



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday, 3 June 2021

Time: 10.00 am
Location: 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 & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.

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

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

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

Terms of Reference

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

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

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
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 (Partner)	Riverview School			
	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 Gmuier 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 Gmuier-Hornell Partnership	Partner		Step aside from decisions that arise, that may have conflicts
	Hornell-Gmuier 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

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		
	Vision Kerikeri	Financial Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member and Treasurer		
	Vision Kerikeri	Financial Member		
	Town and General Groundcare Limited)	Director/Shareholder		

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Baysport Complex, Harmony Lane, Waipapa on:
Thursday 3 June 2021 at 10.00 am

Te Paeroa Mahi / Order of Business

1	Karakia Timatanga – Opening Prayer.....	9
2	Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest.....	9
3	Public Forum.....	9
4	Te Tono Kōrero / Deputation.....	9
5	Speakers.....	9
6	Confirmation of Previous Minutes.....	10
	6.1 Confirmation of Previous Minutes.....	10
7	Reports.....	18
	7.1 Chairperson and Members Report	18
	7.2 Statement of Community Board Fund Account as at 30 April 2021	26
	7.3 Funding Applications.....	30
	7.4 Far North District Council Footpath Programme	97
	7.5 Subsoil Lease to FNHL - The Strand, Russell	103
	7.6 Moreton Bay Fig, Russell - Arboricultural Report 2021	113
	7.7 ROAD NAMING - 931 Puketona Road, Haruru	130
	7.8 ROAD NAMING - 99 Yorke Road, Haruru.....	143
	7.9 ROAD NAMING - 31 Hobson Avenue, Kerikeri	157
	7.10 ROAD NAMING - 260 Waimate North Road, Kerikeri.....	170
	7.11 ROAD NAMING - 59 Hall Road, Kerikeri.....	185
8	Information Reports.....	198
	8.1 Update on Speed Limits Bylaw Review	198
	8.2 Kerikeri Redwoods - update	204
	8.3 Roland's Wood - Update	221
9	Karakia Whakamutunga – Closing Prayer.....	226
10	Te Kapinga Hui / Meeting Close.....	226

1 KARAKIA TIMATANGA – OPENING PRAYER

We ask that through the boards discussions and decisions the representatives elected may advocate on behalf of the Bay Of Islands-Whangaroa community with aroha, imagination, skill and wisdom to achieve a fairer and more united community that enhances the wellbeing of the community and solves the community's problems efficiently and effectively.

2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / 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

Hannah White, Neighbourhood Support
Sandi Morris, Northland Transport Alliance – Footpath Matrix Update

4 TE TONO KŌRERO / DEPUTATION

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

5 SPEAKERS

The following groups will have a representative to speak to Item 7.3 Funding Applications:

- Bay of Islands Canine Association
- Bay of Islands College
- Hapori Aquatics
- Kerikeri Football Club
- Kerikeri Gymnastics Club
- Kerikeri Open Art Studios Trail 2021 (KOAST)
- Kerikeri Sports Complex
- Northland Coastguard Air Patrol Inc
- Simson Park Hall and Park Management

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3200180

Author: Casey Gannon, Meetings Administrator

Authoriser: 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 6 May 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) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

NGĀ ĀPITIHINGA / ATTACHMENTS

- 1. 2021-05-06 Bay of Islands-Whangaroa Community Board Minutes - A3182253** [↓](#)

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 Council's Significance and Engagement Policy	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, 6 MAY 2021 AT 10.00 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

1 KARAKIA TIMATANGA – OPENING PRAYER

The whole board opened with a karakia.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

Nil

APOLOGY

RESOLUTION 2021/36

Moved: Chairperson Belinda Ward

Seconded: Member Manuela Gmuer-Hornell

That the apology received from Rachel Smith be accepted and leave of absence granted.

CARRIED

3 PUBLIC FORUM

Matt Jordan spoke on behalf of repurposing the skate ramp in Kerikeri for Whangaroa.

Phil Grimshaw spoke on behalf of Healthy Families Far North.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Nil

5 SPEAKERS

John Mason spoke in regard to Item 7.3 Road Naming – 190 Waipapa Road Kerikeri.

Harley Alexander spoke on behalf of Kerikeri Theatre Company speaking in regard to Item 7.7 Funding Applications.

Summer Johnson and Leslie Hill spoke on behalf of Bay of Islands Animal Rescue in regard to Item 7.7 Funding Applications.

Cheryl Smith spoke on behalf of Sport Northland in regard to Item 7.9 Winter 2021 Rural Travel Funding Application.

The meeting adjourned from 11:46 to 12:03pm.

7.9 WINTER 2021 RURAL TRAVEL FUNDING APPLICATIONS

Agenda item 7.9 document number A3153895, pages 108 - 161 refers.

RESOLUTION 2021/37

Moved: Member Manuwai Wells

Seconded: Member Manuela Gmuer-Hornell

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

a)	Bay of Islands College	\$3000
b)	Bay of Islands Amateur Swimming Club	\$2000
c)	Kerikeri Gymnastics Club	\$1630
d)	Kerikeri High School	\$1489
e)	Kerikeri Rugby Football Club	\$2700
f)	Moerewa J&T Rugby Club	\$2000
g)	Russell Sports Club	\$1500
h)	Wahine Toa Netball Club	\$1200
i)	Whangaroa College	\$3500
j)	Waka Atea	\$2500
Total		<u>\$21,519</u>

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES**6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A3161006, pages 10 - 18 refers.

RESOLUTION 2021/38

Moved: Chairperson Belinda Ward

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 1 April 2021 are a true and correct record.

Abstained: Manuela Gmuer-Hornell and Dave Hookway-Kopa

CARRIED

7 REPORTS**7.1 CHAIRPERSON AND MEMBERS REPORT**

Agenda item 7.1 document number A3161011, pages 19 - 27 refers.

RESOLUTION 2021/39

Moved: Member Bruce Mills

Seconded: Member Frank Owen

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

CARRIED

7.1a DISCONTENT WITH CONTRACTS AND LEVELS OF SERVICE

RESOLUTION 2021/40

Moved: Member Bruce Mills

Seconded: Member Dave Hookway-Kopa

That the Bay of Islands-Whangaroa Community Board inform Council of their serious concerns and ongoing community complaints received by all community board members, regarding delivery, quality, levels of service and monitoring on sealed and unsealed roading contracts.

CARRIED

7.2 ROAD NAMING - 16 SILKWOOD LANE, KERIKERI

Agenda item 7.2 document number A3127947, pages 28 - 46 refers.

RESOLUTION 2021/41

Moved: Member Bruce Mills

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125 approve the names for two private roads as outlined in section 2.3.2 of this report. First being Lone Gum Lane and the second being Wapiti Way that are currently both addressed at 16 Silkwood Lane, Kerikeri as per map (A3123567).

Abstained: Members Manuwai Wells and Dave Hookway-Kopa

CARRIED

NOTE: Member Hookway notes that he does not have the ability to make an informed decision based on current process and policy.

7.3 ROAD NAMING - 190 WAIPAPA ROAD, KERIKERI

Agenda item 7.3 document number A3138464, pages 47 - 62 refers.

RESOLUTION 2021/42

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, The Lakes Drive that is currently addressed at 190 Waipapa Road, Kerikeri as per map (A3080464).

Abstained: Members Manuwai Wells and Dave Hookway-Kopa

NOTE: Member Hookway notes that he does not have the ability to make an informed decision based on current process and policy.

CARRIED**7.4 ROAD NAMING - 122 WAIPAPA ROAD, KERIKERI**

Agenda item 7.4 document number A3147525, pages 63 - 74 refers.

RESOLUTION 2021/43

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Millers Lane that is currently addressed at 122 Waipapa Road, Kerikeri as per map (A3134476).

Abstained: Members Manuwai Wells and Dave Hookway-Kopa

CARRIED

NOTE: Member Hookway notes that he does not have the ability to make an informed decision based on current process and policy.

7.5 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2021

Agenda item 7.5 document number A3159416, pages 75 - 78 refers.

RESOLUTION 2021/44

Moved: Member Dave Hookway-Kopa

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 March 2021".

CARRIED**7.6 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 MARCH 21**

Agenda item 7.6 document number A3160239, pages 79 - 80 refers.

RESOLUTION 2021/45

Moved: Member Bruce Mills

Seconded: Member Frank Owen

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Statement of Financial Performance Activities by Ward for the period ending 31 March 21.

CARRIED

7.7 FUNDING APPLICATIONS

Agenda item 7.7 document number A3150806, pages 81 - 98 refers.

RECOMMENDATION

Moved: Member Frank Owen

Seconded: Member Dave Hookway-Kopa

That the Bay of Islands-Whangaroa Community Board approves the sum of \$15,176 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Theatre Company for costs towards the Sound of Music production to support the following Community Outcomes:

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

AMENDMENT

Moved: Member Dave Hookway-Kopa

Seconded: Member Lany Ayr.

That the Bay of Islands-Whangaroa Community Board approves the sum of \$10,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Theatre Company for costs towards the Sound of Music production to support Community Outcomes.

CARRIED

Against: Member Frank Owen

The amendment became the substantive motion.

RESOLUTION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$10,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Theatre Company for costs towards the Sound of Music production to support Community Outcomes.

CARRIED

Against: Member Frank Owen

RESOLUTION

Moved: Member Frank Owen

Seconded: Member Dave Hookway-Kopa

That the Bay of Islands-Whangaroa Community Board approves the sum of \$20,000 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Animal Rescue for costs towards spaying and neutering rescued animals to support Community Outcomes.

CARRIED

7.8 PROJECT FUNDING REPORTS

Agenda item 7.8 document number A3153876, pages 99 - 107 refers.

RESOLUTION 2021/46

Moved: Member Manuwai Wells

Seconded: Member Bruce Mills

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

- a) Kaeo Christmas Parade**
- b) Te Ruapekapeka Trust**

CARRIED

7.10 RURAL TRAVEL FUNDING PROJECT REPORTS

Agenda item 7.10 document number A3158802, pages 162 - 172 refers.

RESOLUTION 2021/47

Moved: Member Manuwai Wells

Seconded: Member Manuela Gmuer-Hornell

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

- a) Bay of Islands Amateur Swimming Club**
- b) Kerikeri High School**
- c) Paihia Football Club**

CARRIED

8 TE KAPINGA HUI / MEETING CLOSE

Manuwai Wells closed with karakia.

The meeting closed at 3:30pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 3 June 2021.

.....
CHAIRPERSON

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A3200166

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 ĀPITIHINGA / ATTACHMENTS

1. Belinda Ward - Chairperson Report May 2021 - A3200145 [↓](#)
2. Lane Ayr - Member Report May 2021 - A3200147 [↓](#)
3. Manuela Gmuer-Hornell - Member Report May 2021 - A3200154 [↓](#)

COMMUNITY BOARD MEMBER'S REPORT

Report to Community Board:	Bay of Islands-Whangaroa Community Board
Member Name:	Belinda Ward
Subdivision:	Paihia
Date:	20th April 2021 - 16th May 2021

REPORT

1) Meetings

Date:

20/04/21 LTP Hearings - Kaikohe
22/04/21 Attended NZCBC conference 22-25 April - Gore
27/04/21 BOI-W CB Agenda preview - Virtual
27/04/21 Extraordinary Infrastructure committee meeting TIF funding - Virtual
28/04/21 Representation Arrangements Workshop - Kaikohe
29/04/21 LTP Pre-deliberations Workshop - Kaikohe
04/05/21 Strategy & Policy committee meeting - Kaikohe
04/05/21 Regulatory & Compliance committee meeting - Kaikohe
04/05/21 Extraordinary Council meeting NOM to establish Maori Wards - Kaikohe
05/05/21 Paihia War Memorial Hall committee meeting - PWMH
06/05/21 BOI-W CB Meeting - Baysport Waipapa
10/05/21 Friends of Williams House Public Library Inc AGM - PWMH
11/05/21 Representation Arrangement Workshop - Kaikohe
12/05/21 Kerikeri & Waipapa & Districts Lions Club meeting - Waipapa Hall
13/05/21 LTP deliberations - Kaikohe

2) Issues

20/04/21 Spoke to BOI-W CB LTP submission.
06/05/21 Waka Kotahi speed limit review advertised they would be at Countdown
Paihia 3-6pm for public consultation - NO SHOW.
Received an offer from council for the replacement of 3 windows on the
northern side of the Paihia War Memorial Hall. Council is requesting a substantial
contribution from the Hall committee. The Hall committee have since met & agreed
not to accept councils offer as they are responsible for maintaining the exterior under

the Hall Policy.

15/05/21 Request received for additional lighting in Kings Road Paihia & adequate liquor ban signage.

Numerous emails received regarding two of the PGF projects applied for by FNHL. Rangitane & Paihia Foreshore proposals.

Numerous emails from John Dunn Kerikeri re: Wharau road reserve improvements.

3) Resources Consents

NIL

4) Requests for Service

RFS: 4049510 Footpath slip hazards on renewed wooden sections of Marsden Rd footpath Paihia. **Response received** that anti-slip matting is no longer being used on wooden boardwalks because they are slippery!! Contractors will now water blast when requested.

RFS: 3975787 18/12/19 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.

RFS: 4059162 Slippery tiled foyer at Williams Road carpark toilets. Two incidents reported & site meeting requested.

All residents advised how to lodge RFS's 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: MAR 12/21 MAY 17/21

REPORT

Meetings

05/03/21 Meeting with Frank Owen re sub committee
18/03/21 Community LTP information session
22/03/21 KDWG Kerikeri
25/03/21 Combined Community Board Meeting Kaikohe
31/03/21 Ratepay meeting Kerikeri
01/04/21 Bay of Islands-Whangaroa Community Board meeting Waipapa
06/04/21 KDWG Kerikeri
19/04/21 KDWG Kerikeri
21/04/21 to 25/04/21 LGNZ Conference Gore
03/05/21 KDWG Kerikeri
06/05/21 Bay of Islands-Whangaroa Community Board meeting Waipapa
07/05/21 DAG Meeting Kawakawa
11/05/21 Landscaping meetin re KK Domain Kerikeri
17/05/21 KDWG Kerikeri

Resource Consents

NONE

To reiterate last month's 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

Re: Mission Road and Landing Road Parking

Re: Repainting parking lot directions signs

In progress

Windsor Landing Opened.

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

There are strong opinions within the community both for and against. It will be unfortunate if this becomes a “political football”.

Kerikeri Domain Working Group

There is progress with the planning specifically in regard to the Skate board park and the basketball facility, and planning for the perimeter planting is commencing. Funding is being sort for a modular toilet facility that could be added to the back of the existing toilet block.

In regard to the recent discussions on Rate charges, and the methods used to calculate payments, it was confusing to many residents (and this Board member), I found that people were of course interested in whether their rates would increase, but what was interesting is their concern that the methods were fair and equitable, this appeared to be of greater concern than any increase in the amount.

To reiterate an ever repeating concern from the Kerikeri Ward, the increasing “Traffic Volume” that negatively impacts road congestion and parking and the resulting impact on residents wellbeing must become a priority for Council.

Most of the increasing housing volume in the Kerikeri area comes at NO cost to the Council as they are not connected to water or sewerage and NO new roads are provided and yet there is substantial increase in rates income for the Council this is fundamentally unfair.

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Manuela Gmuer-Hornell

Subdivision: Opuia – Russell

Date: 17 May 2021

Meetings

Date	Meeting
22/04/2021	AGM Russell Sports Club - Russell
25/04/2021	ANZAC Day Services - Russell
06/05/2021	Community Board Meeting - Waipapa
12/05/2021	District Plan Consultation – Russell
17/05/2021	Russell Town Hall Committee Meeting – Russell

Issues/Feedback

The Draft District Consultation Drop-in Session turned into a community meeting attended by over 100 Russell Community Members. Thanks to Greg Wilson and his team for fronting up and going with the flow. They stood up and answered questions for over 2.5 hours! Also, a big thank you to Cr David Clendon for being the adult in the room. I am looking forward to seeing how FNDC and the Russell Community will plan together to keep the Russell Heritage Zone intact and protected!

Unfortunately, the rubbish bin issue for Russell is still not solved, nor has FNDC made any effort to come up with solutions – the community, on the other hand, has proposed several solutions to FNDC. I have been informed that FNDC has applied for funds from MBIE to supply smart bins for Russell and Paihia.

Projects being put on hold even after they had funding allocated – most recently a concise piece of the footpath by Opuia 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 follow-ups

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 must be both ways!

Resource Consents

NIL received

Requests for Service/Information

22/04/2019	RFS-3975374	Oasis Car Park
01/12/2019	RFS-3988901	Russell's Rubbish Woes
09/12/2019	RFS-3996575	Petition Okiato Boundary for paper road
		Footpath Opuia School Kellet St
21/02/2020	RFS-3997123	Footpath Damage York St
11/02/2020	RFS 4001004	Mark Car Parks outside of Tennis Club
17/06/2020	RFS-4010977	Sign and barrier smashed by a car
17/06/2020	RFS-4011092	Drain blocked
17/06/2020	RFS-4011525	Collapsed drains etc
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	Errorsion by Matauwhi Bay (tree)
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
06/01/2021	RFS-4046814	Eroded track to Opua Beach – issue first raised July 2017
07/01/2021	RFS-4040743	Okiato footpath overgrown – footpath not usable anymore
21/01/2021	CE Office	Picnic Table Long Beach
16/02/2021	RFS-4037894	No Litter Road Signs - made by Russell School – to be installed
05/04/2021	RFS-4053917	Easter Weekend rubbish - awaiting a response on how to move forward
13/04/2021	RFS-4055188	Footpath/Drain mowing Prospect St
20/04/2021	RFS-4056203	Mowing needed - original RFS-4055188

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 2020 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 clearly with bollards
- Flooding of the upstairs level at Russell Town Hall on Sunday 14/2/2021

7.2 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2021**File Number:** A3195350**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 30 April 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	\$8,868.09
• 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
• Less funds granted and uplifted to 30 April 2021	\$108,568.80
• Less funds not uplifted from 4 March 2021 for Bay of Islands Rotary Club for 2021 Duck Race	\$1,974.00

Community Fund Account balance as at 30 April 2021	\$143,089.34
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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 30 April 2021 is \$143,089.34.

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 30 April 2021 is attached.

ATTACHMENTS

1. **Statement of Bay of Islands-Whangaroa Community Board Fund Account as at 30 April 2021 - A3195297** [↓](#)

Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of the Community Fund Account as at 30 April 2021

Allocation Grants & Donations Annual Budget 2020-21	161,239.00	
Community Board Placemaking Fund	33,333.00	
Uncommitted funds from 2019-20 carried forward	8,868.09	
Unused funds from 2019-20 (KOAST and Resilient Russell)	2,130.43	
Unspent from 2018/19 - Russell Baptist Church - Development of carport outside 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	
		253,632.14
Less Expenditure 2020/21 (Funds Uplifted)		
July 20		
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	
October 20		
Jacman Entertainment Ltd costs towards Hullabaloo Children's Arts Festival (Totara North Show)	1,955.00	
Russell Baptist Church costs towards new water tank	3,450.00	
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	

Far North District Council**Bay of Islands - Whangaroa Community Board****Statement of the Community Fund Account as at 30 April 2021**

Mohinui Marae for costs towards Whiti Whārua 5k fun run tagged for water bottles and tshirts	2,000.00
Russell Centennial Trust Board for costs towards Russell Museum promotional signage	2,000.00
New Zealand Red Cross for costs towards Paihia volunteer knitting group	2,000.00
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

April 2021

Bay of Islands Country Music Festival for costs towards Bay of Islands Country Music Festival	2,986.00
Waka Atea Wananga for costs towards Kaupapa Waka Atea	6,744.00

108,568.80

Balance as at 30 April 2021**\$145,063.34****Less Commitments 2020/21 as at 31 March 2021 (Funds not yet uplifted)****Meeting 04.03.21**

Bay of Islands Rotary Club for costs towards 2021 Duck Race	1,974.00
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\$1,974.00**Balance 30 April 2021 Uncommitted/(Overcommitted)****143,089.34**

7.3 FUNDING APPLICATIONS

File Number: A3192999

Author: Kathryn Trewin, Funding Advisor

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

TAKE PŪRONGO / 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 12 May 2021 meeting.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- The Bay of Islands-Whangaroa Community Board has \$114,089 unallocated funding available for the 2020/21 financial year.
- 9 new applications for funding have been received, requesting \$93,206

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$2348 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Canine Association for costs towards community dog education and training to support the following Community Outcomes:

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$3000 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands College for costs towards students attending Outdoor Pursuits Centre to support the following Community Outcomes:

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$8700 (plus GST if applicable) be paid from the Board's Community Fund account to Hapori Aquatics for costs towards updating facilities for community use to support the following Community Outcomes:

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$6750 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Football Club for costs towards storage facilities for equipment to support the following Community Outcomes:

- i) Communities that are healthy, safe, connected and sustainable

ii) Proud, vibrant communities**TŪTOHUNGA / RECOMMENDATION**

That the Bay of Islands-Whangaroa Community Board approves the sum of \$2958 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Gymnastics Club for fitout of the current facility to support the following Community Outcomes:

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$5000 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Open Art Studio Trail for KOAST 2021 to support the following Community Outcomes:

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$15,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Sports Complex for community playground equipment to support the following Community Outcomes:

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$9000 (plus GST if applicable) be paid from the Board's Community Fund account to Northland Coastguard Air Patrol for facilities upgrade to support the following Community Outcomes:

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$40,270 (plus GST if applicable) be paid from the Board's Community Fund account to Simson Park Management Committee for reroofing of facilities to support the following Community Outcomes:

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

1) TĀHUHU KŌRERO / 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) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Bay of Islands Canine Association	Community dog-training and education	\$2348 23%	\$2348 23%	This is the second year that the association have come to the Board for funding, with a similar application going to Kaikohe-Hokianga Board. As they have funds remaining (\$550), they have not provided a project report form, but have indicated that the classes they have run have been well-attended and supported.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community development
Bay of Islands College	Outdoor Pursuit Centre	\$3000 59%	\$3000 59%	The college has attempted to raise funds for students to attend the Outdoor Pursuits Centre and is struggling to fund the outstanding balance. Students attending have limited fundraising opportunities at this late stage	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community Development
Hapori Aquatics	Facilities upgrade (Kawakawa Pool)	\$8700 100%	\$8700 100%	While a larger upgrade has taken place at the facility, they have been unsuccessful in securing funding for the outstanding items. Although this application appears to be for 100% of the project, several hundred thousand dollars have already been spent on upgrading and maintaining the facilities.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Kerikeri Football Club	Storage facilities for equipment	\$6750 64%	\$6750 64%	The Kerikeri Football Club have secured funding for new equipment (nets and field maintenance), but have limited secure storage available. They are asking for assistance to purchase a secure container that can be moved to the new Waipapa facility if/when the sports hub is completed.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure
Kerikeri Gymnastics Club	Upgrade of facilities	\$2958 80%	\$2958 80%	The club has worked with the Men's Shed and supporters to design and build storage facilities for their venue. They require this funding to complete the project and install the storage at the club.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure
Kerikeri Open Art Studios Trail	KOAST 2021	\$5000 13%	\$5000 13%	The Board has supported KOAST previously. While it did not run in 2020 due to Covid-19, it is planning on operating again in 2021. Events Investment funding opens on 24 May (closing 24 June) and may be an alternative source of funding.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Kerikeri Sports Complex	Community Playground Equipment	\$15,000 6%	\$15,000 6%	The Kerikeri Sports Complex has previously received funding for a feasibility study for the playground. No project report has yet been received. This project is well supported by users of the facility, but it is recommended that if funding is granted, it is not released until the project report for the feasibility study is completed and returned.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure.

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Northland Coastguard Air Patrol	Upgrade of facilities	\$9000 17%	\$9000 17%	The Air Patrol is based at the Kerikeri Airport, but in a separate space from the land/sea Coastguard. Because of the nature of the work they do, and the space that is available, they are unable to share space, and need to upgrade their facilities to protect their assets.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure.
Simson Park Management Committee	Reroofing of facilities	\$40,270 62%	\$40,270 62%	This project has been worked on for some time. The Management Committee has worked with Council and applied for funding through other sources unsuccessfully. The building requires urgent re-roofing to prevent further deterioration.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure

Take Tūtohunga / 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

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

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

ĀPITI HANGA / ATTACHMENTS

1. Pages from BOIWCB - Application - Bay of Islands Canine Association - A3200611 [↓](#)
2. Pages from BOIWCB - Application - Bay of Islands College - A3200615 [↓](#)
3. Pages from BOIWCB - Application - Hapori Aquatics - A3200613 [↓](#)
4. Pages from BOIWCB - Application - Kerikeri Football Club - A3200617 [↓](#)
5. Pages from BOIWCB - Application - Kerikeri Gymnastics Club - A3200609 [↓](#)
6. Pages from BOIWCB - Application - Kerikeri Open Art Studios Trail (KOAST) 2021 - A3200612 [↓](#)
7. Pages from BOIWCB - Application - Kerikeri Sports Complex - A3200614 [↓](#)
8. Pages from BOIWCB - Application - Northland Coastguard Air Patrol Inc (NorthCAP) - A3200616 [↓](#)
9. Pages from BOIWCB - Application - Simson Park - A3200610 [↓](#)

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	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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

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- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	Bay of Islands Canine Association		Number of Members	40
Postal Address	255b Raihia Road, RD2, KAWAKAWA		Post Code	0382.
Physical Address	As above		Post Code	
Contact Person	Jill Northcoat	Position	Treasurer & Dog Trainer	
Phone Number	09 4040065	Mobile Number	027 2920995	
Email Address	northcoatextra.co.nz			

Please briefly describe the purpose of the organisation.

To promote Dog interests in Bay of Islands and wider Far North district communities including Dog education and Dog training of all dogs

Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Pet Dog Training Date 2021-2022

Location A+P Shaggrounds, KAIKOHE Time 5-30-8

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

If so, how much? Required to join club, then offered training Per free.

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

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

It will benefit Pet Dog owners to learn about dog ownership and training at a very low cost.

Please see attached letter and also supporting documents.

Letter

Program Outline + Application split 6m work

Financial return from last years funds

Bank Statement showing all balances 23/4/21.

Canine (and) Citizen brochure Dogs NZ

Letters of Support - Jen Fabb

Lyn Lucas

Go Heedly

Jois Buchanan

Bay of Islands Animal Rescue

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees 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		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		

*Please see attached.
Split into two board
community board
applications.*

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☐ No GST Number N/A

How much money does your organisation currently have? 2014/21 6729.39.

How much of this money is already committed to specific purposes? 5696.21.

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

Purpose	Amount
Club Reserves in hope of a base one day.	4546.00
A/C relating to recent C9C Event	
fees paid and A/C returns required	600.00.
Less 1/2rs funding not yet spent	550.21
TOTAL	5696.21.

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

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

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

Purpose	Amount	Date	Project Report Submitted
FNDC - Kaitake - Whangaroa	1500.00	1/6/20.	Y / (N)
BOI - Whangaroa	1732.00		Y / (N)
			Y / N

\$3232
N6965

Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Bay of Islands Canine Association

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Jim Northcott

Signatory Two

To Anne Healey

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Local Grant Application Form



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

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

Signatory One

Name Jim KATHRYN N. Naitheoat Position Treasurer, Dog Trainer
 Postal Address 255b Pahiia Road, RD2, KAWAKAWA Post Code 0882
 Phone Number 09 44040065 Mobile Number 027 2920995
 Signature [Signature] Date 6/5/21

Signatory Two

Name Jo Anne Heatley Position Vice President
 Postal Address 7048 State Highway 1, RD 2, Kaikohe Post Code 0472
 Phone Number 0274 Mobile Number 0274943235
 Signature [Signature] Date 01.05.2021

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Schedule of Supporting Documentation**Bay of Islands Canine Association**

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

1	Westpac Bank Statement from 12 April 2021 to 23 April 2021
2	Program Outline costs 2021 to 2022 x2 pages
3	Summary of Revenue and costs 2020 to 2021
4	Annual Report for the year ended 30 June 2020 x4 pages
5	FNDC Letter of agreement 12 June 2020
6	The Project x4 pages
7	Support Letter – Bay of Islands Animal Rescue
8	Support Letter – Jo Heatly (Vice President B.O.I Canine Assoc)
9	Support Letter – Jen Z
10	Support Letter – Lois Buchanan
11	Support Letter – Lynne Lucas
12	Photos / Brochure x2 pages

BOICA CGC Program outline costs - 2021 TO 2022

Offer Pet Dog training to public for no fee
Just to join the club.
estimated costs from now thru to June next year.

Planned Training Classes	Training Nights	Rent/Field Grounds		Trainers' equip	Stipend Conc	Advert	Total
		Kaitake	Elsewhere				
Term 2	11/05/2021 25/05/2021	8	360	\$ 656			
Term 3	3/06/2021 14/09/2021	7	280	\$ 574			
Term 4	15/10/2021 7/12/2021	6	160	\$ 656			
Term 1	8/02/2022 29/03/2022	8	320	\$ 656			
Term 2	2/05/2022 14/06/2022	7	140	\$ 574			
38							
Dog Talks/spe Dog Talks/special training sessio	6	\$ 120		\$ 492	\$ 80	\$ 80	\$ 752
Total Costs		\$ 560	\$ 600	\$ 3,116	\$ 200	\$ 50	\$ 4,226
		\$ 560	\$ 600	\$ 3,608	\$ 200	\$ 110	\$ 5,478
Last Funding still unspent 2020 yr.							
							\$ 530
							\$ 4,928

Vol Hours value hours
3 hours per Training times 2
5 hours per talk

+38*213 228 20 \$ 4,560
+5*215 80 20 \$ 1,200
= \$ 5,760

50% \$ 11,238

As per FVDC Form layout and split across two Community Boards

	Kaitake	BCI
rent/Trage facilities	\$ 1,180	\$ 590
Advertising/promotion	\$ 100	\$ 50
Administration/Stationery	\$ 280	\$ 140
Equipment Purchase	\$ 200	\$ 100
Hardware	\$ -	\$ -
Consumables refreshments	\$ 110	\$ 55
Travel Village (2 Trainers)	\$ 3,528	\$ 1,804
Volunteer expenses reimbursement		
Volunteer Value (\$20ph)	\$ 5,760	\$ 2,880
	\$ 11,238	\$ 5,760
Total costs (including Vol hrs)		
Amount Requested (and Vol Hours)	\$ 5,619	\$ 5,619
less funds still unspent	\$ 2,739	\$ 2,739
Amount Funding sought per Comm Board	\$ 150	\$ 391
	\$ 2,580	\$ 2,348

Local Grant Application Form



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- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	<u>BAY OF ISLANDS COLLEGE</u>	Number of Members	<u>400+</u>
Postal Address	<u>PO Box 58, KAWAKAWA</u>	Post Code	<u>0243</u>
Physical Address	<u>1-9 DERRICK ROAD, KAWAKAWA</u>	Post Code	<u>0210</u>
Contact Person	<u>DIANA GREEN</u>	Position	<u>EXECUTIVE OFFICER</u>
Phone Number	<u>09 4041055 ext 205</u>	Mobile Number	
Email Address	<u>dig@boic.school.nz</u>		

Please briefly describe the purpose of the organisation.

TO PROVIDE EDUCATION FOR YEAR 9 – YEAR 13 STUDENTS

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity OPC School Adventure Challenge 5 days Date 23 August 2021

Location Outdoor Pursuits centre - Whangaroa Time

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

If so, how much?

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

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

Our Year 9 & 10 students have the opportunity to attend a 'School Adventure Challenge 5 days' @ Sir Edmund Hillary Outdoor Education Trust. It is designed to teach about outdoor safety, first aid, rock climbing etc and to support & learn about each other. It gives them an experience that some students may never try in other situations. Most students come back with a different outlook on life for the better and their interaction with others improves.

We are working to keep the cost low so that all students in those levels have the opportunity to attend. My job is to find funding to cover the balance.

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A2686814

(version Sept 2018)

Page 2

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:

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- 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	2,000.00	2,000
Advertising/Promotion		
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	5087.00	3,000
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 11-581-927

How much money does your organisation currently have? \$429,071.47

How much of this money is already committed to specific purposes? \$429,000

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

Purpose	Amount
Salaries	\$239,000
Consumables	\$100,000
Property and Rates, Rates etc	\$90,000
TOTAL	\$429,000

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

Funding Source	Amount	Approved
BOI Rotary (support students)	\$200.00	<u>Yes</u> / Pending
Pub Charity bus portion	\$5087.00	Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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A2696814

(version Sept 2018)

Page 4

Local Grant Application Form



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

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

Signatory One

Name DIANA GREEN Position Executive Officer
 Postal Address PO BOX 55, KAWAKAWA Post Code 0243
 Phone Number 09 4041055 ext 205 Mobile Number _____
 Signature [Signature] Date 7/5/21

Signatory Two

Name Edith Panting-Davis Position Principal
 Postal Address 1-8 Derrick Rd Post Code 0210
 Phone Number 021 0225448 Mobile Number 09 4041055
 Signature [Signature] Date 7/05/2021

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A2686814

(version Sept 2018)

Page 6

Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

BAY OF ISLANDS COLLEGE BOARD OF TRUSTEES

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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Page 5

Local Grant Application Form



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- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

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- ☐ Programme/event/project outline
- ☒ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Hapori Aquatics, a partnership of Community Business and Environment Centre and Belgravia Leisure		Number of Members	221 members 3000 users
Postal Address	PO Box 503, Kaitia		Post Code	0441
Physical Address	190 Pukepoto Road, Kaitia		Post Code	0410
Contact Person	Carolyn Barnes	Position	Operations Manager	
Phone Number	09 4089709	Mobile Number	0273065390	
Email Address	carolyn@cbecc.co.nz			

Please briefly describe the purpose of the organisation.

Hapori Aquatics is the 50/50 partnership between Community Business and Environment Centre and Belgravia Leisure and have secured the contract to manage the Bay Of Islands Recreation Centre and the Far North Community Swimming Pools.

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A2586814 (version Sept 2018)

Page 1

Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date
Location Time

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

If so, how much?

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

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

Hapori Aquatics, a partnership between CBEC - Community Business and Environment Centre and Belgravia Leisure have been managing the Bay Of Islands Recreation Centre since 1 May 2020.

The aim of Hapori Aquatics and the Rec Centre is to encourage the local community into active recreation and sport, enrich lives and create wellbeing through play, exercise and fitness.

Membership has quadrupled since May 2020 to 221 members. Monthly visits to the facility are now averaging over 3000. While receiving the Covid wage subsidy in May 2020 our staff completed painting large areas of the facility to make it more appealing to members. We would like to continue to improve the facility to attract and retain even more community members.

The contract to manage this facility (and three seasonal pools at Kerikeri, Kaikohe & Kaitia) is extremely lean with Far North District Council providing funding for the Pool side of the contract, memberships are meant to keep the gymnasium running but do not provide the cash flow for capital improvement. Hapori has spent a considerable amount of money (over 100k) on new gym equipment, painting the Mezzanine cardio area, painting the meeting room, providing mirrors and posters etc for the gym area.

Any capital improvements for this building come from Sport Northland who apply for funding for any works required. They have not successfully secured any funding for any building improvements this financial year.

We have been running a Customer Satisfaction Survey and have had many requests for heaters in the changerooms which are freezing cold in the winter. There are many elderly or disabled users of the changerooms.

We also need to replace windows in the second floor of the new cardio area as the old ones are unsafe and have been sealed shut due to health and safety issues. This area also has chipboard floor which is in a bad state and we have got a very reasonable quote for laying carpet in this area.

We do not have an annual financial return yet as our first end of financial is due on 1 July 2021. We have attached a Profit and Loss for the Kawakawa facility which shows a small profit in the 12 months to date. We did expect to have a small loss in the first year of this contract as we have made considerable investments as mentioned above. This contract is a 3 year term with a 3 by 3 by 1 year renewal clause.

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A2686814 (version Sept 2018)

Page 2

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Heaters for mens and womens changerooms	3093	3093
Replace windows in Mezzanine level	3504	3504
Lay carpet in Mezzanine Level	2104	2104
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	8700	

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Fortnightly payroll, Inland Revenue, Creditor payments, \$60,000 loan from CBEC for cash flow purposes.	Expect loan to be paid off by end of June 2021
TOTAL	

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

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

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

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

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A268814

(version Sept 2018)

Page 4

Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Hapori Aquatics

We, the undersigned, declare the following:
in submitting this application:

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

Signatory One

Signatory Two

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[version Sept 2018]

Page 5


Local Grant Application Form




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

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

Signatory One

Name	<input type="text" value="Carolyn Barnes"/>	Position	<input type="text" value="Operations Manager CBEC"/>
Postal Address	<input type="text" value="PO Box 503, Kaitia"/>		Post Code <input type="text" value="0441"/>
Phone Number	<input type="text" value="09 4089709"/>	Mobile Number	<input type="text" value="0273065390"/>
Signature			Date <input type="text" value="07/05/2021"/>

Signatory Two

Name	<input type="text" value="Mark Blake"/>	Position	<input type="text" value="General Manager Belgravia"/>
Postal Address	<input type="text" value="PO Box 503, Kaitia"/>		Post Code <input type="text" value="0441"/>
Phone Number	<input type="text" value=""/>	Mobile Number	<input type="text" value="021542514"/>
Signature			Date <input type="text" value="07/05/2021"/>

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A2686814

(version Sept 2018)

Page 6

Local Grant Application Form



Instructions

Please read carefully:

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

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

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

Applicant details

Organisation	KERIKERI FOOTBALL CLUB	Number of Members	430+
Postal Address	PO Box 601, KERIKERI	Post Code	0245
Physical Address	HARMONY LANE, KERIKERI	Post Code	0293
Contact Person	REBECCA EASTLAKE	Position	COMMITTEE
Phone Number	09 409 7118	Mobile Number	027 665 2468
Email Address	raeastlake@gmail.com		

Please briefly describe the purpose of the organisation.

Operates a sports club for ages 3yrs +

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity 20 FOOT SHIPPING
PURCHASE OF CONTAINER Date ASAP
Location BAYSPORT, KERIKERI Time
Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No
If so, how much? N/A.

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

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

SECURE,
WE REQUIRE ADDITIONAL SAFE, DRY STORAGE FOR
EQUIPMENT IN EXCESS OF OUR CURRENT GEAR
SHED. A SHIPPING CONTAINER WOULD BE A
GREAT LOW COST OPTION AND WOULD ALLOW
US TO MOVE IT WHEN THE CLUB RELOCATES
TO THE SPORTSHUB. WE COULD USE IT AS
A PERMANENT EQUIPMENT LOCKER FOR OUR
NEW MOWER + TRAILER WHICH WE HAVE
JUST PURCHASED TO ALLEVIATE THE
STRAIN ON THE EXISTING STORAGE.
WE WOULD ALSO ASK THAT THE FUND
CONSIDER SHELVEING, QUOTES SUPPLIED,
SO WE MAY OPTIMISE THE USAGE OF
THE CONTAINER.

THE CONTAINER WILL ENSURE LONGEVITY OF
EQUIPMENT FOR THE USE OF ALL OUR MEMBERS.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
CONTAINER + SHELVING.	7500.00	3750.00
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) ^{People Hours} 10 @ 15	3,000	not applicable
Other (describe) ^(Working Bee + Funding App'n + Coaching etc)		
TOTALS	10,500.00	6,750.00

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

List the purpose and the amounts of money already tagged or committed (if any): ** shortfall from member funds owing.*

Purpose	Amount	
PURCHASE OF SPORTS EQUIPMENT	47,093.93	* PUB CHARITY GRANT
ONGOING WORKING CAPITAL	2,000.00 2,000.00	
RELOCATION FUND (CAPITAL FOR FUTURE COST - SPORTSING)	15,000.00	
ACCOUNTS PAYABLE (Affiliation fees Estimated)	15,000.00	
Savings A/C (Capital fund)	23,009.10	
TOTAL	102,103.03	

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

Funding Source	Amount	Approved
NIL		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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A2656514

(version Sept 2018)

Page 4

Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)


KERIKERI FOOTBALL CLUB

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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Local Grant Application Form



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

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

Signatory One

Name REBECCA EASTLAKE Position COMMITTEE
 Postal Address P O Box 115, KERIKERI Post Code 0245
 Phone Number Mobile Number 027 665 2468
 Signature [Signature] Date 8/5/2021

Signatory Two

Name JAMES COLEMAN Position NORTHERN REGION FOOTBALL AREA MANAGER
 Postal Address 213 Purerua Road RD1 KERIKERI Post Code 0294
 Phone Number 027 381 7961 Mobile Number 027 381 7961
 Signature [Signature] Date 07/05/2021

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A2686514

(version Sept 2018)

Page 6

Local Grant Application Form



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

Applicant details

Organisation	Kerikeri Gymnastics Club	Number of Members	239
Postal Address		Post Code	
Physical Address	1901 State Highway 10, Waipapa	Post Code	0295
Contact Person	Jaime Pavlicevic	Position	Club President
Phone Number		Mobile Number	02041123405
Email Address	jaime@kerikerigymnastics.co.nz		

Please briefly describe the purpose of the organisation.

We promote achievement for all, providing gymnastics programmes in a fun and safe environment, delivering quality coaching that enables our members to confidently develop fundamental movement skills.

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

Our members and their families/whanau, operational staff, volunteer committee, the Northland gymnastics community (visiting club's members and families), and the wider local Kerikeri community will all benefit from the proposed improvements to our facility environment.

This fit-out aims to ensure we are operating our nine programmes for over 200 members in an environment that is welcoming, safe and fit-for-purpose.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	\$2661.98	\$2661.98
Utilities		
Hardware (e.g. cement, timber, nails, paint)	\$296.22	\$296.22
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	\$700.00	not applicable
Other (describe)		
TOTALS	\$3658.20	\$2958.20

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Rent	\$5,000
Wages	\$3020.55
TOTAL	\$8020.55

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

Funding Source	Amount	Approved
ITM Discount	\$500	Yes / Pending
Mens Shed	\$400	Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

Kerikeri Gymnastics Club Incorporated

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
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 - 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

JL Pavlicevic

Signatory Two

Rebecca Davison

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Local Grant Application Form



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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.
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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	Jaime Pavlicevic	Position	Club President
Postal Address	31B Skudders Beach Road, Kerikeri	Post Code	0294
Phone Number		Mobile Number	02041123405
Signature	<i>Jaime Pavlicevic</i>	Date	5 May 2021

Signatory Two

Name	Rebecca Davison	Position	Club Secretary
Postal Address	7 Homestead Road, Kerikeri	Post Code	0230
Phone Number		Mobile Number	0273727712
Signature	<i>Rebecca Davison</i>	Date	5 May 2021

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Schedule of Supporting Documentation**Kerikeri Gymnastics Club**

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

1	ASB Transaction History Report from 6 April 2021 to 5 May 2021 x5 pages
2	Project Background x3 pages
3	Child Protection Policy x36 pages
4	Quote – Bay of Islands ITM – Waipapa (Men's Shed)
5	Quotes – Photo's of items x 4 pages

Local Grant Application Form

20 pages



Instructions

Please read carefully:

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

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

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

Applicant details

Organisation	<input type="text" value="Kerikeri Open Art Studios Trail (KOAST) 2021"/>	Number of Members	<input type="text" value="see attached"/>
Postal Address	<input type="text" value="59 Stanners Road"/>	Post Code	<input type="text"/>
Physical Address	<input type="text" value="Kerikeri"/>	Post Code	<input type="text" value="0295"/>
Contact Person	<input type="text" value="Bruce MacGregor"/>	Position	<input type="text" value="Chair of KOAST"/>
Phone Number	<input type="text" value="09 407 3383"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text" value="info@koast.org.nz"/>		

Please briefly describe the purpose of the organisation.

- | | | |
|---|--|--------------------------------------|
| 1 Create a mutually supportive environment in which local artists can showcase their original work to a wide audience | 2 Promote Kerikeri as a centre of artistic endeavour and tourist destination | 3 Open artists studios to the public |
|---|--|--------------------------------------|

Local Grant Application Form



Project Details

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

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Location Kerikeri - various locations

Date 23 - 25 October

Time 10 - 4 daily

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

☐ Yes ☒ No

If so, how much?

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

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

The Kerikeri Open Art Studios Trail (KOAST) is held annually over three days during the Labour Weekend - 23 - 25 October 2021. We are currently planning and setting up the 7th event for the Kerikeri area. The event has grown since its establishment from hosting 32 artists in the first couple of years with an estimated 1000 visitors to more than 65 artists participating. During 2019 it attracted over 3000 visitors.

KOAST is the only community based art trail event in the Kerikeri area. It is family friendly and has a high degree of local participation and engagement, from the artists taking part, the local outlets who sell the Trail Guides and the volunteers on the committee and workgroups to local visitors as well as the tourists from outside the region.

One of KOAST 2021's objectives is not only to increase the number of local visitors but also attract a greater number of visitors from outside the Bay of Islands area. These visitors will benefit the whole community - businesses, accommodation providers, cafes, and tourist attractions. We are increasing our advertising and marketing budget to include additional social media posting and advertising direct to the specific target market (which will be starting in May and June) and additional national publications. We intend to maximise our reach to New Zealanders travelling/sightseeing in their own backyard - this is an opportunity for the Kerikeri area from a tourism perspective as well as for the community of KOAST artists as well as local collectors and attendees.

As part of the marketing, we also intend to increase print and production of rack cards and trail guides. We believe this is critical to the success of KOAST 2021. The increased number of rack cards will enable us to widen their distribution to iSites and other locations in Auckland and Whangarei and Wellington (from where according to the survey done in 2019 a relatively high percentage of visitors came). We will also target Waikato and Bay of Plenty for the same reason. To accommodate increased visitors we will look to increase the number of Trail Guides printed.

To ensure more local visitors are gained, the cinema advertisements will be run for a longer period and the rack cards are being put into Pahiia, Kerikeri, Opononi, Kaitia, Rawene and Whangarei iSites during May, and the cinema advertisements are being run for an extended period of time during September/October.

KOAST supports emerging artists, art students, and established artists. In 2021 we seek to hire two quality group venue spaces, very suitable to displaying and exhibiting a diversity of art disciplines. Each of the venues will showcase invited guest artists who and local artists. Each venue will be curated and managed by the exhibiting artists. These are Kingston House and The Turner Centre. As well, Kerikeri Retirement Village have offered space as another venue which will ensure another community segment is engaged - both the residents, those running the village, the families who live locally and families from out of the area.

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	4034	
Advertising/Promotion	9500	
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	1000	
Equipment Hire		
Equipment Purchase (describe) Additional/new flags to mark studios	6133	
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)	7400	not applicable
Other (describe) Design and production of trail guides and rack cards	9861	5000
TOTALS	37,937	5000

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have? as at 3 May 2021

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

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

Purpose	Amount
Tagged - KOAST Reserve	4000
Tagged - Advertising and marketing	6065
Committed - Online Bay of Islands gallery registrations	2340
TOTAL	12,405

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

Funding Source	Amount	Approved
Kingston House Donation	800.00	Yes Pending
Turner Centre Donation	740.80	Yes Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Creative Communities trail guide	2214	September 2018	Yes /
Community Board venues and signs	2000	July 2019	Yes /
COGs - guide design	2700	2019	Yes /
Creative Communities - guide print	2000	2019	Yes /

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)

KOAST Kerikeri Open Art Studios Trail

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



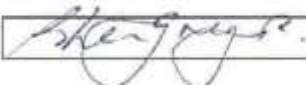
Local Grant Application Form




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

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

Signatory One

Name	Bruce MacGregor	Position	Chair
Postal Address	59 Stanners Road, Kerikeri	Post Code	0295
Phone Number	09 4073383	Mobile Number	021 983 913 (please use the landline if possible)
Signature		Date	3 May 2021

Signatory Two

Name	Penny Fewkes	Position	Secretary
Postal Address	70 Reinga Road, Kerikeri	Post Code	0230
Phone Number		Mobile Number	0276856264
Signature		Date	3 May 2021

Schedule of Supporting Documentation

Kerikeri Open Art Studios Trail (KOAST) 2021

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

1	ASB Transaction History Report from 1 May 2021 to 31 March 2021
2	ASB Transaction History Report from 1 April 2021 to 3 May 2021
3	Income and Expense breakdown for financial year 24 February 2019 to 22 March 2020
4	Quote – Design & Print - 7336
5	Quote – Design & Print - 7344
6	Quote – Design & Print - 7337
7	Quote – Design & Print - 7416
8	Quote – Cre8 Website Design
9	Quote – Printrite
10	Quote – Turner Centre
11	Timelines as at April 2021 x3 pages
12	Letter - KOAST 2021 Membership (Friends and Exhibitors)

Local Grant Application Form



Instructions

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- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	KERIKERI SPORTS COMPLEX INCORPORATED		Number of Members	1,100
Postal Address	P.O. BOX 452, KERIKERI		Post Code	0245
Physical Address	71 WAIPAPA ROAD (REMARIE KAPA DRIVE)		Post Code	0230
Contact Person	ANGIE BARKER	Position	COMMITTEE MEMBER	
Phone Number	021 495 117	Mobile Number	021 495 117	
Email Address	benandange@gmail.com			

Please briefly describe the purpose of the organisation.

The purpose of the Kerikeri Sports Complex is to be a premium provider for sport, recreation & leisure in the mid to far North.

Local Grant Application Form



Project Details

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

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

The Kerikeri Sports Complex (KKSC) is seeking funding for a community playground at the site shared by the Kerikeri Netball Club, Kerikeri Rugby Club and soon to be the Kerikeri Squash club. The area is also bordered by a growing residential population that will all be able to access the playground. The vision for this facility is an inter-generational play area that can cater for the young, and the young at heart, while other family members are participating in either training for their sport or playing their competition round sport.

The national standard for playgrounds is 4 for every 1000 children. Currently in our region we average 1 playground per 1000 children. Growing the number of safe, dedicated play spaces for our community is important. The land is owned by FNDC and landowner consent has been obtained. In addition an annual maintenance provision is in the LTP for 2021-2031.

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A268814 (version Sept 2018)

Page 2

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²	\$30,000.00	
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) \$144,415.85 incl. GST.	Playground equip (see attached) \$91,228 + GST - EQUIP \$34,351 + GST - WHEEL CHAIR - TRAMP	\$15,000.00
Utilities		
Hardware (e.g. cement, timber, nails, paint)	\$50,000.00 - SAFETY SURFACE	
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$224,415.85	\$15,000.00

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 104-700-543

How much money does your organisation currently have?

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

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

Purpose	Amount
NORMAL OPERATING EXPENSES, NO CAPITAL PROJECTS	VARIOUS, ANNUALLY.
TOTAL	

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

Funding Source	Amount	Approved
SEE ATTACHED.	\$55,910.00	Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
LOCAL COMMUNITY GRANT FUND	\$10,000.00	09.19	(Y) / N
			Y / N
			Y / N
			Y / N

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Page 4

Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

KERIKERI SPORTS COMPLEX INCORPORATED

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

A. Baker

Signatory Two

[Signature]

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A2686814

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Page 5

Local Grant Application Form



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

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

Signatory One

Name ANGELA BARKER Position COMMITTEE MEMBER
 Postal Address 20 AWHITU ROAD, KERIKERI Post Code 0230
 Phone Number Mobile Number 021 495 117
 Signature ABarker Date 02.05.2021

Signatory Two

Name ROBERT SLOOM Position COMMITTEE MEMBER
 Postal Address 39 FURNISS ROAD, KERIKERI Post Code 0293
 Phone Number Mobile Number 021 2481312
 Signature [Signature] Date 04.05.2021

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A2688814

(version Sept 2018)

Page 6

Schedule of Supporting Documentation**Kerikeri Sports Complex Inc**

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

1	ASB Bank Statement as at 25 March 2021
2	Community Donations Breakdown
3	Performance Report for the year ended 31 March 2020 x16 pages
4	Business Plan 4 May 2021 x10 pages
5	Letter – Ben Perry of scope of work
6	Concept Design Proposal / Quote – Playground People Ltd x12 pages

Local Grant Application Form



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline *→ as part of Bus. Plan*
- ☒ 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 *NOT APPLICABLE*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Northland Coastguard Air Patrol Inc (NorthCAP)	Number of Members	20
Postal Address	PO Box 186 Kerikeri	Post Code	0245
Physical Address	Bay of Islands Airport, Wiroa Road, Kerikeri	Post Code	0293
Contact Person	Ted Kirkbride	Position	President
Phone Number		Mobile Number	021-872-854
Email Address	kirkbride75@inet.net.au		

Please briefly describe the purpose of the organisation.

NorthCAP is an Incorporated Society, affiliated to Royal Coastguard New Zealand
We provide emergency response service to Coastguard, Police, LandSAR, etc

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

Our activity is the operation of a search aircraft from Kerikeri airport; at our hangar and operations room, we do flight planning, flight following, communications, administration and training. Refurbishing our premises will allow us to maintain the standards expected by Coastguard NZ so we can continue to provide our services to the communities across all of Northland. The refurbishment project will allow us to attract and retain the volunteers we need to maintain our service; this in turn will benefit members of the community when and if they call for a rescue

The community will benefit from having a well equipped, well trained and well resourced local response organization. Our volunteers will benefit from the provision of welfare facilities that are currently lacking

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees 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		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Refurbishment project, as per Business Case	53,000	9,000
TOTALS	53,000	9,000

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

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Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Purchase of an new aircraft - in cooperation with Coastguard New Zealand	112,000
Contribution to the refurbishment project	10,000
TOTAL	122,000

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

Funding Source	Amount	Approved
Business Case submission to Coastguard New Zealand	30,000	Yes / Pending
Community Organization Grant Scheme - COGS	9,000	Yes / Pending
Pub Charity	5,000	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
Nil			Y / N
			Y / N
			Y / N
			Y / N

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A2686914

(version Sept 2018)

Page 4

Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Northland Coastguard Air Patrol Incorporated

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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Local Grant Application Form



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

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

Signatory One

Name	<input type="text" value="Ted KIRKBRIDE"/>	Position	<input type="text" value="President"/>
Postal Address	<input type="text" value="141 Pungaere Road, RD2, Waipapa"/>		Post Code <input type="text" value="0295"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021-872-854"/>
Signature	<input type="text" value="De"/>	Date	<input type="text" value="29/4/21"/>

Signatory Two

Name	<input type="text" value="Jannis KENNEDY"/>	Position	<input type="text" value="Secretary"/>
Postal Address	<input type="text" value="46 Maungakaretu Rd, RD 2, Kerikeri"/>		Post Code <input type="text" value="0295"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021-16 222 16"/>
Signature	<input type="text" value="Kennedy"/>	Date	<input type="text" value="29/4/21"/>

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Schedule of Supporting Documentation

Northland Coastguard Air Patrol Inc (NorthCAP)

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

1	ASB Bank Statement as of 29 April 2021
2	End of Financial Year 2019 – 20 x4 pages
3	Health and Safety Plan
4	Business Plan 2021-22 x8 pages
5	Refurbishment Plan
6	Quotes – Ops room
7	Quote – Carpet Court
8	Quote – Office Products Depot
9	Quote – Office Products Depot
10	Quotes – Hanger
11	Quote – Linda Pattinson x2
12	Quotes – Amenities
13	Quote – Mitre 10 Kerikeri x3 pages
14	Email correspondence – Ted Kirkbride – Work to follow

Local Grant Application Form



Instructions

Please read carefully:

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

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3 (A)
- ☒ Most recent bank statements and (signed) annual financial statements (B)
- ☒ Programme/event/project outline (C)
- ☒ A health and safety plan *54 pages*
- ☒ Your organisation's business plan (if applicable)
- ☒ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation Simson Park Hall & Park Management S.P.H
 Number of Members 1000+
 Postal Address 10 Plunket St, Moerewa Post Code 0211
 Physical Address Leaity St Moerewa Post Code 0211
 Contact Person Pamela - Anne Position Special Projects Officer
 Phone Number 027 911 5580 Mobile Number 027 911 5580
 Email Address pamela.anne.2@gmail.com

Please briefly describe the purpose of the organisation.

Simson Park Hall Committee's purpose is to provide an affordable events venue for whanau to utilise for community or whanau

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gathering's to create connections & belonging. For a poverty stricken area this venue is an integral part of our community.

Local Grant Application Form



Project Details

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

☐ Te Hiku ☐ Kaipara-Kaikōhanga ☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity SPH Roofing Project Date 9/5/2021
Location Moerua - SPH Time NA

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

If so, how much? NA

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

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

as attached as appendix "c"

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees 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		
Volunteer Expenses Reimbursement		
Wages/Salary		
Volunteer-Volunteer (\$20/hr) other	\$25,000	Donation in kind with total volunteer hours 500 annually x \$50ph = \$25K
Other (describe) = Roofing of Hall - Replaced.	\$40,270-00	\$40,270-00
TOTALS	\$40,270-00	40,270-00

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

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(version Sept 2016)

Page 3

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Ongoing running costs	
* POWER \$1,100	
* Insurance \$800	\$1,900 -
TOTAL	\$1,900 -

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

Funding Source	Amount	Approved
Foundation Northland-FN	\$25,000K	Yes / Pending
our intention is to apply for funding from FN		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Simson Park has received funding from FNOC recently with the fencing of the domain as of last week, 5 May 2021, so funding but not directly through our committee.			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Simson Park Hall & Park Management Committee

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Special Projects Officer

Signatory Two

Chairman

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Page 5

Local Grant Application Form



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

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

Signatory One

Name P. A. Ngohe-Simon Position Special Projects officer
 Postal Address 190 Otiria Rd, RDI Kawakawa Post Code 0281
 Phone Number 027 911 5580 Mobile Number 027 911 5580
 Signature [Signature] Date 9/5/2021

Signatory Two

Name Laurie Anderson Position Chairman
 Postal Address 10 Plunket St, Moerewa Post Code 0211
 Phone Number 021 268 1231 Mobile Number 021 268 1231
 Signature [Signature] Date 9/5/2021

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7.4 FAR NORTH DISTRICT COUNCIL FOOTPATH PROGRAMME**File Number: A3199495****Author: Sandi Morris, Road Safety and Traffic Planning Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To seek approval for the 2021/2022-year footpath programme for the Bay of Islands Whangaroa Community Ward.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- There is a total of \$150,000 available for New Footpath in the Bay of Islands Whangaroa Community Ward.
- An additional \$320,000 has been proposed to Waka Kotahi New Zealand Transport Agency (NZTA) for new footpath projects from the 2021/2022 financial year at the revised Financial Assistance Rate of 69%.
- Waka Kotahi requires footpaths to have a strong emphasis on safety and accessibility so new measures have been introduced into the 'footpath matrix'.
- Due to recent impacts on Central Government budgets, the previous funding allocations from the 'Low Cost Low Risk Activity Class, is unlikely to be accepted for the 2021/2022 financial year. The outcome of this funding allocation may not be known until September 2021.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands Whangaroa Community Ward.:

- a) **Agree to the 2021/2022 footpath programme to include the following 'top ten' prioritised and subject to funding availability:**
 - i) **Baker Street Russell – Chapel Street to Robertson Street (Est \$50k)**
 - ii) **Church Street Russell – Chapel Street to Wellington Street (Est \$75k)**
 - iii) **Queen Street Russell – Wellington Street to Little Queen Street (Est \$40k)**
 - iv) **Bowen Street Kawakawa – McFarlane to End (Est \$30k)**
 - v) **Florence Ave Russell – Hope Avenue to Pomare Road (Est \$240k)**
 - vi) **Omaunu Road Kaeo – Cemetery Road to Whangaroa Health (Est \$400k)**
 - vii) **Beresford Street Russell – Chapel Street to Long Beach Road (Est 65k)**
 - viii) **Purerua Road – Bol Academy to Taranui Road (Est \$250k)**
 - ix) **Taumatamakuku Settlement Road Moerewa – (Est \$150k)**
 - x) **Reed Street Moerewa– Leaity Street to Pembroke Street (Est \$70,000)**
- b) **Identify and recommend to Council a list of footpaths from the above priority safety programme to the value of \$150,000 to be constructed 100% funded from Far North District Council Funds.**

1) TĀHUHU KŌRERO / BACKGROUND**NZTA Footpath Funding**

Government, through the Ministry of Transport, published the Road to Zero strategy for 2020-2030 and the initial 3-year implementation plan in December 2019, prior to the COVID pandemic.

The Road to Zero strategy prioritises funding commitments for its transport vision, and 'new footpaths' were placed at number 4 on a list of 15 strategic priorities for funding to 'Enhance safety and accessibility of footpaths, bike lanes and cycleways'.

Due to the global pandemic, some funding prioritises have been reorganised to enhance general road safety with more stringent guidelines.

The outcome of any funding changes will not be realised until August/September 2021.

Bay of Island Whangaroa Community – Footpath Matrix Amendments

While the former footpath matrix methodology was accepted by Waka Kotahi NZTA, under the new central government strategy additional safety and accessibility measures have been added. The new matrix attributes are now as follows:

- School (within certain distance)
- Tourist Route
- Berm Space
- Existing Footpath
- Existing Link
- Trip Generation
- NEW - Posted and Operated Speed Limit
 - *Posted = Roadside signs/Legal Speed Limit*
 - *Operating = the speed at which drivers operate the vehicle*
- NEW - One Network Framework (ONF)
 - *The ONF is the national classification system. It is used to determine the function of our roads and streets, and to inform decision making.*
- NEW - Crash Analysis System (CAS)
 - *CAS is a data collection system which provides tools to analyse and map crashes and enables users to identify high risk locations and monitor trends and crash sites. The source data is gathered from NZ Police crash reports.*
- NEW - Annual Average Daily Traffic (AADT)
 - *AADT is a measure used primarily in transportation planning, engineering and retail location. It is the total volume of vehicle traffic of a highway or road for a year divided by 365.*

These new measures have now been accepted by Waka Kotahi NZTA.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

There is a total of \$150,000 available for New Footpaths in the Bay of Islands Whangaroa Community Ward. This is allocated by Far North District and is 100% funded from Far North District funds.

An additional \$320,000 per annum, has been proposed to Waka Kotahi New Zealand Transport Agency for new footpath projects from the 2021/2022 to 2023/2024 financial years (3-year programme). The annual programme should attract the revised financial assistance rate (FAR) of 69%.

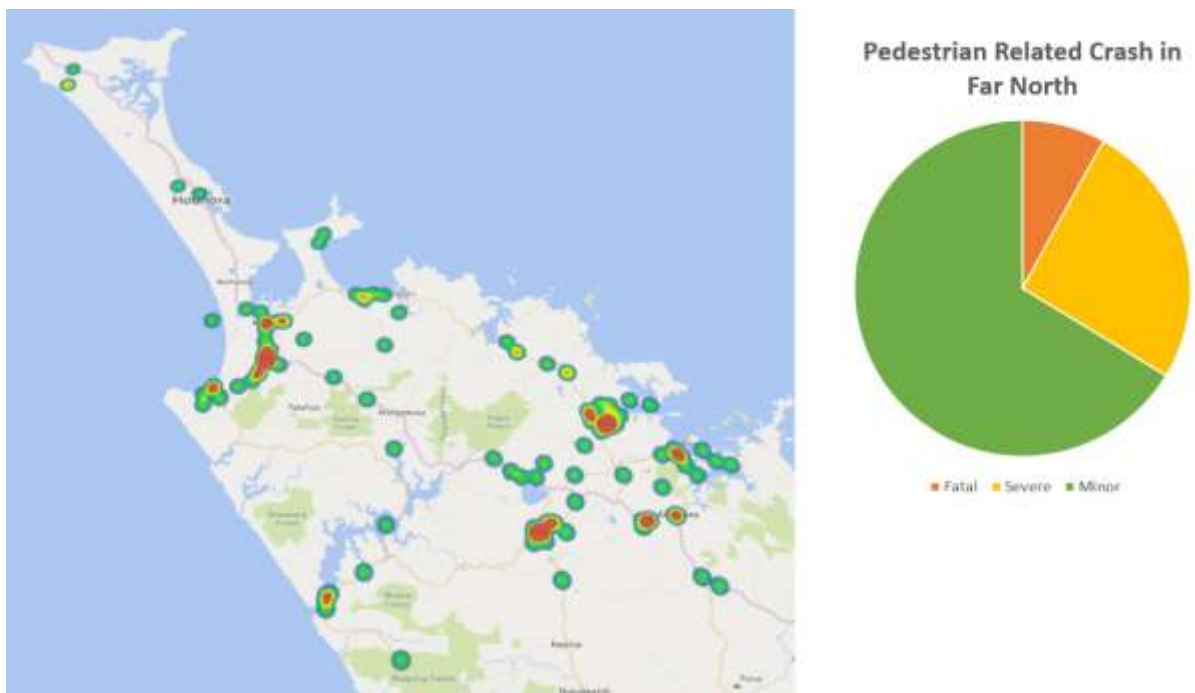
While the former footpath matrix methodology was accepted by Waka Kotahi New Zealand Transport Agency, under the new central government strategy additional safety and accessibility measure have been added. The new matrix attributes are now as follows:

- School (within certain distance)
- Tourist Route
- Berm Space
- Existing Footpath
- Existing Link
- Trip Generation
- NEW – Posted and Operating Speed Limit
 - *Posted = Roadside signs/Legal speed limit*

- Operating = the speed at which drivers operate the vehicle (where available)
- NEW – One Network Framework (ONF)
 - The ONF is the national classification system. It is used to determine the function of our roads and streets, and to inform decision making.
- NEW – Crash Analysis System (CAS)
 - CAS is a data collection system which provides tools to analyse and map crashes and enables users to identify high risk locations and monitor trends and crash sites. The source data is gathered from NZ Police crash reports. A copy of the
- NEW – Annual Average Daily Traffic (AADT)
 - AADT is a measure used primarily in transportation planning, engineering and retail locality. It is the total volume of vehicle traffic of a highway or road for a year divided by 365.

The new attributes have been accepted by Waka Kotahi NZTA and now been placed into the footpath matrix to further analyse the highest ranked footpaths to be delivered across Far North District.

It is important to note that CAS data has been explored to highlight where the Far North District are experiencing the greatest pedestrian risk. NTA staff analysed data from 2010-2021 for all crashes involving a pedestrian, the results are shown in the below heat map:



Due to early notification of potential funding shortfall from Waka Kotahi NZTA, other programmes are being explored to deliver pedestrian improvement programmes. These could be raised pedestrian platforms and speed tables, delivered through Waka Kotahi NZTA's new activity class of 'Road to Zero – Safety Network Programme'.

Take Tūtohunga / Reason for the recommendation

It is recommended that the Bay of Islands Whangaroa Community Ward agrees that the Northland Transport Alliance for Far North District implement footpaths as prioritised in the 'top 10' from the footpath matrix, (budget \$320,000) as follows:

- 1) Baker Street Russell – Chapel Street to Robertson Street (Est \$50,000)
- 2) Church Street Russell – Chapel Street to Wellington Street (Est \$75,000k)
- 3) Queen Street Russell – Wellington Street to Little Queen Street (Est \$40,000)
- 4) Bowen Street Kawakawa – McFarlane to End (Est \$30,000)
- 5) Florence Avenue Russell – Hope Avenue to Pomare Road (Est \$240,000)
- 6) Omaunu Road Kaeo – Cemetery Road to Whangaroa Health (Est \$400,000)
- 7) Beresford Street Russell – Chapel Street to Long Beach Road (Est \$65, 000)
- 8) Purerua Road Te Tii – Bol Academy to Taranui Road (Est \$150,000)
- 9) Taumatamakuku Settlement Road Moerewa - From SH1 and Including Cul-de-sac (Est \$150,000)
- 10) Reed Street Moerewa– Leaity Street to Pembroke Street (Est \$70,000)

These new footpaths are proposed as funding from Waka Kotahi NZTA is made available, with a FAR of 69%. The order in which they are delivered will be determined by the available fund for each financial year.

Bay of Islands Whangaroa Community Ward will still need to identify a list of footpaths for delivery for 2021/2022 financial year, to be constructed from Far North District Council funds (100%). The Community Ward could opt to prioritise from the 'top ten' proposed new footpaths or nominate another 'new footpath' for consideration (budget \$150,000).

The next on the New Footpath Matrix, are as follows:

Haruru	Puketona Rd (Nautical to Connect Existing)	\$200,000.00
Moerewa	Reed St (from existing at #35 to Pembroke St)	\$70,000.00
Russell	Brind Rd (From Gould St to end of the Brind Rd)	\$60,000.00
Whangaroa	Whangaroad Road (Existing to Lower St)	\$230,000.00
Totara	School Road (Footpath Extension)	\$170,000.00
Paihia	CBD to Waitangi Bridge (Location to be confirmed)	\$520,000.00
Russell	Robertson St (Matawhi St to Gould St)	\$70,000.00
Russell	Church Road (Robertson Street to Chapel St)	\$70,000.00
Russell	Hope avenue (Florence Ave to Matawhi Rd)	\$30,000.00
Russell	Flagstaff Road (From Little Queen st to Pukematu Ln)	\$140,000.00
Russell	Matawhi Rd (Hope Ave Intersection to Beach)	\$30,000.00
Russell	From start of Hazard St to Longbeach Road (Via Gould St, Oneroa Rd and Queens View Rd)	\$300,000.00
Russell	Tapeka Road (From Pukematu Lane to Tapeka Heights Ln)	\$330,000.00
Russell	Tapeka Road (From Titore Way to Tapeka Heights Ln)- Gravel Walkway	\$340,000.00
Totara	Totara North Rd (from SH10 to Gangway Rd)	\$600,000.00
Totara	Totara North Rd (from School Rd to Okura Bay Rd)	\$190,000.00
Totara	Okura Bay Rd (from Totara North Rd to Boardwalk)	\$200,000.00
Totara	Okura Bay Rd (from boardwalk to wharf)	\$130,000.00
Moerewa	Snowdon Ave (From SH1 to Otiria Rd)	\$100,000.00
Totara	Totara North Rd (Gangway Rd To School Rd)	\$230,000.00

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

There is a total of \$150,000 available for New Footpaths in the Bay of Islands Whangaroa Community Ward. This is allocated by Far North District and is 100% funded from Far North District funds.

An additional \$320,000 per annum, has been proposed to Waka Kotahi New Zealand Transport Agency for new footpath projects from the 2021/2022 to 2023/2024 financial years (3-year programme). The annual programme should attract the revised financial assistance rate (FAR) of 69%.

ĀPITI HANGA / ATTACHMENTS

Nil

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	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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.	Land Transport Act, National Policy Statement, NZ Standards 4404, Policy #5004 Footpaths
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.	There is limited district wide relevance; footpaths are a public asset. The Community Board have the delegated authority to approve footpath priorities.
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).	Footpath standards include provision for design for elderly and disabled. Communities are in support of footpaths being built to current standard.
State the financial implications and where budgetary provisions have been made to support this decision.	Footpaths are subsidised by Waka Kotahi NZTA with a financial assistance rate of 69%. FNDC has planned for \$320,000 to be funded by Waka Kotahi NZTA. The application is awaiting approval. The Community Ward influences 100% of Far North District Rate Payer funds up to \$150,000 for footpaths.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

7.5 SUBSOIL LEASE TO FNHL - THE STRAND, RUSSELL

File Number: A3187578

Author: Kaye Lethbridge, Property Legalisation Officer

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

That the Bay of Islands-Whangaroa Community Board recommend that the Far North District Council grants consent to a new subsoil lease for the soil beneath The Strand, Russell.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Far North Holdings Limited (FNHL) requires a new subsoil lease of the soil beneath The Strand, Russell
- The current subsoil lease expires 30 June 2021
- The subsoil houses underground fuel tanks, pipes and pumps that service the Russell wharf
- The requested term for the new subsoil lease is 14 years

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board recommends:

- a) that the Far North District Council grants consent, pursuant to the Local Government Act 1974, to Far North Holdings Limited, for a new lease of the subsoil beneath The Strand, Russell.**
- i) Term: 14 years**
 - ii) Annual Rental: \$1.00 plus GST (if any)**
 - iii) Expiry Date: 30 June 2035**
 - iv) Renewal: Nil**

1) TĀHUHU KŌRERO / BACKGROUND

Far North Holdings Limited (FNHL) has requested a new lease of the subsoil beneath The Strand, Russell. The subsoil lease is for underground fuel tanks, pipes and pumps servicing the Russell wharf.

The Far North District Council (Council) as landowner has the authority to enter into a subsoil lease pursuant to section 341 of the Local Government Act 1974 and Council has previously exercised this right with various oil companies for the installation of fuel tanks under the surface of legal roads.

In 1994 two (2) double skinned fibreglass fuel tanks, supplying diesel and petrol to the Russell wharf were installed by Mobil Oil, under the surface of The Strand, Russell. Council (as landowner) leased that portion of the subsoil to Mobil. Allied Petroleum Limited later acquired ownership of the underground fuel tanks, fuel lines and pumps.

Council (at that time) leased the Russell wharf to FNHL and to better facilitate the management of the oil company leases, transferred these to FNHL. To comply with the Local Government Act 1974, Council and FNHL entered into a subsoil lease (the head lease) for the subsoil housing the underground tanks etc. FNHL later issued a licence to Allied Petroleum for the underground tanks and associated assets servicing the Russell wharf.

The ownership of the Russell wharf has been transferred to FNHL however Council remains the owner of the road (The Strand) therefore a lease of the subsoil beneath the road is still necessary.

Allied Petroleum has a Northland Regional Council (NRC) resource consent (AUT.008057.01.03) to place, use and occupy space in the coastal marine area with a fuel facility. This consent expires 28 February 2035. (A copy is attached to this report)

The Allied Petroleum licence with FNHL terminates 30 June 2021 being concurrent with the termination of the subsoil lease between FNHL and Council. The 14-year term requested by FNHL will allow the proposed subsoil lease and the Allied Petroleum licence to expire at the same time as the NRC resource consent in 2035.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Section 341 of the Local Government Act 1974 allows councils to lease the airspace above, or the subsoil beneath, the surface of a road. Councils do not have the power to lease the surface of a road, although section 341 does allow them to permit the temporary use of the road surface. There is no requirement for applications made under section 341 to be publicly notified.

Council is free to decide on the conditions of any lease granted under section 341, provided that the term of the lease does not exceed 35 years. A lease for a period of 35 years or more is deemed to be a subdivision under section 218 of the Resource Management Act 1991.

This proposal does not involve a change of ownership or control and is consistent with the historic use of the soil beneath The Strand, Russell. The fuel supply is a drawcard for Russell and feeds back into Russell businesses and its community.

Council's Roading Department has no issues with the subsoil lease as the area above the subsoil is mainly foot traffic use.

FNHL has informed Council that; (i) the underground fuel tanks are in good order and are checked every two (2) years (ii) the site meets the Health and Safety at Work Regulations and has WorkSafe Hazardous Area Compliance Approval, under which every site must have a stationary container and location test certified to store fuel (iii) the Allied Petroleum licence indemnifies both FNHL and Council.

Take Tūtohunga / Reason for the recommendation

Russell is the only wharf in the wider Bay area that supplies petrol as well as diesel. This fuel supply is used by local, visiting and commercial vessels.

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

There is no cost to Council as FNHL manages the subsoil lease on Council's behalf.

ĀPITIHINGA / ATTACHMENTS

1. **Allied Resource Consent - A3193935** [↗](#)
2. **FNHL leased area - A3193959** [↗](#)

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	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low; historic use of the soil beneath the road
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Section 341 Local Government Act 1974 allows Council to lease the subsoil beneath a road.
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 requests a recommendation from the Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Community interest
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).	Community interest
State the financial implications and where budgetary provisions have been made to support this decision.	No financial implications for Council
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



AUT.008057

.01

Replacement

Document Date: 20.11.2014

Resource Consent

Pursuant to the Resource Management Act 1991, the Northland Regional Council (hereinafter called "the Council") does hereby grant a Resource Consent to:

ALLIED PETROLEUM LIMITED, C/- PRECISION PLANNING, 9 ELWYN CLOSE, FLAT BUSH, AUCKLAND 2016

To carry out the following activity at Russell Wharf, Bay of Islands or about location co-ordinates 1701960E 6097347N:

AUT.008057.01.03 To place, use, and occupy space in the coastal marine area with a fuel facility.

Note: All location co-ordinates in this document refer to Geodetic Datum 2000, New Zealand Transverse Mercator Projection.

Subject to the following conditions:

- 1 This consent applies only to the fuel facilities located on the existing fuel wharf and the proposed fuel pontoon identified on Northland Regional Council Plan No. **3569A** attached.
- 2 The Consent Holder shall mark the fuel facility with the number **8057** in black lettering on a white background clearly displayed and in such a manner as to be clearly visible from land and sea.
- 3 The Consent Holder shall ensure that signage containing the information detailed in **Schedule 1**, is permanently displayed in a prominent position immediately adjacent to the fuel dispenser. The Consent Holder shall submit a copy of the proposed text of the sign to the Council, within 15 working days of the date of granting of this consent, for certification that it contains the information required by Schedule 1. The sign shall be erected no later than 20 working days after the Council's certification of the text.

Advice Note: *The sign is a permitted activity provided it meets the relevant standards in the Regional Coastal Plan. Otherwise a resource consent will be required for the sign.*

- 4 The Consent Holder shall keep the coastal marine area free of debris resulting from the Consent Holder's activities.

- 5 The Consent Holder shall maintain the structures covered by this consent in good order and repair.
- 6 The Consent Holder shall notify the Council in writing of the date alteration work to the fuel facility is intended to commence at least two weeks beforehand, and as soon as the work is completed.
- 7 The Consent Holder shall ensure that the fuel transfer system includes the following:
 - (a) A suitable drip tray shall be placed at the dispenser boom location. Appropriate oil absorbent material shall be securely placed in the drip tray;
 - (b) The drip tray shall be adequately maintained, including the regular replacement of the oil absorbent material;
 - (c) An automotive shut off valve shall be located at the fuel dispenser to ensure supply is stopped immediately if the fuel dispenser is damaged;
 - (d) A dispenser activated valve to isolate the pipeline from the storage tank when the dispenser is not being operated;
 - (e) An "in-line accumulator" to absorb the increased line pressure from thermal expansion to prevent the nozzle from dripping;
 - (f) Leak detectors that will operate to prevent the dispensing of fuel if there is significant pressure drop in the line;
 - (g) A breakaway coupling on the dispenser hose so that if a vessel moves away from the pontoon with the nozzle still in the vessel, the hose will break away rather than pulling away the fuel dispenser;
 - (h) Guards around the fuel dispenser; and
 - (i) An emergency stop button at the fuel dispenser, which, when operated, will instantly close off valves to stop any fuel being dispensed.
- 8 The Consent Holder shall, in consultation with the Harbourmaster for Northland, review the Tier One Oil Spill Contingency Plan by 31 May 2016 and thereafter at least every three years for the purpose of updating the Tier One Oil Spill Contingency Plan. Any changes to the Tier One Oil Spill Contingency Plan shall be subject to the approval of the Harbourmaster for Northland and shall be deemed to be the latest version for compliance purposes. The Consent Holder shall meet the reasonable costs of the reviews.
- 9 The Consent Holder shall, for the purposes of adequately monitoring the consent as required under Section 35 of the Act, on becoming aware of any contaminant associated with the Consent Holder's operations escaping otherwise than in conformity with this consent:
 - (a) Immediately take such action, or execute such work as may be necessary, to stop and/or contain such escape; and
 - (b) Immediately notify the Council by telephone of an escape of contaminant; and

- (c) Take all reasonable steps to remedy or mitigate any adverse effects on the environment resulting from the escape; and
- (d) Report to the Council in writing within one week on the cause of the escape of the contaminant and the steps taken or being taken to effectively control or prevent such escape.

In regard to telephone notification, during the Council's opening hours the Council's assigned monitoring officer for the consent shall be contacted. If that person cannot be spoken to directly, or it is outside of the Council's opening hours, then the Environmental Emergency Hotline shall be contacted.

Advice Note: *The Environmental Emergency Hotline is a 24 hour, seven day a week, service that is free to call on 0800 504 639.*

- 10 The Council may, in accordance with Section 128 of the Resource Management Act 1991, serve notice on the Consent Holder of its intention to review the conditions annually during the month of February to deal with any adverse effects on the environment that may arise from the exercise of the consent and which it is appropriate to deal with at a later stage.

The Consent Holder shall meet all reasonable costs of any such review.

Advice Note: *The Council may, in accordance with Section 128 of the Resource Management Act 1991, serve notice on the Consent Holder of its intention to review the conditions any time for the following purposes:*

- (a) *To provide for compliance with rules relating to minimum standards of water quality in any regional plan that has been made operative since the commencement of the consent; or*
- (b) *To provide for compliance with any relevant national environmental standards that have been made; or*
- (c) *Where there are inaccuracies in the information made available with the application that materially influenced the decision on the application and where the effects of the exercise of consent are such that it is necessary to apply more appropriate conditions.*

- 11 Prior to the expiry or cancellation of this consent the Consent Holder shall remove all facilities and other materials and refuse associated with this consent from the consent area and shall restore the consent area to the satisfaction of the Council, unless an application for a replacement consent has been properly made beforehand.
- 12 This consent does not commence until 1 April 2015 (one day after the date of expiry of existing consent) unless consent AUT.008057.01.02 (CON20050805701) has first been surrendered, in which case this consent commences from the date the Consent Holder receives the Council's notice of acceptance of the surrender.

Advice Note: This is a new consent for the same activity authorised by consent AUT.008057.01.02 (CON20050805701), which expires on 31 March 2015, so it is in effect a replacement consent. This condition prevents both consents being exercised at the same time between the date of issue of the new consent and the expiry of the existing consent. The new consent may be exercised before the date specified but only after the existing consent has been surrendered.

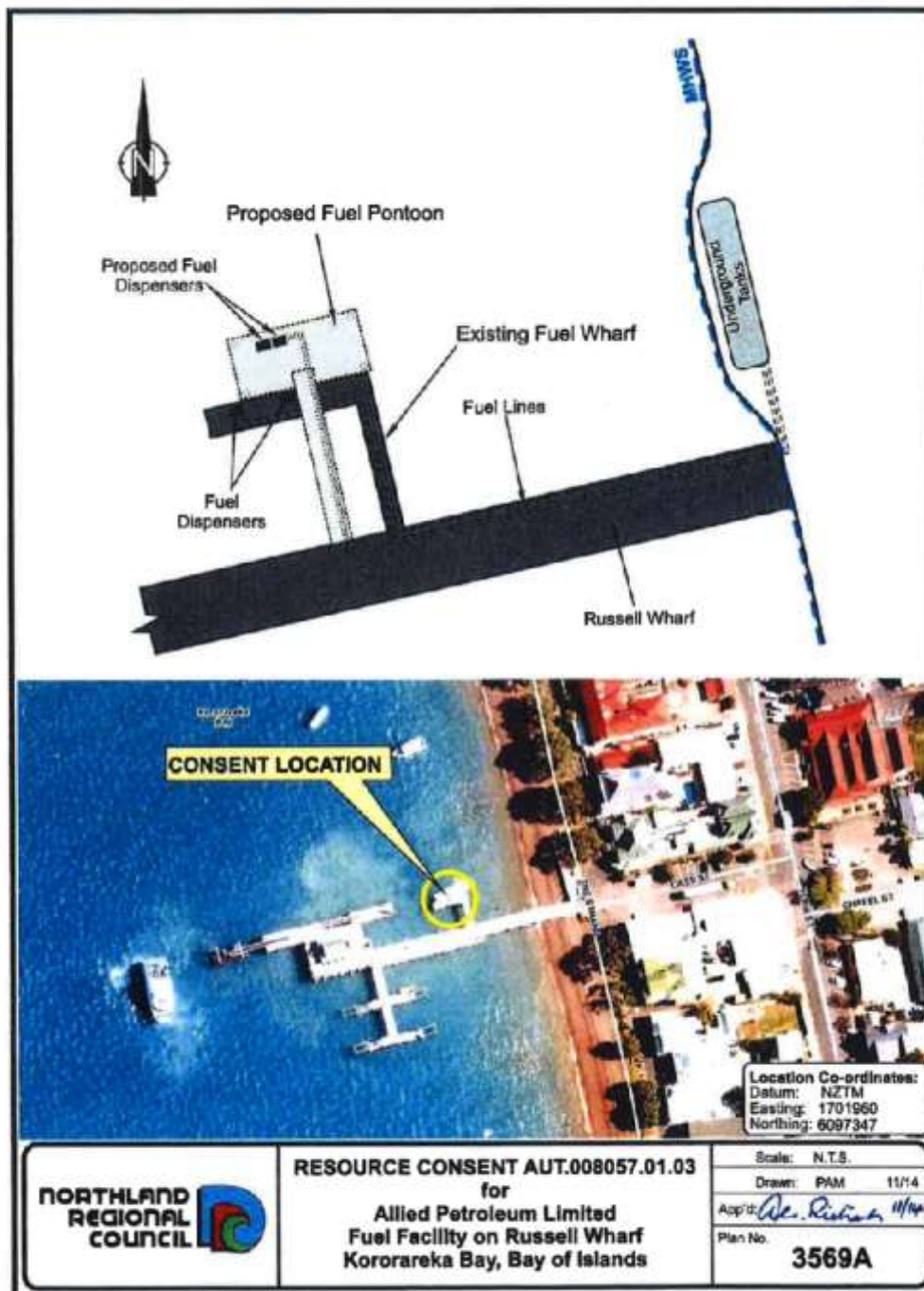
EXPIRY DATE: 28 FEBRUARY 2035

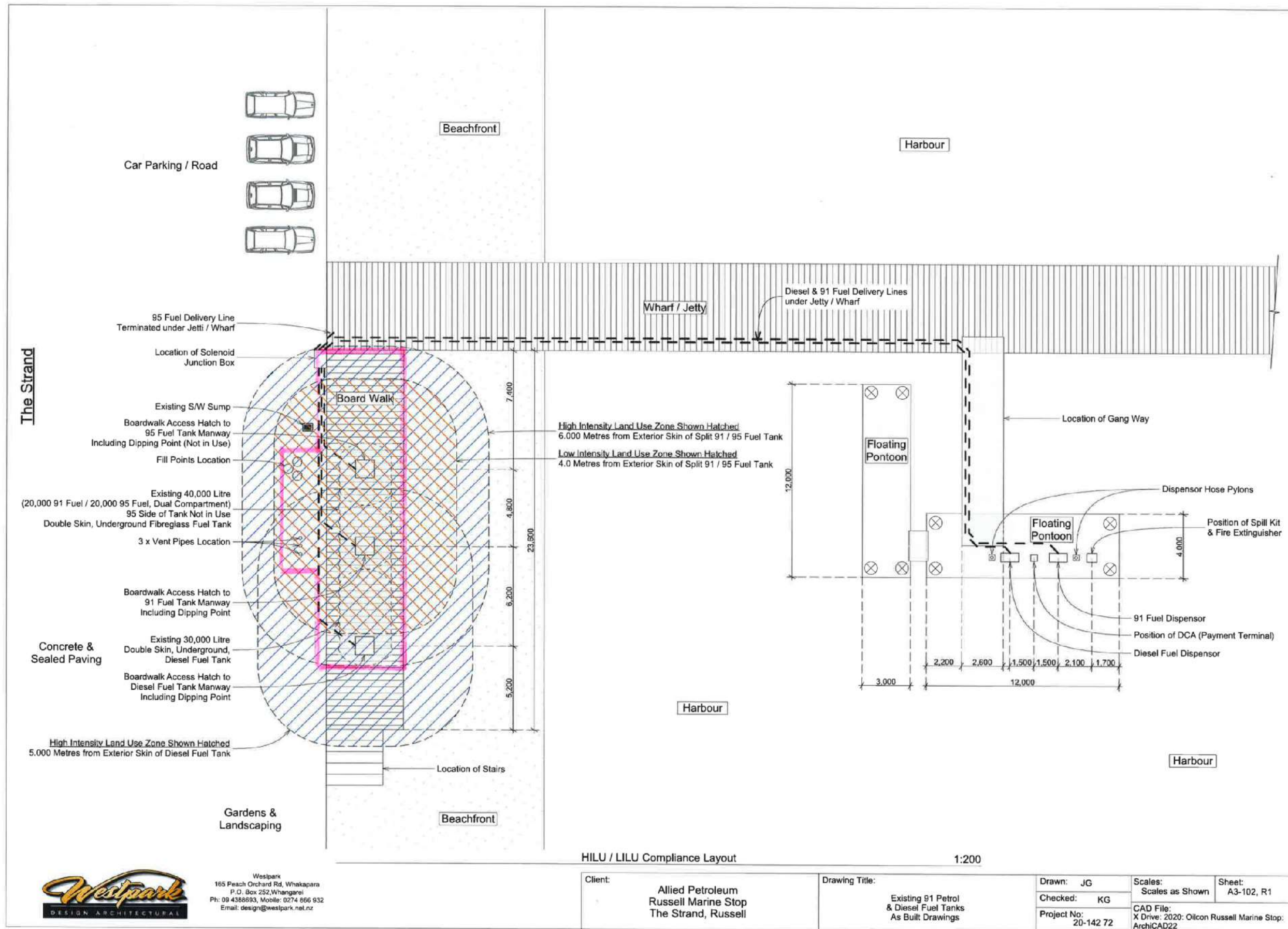
This consent is granted this Twentieth day of November 2014 under delegated authority from the Council by:



Allan Richards

Consents Programme Manager – Coastal and Works





Westpark
165 Peach Orchard Rd, Whakapara
P.O. Box 252, Whangarei
Ph: 09 4388693, Mobile: 0274 866 932
Email: design@westpark.net.nz

Client:
**Allied Petroleum
Russell Marine Stop
The Strand, Russell**

Drawing Title:
**Existing 91 Petrol
& Diesel Fuel Tanks
As Built Drawings**

Drawn: JG
Checked: KG
Project No: 20-142 72

Scales:
Scales as Shown
Sheet: A3-102, R1
CAD File:
X Drive: 2020: Oilcon Russell Marine Stop:
ArchCAD22

7.6 MORETON BAY FIG, RUSSELL - ARBORICULTURAL REPORT 2021

File Number: A3158323

Author: Nina Gobie, Team Leader - Facilities Operations

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present the Arborlab report dated 8 April 2021 concerning the Moreton Bay Fig tree located on The Strand, Russell.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Moreton Bay fig is a notable tree listed in the Far North District Council schedule of notable trees.
- This tree is also a significant feature on the Russell's waterfront landscape.
- There are a number of factors identified in the report that may be contributing towards the trees low level of vigour and vitality.
- The risk associated with the tree is within the 'broadly acceptable' range of the Quantified Tree Risk Assessment (QTRA) framework.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Moreton Bay Fig, Russell - Arboricultural Report 2021.

1) TĀHUHU KŌRERO / BACKGROUND

The Moreton Bay fig located on The Strand, Russell is a notable tree listed in the Far North District Council schedule of notable trees and a significant feature of the Russell landscape.

Heritage New Zealand has noted that the tree was planted by the first collector of customs, Mr. E. B. Laing, who served from 1870 to 1886 and that the tree was probably planted in 1870 and 1871, making it approximately 150 years old.

In 2017, some of the dead and dying limbs were removed.

The tree itself is located mainly on the carriageway where it has incurred layers of asphalt over a number of years. A small portion of it may also be on Crown Land (as per the images below).



There are two buildings within the dripline of the tree - Duke of Marlborough Hotel and the historic Police Station.

A number of concerns have been raised due to the visual decline in the health of the tree and the potential impact the tree may have should it die and if there is anything Council can do to improve / maintain the health and longevity of the tree.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The tree is listed in the draft District Plan and requires 'continued protection'. It is also captured in the New Zealand Tree Register as a notable tree stating it is of local interest.

Arborlab was engaged in 2020 to assess the health and structure, including a risk assessment, of the Moreton Bay fig growing on the Russell foreshore and adjacent to 39 The Strand, Russell.

Due to the impact of COVID progressing this matter has been delayed.

However, the tree was inspected in October 2020 and again in January 2021.

Highlights noted in the report concludes the:

- tree has a low level of vigour and vitality due to a variety of environmental and non-living factors.
- potential loss of tree health could also be due to the Fig psyllid pest
- impact of recent droughts may have an impact on the tree
- risk as assessed being within the 'Broadly Acceptable' range

The report recommendations:

- Assessing the tree annually by a suitably qualified arborist
- Monitoring for infestations of fig psyllid
- Monitoring for and removing deadwood as required
- Discourage use of chemical sprays within the vicinity of the tree
- Improving the soil health within the root zone of the tree

Take Tūtohunga / Reason for the recommendation

The reason this report is being presented is that 'Trees on Council land' is the delegated responsibility of the Community Boards.

This tree is also 'notable' as per the District Plan and may have an impact should it continue to decline, requiring potentially its removal.

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

The financial implications to maintain the tree are approx.:

- Annual Arboriculture report - \$5,000
- Annual maintenance and mulch work - \$5,000

The annual costs are not specifically identified in the current operating budget.

On-going costs will come out of the Tree Management – Eastern account which is offset by the Parks and Reserves – vegetation control budget.

ĀPITI HANGA / ATTACHMENTS

1. **Tree Report Russells Morton Bay Fig 2021 - A3157673** [↓](#)

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.

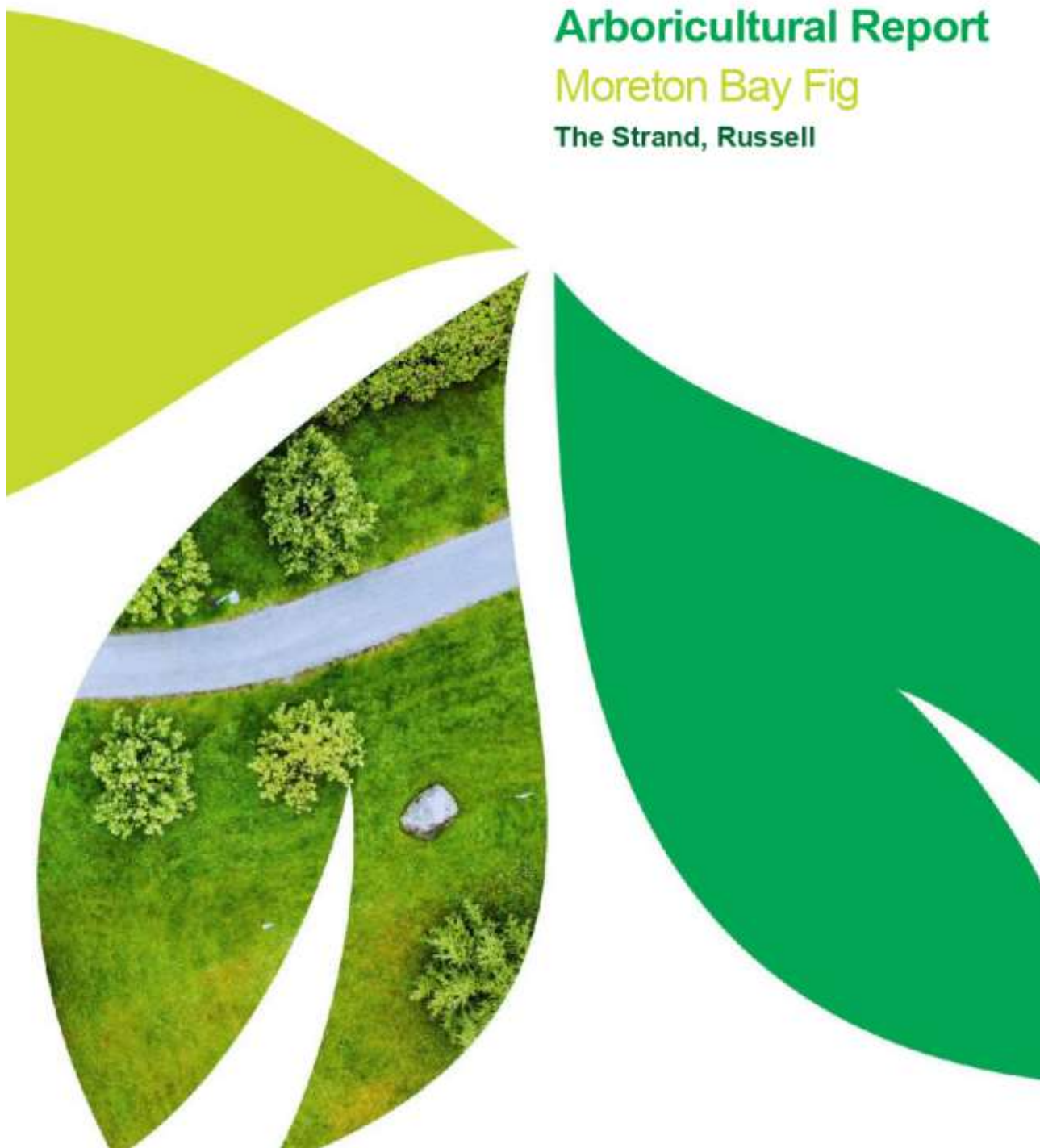
He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The level of significance is LOW currently however should the tree continue to deteriorate and / or require removing it is envisaged the matter may escalate to be of HIGH significance.
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.	This report will be the first time the Community Board will be presented with information concerning this tree. At this stage it is of community interest.
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).	If any changes to the tree are proposed, it would be recommended that some form of public consultation / community engagement will be required. Suggest at least Local Hapu / Iwi, Heritage NZ, Local businesses and Russell residents are involved.
State the financial implications and where budgetary provisions have been made to support this decision.	
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



Arboricultural Report

Moreton Bay Fig

The Strand, Russell



The Strand, Russell



Arboricultural Report

Prepared for: Far North District Council
Infrastructure and Asset Management
Rob Stewart - Rob.Stewart@fndc.govt.nz

Prepared by: Leon Saxon – Consultant Arborist
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Reviewed by: Jon Redfern – Consultant Arborist

Date: 8 April 2021

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Job Ref. 34541

Executive Summary

Arborlab has been engaged to assess the health and structure of the notable Moreton Bay fig tree (*Ficus macrophylla*) growing within Council land adjacent to The Strand, Russell. The assessment includes a risk assessment.

The vigour and vitality of the tree is assessed to be low, with a notably thin foliar coverage.

It has been assessed that, using the Quantified Tree Risk Assessment (QTRA) framework, the most likely failure event within the identified risk analysis timeframe, has an Annual Risk of Harm (ARoH) of 'Broadly Acceptable'

The Strand, Russell



Contents

Executive Summary	2
Abstract	3
Introduction	4
Site Description	4
Far North District Plan Regulatory Requirements	Error! Bookmark not defined.
Findings	6
Visual Tree Assessment	7
QTRA Analysis	9
Discussion	9
Conclusions and Recommendations	Error! Bookmark not defined.
Conclusions	Error! Bookmark not defined.
Recommendations	10
Appendix A – Assessment Methodology, Limitations, Summary of QTRA and Duty of Care ...	11
Limitations	11
Methodology	12
Appendix B – Bibliography	14

Abstract

Trees can provide a wide variety of benefits, as well as potential risks. Tree safety management is a matter of balancing the two. Tree failures can have significant consequences to health and safety, and result in property damage. Risk assessments are often applied to guide decisions regarding the safety of trees and to mitigate the potential impacts of full or partial failure. Understanding and being able to manage risk may help reduce preventable tree failures and unnecessary removals.

Risk is often defined as the probability of some specified adverse event occurring within a specified time interval, using a combination of the likelihood of an event occurring and the severity of its potential consequences. Typically, risk considers the likelihood that all or part of the tree will fail, the likelihood of the target being present/struck and the consequences of failure. Also considered as part of the assessment are environmental factors, such as soil, precipitation, pests, etc, which might cause failure, species-specific failure profiles, and site history.



Introduction

1. Arborlab Consultancy Services Limited has been engaged to undertake an arboricultural assessment of the notable Moreton Bay fig tree growing on the Russell foreshore and an adjacent dwelling at 39 The Strand, Russell.
2. The tree was inspected on 28 October 2020 and again on the 22 January 2021. The findings and recommendations contained herein are based on the visual assessment undertaken on this date.
3. The purpose of this report is to identify risk posed by the trees, provide a baseline condition for any future tree assessments and recommend management recommendations to mitigate and minimise risk.
4. The risk assessments were carried out using the Quantified Tree Risk Assessment (QTRA) method. Occupation rates on the use of the site and the adjacent public land were estimated. For further information on tree risk methodology and limitations please refer to Appendix A.

Site Description

1. The subject tree is growing within the road reserve, adjacent to 33 and 37 The Strand, Russell. The trunk is located immediately adjacent to the carriageway of The Strand. The carriageway appears to be a layer of asphalt over grade – sections of the carriageway would suggest that asphalt is laid on top of previous asphalt layers. There are no kerbs associated with the carriageway and the edge has been altered to allow for the tree's rootflare. The other side of the carriageway adjoins a gently sloping grass bank leading down to the beach. The grass bank varies but is generally approximately 2-4m wide.
2. There are two buildings within the dripline of the tree, including the Duke of Marlborough Hotel to its south-west and the historic Police Station to its north-west. The Duke of Marlborough Hotel also has an outdoor seating area within the dripline the tree. The seating area is a flat, grassed area with tables and bench seats. An inground channel drain (approximately 150mm wide x 150mm deep) runs along the front boundary of The Duke of Marlborough Hotel between the outdoor seating area and the road carriageway. Before this area became outdoor seating, anecdotal evidence suggests the area was a vehicle access (as recently as 2012 – as assessed via *Google Streetview*). The seating area is composed of a plastic, load bearing grid with a grass surface on top.

The Strand, Russell



Figure 1: The lower trunk of the subject Moreton Bay fig tree viewed from the south. Channel drain visible in foreground. (Google Streetview image)

3. The subject Moreton Bay fig tree is a notable tree, listed in the Far North District Council, schedule of notable trees.

44	York St, Russell	<i>Ficus macrophylla</i> (Moreton Bay Fig)	12288	Allot 18 – Sec 5 Town of Russell Rec. Reserve - Russell Police Station	89 & HP4
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Figure 2 – Listing from the Far North District Council, schedule of notable trees



The Strand, Russell

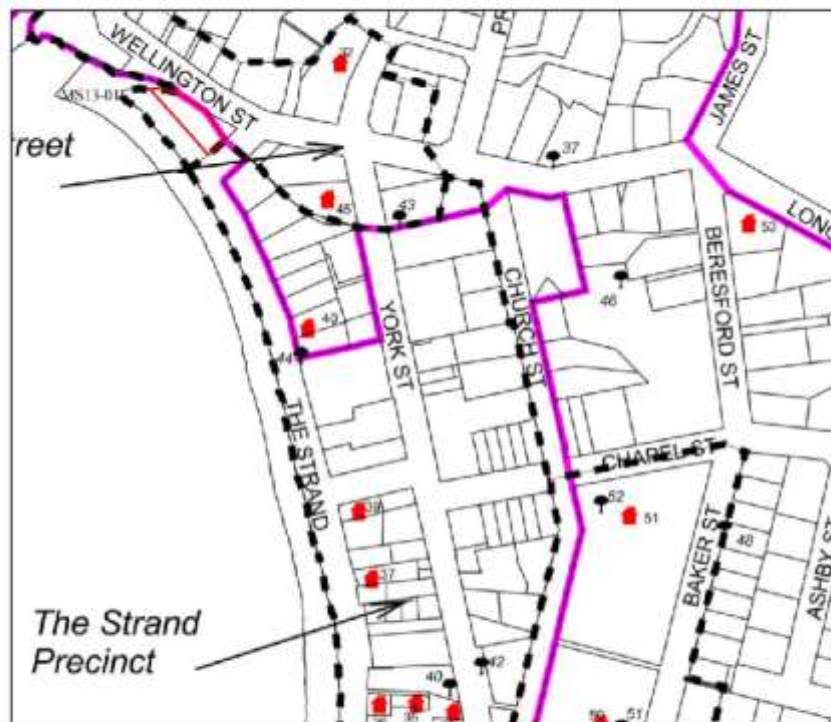


Figure 3 – Excerpt of Far North District Council Planning maps identifying the subject Moreton Bay fig tree (Tree 44)

Findings

Table 1: Tree Inventory

Botanical Name	Common Name	Height (m)	Girth at 1.8m above ground level (m)	Crown Spread (m)	Form	Structure	Vitality	Age Class
<i>Ficus macrophylla</i>	Moreton Bay Fig	25	9.6	30	Good	Fair	Poor	Mature

The Strand, Russell

Visual Tree Assessment

4. The tree has one main stem from ground level, dividing to multiple stems at approximately 5 metres above ground level. The trunk base has fluted buttress roots and many aerial roots extending from higher up the tree, down to ground level, giving the visual appearance of more of a 'mass of stems and roots'.
5. Bark damage is present on a large percentage of buttress roots, with cambial necrosis evident at many locations where the roots interface with ground level. This is likely through contact damage from foot traffic and vehicle tyres.
6. There is an area of decay on the eastern aspect of the trunk, which extends approximately 2m horizontally from the tree's base and approximately 2 metres circumferentially. In front of the decayed area are a number of live aerial roots, with the area immediately above covered by a 'stag-horn' epiphyte.
7. The area of decay covers approximately 20% of the trunk circumference, at the level of the decay. Selected areas of the decay were probed with a thin steel rod in an attempt to determine a depth of the decay. As a result, the decay did not appear to extend beyond the surface area of the trunk. Given the ratio unaffected wood to decayed wood, it is considered that it is unlikely that the tree will be structurally compromised by the identify decayed area.
8. The tree exhibits low vitality, as indicated by its sparse and irregular foliar cover. The low vitality could be the result of a number of factors including, such as; pests such as fig psyllid (a small number of which were noted on fallen leaves), long-term changes to rooting environment and recurring droughts over recent years or a combination of factors. The low vitality reduces the tree's ability to lay down additional wood in locations of stress due to reduced resources. However, the sparse foliar cover subsequently results in reduced loading on lateral branches and branch unions. It is considered that the most typical mode of failure for this type of species and age bracket is to be a lateral branch during adverse weather.



The Strand, Russell



Figure 4 – Subject tree viewed from the east. LS – October 2020.

The Strand, Russell



QTRA Analysis

9. Three scenarios with the most likely potential of failure were identified and assessed. – Scenario 1, failure of the southern main stem onto the Duke of Marlborough Hotel building causing property damage; Scenario 2, failure of a lateral branch onto a person within the outdoor seating area of the Duke of Marlborough Hotel. Table 2 details the QTRA risk calculations of these potential failures.

Table 2: QTRA Analysis

Potential Risk	Target	Size	Probability of Failure	Annual Risk of Harm
<i>Scenario 1 (Main stem failure onto Duke of Marlborough building)</i>	3 (Property)	Property (size is accounted for in the Target assessment)	6	Broadly Acceptable (<1/1M)
<i>Scenario 2 (Lateral branch onto a patron in the outdoor seating area of the Duke of Marlborough)</i>	2	1	6	Broadly Acceptable (<1/1M)

10. The annual risk of harm from both scenarios were calculated to fall within the Broadly Acceptable range (Risks less than 1/1M), within the QTRA framework.

Discussion and Conclusions

11. The tree has a low level of vigour and vitality, likely due to a variety of biotic and abiotic factors over a long period of time. The construction of adjacent structures was likely carried out at a time when there was little understanding about tree protection measures. Through such actions, there is the potential that root damage and functional disruption has contributed to the trees poor condition. Other factors which could be affecting tree health are alterations to stormwater treatment within the wider area. The tree is likely to have a wide-ranging root system, seeking water supply at distances far beyond its crown spread. Alterations to the stormwater treatment within the wider area could have had an impact on tree health.
12. Fig psyllid (*Mycopsilla fici*) is a pest which has been noted in the Far North area in recent years and has the potential to severely defoliate a tree. The extent of infestation is seasonal, and while only a small number were noted during the site visits, previous seasons could potentially have been worse.
13. Droughts in recent years are likely to have further reduced the tree's vitality.
14. It is unclear what turf management is undertaken within the outdoor seating area at the Duke of Marlborough Hotel but care should be taken to avoid the use of lawn improvement sprays such as 'weed and feed' which often contain chemicals harmful to mature dichotomous trees.

The Strand, Russell



15. From a risk remediation perspective, the tree's sparse foliar cover, will reduce the loading to lateral branches and branch unions.
16. It has been assessed that most likely failure event has an ARoH in the Broadly Acceptable range.

Recommendations

17. The tree is reassessed annually by a suitably qualified arborist.
18. Monitor for infestations of Fig psyllid. If infestations become severe, consider the use of injected systemic insecticide.
19. Monitor for deadwood and remove as required.
20. Continue to discourage the use of chemical sprays within the vicinity of the tree.
21. Continue to improve soil health within the root zone of the tree by; adding high fungal content compost, humates and aged tree mulch to as much of the root zone areas as possible.

The Strand, Russell



Appendix A – Assessment Methodology, Limitations, Summary of QTRA and Duty of Care

Limitations

1. This assessment of the tree has been undertaken to determine the risk posed and provide measures to mitigate the risk; no assessment on the tree's attributes, values and benefits have been evaluated.
2. All observations were made from ground level only.
3. Hand-held devices have been used to record data onsite. Tree height was recorded using a digital laser range finder (Nikon Forestry Pro). Trunk girth, crown spread and the open cavity and decayed buttress roots measurements were made using conventional measuring tapes.
4. A risk assessment was carried out using the Quantified Tree Risk Assessment (QTRA) method. Occupation rates on the use of the site and the adjacent public land were estimated.
5. No decay detecting equipment, such as a Picus tomograph or Resitograph was used as part of the inspection process.
6. No soil analysis, tissue sampling and/or geological investigations were carried out and all data was collected without the use of any invasive and/or diagnostic tools.
7. It should be noted that trees are dynamic organisms by nature and are exposed to varying weather conditions, which on occasion can be severe. In general, risk assessments are undertaken with consideration to normal weather conditions experienced over a 12-month period. While the QTRA model is a very useful tool, there are necessary limits to its ability to predict tree failure. The QTRA method looks for what is most likely to happen as a probability, not a prediction. Importantly, probability of failure (PoF) is expressed as an annual probability under normal weather conditions across the year. This is because trees can generally be expected to have adapted to their environment to meet these normal conditions. Weather that departs significantly from 'normal' conditions may produce a different failure rate.
8. This report provides an Annual Risk of Harm (ARoH) using the framework of QTRA. While QTRA provides advisory thresholds to assist risk decision making, it is for the tree manager/owner to adopt these or other thresholds, having taken account of their own management priorities, objectives and resources, and the potential impact on third parties. In some occasions, the ARoH may not reflect arboricultural best practice, in as such, the management of the tree needs to be considered in regards to best practice, albeit this will be led by target prioritisation.



Methodology

1. A Visual Tree Assessment (VTA) consistent with modern arboricultural practices (Mattheck and Breloer, 1994) was conducted on 21 July 2020. The model is derived from the principles of biomechanics and uses the tree's growth response and form as a way of detecting and if necessary, investigating potential issues that can increase the likelihood of tree or branch failure. VTA involves observing all parts of the tree and looking for signs of structural weakness and assessing the response growth.

Quantified Tree Risk Assessment

1. Quantified Tree Risk Assessment (QTRA) is an internationally recognised model, which enables accredited users to determine the annual risk of harm (ARoH) from tree and branch failure. The assessment process involves:
 - An analysis of the land use adjacent to the tree in terms of its vulnerability to an impact and its likely occupation
 - A consideration of the likely consequences of an impact based on the size of the tree/branch
 - An estimate of the probability that the tree or branch will fail within the coming 12 months (based on prevailing weather conditions for the geographical location)
2. QTRA expresses the annual risk of harm from tree or branch failure as a probability. Advisory thresholds contained within the QTRA model enable tree owners to determine their 'tolerability' of a given risk and decide what, if any, action is needed to manage the risk.
3. QTRA's advisory thresholds are based on the Tolerability of Risk Framework (ToR). ToR is a conceptual model developed by the UK's Health and Safety Executive. By taking into account the magnitude of a risk and the level of societal concern it is likely to engender, ToR enables risks to be categorised into one of three defined 'tolerability regions'.
4. Some risks will be of such magnitude they are simply unacceptable to society regardless of the benefits that might be derived. Others risks are considered to be so insignificant they are regarded as being broadly acceptable in the context of daily life. Other risks will generally be tolerated by society so that the associated benefits can be secured as long as the risk is managed in a way that it is as low as reasonably practical (a concept referred to as ALARP).
5. Table 2 is an abridged version of the 'tolerability regions' incorporated into QTRA's advisory thresholds.

The Strand, Russell



Table 1: QTRA Advisory thresholds

Tolerability region	Annual of risk of harm
Unacceptable risk	Risks >1/10,000
Tolerable risk	Risks between 1/10,000 and 1/1,000,000
Broadly acceptable risk	Risks <1/1,000,000

6. Even though QTRA's advisory thresholds provide a robust, proportionate and defensible framework for managing the risk of harm from tree and branch failure the factors and processes which ultimately determine the tolerability of a given risk are dynamic in nature, and can vary, depending on a multitude of factors. This makes it important that tree owners ultimately decide, based on their local circumstances, objectives and priorities what constitutes an acceptable, tolerable and unacceptable level of risk.

Duty of care

1. The owner of the land on which a tree stands, together with any party who has control over the tree(s) owes a duty of care to ensure:
 - that insofar as is reasonably practical that people and property are not exposed to unreasonable levels of risk from tree failure.
 - reasonable care is taken to avoid acts or omissions that cause a reasonably foreseeable risk of injury/harm to persons or property.
2. The concept of 'a reasonably foreseeable risk of harm' reflects the potential for healthy and structurally sound trees to occasionally fail and the practical limitations associated with identifying any asymptomatic degradation in roots, stems and branches.

The Strand, Russell



Appendix B – Bibliography

- Fig psyllid Disease Profile – Mark Hartley 2009
- <https://www.validtreerisk.com/tree-risk-assessment-&-tree-risk-management-news>
- <https://www.yates.co.nz/products/lawn-care/lawn-weed-control/yates-weed-n-feed-double-action-hose-on/>

7.7 ROAD NAMING - 931 PUKETONA ROAD, HARURU**File Number:** A3181751**Author:** Selina Topia, Roding Support Officer**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management**TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 931 Puketona Road, Haruru. Community Boards have delegated authority to name private roads.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Blackbridge Drive that is currently addressed at 931 Puketona Road, Haruru as per map (A3153447).

1) TĀHUHU KŌRERO / BACKGROUND

Jason and Caroline Wootton have advised that this is a private road created by a sub-division addressed at 931 Puketona Road, Haruru.

Community Boards have delegated authority to name private roads.

The name Blackbridge is the original name of the farm that is being sub-divided and the property name

The name Totara are the trees presently on the road

The background for these names is given also as per the Road Naming application attached (A3149717).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Blackbridge Drive
2. Blackbridge Lane
3. Totara Grove

The Roding team has no objections to the names suggested above.

Take Tūtohunga / Reason for the recommendation

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

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

There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

ĀPITI HANGA / ATTACHMENTS

1. Application - Document number - A3149717 [↓](#)
2. Map - Document number - A3153447 [↓](#)
3. Schedule - Document number - A3181749 [↓](#)
4. LINZ approval - Document number - A3187925 [↓](#)
5. Iwi/Hapu approval - Document number - A3179224 [↓](#)

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	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested as per email attached (A3179224).
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.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



1st April meeting

Application for road naming or renaming

GENERAL INFORMATION

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

APPLICANT DETAILS

Applicant/Developer Name: Jason Wootton

Organisation: —

Postal Address: Po box 80, Paihia, 0247

Phone: — Mobile: 0274471550

Email: billfishnz@yahoo.com

ROAD LOCATION	
Address:	931 Puketona Rd
Legal Description:	LOT2 DP361907
Resource Consent Application Number:	2200403 - RMASUB
Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road	<input checked="" type="checkbox"/> Private Road
<input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: Blackbridge Drive
	Second Choice: Blackbridge Lane
	Third Choice: Totara Grove
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	
Blackbridge is the original name of the farm being subdivided and the property name.	
Totara grove present on road of new development.	

ROAD RENAMING

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

GENERAL INFORMATION AND GUIDELINES

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

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

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

The following are suitable suffixes for particular road types:

Road Type

Cul-de-sac (short dead-end street with turnaround at the end)
Wide spacious street

Suffix

Close, Court, Place
Avenue, Boulevard, Parade

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

Road Type

Narrow road and right of way
Associated with high ground
Associated with low ground
Tree lined road

Suffix

Lane, Way
Rise,
Vale
Avenue, Glade, Grove

Applicants Signature:

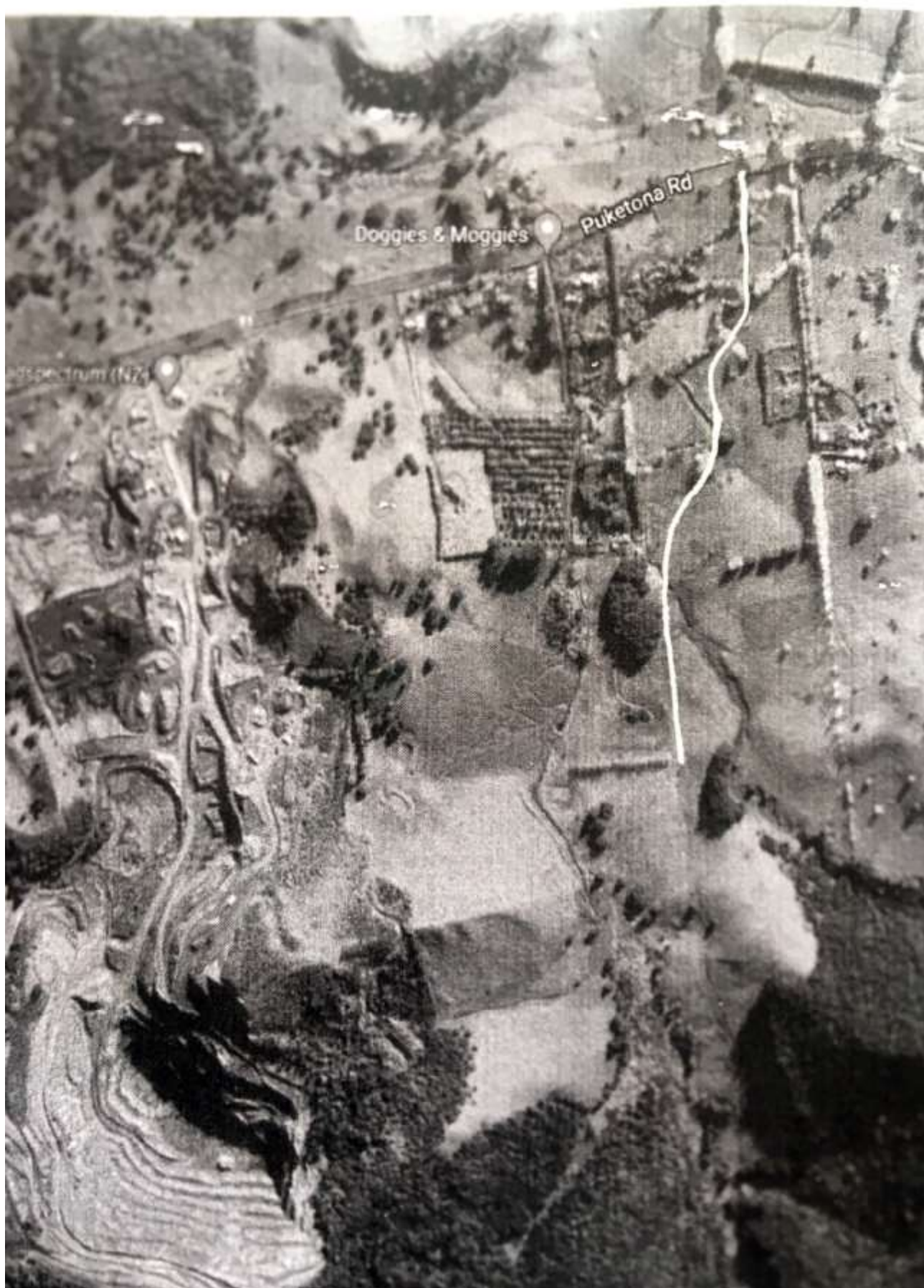


Date:

30 March 2021

Return Application to Postal: Far North District Council
Private Bag 752
KAIKOHE 0440

or Email: roadingalliance@fndc.govt.nz





Bay of Islands-Whangaroa Community Board Road Naming Schedule (Private) - 6 June 2021

Kerikeri

Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at 931 Puketona Road Haruru	First Preference	Blackbridge Drive	1	Is the original name of the farm that is being sub-divided and the property name		Blackbridge Drive
	Second Preference	Blackbridge Lane	1	As above		
	Third Preference	Totara Grove	1	Are the trees presently on the road		

From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST
Date: Tuesday, 11 May 2021 8:27:25 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Kia ora Selina

Here are my findings;

Blackridge Drive or Lane;	Acceptable. Drive describes a main roadway and Lane is a narrow roadway.
Totara Grove	No. Totara Place within the 25 km separation threshold.

Regards

Renni

Addressing Analyst
Addressing and Properties
addresses@linz.govt.nz | 04 4600110



Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Monday, 10 May 2021 8:47 p.m.
To: Addresses <addresses@linz.govt.nz>
Subject: NEW ROAD NAME REQUEST

Kia ora,

NOW URGENT

Can I please have a urgent reply on this as need to get report into Council.

Thank you,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Selina Topia | NTA

Sent: Tuesday, May 4, 2021 10:27 PM

To: Addresses (addresses@linz.govt.nz) (addresses@linz.govt.nz) <addresses@linz.govt.nz>

Subject: NEW ROAD NAME REQUEST

Tena Koutou,

I have received a new road name request as follows:

Addressed at 931 Puketona Road, Haruru

- a. Blackbridge Drive or Lane
- b. Totara Grove

Can you please confirm if these can be used thanks.

Regards,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



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From: nora.rameka@xtra.co.nz
To: [Selina Topia | NTA](#); "Kipa Munro"
Cc: "Ted Wihongi"; "Rachel Ropiha"
Subject: RE: NEW ROAD NAME APPLICATION -addressed at 931 Puketona Road Haruru
Date: Wednesday, 28 April 2021 10:25:54 AM

Kia Ora Selina,
No issue to the name.
Nga mihi Nora

From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Wednesday, 28 April 2021 10:17 AM
To: nora.rameka@xtra.co.nz; Kipa Munro (kipa@ngatirehia.co.nz) <kipa@ngatirehia.co.nz>
Cc: Ted Wihongi <ted.wihongi@fndc.govt.nz>; Rachel Ropiha <Rachel.Ropiha@fndc.govt.nz>
Subject: NEW ROAD NAME APPLICATION -addressed at 931 Puketona Road Haruru

Tena Koutou,

A new Road Name application has been received. Can you please view the suggested Road Names in the application attached and advise if this is approved or declined.

The deadline for this report to go through to the Community Board for the June meeting is Wednesday 12th May.

Thank you,
Nga mihi,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz



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7.8 ROAD NAMING - 99 YORKE ROAD, HARURU**File Number: A3197001****Author: Selina Topia, Roding Support Officer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 99 Yorke Road, Haruru. Community Boards have delegated authority to name private roads.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, River Palms Lane that is currently addressed at 99 Yorke Road, Haruru as per map (A3147590).

1) TĀHUHU KŌRERO / BACKGROUND

Mr S Woolston from the Woolston Family Trust have advised that this is a private road created by a sub-division addressed at 99 Yorke Road, Haruru.

Community Boards have delegated authority to name private roads.

The names River Palms, The Palms and Waitangi River Palms has been suggested as the subdivision is on the Waitangi river and it has numerous palms on the site.

The background for these names is given also as per the Road Naming application attached (A3147589).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. River Palms Lane
2. The Palms Way
3. Waitangi River Palms Lane

The Roding team has no objections to the names suggested above.

Take Tūtohunga / Reason for the recommendation

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

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

There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant

ĀPITI HANGA / ATTACHMENTS

1. **Application - Document number - A3147589** [↓](#)
2. **Map - Document number - A3147590** [↓](#)

3. **Schedule - Document number - A3194873** [↓](#)
4. **LINZ approval - Document number - A3196999** [↓](#)
5. **Iwi approval - Document number - A3179223** [↓](#)

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	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested as per email attached (A3179223).
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.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



Application for road naming or renaming

GENERAL INFORMATION

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

APPLICANT DETAILS

Applicant/Developer Name: Woolston Family Trust

Organisation: _____

Postal Address: PO Box 112062, Penrose, Auckland

Phone: 09 571 3544 Mobile: 0274 925 600

Email: trevor@trucker.co.nz; accounts@trucker.co.nz

ROAD LOCATION	
Address:	99 Yorke Road, Haruru
Legal Description:	Lots 1-8 being a proposed subdivision Lots 3-5 DP 333811 & Lot 1 DP 166269
Resource Consent Application Number:	RC 2190486-RMASUB
Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road	<input checked="" type="checkbox"/> Private Road
<input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: River Palms Lane
	Second Choice: The Palms Way
	Third Choice: Waitangi River Palms Lane
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	
The property is situated on the Waitangi River & has numerous palms planted on the site	

ROAD RENAMING

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

GENERAL INFORMATION AND GUIDELINES

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

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

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

The following are suitable suffixes for particular road types:

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

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

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

Applicants Signature: _____



Date: _____

7.4.21

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

Appendix - Guidelines for Choosing a Road Name

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

7.1 History – Weighting 3

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

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

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

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

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

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

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

7.3 Geography – Weighting 2

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

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

7.3.3 Views must be readily identifiable.

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

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

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

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

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

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

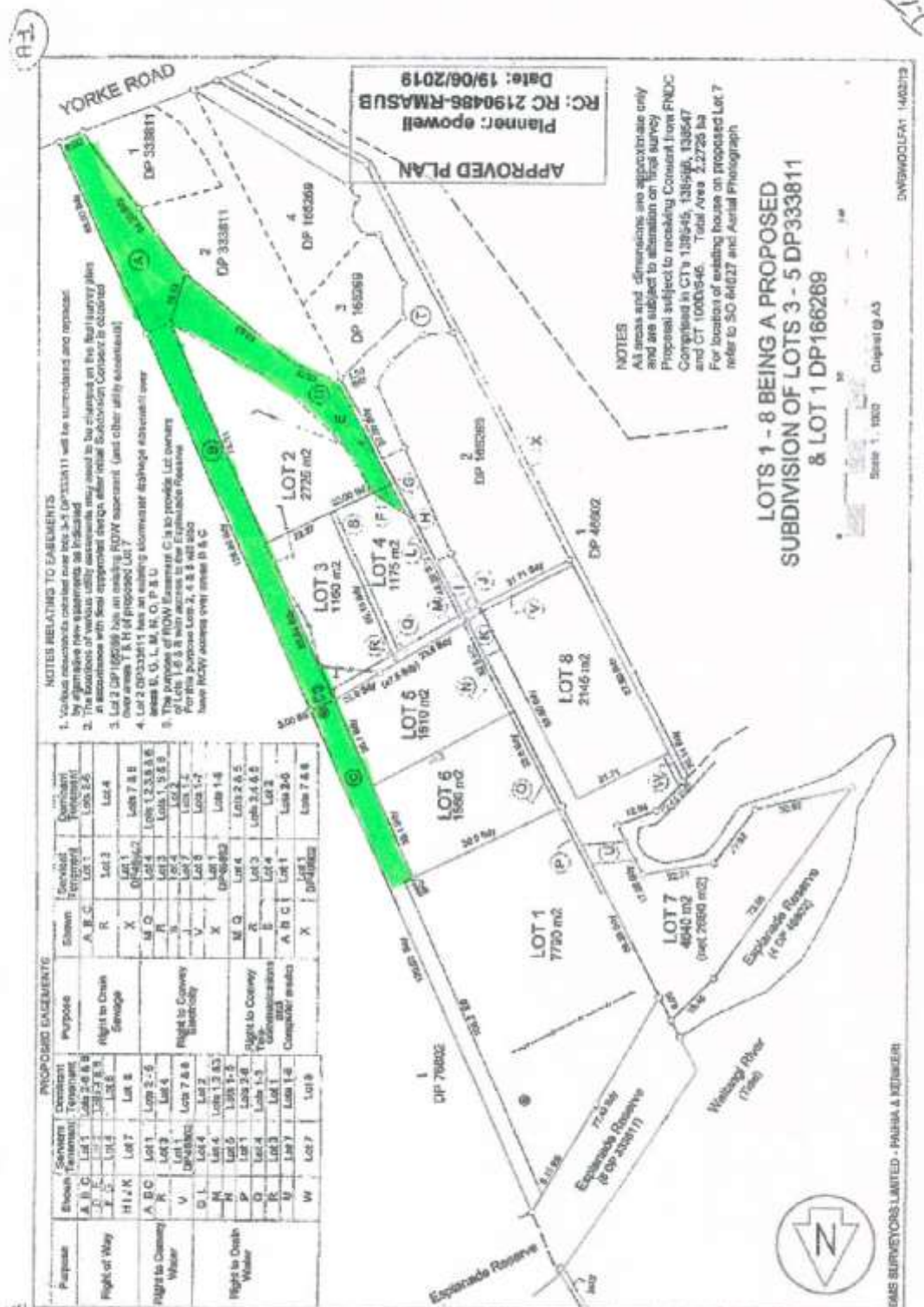
7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

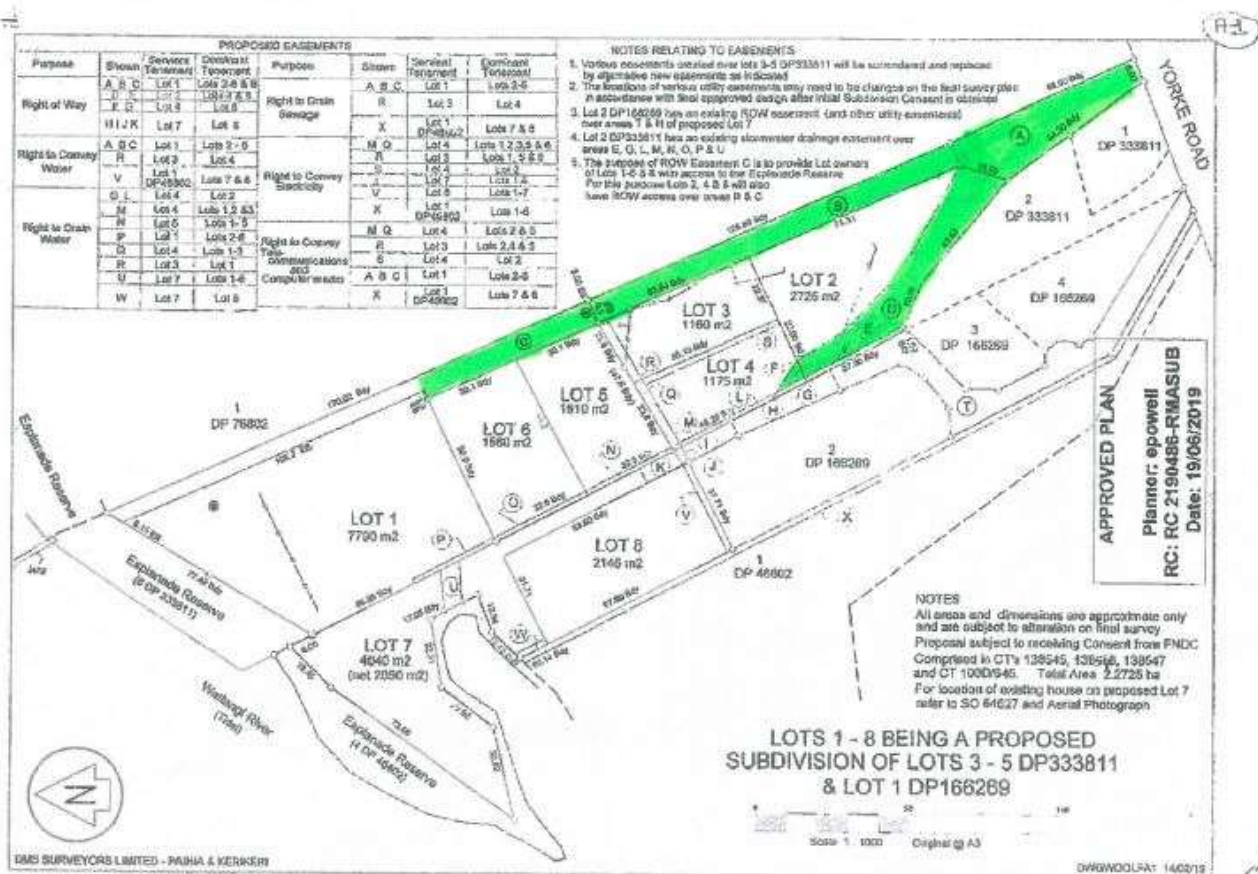
7.5.1 Persons who have made a notable contribution to the area or the District fall into this category. The contribution which can be duly recognised may be in conservation, community service, sport, arts, military, commerce, local government or other sphere of activity.

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

7.6 Weighting the Names

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





Bay of Islands-Whangaroa Community Board Road Naming Schedule (Private) - 3 June 2021						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at 99 Yorke Road Haruru	First Preference	River Palms Lane	1	The property is situated on the Waitangi River and has numerous palms planted on the site		River Palms Lane
	Second Preference	The Palms Way	1	As above		
	Third Preference	Waitangi River Palms Lane	1	As above		

From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST
Date: Tuesday, 11 May 2021 8:27:25 AM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Kia ora Selina

Here are my findings;

River Palms Lane	Acceptable
The Palms Way	Acceptable
Waitangi River Palms Lane	Acceptable

Regards

Renni

Addressing Analyst
Addressing and Properties
addresses@linz.govt.nz | 04 4600110



Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Monday, 10 May 2021 8:48 p.m.
To: Addresses <addresses@linz.govt.nz>
Subject: RE: NEW ROAD NAME REQUEST

Kia ora,

NOW URGENT

Can I please have a urgent reply on this as need to get report into Council.

Thank you,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Selina Topia | NTA

Sent: Tuesday, May 4, 2021 10:26 PM

To: Addresses (addresses@linz.govt.nz) (addresses@linz.govt.nz) <addresses@linz.govt.nz>

Subject: NEW ROAD NAME REQUEST

Tena Koutou,

I have received a new road name request as follows:

Addressed at 99 Yorke Road Haruru

- a. River Palms Lane
- b. The Palms Way
- c. Waitangi River Palms Lane

Can you please confirm if these can be used thanks.

Regards,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



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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.

From: [Nora Rameka](#)
To: [Selina Topia | NTA](#)
Subject: Re: NEW ROAD NAME APPLICATION -addressed at 99 Yorke Road Haruru
Date: Wednesday, 28 April 2021 5:52:09 PM

Kia Ora Selina,
No issue with the name..

Nga mihi
Nora Rameka
Te Runanga O NgatiRehia

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

From: "Selina Topia | NTA" <Selina.Topia@nta.govt.nz>
To: "nora.rameka@xtra.co.nz" <nora.rameka@xtra.co.nz>; "Kipa Munro (kipa@ngatirehia.co.nz)" <kipa@ngatirehia.co.nz>
Cc: "Ted Wihongi" <ted.wihongi@fndc.govt.nz>; "Rachel Ropiha" <Rachel.Ropiha@fndc.govt.nz>
Sent: 28/04/2021 10:15:41 AM
Subject: NEW ROAD NAME APPLICATION -addressed at 99 Yorke Road Haruru

Tena Koutou,

A new Road Name application has been received. Can you please view the suggested Road Names in the application attached and advise if this is approved or declined.

The deadline for this report to go through to the Community Board for the June meeting is Wednesday 12th May.

Thank you,
Nga mihi,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



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7.9 ROAD NAMING - 31 HOBSON AVENUE, KERIKERI**File Number:** A3196130**Author:** Selina Topia, Roding Support Officer**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management**TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 31 Hobson Ave, Kerikeri. Community Boards have delegated authorise to name private roads.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Theatre Lane that is currently addressed at 31 Hobson Avenue, Kerikeri as per map (A3194870).

1) TĀHUHU KŌRERO / BACKGROUND

Mr Paul Wright from MPJ Limited has advised that this is a private road created by a sub-division addressed at 31 Hobson Avenue, Kerikeri. Community Boards have delegated authority to name private roads. The names Theatre and Cinema are proposed due to the picture theatre/ cinema at the beginning of the driveway. The background for these names is given also as per the Road Naming application attached (A3171163).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The suggestions from the applicant are as follows:

1. Theatre Lane
2. Cinema Close

The Roding Team have no objections to the names suggested above.

Take Tūtohunga / Reason for the recommendation

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

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

There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

ĀPITI HANGA / ATTACHMENTS

1. Application - Document number - A3171163 [↓](#)
2. Map - Document number - A3194870 [↓](#)
3. Schedule - Document number - A3194871 [↓](#)
4. LINZ approval - Document number - A3196989 [↓](#)
5. Iwi approval - Document number - A3181754 [↓](#)

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	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested as per email attached (A3181754).
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.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



Application for Road Naming/Renaming

GENERAL INFORMATION

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

APPLICANT DETAILS

Applicant/Developer Name: Paul Wright

Organisation: MPJ Limited

Postal Address: 326 Kerikeri Road, Kerikeri, 0230

Phone: _____ Mobile: 027 3688564

Email: pjwrightnz@gmail.com

ROAD LOCATION	
Address: <u>31 Hobson Ave, Kerikeri</u>	
Legal Description: <u>Lot 14 DP 49506</u>	
Resource Consent Application Number: <u>RC2190359</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>Theatre Lane</u>
	Second Choice: <u>Cinema Close</u>
	Third Choice: <u>Cinema Cove</u>
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
<p>The property is located right next to the Cathay Cinema, which is an iconic and historical building and landmark in the Far North. People will immediately recognise the location and significance of the landmark. Cathay Cinema has a strong historical history in Kerikeri and was opened in 1936. It has recently been restored, preserving the original building features and the current owner (who carried out the restoration), has been consulted on these road name options.</p>	

ROAD RENAMING

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

GENERAL INFORMATION AND GUIDELINES

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

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

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

The following are suitable suffixes for particular road types:

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

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

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

Applicants Signature: _____



Date: 14 Apr 21

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

Appendix - Guidelines for Choosing a Road Name

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

7.1 History – Weighting 3

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

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

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

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

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

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

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

7.3 Geography – Weighting 2

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

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

7.3.3 Views must be readily identifiable.

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

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

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

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

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

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

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

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

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

7.6 Weighting the Names

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



Bay of Islands-Whangaroa Community Board Road Naming Schedule (Private) - 3 June 2021**Kerikeri**

Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Right-of-Way addressed at 260 Waimate North Road Kerikeri	First Preference	Theatre Lane	1	Because of the Picture Theatre/ Cinema at the beginning of the driveway		Theatre Lane
	Second Preference	Cinema Close	1	As above		

From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NOW URGET - NEW ROAD NAME REQUEST
Date: Tuesday, 11 May 2021 8:27:26 AM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Kia ora Selina

Theatre Lane and Cinema Close are acceptable.

Cove is not in Appendix B of the standards so is not acceptable to use.

Regards

Renni

Addressing Analyst
 Addressing and Properties
addresses@linz.govt.nz | 04 4600110



Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
 PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Monday, 10 May 2021 8:46 p.m.
To: Addresses <addresses@linz.govt.nz>
Subject: NOW URGET - NEW ROAD NAME REQUEST

Kia ora,

Can I please have a urgent reply on this as need to get report into Council.

Thank you,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
 Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Selina Topia | NTA
Sent: Tuesday, May 4, 2021 10:28 PM

To: Addresses (addresses@linz.govt.nz) (addresses@linz.govt.nz) <addresses@linz.govt.nz>

Subject: NEW ROAD NAME REQUEST

Tena Koutou,

I have received a new road name request as follows:

Addressed at 31 Hobson Ave, Kerikeri

- a. Theatre Lane
- b. Cinema Close or Cove

Can you please confirm if these can be used thanks.

Regards,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz



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From: [Nora Rameka](#)
To: [Selina Topia | NTA](#); [Kipa Munro \(kipa@ngatirehia.co.nz\)](#)
Cc: ["Ted Wihongi"](#); ["Rachel Ropiha"](#)
Subject: Re: NEW ROAD NAME APPLICATION -addressed at 31 Hobson Ave Kerikeri
Date: Wednesday, 5 May 2021 7:26:05 PM
Attachments: [image001.png](#)

Kia Ora Selina, No issue with the proposed name.

Nga mihi
 Nora

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

From: "Selina Topia | NTA" <Selina.Topia@nta.govt.nz>
 To: "nora.rameka@xtra.co.nz" <nora.rameka@xtra.co.nz>; "Kipa Munro (kipa@ngatirehia.co.nz)" <kipa@ngatirehia.co.nz>
 Cc: "'Ted Wihongi'" <ted.wihongi@fndc.govt.nz>; "'Rachel Ropiha'" <Rachel.Ropiha@fndc.govt.nz>
 Sent: 4/05/2021 10:45:10 PM
 Subject: NEW ROAD NAME APPLICATION -addressed at 31 Hobson Ave Kerikeri

Tena Koutou,

A new Road Name application has been received. Can you please view the suggested Road Names in the application attached and advise if this is approved or declined.

The deadline for the report to be presented to the Community Board is Wednesday 12 May.

Nga mihi nui,
Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
 Transportation Alliance
Far North | Kaipara | Whangarei
DDI 09 4015236 | Selina.Topia@nta.govt.nz



From: Selina Topia | NTA
Sent: Thursday, April 8, 2021 3:59 PM
To: nora.rameka@xtra.co.nz; Kipa Munro <kipa@ngatirehia.co.nz>
Subject: FW: NEW ROAD NAME APPLICATION -addressed at Waimate North Kerikeri

Tena Korua,

Can I have a reply for this one please?

Regards,
Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
 Transportation Alliance
Far North | Kaipara | Whangarei
DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Selina Topia | NTA

Sent: Tuesday, March 23, 2021 10:25 AM

To: Hugh Rihari <rihari.hk@kinect.co.nz>; nora.rameka@xtra.co.nz; Kipa Munro
<kipa@ngatirehia.co.nz> <kipa@ngatirehia.co.nz>

Subject: NEW ROAD NAME APPLICATION -addressed at Waimate North Kerikeri

Tena Koutou,

A new Road Name application has been received. Can you please view the suggested Road Names in the application attached and advise if this is approved or declined.

Thank you,
Nga mihi,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



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.

7.10 ROAD NAMING - 260 WAIMATE NORTH ROAD, KERIKERI**File Number: A3196991****Author: Selina Topia, Roding Support Officer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private right-of-way addressed at 260 Waimate North Road, Kerikeri. Community Boards have delegated authority to name private right-of-ways.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private right-of-way, Flax Grove, that is currently addressed at 260 Waimate North Road, Kerikeri as per map (A3147579).

1) TĀHUHU KŌRERO / BACKGROUND

Natalie Watson from Williams & King has advised that this is a private right-of-way created by a subdivision addressed at 260 Waimate North Road, Kerikeri.

Community Boards have delegated authority to name private right-of-ways.

The name Flax is the enhancement planting undertaken for the subdivision which will include a number of flax (harakeke) plants as well as manuka.

The name Teatree means Manuka in maori and there is already a road in the Far North District called Manuka Road, hence the use of "Teatree".

The name Josephs is an alternative name.

The background for these names is given also as per the Road Naming application attached (A3125695).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Flax Grove or Lane
2. Teatree Lane
3. Josephs Lane

The Roding team has no objections to the names suggested above.

Take Tūtohunga / Reason for the recommendation

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

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

There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

ĀPITI HANGA / ATTACHMENTS

1. Application - Document number - A3125695 [↓](#)
2. Map - Document number - A3147579 [↓](#)
3. Schedule - Document number - A3147610 [↓](#)
4. LINZ approval - Document number - A3138485 [↓](#)
5. Iwi approval - Document number - A3181755 [↓](#)

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	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a private right-of-way and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested as per email attached (A3181755).
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.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Application for road naming or renaming

GENERAL INFORMATION

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

APPLICANT DETAILS

Applicant/Developer Name: RMH Trustee Limited

Organisation: _____

Postal Address: 410 Wiroa Road, Rd 3, Kerikeri, 0293

Phone: _____ Mobile: 021 761 739

Email: roddjbt@gmail.com

ROAD LOCATION	
Address: <u>Waimate North Road, Kerikeri</u>	
Legal Description: <u>Subdivision of Lot 5 DP 540206</u>	
Resource Consent Application Number: <u>RC 2200273</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input checked="" type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: <u>Flax Grove or Flax Lane</u>
	Second Choice: <u>Josephs Lane</u>
	Third Choice: <u>Teatree Lane.</u>
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
<ul style="list-style-type: none"> - Riparian enhancement planting undertaken for the subdivision will include a number of Harakeke / Flax plants as well as manuka (there is already a Manuka Road in the Far North District, hence the use of "Teatree"). - Josephs is an alternative name. 	

ROAD RENAMING

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

GENERAL INFORMATION AND GUIDELINES

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

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

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

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

Cul-de-sac (*short dead-end street with turnaround at the end*)
Wide spacious street

Suffix

Close, Court, Place
Avenue, Boulevard, Parade

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

Narrow road and right of way
Associated with high ground
Associated with low ground
Tree lined road

Suffix

Lane, Way
Rise,
Vale
Avenue, Glade, Grove

Applicants Signature: **PP**  Date: **2 March 2021**

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

Appendix - Guidelines for Choosing a Road Name

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

7.1 History – Weighting 3

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

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

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

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

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

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

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

7.3 Geography – Weighting 2

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

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

7.3.3 Views must be readily identifiable.

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

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

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

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

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

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

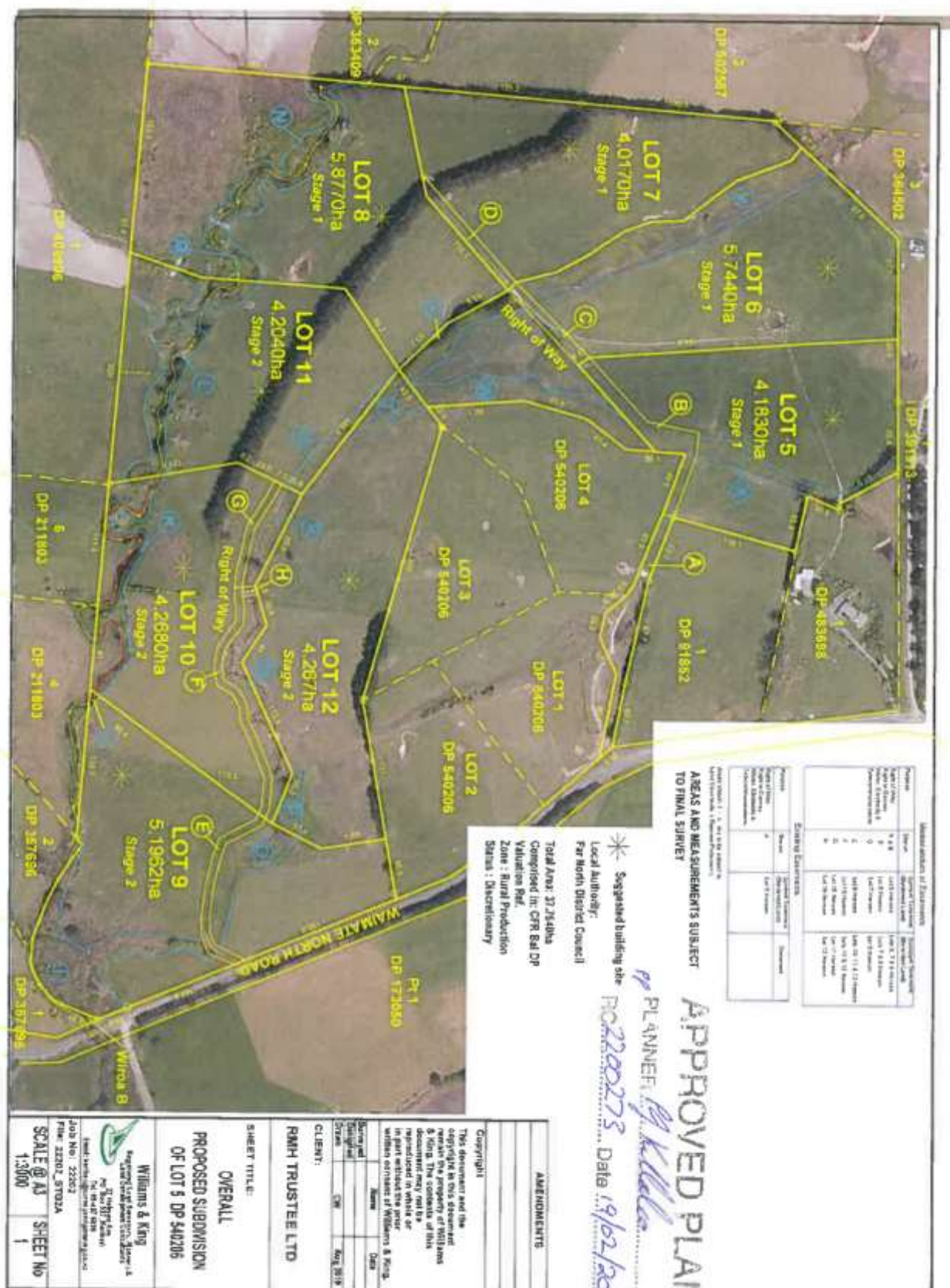
7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

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

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

7.6 Weighting the Names

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



Bay of Islands-Whangaroa Community Board Road Naming Schedule (Right-of-Way) - 6 May 2021						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Right-of-Way addressed at 260 Waimate North Road Kerikeri	First Preference	Flax Grove/Lane	1	Enhancement planting undertaken for the subdivision will include a number of Harakeke/ Flax plants as well as manuka.		Flax Grove/Lane
	Second Preference	Teatree Lane	1	There is already a Manuka Road in the Far North District, hence the use of "Teatree".		
	Third Preference	Josephs Lane	1	Josephs is an alternative name		

From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST
Date: Tuesday, 30 March 2021 2:38:36 PM
Attachments: [image002.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Sorry Selina

These three road names are acceptable. My bad

Regards

Renni

Addressing Analyst
 Addressing and Properties
addresses@linz.govt.nz | 04 4600110



Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
 PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Friday, 26 March 2021 1:41 p.m.
To: Addresses <addresses@linz.govt.nz>
Subject: RE: NEW ROAD NAME REQUEST

So are these ok to be used Renni?

Regards,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
 Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Addresses <addresses@linz.govt.nz>
Sent: Wednesday, March 24, 2021 11:56 AM

To: Selina Topia | NTA <Selina.Topia@nta.govt.nz>

Subject: RE: NEW ROAD NAME REQUEST

Kia ora Selina

Here are my findings. I put my test road at 260 Waimate North Road, Kerikeri;

Addressed at Waimate North Road, Kerikeri

- a. Flax Grove or Lane
- b. Josephs Lane
- c. Teatree Lane

Regards

Renni

Addressing Analyst

Addressing and Properties

addresses@linz.govt.nz | 04 4600110



Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



d.

From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>

Sent: Sunday, 21 March 2021 8:46 p.m.

To: Addresses <addresses@linz.govt.nz>

Subject: RE: NEW ROAD NAME REQUEST

Tena Koutou,

I have received a new road name request as follows:

Addressed at Waimate North Road, Kerikeri

- a. Flax Grove or Lane
- b. Josephs Lane
- c. Teatree Lane

Can you please confirm if these can be used thanks.

Regards,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

From: [Nora Rameka](#)
To: [Selina Topia | NTA: Kipa Munro \(kipa@ngatirehia.co.nz\)](#)
Cc: [Ted Wihongi](#); [Rachel Ropiha](#)
Subject: Re[2]: NEW ROAD NAME APPLICATION -addressed at Waimate North Kerikeri
Date: Wednesday, 5 May 2021 7:27:49 PM
Attachments: [image001.png](#)

Kia Ora ano Selina,
 No issue with the suggested name.

Nga mihi
 Nora Rameka
 Te Runanga O NgatiRehia

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

From: "Selina Topia | NTA" <Selina.Topia@nta.govt.nz>
To: "nora.rameka@xtra.co.nz" <nora.rameka@xtra.co.nz>; "Kipa Munro (kipa@ngatirehia.co.nz)" <kipa@ngatirehia.co.nz>
Cc: "Ted Wihongi" <ted.wihongi@fndc.govt.nz>; "Rachel Ropiha" <Rachel.Ropiha@fndc.govt.nz>
Sent: 4/05/2021 10:23:12 PM
Subject: RE: NEW ROAD NAME APPLICATION -addressed at Waimate North Kerikeri

Tena Koutou,

This is now urgent.

A new Road Name application has been received. Can you please view the suggested Road Names in the application attached and advise if this is approved or declined.

The deadline for this report was May 6th but due to no response, this will go through to the Community Board for the June meeting on Wednesday 12th.

Nga mihi nui,

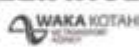
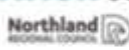
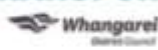
Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
 Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Selina Topia | NTA

Sent: Thursday, April 8, 2021 3:59 PM

To: nora.rameka@xtra.co.nz; Kipa Munro <kipa@ngatirehia.co.nz>

Subject: FW: NEW ROAD NAME APPLICATION -addressed at Waimate North Kerikeri

Tena Korua,

Can I have a reply for this one please?

Regards,

Selina Topia

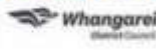
Customer Service Administrator, Business Performance & Support | Northland

Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Selina Topia | NTA

Sent: Tuesday, March 23, 2021 10:25 AM

To: Hugh Rihari <rihari.hk@kinect.co.nz>; nora.rameka@xtra.co.nz; Kipa Munro
(kipa@ngatirehia.co.nz) <kipa@ngatirehia.co.nz>

Subject: NEW ROAD NAME APPLICATION -addressed at Waimate North Kerikeri

Tena Koutou,

A new Road Name application has been received. Can you please view the suggested Road Names in the application attached and advise if this is approved or declined.

Thank you,
Nga mihi,

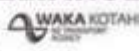
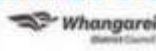
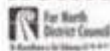
Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



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7.11 ROAD NAMING - 59 HALL ROAD, KERIKERI**File Number: A3197219****Author: Selina Topia, Roding Support Officer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 59 Hall Road, Kerikeri. Community Boards have delegated authority to name private roads.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name six private roads, Louisa Boulevard, Meyer Ave, Satsuma Grove, Apollo Lane, Georgia Lane and Sierra Place that are currently addressed at 59 Hall Road, Kerikeri as per maps (A3197138 and A3197205).

1) TĀHUHU KŌRERO / BACKGROUND

Monique Hawker from Te Puna Waiora has advised that these are private roads created by a subdivision addressed at 59 Hall Road, Kerikeri.

The names Louisa, Meyer, Satsuma, Apollo, Georgia and Sierra are several varieties of fruit commonly grown Kerikeri region.

The background for these names is given also as per the Road Naming application attached (A3194874).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Louisa Boulevard
2. Meyer Ave
3. Satsuma Grove
4. Apollo Lane
5. Georgia Lane
6. Sierra Place

The Roding team and Land Information New Zealand (LINZ) have no objections to the names suggested above.

Take Tūtohunga / Reason for the recommendation

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

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

There will be no financial implications to Council relating to the installation of the road name signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant

ĀPITI HANGA / ATTACHMENTS

1. Application - Document number - A3194874 [↓](#)
2. Map 1 - Document number - A3197138 [↓](#)
3. Map 2 - Document number - A3197205 [↓](#)
4. Schedule - Document number - A3194876 [↓](#)
5. LINZ approval - Document number - A3197135 [↓](#)
6. Iwi approval - Document number - A3202050 [↓](#)

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	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of six private roads and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Hapu representatives of Ngati Rehia were consulted and were asked to provide their input. They are happy with the names requested as per email attached (A3208050).
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.	There will be no financial implications to Council relating to the installation of the road name signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



Application for road naming or renaming

GENERAL INFORMATION

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


APPLICANT DETAILS

Applicant/Developer Name: Monique Hawker

Organisation: Te Puna Waiora - Arida

Postal Address: 59 Hall Road, Kenken

Phone: _____ Mobile: 021 1846179

Email: Manager@tepunawaiora.co.nz 

ROAD LOCATION	
Address: <u>59 Hall Road, Kerikeri</u>	
Legal Description: <u>Retirement village</u>	
Resource Consent Application Number: <u>2190289 & 2190387</u>	
Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1/3	First Choice: <u>Louisa Avenue</u>
Road 2	Second Choice: <u>Meyer Way</u>
Road 4	Third Choice: <u>Satsuma Grove</u>
Road 2 Mews 1.1	First Choice: <u>Apollo lane</u>
mews 1.2	Second Choice: <u>Georgia Lane</u>
mews 1.3	Third Choice: <u>Sierra Place</u>
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	
<p><u>Kerikeri is well known for the fruit it grows in the region, these names are all varieties of different fruit commonly found. Plum, kumara, Mandarin, feijoa, Watermelon and blueberry.</u></p>	

ROAD RENAMING

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

GENERAL INFORMATION AND GUIDELINES

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

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

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

The following are suitable suffixes for particular road types:

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

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

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

Applicants Signature:  Date: 22/4/21

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

Appendix - Guidelines for Choosing a Road Name

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

7.1 History – Weighting 3

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

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

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

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

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

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

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

7.3 Geography – Weighting 2

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

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

7.3.3 Views must be readily identifiable.

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

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

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

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

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

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

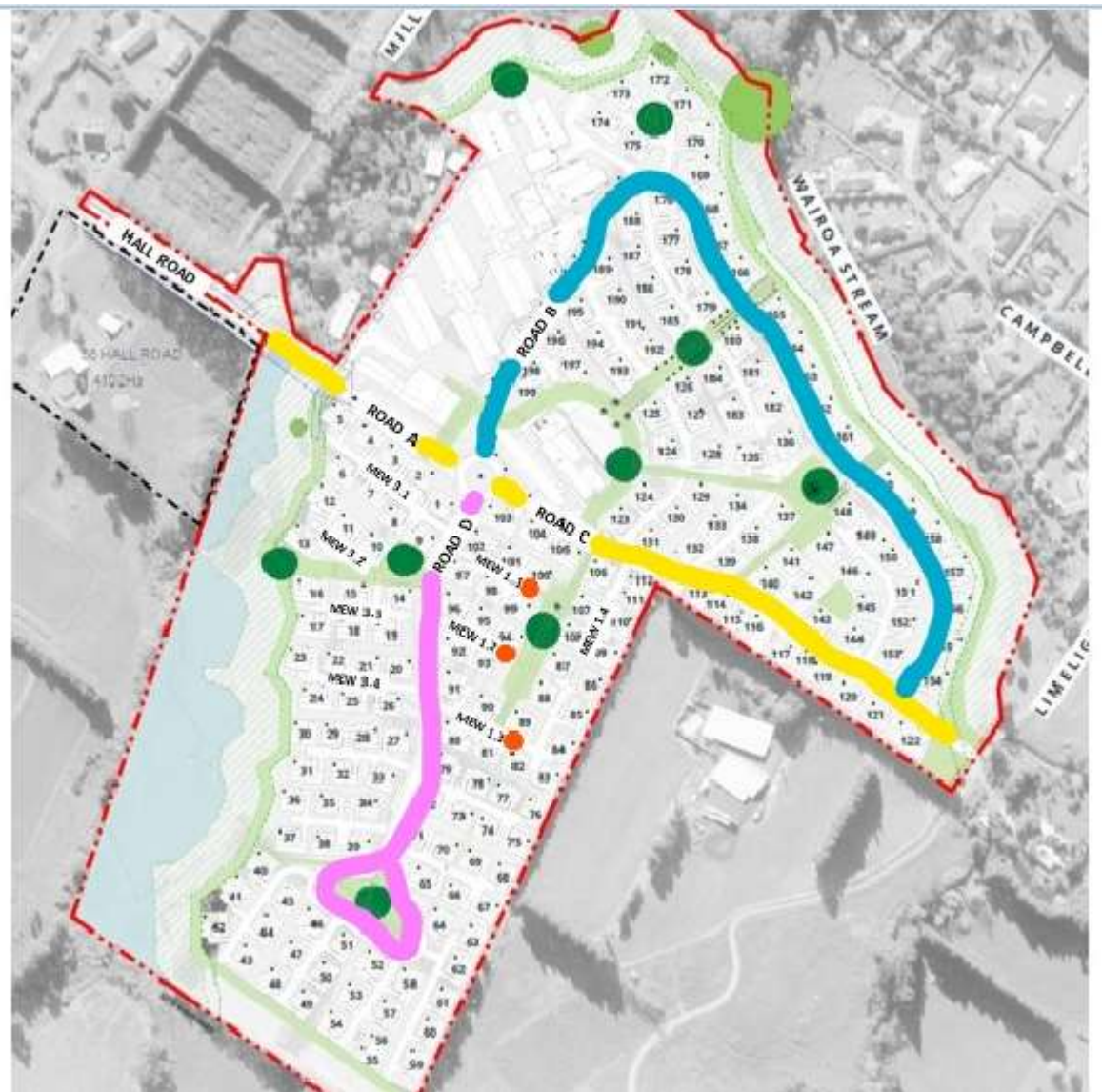
7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

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

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

7.6 Weighting the Names

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



From: [Monique Hawker | Te Puna Waiora](#)
To: [Selina Topla | NTA](#)
Cc: [Andrew Bidlake | Arvida](#)
Subject: Te Puna Waiora Roads
Date: Wednesday, 5 May 2021 3:51:12 PM

Hi Selina,

Hoping to make things a little clearer moving forward, I have attached a map which is labelled with the street numbers below – A,B,C,D and then also the Mews 1.1,1.2,1.3.

Then the highlighted colours also match up with the schedule below.

Warm regards,

Monique

ROAD TYPE	NUMBER	STAGE	PROPOSED NAME
MAIN ROAD	A	1	Louisa Boulevard
MAIN ROAD	B	1	Meyer Avenue
MAIN ROAD	C	1	Louisa Boulevard
MAIN ROAD	D	1	Satsuma Grove
MEWS	1.1	1	Apollo Lane
MEWS	1.2	1	Georgia Lane
MEWS	1.3	1	Gertrude Place
MEWS	1.4	3	
MEWS	2.1	3	
MEWS	2.2	3	
MEWS	2.3	4	
MEWS	2.4	4	
MEWS	2.5	4	
MEWS	2.6	4	
MEWS	2.7	4	
MEWS	2.8	3	
MEWS	3.1	2	
MEWS	3.2	2	
MEWS	3.3	2	
MEWS	3.4	2	

Monique Hawker

Living Well Community Manager

Te Puna Waiora (Source of Wellbeing)

59 Hall Road, Kerikeri 0230

M: +64 21 1846179

E: monique.hawker@tepunawaiora.co.nz

W: www.arvida.co.nz/living-with-arvida/communities/te-puna-waiora

www.arvida.co.nz



Bay of Islands-Whangaroa Community Board Road Naming Schedule (Private) - 3 June 2021						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at 59 Hall Road Kerikeri	First Road	Louisa Boulevard	1	Kerikeri is well known for its fruit it grows in the region and these names are several varieties of fruit commonly found. Plum, Lemon, Mandarin, Feijoa, Watermelon and Blueberry.		Louisa Boulevard
	Second Road	Meyer Ave	1	As above		Meyer Ave
	Third Road	Satsuma Grove	1	As above		Satsuma Grove
	Fourth Road	Apollo Lane	1	As above		Apollo Lane
	Fifth Road	Georgia Lane	1	As above		Georgia Lane
	Sixth Road	Sierra Place	1	As above		Sierra Place

From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST addressed at 59 Hall Road Kerikeri
Date: Tuesday, 18 May 2021 7:50:24 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Kia ora Selina

Here are my findings;

PROPOSED NAME

Louisa Boulevard	Acceptable
Meyer Avenue	Acceptable
Louisa Boulevard	Acceptable
Satsuma Grove	Acceptable
Apollo Lane	Acceptable
Georgia Lane	Acceptable
Sierra Place	Acceptable. There is a Sierra Avenue in Kawakawa, but there is enough separation for this to be used here.

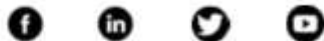
Regards

Renni

Addressing Analyst
Addressing and Properties
addresses@linz.govt.nz | 04 4600110



Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Monday, 17 May 2021 10:16 a.m.
To: Addresses <addresses@linz.govt.nz>
Subject: NEW ROAD NAME REQUEST addressed at 59 Hall Road Kerikeri

Kia ora,

Can I please have an urgent reply on this as need to get report into Council due 18th May 2021.

Please find attached.

Thank you,

From: nora.rameka@xtra.co.nz
To: [Selina Topia | NTA](mailto:Selina.Topia@nta.govt.nz)
Subject: RE: NEW ROAD NAME APPLICATION -addressed at 59 Hall Road Kerikeri
Date: Thursday, 20 May 2021 1:40:26 PM
Attachments: [image001.png](#)

Kia Ora Selina,
 Kipa Munro on behalf of NgatiRehia supports the name proposed for Halls Rd. Te Puna Waiora.
 Tautoko.
 Nga mihi
 Nora

From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Thursday, 20 May 2021 10:32 AM
To: nora.rameka@xtra.co.nz
Subject: FW: NEW ROAD NAME APPLICATION -addressed at 59 Hall Road Kerikeri

Kia ora Nora,

Please find attached.

Nga mihi nui,

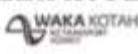
Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
 Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 4015236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



From: Selina Topia | NTA
Sent: Monday, May 17, 2021 10:16 AM
To: nora.rameka@xtra.co.nz; Kipa Munro (kipa@ngatirehia.co.nz) <kipa@ngatirehia.co.nz>
Cc: Ted Wihongi <ted.wihongi@fndc.govt.nz>; Rachel Ropiha <Rachel.Ropiha@fndc.govt.nz>
Subject: NEW ROAD NAME APPLICATION -addressed at 59 Hall Road Kerikeri

Tena Koutou,

A new Road Name application has been received. Can you please view the suggested Road Names in the application attached and advise if this is approved or declined.

The deadline for the report to be presented to the Community Board is Tuesday 18th May 2021.

Nga mihi nui,

8 INFORMATION REPORTS

8.1 UPDATE ON SPEED LIMITS BYLAW REVIEW

File Number: A3178827

Author: Roger Ackers, Manager - Strategy Development

Authoriser: William J Taylor MBE, General Manager - Strategic Planning and Policy (Acting)

TAKE PŪRONGO / PURPOSE OF THE REPORT

To update the Bay of Islands-Whangaroa Community Board on the Speed Limit Review Programme, including the review process and upcoming consultations.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The purpose of this item is to provide the Community Board with background to the ongoing speed review programme. The paper also includes an overview of the current speed review programme, prioritisation, and review process. The item also provides information on upcoming consultation and how the Board can provide input into that process.

The rolling review of all speed limits in Far North District is being undertaken as part of the implementation of the National Road Safety Strategy: *Road to Zero: A Road Safety Strategy for New Zealand 2020-2030*.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Update on Speed Limits Bylaw Review.

TĀHUHU KŌRERO / BACKGROUND

Far North District Council is a Road Controlling Authority (RCA) within the Far North District and has a statutory role in managing the District's local roads (except State Highways), including the setting of speed limits. This statutory role as an RCA is set out under the Land Transport Act 1998, which also enables Council to make a bylaw that fixes the maximum speed of vehicles on any road for the safety of the public, or for the better preservation of any road (*Section 22AB(1)(d)*).

As part of the national Road Safety Strategy: *Road to Zero: A Road Safety Strategy for New Zealand 2020-2030*, Northland Transportation Alliance (NTA), as part of the Far North District (Council) is undertaking a rolling review of speed limits across the District. This is part of a Northland wide speed limit review project and is being undertaken in coordination with other Road Controlling Authorities, including Whangarei District Council, Kaipara District Council and Waka Kotahi (NZTA).

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Speed Limit Review Programme

The speed limit review programme is part of a region-wide project to reduce serious injury and fatal crashes on Northland roads, in part by setting safe and appropriate speeds that better reflect the road environment.

The programme is coordinated with both Kaipara and Whangarei Districts which enables cross boundary issues to be addressed. NTA also coordinates with Waka Kotahi (NZTA) who are responsible for managing the State Highway network.

NTA has recently completed and implemented a review of speed limits in the Waimate-Okaihau-Kaeo area. This review was the first significant speed review to be completed in Northland. The next areas to be reviewed are as follows:

- Kaitaia-Awaroa
- Broadwood-Kohukohu
- Te Oneroa-a-Tōhe Ninety Mile Beach
- Moerewa urban area

Prioritisation of Reviews

All speed limits in the Far North will be reviewed over time in a rolling review. To achieve this, NTA, in collaboration with FNDC are taking a catchment-based approach where each review will cover a significant number of roads within an identified catchment area. This approach has been taken to:

- Ensure an efficient review process that aligns with Council's resources and budgets
- Reduce the number of speed limit inconsistencies where a lower quality road has a higher speed limit than a connecting high-quality road
- Avoid community engagement fatigue.

Catchment areas are prioritised based on risk. A variety of data is utilised, including crash data, vehicle movement and road environment information to assign every road in Northland a risk rating. The National Road Safety Strategy and Speed Management Guidance requires the RCA to prioritise the top 10% high risk roads.

The high-risk roads are identified, and a catchment area is extrapolated from those roads to determine a reasonable review area. The first catchment areas to be reviewed are those that have the highest risk rating, and where a speed review will have the greatest impact on fatal and serious injury crash reduction.

Prioritisation based on risk is essential to ensure that the districts high risk roads are addressed first. Secondary to risk, other aspects that influence the prioritisation process include:

- Co-ordination of cross-boundary review areas within other Council areas, for example, Russell Road
- The benefits of combining two catchment areas into one review, for example, Kaitaia-Awaroa and Broadwood-Kohukohu catchment areas
- The implementation of related legislation or policy commitments, for example: Te Oneroa-a-Tōhe Beach Management Plan as part of the Te Hiku Iwi Treaty of Waitangi Settlement legislation.

The Kaitaia-Awaroa Road has the highest crash risk rating in Northland and is currently the highest priority for a speed review to be undertaken.

Community Board Input into the Kaitaia-Awaroa; Broadwood-Kohukohu; and Moerewa Review

The Review area incorporates the areas set out in the attached maps.

A Draft Statement of Proposal (SOP), setting out proposed new speed limits and the principal reasons for the proposed speed limits has been prepared. In accordance with Council delegations, the Statement of Proposal will be presented to the Strategy and Policy Committee to approve for consultation purposes on 15 June 2021.

Subject to approval and media publication, the SOP will be publicly notified in the week ending 25 June 2021. Submissions will be sought over a six-week period, which will allow for additional community engagement events to run alongside the submission process.

The SOP is supported by Technical Reports and other background information to enable the community to make informed submissions. The additional information will be available on Council's website. Submitters are provided the opportunity to present their views to Council at a Hearing.

Community Board members will have the opportunity to provide feedback on proposals. To enable this, the SOP will be circulated to Community Boards once it is approved by the Strategy and Policy Committee.

An engagement plan is currently being developed. This Plan will incorporate the use of local media, Council website, electronic and social media and drop-in sessions to reach the widest cross section of the community as possible. The Plan will also identify strategies to engage with Māori within the review area.

Forward Programme

The speed limit review programme is being undertaken as a regional project in collaboration with all three districts and Waka Kotahi. This allows for coordination of speed reviews on cross boundary roads and consistency throughout Northland.

The current forward programme for the Far North District includes:

Catchment Area	Planned Notification
Kerikeri – Bay of Islands	November 2021
Aucks Road – Russell	November 2021
Old Russell Road	2022 to be coordinated with Whangarei District Council
Kawakawa	2022 to be coordinated with Whangarei District Council

It should be noted that the setting of Speed Limit Rule 2017 is currently being reviewed. Any changes to this Rule may impact on the current forward programme.

Experience to date shows that the entire speed review process, from start to implementation takes between 6 and 12 months. This allows for significant procurement issues associated with Covid-19 related delays in supply chains and to ensure that implementation is undertaken within current Council budgets.

Next steps

A Statement of Proposal setting out proposed new speed limits will be produced. Once approved by the Strategy and Policy Committee, the SOP will be circulated to Community Boards for information and feedback at the 8 July 2021 Community Board meeting.

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

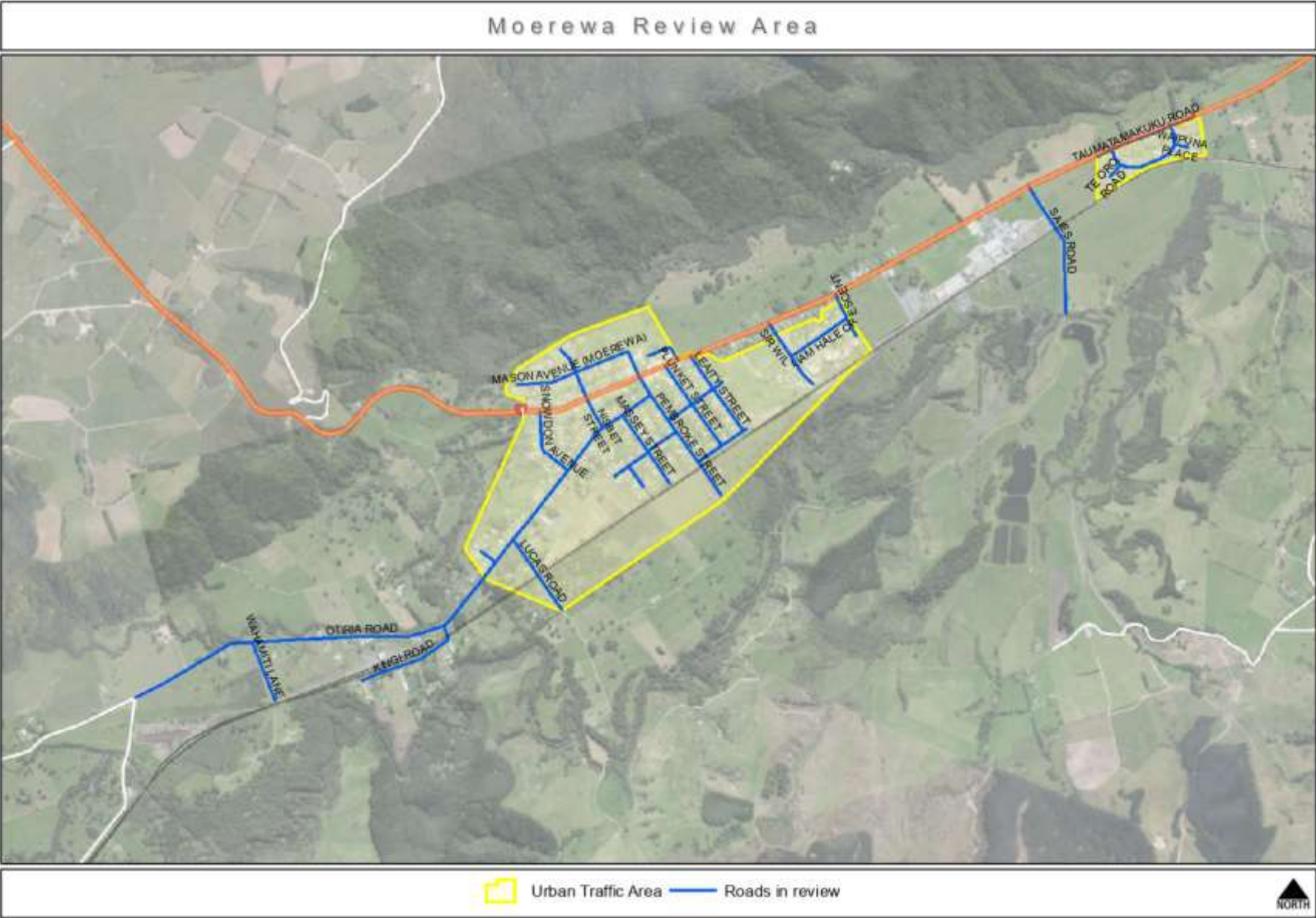
There are no financial implications associated with this agenda item and report.

ĀPITIHINGA / ATTACHMENTS

1. Kaitaia Awaroa Road Speed Limit Review Area Map - A3179087 [↓](#)
2. Kohukohu Broadwood Speed Limit Review Area Map - A3179088 [↓](#)
3. Moerewa Speed Limit Review Area Map - A3179089 [↓](#)







8.2 KERIKERI REDWOODS - UPDATE

File Number: A3185724

Author: Nina Gobie, Team Leader - Facilities Operations

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To update the Board on the Kerikeri Redwoods as per the report presented to the Boards April 2021 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Bay of Islands-Whangaroa Community Board requested an update concerning the Redwood trees located on Wendywood Lane and Hawking's Crescent, Kerikeri in response to the report presented 1 April 2021.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) receive the report Kerikeri Redwoods – update; and,
- b) recommends to Council an annual operating budget of \$10,000 for the future management of the Redwood trees.

TĀHUHU KŌRERO / BACKGROUND

Two reports were completed by Treeskills (Roger Gale) in September 2020. The key findings were:

Wendywood Lane Redwood trees:

- Air-spading to remove the compaction problem, and
- Application of mulch

Hawking's Crescent Redwood trees:

- Will require on-going monitoring

In addition, an independent assessment was carried out by Roy Hollister in March 2021 (refer to attachment 1). Roy's findings outlined the following:

Wendywood Lane Redwood trees:

- The neighbouring New World car park has attributed to a major loss of root zone for the trees and triggered a serious decline in some trees.
- An option of diverting foot traffic by way of a foot bridge / boardwalk and possibly fencing to direct pedestrians.
- Agreed with air-spading and quality mulch including humate.
- Regardless of interventions that some of the trees will decline and removal will be required in the future.

Hawking's Crescent Redwood trees:

- Monitor the deadwood above the walkway
- Apply quality mulch along the path to help reduce the pedestrian traffic compacting the soil profile.

Arborlab were also engaged to identify any risks posed by the trees, establish a baseline condition for any future tree assessments and recommend management recommendations to mitigate and minimise risk. These works were carried out using the Quantified Tree Risk Assessment (QTRA)

method (refer to attachment 2). Arborlab are qualified and registered to be able to carry out Quantified Tree Risk Assessments.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Arborlab visited the sites in October 2020 with the report having been received in April 2021. The findings in this report confirmed that:

- the trees have a reduced level of vigour and vitality
- the level of risk associated with both stands of trees as assessed being within the 'Broadly Acceptable' range.
- the trees be reassessed every two years by a suitably qualified arborist, and
- where possible, add well aged tree mulch to the tree zones limited to a maximum depth of 100mm and not in direct contact with the trees' trunks.

Recreation Services Ltd (RSL) have been engaged to give effect to the air-spading requirement and the application of mulch, along with humate and / or compost.

Soil testing has also been carried out and the results have shown that the Wendywood Lane stand has slightly higher levels of many trace elements but over-all, both sites are fairly similar with nothing urgently required.

This reinforces the issue that the trees are being impacted by compaction and loss of root zone rather than soil condition.

With the soil testing results, it means that quality compost is needed rather than expensive humate.

Consideration is also been given to tagging each tree with a number so each tree can be monitored individually and updated annually rather than reference made to the Wendywood Land and Hawking's Crescent 'stand of Redwood's.

Based on the outcomes of the information received, an annual programme of works is being prepared that includes reporting to the Community Board updates on the findings of future assessments.

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

On-going costs will range from a few thousand for Arborist reports up to \$10,000 annually dependent on the report outcomes and works required. Such works are currently unbudgeted. With increased interest and costings, a separate tree management budget per ward will be requested again as a previous request for an increase was declined.

ĀPITI HANGA / ATTACHMENTS

1. **2021 Kerikeri Redwoods report Roy Hollister - A3142262** [↓](#)
2. **2021 Tree Report by Arborlab re Kerikeri Redwoods - A3192367** [↓](#)

Kerikeri Redwoods
visual inspection of canopy decline
30/3/21



To whom it may concern,

I was engaged by Alfred from Recreational Services to put a few concerns into context regarding both stands of redwoods (*sequoia sempervirens*) located at Wendywood lane and Hawkings crescent Kerikeri.

Starting first with the large stand at Wendywood lane, a tree report was written by Roger Gale on the 1/09/2020 outlining the need for urgent action within this stand, his recommendations were air spading and mulch.

He highlighted that the trees were showing poor vigour, some were really sick with extensive epicormic growth along the side of new worlds car park in Kerikeri.

The car park contributes to a major loss of root zone for these trees and has certainly triggered serious decline in some of the trees along this stand.

Airspading is an option as Roger suggested to aid in helping these trees recover, it is a useful tool that aids in breaking up compounded soil and then adding organic matter deep in the soil profile where micro-organisms can help break down so the trees feeder roots can feed on them creating a healthier environment.

This option would require diverting the foot traffic ideally with a foot bridge/boardwalk and possibly fencing to direct pedestrians.

The cost for the air spading be around \$4500.00 and would also require a quality mulch with additions such as humate to be placed along the airspaded lines. This would be for high foot traffic areas along the Wendywood stand only.

However, I feel that regardless of intervention at this point some of these trees will continue to decline and removal will still be required in the future.

The Hawkings crescent redwoods are the healthiest of the stands. A crown lift was carried out last year by the retirement village, my suggestion would be to monitor the dead wood above the walkway and mulch the path with a good tree mulch to help reduce the foot traffic compounding the soil profile.

I feel that most of these trees can be retained if the council acts on advice from arborists like Roger and provide ongoing monitoring and maintenance, with dead wooding and mulching.

I am happy to meet onsite and discuss any of this if needed.

Roy Hollister
Level 4 Arborist
Complete tree care
021407691

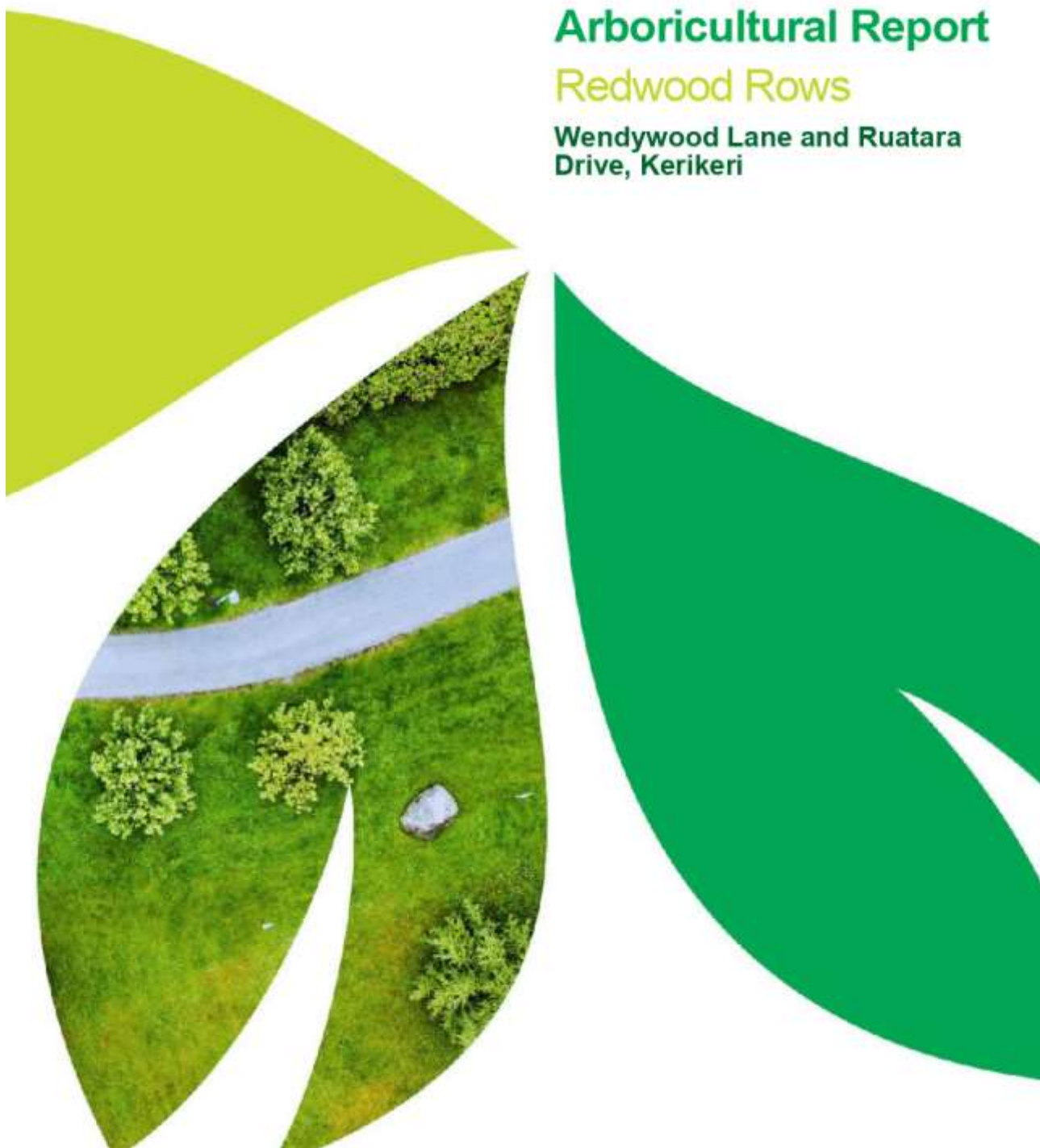


Creating Green Space
Sustainability

Arboricultural Report

Redwood Rows

Wendywood Lane and Ruatara
Drive, Kerikeri



Redwood Tree Rows – Kerikeri



Arboricultural Report

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Infrastructure and Asset Management
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Contents

Executive Summary	Error! Bookmark not defined.
Abstract	3
1. Introduction	4
Methodology	Error! Bookmark not defined.
Site Description	4
2. Findings	7
Visual Tree Assessment	7
QTRA Analysis	8
3. Discussion	8
4. Conclusions and Recommendations	8
Conclusions	Error! Bookmark not defined.
Recommendations	8
Appendix A – Assessment Methodology, Limitations, Summary of QTRA and Duty of Care	10
Limitations	10

Abstract

Trees can provide a wide variety of benefits, as well as potential risks. Tree safety management is a matter of balancing the two. Tree failures can have significant consequences to health and safety, and result in property damage. Risk assessments are often applied to guide decisions regarding the safety of trees and to mitigate the potential impacts of full or partial failure. Understanding and being able to manage risk may help reduce preventable tree failures and unnecessary removals.

Risk is often defined as the probability of some specified adverse event occurring within a specified time interval, using a combination of the likelihood of an event occurring and the severity of its potential consequences. Typically, risk considers the likelihood that all or part of the tree will fail, the likelihood of the target being present/struck and the consequences of failure. Also considered as part of the assessment are environmental factors, such as soil, precipitation, pests, etc, which might cause failure, species-specific failure profiles, and site history.



1. Introduction

1. Arborlab Consultancy Services Limited has been engaged by Far North District Council to undertake an arboricultural assessment of two separate rows of Redwood trees (*Sequoia sempervirens*) growing within Council land near Wendywood Lane and Ruatara Drive, Kerikeri.
2. The trees were inspected on 28 October 2020. The findings and recommendations contained herein are based on the visual assessments undertaken on this date.
3. The purpose of this report is to identify risk posed by the trees, provide a baseline condition for any future tree assessments and recommend management recommendations to mitigate and minimise risk.
4. The risk assessments were carried out using the Quantified Tree Risk Assessment (QTRA) method. Occupation rates on the use of the site and the adjacent public land were estimated. For further information on tree risk methodology and limitations please refer to Appendix A.

Site Description

5. The two sites are located near central Kerikeri. One row of the trees is located between Wendywood Lane carriageway and a carpark at New World supermarket. The other row is located between Kerikeri Retirement Village to the south and other private residential to the north.
6. Both rows of trees are linear groups of mature redwoods (*Sequoia sempervirens*). The two sites and locations of the subject trees are depicted in Figures 1 and 5 below.



Figure 1: Group of redwood at Wendywood Lane circled.

Redwood Tree Rows – Kerikeri



Figure 2 - Northern end of Wendywood Lane trees, viewed from Wendywood Lane.



Figure 3 - Northern end of Wendywood Lane trees, viewed from New World carpark.



Figure 4: Pedestrian 'desire-line' beneath trees at Wendywood Lane.

Redwood Tree Rows – Kerikeri



Figure 5: Group of redwood at Ruatara Drive circled.



Figure 6: Southern aspect of trees at Ruatara Drive.



Figure 7: Northern aspect of trees at Ruatara Drive.



2.Findings

9. The following table provides an average description of the trees within both the groups of redwoods.

Table 1: Tree Inventory

Botanical Name	Common Name	Height (m)	Girth at 1.8m above ground level (mm)	Crown Spread (m)	Form	Structure	Vitality (Health)	Age Class
<i>Sequoia sempervirens</i>	Redwood	34	3000	10	Good	Good	Fair	Mature

Visual Tree Assessment

Wendywood Lane Tree Row

10. A supermarket, and associated car-park was constructed to the south of the western end of the trees at Wendywood Lane. To the north of the majority of the trees is a public, cul-de-sac road. The eastern end of the group has a sports field to the south and residential dwellings to the north.
11. The trees are assessed to have generally fair vitality. Some of the trees have thinner foliar cover than others and a number of trees have epicormic shoots on their main stems. This symptom can be a response to stress, which can also impact vitality. The response is likely to be a result of changes in the trees' growing environment, and potentially damage caused to their root systems during development of the supermarket carpark. No trees in this row presented any major structural issues, such as major deadwood, cavities, fungal fruiting bodies or severe leans. It was noted that a number of trees have been removed (stumps within group noted) and several trees have had their tops removed, though at the time of report, no reasons for these removals have been provided.

12. Ruatara Drive Tree Row

13. The group at Ruatara Drive has a retirement village to the south and residential dwellings to the north. This group could generally be described as having slightly better health/vitality than the trees at Wendywood Lane. No major structural issues were visibly evident.



QTRA Analysis

14. When considering the level of risk posed by trees, the scenario with most severe consequence is assessed. If, through the basic principles of QTRA (land use/target occupancy, size of part likely to fail and the probability of failure), it is found that the Annual Risk of Harm (ARoH) is assessed to be Broadly Acceptable, a level 2 or 3 tree assessment (more detailed) is generally not considered to be warranted.
15. With regard to the Wendywood Lane trees, the most severe consequence is the failure of a lateral branch failing and contacting a vehicle parked in the super market car park.
16. With regard to the trees at Ruatara Drive the most severe consequence is the failure of a lateral branch failing and contacting a dwelling.
17. The annual risk of harm of both these failure risks were assessed to be within the Broadly Acceptable range ($<1/1,000,000$ ARoH), within the QTRA framework.

3. Discussion

18. The trees at Wendywood Lane have a reduced vitality, likely due to alterations to their growing environment over time. This may have resulted in the removal of some trees and the decline of others, to the extent that their tops (having died from the top down) have been removed.
19. No dead trees, or trees in severe decline (with dead tops) were noted during the assessment. Some trees were noted to have reduced vitality, which in isolation does not increase the probability of failure or the ARoH.
20. In order to improve the long-term prognosis of their successful retention, the health of both groups should be monitored and measures could be implemented to improve health. A simple and cost-effective way to improve tree health is by adding well-aged tree mulch to as much of the permeable root zone area as possible. This improves soil health and water retention within the soil during dry periods.

4. Conclusions

21. In general, the trees have a reduced level of vigour and vitality.
22. The level of risk associated with both groups is assessed to be within the Broadly Acceptable range.

5. Recommendations

23. The trees are reassessed every two years by a suitably qualified arborist.
24. Where possible, add well aged tree mulch to the trees' root zones. Mulch should be limited to a maximum depth of 100mm and should not be in contact with the trees' trunks.

Redwood Tree Rows – Kerikeri





Appendix A – Assessment Methodology, Limitations, Summary of QTRA and Duty of Care

Limitations

1. This assessment of the tree has been undertaken to determine the risk posed and provide measures to mitigate the risk; no assessment or reference on the trees' values and benefits have been evaluated.
2. A Visual Tree Assessment (VTA) consistent with modern arboricultural practices (Mattheck and Breloer, 1994) was conducted on 28 October 2020. The model is derived from the principles of biomechanics and uses the trees' growth responses and form as a way of detecting and if necessary, investigating potential issues that can increase the likelihood of tree or branch failure.
3. All observations were made from ground level only and the trees were assessed as a group as a Level 1 assessment. The inspection was limited to a Level 1 assessment, which is focused on identifying trees with imminent and/or probable likelihood of failure. In a Level 1 visual assessment, the assessor is looking for obvious defects such as, but not limited to dead trees, large cavity openings, large dead or broken branches, fungal fruiting bodies, large cracks and severe leans.
4. Hand-held devices have been used to record data onsite. Trunk height, girth and crown spread were estimated.
5. A risk assessment was carried out using the Quantified Tree Risk Assessment (QTRA) method. Occupation rates on the use of the site and the adjacent public land were estimated.
6. No decay detecting equipment, such as a Picus tomograph or Resitograph was used as part of the inspection process.
7. No soil analysis, tissue sampling and/or geological investigations were carried out and all data was collected without the use of any invasive and/or diagnostic tools.
8. It should be noted that trees are dynamic organisms by nature and are exposed to varying weather conditions, which on occasion can be severe. In general, risk assessments are undertaken with consideration to normal weather conditions experienced over a 12-month period. While the QTRA model is a very useful tool, there are necessary limits to its ability to predict tree failure. The QTRA method looks for what is most likely to happen as a probability, not a prediction. Importantly, probability of failure (PoF) is expressed as an annual probability under normal weather conditions across the year. This is because trees can generally be expected to have adapted to their environment to meet these normal conditions. Weather that departs significantly from 'normal' conditions may produce a different failure rate.
9. This report provides an Annual Risk of Harm (ARoH) using the framework of QTRA. While QTRA provides advisory thresholds to assist risk decision making, it is for the tree manager/owner to adopt these or other thresholds, having taken account of their own

Redwood Tree Rows – Kerikeri



management priorities, objectives and resources, and the potential impact on third parties. In some occasions, the ARoH may not reflect arboricultural best practice, in as such, the management of the tree needs to be considered in regards to best practice, albeit this will be led by target prioritisation.



Quantified Tree Risk Assessment

1. Quantified Tree Risk Assessment (QTRA) is an internationally recognised model, which enables accredited users to determine the annual risk of harm (ARoH) from tree and branch failure. The assessment process involves:
 - An analysis of the land use adjacent to the tree in terms of its vulnerability to an impact and its likely occupation
 - A consideration of the likely consequences of an impact based on the size of the tree/branch
 - An estimate of the probability that the tree or branch will fail within the coming 12 months (based on prevailing weather conditions for the geographical location)
25. QTRA expresses the annual risk of harm from tree or branch failure as a probability. Advisory thresholds contained within the QTRA model enable tree owners to determine their 'tolerability' of a given risk and decide what, if any, action is needed to manage the risk.
26. QTRA's advisory thresholds are based on the Tolerability of Risk Framework (ToR). ToR is a conceptual model developed by the UK's Health and Safety Executive. By taking into account the magnitude of a risk and the level of societal concern it is likely to engender, ToR enables risks to be categorised into one of three defined 'tolerability regions'.
27. Some risks will be of such magnitude they are simply unacceptable to society regardless of the benefits that might be derived. Others risks are considered to be so insignificant they are regarded as being broadly acceptable in the context of daily life. Other risks will generally be tolerated by society so that the associated benefits can be secured as long as the risk is managed in a way that it is as low as reasonably practical (a concept referred to as ALARP).
28. Table 1 is an abridged version of the 'tolerability regions' incorporated into QTRA's advisory thresholds.

Table 1: QTRA Advisory thresholds

Tolerability region	Annual of risk of harm
Unacceptable risk	Risks >1/10,000
Tolerable risk	Risks between 1/10,000 and 1/1,000,000
Broadly acceptable risk	Risks <1/1,000,000

29. Even though QTRA's advisory thresholds provide a robust, proportionate and defensible framework for managing the risk of harm from tree and branch failure the factors and processes which ultimately determine the tolerability of a given risk are dynamic in nature, and can vary, depending on a multitude of factors. This makes it important that tree owners ultimately decide, based on their local circumstances, objectives and priorities what constitutes an acceptable, tolerable and unacceptable level of risk.

Redwood Tree Rows – Kerikeri

**Duty of care**

- a. The owner of the land on which a tree stands, together with any party who has control over the tree(s) owes a duty of care to ensure:
 - that insofar as is reasonably practical that people and property are not exposed to unreasonable levels of risk from tree failure.
 - reasonable care is taken to avoid acts or omissions that cause a reasonably foreseeable risk of injury/harm to persons or property.
- b. The concept of 'a reasonably foreseeable risk of harm' reflects the potential for healthy and structurally sound trees to occasionally fail and the practical limitations associated with identifying any asymptomatic degradation in roots, stems and branches.

8.3 ROLAND'S WOOD - UPDATE

File Number: A3185722

Author: Nina Gobie, Team Leader - Facilities Operations

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To present to the Bay of Islands-Whangaroa Community Board a copy of the High Court decision concerning the transfer of obligations and balance of trust funds to the Roland's Wood Trust.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Far North District Council was appointed as the sole trustee of the Roland's Wood Trust which it could not be relieved of this role without the consent of the High Court.
- In September 2020, Council confirmed its intention by way of an Agreement to transfer the rights and obligations of managing, administering, developing and maintaining the woods to the Friends of Roland's Wood Charitable Trust (FRWCT).
- Council has received notification from the High Court approving delegation of Trustee's responsibilities and the transfer of the funds over to the FRWCT.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Roland's Wood - Update.

TĀHUHU KŌRERO / BACKGROUND

- Roland's Wood is located on Inlet Road, Kerikeri.
- Roland Sanson gifted 4.0ha of land to Council in 2007 along with a small trust fund of \$200,000.00 to be used towards the upkeep of the wood lot.
- Council was the sole trustee of Roland's Wood Trust, being responsible for the provision and maintenance of Roland's Wood for recreation use, enjoyment and benefit of the public.
- Due to the special features including the many woodland type trees, landscaped English style wood land and increasing maintenance requirements issues were raised whether this was best sitting with Council as this facility did not sit easily or practically within Council's current practices or contracts.
- Since 2015, the Friends of Roland's Wood Charitable Trust have proactively and successfully developed, maintained and presented the woods to a better standard by way of volunteers.
- It is believed the FRWCT is better placed to preserve, enhance, maintain and improve Roland's Wood for the benefit of the community, to carry out the 'Trustee's' responsibilities and to seek external funds to assist with their efforts, going forward.
- In September 2020, Council confirmed its intention by way of an Agreement to transfer the rights and obligations of managing, administering, developing and maintaining the woods to the Friends of Roland's Wood Charitable Trust (FRWCT).
- An application to the High Court was lodged and the hearing held 29 April 2021.
- Council has received notification from the High Court approving delegation of Trustee's responsibilities and the transfer of the funds over to the FRWCT.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

This matter is now closed by way of a successful High Court order.

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

The remaining balance of the Trust fund held by Council is \$102,519.90 at 30 April 2021 which will be transferred to the Friends of Roland's Wood Charitable Trust as per the Court order.

ĀPITIHINGA / ATTACHMENTS

1. Roland's Wood Trust - 2021 High Court Order - A3186723 [↓](#)

**IN THE HIGH COURT OF NEW ZEALAND
WHANGAREI REGISTRY**

**I TE KŌTI MATUA O AOTEAROA
WHANGĀREI-TERENGA-PARĀOA ROHE**

CIV-2021-488-000031

UNDER	Part 19 of the High Court Rules 2016 and s 21(1) of the Charitable Trusts Act 1957
IN THE MATTER OF	an application concerning ROLAND'S WOOD TRUST for transfer of obligations and balance of the trust funds to FRIENDS OF ROLAND'S WOOD CHARITABLE TRUST, a registered charitable trust no. 2632015, incorporated 6 October 2015 of Kerikeri
AND	
IN THE MATTER OF	an application by FAR NORTH DISTRICT COUNCIL sole trustee of the Roland's Wood Trust, territorial authority Applicant

Counsel: A Goodwin for the Applicant

Date of Minute: 29 April 2021

MINUTE OF WOOLFORD J

Counsel: A Goodwin, Solicitor, Far North District Council, Kaikohe, for the Applicant

[1] The Far North District Council is the sole trustee of Roland's Wood Trust, which received a bequest of land from Roland Sansom located on Inlet Road Kerikeri ("Roland's Wood land") along with a \$200,000 fund to be expended exclusively on the maintenance and upkeep of Roland's Wood land.

[2] The purpose of the Roland's Wood Trust is the provision and maintenance of Roland's Wood land for recreational use, enjoyment and benefit of the public.

[3] The applicant now applies for orders:

- (a) transferring the applicant's trustee responsibility for development, maintenance, operation and administration of Roland's Wood land to the Friends of Roland's Wood Charitable Trust; and
- (b) transferring the balance of the trust funds from the applicant to the Friends of Roland's Wood Charitable Trust for the purpose of maintaining Roland's Wood land in accordance with the Declaration of Trust establishing the Roland's Wood Trust dated 25 June 2007; and
- (c) reserving leave for the applicant to apply for such other ancillary orders as are necessary and/or directed by the Court.

[4] The Friends of Roland's Wood Charitable Trust consents to the application. That consent was formalised in an agreement between the applicant and the Friends of Roland's Wood Charitable Trust dated 7 September 2020. The purposes and objects of the Friends of Roland's Wood Charitable Trust are similar and consistent with those of Roland's Wood Trust and the intentions of the late Roland Sansom, who bequeathed Roland's Wood land and funds to the applicant.

[5] The reasons for the transfer of the trustee's responsibility and the balance of the funds are set out in the originating application dated 29 March 2021. The main reason is that Friends of Roland's Wood Charitable Trust is better placed (as a charitable trust specifically set up in 2015 to preserve, enhance, maintain and improve

Roland's Wood land for the benefit of the local community) to carry out the trustee's responsibility and undertake fundraising should it be necessary in the future.

[6] The application is supported by the affidavits of Nina Gobie, who is employed by the Far North District Council, in a role of Team Leader – Facilities Operation dated 21 December 2020; and Andrew Paul Murdoch, the current chairperson of the Friends of Roland's Wood Charitable Trust dated 17 February 2021.

[7] I am satisfied that there are no other parties to this originating application or other parties affected by this originating application. The only party affected is the Friends of Roland's Wood Charitable Trust. It consents to and supports this originating application.

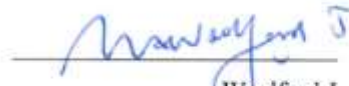
[8] After hearing from counsel and reading the affidavits filed in support of the application, I am satisfied that consent of the High Court should be given to the proposed arrangement in terms of ss 21(1)(a) and (b) of the Charitable Trusts Act 1957.

[9] A reserve of this type with its special features that include a number of woodland type trees does not sit easily or practically within Far North District Council's scope and structure of its parks and reserve services and its maintenance requirements. Most of Council's parks and reserves are large lawn like open spaces, easily maintained and serviced as per a programme of works carried out under a contract by Recreational Services Limited, Council's approved contractor. Roland's Wood land is a landscaped English style wood land that requires much more work and maintenance than a standard park or reserve. As such, Roland's Wood land was maintained to a standard perceived by the Friends of Roland's Wood Charitable Trust as being insufficient with services mainly focused on mowing and arboreal services carried out on a "as need to" basis.

[10] Since its establishment in 2015, members of the Friends of Roland's Wood Charitable Trust have been actively involved in the development and implementation of a management plan for Roland's Wood land and are actively involved in the ongoing maintenance and presentation of Roland's Wood land.

[11] The Friends of Roland's Wood Charitable Trust has developed and maintained a website dedicated to Roland's Wood, which contains history of the park and lists all of the activities, improvements and projects carried out by the Council and the Friends of Roland's Wood Charitable Trust. It has been very much a collaborative relationship between the Far North District Council and the Friends of Roland's Wood Charitable Trust.

[12] There will therefore be an order approving the delegation of trustees' responsibilities and the transfer of the balance of trust funds in terms of the draft order filed with the memorandum of counsel for the applicant dated 27 April 2021.


Woolford J

9 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE