



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday, 1 April 2021

Time:

Location:

10.00 am Baysport Complex Harmony Lane Waipapa

Membership:

Chairperson Belinda Ward Deputy Chairperson – Frank Owen Member Lane Ayr Member Manuela Gmuer-Hornell Member Bruce Mills Member Manuwai Wells Member Dave Hookway-Kopa Member Rachel Smith

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

- 1. Comment on adverse performance to the Chief Executive in respect of service delivery.
- 2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
- 3. Assist their communities to set priorities for Pride of Place programmes.
- 4. Have special regard for the views of Māori.
- 5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
- 6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
- 7. Seek and report to Council community feedback on current issues by:

- a) Holding a Community forum prior to Board meetings
- b) Varying the venues of Board meetings to enable access by members of the community
- 8. Monitor and make recommendations to Council to improve effectiveness of policy.
- 9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

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

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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Belinda Ward	Ward Jarvis Family Trust	Trustee		
	Kenneth Jarvis Family Trust	Trustee		
	Residence in Watea			
Belinda Ward (Partner)	Ward Jarvis Family Trust	Trustee and beneficiary		
	Kenneth Jarvis Family Trust	Trustee and beneficiary		
	Residence in Watea	Trustee		
Lane Ayr	Retired			
	Home			
	Residence in Kerikeri			
Lane Ayr	Riverview School			
(Partner)	Home			
	Residence in Kerikeri			
Bruce Mills	Galloquine Trust / Galloquine Limited	Director		
	Whangaroa Community Trust	Trustee		
Manuwai Wells	No form received			
Frank Owen	Retired			Step aside from decisions that arise, that may have conflicts
	House Property in Kerikeri			Step aside from decisions that arise, that may have conflicts
Frank Owen (Partner)	House Property in Kerikeri			
Manuela Gmuer Hornell	Bay of Islands Sailing week Incorporated	Chair	Funding for events	Step aside from decisions that arise, that may have conflicts
	Te Au Mārie 1769 Sestercentennial Trust	Trustee		Step aside from decisions that arise, that may have conflicts
	Chris Hornell and Manuela Gmuer-Hornell Partnership	Partner		Step aside from decisions that arise, that may have conflicts
	Hornell-Gmuer Trust	Trustee and Beneficiary		Step aside from decisions that arise, that may have conflicts
	Russell Contracting Limited	Family Business		Step aside from decisions that arise, that may have conflicts
	Russell Volunteer Fire Brigade	Secretary		Step aside from decisions that arise, that may have conflicts

BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Dave Hookway- Kopa	Manu Hapori Hauora – Community Wellbeing Advisor Northland DHB	Employee	Possibility of joint working groups with FNDC	Consider each situation on merit and declare any potential conflict
	Property on Waipapa West Road	Property owner	Issues to do with the street	Declare as appropriate
Rachel Smith	Friends of Rolands Wood Charitable Trust	Trustee		
	Mid North Family Support	Trustee		
	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member and Treasurer		

Far North District Council Bay of Islands-Whangaroa Community Board Meeting will be held in the Baysport Complex, Harmony Lane, Waipapa on: Thursday 1 April 2021 at 10.00 am

Te Paeroa Mahi / Order Of Business

1	Karakia	Timatanga – Opening Prayer	9
2	Apologies and Conflicts of Interest9		
3	Public Forum9		
4	Deputat	tions	9
5	Speake	rs	9
6	Confirm	nation of Previous Minutes	10
	6.1	Confirmation of Previous Minutes	10
7	Reports	5	16
	7.1	Chairperson and Members Report	16
	7.2	Totara North Community Plan	25
	7.3	Paihia EV Charging Station	59
	7.4	Revoke Previous Decision - Road Naming, 11 Greenway Drive, Kerikeri	67
	7.5	Statement of Community Board Fund Account as at 28 February 2021	90
	7.6	Funding for Kerikeri Basketball Court from Placemaking Funds 2018/19	94
	7.7	Funding Applications	96
	7.8	Project Funding Reports1	15
8	Informa	tion Reports1	26
	8.1	FNDC Contracts 1	26
	8.2	Kerikeri Redwoods - 2020 Arborist Reports 1	28
	8.3	Bay of Islands-Whangaroa Community Hall Annual Information Update 1	40
9	Karakia	Whakamutunga – Closing Prayer22	80
10	Meeting	g Close	80

1 KARAKIA TIMATANGA – OPENING PRAYER

2 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.

3 PUBLIC FORUM

Hilary Sumpter speaking in regard to Kerikeri Redwood Trees reference Item 8.2 Kerikeri Redwoods 2020 Arborist Report.

4 **DEPUTATIONS**

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

5 SPEAKERS

Shirley May speaking on behalf of Bay of Islands Country Music Festival for Item 7.7 Funding Applications.

Kylie Kara speaking on behalf of Waka Atea for Item 7.7 Funding Applications.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number:A3126248Author:Casey Gannon, Meetings AdministratorAuthoriser:Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / 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.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 4 March 2021 are a true and correct record.

1) TE TĀHUHU KŌRERO / 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) TE MATAPAKI ME NGĀ KŌWHIRINGA / 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".

Te Take Tūtohunga / 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) NGĂ PĂNGA PŪTEA ME NGĂ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

NGĀ ĀPITIHANGA / ATTACHMENTS

1. 2021-03-04 Bay of Islands-Whangaroa Community Board Minutes - A3103072 🗓 🛣

Te Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance requirement	Te Aromatawai Kaimahi / Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as a true and correct record, any interest that affect other people should be considered as art of the individuals report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

MINUTES OF BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING HELD AT THE BAYSPORT COMPLEX, HARMONY LANE, WAIPAPA ON THURSDAY, 4 MARCH 2021 AT 10.18 AM

PRESENT: Chairperson Belinda Ward, Deputy Chairperson Frank Owen, Member Lane Ayr, Member Manuela Gmuer-Hornell, Member Bruce Mills, Member Manuwai Wells, Member Dave Hookway-Kopa, Member Rachel Smith

IN ATTENDANCE: Councillor David Clendon

1 KARAKIA TIMATANGA – OPENING PRAYER

Chairperson Belinda Ward opened with a karakia.

2 APOLOGIES AND CONFLICTS OF INTEREST

Nil

3 PUBLIC FORUM

Councillors Rachel Smith and Moko Tepania spoke in regard to The Mayors Task Force on Jobs – Outward Bound Scholarships.

3.1 RESOLUTION

RESOLUTION 2021/11

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

That the Bay of Islands-Whangaroa Community Board in partnership with the Mayor's Task Force For Jobs receive and consider an application by a young person from our ward to cover up to the \$749 cost toward the course fee and travel costs.

CARRIED

4 **DEPUTATIONS**

Nil

5 SPEAKERS

Nil

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3051626, pages 10 - 15 refers.

RESOLUTION 2021/12

Moved: Chairperson Belinda Ward 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 February 2021 are a true and correct record with the following amendments:

- a) Ray Hatch, Vice-chair, spoke on behalf of the Rangitane Recreation Association.
- b) Tabled Document 'Draft Kerikeri Peninsular Community Development Plan Rangitane' February 2021.

CARRIED

Abstained: Rachel Smith

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 7.1 document number A3052231, pages 16 - 23 refers.

RESOLUTION 2021/13

Moved: Member Lane Ayr Seconded: Member Bruce Mills

a) That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Member Manuela Gmuer-Hornell with the following amendments correct spelling of Motumaire on Chairperson Ward's report.

CARRIED

Abstained: Rachel Smith

7.2 RESOLUTION

RESOLUTION 2021/14

Moved: Chairperson Belinda Ward Seconded: Member Dave Hookway-Kopa

That the Bay of Islands-Whangaroa Community Board request a regular update on new liquor liscense, renewal of liquor liscense, and special liquor liscense within the Bay of Islands-Whangaroa ward.

CARRIED

Abstained: Rachel Smith

7.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3086198, pages 24 - 33 refers.

RESOLUTION 2021/15

Moved: Member Lane Ayr Seconded: Member Dave Hookway-Kopa

That the Bay of Islands-Whangaroa Community Board approves the sum of \$1,974 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Rotary Club for costs towards 2021 Duck Race to support community outcomes.

CARRIED

Abstained: Rachel Smith

7.3 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A3086619, pages 34 - 63 refers.

RESOLUTION 2021/16

Moved: Chairperson Belinda Ward Seconded: Member Manuela Gmuer-Hornell

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

a) Kawakawa Business Association – Christmas 2020 Event

b) Whangaroa Health Services Trust – Community Gym Fitness Equipment

CARRIED

Abstained: Rachel Smith

8 INFORMATION REPORTS

8.1 COMMUNITY FUNDING AND REPORTING REVIEW

Agenda item 8.1 document number A3085966, pages 64 - 65 refers.

RESOLUTION 2021/17

Moved: Member Frank Owen Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board receive the report Community Funding and Reporting Review.

CARRIED

Abstained: Rachel Smith

At 12:05 pm, Member Rachel Smith left the meeting. At 12:08 pm, Member Rachel Smith returned to the meeting.

8.2 COMMUNITY AND CUSTOMER SERVICE REPORT 1 JULY 2020 - 31 DECEMBER 2020

Agenda item 8.2 document number A3081335, pages 66 - 81 refers.

RESOLUTION 2021/18

Moved: Chairperson Belinda Ward Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board receive the report Community and Customer Service Report 1 July 2020 - 31 December 2020.

CARRIED

Abstained: Rachel Smith

Attachments tabled at meeting

Tabled Document - Rangitane Resident March 2021

9 KARAKIA

Dave Hookway-Kopa closed with a karakia.

10 MEETING CLOSE

The meeting closed at 1:00 pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board meeting held on 1 April 2021.

.....

CHAIRPERSON

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number:	A3127291
Author:	Casey Gannon, Meetings Administrator
Authoriser:	Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Member Lane Ayr, Member Manuela Gmuer-Hornell.

TE TĀHUHU KŌRERO / 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.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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.

NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

NGĀ ĀPITIHANGA / ATTACHMENTS

- 1. Chair Belinda Ward Chairperson Report March 2021 A3124112 🗓 🛣
- 2. Lane Ayr Members Report March 2021 A3123716 🗓 🛣
- 3. Manuela-Gmuer Hornell Members Report March 2021 A3124074 😃 🖾

COMMUNITY BOARD MEMBER'S REPORT

Report to Community Board: Bay of Islands-Whangaroa Community Board

Member Name:

Subdivision:

Date:

Belinda Ward

Paihia

15th February 2021 - 15th March 2021

REPORT

1) Meetings

Date:

- 16/02/21 Meeting re Pipi Patch renewal of on license Virtual
- 17/02/21 FN2100 Preview prior to consultation Kaikohe
- 17/02/21 LTP pre-consultation workshop Kaikohe
- 18/02/21 District Plan workshop Integrated Draft Digital Plan Kaikohe
- 19/02/21 BOI-W CB Agenda preview
- 20/02/21 Kerikeri Domain Working Group Concept Plan unveil
- 22/02/21 Maori Wards Workshop Kaikohe
- 23/02/21 Extraordinary Council Meeting Maori Wards Kaikohe
- 25/02/21 Council Meeting Kaikohe
- 04/03/21 BOI-W CB Meeting Baysport Waipapa
- 05/03/21 Extraordinary Council Meeting Adoption of LTP 2021-2031 Consultation
- Document & Supporting Information Virtual
- 08/03/21 Site Meeting re Redwood Trees Kerikeri Retirement Village
- 08/03/21 Meeting with staff & MSD re Transitional Housing JBC Kerikeri
- 08/03/21 Paihia War Memorial Hall committee meeting.
- 09/03/21 Quarterly CB Chairs update meeting with FNHL Kaitaia
- 11/03/21 Navigating Our Course consultation Paihia Village Green
- 11/03/21 CB Working Party Group Meeting Virtual

2) Issues

07/03/21 Received quotes for 3 x replacement window joinery on the northern side of the Paihia War Memorial Hall. The old wooden casement windows are leaking & do not close properly. They are beyond repair.

12/03/21 Communication regarding the deadline to remove the container & deck from the road reserve area at Te Karuwha Parade Waitangi.

15/13/21 Email & ongoing complaints re unrest in Kings Road due to noise & bad behaviour. This has now become a social & community problem. A petition has been circulated to man the Paihia Police Station & a public meeting is scheduled for April 1st 5-30pm at the Paihia War Memorial Hall.

15/03/21 Cr Clendon has requested an independent arborist to do a 'level 3' comprehensive assessment of the Redwood Trees condition, with the emphasis on public safety. This is a result of our on-site visit 08/03/21.

3) Resources Consents

NIL

4) Requests for Service

RFS: 4049510 Footpath slip hazard on renewed wooden sections of Marsden Rd footpath Paihia.

RFS: 4049520 Removal of vegetation & large poplar tree branches required around the Paihia Village Green & bordering properties due to placement by lawn mowing contractor.

No response to date

18/12/19 3975787 Bledisloe Domain Lighting - Renewal works programmed for this financial year end June 2020. Maybe stalled due to Waitangi Estate Future Plan underway. \$ for lights not carried over to this year's budget?

I will follow up.

All residents advised how to lodge themselves.

RFS's are either work in progress or outstanding.

RFS: 3795613 18/04/18 Follow up on flooding issues in front apron of Paihia War Memorial Hall. **Closed but not resolved - I will follow up**.

01/10/15 3717930 Pedestrian safety issues & parking in front of Heritage Boutique Hotel (The Waterfront) Marsden Road Paihia - Pending NZTA response. **Closed but not resolved - I will follow up.**

COMMUNITY BOARD MEMBER'S REPORT

Report to:	Bay of Islands-Whangaroa Community Board
Member Name:	Lane Ayr
Subdivision:	Kerikeri
Date:	Dec 31/20 MAR 12/21

REPORT

Meetings

•	
18/01/21	KDWG Kerikeri
25/01/21	KDWG Kerikeri
27-29/01/21	Bay Sailing Week Opua
02/02/21	KDWG Kerikeri
04/02/21	BOI-W Workshop Waipapa
04/02/21	Bay of Islands-Whangaroa Community Board meeting Waipapa
05/02/21	Meeting re Press Release Kerikeri Domain
09/02/21	KDWG kerikeri
12/02/21	DAG Meeting Paihia
17/02/21	KDWG Kerikeri
20/02/21	Kerikeri Domain Community BBQ and Plan unveiling
04/03/21	BOI-W Workshop Waipapa
04/03/21	Bay of Islands-Whangaroa Community Board meeting Waipapa
05/03/21	Sub Committee KDWG re Consultation Kerikeri
08/03/21	Meeting with potential bidder re consultation Kerikeri
11/03/21	Meeting J English (ass mg) re Domain Toilets

Resource Consents

NONE

To reiterate last months comments

Either there is a massive decline in Resource Consents or the process of sending them to Community Boards has changed, it would be a courtesy if RC's are not to be sent to CB that we be notified of change.

Requests for Service/information

None submitted.

Re: Mission Road

Have receive a few brief reply "Our footpaths are to spec" this of course does not answer the question(s) I was attempting to raise e.g. Did FNDC strengthen the footpath to provide for non-permitted activity, did FNDC approve the actions of a subcontractor in charging ratepayers additional funds for strengthening their driveways??

In progress

Windsor Landing.

Rangitane launching Ramp proposal now with Project Management Company who will review all objections to the proposed project.

Kerikeri Domain Working Group Continues and has produced the plan for the first stage of the project. A sub Committee has been formed to establish a process so that the Community can identify the perceived needs of a building/facility on the Domain.

There was general agreement when the plan was presented at the Community BBQ.

The recent e-mail exchange between elected members and FNDC in regard to the Water shortage and the "lack" of communication certainly identified "short comings" in both our delivery of service and our ability to effectively communicate.

The water issues in Kerikeri over the Xmas period, the lack of water the summer before last in Paihia, and the most recent "boil water" order for Waipapa, would suggest that these are not new or unique issues. Please note I have made no reference to the water and sewerage challenges in Russell, not because of any animosity towards Russell, rather as I lived in Russell for a brief period 24 years ago and these were topics of concern then, I could fill several pages.

What concerned and saddened me was to see the inclusion of a "quoted" korero regarding Paihia and Kerikeri. There is of course no empirical data to suggest that this is true, in fact quite the opposite, the repeating of this "talk" only serves to create divisions within the District and gives the false narrative substance.

COMMUNITY BOARD MEMBER'S REPORT

Report to:	Bay of Islands-Whangaroa Community Board
Member Name:	Manuela Gmuer-Hornell
Subdivision:	Opua – Russell
Date:	15 March 2021

Meetings

Date	Meeting
04/03/2021	Community Board Meeting – Kerikeri/Waipapa
09/03/2021	Duffus Estate Meeting/Walkabout – Russell
09/03/2021	Resilient Russell Meeting
11/03/2021	Community Consultation – Russell
15/03/2021	Russell Town Hall Committee Meeting – Russell

Issues/Feedback

The Draft District Plan was not available for the first week of the community engagement programme. Please revisit Russell with the appropriate staff to answer any questions for the District Plan Proposal prior to the consultation deadline.

Projects being put on hold even after they had funding allocated – most recently a concise piece of the footpath by Opua School. A staff member left, and this project got passed over to FNHL; irresponsible and not transparent.

Jobs getting started (from RFS) and then not finished for weeks or months, been almost a year for some blocked culverts to be cleared!

This is what the FNDC customers – the ratepayers – are after, prompt replies and action to everyday needs. FNDC's average customers – the ratepayers – is not overly interested in how quick the turnaround is for building and resource consents. The average customer – the ratepayers – want their basic needs looked after, rubbish, water, sewage and roads. Time to look at the customers' – the ratepayers – view (not the property developers from out of our region)!

The contract for the Russell Transfer Station has been extended instead of being advertised and renewed. It is disappointing as the community shows strong interest to implement a different model for the Russell transfer station.

The RFS process seems to have stalled since the first lockdown and then again after/during the floods. Hence no RFS lodged! Please sort this process out and if needed, involve more contractors as soon as possible.

It intrigues me that Community Board Members can't contact FNDC staff. Still, community groups are welcome to meet with staff at Council Meetings.

Roading Issues seem to get the cone treatment and justified as a "fix" – this is totally unacceptable and dangerous as well as very unsightly – we have several of these around my subdivision, and we get zero replies on followups

The too-frequent sewage spills in Russell get the silent treatment from FNDC, more spills happened in Matauwhi Bay in November, and in December, a spill occurred at the Tapeka pump.

Issues with our small-town water supply in Russell, and yet again, staff need time to go through the historic agreements. This is a working system, and FNDC has no idea how and who is drawing water from a council-owned bore?

Time to pull your socks up, FNDC, and face the hard facts! You are letting communities down with their very basic needs of a sound sewage system and freshwater. FNDC needs to stop being risk-averse and start fixing aging assets, AND maybe it would help to allocate funds to EVERY town in your district to keep up with the maintenance. An 80-year plan won't fix our needs today.

The Board needs to make sure that management doesn't forward difficult decisions to the community boards without consulting or informing us in an appropriate timeframe. The no-surprises policy has to be both ways!

Resource Consents

NIL received

Requests for Service/Information

22/04/2019	RFS-3975374	Oasis Car Park
30/10/2019		Robertson Street Strom Water
30/11/2019	24 Chapel St	Breach of building code
01/12/2019	RFS-3988901	Russell's Rubbish Woes
09/12/2019	RFS-3996575	Petition Okiato Boundary for paper road
03/02/2020	CB tabled 3/20	Petition Opua SOS Kellet St
03/02/2020	CB tabled 3/20	To include re-doing the FNHL terms of reference/objective in their comments about what the next annual plan and long term plan should cover.
11/02/2020	RFS-3878599	York Street and long term park next to Bowler
		Footpath Opua School Kellet St
21/02/2020	RFS-3997123	Footpath Damage York St
21/02/2020		Drains Russell Township
11/02/2020	RFS 4001004	Mark Car Parks outside of Tennis Club
17/06/2020	RFS-4010977	Sign and barrier smashed by car
17/06/2020	RFS-4011092	Drain blocked
17/06/2020	RFS-4011525	Collapsed drains etc
01/07/2020	RFS-3986005	Florance Ave Speed reduction
10/07/2020	RFS-4014411	Peter Sharpe Te Wahapu Slips
01/08/2020	RFS-4016222	Terry Greening flooding of drive
24/08/2020	RFS-4021868	Errosion by Matauwhi Bay (tree)
04/09/2020	RFS-4023639	Tree Fallen on ZigZag

08/09/2020	RFS-4024491	Beach access track Jack Bay
10/09/2020	RFS-4025200	Arcadia Lodge Lemon Track eroding
21/09/2020	RFS-4026086	Russell Sewage Plant Issues
23/09/2020	RFS-4026450	Rubbish bins at wharf overflowing again
05/10/2020	RFS-4028183	Russell Museum Sister City
06/10/2020	RFS-4028271	Russell township maintenance
19/10/2020	RFS-4029293	Tree to be removed Wellington St
27/10/2020	RFS-4031104	Water Mains Breach Russell
20/05/2020	RFS-4005808	Please mark the diesel tank intake at Russell Wharf
19/11/2020	RFS-4034886	Fire Hydrant Marking RSA Russell
30/11/2020	RFS-4035403	Excessive roadside spraying
01/12/2020	RFS-4030727	Level of service for long-term carpark by Bowling Club
15/12/2020	RFS-4038783	Fire danger from dead bushes after roadside spray
18/12/2020	RFS-4038166	Flame Tree Fallen across long beach track
06/01/2021	RFS TBA	Eroded track to Opua Beach
07/01/2021	RFS-4040743	Okiato footpath overgrown
15/01/2021	RFS-4046623	Drain and footpath maintenance Wellington/Prospect St
20/01/2021	RFS-4047561	Seat in memory
21/01/2021	CE Office	Picnic Table Long Beach
21/01/2021	CE Office	advert for roadside spray starting 22/1
16/02/2021	RFS-4037894	No Litter Road Signs - made by Russell School
21/02/2021	RFS-4047367	Nuisance Wattle Trees - Constitution Hill
12/03/2021	RFS-4050605	Removal of vegetation - Long Beach

In progress

- Robertson Street Stormwater Project to be completed Residents are not impressed (maybe the wrong word)
- Opua Resource Consent non-notified for development Franklin St/Kellet St –
 petition tabled at CB Meeting 3/2/2020 this has now gone to a full (over 100
 attendees) community meeting 8/3/2020 and we have just been told FNHL
 has sold the land to a private developer. The land is now occupied by hapu
 and locals. This is a community being pushed out of their town.
- Carpark for Oasis Community Centre this has been ongoing since 2018
- Lack of rubbish collection point and recycling collection during peak season around Russell Wharf (owned by FNHL) and this is still NOT solved
- Footpath Kellet Street Opua School been approved but not carried out after been promised to be finished by September, it is now "scheduled" for

January 2021 and as per this report, this is now FNHL project – I am opposing this decision.

- Petition Okiato Boundary for paper road RFS-3996575 tabled at CB meeting 9/12.19 – the cost to be carried by petitioners. Motion passed in November CB meeting
- Include re-doing the FNHL terms of reference/objective in their comments about what the next annual plan and long term plan should cover. – tabled at CB Meeting 3/2/2020
- Walls Bay, Opua to be occupied by local hapu
- Speed Limit Review
- The contract for Russell Transfer Station to be officially tendered
- Maintenance in Russell Township to be outsourced to a local community group
- Mark boundaries at the "Walls Bay" Opua reserve cleary with bollards
- Lack of vision after excessive roadside spraying and cleaning up the aftermath.
- A newspaper advert for roadside spraying is starting 22/1- the job will go ahead as this is an existing contract! The previous round of spraying was paid for by Central Government as part of the COVID-19 recovery. Not sure why we need to carry on with the existing contract if FNDC wants to save money (gain from the covid recovery program)
- Flooding of the upstairs level at Russell Town Hall on Sunday 14/2/2021

7.2 TOTARA NORTH COMMUNITY PLAN

File Number:	A3088976
Author:	Ana Mules, Team Leader - Community Development and Investment
Authoriser:	William J Taylor MBE, General Manager - Strategic Planning and Policy (Acting)

PURPOSE OF THE REPORT

That the Bay of Islands–Whangaroa Community Board receives the Totara North Community Plan from the Totara North Working Party (The Working Party).

EXECUTIVE SUMMARY

The Working Party has created the Totara North Community Plan on behalf of the Totara North community through a series of well attended community meetings (January-March 2021). It expresses their communities' visions and hopes for the future in the following four focus areas;

- People & Community
- Natural Environment
- · Heritage
- Built Environment & Infrastructure

Economic wellbeing is a fifth focus area, this is woven through the document.

Once received, this document will provide a pathway to inform community and Council planning, budgeting and activity in the future.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community board receives the Totara North Community Plan from the Totara North Working Party.

1) BACKGROUND

In late January, the Far North District Council invited the Totara North community to enter into a streamlined community development planning process. The process was considered by staff to be an opportunity to address issues previously raised to Council and improve existing relationships.

A series of well attended community meetings, held between January and March 2021, led to the completion of a draft document that was socialised with the wider community at a 'community fun day' on Sunday 21th March 2021. People were encouraged by the Working Party to provide feedback on the draft document. The document was then updated to create the final version of the Totara North Community Plan.

2) DISCUSSION AND OPTIONS

In late January, the Far North District Council invited the Totara North community to enter into a streamlined community development planning process. The process was considered by staff to be an opportunity to address issues previously raised to Council and improve existing relationships.

A series of well attended community meetings, held between January and March 2021, led to the completion of a draft document that was socialised with the wider community at a 'community fun day' on Sunday 21th March 2021. People were encouraged by the Working Party to provide feedback on the draft document. The document was then updated to create the final version of the Totara North Community Plan.

Reason for the recommendation

The Totara North Community has completed the Totara North Community Development Plan to address changing community needs and wants, and now seeks endorsement for the plan from the Bay of Islands-Whangaroa Community Board.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no immediate budgetary implications for the Community Plan. Any projects identified would be considered from existing budget or through Annual Plan or Long Term Plan development.

ATTACHMENTS

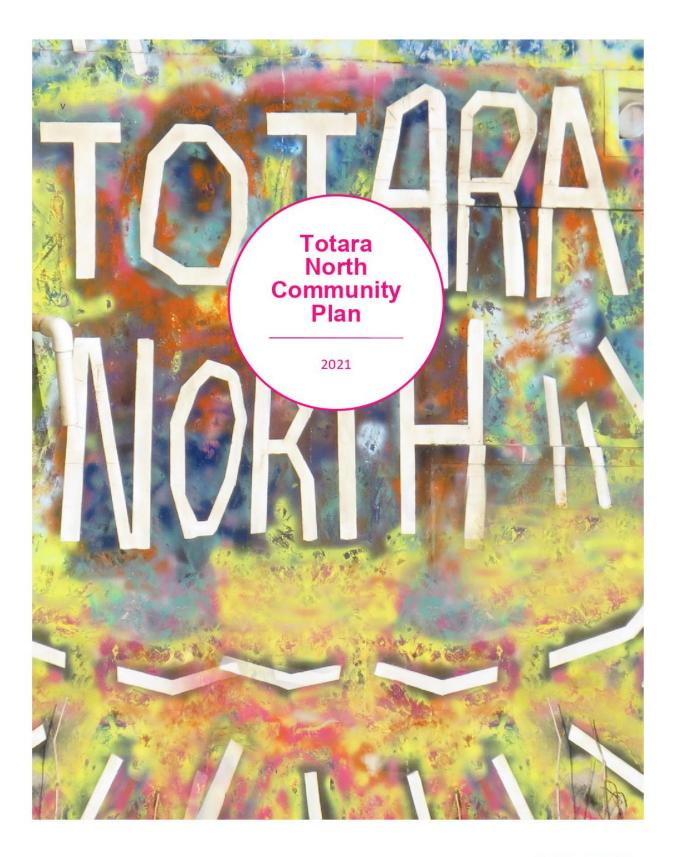
1. Totara North Community Plan March 2021 - A3127950 🗓 🛣

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	
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.	
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.	
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).	Persons likely to be affected or have an interest include those who live within, and have a connection to the Totara North community. A great deal of effort has gone into the plan to capture the thoughts and aspirations of everyone affected.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications.
Chief Financial Officer review.	The Chef Financial Officer has reviewed this report.



22 March 2021

Page 2

Totara North Community Plan 2021

Contents

About	Page 3
Our Vision, Our Values	Page 4
The Process	Page 5
01 Natural Environment	Page 6
02 Heritage	Page 12
03 Built Environment & Infrastructure	Page 15
04 People & Community	Page 27
Appendix	Page 30

Page 3

Totara North Community Plan

March 2021

About

Ngā wai rere pūtahi ki te moana o Whangaroa. The many waters converge at the Whangaroa harbour.

This whakataukī (proverb) speaks of the interconnectedness of the Whangaroa rohe. The shores of the Whangaroa Harbour have long history of Māori occupation. Local Māori narratives express exploration by Tākītimu, Te Māhuhu-ki-te-rangi, Mamaru and Mātaatua.

Although no traditional name exists for the area known as Totara North (with each peninsula and bay having its own name), local hapū include Ngāti Rua, Ngāti Põu, Kaitangata, Ngāti Rangimatakakā and Ngāti Rangimaramomoe. There are two differing stories about how the name of *Totara North* came to be. One version says it was named after a huge Totara tree that once stood on the outskirts of town and the other that the Totara tree was located near the water, where boats moored to its trunk and mail was left beneath its branches. Although the origin of its name may be ambiguous, one fact is clear. Totara North became a thriving village and a hub of commercial activity due to the existence of the once great kauri forests located nearby.

In 1839, Bishop Pompallier established a mission on Te Kuwaru overlooking the harbour. The mission served eight hapū and was made up of a small chapel, cemetery and gardens. By 1846, it had also become a centre for training lay teachers. At one stage, the printing press that now sits in Pompallier House was brought to Totara North by boat for safe keeping, along with the priest responsible for its care.

In its heyday Totara North had the largest shipyard in New Zealand and Australia, Lane & Brown, where some of the Pacific's finest shipping vessels were built. By 1900 over 70 vessels were built and launched at their yards. At that time, Totara North had over 100 children attending the school, three boarding houses, two stores, a bakery, a rope works, a brickworks and a post-office with telegram service. The major pā sites were Hopekako and Otawhiri Point.

When the decline in wood ship-building occurred at the turn of the century, the firm expanded their timber milling enterprise. Kauri was sent as far away as San Francisco to be used in the city's reconstruction after the 1906 earthquake. Milling continued throughout the 20th century until 2004 when the firm was sold and closed down. Today the old mill belongs to Te Runanga o Whaingaroa. Until recently the sheds were used to house some of their beautifully carved waka (ceremonial canoes).

Also operating in the early 1900s was the partnership of Molesworth and Saies which ran an international business exporting kauri gum as far afield as New York and London. The firm owned and leased much of the gum land in the area around the Whangaroa Harbour. The old headquarters is now the Gum Store bar and café. Today, Totara North has a primary school, an historic community hall, gardens, wharf, boat ramp, museum and The Gum Store bar and café.

Totara North is home to a dynamic, tightly knit community living in a picturesque coastal setting.

This is the Community Development Plan of Totara North. The intention of the plan is to clearly identify the needs of our community and use the plan to speak in unison to help inform agencies, funders and others who can work with us to help us bring our plan to fruition.

Page 4

Our Vision

Preserve our peaceful environment, our harbour and the natural beauty of Totara North. Maintain our strong community values of unity, health and looking after each other. Respect our unique heritage and work together to continually improve our social, historic, natural, and built environments.

Our Values

Whanaungatanga / Sense of Community	Manaakitanga / Looking out for each other	
We work together	We respect each other	
We feel a sense of kinship	We are hospitable	
We share experiences	• We have a generosity of spirit	
We practice tikanga - our way of doing things	We are inclusive	
We are safety-conscious	• We care for one another	
We embrace our past	We are supportive	



Page 5

The Process

In late January 2021, the Far North District Council invited the Totara North community to enter into a streamlined community development planning process. This Community Development Plan, created through a series of well attended community meetings (Jan-March 2021), has given the residents of Totara North an opportunity to express their vision and hopes for the future of their community. The Whangaroa Community Plan 2011-2036 was referred to in the development of this plan to ensure alignment between the two.

This planning document has been endorsed by the community and received by the Far North District Council via the Bay of Islands-Whangaroa Community Board. It will be used to set a pathway to inform both community and Council planning, budgeting and activity in the future.

The following community members have thoughtfully contributed to the development of this plan; Brenda and Ken Frear, Linda Young, John Sala, Dawn Griffiths, Jenny Williams, Jan and Barry Reiher, Gail Richards, Dianne Boundy, Malcolm McKenzie, Kim Bolton, Ross Lyons, Grant Lane, Alicia Lane, Ian Hughes, Raniera Kaio, Pauline Sanderson, David Thomson, Bree Davis, Sally Gillett, Eva Fribrant, Phil Lissaman, Bill Hight, Anne and Doug Gates, Richard Stewart, Jean and Kevin Saunders, Grant Brantrall, Raewyn Carns-Cowan, Brent Summers, Penny Grant Hamiths, Bryan Burkitt, Leon Rossbotham, Jill Phare, Hud Phare, Gaile Alexander, Chris Gilbraith, Noeline Sharman, Ellen Brewerton, Judy McHardy, Amy Frear, Mike Van Biene, Donna Van Biene, Maureen O'Higgins, Mike Webster, Grant Brentall, Steve Webster, Dave Mathews, Chris Bullen, Kirsty Beard, Stephen Rush, Robyn Ellis, Bryan Burkitt, Debbie Kaho, Carrie-Ann Summers.



01 Natural Environment

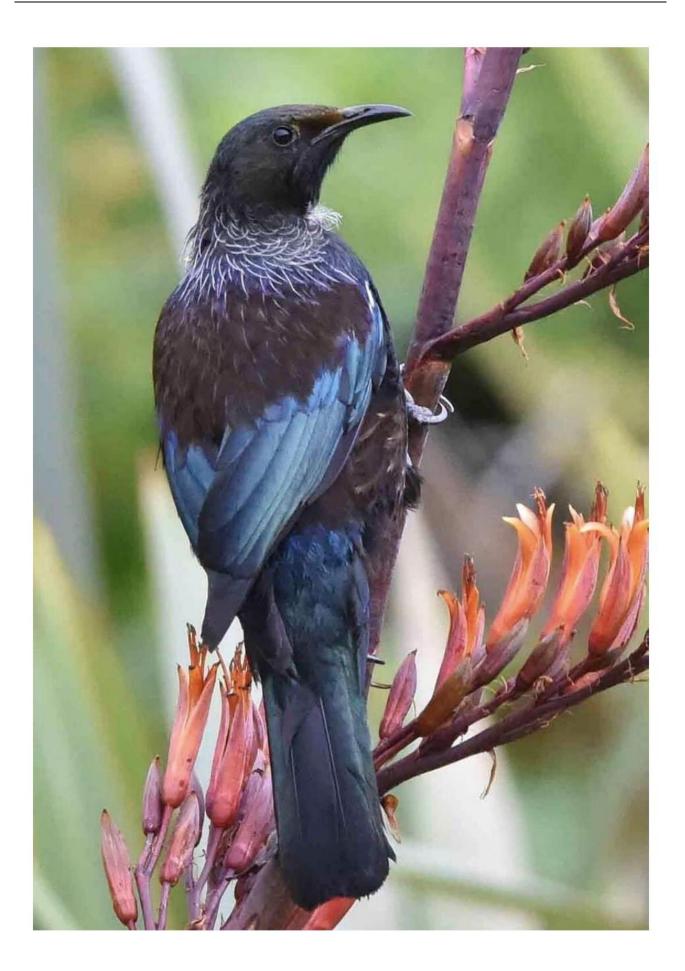
Vision Statement

Our spirit and well-being are intricately entwined with our natural environment including the harbour and waterways.



Pests and environmental weeds are managed, with a long-term goal of establishing pest free areas within a pristine environment.

We strive to maintain healthy, thriving, and sustainable ecosystems within Totara North and are united in our desire to protect and preserve our unique flora, fauna and water quality for future generations to enjoy.



Page 8

Goals	Key Actions	Key Stakeholder	Timeline & Funding and/or Support Opportunities
		S	
Clean Water Harbour/Ocean Freshwater	 Monitoring Education Plantings 	NRC Farmers Fonterra Beef & Lamb DOC School Local hapū	2021 Northland Regional Council - Environmental Leaders Fund - supports Northland schools and early childhood centres, students and children to increase their environmental knowledge, passion and practice. Funding will be provided for projects and initiatives that have positive environmental outcomes. Northland Regional Council - Opportunity to discuss taking a catchment-based approach for the Totara North harbour and surrounding area Link to NRC LTP submissions: https://www.nrc.govt.nz/your- council/about-us/council-projects/long- term-plan-2021-2031/ Living Waters Bay of Islands – Wai Ora - Charitable Incorporated Society working in association with a number of agencies and land owner groups to help restore native life on land and sea. Whitebait Connection - A freshwater community conservation programme. Ministry for the Environment (MfE) - Freshwater Improvement Fund (dates for next funding yet to be set) - Fund commits \$100 million over 10 years to improve the management of New Zealand's lakes, rivers, streams, groundwater and wetlands.
Protection/ Conservation of Native Flora & Fauna; • Kiwi • Native birdlife • Trees • Marine Life • Coastal ecology • Educational signage	 Education QEII Trusts 	School Local hapū DOC Farmers/Landowne rs TPK NRC	2021/22 DOC – <u>Community Fund</u> - this fund supports community-led conservation projects on public and private land. <u>WWF Community Conservation Fund</u> Supports communities to run projects that conserve and restore New Zealand's natural environment - freshwater, coastal, wetlands, forest and dunes. 2021/22 Te Puni Kokiri – <u>Whenua Māori Fund</u> - the Whenua Māori Fund supports Māori land owners to explore different uses of land and ways of boosting its productivity. 2021/22 Northland Regional Council - Environment Fund - funding assistance

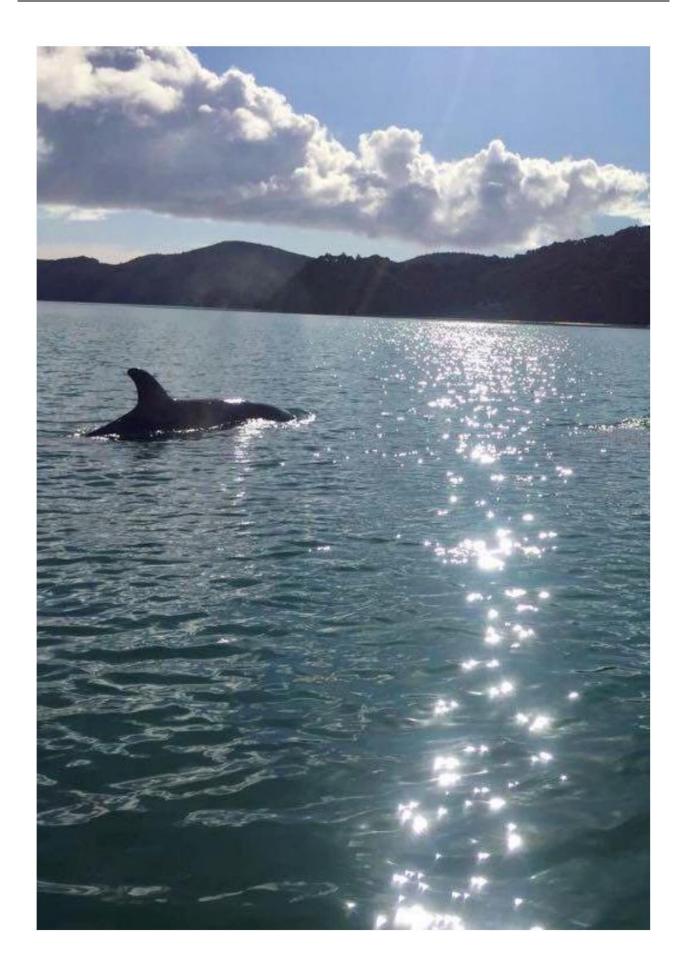
otara North Community Plan 2021			Page 9	
Goals	Key Actions	Key Stakeholder s	Timeline & Funding and/or Support Opportunities	
			for projects that protect and enhance Northland's natural environment.	
			Link to NRC LTP submissions:	
			https://www.nrc.govt.nz/your- council/about-us/council-projects/long- term-plan-2021-2031/	
			2021/22	
			QEII National Trust – Partner with landowners to protect natural (and heritage sites) by way of covenant	
			FNDC - Conservation Covenant rates remission policy – Where rateable land has a conservation covenant applied for biodiversity, landscape or heritage protection a remission on rates can be applied for.	
Flood Protection	 Dredging of 	FNDC	2021/22	
	Nukuwai/Campbell Stream	NRC Landowners	Bay of Islands-Whangaroa Community Board Strategic Planning	
	 Culverts, drainage 	NZTA	NZTA	
		CDEM - Civil	2021	
		Defense Emergency Management	FNDC Long Term Planning-Submissions open in March	
			FNDC District Planning-Submissions open in March	
			NRC LTP submissions Link to NRC LTP submissions:	
			https://www.nrc.govt.nz/your- council/about-us/council-projects/long- term-plan-2021-2031/	
Environmental Weeds &	Control of roadside	FNDC	Northland Regional Council - <u>Community</u>	
Pests weeds • Enforce Northland Regional Pest and Marine Pathway Management Plan • Control of invasive weeds • Explore alternative control methods (non- toxic)	weeds	NRC	Pest Control Areas - Community Pest Control Areas can be established in	
	Regional Pest and Marine Pathway	Landowners DOC	areas that have been identified by the community as worth protecting. Link to NRC LTP submissions:	
	Control of invasive		https://www.nrc.govt.nz/your- council/about-us/council-projects/long- term-plan-2021-2031/	
	control methods (non-		WWF Community Conservation Fund Supports communities to run projects that conserve and restore New Zealand's natural environment - freshwater, coastal, wetlands, forest and dunes.	
		<u>Ministry for the Environment (MfE)</u> – Community Environment Fund The purpose of the Community Environment		

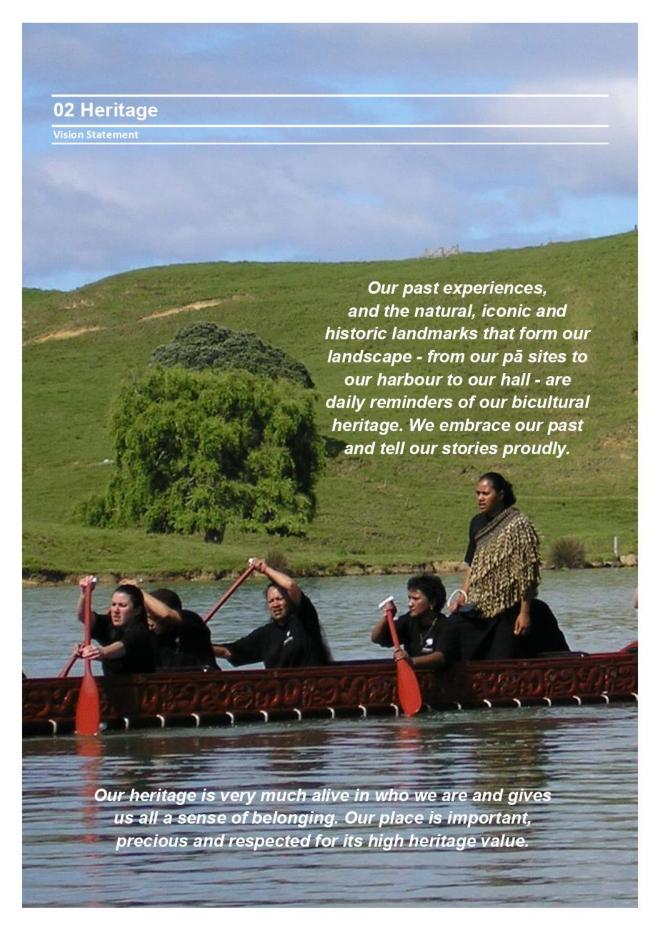
Page 9

Totara No	rth Communit	y Plan 2021
-----------	--------------	-------------

Goals	Key Actions	Key Stakeholder s	Timeline & Funding and/or Support Opportunities
			Fund (CEF) is to empower New Zealanders to make a positive difference to the environment. It does this by funding projects that: strengthen environmental partnerships, raise environmental awareness, encourage participation in environmental initiatives in the community.
Dog Exercise Area	Safe area away from native wildlife and traffic	FNDC	FNDC 2021 Long Term Plan – during until 6 th April 2021 for submission
Refuse	Recycling Rubbish collection – need to advertise this so community are aware of service • Working bees for roadside beautification/rubbish collection	FNDC Private collection agencies	FNDC Solid Waste Management/Comms Northland Waste East-West Waste
Public toilets	Lane Cove hut entrance/start of Wairakau Track (toilets and parking required, cars sometimes block the road), Wharf- upgrade toilet facility and location • Explore alternatives- composting	FNDC DOC	FNDC District Facilities/Comms DOC
Healthy Nature, Healthy People		FNDC DOC Runanga NRC	FNDC 2021 Long Term Plan – during until 6 th April 2021 for submission







Goal	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
Record, promote and maintain buildings	To support the pā sites and Totara North cemetery maintenance and burials. Urupa and historic graves, wahi tapu Signage/history boards/maps at historic locations Have a register of important places and buildings Maintain Totara North Hall/potential to list with Heritage NZ Potential purchase of (community owned) Te Mama Museum Retention of boat sheds	FNDC Community Ministry of Culture and Heritage Heritage NZ School Bay or Islands- Whangaroa Community Board Local hapū	 <u>FNDC Creative Communities Scheme</u> - All groups and individuals involved in local arts and cultural projects can apply. \$2000 or less. The application deadlines for the 2019 year are: 1 February, 3 May, 2 August, 1 November. FNDC Bay of Islands Whangaroa Community Board Community Grants Funding & Placemaking Funding – both these funds use same application form. Lottery Grants Board
Record & promote Early Māori and Settlers	Gather and record information on the history and key pioneers who lived in the district and preserve for posterity. Local Narratives Encourage preservation and development of traditional skills Promote historical significance of harbour	Traditional & Social Media Personal contacts Bay of Islands- Whangaroa Community Board Local hapū Runanga Ministry of Culture and Heritage Heritage NZ Totara North School	Lottery Grants Board - Distributes the profits made from New Zealand state lotteries, such as Lotto and Instant Kiwi, for the benefit of New Zealand communities. Forestry New Zealand - Matariki Tu Rākau - The Government announced Matariki Tu Rākau on Anzac Day, 25 April 2018. It's an opportunity for communities to plant trees to recognise the service of men and women of the New Zealand Defence Force, past and present.
Record Early Businesses	Assemble information about early businesses, i.e. boatbuilding, whaling, milling	Community Northland Inc. Ministry of Culture and Heritage Heritage NZ	Research – local newsletters, museums archives and other sources such as <u>Paper Past</u> Ministry of Culture and Heritage funding
Heritage Sites	Places of interest/Plans Protect existing sites Historical waterfront walkway with signage	Residents Business Owners FNDC Local hapū	Heritage New Zealand - Incentives for Historic Heritage Bay of Islands-Whangaroa Community Board <u>Community Fund</u> - Projects should encourage community

Goal	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
		Ministry of Culture and Heritage Heritage NZ DOC Iwi FNDC	leadership, self-reliance and the work of volunteers <u>FNDC - Conservation Covenant rates</u> <u>remission policy</u> – Where rateable land has a conservation covenant applied for biodiversity, landscape or heritage protection a remission on rates can be applied for.



03 Built Environment & Infrastructure

Vision Statement

Our built environment does not diminish the outstanding natural beauty and health of our coastal environment, making Totara North an attractive, inviting, and desirable place to live and visit.

We are a pro-active community and work with others to initiate the right conversations and actions to achieve meaningful and significant improvements in our community for the benefit of us all

```
Page 16
```

Built Environment	Infrastructure
ncludes all the man-made objects that have been created in the area, which are accessed by (and affect the lives of) people in the community. Items that we dentified included: • Roads • Bridges • Rivers, creeks, drains and stop banks • Wharf/parking • Boat ramp • Power lines • Phone lines • The Mill • Houses • Schools • Halls • Recycle station • Businesses • Churches • Marae • Cemeteries/Urupa/wahi tapu • Toilets	Infrastructure includes the services that are provided to the community, and the things that are used to deliver those services ltems that we identified included: • Electricity • Landline phone services • Mobile phone services • Internet access • Postal services • Emergency services - Fire, Ambulance, Police • Education services • Health services • Community activities • Recreational activities • Waste collection • Recycling services



Page 17

Roads Who uses the roads? · Private vehicles - individuals & families · Tour/school buses · Campervans · Local people who know the roads · Visitors who don't know the roads, coming to schools, halls, wharf, boat ramp, pā sites, cemeteries · Boaties-vehicles towing boats · Business vehicles - cars, utes, trucks · Farm vehicles - small, medium, large Cyclists Walkers/runners Children · Commercial vehicles Horses · DOC track users What standard would we like the roads to be at? · Water tables kept clean to reduce damage to the road edges and surfaces · Culverts to extend past the formed road so that washouts of culvert coverings don't reduce road width · Road foundation to be built up so that bare dirt is not exposed during regular road use · Reduce dust levels produced by vehicles using the roads · Maintain a safe road surface (no significant potholes and corrugations) · Safe intersections, especially for pulling onto and off State Highway 10 · Speed limits Signage

Footpaths

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
Road safety	Signage Speed limits Tourists are inexperienced users of our roads Vehicles and boats are getting bigger Footpaths/boardwalks	FNDC Contractors Neighbouring landowners Northland Inc.	Assess roads Plan improvements Set aside funding Engage contractors Complete contracts Move fences, if needed Allow use of land, if needed Allow dumping of fill, if needed	1
Water table/drain cleaning	Clean water tables on a regular basis to protect road edges and surfaces	FNDC Contractors Neighbouring landowners Local people with suitable gear	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts Move fences, if needed Allow use of land, if needed Allow dumping of fill, if needed Assist with transporting of waste material, if possible	1
Culverts repaired	Extend ends of culverts and repair culvert end coverings	FNDC Contractors	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts	1
Road foundations	Apply and lock in good quality road base course	FNDC Contractors	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts	1
Reduce dust levels	Apply appropriate road surface covering	FNDC Contractors	Assess needs Plan improvements	1

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
			Set aside funding Engage contractors Complete contracts	
Upgrades/dust control/cement stabilization, etc. to Okura Bay Rd, School Rd, Campbell Rd (Lane Cove track), Wairakau Rd, Gangway Rd., Mills Access Rd.	Roads need to be assessed individually	FNDC NZTA	Set aside funding	1
Maintain a safe road surface (no significant potholes & corrugations)	Better road foundation More consistent road maintenance	FNDC Community	RFS	1
Safe intersections, especially for pulling on and off State Highway 10	Clear obstructions to views on intersections Clear and obvious signage in both directions to Totara North-give way/stop/flashing lights	NZTA NRC FNDC Land owners	Investigation Planning Partial funding Clear obstructions on NZTA, FNDC & private land Lighting Actively involved in NZTA consultation	1

W/L

Totara North Community Plan 2021

18/1- -4 ---

Page 20

The Wharf / Boat Ramp

Who uses the wharf?

- Locals
- Fisherman
- Recreational boaters
- Visitors
- Freedom campers



Page 21

What aspect of the wharf/boat ramp concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
Inadequate parking Misuse of pontoon	Signage, increase in spaces Pontoon needs to be monitored for misuse	FNDC Local companies or individuals Far North Holdings, Inc	Long Term Plan Set aside funding Prepare Contract Undertake work Community pontoon monitoring	1
A shop and café needed for locals/visitors/and fisherman Far North Holdings land-leased, but could be area in the future for commercial zoning	Approach local businesses to establish needs/interest in ownership	Local companies or individuals FNDC endorsement of commercial zoning	Set aside funding Undertake work District plan	2
Storage facilities -bait and ice, secure parking, holding supplies for commercial fisherman	Approach local businesses to establish needs/interest in ownership	Local companies or individuals	Set aside funding Consider alternative funding Apply for funding	2
Lighting to allow for 24hr use, and to assist with security	Approach FNDC/FNHL to see if they will install a suitable light to provide sufficient lighting for 24hr use, and to assist with site security	FNDC/FNHL	Set aside funding Consider alternative funding Apply for funding	1
Establish a boat club and children's sailing club	Boating/sailing community driven Sailing club requires storage shed, boats, teaching facility	Community	Put feelers out in the community	2
Build pontoon	Add pontoon to boat ramp as a platform providing walking access to the vessels secured alongside. Also consider a pontoon for recreation/swimmers	FNHL/FNDC	Start discussions with Community	2
Move commercial shed	Long term as there is	FNHL	Start discussions with	3

Totara North Community Plan 2021

Item 7.2 - Attachment 1 - Totara North Community Plan March 2021

What aspect of the wharf/boat ramp concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
	currently a 5 year lease		Community	
Community allowed us of land located along the shed-Far North Holdings	Community would like control of this area as not being used	FNHL	Start discussions with Community	1



Mille at a set that a set is a set	g Area Possibilities			
 What are the options? Upgrade area and inst Keep as freedom camp Develop as a park with Dog exercise area Parking for boat trailers Tennis court Basketball court Cycle track 	bing area tables and shade trees			
What aspect of the freedom camping area concerns	What needs doing?	Who can help?	What can they do?	What priority is this?
us?				(1 =high, 3=low)



Who will benefit from be	tter flood control?			
Residents				
 Visitors, fishermai 	n, recreational boat u	Isers		
Local businesses				
Emergency service	ces			
What standard would we	e like flood control t	to be at?		
Reduce the freque	ency of flooding			
Reduce the durati	ion of flooding			
Reduce the sever	ity of flooding			
flooding concerns	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
flooding concerns us?	needs			is this? (1 =high,
flooding concerns us? Reduce the frequency, duration, and severity of	needs doing? Look at a combination of road levels, drain capacity, water	can help? NZTA NRC FNDC	they do?	is this? (1 =high, 3=low)
flooding concerns us? Reduce the frequency, duration, and severity of	needs doing? Look at a combination of road levels, drain capacity, water holding areas, and water flow	can help?	they do? SHW10 road levels Area wide drainage planning and	is this? (1 =high, 3=low)
What aspect of flooding concerns us? Reduce the frequency, duration, and severity of flooding	needs doing? Look at a combination of road levels, drain capacity, water holding areas,	can help? NZTA NRC FNDC	they do? SHW10 road levels Area wide drainage planning and remediation	is this? (1 =high, 3=low)

Page 25

Reporting Faults & Issues

How do we report faults and issues?

- If it's a FNDC related issue (e.g. roading) use Council's Request for Service (RFS) system.
- Phone: 0800 920 029
- Email: <u>ask.us@fmdc.govt.nz</u>
- In person: Visit an FNDC office
- Website: www.fndc.govt.nz/online-forms/public/request-for-service
- If it's a power fault or you notice overgrown vegetation around power lines, phone Top Energy,
- Phone: 0800 TOP ENERGY (0800 867 363)

Walkways and Cycleways

Where could these be located?

- Totara Road
- Okura Road
- · Esplanade, harbour and foreshore areas
- Mill area
- · Campbell Road to wharf
- · Gangway Road to Campbell Road
- Papakura Track (already has DOC-PGF funding, Billion Tree Fund)

Totara North Community Pla 2021 Page 26 Future Proofing We encourage FNDC to actively purchase land, when available, to support the wellbeing of the Totara North Community. Civil Defense Emergency Management: Establish a fit for purpose meeting place Siren installed at Totara North Hall Tsunami and CDEM signage Develop a Civil Defense Plan

Item 7.2 - Attachment 1 - Totara North Community Plan March 2021

04 People and Community Vision Statement

> We are an inspired and creative multicultural community. We are unified in our aspirations for Totara North and strive to make our community one that provides spiritual, cultural, environmental and economic wellbeing for all. We recognise effective communication is an integral part of building and maintaining relationships and that is reflected in the way we interact with one another.

> > We are a connected, welcoming and hospitable community. Knowing, respecting and caring about each other strengthens the bonds that bind us to our past, present and future.

Goals	What needs to be done to achieve these	How might it be done	Who can do it
To have a range of opportunities to promote and support community recreation Community spirit Unity	Develop Recreation Park at the back of the Totara North Hall- central place for all to meet socialize and recreate Bike track Health and fitness Tables, chairs, shaded areas, barbeque area Playground New mural (historical/who we are as a community) School project All-purpose court for tennis, basketball, netball, volleyball, badminton-behind Hall Community garden	Improve community communication Seek funding- Community Grant from FNDC	Community as administrators <u>Community Board Funding</u> Funding is available through the three Community Boards to support projects that encourage community leadership, self- reliance and the work of volunteers. <u>Sport Northland Community-Led</u> <u>Development</u> – supports community sports & rec projects. Contact Community Connector for Mid North <u>cheryls@sportnorth.co.nz</u> Sport Northland - <u>Sport New Zealand</u> Sport New Zealand is investing a total of \$3million over the next three years to support projects designed to get more young women(12 – 18) physically active and develop leadership opportunities through play, active recreation and sport. <u>Kai Ora Fund</u> This fund helps Northlanders grow and eat nutritious and sustainably and locally grown kai. The Kai Ora Fund is a small community grant of up to \$5,000. <u>FNDC Events Investment Funding</u> - targeted at events that attract visitors and enrich the district. Funding can cover most costs associated with running an event. The next funding round will open in late April/early May
Totara North is a safe haven	Positive and effective relationships Community events to nurture relationships	Phone tree Neighbourhood watch	Local community members Police FNDC Request for Service system (RFS) – 0800 920029 Northland Civil Defense Emergency Management Sport Northland Community-Led Development – supports community sports & rec projects. Contact Community Connector for Mid North <u>cheryls@sportnorth.co.nz</u>
A range of community education opportunities are available for all	Local courses, gardening, food preserving, health and fitness, childcare, short courses Community Book Swap Coordinate social activities with Runanga's outreach nursing service	Seek support from education providers or community organisations to provide these opportunities locally Sport Northland Min. of Education	Other communities Totara North School Other people within our community with skills

	Shops, arts and crafts, Cafe	Approach local businesses to establish needs/interest in ownership Explore possibilities	Local companies or individuals FNDC endorsement of commercial zoning- District Plan submissions
--	---------------------------------	--	---

APPENDIX

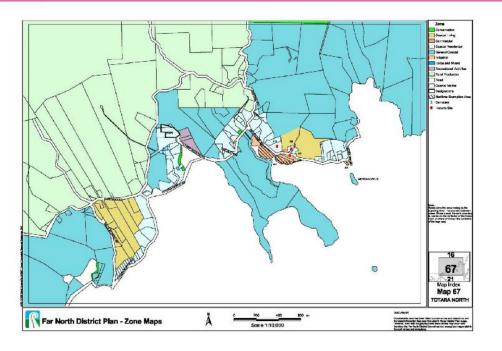
Present Community Assets

- Totara North School
- Totara North Hall
- Totara North Cemetery
- Totara North Museum
- Commercial enterprises
- Recycling Station
- The wharf and boat ramp
- Trap library
- DOC Estate-walks
- Freedom camping site
- Historic sites

Heritage Places & Buildings

- Totara North Hall
- The Mill
- Businesses: Gumstore Bar and Grill
- Local marae- Waihapa
- Totara North School
- Christian Brethren Church
- Waitaruke
- Catholic stone cairn/urupa





7.3 PAIHIA EV CHARGING STATION

File Number:	A3101327
Author:	Ana Mules, Team Leader - Community Development and Investment
Authoriser:	William J Taylor MBE, General Manager - Strategic Planning and Policy (Acting)

PURPOSE OF THE REPORT / TE TAKE PŪRONGO

EXECUTIVE SUMMARY / TE WHAKARĀPOPOTO MATUA

- Other than the 7kW AC Tesla charger on the waterfront, Paihia does not have a multipurpose EV charger.
- This is a notable gap in the Crimson Coast EV Highway in one of our most popular visitor destinations.
- Craig Salmon (EV advocate and Paihia resident) has been successful in receiving funding from the Government's Low Emission Vehicles Contestable Fund administered by the Energy Efficiency & Conservation Authority (EECA) to install a 25kW DC EV charging station in Paihia. This funding must be uplifted before the end of this financial year (30 June 2021). Craig project managed the build of the Crimson Coast EV Highway.
- Placement of EV chargers is dependent on Top Energy's infrastructure, as stations put a significant load on the electricity network.
- A feasible location has been identified on Williams Road. This site would require three public carparks be removed from general parking, using Council's Parking and Traffic Control Bylaw 2010, to ensure the carparks are available exclusively for EV, and only when charging.
- Supporting EV infrastructure helps to support Focus Paihia Community Charitable Trust's aim of seeing *Paihia become an exceptional place to live, work and visit,* Council's climate change goal of 'Reducing Our Carbon Emissions Together' and the District vision *He Whenua Rangatira A District of sustainable prosperity and well-being.*

RECOMMENDATION / NGĀ TŪTOHUNGA

That the Bay of Islands-Whangaroa Community Board recommend that Council make the three identified adjoining parking spaces on Williams Road, Paihia, exclusively available for electric vehicles (EV) while charging.

1) BACKGROUND / TE TĀHUHU KŌRERO

In 2017, FNDC and partners were successful recipients of the Government's Low Emission Vehicles Contestable Fund administered by the Energy Efficiency & Conservation Authority (EECA) to establish the Crimson Coast EV Highway. The project was a partnership of the Far North District Council, Northland Regional Council, Top Energy and ChargeNet. The highway opened in 2018, and includes charging stations in Kawakawa, Kaikohe, Kerikeri, Coopers Beach, Kaitaia, Houhora/Pukenui, Waipapa and Waitiki Landing. While providing excellent network charging infrastructure, there are still gaps in the Crimson Coast EV Highway network. Along with Mangamuka and Rawene on the west coast, Paihia is a noticeable omission.

To address this, Paihia resident and EV advocate Craig Salmon of The EV Collective has applied for and successfully received funding from EECA to install a charging station in Paihia. Craig is experienced in station installation having previously project managed the Crimson Coast build.

Craig has been working with Top Energy Limited (TEL) to find a feasible site for installation in Paihia. Two initial sites (outside the main Countdown and in the Far North Holdings Limited (FNHL) Williams Road carpark) were considered but the cost to connect to the power grid was more than the EECA funding available, as TEL would need to be funded to upgrade their infrastructure to deliver the power necessary.

There is a section of diagonal parks on Williams Road [ATTACHMENT ONE], just past the entrance to the FNHL carpark. These carparks provide a favourable location for an EV charger being close enough to walk to Paihia's main shopping area, while also providing the required power infrastructure with a transformer on the adjacent roadside. Installation would require three public carparks be taken out of public rotation to ensure the spaces are always available for charging. Due to the charger's roadside position, three carparks are required to have the space to allow for two 90degree charging spaces. 90degree access is required to permit all EV types to charge, i.e. many car charge points require reverse angle parking. [ATTACHMENT TWO].

Paihia has limited free general parking spaces, but has no multipurpose EV charging. The Northland Transport Alliance (NTA) offered the following comment for this report on Paihia's parking, *"international/national best practise is for parking occupancy to be at 90% about 100% of time. Paihia is not close to that parking occupancy. Even in peaks times, there are parks available, however, people may need to walk a little further. Specialty parks, including EV spaces, are recommended to be close to village centres."*

Supporting EV infrastructure helps to deliver on Council's climate change goal of 'Reducing Our Carbon Emissions Together'. The EECA funding is for this financial year only and will be withdrawn if a suitable site cannot be secured before 30 June 2021. The EV Collective will own the station with any profits going towards installing more stations across the Far North District.

2) DISCUSSION AND OPTIONS / TE MATAPAKI ME NGĀ KŌWHIRINGA

When the Kawakawa EV charging station was installed (2015/16), Council discussed the extension of an EV charging network in the Far North and agreed to support the establishment of further charging stations across the district. At the 11 February 2016 meeting, Council also resolved that:

 an amendment is proposed to <u>Council's Parking and Traffic Control Bylaw (2010)</u> to enable restricted parking on the parking space allocated for electric vehicle charging.

The proposed amendment has not yet been undertaken, with the current *Parking and Traffic Control Bylaw (2010)* scheduled for review June 2020. However, the current Bylaw already allows Council to by resolution, publicly notify:

- Declare any public place to be a parking space and where any such public place has been declared a parking space, provide for the following:
 - (a) Specify the particular class or classes of vehicles
 - which shall be permitted to park in such place
 - (b) State the days and hours within which parking
 - shall be permitted in such place.
 - (c) State the conditions of parking in such place.

The proposed William's Road site will impact on general public parking, taking three carparks out of public rotation. The reasons for selecting this site are that a charger in this location is economically feasible, being adjacent to the required power source with room for upgrading the size of the unit to meet future demands. Once installed the charger will provide a convenient service, filling a gap in current infrastructure while supporting local business by encouraging EV station users to explore Paihia's central business district while charging. The station to be installed is a <u>Delta 25kW DC EV Charger Pedestal</u>, the same unit as in Kaikohe and Hauhora/Pukenui¹.

Facilitating EV uptake has environment, economic and social implications. Electric vehicles have become much more affordable in recent years. An entry level, second hand electric car costs around \$7000 to purchase. EV's cost about one-third of the price to run as a regular car at around \$6 to travel 100km as opposed to \$18 for a petrol-fuelled car. With our power sourced locally from

¹ The Delta 25kW DC Wallbox is New Zealand's most popular entry level DC charger. With dual cables as standard, this wall-mountable charger provides 100-150km range for every hour of charge to every DC capable EV on the road today. The DC Wallbox has earned its place in many fleet, private and public applications due to its versatility, reliability, and modest installation requirements.

geothermal sources, the Paihia charging station will use 100 per renewable energy while supporting sustainable tourism.

The NTA, as well as Council's General Manager Infrastructure & Asset Management and Manager Infrastructure Operations are all supportive of the proposal and see no adverse impacts or obstructions from a roading and parking perspective. The site's current parking zoning is adequate and does not need to be adjusted (i.e. 60min parking from 15 October to 15 April). Council has a climate change goal of reducing our emissions and has started the process of 'greening our fleet' now owning two hybrid vehicles.

From a community perspective, EV technology provides strong alignment to the strategic direction sought by Far North communities in providing for a sustainable future. The EV network aligns with the Focus Paihia Community Charitable Trust's aim of seeing *Paihia become an exceptional place to live, work and visit* and the District Vision *He Whenua Rangatira - A District of sustainable prosperity and well-being*.

On approval of this recommendation, Council officers will draft a no-cost License to Occupy, as per delegations allowed to staff in Section 4 the <u>Reserves Policy 2017</u> that allows for minor encroachments onto public roads. This is consistent with *Erection of monuments, etc, and provision of facilities on or under roads* section 334.1(d) of the Local Government Act that states that Council may *construct or provide on, over, or under any road facilities for the safety, health, or convenience of the public.*

It is Council's role to meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses (Local Government Act 2002, section 10 (1)).

Option No.	Option Description	Advantages	Disadvantages
1	Make the three identified parking spaces on Williams Road, Paihia exclusively available for electric vehicles using the adjacent EV charging station.	Local charging infrastructure is developed, as is the Crimson Coast EV Highway tourism product. Sustainable tourism is encouraged.	Three carparks will be excluded from general public parking in Paihia.
2	Do not support the installation of an EV charging station at the identified location.	Three carparks will not be excluded from general public parking in Paihia.	Local charging infrastructure is not developed, and expansion of the Crimson Coast EV Highway tourism product is stalled. EECA funding is put at risk if another suitable site cannot be found urgently.
3	Do not support the installation of an EV charging station in Paihia.	No carparks will be excluded from public rotation.	Local charging infrastructure is not developed. The expansion of the Crimson Coast EV Highway tourism product is not supported. EECA funding is lost. Council will lose an opportunity to support the district's vision and climate change goals.

Options

Reason for the recommendation / Te Take Tūtohunga

To further open the Far North to EV tourism and facilitate electric vehicle uptake, EV charging infrastructure that allows vehicles to "re-fuel" needs to be expanded. EV technology provides strong alignment to the strategic direction sought by both Council and Far North communities to build a sustainable future.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION / NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA

There is no installation or ongoing operational costs to Council, as this will be covered by the owner (The EV Collective) at their cost or through other funding sources (i.e. EECA). This is a public good initiative and any profits made from the station will go towards installing more stations across the Far North District.

ATTACHMENTS / NGĀ ĀPITIHANGA

- 1. Paihia EV Charging Station Williams Road Plan A3115201 🗓 🛣
- 2. Paihia EV Charging Station Williams Road Perspective A3115202 🗓 🛣

Compliance schedule / Te Hōtaka Take Ōkawa:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and</u> <u>Engagement Policy</u>	The decision 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 matters and recommendations support Council's climate change goal of 'Reducing Our Carbon Emissions Together', the District Vision He Whenua Rangatira and Community Outcomes;
	 Communities that are healthy, safe, connected and sustainable
	Proud, vibrant communities
	 Prosperous communities supported by a sustainable economy
	 A wisely-managed and treasured environment that recognises the special role of tangata whenua as kaitiaki
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Crimson Coast EV Highway has 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.	In He Tangata, He Whenua, He Oranga, the economic growth strategy for the Tai Tokerau Māori economy produced by the Te Taitokerau Iwi Chief Executives' Consortium, a 'genuine commitment by all levels of government to reprioritise investment in infrastructure to make it viable to do business and live in the region' is one of the eight key factors identified to transform the region's Māori economy.
	Facilitating EV uptake has positive environment, economic and social implications.

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.	EV technology provides strong alignment to the strategic direction sought by Far North communities to provide for a sustainable future.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report





7.4 REVOKE PREVIOUS DECISION - ROAD NAMING, 11 GREENWAY DRIVE, KERIKERI

File Number: A3117505

Author: Selina Topia, Roading Support Officer

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

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

To revoke a previous road-naming decision made by the Bay of Islands-Whangaroa Community Board and to name 11 Greenway Drive, Kerikeri.

TE WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council received a road naming application to name a private road addressed at 11 Greenway Drive, Kerikeri.
- The Bay of Islands-Whangaroa Community Board, at their meeting on 03 December 2020, agreed to name 11 Greenway Drive, Kerikeri to Kerikeri Heights.
- Since this decision Council has received updated information from Land Information New Zealand (LINZ) which states that 'Heights' is not accepted as per the AS/NZ Addressing Standards. Therefore, the applicant suggested to use the name Highland Way which is accepted by Land Information New Zealand (LINZ).

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Island-Whangaroa Community Board:

a) revokes the following resolution of the Bay of Islands-Whangaroa Community Board made on 3 December 2020, item 7.5 Road Naming – 11 Greenway Drive, Kerikeri;

"That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Kerikeri Heights that is currently addressed at 11 Greenway Drive, Kerikeri as per maps (A3013756 and A3013757)" and that;

b) resolves to name 11 Greenway Drive, Kerikeri, Highland Way.

1) TE TĀHUHU KŌRERO / BACKGROUND

In 2020, Council received a Road Naming/Renaming application from Mr David McClelland of Kerikeri Heights Ltd, to name a private road created by a sub-division addressed at 11 Greenway Drive, Kerikeri.

This request was presented to the Bay of Islands-Whangaroa Community Board at their meeting on 3 December 2020 where the Community Board made the following resolution:

"That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Kerikeri Heights that is currently addressed at 11 Greenway Drive, Kerikeri as per maps (A3013756 and A3013757).

Since this decision, Council has received updated information from Land Information New Zealand (LINZ) which states that 'Heights' is not accepted as per the AS/NZ Addressing Standards. LINZ does not dispute the use of Kerikeri Heights, they dispute the word Heights.

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

While Keri Heights was the first choice of the applicant, Mr David McClelland noted down one other possible road name for consideration.

Option 1: Revoke the decision previously made and name the private road Highland Way

The name Highland Way has a Scottish connection to the developer.

Te Take Tūtohunga / Reason for the recommendation

Due to the road naming decision that the Bay of Islands-Whangaroa Board made and now having to be revoked based on the information provided, the new road name suggested by the applicant and mentioned 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# 2125 and the Australian/New Zealand Addressing Standards – AS/NZS 4819.2011.

3) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Since the Bay of Islands-Whangaroa Community Board decision was made on 3 December 2020, Council has received updated information from Land Information New Zealand (LINZ) which states that 'Heights' is not accepted as per the AS/NZ Addressing Standards. Therefore, because the applicant has paid for the previous new sign, Kerikeri Heights, there will be financial implications (est. \$250 + GST) to Council relating to the installation of the new private road name sign (blue on white background name blade).

NGĀ ĀPITIHANGA / ATTACHMENTS

- 1. Application Document number A3013754 🗓 🛣
- 2. Map 1 Document number A3013756 🕹 💆
- 3. Map 2 Document number A3013757 🗓 🛣
- 4. Schedule Document number A3014601 🕹 🔛
- 5. Resource Consent A3016392 🗓 🛣
- 6. LINZ approval Document number A3117503 🗓 🖾

Te Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance requirement	Te Aromatawai Kaimahi / Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	This is the naming of a public road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	There are currently no property owners as this is a new subdivision
State the financial implications and where budgetary provisions have been made to support this decision.	Since the Bay of Islands-Whangaroa decision made on 3 December 2020, Council has received updated information from Land Information New Zealand (LINZ) which states that 'Heights' is not accepted as per the AS/NZ Addressing Standards. Therefore, because the applicant has paid for the previous new sign, Kerikeri Heights, there will be financial implications to Council relating to the installation of the new private road name sign (blue on white background name blade).

Chief Financial Officer review.

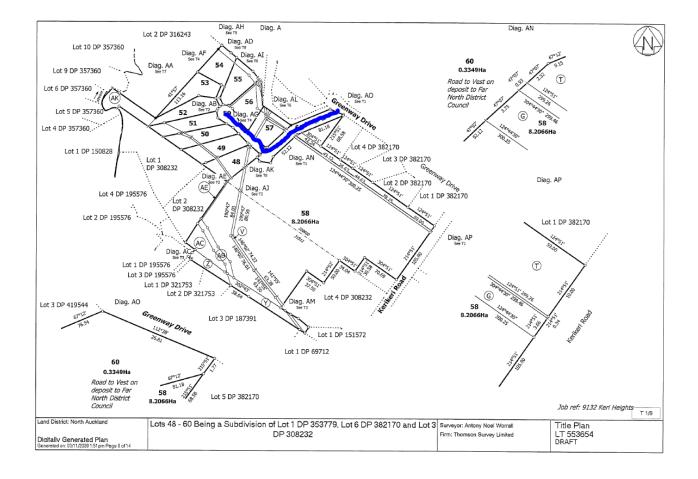


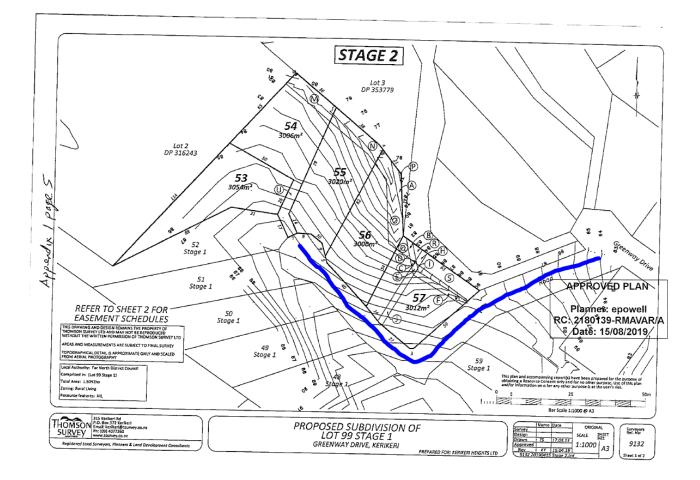
Application for road naming or renaming

	ERAL INFORMATION		
•	Proposed names are to be submitted for new roads in subdivisions to Infrastructure & Asse Management Department with the application for resource consent.		
6	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 affectsd 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 ongins and their link with the area is to be supplied		
•	Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander		
•	It is Councils prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable		
•	Where more than one road is being created in a subdivision: a common theme is recommended for road names		
•	Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering		
•	Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form		
•	If you are unsure if the road you want to name is a Council maintained road or private road, please contact the infrastructure & Asset Management Department.		
APP	LICANT DETAILS		
Appl	cant Developer Name DAVID WCLEU AND		
Bens	misation REPRILIENCE HERSHITS LTD.		
	0 0 111 11-11-1		
Pha	ne 09 407 6060 Mobile 0275 696090		
	· dowe @ ducdevelopments . co.nz.		

Road Type		Suffix
Cul-de-sac (short dead-end street	st with furnaround at the end)	Close, Court, Place
Wide spacious street		Avenue, Boulevard, Parade
The following are suitab particular road types:	le suffixes for private	e roads and private ways categorised into
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	
7	ASUL	Date: 10-11-20
Applicants Signature:		

	" Completely Dave Ligger -
	1 GREENLARY DRIVE LERILERI
Legal Descrip	tion: LOT 6 DP 382170
Resource Co	nsent Application Number: RC 2180139 - RMACOM
	ly a scheme plan map that clearly indicates the location of the Road, Private Road Vay when submitting your application.
ACCESSION AND AND AND AND AND AND AND AND AND AN	AD (Please tick) -
Publi	c Road Private Road Right-of-Way
PROPOSED	ROAD NAMES
Road 1	First Choice: GREENWAY DRIVE
EXTENSI	Second Choice:
or.	Third Choice:
Road 2	First Choice: KERI HEISHTS
	Second Choice KEEIKERI HEIGHTS
	Third Choice: HISHLAND WAY.
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROU	
-	I to the names, their origins and their link with the area is to be supplied
KERIL	eru Hershirs Im is the DECEROPER
of -	THE SUBDIVISION WHICH HAS
EXTER	ISWE ELEVATED VIEWS OVER
heer	KERI.
	LAND WAY HAS A SCOTTISH
CC IT.	with the start of





Bay o	Bay of Islands / Whangaroa Community Board Road Naming Schedule (Private Road) – 1 April 2021					
	Kerikeri					
Location	Preference Status	Submitted Road	Number of	Background (provided by submitters)	Comments	Recommendation
		Names	Submitters			
Name a Private Road created by	First Preference	Highland Way		The name Highland Way is from the Scottish		Highland Way
subdivision addressed at 11 Greenway				connection to the developer.		
Drive, Kerikeri			1			

Document number A1917820

Item 7.4 - Attachment 4 - Schedule - Document number

1



FAR NORTH OPERATIVE DISTRICT PLAN DECISION ON RESOURCE CONSENT APPLICATION (Section 127)

Resource Consent Number: 2180139-RMAVAR/A

Pursuant to section 127 of the Resource Management Act 1991 (the Act), the Far North District Council hereby grants resource consent to:

Kerikeri Heights Limited

The activity to which this decision relates:

To change the conditions of RC 2180139-RMACOM, being a consent for:

- Subdivision to create 17 rural residential lots, balance lot and road to vest, and associated site works and earthworks, in the Rural Living Zone.
- Land use consent for future buildings on proposed lots within the subdivision for breach of Rule 8.7.5.1.2 Stormwater Management, Rule 8.7.5.1.13 Building Coverage, and Rule 8.7.5.1.6 Setback from Boundaries (from internal and road boundaries from specified lots). A consent period of 10 years is sought for the land use consent.
- Consent under the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NESCS) as a restricted discretionary activity;

The variation will enable the subdivision to be undertaken in three (3) stages and delete Lot 1 as shown on the approved scheme plan from RC 2180139-RMACOM.

Subject Site Details

Address:	372 Kerikeri Road, Kerikeri 0230
Legal Description:	Lot 1 DP 353779
Certificate of Title reference:	CT-220680, CT-63496, NA-101B/259, CT-328716, CT- 31914

The following changes are made to the consent conditions:

Decision A – Subdivision and associated site works:

Insert new heading:

Stage 1 - Lots 48-51; Lot 58 Road to Vest; Balance Lots 59 & 99

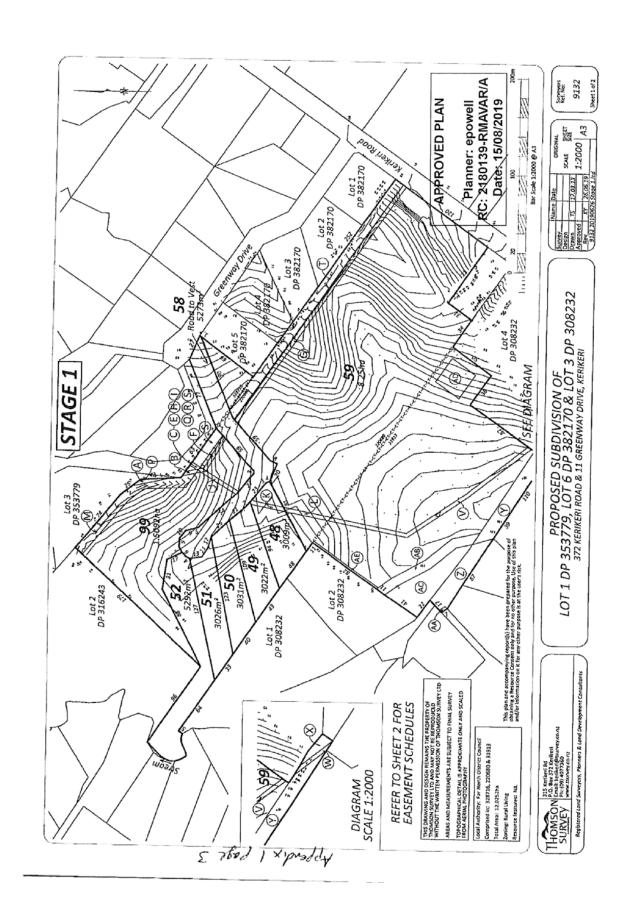
Condition 1 amended as follows:

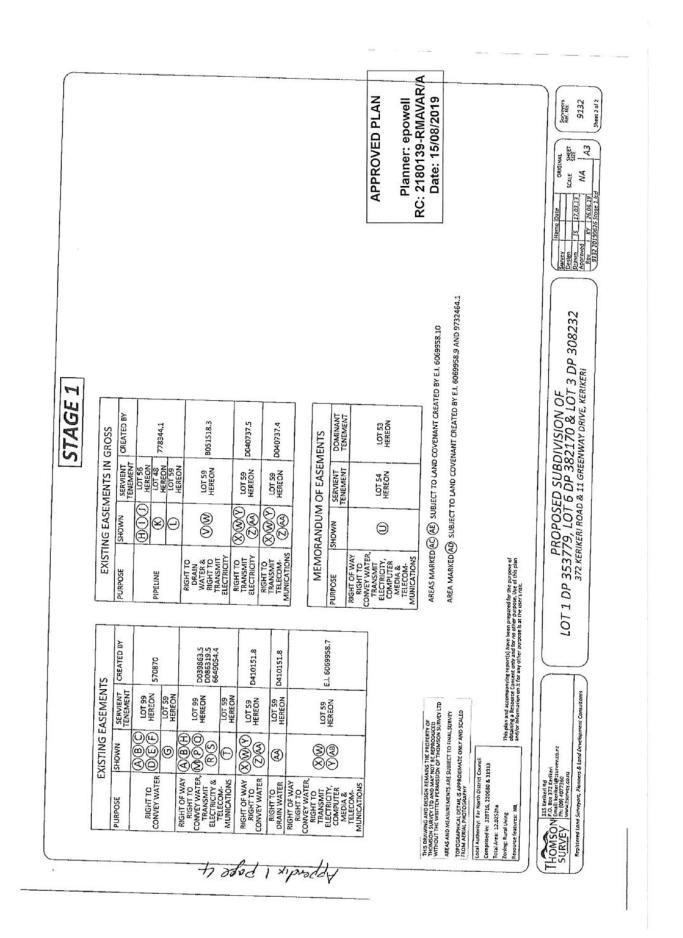
The subdivision shall be carried out in accordance with the approved plan of subdivision prepared by Thomson Survey Limited, referenced 9132, <u>Stage 1</u>, dated <u>06/07/2017</u> <u>26/06/2019</u>, and <u>generally in accordance with</u> the set of engineering drawings prepared by Haigh Workman Limited entitled 'Proposed Kerikeri Heights Subdivision' Job No 17 113 dated July 2017 Sheets P1-P17, DE1-DE5, and LS1-LS5 (as provided in the original subdivision application for RC 2180139), attached to this consent with the Council's

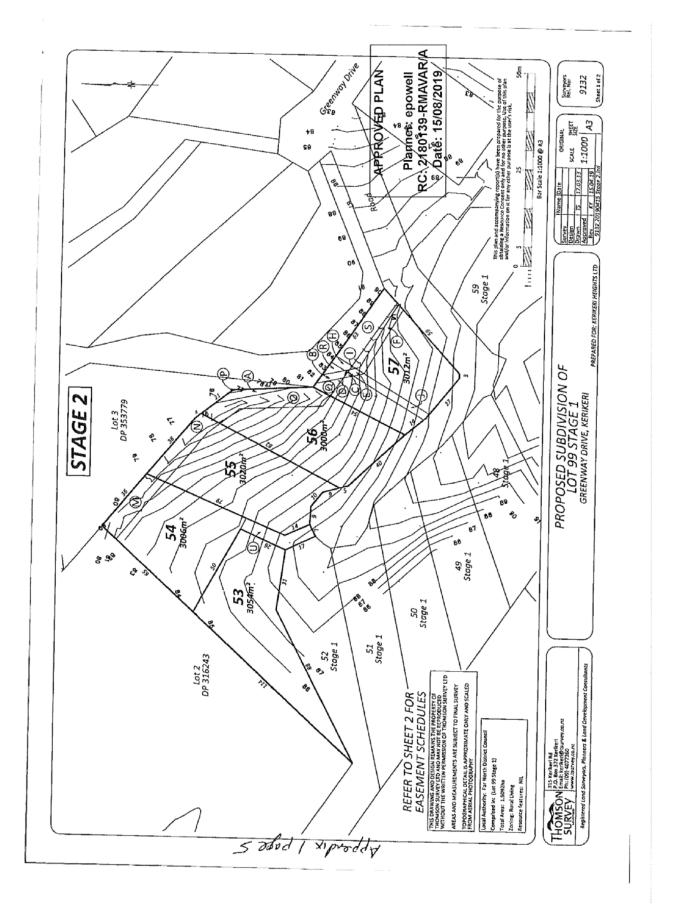
- d) Any easement required to provide for the new location of the existing water supply line marked as "K" and/or "L" on the Scheme Plan.
- e) Lot 99 being excluded as dominant tenement over easements B, C-E, H, I, Q, R & S for the purpose of Right of Way access, as this lot has direct frontage onto Lot 58 Road to Vest for access.
- Prior to the approval of the survey plan pursuant to Section 223 of the Act, the consent holder shall:
 - a) Deleted.
 - b) Deleted.
 - c) Deleted.
 - d) Provide to the Councils Engineer, the following engineering plans and associated calculations and certification (by way of design certificate as per Schedule 1A of NZS4404:2004) for consideration and certification in accordance with the Councils Engineering Standards and Guidelines 2009, generally in accordance with the detailed engineering drawings and reports prepared by Haigh Workman Limited referred to below:
 - Design details of all works to be undertaken to form the new road access and cul-de-sac head on Lot 58, works on Greenway Drive, as detailed in the Traffic Impact Assessment report prepared by Haigh Workman Limited dated July 2017.
 - ii. Stormwater management, inclusive of design and calculations, in general accordance with Section 8 contained in the Engineering Report prepared by Haigh Workman Limited dated July 2017, insofar as it is relevant to Road to Vest and lots created in stage 1.
 - iii. Where connection is approved for lots to connect to the existing reticulated water supply, design details of the reticulation of water to all lots, inclusive of hydrants for fire-fighting purposes.
 - iv. Design details for all earthworks to be undertaken as part of Stage 1 subdivision works, in general accordance with Section 7 contained in the Engineering Report prepared by Haigh Workman Limited dated July 2017.
 - e) Provide to the Council suitable road names for consideration and adoption by Council for the cul-de-sac road serving Lots 48-52 and 99.

If the proposed extension of the existing formation of Greenway Drive is to be treated as a separate road (being dependent on engineering design), a road name will be required for that portion of road.

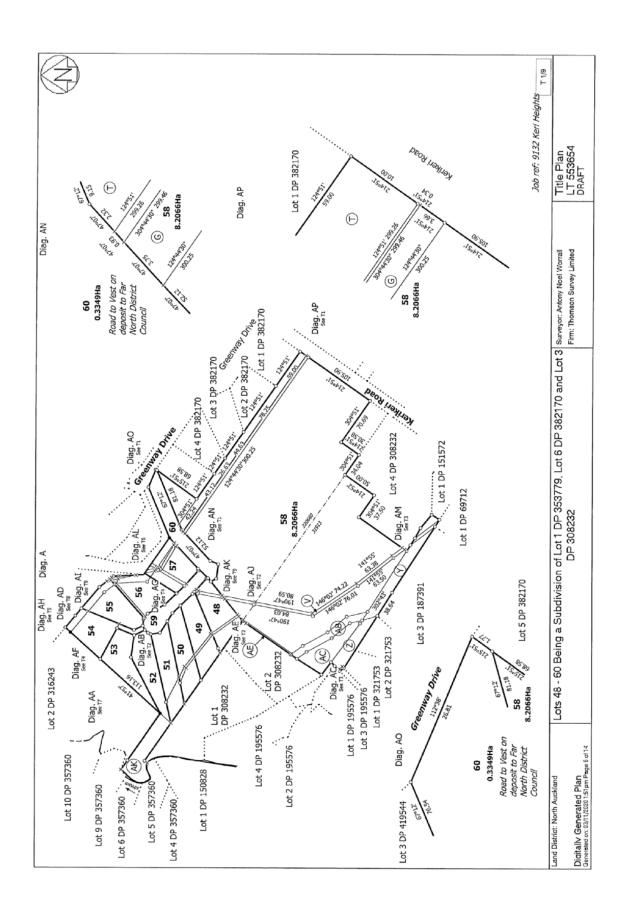
- f) Deleted.
- Prior to the issuing of a certificate pursuant to Section 224(c) of the Act, the consent holder shall:







Planner: epowell RC: 2180139-RMAVAR/A Date: 15/08/2019 APPROVED PLAN Surveyors Ref. No: 9132 Sheet 2 of 2 АЗ ORIGINAL MA SCALE 11111 9132 2019 PREPARED FOR: KERIKERI HEIGHTS LTD PROPOSED SUBDIVISION OF LOT 99 STAGE 1 GREENWAY DRIVE, KERIKERI DOMINANT SERVIENT CREATED BY TENEMENT LOT S3 HEREON 2 LOT 57 778344.1 HEREON 778344.1 MEMORANDUM OF EASEMENTS EXISTING EASEMENTS IN GROSS STAGE SERVIENT LOT 54 HEREON (DO) SHOWN SHOWN 9 RIGHT OF WAY RIGHT TO RIGHT TO CONFUTER, TRANSMIT ELECTRIGHTY, COMPUTER MUNICATIONS MUNICATIONS This plan and accompanying report(s) have been prepared for the purpose of obtaining a Resource Constent only and for no other purpose. Use of this plan and/or information on it for any other purpose is at the user's risk. PURPOSE PIPELINE PURPOSE SERVIENT CREATED BY TENEMENT D039853.5 D086319.5 6649054.4 570870 EXISTING EASEMENTS LOT 56 HEREON LOT 57 HEREON HEREON LOT 56 HEREON LOT 57 HEREON LOT S4 HEREON THIS ORAWING AND DESIGN REMAINS THE PROPERTY DF THOMSON SURVEY LTD AND MAY NOT BE REPRODUCED WITHOUT THE WRITTEN PERMISSION OF THOMSON SURVEY LTD PPDGRAPHICAL DETAIL IS APPROXIMATE ONLY AND SCALED IOM AERIAL PHOTOGRAPHY rréas and measurents are subject to final survey 000 **B B B B** Ē Registered Lond Surveyors, Planners & Land Deve SHOWN (R) (S) E ๔ Z local Authority: Far North District Council Comprised in: (Lot 99 Stage 1) (stal Area: 1.5632ha HOMSON 215 Kerlten fd P.O. Bus 372 Kerlten fd Fank 109 407785 Www.turvey.co.nz RIGHT OF WAY RIGHT TO CONVEY WATER, TRANSMIT FLECTRICITY & TELECOM-RIGHT TO CONVEY WATER PURPOSE ource features: NIL aning: Rural LM/ng Appendix 1 page 6



 From:
 Addresses

 To:
 Selina Topia | NTA

 Subject:
 RE: NEW ROAD NAME - Kerikeri Heights Kerikeri

 Date:
 Thursday, 4 March 2021 1:51:09 PM

 image003.png
 image005.png

 image005.png
 image005.png

Kia ora Selina

Addressing standards AS/NZ 4819 were adopted and put in place in 2011. The existing use of "Heights" as a road type would be a result of naming policy prior to this.

In the guidelines attached page 23 (last page is 24)contains the entire Appendix of applicable road types. This is the most up to date Appendix as contains "Ara" and "Te Ara"

Heres a screen snip of the Appendix pages. Often in cases where "Heights" has been submitted and rejected "Rise" is used instead.

Appendix A: Road types for use within in-fill developments

Road types that are applicable to in-fill developments should be selected from the table below. The abbreviations listed should only be used for signage. This list only includes road names from the Standard that are suited to in-fill developments. It has also been extended to include Maori road types. The road type should be selected from those specified as available for either open-ended roads, culs-de-sac, or pedestrian roads, as applicable.

			Available For:		
Road Type	Abbrev	Description	Open- ended	Cul-de- sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town.	\checkmark	~	
Ara	Ara	Roadway	\checkmark	√	√
Arcade	Arc	Covered walkway with shops along the sides.			V
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	\checkmark	V	
Close	CI	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		\checkmark	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	\checkmark		
Glade	Gld	Roadway usually in a valley of trees.	\checkmark	\checkmark	
Green	Grn	Roadway often leading to a grassed public recreation area.		\checkmark	
Grove	Grv	Roadway that features a group of trees standing together.		\checkmark	
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	\checkmark	V	v
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	\checkmark		
Mews	Mews	Roadway in a group of houses.		\checkmark	
Place	PI	Short, sometimes narrow, enclosed roadway.		\checkmark	
Quay	Qy	Roadway alongside or projecting into water.	\checkmark	V	
Rise	Rise	Roadway going to a higher place or position.	\checkmark	\checkmark	
Road	Rd	Open roadway primarily for vehicles.	\checkmark		

Addressing guidelines for in-fill developments | 1 November 2019 Office of the Surveyor-General | Land Information New Zealand 23

			Available For:		
Road Type	Abbrev Description		Open- ended	Cul-de- sac	Pedestrian only
Square	Sq	Roadway which forms a square shape, or an area of roadway bounded by four sides.	v	V	
Steps	Stps	Walkway			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	\checkmark		
Te Ara	Te Ara	Roadway	\checkmark	\checkmark	√
Terrace	Tce	Roadway on a hilly area that is mainly flat.	\checkmark	\checkmark	
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			\checkmark
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

Regards Richard

Richard Freeman Addressing Analyst Location Information

E rfreeman@linz.govt.nz

Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace PO Box 5501, Wellington 6145, New Zealand | T 04 460 0110 W www.linz.govt.nz | www.landonline.govt.nz | data.linz.govt.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Thursday, 4 March 2021 12:10 p.m.
To: Addresses <addresses@linz.govt.nz>
Subject: RE: NEW ROAD NAME - Kerikeri Heights Kerikeri

Kia ora Richard,

Can you please send me the full documents please as this goes up to Page 25 or the snippet showing this as we have roads in the Far North that have 'Heights'. For example; Access Height and Kotare Heights which are public roads.

If this has always been, can you please tell me why those other names were accepted and if that was recently changed, can you please advise when this happened?

Thankl you, Regards, Selina Topia Customer Service Administrator, Business Performance & Support | Northland Transportation Alliance Far North | Kaipara | Whangarei DDI 09 4015236| <u>Selina.Topia@nta.govt.nz</u>



From: Addresses <<u>addresses@linz.govt.nz</u>> Sent: Wednesday, March 3, 2021 3:52 PM To: Selina Topia <<u>selina.topia@fndc.govt.nz</u>> Subject: RE: NEW ROAD NAME - Kerikeri Heights Kerikeri

CAUTION: This email originated from outside Far North District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks for the email Selina

Unfortunately "Heights" is not a valid road type as part of the AS/NZS 4819:2011

Ive attached a copy of the infill guidelines which include the Road types valid on page 51

Hope this helps

Kind Regards Richard

Richard Freeman Addressing Analyst Location Information

E <u>rfreeman@linz.govt.nz</u>

Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace PO Box 5501, Wellington 6145, New Zealand | T 04 460 0110 W www.linz.govt.nz | www.landonline.govt.nz | data.linz.govt.nz



From: Selina Topia <<u>Selina.Topia@fndc.govt.nz</u>> Sent: Friday, 26 February 2021 12:11 p.m. To: Addresses <<u>addresses@linz.govt.nz</u>> Subject: FW: NEW ROAD NAME - Kerikeri Heights Kerikeri

Kia ora,

Can you please confirm on this one thanks.

Regards, Selina

From: Selina Topia

Sent: Wednesday, February 3, 2021 10:28 AM
To: 'addresscaptureteam@nzpost.co.nz' <addresscaptureteam@nzpost.co.nz>;
'info@chorus.co.nz' <info@chorus.co.nz>; 'AMA@chorus.co.nz' <AMA@chorus.co.nz>;
'addresses@linz.govt.nz' <addresses@linz.govt.nz>; 'cartography@aa.co.nz'
<<cartography@aa.co.nz>; 'whangarei@elections.org.nz' <whangarei@elections.org.nz>;
'data.acquisition@corelogic.co.nz' <<u>data.acquisition@corelogic.co.nz</u>>; 'whangarei@qv.co.nz'
<<whangarei@qv.co.nz>
Cc: Property Information <<u>propertyinformation@fndc.govt.nz</u>>
Subject: NEW ROAD NAME - Kerikeri Heights Kerikeri

Tena Koutou,

Please be advised that at the Council meeting held on 3 December 2020, the following resolution was passed:

RESOLUTION 2020/143

 Moved:
 Member Dave Hookway

 Seconded:
 Member Manuela Gmuer-Hornell

 That the Bay of Islands-Whangaroa Community Board name the public road currently

 addressed at 11 Greenway Drive, Kerikeri, Kerikeri Heights.

 CARRIED

Please see map attached thanks.

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

NORTHLAND TRANSPORTATION ALLIANCE

The band Canel Con KAIPARA S Whangarei Northland D QWAKA KOTAH

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

Attention: The information contained in this email (including any attachments) is intended solely for the addressee(s). It is confidential and may be legally privileged. If you have received this email in error you must not use, copy, disclose or distribute it or any information in it. Please simply notify the sender and delete or destroy all copies of the email immediately. Unless formally stated, this e-mail and any attachments do not necessarily reflect the views of the Far North District Council. The Far North District Council accepts no responsibility for any interception of, or changes to, our email after it leaves us. We do not accept responsibility for any viruses or similar carried with our email, or any effects our email may have on the recipients computer system or network.

Far North District Council | Te Kaunihera o Tai Tokerau KI Te Raki Ph. 09401 5200 | Fax. 09401 2137 | Email. <u>ask.us@fndc.govt.nz</u> Address. Memorial Avenue, Private Bag 752, Kaikohe 0440, New Zealand

Please consider the environment before printing this email.

This message contains information, which may be in confidence and may be subject to legal privilege. If you are not the intended recipient, you must not peruse, use, disseminate, distribute or copy this message. If you have received this message in error, please notify us immediately (Phone 0800 665 463 or info@linz.govt.nz) and destroy the original message. LINZ accepts no responsibility for changes to this email, or for any attachments, after its transmission from LINZ. Thank You.

The Northland Transportation Alliance is a partnership between all four councils within Northland and Waka Kotahi (NZTA). The information contained within this email may be confidential.

Therefore, if you have received this in error, you should delete it immediately and advise the sender noting that information contained within this communication should not be used or transmitted in any format.

The Northland Transportation Alliance is a partnership between all four councils within Northland and Waka Kotahi (NZTA). The information contained within this email may be confidential.

Therefore, if you have received this in error, you should delete it immediately and advise the sender noting that information contained within this communication should not be used or transmitted in any format.

The Northland Transportation Alliance is a partnership between all four councils within Northland and Waka Kotahi (NZTA). The information contained within this email may be confidential. Therefore, if you have received this in error, you should delete it immediately and advise the sender noting that information contained within this communication should not be used or transmitted in any format.

7.5 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2021

File Number:	A3117284
Author:	Ajay Kumar, Management Accountant
Authoriser:	Janice Smith, Chief Financial Officer

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 28 February 2021".

1) BACKGROUND

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

Community Fund Account balance as at 01 July 2020	\$194,572.00
Plus uncommitted funds from 2019-20 carried forward	\$3,738.09
 Plus unused funds from 2019-20 (KOAST and Resilient Russell) 	\$2,130.43
 Plus Unspent from 2018/19 - Russell Baptist Church - Development of carport outside church 	\$8,000.00
 Plus Unspent from 2018/19 - Mai Lyfe - Resurfacing of the basketball court at Kerikeri Domain 	\$25,333.00
 Plus Unspent from 2018/19 - Volunteering Northland Operational Costs 	\$5,000.00
 Plus Unspent from 2018/19 - Kaeo Christmas Parade Organising Committee for Kaeo Christmas Parade and Traffic Management 	\$5,000.00
 Plus Unspent from 2018/19 - Lions Club of Kerikeri for Traffic Management of Kerikeri Santa Parade 	\$2,228.62
 Plus Unspent from 2018/19 - Kawakawa Santa Parade for Kawakawa Santa Parade and Traffic Management 	\$2,500.00
Plus Unspent balance 2019/20	\$5,130.00

 Plus Unused Grant - Ngati Rahiri Māori Komiti for costs Carols in the Park from 6 Aug 2020 	\$1,000.00
Less funds granted and uplifted to 28 February 2021	\$98,838.80
Community Fund Account balance as at 28 February 2021	\$155,793.34

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 28 February 2021 is \$155,793.34.

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 relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 28 February 2021 is attached.

ATTACHMENTS

1. Statement of Bay of Islands-Whangaroa Community Board Fund Account as at 28 February 2021 - A3117273 J 🖫

Statement of the Community Fund Account as at 28 February 2021

Bay of Islands - Whangaroa Community Board

Far North District Council

Allocation Grants & Donations Annual Budget 2020-21	161,239,00	
Community Board Placemaking Fund	33,333.00	
Uncommitted funds from 2019-20 carried forward	3,738.09	
Unused funds from 2019-20 (KOAST and Resilient Russell)	2,130.43	
	2,150.45	
Unspent from 2018/19 - Russell Baptist Church - Development of carport outside	0.000.00	
church	8,000.00	
Unspent from 2018/19 - Mai Lyfe - Resurfacing of the basketball court at Kerikeri		
Domain	25,333.00	
Unspent from 2018/19 - Volunteering Northland Operational Costs	5,000.00	
Unspent from 2018/19 - Kaeo Christmas Parade Organising Committee for Kaeo		
Christmas Parade and Traffic Management	5,000.00	
Unspent from 2018/19 - Lions Club of Kerikeri for Traffic Management of Kerikeri		
Santa Parade	2,228.62	
Unspent from 2018/19 - Kawakawa Santa Parade for Kawakawa Santa Parade		
and Traffic Management	2,500.00	
Unspent balance 2019/20	5,130.00	
Unused Grant - Ngati Rahiri Māori Komiti for costs Carols in the Park from 6 Aug	5,150.00	
	4 000 00	
2020	1,000.00	054 000 44
		254,632.14
Less Expenditure 2020/21 (Funds Uplifted)		
huhu 20		
July 20 Tai kluri Filma far asata tawarda abart film asroaning	4 000 00	
Tai Huri Films for costs towards short film screening	1,000.00	
Volunteering Northland for costs towards their volunteer		
centre, recruitment and promotion, not including telephone/internet depreciation	2,900.00	
Far North Life Education Trust for costs towards refurbishment of		
the mobile classroom	5,000.00	
Tukau Community Fund - Christmas Lunch	2,500.00	
September 20		
National Street Rod Association for hosting the 2020 Nationals over Labour		
Weekend	3,000.00	
Ngati Rahiri Māori Komiti for costs Carols in the Park	2,500.00	
Te Ohanga Reo O Matangirau for Whangaroa Purapura	2,000.00	
To offanga Neo o Matangilaa loi Wilangaloa Tarapata	2,000.00	
October 20		
Jacman Entertainment Ltd costs towards Hullabaloo Children's Arts Festival		
	1 055 00	
(Totara North Show)	1,955.00	
Russell Baptist Church costs towards new water tank	3,450.00	
Neurophan 20		
November 20		
Rangatahi Ora Roa costs towards a traditional Maori practices retreat for		
teenagers	1,410.00	
Bay of Islands Sailing Week costs towards promotion of the event	2,750.00	
Arogya Mantra for Diwali celebrations in Kerikeri	1,000.00	
Whangaroa Health Services Trust for costs towards fitness equipment for a		
community gym	1,739.00	
Kaeo Christmas Parade and Festival Committee for Kaeo Christmas Parade 2020	2,500.00	
Towai-Maromaku Vision Group for costs towards community road signage	3,900.00	
December 20		
Kairos Connection Trust - Busy Bees costs towards Busy Bees Knitting Group	3,000.00	
Bay of Islands Animal Trust for costs towards Bark in the Park 2021	3,311.00	
Kaeo Festival Group for costs towards Nga Purapura 2021	5,000.00	
Mohinui Marae for costs towards Whiti Whārua 5k fun run tagged for water bottles	0,000.00	
and tshrits	2,000.00	
Russell Centennial Trust Board for costs towards Russell Museum promotional	2,000.00	
signage	2,000.00	
New Zealand Red Cross for costs towards Paihia volunteer knitting group	2,000.00	
Tow Zoalana Toa oroso for obsis towardo r alma volunteer knilling group	2,000.00	

Far North District Council Bay of Islands - Whangaroa Community Board		
Statement of the Community Fund Account as at 28 February 2021		
Whangaroa County Museum and Archives for costs towards annual operating expenses	2,500.00	
Te Ruapekapeka Trust for costs towards 175th Anniversary commemoration of the Battle of Ruapekapeka	14,000.00	
January 2021		
Kawakawa Business Association for costs towards Kawakawa Christmas Festival		
2020	2,500.00	
Business Paihia for Paihia Christmas Parade 2020	5,000.00	
Be Free Inc for costs towards Mangonui Waterfront Festival 2021 Youth Stage	1,000.00	
February 2021		
Guardians of the Bay of Islands Inc for costs towards Te Rā nga Tamariki Day	2.425.00	
BaySports Inc for costs towards stadium refurbishment	12,800.00	
Kerikeri Lions Club for Kerikeri Christmas Parade 2020	3,698.80	
		98,838.80
Balance as at 28 February 2021		\$155,793.34
Less Commitments 2020/21 as at 28 February 2021 (Funds not yet uplifted)		
		\$0.00
Balance 28 February 2021 Uncommitted/(Overcommitted)		155,793.34

7.6 FUNDING FOR KERIKERI BASKETBALL COURT FROM PLACEMAKING FUNDS 2018/19

File Number:	A3116693
Author:	Kathryn Trewin, Funding Advisor
Authoriser:	Ana Mules, Team Leader - Community Development and Investment

PURPOSE OF THE REPORT

This report is for the Board to consider rescinding their resolution to grant placemaking funding to resurface the Kerikeri basketball court, as this funding is now no longer required.

EXECUTIVE SUMMARY

- Funding was granted by the Board (in the name of Mai Lyfe) from placemaking funds to resurface the Kerikeri Basketball Court in the amount of \$25,333.
- Provincial Growth Fund (PGF) monies received for the development of the Kerikeri Domain includes a new, full-sized and professionally surfaced basketball court and the funding from the Community Board is no longer required.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board rescind the resolution 2019/51 of 20 May 2019 (to allocate \$25,333 from the Placemaking Fund 2018/2019 to Mai Lyfe for the resurfacing of the basketball court at the Kerikeri Domain as identified in the Bay of Islands-Whangaroa Community Board Strategic Plan) and direct the funds be returned to the Bay of Islands-Whangaroa Community Board account for reallocation.

1) BACKGROUND

This funding was initially granted from placemaking funding on 20 May 2019 in the name of Mai Lyfe, to enable the Kerikeri basketball court to be resurfaced at the same time as the Kaikohe basketball court. This work did not take place due to delays caused by limited access to the area for the demolition of the pavilion. Since then, PGF funding was received to deliver on the Domain Management Plan, which includes a new, full-sized, and professionally surfaced basketball court, meaning the placemaking funding is no longer required.

2) DISCUSSION AND OPTIONS

As this funding is no longer required to resurface the current basketball court, it is recommended the Board rescind their resolution to fund the resurfacing of the basketball court and the funding be returned to the Boards budget for reallocation.

REASON FOR THE RECOMMENDATION

This funding was granted by the Board from their placemaking funding at the end of the 2019 financial year. Due to the PGF funded Domain project, this funding is no longer required and can be reclaimed by the Board to be reallocated.

Reason for the recommendation

To allow the Board to reclaim funding to reallocate within their ward in this financial year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Any funding resolutions rescinded will be returned to the Board in that financial year for reallocation.

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 <u>Council's</u> <u>Significance and Engagement Policy</u>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	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.

7.7 FUNDING APPLICATIONS

File Number:	A3117058
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 1 April 2021 meeting.

EXECUTIVE SUMMARY

- The Bay of Islands-Whangaroa Community Board has \$78,263 unallocated funding available for the 2020/21 financial year.
- Bay of Islands-Whangaroa Community Board has an additional \$33,333 place making funding available for the 2020/21 financial year.
- Two new applications for funding have been received, requesting \$9,730.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,986 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Country Music Festival for costs towards Bay of Islands Country Music Festival to support the following Community Outcomes:

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$6,744 (plus GST if applicable) be paid from the Board's Community Fund account to Waka Atea Wananga for costs towards Kaupapa Waka Atea to support the following Community Outcomes:

- i) Communities that are healthy, safe, connected and sustainable
- ii) Proud, vibrant communities
- iii) A wisely managed and treasured environment that recognises the special role of tangata whenua as kaitiaki

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)	Туре
Bay of Islands Country Music Festival	Bay of Islands Country Music Festival	\$2,986 (36%)	\$2,986 (36%)	This is the 32 nd Festival, returning after Covid-19 forced a hiatus in 2020. The applicants are asking for assistance to cover the cost of a shuttle bus to reduce the risks of drink driving by attendees and some of the costs of publicising the event.	 i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities 	Event
Waka Atea Wananga	Kaupapa Waka Atea	\$6,744 (50%)	\$6,744 (50%)	Waka Taua focuses on tikanga Māori and kaupapa Māori to deliver an extensive wellness programme based on inclusiveness for all ages (particularly rangatahi and their whanau) and has had success with reducing youth suicide rates.	 i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities iii) A wisely managed and treasured environment that recognises the special role of tangata whenua as kaitiaki 	Community Development

Reason for the recommendation

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

For each application, the Board has three options.

- **Option 1** Authorise funding for the full amount requested
- **Option 2** Authorise partial funding
- **Option 3** Decline funding

Reason for the recommendation

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

ATTACHMENTS

- 1. Pages from BOIWCB Application BOI Country Music Festival A3117116 🗓 🛣
- 2. Pages from BOIWCB Application Waka Atea Wananga A3117139 🕹 🔛

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's</u> <u>Significance and Engagement Policy</u>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	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 <u>Community Grant Policy</u> to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the
 application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- Incomplete, late, or non-complying applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029, or <u>funding@fndc.govt.nz</u> – we're happy to help.

 Send your completed form to funding@fndc.govt.nz or to any Council service centre The following <u>must</u> 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

Organisation	Bay of Islands Country Music Eshal Nur	nber of Members
Postal Address	Po box 100 morewa	Post Code 0472
Physical Address	418 Hourtage Road, RD2 Karkohe	Post Code 6472
Contact Person	Shirley May Position Dra	ector
hone Number	09 4041063 Mobile Number 227	2350106
mail Address	maysplace @ actrix. co, nz	
lease briefly de	scribe the purpose of the organisation.	

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

A2686814 (version Sept 2018)

oject De	tails	The Real Property of			
ch Commu	nity Board is yo	1.1	applying to (see m	1	
	Te Hiku		ohe-Hokianga	Bay of Isla	nds-Whangaroa
	e the project or			i and l	112 11
me of Activity	Bay of	Islands	Gunty Ro Russell	CL festimi/Date	7 8 4 9 1 12
ation	Bay of	tslands,	Reessell	Time	e 6pm
there be a c	State of the state		articipate in the pro		Yes 🗆 No
), how much?	\$80	<i>lveekend</i>	Pass t	\$60 Day	Passes.
yee o	attached	letter			ommunity.
See 6	attached	letter			
yee i	attached	letter			
see t	attached	letter			
see t	attached	letter			
see t	attached	letter			
see i	attached	letter			
Sec 1	attached	letter			
yee i	attached	letter			
	attached	letter			
	attached	letter			
	attached	letter			
	attached	letter			
	attached	letter			

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

A2686814

(version Sept 2018)

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	5865.00	500.00
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage Shuttle Bus	2485-74	2485.74
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$8350.74.	\$ 2985-74

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

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

A2686814

(version Sept 2018)

Local Grant Application Form				` R
Financial Information		131.00		
Is your organisation registered for GST?	TYes	🗆 No	GST Number	67-964-497
How much money does your organisation of	urrently hav	re?		140.52
How much of this money is already commit	ted to specif	fic purpose:	s?	140.52

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

Purpose	Amount
Saund + Lighting	\$ 18,760.00
Badges + Advertising Musician Travel + accorredation	\$ 36,210.00
TOTAL	\$63,294-00

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

Funding Source	Amount	Approved
Pub Charity	18,760.00	Yes / Pending
Petorus	8.324.00	Yes / Pending
	1,4-1	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
Shuttle Bus	2485.74	April 2019	Y I N
			Y / N
			Y / N
			Y / N

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

A2685814

⁽version Sept 2018)

. 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.

MUSIC

testival

On behalf of: (full name of organisation)

We, the undersigned, declare the following:

Istords

In submitting this application:

OI

tra

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

Signatory One

Signatory Two



Local Grant Application Form We agree to the following conditions if we are funded by Local Community Grant Funding: To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of 1 the grant money. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained 2 from Council before that 12 month period ends. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change 3 of purpose(s) is obtained in advance from the Community Board. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST 4 we will return the GST component of the amount to be returned. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, 5. in our organisation's annual report. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the 6 project. Contact Governance Support for digital imagery. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far 7 North District Council or its auditors. To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within 8. two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years. To Inform the Far North District Council of significant changes in our organisation before this application has been 9. considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event). To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or 10 misappropriated. Signatory One Treasurer Spine Position Munro Name OUTO Post Code Postal Address BOX ICO morewa Mobile Number 021743369 Phone Number Manne Signature Date Signatory Two Position prector Name Str. 1 lac mau 0472 Post Code Postal Address Pox 100 merensa 027350106 09 063 Mobile Number Phone Number 4241 8.3.2021

(version Sept 2018) A2686814

Signature

Page 6

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

Date

Schedule of Supporting Documentation

Bay of Islands Country Music Festival

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

1	Support Letter – BOI Country Rock – Shirley May
2	Certificate of Registration
3	Meeting confirmation letter – BOI Country Rock
4	Financial Report for the year ended 30 September 2020 x7 pages
5	Kiwibank Statement as at 28 February 2021
6	Cover Letter / Quote – Shuttle bus and Badges – Jasmine Munro
7	Quote – Clarks Coachline
8	Quote – Badges

Bay	Islands INTRY ROCK Festival Kelkohe Service Centre () MAR 2021
	Kalkohe Service Centre 0 MAR 2021
Monday, 8th March 2021	1 0 MAR 2021
To Whom It May Concern,	GECENVEN

This year we are once again seeking assistance with sponsorship for our annual Country Rock Festival in the Bay of Islands. This festival has become both iconic and unique in the New Zealand music festival calendar. The genre appeals to a wide variety of people and has a following not only of appreciative listening audiences but also those actively in Rock and Roll or Line Dancing.

The ever-popular street music sessions on Saturday and Sunday mornings give our area a real festival feel. Visitors travelling through Paihia or Russell often get caught up in the occasion and will linger longer to listen or join in the line dancing and rock and roll. The Musicians also take the opportunity to move around listening to other performers throughout the weekend.

Shuttle Bus along with badge costs are an essential cost in bringing people to the Bay of Islands and we are hoping for sponsorship from Far North District Council to help prevent drink driving and to make our festival successful with having badge passes for our 32nd festival.

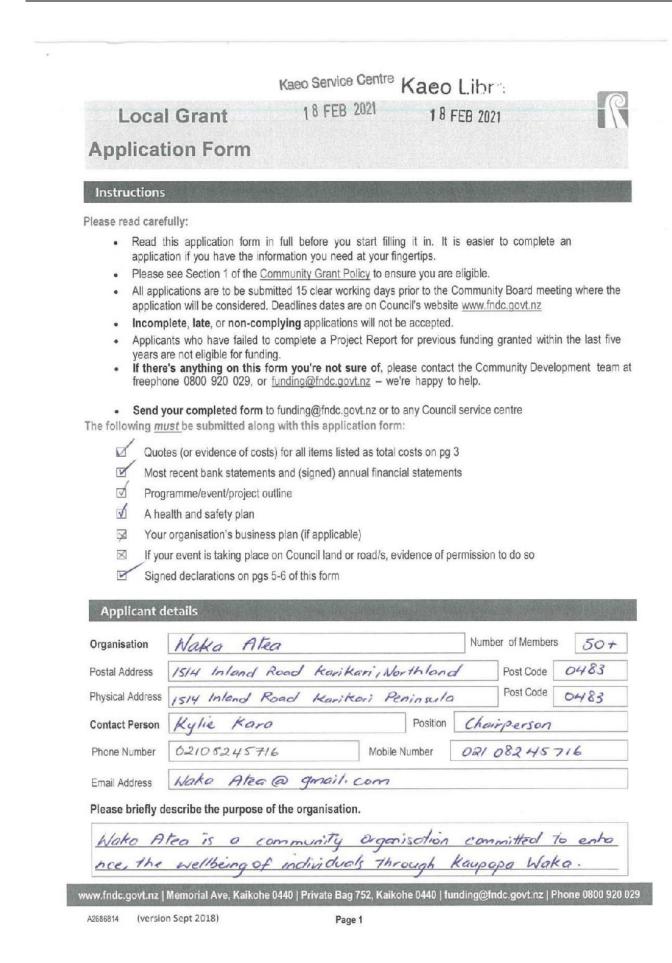
Kind Regards

7

To

Shirley May Festival Director P O Box 100, Moerewa

Address> PD Box 100, Moerewa, Bay of Islands, New Zealand Phone> 09 404 1063 Fax> 09 404 1065 Mobile> 025 235 0106 Email> maysplace@actrix.co.nz An event run under the auspices of Bay of Islands Festival Incorporated



Project Det	IIS
Which Commun	y 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	Kaupapa Waka Wananga Date April 202
Location	Whangaroa Kaeo Time Spm (7 day
Will there be a ch	arge for the public to attend or participate in the project or event?
If so, how much?	Koha (\$10-\$0)
• How	vity and the services it will provide. Tell us: will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides The only Kaupapa within the on District That is based on Traditional
· How Naka H Whangar Maori ' Continue	will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides the only Kaupapa within the Da District that is based on Traditional Wake Taue" Practices. The development s to increase in number(s) and partici-
· How Naka H Whangar Maori ' Continue Pation, 1	will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides the only Kaupapa within the Da District that is based on Traditional Wake Taue" Practices. The development is To increase in number(s) and partici- monthly with more than 200 active partici
· How Naka h Whangar Maori Continue Pation, Pants.	will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides the only Kaupapa within the or District that is based on Traditional Wake Taue" Practices. The development s To increase in number(s) and partici- monthly with more than 200 active partici Wake Alea provides a platform of
How Naka H Whangar Maori Continue Pation, Pants. inclusiv	will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides the only Kaupapa within the or District that is based on Traditional Wake Taue" Practices. The development s to increase in number(s) and partici- monthly with more than 200 active partici Wake Alea provides a platform of iness for all ages that is embedded in
How Naka M Whangar Maori Continue Pation, Pants. inclusion Rangata	will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides the only Kaupapa within the pa District that is based on Traditional Wake Taue" Practices. The development s To increase in number(s) and partici- monthly with more than 200 active partici Wake Alea provides a platform of iness for all ages that is embedded in his and whenau Succession. Waka Taua
· How Naka M Whangar Maori Continue Pation, Pants. inclusive Rangata is the	will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides the only Kaupapa within the or District that is based on Traditional Wake Taue" Practices. The development is To increase in number(s) and partici- monthly with more than 200 active partici- hard Alea provides a platform of iness for all ages that is embedded in hi and whanau succession. Waka Taua rehicle assisting in the successful decrea
How Naka H Whangar Maori Continue Pation, Pants. inclusive Rangata is the of you Post, pr	will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides the only Kaupapa within the pa District that is based on Traditional Wake Taue" Practices. The development wake Taue" Practices. The development s to increase in number(s) and partici- menthly with more than 200 active partici Wake Alea provides a platform of iness Tor all ages that is embedded in hi and whanau succession. Waka Taue which assisting in the successful decrea th suicide within our community. esent and future activities and experience
· How Naka M Whangar Maori Continue Pation, Pants. inclusive Rangata is the of you Post, pr include	will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community. The provides the only Kaupapa within the Dea District that is based on Traditional Wake Taue" Practices. The development wake Taue" Practices. The development s to increase in number(s) and partici- monthly with more than 200 active partici Wake Alea provides a platform of iness for all ages that is embedded in hi and whenau succession. Wake Taue which asisting in the successful decreased the suicide within our community.

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

A2686314

(version Sept 2018)

Local Grant Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	1,610.00	1,610.00
Advertising/Promotion		
Facilitator/Professional Fees ²	1,000.00	500.00
Administration (incl. stationery/copying)		
Equipment Hire	21720.00	1,410.00
Equipment Purchase (describe)	8, 156.93	3,223.46
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	8/pp/x7 days	not applicable
Other (describe)	@ \$20 p/h.	
TOTALS	13,486.93	6,743.46.

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

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

(version Sept 2018)

.

Local Grant	R
Application Form	
Financial Information	
Is your organisation registered for GST? 🛛 Yes 🗹 No 🛛 GST M	Number
How much money does your organisation currently have?	2,271.20
How much of this money is already committed to specific purposes?	21271.20

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

Purpose	Amount
Travel	\$ 271.20
Facilitator Fees	\$ 500.00
Woranga refreshments	\$ 1,500.00
OTAL	2,271.20

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

Funding Source	Amount	Approved	
		Yes	/ Pending
		Yes	/ Pending
NA		Yes	/ Pending
		Yes	/ Pending
		Yes	/ Pending

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

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

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

A2686814

(version Sept 2018)

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)

Waka Atea

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

11. 11	
T. P. Tana	2 0
Juna scares	a de
()	0

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

A2686814

(version Sept 2018)

Local Grant Application Form

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

- 1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss 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.
- 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	Kylie Kara	Positi	on CP	nairman
Postal Address	1514 Inland Rd, Ka	rikari Peninsula		Post Code 0483
Phone Number		Mobile Number	0210	8245716
Signature	Figur Kare		Date	18.2.2021
Signatory T	wo			
Name	Scioh Maringe	Posit	on Se	cretcy
Postal Address	249 Weber Rd			Post Code 0479
^p hone Number		Mobile Number	02	12686564
Signature	S ge		Date	18.2.2021
ww.fndc.govt.i	nz Memorial Ave, Kaikohe 0440 Priv	vate Bag 752, Kaikohe 0440	funding	j@fndc.govt.nz Phone 0800 920
A2686814	(version Sept 2018)	Page 6		

Schedule of Supporting Documentation

Waka Atea Wananga

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

1	Special Meeting Minutes recorded 26 January 2021
2	ASB Interim Account Statement as at 9 February 2021
3	ASB Bank Statement Society Cheque Account as at 09 January 2021
4	Waka Atea Financial Breakdown
5	Quote – Noel Leeming x 2
6	Quote – Extreme Marquees
7	Quote – Otangaroa Marae
8	Quote – Torpedo 7 Ltd
9	Quote – Northland Rentals – Van Hire
10	Northland Rentals email correspondence – Van Hire
11	Quote – Northland Rentals – Luggage Trailer Hire
12	Quote – Manaia Designs
13	Quote – M Kara
14	Health & Safety Plan x2 pages
15	Waka Wananga Whangaroa Registration Advertisement
16	Nga Taputapu Korero Background

7.8 PROJECT FUNDING REPORTS

File Number:	A3116338
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 received from:

- a) Mohinui Marae
- b) Russell Baptist Church
- c) Bay of Islands Sailing Week

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. Pages from BOIWCB Project report Mohinui Marae A3116363 🗓 🖾
- 2. Pages from BOIWCB Project Report Russell Baptist Church A3116352 🗓 🛣
- 3. Pages from BOIWCB Project Report Sailing Week Inc A3116365 🗓 🛣

Compliance schedule:

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

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

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

Project Report - COMMUNITY GRANT FUND

Name of organisation: Mohinui Marae Name and location of project: Waiomio Date of project/activity: Saturday 16th January 2021 Which community Board did you receive funding from? Bay of Islands-Whangaroa Amount received from the community fund: \$2300 Board meeting date the grant was approved: 03rd December 2020

Please give details of how the money was spent:

Supplier/Description	\$amount	Receipt/s attached
Printed Tshirts https://drive.google.com/file/d/1BF8M-b82ws0uQ_sSSGgZ94u4 xBl6_g7o/view?usp=sharing	\$820.23	J
Printed Tote bags and Drink bottles - https://drive.google.com/file/d/14h925wK1VxyJXunxFlqJcF3han xYhnVZ/view?usp=sharing	\$1168.98	J
New World purchases for fun-run https://drive.google.com/file/d/1TUfpOWzGZ9vng7o2IAMxizQAs dwqQd8Z/view?usp=sharing	\$304.78	1
TOTAL:	\$2293.99	

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

There were so many highlights, far beyond what I could have ever imagined for a simple thing such as our Whiti Whārua fun run. Firstly, the gathering of so many people at Mohinui Marae was surprising, to say the least, and reminded me why we need to rebuild our marae. I really thought a handful of people (50 at the most) would come to the event and was very humbled that the people of the marae and hapū came from far and wide and there ended up being more than 100 people. We had whānau as young as 4 years old and as old as 82 years old with a walking frame completing the 5km, it was astonishing. The sun was shining and the vibes were great. We had volunteers that were itching to walk and run and we had people come out of their homes and just join in. All those who took part completed it and were so proud of themselves. We are so grateful for the funding that our community board gave to us and it was vital to the success of our fun run day. We are all still walking around with our t-shirts on, drinking water from our bottles, and using our tote bags at supermarkets, priceless. Definitely a positive impact on our community!

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

- This fun run was the first event of its kind in Waiomio
- Every person there was a descendant of Mohinui Marae, Ngati Hine and Ngati Kahu o Torongare
- We have decided as descendants of Mohinui Marae, Ngati Hine me Ngati Kahu o Torongare that we are going to carry on with this fun run and make it an annual thing every January before Kura starts.
- The health benefits were great for our people and we have decided to start walking and running groups within the valley to make sure we are all ready to take on the 5km challenge each year
- The dates were great for the people who lived close to Waiomio, but for those who lived further away, it seemed that this time was a bit of a strain on their pockets to come home after Xmas and new years. However, on the flip side, those who did come were on a health buzz because of indulging at Christmas time, so we had some who had trained for the 5km and smashed it! So we need to find a date in January that is suitable for all descendants, near and far



If you have a Facebook page that we can link to please give details: Mohinui Marae Rebuild This report was completed by:

Schedule of Supporting Documentation

Mohinui Marae – Fun Run

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

1	Tax Invoice – Merret Design Ltd – T/A DigiTees x2 pages
2	Tax Invoice – Function Ltd x2 pages
3	Tax Invoice – Kerikeri New World

R	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: funding@fndc.govt.nz PDF attachment via email is preferred) OR:

Funding Advisor Far North District Council Private Bag 752 KAIKOHE 0440

Russell Baptist Church		
Water supply tank for com	nmunity centre in Russell.	
Completion of project on 5/02/21.		
d you receive funding from?	X Bay of Islands-Whangaroa	
	Water supply tank for con Completion of project on 5 d you receive funding from?	

Amount received from the Community Fund: Board meeting date the grant was approved: \$ 3,450.00 3 September 2020

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 (pleasetick)
Duracrete Products (2017) Ltd		\$ 4427.50	x
Russell Baptist Church Financial Contribution		\$ 977.50	x
		\$	
		\$	
Received from Community Fund	Total:	_{\$} 3450.00	x

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

Our D'Vine Community Oasis Centre is located at Russell Baptist Church and provides services for the people of Russell and surrounding communities including the following activities: Food Bank, meeting place for community organizations, music festivals, exercise classes, health classes and special activities for our senior citizens. 100 to 150 people attend weekly.

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

1

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

Our community centre was in great need of a healthy water supply for all of the

community and surrounding neighbours to provide clean and pure drinking water to the seniors and little children asking for a glass of water. As soon as our new water tank

Type text here fills with water we will be able to safely provide for the needs of our community. We

continually announced to the community our great appreciation for the fine work of the

Bay of Islands-Whangaroa Board and their committment for a safe new car park.

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

Attached you will find photos of the completed water tank installation, Duracrete

Products (2017) Ltd Invoice which states,"Payment of Invoice is required at least two

days prior to delivary which was paid by Russell Baptist Church, and the Strategic

Planning & Policy for Far North District Council describing the need for the water tank

Bay of Islands-Whangaroa Board and their committment for a safe new car park

approved for completion on May 2019. We continue to be grateful for your efforts.

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

This report was completed by:

Name:	Dr. Rosemary Gardner (Grant Secretary)
Address:	5 James Clendon Place RD1 Russell, New Zealand 0272
Phone	021 994 190 mob:
Email:	dr.rosebud@yahoo.com
Date:	8/02/2021

Private Bog 752, Mamorial Ave, Kaikaha 0400, New Zealand, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govi.nz, Website: www.fndc.govi.nz 2

Schedule of Supporting Documentation

Russell Baptist Church

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

1	Tax Invoice - Duracrete
2	Photo's of water tank installed

Far North	Project Report
District Council	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: funding@fndc.govt.nz PDF attachment via email is preferred) OR:

Funding Advisor Far North District Council Private Bag 752 KAIKOHE 0440

Name of organisation:	Bay of Islands Sailing Week Inc	
Name & location of project:	Bay of Islands Sailing Week - Opua, Northland	
Date of project/activity:	26 - 29th January 2021	
Which Community Board did	you receive funding from? Kaikohe-Hokianga X Bay of Islands-Whangaroa	
Amount received from the Co	mmunity Fund: \$2,750.00]

Board meeting date the grant was approved:

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.

9 October 2021

Supplier/Description	\$amount	Receipt/s attached (please tick)
Lissa Photography. Photographs and videos of the Regatta	\$ 3,121.20	x
	\$	
	\$	
	\$	
Total:	\$ 3,121.20	

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

This is the largest keel Regatta held in New Zealand. Over 114 boats were registered
this year and nearly 900-100 people were involved in either sailing, volunteering, families,
and local business's. Alot of business was brought into the area because of this
Regatta, where both hospitality, accommodation, marine specialists, food and beverage
suppliers all benefited. Private Bog 752, Memorial Ave, Kalkohe 0400, New Zealand, Freephane: 0600 920 029,

Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

As stated previously, local business has benefited from this Regatta in many ways. Hospitality Accomodation, Marina, boat specialists, hire companies, food and beverage, trophies, and much more. We used local whereever possible to ensure our community reaped the rewards. Also the grant from yourselves was used for photography and videos which are on our website and facebook page plus you tube. Sailing is for everyone to enjoy. This year we encouraged all boats to take on young sailors to give them a chance to experience yacht racing.

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

Our Community Board was recognised in our website and Facebook pages, thanking them

for their generous funding to pay for the photography. I will attach photos to the email. We also had a poster on our Racing Hut thanking the Community Board for their generousity.

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

Bay of Islands Sailing Week Inc

This report was completed by:

Name:	Cath Beaumont
Address:	1 Pipiroa Road, Okiato
Phone	mob: 0276872771
Email:	admin@bayofislandssailingweek.org.nz
Date:	15/2/21

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137, Emoil: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz 2

Schedule of Supporting Documentation

Bay of Islands Sailing Week Inc

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

1	Tax Invoice – Lissa Photography
2	Proof of Direct Credit – Lissa Photography
3	Photos of sailing week

8 INFORMATION REPORTS

8.1 FNDC CONTRACTS

File	Number:	A3110785
1 110	Humber.	70110100

Author: Warren Ure, Contract Management Specialist

Authoriser: Jaime Dyhrberg, General Manager - Corporate Services (Acting)

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide information regarding FNDC Contracts that give effect to Levels of Service in the Bay of Islands – Whangaroa Ward.

TE WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Bay of Islands – Whangaroa Community Board Resolution 2021/5 requested that FNDC identify FNDC Contracts that give effect to Levels of Service in the Bay of Islands – Whangaroa Ward.

FNDC has identified ten contracts that fall into the category contained in the resolution.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report FNDC Contracts.

TE TĀHUHU KŌRERO / BACKGROUND

The contracts identified cover the major service provisions that FNDC provide to the ratepayers and citizens of the Far North district.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The ten contracts identified have differing initial terms and contract extension provisions as set out below:

Contract	Provider(s)	Contract Term (yrs)	Final Contract End Date
Solid Waste and Recycling	Waste Management and Northland Waste	5+2	30 September 2022
Russell Landfill	Ventia	5+1	30 June 2021
Town and Open Spaces Maintenance	Recreational Services	5+2	30 June 2022
3 Waters Operations and Maintenance	Far North Waters Alliance (Ventia and FNDC)	6+2+2	31 July 2029
Roading through the Northland Transportation Alliance	Fulton Hogan and Ventia	4+2+1+1	30 June 2026

Aquatic Facilities Operations and Maintenance	Harpori Consortium	3+3+2+2	30 June 2030
Hokianga Ferry	Fullers BOI	3+3+2+2	30 April 2030
Street Lighting	McKay Electrical	3+1+1	30 June 2021

The Final Contract End Date takes into account all of the contract extension provisions. This date may change if there are significant performance issues with any of the contractors which result in termination of a contract or non-extension of the contract.

A summary of the proposed procurement approach for contracts expiring within the next two years is below:

Contract	Commentary
Solid Waste and Recycling	New contracts will be developed following a Section 17A service review planned to be undertaken in 2021. A new contract will be developed that will include the agreed scope of services and be in place before 29 September 2022.
Russell Landfill	This contract is planned to go to market through an open market tender in late March 2021 following an expression of interest for the landfill operation on the Government Electronic Tenders Service (GETS). Contract to be in place before 30June 2021.
Town and Open Spaces Maintenance	A new contract will be developed following a Section 17A service review planned to be undertaken in 2021. A new contract will be developed that will include the full scope of services.
Street Lighting	A Request for Tender was issued on GETS in early March. A new contract is to be in place by 30 June 2021.

NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

This report is for information only, there are no financial implications or budgetary provisions required.

NGĀ ĀPITIHANGA / ATTACHMENTS

Nil

8.2 KERIKERI REDWOODS - 2020 ARBORIST REPORTS

File Number:A3123723Author:Nina Gobie, Team Leader - Facilities OperationsAuthoriser:Andy Finch, General Manager - Infrastructure and Asset Management

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present the Treeskills Tree Report dated 1 September 2020 concerning the Kerikeri Redwoods located on Wendywood Lane and Hawkings Crescent, Kerikeri.

TE WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Kerikeri Redwoods are a significant feature and asset in Kerikeri.
- The arborist reports noted:
 - concerns regarding the on-going health and stability of the trees especially those stand of trees located along Wendywood Lane, Kerikeri.
 - a neighbouring fence built in 2020, caused significant damage to the roots of the largest trees at the northern end of Hawking Crescent grove.
- Subsequent to the arborist reports, work has been undertaken (and some programmed) to address the concerns raised.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the Kerikeri Redwoods - 2020 Arborist Reports and note the work completed and underway.

TE TĀHUHU KŌRERO / BACKGROUND

The stand of Redwood trees located at Wendywood Lane and Hawkings Crescent, Kerikeri are a significant feature and asset in the Kerikeri area.

Redwoods are not native to New Zealand and as such the trees suffer from New Zealand's environmental conditions and tend to fail from the inside out making them an extreme health and safety risk if not carefully monitored.

There have been several reports requesting Council remove these trees due to the potential harm they could cause should they fail but these have been declined.

An annual inspection is completed, and the reports are then forwarded to the Chief Financial Officer for insurance purposes and works carried out, as recommended and applicable.

Council's insurance would be invalid if a tree were to cause harm especially if the issue is noted in the annual Arborist report and not actioned.

Development work in and around the Redwood stands over recent years have also caused concern regarding the health and stability of these trees.

Wendywood Lane

This stand of trees has had a good layer of wood chip applied to the base of all the trees to try and minimise root compaction.

The two dead trees and hanging branches were removed as recommended in the 2020 Arborist report.

The tree that had root damage has been air spaded, corrective root pruning carried out and mulch applied.

Hawkings Crescent

This stand of trees covers approximately 2500m2 and is a bit longer and much wider than the stand along Wendywood Lane.

Although there is a layer of leaf litter in place, a top-up of mulch especially to the bare areas of this site should increase the root health and vigour of the trees.

This work was being programmed at the time of writing this report.

Two Tarata and a Pohutukawa tree were severely pruned as well and will require remedial care later this year.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

That the Bay of Islands-Whangaroa Community Board receive this report and note the work completed and underway to address the concerns highlighted within the arborist reports.

NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

At this stage, there is no financial implications other than the requirement to apply mulch and remediate action to the pruned trees.

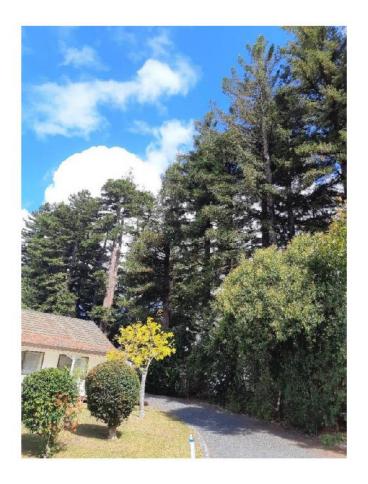
NGĀ ĀPITIHANGA / ATTACHMENTS

- 1. Tree Report Redwoods Hawkings Crescent Kerikeri 2020 A2954407 🕂 🛣
- 2. Tree Report Redwoods Wendywood Lane Kerikeri 2020 A2954405 🗓 🛣

Treeskills Tree Report

prepared for

The Far North District Council



Site Visit to Hawkings Crescent, Kerikeri Conducted 01/09/2020

Overview:

This annual visual inspection and report was carried out by Roger Gale of Treeskills at the request of Zane Wright. The inspection was done from ground level. This report has been carried out to ascertain check for health and safety issues.

Photographs are attached to illustrate points of note. Any questions or queries please contact the author directly.

Date/time of Inspection: 1st September 2020 at 1200 hours. Address: Hawkings crescent, Kerikeri. Tree Species: Redwood (*Sequoia sempervirens*.) Height: 35m (approx.) Circumference: 3000mm to 850mm Crown Spread: 10m (approx.) Weather conditions: sunny/overcast General Health: This course of trees is planted 5 rows wide between Kerikeri retirement village and bousing a

This copse of trees is planted 5 rows wide between Kerikeri retirement village and housing around Hawkings crescent. Overall, it is a healthy stand of trees although some are inevitably suppressed and others more dominant. The trees have typical apically dominant crowns with well-balanced forms.

Tree Characteristics and Health:

The form of the crowns have minor asymmetry, with large dominant limbs in their lower canopies where their site allows.



Figure 1: Showing heavy limbs over crescent.

Health is good; with 85% live crown ratio, normal foliage density and needle size. Foliage colour appeared to be normal with no sign of chlorotic or necrotic. Annual shoot growth is acceptable and vigour good.

Wound wood development is fair to average. These trees have recently had a crown lift which has let more light into the copse and onto neighbouring properties



Figure 2: Showing the effects of the crown lift.

A new fence has been built at the north end of the copse. Significant damage has been done to the roots of the largest tree which needs further examination (already scheduled). Two Tarata and a pohutukawa have been severely pruned and will need remedial care next year.



Figure 3: Showing damaged roots.



Figure 4: Showing damaged Tarata.



Figure 4: Showing damaged Pohutukawa

Hazards: The damage to the roots of the largest tree in this copse could severely compromise the health and stability of this tree and lead to death of catastrophic failure of this tree. It is important that the agreed works to assess and mitigate any damage proceed as planned.

Summary:

The Redwood trees at the above address are generally of good health and sound form. There were no evident signs of disease or structural defects within the crowns which would be a cause of concern during a storm. The ongoing monitoring of these large trees on an annual basis is recommended.

The root zone has mostly been maintained by natural needle fall, however a generous layer of mulch on bare areas would significantly increase root health and tree vigour. This would also assist the trees ability to adapt to drier summers.

Roger Gale Diploma of Arboriculture (Lincoln)

Treeskills RD 1 Kaitaia 0481 Ph 09 4093807 Mob 02 1717177 roger@treeskills.co.nz

www.treeskills.co.nz

Disclaimer: The tree referred to in this report is a living entity and is therefore subject to natural processes, and changes to its environment caused by human's activities and by exceptional weather conditions. The inspection undertaken relies on the visual attributes of tree health and structure which can be ascertained from a visual inspection. Hidden defects which are not readily visible may not be detected. The condition and safety of the tree inspected cannot be guaranteed beyond what can be reasonably assessed from the procedures used. It is recommended that all significant trees are regularly inspected. Treeskills can advise on the suitable frequency of these inspections.

Treeskills Tree Report

prepared for

The Far North District Council



Site Visit to Wendywood Lane, Kerikeri Conducted 01/09/2020

1

Overview:

This visual inspection and report was carried out by Roger Gale of Treeskills at the request of Zane Wright. The inspection was done from ground level. This report has been carried out to ascertain check for health and safety issues.

Photographs are attached to illustrate points of note. Any questions or queries please contact the author directly.

Date/time of Inspection: 1st September 2020 at 1400 hours. Address: Wendywood Lane, Kerikeri. Tree Species: Redwood (*Sequoia sempervirens*.) Height: 35m (approx.) Circumference: 3000mm to 850mm Crown Spread: 10m (approx.) Weather conditions: sunny/overcast

General Health:

This double row of trees is planted between Kerikeri New world and Wendywood Lane. The root zone is compromised on the south west by tar seal and helped by a generous berm on the north east alongside Wendywood lane. These trees have declined significantly in the last 15 months. The trees have typical apically dominant crowns with well-balanced forms. This copse is only half the width of the Hawkings crescent copse.

Tree Characteristics and Health:

The form of the crowns have minor asymmetry, with large dominant limbs in their lower canopies where their site allows.



Figure 1: Showing necrotic foliage.

Health is variable; with 65% live crown ratio, poor foliage density and needle size. Foliage colour appeared to be poor with signs of necrotic trees. Annual shoot growth is limited and vigour poor. There are a few trees with extensive epicormic growth alongside the sealed area of new World and some have died.



Figure 2: Showing a similar view a year ago.

The decline has been slow but steady. The causes appear to be a mixture of:

- The loss of permeable root run due to the car park being inserted
- Lack of mulch
- Lack of summer rain
- Foot traffic compaction



Figure 3: Showing a popular path.

The stand of trees is a useful and popular accessway through from a playing field and residential area to the shops. To reduce soil compaction a layer of mulch around 10cm minimum depth would help.



Figure 4: Showing one of two dead trees

Figure 5: Showing the other dead tree

These two trees should be felled before the top falls. They are both the second from the left in figures 4 and 5. They are side by side and roughly where the New world fence ends, and the soccer field begins. They will fall out onto Wendywood lane.



Figure 6: Showing trees where foliage density is poor.



These trees are very variable with patches of trees showing reasonable health and others showing severe decline. There are perhaps 13 trees in acceptable health, 4 of which are suppressed. There are 14 in poor health, two of which are dead.

Hazards: There is a 10 to 12 diameter branch at the south end hanging around 20 meters up. The declining trees will continue to decline and die unless remedial action is taken. They will then either fall or drop large portions of the tops

Summary:

The Redwood trees at the above address are a significant asset to the community. Removal of these large trees would be a significant expense. Remedial work is recommended to avoid this loss of asset and a large cost.

Works should include:

- Air spade to remove compaction problem
- Application of mulch

The root zone has mostly been maintained by natural needle fall, however a generous layer of mulch on bare areas would significantly increase root health and vigour.

Roger Gale Diploma of Arboriculture (Lincoln)

Treeskills RD 1 Kaitaia 0481 Ph 09 4093807 Mob 02 1717177 roger@treeskills.co.nz

www.treeskills.co.nz

Disclaimer: The tree referred to in this report is a living entity and is therefore subject to natural processes, and changes to its environment caused by human's activities and by exceptional weather conditions. The inspection undertaken relies on the visual attributes of tree health and structure which can be ascertained from a visual inspection. Hidden defects which are not readily visible may not be detected. The condition and safety of the tree inspected cannot be guaranteed beyond what can be reasonably assessed from the procedures used. It is recommended that all significant trees are regularly inspected. Treeskills can advise on the suitable frequency of these inspections.

8.3 BAY OF ISLANDS-WHANGAROA COMMUNITY HALL ANNUAL INFORMATION UPDATE

File Number: A3120677

Author: Ngawaiata Harris, Support Officer

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

PURPOSE OF THE REPORT

The purpose of the report is to present to the Bay of Islands-Whangaroa Community Board the annual AGM minutes, financial statement and statistical data as provided by Russell Town Hall, Paihia War Memorial Hall and Whangaroa Hall Committees.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Hall Annual Information Update.

BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 (as attached) and the Community Halls Policy dated September 2016 (as attached).

The Hall and Facilities Strategy notes Council's vision for community halls is: "A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities."

The Community Halls Policy includes the following key statements:

- 1. Ensure that communities' current and future needs for halls or similar facilities are met.
- 2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe ad well maintained facilities.
- 3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
- 4. Encourage and enhance the capability of communities to improve their facilities.

The policy also identifies the 'Procedures for Hall Committees' including:

c) Committee will produce annual audited accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls, the various and complex circumstances per Ward:

	Council owned on Council land	Community owned on Council land	Council owned on Crown Land	Community owned buildings on community owned land
Kaikohe – Hokianga Ward	Kaikohe, Kohukohu, South Hokianga War Memorial, Kaikohe Senior		Taheke	Ngawha, Waimamaku and Umawera

	Citizen's Hall, Horeke, Okaihau and Rawene			
Te Hiku Ward	Herekino and Mangonui	Whatuwhiwhi	Lake Ohia and Kaingaroa	Broadwood, Fairburn, Waiharara and Araiawa
BOI – Whangaroa Ward	Paihia, Russell, Totara North, Waipapa and Whangaroa Memorial Hall (Kaeo)	Moerewa	Maromaku	Opua and Pakaraka
Notes:	Oruru is closed			Takahue – no longer exists

Around September / October annually, Council requests hall committees to provide a copy of their AGM minutes, financial statements and usage data. Further reminders are sent to the hall committees around November / December and January / February.

It is the intention of Council staff to present Community Hall Committee information April / May annually.

At the time of writing this report, community hall information had <u>not</u> been received from Totara North and Waipapa Hall Committees.

However, reports have been received from Paihia, Russell and Whangaroa (Kaeo) Committees which have been attached.

DISCUSSION AND NEXT STEPS

Board members will consider the content of the information received.

The Community Board to decide what steps to take next with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications and budgetary provisions.

ATTACHMENTS

- 1. Russell Hall Report A3120601 😃 🛣
- 2. Paihia Hall Report A3120596 🗓 🛣
- 3. Whangaroa Hall Report A3120593 😃 🛣
- 4. Halls and Facilities Strategy 2015 A2925940 U
- 5. Community Halls Policy 2016 A2125076 🗓 🛣



.

4

HE ARA TÂMATA CREATING GREAT PLACES Supporting our people

Erneit esklus Elekt, gent.az Websita: www.lndk.govil.az Přívota Bog 752, kastania Areana Kalkoba 0440, Usor Zysland Fretphane: (2000 920 029 Photo: (109) 401 5220 Fax: (09) 481 2137

Thursday 5 November 2020

Russell Hall cmwbbs@gmail.com

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

DMIN	2020
IDC A	8 DEC
1c.	0

Should we not receive any information, we will be noting this as part of the report to the Community Board.

HALL DETAILS				
Name of Hall:	Bussell Community, Hall			
Physical address:	aho strand			
Postal address:	POBOX 204, RUSSEL			
Booking Officer (name):	(Booling Officer will be added to our websile) Collegen M. Bottpell			
Booking Officer	Ph.: Mobile: Email:			
(cantact.);	O21.1109.148 cnubbs@gmail.con			
Afterhours contact	3			
(name):	Colleen Bottpell			
Emergency Contact				
(name):	Collier Rottrell			
Afterhours (contect):	Ph.: Mobile: 1.109.148 Email: UDDSEgnAil.con			
Other:				

е а

14

Improvements completed	This year installe	This year new curtain rails		
Maintenance completed	Externo	l main	tenand	needed
Other:	BWOF-claur copy onfile-FA copy-fevac. Plan-non			e-FAE
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	MAIN Hall-cap 200 pAX
Kitchen facilities	offupper Rn.
Tollets	3 internal Toilets
Disabled access	ground level + upper Roon
Parking	Nic
Furniture available	Inventor sheet attached
Other facilities / assets available e.g.: stage, lighting, heating	Stage in maintall - installed heating in main ball lighting in entire ball

× ×

Position	Name	Postal Address	Email address	Phone number
chair	yourg			
Sac/Trea	Bottnetl	,		
Monter	Flurands			-
	miller			
	arida e			

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	10 times per year
How often did the Committee meet in 2019/20?	le Times due to covid 10

HALL INFORMATION 2019/20		
Usage Data		
Number of bookings:	416	
Number of users:	average monthly 7	
Type of use	0	0
Community (regular users):	7	
Casual (one off):	3 (Iwedding, lasts shibition	
Commercial:	3 (Iwedding, larts shibition	
Hire rates (per hour)		2
Community:	Saverage \$10. perhour	
Casual:	1	X T
Commercial:	Ð	
Other:		
2019/20 Financial Statement	Attached yes / no	
BWOF	Yes / No	Expiry Date: OLDAC 2021
Insurance - Contents (Yes) No	Value: attached

Check In	Check C
	1
	-

Dish stelizer and Trays	1	
	3 x Trays	
Zip Water Heater	1	
Woodson Urn (Coffee)	1	
Teapots	3	
Dinner Plates	204	
Side Plates	224	
Dessert Bowls	167	
Saucers (White)	80	
Cups (White)	106	
Knives	222	
Forks	200	
Spoons	193	
Teaspoons	205	
Mat	1	
Fire Extinguisher	1	

It is in your interest to check the inventory before using the Hall. This list is a guide only and should be checked. If quantities have changed, please note on this sheet and contact Colleen at 021 1109 148 or Lorraine at 403 7504. Hall facilities must be left Clean and Tidy. All breakages must be reported. Charges will be made for missing or damaged items as listed below and/or additional cleaning if required by the Hall Cleaner.

No equipment is to be removed from the Russell Town Hall at any time before, during or after the rental

Side plates, cups and saucers Dinner plates Glasses and cutlery Hall Cleaning Broken Windows \$ 5.00 each \$ 6.00 each \$ 2.00 each \$20.00 per hour \$60.00 per pane 6

RUSSELL TOWN HALL MANAGEMENT COMMITTEE

FINANCE STATEMENT

1 JULY 2019 TO 30 JUNE 2020

Deposits	Year End Totals		
Hall Hire	13110.00		
Bonds Received			
Bank Interest	2.67		
Term Deposit Interest	5342.43		
Total Deposits for year	18455.10		

Expenses	Year End Totals		
Maintenance	4192.75		
Adinistration	1778.70		
Clean Wages	3335.00		
Hall Stores	889.45		
Total Expenses for year	10195.90		

Closing Balance as t 30/06/20

Cheque Account	7102.25
WestpacTD 0001	60159.61
WestpacTD 0002	90544.52
	157806.38

Submitted to the Russell Town Hall Committee in July awaiting approval.

Colleen M. Bottrell Secretary/Treasurer

Town Hall Rental Agreement SAMPLE

This document, between the Russell Town Hall Management Committee and SAMPLE is a contract regarding the rental of the Russell Town Hall (entire) on the 30th of July 2016. The keys are held by Colleen Bottrell or Lorraine Young and will be delivered before the rental. The rental fee is \$400.00 per day and is payable after the event. A Bond in the amount of \$250.00 is to be paid to the Russell Town Hall Management Committee before the rentals begin. This bond will be refunded at the end of the rental period if the Hall is left in proper order and the inventory if complete. Please read the following conditions of the Hall Rental.

1. The Town Hall facilities are left in a clean and orderly condition and all rubbish is removed from the premises.

2. There is no physical damage to the Town Hall facilities and all the walls are kept free of any objects, posters and paraphernalia for the duration of the rental period.

3. All furniture and fixtures as per inventory are intact, clean and returned to their proper location.

4. Furniture and fixtures are not to leave the property at any time.

5. NO smoking in the Conference Room and Kitchen Area.

6. NO sleeping on the premises.

7. Restriction of 200 people maximum on the premises.

8. If alcohol is to be **CONSUMED** on the premises a license <u>must</u> be obtained from the FNDC. A copy of this license should be presented to the Committee before the date of the event. The Hall Committee will provide an accompanying letter of approval to the FNDC upon request.

9. Liquor service and music must finish by 11.30pm.

10. Outside noise to be kept to a minimum due to the close proximity of neighbours.

11. Facilities (Conference Room) to be cleaned and available for use by 9:30am Sunday for Church service.

12. Please take note of location of Fire Equipment in Hall, Conference Room and Kitchen

The Hall Committee does not provide a First Aid Kit. If the Piano, Glassware or extra crockery is required please notify at time of booking, so that keys or equipment can be provided.

If any of the above conditions are not met, a portion of (or the total) Bond shall be retained by the Committee to cover repairs, replacement and/or the cleaning of the premises. By the signing of this Rental Agreement both parties agree to abide by the conditions stated herein.

For and on behalf of the Russell Town Hall Management Committee: Date

Russell Town Hall Renter: Date

Please Sign and return one copy of this agreement to Russell Town Hall Management Committee P O Box 204 Russell



Cromble Lock/bond (M2) Limited Level 1, 5 Hobson Ave, Kerkerl 0230 P 0 Box 323, Kerkerl 0245 P +64 9 407 0004 F +64 9 407 3380 www.cromblelockwood.co.nz

Client Number Broker 113-0C5PD Hennle Le Roux

SmartPAK Public Liability Insurance

This schedule forms part of your policy wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

The Insured

Russell Town Hall

Client No 113-0C5PD Cover No 1584101-002 -03

Insurer Policy No

PLK25J26-0

\$1,000,000 Included Included \$250,000 \$100,000 \$500,000 \$250,000

The Insurer

Monument Insurance (NZ) as underwriting agent for QBE Insurance (Australia) Ltd AIG Insurance NZ Ltd Certain Underwriters at Lloyd's (Administered by OMPL)

Period of Insurance

From 20/06/20 to 20/06/21 at 4:00pm; Local Standard Time

DETAILS OF INSURANCE		
Community Town Hali		
Umit any one Occurrence	\$2,000,000	
Limit In the aggregate	\$2,000,000	
	New Zealand Only	
	Community Town Hali Umit any one Occurrence	

POLICY DETAILS

Policy Wording

SmartPAK Public Liability Policy Wording Dec 2015

To obtain a copy of this policy wording please visil <u>www.crombielockwood.co.nz/policy-documents</u> and enter the following code in the search engine PLSME1215.

Automatic Coverage Clauses

÷
Advertising Liability
Business Advice or Service
Contractors or Sub-Contractors Additional Insureds
Defective Design Liability
Defective Workmanship
Forest and Rural Fires Act
Goods on Hook



Creatible Lockwood (NZ) Limited Level 1, 5 Hobson Ave, Kerikeri 0230 P 0 Box 323, Kerikeri 0245 P +64 9 407 0004 F +64 9 407 3380 www.creatible.ockwood.co.nz

Client Number Broker 113-0C5PD Hennie Le Roux

SmartPAK Employers Liability Insurance

This schedule forms part of your policy wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

The insured

Russell Town Hall

The Insurer

Monument Insurance (NZ) as underwriting agent for QBE Insurance (Australia) Ltd AIG Insurance NZ Ltd Certain Underwriters at Lloyd's (Administered by OMPL) 113-0C5PD

Client No

Insurer Policy No PLK25J26-0

1584101-002 -05

Cover No

Period of Insurance

From 20/06/20 to 20/06/21 at 4:00pm; Local Standard Time

DETAILS OF INSURANCE			
Business of the Insured As shown in the Public Liability Insurance Policy Schedule			
Limit of Indemnity	Any one claim and in the aggregate	\$1,000,000	
Jurisdiction		New Zealand Only	
Retroactive Date		Unlimited	

POLICY DETAILS

 Policy Wording
 SmartPAK Employers Liability Policy Wording Dec 2015

 To obtain a copy of this policy wording please visit <u>www.cromblelockwood.cc.nz/policy-documents</u> and enter the following code in the search engine ELSME1215.

ENDORSEMENTS AND / OR WARRANTIES

N

EXCESSES

POLICY SCHEDULE



Eventer Endescent (221 Londo) Level 1, 5 Hobson Ave, Kerkeri 0230 P 0 Box 323, Kerkeri 0245 P +64 9 407 0004 F +64 9 407 3380 www.crombielockwood.co.nz

113-0C5PD Hennie Le Roux

SmartPAK Material Damage Insurance

This schedule forms part of the Policy Wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

The insured Russell Town Hali Client No 113-0C5PD

Client Number

Broker

Cover No 1584101-002 -02

Insurer Policy No PLK25J26-0

The Insurer Monument Insurance (NZ) as underwriting agent for QBE Insurance (Australia) Ltd AIG Insurance NZ Ltd Certain Underwriters at Lloyd's (Administered by OMPL)

Period of Insurance From 20/06/20 to 20/06/21 at 4:00pm; Local Standard Time

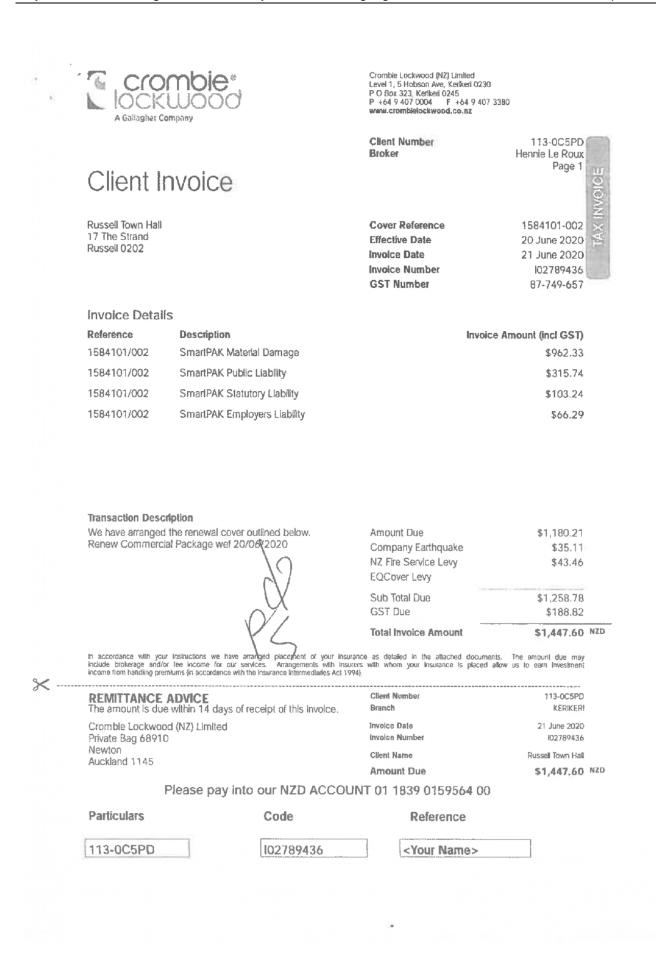
SCHEDULE OF INS	URED PROPERTY	
Location	17 The Strand, Russell, Far North District, 0202	
Business Activity	Community Town Hall	
Buildings		\$0
Plant & Stock		The maximum payable under this policy for Plant and Stock shall not exceed \$1,000,000 any one event.
Other Property		

POLICY DETAILS

 Policy Wording
 SmartPAK Material Damage Policy Wording Dec 2015

 To obtain a copy of this policy wording please visit www.crombleiockwood.co.nz/oolicy-documents and enter the following code in the search engine MDSME1215.

Standard Material Damage Policy Clauses



.

ù,

Insurer	Cover (%)	Rating	Agency
Monument Insurance (NZ) as underwriting agent for			
QBE Insurance (Australia) Ltd	50	A+	S&P
AIG Insurance NZ Ltd	30	A	S&P
Certain Underwriters at Lloyd's (Administered by OMPL)	20	A+	S&P
Lloyd's Unique Market Reference B1262BW0127720			

Standard - Each and Every Event

\$500

INSURER RATINGS

.

Insurer	Cover (%)	Rating	Agency
Monument Insurance (NZ) as underwriting agent for			
QBE Insurance (Australia) Ltd	50	A+	S&P
AIG Insurance NZ Ltd	30	А	S&P
Certain Underwriters at Lloyd's (Administered by OMPL)	20	A+	S&P
Lloyd's Unique Market Reference B1262BW0127720			



SmartPAK Renewal Declaration

Dear Colleen,

Your SmartPAK Insurance renewal is now due.

Attached is the Pre-Renewal Declaration that you need to complete to continue enjoying the smart insurance for smart business.

The key focus we have with SmartPAK is to help ensure you won't be underinsured. That's why we need you to update the 'insured value' of:

- Your Plant and Stock
- · Your Turnover and Employee numbers in the Liability section.

Even though SmartPAK is smart enough to provide cover up to \$1 million* just in case; having an accurate insured value also protects your interests.

Simply update the declaration attached by noting what the 'New Value' should be in the relevant sections, like this example below;

ann an	Charter & Values	Now Vatoo
التوويلية الإربان فيتعادا الكافريون ما	\$250,000	325,000
and the second s	55	s)
The second second second	\$50,000	365,000
1 1 4 4 - 11 P - 1 - 1 1 - 1 - 1 - 1	\$10.000	\$12.500
$\sum_{i=1}^{n-1} \left(\frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \right)^{-1} + \frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{$	\$0	1
(A + 3, + 1) + (A.) -	\$0	1
$2[\mathbf{x}_{i}^{*}] = \left[(1_{i}, 1_{i}, 1_{i}, 2_{i}) \right]_{i} = \left[(1_{i}, 1_{i}) \right]_{i} = \left[(1_{i}, 1_{$	\$0	:
	na parte a serie a da parte a antes per parte da parte da parte da parte parte da parte da parte da parte da parte parte da parte da	Interface \$250,000 Interface \$5 Interface \$5 Interface \$50,000 Interface \$50,000 Interface \$50,000 Interface \$50,000 Interface \$10,000 Interface \$0

Then just 'Save' the updated form and email it to me; or if it's easier print it out and scan it or phone photo it and send it to me that way.

As always, please don't hesitate to get in touch if you have any questions or there are other updates you require.

Regards,

Hennie Le Roux

henning.leroux@crombielockwood.co.nz

* While SmartPAK has cover available up to \$1 million, it is important the 'insured value' of each area of your business is accurate. A significant difference between the values you set and a claim you make might be considered material nondisclosure. Insurers could then void the cover altogether or only partially meet a loss. Liability **Business Activity** We currently have your Business Activity as: Comunity town hall If changed, please specify all Business Activities below. Tumover Last Year New Zealand \$100,000 Next Year New Zealand \$ (estimated for next 12 months excluding GST)) Last Year Australia Next Year Australia \$0 \$ Last Year USA/Canada \$0 Next Year USA/Canada \$ Last Year Other \$0 Next Year Other ŝ Number of Employees (Full Time Equivale 1 If changed, please specify the new number of employees: **Outside of New** Do you have any locations or contracts to work outside New 🗋 Yes O No Zealand Zealand? If yes, please provide details on final page.

Questionnaire and Declaration		
AFTER ENQUIRY of all and any parties or entities to be insured under this contract:	1.1	100
n the last period of insurance have you had, or are you aware of any pending criminal prosecutions, including driving prosecutions or loss of licence, which have not been previously declared to your insurer(s)? (Subject to the 'Clean Slate' Act)?	[]Yes	No
n the last period of insurance has any partner, principal or director been adjudged bankrupt or nanaged a business that was placed in receivership or liquidation, or are you aware of any current or pending bankruptcy, receivership or liquidation actions?	□Yes	□No
Are you aware of any circumstances, not already notified to your insurer(s), which could give rise to a datm?	Yes	[]No
s there any information that has not previously been declared to your Insurer(s) that should be leclared? nformation that needs to be declared is anything that might result in an insurer deciding the terms and/or conditions of a policy, including the excess and premium.	⊡Yes	⊡No
f any of the above have been answered "Yes" please provide full details, including dates, overleaf.	_	

I/wre	declare	that.

Subject to the rights set out in the Criminal Records (Clean Slate) Act 2004, all answers and statements in this renewal

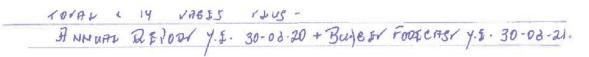
declaration are correct and complete in every respect and agree that this Declaration shall form the basis of and be incorporated into the policy of insurance which I/we have with the insurer. In accordance with the Fire Service Act 1975, i/we certify that the Indemnity Values declared above are fair and reasonable in relation to the value of the property insured. ("Indemnity Value shall be calculated as replacement value less any depreciation on an age and condition basis".) I/we have read the disclosure information overleaf.

Signed: Date: Name; Position:

Disclosure Information:

At renewal you have a duty to disclose any information that would influence a prudent insurer's decision whether to provide cover and on what terms. All information must be complete and accurate (subject to the provisions of the Criminal Records (Clean Slate) Act 2004) and may include information not directly asked in this renewal declaration. If you do not provide all this information the insurer may avoid your insurance cover from the inception of your policy.

This and other information collected will be held by or on behalf of Crombie Lockwood, QBE Insurance (Australia) Limited, AIG Insurance NZ Ltd and Certain Underwriters at Lloyds (Administered by OMPL) for the purposes of administering or underwriting your insurance cover. You may request access to, and correction of, this information subject to the provisions of the Privacy Act 1993.





HE ARA TAMATA CREATING GREAT PLACES Supporting our people

Emoil: csk.us@Inde.govt.ne Website: www.fodc.govt.ne Private Bag 752, Memorial Avanue Kaikabe 8440, New Zeoload Freephane: 8860 928 029 Phone: (09) 401 5200 Fax: 1091 401 2132

Thursday 8 October 2020

Paihia War Memorial Hall jeanette_galloway@hotmail.com

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the half committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

HALL DETAIL	- /
Name of Hall:	(ATHIA WARD MEMORIAN
Physical addres	8: 8 WILLIAMS DOAD), PAIHIA. 0200
Postal address:	13 THE ANCHORAES, HADRURA . 0204
Booking Officer	Charles Prisinger
Booking Officer (contact_):	Ph.: Mobile: Email: C#201/- J- (Stimm 0223757279 - 990 6 Minis - Com
Afterhours cont (name):	act DEVID EALVOWAY (COMMINIE CHAIRMAN)
Emergency Cor (name):	HS ABOVE
Afterhours (cont	act): Ph.:09240250524 Mobile:02794223377 Email:
Other:	SEANSILE_ EALOWAY & HO/HAIL. COM
	HS1. (2) EMEREENEY INSTRUCTIONS. (2)
ue acouss,	
OF Hitte Sci	HE JULE () INENDOUY SCHEJULES (3) IS DECULAINEY NUMBERS
LAYOUR IN	PED AM. DECUVENCY NUMBERS
and a state of the	VIT LOCATIONS.

Construction of the second sec	ostal ddress	Email address	Phone number	1
REFTO COMM.	1155 M	EMBER LIST.		-
				_
				Aerun Rooll
				Bao, 1 1 Vitel #
				486
ease feel free to update on the reverse of this o	add another piece	ə of paper		- 75 x 8 CANE
COMMITTEE MEETING DETAILS				1 1/45
How often does the Committee meet		Bi- MON	NORMAN TIMES	Cavi
How often did the Committee meet in		FOUR INC	J. B. M.	
HALL INFORMATION 2019/20	2017	0 1 5 4 4 - 30 1 2 0 18 20 18 2		020
Usage Data	wig	N 10 M 10 M	m 7 wigh	VAU
Number of bookings:	J# d	15 3824	, JII	
Number of users:	-	-	10TAN X	28 X M
Type of use (++ - US 50)	Pai 165/	YOURA / ATONS &) C		04
Community (regular users):	B.0.1.070	YOBA. J. S.	HA BRIJEI CH	B.
Casual (one off):		Rous & VA-		
Commercial:		N/A.		
Hire rates (per hour)	REFI	R RANES S	CHD. UTE.	
Community:		· · ·	1	
Casual:	~	1	1	
Commercial:	-	1	1	
Other:	1	1	1	
2019/20 Financial Statement	Attached: yes	s) pro		
BWOF	Yes / No			
Insurance - Contents	-Yes / No	Expiry Date:	suramues Cover	(Je 1)

Improvements completed	1, \$S/WORD	ME-,XI	HADSS HA.	w
	ROOMS F	uniea/5)	- (Coek DOACHIS) \$207
Maintenance completed	Li lensa Wa	STU HE AVET	DE PAiros	(391
	ELECTORICAL MAIN/ENANCE/ LIGHTING 8.2.5. LA - 101 LAT DE PAIDS NEDO)SVEDO/MENS- WATER VAWE		\$ 10121-	
	B. 2. S. Lo	- 10:2511	287Aizs	\$ 5#5-
	NSOO) SVE 10	MENS- WH	VER VAWE	5230-
Other:	NA ON / HAY	BOOLLEFIN	VE	\$ 974-85
	ANNUAL	ALCOUNTS		9 910
	ANNUAL N.C.S CH	AN INE SI	ultin ES	\$ 291-15
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	MAIN HALL - CONFERENCE DOOM - DEFER HUREN 9-12-2011 OFFICE
Kitchen facilities	Ho/ WATER UDN. ELECTRIC JUE REFRIEBEN VOR. MICROWAVE YRIEHT ELECTRIC STOVE WITCHEN GROCHERY & CUTSERY.
Toilets O MAIN HAW	RSF512 AllaCHEN SCHEIULE.
Disabled access	Councis COMISIANT
Parking	N.J. (PREVEN'S CERTAIN USEARED OF HAW)
Furniture available	REFER AVIACHEN SCHEJULE (2H-11-18)
Other facilities / assets available e.g.: stage, lighting, heating	MAIN HAW STAES CONFEDENCE DOOM' - HEAT WHI 'MAIN HANN' 2 & HEAT JUNIS. 'CONFEDENCE DOOM' - SINK BENCH UNIT CIN WATED.

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

Should you have any further queries, please contact me P: 0800 920 029.

Yours sincerely

Ngawaiata Harris District Facilities

Paihia War Memorial Hall Committee Members

Peter Galloway	Chairman		09 402 5054	027 942 6377
Carol Lipsham	Hall Bookings			022 3757279
Adrienne Barrie Jan Baker Wendy Sharland		Jacandes, el Legello - Lema acanación enare a	402 7686	027 7365100 027 221 1636
Carolyn Nicholas		washing to grantion	402 8826	-021 058 9300
Belinda Ward	Council Liaison	belinda.ward@xtra.co.nz		021 070 0761
Karen White	Accountant	accounts@karenwhite.nz.		021 0229 2689

Outgoing Committee Members

Hilary Alexander	Hall Bookings	407 4473	027 281 2347
Bill Godfrey Rachel van den Bemd	Maintenance Secretary	407 7771	021 250 0057 027 430 4732
Naomi Waterhouse	$(0,1) = \left(\left(\frac{1}{2} \right) \right) \right) \right) + \frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \right) \right) \right) + \frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \right) \right) \right) + \frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \right) \right) + \frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \right) \right) + \frac{1}{2} \left(\frac{1}{2} \left(\frac{1}{2} \right) \right) \right) \right)$		020 4086 8380

BOOKING REQUESTS -

Replies to inquiries should include:

Rates & payment procedure. Ongoing regular weekly booking for a period of time can be invoiced. Invoices are sent at month end. Casual one off bookings, ask that payment be paid direct into bank account, to use their name and booking date as reference on deposit, PRIOR to booking date. Note also that we do have a "24hour notice of cancellation without penalty policy".

FIRE SAFETY.

Advise that when 20 people or more are in the building at any one time a fire safety warden is required to be appointed by them. Fire Safety requirements and instructions are placed on the wall by each exit door.

Calendar

Note Name of person making booking, organisation whom they represent, email/phone contact details, rate to be charged, invoice details, i.e. if casual state "casual" to be paid into a/c. time and which venue, i.e. main hall (red) conference room (blue) and office (green), plus anything else that may be important when following up (either by bookings person or book keeping person.)

NB, when filling in the "Council Community Hall usage " form, the numbers are for *Individual* person/organisation not numbers of rooms occupied by hirer. i.e. Main hall and one other room was hired but is recorded as one booking.

Key Collection address

Importance of prompt key return so available for next hirer, Key register to Sign, In Summer I check the "Open hours" of Cabbage Tree and advise hirers of these.

Lock up procedure – REQUEST they carefully follow notice placed on wall by door (main hall front door, conference room exit door, the office room, (no vacuum cleaner to be able to clean or sink etc for dishes to be clean etc. just ask to leave in tidy condition and make sure to turn off lights, heating and securely lock doors and windows. Thank them for co-operation so as in a clean and tidy state for next hirer. Office room entry is countdown side of building and two doors have to be used to gain entry.

PURPOSE OF USE ascertain purpose of use if not obvious from enquiry, i.e. they state meeting, or art class, etc. etc. Also number of people they envisage attending as there are maximum numbers applicable for each room, see map. Alcohol, it is the responsibility of the hirer to obtain appropriate licence otherwise no alcohol. Some intended uses are not suitable and do not meet FNDC requirements, when in doubt forward a copy of the email to Peter/Belinda for direction.

Paihia War Memorial Hall

Rates of Hire

	Main Hall	Conference Room	Office
Full Day	\$60	\$40	\$20
½ Day*	\$30	\$20	\$15
Hour	\$15	\$10	\$10

*note ½ day hire am ends at 1pm.

Discounted rates given in response to application:

Youth Group	50%	all three	rooms
-------------	-----	-----------	-------

Mums & Bubs 50% use conference room

Application for discounted rate - no decision made

Toastmasters - mostly use conference room, switch to either

main hall or office room depending on anticipated numbers going to attend when conference room

has booking on their regular day. (meet once per

fortnight)

AA - weekly in conference room

Te Reo

 not currently booking hall but anticipated will again in 2018. Did pay full rate for 5 weeks
 this year but asked for consideration for a reduced rate. Used Conference room. Long Standing discounted hire rates are given to Bridge Club and BOI Arts and Crafts.

CURRENT RULES - passed by previous Committee

No Freebies

Toilet & Kitchen facilities are with hire of main hall only

24 hour notice of cancellation without penalty

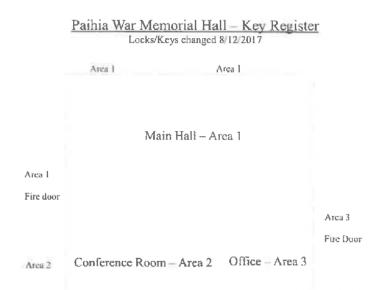
Casual one off bookings to be pre-paid into bank a/c prior to hire

Regular hirers invoiced at month end via email

No sub-letting

10pm curfew

Booking person has no discretionary authority over fees



Area 1 – x 5 keys

Key	Date	Name/Organisation	Returned
8A1 - 1	08/12/17	Arts and Crafts	
8A1 - 2	08/12/17	Bridge Club	
8A1 - 3			
8A1 - 4			
8A1 - 5			
8A1 - 6	01/03/18	Bridge Club # 2	

Area 2 – x2 keys

Key	Date	Name/Organisation	Returned
8A2 - 1			
8A2 - 2			

Area 3 - x2 Keys

Кеу	Date	Name/Organisation	Returned
8A3 - 1			
8A3 - 2			

Master Keys - opens all doors - x4

Key	Date	Name/Organisation	Returned
8AMK - 1	Dec '17	Sophie Ngawati - cleaner	
8AMK - 2	Dec '17	Belinda Ward CB-FNDC	
8AMK - 3	Sept '19	Jan Baker	
8AMK - 4	Sept '19	Peter Galloway	

Notice Board

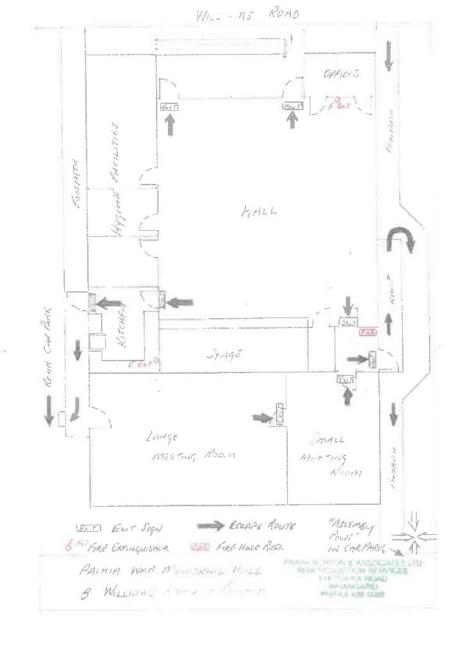
Kcy	Date	Name/Organisation	Returned
1	Feb '18	Cabbage Tree	
2	Feb '18	Caroyn Nicholas	

Cupboard Keys - Main Hall

Key	Date	Name/Organisation	Returned
l – cupboard on left – Bridge Club Meter box	July 2018		
2 – cupboard on right – Arts and Crafts	July 2018		

Floor Plan WAR MEMORIAL HALL PAIHIA **Conference** Room Office Store Rm . Stage ramp Side entry Kitchen 83 . 0 Page 13 ramp Jen L Hall Unisex . Ladies g Main entry ore ramp Public Toilets

Main Rd.



Ground Floor - ESCAPE ROUTES & EXIT LOCATIONS

Prepared by: ©Frank Burton & Associates Limited "Risk Reduction Services" Promoting Life Safety 'He kuru pounamu te ora" Whangarel Ph / Fax: 09 438 0088 Mobile: 027 246 0284 Auckland Ph: 09 266 0219 Fax: 09 266 0210

12

EMERGENCY INSTRUCTIONS

Discovery of a Fire / Emergency:

- Remove anyone from Immediate Danger
- Call out loudly Fire ! Fire ! Evacuate the Building immediately
- Dial 111
- Notify the Fire Service
- Provide Clear Details:

Paihia War Memorial Hall 8 Williams Road PAIHIA - NORTHLAND Advise the type of Emergency.

- Leave immediately by the nearest safe Exit -Move Quickly – Do Not Run
- Assist any person with disabilities to evacuate
- Notify Head Warden details of Emergency (On footpath at Front of Building – Williams Road)
- Report to designated "Assembly Point"
 Car Park area at rear of Hall
- Stay at "Assembly Point" until all clear is given

If you hear the Fire Warning:

- Follow the instructions of your Head Warden
 - Leave by the nearest safe EXIT -

Move Quickly – Do Not Run

- Assist any person with disabilities to evacuate Report to designated "Assembly Point"
 Car Park area at rear of Hall
- Stay at "Assembly Point" until all clear is give

Prepared by: ©Frank Burton & Associates Limited "Risk Reduction Services" Promoting Life Safety 'He kuru pounamu te ora' Whangarei Ph / Fax: 09 438 0088 Mobile: 027 246 0284 Auckland Ph: 09 266 0219 Fax: 09 266 0210

-

8







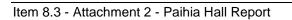
٠

.

. . . . •

.

. .



• From: Belinda Ward Sent: Wednesday, 11 November 2020 4:42 PM To: jeanette galloway Subject: re Paihia War Memorial Hall

Hi Peter, further to our conversation I have checked the following as requested for the Paihia War Memorial Hall:

1. The emergency evacuation plan is detailed in a folder which is located on the wall inside the main entrance of the hall.

All information is up to date & the high viz vest is in the wall display rack with the folder.

All emergency exits are clearly marked with appropriate signage.

2..The Building Warrant of Fitness is the responsibility of the FNDC as the owner of the building & a copy should be supplied by them tobe displayed in the community facility.

With thanks, regards Belinda Ward

BOI-W CB Paihia Subdivision member

PAIHIA WAR MEMORIAL HALL

Inventory of kitchenette crockery & cutlery etc as at 1 June 2018

Conference Room

1 x Electric Jug 1.7litre

3 Utility knives,

1 x Cake slice

1x Can/bottle opener

12 x Teaspoons

1 x Tongs

1 x cutlery drawer tray

12 x butter knives

1 x large rectangle china serving plate White

1 x medium rectangle chine serving plate grey/white

1 x small plastic tray (to contain dish liquid,brush etc)

7 x tea towels, 3 x dish cloths

1 x glass water jug

1 x cutting board, plastic

20 x white china coffee mugs

12x drinking glasses

20 side plates white china

Consumables: 1x sunlight dish liquid,1 x ajax spray & wipe, 1 x antibacterial handwash, 1 x dish brush

,

PAIHIA WAR MEMORIAL HALL

INVENTORY (as at 24th November 2016)

MALE/FEMALE TOILETS

- 3 Rubbish bins
- 3 Toilet roll holders
- 3 Paper towel holders
- 3 Soap dispensers
- 3 Toilet brushes
- 3 Mirrors
- 1 Couch

MAIN HALL

Tellus vacuum cleaner

Aluminium Ladder

Assorted cleaning equipment

Spare water urn (for parts)

- 3 Large Carpets
- 2 Small carpet mats
- 1 Double door freestanding cupboard
- 4 Large folding tables (1 broken)
- 3 Tables non folding
- 1 Small table
- 2 Heat Pumps
- 1 Stage carpet
- 108 Chairs

KITCHEN

- 1 Small frig
- 1 Electric stove

1 Microwave

KITCHEN C'tnd

- 1 Electric Hot Water Urn
- 3 Hot water kettles
- 1 Rubbish bin
- 11 Tea Towels
- 5 Dish cloths
- 3 Serving platters
- 23 Dinner plates
- 4 Bread plates
- 24 Saucers
- 25 Cups (various)
- 6 Dessert spoons
- 12 Forks
- 10 Knives
- 4 Teaspoons

Hi Peter

Restriction on Maximum occupancy numbers.. Large and small meeting rooms at rear.....Max 50 people total Main Hall loose table and chairs.....Max 108 people total Entire BuildingMax 158 people total Main Hall 'loose chairs only'' . Max 148 people total Entire Building Max 208 people total

See you Monday Jan Baker -

ł



Annual Report

Paihia War Memorial Hall For the year ended 30 June 2020

Prepared by Karen White Chartered Accountant Ltd



Contents

-

5

- 3 Compilation Report
- 4 Approval of Financial Report
- S Statement of Profit or Loss
- 7 5 Year Comparative Profit or Loss
- 9 Balance Sheet
- 10 Statement of Changes in Equity
- 11 Depreciation Schedule
- 13 Notes to the Financial Statements

Annual Report Paihia War Memorial Hall

Page 2 of 14



Compilation Report

Paihia War Memorial Hall For the year ended 30 June 2020

Compilation Report to the Committee Members of Paihia War Memorial Hall.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Paihia War Memorial Hall for the year ended 30 June 2020.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Committee Members are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Paibia War Memorial Hall other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Karen White Chartered Accountant Limited

PO Box 251 Paihia, 0247 Dated: 25 August 2020

Annual Report 📗 Paihia War Memorial Hall

Page 3 of 14



Approval of Financial Report

Paihia War Memorial Hall For the year ended 30 June 2020

The Committee is pleased to present the approved financial report including the historical financial statements of Paihia War Memorial Hall for year ended 30 June 2020.

APPROVED

÷

For and on behalf of the Committee.

ABatu N. C Chairman

12-11-20 Date ..

Secretary I Treasurer COMMINI MEMBER BANN AN MINISTRATION

Date 16.11.20.

Annual Report | Paihia War Memorial Hall

Page 4 of 14



Statement of Profit or Loss

Paihia War Memorial Hall

 \tilde{n}_{i}

5

For the year ended 30 June 2020

for the year ended 50 June 2020	NOTES	2020	2019
Trading Income			
Hall Hire		8,938	9,216
Total Trading Income		8,938	9,216
Gross Profit		8,938	9,216
Other Income			
Interest Received		767	989
Total Other Income		767	989
Expenses			
Operating expenses			
Cleaning		2,631	3,474
Electricity & Lighting		640	1,500
Grounds		-	20
Hall Supplies			40
Total Operating expenses		3,271	5,034
Repairs and maintenance			
Repairs and Maintenance		2,246	849
Total Repairs and maintenance		2,246	849
Administration			
Accounting fees		910	910
Advertising		510	52
Bank Fees		30	
Bookkeeping Services		975	-
General Expenses		318	
Printing & Stationery		129	34
Subscriptions			
Bad debts		828	811
Total Administration		3,190	20
		3,190	4,021
Total Expenses		8,707	7,710
Net Cash Surplus (Deficit)		997	2,495
Non cash expenses			
Depreciation		4,786	5,651
Total Non cash expenses		4,786	5,651
Net Operating Surplus (Deficit)		(3,789)	(3,156)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Annual Report Paihia War Memorial Hall

Page 5 of 14

.

Statement of Profit or Loss		CHARTERED ACCOUNTANT
	N07E5 2020	2019
Donations		
Donation FNDC	800-	
Total Donations	800	
Net Surplus (Deficit)	(2,989)	(3,156)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Annual Report Paihia War Memorial Hall

Page 6 of 14



5 Year Comparative Profit or Loss

Paihia War Memorial Hall

.

For the year ended 30 June 2020

	NOTES	2028	2019	2018	2017	2016
Trading Income						
Hall Hire		8,938	9,216	10,058	10,819	10,819
Total Trading Income		8,938	9,216	10,058	10,819	10,819
Gross Profit		8,938	9,216	10,058	10,819	10,819
Other Income						
Interest Received		767	989	1,007	933	970
Total Other Income		767	989	1,007	933	970
Expenses						
Operating expenses						
Cleaning		2,631	3,474	3,389	2,922	3,865
Electricity & Lighting		640	1,500	1,845	1,709	1,425
Grounds		-	20	351	374	-
Hall Supplies			40	352	301	263
Total Operating expenses		3,271	5,034	5,937	5,306	5,553
Repairs and maintenance						
Repairs and Maintenance		2,246	849	2,654	1,948	532
Total Repairs and maintenance		2,246	849	2,654	1,948	532
Administration						
Accounting fees		910	910	450		
Subscriptions		828	811	144	12	
Bank Fees		30	-	40	-	
Printing & Stationery		129	34		-	
General Expenses		318		2	1	
Bookkeeping Services		975				
Advertising			52			
Bad debts			20	2	-	
Total Administration		3,190	1,827	634		
Occupancy and standing						
Interest Expense		2	-	2	-	
Total Occupancy and standing		-	3	2		
Total Expenses		8,707	7,710	9,227	7,254	6,085
Net Cash Surplus (Deficit)		997	2,495	1,838	4,498	5,704

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Annual Report Paihia War Memorial Hall

Page 7 of 14

1

ŝ,

S Year Comparative Profit or Loss						ARTERED
	NOTES	2020	2019	2018	2017	2015
Non cash expenses						
Depreciation		4,786	5,651	6,563	7,774	8,947
Loss on disposal of fixed assets		-	1.4	161		
Total Non cash expenses		4,786	5,651	6,724	7,774	8,947
Net Operating Surplus (Deficit)		(3,789)	(3,156)	{4,886}	(3,276)	(3,243)
Donations						
Donation FNDC		800		-		
Total Donations		800				-
Net Surplus (Deficit)		(2,989)	(3,156)	(4,886)	(3,276)	(3,243)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compliation Report.

Annual Report | Paihia War Memorial Hall

Page 8 of 14



Balance Sheet

-

'n

Paihia War Memorial Hall As at 30 June 2020

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Cash and Bank			
Society Cheque		5,017	3,586
Business Saver		321	321
Savings Plus		16,034	15,805
Term Deposit 84		10,000	10,000
Term Deposit 86		6,000	6,000
Term Deposit 87		5,000	5,000
Total Cash and Bank		42,373	40,712
Accounts receivable		40	80
Interest accrual		90	138
Total Current Assets		42,503	40,930
Non-Current Assets			
Property, Plant and Equipment		32,872	37,657
Total Non-Current Assets		32,872	37,657
Total Assets		75,375	78,587
Liabilities			
Current Liabilities			
Accounts payable		9	224
Total Current Liabilities		8	224
Total Liabilities			224
Net Assets		75,375	78,363
Equity			
Retained Earnings		75,375	78,363
Total Equity		75,375	78,363

10

20

Chairman 12- 11-Date.

COMMILLES MEMBER / BANK ADMINIS/RATOR Secretary / Treasur L 16.11.20 Date.

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Annual Report | Paihia War Memorial Hall

Page 9 of 14



Statement of Changes in Equity

Paihia War Memorial Hall

Υ.

Ŷ

For the year ended 30 June 2020

	2020	2019
Equity		
Opening Balance	76,363	81,519
Increases		
Net Surplus (Deficit)	(2,989)	(3,156)
Total Increases	(2,989)	(3,156)
Total Accumulated Funds	75,375	78,363

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Annual Report Palhia War Memorial Hall

Page 10 of 14

9		
	CHARTERED ACCOUNTANT	
(Kaven	,

Depreciation Schedule

Paihia War Memorial Hall

For the year ended 30 June 2020

NAME	COST	OPENING VALUE	PURCHASES	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Building Improvements								
Glazing	3,771	2,859	*	3.00%	DV	36	166	2,774
Kitchen	14,734	5,972		10.00%	DV	282	9,359	5,375
Toilets	40,041	16,651	4	10.00%	DV	1,665	25,055	14,986
Total Building Improvements	58,546	25,483	10			2,348	35,411	23,135
Furniture and Fittings								
2 Easy Chairs in small room	109	56	×	20,00%	DV	11	64	45
6 Trestle Tables	495	06	94	20-00%	DV	18	423	72
Blinds Front and Rear	6,822	2,328		20.00%	DV	466	4,959	1,863
Carpet Main Hall	1,490	423	×	20.00%	DV	85	1,152	338
Carpet Office and Stage Mats	2,684	916	•	20.00%	ΰV	183	1,951	733
Carpets Small Meeting Room	2,345	615	40	20.00%	DV	123	1,853	492
Cinema screen and curtains	422	64	*	20.00%	DV	16	359	3
Concrete and Steel Tubs	373	78		20.00%	DV	16	311	62
Concrete Chess Tables/Chairs	1,200	418	×	20.00%	DV	84	366	334
Handrails Inside/Outside	6,566	2,286	•	20.00%	DV	457	4,737	1,829
Kitchen Crockery	485	102	00	20,00%	DV	20	404	81
Kitchen Unit	673	271	*	20.00%	DV	\$4	456	217
Lighting and Power Points	1,250	427	×	20.00%	DV	85	606	342
Security Screen Door	797	283		20.00%	DV	27	571	226
Totara kitchen cabinet and sink bench	808	603	*	20.00%	DV	121	325	483
Total Furniture and Fittings	26.519	8.976	3			1.795	19.338	7.181

Bay of Islands-Whangaroa Community Board Meeting Agenda

Page 11 of 14

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Notes to the Financial Statements

Paihia War Memorial Hall For the year ended 30 June 2020

1. Reporting Entity

٠

Paihia War Memorial Hall is engaged in providing hireage of the hall to the Paihia Community.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared for the entities financiers and the Committee Members.

Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.

Interest received is recognised as interest accrues.

Property, Plant and Equipment and Investment Property

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

Annual Report || Paihia War Memorial Hall

Page 13 of 14

Notes to the Financial Statements

4

+

Karten White CHARTERED ACCOUNTANT

Depreciation

Account	Method	Rate
Furniture and Fittings	Diminishing Value (100%)	20%
Building Improvements	Diminishing Value (100%)	3% - 10%
Plant and Equipment	Diminishing Value (100%)	20% - 67%

Goods and Services Tax

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST.

	2020	2019
3. Equity		
Retained Earnings		
Opening Balance	78,363	81,519
Current Year Earnings	(2,989)	(3,156)
Total Retained Earnings	75,375	78,363
Total Equity	75,375	78,363
	2020	2019
4. Property, Plant and Equipment		
Plant and Equipment		
Plant and Equipment	19,283	19,283
Less Accumulated Depreciation on Plant and Equipment	(16,727)	(16,084)
Total Plant and Equipment	2,556	3,199
Furniture and Fittings		
Furniture and Fittings	26,519	26,519
Less Accumulated Depreciation on Furniture and Fittings	(19,338)	(17,543)
Total Furniture and Fittings	7,181	8,976
Building Improvements		
Building Improvements	58,546	58,546
Less Accumulated Depreciation on Building Improvements	(35,411)	(33,063)
Total Building Improvements	23,135	25,483
Total Property, Plant and Equipment	32,872	37,657

Annual Report | Paihia War Memorial Hall

Page 14 of 14

.



Budget Forecast

Paihia War Memorial Hall For the year ended 30 June 2021

Prepared by Karen White Chartered Accountant Ltd



Contents

.

.

- 3 Compilation Report
- 4 Approval of Financial Report
- 5 Budget forecast

Budget Forecast Paihia War Memorial Hall

₽age 2 of 5



Compilation Report

Paihia War Memorial Hall For the year ended 30 June 2021

Compilation Report to the Committee Members of Paihia War Memorial Hall.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the budget forecast of Paihia War Memorial Hall for the year ended 30 June 2021.

Responsibilities

The Committee Members are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Paihia War Memorial Hall other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Karen White Chartered Accountant Limited

PO Box 251 Paihia, 0247 Dated: 24 August 2020

Budget Forecast Paihia War Memorial Hall

Page 3 of 5



Approval of Financial Report

Paihia War Memorial Hall For the year ended 30 June 2021

The Committee is pleased to present the approved budget forecast report of Paihia War Memorial Hall for year ended 30 June 2021.

APPROVED

.

For and on behalf of the Committee.

Baby NO Chairman 20

12-11 -Date

COMMINISE MEMBER / BANK HIMINISTRATION Secreta y/Treasurer Bake 16.11.20 Date .

Budget Forecast Paihia War Memorial Hall

Page 4 of 5



Budget forecast

.

Paihia War Memorial Hall

For the year ended 30 June 2021

For the year ended 30 June 2021	2021 BUDGET	2020 ACTUAL	2020 BUDGET	2020 BUDGET VARIANCE
Trading Income				
Hall Hire	9,000	8,938	9,236	(299)
Total Trading Income	9,000	8,938	9,236	(299)
Gross Profit	9,000	8,938	9,236	(299)
Other Income				
Interest Received	760	767	989	(222)
Total Other Income	760	767	989	(222)
Expenses				
Operating expenses				
Cleaning	2,700	2,631	3,474	(843)
Electricity & Lighting	1,200	640	1,500	(860)
Hall Supplies			250	(250)
Total Operating expenses	3,900	3,271	5,224	(1,953)
Repairs and maintenance				
Repairs and Maintenance	1,500	2,246	850	1,396
Total Repairs and maintenance	1,500	2,246	850	1,396
Administration				
Accounting fees	910	910	910	
Advertising	-	-	50	(50)
Bank Fees	36	30	()	30
Bookkeeping Services		975		975
General Expenses	300	318	•	318
Printing & Stationery	150	129	35	94
Subscriptions	828	828	828	-
Total Administration	2,224	3,190	1,823	1,367
Total Expenses	7,624	8,707	7,897	810
Net Cash Surplus (Deficit)	2,136	997	2,328	(1,331)
Non cash expenses				
D≝preciation	4,069	4,786	4,471	315
Total Non cash expenses	4,069	4,786	4,471	315
Net Operating Surplus (Deficit)	(1,933)	(3,789)	(2,143)	(1,646)
Donations				
Donation FNDC		900		800
Total Donations		800	S.	800

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Budget Forecast Paihia War Memorial Hall

Page 5 of 5



HE ARA TÂMATA CREATING GREAT PLACES Supporting our people

Ereal: esk.uct2/indv.port nz Wabsie: www.fndcgprt nz Wabsie: double: control of the second se

Thursday 5 November 2020

Whangaroa Township Hall ccrooke@slingshot.co.nz

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hail Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact,

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

PNDC ADMIN 16 NOV 2020

ά.

HALL DETAILS		18 10 Mar 19		-respectively.
Name of Hall:	Whanaa	ron VIII Age	#711	
Physical address:		ANAANDA		
Postal address:	CI-PO B	ox all, kal	0 0448	
Booking Officer (name):	(Booking Officer will be en	idad to our website)		
Booking Officer (contact.):	Ph.: 01 40 501	Mobile DAJ -	Email: CCVOOKE (A	slingshot, Co.r
Afterhours contact (name):	AS MOON.	e		
Emergency Contact (neme)*	Denu W	rinters	01 4051022	1
Afterhours (contact):	Ph.:	Mobile:	Email:	
Other:				

4 .⁴

Position	Name	Postal Address	Email address	Phone number
Chaîr	DEMINTERS	melden.ste	PPINY-SOLVA. LQ	01 405 10220
SEL/TON	SAMAWYAY		y areddfush. Co	
Bookings	agyeke	ccrookeds	Ingshot, co. 112	01 4050023

Please feel free to update on the reverse of this or add another plece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	onæ
How often did the Committee meet in 2019/20?	2 (+ 2 phone meetings)

HALL INFORMATION 2019/20	11.11.22	A Sector Market	and the set of the set
Usage Data			
Number of bookings:	47		
Number of users:	9		
Type of use			
Community (regular users):	5		
Casual (one off):	3		
Commercial:	2		
Hire rates (per hour)			
Community:	By don't	tra	
Casual:	\$5 PAr hr		
Commercial:	\$90 PW	day	
Other:		-	
2019/20 Financial Statement	Attached:(ves	/ no	
BWOF	Yes / No	Expiry Date:	FNDC
Insurance - Contents	Yes / No	Value:	FNDC

4

Improvements completed	RAMP ALC MAINTONA NWWATC	RAMPACCESS MAINTONANCE & INSWIATION NWW WATCHTANK & Filton			
Maintenance completed	WINDOWS reputtled New voot Wrathenboards replaced				
Other:					
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed	

Council is also improving its website content, and we would like to provide a basic description of what the hail can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hell - 250 pp	
Kitchen facilities	Fringe, store, microwave, Kettles
Tollets	Public toilots over road
Disabled access	Yes
Parking	yes
Furniture available	Tables x chairs
Other facilities / assets available e.g.: stage, lighting, heating	

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

Should you have any further queries, please contact me P; 0800 920 029.

Yours sincerely

1.4

×.

K 5ll

Ngawa ata Harris District Facilities

WHANGAROA HALL COMMITTEE BALANCE SHEET AS AT 31 MARCH 2019

Current assets	2019	2020
Cash at bank (current account)	-1.87	1573.87
Cash at bank (savings account)	7551.19	7901.72
Petty cash to hand at 31/3/2020	20.40	135.00
	\$7569.72	\$9610.59

1. Whangaroa Hall Committee

The Whangaroa Hall Committee is a non-profit organisation setup to administer the day-to-day running of the Whangaroa public hall.

2. Accounting basis

 $N_{\rm eq} = 0$

These financial statements have been prepared on a cash basis.

3. Explanatory notes on accounts.

Every month \$20 is transferred from our current account to the savings account (ensuring the higher interest rate).

4. Signatories

The ANZ were sent a letter of instruction allowing us to transfer money <u>between</u> accounts with only one authorising signature. All other transactions still require two signatures.

These accounts have been checked against all documents shown to me, and are correct.

Signed_____

Date_____

· ·

WHANGAROA HALL COMMITTEE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

INCOME	2019	2020
Hall hire	736.60	2381.80
Bank interest (\$118.77 less \$20.79 RWT)	111.94	97.98
Total income	1048.54	2479.78

EXPENSES	2019	2020
Signage	165.00	
AGM expenses & stamps	16.00	28.00
Keys cut	21.00	6.90
Rat bait	_	47.80
Eco-light bulbs	44.89	
Replace whiteware	625.00	
Replace carpet	2309.00	
Slug bait for garden	_	9.00
	3173.17	91.70

WHANGAROA HALL COMMITTEE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

Receipts

· ···

Date	Hirer & receipt number	Amount
05/04/19	Old School Friends #011533	36.30
12/04/19	Whangaroa Marina Mangement Trsut #011534	95.00
10/06/19	Old School Friends #011535	23.50
05/08/19	Old School Friends #011536	40.00
05/08/19	Yoga via Kathy Heath #011537	80.00
05/07/18	FNDC #0115022	200.00
13/10/19	Old School Friends #011538	37.00
08/12/19	Old School Friends #011539	35.00
01/01/20	Yoga via Kathy Heath #0011540	90.00
23/10/19	South Pacific Films Inv 356022	500.00
05/11/19	South Pacific Films Inv 356023	1120.00
08/12/19	Old School Friends #011539	35.00
01/01/20	Yoga via Kathy Heath #0011540	90.00
		2381.80

Payments

Date		Amount
01/04/19	Farm & Fuel (rat bait #1)	23.90
30/04/19	Farm & Fuel (rat bait #2)	23.90
12/07/19	Kaeo Four Square (stamps) from petty cash	12.00
18/08/19	AGM photocopying	16.00
20/08/19	Redwoods (Quash for garden outside)	9.00
21/10/19	Bunnings (keys cut) from petty cash	6.90
		91,70

Petty cash reconciliation

• 1

01/04/19	Opening Balance	\$20.40
01/04/19	Farm & Fue! (rat bait #1)	-23.90
5/04/19	Old School Friends #0011533 (retained as petty cash)	36.30
30/04/19	Farm & Fuel (rat bait #2)	-23.90
12/07/19	Kaeo Four Square (stamps) from petty cash	-12.00
05/08/19	Yoga (via Kathy) #011537 (retained as petty cash)	80.00
18/08/19	AGM photocopying	-16.00
20/08/19	Redwoods Garden Centre (non-toxic to mammals slug bait for garden)	-9.00
21/10/19	Bunnings (key cut) from petty cash	-6.90
01/01/20	Yoga (via Kathy) #011537 (retained as petty cash)	90.00
	Cash in hand at 31/03/19	135.00

Whangaroa Hall Committee Minutes AGM 2020

Held in Whangaroa Hall, 5 August 2019 at 2pm

Present

Denis Winters (Chair), Sam Murray (Secretary/Treasurer), Mary Hughes, Melanie Chandler Winters. Cecilie Rooke, Tony Shepherd, Eljon Fitzgerald, Bruce Mills

Apologies

Kathy Heath, Brenda Jenkins, Gayelene Harrison, Marion Jenkins, Sandra Moore, Olive Shepherd, Both Shepherd, Bob Kidd

Chairpersons report

Attached.

Motion to accept Chairperson's report: moved Sam Murray, seconded Mary Hughes

A motion of gratitude to Denis Winters for all his work, including his project management of the restoration work, and co-ordination of tradespeople, was passed by acclaim. Moved Sam Murray, seconded Cecilie Rooke.

Sam Murray suggested that an edited version of the Chairpersons report be sent to Whispers.

Minutes of previous AGM

Read and confirmed as a true record. Moved Cecilie Rooke, seconded Melanie Chandler Winters

Matters arising from minutes

Tony Shepherd noted the minutes show that Olive Shepherd had intended to report back regarding the age of the Hall, and he will follow that up with her and see what she found out.

Secretary/Treasurers report

Copies of the financial report were distributed to all present. Acceptance of finance report was moved by Mary Hughes, seconded Melanie Chandler Winters.

Election of officers and committee

Cecilie Rooke suggested that the previous officers be re-elected the same positions, and the committee remain the same as last year (being all attendees and those who sent apologies) subject to the acceptance by absent members. Moved Cecilie Rooke, seconded Mary Hughes.

General business

Other general business was held over until the next committee meeting held immediately afterwards). Meeting closed at 2:30pm.

File ref: Sam/Whangaroa Hall AGM Minutes 2020

Halls and Facilities Strategy

June 2015





Foreword

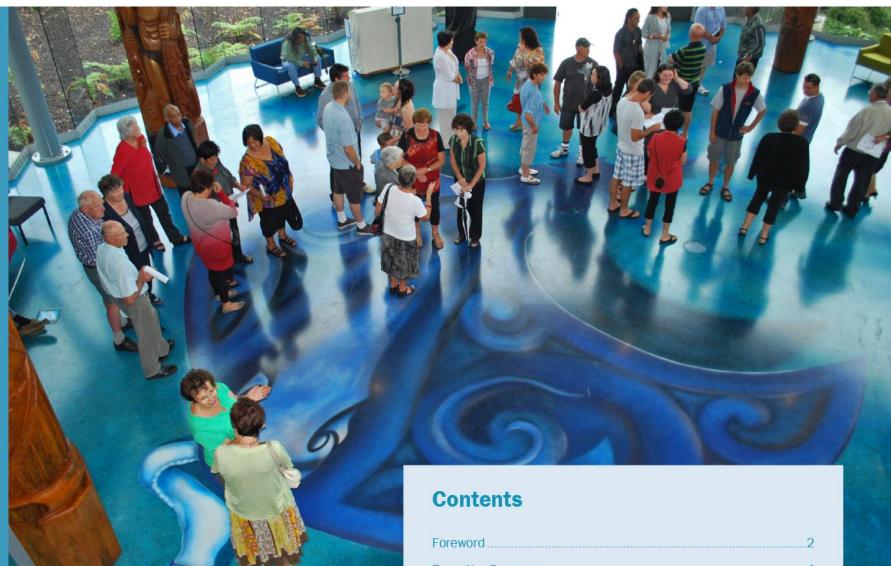
A discussion document was adopted for consultation in conjunction with the draft 2015-2025 Long Term Plan by Council in December 2014.

It was amended to reflect the feedback from Hall Committees, Community Boards and the general public and presented, as a strategy, to the Strategy and Governance Committee, which recommended its adoption to Council.

This strategy was adopted by Council on 5 June 2015. It was subsequently (14 September 2015) updated with the Council, vision, mission and objectives as adopted by Council as part of the Long Term Plan and with the District Vision (as per the 5 June 2015 resolution).

At the same time the reference to ASB was updated to Foundation North and Appendix 1 – **Policy #5003 – Community Facilities/Community Halls** (which is to be reviewed as a result of this strategy) was attached.

A table of contents was also added, and minor typographical errors corrected.



Foreword	2
Executive Summary	4
Introduction	6
Current situation	7
Analysis of the problems or issues for Council	9
Discussion document feedback	. 11
Strategy development	13
Vision for Community Halls	14
Strategic objectives	14
How do we get there/Solutions	15
Implementation plan, monitoring and evaluation	18
Appendix	19
Policy #5003 - Community Facilities / Community Halls	19

Executive Summary

Council signalled in its 2012-2022 Long Term Plan that it would develop a sustainable approach to management and provision of community halls and buildings.

To do this Council needed to clarify what Council's future role might be. To determine this Council developed a discussion document and sought, in conjunction with the development of the 2015-2025 Long Term Plan, the community's views on various options for ownership, management, governance, and funding of existing and new facilities.

Feedback from hall committees, Community Boards and the general public has been considered and has influenced Council's strategy.

The following principles of the strategy provide the foundation and a reference point for future decision making:

- Integrated Network
- Efficient Use
- Hierarchy
- Affordability
- Agreed Standard
- Support Resilient Communities

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

The Council's strategic objectives are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
- · Encourage and enhance the capability of communities to improve their facilities.



A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities



Integrated network and hierarchy

Council recognises an integrated network and hierarchy of private, community and Council owned facilities providing a range of types, sizes and configurations. The network and hierarchy will guide Council's decisions on the ownership, including divestment of management, governance and funding of existing and new facilities.

The hierarchy is:

- Facilities of Local Importance These facilities are local halls and facilities that are fit for purpose and serve a local community catchment.
- Facilities of Local Significance War Memorial Halls/Heritage buildings - these local facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status.
- Facilities of District Importance These are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use and are generally on Council land. Turner Centre and Te Ahu will be recognised as Facilities of District Importance.

Funding

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Services and agreed Key Performance Indicators (KPIs).

owned facilities.

Ownership and Management models

include:

Local facilities will be funded locally (through the community rate either directly or through grants from the Community Board).

Council will investigate further a contestable fund for works and operational subsidies for community

The strategy sets out Council's policy for managing Council owned halls that is an enhanced status quo. The strategy also provides alternative options that will be considered on a case by case basis that

1. Community empowered management (with a greater role in managing the facility including prioritising what repairs and maintenance or renewal work might be scheduled).

2. Community led divestment (effectively selling the building but not the land).

3. Council led divestment of non-strategic facilities.

Introduction

In the Far North there are 32 community halls; 20 are owned and funded by Council and 12 are owned and managed by their respective communities without any direct funding from the Council.

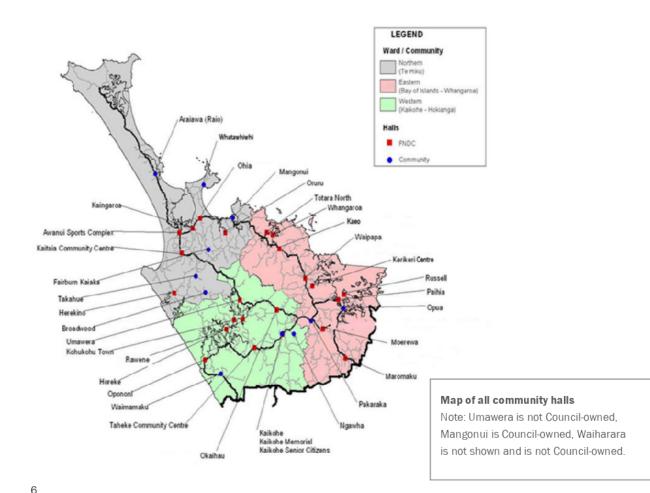
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

Two communities have told Council they want to take ownership of their local hall facilities and our current policy does not permit this.

Council highlighted through the Long Term Plan 2012-2022 its intention to undertake a fundamental reappraisal of Council's role in owning, maintaining and promoting Council owned community halls.

Council wanted to develop a framework for determining what its future role might be, acknowledging that should Council's role change this will need to be signaled to the community and may require a change to Policy #5003 - Community Facilities/Community Halls.

Council developed a discussion document setting out the current situation, issues and possible options for consideration for funding, managing, and supporting an appropriate number of strategically located community halls in the District, both directly and indirectly. It sought community, hall committee and Community Board feedback and adopted this strategy in June 2015.



Current Situation

Activity Rationale

Council has traditionally had a role in the provision of community halls as they "recognise the importance to the community of providing a range of public spaces strategically located where they can meet exchange information and hold events."

Council owned halls have generally been inherited from previous territorial authorities. The only exception is the Horeke hall that was transferred to Council from the community in 2000. Some halls in small communities were originally schools that were closed in the last 60 years. Some halls have historic and/or memorial value as well as providing places for the community to gather.

Council's objective for this activity is:

"Council provides and supports a range of accessible, affordable, safe and well maintained community and civic buildings strategically located around the district".

Ownership and Management

Ownership of the halls, the facilities and the land, is varied and complex, which reflects historic circumstances.

Of the 32 community halls:

- · Ten halls are community owned buildings on community owned land: Opua, Pakaraka, Ngawha, Waimamaku, Broadwood, Takahue, Fairburn, Umawera, Waiharara and Araiawa.
- Two halls are community owned on Council land: Whatuwhiwhi and Moerewa.
- Sixteen are Council owned on Council land: Herekino, Kaikohe, Kohukohu, South Hokianga, Paihia, Russell, Kaikohe Senior Citizens, Mangonui, Horeke, Okaihau, Oruru, Rawene, Totara North, Waipapa and Whangaroa Memorial Hall [Kaeo].
- · Four are Council-owned on Crown land: Taheke Community Centre, Maromaku, Kaingaroa and Lake Ohia.

Council's management approach is set out in Policy #5003 - Community Facilities/Community Halls This policy was adopted by Council in 2004 and a copy is attached in Appendix 1.

Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc. The hall committee is also responsible for insurance of the hall committee's chattels such as chairs, tables and crockery. This is generally funded from user fees, local fundraising, community grant fundraising or other funders.

community rate.

Council is embarking on proactive asset management to provide appropriately timed and suitably funded renewal programs based on the condition of the asset.

Funding and Renewal program

The Council is required by legislation to collect sufficient revenue to fund the long term replacement (renewal) of assets it may own including halls and community buildings. For community halls this a significant cost funded from the community rate.

Community hall assets are renewed at the end of their useful life, which is when their condition is such that they are unserviceable or it is considered that the condition of the asset causes an unacceptable level of risk to health and safety, security or the environment.

Remission of Rates on land Owned or Used by a Charitable or Community Organisation

Council takes responsibility for the maintenance of the external envelope of the building, building compliance [BWOF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any hall that it owns.

The exception to this is the Kaikohe Memorial Hall which is booked directly through Council's District Office, Kaikohe and Council officers manage the day to day issues. Council also employs a cleaner/ custodian and this position is funded through the

Council provides rating relief to certain charitable and community organisations including those that provide community halls. Council may agree to remit up to 100% of the rates payable, however this does not apply to rates for the supply of services such as water or sewerage etc.

Demographics/Geography

The Far North doesn't have the rural to urban drift that may have happened in other areas of the country and our rural areas are not depopulating.

Up until 2008 the Far North townships were growing more rapidly therefore the percent of people in towns grew more than rural areas. But during this period the Far North had a relatively stable rural usually resident population.

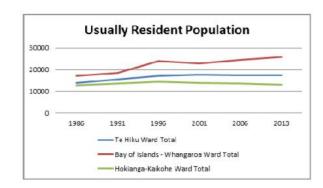
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

The population of the Far North has declined slightly from 55,848 residents (Census 2006), down to 55,734 based on September 2013 statistics (these figures have since been revised). This decline is against the trend of our neighbours in Whangarei, Auckland and in the Kaipara. It is also a significant change to the growth rate in the preceding inter-Census period (2001-2006).

Population growth and decline has not been even throughout the District. The following graph illustrates how the resident population has changed across the Wards since 1986.

Nearly half, 46%, of the District's residents live in 6 settlement areas. These areas are Kaitaia, Kaikohe, Kawakawa-Moerewa, Kerikeri, the Bay of Islands crescent [Russell, Opua, Te Haumi, Paihia, Waitangi and Haruru Falls] and the ribbon development from Mangonui to Taipa and extending around Doubtless Bay up the Karikari Peninsular to Whatuwhiwhi.

Another 12.5% residents live within the smaller townships of Awanui, Ahipara, Kaeo-Whangaroa, Kohukohu, Rawene, Omapere, Opononi, Okaihau and Ohaeawai.



More than 40% of the District's residents do not reside within a township of any kind, but rather on a rural or coastal lifestyle property.

Maori comprise the majority in most parts of the District, with the exception of the Eastern Ward. In the West and Northern Wards, numerous communities are comprised of 70-90% Maori. The majority of Maori residing in the Far North are affiliated to local lwi/hapu. For iwi/hapu Maori, the first choice for a community gathering is more likely to be their local marae than a community hall.

Nearly half of all community halls (Council and non-Council) are outside the urban settlements and small townships. However, 70% of Council owned halls are in urban settlements. Council owned halls that are the exceptions to this are Herekino. Taheke Community Centre, Oruru, Maromaku, Kaingaroa and Lake Ohia.

Kaikohe-Hokianga Ward with the smallest portion of the District's population at 23% and a declining population has 38% of all community halls. It also has the highest number of Council owned community halls that are predominantly located in small townships with the exception of Taheke Community Centre.

Te Hiku Ward, with 31% of the District's population has a third of all community halls. Of these, eight are in rural areas and only two are in townships. There are five Council owned community halls in the ward and Mangonui is the only one in a township.

The Bay of Islands-Whangaroa Ward has 46% of the Districts population and 30% of all community halls. Council owns seven halls with only one located in a rural area (Maromaku).

Analysis of the problems or issues for Council

Current State of Council Halls

Most of Council's halls are over 50 years old, and in some cases are no longer fit for purpose. Many do not meet current building standards that require disability compliant toilets and barrier free access.

Kitchens are often old and need to be upgraded to comply with current health standards for food preparation.

Structural issues have been identified in two halls: Oruru and Horeke that require major investment to remedy. Even if they were made structurally sound they may not be fit for purpose and still require further modernisation. Council has signaled in the Long Term Plan that prior to undertaking this work, Council will consult with the community to determine if this is value for money in terms of the investment required.

Maintenance and energy costs for these older buildings are high compared with modern facilities.



Additionally, the cost of funding for asset renewal is a significant cost that Council must provide for. Community or private owned halls do not need to fund depreciation in the same way.

8

Council has stated it needs to balance future maintenance and upgrade costs of community halls and buildings with the level of use and what the community can afford.

War Memorial or Heritage Status

Some halls have significance beyond their simple facility, such as having War Memorial status or heritage status. This significance is an important aspect of the hall and why it is valued by the community. Accessing war memorial funding has changed the ownership of some facilities e.g. South Hokianga War Memorial Hall was transferred to Council to enable access to post WWII funding to build war memorials. Decisions about the future of halls that contain war memorials will need to be done in consultation with the Returned Services Association.



Hierarchy of Community Facilities

More recently Council has elected to support Te Ahu in Kaitaia and the Turner Centre in Kerikeri being community facilities that attract visitors from a wider catchment than what a traditional community hall might. These venues can host regional cultural events of a commercial nature.

These facilities are also multi-functional and are expected to provide a range of affordable and accessible venue options for community use as well. Getting the balance right between commercial return and community use is a challenge for both those managing these facilities and for Council to identify the appropriate balance in community of district rate funding.

The development of these two facilities has created a de-facto community facility hierarchy. Council support for these facilities is from the district rate and is based on the premise that these facilities provide economic benefit to the region by attracting visitors to and locals from across the District.

Council is also considering, as one of a number of options to achieve building compliance and increase accommodation capacity for the organisation the re-development of the Kaikohe Service Centre/Memorial Hall/Library. This could create another District facility hub that may require a mix of community/district funding.

Greater Range of Options

There is now a competing range of more modern privately or community owned meeting venues available for hire in the District such as the Order of St John in Rawene, Kerikeri and Kawakawa, Red Cross, Rarawa Rugby Clubrooms and the Doubtless Bay Tennis Clubrooms.

Also it is common for school halls to be available for wider community use rather than just be used as educational facilities. Additionally, some schools have accessed community grants funds such as Foundation North grants on the understanding that these community facilities are to be available for the wider community (such as Taipa Area School Marae or Kawakawa Primary school hall).

The greater choice of venues that are fit for purpose i.e. easy to heat, modern kitchen, offers a range of sizes has lead to a decline in the use of Council owned halls - particularly in rural locations.

Potential Second Life/Retrofitting

There is potential for other community uses to be made of some community halls such as recreation centres or community centres. Community centres are open normal business hours or potentially longer. They would have a different layout, including space for semi-permanent recreation or social services. They could have hot desks for visiting agencies or community use. The community is best placed to determine if this is a future option.

Demographics and Supply

Low population and low usage of halls is an indicator that community resilience is in decline in some areas such as Lake Ohia, Kaingaroa, Oruru and Takahue.

In particular the Kaikohe-Hokianga ward has a small and declining population and yet it is supporting a higher number of Council owned halls then other wards. These halls are generally well used and are meeting the needs of small urban settlements.

Over time a trend has developed whereby Council has retained ownership in community halls that are generally located in urban settlements. The exception to this is in the Te Hiku ward where four rural halls are retained in communities with very small and declining populations in Lake Ohia, Kaingaroa, Oruru and Takahue.

Community owned versus Council owned

There are a number of examples of well-maintained halls that are community owned. An advantage of this ownership model is that they can access grant funding that Council is ineligible for. A further advantage is that the community ownership model requires a level resilience to be in place to provide for the long term governance and maintenance of these facilities. The responsibility for the facility may initiate the resilience and corresponding community pride and connections.

The flip side to this is that there needs to be a level of resilience and a local desire to take on community ownership of facilities. Oruru community and the South Hokianga RSA (Opononi) want to take on the ownership of their local halls.

feedback

- significantly.
- funding).

There was also support for:

- desire.

Discussion document

In February 2015 as part of the pre-consultation, Community Boards and Hall Committees were asked for feedback on the draft Halls and Facilities Strategy - Discussion Document 2015.

The document was also consulted on simultaneously with the 2015-2025 Long Term Plan.

Feedback was received from Whangaroa, Waipapa, Totara North, Russell, Herekino, Kaingaroa, Okaihau, Paihia, Rawene and Kohukohu Hall Committees. In summary:

Majority support the status quo and added:

· There was appreciation for Council's investment in their halls and they considered they had a good relationship with Council staff.

· If Council changed the responsibility for maintenance (Council external Committee interior) this would cause rents to increase

· They would like to be in a position to be able to access external funding (i.e. non-Council

· When Council is financially constrained this is generally reflected in communities and therefore there is no capacity for communities to take on more financial responsibility.

· Some committees believe they were already empowered in the current arrangements.

· Retaining strategic facilities especially those used for civil defense purposes.

· Facilitating community ownership if there is a

 Looking at alternative ownership arrangements if there was no local support or future demand for a hall. However, this option would need to involve consultation with community and special interest groups e.g. RSA and the community given the option of purchasing the hall.

11

- A hierarchy including heritage and war memorial classification.
- Consideration of new facilities (Bledisloe) Domain pavilion and a further low-cost facility in Kerikeri were given as examples).

Feedback was received from the Kaikohe-Hokianga Community Board:

- Future options for management would need to provide benefits to the community that outweigh the additional workload for the community.
- More information would be required about a contestable fund especially if there was a change in the responsibility of the hall committee. E.g. would they be responsible for insurance, or rates? Would the fund include depreciation?).
- Smaller communities have limited financial and human resources and would need to prioritise what would be supported and this could be at the expense of halls.
- Community empowered management had some support
- Another option put forward was a town council committee that had an overview of all community facilities e.g. sewerage scheme, water and hall.
- Mixed support for district funding of Turner Centre/Te Ahu.

In summary, there was strong support for the status quo however if communities wanted alternative management arrangements these should be considered on a case by case basis.

Two submissions were received from the general public:

- Financial support should be given to the Oruru Hall Committee as it is an important local infrastructure asset meeting a community need.
- Turner Centre is an important asset that will become a liability if not supported by Council.

Strategy development

Guiding principles

The guiding principles of the strategy provide the foundation and a reference point for future decision making. They guide the choices and tradeoffs that have been considered. They also need to be consistent with Council's vision, mission statement, values and strategic objectives.

Council consulted on a draft vision for the District in the 2015-2025 Long Term Plan:

"The place where people love to be."

This has subsequently been amended to reflect the outcome of the district wide visioning process. (The District Vision was adopted by Council in August 2015.)

OF SUSTAINABLE PROSPERITY AND WELL BEING."

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places.

A mission statement tells people how the Council will achieve their vision. Council's mission statement in the 2015-2025 Long Term Plan is:

"Working together to enable culturally strong, healthy, vibrant, resilient, prosperous, connected people and communities."

"HE WHENUA RANGATIRA - A DISTRICT

 Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of the District

It is proposed that the principles of the strategy be:

community.

Agreed standard - Council owned facilities will be accessible to all members of the community regardless of age or physical ability, be well maintained and comply with building, fire and health regulations applicable to the community, district and regional context of the facility.

existing facilities.

Affordable - Council will consult with communities to determine the level of support for funding upgrades of Council owned facilities.



Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places

Council's vision for itself is:

Council's strategic objectives for the next three years that relate to this strategy are:

· Prudent financial management within long term strategic planning

· Safe, healthy, resilient places and people

Integrated network - Council owned facilities are only part of the network of halls, community centres and meeting spaces that are available to the

Hierarchy - Council will support a range of halls and community facilities in a community, district and regional context.

Efficient use - Council will encourage alternative management and ownership arrangements of Council owned halls that make more efficient use of

Support resilient vibrant communities - Facilities should be retained where they are in the right place to support strong vibrant communities.

13

Vision for Community Halls

A key part of developing strategy and setting strategic direction is articulating a vision for the desired state of the future. A vision is a concise summary statement describing the world as it would ideally exist if current issues could be fully addressed.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Strategic Objectives

The vision needs to be supported by strategic objectives as these define those things that need to be achieved to bring about our desired future.

The Council's strategic objectives based on the agreed principles are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- · Adopt preferred frameworks for the Council's involvement and for flexible partnership arrangements.
- · Encourage and enhance the capability of communities to improve their facilities.



How do we get there/ Solutions

Council will achieve its vision for community halls by implementing the following:

Integrated Network and Hierarchy

Council will recognise an integrated network and hierarchy of private, community and Council district and local community facilities so that a range of facility types, sizes, configurations are available to meet the needs of the district's communities. This network and hierarchy will be used to guide Council's decisions on the ownership, management and governance and funding of existing and new facilities.

Facilities of Local Importance - these facilities are local halls and facilities that are fit for purpose and serve a local community catchment and provide opportunities for events or to provide local services.

Facilities of Local Significance - War Memorial Halls/Heritage buildings - these facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status. These serve a local community catchment and provide opportunities for the community to hold events or provide local services

Any change proposed to a War Memorials Hall will need to be done in consultation with the Returned Services Association. Any change to a heritage building needs to recognise the constraints of the heritage status and will require input from Heritage New Zealand.

Facilities of District Importance - these are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use.

These are not always Council owned facilities although they are generally on Council land,

assets.

Contestable Fund

This contestable fund would need to be consistent with the principles of Policy #3213 - Community Assistance to enhance access to facilities, to broaden the range of facilities, to enhance volunteer capability to provide services and supplement the resources of Council from external sources (a minimum of 50% funding for projects from sources other than Council).

The fund could be applied to for either work programs or for an operational subsidy.

e.g. Turner Centre and Te Ahu. Getting the balance right between commercial return and community use is a challenge for these facility owners. These facilities often require Council support for them to be sustainable and provide for the care of their

Council may invest in these facilities through a Contract for Service with agreed key performance indicators consistent with Policy #3213 -**Community Assistance.**

Council's Funding

Facilities of Local Importance or Local Significance will be funded from the community rate either directly or through grants from the Community Board.

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Service and agreed Key Performance Indicators. They could also apply to Community Board - Local Grants to offset costs for providing for community use at non-commercial rates. The Community Board would consider the merits of any application.

Alternative management or ownership options would be made more attractive to the community if Council sets up a contestable fund in each ward.

Council will investigate further the establishment of a contestable fund for works and operational subsidies for community owned facilities.

Ownership and Management

Council's policy on the management and operation of community halls is:

- 1. Council will take responsibility for the maintenance of the external envelope of the building, building compliance [BWOF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any halls that it owns.
- 2. Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc.
- 3. Local hall committees will be responsible for insurance of chattels such as chairs, tables and crockery. This will be funded from user fees, local fundraising or grant applications to community grant funds or other funders.
- 4. Hall committees will become not-for-profit legal entities or under the umbrella of one to ensure there is a high level of accountability and transparency and to maximise the opportunity to access external funding.
- 5. Hall Committees will report annually to Community Boards on the level of facility use, income received and any investment they may have made in the facility.

Council will consider on a case by case basis the ownership and management options below. When considering these proposals Council will need to consider Policy #2124 - Significance and Engagement and determine which proposals and decisions are significant and Council's community engagement strategy.

1. Community empowered management

Council would consider proposals from the community to take on a greater role in managing the facility including prioritising repairs and maintenance, renewal work or re-development. This arrangement would be formalised through an agreement with Council. This would require a notfor-profit entity being established. The proposal may come from:

- A hall committee
- A community group
- A primary or main user

The agreement would require the following roles to be undertaken:

- i. Determine the communities current and future needs
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.
- v. Manage income and expenditure and report to Council.
- vi. Put forward repairs and maintenance/renewal schedules for Council consideration.
- vii. Make applications for external funding for redevelopment.

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. The organisation would be able to apply to external funders.

2. Community led divestment (effectively selling the building but not the land)

Council would consider proposals from the community to take on a greater role in managing and re-developing their facility. This would require a not-for-profit entity being established and the transfer of the ownership of a hall building[s] and a license to occupy for the land to:

- A community group
- · A primary or main user
- Private entity

The transfer would be subject to entering into an agreement to undertake the following roles:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.



- v. Manage income and expenditure and report to Council.
- vi. Put forward applications to secure sufficient funding.

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. They could apply to other funders such as Foundation North or Lotteries.

3. Council led divestment of non-strategic facilities

The following principles would be used to determine non-strategic facilities:

- · Integrated network/Hierarchy Determine if existing non-Council facilities are capable of meeting current and projected demand. The measure will be within 20 minutes distance to nearest similar facility.
- Affordable/Agreed standard/Support resilient communities - A facility which has significant deferred maintenance or needs a major upgrade to meet an agreed standard and this work could not be justified because of the low level of use the building will not be retained. The measure may be usage verses cost to upgrade to agreed standard.

Non-strategic facilities will be divested to the community. This would be a Council led divestment process and if there is no identified community demand or likely future demand or community interest the properties would be made available for a non-community use or sold.

those needs.

Community Boards will consider developing a new community facility when:

- demand.

Developing New Facilities

If the community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting

i. The community has demonstrated a need and

ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility.

iii. The supply of existing facilities (Council and non Council) is unable to meet local demand (current and projected supply and demand).

iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.

v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.

vi. No viable partnership or brokerage opportunities for meeting community demand have been identified.

If Council confirms there is an identified need for a new facility it may be included in a Long Term Plan for public feedback.

Implementation plan, monitoring and evaluation

Actions:

- 1. Review Policy #5003 Community Facilities/ Community Halls to align with the strategic plan.
- 2. Develop a Schedule for inclusion in Policy #5003 of Halls of Local Importance, Local Significance and Facilities of District Importance and their funding sources.
- Investigate further the contestable fund concept.
- 4. Work with Hall Committees to assist them to become a not-for-profit legal entity, determine reporting requirements and provide opportunities to learn more about accessing non-Council funding sources.
- 5. Consider alternative ownership and/or management arrangements on a case by case basis.

Policy #5003 – Community Facilities/Community Halls

1. BACKGROUND

Each Community Board has a number of facilities on their asset register, mostly halls, that provide a focus point for communities to gather together for both social and community activities. At the present time, these facilities are being managed in an 'ad hoc' way. This does not mean that facilities are being run inefficiently and well on behalf of Council and the community, but rather that there is a large divergence in the management styles. This divergence confuses management committees and often inhibits the communication required for communities to make proactive decisions on their facility requirements.

This policy shall:

- i. Clarify the types of arrangements Community Boards have for their facilities.
- ii. To set procedures in place to ensure effective management of these facilities.
- iii. To give more control of long-term decision making to communities.

Styles of Management and Ratings Liability

There are four distinct types of management:

- i. Community elected committees manage the hall operation on behalf of the Community Board. This includes all operational charges unless expressly remitted by the Community Board and the Community Board has budgeted for these amounts annually. As of July 1, 2003 all public halls owned or used by Council, apart from applicable service charges, are nonrateable. In this instance, Council is responsible for the external envelope and building compliance issues only. Examples of this style are the Waipapa, Herekino and Rawene Halls.
- ii. Once again, community elected committees manage the hall operation on behalf of the Community Board, but Council Customer Services Liaison staff manage bookings, bonds and other payments including invoicing and/or receipting customers. An example in this case would be Whangaroa Memorial Hall, Kaeo.

The term 'community centre' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. In their operation, community centres may employ paid staff and volunteers, who are proactive and innovative in meeting local community needs, open to all groups in the community, non competitive and complement other resources in the community. Community Centres are owned by Council and funded through Community Rates.

Community halls

The term 'community hall' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. A community hall may be hired for private purposes. To meet operational costs, secure new equipment and fund internal maintenance expenses or renewals, hall management committees use hall income. Council provides planned maintenance and renewal of the exterior envelope through depreciation funds.

Community leases

activities.

iii. Halls and other facilities are either leased or sold to community groups who have a mandate to offer the facility for public use or in some instances the public good. The community may dictate the level of service required and the facility may have a predominant designated purpose. In instances where the facility is used exclusively for sports and the arts, 50% of the normal rate will apply. An example is Awanui Sports Complex.

iv. The hall or facility is for the exclusive use of a single charitable or community organisation. In this instance, Council may consider an application for a rates remission. Examples are Plunket Rooms, the Order of St Johns and the New Zealand Scouts.

Types of Facilities

Community centres

The Council leases land, buildings or land and buildings to community groups for a wide range of **APPENDIX**

Partnerships

Wherever possible and appropriate, Council will take a partnership approach in its community facility asset management, development and divestment (Council in all partnerships must be guided by the Policy on Partnership with the Private Sector).

This means that:

- i. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations and agencies (e.g. schools or churches).
- ii. If divesting of a community facility, Council will consider any proposals by a third party to manage and develop it as a community facility.
- iii. Council will actively encourage and seek ways to support schools and other organisations to provide community access to venues such as school halls and church meeting spaces. Such spaces will then form part of the district-wide network of facilities.

New types of facilities

In response to the District's increasingly diverse communities and changing trends in community and leisure activities, Council will consider innovative and different types of facilities. These could include multi-purpose facilities and facilities as part of commercial, retail or residential developments. They could include dedicated or purpose-build facilities (e.g. for young people or for performing arts).

Community Boards may in the first instance, support communities in achieving their goals in regards to new facilities by providing expertise, supporting the establishment of a Community Trust and if appropriate, contribute funds. Ownership of new facilities would remain with the community, usually managed by a Community Trust.

War memorials

Council recognises the special value of War Memorial Halls and will not seek to divest or lease the facility without the direct support of the RSA. If the Memorial is removed to another special purpose facility, then the hall will revert to Community Hall status.

District wide level of provision

Council aims to have a network of community venues across the District so people can meet and participate in the life of their communities. The network will consist of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.

A catalogue of facilities

From a planning perspective, there is a need to catalogue all facilities along with specified use and contact persons. All non-Council facility 'owners' will be given the opportunity to list on Council's web site along with appropriate details.

Developing new facilities

If Community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. A need has been demonstrated through the development of the Long Term Community Plan.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility (an example is the recreation plan).
- iii. The supply of existing community facilities (Council and non-Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their

intended purpose and are unsuitable for redevelopment.

6. No viable partnership or brokerage opportunities for meeting community demand have been identified.

Redevelop existing facilities

If monitoring indicates the need to redevelop an existing facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs. However, the primary focus will be on the facility in question and how best to develop it to meet changing needs and demands.

Council will consider redeveloping an existing facility when:

- i. A more detailed analysis of the criteria used for indicating the appropriate ward/district - wide level of provision confirms a local need for a change or development of a particular.
- ii. There are relatively high levels of facility use and the facility cannot meet demand (usage data).
- iii. There is demand or pressure for facilities to meet different or greater levels of needs than are currently addressed (supply and demand, needs assessment, demographic trends).
- iv. The physical design and size of the facility is unsuitable for preferred community use, is unable to meet demand or is better suited to another use (supply and demand, needs assessment).
- v. The condition of the building is good and warrants redevelopment to meet changing demand.
- vi. There is relatively high customer satisfaction with this current facility.
- vii. The building is of historical or War Memorial status
- viii. There are no viable partnership or brokerage

needs

Divestment

Community Boards may indicate that it would be appropriate to divest a particular facility.

Divestment options could include:

If divestment is an option, then a detailed analysis will be undertaken. The analysis will focus on a particular geographical location. Within this context, it will explore whether or not it was appropriate to divest of the particular community facility.

In particular, the analysis will cover: current and projected demand; the ability of existing and any planned facilities to meet the projected demand; the condition of the facility in question and its potential for redevelopment; opportunities to use the facility as leverage for a community partnership to operate.

opportunities to meet different or increased

ix. There are major operational issues affecting the viability of the operation (e.g. conflict between commercial use and community use).

i. Selling the facility.

ii. Council using the facility for non-community purposes (e.g. commercial use/lease).

iii. Using the facility as leverage for community based partnership. A number of issues may indicate that divestment is a good option to explore. Examples include: Close proximity of similar facilities (geographical spread), very low usage and/or an apparent over supply of community facilities (usage data, supply and demand), a change in demographics resulting in a community which does not match user profiles (community and user demographics).

iv. Planned community facility developments (Council or non-Council) that would meet community demand.

v. A facility design that is no longer suitable for the community and cannot easily be rectified.

vi. A facility which requires major work, but this work could not be justified because of the poor condition of the building.

APPENDIX

21

A recommendation to divest of a community facility will only be made if:

- i. There is little current or projected community demand or,
- Existing and planned facilities are capable of meeting current and projected demand (supply and demand).
- iii. The facility is not a War Memorial Hall.
- iv. The facility is not meeting demand and does not have the potential to be redeveloped to meet any projected demand.
- The building has reached the end of its useful life and community needs can be met in other ways.
- vi. The community indicates that they want ownership in order to offer services that may be commercial or non inclusive of a wider community.

2. GOALS

APPENDIX

The goal of the Community Services Department is to ensure the existence of a network of venues across each ward for people to meet and participate in the life of their communities. These Community Facilities may be used for leisure, arts, cultural, educational, sporting and community activities. They may also provide accommodation for community groups and organisations. The provision of accessible community venues contributes to the development of strong communities.

3. POLICY STATEMENTS

Council believes that halls provide an important link for the people of each community and will actively encourage devolvement of the facility to the community.

Community Boards are responsible for audited annual accounts and statistical information regarding the hall. This responsibility is delegated to the organisation/committee managing the hall on behalf of the Board.

Where no community organisation or committee can be formed within the community, the facility will revert back to the Community Board for management. Options for the Board may be devolvement; sale/demolition or mothballing while community consultation is carried out. Refer to "Background"

4. PROCEDURES

Some Community Boards through consultation with their community will continue to want to retain 'ownership' and have a hall committee as delegated authority to oversee the halls operation. The following procedures are required.

- The committee will have a <u>minimum</u> of 5 elected members. A Community Board Member will be seconded to the committee to provide a liaison/advisory role, but cannot take office.
- The Hall Committee shall hold an Annual General Meeting every 12 months – this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
- As of July 2003, community halls on reserve land will no longer be rated so there will not be a need for the Community Boards to budget for rates on behalf of most Hall Committees.
- iv. Hall committees will be responsible for all bookings, fee collections and resolving any operational problems.
- v. Where Hall Committees are the delegated bodies on behalf of Community Boards, they are responsible for producing annual audited accounts and statistical information in regards to use and numbers of users.
- vi. Hall committees will be responsible for all operational expenditure including water, pan charges, power, phone and cleaning. All public halls owned by Council will not be rateable whether on reserve land or not. These halls are still rateable for water and sewerage.
- vii. Hall committees will be responsible for all internal maintenance, refurbishments and purchase of replacement equipment such as stoves etc.
- viii. Where fees' income does not meet expenses, the following procedures may be followed: An approach can be made through the Community

Board for a one off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise.

- a. Fees may need to be increased reflecting a full fees recovery scenario.
- b. A hall may no longer meet the communities needs (refer to Background, section 1).
- ix. Council is responsible for the external envelope and building compliance issues but wishes to devolve more of the planning to community. To this end, a working party will be formed. Members will be the Committee's Community Board Member, an elected Committee representative and a Council Officer. They will develop a long-term strategy for maintaining the facility and put forward the renewal or capital projects to the Community Board to be included in the Long Term Strategic Plan or Annual Plan.
- Council will insure the facility but this may not include Committee chattels such as crockery but will include fixtures such as stoves, Zip hot water heaters etc.

22



23



askus@fndc.govt.nz Phone 0800 920 029

Community Halls Policy

Adopted: 8 September, 2016

Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

- 1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
- 2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
- 3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with the Community Grant Policy.

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
- d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
- e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
- 4. Encourage and enhance the capability of communities to improve their facilities.
 - a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

- 1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
 - a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

9 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

10 MEETING CLOSE