



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 21 June 2022

Time: 11:00 am

Location: Conference Room,
Te Ahu, Cnr Matthews Ave and South
Road,
Kaitaia, 0410

Membership:

Chairperson Adele Gardner
Member Jaqi Brown
Member Darren Axe
Member Sheryl Bainbridge
Member John Stewart
Member William (Bill) Subritzky
Member Felicity Foy

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 storm water 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 centers.

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. Specific to Te Hiku Community Board – the Kaitia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. 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.
19. 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.
20. 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.
21. 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 to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a) the disposal and purchase of land
 - b) proposals to acquire or dispose of reserves
 - c) representation reviews
 - d) development of new maritime facilities
 - e) community development plans and structure plans
 - f) removal and protection of trees
 - g) local economic development initiatives
 - h) changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

Far North District Council
Te Hiku Community Board Meeting
will be held in the Conference Room,, Te Ahu, Cnr Matthews Ave and
South Road, , Kaitaia, 0410 on:
Tuesday 21 June 2022 at 11:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER**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 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**4 NGĀ TONO KŌRERO / DEPUTATION**

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

5 NGĀ KAIKŌRERO / SPEAKERS

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3538600

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board agrees that the minutes of the meeting held 10 May 2022 be confirmed as a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 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) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

The Te Hiku 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".

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 meetings.

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

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

ĀPITIHINGA / ATTACHMENTS

- 1. 2022-05-10 Te Hiku Community Board Minutes - A3698736** [↓](#) 

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.	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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Te Hiku Community Board Meeting Minutes

10 May 2022

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM, TE AHU,
CNR MATTHEWS AVE AND SOUTH ROAD, KAITAIA
ON TUESDAY, 10 MAY 2022 AT 10:06 AM**

PRESENT: Chairperson Adele Gardner, Member Jaqi Brown, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member William (Bill) Subritzky, Member Felicity Foy

STAFF PRESENT: Kim Hammond, Shayne Storey, Glenn Rainham, Rhonda-May Whiu

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Adele Gardener commenced the meeting and John Paitai opened with a Karakia.

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

Member John Stewart declared a conflict regarding item 7.2 funding application Ahipara Aroha Incorporated.

Deputy Chairperson Jaqi Brown declared a conflict regarding item 7.2 funding application – Ahipara Aroha Incorporated and item 7.3g Winter 2021/2022 rural travel funding applications – Te Rarawa Rugby Club.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

There were no public forum speakers.

4 NGĀ TONO KŌRERO / DEPUTATIONS

There were no deputations.

5 NGĀ KAIKŌRERO / SPEAKERS

Lesley Wallace and John Paitai from Ahipara Aroha incorporated regarding item 7.2 funding application and tabled a draft programme for Matariki ki Ahipara.

6 REPORTS

7.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3666639, pages 40 - 50 refers.

RESOLUTION 2022/27

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

That Te Hiku Community Board approves the sum of \$6,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Ahipara Aroha Incorporated for rent, advertising/promotion, administration, equipment hire and purchase and materials for Matariki ki Ahipara, to support the following Community Outcomes:

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10 May 2022

- i) **Proud, vibrant communities**
- ii) **Communities that are healthy, safe, connected and sustainable.**
- iii) **We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.**

CARRIED**7.3 WINTER 2021/2022 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.3 document number A3672880, pages 51 - 54 refers.

RESOLUTION 2022/28

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:

a) Ahipara Boardriders Club	\$1,300.00
b) Kaitaia Abundant Life School	\$1,750.00
c) Kaitaia Rugby Club	\$2,400.00
d) Kaitaia United Womens Football	\$500.00
e) Mangonui Netball Club	\$1,500.00
f) Taipa Area School	\$985.00
g) Te Rarawa Rugby Club	\$2,200.00
TOTAL:	\$10,635.00

Note: Thank you to Tanya Proctor and her team for arranging Kaitaia courts to be tidied-up to enable the Netball Club competition to continue in Kaitaia this season.

CARRIED**7 CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A3538589, pages 12 - 25 refers

RESOLUTION 2022/29

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board agrees that the minutes of the meeting held 29 March 2022 be confirmed as a true and correct record.

CARRIED

The meeting was adjourned from 10:39 am to 10:56 am

At 10:56 am, Member Felicity Foy left the meeting.

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At 10:59 am, Member Felicity Foy returned to the meeting.

At 11:30 am, Member William (Bill) Subritzky left the meeting.

At 11:31 am, Member William (Bill) Subritzky returned to the meeting.

8 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.1 document number A3678626, pages 26 - 27 refers.

RESOLUTION 2022/30

Moved: Member John Stewart

Seconded: Member Darren Axe

That Te Hiku Community Board note the reports from Chairperson Adele Gardner and Members Darren Axe, Sheryl Bainbridge, Jaqi Brown, John Stewart and Bill Subritzky.

CARRIED

7.4 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2022.

Agenda item 7.4 document number A3674058, pages 95 - 96 refers.

RESOLUTION 2022/31

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 March 2022.

CARRIED

The meeting was adjourned from 12:26 pm to 12:46 pm.

At 12:46 pm, Member Felicity Foy left the meeting.

At 12:53 pm, Member Felicity Foy returned to the meeting.

At 12:50 pm, Member Sheryl Bainbridge left the meeting.

At 12:54 pm, Member Sheryl Bainbridge returned to the meeting.

7.5 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME

Agenda item 7.5 document number A3683052, pages 99 - 105 refers.

RESOLUTION 2022/32

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board uplift the Kaitaia Drainage Area 2022/2023 Programme report and:

a) approve the reviewed Kaitaia Drainage Area 2022/2023 work programme.

b) approve a reserve balance of \$26,222 to be held for unplanned works should it be

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required, based on feedback from the Kaitaia Drainage Area Committee.**CARRIED****7.6 KAITAIA DRAINAGE AREA 2023/2024 PROGRAMME**

Agenda item 7.6 document number A3683054, pages 106 - 112 refers.

RESOLUTION 2022/33

Moved: Chairperson Adele Gardner

Seconded: Member John Stewart

That Te Hiku Community Board uplift the Kaitaia Drainage Area 2023/2024 Programme report and receive the report as information.**CARRIED****7.7 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME**

Agenda item 7.7 document number A3683159, pages 113 - 118 refers.

RESOLUTION 2022/34

Moved: Member Jaqi Brown

Seconded: Member John Stewart

That Te Hiku Community Board uplift the Waiharara and Kaikino Drainage Areas 2022/2023 work programme report and:

- a) **Approve the reviewed Waiharara and Kaikino Drainage Areas 2022/2023 work programme.**
- b) **Approve a reserve balance of \$5,000 be held for unplanned works should it be required, based on feedback from the Waiharara and Kaikino Drainage Area Committee.**

CARRIED**7.8 WAIHARARA AND KAIKINO DRAINAGE AREAS 2023/2024 PROGRAMME**

Agenda item 7.8 document number A3683163, pages 119 - 124 refers.

RESOLUTION 2022/35

Moved: Member Darren Axe

Seconded: Member John Stewart

That Te Hiku Community Board uplift the Waiharara and Kaikino Drainage Areas 2023/2024 Programme report and receive the report as information.**CARRIED****7.9 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME**

Agenda item 7.9 document number A3683167, pages 125 - 130 refers.

RESOLUTION 2022/36

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Moved: Chairperson Adele Gardner
Seconded: Member John Stewart

That Te Hiku Community Board uplift the Motutangi Area 2022/2023 work programme report and:

- a) approve the reviewed Motutangi Area 2022/2023 work programme.
- b) approve a reserve balance of \$17,000 be held for emergency works should they be required, based on feedback from the Motutangi Drainage Area Committee.

CARRIED

7.10 MOTUTANGI DRAINAGE AREA 2023/2024 PROGRAMME

Agenda item 7.10 document number A3683209, pages 131 - 135 refers.

RESOLUTION 2022/37

Moved: Member Jaqi Brown
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board uplift the Motutangi Drainage Area 2023/2024 Programme report and receive the report as information.

CARRIED

9 INFORMATION REPORTS

8.1 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 MARCH 2022

Agenda item 8.1 document number A3675292, pages 136 - 136 refers

RESOLUTION 2022/38

Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 March 2022.

CARRIED

8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE MAY 2022

Agenda item 8.2 document number A3661021, pages 139 - 139 refers.

RESOLUTION 2022/39

Moved: Member Sheryl Bainbridge
Seconded: Chairperson Adele Gardner

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update May 2022.

CARRIED

Te Hiku Community Board Meeting Minutes

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8.3 DRAINAGE AREA COMMITTEES MINUTES AND ACTION SHEET

Agenda item 8.3 document number A3689352, pages 142 - 143 refers.

RESOLUTION 2022/40

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board receive the report Drainage Area Committees Minutes and Action Sheet.**CARRIED****9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED****RESOLUTION 2022/41**

Moved: Member Sheryl Bainbridge

Seconded: Member William (Bill) Subritzky

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Ground Lease to Fire and Emergency NZ (FENZ) - Rangiputa, Hihi and Pukenui Stations	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED**8 TE KAPINGA HUI / MEETING CLOSE****The meeting closed at 2:02 pm.****The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 21 June 2022.**

.....

CHAIRPERSON

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7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A3742559

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board note the reports from Chairperson Adele Gardner and Members Darren Axe, Jaqi Brown and Bill Subritzky.

1) 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.

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.

Te Take Tūtohunga / Reason for the recommendation

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

3) 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. Community Board Chairperson Report - Adele Gardner June 2022 - A3745311 [↓](#) 
2. Community Board Member Report - Darren Axe June 2022 - A3745315 [↓](#) 
3. Community Board Member Report - Jaqi Brown June 2022 - A3745322 [↓](#) 
4. Community Board Member Report - Bill Subritzky June 2022 - A3738296 [↓](#) 

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

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Board Name
Chairperson's Name	Adele Gardner
Subdivision	Te Hiku
Date	20 April - 31st May 2022

REPORT

1) Meetings/Functions attended

- 20 Apr - Strategic Planning session with Staff - virtual**
- 25 Apr - Attended the Kaitaia Dawn ANZAC service & Mangonui Service**
- 26 Apr - Te Hiku Project Working Group Meeting**
- 26 Apr - Housing for Elderly Workshop - virtual**
- 27 Apr - Risk Workshop - Kaikohe**
- 27 Apr - Audit Risk & Finance Committee Meeting - Kaikohe**
- 28 Apr - Te Hiku CB workshop on Strategic Planning - Te Ahu**
- 28 Apr - Croquet Club Meeting - onsite**
- 28 Apr - Tangonge Domain Meeting - onsite**
- 28 Apr - Attended the Pukenui Wharf Opening**
- 30 Apr - Attended the opening of Korora Park playground at Ahipara**
- 3 May - District Plan workshop - virtual**
- 4 May - Infrastructure Committee Meeting - Kaikohe**
- 4 May - Kerikeri/Waipapa Spatial Plan workshop - Kaikohe**
- 9 May - Te Hiku Project Working Group Meeting - virtual**
- 9 May - Emergency Council Meeting - virtual**
- 10 May - Te Hiku Community Board Meeting - Te Ahu**
- 10 May - Solid Waste & RSL Renewal Contract workshop - Te Ahu**
- 12 May - 3 Waters Better Off Funding workshop - Kaikohe**
- 12 May - Annual Plan workshop**
- 13 May - Te Ahu Meeting**
- 17 May - Roading/dustmatrix workshop - Kaikohe**

- 19 May - Council Meeting - Kaikohe
 - 20 May - Attended the Mangonui Broadwalk opening
 - 23 May - Te Hiku Project Working Group Meeting via zoom
 - 25 May - Combined Community Board workshop - Kaikohe
 - 28 May - Attended the Awanui Playground opening
 - 31 May - Meeting on Tangonge Domain Lease - virtual
 - 31 May - Consultation re concept plans at Pukenui
- 2) Report - Te Hiku Revitalisation work - Ahipara - The new playground opening was a success and the children are enjoying the Whale play equipment in the park. Cultural art work murals has been installed on Te Rarawa Rugby Grounds fence that depicts how Ahiparapara got its name. The ground is being made ready at the entrance before the school and opposite Roma Marae to install more cultural artwork.
- Kaitaia - A group of enthusiastic people have been employed for a year to give the gardens in the Commerce St., Bank St., and Melba Street a make over. The gardens are certainly looking a lot tidier.
- Awanui - the new playground opening was a huge success with Shane Jones as a guest speaker. The children were treated to lots of extra treats and the playground was in full use as soon as the ribbon was cut.
- Te Hiku/Te Ahu footpath loop - This pathway is now open to the public. The Project Working group are in discussions around fit/out stations placed around the pathway. Also solar lights are being costed to be installed around the loop.
- 3) Request for Service: - **RFS 4108288** - Signage to slow down on Korora Road - this is a followup
- 4) Resource Consents - RC 2220551 - 134-142 North Road Kaitaia, Lot 3 & 4 DP 56383 to construct a new Retail/Industrial Building.

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku

Members Name: Darren Axe

Subdivision: North Cape

Date: 29 April –31 May 2022

REPORT

1) Meetings/Functions

28 April

Community Board meeting – Te Ahu – Strategic Plan

29 April

Houhora Wharf Opening Day Ceremony

9 May

RFS Street light Waterfront Road RFS # 4109277

19 May

Organise and attend First Aid course at Raio Hall

30 May

RFS drain clean – Wayne Carly RFS # 4111786

31 May

Organise and attend Concept plan for Houhora at Houhora Game Fishing Club

2) Issues - NIL

3) Resource Consents: NIL

4) Request for Service: 2

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku

Members Name: Jaqi Brown

Subdivision: Ahipara / Kaitaia

Date: May-June 2022

REPORT

1) Meetings/Functions

We had over 50 people braved a storm on 31st May to check out the potential plans for **Pukenui and Houhora**. Delwyn Shepherd talked about the concept plans and the board confirmed that this is just a starting point. Lots of comments were left on the sticky notes and people got to share their thoughts personally with the Community Board. The general response was very positive, but also practical and a paper was circulated for those interested in forming a erosion/climate impact group. There was a request from the floor for the draft document to be sent out, and email addresses taken. Submissions will close June 30th. To ensure collective community voice, consideration needs to be given to a progressive group being formed in the area. I talked about Ahipara Aroha group which drew from local community groups and being formed under an incorporated society to oversee future plans and to promote the community's aspirations. It will need a few champions to make something like this to happen.

30th April saw the opening of the new destination park in **Ahipara's Korora Park**. The park was developed as part of the Te Hiku Revitalisation Programme and delivered a community driven park after many years of extensive community consultation over, the Whales are unique to NZ Parks and are the only ones in the Southern hemisphere. Combined with the new flying fox and pump track has been wonderful for families and visitors. However, the popularity of this park has now created parking issues and traffic safety concerns and the community are looking at parking and traffic calming.

Met for breakfast with First Retail people regarding **Kaitaia main street**. Great to hear over 400 community survey responses so far.

Attending **Ahipara Aroha** community meetings and excited by the opportunities for Te Hiku to leverage off the new Matariki event on the 24th to the 26th June.

Supported the **InZone career coach** into Kaitaia and looking at how kiosks can be brought into Kaitaia to support jobseekers and learners to access opportunities. Local business sponsors are coming forward now.

Continuing to promote accessing council services via using social media platforms to promote key information about how to access council services.

Attended Te Hiku Community Board regular meetings

Issues

Submitting road drainage issues this past month.

Document A3745322

COMMUNITY BOARD MEMBERS REPORT**Report to Community Board:** Te Hiku**Members Name:** Bill Subritzky**Subdivision:** Whatuwhiwhi/Awanui**Date:** 01/06/2022**REPORT****1) Meetings/Functions**

1. 02/5 Spatial Planning meeting Whatuwhiwhi
2. 03/5 Pukenui Spatial planning meeting Awanui
3. 0/5 Te Hiku Board meeting. Te ahu Kaitaia
4. 11/3 Kaingaroa Hall meeting.
5. 11/5 Lake Ohia Hall meeting.
6. 19/5 Visit Tokerau Beach rd to check property flooding at 150-154.
7. 23/5 Spatial Planning meeting Whatuwhiwhi.
8. 25/5 Stakeholder meeting at Marriene Place Whatuwhiwhi
(refer to General Summary / issues below)
9. 28/5 Opening Awanui Playgrounds
10. 31/5 Pukenui Spatial Planning consultation meeting

2) General Summary and Issues.

1. **There have been some difficulties with the Spatial Planning Process regarding the consultation process. There are currently 2 separate Community Plans that have been developed by separate groups and we will need to ensure that plans to develop the Karikari Peninsula now and into the future are representative of the community aspirations.**
Irrespective of this we will be able to meet the requirements of this First stage in planning related to Council reserves and spaces
2. **The meeting at Marriene place (25/5) was well attended with Council, DOC representatives and the inclusion of 6 residents who were able to supply historical information to the group. More important was the fact that they were able to convey the urgency required to address the flooding at Marriene Place after the health and safety issues that were faced by residents in the recent flooding of this street. Short- and longer-term solutions were discussed, and the Community will be informed of all progress from here on. This issue requires Urgent Council attention after 15 or so years with no resolution and in terms of the communities Health and Safety we are at the mercy of Murphy's Law**

3) RFS

- **02/05 Ref 4107754 Replace concrete surfaces over recent trenches dug for Cable Lines. Hot Mix Used was slumping creating a hazard to pedestrians.**
- **02/05 Ref 4107758 Rubbish bin request for Whatuwhiwhi Community Center.**

Document Number A3738296

7.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2022

File Number: A3713468

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

TAKE PŪRONGO / PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Te Hiku Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 30 April 2022

TĀHUHU KŌRERO / 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 2021	\$241,710.00
• Plus Unspent from 2020/21 - Xcape Design Unahi Wharf	\$8,250.00
• Plus Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	\$2,720.00
• Plus Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	\$3,000.00
• Plus Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	\$5,000.00
• Plus Unspent from 2020/21 - Jaycee Park picnic tables	\$7,711.46
• Plus Unspent 2020/21 - Placemaking project for Awanui	\$35,338.00
• Less funds granted and uplifted to 30 April 2022	\$113,352.67
• Less funds not uplifted from 17 November 2020 for Be Free	\$2,720.00
• Less funds not uplifted from 1 June 2021 for Jaycee Park picnic tables	\$7,711.46
• Less funds not uplifted from 9 November 2021 for Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box	\$8,034.00

• Less funds not uplifted from 7 December 2021 for Rosemary Archibald for the purchase of outdoor Christmas tree lights, power extension cords and the cost of delivery	\$2,055.00
• Less funds not uplifted from 15 February 2022 for Kaitaia and Districts A&P Association for costs to support the 2022 Kaitaia A&P show	\$500.00
• Less funds not uplifted from 29 March 2022 for Ahipara Boardriders Club for the purchase of a public address system, trailer and signwriting seating and shelter	\$30,000.00
Community Fund Account balance as at 30 April 2022	\$139,356.33

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 30 April 2022 is \$139,356.33.

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.

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

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 30 April 2022 is attached.

ĀPITIHINGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 30 April 2022 - A3713346** [↓](#) 

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 30 April 2022**

Allocation Grants & Donations Annual Budget 2021-22	141,710.00	
Community Board Placemaking Fund	100,000.00	
Unspent from 2020/21 - Xcape Design Unahi Wharf	8,250.00	
Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	2,720.00	
Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	3,000.00	
Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	5,000.00	
Unspent from 2020/21 - Jaycee Park picnic tables	7,711.46	
Unspent from 2020/21 - Placemaking project for Awanui	35,338.00	
		303,729.46
Less Expenditure 2021/22 (Funds Uplifted)		
July 21		
Unahi Wharf and Park Xcape Design Li	6,090.00	
August 21		
Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	5,000.00	
Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	3,000.00	
September 21		
Unspent from 2020/21 - Xcape Design Unahi Wharf	2,160.00	
Awanui Sports Complex Inc for flood prevention of the complex grounds	1,080.00	
Mangonui Lions for Mangonui Fun Run	788.00	
Friends of Rangikapiti Reserve for production and installation of interpretation and way-finding signage	2,214.00	
Kaitaia College for arts expo - dance production	4,107.00	
Northland Floral Act Society NZ for Designer of the Year competition and show	2,500.00	
October 21		
Youthline Auckland Charitable Trust for youthline support line	3,000.00	
Te Whakaora Tangata for venue hire for the family restoration graduation ceremony	1,304.00	
November 21		
Xcape Design Limited for the printing of the Community Plans	90.00	
Kaitaia Business Association for CCTV monitoring for 21/22 and 22/23	6,000.00	
December 21		
Te Kao Marae - Potahi Marae for purchase of playground equipment and hardware	7,210.00	
Te Hiku Revitalisation fund for the upgrading and beautification of the toilets and the reserve at Awanui	35,338.00	
February 22		
Hawthorn Landscape Architects for Te Hiku Community Board Spatial Landscape Concept Planning	8,537.50	
April 22		

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 30 April 2022**

Awanui Sports Complex Incorporated for the purchase and installation of a submersible pump	22,794.17	
R. Tucker Thompson to send a youth from the Te Hiku Community Board area to attend the seven day Youth Development Voyage on the R. Tucker Thompson	2,140.00	
		113,352.67
Balance as at 30 April 2022		<u>\$190,376.79</u>
Less Commitments 2021/22 as at 30 April 2022 (Funds not yet uplifted)		
Meeting 17.11.20		
Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	2,720.00	
Meeting 01.06.21		
Unspent from 2020/21 - Jaycee Park picnic tables	7,711.46	
Meeting 09.11.21		
Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box	8,034.00	
Meeting 07.12.21		
Rosemary Archibald for the purchase of outdoor Christmas tree lights, power extension cords and the cost of delivery	2,055.00	
Meeting 15.02.22		
Kaitaia and Districts A&P Association for costs to support the 2022 Kaitaia A&P show	500.00	
Meeting 29.03.22		
Ahipara Boardriders Club for the purchase of a public address system, trailer and signwriting seating and shelter	30,000.00	
		51,020.46
Balance 30 April 2022 Uncommitted/(Overcommitted)		<u>\$139,356.33</u>

7.3 FUNDING APPLICATIONS

File Number: A3729047

Author: Kim Hammond, Funding Advisor

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the June 2022 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Seven applications have been received for funding, requesting a total of \$46,571.20.
- The Community Board funding for the 2021/22 financial year was increased by 25% on the previous year to \$141,710. The unallocated balance is \$41,390.83.
- The Board resolved that the \$100,000 placemaking fund in the 2021/2022 financial year would be used to develop concept plans to assist in understanding community priorities and guide further board decisions for funding.
- After the procurement process for the development of the concept plans, there is \$17,150 of unallocated budget for the Placemaking Fund.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri to support the following Community Outcomes:**
 - i) Proud, vibrant communities**
 - ii) Communities that are healthy, safe, connected and sustainable.**
- b) approves the sum of \$1,788.70 (plus GST if applicable) to be paid from the Board's Community Fund account to Living Theatre Charitable Trust for the purchase of 120 tickets for the Matariki Show which will be given to Bald Angels to distribute, to support the following Community Outcomes:**
 - i) Proud, vibrant communities**
 - ii) We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.**
- c) approves the sum of \$9,581 (plus GST if applicable) to be paid from the Board's Community Fund account to Mangonui Cemetery Committee for the removal of four large pine tree at Mangonui Cemetery, to support the following Community Outcomes:**
 - i) Communities that are healthy, safe, connected and sustainable.**
- d) approves the sum of \$1,200 (plus GST if applicable) to be paid from the Board's Community Fund account to Pamapuria School for the purchase of basketball poles from Basketball Northland, to support the following Community Outcomes:**
 - i) Communities that are healthy, safe, connected and sustainable**
- e) approves the sum of \$20,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Hapua Sports Recreation Club, for the costs of fixing the roof and septic drainage at Te Hapua Sports Recreation Club, to support the following Community Outcomes:**

f)	i) Proud, vibrant communities
	ii) Communities that are healthy, safe, connected and sustainable.
approves the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for facilitator fees and materials for the Community Upcycling for the Environment (CUE) programme, to support the following Community Outcomes:	
g)	i) Proud, vibrant communities
	ii) Communities that are healthy, safe, connected and sustainable
	iii) A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki.
approves the sum of \$2,673 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Whakaora Tangata for the purchase and installation of a heat pump at 44 Puckey Avenue, Kaitaia, to support the following Community Outcomes:	
i)	Communities that are healthy, safe, connected and sustainable.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Far North Land Search and Rescue – Lease Building from FNHL for Clubrooms	\$5,000 (3.7%)	Approve \$5,000	Applicant has also submitted applications to the Bay of Islands-Whangaroa and Kaikohe-Hokianga Community Board for consideration, requesting \$5,000 from each Board. The property is not located in Te Hiku Community Board boundaries, however in the last 12 months there have been five searches undertaken by Far North Land Search and Rescue in Te Hiku Community Board boundaries.	
Living Theatre Charitable Trust – Matariki Glow Show	\$2,057 (24.5%)	Approve \$1,788	Living Theatre Charitable Trust is joining with Bald Angels Charitable Trust who will distribute the tickets to whanau in Te Hiku Community Board boundaries. The event is taking place locally and during the school holidays so that whanau can attend. The applicant is GST registered and included GST in the amount requested. The amount recommended is GST exclusive.	Arts, Culture and Events

Applicant and Project	Requested	Recommend	Comments	Type
Mangonui Cemetery Committee – Felling and Removal of Four Large Pine Trees	\$9,581 (100%)	Approve \$9,581	<p>The applicant has not included volunteer time in the application to offset the cost of the project. This cemetery is run on volunteer time, except when there are tasks that the committee cannot undertake themselves, like this project.</p> <p>The Community Grants Policy also states that applicants can only apply for up to 50% of the project cost. The applicant has applied for 100% of the cost more than likely because they do not have the funds to cover this project. As this is a healthy a safety issue, staff recommend full funding on this occasion.</p>	Historic
Pamapurua School – Basketball Poles	\$2,260 (81%)	Approve \$1,200	<p>Pamapurua School was donated two basketball hoops and backboards from Northland Basketball. The school is now required to purchase the basketball poles to be able to install the backboards and hoops.</p> <p>The Community Grants Policy states that applicants can only apply for up to 50% of the project cost. The amount recommend by staff is based on 50% of the project cost. However the Community Board could consider the donation of the basketball hoops and backboards as part of the total project cost and allocated the full \$2,260 requested.</p>	Sport and Recreation
Te Hapua Sports Recreation Club – Roof and Septic Drainage	\$20,000 (50%)	Approve \$20,000	<p>Te Hapua community have had meetings and working bees to stop community assets from deteriorating further. They have put together a list of work that needs to be done in the community, which includes the roof and septic drainage. The community are willing to undertake the work themselves with the help of specialists when needed.</p>	Community Development
Te Pokapu Tiaki Taiao O Te Tai Tokerau (EcoCentre Kaitia) – Community Upcycling for the Environment (CUE)	\$5,000 (6%)	Approve \$5,000	<p>This programme contributes to the majority of the Council's Community Outcomes in the 2021-2031 Long Term Plan, it is rare that applications are submitted for environmental programmes.</p> <p>CUE is not only focused on environmental outcomes, but also upskilling/education and social outcomes by bringing people together.</p>	Environment

Applicant and Project	Requested	Recommend	Comments	Type
Te Whakaora Tangata – Heat Pump Installation for Kaitaia premises and Counselling Space	\$2,673.20 (27%)	Approve \$2,673	This funding application is for the purchase and installation of one large and 3 smaller heat pumps for the premises. The applicant does have a long-term lease in place for this property.	Community Development

Take Tūtohunga / Reason for the recommendation

The applicant/s is 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.

ĀPITIHINGA / ATTACHMENTS

1. THCB Allocations 2021-22 - A3735503 [↓](#) 
2. Application - Far North Land Search and Rescue - A3729472 [↓](#) 
3. Application - Living Theatre Charitable Trust - A3729631 [↓](#) 
4. Application - Mangonui Cemetery Committee - A3733623 [↓](#) 
5. Application - Pamapurua School - A3733664 [↓](#) 
6. Application - Te Hapua Sports Recreation Club - A3729801 [↓](#) 
7. Application - Te Pakapu Tiaki Taiao O Te Tai Tokerau Trust - A3730960 [↓](#) 
8. Application - Whakaora Tangata - A3731334 [↓](#) 

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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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.

THCB Grants Budget **\$ 141,710.00**

Meeting Date	Organisation	Amount Requested	Amount Allocated
Jul-21	Kaitaia Business Association		\$ 6,000.00
Aug-21	Pukenui Coast Care	\$ 3,572.00	Declined
Aug-21	Awanui Sports Complex	\$ 1,080.00	\$ 1,080.00
Aug-21	Friends of Rangikapiti Reserve	\$ 2,214.00	\$ 2,214.00
Aug-21	Kaitaia College	\$ 4,107.00	\$ 4,107.00
Aug-21	Karikari Peninsula Residents and Ratepayers Association	\$ 732.00	Declined
Aug-21	Mangonui Lions	\$ 788.00	\$ 788.00
Aug-21	Northland Floral Art Society NZ	\$ 2,500.00	\$ 2,500.00
Aug-21	Te Whakaroa Tangata	\$ 2,700.00	Declined
Oct-21	Te Whakaroa Tangata	\$ 1,304.00	\$ 1,304.00
Oct-21	Youthline Auckland Charitable Trust	\$ 3,000.00	\$ 3,000.00
Oct-21	Xcape Design Limited	\$ -	\$ 93.00
Nov-21	Te Ahu Museum/Far North Regional	\$ 8,034.00	\$ 8,034.00
Dec-21	Rosemary Archibald	\$ 2,115.00	\$ 2,055.00
Dec-21	Te Kao Marae - Potahi Marae	\$ 7,210.00	\$ 7,210.00
Feb-22	Kaitaia Districts A&P Show Association	\$ 2,457.23	\$ 500.00
Mar-22	Ahipara Boardriders Club	\$ 31,354.00	\$ 30,000.00
Mar-22	Awanui Sports Complex	\$ 26,213.30	\$ 22,794.17
Mar-22	R Tucker Thompson	\$ 2,140.00	\$ 2,140.00
May-22	Ahipara Aroha Incorporated	\$ 6,500.00	\$ 6,500.00
Jun-22	Far North Land Search and Rescue	\$ 5,000.00	\$ -
Jun-22	Living Theatre Charitable Trust	\$ 2,057.00	\$ -
Jun-22	Mangonui Cemetery Committee	\$ 9,581.00	\$ -
Jun-22	Pamapurua School	\$ 2,260.00	\$ -
Jun-22	Te Hapua Sports Recreation Club	\$ 20,000.00	\$ -
Jun-22	Te Pokapu Tiaki Taio o Te Tai Tokerau Trust	\$ 5,000.00	\$ -
Jun-22	Te Whakaora Tangata	\$ 2,673.20	\$ -
		\$ 154,591.73	\$ 100,319.17
		Balance:	\$ 41,390.83

THCB Placemaking Budget **\$ 100,000.00**

Meeting Date	Organisation	Amount Requested	Amount Allocated
9-Nov	Northland Planning and Development Ltd	\$ -	\$ 29,500.00
9-Nov	Hawthorn Landscape Architects	\$ -	\$ 34,150.00
9-Nov	Xcape Design Limited	\$ -	\$ 19,200.00
			\$ 82,850.00
			\$ 17,150.00

Local Grant Application Form

Kerikeri Service Centre
04 APR 2022



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	Far North Land Search and rescue	Number of Members	23
Postal Address	PO Box 720 kerikeri	Post Code	
Physical Address	218 Wiroa Road Kerikeri (BOI Airport)	Post Code	
Contact Person	Donna McCarthy	Position	President
Phone Number		Mobile Number	021 857 976
Email Address	president@fnsar.org.nz		

Please briefly describe the purpose of the organisation.

To find and rescue lost persons

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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.

Lost persons throughout the FNDC District and Northland -

When we are called out we are, in most instances, required to meet at MNRC within the hour, as getting a good outcome from the search is time dependant. Our members are located in Okaihau, Kaikohe, Rawene, Kerikeri, Kaitia and the Paihia area, MNRC is central to most of our volunteers and we are well placed to travel in any direction from this central point. We are briefed and organise ourselves into the least amount of vehicles as possible. We leave the cars we are not taking at the MNRC until our return, which can be overnight in some cases.

We use MNRC for meetings, training and storage. We need a base to call home so our small team with a mighty heart can stay resilient.

We currently sub-lease the building off Coastguard, but they are moving their base to Paihia where their boat is. This leaves us without an affordable home unless we can get funding.

We can support other community groups with a venue for a training and meeting place.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	16,387	5,000
Advertising/Promotion		
Facilitator/Professional Fees ²	1,250	
Administration (incl. stationery/copying)	900	
Equipment Hire		
Equipment Purchase (describe) Targeted funds and grants. NRC Grant & Sale of a building	30,000	
Utilities	5,845	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	2,100	
Refreshments	1,400	
Travel/Mileage	530	
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	75,800	not applicable
Other (describe) Wander Search Expenses	885	
TOTALS	134,262	5,000

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
Equipment replacement upgrading - NRC Targeted Grant	15,000
Sale of Building - Targeted for assets/ trailer upgrade	15,000
Consumables - Cogs Targeted Grant	4,500
TOTAL	

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

Funding Source	Amount	Approved
Foundation North - in progress	25,000	Yes / Pending
Next Lottery Round opens 22 June		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



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)

Far North Search and Rescue

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

Anthony

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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="Donna McCarthy"/>	Position	<input type="text" value="President"/>
Postal Address	<input type="text" value="100 Amuri Road, Kerikeri"/>		Post Code <input type="text" value="0293"/>
Phone Number	<input type="text" value="021 857 976"/>	Mobile Number	<input type="text" value="021 857 976"/>
Signature	<input type="text" value="DMacCarthy"/>		Date <input type="text" value="06 April 2022"/>

Signatory Two

Name	<input type="text" value="Raewyn Smythe"/>	Position	<input type="text" value="Vice President"/>
Postal Address	<input type="text" value="PO Box 333 Paihia"/>		Post Code <input type="text" value="0247"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="022 128 5475"/>
Signature	<input type="text" value="RSmyth"/>		Date <input type="text" value="4 April 2022"/>

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Schedule of Supporting Documentation**FAR NORTH LAND SEARCH AND RESCUE**

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

1	Background/Additional Information for Far North Land Search and Rescue – x 11 pages
2	Email from Far North Holdings Limited for Lease and Cost – x 1 page
3	Affiliation Letter – x 1 page
4	Accounts and Fincials – x 4 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
- **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 *written in this application & provided press release*
- ☒ A health and safety plan – *COVID contingency plan*
- N/A* ☐ Your organisation's business plan (if applicable)
- N/A* ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>Living Theatre Trust</u>	Number of Members	<u>4</u>
Postal Address	<u>P.O. Box 76, Whangamata</u>	Post Code	<u>3643</u>
Physical Address	<u>206 & Philomet Rd, Whangamata</u>	Post Code	<u>3643</u>
Contact Person	<u>Sarah Burren</u>	Position	<u>Secretary / Fundraiser</u>
Phone Number	<u>021 772 106</u>	Mobile Number	<u>021 772 106</u>
Email Address	<u>sarah@glawshaw.co.nz</u>		

Please briefly describe the purpose of the organisation.

To create original childrens theatre - to improve lives & well being of tamariki by them participating & experiencing life

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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 MATARIKI GLOW SHOW Date JULY 22nd 2022
Location Te Ahu, Kaitia Time 11AM & 1pm

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

If so, how much? 11am show is \$15.00 per person / 1pm show is \$16.50 per person

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.

*11am is for 0-5 year olds and is a shorter show
1pm is for 6-12yo - and is a longer show.*

Kia ora, we are staging Matariki Glow Show at Te Ahu Kaitia during Friday July 22, as part of the July sch hols and part of Matariki, Northland Festival. We want to gift 60 tickets to Whanganui for 11AM show & 60 tickets to Whanganui for 1pm show from Te Hiku, Kaitia & surrounding areas. These tickets would be purchased by our Trust & given to Ballo Angels & given out to Whanganui in those areas. Matariki Glow show is a grant-scale glow-in-the-dark puppet show specifically created for tamariki. It's full of Māori myths & legends and has a 5 metre taniwha as one of the central characters. The show brings complete joy to children who would not be able to attend - therefore, we are alleviating disadvantaged children by being able to attend with a free ticket! The show will benefit Kaitia directly & bring a huge sense of togetherness, well being & cultural inclusiveness. We would like to GIFT 120 tickets with your help.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	600	—
Advertising/Promotion	300	—
Facilitator/Professional Fees ² (CAST & CREW)	4090	—
Administration (incl. stationery/copying)		
Equipment Hire	555	—
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	493	—
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Tickets as per Quote	2057. ⁰⁰ 40	2057. ⁰⁰ 40
TOTALS	\$ 8,395	2057.⁰⁰

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

102-169-670

How much money does your organisation currently have?

\$1352.78 19/05/

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

All of it is for
specific purposes

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

Purpose	Amount
Completion of large black drapes	3275
TOTAL	3275

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

Funding Source	Amount	Approved
creative communities FNDc	2451	<input checked="" type="checkbox"/> Yes / Pending
for Kaitiaki & Kerikeri	2451	<input checked="" type="checkbox"/> 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 Te Moana Glowsha	1250	06/09/2019	<input checked="" type="checkbox"/> Y / N
FNDc Te Moana Glowsha	3023	23/4/2020	<input checked="" type="checkbox"/> Y / N
FNDc Wairarapa Glowsha	4900	2/2/2021	<input checked="" type="checkbox"/> 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)

Living Theatre Charitable Trust

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

[Signature]

Signatory Two

[Signature]

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Local Grant Application Form



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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 Sarah Burren Position Secretary/Fundraiser
 Postal Address 57 Centreway Rd, Orewa Post Code 0931
 Phone Number Mobile Number 021 772 106
 Signature [Signature] Date May 19 2022

Signatory Two

Name John Triggs Position Chairman
 Postal Address 57 Centreway Rd, Orewa Post Code 0931
 Phone Number Mobile Number 022 191 2528
 Signature [Signature] Date May 19 2022

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Funding Application - Schedule of Supporting Documentation**LIVING THEATRE CHARITABLE TRUST**

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

1	Confirmation from Bald Angles – x 1 page
2	Quote: Eventfinda – x 1 page
3	Quote: Te Ahu Charitable Trust – x 1 page
4	Show information – x 2 pages
5	Photo – x 1 page
6	Statement of Financial Performance – x 1 page
7	COVID-19 Contingency Plan – x 1 page

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 - *As per contractor*
- ☒ 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="Mangonui Cemetery Committee"/>	Number of Members	<input type="text" value="6"/>
Postal Address	<input type="text" value="C/O PO Box 73, Mangonui."/>	Post Code	<input type="text" value="0442"/>
Physical Address	<input type="text" value="48 Colonel Mould Drive, Mangonui."/>	Post Code	<input type="text" value="0442"/>
Contact Person	<input type="text" value="Michael Pooley"/>	Position	<input type="text" value="Treasurer"/>
Phone Number	<input type="text" value="0904060170"/>	Mobile Number	<input type="text" value="02102368050"/>
Email Address	<input type="text" value="lynpooley13@gmail.com"/>		

Please briefly describe the purpose of the organisation.

Sale of burial plots and maintenance and beautification of Mangonui Public Cemetery.

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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.

These trees are now too large to maintain and felling/removal is the only option.

Doing so will assist greatly with the continued management and more importantly, provide for a safe and secure environment for members of the public, visiting graves and/or, attending interment of loved ones at the Cemetery.

Type text here

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		Not Applicable
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) Contractors (Safe Tree) schedule/quote as attached	9,581	9,581
TOTALS	9,581	9,581

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
Audit fees - annually	300
General mowing - annually	1,200
General maintenance (spraying, fencing, scrub cutting etc.) - annually	1,000
Miscellaneous (grave levelling, painting etc.) - annually	500
TOTAL	3,000

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

Funding Source	Amount	Approved
No other funding requested or secured		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
Development of Cemetery Reserve	6,100	25/06/2020	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Mangonui Cemetery 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 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

Michael Pooley

Signatory Two

Mark Crosby

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Local Grant Application Form



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


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

Signatory One

Name Position

Postal Address Post Code

Phone Number Mobile Number

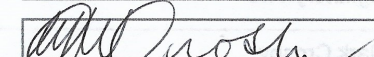
Signature  Date

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature  Date

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Schedule of Supporting Documentation**MANGONUI CEMETERY COMMITTEE**

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

1	Quote from Tree Safe – x 1 page
2	Bank Statement – x 2 pages
3	Statement of Financial Performance – x 2 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
- **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 *N/A*
- ☐ A health and safety plan *N/A*
- ☐ Your organisation's business plan (if applicable) *N/A*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *N/A*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<input type="text" value="Pamapuria School"/>	Number of Members	<input type="text" value="75"/>
Postal Address	<input type="text" value="6970 SH1 Pamapuria RD2 Kaitia"/>	Post Code	<input type="text" value="0482"/>
Physical Address	<input type="text" value="RD2, KAITIA"/>	Post Code	<input type="text" value="0482"/>
Contact Person	<input type="text" value="Cheryl Bamboer"/>	Position	<input type="text" value="Principal"/>
Phone Number	<input type="text" value="09-4084294"/>	Mobile Number	<input type="text" value="021-2154586"/>
Email Address	<input type="text" value="principal@pamapuria.school.nz"/>		

Please briefly describe the purpose of the organisation.

School for 40-8 Yr olds to 13yr olds, however the school grounds are open to the public after school hours

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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.

We would like the basketball pole so our students can have the opportunity to participate in basketball and to also provide this opportunity for the community in this area. Our school is open to the public after school hours and on the weekend to use our facilities.

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 <i>Basketball Poles</i>	<i>\$2760.00</i>	<i>\$2260.00</i>
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	<i>\$2760.00</i>	<i>\$2260.00</i>

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 51-282-086

How much money does your organisation currently have? 500.00

How much of this money is already committed to specific purposes? 500.00

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

Purpose	Amount
Towards the purchasing of basketball poles. The	\$200 per table pole \$600 in total
TOTAL	

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

Funding Source	Amount	Approved
<u>Nil</u>		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
Rural Travel Fund - to	\$1500.00	15/08/21	Y / <u>N</u>
support whānau in transporting	\$1200.00	26/06/21	<u>Y</u> / N
tamariki to touch and			Y / N
netball	Touch tournament did not go ahead because of covid		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)

Pamapurua School

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.
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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 Cheryl Bamber Position Principal

Postal Address RD1, Kaitiaki Post Code 0481

Phone Number 09-40840354 4084294 Mobile Number 021-2154586

Signature [Signature] Date 28/03/22

Signatory Two

Name Amanda Sherriff Position Board Trustee

Postal Address 7 Larmer road RD1 Kaitiaki Post Code 0481

Phone Number 02041273900 Mobile Number

Signature A Sherriff. Date 31.3.2022

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Funding Application - Schedule of Supporting Documentation**PAMAPURIA SCHOOL**

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

1	Quote: Northland Basketball for Poles – x 1 page
2	Bank Statement – x 1 page
3	Annual Report for Year Ended 31 December 2020 – x 36 Pages

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

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

Organisation	Te Hapua Sports Recreation Club.		Number of Members	
Postal Address	978 Te Hapua Road, RD4, Te Kaha, Northland.		Post Code	0484
Physical Address	Main Road, Te Hapua, Northland		Post Code	0484
Contact Person	Sharon Norman / Hilda Fryer	Position	Committee Member / Secretary	
Phone Number		Mobile Number	0210666660	
Email Address	tehapuasportsrecreationclub@gmail.com			

Sports and recreation club, community hall, youth club.

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 Overlay old concrete with new. Re Roof Building and Sort Septic Drainage Date 06.05.2022.

Location Tetapua Road, Tetapua Northland. 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.

This project once completed will benefit all of the Tetapua community; young, old, All.
We have to re-roof the building to make it water tight and sort drainage from the Septic to start with.
Tetapua have no community hall or facility to organise fun days, sports events for our tamariki and haven't done for years. Tetapua have a Marae where often community events are planned and due to Tangi's these are often cancelled or postponed.
Tetapua Sports Recreation Club wish to get their club up and running again, to hold community event, sports days, hunting and fishing events the list goes on and have a safe place for our tamariki to come and play table tennis, pool, darts or play sports.
If you wish to discuss further please contact Sharon Norman or talk with Felicity Fay.
We also need to level off old concrete inside hall, so it would no longer be tripping hazards.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	20,000-00	20,000-00
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	20,000-00	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	40,000-00	20,000-00

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

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
Cleaning Supplies	200 - 00
Maintenance gear from Working Bee Koha'ed.	
Spray - to bring rugby field up to spec	120 - 00
Monthly Power.	100 - 00.
Food + Supplies - Matariki Celebration	1000 - 00.
TOTAL	1420 - 00.

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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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)

Te Hapua Sports Recreation 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

 Dorman

Signatory Two

 Dorman

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Local Grant Application Form



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

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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.
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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 Sharon Norman Position Funding - Committee Member
 Postal Address 5860 SH10, RD3 Kaitiaki Post Code 0482
 Phone Number Mobile Number 0210666660
 Signature [Signature] Date 06/05/2022

Signatory Two

Name Allen Norman Position Committee Member
 Postal Address 5860 SH10, RD3 Kaitiaki Post Code 0482
 Phone Number Mobile Number 0211377660
 Signature [Signature] Date 06/05/2022

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Funding Application - Schedule of Supporting Documentation**TE HAPUA SPORTS RECREATION CLUB**

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

1	Project Overview – x 1 page
2	Quotes: Roofing, Drainage, Electrical, Piping and Connections – x 5 pages
3	Bank Statements – x 2 pages
4	Certificate of Incorporation – 1 page
5	Minutes of General Meeting – x 2 pages
6	Constitution of Te Hapua Sports and Recreation Club – x 6 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
- **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	Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)		Number of Members	540 plus
Postal Address	Shop 5, 42 Commerce Street, Kaitaia (entrance off Bank Street)		Post Code	0410
Physical Address	Shop 5, 42 Commerce Street, Kaitaia (entrance off Bank Street)		Post Code	0410
Contact Person	Donna King	Position	Funding & Finance Officer	
Phone Number		Mobile Number	022 458 2313	
Email Address	mebanjo@outlook.com			

Please briefly describe the purpose of the organisation.

The EcoCentre Kaitaia works at the grassroots, aiming to provide environmental education to encourage protection of the environment, to work towards zero waste, to build community capacity to adapt, empower with information and skills, achieve food security for all, and contribute to community resilience.

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Local Grant Application Form



Project Details

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



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date
Location Time

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

If so, how much?

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

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

The "Community Upcycling for the Environment" or "CUE" project is aimed at reducing the amount of discarded textiles, such as from local Op Shops ending up in landfill; and teaching individuals how to repair, reuse, and upcycle unused textiles found in their own homes.

Individuals will benefit: from having access to low cost items available for sale at the EcoCentre; learning how to sew; learning how to knit /crochet / embroider etc; learning how to repair, reuse and upcycle in their own homes; gaining the confidence and techniques to develop their own small businesses.

The community as a whole benefits: from the reduced amount of discarded textiles ending in landfill; proceeds from the sale of products are used to fund other EcoCentre initiatives such as: Timebank; Kaitaia Cycle (commercial compost collection); and Community Gardens.

Donations of products are also made to other charitable groups in the community, such as adult bibs for aged care facilities.

Activities and experiences available to the community include:

1. Workshops on all aspects of how to repair, reuse and recycle - already attended by clients of Kaitaia Women's refuge; Kaitaia Community Budgeting Services; Corrections; and, various Teachers who take these skills back to the classroom.
2. Sewing lessons, either one on one or in group settings.
3. Space to display / sell products from your own efforts in the EcoCentre Shop
4. A safe place to learn new skills in a friendly and supportive environment.
5. A meeting place and an opportunity to pass knowledge down through the generations.
6. An opportunity for new migrants to the region to develop social connections and share their own unique skills.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	12,000	
Advertising/Promotion	7,800	
Facilitator/Professional Fees ²	39,000	4,800
Administration (incl. stationery/copying)	6,660	
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	5,000	200
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	12,480	not applicable
Other (describe)		
TOTALS	82,940	5,000

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
Tai Tokerau Timebank Coordinators & equipment	36,992
EcoCentre Kaitaia Contractors	54,482
Rent	3,000
Community Garden & Zero Waste Contractors and Equipment	10,650
Training / Creditors	3,037
TOTAL	108,161

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

Funding Source	Amount	Approved
Foundation North	15,000	Yes / Pending
Oxford Sports Trust	1,000	Yes / Pending
Oxford Sports Trust	11,000	Yes / Pending
Pub Charities	12,000	Yes / Pending
Environmental Hubs	20,000	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Te Hiku Ward - CUE	5,000	June 2021	Y / N
Creative Communities - Workshops	1,500	December 2020	Y / N
Te Hiku Ward - Timebank Coordinators	3,000	December 2020	Y / N
FNDC Kaikohe - Kohukohu rent	1,300	November 2020	Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitiaia)

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

[Signature]

Signatory Two

Donna King

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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	Ian Kaihe-Wetting	Position	Chairperson
Postal Address	11 Tahuna Rd, Kaitaia	Post Code	0410
Phone Number		Mobile Number	(027)2100870
Signature		Date	05/05/2022

Signatory Two

Name	Donna King	Position	Funding & Finance Officer
Postal Address	449 Kaitaia-Awaroa Road, R.D. 1, Kaitaia	Post Code	0481
Phone Number		Mobile Number	022 458 2313
Signature		Date	04/05/2022

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Schedule of Supporting Documentation**TE POKAPU TIAKI TAI AO O TE TAI TOKERAY TRUST
(ECO CENTRE KAITAIA)**

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

1	Job Description – x 3 pages
2	Invoice: Rent for 42 Commerce Street – x 1 page
3	Project Reports – x 11 pages
4	Health and Safety Manual – x 41 pages
5	Performance Report for Year Ended 31 March 2021 – x 16 pages
6	Bank Statements – x 3 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
- **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
- ☐ n/a Your organisation's business plan (if applicable)
- ☐ n/a If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Te Whakaora Tangata	Number of Members	n/a
Postal Address	PO Box 497, Kaitaia	Post Code	0441
Physical Address	44 Puckey Avenue, Kaitaia	Post Code	0410
Contact Person	Simone Graham	Position	Grants Manager
Phone Number	(09) 408 0910 - Kaitaia Office	Mobile Number	(021)1400625
Email Address	simone@tewhakaora.org.nz		

Please briefly describe the purpose of the organisation.

Te Whakaora Tangata works with high-risk Far North whānau to identify the root causes of intergenerational dysfunction and help restore emotional resilience and wellbeing for vulnerable whānau. We partner with other community local organisations to achieve significant, long-term, intergenerational transformation.

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.

What we do:

Te Whakaora Tangata serves the highest-risk families in the Far North, working to break cycles of dysfunction for families in need of a better future. Our work addresses the deep-rooted issues of trauma that cause inter-generational family dysfunction, along with the multiple challenges facing our community including suicide, depression, drug & alcohol abuse, domestic violence, sexual abuse and family breakdown. Our programmes include: Family Restoration Courses, Whānau Coaching, free counselling, Kia Kaha focus groups & mentoring, crisis intervention and advocacy.

Broadening the range of services available to the community

We actively partner with other local community services for the benefit of high-risk families, including He Korowai Trust, He Tupua Waiora, Ngatikahu Social and Health Services, Te Rarawa Social Services and Korou Kore Marae. Our clients are often involved with multiple agencies and community services, as they are struggling with complex issues, including depression, drug additions, criminal activity, and intergenerational welfare dependency. Our community partners have begun to rely on us to bring emotional stability to their clients, which helps their own programmes be more effective. They value the work we are doing in the Far North and see our work as a unique and vital addition to the community (*see letters attached*).

How they benefit:

We are not a big-name organisation, but we get massive results and make a difference long-term in the lives of high-risk families*, helping create home/family environments which are safe and healthy for children to grow up in. Our Impact Lab score of 753% ROI for Social Good puts us in the top 5% of the most effective social service organisations in New Zealand.

As an essential service, we are continuing to work keeping families and children safe, throughout all alert levels, offering crisis intervention, counselling, mentoring and support to families who are under a huge amount of pressure and who are at a high risk* of escalating into serious difficulty without support. ****(high-risk families are those in circumstances which put them at greater risk of family violence, suicide, drug and alcohol abuse, criminal activity and poor outcomes for their children).***

We survey clients before and after each Family Restoration Course – the first stage of their journey with us. In the past year 93% of Far North clients stated they have experienced an improvement in at least one of the following:

- Mental health: depression, anxiety, and suicidal thoughts.
- Social connectedness: social contact, domestic violence, and relationships with children.

Our Request:

Our frontline team continues to be inundated with requests for help from marginalised families under pressure, both financially and relationally. Our free counselling service saw an increase of 53% in the past year due to the added pressure on families caused by Covid. This application is a request for funding of \$2,673 (excl. GST) towards the purchase and installation of heat pumps for our Far North premises and counselling rooms. (*See attached project cost breakdown*) **Having heat pumps installed for our counselling spaces** will enable us to create a comfortable environment, which is warm in winter and cool in summer for whānau who come into our offices for counselling and mentoring.

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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.
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- 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		
Administration: (incl Stationery/copying)		
Equipment Hire		
Equipment Purchase (describe): Heat pumps purchase and Installation	\$10,058.10	\$2673.20
Utilities		
Hardware (e.g. cement, paint)		
Consumable materials:		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		\$2,673.20

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
(Monthly Payroll)	(\$91,004.46)
Scotlands Te Kiteroa Grant - programme costs	\$1,500.00
Lighthouse Foundation \$9k, Rotary Onehunga \$8k - Salaries, Charis Foundation \$20,000	\$37,000.00
One Foundation - Auckland Community Development laptops	\$9,390.00
Four Winds Foundation - Auckland Whanau Coach Salary	\$5,025.00
Lion Foundation - Auckland Rent	\$8,000.00
Public Trust (LW Nelson, NZCGT) - Whanau coach Far North, Counselling Costs	\$13,000.00
TOTAL	\$164,919.46

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

Funding Source	Amount	Approved
Pub Charity	\$ 6,072.97	NO
Te Whakaora Tangata - Untagged Donations - to be used to cover GST component then claimed back	\$ 1,311.93	YES

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

Purpose	Amount	Date	Project Report Submitted
Venue Hire for Family Restoration Courses	\$1304	15 Oct 2021	NO - funds still being expended

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Local Grant Application Form



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Applicant Declaration

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On behalf of: (full name of organisation)

Te Whakaora Tangata

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

Simone Graham

Signatory Two

Jenilee Reddy

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Local Grant Application Form



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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.
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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	Simone Graham	Position	Grants Manager
Postal Address	53 Astley Ave, New Lynn, Auckland		Post Code 0600
Phone Number	(09) 269 4083	Mobile Number	(021)1400 625
Signature			Date 5/04/2022

Signatory Two

Name	Jenilee Reddy	Position	Community Partnerships Manager
Postal Address	10 Roys Road, Weymouth Auckland		Post Code 2103
Phone Number	(09) 269 4083	Mobile Number	(021)0239 4184
Signature			Date 5/04/2022

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Funding Application - Schedule of Supporting Documentation**TE WHAKAORA TANGATA**

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

1	Cover Letter – x 2 pages
2	Comparison of Price – x 1 page
3	Quotes: Electrical Laser, Scheepers Refrigeration and Local Refrigeration and Air Conditioning - x 6 pages
4	Brochure – x 2 pages
5	Support Letter from He Tupua Waiora – x 2 pages
6	Support Letter from Far North Maternal Infant Mental Health Service – x 2 pages
7	Transaction List – x 4 pages
8	Health and Safety Manual – x 54 pages

7.4 PROJECT FUNDING REPORTS

File Number: A3739809

Author: Kim Hammond, Funding Advisor

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) **Note the project report received from Houhora Big Game Sports Fishing Club.**
- b) **Note the project report received from Te Pokapu Tiaki Taiao O Te Tai Tokerau (EcoCentre Kaitaia).**

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

ĀPITI HANGA / ATTACHMENTS

1. **Project Report - Houhora Big Game Sports Fishing Club - A3739810**  
2. **Project Report - Te Pokapu Tiaki Taiao O Te Tai Tokerau (EcoCentre Kaitaia) - A3739813**  

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to: funding@fndc.govt.nz **PDF attachment via email is preferred**) OR:

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:	Houhora Big Game Sports Fishing Club Inc
Name & location of project:	Fishing Club Wooden Wharf upgrade
Date of project/activity:	Project start 1/2/2022, completion will be May 2022.

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 20,000.00

Board meeting date the grant was approved: 26/1/2022

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Heron Construction Ltd. supplied new wharf components funded by Te Hiku Community Grant fund:	\$	
Item: B8 Removal of Steel beams	\$ 10,780.00	
Item B9 Place new steel beams	\$ 9890.00	
Total:	\$ 20,670.00	

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

Please see separate sheet.

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

- The pontoons are fitted with stainless steel ladders installed for people and children to use when swimming off the wharf facility.
- The twelve meter and 20-meter floating concrete pontoons float up and down as the tide rises and falls allowing people to step into boats at water level where previously they had to climb up and down ladders or use a wet slippery wooden staircase.
- The wharf allows the community and members of the public unrestricted access 24 hours a day with greatly improved access allowing older and people with disabilities to fish and load onto both trailer and larger boats tied up alongside the floating pontoons with greater ease during any tide time.

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

Please see separate sheet

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

<https://m.facebook.com/onebasenz/>

This report was completed by:

Name:

Address:

Phone: mob:

Email:

Date:

Project Report - Schedule of Supporting Documentation**HOUHORA BIG AME SPORTS FISHING CLUB INCORPORATED**

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

1	Additional Project Report Information and Photos of Project – x 17 pages
2	Price Schedule and Costings – x 1 page
3	Bank Statements – x 12 pages



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to: funding@fndc.govt.nz **PDF attachment via email is preferred) OR:**

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:	Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)
Name & location of project:	Community Upcycling for the Environment (CUE) - Kaitaia
Date of project/activity:	Ongoing project

Which Community Board did you receive funding from?

☒

Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:	\$ 5,000
Board meeting date the grant was approved:	June 2021

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Contractor Fees - Facilitation (Wendy Graydon)	\$ 225.00	✓
Contractor Fees - Facilitation (Lyn Vos)	\$ 2460.00	✓
Contractor Fees - Facilitation (Anna Dunford)	\$ 330.00	✓
Contractor Fees - Facilitation (Merryn Grace)	\$ 1973.70	✓
Materials \$11.30	Total: \$ 5000.00	✓

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

Our CUE project has expanded to include: sewing lessons; two regular sewing sessions a week; workshops, both at Ano Ano and off site at locations such as local Kindis. We have been able to reach out to individuals of all ages, with attendees including children, parents, retired individuals, individuals wanting to make a difference either for themselves, or the community as a whole. Across all workshops, sewing sessions etc we have had over 300 participants with many more benefiting.

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

1

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

Many individuals have learnt how to repair, reuse or recycle items that would otherwise end up in landfill. The community as a whole benefits from the reduction of waste that would end up in landfill, with an average of 9 bins of textiles going to landfill every week from just one Op Shop in Kaitia there is scope for expansion of this project. Individuals benefit from learning new skills, or re-investing in old skills, saving money by reusing items rather than buying new, and developing new social connections. As more people discover what we are doing, there is greater demand on learning the techniques that are being taught at Ano Ano.

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

The FNDC Community Board has been acknowledged in the footer of emails and letters issued during the year, as well as on our facebook pages and internet.

Some reports have been attached showing the scope of our activities and the individuals benefitting from being able to learn new skills at Ano Ano, or from products that are produced from waste textiles, such as repaired curtains, all made possible from grants, such as those received from FNDC Community Board.

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

facebook.com/EcoCentreKaitia/

This report was completed by:

Name: Donna King

Address: Shop 5, 42 Commerce Street, Kaitia (entrance off Bank Street)

Phone: mob: 022 458 2313

Email: mebanjo@outlook.com

Date: 27 Jan 2022

Project Report - Schedule of Supporting Documentation**TE POKAPU TIAKI TAINAO O TE TAI TOKERAU (ECO CENTRE KAITAIA)**

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

1	Report for November 2021 – x 4 pages
2	Report for December 2021 – x 7 pages
3	Report for January 2022 – x 2 pages
4	Transaction and Payments – x 6 pages

7.5 ROAD NAMING - 9 WHANGATANE DRIVE, KAITAIA**File Number:** A3679751**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 Te Hiku Community Board to officially name a public road.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a public road addressed at 9 Whangatane Drive, Kaitaia. Community Boards have delegated authority to name public roads.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a public road, Te Paia Lane that is currently addressed at 9 Whangatane Drive, Kaitaia as per map (A3640109).

1) TĀHUHU KŌRERO / BACKGROUND

Bob Donaldson from Donaldsons Land Surveyors have advised that this is a public road created by a subdivision addressed at 9 Whangatane Drive, Kaitaia

The name Te Paia is from one of the local iwi elders (Kaumatua).

The background for these names is given also as per the Road Naming application attached (A3640109).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Te Paia Lane

The applicant is aware that although this is a public road, the road will be maintained by the developer.

The Roding team and Land Information NZ (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 sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

ĀPITIHINGA / ATTACHMENTS

1. Application and Map - Document number - A3640109 [↓](#) 
2. Schedule - Document number - A3679711 [↓](#) 

3. **LINZ approval - Document number - A3671169** [!\[\]\(2824aab9645d9fab95bae27ff6828dab_img.jpg\)](#) 
4. **Maori consent - Document number - A3679642** [!\[\]\(c42d0234b47eca423823087b9f2f5716_img.jpg\)](#) 

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 public road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Applicant has consulted with the local iwi as per email attached (A3679642).
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 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 Roding 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: _____

Organisation: FNR PROPERTIES LTD.

Postal Address: North Road Kaitia

Phone: _____ Mobile: 021 711 383

Email: manu@fnr.nz

ROAD LOCATION	
Address:	9 Whangatane Drive, Kaitia 0482
Legal Description:	Lot 3 DP 108190
Resource Consent Application Number:	2200516
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 checked="" type="checkbox"/> Public Road	<input type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way
PROPOSED ROAD NAMES	
Road 1	First Choice: Te Paia Lane
	Second Choice: "
	Third Choice: "
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	
Named after one of the local	
IWI Kaumatua.	

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:

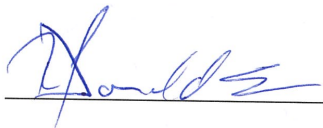
Road Type	Suffix
Cul-de-sac (<i>short dead-end street with turnaround at the end</i>)	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

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

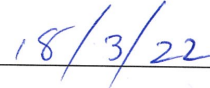
Road Type	Suffix
Narrow road and right of way	Lane, Way
Associated with high ground	Rise,
Associated with low ground	Vale
Tree lined road	Avenue, Glade, Grove

Donaldsons Land Surveyors
90 Kerikeri Road
PO Box 211, Kerikeri
New Zealand 0245

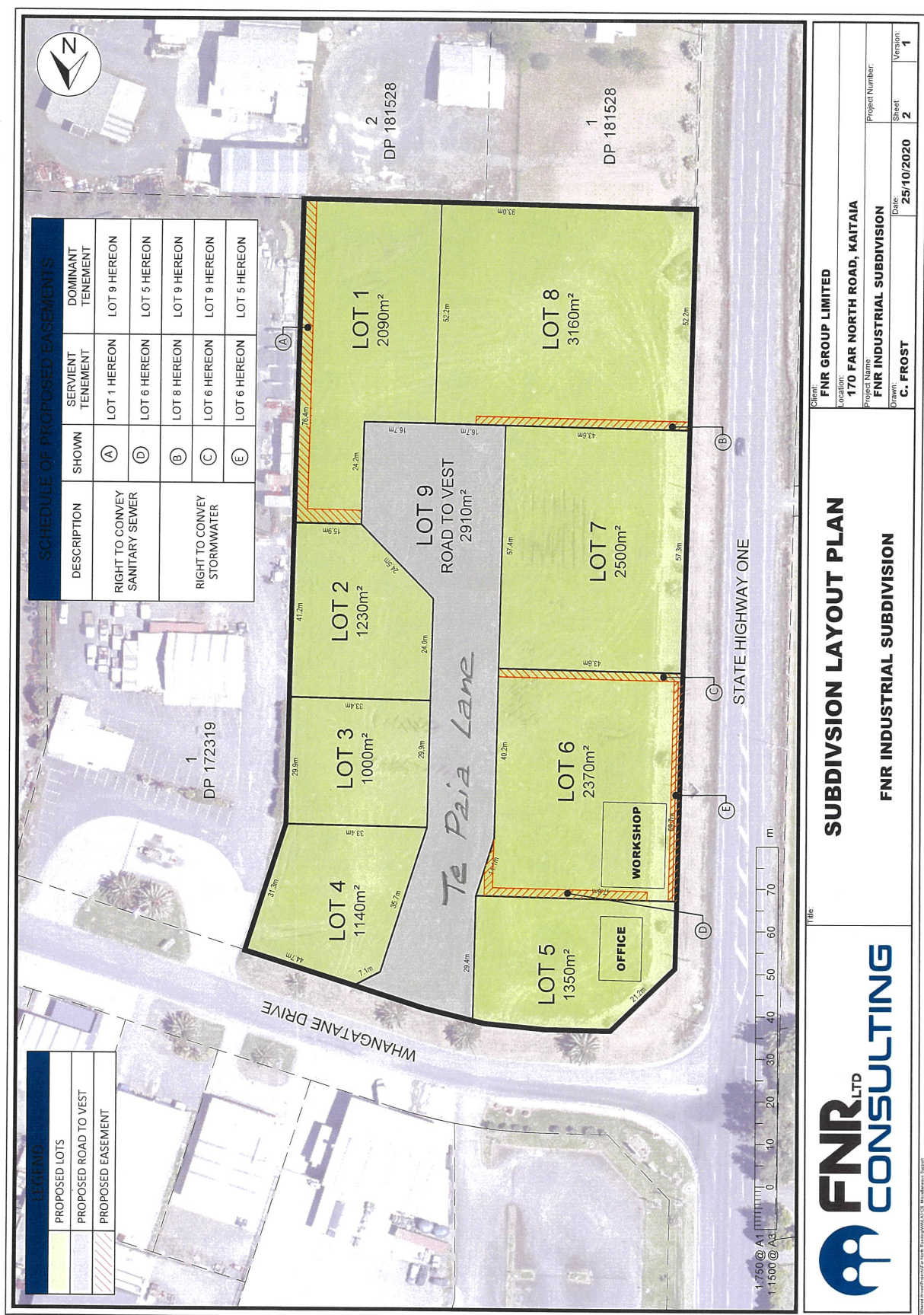
Applicants Signature: _____



Date: _____



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



Bob Donaldson

From: Bob Donaldson <bob@donaldsons.net.nz>
Sent: Monday, 14 March 2022 1:20 PM
To: 'Manu Burkhardt'
Subject: RE: Subdivision

Manu
Will do
Bob

DONALDSONS

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

u u
ROAD NAMING
u u

From: Manu Burkhardt [<mailto:Manu@fnr.nz>]
Sent: Monday, 14 March 2022 12:59 PM
To: Bob Donaldson
Subject: RE: Subdivision

Hi Bob,

The plan looks fine.
We have satisfied 2a), 2b), 2c).

We have not done 2d), the street name application.
How do we do this? Can you do it for us.

The street name proposed in the RC application was "Te Paia Lane", after one of the local Iwi Kaumatua.

Cheers

Manu

Manu Burkhardt-Macrae
Managing Director

Mob 021 711 383 | manu@fnr.nz

North Road | Kaitaia | www.fnrgroup.nz





**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



R.W. Muir
Registrar-General
of Land

Identifier NA60C/270
Land Registration District North Auckland
Date Issued 24 February 1986

Prior References
NA5A/299

Estate	Fee Simple
Area	1.7745 hectares more or less
Legal Description	Lot 3 Deposited Plan 108190

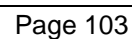
Registered Owners
FNR Properties Limited

Interests

C345446.1 Certificate pursuant to Transit New Zealand Act 1989 declaring that part No. 1 State Highway (Awanui-Bluff) to be a Limited Access Road - 10.2.1992 at 9:42 am
11426345.1 Mortgage to ASB Bank Limited - 8.8.2019 at 1:43 pm
11895911.1 CAVEAT BY TOP ENERGY LIMITED - 15.10.2020 at 4:47 pm

Transaction Id 68397390
Client Reference rdonaldson001

Search Copy Dated 18/03/22 11:15 am, Page 1 of 1
Register Only



Te Hiku Community Board Road Naming Schedule (Public) - 10 May 2022						
Kaitaia						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Public Road addressed at 9 Whangatane Road, Kaitaia	First Preference	Te Paia Lane	1	Named after one of the local Iwi elders (Kaumatua)		Te Paia Lane
	Second Preference		0			
	Third Preference		0			

From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST addressed at 9 Whangatane Drive Kaitaia
Date: Wednesday, 23 March 2022 4:12:55 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Hi Selina

This name is fine.

Thanks

Jason

Jason Bedford

Senior Addressing Analyst

Addressing and Properties

addresses@linz.govt.nz

Please note that I do not work on Fridays



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, 21 March 2022 10:08 a.m.
To: Addresses <addresses@linz.govt.nz>
Subject: NEW ROAD NAME REQUEST addressed at 9 Whangatane Drive Kaitaia

Tena Koutou,

Can I please have approval for the names listed below.

Te Paia Lane

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



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From: [Bob Larkins \(MFT Kaitaia\)](#)
To: [Manu Burkhardt](#)
Cc: [Bob Donaldson \(info@donaldsons.net.nz\)](#); [Selina Topia | NTA](#)
Subject: RE: NEW ROAD addressed at 9 Whangatane Drive Kaitaia
Date: Wednesday, 20 April 2022 4:29:50 PM
Attachments: [image001.png](#)

Kia ora Manu,

Sorry for lateness of reply.

Yes this name has been approved by local hapu/marae Ngaitohianga/Oturu.

Nga Mihi

Bob Larkins
Branch Manager | Mainfreight LTD
149 North Rd, Kaitaia | C: 0274 981780 | bob.larkins@mainfreight.co.nz



“Hurihia to aroaro ki te ra tukuna to atarangi kia taka ki muri i a koe”

From: Manu Burkhardt <Manu@fnr.nz>
Sent: Tuesday, 12 April 2022 2:50 PM
To: Bob Larkins (MFT Kaitaia) <bob.larkins@mainfreight.com>
Cc: Bob Donaldson (info@donaldsons.net.nz) <info@donaldsons.net.nz>; Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Subject: RE: NEW ROAD addressed at 9 Whangatane Drive Kaitaia

Kia ora Selina,

I have copied in Bob Larkins, he is the local Kaumatua who consulted with his hapu and provided the road name, Te Paia.

Bob – could you please confirm by reply email to Selina that the hapu have approved this name for the new road.

Regards

Manu

Manu Burkhardt-Macrae
Managing Director

Mob 021 711 383 | manu@fnr.nz

North Road | **Kaitaia** | www.fnrgroup.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Tuesday, 12 April 2022 1:57 pm
To: Manu Burkhardt <Manu@fnr.nz>
Cc: Bob Donaldson (info@donaldsons.net.nz) <info@donaldsons.net.nz>
Subject: NEW ROAD addressed at 9 Whangatane Drive Kaitaia

Kia ora Manu,

I am currently doing the Road Naming report for this address. Can you please confirm that the name Te Paia has been approved by the family of the kaumatua or by the local iwi. If so, are you able to send me an email of consent by them thanks.

Nga mihi,

Selina Topia

Customer Service Administrator (Roading) | Northland Transportation Alliance

Far North | Kaipara | Whangarei

DDI +6494015236

NORTHLAND TRANSPORTATION ALLIANCE



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7.6 ROAD NAMING - 189 STATE HIGHWAY 10, COOPERS BEACH**File Number: A3736574****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 Te Hiku 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 189 State Highway 10, Coopers Beach. Community Boards have delegated authority to name private roads.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Hunter Way that is currently addressed at 189 State Highway 10, Coopers Beach as per map (A3710128).

1) TĀHUHU KŌRERO / BACKGROUND

Horseback Paddock Limited have advised that this is a private road created by a sub-division addressed at 189 State Highway 10, Coopers Beach.

The name Hunter is because the Hunter family purchased the bulk area prior to 1840 and gifted the reserve to the community.

The name Logan is from Bruce Logan who is the great grandson of Hunter.

The name Jaxon is the great great grandchild.

The background for these names is given also as per the Road Naming application attached (A3710128).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

1. Hunter Way
2. Logan Place
3. Jaxon Way

The Roding team and Land Information NZ (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 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.

ĀPITIHANGA / ATTACHMENTS

1. Application and Map - Document number - A3710128 [↓](#) 
2. LINZ approval - Document number - A3736522 [↓](#) 
3. Schedule - Document number - A3710129 [↓](#) 

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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Not applicable
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	There are currently no property owners as this is a new subdivision.
State the financial implications and where budgetary provisions have been made to support this decision.	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 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 Roding 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: The Horse Paddock Limited

Organisation: _____

Postal Address: PO Box 165, Mangonui 0442

Phone: _____ Mobile: _____

Email: thplcoopersbeach@gmail.com

ROAD LOCATION	
Address: <u>189 State Highway 10, Doubtless Bay 0483</u>	
Legal Description: <u>Lot 1 DP 96891</u>	
Resource Consent Application Number: <u>2300-403-RMASUB</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 type="checkbox"/> <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: Hunter Way
	Second Choice: Logan Place
	Third Choice: Jaxon Way
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>	
Hunter Way – Hunter family purchased the bulk area prior to 1840. Gifted the reserve to the community. We purchased from Hunter Properties Ltd.	
Logan Place – Bruce Logan, remaining great grandson of Hunter.	
Jaxon Way – Great Great Grandchild.	

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: _____

Date: 29/03/2022

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.

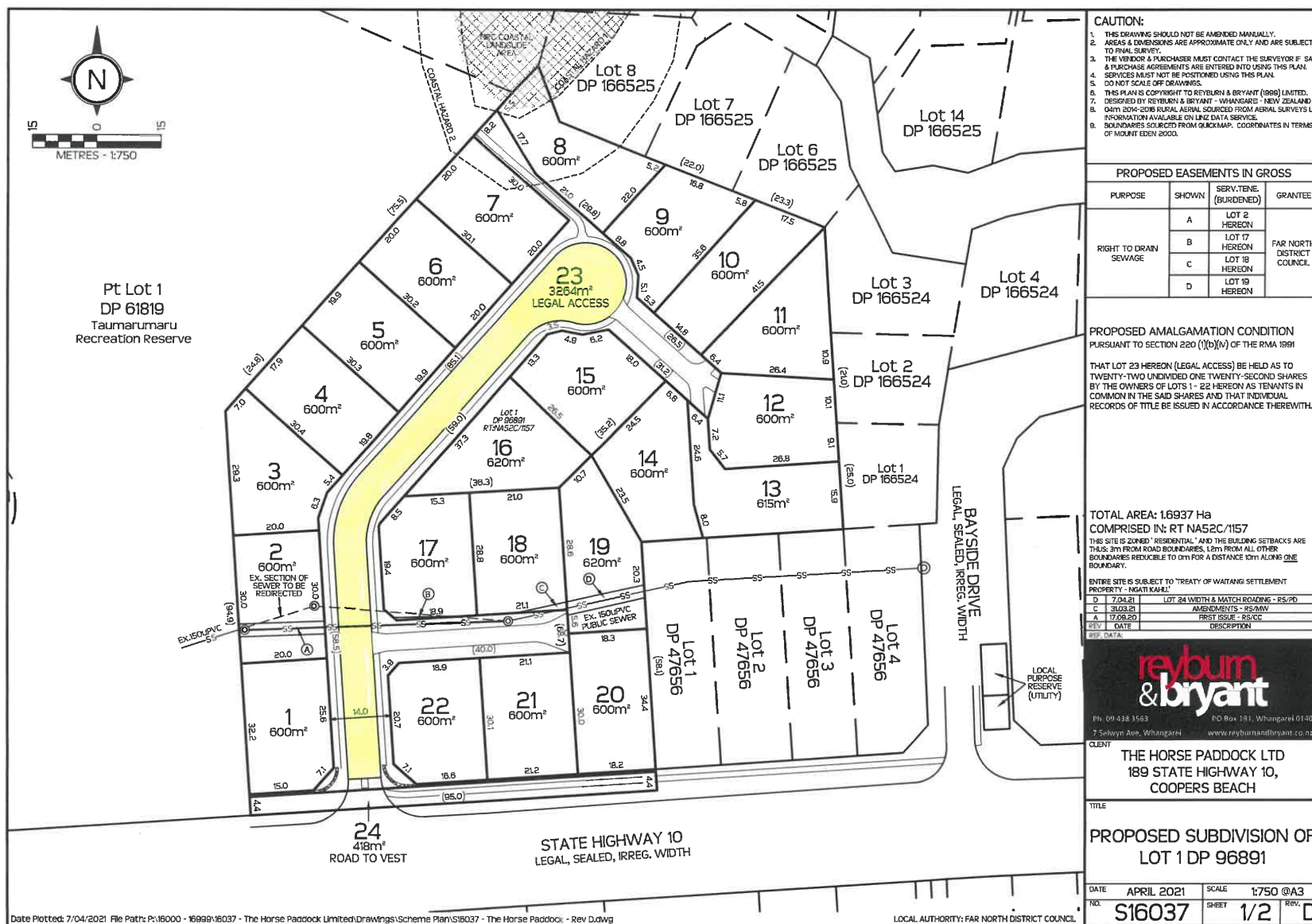
7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

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: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST addressed at 189 State Highway 10 Coopers Beach
Date: Friday, 20 May 2022 4:10:34 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Kia ora Selina

Here are my findings;

Hunter Way Acceptable.
Logan Place Acceptable.
Jaxon Way Acceptable.

Nga mihi

Renni

Addressing Analyst

Addressing and Properties

addresses@linz.govt.nz | DDI 04 460 0110 |



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: Thursday, 12 May 2022 9:33 p.m.

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

Subject: NEW ROAD NAME REQUEST addressed at 189 State Highway 10 Coopers Beach

Tena Koutou,

Can I please have approval for the names listed below.

Hunter Way
Logan Place
Jaxon Way

Thank you,

Selina Topia

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

Far North | Kaipara | Whangarei

DDI 09 401 5236 | Selina.Topia@nta.govt.nz



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.

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.

Te Hiku Community Board Road Naming Schedule (Private) - 21 June 2022						
Coopers Beach						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at 189 State Highway 10 Coopers Beach	First Preference	Hunter Way	1	Hunter family purchased the bulk area prior to 1840. Gifted the reserve to the community. Have purchased the land from Hunter Properties Ltd		Hunter Way
	Second Preference	Logan Place	1	Bruce Logan is the remaining great grandson of Hunter		
	Third Preference	Jaxon Way	1	Is the great great grandchild		

7.7 ROAD NAMING - 1A-5A JAMIESON ROAD, KAITAIA**File Number:** A3736576**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 Te Hiku 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 1a-5a Jamieson Road, Kaitaia. Community Boards have delegated authority to name private roads.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Ohotu Way that is currently addressed at 1a-5a Jamieson Road, Kaitaia as per map (A3690681).

1) TĀHUHU KŌRERO / BACKGROUND

Johan Keyser from Kainga Ora and Communities has advised that this is a private road created by a sub-division addressed at 1a-5a Jamieson Road, Kaitaia.

The name Ohotu is from a whakatauki related to the naming of nearby Roto Tangonge and an old land block here. Also said to be an abbreviation of Tamahotu, the son of Tumoana on the waka Tinana.

The name Otararau is from another old land block in this area and to do with the noisiness of the birds in the forest.

The name Koroī is also taken from the whakatauki mentioned above and it speaks of the groves of the kahikatea and their berries as kai. Remnant trees still grow near Tangonge.

The background for these names is given also as per the Road Naming application attached (A3690680).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

1. Ohotu Way
2. Otararau Lane
3. Koroī Lane

The Roding team and Land Information NZ (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 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 - A3690680 [↓](#) 
2. Map - Document number - A3690681 [↓](#) 
3. Maori Feedback - Document number - A3710130 [↓](#) 
4. LINZ approval - Document number - A3736521 [↓](#) 
5. Schedule - Document number - A3710131 [↓](#) 

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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Hapu representatives provided the road name suggestions as per email attached (A3710130).
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 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 Roding 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: Johan Keyser - Programme Manager

Organisation: Kāinga Ora – Homes and Communities

Postal Address: PO Box 74598, Greenlane, Auckland 1546

Phone: 09 - 261 5903 Mobile: 021 873 989

Email: johan.keyser@kaingaora.govt.nz

ROAD LOCATION	
Address: 1A-5A Jamieson Road, Kaitaia	
Legal Description: Lot 1 DP 53857 / Lot 2 DP 53857 / Lot 3 DP 53857 / Lot 4 DP 53857 / Lot 5 DP 53857 NA-50B/119 / NA-50B/1160 / NA-50B/1611 / NA-50B/1162 / NA-50B/1163	
Resource Consent Application Number: 2300255-RMACOM	
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: Ohotu Way
	Second Choice: Otatarau Lane
	Third Choice: Koroi Lane
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>	
Ohotu Way - From a whakatauki related to the naming of nearby Roto Tangonge & an old land block here. Also said to be abbreviation of Tamahotu - te tamaiti a Tumoana o te waka Tinana	
Otararau Lane - Another old land block in this vicinity, perhaps to do with the noisiness of the birds in the forest there.	
Koroi Lane - Also taken from the whakatauki mentioned above, speaks of the groves of kahikatea & their berries as kai. Remnant trees still grow near Tangonge	

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
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Court	A short enclosed road usually surrounded by buildings
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Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses

Suffix Definition

Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
Rise	A roadway going to a higher place or position
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section 315
Terrace	Roadway on a hilly area that is mainly flat
Vale	A roadway along low ground between hills
Way	A winding or curved track or path for passing along

The following are suitable suffixes for particular road types:

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

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

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

Applicants Signature: _____ Date: _____

Return Application to Postal: Far North District Council or Email: roadingalliance@fndc.govt.nz
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.

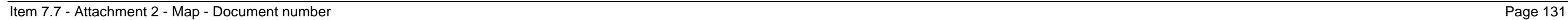
7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

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: [Andre Hemara](#)
To: [Johan Keyser](#)
Cc: [Mervyn Clarry](#)
Subject: FW: 1A-5 Jamieson Rd - Road Name
Date: Monday, 18 April 2022 12:50:46 PM

Kia ora Johan,

Road name suggestions from local hapu for Jamieson Rd development.

Nga mihi

From: Waikarere Gregory <tuituiart@hotmail.com>
Sent: Sunday, 17 April 2022 8:30 PM
To: Andre Hemara <Andre.Hemara@kaingaora.govt.nz>
Subject: Re: 1A-5 Jamieson Rd - Road Name

CAUTION: External email. Do not click or open attachments unless you recognise the sender and know the content is safe. If unsure use the Report Phishing button.

Ka pai Andre, lol mea nei:

ROAD NAME:

1. First Choice – Ohotu Way	From a whakatauki related to the naming of nearby Roto Tangonge & an old land block here. Also said to be abbreviation of Tamahotu - te tamaiti a Tumoana o te waka Tinana
2. Second Choice – Otararau Lane	Another old land block in this vicinity, perhaps to do with the noisiness of the birds in the forest there.
3. Third Choice – Koroī Lane	Also taken from the whakatauki mentioned above, speaks of the groves of kahikatea & their berries as kai. Remnant trees still grow near Tangonge

Noho ora mai,

Na Waikarere Gregory
Maruao

M: 021 162 8071
E: tuituiart@hotmail.com

mail. Do not click or open attachments unless you recognise the sender and know the content is safe. If unsure use the Report Phishing button.

From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST addressed at 1a-5a Jamieson Road Kaitaia
Date: Friday, 20 May 2022 4:10:35 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Kia ora Selina

Here are my findings;

Ohotu Way	Acceptable.
Otararau Lane	Acceptable.
Koroi Lane	Acceptable.

Nga mihi

Renni

Addressing Analyst

Addressing and Properties

addresses@linz.govt.nz | DDI 04 460 0110 |



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: Thursday, 12 May 2022 9:50 p.m.
To: Addresses <addresses@linz.govt.nz>
Subject: NEW ROAD NAME REQUEST addressed at 1a-5a Jamieson Road Kaitaia

Tena Koutou,

Can I please have approval for the names listed below.

Ohotu Way
Otararau Lane
Koroi Lane

Thank you,

Selina Topia

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

Far North | Kaipara | Whangarei

DDI 09 401 5236 | Selina.Topia@nta.govt.nz



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Te Hiku Community Board Road Naming Schedule (Private) - 21 June 2022						
Coopers Beach						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at 1a - 5a Jamieson Road Kaitaia	First Preference	Ohotu Way	1	From a whakatauki related to the naming of nearby Roto Tangonge and an old land block here. Also said to be an abbreviation of Tamahotu, the son of Tumoana on the waka Tinana		Ohotu Way
	Second Preference	Otararau Lane	1	Another old land block in this area and to do with the noisiness of the birds in the forest		
	Third Preference	Koroi Lane	1	Also taken from the whakatauki mentioned above speaks of the groves of the kahikatea and their berries as kai. Remnant trees still grow near Tangonge		

7.8 ROAD NAMING - LOT 3 SPICER ROAD, MANGONUI**File Number:** A3736578**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 Te Hiku Community Board to officially name a private road.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at Lot 3 Spicer Road, Mangonui. Community Boards have delegated authority to name private roads.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Ōhumuhumu Lane that is currently addressed at Lot 3 Spicer Road, Mangonui as per map (A3710125).

1) TĀHUHU KŌRERO / BACKGROUND

Tim Giles – Director from Morey Road Limited has advised that this is a private road created by a sub-division addressed at Lot 3 Spicer Road, Mangonui.

The name Ōhumuhumu is from a plot that is part of te rohe o Matarahurahu and therefore, the appropriate marae is Kēnana. Mr Arthur 'Tiger' Tūkāriri of the Kēnana Marae recommended that the new private road be named after the pā Ōhumuhumu.

The background for these names is given also as per the Road Naming application attached (A3680073).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

1. Ōhumuhumu Lane

The Roding team and Land Information NZ (LINZ) have no objections to the names suggested above.





Take Tūtohunga / Reason for the recommendation

The road name recommended in this report is not a duplicate of any other road names in the district, therefore meeting the criteria 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 and Maori Feedback - Document number - A3680073 [↓](#) 
2. Resource consent and Map - Document number - A3710125 [↓](#) 
3. LINZ approval - Document number - A3736520 [↓](#) 
4. Schedule - Document number - A3744859 [↓](#) 

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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Hapu representatives provided the road name suggestions as per email attached (A3680073).
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 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 Roding 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: Tim Giles (Director)

Organisation: Morey Road Limited

Postal Address: WAKEFIELDS LAWYERS LIMITED, Level 2, Zephyr House, 82 Willis Street,
Wellington, 6011, New Zealand

Phone: +44 7595 119 030 Mobile: +64 27 617 0005

Email: tgiles@ief-llp.com

ROAD LOCATION	
Address: Lot 3, Spicer Road, Mangōnui	
Legal Description: Lot 3 DP 432903	
Resource Consent Application Number: 2190424-RMACOM	
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: Ōhumuhumu Lane
	Second Choice: see below
	Third Choice: see below
Road 2	First Choice: N/A
	Second Choice:
	Third Choice:
Road 3	First Choice: N/A
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
Mr Giles meet representatives of Ngāti Kahu on Spicer Road to discuss the development	
and the name. The plot is part of te rohe o Matarahurahu and, therefore, the appropriate	
marae was Kēnana. Mr Arthur (Tiger) Tūkāriri (of the Kēnana Marae) recommended that	
the new private road be named after the pā Ōhumuhumu.	
Given the FNDC guidelines, the most approach suffix is "Lane". Accordingly, the	
recommended name for the new private road off Morey Road is Ōhumuhumu Lane.	

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.

Full details of the consultation are provided in the attached document.

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:  Director,
Morey Road Limited Date: 28 March 2022

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.

Proposed name for the new private road off Morey Road

re: Resource Consent Number: 2190424-RMACOM

Morey Road Limited is the owner of the land Lot 3, Spicer Road, Mangōnui 0420 (Lot 3 DP 432903, CT-525840). The Far North District Council (“FNDC”) has given conditional consent to subdivision of that plot. Those conditions are set out in resource consent number 2190424-RMACOM. Those conditions include¹:

- upgrading Morey Road as far as the northern boundary of the plot;
- creating a new private road that provides access from Morey Road to the boundaries of each of the proposed new sections (lots 2-6); and
- proposing a name for that private road that reflects the history of the area.

Mr Tim Giles (the director of Morey Road Limited overseeing the development) originates from Wellington and has ancestry from Ireland, England, Scotland and Wales. As such, he approached Ngāti Kahu to ask if they would name the new road.

On 7 November 2019 Mr Giles meet representatives of Ngāti Kahu on Spicer Road to discuss the development and the name. Mr Arthur (Tiger) Tūkāriri (the recourse consent manager for the Kēnana Marae) and Ms Trudy Allen (from Matakairiri te hapū – Karipōri marae). Ms Allen had explained previously that the plot was part of te rohe o Matarahurahu and, therefore, the appropriate marae was Kēnana².

The plot enjoys views to the north west towards Tokerau Beach and beyond and to the north east towards Taumarumaru and Hihi (see below).

Views to the north west and the north east from the plot



¹ The conditions are summarised here to provide context. The actual conditions are set out in full in the resource consent.

² See also *Ngāti Kahu, Portrait of a Sovereign Nation*, Prof Margaret Mutu and others, Map 8.

Mr Tūkāriri explained the origin of te hapū Matarahurahu and the Kēnana marae with reference to the land features that can be seen from the plot.

After his arrival from Hawaiki in the canoe Māmaru, Te Parata stayed with Kahutianui (the ancestress of Ngāti Kahu) at Te Kōhanga (near Ahipara). They then decided to find another area to settle and sailed in Māmaru around Te Reinga.

Māmaru tried to enter Rangaunu but was blocked by a giant octopus. They then stayed at the foot of Pūwheke (the mountain named after the octopus). Pūwheke is the discrete hill in the distance in the left-hand photo above.

Te Parata and Kahutianui then moved on. Some of their whānau settled at Maraewhiti and they are the ancestors of te hapū “Te Whānau Moana”. Te Parata and Kahutianui sailed around Te Whakapouaka. At Maitai other whānau settled and formed te hapū “Te Rorohuri”. Te Parata and Kahutianui then sailed to Whatuwhiwhi on the inland side of Karikari towards the right of the left-hand photo above. This is where they settled (although Kahutianui returned to the west coast).

Māmaru then went to Ōtako (near Taipa). Tapū, was the sixth child of Haiti-Tai-Marangai, a great-great grandson of Kahutianui and Te Parata. It is Tapū’s descendants who reside in the rohe of Matakairiri and Karipōri marae.

All of the hapū of Ngāti Kahu descend from Haiti-Tai-Marangai. One of the other descendants was Hungahunga and she is the ancestor of te hapū Matarahurahu whose marae is Kēnana. The plot is in te rohe o Matarahurahu.

Mr Tūkāriri pointed out the shoreline from the plot and picked out Taumarumaru. Tukiato was banished from Rangikapiti pā because he had killed the shark that had guided his father Meohuri in the canoe Ruakarama into the safe harbour of Mangōnui.

Tukiato and his three sons built the three pā at Taumarumaru: Ōtānenui, Māmangi and Ōhumuhumu. Mr Tūkāriri recommended that the new private road be named after the pā Ōhumuhumu.

Given the FNDC guidelines, the most approach suffix is “Lane”. Accordingly, the recommended name for the new private road off Morey Road is Ōhumuhumu Lane.

**FAR NORTH DISTRICT COUNCIL****FAR NORTH OPERATIVE DISTRICT PLAN
DECISION ON RESOURCE CONSENT APPLICATION (COMBINED)****Resource Consent Number: 2190424-RMACOM****Pursuant to section 104B of the Resource Management Act 1991 (the Act), the Far North District Council hereby grants resource consent to:**

Timothy Giles

The activities to which this decision relates are listed below:Activity A – Subdivision:

To create five additional lots and an access lot in the Rural Living zone.

Activity B – Landuse:

To breach the Stormwater Management rule by up to 20%, the Excavation rules and the Road Formation rule in the Rural Living Zone.

Activity C – Cancellation of Consent Notice:

To cancel consent notice 8858375.1 on Lot 3 DP 432903.

Subject Site Details

Address: Lot 3, Spicer Road, Mangonui 0420
Legal Description: Lot 3 DP 432903
Certificate of Title reference: CT-525840

Pursuant to Section 108 of the Act, this consent is issued subject to the following conditions:**Decision A – Subdivision:**

- 1 The subdivision shall be carried out in accordance with the approved plan of subdivision prepared by Von Sturmers, referenced Lots 1 – 7 being a proposed subdivision of Lot 3 DP 432903 – Rev 2, dated 26 November 2018, and attached to this consent with the Council's "Approved Stamp" affixed to it.
2. The survey plan, submitted for approval pursuant to Section 223 of the Act shall show:
 - (a) All easements to be duly granted or reserved.
 - (b) Private land covenant areas 'B' and 'C'.
 - (c) The endorsement of the following conditional amalgamation, pursuant to Section 220(1)(b)(iv) of the Resource Management Act 1991:

That Lot 7 hereon (Legal Access) be held as to six undivided one sixth shares by the owners of Lots 1, 2, 3, 4, 5 and 6 hereon as tenants in common in the

said shares and that individual Computer Freehold Registers be issues in accordance therewith. (LINZ Reference 1583990)

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

Road Upgrading

- (a) The consent holder shall submit plans & details of all works on legal road and works which are to vest in Council for the approval of Council prior to commencing construction. Such works shall be designed in accordance with the Council's current Engineering Standards and NZS4404:2004.

In particular the plans and details shall show:

- The road upgraded to extend from the Morey Road/Ocean View Road intersection to be sealed a further 80m. The remaining road to be formed and upgraded to comply with the Council standard for a Type A Rural Road to the entrance to Lot 7.
- Provision for a "L" turning manoeuvre as per NZS 4404 Figure 3.4 at the end of Morey Road.
- Road markings & Signage in accordance with Manual of traffic signs and markings (MOTSAM) Part 1 and 2
- Earthworks including proposed erosion and sediment control measures required to undertake the development of the site.

- (b) Following approval of the plans and selection of the contractor, provide to Council:

- Details of the successful contractor;
- Details of the planned date and duration of the contract;
- Details of the supervising engineer; and
- A traffic management plan.

- (c) Construction Management Plan

That, prior to the commencing any physical site works, a construction management plan shall be submitted to and approved by the Council. The plan shall contain information on, and site management procedures, for the following:

- (i) The timing of construction works, including hours of work, key project and site management personnel.
- (ii) The transportation of construction materials from and to the site and associated controls on vehicles through sign-posted site entrance/exits and the loading and unloading of materials.
- (iii) The excavation works, including retaining structures and any necessary dewatering facilities, prepared by a suitably qualified geotechnical engineer.

- (iv) Control of dust and noise on-site and any necessary avoidance or remedial measures.
- (v) Prevention of earth and other material being deposited on surrounding roads from vehicles and remedial actions should it occur.

All construction works on the site are to be undertaken in accordance with the approved construction management plan.

- (d) Provide to Council As-built plans complying with schedule 1D of NZS 4404:2004 and section 1.5.2.5 of Councils Engineering standards and guidelines.
- (e) Upon completion of the works specified in conditions 4(a), 4(b) and 4(c) above, provide certification of the work from a chartered professional engineer that all work has been completed in accordance with the approved plans.

Access

- (f) Provide a formed double width entrance to Lot 7 which complies with the Councils Engineering Standard FNDC/S/6/B, section 3.3.17 of the Engineering Standard and NZS4404:2004.
- (g) Provide for Councils approval a preferred road name and two alternatives for the private way/access lot. The applicant is advised that in accordance with Community Board policy, road names should reflect the history of the area. Provide evidence that the road sign has been purchased and installed.

Entrance

- (h) Provide a formed entrance to each of the lots which complies with the Councils Engineering Standard FNDC/S/6, 6B, and section 3.3.17 of the Engineering standards and NZS4404:2004.

Internal Access

- (i) Provide formed and metalled access on ROW easement A to 5m finished metalled carriageway width. The formation is to consist of a minimum of 200mm of compacted hard fill plus a GAP 30 or GAP 40 running course and is to include water table drains and culverts as required to direct and control stormwater runoff.

Stormwater

- (j) The detention pond on Lot 1 is to be constructed to the details specified in table 9.6 as a minimum, and as outlined in the Haigh Workman report, referenced Site Suitability Report for Proposed Subdivision Lot 3, Spicer Road, Coopers Beach for Morey Road Ltd - Ref 18 237, dated January 2019 and submitted with the application for RC 2190424-RMACOM.

Earthworks & Permits

- (k) An Erosion and Sediment Control Plan is required to be submitted to Council for approval prior to start of Earthworks for the detention pond to be

constructed on the eastern side of Lot 1 and for Lot 7 jointly owned access carriageway, before construction.

- (l) Prior to constructing a vehicle access point to Lot 7, the consent holder is to obtain a permit from the Council as to the siting (from a traffic safety point-of-view), earthworks, formation and drainage of such access in terms of the Council's control of Vehicle Crossings Bylaw 2004.

Energy & Telecommunications

- (m) Provide documentation that the service providers of electric power and telecommunications to the sites are satisfied with the arrangements made for the provision of these services to the boundary of the Lots.
- (n) Secure the conditions below by way of a Consent Notice issued under Section 221 of the Act, to be registered against the titles of the affected allotment. The costs of preparing, checking and executing the Notice shall be met by the Applicant.
 - (i) No building shall be erected or relocated onto the lot without the prior approval of the Council to specific designs for foundations, prepared by a Chartered Professional Engineer (CPEng) with geotechnical expertise.

[Lot 1, 2 & 3]

- (ii) In conjunction with the construction of any building requiring a wastewater disposal system the lot owner shall obtain a Building Consent and install the wastewater treatment and effluent disposal system as detailed in the Haigh Workman report, referenced Site Suitability Report for Proposed Subdivision Lot 3, Spicer Road, Coopers Beach for Morey Road Ltd - Ref 18 237, dated January 2019 and submitted with the application for RC 2190424-RMACOM.

Where a wastewater treatment and effluent disposal system is proposed that differs from that detailed in the above mentioned report, a new TP 58 / Site and Soil Evaluation Report will be required to be submitted, and Council's approval of the new system must be obtained, prior to its installation.

Following 12 months of operation of the wastewater treatment and effluent disposal system the lot owner shall provide certification to Council that the system is operating in accordance with its design criteria.

[Lots 1 to 6]

- (iii) The design of the storm water detention basin/pond on the Lot provides for storm water attenuation for 564m² impermeable surfaces on the Lot and for 605m² of carriageway on the jointly owned access lot (Lot 7). At the time of development, if the proposed area of impermeable surfaces on Lot 1 exceeds 564m² a storm water management system shall be designed, for the approval of Council, and implemented for that Lot to ensure peak storm water runoff from the developed lot does not exceed the runoff anticipated from 564m² impermeable surfaces on the Lot

during a design 10% annual exceedance probability storm event including an allowance for climate change.

[Lot 1]

- (iv) The maintenance of the stormwater detention basin/pond on the Lot remains the responsibility of the Lot owner. Detention capacity of the stormwater detention basin/pond shall be maintained to the details specified in table 9.6 as a minimum, and as outlined in the Haigh Workman report, referenced Site Suitability Report for Proposed Subdivision Lot 3, Spicer Road, Coopers Beach for Morey Road Ltd - Ref 18 237, dated January 2019 and submitted with the application for RC 2190424-RMACOM.

[Lot 1]

- (v) Development of the Lot may exceed the permitted threshold for Stormwater Management up to 20% total impermeable surfaces. Prior to the granting of any building consent, the Lot owner shall submit for the approval of Council a report prepared by a suitably qualified practitioner, detailing appropriate stormwater mitigation measures that will limit the stormwater flows from the allotment to the predevelopment level for rainfall events up to those with a 10% annual exceedance probability storm event including an allowance for climate change.

Note: The jointly owned access lot (Lot 7) is attenuated by the stormwater detention basin/pond on Lot 1 and shall not be required to be included in calculations for stormwater attenuation for Lots 2 to 6.

[Lots 2 to 6]

- (vi) In conjunction with the construction of any dwelling, and in addition to a potable water supply, a water collection system with sufficient supply for fire fighting purposes is to be provided by way of tank or other approved means and to be positioned so that it is safely accessible for this purpose. These provisions will be in accordance with the New Zealand Fire Fighting Water Supply Code of Practice SNZ PAS 4509.

[Lots 1 to 6]

Decision B – Landuse:

1. The activity shall be carried out in accordance with the approved plan prepared by by Von Sturmers, referenced Lots 1 – 7 being a proposed subdivision of Lot 3 DP 432903 – Rev 2, dated 26 November 2018, and attached to this consent with the Council's "Approved Stamp" affixed to it.

Decision C – Cancellation of Consent Notice:

1. Pursuant to s221(3) of the Act, Council resolves to cancel consent notice 8858375.1 which is registered on the title of Lot 3 DP 432903.

Advice Notes

1. Archaeological sites are protected pursuant to the Heritage New Zealand Pouhere Taonga Act 2014. It is an offence, pursuant to the Act, to modify, damage or destroy an archaeological site without an archaeological authority issued pursuant to that Act. Should any site be inadvertently uncovered, the procedure is that work should cease,

with the Trust and local iwi consulted immediately. The New Zealand Police should also be consulted if the discovery includes koiwi (human remains). A copy of Heritage New Zealand's Archaeological Discovery Protocol (ADP) is attached for your information. This should be made available to all person(s) working on site.

Reasons for the Decision

1. The Council has determined (by way of an earlier report and resolution) that the adverse environmental effects associated with the proposed activity are no more than minor and that there are no affected persons or affected customary rights group or customary marine title group.
2. The following objectives and policies of the District Plan are considered relevant to the proposal:

Chapter 8 – Rural Environment

Objectives: 8.3.1, 8.3.2, 8.3.6.
Policies: 8.4.4.

The activity is considered appropriate in the setting and promotes the sustainable management of natural and physical resources by clustering development and facilitating the improvement of local infrastructure. The clustering of residential development within the environment avoids potential conflicts with existing land use activities.

Chapter 8.7 - Rural Living Zone

Objectives: 8.7.3.1, 8.7.3.2.
Policies: 8.7.4.1, 8.7.4.3, 8.7.4.7.

The subdivision is on the Cooper's Beach urban periphery and offers a low density residential development option transitioning from the high density associated with the area to the northern end of Morey Road to the rural areas to the west of the development. The sites are of a size whereby the provision of on-site servicing is readily achievable. Development on the sites is able to achieve a northerly aspect in the orientation of dwellings providing adequate access to sunlight and daylight.

Chapter 13 – Subdivision

Objectives: 13.3.1, 13.3.2, 13.3.5, 13.3.9,
Policies: 13.4.1, 13.4.2, 13.4.3, 13.4.5, 13.4.8, 13.4.13,

The proposed subdivision is considered consistent with the purpose of the Rural Living zone and promotes the sustainable management of the natural and physical resources of the District by clustering low density residential development in a manner that does not compromise the life-supporting capacity of the ecosystem. On-site services for wastewater and stormwater are able to establish on the sites and operate successfully. Domestic water will be supplied via roof catchment attenuation and storage which will provide sufficient capacity for firefighting purposes. Safe and effective vehicular access is available to the site through the upgrade and forming of Morey Road. The existing slippage of land in the east of the site is acknowledged and provided for by requiring specific geotechnical input at such time building consent is applied for.

It is therefore considered that the proposal is not contrary to the relevant objectives and policies of the District Plan.

3. In accordance with an assessment under s104(1)(b) of the Act the proposal is consistent with the relevant statutory documents.
 - a) The Northland Regional Policy Statement 2018
 - b) Regional plans (including proposed)
 - c) The Far North District Plan.
4. In accordance with an assessment under s104(1)(c) of the Act no other non – statutory documents were considered relevant in making this decision.
5. Other matters considered relevant in making this decision.
6. **Part 2 Matters**

The Council has taken into account the purpose & principles outlined in sections 5, 6, 7 & 8 of the Act. It is considered that granting this resource consent application achieves the purpose of the Act.

Approval

This resource consent has been prepared by Esther-Amy Powell Intermediate Resource Planner and is granted under delegated authority (pursuant to section 34A of the Act) from the Far North District Council by:



Pat Killalea, Principal Planner

Date: 03th May 2019

Right of Objection

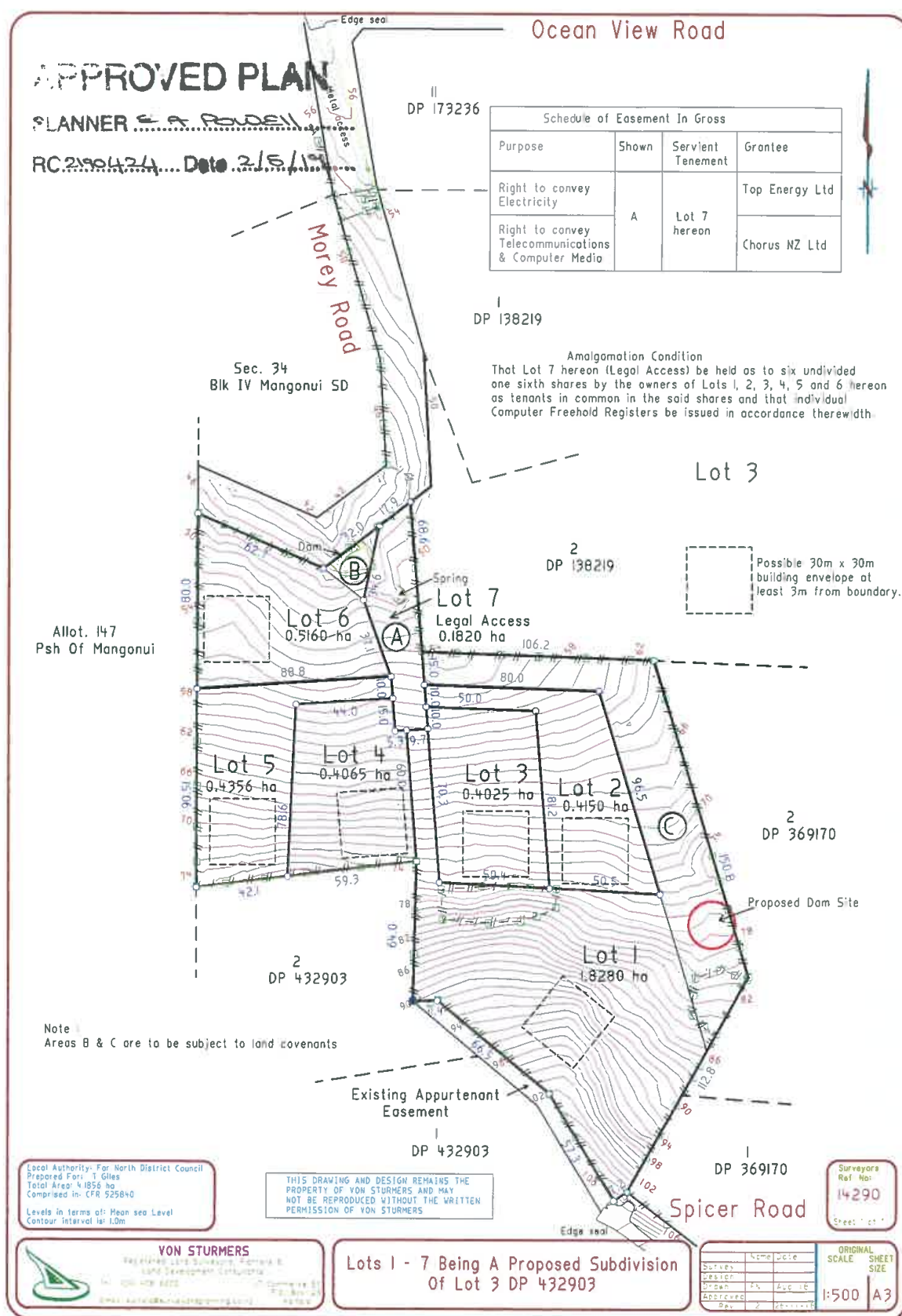
If you are dissatisfied with the decision or any part of it, you have the right (pursuant to section 357A of the Act) to object to the decision. The objection must be in writing, stating reasons for the objection and must be received by Council within 15 working days of the receipt of this decision.

Lapsing Of Consent

Pursuant to section 125 of the Act, this resource consent will lapse 5 years after the date of commencement of consent unless, before the consent lapses;

The consent is given effect to; or

An application is made to the Council to extend the period of consent, and the council decides to grant an extension after taking into account the statutory considerations, set out in section 125(1)(b) of the Act.



From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST addressed at Lot 3 Spicer Road Mangonui
Date: Friday, 20 May 2022 4:10:34 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Kia ora Selina

Ohumuhumu Lane is acceptable to use.

[Nga mihi](#)

Renni

Addressing Analyst

Addressing and Properties

addresses@linz.govt.nz | DDI 04 460 0110 |



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: Thursday, 12 May 2022 9:25 p.m.
To: Addresses <addresses@linz.govt.nz>
Subject: NEW ROAD NAME REQUEST addressed at Lot 3 Spicer Road Mangonui

Tena Koutou,

Can I please have approval for the names listed below.

Ohumuhumu Lane

Thank you,

Selina Topia

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

Far North | Kaipara | Whangarei

DDI 09 401 5236 | 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.

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Te Hiku Community Board Road Naming Schedule (Private) - 21 June 2022						
Mangonui						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at Lot 3 Spicer Road Mangonui	First Preference	Ōhumuhumu Lane	1	The name Ōhumuhumu is from a plot that is part of te rohe o Matarahurahu and therefore, the appropriate marae is Kēnana. Mr Arthur 'Tiger' Tūkāriri of the Kēnana Marae recommended that the new private road be named after the pā Ōhumuhumu.		Ōhumuhumu Lane
	Second Preference		0			
	Third Preference		0			

8 INFORMATION REPORTS

8.1 KAITAIA BUSINESS IMPROVEMENT DISTRICT TARGETED RATE 2022-2023

File Number: A3706335

Author: Shayne Storey, Community Development Advisor

Authoriser: Darren Edwards, General Manager - Strategic Planning and Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide reporting from the Kaitaia Business Association to the Te Hiku Community Board in order that the Kaitaia Business Improvement District targeted rate for 2022-2023 can be set.

WHAKARĀPOPO MATUA / EXECUTIVE SUMMARY

- The Te Hiku Community Board is required to receive and accept the following documents prior to recommending that the Business Investment Targeted Rate is struck for businesses that fall within the Kaitaia Business Improvement District (BID):
 - Annual Report for the previous year
 - Strategic Plan covering a three to five-year period
 - Annual Business Plan
 - Budget for the following year
 - Audit of Accounts
- The Kaitaia Business Association (KBA) has provided the following documents to support the recommendation of the Te Hiku Community Board to strike the targeted rate for 2022/2023:
 - Annual Report for year ending 30 June 2021
 - Strategic Plan 2022-2025
 - Annual Plan 2022
 - Budget for 2022/2023
 - Audit of Accounts

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the attached reports from the Kaitaia Business Association and recommend that Council levy the Kaitaia Business Improvement District Targeted Rate 2022-2023 for \$50,000.

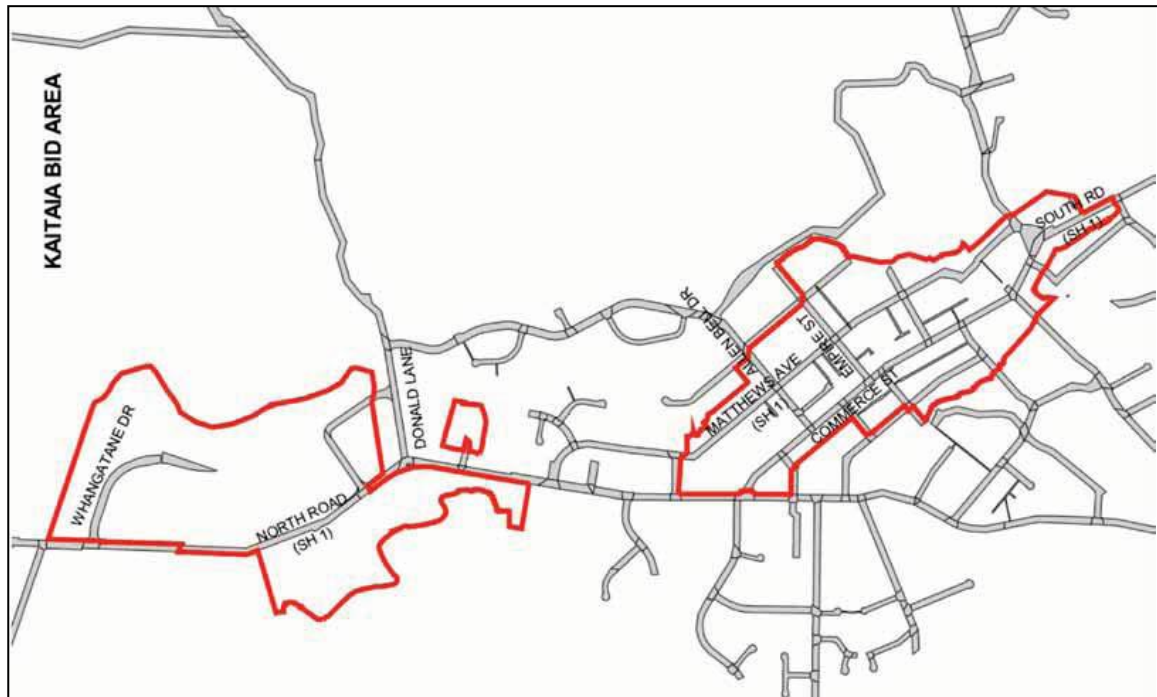
TĀHUHU KŌRERO / BACKGROUND

A **business improvement district (BID)** is a public-private partnership in which businesses in a defined area pay an additional tax or fee to fund improvements within the district's boundaries. The public-private partnership is established between the local district council (e.g., FNDC) and a business orientated incorporated society (e.g., Kaitaia Business Association) who then levy a targeted rate.

In 2010 Council resolved to support the BID concept and promoted their establishment in the main towns of the district. The Kaitaia Business Association (KBA) formally wrote to Council on 30 June 2011 requesting that a BID be established for Kaitaia and for Council funding to establish a BID. This request was approved at a meeting of the KBA on 16 June 2011.

The KBA defined the BID area, developed its strategic plan, and decided on a targeted BID rate of \$50,000 based on land value and on a proportional basis for charged rates. An independent postal ballot was held, and a simple majority was achieved that resulted in the establishment of the Kaitaia BID as part the Long-Term Plan (LTP) 2012-22

The following map was included in the LTP 2012-22 as the proposed BID area for Kaitaia,



As a result of Council adopting a Kaitaia BID targeted rate, Council developed a Memorandum of Understanding (MOU) between the KBA and the Te Hiku Community Board (THCB) as the representative of Council. This agreement was later updated to a Partnership Agreement/Memorandum of Understanding (Attachment 5). The Kaitaia BID area map as identified in the LTP 2012-22 (the map above) remained unchanged in the updated agreement. The Kaitaia BID was identified on 1 July 2018 Adopted Long Term Plan 2018-28 (page 26) as one of small number of 'targeted improvement rates' that are in place in the District. The Kaitaia BID has been identified in the Long-Term Plan 2021-2031 (page 173).

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The Kaitaia Business Association has provided the required documents to support the recommendation of the Te Hiku Community Board to strike the targeted rate for 2022/2023 in the amount of \$50,000.

Implications if the targeted rate is not struck:

KBA will be unable to meet their financial obligations, including:

- Insurance fees
- Audit fees
- Electronic technology and website maintenance
- Security Camera maintenance and monitoring

- Co-ordination of KBA
- Digital noticeboard maintenance
- Student scholarship
- Accounting
- Database update
- Admin expenses
- Annual General Meeting expenses

Implications if the targeted rate is struck:

The KBA will be able to carry out their obligations and meet their budgetary requirements for the 2022/2023 financial year as stated above, including:

- Promotion and marketing of Te Hiku Open Spaces Revitalisation Project
- Promotion of Kaitaia and its thriving business community with great investment opportunities
- Garden Beautification Programme to develop in partnership with a local provider training in horticulture

Option No.	Option Description	Advantages	Disadvantages
1	Support the setting of the targeted rate	The KBA will be able to meet their financial obligations and strategic objectives for 2022-23. The economic wellbeing of Kaitaia will be positively impacted.	Kaitaia businesses in the BID area of benefit will have to contribute to target rate.
2	Do not support setting the targeted rate	Kaitaia businesses in BID area of benefit will not have to contribute to the target rate.	The KBA will not be able to meet their financial obligations and strategic objectives for 2022-23. The economic wellbeing of Kaitaia will be negatively impacted.





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

No changes have been requested by the Kaitaia Business Association to amend the total of \$50,000 to be levied through the targeted rate.

Targeted rate revenue of \$50,000 for the Kaitaia Business Improvement District has been included in the Long-Term Plan 2021-2031.

ĀPITI HANGA / ATTACHMENTS

1. KBA Annual Budget 2022-23 - A3746150  
2. KBA Annual Report 2021 - A3746148  

3. **KBA Annual Plan 2022-2023 - A3746142** [↓](#) 
4. **Kaitaia Business Association Strategic Plan 2022-2025 - A3746140** [↓](#) 
5. **Kaitaia Business Association Audit Report 2021 - A3746138** [↓](#) 
6. **Signed Partnering Agreement and MOU Kaitiaia BID - A3746137** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	<p>The level of significance is considered to be low for the following reasons;</p> <ul style="list-style-type: none"> · minimal financial implications · the document is not a statutory requirement · it is consistent with council policies.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<p>Council's community development framework is relevant as it defines the approach we take in supporting the development of Far North communities. The framework includes;</p> <ul style="list-style-type: none"> · Empowering communities <p>The following Long Term Plan outcomes and strategic priorities are also considered to be of relevance;</p> <ul style="list-style-type: none"> · A safe and healthy district · Prosperous communities supported by a sustainable economy · A vibrant and thriving economy · Supports the promotion of the economic well-being of the Kaitaia community
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 plan has ward relevance and is now being presented to the Community Board for their endorsement and consideration for alignment with the Te Hiku Community Board Strategic Plan.
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.	Iwi, hapū and whanau are a component of the Kaitaia Business Association, as well as business owners within the Business Improvement District.

Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Persons likely to be affected or have an interest include those who have a business within the Kaitaia Business Improvement District. Kaitaia Business Association has put a great deal of effort into capturing the thoughts and aspirations of everyone affected.
State the financial implications and where budgetary provisions have been made to support this decision.	The targeted rate revenue of \$50,000 for the Kaitaia Business Improvement District has been included in the Long-Term Plan 2021-2031.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Kaitaia Business Association Budget: 2022-23

Work Programme	Budget	Timeline	Action
Insurance	\$4,350	Annual	Insuring KBA Contents & Liabilities
Accounting	\$1,500	Annual	Xero + EOFY
Digital Noticeboard	\$4,500	Ongoing	Creation of advertisements, wifi, power
Covid Business Assistance	\$2,000	Ongoing	Website information available
Database Update	\$500	Annual	Updating the Current Database for KBA
Shop Local Campaign	\$2,500	Ongoing	Promote and prizes
Christmas Campaign	\$2,450	Four-week campaign	Christmas campaign including purchase of 2 more wreaths for street lamps
Electronic technology and website	\$2,000	Ongoing	Social media: Facebook and website
Camera Maintenance and Monitoring	\$12,000	Ongoing	As required, will need to source other funds; Monthly Cost - \$500 per month
Networking and events	\$1,000	Three events	Networking events: March, June and October (excluding November/December), sponsor supported activity
Annual General Meeting	\$300	October	As legally required
Co-Ordinator	\$18,000	Annual	Contracted co-ordinator, 15 hours per week x 50 weeks
Garden Beautification	\$2,000	Annually	Maintenance of Town Gardens
Administration Expenses	\$500	Ongoing	Printing & stationery
KBA Scholarship	\$2400	Annual	Supporting Businesses who employ rangatahi – up to \$1200 half yearly
Total	\$56,000		\$56,000 annual budget

Note: Any budget changes due to unforeseen circumstances or additional funding sourced for a project are to be decided by the executive committee.

Stewart Russell from PKF has offered heavily reduced accounting fees for 2022/23 – still waiting confirmation of updated MOU so not required to do annual audit unless 5 or more BID members request one.

\$6,000 added to income from Te Hiku Community Board who are assisting with camera maintenance.



KBA ANNUAL REPORT 2021

The Kaitaia Business Association has had a positive year. The committee has remained stable and committed to attend monthly meetings so we have easily achieved a quorum and met the majority of our goals we committed to twelve months ago. Our plan was aligned to the strategic plan under the following headings:

1. Membership

The plan was to

- promote associate membership for 21/22
- survey current members on their use and value of the weekly email updates and social media advertising
- adjust CCTV security camera budget to include \$500 per month for monitoring and reduce the maintenance budget to \$6k to ensure we are still spending \$12k on business security.

Promoting associate membership has not been a focus as we navigated yet another year of Covid Delta with our energy being spent on sharing information to our business community through the lockdowns and confusion as government rolled out changing laws, mandates and traffic lights.

Surveying members on their use and value of the weekly email updates was limited as those who don't use it, don't respond. However, the previous editor of the Northland Age, Peter Jackson, spoke highly of the impact we have had over the last 2 years with our higher profile and regular communications going out to the BID.

The CCTV budget was adjusted after receiving the BID funds so that from 1 June 2021 Safer Communities receive \$500 per month to contribute to funding a person to monitor the camera system. We were also successful in applying to THCB to assist us in funding the \$6k maintenance requirement that benefits not only our business community, but the wider community as a whole including schools, hospital and assisting police to prevent crime. The THCB agreed to commit to two years so this will be allocated next year and then once the new board is elected, KBA will need to reapply.

2. Promotion & Marketing

Our goals included:

- Te Hiku Open Spaces Revitalisation Project
- Assist with the Kaitaia Christmas Parade and Grotto
- Attend weekly Mayoral meetings to continue feeding back valuable information to our members
- Source, fund and erect a Digital Notice Board in Kaitaia's main street.

The Revitalisation Projects are rolling out and as they are in progress or completion, the KBA promote on their facebook page as well as highlight them in regular email newsletters. Some of these have featured in the FNDC Weekender publication too and we have fantastic support from the Northland Age, who allow a fortnightly column called "Te Hiku Talks".

Unfortunately, due to the Covid levels and rules, the Kaitaia Christmas Parade has been cancelled along with all parades throughout the country.

The weekly Mayoral meetings prove a valuable source of shared information from a business perspective in the FNDC region and this is a forum that the Mayor and elected members plus some staff appreciate the feedback and issues we pass on from our BID members.

The Digital Noticeboard has been ordered and is due to arrive in Kaitaia end of January 2021. We have a draft MOU that is in the process of being signed off by FNDC and KBA as KBA will take the lead in managing the project. Any profit made will allow not for profit organisations, clubs and schools within our region to advertise at no cost on this prominent billboard. The budget we allowed will get us started up with power, wifi and initial KBA adverts to encourage local businesses to do the same.

3. Environment/Economic Development

The goals were:

- Ensure local contractors are awarded the project work for the Te Hiku Open Spaces Revitalisation Project
- Provide interesting spaces for people to meet together to share meals and enjoy live entertainment in the town square and market square.
- Garden beautification programme in collaboration with the Eco Centre

Where possible local contractors are awarded project work with a preference for Maori owned businesses. We are at 72% of all work kept local. The remainder is out of our hands as we required specialist park equipment and hyper umbrellas made which had to come from out of our area.

The town square has been delayed as Far North Holdings Limited are still in negotiation with Foodstuffs about this property but we hope to have a positive outcome in the 2022 year so will keep this goal for next year. The market square has had delays but we have tidied up the East Lane and car parking spaces close to businesses, covered the walls of the neglected old Warehouse building with local art and have recently put 3 tables to assist with the Saturday market vendors who supply food and beverages to the community.

Garden beautification has not been achieved in this past year. Although we had offers of a collaboration with Eco Centre, changes in voluntary staff has made this more difficult. The committee are keen to keep this goal and aim to achieve it in the 2022 year.

4. Support Business and Advocacy

5. The goals were:

- Promote services offered by Northland Inc's Regional Partnership Program
- Keep businesses informed of the outcomes of the Tai Tokerau Economic Action Plan Group
- Revised Student Scholarship to benefit local BID member business who employs a student and needs assistance with start-up tools, equipment or training.

Our co-ordinator, Tia Hohaia, has done a sterling job of advertising and promoting Northland Inc and other assistance that is shared with us via the regular BID emails and facebook page. The facebook page is often shared on Kaitaia Happenings which has a large following.

Tia manages the Kaitaia Digital Hub which crosses over nicely with her being in the know of what courses are being offered and many of our businesses took up the free xero training and Office 365 courses. Word of mouth got around and there is more demand to pick these up for 2022.

The student scholarship was revised and we only had one applicant; the Beauty Room Kaitaia who used the funds to purchase an additional bed for her apprentice to train and carry out treatments. The apprentice has nearly completed her one year training which has added qualifications as well as given on the job training rather than going away for a course. The uptake on this new scholarship has been slow but we will be promoting it and now have it on our revised website page.

In addition to these goals we have also:

- Lobbied Air NZ to continue flights from Wellington – Kerikeri return as this opens up a larger population to visit the Far North for leisure, while allowing the Northlanders to get to meetings in Wellington within a day avoiding the need to travel and stay extra nights.
- We made the Beautiful Towns finalist (although the event has been postponed to February next year) so we are unsure of the outcome at the time of writing this report.
- Returned all KBA expenses back to our local economy eg insurance
- Made a start on a Civil Defence Plan for the CBD after the chaos seen with the tsunami evacuation back in March.
- The new welcome sign for the North end of Kaitaia has been redesigned and is in the process of being priced. The Te Hiku Revitalisation project is funding this as part of the streetscaping component for Kaitaia.
- The town clock has mixed support but is currently being priced to return it to its original site on the corner of Redan Rd and Commerce Street.

One of the issues the executive committee has raised is that our BID income has remained the same since inception of \$50,000. Rates have increased, buildings have gone up in the BID area so we feel its timely to request a review of what we receive to align with the increased income the FNDC are receiving.

Attached is our annual plan for the 2022 year ahead.



Andrea Panther
Chairperson
Kaitaia Business Association



ANNUAL PLAN 2022-23

In line with the Strategic Plan, our goals for 2022/23 are:

Membership

- Promote the Associate Membership for 2022/23 to wider Kaitaia areas and surrounding towns which is \$250 for those living outside the map area.
- Apply to FNDC/THCB to look at our BID allocation as rates have gone up but our income has remained the same since we started.

Promotion and Marketing

- Promote the completed projects that are being carried out under the Te Hiku Open Spaces Revitalisation Project that all began with KBA & Councillor Foy.
- Promoting Kaitaia as a place for to invest in, with a thriving business community.
- Assist SHINE On Kaitaia with the Kaitaia Christmas Parade and Grotto
- Continue our attendance of the Weekly Mayor's Meetings, feeding back important information to our BID members.
- Manage the Digital Notice Board on behalf of FNDC to increase our annual income
- Promote a Shop Local campaign

Environment/Economic Development

- Ensure local contractors are awarded local FNDC work following on from the Kaupapa of social procurement attributes for the Te Hiku Open Spaces project work.
- Garden Beautification Programme to develop in partnership with a local provider training in horticulture
- Write an article on Te Hiku Business Community Successes to attract investors to Kaitaia and send to NBR, NZME etc
- Continue to support Safer Communities by funding \$500 per month to CCTV to assist monitoring of the camera system

Support Business and Advocacy

- Work on a Covid Response for Businesses to have on website
- Continue to work on the Civil Defence Plan for the CBD of Kaitaia
- Advertise and Promote the KBA Trainee/Apprenticeship Scholarship
- Advocate Community Issues and Concerns to Council and other businesses (i.e. Air New Zealand) for the benefit of BID Members.
- Promote and host Northland Inc's. Growth Advisors once per month at the Kaitaia Digital Hub.



THE KAITAIA BUSINESS ASSOCIATION STRATEGIC PLAN 2022-2025



The following areas have been identified as essential for the vision and function of The Kaitaia Business Association (KBA). These goals build from what has already been achieved by past Committees and aims to create more momentum and value for our BID and Associated Members.

Membership

Within the current framework of the BID membership, is the exclusion of many businesses that contribute to the economy of our town due to the historic geographical map area. There is much confusion on the membership; the building owners receive FNDC rates which includes a targeted rate and although landlords pass on the rates account to the tenant, often don't pass on this understanding of what the BID rate is. The Associated Membership encourages the inclusion of any business outside of the current BID area wanting to benefit from the KBA. The Associated Membership also paves the way for the possibility of any plans to increase the BID zone through the Far North District Council. One of our future visions is to have the BID area extended which requires an electoral process and relevant fees and to change the name of our association to reflect a wider area to be more inclusive.

Promotion and Marketing

Build brand identity by engaging with as many of the BID members through the networking events and community led initiatives such as the Te Hiku Open Spaces Revitalisation Project and the Kaitaia Christmas Parade and Grotto. Reiterating the KBA business support by providing valuable information from various local meeting forums and collaboration efforts.

Environment/Economic Development

Engagement with mana whenua to celebrate Kaitaia and to work in collaboration with any future redevelopment or regeneration plans. Engage and address the importance of kaitiakitanga, environment and iwi.

As the major project lead for the Te Hiku Open Spaces Revitalisation Project we will reach our continued goal to establish Kaitaia as a place for tourism and business as well as interesting spaces for our people to meet together to share meals and enjoy live entertainment. Through this project, we will be providing local contractors with opportunities to work giving employment to our local region.

Support Business and Advocacy

Through strong advocacy for Kaitaia within the wider Muriwhenua region, we will advocate for improvement in infrastructure and business support. We have representation and/or input into various forums like Weekly Mayor's Meetings, Northland Inc.'s Regional Partnership Program, Te Hiku Open Spaces Revitalisation Group, Tai Tokerau Economic Action Plan Group etc.

Annual Report

Kaitaia Business Association Incorporated
For the year ended 30 June 2021

Prepared by PKF Francis Aickin Limited

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5	Statement of Financial Position
6	Statement of Cash Flows
7	Statement of Accounting Policies
9	Notes to the Performance Report
12	Depreciation Schedule
14	Independent Auditor's Report

Approval of Financial Report

Kaitaia Business Association Incorporated For the year ended 30 June 2021

The Executive Committee are pleased to present the approved financial report including the historical financial statements of Kaitaia Business Association Incorporated for year ended 30 June 2021.

APPROVED



Andrea Panther

Chair

Date 9.5.22



Stewart Russell

Treasurer

Date 9/5/22

Statement of Financial Performance

Kaitaia Business Association Incorporated
For the year ended 30 June 2021

'How was it funded?' and 'What did it cost?'

	2021	NOTES	2020
Revenue			
Donations, fundraising and other similar revenue	4,524	1	1,626
Fees, subscriptions and other revenue from members	50,000	1	50,113
Revenue from providing goods or services	-	1	15,000
Interest, dividends and other investment revenue	46	1	69
Other revenue	6,836	1	-
Total Revenue	61,407		66,809
Expenses			
Costs related to providing goods or service	8,277	2	61,461
Other expenses	13,209	2	31,280
Depreciation and non cash expenses	6,431	2	7,753
Total Expenses	27,917		100,494
Surplus/(Deficit) for the Year	33,489		(33,685)

This notes to the statement of financial performance form part of these financial statements.

Statement of Financial Position

Kaitaia Business Association Incorporated
As at 30 June 2021

'What the entity owns?' and 'What the entity owes?'

	30 JUN 2021	NOTES	30 JUN 2020
Assets			
Current Assets			
Bank accounts and cash			
Bank and cash/(bank overdraft)			
ANZ Call Account - 29	42,768	4	42,747
ANZ Call Account -30	2,466	4	2,465
ANZ Current Account	51,629	4	53,091
Total Bank and cash/(bank overdraft)	96,863		98,303
Total Bank accounts and cash	96,863		98,303
Other Current Assets			
GST	1,670		2,139
Total Other Current Assets	1,670		2,139
Total Current Assets	98,533		100,442
Non-Current Assets			
Property, Plant and Equipment	17,854	6	11,629
Total Non-Current Assets	17,854		11,629
Total Assets	116,387		112,071
Liabilities			
Current Liabilities			
Creditors and accrued expenses			
Trade and other payables	7,085	5	36,258
Total Creditors and accrued expenses	7,085		36,258
Total Current Liabilities	7,085		36,258
Total Liabilities	7,085		36,258
Total Assets less Total Liabilities (Net Assets)	109,302		75,813
Accumulated Funds			
Accumulated surpluses or (deficits)	109,302	7	75,813
Total Accumulated Funds	109,302		75,813

The notes to the statement of performance report form part of these financial statements.

Statement of Cash Flows

Kaitaia Business Association Incorporated For the year ended 30 June 2021

'How the entity has received and used cash'

	2021	2020
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	4,524	1,870
Fees, subscriptions and other receipts from members	57,500	57,630
Receipts from providing goods or services	-	17,250
Interest, dividends and other investment receipts	46	69
Cash receipts from other operating activities	7,800	-
GST	(5,050)	(1,802)
Payments to suppliers and employees	(53,604)	(67,696)
Total Cash Flows from Operating Activities	11,215	7,322
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	(12,656)	-
Total Cash Flows from Investing and Financing Activities	(12,656)	-
Net Increase/ (Decrease) in Cash	(1,440)	7,322
Cash Balances		
Cash and cash equivalents at beginning of period	98,303	90,981
Cash and cash equivalents at end of period	96,863	98,303
Net change in cash for period	(1,440)	7,322

Statement of Accounting Policies

Kaitaia Business Association Incorporated For the year ended 30 June 2021

'How did we do our accounting?'

Reporting Entity

Kaitaia Business Association Incorporated is an Society incorporated under the Incorporated Societies Act 1908 and is engaged in the business of a local business association.

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000, except that the entity has not produced a Statement of Service Performance or list of Entity Information. This is because the Association is not a Charity and is an Incorporated Society which is not required to prepare this information.

All transactions in the Performance Report are reported using the accrual basis of accounting.

All amounts are noted in NZ\$.

Revenue Recognition

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

Membership fees are recognised on a receivable basis.

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

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Property, plant and equipment

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

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

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Statement of Accounting Policies**Income Tax**

Income tax is accounted for using the taxes payable method. The income tax expense in profit or loss represents the estimated current obligation payable to Inland Revenue in respect of each reporting period after adjusting for any variances between estimated and actual income tax payable in the prior reporting period.

Changes in Accounting Policies

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

Notes to the Performance Report

Kaitaia Business Association Incorporated For the year ended 30 June 2021

	2021	2020
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donation - Oxford Sports Trust	4,524	-
Grant - Four Winds Foundation	-	1,626
Total Donations, fundraising and other similar revenue	4,524	1,626
Fees, subscriptions and other revenue from members		
BID Income	50,000	50,000
Subscriptions	-	113
Total Fees, subscriptions and other revenue from members	50,000	50,113
Revenue from providing goods or services		
Grant - FNDC	-	15,000
Total Revenue from providing goods or services	-	15,000
Interest, dividends and other investment revenue		
Interest Received	46	69
Total Interest, dividends and other investment revenue	46	69
Other revenue		
Profit on disposal of fixed assets	6,425	-
Other Revenue	411	-
Total Other revenue	6,836	-
	2021	2020

2. Analysis of Expenses

Costs related to providing goods or services		
KBA business events	261	-
Advertising and Promotion	2,500	1,485
Christmas event	435	-
Events Calendar Expenses	-	1,496
Events Volunteers Expenses	400	4,462
Insurance	3,263	3,329
Insurance refund from prior year	(665)	-
Redevelopment of Township	(250)	30,000
Phone & Internet for CCTV Cameras	-	416
Security Camera Maintenance	1,854	19,999
Website	480	275
Total Costs related to providing goods or services	8,277	61,461
Other expenses		
Audit Fee	-	2,322
Bank Fees & Charges	130	65
BID Consultancy Survey	-	7,200

Notes to the Performance Report

	2021	2020
Consulting & Accounting	97	284
Co-ordinator Expenses	12,029	18,268
Fixed Property Expenses	-	122
Flowers & Gifts	-	43
Light, Power, Heating	-	36
Meeting Expenses	124	49
Office Expenses	-	486
Petty Cash	-	261
Printing & Stationery	486	1,097
Rent	-	525
Subscriptions, Licences & Fees	343	521
Total Other expenses	13,209	31,280
Depreciation and non cash expenses		
Depreciation	6,431	7,753
Total Depreciation and non cash expenses	6,431	7,753

3. Taxation

The Association is subject to income tax, but has significant tax losses brought forward, and therefore has no income tax liability. The tax losses at 30 June 2021 amounted to \$203,189.24 (June 2020 - \$236,678.32).

	2021	2020
4. Analysis of Assets		
Bank accounts and cash		
ANZ Call Account - 29	42,768	42,747
ANZ Call Account -30	2,466	2,465
ANZ Current Account	51,629	53,091
Total Bank accounts and cash	96,863	98,303

	2021	2020
5. Analysis of Liabilities		
Creditors and accrued expenses		
Accounts Payable	7,085	36,258
Total Creditors and accrued expenses	7,085	36,258

Notes to the Performance Report

	2021	2020
6. Property, Plant and Equipment		
Furniture and Fittings		
Furniture and fittings owned	1,152	743
Accumulated depreciation - furniture and fittings owned	(307)	(743)
Total Furniture and Fittings	845	-
Plant and Equipment		
Plant and machinery owned	187,963	176,460
Accumulated depreciation - plant and machinery owned	(170,954)	(164,831)
Total Plant and Equipment	17,009	11,629
Total Property, Plant and Equipment	17,854	11,629

	2021	2020
7. Accumulated Funds		
Accumulated Funds		
Opening Balance	75,813	109,498
Accumulated surpluses or (deficits)	33,489	(33,685)
Total Accumulated Funds	109,302	75,813
Total Accumulated Funds	109,302	75,813

8. Commitments

There are no commitments as at 30 June 2021 (Last year - nil).

9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2021 (Last year - nil).

10. Events after Balance Sheet date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

11. Related Parties

There were no transactions involving related parties during the financial year (Last year - nil).

12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Depreciation Schedule

Kaitaia Business Association Incorporated
For the year ended 30 June 2021

NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Office Equipment									
Laptop - Asus F 56C-TH31	40.00%	DV	15 Jul 2013	743	-	-	-	-	-
KBA laptop	40.00%	SL	26 Nov 2020	1,152	-	1,152	-	307	845
Total Office Equipment				1,895	-	1,152	-	307	845
Plant & Equipment									
Signposts	25.20%	SL	24 Sep 2008	500	-	-	-	-	-
Murals (1)	25.20%	SL	18 Dec 2009	1,338	-	-	-	-	-
Photo Mural (2)	16.20%	SL	7 Oct 2010	3,016	-	-	-	-	-
Digital Recording Devices	40.00%	SL	30 Jun 2015	53,163	-	-	-	-	-
CCTV additions (2016)	40.00%	SL	31 Dec 2015	75,544	-	-	-	-	-
CCTV additions (2017)	40.00%	DV	20 Dec 2016	18,071	2,997	-	-	1,199	1,798
CCTV Camera	40.00%	DV	16 Aug 2017	4,070	928	-	-	371	557
CCTV Network	40.00%	DV	31 Aug 2017	870	198	-	-	79	119
CCTV Network	40.00%	DV	8 Sep 2017	1,168	280	-	-	112	168
TV (2) for Monitoring	40.00%	DV	31 Oct 2017	560	141	-	-	56	85
Christmas Decorations	40.00%	DV	30 Nov 2017	869	229	-	-	92	138
Christmas Decorations & Wreath	40.00%	DV	31 Dec 2017	1,673	462	-	-	185	277
CCTV Network	40.00%	DV	29 Mar 2018	862	269	-	-	108	161
CCTV Network	40.00%	DV	1 Jun 2018	5,923	2,061	-	-	825	1,237
Christmas Wreaths	40.00%	DV	14 Dec 2018	3,190	1,468	-	-	587	881
CCTV Network - Tower	40.00%	DV	19 Dec 2018	5,642	2,595	-	-	1,038	1,557
Custommade computer for CCTV Cameras	40.00%	DV	16 Jul 2020	2,567	-	2,567	-	1,027	1,540
Hikvision CCTV Camera	40.00%	DV	27 May 2021	4,412	-	4,412	-	294	4,118

Depreciation Schedule

NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
CCTV Camera	40.00%	DV	30 Jun 2021	4,524	-	4,524	-	151	4,373
Total Plant & Equipment				187,963	11,629	11,503	-	6,123	17,009
Total				189,858	11,629	12,656	-	6,431	17,854

Hartnell Grond Walker

CHARTERED ACCOUNTANTS

John Hartnell NDA, CA
Carlita Grond BCom, CA
Tracey Walker BCom, DipCom, CA

Kaitaia Business Association Incorporated

Independent Auditor's Report

For the Year Ended 30 June 2021

6 Redan Road
PO Box 166
Kaitaia 0441
p. 09 408 0950
f. 09 408 0955
e. info@hgwkaitaia.co.nz

To the members of the Kaitaia Business Association Incorporated.

Opinion

We have audited the financial statements of the Kaitaia Business Association Incorporated on pages 4 to 13 which comprise the statement of financial position as at 30 June 2021, and the statement of financial performance and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Kaitaia Business Association Incorporated as at 30 June 2021 and its financial performance and its cash flows for the year then ended in accordance with Public Benefit Entity - Simple Format Reporting - Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Kaitaia Business Association Incorporated in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interest in, the Kaitaia Business Association Incorporated.

Committee's Responsibility for the Financial Statements

The Committee is responsible on behalf of the Kaitaia Business Association Incorporated for the preparation and fair presentation of these financial statements in accordance with Public Benefit Entity - Simple Format Reporting - Accrual (Not-For-Profit) and for such internal control as the Committee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the Committee is responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Independent Auditor's Report (continued)**For the Year Ended 30 June 2021****Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



9 May 2022
Hartnell Grond Walker
Chartered Accountants
Kaitia

PARTNERING AGREEMENT AND MEMORANDUM OF UNDERSTANDING

Between:

**Far North District Council (1)
Te Hiku Community Board (2) and
Kaitiaia Business Association (3)**

Regarding a Business Improvement District ('BID') Partnership Programme Agreement.

Background and Purpose

1. Far North District Council ("FNDC") recognises the role of business associations in contributing to the economic development of local communities and the District as a whole.
2. FNDC has adopted the Business Improvement District (BID) Partnership Programme.
3. The purposes of the BID Partnership Programme include providing a mechanism to support business and the economy at local level and to collaborate with the business sector to improve the environment within which businesses operate.
4. Kaitiaia Business Association ("the Business Association") is registered under the Incorporated Societies Act 1908 and undertakes business-led programmes initiated by the local business community which promotes and develops their local business economy.
5. FNDC wishes to work with the Business Association to implement the BID Partnership Programme, recognising that a supportive business environment is essential to maintain and grow the economic base of the region, provide employment opportunities and ensure a resilient economy.
6. This Memorandum of Understanding ("MOU") is entered into by the Business Association and the Community Board to guide and develop the relationship between them. It can be varied and reviewed at any time by written agreement of both parties.
7. The Parties to the MOU agree to the following principles:
 - Trust-based relationship – a partnering relationship built on each party working on the basis of trust, respect and understanding.
 - No surprises approach - a partnering relationship built on each party behaving with integrity and in good faith, with appropriate knowledge and information sharing.
 - Open communication – a partnering relationship built on each party discussing issues openly, being open to constructive feedback and understanding and respecting each other's knowledge, expertise, operating environment and capabilities.
 - Flexible – a partnering relationship built on each party taking an open approach on differences of views and opinion and being flexible regarding the resolutions of any issues which may arise.
7. FNDC values the relationship it has with the Business Associations it works with. They provide important feedback on Council's plans and policies; have links with the business community and work to grow the economic base of the District.
8. All businesses within the BID Partnership Programme boundary area pay the targeted rate and should therefore benefit from the activities of the programme. The intention of a BID Partnership

Programme is that all businesses are fully engaged and included. Therefore Business Associations are strongly encouraged not to charge members a membership fee, or any other fee, applicable to their operation, to belong to the association if the business is within the boundary of the BID Partnership Programme area.

9. The Business Association may allow organisations outside the boundary area or non-related members of the community to apply for Associate Membership.

Far North District Council's Role

1. FNDC levies the targeted rate for the BID Partnership Programme, and ensures it is included in its Annual Plans. It monitors the effectiveness of the programme at the District level.

2. It will receive an annual update report from the Business Association on how the BID Partnership Programme is operating.

3. FNDC has a partnership relationship with the Community Board and provides administrative support and advice.

Te Hiku Community Board's Role

1. Te Hiku Community Board ("the Community Board") is delegated the authority by FNDC for the day to day relationship with the Business Association as a joint partner in the BID Partnership Programme. The Community Board will work with the Business Association to assist in the alignment of the direction for the BID programme, taking into account where applicable, the wider local priorities that the Community Board may have. The Community Board will receive regular reporting on the BID Partnership Programme and review progress against objectives.

2. Apart from day-to-day relationships with the Business Association, the Community Board also has a governance role set out in this Memorandum of Understanding.

3. The Community Board will appoint a Community Board member to represent the Community Board regarding all matters relating to the Business Association.

4. The Business Association will invite the appointed member of the Community Board onto the BID Governance Board or Executive Committee. The discretion on whether this member has voting rights will lie with the Business Association under the rules of its Constitution. It is strongly recommended that this member is given voting rights to enable full engagement of the representative and his or her ability to contribute to the business of the BID Partnership Programme.

5. The Community Board will receive, along with the Business Association the Annual Business Plan for BID programme activities. Following acceptance of the business plan, the Community Board will recommend to FNDC to strike the BID targeted rate.

6. The Community Board may also take the following roles:

- Liaising between Council departments, CCOs and Business Associations;
- Advocating to FNDC departments and CCOs on behalf of the Business Association, where appropriate;
- Acting as a liaison point or conduit for the relationship with the BID Partnership Programme and the local community.

7. A proposal to establish a new BID Partnership Programme or to expand or reduce an existing BID Partnership Programme needs the approval of the Community Board.

8. The Community Board may approve additional funding at its discretion. This would be by way of specific grants for specific projects or initiatives.

9. The Community Board is obliged by virtue of being a local government organisation to:

- (a) observe due process, and comply with its policies; and
- (b) comply with various statutes such as the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the Public Records act 2005.

Accordingly, the Community Board's obligations under this MOU are subject to FNDC's processes, policies and legislative obligations. This MOU is an agreement between the parties that only seeks to establish a co-operative relationship.

The Business Association's Role

1. The Business Association implements the BID Partnership Programme within the parameters of this agreement and according to the rules of their Constitution, as agreed by the Business Association at an Annual or Special General Meeting.

2. The Business Association will be required to provide the Community Board with the following:

- Audited accounts;
- Annual Report for the previous year;
- Strategic Plan covering the current three to five year period;
- Annual Business Plan; and
- Budget for the following year.

3. The Business Association will also measure its performance through a number of key performance indicators (KPIs) related to its Strategic and Annual Plan objectives. These may be identified in the Annual Report of the year just passed and also in the current year's Annual Business Plan.

4. The Business Association is strongly encouraged to work collaboratively with any partner or agency that would assist it in its organisational goals.

5. In accordance with this Memorandum of Understanding, the Business Association agrees to inform and update the Community Board regularly on their BID Partnership Programme related activities. This includes:

- (a) An annual presentation to the Community Board of the Business Association documents including:
 - The annual report of the previous financial year
 - Audited annual financial accounts
 - Strategic plans (3 – 5 years with next years financial business activities identified)
 - Budget for the next financial year

Note: Annual reporting should occur by the end of September each year to allow, where appropriate the relevant FNDC body to consider the inclusion of the BID target rate in FNDC's Annual Plan.

- (b) Any other presentation as mutually agreed by the Parties.

Reporting Requirements

Each of the Parties in the BID Partnership Programme on this matter has different reporting responsibilities.

The parties and their reporting obligations are as follows:

- FNDC must provide an Annual Report to all ratepayers which may include information on the BID Partnership Programme's effectiveness and other economic development outcomes.
- The Community Board reports to its constituents and may include any information on any BID Programmes within their area.
- The Business Association reports to its members (via an AGM) and the Community Board. These parties must be able to access the following:
 - Annual audited accounts;
 - A review of the previous years activity (Annual Report);
 - A strategic plan for the next 3 to 5 years;
 - A detailed Annual Plan for the next 12 months;
 - A detailed budget for the next 12 months showing expected income and expenditure; and

Other Reporting requirements for Business Associations

- An annual update report to FNDC
- Reporting requirements under the Incorporated Societies Act 1908 must be complied with.
- The Business Association must choose a minimum of three performance measures on which to report on a regular basis. Measures are at their discretion but should be relevant to their stated objectives and/ or goals.

General Provisions

It is in the interests of both the Business Association and the Community Board to understand how effectively the MOU approach is working and whether it is beneficial to the Parties' desired outcomes. The working relationship will be reviewed at regular intervals.

Payment of BID Targeted Rate and Recovery of 50% of BID Establishment Grant.

FNDC will deduct 50% of the total cost of the initial BID establishment grant from the BID targeted rate in the first successful BID targeted rates strike.

In the first year of a successful BID targeted rate being struck FNDC will pay 50% of the remaining targeted rate (after the 50% of the total cost of the BID establishment grant has been deducted first). This will be payable after the 1st July 2012 and the remaining 50% of the BID target rate will be payable from the beginning of the 3rd quarter of the financial year.

In subsequent years the BID targeted rate will be payable on a quarterly basis, with the first payment being due on 1st of July 2013.

Change to BID Target Rate Income

The Business Association's constitution is to be used as the starting point for the annual budget to be increased and for gaining approval for a change to the BID Target Rate Income

Council anticipates that this will be achieved by special resolution of members at an Annual General Meeting or Special General Meeting.

The maximum amount a Business Association can increase or decrease their annual BID targeted rate by vote of members at an AGM is by 5% of their existing targeted rate or a maximum of \$5,000 if the 5% increase is greater than \$5,000.

The Business Association needs to identify this amount in its planning documents and budgets, which are then distributed to eligible voters as part of the AGM / SGM process.

In the interests of transparency and accountability for the Business Association, the BID target rate increase or decrease amount requested should be identified clearly against its proposed purpose.

It is advisable that AGMs are timed to align with FNDC's annual planning process to ensure that the Business Association's request for the increased or decreased BID target rate amount is captured in (next year's) Council Annual Plan.

Activities

Special Circumstances

1. It is in the interest of all parties to operate successfully. Circumstances can occur which may need action to be taken if serious concerns regarding the operation of the BID Partnership Programme are raised. Action by FNDC would be initiated as a last resort and in agreement with the Community Board and if possible, the Business Association executive.

Concerns may arise through governance, management or operational procedures that expose the Business Association unnecessarily to risk.

Examples that may be considered a serious concern include, but not limited to:

- Failure of the Business Association's executive to consistently meet the constitutional rules, which impact on the Association's ability to meet the requirements of the Incorporated Societies Act 1908;
- When FNDC is aware of inappropriate business practices (e.g. misappropriation of BID Programme funds);
- Continuing financial issues such as overspending or the accumulation of unsustainable debt.

2. In some extreme circumstances, FNDC may need to intervene in a Business Association's management of its BID partnership Programme. If practical, the purpose of this intervention is the sustainability and the continuation of the Business Association as an independent entity able to fulfil its obligations.

FNDC intervention would be through one of the following approaches:

- Management of the BID Partnership Programme by FNDC officers or nominated representative. In these circumstances, the original Business Association Executive Committee will have failed to meet its legal obligations. The purpose of this approach would be to rebuild the BID governance in order to return it to independent management and henceforth the continuation of the Business Association and BID Partnership Programme. Specific actions would be agreed on a case by case basis;
- Support of the Business Association by FNDC officers or nominated representatives. Council officers or nominated representatives would work alongside the Business

Association's Executive Committee to resolve issues and find solutions on a case by case basis.

3. In very exceptional circumstances and as a last resort after all approaches have been exhausted, FNDC may initiate a Ballot to review the BID Partnership Programme's continuation.

FNDC in considering whether to initiate such a ballot must:

- Seek feedback from the Community Board;
- Seek legal advice on the situation; and
- Cover all cost relating to the Ballot

Such ballot must be carried out in a similar manner to the BID establishment ballot.

4. If a mandate has been achieved to continue with the Kaitia BID partnership Programme and to receive BID target funds, FNDC officers must consider the best way forward for the Programme and consult with the Community Board on how to raise the Business Association to a functioning level.

If the Ballot produces a Kaitia mandate to discontinue the BID Partnership Programme in Kaitia and cease collecting of the BID targeted rate, FNDC officers will take appropriate steps to remove the Business Association from the BID Partnership Programme.

Winding-up Provisions

There are three parties who may request a review of a BID partnership Programme:

1. The Business Association Executive Committee;
2. The BID Association members – member initiated; and
3. FNDC

If after due consideration the Business Association no longer wishes to continue as a BID Partnership programme and to receive the annual target rate amount they are required to:

- Pass a resolution at an Executive meeting;
- Formally notify FNDC as soon as practically possible, and forward on a copy of the minutes of this meeting to FNDC; and
- Formally notify the Community Board as soon as practically possible, and forward a copy of the minutes of this meeting to the Community Board.

A ballot to review the continuation of the BID Partnership Programme and BID targeted rate shall be carried out in a similar manner to the BID establishment ballot.

Dispute Resolution

Any disputes between the Business Association and FNDC will be settled in accordance with the following procedure.

Having exhausted normal means of resolving a dispute or difference (by engaging in a process of good faith negotiation and information exchange), either party may give written notice specifying the nature of the dispute and its intention to refer such dispute or dispute to mediation.

If a request to mediate is made then the party making the request will invite the chairperson of the New Zealand Chapter of Lawyers Engaged in Dispute Resolution ("LEADR") to appoint a mediator to enable the parties to settle the dispute. All discussions in the mediation will be without prejudice and will not be referred to in any later proceedings.

The parties will bear their own costs in the mediation and will equally share the mediator's costs.

If the dispute is not resolved within a further 30 days after appointment of a mediator by LEADR, any party may refer the matter to arbitration by a sole arbitrator in accordance with the Arbitration Act 1996.

The award in the arbitration will be final and binding on the parties.

SIGNED BY

The Mayor



Chairman of the Te Hiku Community Board



Chairman of Kaitiaia Business Association



8.2 TANGONGE RECREATION RESERVE - STATUS OF EXISTING LEASE

File Number: A3625814

Author: Kay Meekings, Property Legalisation Officer

Authoriser: William J Taylor MBE, General Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

In response to Te Hiku Community Board Resolution 2022/9 requesting the status of the existing lease under section 54 of the Reserves Act 1977 for Tangonge Recreation Reserve (the Reserve).

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Current Lessee: Aupouri Ngati Kahu-Te Rarawa Trust Inc (ANT Trust), being the umbrella organisation for Open the Curtains (OTC).
- Current Lease Term: 5 years, 1 September 2018 – 31 August 2023.
- Renewal: A further period of 5 years, 1 September 2023 – 31 August 2028 - Provided lease obligations have been met, there is sufficient community need for the specified activity and it is in the public's interest.
- Schedule 2 of the lease, the OTC Operational Management Plan, is the guiding document for the community lead project for better utilisation of the Reserve.
- ANT wish to apply for third party funding and have requested a 30 year lease extension with final expiry on 31 August 2058.
- Reserves Act Schedule 1: allows for a term of 'not exceeding 33 years' and requires public notice.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Tangonge Recreation Reserve - Status of Existing Lease.

TĀHUHU KŌRERO / BACKGROUND

In December 2017 Council resolved to lease the Reserve to ANT Trust for a Term of 5 + 5 years following successful public notification. 56 submissions were received with 51 in favour and 6 opposed.

A lease was negotiated and entered into with ANT Trust on 1 September 2018 with OTC being the face of the community lead project.

The Second Schedule of the lease: OTC Operation Management Plan, sets out how OTC will maintain, use the grounds and fundraise.

OTC feel it requires a longer-term lease to support its funding applications.

Until now OCT have been unable to progress their plans for the Reserve due to few fundraising opportunities being available over the past 3 years. OTC propose a longer lease term would assure prospective funders of their commitment to improving the community's use of the Reserve.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

For a significant change of term or purpose Council must seek community input through a public consultation process, it must be transparent and act in the best interests of the community.

The ANT Trust have expressed interest in extending their current lease by 30 years. All requests to lease reserve land is assessed on a case-by-case basis. The Reserves Act allows for a maximum term of 33 years, the draft Council Reserve Policy: proposes a maximum term of 15 years with a further right of renewal for a further 15 years.

Next Steps:

ANT Trust has two options:

Option 1: Allow the current lease to run its course, expiring 31 August 2028. Recommend to ANT Trust they initiate the issuing of a new long-term lease 2 years prior to the current final expiry.

Option 2: Start the process for a new long-term lease now which will require public consultation. Council staff are in discussions with ANT Trust re the above options.

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

The current lease records the annual rent as \$100pa.

ĀPITIHINGA / ATTACHMENTS

1. ANT Tangonge lease extension request - Feb 2022 - A3725481 [↓](#) 
2. Tangonge Recreation Reserve - Executed Lease and Operational Management Plan-2018 - A3625695 [↓](#) 



Aupouri Ngati Kahu Te Rarawa Trust

60 North Rd, Kaitaia 0410 | admin@trusant.co.nz | 09 408 3933

22nd February 2022

Far North District Council
Te Ahu Centre
Kaitaia, 0410

Re: Lease Extension Request for Tangonge Domain Recreation Reserve, Bonnetts Road, Kaitaia

Dear Adele Gardner,

Please accept this as a formal request for an extension to the lease for Tangonge Domain Recreation Reserve, Bonnett Road, Kaitaia.

The lease is set to expire on 31st August 2028.

We would like to amend that date to end on the 31st of August 2058.

Having an extended lease will make it easier to interest potential funding partners in helping us to realise our recreational objectives for the community of Kaitaia West.

I would appreciate it if you could give us an answer within the next two weeks.

Feel free to contact me with any questions or to discuss this matter.

Nga mihi,

Manuera Riwai
Community Development Manager

Between

THE FAR NORTH DISTRICT COUNCIL (Lessor)

And


AUPOURI NGATI KAHU-TE RARAWA TRUST (274324) (Lessee)
the umbrella organisation for OPEN THE CURTAINS (OTC)

DEED OF LEASE

Part Old Land Claim No.7 CFR NA530/132
and shown Recreation Reserve on Deeds Plan 108
Tangonge Domain Recreation Reserve, Bonnett Road, Kaitaia

Far North District Council
Kaikohe

Tangonge Domain - Aupouri Ngati Kahu Te Rarawa Trust for Open the Curtains 2017


MR.

THIS DEED dated the 1st day of September 2018

BETWEEN THE FAR NORTH DISTRICT COUNCIL a body corporate pursuant to the Local Government Act 2002 (hereinafter together with its successors and assigns ("the Lessor")

AND AUPOURI NGATI KAHU-TE RARAWA TRUST (274324) incorporated under the Charitable Trusts Act 1957 on the 23rd day of May 1985 ("the Lessee")

BACKGROUND

- A. the Lessor agrees to lease to the Lessee the reserve land described in Schedule 1 ("the Land") and shown outlined on the plan annexed hereto (Appendix 1)
- B. The Lessee is the umbrella organisation for the community group known as Open the Curtains (OTC)
- C. OTC has produced an "Operational Management Plan" annexed hereto (Schedule 2) which sets out how it will fulfil its responsibilities under this Lease in respect of the Land and Building

THE PARTIES AGREE:

1. INTERPRETATION

In this agreement unless the context indicates otherwise:

1.1 Definitions:

"Annual Rent" means the annual rent specified in the schedule subject to changes consequent on the Lessor's exercise of any right to review the annual rent or on the Lessee's exercise of any right to renew this lease;

"Authority" means and includes every governmental, local, territorial and statutory authority having jurisdiction or authority over the Land or its use;

"Building" means the building and other improvements described in the schedule;

"Commencement Date" means the date of commencement of the Lease specified in the schedule;

"GST" means tax charged under the Goods and Services Tax Act 1985 and includes any tax charged in substitution for that tax;

"Insured Risks" means loss, damage or destruction resulting from fire, earthquake, storm, tempest and aircraft impact and any other risks which the Lessor reasonably requires to be insured against;

"Lessee" means the person specified as the Lessee in the Schedule and the Lessee's permitted assigns and the Lessee's agents, employees, contractors and invitees;

"Lessee's Improvements" means the Lessee's property situated in or on the Land and includes all buildings, structures and improvements and all equipment and plant owned or placed on the Land by the Lessee;

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"Lessor" means person specified as the Lessor in the schedule and includes the Lessor's permitted assigns and Lessor's agents, employees, contractors and invitees;

"Outgoings" means all rates, taxes, charges, assessments, duties, impositions and fees from time to time payable to any Authority relating to the Land;

"Land" means the land described in the schedule and shown on the plan attached to this lease but excludes the Lessee's Improvements;

"Term" means the term of this lease and includes the initial term and (if this lease is renewed) the renewal;

"Utilities" means all utility and other services connected and/or supplied to the Land, including water, sewage, drainage, electricity, gas, telephone and rubbish collections;

- 1.2 **Building Act Terms:** the terms "Building Work" and "Code Compliance Certificate" have the meanings given to those terms in the Building Act 2004;
- 1.3 **Defined Expressions:** expressions defined in the main body of this lease have the defined meaning in the whole of this lease, including the background and the schedules;
- 1.4 **Headings:** section, clause and other headings are for ease of reference only and do not form any part of the context or affect this lease's interpretation;
- 1.5 **Joint and Several Obligations:** where two or more persons are bound by a provision in this lease, that provision will bind those persons jointly and each of them severally;
- 1.6 **Negative Obligations:** any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;
- 1.7 **Parties:** references to parties are references to parties to this agreement and include each party's executors, administrators and successors;
- 1.8 **Persons:** references to parties are references to individuals, companies, partnerships, associations, trusts, government departments and local authorities in each case whether or not having separate legal personality;
- 1.9 **Plural and Singular:** singular words include the plural and vice versa;
- 1.10 **Schedules:** the schedule and its contents have the same effect as if set out in the body of this lease;
- 1.11 **Schedule Terms:** the terms "Commencement Date", "Default Interest Rate", "Final Expiry Date", "Initial Term", "Permitted Use", "Renewal Term(s)", "Rent Payment Date(s)", "Rent Review Date(s)" and "Termination Date" together with the other terms specified in the schedule, will be interpreted by reference to the schedule;
- 1.12 **Sections, Clauses and Schedules:** references to sections, clauses and schedules are references to sections and clauses of and schedules to this deed;
- 1.13 **Statutes and Regulations:** references to a statute include references to regulations, orders, rules or notices made under that statute and references to a statute or regulation include references to all amendments to that statute or regulation whether by subsequent statute or otherwise.




2. GRANT OF LEASE

Pursuant to sections 53 and 54 of the Reserves Act 1977, the Lessor leases to the Lessee and the Lessee takes the Land on lease for the Term beginning on the Commencement Date and ending on the Termination Date at the Annual Rent.

3. RENEWAL

3.1 One further period of five (5) years provided the Lessor is satisfied that the terms and conditions of the lease have been complied with and that there is sufficient need for the recreational activity specified in the lease, and further that it is in the public interest to renew the lease and not in the public interest that some other sport, game, or recreational activity be given priority.

3.2 Holding Over: If, other than under a renewal of this lease or the grant of a further lease, the Lessor permits the Lessee to remain in occupation of the Land after the expiry or earlier termination of the Term, the Lessee will be a monthly tenant only.

4. RENT

The Lessee must pay:

4.1 Annual Rent: the Annual Rent by annual payments in advance on the Rent Payment Dates;

4.2 Annual Payments: the first annual payment of the Annual Rent on the Commencement Date;

4.3 No Deductions or Set-Off: all rent and other money payable by the Lessee under this lease to the Lessor without any deduction or set-off; and

4.4 Method: all rent payments by direct bank payment or as the Lessor may direct.

5. RENT REVIEW

5.1 Process: The Annual Rent is subject to review on the Rent Review Dates using the process set out in clauses 5.2 – 5.4 (inclusive) during the Term.


5.2 Lessor's Notice: The Lessor may not later than two (2) months before each Rent Review Date give written notice to the Lessee ("Lessor's Notice") setting out the Lessor's assessment of the current rent of the Land on that particular Rent Review Date.

5.3 Lessee's Notice: The Lessee may within 28 days of receiving the Lessor's Notice (time being of the essence) by written notice to the Lessor (Lessee's Notice) dispute the rent set out in the Lessor's Notice. The Lessee's Notice must state the Lessee's assessment of the current rent of the Land on that particular Rent Review Date. If the Lessee does not give a Lessee's Notice, the Lessee will be taken to have accepted the rent set out in the Lessor's Notice.

5.4 Determination of dispute: If at any time the parties shall be unable to agree upon the rent to become payable following each Review, the appropriate rent shall be determined pursuant to clause 25 hereof.

5.5 Rent Ratchet: The Annual Rent payable by the Lessee following a Rent Review Date must never be less than the Annual Rent payable immediately before the Rent Review Date.

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6. GST

6.1 Payment: The Lessee must pay to the Lessor all GST payable on the Annual Rent and other money payable by the Lessee under this lease. The Lessee must pay GST:

6.1.1 Annual Rent: on the Annual Rent on each occasion when any rent falls due for payment; and

6.1.2 Other Money: on any other money payable by the Lessee on demand.

6.2 Default: If:

6.2.1 Lessee Fails to Pay: the Lessee fails to pay the Annual Rent or other money payable under this lease (including GST); and

6.2.2 Lessor Liable to Penalty: the Lessor becomes liable to pay additional GST or penalty tax;

then the Lessee must pay the additional tax or penalty tax to the Lessor on demand.

7. DEFAULT INTEREST

If the Lessee fails to pay any instalment of the Annual Rent or any other money payable under this lease for 14 days after:

7.1 Date Due: the due date for payment; or

7.2 Demand: promptly following the date of the Lessor's demand, if there is no due date;

Then the Lessee must on demand pay interest at the Default Interest Rate on the money unpaid from the due date or the date of the Lessor's demand (as the case may be) down to the date of payment.

8. OUTGOINGS

8.1 Lessee to Pay Outgoings: The Lessee must on demand by the Lessor pay the Outgoings without deduction or set-off. If any Outgoing is not separately assessed on or charged to the Land or Building, the Lessee must pay a fair and reasonable proportion of that Outgoing.

8.2 Apportionment: Any Outgoing which is not assessed or charged for a period falling wholly within the Term will be apportioned between the Lessor and the Lessee.

8.3 Penalties: If any Outgoing is payable by a date after which a penalty applies, the Lessee will comply with clause 8.1 if the Lessee pays that Outgoing at least five (5) days before the penalty date.

9. UTILITY CHARGES

9.1 Lessee to Pay Utility Charges: The Lessee must promptly pay to the relevant Authority or supplier all charges for Utilities (including water) which are separately metered or charged to the Land and Building and/or Lessee's Improvements.

9.2 Apportionment: The Lessee must pay to the Lessor on demand a fair and reasonable proportion of the charge for any Utility which is not separately metered or charged to the Land or Building.

9.3 Meters: If the Lessor or any Authority requires the Lessee to do so, the Lessee must at the Lessee's own expense install any meter or other measuring devices

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necessary for the proper measurement of the charges for any Utility or other services supplied to the Land or Building and/or Lessee's Improvements.

10. COSTS

The Lessee must pay to the Lessor on demand:

10.1 Legal Costs: the legal costs for the negotiation, preparation and execution of this lease and of any renewal, extension or variation of this lease (including any variation recording a rent review); and

10.2 Default Costs: all costs, charges and expenses for which the Lessor becomes liable as a result of the Lessee's breach of any of this lease's terms.

11. INSURANCE

11.1 Lessee to Insure: The Lessee must at all times during the Term:

11.1.1 Lessee's Improvements: insure and keep the Lessee's Improvements insured to their full insurable value against the Insured Risks; and

11.1.2 Pay Premiums: pay the premium for the insurance taken out under clause 11.1.1 when due.

11.2 Destruction of buildings:

11.2.1 Partial Damage: In the event of the Building or any part thereof at any time during the Term being partially destroyed or damaged as a result of an Insured Risk then, as often as that happens, all moneys received in respect of insurance shall be expended by the Lessee with all reasonable speed in repairing the damage sustained; or

11.2.2 Total Destruction: In the event of the Building being totally destroyed or damaged by any cause, the Lessee may elect not to rebuild or reinstate the Building and if the Lessee shall elect not to rebuild or reinstate, the Term shall immediately cease and determine and the Lessee will demolish and clear the debris and have the site clear to the satisfaction of the Lessor.

11.3 Public Risk Insurance: The Lessee must throughout the Term keep current a public risk insurance policy applicable to the Land and Building and Lessee's Improvements and the business and activities carried on, in, or from the Land and Building and Lessee's Improvements for:

11.3.1 Specified Amount: the amount specified in Schedule 1 (being the amount which may be paid out arising from any single accident or event); or

11.3.2 Increased Amount: any increased amount that the Lessor reasonably requires and in particular any increased amount required by the Lessor as a result of a change in government provision for Accident Compensation claims.

12. MAINTENANCE

12.1 Maintenance: The Lessee must throughout the Term:

12.1.1 Repair: maintain the Land and Building or the Lessee's Improvements in good repair and make good any damage which may be done to the Land or Building or Lessee's Improvements or any improvements thereon during the Term of this lease;



- 12.1.2 **Keep Land Clean:** keep the Land and Building and Lessee's Improvements clean and tidy;
- 12.1.3 **Removal of Rubbish:** regularly remove all rubbish and waste from the Land and Building or Lessee's Improvements;
- 12.1.4 **Broken Glass:** replace all broken glass on the Land and Building and Lessee's Improvements; and
- 12.1.5 **Pests:** prevent and exterminate any pest infestation on the Land and Building or Lessee's Improvements; and
- 12.1.6 **Notice from Lessor:** upon receipt of notice in writing from the Lessor of any defect or want of repair of the Land or Building or other improvement on the Land requiring the Lessee within a reasonable time, to be specified therein, to repair the same, the Lessee shall with all reasonable speed cause the defect to be remedied and/or the repair to be made to the satisfaction of the Lessor.

13. USE OF LAND AND TERMINATION

- 13.1 **Permitted Use:** Subject to clause 13.2 and 13.6, the Lessee must only use the Land and Building for the Permitted Use and if at any time the Lessor is of the opinion that the Land or Building is not being used or is not sufficiently used for the Permitted Use, the Lessor after making such enquiries as it thinks fit and giving the Lessee the opportunity of explaining the useage of the Land or Building, and if satisfied that the Land or Building is not being used or is not being sufficiently used for the Permitted Use, may terminate this lease whereupon the Land and Building together with all the improvements (including Lessee's Improvements) thereon shall revert to the Lessor and no compensation shall be payable to the Lessee by the Lessor whatsoever.

13.2 Public Use:

- 13.2.1 **Entry to the Land:** It shall be lawful for any person to enter and to remain on the Land as a bystander and any such person entering or remaining on the land shall not, so long as he/she conducts and acts in an orderly and seemly manner in compliance with all statutory requirements and refrains from hindering and obstructing the activities of the Lessor or the Lessee be deemed a trespasser.
- 13.2.2 **Entry to the Lessees Improvements:** The authority contained in clause 13.2.1 does not authorise any person to enter or be within or upon any buildings on the Land belonging to or used by the Lessee without the previous consent of the Lessee.

13.3 Exclusive Use:


- 13.3.1 **Limitation:** Notwithstanding the rights set out in clause 13.2 above, the Lessee shall be entitled with the prior written consent of the Lessor to the exclusive possession of the Land for not more than 40 days in any one year of the Term, but not for more than 6 days consecutively at any time, when a charge for admission to the Land may be made.
 13.3.1.1 And further that the Lessee shall at its own expense cause a notice to be published in a newspaper circulating in the district setting out the day or days upon which the Lessee has obtained consent to exclusive use of the leased area, such notice to be published not more than fourteen (14) days nor less than seven (7) days before the first day of such exclusive possession.



Handwritten signature and initials, including 'J.V.' and 'MR'.

- 13.3.2 Charges:** The amount of such charge for each day must first have been approved in writing by the Lessor and the Lessee must at its own expense cause a notice to be published in a newspaper circulated in the district setting out the day or days on which the Lessee has obtained consent to the exclusive use of the Land, such notice to be published not more than 14 days nor less than 7 days before the first day of exclusive possession.
- 13.4 Provision of toilet facilities:** notwithstanding anything to the contrary within clauses 13.2 and 13.3, the Lessee may at its discretion when the Land and Building is open for use make available to all persons whether members of the Lessee or otherwise such toilet facilities as may be requested by the Lessor.
- 13.5 Hours of use:** the Lessee acknowledges and agrees that use during the evening of the land and/or buildings shall cease no later than the following times:
- Sunday to Thursday: 9.30pm
Friday and Saturday: 11.30pm
- Unless resource consent is granted, and, if so, the use provided for by the consent shall apply.
- 13.6 Change of Permitted Use:** The Lessee may use the Land or Building for a use or activity other than the Permitted Use but only with the Lessor's prior written consent.
- 13.7 Restrictions on use:** The Lessee must:
- 13.7.1 Noxious Activities and Nuisances:** not carry on any noxious, noisy or offensive business or activity in or about the Land or do anything which is or may become a nuisance or annoyance to any person, but the carrying on of the Permitted Use by the Lessee in a reasonable manner will not of itself be a breach of this clause;
- 13.7.2 Resource Management Act:** not do anything which is or may become a breach of any duty imposed on any person by the Resource Management Act 1991;
- 13.7.3 Health and Safety in Employment Act:** not do anything which is or may become a breach of any duty imposed on any person by the Health and Safety at Work Act 2015;
- 13.7.4 Acts, Bylaws, etc:** comply in all respects and at the Lessee's expense with all acts, bylaws, regulations, rules and requisitions relating to the Land and Lessee's Improvements and the Lessee's use of the Land; and
- 13.7.5 Accommodation:** under no circumstances use the Land or Lessee's Improvements for living accommodation.
- 13.7.6 No Right of Freehold:** The Lessee shall have no right to acquire the Freehold Title of the Land.
- 13.8 Reserves Act 1977:** The Land and this lease are subject to the Reserves Act 1977 and the provisions of said Act are applicable to this lease and shall be binding in all respects upon the Parties in the same manner as if such provisions had been fully set out herein and as such the Lessee accepts this lease of the Land to be held by it as tenant subject to the conditions, restrictions and covenants set forth in this lease.

Tangonge Domain - Aupouri Ngātikahu Te Rarawa Trust for Open the Curtains 2017

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14. BUILDING WORK

14.1 Approvals: Subject to the provisions of this section, the Lessee must not carry out any Building Work or alterations or erect any signage on the Land without first giving plans and specifications of the proposed work to the Lessor and:

14.1.1 Lessor's Consent: obtaining the Lessor's prior written consent; and

14.1.2 Building Consent: obtaining and giving the Lessor a copy of all Building Consents required to enable the relevant Building Work to be carried out lawfully; and

14.2 Building Act: The Lessee must:

14.2.1 Building Consent: carry out all Building Work in conformity with the Building Consent produced to the Lessor under clause 14.1.2; and

14.2.2 Compliance Certificate: obtain a Code Compliance Certificate

15. REVERSION ON TERMINATION

On termination of this lease pursuant to the terms herein by effluxion of time, surrender, breach of conditions or otherwise, the Land and Building together with all improvements thereon shall revert to the Lessor without compensation being payable by the Lessor whatsoever.

16. REMOVAL OF IMPROVEMENTS

16.1 Conditions of Removal: Notwithstanding anything to the contrary in clauses 13.1 and 15, if the Lessee has:

16.1.1 Paid the rent due; and

16.1.2 Is not in breach of any of the terms of this lease; and

16.1.3 Has given notice sent by 'Courier Post-signature required' to the Lessor three months prior to the expiration or termination of the Term of its intention to remove the Lessee's Improvements;

then the Lessee:

16.2 Remove Lessee's Improvements: may remove the Lessee's Improvements from the Land or Building; and

16.3 Repair Damage: must repair any damage caused to the Land or Building by that removal; and

16.4 Leave Land Tidy: must leave the Land and Building in a clean and tidy condition to the Lessor's reasonable satisfaction.

16.5 Reversion to Lessor: In the event that the Lessee's Improvements are not removed within six calendar months of the date of expiry or termination of the Term, then the Lessee's Improvements will revert to the Lessor, who shall have the right to enter upon the Land and remove all the Lessee's Improvements and charge to the Lessee all costs of removal and storage of the Lessee's Improvements or deal with the Lessee's Improvements as it deems appropriate.

16.6 Lessees Right to Transfer: Notwithstanding anything contained in clauses 16.2 and 16.5 and provided clause 16.1 has been complied with, the Lessee may alternatively transfer the Lessee's Improvements which shall remain on the Land to any body or organisation approved by the Lessor which has similar objects to the objects of the Lessee and which shall prohibit the distribution of its assets among its members and which body or organisation shall enter into a lease agreement with the Lessor for the use and enjoyment of the Land and



Building and the Lessee shall yield and deliver up the Land and Building and the Lessee's Improvements to remain thereon in good clean and substantial order condition and repair.

- 16.7 Payment:** Nothing in this clause 16 shall render the Lessor liable to pay to the Lessee compensation for the Lessee's Improvements and if the Lessee does not exercise its right to remove or transfer the Lessee's Improvements in accordance with clauses 16.1-16.6, then the Lessee's Improvements shall revert to the Lessor without compensation being payable to the Lessee by the Lessor whatsoever.

17. ASSIGNMENT AND SUBLEASING

- 17.1 Control of Assignment and Subleasing:** Subject to the provisions of this section, the Lessee must not:

17.1.1 Assign: assign the Lessee's interest in this lease; or

17.1.2 Sublease: sublease or part with possession or share occupation of the whole or any part of the Land or Building.

- 17.2 Lessor's Consent:** The Lessee may with the Lessor's prior written consent:

17.2.1 Assign: assign the Lessee's entire interest in this lease; or

17.2.2 Sublease: sublease the whole or any part of the Land or Building.

- 17.3 Conditions:** Without limiting the grounds on which the Lessor may withhold consent under clause 17.2, the Lessor may, as a condition of any consent, require prior compliance with the following conditions:

17.3.1 Standing of Assignee: the Lessee must prove to the Lessor's reasonable satisfaction that the proposed assignee or sub lessee is responsible and, in the case of an assignment, of sound financial standing;

17.3.2 Performance by Lessee: the Lessee must have performed all of the Lessee's obligations under this lease up to the date of the proposed assignment or grant of the sublease;

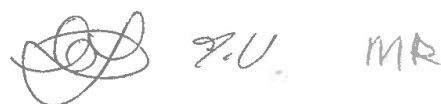
17.3.3 Deed of Covenant: in the case of an assignment, the assignee must sign a deed of covenant with the Lessor agreeing to perform the Lessee's obligations under this lease but without releasing the assignor or any other person from liability under this lease; and

17.3.4 Assignment to a Company: in the case of an assignment to a company, the shares in which are not listed on the New Zealand Stock Exchange, the Lessor may require the assignee's directors and shareholders to guarantee the assignee's obligations under the deed of covenant signed by the assignee.

- 17.4 Costs:** The Lessee must pay the Lessor's reasonable costs for any consent or application for consent under this section (including the Lessor's legal costs) and the costs of investigating the suitability of the proposed assignee or sub lessee.

18. LESSOR'S RIGHTS OF ENTRY

- 18.1 Entry to Land by Lessor:** The Lessor may, with all necessary materials and equipment at all reasonable times and on reasonable notice (but at any time without notice in the case of an emergency), enter the Land or the Lessee's Improvements to:



Handwritten signature and initials: A stylized signature followed by 'F.U.' and 'MR'.

18.1.1 Inspect Land: inspect the condition and state of repair of the Land or the Lessee's Improvements; or

18.1.2 Compliance with Statutes, etc: carry out any works to comply with any statutes, regulations, by-laws, ordinances, orders, proclamations, requirements of or notices by any Authority and if such works are the responsibility of the Lessee under this lease such works shall be at the Lessee's cost and all moneys expended by the Lessor in completing the works shall be payable by the Lessee to the Lessor and shall be recoverable together with interest thereon at the default rate until payment thereon as rent in arrears.

18.2 Minimise Disturbance to Lessee: The Lessor will take reasonable steps to minimise any disturbance to the Lessee when exercising the entry rights granted under clause 18.1.

.19. QUIET ENJOYMENT

If the Lessee pays the Annual Rent and performs the Lessee's obligations in this lease subject to the provisions of this lease, the Lessee will be entitled to quiet enjoyment of the Land and the Lessee's Improvements without interruption by the Lessor or any person claiming under the Lessor.

20. DEFAULT

20.1 Re-Entry: The Lessor may re-enter the Land and the Lessee's Improvements and terminate this lease if the Lessee:

20.1.1 Failure to Pay Rent: fails for a period of 30 days after the due date to pay any instalment of the Annual Rent or any other money payable under this lease;

20.1.2 Failure to Perform: fails for a period of 14 days to observe or perform any other obligation under this lease;

20.1.3 Winding up: is wound up or dissolved.

20.2 Lessor May Remedy Lessee's Default: The Lessor may, without being under any obligation to do so, remedy any default or breach by the Lessee under this lease at the Lessee's cost and all monies expended by the Lessor by reason of the default shall be payable by the Lessee to the Lessor together with interest thereon at the default rate until payment thereon and shall be recoverable as rent in arrears.

21. ESSENTIAL TERMS

21.1 Essential Terms: The Lessee's breach of the following terms is a breach of an essential term of this lease:

21.1.1 Payment of Rent: the covenant to pay rent or other money payable by the Lessee under this lease;

21.1.2 Assignment and Subleasing: the terms dealing with assignment and subleasing; or

21.1.3 Use of Land and Building: the terms restricting the use of the Land and Building.

21.2 Waiver: The Lessor's acceptance of any arrears of rent or other money payable under this lease is not a waiver of the essential obligation to pay any other rent or money payable under this lease.

 J.V. MR

- 21.3 **Compensation:** The Lessee must compensate the Lessor for any breach of an essential term of this lease. The Lessor may recover damages from the Lessee for those breaches. The Lessor's entitlement to compensation under this clause is in addition to any other remedy or entitlement of the Lessor (including the right to terminate this lease).

22. COMPENSATION

- 22.1 **Lessee's Acts or Omissions:** If any act or omission of the Lessee:

22.1.1 **Repudiation:** is a repudiation of this lease or of the Lessee's obligations under this lease; or

22.1.2 **Breach of Lease:** is a breach of any of the Lessee's obligations under this lease;

the Lessee must compensate the Lessor for the loss or damage suffered by reason of the repudiation or breach during the whole of the Term.

- 22.2 **Entitlement:** The Lessor's entitlement to recover damages will not be affected or limited by:

22.2.1 **Abandonment:** the Lessee abandoning or vacating the Land;

22.2.2 **Re-entry or Termination:** the Lessor electing to re-enter or to terminate this lease;

22.2.3 **Acceptance of Repudiation:** the Lessor accepting the Lessee's repudiation; or

22.2.4 **Surrender:** the parties' conduct constituting a surrender by operation of law.

- 22.3 **Legal Proceedings:** The Lessor may bring legal proceedings against the Lessee claiming damages for the entire Term including the periods before and after:

22.3.1 **Land Vacated:** the Lessee has vacated the Land; and

22.3.2 **Abandonment, etc:** the abandonment, termination, repudiation, acceptance of repudiation or surrender by operation of law referred to in clause 22.2;

whether the proceedings are instituted before or after that conduct.

- 22.4 **Mitigation of Damages:** If the Lessee vacates the Land, whether with or without the Lessor's consent, the Lessor must take reasonable steps to:

22.4.1 **Mitigate Damages:** mitigate the Lessor's damages; and

22.4.2 **Lease Land:** endeavour to lease the Land at a reasonable rent and on reasonable terms.

The Lessor's entitlement to damages will be assessed on the basis that the Lessor should have observed the obligation to mitigate damages contained in this clause. The Lessor's conduct in pursuance of the duty to mitigate damages will not by itself constitute acceptance of the Lessee's breach or repudiation, or a surrender by operation of law.

23. NO WAIVER

The Lessor's waiver or failure to act in response to the Lessee's breach of any of the Lessee's obligations in this lease will not operate as a waiver of:

- 23.1 **Waiver of Breach:** the same breach on any later occasion; or

23.2 Waiver of Obligations: any other obligations in this lease.

24. INDEMNITY

24.1 Lessor Indemnified: The Lessee indemnifies the Lessor against all actions, proceedings, calls, claims, demands, losses, damages, costs, expenses or liabilities of any kind suffered or incurred by the Lessor resulting from the Lessee's acts or omission.

24.2 Repair Costs: The Lessee must pay to the Lessor on demand the amount of all costs and expenses incurred by the Lessor in making good any damage to the Land and the Lessee's Improvements resulting from the Lessee's acts or omission.

24.3 Extent of Indemnity: The Lessee is liable to indemnify the Lessor only to the extent that the Lessor is not fully indemnified under any insurance policy unless the lessor will suffer financial loss as a result.

25. RESOLUTION OF DISPUTES

25.1 Disputes: Any dispute, difference or question arising between the parties about:

25.1.1 Interpretation: the interpretation of this lease;

25.1.2 Matters Arising: anything contained in or arising out of this lease;

25.1.3 Rights, Liabilities or Duties: the rights, liabilities or duties of the Lessor or Lessee; or

25.1.4 Other Matters: any other matter touching on the relationship of the Lessor and the Lessee under this lease (including claims in tort as well as in contract);

Will be referred to the arbitration of a single arbitrator under the Arbitration Act 1996.

25.2 Arbitrator: The parties must try to agree on the arbitrator. If they cannot agree, the president for the time being of the New Zealand Law Society for the place where the Land is situated (or his or her nominee) will, on either party's application, nominate the arbitrator.

25.3 Action at Law: The parties must go to arbitration under this section before they can begin any action at law (other than an application for injunctive relief).

26. NOTICES

26.1 Service of Notices and Time of Service: Any notice or document required or authorised to be delivered or served under this lease may be delivered or served:

26.1.1 Property Law Act: in the manner authorised by sections 352-361 of the Property Law Act 2007; or

26.1.2 Facsimile: by facsimile.

26.2 Signature of Notices: Any notice or document to be delivered or served under this lease must be in writing and may be signed by:

26.2.1 Attorney, etc: any attorney, officer, employee or solicitor for the party serving or giving the notice; or

26.2.2 Authorised Person: the party serving the notice or any other person authorised by that party.

27. PROPERTY LAW ACT

The covenants and powers contained in section 218 and Schedule 3 of the Property Law Act 2007 apply to this lease unless they are inconsistent with this lease's express terms.

28. LEASE NOT REGISTRABLE

The Lessor does not warrant that this lease is in registrable form. The Lessee must not require registration of this lease against the title to the Land.

29. LESSOR'S CONSENT


Where the Lessor's consent is required under this lease then it is required for each occasion even if the Lessor has given consent for the same or a similar purpose on an earlier occasion.

30. CONTINUED OPERATION OF CLAUSES:

The provisions of clauses 20, 25 and 26 shall operate and have effect notwithstanding that this lease may have expired or been terminated.

EXECUTED AS A DEED

Executed for and on behalf of the
FAR NORTH DISTRICT COUNCIL
by two elected representatives


Elected member signature



Please print name


Elected member signature

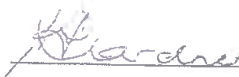

Please print name


Executed for and on behalf of the
AUPOURI NGATI KAHU-TE
RARAWA TRUST as the umbrella
organisation for **Open the Curtains**


Signature of delegated person


Please print name and position
25/09/18

In the presence of:


Signature


Please print name and occupation
25/09/18

Tangonge Domain – Aupouri Ngatikahu Te Rarawa Trust for Open the Curtains 2017

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SCHEDULE 1

Lessor:	Far North District Council
Lessor's Address	Private Bag 752, Kaikohe
Lessee:	Aupouri Ngatikahu-Te Rarawa Trust (274324) as the umbrella organisation for Open the Curtains
Registered Offices	Aupouri Ngatikahu-Te Rarawa Trust 332 Quarry Road, Awanui
Lessee's Postal Address	332 Quarry Road, Awanui
And Land	Open the Curtains , 60 North Road, Awanui Part Old Land Claim No.7 contained in CFR NA530/132 shown as Recreation Reserve on Deeds Plan 108 and shown outlined on the plan annexed hereto (Appendix 1)
Building	Concrete amenity block with a corrugated iron roof containing changing rooms and toilets and shown marked 'X' on the plan annexed hereto (Appendix 1)
Commencement Date	1 September 2018
Termination Date	31 August 2023
Final Expiry Date	31 August 2028
Initial Term	Five (5) years
Renewal Term(s)	Five (5) years
Annual Rent	\$100 per annum plus GST
Rent Payment Dates	On or before 1 September of each year
Rent Review Date(s)	On renewal
Permitted Use of Land	Proposed playground/park, exercise track with work stations, field for sport and recreational activities, basketball court, fruit forest and designated native planting of trees, marakai gardens (community gardens) and a water pad.
Public Liability Insurance	\$5,000,000.00
Default Rate:	14% per annum

Tangonge Domain – Aupouri Ngatikahu Te Rarawa Trust for Open the Curtains 2017

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APPENDIX 1



SCHEDULE 2

OTC Operational Management Plan

Tangonge Domain – Aupouri Ngaitahu Te Rarawa Trust for Open the Curtains 2017

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Operational Management Plan by OTC

This document is a basic operational plan for the Tangonge Park community-led project on Tangonge Domain Recreation Reserve and explains how OTC will manage its responsibilities under the Lease. A plan of the Tangonge Park facility is shown on the attached 'Bonnetts Road Park Plan'.

Lawns:

Tangonge Park will have approximately 1.5 acres of grass to be mowed regularly and will be OTC's responsibility. OTC have a contractor to do the lawns and will mow smaller sections using their own mowing gear. Funds for this will come from our annual Fight The P event.

Toilets:

OTC will employ a local contractor to open and maintain the hygiene and cleanliness of the Park Toilets located in the old soccer shed. The toilets will only be available when OTC are holding events. Funds for this will come from our annual Fight The P event.

Existing Building:

OTC will maintain cleanliness and appearance of the building. OTC wish to use lottery funding to develop the existing building for community use. Lottery funding will pay for renovations and OTC will use funds from Fight The P to pay for power and upkeep and maintenance of the building.

Gardens:

OTC will use volunteers to maintain the Mara kai gardens, fruit tree area and basic weeding and spraying to keep the park tidy. OTC have a collaboration with Corrections who can employ there community hours teams to the project to help keep the park clean. OTC will use Northland waste another collaborative partner to remove rubbish.

Drains:

OTC have support from community corrections Norm Popata who will provide working groups on community sentences to help maintain the drains once they have been cleaned.

Kids Playground, walking track and basketball court:

OTC will work with council to satisfy the same policy as council regarding health and safety around children's playgrounds, walking track and the basketball court. Both areas will be monitored and regulated against council's policy around play areas.

Operational costs to be met through:

1. OTC will hold an annual fundraising event Fight The P to raise funds for operational costs. The annual event expects to raise \$15,000.00 that will cover the annual expected costs.

2. OTC will apply for \$5,000 COGS funding that will enable them to support the annual project costs.
3. OTC will apply to the FNDC when funds for community facilities or any other funds available for the park arise.
4. OTC have been successful in raising \$20,000 for a feasibility study to be completed on the existing building. The study will pave the way for OTC to then apply for a full renovation and development of the building in Jan 2019.

Open The Curtains will endeavour to source funds from all available resources possible before discussing needs with FNDC. The FNDC will work with OTC to prepare them for available funding for community projects such as the Tangonge Park project.

Signed on behalf of Open The Curtains



Print name: JASON RETI

Position: Community Initiatives Manager

Date: 25/9/18

Signed on behalf of the Far North District Council



Print name: A-C-FINCH

Position: GM Ian

Date: 4 October 2018





8.3 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2022**File Number:** A3700969**Author:** Rhonda-May Whiu, Democracy Advisor**Authoriser:** Aisha Huriwai, Team Leader Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an overview of outstanding decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update August 2022.

TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. THCB June Action Sheet - A3745938 [↓](#) 

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Te Hiku Community Board	
		Printed: Wednesday, 8 June 2022 5:23:53 PM Date From: 1/01/2020 Date To: 8/06/2022	
Meeting	Title	Resolution	Notes
Te Hiku Community Board 25/08/2020	Notice of Motion - Adoption of Te Hiku o te Ika Open Spaces Revitalisation Master Plan	RESOLUTION 2020/44 Moved: Member Jaqi Brown Seconded: Member Darren Axe That the Te Hiku Community Board adopts the Te Hiku o te Ika Open Spaces Revitalisation Master Plan as its overarching document that will sit within the Te Hiku Community Board Strategic Plan (including guiding the Board in identifying, confirming and allocating funding to its strategic and community planning projects). CARRIED	Allocated to Community Development Advisor as lead for the Te Hiku Community Board strategic plan
Te Hiku Community Board 25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	RESOLUTION 2020/45 Moved: Member Darren Axe Seconded: Member Sheryl Bainbridge That the Te Hiku Community Board: a) requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown. b) requests that a report be provided back to the Te Hiku Community Board with information and options. CARRIED	Ross Baker currently reviewing options to resolve the access issues.

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Wednesday, 8 June 2022 5:23:53 PM Date From: 1/01/2020 Date To: 8/06/2022	
Te Hiku Community Board			
Meeting	Title	Resolution	Notes
Te Hiku Community Board 6/10/2020	Notice of Motion - Concept Plans for Allen Bell on Parkdale Playground, Awanui Playground, Korora Park, Ahipara and Unahi Wharf.	RESOLUTION 2020/70 Moved: Chairperson Adele Gardner Seconded: Member Darren Axe That the Te Hiku Community Board, a) adopts the Te Hiku Community Board Strategic Plan 2020-2021 as the overarching document that will guide the Community Board in identifying, confirming and allocating funding to its strategic and community planning projects. b) endorses the community plans for Ahipara, Karikari and Awanui for the purpose of using the information to understand community priorities and guide the Community Board's decision making and funding allocations in a way that will meet the needs of communities and promote the social, economic, environmental and cultural well-being of communities as required by the Local Government Act 2002. c) requests that a directory is set up within Governance for its strategic plan, current and future community plans, concept plans and other relevant documents so that the plans are available to current and future Community Board members for implementation and review. d) requests community plans are added to the Council website so that they can be accessed by members of communities. e) receives and adopts the concept plans for Allen Bell on Parkdale Playground, Awanui Playground, Korora Park and Unahi Wharf, as documents that will assist the Board to confirm and allocate funding to elements of the plans as identified in its strategic and community planning and during consultation with the relevant communities. CARRIED	Allocated to Community Development Advisor as lead for the Te Hiku Community Board strategic plan
Te Hiku Community Board 1/06/2021	Te Hiku Footpath Programme 2021/2022	MOTION: Moved: Chairperson Adele Gardner Seconded: Member Jaqi Brown	Workshop to be held before Community board 21 June 2022 board meeting

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Wednesday, 8 June 2022 5:23:53 PM Date From: 1/01/2020 Date To: 8/06/2022	
Te Hiku Community Board			
Meeting	Title	Resolution	Notes
		b) advise the remaining footpath projects should be delivered in the following order of priority <ul style="list-style-type: none"> i) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10 ii) Takahe Road, Ahipara – from golf course entrance to Kaka Street iii) Kotare Street, Ahipara – from Takahe Road to Kakapo Street iv) Tasman Heights, Ahipara – Foreshore road to outside house #25. v) Oruru Road, Taipa – State highway 10 to house #25 Oruru Road vi) Kotare Drive, Mangonui – Kupe Road to Kotara Road turning head (cul-de-sac). vii) Doubtless Bay Drive, Karikari Peninsula – existing to De Surville Road. <p style="text-align: right;">CARRIED</p> <p>The amendment became the substantive motion.</p> <p>RESOLUTION 2021/19</p> <p>Moved: Member Felicity Foy Seconded: Member Darren Axe</p> <p>That Te Hiku Community Board:</p> <p>a) request staff deliver projects subject to funding in the following order <ul style="list-style-type: none"> i) Ahipara Road, Ahipara – Ahipara School to the new subdivision ii) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10 with the available \$150,000 100% funded from Far North District Council Funds. </p> <p>b) advise the remaining footpath projects should be delivered in the following order of priority <ul style="list-style-type: none"> i) Cable Bay Block Road, Cable Bay – Pakama Drive to State Highway 10 ii) Takahe Road, Ahipara – from golf course entrance to Kaka Street iii) Kotare Street, Ahipara – from Takahe Road to Kakapo Street iv) Tasman Heights, Ahipara – Foreshore road to outside house #25. </p>	

OUTSTANDING ACTIONS REPORT			
Division: Committee: Te Hiku Community Board Officer:		Printed: Wednesday, 8 June 2022 5:23:53 PM Date From: 1/01/2020 Date To: 8/06/2022	
Meeting	Title	Resolution	Notes
		v) Oruru Road, Taipa – State highway 10 to house #25 Oruru Road vi) Kotare Drive, Mangonui – Kupe Road to Kotara Road turning head (cul-de-sac). vii) Doubtless Bay Drive, Karikari Peninsula – existing to De Surville Road. CARRIED NOTE: Te Hiku Community Board request Northland Transport Alliance to undertake a footpath concept development for Norman Senn Street, Kaitaia taking into account the community growth in the area, educational facilities and passenger transport options.	
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar - Mangonui	RESOLUTION 2021/77 Moved: Member Felicity Foy Seconded: Chairperson Adele Gardner That Te Hiku Community Board recommends that the Far North District Council: a) approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar. b) and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres. CARRIED	Assigned to Legal Team
Te Hiku Community Board 15/02/2022	Tangonge Reserve Lease	RESOLUTION 2022/9 Moved: Chairperson Adele Gardner Seconded: Member Darren Axe That the Te Hiku Community Board request a report from District Services regarding the status of the existing lease for Tangonge Reserve, formerly the Kaitaia soccer field.	Assigned to Legal Team

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Te Hiku Community Board	
		Printed: Wednesday, 8 June 2022 5:23:53 PM Date From: 1/01/2020 Date To: 8/06/2022	
Meeting	Title	Resolution	Notes
		<u>In Favour:</u> Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy <u>Against:</u> Nil <p style="text-align: right;">CARRIED</p>	
Te Hiku Community Board 29/03/2022	Motion	<p>RESOLUTION 2022/7</p> <p>Moved: Member Sheryl Bainbridge Seconded: Member Darren Axe</p> <p>That Te Hiku Community Board, having the delegation for the Northern Drainage Area Committees, and having received reports on progress on all Drainage aspects; Planning, financing, and physical works, for the financial year ending the 30th of June 2022 requests the Chief Executive to confirm in writing to the Te Hiku Community Board that:</p> <ol style="list-style-type: none"> 1. Before proceeding with a June/July 2022 spray of drains, the council will ask the property owners concerned whether this is necessary, or whether they are prepared to wait for the spring and autumn cleans from 2022 onwards; 2. As the programme states that spraying will be done in late spring and late autumn, the council will arrange for automatic issue of a works order in late September/early October and again in late January/early February; 3. Regular monitoring will be in place to ensure that two sprays per season are carried out, and that they are carried out in consultation with property owners to ensure that they are done at the right time i.e. low tide in the lower reaches of the drains; 4. The council will inform property owners immediately of the 2019 bylaw and Land Drainage Act conditions. Properties are changing hands all the time and there is no logic in waiting until June to send information; 5. Where property owners have knowingly undertaken development that is inconsistent with the bylaws or Land Drainage Act, give them a month to rectify this and then arrange for the work to be rectified and send them an invoice for the cost for expenses as clearly set out in Section 9.1 of the Land Drainage Bylaw 2019; 	Assigned to Glenn Rainham

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Te Hiku Community Board	
		Printed: Wednesday, 8 June 2022 5:23:53 PM	
		Date From:	1/01/2020
		Date To:	8/06/2022
Meeting	Title	Resolution	Notes
		<p>6. Advise what steps have been put in place to prevent Northern Drainage District committees being included in the proposed Three Waters reform as they relate to local land drainage which is separately rated for and not drinking water, wastewater or urban stormwater;</p> <p>7. Ensure that going forward, the management of the northern drainage areas will have adequate staff resourcing;</p> <p>8. All Board members will receive a copy of the draft management plans well in advance of the workshop scheduled for 4 April 2022.</p> <p><u>In Favour:</u> Members Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED</p>	

9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

11 TE KAPINGA HUI / MEETING CLOSE