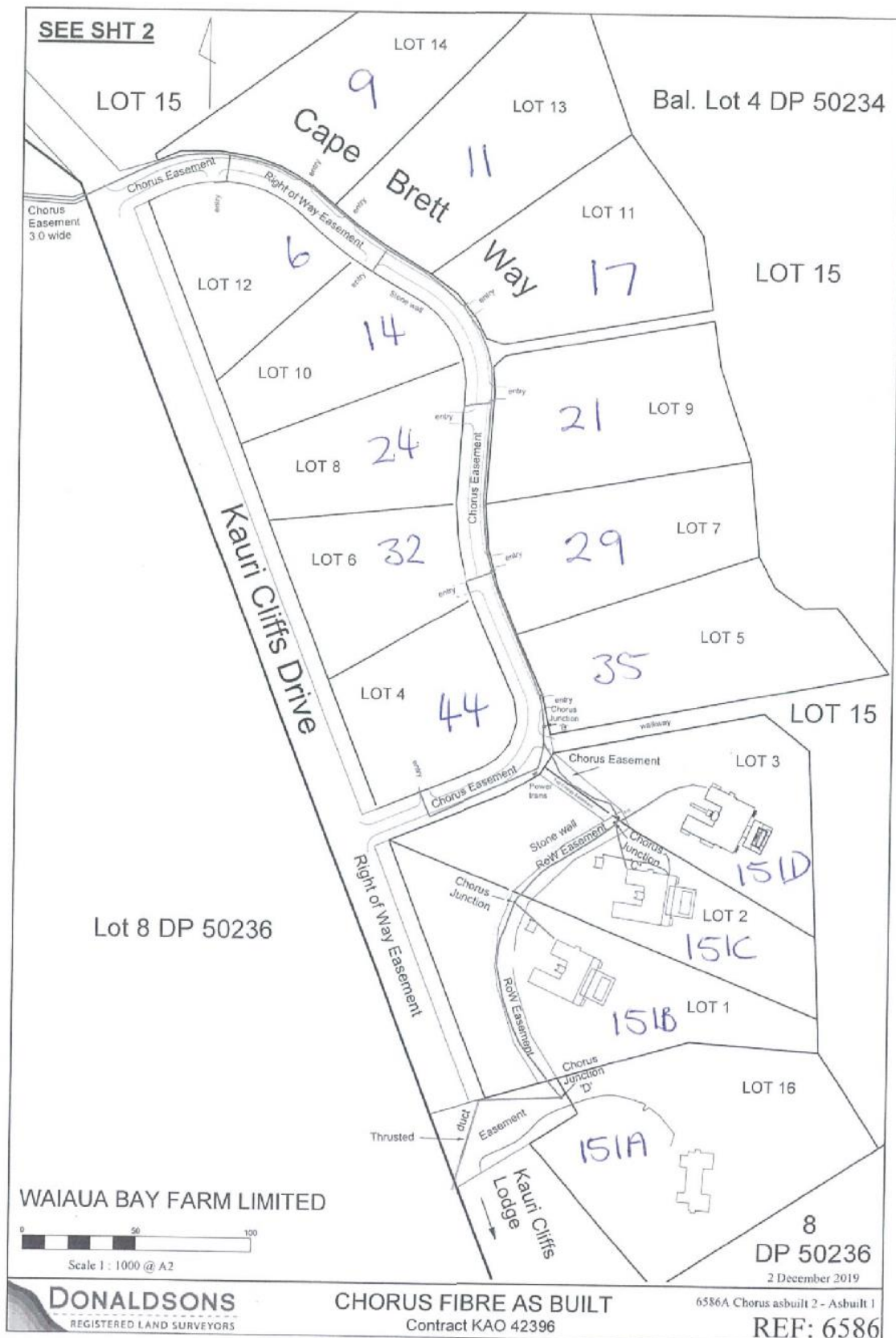
Main Road – Kauri Cliffs Drive  
Subdivision Road – Cape Brett Way

Many thanks

JAY ROBERTSON  
Chief Executive Officer | Robertson Lodges  
E [jay@robertsonlodges.com](mailto:jay@robertsonlodges.com) M +64 21 875 512







**Bob Donaldson**

---

**From:** Bob Donaldson <info@donaldsons.net.nz>  
**Sent:** Monday, 2 December 2019 2:49 PM  
**To:** Develop (develop@chorus.co.nz)  
**Subject:** FW: KAO 42396 Waiaua Bay Farm, 236 Tipene Tablelands Road, Kaeo  
**Attachments:** 02122019135855-0001.pdf

---

**From:** Bob Donaldson [<mailto:info@donaldsons.net.nz>]  
**Sent:** Monday, 2 December 2019 2:35 PM  
**To:** 'development@chorus.co.nz'  
**Cc:** 'Ant Beale' ([abeale@rcp.co.nz](mailto:abeale@rcp.co.nz))  
**Subject:** KAO 42396 Waiaua Bay Farm, 236 Tipene Tablelands Road, Kaeo

Reid

In reply to your email of 29 Nov 2019 please find the approved numberings  
Bob

**DONALDSONS**

Surveyors & Planners  
90 Kerikeri Road  
P.O.Box 211 Kerikeri  
New Zealand 0245  
Pho : (64) (9) 4079182  
[www.donaldsons.net.nz](http://www.donaldsons.net.nz)

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**From:** Robyn Bishop [<mailto:Robyn.Bishop@fndc.govt.nz>]  
**Sent:** Monday, 2 December 2019 2:11 PM  
**To:** 'Bob Donaldson'  
**Subject:** RE: RAPID numbers for Kauri Cliffs

Good afternoon Bob,

I have attached a map of the proposed numbering plan for RC 2180205 subdivision.  
Please note these numbers will be invalidated if the road names are not approved by the Community Board.  
These numbers will come into effect in our database when the road names are approved.

I am happy to number the existing buildings at Kauri Cliffs, if I receive a clear plan, identifying the road extent and which buildings need numbering.  
Please identify

I have numbered Cape Brett Way as per the attached map and as follows

Lot 4 – 44 Cape Brett Way  
Lot 5 – 35 Cape Brett Way  
Lot 6 – 32 Cape Brett Way  
Lot 7 – 29 Cape Brett Way  
Lot 8 – 24 Cape Brett Way  
Lot 9 – 21 Cape Brett Way  
Lot 10 – 14 Cape Brett Way  
Lot 11 – 17 Cape Brett Way  
Lot 12 – 6 Cape Brett Way

Lot 13 – 11 Cape Brett Way  
Lot 14 – 9 Cape Brett Way

I have numbered Kauri Cliffs Drive as follows  
Lot 16 – 151A Kauri Cliffs Drive  
Lot 1 – 151B Kauri Cliffs Drive  
Lot 2 – 151C Kauri Cliffs Drive  
Lot 3 – 151D Kauri Cliffs Drive

Please identify any issues you can see with the numbering including if Kauri Cliffs Drive ends at 15D. If so I will update the numbering to reflect this.

Have a great day.



Robyn Bishop  
Property Information Officer

Corporate Services, Far North District Council | 24-hour Contact Centre 0800 920 029  
DDI +649 401 5564 | [Robyn.Bishop@fndc.govt.nz](mailto:Robyn.Bishop@fndc.govt.nz)  
[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)

---

**From:** Bob Donaldson [<mailto:info@donaldsons.net.nz>]

**Sent:** Monday, 2 December 2019 12:00 p.m.

**To:** Robyn Bishop

**Subject:** RAPID numbers for Kauri Cliffs

Robyn

Attached are plans of Chorus asbuilt which I trust are OK for you to now allocate RAPID numbers to each of the allotments.

The road names still need Community Board approval which

I will apply for but in the mean time we urgently need the numbers to satisfy Chorus and get the new phones working.

Note that Lots 1, 2, 3 & 16 access off Kauri Cliffs Drive.

Lots 4 – 14 access off Cape Brett Way.

As soon as possible please.

Thanks

Bob

#### DONALDSONS

Surveyors & Planners  
90 Kerikeri Road  
P.O.Box 211 Kerikeri  
New Zealand 0245  
Pho : (64) (9) 4079182  
[www.donaldsons.net.nz](http://www.donaldsons.net.nz)

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Get it done online at your convenience, visit our website - [www.fndc.govt.nz](http://www.fndc.govt.nz)

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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki  
Ph. 09 401 5200 | Fax. 09 401 2137 | Email. [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)

## 6.4 TE HONONGA HUNDERTWASSER CARPARK SMARTLIGHTS

**File Number:** A2822298

**Author:** Ana Mules, Team Leader - Community Development and Investment

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

### PURPOSE OF THE REPORT

To allow the community board to allocate funds for smart lights for the Te Hononga Hundertwasser carpark.

### EXECUTIVE SUMMARY

- The Te Hononga Hundertwasser Park is due to open in April 2020. New builds such as Te Hononga create the opportunity for council to think outside the box, explore new ways of doing things and test new technologies. Staff have investigated installing smart lights over stock standard street lighting.
- The total cost difference between the smart lights and standard street lighting with no smart city capability is minimal. It is recommended that council uses this new build opportunity to invest in technology that will help to futureproof the district.

### RECOMMENDATION

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

- Recommend that Council bring forward the Bay of Islands-Whangaroa Ward Town Beautification uninflated capital budgeted for 2020/2021 and 2021/2022 of \$51,100 per year to 2019/2020; and**
- Allocates the Town Beautification funding of \$153,300 for the Bay of Islands-Whangaroa Ward to smart lights for the Te Hononga Hundertwasser carpark at Kawakawa.**

### 1) BACKGROUND

The Te Hononga Hundertwasser Park is due to open in April 2020. The building will be owned and maintained by Far North Holdings Limited, but the adjoining carpark is the responsibility of Far North District Council. It is intended that the carpark will be a designated responsible camping zone and construction will begin in February 2020. Funding is required to light the carpark.

Staff have investigated installing smart lights over standard street lighting. Smart lights will provide the foundation infrastructure necessary to allow a future public wifi network, CCTV and sensor technology like air quality monitoring to be established.

New builds such as Te Hononga offer Council the opportunity to think outside the box, explore new ways of doing things and test new technologies. Smartcity projects are commonplace in larger urban centers but the cost can be a barrier for smaller territorial authorities. By intentionally committing to deploying this sort of technology when the opportunities arise, will contribute over time to the Far North becoming a 'smart district'.

Smart technologies help to promote safer communities, reduce environmental impacts, improve digital equity, improve transportation, monitor public utilities and allow for the development of new economic development opportunities. The risk of the Far North not embracing smart technology would contribute to a further increase in the gap between services available in urban vs. rural communities and ultimately result in the district becoming viewed as a less attractive place to live.

This project has alignment with the Northland Digital Enablement Group (DEG) workplan which includes creating a Northland-wide public wifi network. The network pilot was launched in December 2019 in Taipa as part of the bridge upgrade using the same smart light technology that is proposed for Te Hononga Hundertwasser. The Taipa wifi pilot will run for 12 months and is a partnership project between the DEG - which is made up of all four Councils and Northland Inc with NZTA and Ngati Kahu. It is intended to roll this network out across the region; but to do this, the required infrastructure needs to be in place.

A regional network will allow the tracking of users/tourists across Northland, provide a solution to last-mile connectivity for students/residents who do not or cannot have adequate broadband in the home, the potential to promote the region and gather data such as air quality - e.g. Carbon Monoxide (CO) and Sulfur Dioxide (SO<sub>2</sub>) levels,- as well as utilising an IoT (Internet of Things) network e.g. smartbins that 'ping' when full and other metrics that can be monitored in real-time, improving service levels.

## 2) DISCUSSION AND OPTIONS

The proposed lighting solution will provide a state-of-the-art smart city layer to the new carpark. There is a legal requirement that the carpark is well lit to ensure user safety. Standard *ASNZS1158 Lighting for roads and public spaces* requires public spaces to be lit to certain levels, depending on the functions of the space. As the Te Hononga carpark is intended to be a designated responsible camping area lighting is required to eliminate dark places, which can pose a threat to both vehicle and personal security.

A request for Direct Award Procurement for smart lights has been applied for and granted by the General Manager Infrastructure and Asset Management. The supplier will be McKays Electrical. McKays is a recognised, Northland owned/operated business that currently hold the lighting contract for the Far North District Council.

The Board has the following funding delegations for Town Beautification in the Bay Of Islands-Whangaroa ward;

2019/20	\$51,000
2020/21	\$51,100
2021/22	\$51,100

It is requested that the above Community Board delegated funding is allocated to this project.

### Reason for the recommendation

The total cost difference between the recommended smart lights and standard street lighting with no smart city capability is minimal. It is therefore recommended that council uses the Te Hononga new build opportunity to invest in technology that will help to futureproof the district.

## 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

It is requested the following Community Board delegated funding is allocated to this project;

Town Beautification BOI-Whangaroa ward	2019/20	51,000
	2020/21	51,100
	2021/22	51,100

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<b>Total</b>		<b>153,300</b>
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Other funding sources include FNDC capital works amenity lighting budget (confirmed) and a small grant from another party (unconfirmed).

Ongoing operation/maintenance costs will be allowed for from next year from 2020/21. The use of LED technology over high-pressure sodium lamps reduces maintenance costs, achieves energy savings of over 40% and cuts carbon emissions. The LED's are of the highest quality and come with a 10year manufactures warranty.

The scope of works/quote for this work is commercially sensitive and has therefore been excluded.

## **ATTACHMENTS**

**Nil**

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Standards New Zealand - Standard ASNZS1158 <i>Lighting for roads and public spaces.</i>  <i>Communities that are healthy, safe connected and sustainable.</i>  <i>Prosperous communities supported by a sustainable economy.</i>
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.	Te Hononga will combine a library, council service centre, gallery, community workshop, showers and toilets for freedom campers, and an interpretative centre exploring the relationship between the town and Austrian artist Friedensreich Hundertwasser. There has been high Council and Community Board engagement throughout the life of this project.
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.	Ngati Hine are a partner in the Te Hononga project.
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).	Te Hononga carpark is intended to be a designated responsible camping area lighting is required to eliminate dark places, which can pose a threat to both vehicle and personal security.  Installing smart lights will give the required foundation for a public wifi network to be installed later, benefitting both visitors and locals.  It is a legal requirement that public spaces be lit to a certain level depending on the intended use of the space.

State the financial implications and where budgetary provisions have been made to support this decision.	We are seeking permission to access the BOI-Whangaroa Town Beatification funding to install smart lights in the Te Hononga Hundertwasser carpark. Ongoing operational/maintenance costs will be covered by FNDC's annual opex budget.
Chief Financial Officer review.	The Chief Financial Officer has approved this report.

## 6.5 ELECTED MEMBERS CODE OF CONDUCT

**File Number:** A2829543

**Author:** Kim Hammond, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

### PURPOSE OF THE REPORT

To enable the Bay of Islands-Whangaroa Community Board to adopt a Code of Conduct for members'.

### EXECUTIVE SUMMARY

- Local Authorities are required to adopt a code of conduct for its members.
- While Community Boards are not required to adopt a code of conduct, they have the option to do so.
- The attached code of conduct has been developed by LGNZ, specifically for community boards.

### RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board adopt the Bay of Islands-Whangaroa Community Board Code of Conduct as attached (document number A2829557).**

### 1) BACKGROUND

The Local Government Act 2002 states that a Local Government Authority's Code of Conduct must set out understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including:

1. behaviour toward one another, staff, and the public; and
2. disclosure of information, including (but not limited to) the provision of any document, to elected members that:
  - a. is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and
  - b. relates to the ability of the local authority to give effect to any provision of this Act; and
3. a general explanation of:
  - a. the Local Government Official Information and Meetings Act 1987; and
  - b. any other enactment or rule of law applicable to members.

Local Government New Zealand has updated the 2016 Code of Conduct adopted by the Bay of Islands-Whangaroa Community Board. The main update to the Code of Conduct is the addition of a section on social media and has a new process for dealing with trivial, minor and frivolous complaints.

### 2) DISCUSSION AND OPTIONS

As Local Government leaders, Local Government New Zealand prepare a best practise code of conduct for elected members. The Far North District Council Elected Members Code of Conduct was reviewed to align with best practise but was previously adopted for the specific interests of the Far North.

Council is required by the Local Government Act 2002 to have a code of conduct and, if a new code of conduct is not adopted, the current one will stand.

The Act does not allow for an authority to revoke a Code of Conduct but it does allow for amendments or replacements to be made by resolution with not less than 75% of members present and in support. A member of a local authority must comply with the code of conduct of that local authority.

**Reason for the recommendation**

This report is for information purposes only.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications or budgetary provisions needed as a result of this report.

**ATTACHMENTS**

1. **Bay of Islands-Whangaroa Community Board Code of Conduct - A2829557** [!\[\]\(e9b5880bfb8dc64bd34cba4712191f43\_img.jpg\) !\[\]\(f460e12632b9adcb0b4dce26809bf3a6\_img.jpg\)](#)

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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.	The legislation relevant to an elected member code of conduct is the Local Government Act and 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.	While Community Boards are not required to comply with an Elected Members Code of Conduct it is recommended that this code applies to those members as well in the interests of good practise.
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.
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 does not have any particular impact any identified persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**HE ARA TĀMATA**  
**CREATING GREAT PLACES**  
*Supporting our people*

## The Bay of Islands-Whangaroa Community Board Code of Conduct

Adopted on the 3 February 2020

### 1. INTRODUCTION

The Code of Conduct (the Code) sets out the standards of behavior expected from community board members in the exercise of their duties. Its purpose is to:

- Enhance the effectiveness of the community board and the provision of good local government of the community;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the community board to its communities; and
- Develop a culture of mutual trust, respect and tolerance between the members of the community board and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in the code.

### 2. SCOPE

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all community boards and their members that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- Each other;
- The Chief Executive and staff;
- The media; and
- The general public.

It is also concerned with the disclosure of information that members receive in their capacity as community board members and information which impacts on the ability of the community board to give effect to its statutory responsibilities.

The Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with the Community Board's Standing Orders.

### 3. VALUES

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively in an accountable and transparent manner;
3. **Ethical behaviour:** members will act with honesty and integrity at all times and respect the impartiality and integrity of officials;
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code of Conduct, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.<sup>1</sup>

These values complement, and work in conjunction with, the principles of s14 of the LGA 2002 and the governance principles of s39 of the LGA 2002.

#### 4. RELATIONSHIPS

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This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public. Any failure by a member to comply with the provisions of this section can represent a breach of the Code.

##### 4.1 Relationships between members

Given the importance of relationships to the effective performance of the Council, members will conduct their dealings with each other in a manner that:

- Maintains public confidence;
- Is open, honest and courteous;
- Is focused on issues rather than personalities;
- Avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- Avoids aggressive, bullying or offensive conduct, including the use of disrespectful or malicious language.

Please note; nothing in this section of the Code is intended to limit robust debate.

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<sup>1</sup> See the Guide to the Code of Conduct for examples

#### 4.2 Relationships with staff

An important element of good governance involves the relationship between a Council, its chief executive and its staff. Members will respect arrangements put in place to facilitate this relationship, and:

- Raise any concerns about employees, officers or contracted officials with the Chief Executive;
- Raise any concerns about the performance or behaviour of the Chief Executive with the Mayor or the chairperson of the Chief Executive Performance Review Committee (however described);
- Make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe these requirements at all times, such as the duty to be a good employer;
- Treat all employees with courtesy and respect and not publicly criticise any employee; and
- Observe any protocols put in place by the Chief Executive concerning contact between members and employees.

**Please note;** community board members should be aware that failure to observe this portion of the Code may compromise the Council's obligations to be a good employer and consequently expose the Council to civil litigation.

#### 4.3 Relationship with the public

Given the essential role that democratic local government plays in our communities it is important that community boards earn the respect and trust of their citizens. To facilitate this respect and trust members will:

1. Ensure their interactions with citizens are fair, honest and respectful;
2. Be available to listen and respond openly and honestly to citizens' concerns;
3. Represent the views of citizens and organisations accurately, regardless of the member's own opinions of the matters raised; and
4. Ensure their interactions with citizens and communities uphold the reputation of the community board.

### 5. MEDIA AND SOCIAL MEDIA

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The media play an important role in the operation and efficacy of our local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of the community board. Any failure by member to comply with the provisions of this section can represent a breach of the Code.

1. In dealing with the media elected members must clarify whether they are communicating a view endorsed by their Council, committee or community board, or are expressing a personal view.
2. Members are free to express a personal view to the media or social media at any time, provided the following rules are observed:
  - Comments shall be consistent with the Code;
  - Comments must not purposefully misrepresent the views of the Council or the views of other members;
  - Social media pages controlled by members and used for making observations relevant to their role as an elected members should be open and transparent, except where abusive or inflammatory content is being posted; and

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- Social media posts about other members, council staff or the public must be consistent with section five of this Code. (See **Appendix A** for guidelines on the personal use of social media).

## 6. INFORMATION

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Access to information is critical to both the trust in which a community board is held and its overall performance. A failure to comply with the provisions below can represent a breach of the Code.

### 6.1 Confidential information

In the course of their duties members will receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

### 6.2 Information received in capacity as a community board member

Occasionally members will receive information from external parties which is pertinent to the ability of their Council or community board to properly perform its statutory duties. Where this occurs, and the information does not contravene the privacy of natural persons, the member will disclose such information to other members and/or the chief executive as soon as practicable.

## 7. CONFLICTS OF INTEREST

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Community board members will maintain a clear separation between their personal interests and their duties as community board members in order to ensure that they are free from a conflict of interest (whether real or perceived). Members must, therefore, familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any community board discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse/partner has a pecuniary interest, such as through a contract with the Council. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive *immediately*. Members may also contact the Office of the Auditor-General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

**Please note:** Failure to observe the requirements of LAMIA could potentially invalidate a decision made, or the action taken, by the community board. Failure to observe these requirements could also leave the community board member open to prosecution (see **Appendix B**). In the event of a conviction community board members can be ousted from office.

## 8. REGISTER OF INTERESTS

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Members shall, at least annually, make a declaration of interest. These declarations are recorded in a public Register of Interests maintained by the Council. The declaration must include information on the nature and extent of any interest, including:

- a) Any employment, trade or profession carried on by the member or the members' spouse/partner for profit or gain;
- b) Any company, trust, partnership etc for which the member or their spouse/partner is a director, business partner or trustee;
- c) A description of any land in which the member has a beneficial interest within the jurisdiction of the community board; and
- d) A description of any land owned by the local authority in which the member or their spouse/partner is:
  - A tenant; or
  - The land is tenanted by a firm in which the member or spouse/partner is a business partner; a company of which the member or spouse/partner is a director; or a trust of which the member or spouse/partner is a trustee.
- e) Any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the Chief Executive).

Please note, where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

## 9. ETHICAL BEHAVIOURS

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Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- Claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Council developed in accordance with that determination;
- Not influence, or attempt to influence, any Council employee, officer or member in order to benefit their own, or families, personal or business interests;
- Only use the Council's resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- Not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of the Code.

## 10. CREATING A SUPPORTIVE AND INCLUSIVE ENVIRONMENT

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In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by the Council for the purpose of facilitating agreement on the Council's vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment or evaluation of the Council's performance and operating style during the triennium.<sup>2</sup>
- Taking all reasonable steps to acquire the required skills and knowledge to effectively fulfill their Declaration of Office (the Oath) and contribute to the good governance of the city, district or region.

## 11. BREACHES OF THE CODE

Members must comply with the provisions of the code (LGA 2002, schedule 7, cl. 15(4)). Any member, or the Chief Executive, who believes that the Code has been breached by the behaviour of a member may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

### 11.1 Information received in capacity as a community board member

The following principles will guide any processes for investigating and determining whether or not a breach under the code has occurred:

- That the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the alleged breach;
- That the processes of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- That the concepts of natural justice and fairness will apply in the determination of any complaints made under the Code. This includes, conditional on the nature of an alleged breach, directly affected parties:
  - Have a right to know that an investigation process is underway;
  - Are given due notice and are provided with an opportunity to be heard;
  - Have confidence that any hearing will be impartial;
  - Have a right to seek appropriate advice and be represented; and
  - Have their privacy respected.

### 11.2 Complaints

All complaints made under the code must be made in writing and forwarded to the Chief Executive. On receipt of a complaint the Chief Executive must forward the complaint to the mayor or, where the mayor is a party to the complaint, an independent investigator, drawn from a pool of names or agency agreed in advance.

**Please note;** complaints under this Code can only be made by community board members and the Chief Executive of the local authority.

#### Complaint referred to Mayor

On receipt of a complaint made under the provisions of the community board's Code of Conduct the Mayor will, as the situation allows:

<sup>2</sup> A self-assessment template is provided in the Guidance to the code.

- Interview the complainant to assess the full extent of the complaint.
- Interview the member(s) subject to the complaint.
- Assess the complaint to determine materiality.
- Where a complaint is assessed by the Mayor to be trivial, frivolous or minor, either dismiss the complaint, require an apology or other course of action, or assist the relevant parties to find a mutually agreeable solution.
- Where a complaint is found to be material, or no mutually agreed solution can be reached, the Mayor will refer the complaint back to the Chief Executive who will forward it, along with any recommendations made by the Mayor, to the Council or the adjudicative body established to assess and rule on complaints made under the Code.<sup>3</sup>

If the Mayor chooses they may instead of undertaking an initial assessment, refer the complaint to the independent investigator, via the Chief Executive.

#### **Complaint referred to Independent Investigator**

On receipt of a complaint from a member which concerns the Mayor/Chair, or from the Mayor/Chair after initial consideration, the Chief Executive will forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to be referred, with recommendations if necessary, to the Council or the adjudicative body established for assessing and ruling on complaints.<sup>4</sup> The process, following receipt of a complaint, will follow the steps outlined in **Appendix C**.

#### **11.3 Materiality**

An alleged breach under the Code is material if, in the opinion of the Mayor or independent investigator, it would bring the community board into disrepute or, if not addressed, adversely affect the reputation of a member.

An alleged breach under this Code is non-material if, in the opinion of the Mayor or independent investigator, any adverse effects are minor and not investigation or referral is warranted.

## **12. PENALTIES AND ACTIONS**

Where a complaint is determined to be material and referred to the relevant adjudicative body, the nature of any penalty or action will depend on the seriousness of the breach.

#### **12.1 Material breaches**

In the case of material breaches of the Code, the Council or the adjudicative body established to consider complaints may determine one or more of the following:

1. A letter of censure to the member;
2. A request (made either privately or publicly) for an apology;
3. A vote of no confidence in the member;
4. Removal of certain Council-funded privileges (such as attendance at conferences);
5. Removal of responsibilities, such as community board chair, deputy chair or committee chair;

<sup>3</sup> Advice on setting up adjudication bodies can be found in the Code of Conduct Guide.

<sup>4</sup> On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor or Chairperson, a list of investigators for this purpose of undertaking a preliminary assessment. The Chief Executive may prepare a list specifically for his or her Council, prepare a list jointly with neighbouring Councils or contract with an agency capable of providing appropriate investigators, such as Equip.

6. Restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
7. Limitation on any dealings with Council staff other than the Chief Executive or specified senior manager;
8. Suspension from committees or other bodies to which the member has been appointed; or
9. Invitation to the member to consider resigning from the community board.

The Council or adjudicative body may decide that instead of a penalty, one or more of the following may be required:

- Attend a relevant training course; and/or
- Work with a mentor for a period of time; and/or
- Participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- Tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

## 12.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under LAMIA);
- Breaches which result in the Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s.44 LGA 2002 which may result in the member having to make good the loss or damage); or
- Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the community board member liable for criminal prosecution).

## 13 PENALTIES AND ACTIONS

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Once adopted, the Code continues in force until amended by the community board. The Code can be amended at any time but cannot be revoked unless the board replaces it with another Code. Amendments to the Code require a resolution supported by 75 per cent of the members of the community board present at the meeting at which the amendment is considered.

Community boards are encouraged to formally review their existing Code and either amend or re-adopt it as soon as practicable after the beginning of each triennium in order to ensure that all members have the opportunity to provide their views on the Code's provisions.

## APPENDIX A: GUIDELINES ON THE PERSONAL USE OF SOCIAL MEDIA<sup>5</sup>

There's a big difference in speaking "on behalf of Council" and speaking "about" the Council. While your rights to free speech are respected, please remember that citizens and colleagues have access to what you post. The following principles are designed to help you when engaging in **personal or unofficial online** communications that may also refer to your Council.

1. **Adhere to the Code of Conduct and other applicable policies.** Council policies and legislation, such as LGOIMA and the Privacy Act 1993, apply in any public setting where you may be making reference to the Council or its activities, including the disclosure of any information online.
2. **You are responsible for your actions.** Anything you post that can potentially damage the Council's image will ultimately be your responsibility. You are encouraged to participate in the social media but in so doing you must exercise sound judgment and common sense.
3. **Be an "advocate" for compliments and criticism.** Even if you are not an official online spokesperson for the Council, you are one of its most important advocates for monitoring the social media landscape. If you come across positive or negative remarks about the Council or its activities online that you believe are important you are encouraged to share them with the governing body.
4. **Let the subject matter experts respond to negative posts.** Should you come across negative or critical posts about the Council or its activities you should consider referring the posts to the Council's authorised spokesperson, unless that is a role you hold, in which case consider liaising with your communications staff before responding.
5. **Take care mixing your political (Council) and personal lives.** Elected members need to take extra care when participating in social media. The public may find it difficult to separate personal and Council personas. Commenting online in any forum, particularly if your opinion is at odds with what Council is doing, can bring you into conflict with the Code should it not be clear that they are your personal views.
6. **Never post sensitive and confidential information** provided by the Council, such as confidential items, public excluded reports and/or commercially sensitive information. Such disclosure will contravene the requirements of the Code.

Elected Members' social media pages should be open and transparent. When commenting on matters related to the local authority no members should represent themselves falsely via aliases or differing account names or block. Neither should they block any post on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council into disrepute.

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<sup>5</sup> Based on the Ruapehu District Council Code of Conduct.

## APPENDIX B: LEGISLATION BEARING ON THE ROLE AND CONDUCT OF COMMUNITY BOARD MEMBERS

This is a summary of the legislative requirements that have bearing on the duties and conduct of community board members. The full statutes can be found at [www.legislation.govt.nz](http://www.legislation.govt.nz).

### The Local Authorities (Members' Interests) Act 1968

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and the Council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse/partner or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests, a person is deemed to be "concerned or interested" in a contract or interested "directly or indirectly" in a decision when:

- A person, or spouse/partner, is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- A person, or their spouse/partner, is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially "concerned or interested" in a contract or have a pecuniary interest in a decision, such as where a contract is between an community board members' family trust and the Council.

### Determining whether a pecuniary interest exists

Community board members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

*"...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."* (OAG, 2001)

In deciding whether you have a pecuniary interest, members should consider the following factors:

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the Mayor/Chair or other person, to determine if they should discuss or vote on an issue, but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

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Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the Council's Standing Orders.)

### The contracting rule

A member is disqualified from office if he or she is "concerned or interested" in contracts with their Council if the total payments made, or to be made, by or on behalf of the Council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of the Council (or committee of the Council) while disqualified.

### Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

*"Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?"*

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members focus should be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- Members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- Members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform, then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

### Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of community board members is the fact that the chairperson has the responsibility to maintain order at meetings, but all community board members should accept a personal responsibility to maintain acceptable standards of address and debate. Consistent with the sentiments of the Act no community board member should:

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- Create a disturbance or a distraction while another member is speaking;
- Be disrespectful when they refer to each other or other people; or
- Use offensive language about the Council, other members, any employee of the Council or any member of the public.

#### **Secret Commissions Act 1910**

Under this Act it is unlawful for a community board member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to \$1000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

#### **Crimes Act 1961**

Under this Act it is unlawful for a community board member (or officer) to:

- Accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- Use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

Community board members convicted of these offences will automatically cease to be members.

#### **Financial Markets Conduct Act 2013**

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

#### **The Local Government Act 2002**

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles, and details the personal liability of members. Although having qualified privilege, community board members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s44 LGA 2002, it is found that one of the following applies:

- a) Money belonging to, or administered by, a local authority has been unlawfully expended; or
- b) An asset has been unlawfully sold or otherwise disposed of by the local authority; or
- c) A liability has been unlawfully incurred by the local authority; or
- d) A local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.<sup>890</sup>

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) Without the member's knowledge;
- b) With the member's knowledge but against the member's protest made at or before the time when the loss occurred;

- c) Contrary to the manner in which the member voted on the issue; and
- d) In circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s.47 LGA 2002).

## APPENDIX C: PROCESS WHERE A COMPLAINT IS REFERRED TO AN INDEPENDENT INVESTIGATOR

*The following process is a guide only and community boards are encouraged to adapt the process to their own specific circumstances.*

### Step 1: Chief Executive receives complaint

On receipt of a complaint under the Code, whether from a member (because the complaint involves the Mayor) or from the Mayor after an initial assessment, the Chief Executive will refer the complaint to an investigator selected from a list agreed at the start of the triennium. . The Chief Executive will also:

- Inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- Inform the respondent that a complaint has been made against them, the name of the investigator and remind them of the process for dealing with complaints as set out in the Code.

### Step 2: Investigator makes preliminary assessment

On receipt of a complaint the investigator will assess whether:

1. The complaint is trivial or frivolous and should be dismissed;
2. The complaint is outside the scope of the Code and should be re-directed to another agency or institutional process;
3. The complaint is minor or non-material; or
4. The complaint is material and a full assessment is required.

In making the assessment, the investigator may make whatever initial inquiry is necessary to determine their recommendations, including interviewing relevant parties, which are then forwarded to the Council's Chief Executive. On receiving the investigator's preliminary assessment, the Chief Executive will:

1. Where an investigator determines that a complaint is trivial or frivolous, inform the complainant, respondent and other members (if there are no grounds for confidentiality) of the investigator's decision.
2. In cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform the Chief Executive who will then inform the complainant, the respondent and members.

**Step 3: Actions where a breach is found to be non-material**

If the subject of a complaint is found to be non-material, but more than trivial or frivolous, the investigator will inform the Chief Executive and, if they choose, recommend a course of action appropriate to the breach, such as:

- That the respondent is referred to the Mayor for guidance; and/or
- That the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters resulting in the complaint.

The Chief Executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and the Council.

**Step 4: Actions where a breach is found to be material**

If the subject of a complaint is found to be material, the investigator will inform the Chief Executive, who will inform the complainant and respondent. The investigator will then prepare a report for the Council on the seriousness of the breach. In preparing that report, the investigator may:

- Consult with the complainant, respondent and any directly affected parties; and/or
- Undertake a hearing with relevant parties; and/or
- Refer to any relevant documents or information.

On receipt of the investigator's report, the Chief Executive will prepare a report for the Council or adjudicative body charged with assessing and ruling on material complaints, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The Chief Executive's report will include the investigator's full report.

**Step 5: Process for considering the investigator's report**

The investigator's report will be considered by the Council or adjudicative body established for considering reports on Code of Conduct complaints, or any other body that the Council may resolve, noting that the process will meet the principles set out in section 12.1 of the Code.

The Council or adjudicative body established to consider the Chief Executive's report will do so in open meeting, except where the alleged breach concerns matters that justify, in accordance with LGOIMA, the exclusion of the public. Before making any decision on a specific complaint, the relevant body will give the respondent an opportunity to appear and speak in their own defense. Members with an interest in the proceedings, including the complainant and the respondent, should not take part in these proceedings in a decision-making capacity. The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in clause 12.1 of the Code. Where the report of the adjudicative body is referred to the Council it will be heard, in open session, unless grounds for exclusion of the public exist, and its recommendations accepted, without debate.

**6.6 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2019****File Number: A2822480****Author: Sam Chapman, Accounting Support Officer****Authoriser: Angie Thomas, Manager - Accounting Services****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 December 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 December 2019</b>	<b>\$108,044.00</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</b>	<b>\$2,000.00</b>
• <b>Less funds not uplifted from 23 September 2019 for Bay of Islands Festival Trust, Kawakawa Hundertwasser Park Charitable Trust, Kerikeri Sports Complex Incorporated and Te Runanga o Ngati Rehia</b>	<b>\$36,000.00</b>
• <b>Less funds not uplifted from 04 November 2019 for Kerikeri Lions Club, Kawakawa Business Association and Tukau Community Fund</b>	<b>\$10,000.00</b>
• <b>Less funds not uplifted from 09 December 2019 for Resilient Russell Charitable Trust and Nga Purpura Festival 2020</b>	<b>\$4,100.00</b>
<b>Community Fund Account balance as at 31 December 2019</b>	<b>\$28,814.09</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 December 2019 is \$28,814.09.

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 December 2019 is attached.

## **ATTACHMENTS**

1. **2020-02-03 BWCB Statement of Bay of Islands-Whangaroa Community Board Fund Account as at 31 December 2019 - A2822455** [↓](#) 

**Far North District Council**

**Bay of Islands - Whangaroa Community Board**

**Statement of the Community Fund Account as at 31 December 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
Pungaree 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 Pokapū Tiaki Taiao o Te Tai Tokerau Trust on behalf of Ecocentre Kaitia/Far North Environment Centre for the contractor fees for the Timebank Coordinator for 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 Tuhono 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

**November 19**

Russell Centennial Trust Board for contractor fees to ensure Russell Museum meets New Zealand's Museums Standards	5,000.00
Bay of Islands Animal Rescue Trust for costs towards Bark in the Park	1,990.00
Be Free Incorporated for equipment hire for Far North Summer Sounds 2020	5,000.00
Living Waters Bay of Islands for pest/predator control at Pipiroa and Te Wahapu catchments	5,000.00
Te Rūnanga o Ngāti Rehia on behalf of Tuhono Kerikeri Partnership Project for entertainment, equipment hire, traffic management and security, St Johns, Waste Management and hireage of photographer/videographer	600.00
Bay of Islands Festival Trust for contract costs of the Festival Director	2,500.00
Business Paihia - Paihia Christmas Parade	4,466.00
Kaero Christmas Parade	2,500.00
Ngati Rahiri - Christmas Carols at Te Tii	2,500.00
Waikare Marae Trustees - Tuia 250	5,000.00
He Iwi Kotahi Tatou Trust - Meri Kirimete Moerewa	2,500.00
Motatau School - Resurfacing of the school swimming pool	5,000.00

**December 19**

Bay of Islands Community Centre Association \$600 purchase of equipment and \$400 refreshments for workshops	1,000.00
	<u>108,044.00</u>

**Balance as at 31 December 2019**

**\$86,914.09**

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

**Meeting 09.12.19**

Resilient Russell Charitable Trust	1,000.00
Nga Purpura Festival 2020	3,100.00

**Meeting 04.11.19**

Kerikeri Lions Club - Kerikeri Christmas Parade	2,500.00
Kawakawa Business Association - Kawakawa Christmas Parade	5,000.00
Tukau Community Fund - Christmas Lunch	2,500.00

**Meeting 23.09.19**

Bay of Islands Festival Trust for contract costs of the Festival Director	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
Te Rununga o Ngati Rehia on behalf of Tuhono Kerikeri Partnership Project for hireage of buses for the Dawn Blessing, Opening Ceremony and Kororipoi Heritage Park Festival Day	1,000.00

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

**Meeting 12.08.19**

Kerikeri Open Art Studios Trail for venue hire and signage	2,000.00
--	----------

**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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<b>Less Commitments 2019/20 (Funds not yet uplifted)</b>	<b>58,100.00</b>
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<b>Balance 31 December 2019 Uncommitted/(Overcommitted)</b>	<b><u>28,814.09</u></b>
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**Prior Year Commitments (Funds not yet uplifted)**

**Meeting 20.05.19**

Russell Baptist Church - Development of carpark 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
---	----------

**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
	<b><u>48,061.62</u></b>

## **6.7 FUNDING APPLICATION REPORT**

**File Number:** A2819185

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Ana Mules, Team Leader - Community Development and Investment

### **PURPOSE OF THE REPORT**

This report summarises applications for Local Community Grant funding to enable the Bay of Islands-Whangaroa Community Board to determine which application/s will receive funding at the 3 February 2020 meeting.

### **EXECUTIVE SUMMARY**

- The Bay of Islands-Whangaroa Community Board has \$28,814 unallocated funding available for the 2019/20 financial year
- Three applications for funding have been received, requesting a total of \$13,236

### **RECOMMENDATION**

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

- approves the sum of \$1990 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Animal Rescue for costs towards Bark in the Park 2020 to support the following Community Outcomes:**
  - Proud Vibrant Communities**
  - Communities that are healthy, safe, connected and sustainable**
- approves the sum of \$2279 (plus GST if applicable) be paid from the Board's Community Fund account to Be Free Inc for costs towards the Be Free Youth Stage at the Mangonui Festival to support the following Community Outcomes:**
  - Proud Vibrant Communities**
  - Communities that are healthy, safe, connected and sustainable**
- approves the sum of \$5000 (plus GST if applicable) be paid from the Board's Community Fund account to Te Tai Tokerau Access Arts Trust for costs towards the Kings Theatre Creative Seasonal Programme to support the following Community Outcomes:**
  - Proud Vibrant Communities**

### **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

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Bay of Islands Animal Rescue	Bark in the Park 2020	\$1990 (25%)	\$1990	This applicant received half of the funding they requested in September and were advised to provide further information for the Board to reconsider their application for the rest of the funding they requested. This is the further application.	I. Proud Vibrant Communities II. Communities that are healthy, safe, connected and sustainable	Event
Be Free Inc	Youth Stage, Mangonui Festival	\$2279 (16%)	\$2279	While this event will take place in Te Hiku Ward, many of the youth performers will come from the Bay of Islands-Whangaroa Ward.	I. Proud Vibrant Communities II. Communities that are healthy, safe, connected and sustainable	Event
Te Tai Tokerau Access Arts Trust	Kings Theatre Creative Season Programme	\$8967 (25%)	\$5000	This application is to assist Kings Theatre in holding art exhibitions in 2020.  It is noted that further information has been requested by staff from Te Tai Tokerau Access Arts Trust to provide more clarity in their application, including what they wish to specifically use the funding for, and further quotes based on information in their application.	I. 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.

**ATTACHMENTS**

1. Bay of Islands Animal Rescue Funding Application - A2823308 [↓](#) 
2. Bay of Islands Animal Rescue Supporting Information - A2823306 [↓](#) 
3. Be Free Funding Application - A2823305 [↓](#) 
4. Be Free Supporting Information - A2823304 [↓](#) 
5. Te Tai Tokerau Access Arts Trust Funding Application - A2823309 [↓](#) 
6. Te Tai Tokerau Access Arts Trust Supporting Information - A2823307 [↓](#) 

**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 Governance team at DDI (09) 401 5231, freephone 0800 920 029, or [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) or to any Council service centre

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

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

### Applicant details

Organisation	BOI ANIMAL RESCUE TRUST	Number of Members	
Postal Address	c/o 52 GILLIES ST, KAWAKAWA	Post Code	0210
Physical Address		Post Code	
Contact Person	SAM STEWART	Position	ADMIN/ EVENTS
Phone Number		Mobile Number	0226132317
Email Address	Seedy_fop@hotmail.com		

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

TO RESCUE ABANDONED ANIMALS, DESEX & REHOMES THEM. TO EDUCATE ON ANIMAL CARE & WELFARE
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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 BARK IN THE PARK 2020 Date 16<sup>th</sup> FEB 2020

Location UK RUGBY CLUB KAJAKAJA Time 9am - 4pm

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

If so, how much? GOOD COM DONATIONS FOR DOG SHOW, PHOTOS ETC

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.

Our event is primarily to fundraise for the B.I.A.R. & the work we do regarding abandoned animals & desexing. In addition it provides much needed education on dog care, responsible dog ownership & safety around dogs.

We feel B.I.P. builds stronger communities by bringing together residents & visitors from all cultural & socio economic segments of the Northland region. Our event brings all these people together in one place with the same common purpose & interest in their pets & the welfare of animals throughout the far north.

The event celebrates our community & showcases the benefits of living in the far north district. It is the only event of its kind in Northland!

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## Local Grant Application Form



### Project Cost

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

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

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

#### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	173	173
Advertising/Promotion	1196 + GST = 1375.40	1375.40
Facilitator/Professional Fees <sup>2</sup>	—	
Administration (incl. stationery/copying)	300	300
Equipment Hire	1900	1900
Equipment Purchase (describe)	—	
Utilities	—	
Hardware (e.g. cement, timber, nails, paint)	—	
Consumable materials (craft supplies, books)	—	
Refreshments	230	230
Travel/Mileage	—	
Volunteer Expenses Reimbursement	—	
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	—	not applicable
Other (describe)	<b>Original budget - submitted September 2019</b>	
TOTALS		
	3980 —	3980

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

## 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 -	100 -
Advertising/Promotion	2000 -	2000
Facilitator/Professional Fees <sup>2</sup>	N/A	
Administration (incl. stationery/copying)	300 -	300 -
Equipment Hire <i>purchase items</i>	1500 -	1500 -
Equipment Purchase (describe)	N/A	N/A
Utilities	N/A	N/A
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
✓ Refreshments	<del>2000</del> 230.00	<del>2000</del> 230.00
Travel/Mileage	N/A	
Volunteer Expenses Reimbursement	N/A	
Wages/Salary	N/A	not applicable
Volunteer Value (\$20/hr)	200hrs <del>N/A</del> 4,000	not applicable
Other (describe)		
<b>Updated budget provided December 2020</b>		
<b>TOTALS</b>	<b>8100</b>	<b>4130</b>

260

\$1196  
17940

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

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## Local Grant Application Form



### Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
DESEXING	2400
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
N/A		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

**On behalf of: (full name of organisation)**

Bay Animal Rescue

**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 SAM STEWART Position ADMIN/EVENTS  
 Postal Address 3/378 PARNAM ROAD, KAWAKAWA Post Code 0282  
 Phone Number  Mobile Number 0226132317  
 Signature [Signature] Date 22/8/19

### Signatory Two

Name Kate Morray Position Secretary  
 Postal Address 27 Johnston Road, Kawakawa Post Code 0210  
 Phone Number 09 404 0842 Mobile Number   
 Signature [Signature] Date 22/8/19

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**Schedule of Supporting Documentation****BAY OF ISLANDS ANIMAL RESCUE – BARK IN THE PARK 2020**

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

1	Quote for Printing – Copy That
2	Quote for Printing – Design & Print Kerikeri
3	Quote for Refreshments
4	Quote from Kaikohe Hire
5	Quote from United Kawakawa Rugby Football Club Inc
6	Business Plan
7	Waste Minimisation Plan
8	Risk Assessment Plan
9	Westpac Bank Statement

B01-w

## Local Grant Application Form

Kerikeri Service Centre  
10 JAN 2020



### 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 *(covered by Manawhiri Festival)*
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	BE FREE Inc.	Committee Number of Members	7
Postal Address	188A WAIKAPA WEST RD. KERIKERI	Post Code	0295
Physical Address	"	Post Code	"
Contact Person	CLAIRE GORDON	Position	CHAIRPERSON
Phone Number	09 407 1506	Mobile Number	021 883 616
Email Address	<del>be</del> befreeplaymusic@gmail.com		

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

A charitable trust providing a mentoring/support programme to youth and creating a platform for the youth through community events.

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BOI-W

## 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 BE FREE YOUTH STAGE : MANGONUI FEST Date 30.03.2019

Location MANGONUI WATERFRONT FESTIVAL Time 12 - 6 PM

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

If so, how much? GENERAL FESTIVAL ADMISSION : ADULTS-\$10, KIDS-KOHA

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.

#### Be Free benefiting our Youth & Community through collaboration.

Over the past year, we have forged friendships with fellow Youth music-based mentoring programmes in the wider BOI-Whangaroa and Te Hiku region. In the spirit of collaboration, we would like to share our platform with more youth from the Far North, and strengthen the network of youth, hoping to foster a feeling of pride, confidence and resilience in our young people and encouraging more youth to benefit from the Youth programmes available throughout our region.

#### Getting our message heard

Our Youth demonstrate through performance what they can achieve through learning resilience which gives them the strength to exercise their educated choices around non-participation in drug and alcohol use. We find delivering our messages through the medium of music is not only readily accepted, but is cross cultural, breaking down any barriers. The medium is far more effective to their peers (and whanau) when delivered by the youth themselves.

**Feedback** received from attendees at the festivals is often emotional in term of the availability of the programme and how it could have made such a difference had it been available for whanau at an earlier stage. This emphasises to us the importance of not just being able to continue the Be Free Youth Programme, but to increase the awareness of its availability of this and other Youth programmes within our regions to all youth, which we can do through this platform. During the event, attendees are able to access support and resources, engaging with support providers.

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BOLW

## 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	980—	245—
Facilitator/Professional Fees <sup>2</sup>	1,900—	475—
Administration (incl. stationery/copying)	250—	62—
Equipment Hire	4400 <del>3,780</del> —	1100
Equipment Purchase (describe)	—	
Utilities	—	
Hardware (e.g. cement, timber, nails, paint)	—	
Consumable materials (craft supplies, books)	—	
Refreshments	120.	30—
Travel/Mileage	350.	87—
Volunteer Expenses Reimbursement	—	
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	4920	not applicable
Other (describe)	460	115—
FINANCIAL REVIEW	661	165—
PUBLIC LIABILITY INS		
<b>TOTALS</b>	<b>14041</b>	<b>2279</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
YOUTH PROGRAMME	20479.36
FAR NORTH SUMMER SOUNDS	14673.25
TOTAL	35152.61

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

Funding Source	Amount	Approved
BIE FREE RAISED FUNDS	£4560	Yes / <u>Pending</u>
(FNSS)		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
FNDC: CONCERT FUNDING	10,000	26.02.15	(Y) / N
FNDC: CONCERT FUNDING	10,600	23.03.16	(Y) / N
CREATIVE NZ: CONCERT	1,848	22.12.16	(Y) / N
FNDC: MANGONUI YOUTH STG.	3,268	05.03.18	(Y) / N

CONTINUED OVER

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FNDL MANGONUI YOUTH STAGE	4353.00	27.02.19. <sup>REPORT</sup> (Y)
FNDL EVENTS FAR NORTH SUMMER SOUNDS	5000.00.	SEPT 2019. (N)
FNDL : FAR NORTH SUMMER SOUNDS	5000.00	NOV. 2019 (N)
FNDL: CREATIVE COMMUNITIES BE FREE C.D.	700.00.	6.12.2019 (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)

BE FREE INCORPORATED

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

*Cheryl*

*David*

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## Local Grant Application Form



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

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

### Signatory One

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

### Signatory Two

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

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**Schedule of Supporting Documentation****BE FREE – YOUTH STAGE AT MANGONUI FESTIVAL**

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

1	Cover Letter
2	Budget
3	Quote – Bread & Butter Design
4	Quote – Music Workshop
5	Quote – Play Guitar
6	Quote – LCT Accounting
7	Quote – Claire Gordon Consultancy
8	Performance Report for Be Free Incorporated

KAWAKAWA SEP 2018

15 NOV 2019



## Local Grant Application Form

### Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](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
- ☐ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	<u>Te Tai Tokerau Access Arts Trust</u>	Number of Members	<input type="text"/>
Postal Address	<u>P O Box 221 Kawakawa</u>	Post Code	<u>0210</u>
Physical Address	<u>80 Gillies Street, Kawakawa</u>	Post Code	<u>0210</u>
Contact Person	<u>Lairell Pratt</u>	Position	<u>Treasurer</u>
Phone Number	<u>021 024 57571</u>	Mobile Number	<u>021 024 57571</u>
Email Address	<u>accessarts2020@gmail.com</u>		

Please briefly describe the purpose of the organisation.

A charitable organisation which aims to promote + empower youth artists, culture and our community through arts and creativity.

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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 Kings Theatre Creative - Seasonal Programme Date 2020

Location 80 Gillies Street, Kawakawa Time

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

If so, how much?

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

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

We offer an annual programme of seasonal events, exhibitions and workshops from our community gallery at the gateway to the Far North District. We have a large number of volunteers, work with over 300 artists, 20 schools and hosts over 16 community events a year. All profits generated is to advance the charitable purpose of the Trust.

Events include: Seasonal Programme, Te Whakakupu Ako Art Incubator, Tamariki Toi School Holiday Programme, Northland Society of Artists Events, Creative Industry event, Schools Exhibition.

We have over 90,000 visitors/year - the programme and opportunity to participate provides for social, cultural and wellbeing objectives, not often otherwise catered for. Low incomes, accessibility to events and programmes and cultural barriers are too often limiting. We provide a sustainable, supportive and encouraging community space.

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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	14,000 + (2100 GST)	
Advertising/Promotion	2,263	
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)	810	
Equipment Hire	270	
Equipment Purchase (describe)		
Utilities Electricity, Gas, Internet	3,499	
Hardware (e.g. cement, timber, nails, paint)	1,367	
Consumable materials (craft supplies, books)	2,108	
Refreshments Catering	1,694	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	(68,000)	not applicable
Volunteer Value (\$20/hr)	(31,200)	not applicable
Other (describe) Outgoings (50%) Insurance, Rates, Compliance, Cleaning	7,159	
<b>TOTALS</b>	<b>\$35,270</b>	<b>\$8,967.47 (25%)</b>

(Plus: \$99,200 staff + vol \$)

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

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## Local Grant Application Form



### Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
N/A.	
Full Operational Budget Provided attached.	
P+L based on average costs last 2017, 18, 19 FY.	
TOTAL	

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

Funding Source	Amount	Approved
annual Sales Revenue - annual	21,167	Yes / Pending Based on Actual.
Latteries Community - Staff	68,000	Yes / Pending
Creative Communities	4,400	Yes / Pending Applied for space program
		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
N/A			Y / N
			Y / N
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

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### Applicant Declaration

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

On behalf of: (full name of organisation)

*Te Tai Tokerau Access Arts 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

*Laurell Pratt*

Signatory Two

*[Signature]*

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## Local Grant Application Form



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

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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	<u>Laurie Pratt</u>	Position	<u>Treasurer</u>
Postal Address	<u>21 Church Street</u>	Post Code	<u>0210</u>
Phone Number		Mobile Number	<u>02102457571</u>
Signature	<u>[Signature]</u>	Date	<u>15/11/2019</u>

### Signatory Two

Name	<u>Alicia Courtney</u>	Position	<u>Chair</u>
Postal Address	<u>19 Swarden Ave, Moerewa</u>	Post Code	
Phone Number		Mobile Number	<u>0210448180</u>
Signature	<u>[Signature]</u>	Date	<u>15/11/2019</u>

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**Schedule of Supporting Documentation****TE TAI TOKERAU ACCESS ARTS TRUST**

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

1	Cover Letter
2	Te Tai Tokerau Access Arts Trust Deed
3	Charities Services Registration
4	Kōanga – Spring Programme
5	Operating P&L Forecast
6	Insurance details
7	Invoice for cleaning
8	Meridien Energy Invoice
9	Wormald – invoice for Inspection and Testing of System/Equipment
10	Deed of Lease
11	Rates Invoice

## 6.8 PROJECT FUNDING REPORT

**File Number:** A2826777

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Ana Mules, Team Leader - Community Development and Investment

### PURPOSE OF THE REPORT

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

### RECOMMENDATION

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

- a) Northland Floral Art Society
- b) Pungaere Cemetery Trust
- c) Russell Bowling Club

### 1) BACKGROUND

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

### 2) DISCUSSION AND OPTIONS

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

#### Reason for the recommendation

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

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

### ATTACHMENTS

- 1. Northland Floral Art Project Report - A2823315  
- 2. Pungaere Cemetery Trust Project Report - A2823314  
- 3. Russell Bowling Club Project Report - A2823316  

**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.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the project reports to be approved, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

**Please return the completed form to:**

Governance Support

Far North District Council

Private Bag 752

KAIKOHE 0440

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

**Name of organisation:**

NORTHLAND FLORAL ART OF FASNZ

**Name & location of project:**

FLORAL ART DESIGNER OF THE YEAR 2019  
TURNER CENTRE KERIKERI

**Date of project/activity:**

16/17/18 OCTOBER 2019 Hosted by KERIKERI

**Which Community Board did you receive funding from?**

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

\$ 2963.00

**Please give details of how the money was spent:**

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

Supplier/Description	Refer Budget + Actual Expenses \$5085.04	\$amount	Receipt/s attached (please tick)
Francine Thomas. Judging, Demo, Travel		\$	
Flower allowance, Supplies		\$ 1363.00	✓
Turner Centre, Venue, i-site		\$ 939.78	✓
advertising set up circus as per quote		\$	
Total:		\$ 2302.78	

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

Having Funding Support - this Event was one of the best for the Community - Demo went for 3 hour and over 100 public attended and our Club gained New Members, and have been asked to support local Events  
Public now aware open to any age group  
32 Entries for Designer of the Year the Northland now goes to entry in Designer of NZ  
With all the advertising the open day well supported by over 200 public through the door.

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

1

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

The overall interest and encouragement, stimulate and been able to promote participation in the art of floral designing and demonstration and to appreciate its culture value with plant materials - a recreational and social activity for young and old - to inspire environmental awareness of pest plant materials and the use of indigenous flora of Northland

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

Posters on A5 1-site with FNDC Bay of Islands Whangaroa logo - also on our Programme  
Inside the Event Centre Had Community Board for Funding and the Sponsorship from Kerikeri & Waipapa Business

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

Floral Art Society NZ Kerikeri Also post on the Northland Grapevine Kerikeri Noticeboard.

**This report was completed by:**

Name: Lyn Read.  
Address: P.O. Box 486 Kerikeri 0245  
Phone: 09-4075455 mob: 0210793337  
Email: lynread42@gmail.com  
Date: 6th December 2019



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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KAIKOHE 0440

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Name of organisation:

Pungaere Cemetery Trust

Name & location of project:

Cemetery Gates: Pungaere Cemetery

Date of project/activity:

June to September 2019

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaitake-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 1550.00

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Pungaere Cemetery Trust	\$ 1550.00	\$3100.00
Far North District Council	\$ 1550.00	
Paid To Iron Design LTD	\$ 3,100.00	✓
Ann COURT misc fixtures &	\$ 185.81	DONATED ✓
Warren Pattinson labour	Total: \$ 130.00	
Total: \$ 3415.81		

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

We drove to Tauranga to collect the gates due to the value and complexities of freight. The installation took 2 days due to the complexity of Engineering the installation whilst retaining our historic posts. 34 Active participants

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

W. PATTERSON  
D. LANE  
A. COURT  
I. ARMSTRONG

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

This is a Council owned public cemetery which is 100% managed by a Voluntary Trust.  
The project gives the community a sense of place and pride, where their loved ones are respected and cared for.

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

I have been a little careful about widely sharing because this week some plankers stole the gates off the cycle trail. We don't want that to happen here! Our Engineers reversed the gudgeons so to steal the gates you would need to take the posts with you!

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

We acknowledged this project on the Waipapa Community Face Book Page 6/9/19.  
This report was completed by: \$ on our street \$ with visitors.

Name: Ann Court  
Address: 71 Onakura Road  
Phone: N/A mob: N/A  
Email: N/A  
Date: 6 Sept 2019



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

FC080402

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

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Far North District Council

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KAIKOHE 0440

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

Name of organisation: Russell Bowling Club Inc  
 Name & location of project: Roof Project - Russell  
 Date of project/activity: 21st October 2019

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaitake-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$20,000

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
Roof Bay of Islands - 1st payment	\$15,551.36	✓
Roof Bay of Islands - 2nd payment	\$25,373.28	✓
	\$	
	\$	
Total:	\$40,924.64	✓

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

The bowling club roof has been deteriorating for several years. The club is used on many occasions by the community plus for the sport of bowls.

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

The new roof replacement will ensure longevity of the club for many years to follow. The roof also modernises the facilities and surrounds.

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

See attached

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

Russell Bowling Club

This report was completed by:

Name: Penia Sigley  
 Address: 11 Beresford St Russell  
 Phone: mob: 027 6878548  
 Email: bowls.russell@gmail.com  
 Date: 29/11/19

**6.9 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 19****File Number: A2822642****Author: Sam Chapman, Accounting Support Officer****Authoriser: Angie Thomas, Manager - Accounting Services****PURPOSE OF THE REPORT**

The purpose of the report is to provide the Bay of Islands – Whangaroa Community Board with financial statements for the period ended 31 December 2019.

**EXECUTIVE SUMMARY**

The financial report is ward-specific, covering the activities in the Bay of Island - Whangaroa ward only.

**RECOMMENDATION**

**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 31 December 19.**

**BACKGROUND**

This is the second quarterly financial report for 2019-2020 detailing the financial performance of community activities to be provided to the Bay of Islands-Whangaroa Community Board.

**DISCUSSION AND NEXT STEPS**

Refer to the commentary in the attached statement.

**Understanding the report**

Variances in excess of \$100k and significant “%” variances will be commented on.

The financial year runs from 01 July 2019 to 30 June 2020. The “Year to date” columns reflect income and expenses for the period 01 September 2019 to 31 December 2019.

The variances column highlights the difference between the budget set in the 2019/20 Annual Plan and actual income and expenses as at 31 December 2019.

The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2019 to 30 June 2020.

The full year forecast column shows the best estimate for the actual year end position as advised by Managers. Unfavourable variances will represent expenses higher than budget or income less than budget.

**FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no specific financial implications for this report.

**ATTACHMENTS**

- 1. 2020-02-03 BWCB Statement of Financial Performance Activities by Ward for the period ending 31 December 2019 - A2822609**  

**Statement of Financial Performance**  
**Community Activities by Ward**  
**for the period ending**  
**31-December-2019**  
**Bay of Islands - Whangaroa**

	Year to date		Year to date	Variance	Full year			Full year
	Actual	Annual Plan Budget			Annual Plan Budget	Carry Forward Budgets	Total Annual Budget	
<b>Operations</b>								
<b>Operational income</b>								
Rates - general (excl water supply rates)	2,470	2,462	8	0%	4,923	0	4,923	4,923
Rates - penalties	0	56	(56)	-100%	113	0	113	113
Fees & charges (inc water supply rates)	33	54	(21)	-38%	108	0	108	108
Central govt subsidies - operational	24	30	(6)	-19%	59	0	59	67
Other income	6	2	4	299%	3	0	3	3
<b>Capital income</b>								
Central govt subsidies - new works	340	0	340	100%	0	0	0	129
Central govt subsidies - renewals	99	0	99	100%	0	0	0	233
<b>Total operating income</b>	<b>2,972</b>	<b>2,603</b>	<b>369</b>	<b>14%</b>	<b>5,206</b>	<b>0</b>	<b>5,206</b>	<b>5,576</b>
<b>Expenditure</b>								
Amenity Lighting	37	44	8	18%	89	0	89	89
Carparks	67	66	(0)	-1%	132	0	132	132
Cemeteries	55	60	4	7%	119	0	119	119
Community Centres	62	47	(15)	-32%	92	0	92	92
Footpaths	220	264	44	17%	528	0	528	528
Halls	154	155	2	1%	299	0	299	299
Parks & Reserves	929	897	(32)	-4%	1,789	0	1,789	1,789
Public Toilets	641	514	(126)	-25%	942	0	942	950
Swimming Pools	373	356	(16)	-5%	621	0	621	621
Town Maintenance	347	429	82	19%	809	0	809	809
<b>Total operating expenditure</b>	<b>2,884</b>	<b>2,833</b>	<b>(51)</b>	<b>-2%</b>	<b>5,420</b>	<b>0</b>	<b>5,420</b>	<b>5,428</b>
<b>Net operating surplus/(deficit)</b>	<b>88</b>	<b>(230)</b>	<b>318</b>		<b>(214)</b>	<b>0</b>	<b>(214)</b>	<b>149</b>

**Commentary - Bay of Islands - Whangaroa**

Operational Income  
There is no significant variance.

Capital Income  
Central Government Subsidies New Works  
- TIFF grant for public toilets at Waitangi Boat Ramp and Haruru Falls are unbudgeted.  
- NZTA subsidy received for constructions of various new footpaths projects namely Cobham Rd - Hone Heke - Mill Lane, Mission Rd, Greenway Dr - Aranga Rd, Mission Rd are unbudgeted

Expenditure  
Public Toilets - Hundertwasser Park Centre Te Hononga grant from last financial year were paid.

## **7 INFORMATION REPORTS**

### **7.1 COMMUNITY AND CUSTOMER SERVICES ACTIVITIES**

**File Number:** A2822709

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

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

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

The purpose of the report is to provide information to the Bay of Islands-Whangaroa Community Board for the community and customer service activities.

#### **EXECUTIVE SUMMARY**

This information only report is provided by way of an update to Community Boards.

#### **RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board receive the report Community and Customer Services Activities.**

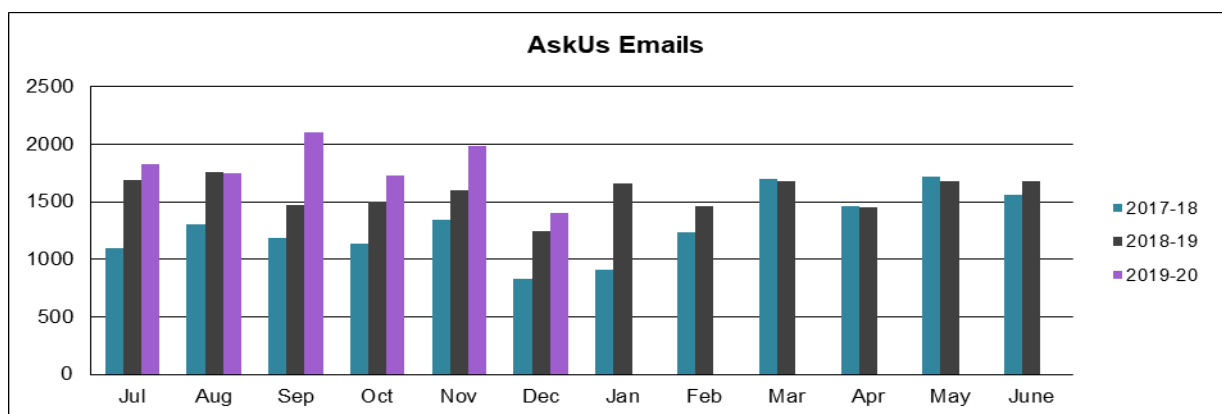
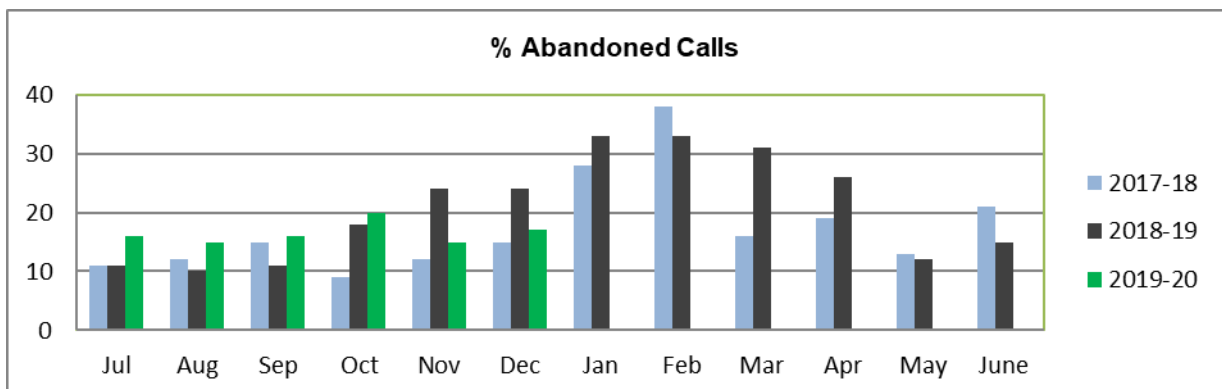
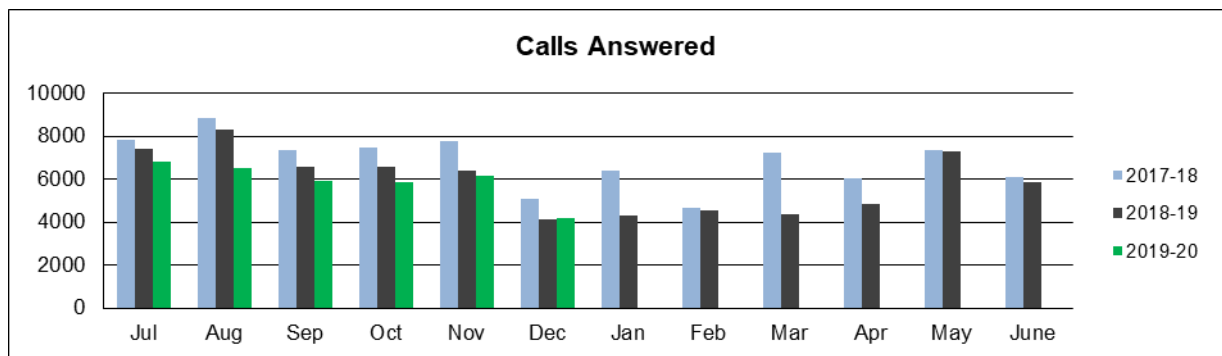
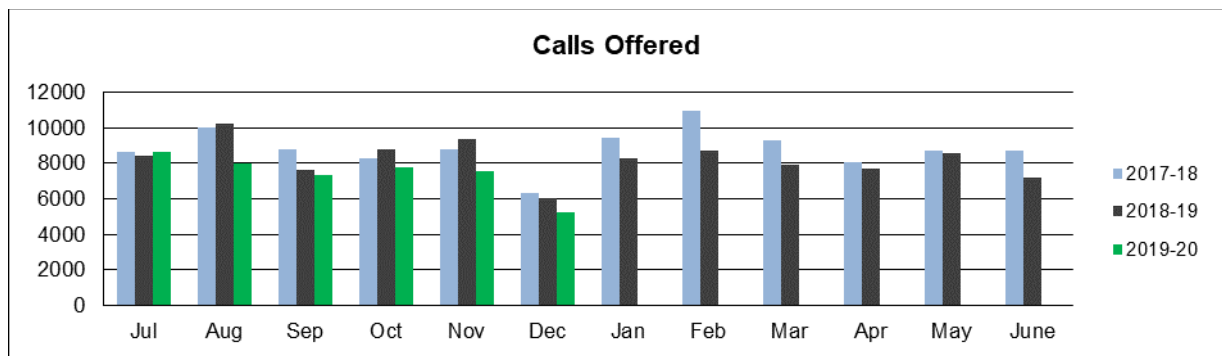
#### **BACKGROUND**

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

#### **DISCUSSION AND NEXT STEPS**

##### **Contact Centre**

- Customer interactions district wide for the 6 months ending December 2019 totalled 87,742 (which was less than the same 6 months ending December 2018 at 93,301). These interactions included Phone calls: 44,682, Ask Us emails: 10,770, Requests for Service: 14,304. Walk-ins to service centres totalled 12,970.
- The average rate of abandoned calls (17%) has increased slightly since last report (15%) - still well above the 8% target. However, November and December were much improved from the previous year's comparison. Staff training, winter illnesses and other leave has made reaching target challenging. Some technical issues also contributed.
- District wide the top two issues that customers contacted Council about were Building: 8,865 (including booking Building inspections), and Rates: 6,445 (including payments, account balances and direct debits).
- There has been a noticeable increase in emails received through the website. This could be an indication that customers are moving towards more online communication.

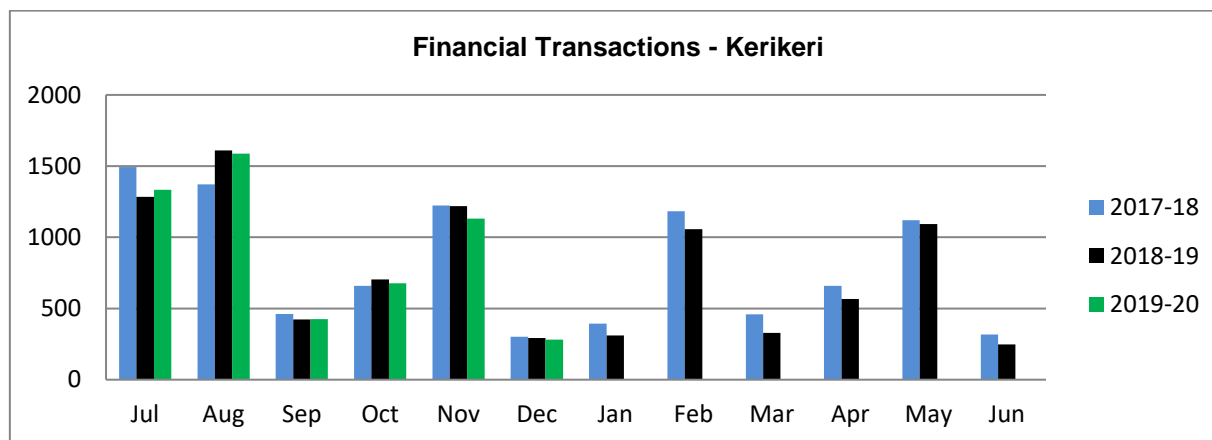
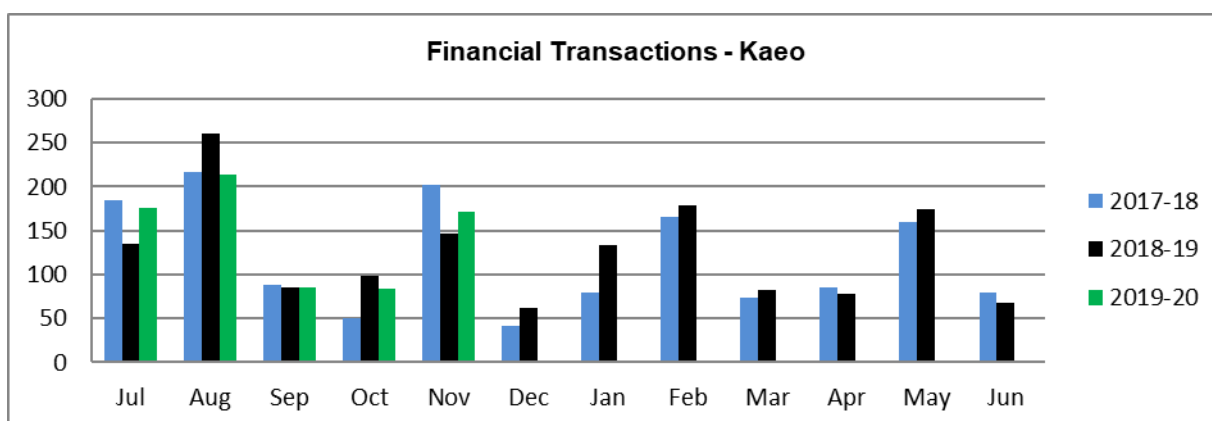
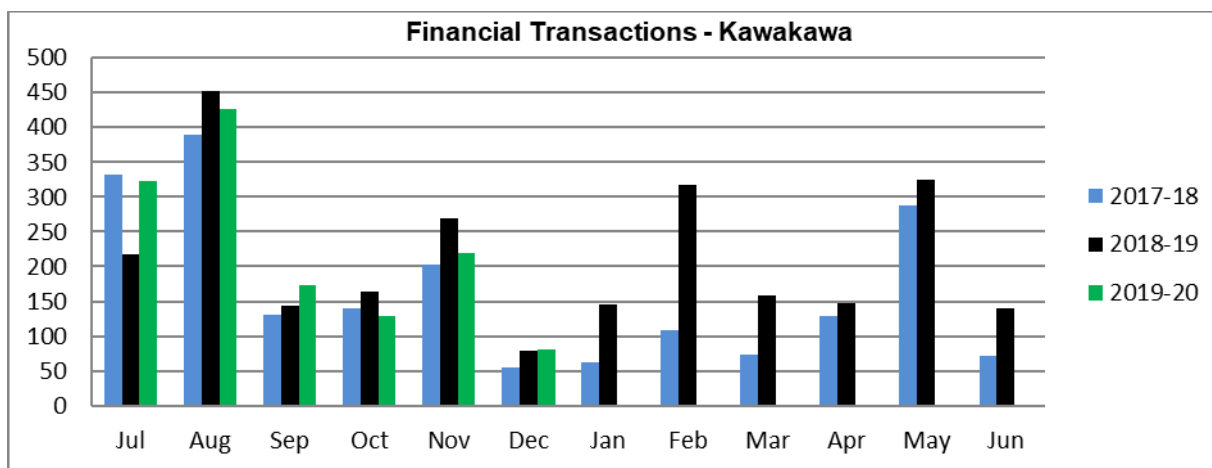


## Service Centres

The results from the Customer Experience Programme indicates that the service centres district wide are consistently high functioning and meeting the needs of customers. The staff are engaged with customers and strive to deliver the best service possible.

The Kaeo office continues to book a high number of building inspections.

For the last six months the financial transactions at all three centres stayed relatively the same. However overall (district-wide) there is a gradual decline as more customers are entering into Rates Easy Pay arrangements and direct debit payments.



## Libraries

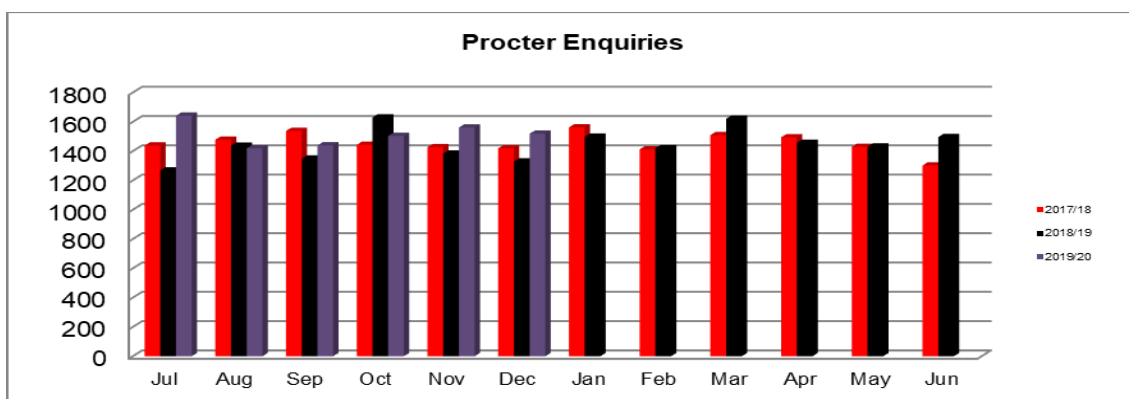
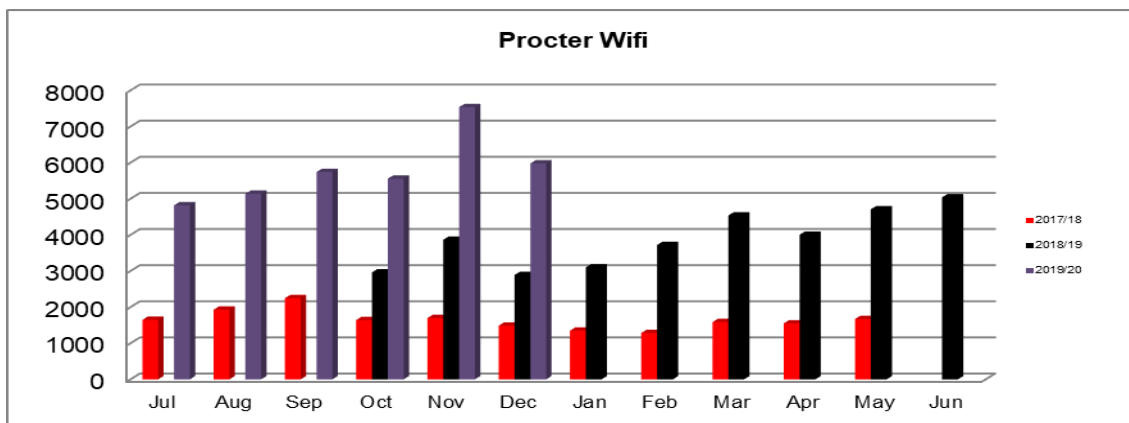
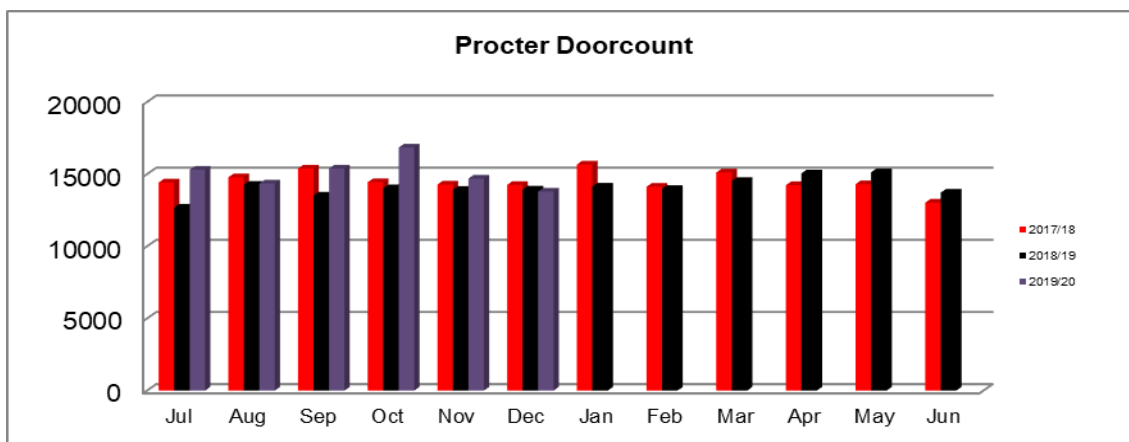
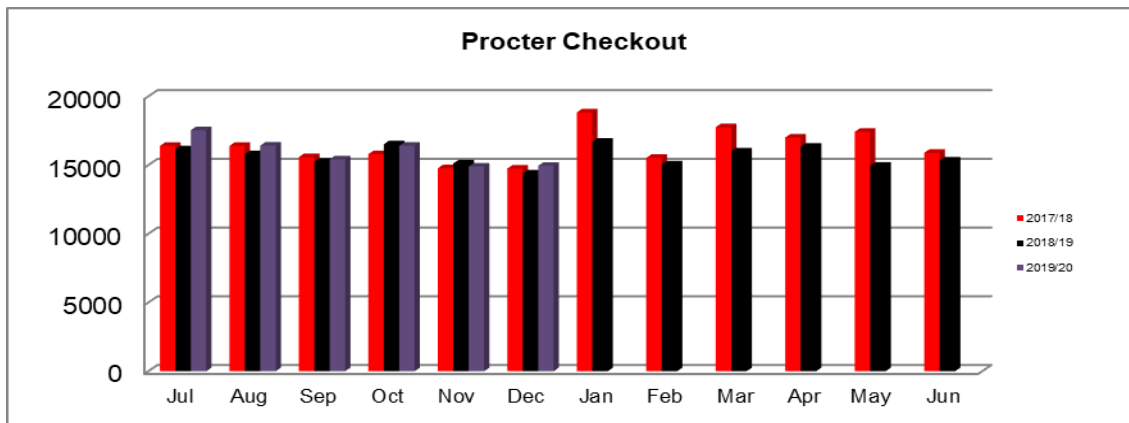
### Kerikeri, Procter

Procter Library has been busy over the last six months, evidenced by recorded statistics of wi-fi usage trending upwards, foot traffic remaining high, and a record number of book issues for the month of July.

Programs and events have been delivered or maintained during this period include Charlies' Computer help sessions, Everyday Kiwi English conversation classes, SparkJUMP prepaid internet provision, Live ukulele sessions by the Kerikeri Ukulele Club, Golden Librarians celebration of regional school's student librarians and author talks for the public by Tessa Duder and Marilyn Waring. A summer reading program for children is currently underway.

Procter Library has supported community initiatives including Te Ataarangi Te Reo Maori classes, Workbridge and Skills for Life.

Procter Library staff have been rejuvenating library collections which has been appreciated by the community and led to a large book sale in December. Work is about to begin on an HVAC project in the library which will improve year-round temperature control in the building.



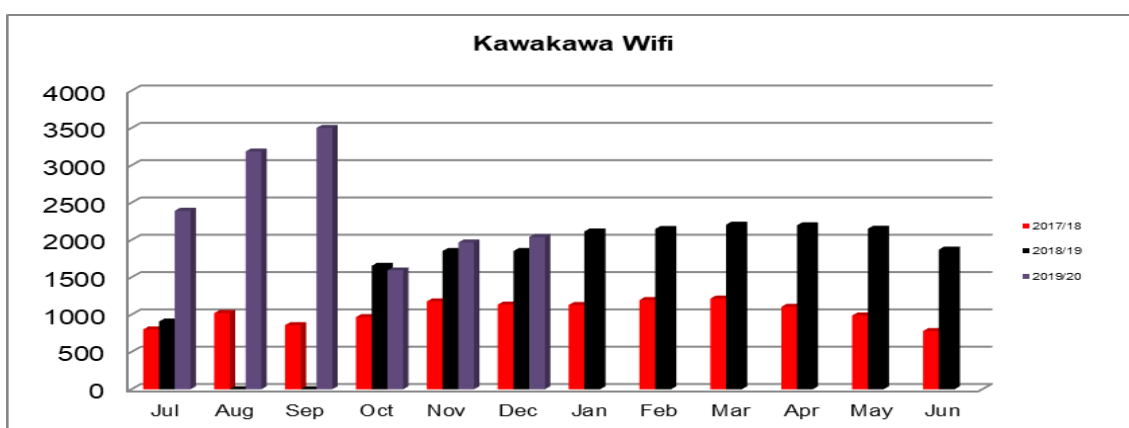
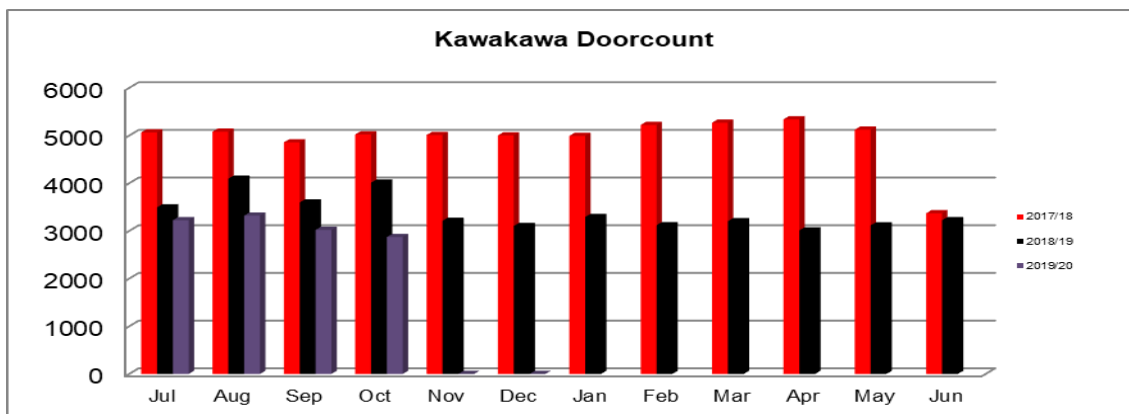
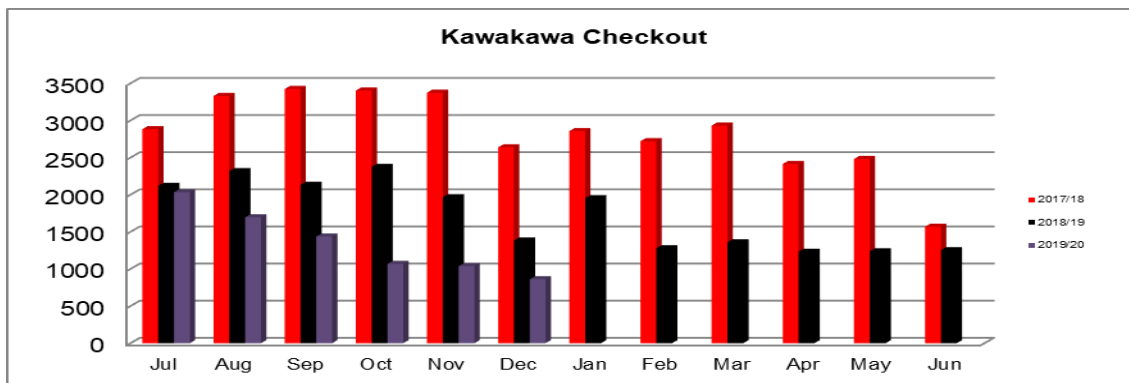
## Kawakawa

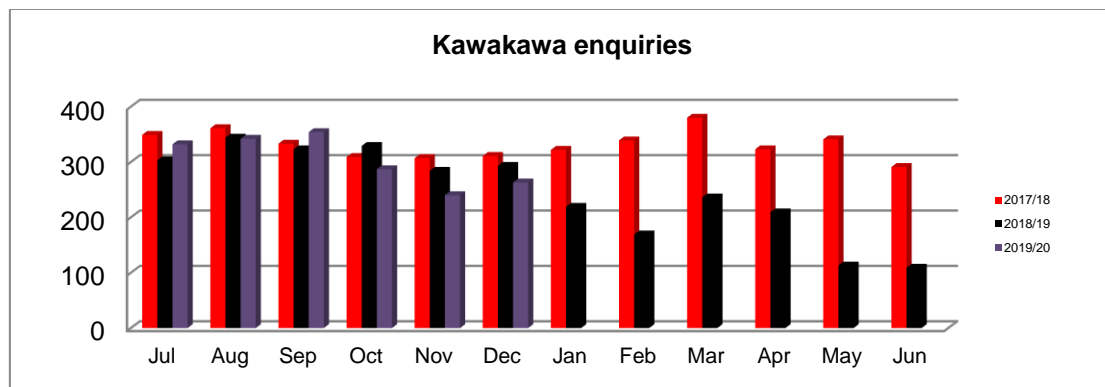
The last six months has seen a lot of positive change for Kawakawa Library as it moved from the old premises into temporary pop-up library in the Kings Theatre foyer. This is working well and staff are enjoying working alongside the gallery and its artists.

The old library building has now been demolished in preparation for the town square development. The library is undertaking a rejuvenation project that will see the new library in Te Hononga stocked with a range of new and quality books.

With the size of the current space being limited library staff have taken Storytime sessions out into the community, visiting the local pre-school Te Mirumiru weekly.

The Te Hononga project is continuing on schedule. Kawakawa town is excited about the potential for this new building as a shared space with council, artist, iwi and whole-of-community involvement.



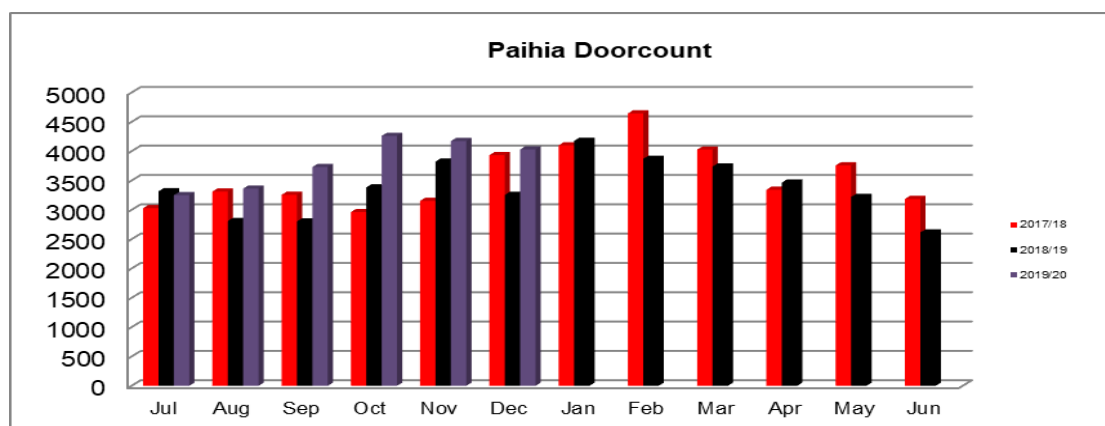
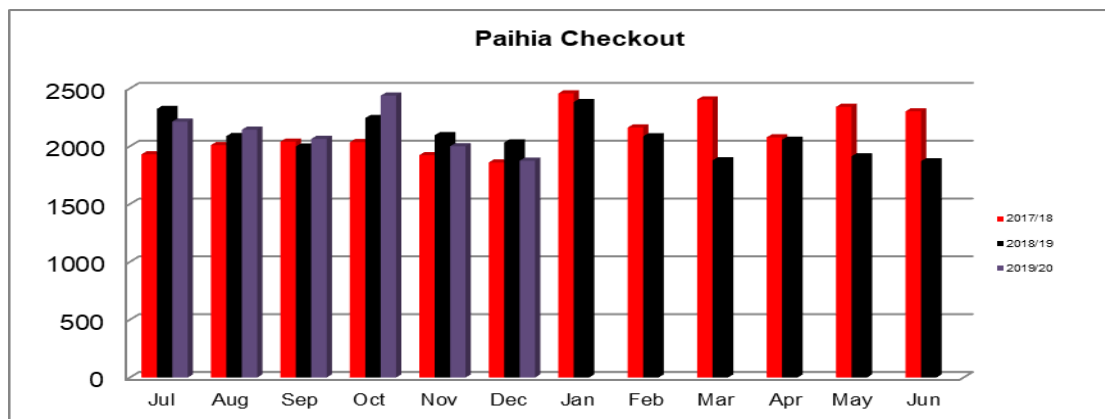


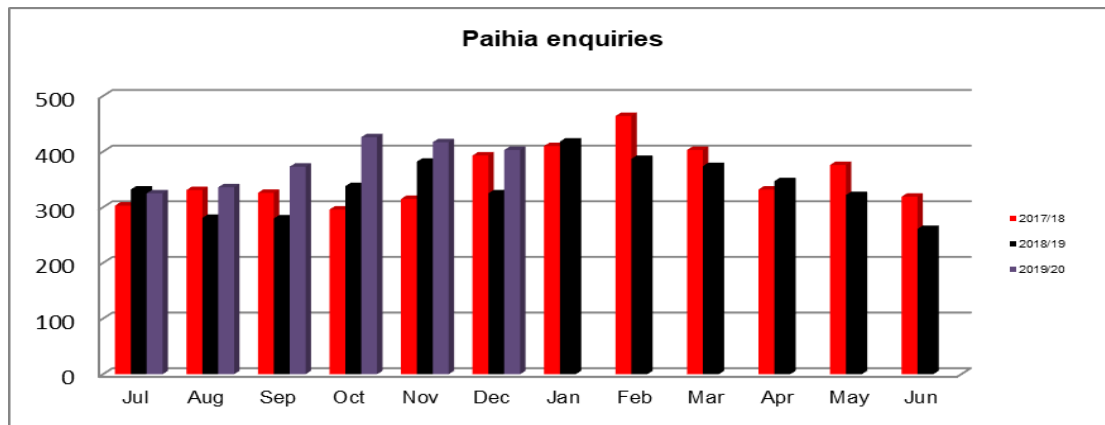
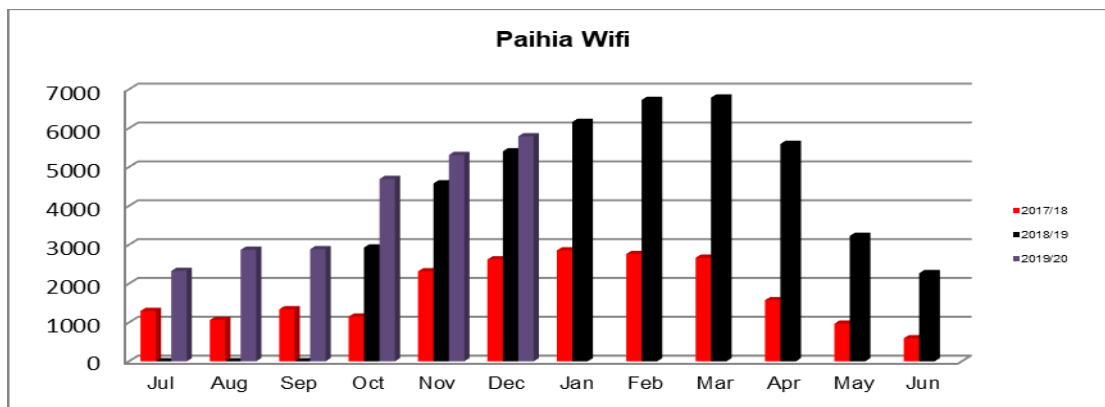
## Paihia

Paihia Library continues to thrive as a destination for locals and tourists. Cruise ship visitors in particular continue to be active users of library Wi-Fi.

Notable programmes and events include virtual reality and technology sessions in the local school, art exhibitions in the upstairs rooms, visiting author talks, music performances in the library, the friends of the Library Christmas party, Workbridge sessions for local jobseeker, support for the Red Cross with meeting spaces. Senior Librarian, Rae Baker's FNDC long service was celebrated at a council event.

Discussions are underway about options for utilisation of the upstairs area in the library. The Friends of the Library and Auckland Museum, who hold an archive of Williams family records, are contributing to this process.





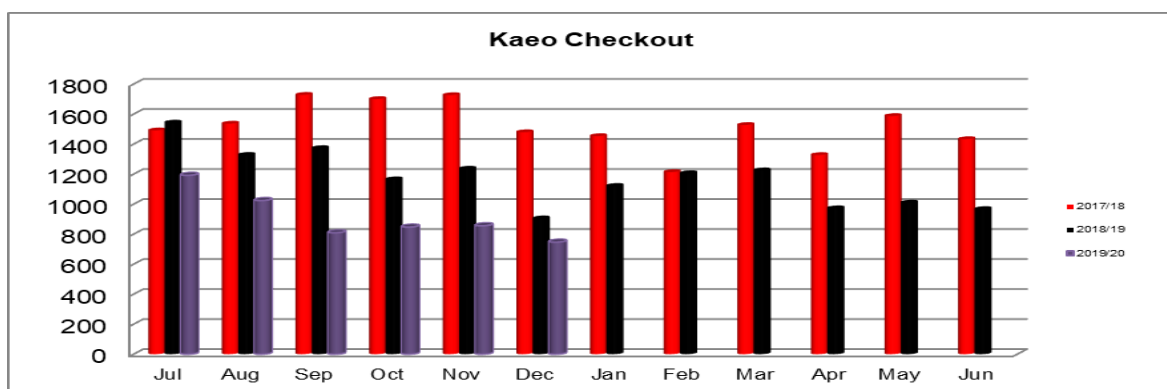
## Kaeo

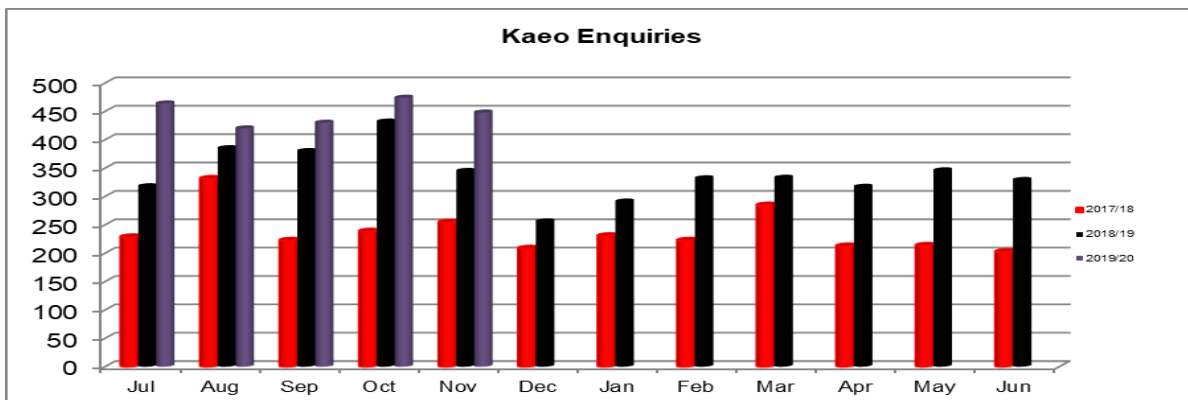
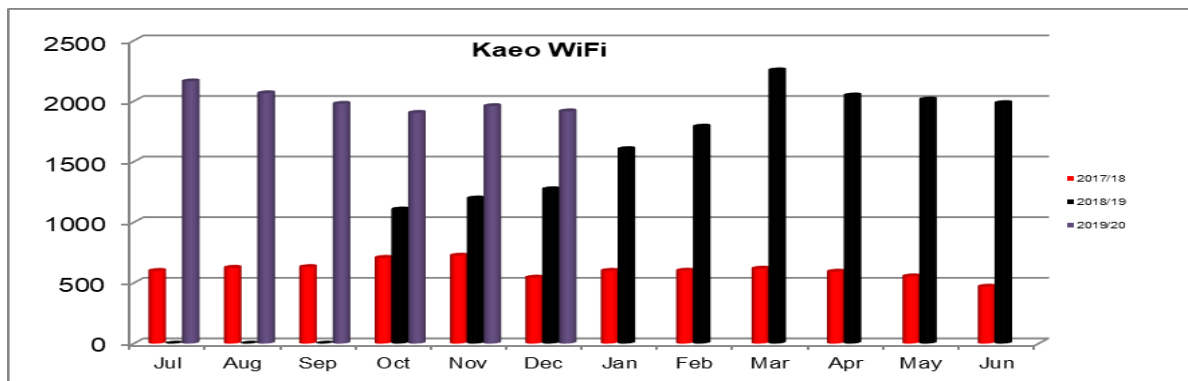
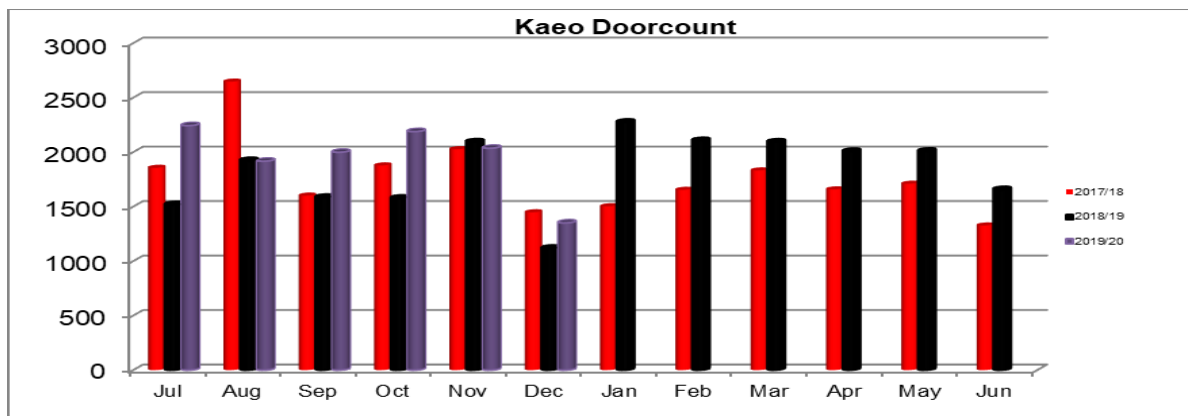
Kaeo Library has had a busy half-year. Events included a book launch for a local author, a party that was held in the library for one of the oldest library members, children and young adult areas were refreshed with new shelving, the Spark Jump programme continued to provide low cost internet to local families, the introduction of new public PC options, with Chromebooks and an ongoing summer reading programme for school children.

Senior Librarian, Sabine Weber-Beard travelled to Greece for the yearly International Library Federation (IFLA) meeting to share Far North ideas and happenings. She has been appointed to an IFLA multi-cultural committee.

The non-fiction collection was refreshed and returned back to the Dewey organization system.

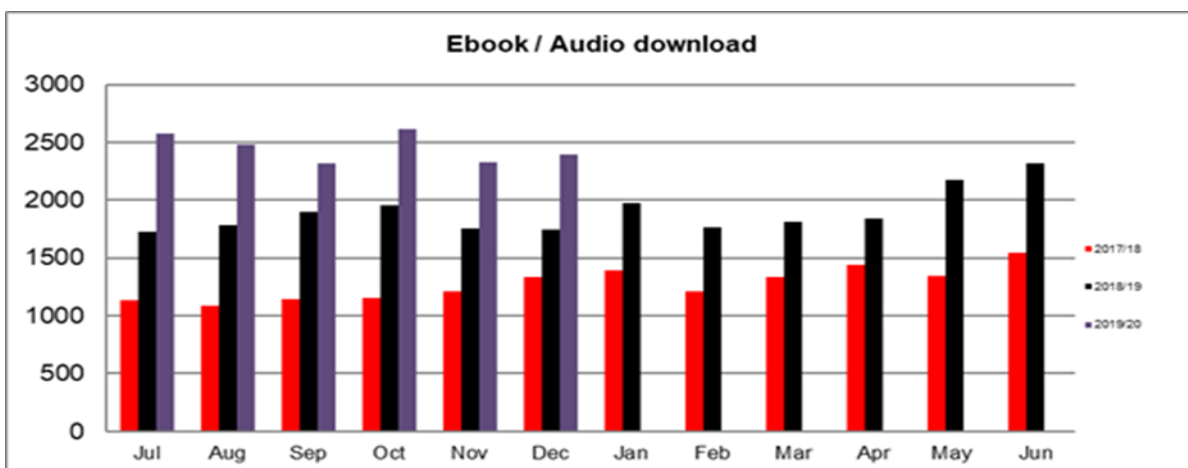
Lego, Virtual Reality and robotics sessions were held with local children.





## eResources

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



The Museum@TeAhu had a busy six months, with a number of special events:

- 50th Anniversary Jubilee of the Museum at Te Ahu – morning tea
- Signing ceremony of the DeSurville anchor from Te Papa to Museum at Te Ahu
- Baby Baroque – Music event
- Opening of the Taipa Bridge supporting Auckland Museum

Exhibitions included:

- Te Mana I te whenua, Te Mana o te whenua art display (Far North Artists) September 2019
- Nga tohu o IO, art exhibition (Far North Artists) started in December 2019 – and runs through to February 2020

Key projects that were completed or are underway include:

- Pioneer House Renovation Project – 95% complete
- Digital Access Project – prelim work complete, ready to start in 2020

227 researchers accessed the museum's collections and research facilities in all of 2019. Subjects covered researching family, local human history (society\community) and natural history. This is an 25% increase from 2018 – 156 researchers and 2017 where 81 research inquiries were recorded.

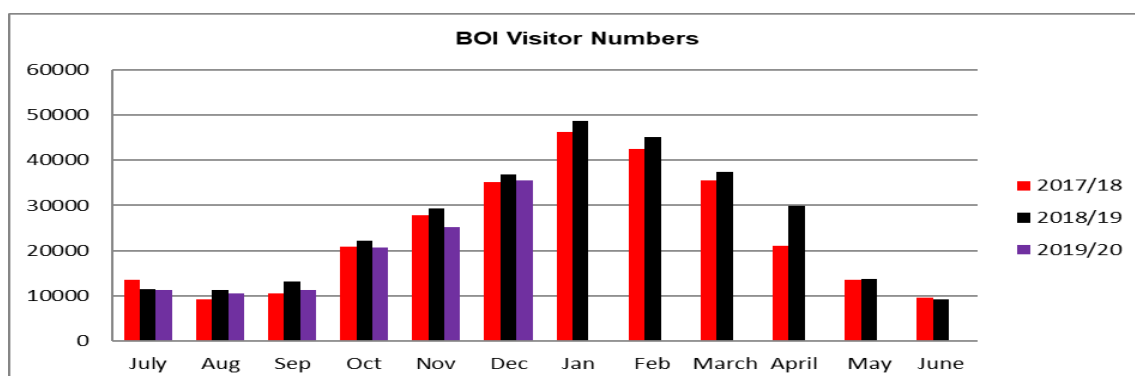
### **Bay of Islands i-SITE**

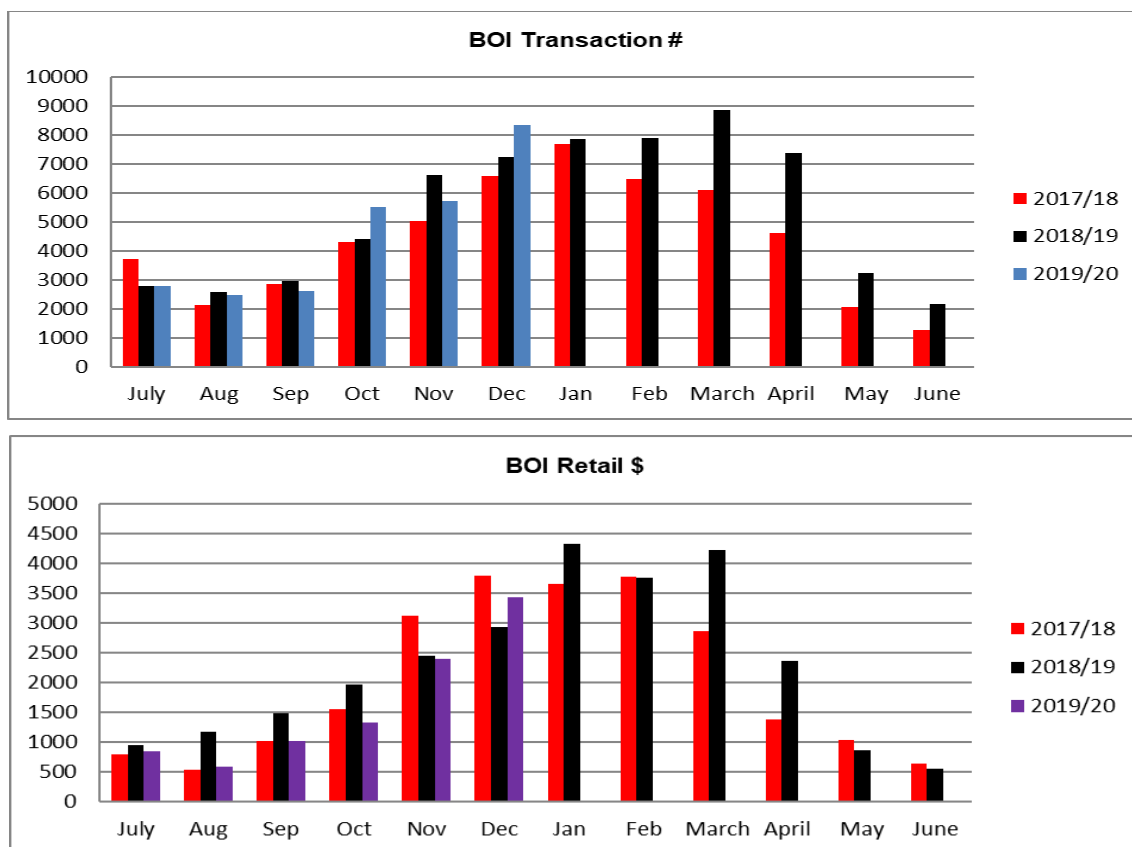
A small refurbishment to the interior of the i-SITE building included the extension of the counter which has seen an improvement of customer flow, essential in such a small building with limited space.

17 cruise ships visited during this 6-month period, bringing a total of 47,704 passengers and crew. This contributed to good transaction numbers especially on Russell ferry tickets and other tours. Retail sales have been strong with both visitors and locals purchasing product.

The i-SITE is building on our partnership with the Department of Conservation, DOC promotional material including a display screen that has information on Project Island Song, Kauri Die Back awareness and NZ wildlife. It showcases the different regions and explains Tiaki – care for New Zealand.

i-SITES continue to rate highly in the Customer Experience survey, consistently scoring in the high 90s. Qualmark accreditation achieved once again and currently rating of 4.5 stars on Trip Advisor.

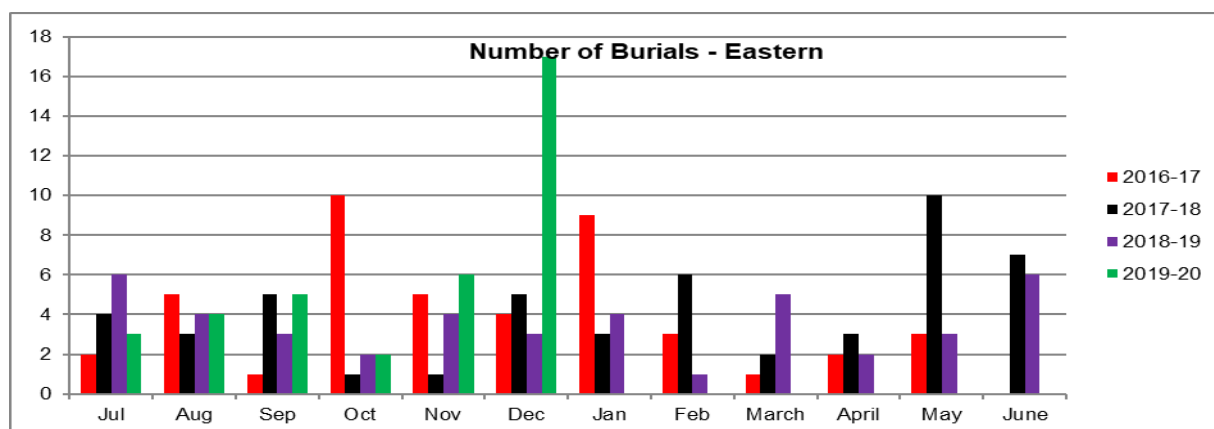


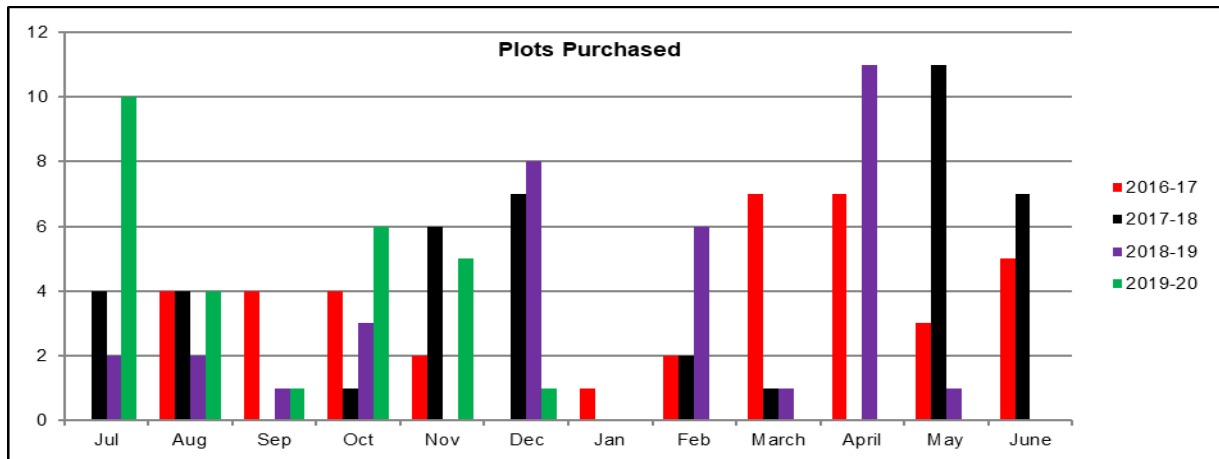
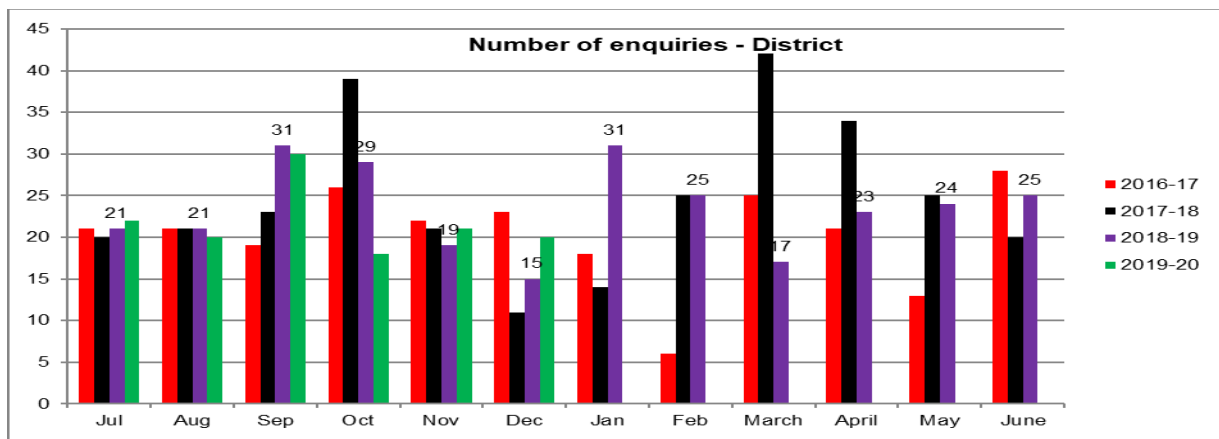


### Cemeteries - Sexton Services

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

In total, there were 15 full burials and 9 ash interments in the Bay of Islands-Whangaroa ward for the last 6 months, along with 13 reburials. In December the remains of a 178-year old family graveyard which threatened to spill out over State Highway 10 were relocated to Kaeo Public Cemetery. The remains belonged to the early settler Spickman-Nisbett family and were disinterred by archaeologists in accordance with all related legislation and moved to the historic area of the Kaeo Public Cemetery. Special Services were held, and the 13 ossuaries (bone boxes) were reburied with care and dignity by Council gravediggers. The Spickman-Nisbett family patriarch William Spickman was one of the first pakeha settlers in the Kaeo area. He had helped construct the Waimate Mission Station and House prior to settling in Kaeo when he married. The reburial was unique and the descendants and NZTA have expressed their appreciation to Council for making this happen with ease.





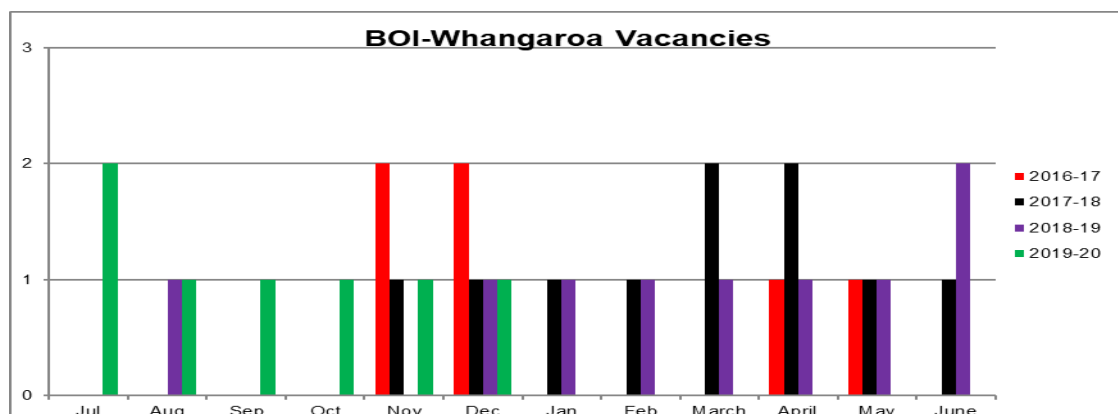
### Housing for the Elderly

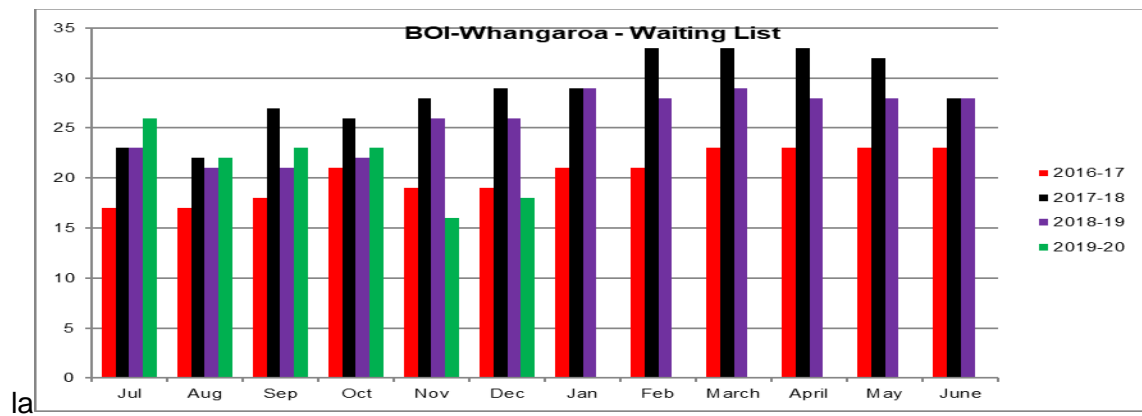
Council owns and rents out 147 Housing for the Elderly units and bedsits overall.

In the Bay of Islands-Whangaroa area there are villages in:

Location	One- bedroom	Bed-sit	Vacancies
Kerikeri	4	3	0
Kawakawa	6	-	1

During the period from 1 July – 31 December 2019 FNDC had one new tenancy start in Kerikeri. There is currently one unit undergoing refurbishment in Kawakawa.





## FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

## ATTACHMENTS

Nil

**8 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>8.1 - Nomination of Far North Community Board Executive Committee Representative</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**9 MEETING CLOSE**