



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**

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

**Thursday, 13 April 2023**

**Time: 10:00am**  
**Location: Turner Centre**  
**43 Cobham Road**  
**Kerikeri**

**Membership:**

Member Belinda Ward - Chairperson  
Member Lane Ayr – Deputy Chairperson  
Member Bruce Mills  
Member Amy Slack  
Member Roddy Hapati-Pihema  
Member Jane Hindle  
Member Tyler Bamber  
Member Ann Court

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

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

**Council Delegations to Community Boards - January 2013**

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

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

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

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

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

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

20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

### Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
  - a) Holding a Community forum prior to Board meetings
  - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

### Protocols

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

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

**Far North District Council**  
**Bay of Islands-Whangaroa Community Board Meeting**  
**will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:**  
**Thursday 13 April 2023 at 10:00am**

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**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Karakia Timatanga / Opening Prayer.....</b>	<b>7</b>
<b>2</b>	<b>Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest.....</b>	<b>7</b>
<b>3</b>	<b>Te Wāhanga Tūmatanui / Public Forum .....</b>	<b>7</b>
<b>4</b>	<b>Ngā Tono Kōrero / Deputation .....</b>	<b>7</b>
<b>5</b>	<b>NGā kaikōrero / Speakers .....</b>	<b>7</b>
<b>6</b>	<b>Confirmation of Previous Minutes .....</b>	<b>8</b>
	6.1 Confirmation of Previous Minutes.....	8
<b>7</b>	<b>Reports .....</b>	<b>16</b>
	7.1 Chairperson and Members Reports.....	16
	7.2 Bay of Islands Off Leash Dog Park.....	36
	7.3 Alfresco Dining Applications .....	63
	7.4 New Lease to FENZ - 721 Taupo Bay Road.....	76
	7.5 Project Funding Reports - March 2023 .....	83
	7.6 Rural Travel Funding Applications 2022/23 .....	88
	7.7 Funding Applications - March 2023 .....	92
<b>8</b>	<b>Information Reports.....</b>	<b>140</b>
	8.1 Long Beach Road Moreton Bay Fig Tree Report Update .....	140
	8.2 The Strand Moreton Bay Fig Tree Report Update .....	151
	8.3 Statement of Community Board Fund Account as at 28 February 2023 .....	158
	8.4 Bay of Islands-Whangaroa Community Board Action Sheet Update.....	164
<b>9</b>	<b>Karakia Whakamutunga / Closing Prayer.....</b>	<b>167</b>
<b>10</b>	<b>Te Kapinga Hui / Meeting Close.....</b>	<b>167</b>



## **1 KARAKIA TIMATANGA / OPENING PRAYER**

*Ka tuku mātou kia kaha mai ngā māngai kua whiriwhirihia mō Te Kaunihera o Tai Tokerau ki te Raki ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.*

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

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

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

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

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

## **3 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**

Therese Wickbomb for Bald Angels Charitable Trust. Item 7.7a refers.

Shirley May for Bay of Islands Country Music Festival. Item 7.7b refers.

Michelle (Shell) Wilson for Meraki Paihia. Item 7.7c refers.

Annika Dickey for Our Kerikeri. Item 7.7d refers.

Jo Lynch for R Tucker Thompson Sailing Training Trust. Item 7.7e refers.

## 6 CONFIRMATION OF PREVIOUS MINUTES

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4050675

**Author:** Joshna Panday, Democracy Advisor

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

#### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Bay of Islands-Whangaroa Community Board to confirm that the minutes are a true and correct record of the previous meeting.

#### NGĀ TŪTOHUNGA / RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held on 16 March 2023 are a true and correct record.**

#### 1) TE TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 clause 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### 2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Bay of Islands-Whangaroa Community Board Standing Orders Section 27.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

#### Te Take Tūtohunga / Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

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

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

#### NGĀ ĀPITIHINGA / ATTACHMENTS

1. **2023-03-16 Bay of Islands-Whangaroa Community Board Minutes [A4121104] - A4121104** [↓](#) 

**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.

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

**UNCONFIRMED**

Bay of Islands-Whangaroa Community Board Meeting Minutes

16 March 2023

**MINUTES OF  
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING  
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI  
ON THURSDAY, 16 MARCH 2023 AT 10:00AM**

**PRESENT:** Chairperson Belinda Ward, Deputy Chairperson Lane Ayr, Member Bruce Mills, Member Amy Slack, Member Roddy Hapati-Pihema, Member Jane Hindle, Member Tyler Bamber, Member Ann Court

**IN ATTENDANCE:** Cr Babe Kapa, Deputy Mayor Kelly Stratford

**STAFF PRESENT:** Joshna Panday (Democracy Services Advisor), Kim Hammond (Community Board Coordinator), Kathryn Trewin (Funding Advisor)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chairperson Belinda Ward commenced the meeting and Member Roddy Hapati-Pihema opened with a karakia.

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

No apologies received.

Chairperson Belinda Ward recorded a perceived conflict of interest in regard to items 7.4 and 7.6a.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Janine Smith speaking to item 7.4

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Sophia Beaton and Paul Condron representing Healthy Families Far North.  
Dawn Laurenson and Simon Knight representing Rotary Club Kerikeri.

**5 NGĀ KAIKŌRERO / SPEAKERS**

Cheyenne Heke representing Te Reo o Ngāti Hine Charitable Trust. Item 7.6a refers.  
Simon Vare representing Yellow Eye Limited. Item 7.6d refers. (virtual attendance)

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

Agenda item 6.1 document number A4050668, pages 8 - 20 refers

**RESOLUTION 2023/4**

Moved: Member Bruce Mills  
Seconded: Member Jane Hindle

**That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held on 12 December 2022 and Extraordinary meeting held on 24 January 2023 a true and correct record.**

**CARRIED**

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Bay of Islands-Whangaroa Community Board Meeting Minutes

16 March 2023

**7 REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A4109838, pages 21 - 41 refers

**RESOLUTION 2023/5**

Moved: Member Belinda Ward  
Seconded: Member Jane Hindle

**That the Bay of Islands-Whangaroa Community Board note the reports for February 2023 meeting from Chairperson Belinda Ward, Deputy Chair Lane Ayr, Members Tyler Bamber, Jane Hindle, Roddy Hapati-Pihema and for March 2023 meeting from Members Bruce Mills and Tyler Bamber.**

**CARRIED**

*Chairperson Belinda Ward and Member Jane Hindle March 2023 meeting reports to be presented at the April 2023 meeting.*

**7.4 ROAD NAMING - 22B PAIHIA ROAD, PAIHIA**

Agenda item 7.4 document number A4061280, pages 50 - 72 refers

**RESOLUTION 2023/6**

Moved: Member Lane Ayr  
Seconded: Member Tyler Bamber

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private right-of-way (ROW), Retreat View Lane that is currently addressed at 22B Paihia Road, Paihia as per map (A4061147).**

Against: Member Roddy Hapati-Pihema

**CARRIED****7.2 APPOINTMENTS TO MANAGEMENT COMMITTEES**

Agenda item 7.2 document number A4094191, pages 42 - 44 refers

**RESOLUTION 2023/7**

Moved: Member Belinda Ward  
Seconded: Member Bruce Mills

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

- **appoints Member Amy Slack to Cherry Park House**
- **appoints Member Roddy Hapati-Pihema to Kawakawa Memorial Library Museum**
- **appoints Member Belinda Ward to Paihia War Memorial Hall**
- **appoints Member Jane Hindle to Russell Town Hall**
- **appoints Member Roddy Hapati-Pihema to Simson Park Hall**
- **appoints Member Bruce Mills to Totara North Hall**
- **appoints Member Tyler Bamber to Waipapa Hall**
- **appoints Member Bruce Mills to Whangaroa Memorial Hall**
- **appoints Member Bruce Mills to Whangaroa Township Hall**
- **appoints Member Belinda Ward to Bledisloe Domain**

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Bay of Islands-Whangaroa Community Board Meeting Minutes

16 March 2023

- appoints Member Bruce Mills to Kaeo Domain
  - appoints Member Roddy Hapati-Pihema to Kawakawa Domain and Reserves Management Committee
  - appoints Member Jane Hindle to Maromaku Domain Board
  - appoints Member Jane Hindle to Russell Sports Ground/Club
  - appoints Member Tyler Bamber to Pangari Cemetery
  - appoints Member Jane Hindle to Towai Cemetery
  - appoints Member Bruce Mills to Kaeo Swimming Pool Committee
  - appoints Member Bruce Mills to Whangaroa Rivers/Kaeo Management Plan Liaison Committee
- CARRIED**

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

Agenda item 7.3 document number A4094189, pages 45 - 49 refers

- RESOLUTION 2023/8**
- Moved: Member Ann Court  
Seconded: Member Bruce Mills
- That the Bay of Islands-Whangaroa Community Board appoint Member Lane Ayr as its representative on the Disability Action Group.**
- CARRIED**

**7.5 PROJECT FUNDING REPORTS - MARCH 2023**

Agenda item 7.5 document number A4104840, pages 73 - 83 refers

- RESOLUTION 2023/9**
- Moved: Member Jane Hindle  
Seconded: Member Amy Slack
- That the Bay of Islands-Whangaroa Community Board note the project report received from:**
- a) Our Kerikeri Charitable Trust – Northland Chess Championship 2022
  - b) Rotary Club Bay of Islands (Bay of Islands Rotary Colour Run, Paihia)
  - c) Kairos Connection Trust (Busy Bees)
- CARRIED**

**7.6 FUNDING APPLICATIONS - MARCH 2023**

Agenda item 7.6 document number A4094193, pages 84 - 114 refers

- RESOLUTION 2023/10**
- Moved: Member Roddy Hapati-Pihema  
Seconded: Member Bruce Mills
- That the Bay of Islands-Whangaroa Community Board:**
- a) approves the sum of **\$5,812** (plus GST if applicable) be paid from the Boards Community Fund account to Te Reo o Ngāti Hine Charitable Trust, for the costs of the stage and audio hireage for the 2023 Te Ahuareka o Ngāti Hine Festival, to meet the following Community Outcomes:

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Bay of Islands-Whangaroa Community Board Meeting Minutes

16 March 2023

<p>i) <b>Communities that are healthy, safe, connected and sustainable</b>  ii) <b>Proud, vibrant communities</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>RESOLUTION 2023/11</b>  Moved: Member Tyler Bamber  Seconded: Member Jane Hindle  <b>That the Bay of Islands-Whangaroa Community Board:</b>  b) <b>approves the funding granted at the meeting of June 2022 to Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri for the lease of premises for one year, to be used towards the lease of two years, as the organisation was able to negotiate a lower lease rate after the funding was granted.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>RESOLUTION 2023/12</b>  Moved: Member Jane Hindle  Seconded: Member Tyler Bamber  <b>That the Bay of Islands-Whangaroa Community Board:</b>  c) <b>approves the sum of \$638 (plus GST if applicable) be paid from the Boards Community Fund account to Coast to Coast Cat Rescue, for the costs associated with the Easter Fundraiser (excluding the costs for the refreshments and tea, coffee and cake), to meet the following Community Outcomes:</b>  i) <b>Communities that are healthy, safe, connected and sustainable</b></p> <p><u>Against:</u> Chairperson Belinda Ward, Members Bruce Mills, Amy Slack, Tyler Bamber and Ann Court</p> <p style="text-align: right;"><b>LOST</b></p>
<p><b>RESOLUTION 2023/13</b>  Moved: Member Belinda Ward  Seconded: Member Amy Slack  <b>That the Bay of Islands-Whangaroa Community Board:</b>  d) <b>leaves to lie on the table the request for an approval for the sum of \$4,373 (plus GST if applicable) be paid from the Boards Community Fund account to Yellow Eye Limited, for the venue hire of the Turner Centre (including Tech fees), tutor and show fee and mileage, to meet the following Community Outcomes:</b>  i) <b>Communities that are healthy, safe, connected and sustainable;</b>  ii) <b>Proud, vibrant communities</b></p> <p style="text-align: right;"><b>LEFT TO LIE CARRIED</b></p>

**8 INFORMATION REPORTS****8.1 LONG BEACH ROAD MORETON BAY FIG TREE REPORT UPDATE**

Agenda item 8.1 document number A4073504, pages 115 - 121 refers

**RESOLUTION 2023/14**

Moved: Member Belinda Ward

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Bay of Islands-Whangaroa Community Board Meeting Minutes

16 March 2023

Seconded: Member Jane Hindle

**That the Bay of Islands-Whangaroa Community Board leaves the report Long Beach Road Moreton Bay Fig Tree Report Update to lie on the table and refers it back to the report writer for resubmission with the correct attachment to the April 2023 meeting.**

**LEFT TO LIE  
CARRIED****8.2 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2022**

Agenda item 8.2 document number A4094202, pages 122 - 124 refers

**RESOLUTION 2023/15**Moved: Member Lane Ayr  
Seconded: Member Bruce Mills

**That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Statement of Financial Performance Activities by Ward for the period ending 31 December 2022.**

**CARRIED****8.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2023**

Agenda item 8.3 document number A4094209, pages 125 - 131 refers

**RESOLUTION 2023/16**Moved: Member Bruce Mills  
Seconded: Member Lane Ayr

**That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 January 2023".**

**CARRIED****8.4 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE**

Agenda item 8.4 document number A4090503, pages 132 - 133 refers

**RESOLUTION 2023/17**Moved: Member Belinda Ward  
Seconded: Member Lane Ayr

**That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update.**

**CARRIED****ACTION SHEET ADDITIONAL ITEMS**

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Bay of Islands-Whangaroa Community Board Meeting Minutes

16 March 2023

**RESOLUTION 2023/18**

Moved: Member Jane Hindle

Seconded: Member Amy Slack

**That the following items be added to the Bay of Islands-Whangaroa Community Board action sheet:**

1. **Resolution 2021/9, 4 February 2021 – That the Bay of Islands-Whangaroa Community Board recommend to the Strategy and Policy Committee that a framework be developed for the funding of community facilities across the Far North as a matter of urgency.**
2. **Resolution 2020/111, 5 November 2020 Tapu Point Okiato – That Bay of Islands-Whangaroa Community Board recommend that Council:**
  - a) **reviews the public access to Tapu Point, Okiato via unformed paper road, and;**
  - b) **identify the boundaries by survey and erect appropriate signage to officially mark the public access to Tapu Point, Okiato via unformed paper road.**

**CARRIED****8 TE KAPINGA HUI / MEETING CLOSE****The meeting closed at 12:34pm.****Member Jane Hindle said a closing karakia.****The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 13 April 2023.**.....  
**CHAIRPERSON**

## 7 REPORTS

### 7.1 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A4050709

**Author:** Joshna Panday, Democracy Advisor

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

#### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the report for the:

- March 2023 Meeting from Chairperson Belinda Ward;
- March 2023 and April 2023 (combined report) from Member Jane Hindle; and
- April 2023 Meeting from Chairperson Belinda Ward and Members Bruce Mills, Amy Slack, Lane Ayr, Roddy Hapati-Pihema and Tyler Bamber.

#### TE TĀHUHU KŌRERO / BACKGROUND

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

#### TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

The report from the Chairperson and members are attached.

Resource Consents are available on the Council's website and when going through a public notification process will be emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports to provide transparency.

#### REASON FOR THE RECOMMENDATION

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

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

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

#### NGĀ ĀPITIHINGA / ATTACHMENTS

1. Chairperson Belinda Ward - March 2023
2. BOIWGCB-230328-Jane-Hindle-Feb-March  
3. Chairperson Belinda Ward April 23  
4. Bruce Mills Report for April 23  
5. Amy Slack Report April 23  
6. Lane Ayr Report April 23
7. Roddy Hapati-Pihema Report April 2023  
8. Tyler Bamber Report April 23

## Member's Report

Name: Belinda Ward

Subdivision: Paihia Subdivision

Date: 28th January 2023 - 2nd March 2023

### Meetings Attended

Date	Meeting	Comments
03/02/23	Paihia Waterfront Working Group	To progress Placemaking - Virtual
07/02/23	BOI-W CB Agenda preview	Virtual
07/02/23	FNHL Chris Galbraith & Jane Hindle	To discuss Opuia community concerns & improve communications. On-site visit Opuia
08/02/23	Te Tiriti o Waitangi Workshop	Follow on workshop - an introduction - FNDC Kaikohe
08/02/23	Annual Plan Workshop	To discuss Capital Works programme - FNDC Kaikohe
09/02/23	FNDC Meeting	FNDC Kaikohe
17/02/23	Paihia Waterfront Working Group Meeting	Progress update & identifying a facilitated hui with hapu is required to sort out hapu reps.
21/02/23	Assurance Risk & Finance Committee Meeting	Attended virtually
23/02/23	AP discussion pre workshop	Virtual meeting with Te Hiku Chair to discuss AP items
24/02/23	AP discussion pre workshop	Met with BOI-W CB Deputy Chair to discuss Kerikeri AP items - Kerikeri
24/02/23	Engagement for Decision Makers Course	Presented & facilitated by Chris Mene - JBC Kerikeri
27/02/23	Mayor & CB Chairs monthly catch up	Virtual
28/02/23	Annual Plan Workshop	FNDC Kaikohe

### Community Issues

Issue name	Comment
Civil Defence	Civil Defence declared a state of emergency. Complaint received about having to cancel the Eldorado Fishing Tournament for the second time with a 1 month stand down & heavy fines.

Rowing Dinghy	The rowing dinghy on the reserve beside Shippey's at Waitangi was removed 02/02/23 after numerous requests to resolve :)
Watea maintenance Haruru	Resident call re the lake cleaning & esplanade reserve maintenance & mowing LOS. (Now privately owned). Traffic count also being done as residents lobby for a small roundabout in Watea.
Paihia Waterfront Upgrade	Following a deputation to council 09/02/23 it was resolved in agenda item 7.1 to include both Waitangi Hapu in the working group moving forward.
Modular Tower	There is great community interest in a proposed "Modular tower" development for 6 Puketona Rd Paihia. The high rise is being marketed subject to vendor gaining Resource Consent. <b>No progress to date.</b>
Cruise Ships	A number of cruise ships have been cancelled this season due to environmental issues. The drop in visitors numbers & economic impact is not yet known but concerns are high within the community.
Freedom Campers	With many people now living in cars & campers it is difficult to differentiate between residents & visitors nationally & internationally.
Car & Boat Vandalism	Fuel theft in both cars & boats is rife around the BOI at present. The drilling & draining is causing stress, inconvenience & unaffordable costs.
Kainga Ora	A community drop-in session was held in Kerikeri 15/02/23 regarding proposed housing developments. Community interest is high & has initiated discussion around planning & infrastructure.
Census NZ	There is a lot of concern around the 7th March Census & the ability to capture accurate information. There could be potential disadvantages around future funding for the Far North.

### **Requests for Service (RFS)**

RFS number	Date	Comment
Email	29/01/23	RFS lodged re health & safety issues at Williams House & Garden. Homeless are causing concern with sleeping & cooking on the verandah & around the historic building.
4081664	15/11/22	A historical RFS regarding the removal of a rowing boat from the reserve beside Shippey's at Waitangi. Progress update 25/01/23: FNDC to remove prior to Waitangi Day. <b>Now resolved above.</b>
4141134	09/01/23	Update required for squatters on reserve at Waitangi. These discussions with council are on-going as at 02/03/23.
4145730	10/03/23	Email: Shade sails for Paihia Playground & safety gate. Toilet. Safer pedestrian crossing on SH11 Marsden Rd to Sullivans Rd Paihia.
4032539	10/02/23	Reinstate RFS that dropped off list & follow up on (related Resolution 2020/111 Okiato boundary/bollard issue.) <b>In progress.</b>
4147195	20/02/23	Leaking irrigation in the front of Paihia War Memorial Hall landscaping.

**Other Issues**

Williams House Library celebrated 20years of community service in the historic building on 22/02/23 with a display & chocolate cake. Thanks to Librarian Fiona Jenkins for the great timeline & Friends of the Williams House & Garden volunteer, Louise Rendell for the yummy cake!!

## Member's Report

Name: Jane Hindle

Subdivision: Bay of Islands Whangaroa Board, Russell Ōpua Subdivision

Date: February – March 2023

### Meetings Attended

Date	Meeting	Comments
2 Feb 23	Refuse and recycling round table with Community	Hui with interested Community Groups and Council staff to discuss ways to address refuse and recycling in Russell, particularly focusing on the summer peak.
3 Feb 23	Meet with Kororāreka Marae rep to discuss refuse locations around the Waharoa. Pōwhiri for Governor General	Russell Waitangi
6 Feb 23	FNDC Waitangi stand	Very few visitors. Need more enticements.
7 Feb 23	Meeting with Chris Galbraith, FNH Ōpua Marina and Belinda Ward	To discuss improved engagement with Ōpua community and FNHL
8 Feb 23	Russell Business Association Meeting	Russell.
8 Feb 23	Te Tiriti o Waitangi and He Whakaputanga Workshop	Council Chambers Kaikohe
10 Feb 23	Zoom meeting with Tom Frost and Maromaku community members	Discuss opportunities to improve internet connectivity in Maromaku area.
10 Feb 23	Meeting with Kent Thwaites, community member	Would like to see a small skate ramp installed for community use. Very limited opportunities for youth.
12 Feb 23	Meeting with Fire Brigade members to go through Community Civil Defence response in absence of CD Group.	Russell Volunteer Fire Brigade
13-14 Feb	Community support in lieu of lack of a civil defence group	To meet with Bill Hutchinson in March to plan re-establishment of Civil Defence group.
15 Feb 23	Resilient Russell monthly meeting. Discussed	Discussed Refuse hui, upcoming public consultation for Waste Management Plan, and how they could approach to localism for council contracts.
28 Feb 23	Attended Russell Business Association meeting to discuss security cameras	Initial survey of community support to determine whether to proceed.
2 March 23	Meeting with Dan Cleaver, Ōpua Business Association	Discussion about Ōpua Business Association, their focus and role within the community. Focus is very much on Marina users, particularly offshore markets.

2 March 23	Meet with landowner to discuss issues of encroachment and confirm next steps	Landowner advised that boundary survey to be carried out and application would be required for a license to occupy with Council. Staff will take over process from here.
9 March 23	Russell Sports Club AGM and meeting.	Raised concerns that grant had not increased for decades but costs had increased significantly, particularly insurance and lawnmowing.
10 Mar 23	Akona training Te Tiriti o Waitangi	Online professional development LGNZ
11 Mar 23	Battle of Kororāreka Commemoration	Maiki Hill at dawn, followed by hui.
16 Mar 23	BOIW Community Board meeting	Turner Centre, Kerikeri
16 Mar 23	NTA meeting to discuss cycleway project	Overview of progress on cycleway project. Concerns expressed on ongoing renewal impacts.
20 Mar 23	Attended Russell Town Hall Committee meeting.	Follow up issue of guttering and repairs which has been outstanding since December.
21 Mar 23	Attended Bay of Islands speed limit hearings via Teams	Spoke in support of Community Board submission.
22 Mar 23	Meeting with Chris Galbraith, Far North Holdings for an update	Start of regular meetings as an attempt to get better engagement between FNHL and Ōpua community.
Feb	Created 19 posts for the BOI-Whangaroa Community Board page. Reach 22,770 ↑ 43.1%   Visits 954 ↑ 17.3%   Page Followers 708   New Likes 25 ↓ 37.5%	Most popular posts were Kerikeri SH10 detour, Vert Jam post, Cyclone update 15 Feb, postponement of Kanikatoa, Cyclone warning 12 Feb.
March	Created 20 posts for the BOI-Whangaroa Community Board page. Reach 24,891 ↑ 33.6%   Visits 1,183 ↑ 70.5%   Page Followers 747   New Likes 32 ↑ 88.2%	Most popular posts were Kerikeri SH10 detour plus other roading posts, Rural Travel Fund applications, Annual Plan consultation, Cyclone Gabrielle Mayoral Relief fund, Kai Ora fund

### **Community Issues**

Issue name	Comment
No Civil Defence group in Russell Kororāreka.	Civil Defence Group not operational as volunteers had resigned. Been liaising with Bill Hutchinson and will carry out Tsunami test checking on 2 April. Have sent Community email out to gauge response in community members stepping up to get involved with Civil Defence, with a plan to hold a meeting in May. Good response to date.

Maromaku Rooding	Community would like a more strategic approach to rooding, which requires water tabling to address the longer-term issues. Needs to be included in AP and LTP. No progress.
Russell refuse and recycling	Simon Millichamp has introduced Ecosolutions and we are looking at education programmes in June or July for community to look at waste reduction. Have followed up concept of user pays service for boats with Resilient Russell but will need to chase up parties if we are to get any traction for next summer. WIP.
Ōpua Community relationship with Far North Holdings	Have established regular monthly meetings, first of which was had in March. Posted Community Facebook with update. Generally positive feedback and appreciation that this is work in progress. Have noted Puketiti is not part of these discussions. Also establishing bi-monthly meeting with FNHL Directors to keep lines of communications flowing.
Rawhiti road seal	This remains an issue. Having looked at the new proposed cycleway maps which include other unsealed roads nearby, we should include this stretch of road as promoting coastal cycling and creating economic opportunities.
Maromaku Toilet	Project has been reactivated.
Russell Sports Club	Need an increase in annual grant to help offset cost increases for club. The \$5,000 does not cover the mowing and insurance costs.

### **Requests for Service (RFS)**

RFS number	Date	Comment
(3987148) (3996575) 4032539	2020 2021	Encroachment on paper road at Okiato. Encroachment officer attended, License to Occupy being applied for by landowner. Being progressed by staff.
(4001004) 4139204	(11/02/20) 15/12/22	Car parking lines for parking outside Russell Tennis Court, presently unmarked. This has now been updated and works are currently scheduled to commence in April 2023. RFS Closed but will monitor it is completed.
4137946	6/12/22	Signage for Maromaku Hall, images to be added for website of Maromaku Hall.
(4125516) 4139501	(1/9/2022) 16/12/22	Ongoing issues on Matauwhi Bay Road with stormwater drainage due to tree roots lifting pavement and drain resulting in blockages and damage to footpath. Now a safety issue with path extremely muddy. Engineers have visited and agree to fix the problem
4139742	18/12/2022	Seal for Rawhiti Road (Council). This has been closed as it is not on the priority roads list. See above, it hasn't gone away.
4139843	20/12/2022	Reinstate the yellow lines on Long Beach Road to prevent parking at turning circle and by fig tree (road narrows).

4143747	25/1/23	Request for duck crossing sign due to high deaths of ducks on road. Requested quote for Council to install to compare with community installation (around \$150).
4144277	31/01/23	Culvert on Council Reserve by Medical centre is blocked with weeds causing flash flooding of carpark and ambulance station in heavy rain. It's an inter-agency fix as there are a number of things that are needed to be checked upon in relation to both Roding and Waters assets but ultimate the culvert is choked with weeds and needs clearing.
4148332	28/2/23	Request for Council to actively monitor progress of government agencies (Heritage NZ, Police, OTS, Hapū) to discuss kiatiakiatanga of the old Customs House, former Police residence. Heritage New Zealand are creating a conservation plan and covenant over the property. Meeting held with Hapū to discuss disposal, Police are obliged to maintain the building until disposed however whether they fulfil their obligations remains to be seen.
4144216 Plus others	03/03/23	Drain on Florance Avenue has not been cleared properly despite multiple requests - cage was removed but none of the clay. The culvert going under the road is completely blocked and water ponds where the cage was once. All the stormwater runs down the overflow beside the road, crosses it at the beginning of driveway and has created a deep pothole on its way.
4149708 & 4151342	10/03/23	Potential new encroachment on Walls Bay Reserve in Ōpua with new building construction. RFS for track maintenance and general tidy up.
4150811	17/03/2023	Causeway to Russell Boat Club on Matauwhi Road (paper road section) needs repairs for safety reason. Will need legal, roading and engineers involved.

### **Other Issues**

- Russell Sewerage scheme is non-compliant, e-coli present, with abatement notice from NRC.

## Member's Report

Name: Belinda Ward

Subdivision: Paihia Subdivision

Date: 3rd March 2023 - 27th March 2023

### Meetings Attended

Date	Meeting	Comments
03/03/23	Paihia Waterfront Working Group	To progress Placemaking - Virtual
06/03/23	BOI-W CB Agenda preview	Virtual
06/03/23	Encroachment issue	Coastal Reserve encroachment Okiato Point - Virtual
07/03/23	Paihia War Memorial Hall	Committee Meeting - Conference Room
16/03/23	BOI-W CB Meeting	Turner Centre Kerikeri
17/03/23	Paihia Waterfront Working Group	Progress update - rotunda in, seating being replaced & landscaping underway
21/03/23	Monthly Mayoral meeting	Catch up with CB Chairs - Kaikohe
21/03/23	Verbal Submissions	Speed Limit Review Kerikeri BOI area - FNDC Kaikohe

### Community Issues

Issue name	Comment
Baysport	Discussion with inline skating representative re other user group issues at Baysport
Waipapa SH Signage	Concern from business owner re lack of consultation over SH Sculpture Signage placement opposite BP & the impact on businesses
Paihia War Memorial Hall	Discussions with staff re PWMH joinery replacement & investigate possible leaky roof over Conference Room
Shippey's Waitangi	Follow up email 20/03/23 re progress on "Shippey's" environmental issues
Modular Tower	There is strong community interest in a proposed "Modular tower" development for 6 Puketona Rd Paihia. The high rise is being marketed subject to vendor gaining Resource Consent. <b>No progress to date.</b>

Cruise Ship Craft Market days	Email & phone call 14/03/23 from Paihia Village Green Craft Market stall holder. Concerned about the timeframe required to revisit the Focus Paihia CT agreement with FNDC
Pipi Patch Hearing	Castle Management Paihia Ltd have applied for the grant of an ON-Licence in respect of the premises situated at 18 Kings Road, Paihia, known as the "Pipi Patch". There is strong community interest in this with 31 public objections. The hearing has been set down for 17th & 18th May 2023.
J & D Stearns	Concerns around public access off Coutts Ave Paihia through private property to reserve & beach access - site visit required by myself

### **Requests for Service (RFS)**

RFS number	Date	Comment
NIL	13/03/23	Issues with 2x roosters & 1x sheep on commercial property in CBD Selwyn Road Paihia
4149951	15/03/23	On behalf of Kath Williams. Smell & taste of Watea water supply.
4141134	09/01/23	Update required for squatters on reserve at Waitangi. These discussions with council are on-going as at 02/03/23.
4145730	10/03/23	Email: Shade sails for Paihia Playground & safety gate. Toilet. Safer pedestrian crossing on SH11 Marsden Rd to Sullivans Rd Paihia. <b>In progress: Sail samples at hand</b>
4032539	10/02/23	Reinstate RFS that dropped off list & follow up on (related Resolution 2020/111 Okiato boundary/bollard issue.) <b>In progress. Now being dealt with by the Encroachment Officer</b>
E. Stacey	21/03/23	RFS via NTA: Waitangi Bridge Speed Limit signs - 3 out of 4 are bagged. ES sent email on my behalf to investigate

### **Other Issues**

## Member's Report

Name: Bruce Mills

Subdivision: Whangaroa

Date: 28 March 2023 Period: 6 March 2023 to 28 March 2023

### Meetings Attended

Date	Meeting	Comments
06/03/23	Kevin Hoskins regarding design discussion for Kaeo Walk Bridge	
08/03/23	Peter Marselos regarding Lake Manuwai and Kaeo Memorial Hall	
10/03/23	Laura Shaft (NRC) regarding clearing of the outlet of lagoon Tauranga Bay. NRC did a big sidestep and locals cleared it. This is part of Kaeo Catchment Group's responsibility.	
16/03/23	Community Board Meeting at Turner Centre	
17/03/23	Joe Camuso (NRC) regarding catchment group and lack of meetings.	
18/03/23	Whispers Copy	
20/03/23	Graham Norton – resource consent to build a Recreation Area at Totara North Hall: Ratcliff Park, Kaeo.	
21/03/23	Bree Davis (CEO Runanga Whangaroa), Taupo Bay/ Totara North walk track	
21/03/23	Robyn Rawson – Parks and Reserves Planner. Ratcliff Park doesn't warrant legalising.	
23/03/23	Kim Hammond – Community Board Co-ordinator catch up at Kaeo library regarding issues.	
24/03/23	Whangaroa Memorial Hall Committee meeting.	
28/03/23	Kaeo Walk Bridge on site with Kevin Hoskins.	

### Community Issues

Issue name	Comment
	Subsidence on Coastal Road, Tauranga Bay / Matauri Bay.

	Fill for Totara North Park
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**Requests for Service (RFS)**

RFS number	Date	Comment
4152068		Omauna Road requires grading

**Other Issues**

## Member's Report

Name: Amy Slack

Subdivision: Kerikeri

Date: March 2023

### **Meetings Attended**

Date	Meeting	Comments
16/03	Community Board Meeting 0900-2pm	
16/03	Tracks and Trails workshop 2-3:30pm	Brief from Keith Kent re Far North Trails Plan Project
20/03	Tūranga opening, Waipapa	Attended the new alternative education workspace opening day for 15–24-year-olds. Run by workready
29/03	Meeting with Lane and Kerikeri community re finishing of Domain	

### **Community Issues**

Issue name	Comment
Cyclists on footpaths	Following up with an elderly member of public who was bowled over by a cyclist while walking on a footpath outside kk retirement village
Hone Heke Rd congestion	Congestion and safety a concern for schools and students in and out of Hone Heke Rd. Also, around parking at schools and kindergarten. Some near misses.
Leaves on footpaths	Fallen leaves causing slip hazards on footpaths- Stone store hill
Road closures	Lack on information/clarity regarding road closures

### **Requests for Service (RFS)**

RFS number	Date	Comment
4151092	20/03/23	Request for replacement of damaged basketball hoop at Kerikeri domain basketball court.

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**Other Issues**

Lack of signage around town/ Waipapa for people who don't know area well.

Concern around lack of town planning regarding upcoming social housing developments and lack of infrastructure to support this.

## Member's Report

Name: Lane Ayr

Subdivision: Kerikeri

Date: Jan 28/23 to Mar27/23

### Meetings Attended

Date	Meeting	Comments
02/07	Teams meeting with Chair re agenda	9-10
02/07	Keri Domain working group	10.30 - 12.30
02/10	Northland Accessible workshop	10.30 - 3.00 Kaikohe
02/22	On Site D Clamp re Domain	10:00 – 11:30
02/23	Kerikeri Bowling Club re lights	10.00
02/24	Coffee with Chair	10.30 - 12.00
02/24	Engagement for decision makers	12.30 - 4.00 JBC
02/27	Keri Domain working group	10.30 - 12.30
03/03	On site with contractors on Domain	11.00 - 12.30
13/03	Teams meeting with Chair agenda	9.30 - 11.00
16/03	BOI/Whangaroa CB Meeting	9.30 - 3.30 Turner Centre
21/03	Research re wheelchair access to beach	
27/03	Keri Domain working group	10.30 - 11.30

### Community Issues

Issue name	Comment
Kerik Domain	BB hoop replacement

Kerikeri Community Groups	Seek funding for CBD planning
Bus Stop	On hold
Kerik Domain	Confirm delegation and administration

### **Requests for Service (RFS)**

RFS number	Date	Comment
		Alderton Park continues
		!98c Opito Bay Road continues LIGOMA

### **Resource Consents**

2230431	5 Clark Rd	Requesting "breaches" in current regs. What are the mitigating factors that would suggest that the current regulations be "breached"
2230381	3 Clark Rd	Questioned density of occupation regarding Community

### **Other Issues**

In responding to the about RC 2230381 I used the term "Ghetto" I was admonished for using this word as it was "racist" I would disagree as the term has more to do with volume/crowding into a defined area It has far more to do with economic separation than anything else.

The current Kerikeri Domain project is drawing to a close, while there are a number of "wants" that could still be added the current funding is close to

exhaustion. Various earthworks have been undertaken and while completed we must give time for the grass to grow. The major portion left undone is the plantings on the three sides facing Cobham. I hope to investigate the possibility of having Community Groups undertake the remaining plantings. Senior staff have indicated that there are processes available to allow for "volunteers" to undertake such work.

Another of the objectives of the Working Group was to suggest a Governance model for the Domain. I believe the first step would be to pass the delegation to the Community with consideration to funding models.

## Member's Report

Name: Roddy Pihema

Subdivision: Kawakawa and Moerewa

Date: 13/03/2023

### **Meetings Attended**

Date	Meeting	Comments
8/3/23	Cycle Trial	Meeting with Te Pou Herenga Tai, Community and Hapu.  Resolution for Whangae Road, discussion for the new cycle track from Opuia to Kawakawa. Attended with Councilor Kapa.  Resolution to widen the road change speed limit and add barriers with an age restriction on route.
9/3/23	Ahuareka	Due to Tangi meeting postponed  Sight visit to Otiria Marae by myself.  Community interaction on what Ahuareka means to the community and subdivision on community notice board. Most agreed that it is one of the most significant events in the subdivision.
9/3/23	Opahi	Met with Northland regional council Tui Shortland and the Community of Opahi.
14/3/23	Civil defence Meeting	Attended the community and civil defence meeting called by Ngatihine. Kowhai was present.  Resolution: all communities agree to create civil defence community plans Ngatihine and He iwi kotahi tatou trust will assist with funding applications.
16/3/23	Community Board Meeting	Kerikeri Turner Centre

### **Community Issues**

Issue name	Comment
Otiria Falls	Otiria falls been waiting 30 year for their road and parking via Susan Henare

Moerewa Mill	Kura kaupapa concerned with amount of dust coming from the mill and noise with the increase of freight trucks going through on station road Moerewa. I met with the mill today they are happy to work with the community to deal with the issues. They are in the progress of moving their entry point to the factory road which will stop trucks from going on to station road. They are happy to assist in finding ways to keep dust down and noise down.
Kawakawa tiles	Still waiting for a response from Elizabeth / Far north regional Council
Kura kaupapa o Taumarere	Road needs resealing. It is full of potholes and the tar seal has corroded, making it difficult to turn around at the bottom of station road, This is a historical issue that has been neglected for years.
Parking on the Moerewa pedestrian	Kawakawa police had concerns with the number of residents parking on the islands around the pedestrian crossing, so I asked if I could speak with the public in a joint capacity of community board and police to stop people from parking on the islands so far no one is parking on them
Opahi community	I attended a meeting with NRC and the Opahi community. There are huge issues with roading culverts blocked. A RFS has been sent
Nesbit Park, Moerewa	Nesbit Park Moerewa have been waiting for their shade sail for some time. I will be addressing this with parks and reserves. I was told by Manuwai that this was supposed to happen months ago but no entry has been found.

### **Requests for Service (RFS)**

RFS number	Date	Comment
4112653	10/3/23	Historical RFS need to be resolve for Opahi via Riki Ngatoki
4136840	20/3/23	Station Road Kawakawa Via Shirley Bradshaw
4151869	27/3/23	Roading station road Moerewa
4151978	27/3/23	Potholes Station Road Moerewa

### **Other information**

## Member's Report

Name: Tyler Bamber

Subdivision: Bay of Islands/Whangaroa - Waipapa

Date: 28-03-23

### Meetings Attended

Date	Meeting	Comments
16-3	Community Board Meeting at the Turner Centre	
24-3	Site visit at Te Pua Waitanga (Sports Hub)	<ul style="list-style-type: none"> <li>- Organised by David Clamp to have a look at the works on the sports hub site up to this point</li> <li>- Site works have been massively impeded by weather and a high-water table</li> <li>- On schedule for works to completed December this year with a plan to play winter sports there next year</li> </ul>

### Community Issues

Issue name	Comment
Waipapa Sign	Local business owner is upset about a soon to be installed new sign going up in front of his business and impeding visibility of his frontage. He has contacted multiple councillors/staff and Waka Kotahi to try and get the sign relocated. Had some conversations with him and spoke to Kevin Hoskins who contracts to Waka Kotahi. He agreed to move the sign to try and improve the situation as long as it didn't create safety issues.
Waipapa Roundabout	Looking a bit messy and has a few weeds on it – have contacted Kim who has gotten on to Waka Kotahi on my behalf. They will pass along their maintenance schedule/

### Requests for Service (RFS)

RFS number	Date	Comment

## 7.2 BAY OF ISLANDS OFF LEASH DOG PARK

**File Number:** A4068914

**Author:** Jeanette England, Assets Manager - District Facilities

**Authoriser:** Kevin Johnson, Group Manager - Delivery and Operations

### TAKE PŪRONGO / PURPOSE OF THE REPORT

Request the Bay of Islands-Whangaroa Community Board to decide a way forward with the proposed Bay of Islands off-leash dog park, following the public survey undertaken during November/December 2022.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Summary of public survey which closed 15 December 2022.
- Letter received from residents of Waitotara Drive in opposition to the proposed site.
- Options provided for a way forward.

### TŪTOHUNGA / RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board recommend that staff do not proceed with the proposed location and undertake further research for an alternative location.**

### 1) TĀHUHU KŌRERO / BACKGROUND

Council provided a budget in the Long-Term Plan 2021-2031 (LTP) for an off-leash dog park for Kerikeri and neighbouring areas.

Following a workshop held in March 2022 with the Bay of Islands-Whangaroa Community Board (BWCB) for a proposed dog park for the Kerikeri area, elected members for the Kerikeri subdivision were requested to take the lead on this project with the engagement and consultation.

Approval from the three BWCB members was obtained, and they agreed that staff proceed with the public survey for the proposed site at end of Waitotara Drive.

### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Staff engaged Vision Consultants to identify all council owned land within a 10km radius of Kerikeri town centre. They identified 236 pieces of land, and these were further assessed for size, access and terrain. Further assessment to remove stream esplanades and coastal reserve, and those less than 0.4ha, considered to be the optimal size. That left only 5 areas to be considered. Of these, one stood out as the most suitable in land area, terrain and location for a designated off-leash dog park. This land is located at the end of Waitotara Drive (see below)



**Details**

Par Id	6709970
Appellation	Lot 17 DP 333643
Parcel Intent	Fee Simple Title
Statutory Actions	
Title(s)	137900
Survey Area	23950.000000
Calc. Area	23934.00
GIS Area	23933.77

A full report from Vision Consultants is attached as Attachment 1. Council published a survey on our website in November and December 2022 to gauge the level of support for an off-leash dog park in the Kerikeri area. Feedback was sort for two draft concepts.

Option 1 covers minimum requirements while option 2 includes additional possibilities that are seen in popular dog parks across the country. To achieve either option, there would need to be additional funding for the project and possibly community volunteer support.

Draft concepts are attached (Attachments 2 & 3)

The FNDC Dog Management Policy 2018 states within:

- Off-leash areas – these areas have been identified for the wellbeing and recreational needs of dogs and their owners.
- Off-leash and under control areas are:
  - Roland’s Wood, Kerikeri Inlet Road, Kerikeri
  - 240 Kerikeri Inlet Road, Kerikeri
  - Sammaree Place Reserve, Kerikeri
  - Waitotara Freehold land, Waipapa Road, Kerikeri
  - Old landfill at Lindvart Park, Recreation Road, Kaikohe

## Support

Analysis of the survey showed overwhelming support for this dog park (Attachment 4). In addition to submitting via the online survey and emailing written submissions, residents of Waitotara Drive also provided a letter in opposition (Attachment 5). All submissions are included in the summary below, those who submitted multiple times were only counted once.

- 210 were in support.
- 26 were opposed.
- Neutral or unknown totalled 8 respondents.

## Objections

A letter received, from 18 residents of Waitotara Drive, in opposition outlined several concerns summarised below:

- The proposed site is not a reserve and would require resource consent to allow for a dog park in this location
- Council did not take into account the conditions of the resource consent for Te Puawaitanga located next to this site.
  - Land is subject to covenants which apply to all properties in Waitotara Drive.
  - Provision for dog exercise area at Te Puawaitanga
  - No access to the sports ground is allowed from Waitotara Drive to prevent increase traffic on Waitotara Drive
- No detail provided of other reserves considered for a dog park in the Kerikeri area
- Costs associated with creating the proposed dog park and suggest that the existing dog walking park in Roland’s wood should be supported with this budget
- Suggest all other options be considered as part of a wider consultation process
- Adverse effects.
  - Increased traffic and noise, currently only used by residents, not designed for increased traffic volumes
  - No footpaths and safety concerns for resident road users, congestion, and wildlife
  - Even if access is changed to State Highway 10, users would still use the end of Waitotara Drive
  - Verges on Waitotara Drive are boggy after rain and not suitable for parking
  - Proposed parking directly adjoins private residences and will seriously impact on the amenity of those properties for privacy, noise, and security
  - Carpark is likely to attract anti-social behaviours
  - No infrastructure to accommodate suggested amenities in Option 2 i.e., electric car charging, drinking fountains, wastewater, and power to the site
  - No information provided on fencing to contain dogs
  - No faith in Council to properly maintain the site

Residents at Waitotara Drive were notified of the proposal via letter drop after the survey was published. The residents have outlined several concerns that will need to be considered as part of this decision.

Objections from the residents at Waitotara Drive do need to be considered as part of this development as they will be directly affected by this off-leash dog park in this location.

### Options for consideration

Staff suggest that a meeting with elected members and residents be held to discuss the proposal further. Following this meeting the BWCB can decide the appropriate option as outlined below.

#### Option 1

The BWCB recommend proceeding with the site at the end of Waitotara Drive based on the overall support received from the survey undertaken in November and December 2022. This will provide access to an off-leash dog park for both large and small dogs with appropriate fencing and an initial formed carpark.

This option will need to have a resource consent and will undoubtedly receive objections from the affected neighbouring properties on Waitotara Drive. It is suggested that this option will proceed to hearings which will also incur further costs which have not been allowed for in the budget for this project.

#### Option 2 – Recommended

The BWCB recommend not proceeding with the site at the end of Waitotara Drive and instruct staff to undertake further investigations to incorporate the off-leash park within the Te Puawaitanga site. This option is likely to be the most popular for the residents on Waitotara Drive and would comply with the existing resource consent for that site. This is the recommended option by staff.

#### Take Tūtohunga / Reason for the recommendation

Option 2 considers the adverse effects to the residents of Waitotara Drive, some of which were not previously considered. It also considers the limited budget for this project which is currently not sufficient for either of the draft concepts.

Other considerations are that there is an off-leash exercise facility at Roland's Wood. The proposed future development of Te Puawaitanga includes an area for dog training and competitions; however, including an off-leash area here could be considered. This option also provides for existing parking as part of the Te Puawaitanga development. Staff believe that this would benefit both the public, who support an off-leash park and the residents of Waitotara Drive.

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

Financially, this project does not have sufficient funding to build Stages 1 or 2. The funding provided is \$72,110. This will need between \$60,000 and \$141,000 (depending on fencing materials Attachment 4) of additional funding to deliver Stage 1 of the build.

#### ĀPITIHINGA / ATTACHMENTS

1. Dog Park Site Selection Assessment - A4131780 [↓](#) 
2. Dog Park - Draft concept plan - Stage 1 - A4117806 [↓](#) 
3. Dog Park - Draft concept plan - Stage 2 - A4117807 [↓](#) 
4. 20221220 - Stage 1 Cost Estimates - A4117809 [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Animal management policy lists existing off leash parks
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.	Nil
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.	The implication for Māori is considered low although no formal consultation has ben undertaken.
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).	Landowners in Waitotara Drive, a public survey has been undertaken
State the financial implications and where budgetary provisions have been made to support this decision.	Insufficient budget to undertake full consultation proposals
Chief Financial Officer review.	The CFO has reviewed this report



REPORT

# Kerikeri Dog Park – Reserve Selection Assessment

*Prepared for*

Far North District Council

15/03/2023

VISION REF: 14975

**Report Information Summary**

<b>Job no.</b>	14975
<b>Report Author</b>	Ben Perry
<b>Version No.</b>	1
<b>Status</b>	FINAL
<b>Date</b>	15/03/2023

Version No.	Date	Description
1	15/03/2023	Final issued to client for review.

**Document Acceptance**

Action	Name	Signed	Date
Author	Ben Perry	 FMEngNZ, IntPE(NZ), CPEng	15/03/2023

**Limitations**

This report has been prepared by Vision Consulting Engineers Limited (VISION) based on the scope of our engagement. It is solely for our Client’s use for the purpose for which it is intended in accordance with the agreed scope of work. VISION does not accept any liability or responsibility in relation to the use of this report contrary to the above, or to any person other than the Client. Any use or reliance by a third party is at that party's own risk. Where information has been supplied by the Client or obtained from other external sources, it has been assumed that it is accurate, without independent verification, unless otherwise indicated. No liability or responsibility is accepted by VISION for any errors or omissions to the extent that they arise from inaccurate information provided by the Client or any external source.

The nature and continuity of the subsurface materials are inferred and it must be appreciated that actual conditions could vary from that described herein.



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Contents

Section	Page
<b>1 Introduction .....</b>	<b>1</b>
1.1 Objectives .....	1
1.2 The Scope of this report .....	1
1.2.1 Stage 1 – Preliminary Research (First Sprint).....	1
<b>2 Industry Guidance.....</b>	<b>2</b>
2.1 Literature Review of Criteria for Dog Park Size .....	2
2.1.1 City of Clovis Dog Park Master Plan(★★★★) .....	2
2.1.2 City of Ann Arbor – Parks & Recreation (★★★★★).....	4
2.1.3 Design, Planning and Management of Off-leash Dog Parks (★★).....	4
2.1.4 American Kennel Club (★★★).....	5
2.1.5 The Dog Park Catalog (★).....	5
2.1.6 People Parks, & Dogs – Implementation Guide Vancouver, Canada (★★★★★).....	5
2.1.7 Pet Safe (★).....	6
2.1.8 Bloomberg CityLab (★★★★) .....	7
2.1.9 "Dog Park Design, Development, and Operation" by Marilyn R. Glasser (★★★★).....	7
2.2 Literature Review Summary .....	8
2.3 Future Research Opportunities.....	8
<b>3 Available Reserves Assessment .....</b>	<b>9</b>
3.1 GIS Analysis.....	9
3.2 Useable Area Assessment.....	10
<b>4 Initial Project Review .....</b>	<b>13</b>
<b>5 Council Review .....</b>	<b>15</b>
<b>6 Summary .....</b>	<b>16</b>

Figure(s)

- Figure 1. Survey of Municipal Dog Park Sizes USA
- Figure 2. San Jose Dog Park Sizes
- Figure 3. Overview of Types of Parks and Attributes
- Figure 4. Reserves Within 3km Search Area
- Figure 5. Example Topographic Assessment
- Figure 6. Example of Useable Area Measurement
- Figure 7. Reserves Meeting the Topographic Assessment Criteria
- Figure 8. Reserves Meeting the Topographic Assessment Criteria Within 3-10 km of Kerikeri
- Figure 9. The Reserves Meeting All Assessment Criteria



## 1 Introduction

Vision Consulting Engineers Limited (VISION) was requested by Jeanette England on behalf of Far North District Council to assist with the identification of suitable sites for a dog park in Kerikeri, provide a feasibility study to identify the need for the park and provide a concept design.

The details of the FNDC request for price are outlined in the document titled Statement of Works – Feasibility, Parks & Reserves, Kerikeri – Dog Park, Project DFP0039 Objective ref: A3236757, dated 21/06/2021.



### 1.1 Objectives

The project objectives are to:

- Project Management to complete the feasibility assessment and concept design
- Investigate suitable sites, including but not limited to Samaree Place, in and around the Kerikeri area for a dog park.
- Provide a feasibility study to identify the need for a dog park in the Kerikeri area.
- Provide a concept design to support a Resource Consent application.

### 1.2 The Scope of this report

#### 1.2.1 Stage 1 – Preliminary Research (First Sprint)

- Liaise with FNDC GIS team to obtain GIS data for the existing open spaces in the Kerikeri area that will be used as the basis of this assessment.
- Preliminary research and planning to identify open spaces in the Kerikeri area that might be suitable for a future dog parks. These would be selected based on best practice regarding the recommended size of dog parks for maximum recreation value. The criteria is to include parks with at least 0.5 hectares of vacant land.
- These suitable parks will then be included in a public survey to rank them. The survey will also cover a number of other items related to dog parks with the intention of the survey to identify what the public considers as high priority items for dog parks.
- Compile dog park best practice criteria from industry guidance



## 2 Industry Guidance

While there are several resources available on designing and operating dog parks, there is no single standard or guideline for selecting the size of a dog park or determining the number of dogs that can safely use it at any given time. This is because the needs and preferences of dogs and their owners can vary widely depending on factors such as the size and breed of the dogs, the availability of other off-leash areas in the community, and the social and cultural norms of the area. As a result, relying solely on industry guidance or recommendations may not be sufficient for creating an effective and safe dog park. Instead, conducting research on the literature and consulting with experts and stakeholders can provide valuable insight into creating a dog park that meets the needs of the community and its canine residents.

### 2.1 Literature Review of Criteria for Dog Park Size

#### 2.1.1 City of Clovis Dog Park Master Plan(★★★★)

The City of Clovis Dog Park Master Plan is a document that outlines the planning and development of a dog park in the city of Clovis, California. The plan provides a detailed analysis of the city's dog population, the benefits of dog parks, and the design considerations for creating a successful dog park.

The document highlights the importance of creating a safe, secure, and clean environment for dogs and their owners. It recommends the use of fencing, separate areas for small and large dogs, water stations, and waste disposal facilities to meet these goals. The plan also emphasizes the need for community involvement in the planning process, including public input and fundraising efforts.

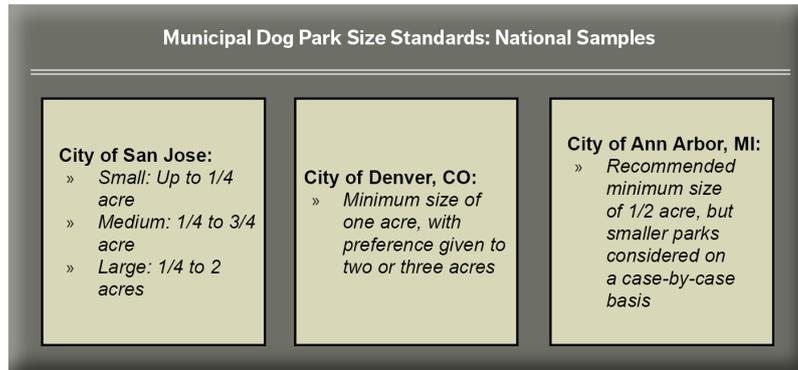
The document outlines several possible locations for the dog park, along with the pros and cons of each site. It also includes a detailed cost estimate and funding strategy for the park's development, as well as a maintenance plan for ongoing upkeep and improvements.

Overall, the City of Clovis Dog Park Master Plan serves as a comprehensive guide for creating a successful and sustainable dog park in the community. Excerpts from the document follow:

*As shown in the Salt Lake County example, the relationship between dog park distribution and dog park size is an important concept. While small, simple dog parks located centrally within densely populated areas will provide a resource for local residents as part of their daily dog walks and recreation routine, large, elaborate, or special-purpose dog parks may draw users from across the City and greater region. Along the same lines, residents who do not wish to drive 15 minutes to a standard dog park might be enthusiastic about such a short trip to a regionally recognized dog park with diverse programming.*

*Size standards for off-leash dog parks vary throughout planning literature (Figure 1). Some municipalities allow for dog parks of less than one acre for infill lots or on public lots for which there is no other use. These "pocket" dog parks are typically too small to be divided into separate areas for large and small dogs. Less than one acre in size also makes the wear and tear on natural turf surfacing difficult to maintain, so smaller parks often have alternative surfacing such as wood mulch, crushed stone, or artificial turf.*





**Figure 1. Survey of Municipal Dog Park Sizes USA**  
Three municipalities with their suggested sizing standards.

The City of San Jose, for example, has a population of over one million residents and a majority high-density/urban style development. San Jose recommends dog parks cover a very tight ¼ acre radius, but allows dog parks to be very small (Figure 2). This practice is geared toward ensuring quantity of dog parks across the City, but places certain limitations upon the programming and amenities available. This approach may not suit the City of Clovis, where population density and overall population are significantly lower than San Jose and where the availability of City park acreage supports larger dog parks.

Dog Park Type	Park Size	Design Capacity	Details
Small	Up to 1/4 Acre	Up to 10 Dogs	One Area, All Size Dogs
Medium	1/4 to 3/4 Acre	10-20 Dogs	Small Dog Area: Min. 4,000 sf Large Dog Area: Min. 2/3 of Overall Park
Large	3/4 to 2 Acres	20+ Dogs	Small Dog Area: Min. 4,000 sf Large Dog Area: Min. 2/3 of Overall Park

**Figure 2. San Jose Dog Park Sizes**  
Extracted Table from the source showing size standards and suggested capacity for the city of San Jose, USA

While small dog parks fill a valuable role in many urban and densely-populated areas, industry experts agree that a preferred size for dog parks is one to three acres if possible. Dog parks in this size range have the added benefit of being divisible into two or more separate fenced areas. Dog parks are most often divided into two areas, one smaller area designated “small dogs” and a larger area for “large dogs.” Large dog areas are typically larger than the small dog areas due to large dogs’ larger strides. Large/heavy dogs can also cause greater damage to a small area due to the greater wear and tear inflicted on the grass or other surfacing while running and playing.

Square footage permitting, the ability to incorporate a third area is a strategy utilized in many existing dog parks. A third fenced area becomes a safe place to keep an unclaimed or aggressive dog, an area that can hold specialty dog training classes, or an area that can be utilized alternately with other areas for the purpose of giving the turf surfacing a chance to rest and re-grow during different times of the year. Dog parks such as Woodward Park and Dr. James W. Thornton Dog Park in Fresno each utilize a strategy incorporating more than two fenced areas within the larger dog park.

An example one-acre site might be therefore be broken down into the following areas:



- *Small Dog Park: 1/4 Acre*
- *Large Dog Park: 1/2 Acre*
- *Third Fenced Area (optional): 1/4 Acre*

### 2.1.2 City of Ann Arbor – Parks & Recreation (★★★★★)

In 2014 the Parks and Recreation department of the City of Ann Arbor, Michigan published the 'Recommendations and Guidelines for Dog Park Site Selection, Design, Operations and Maintenance'. The document provides formal guidelines regarding the placement and management of new dog parks and the improvement of existing dog parks in Ann Arbor.

*Their Staff and Park Advisory Commission subcommittee members researched development and management practices from numerous cities, and obtained information via phone conversations, email, websites, master plans, and policy documents. Cities contacted include: Baltimore, MD; Boulder, CO; Chicago, IL; Kalamazoo, MI; Madison, WI; Norfolk, VA; Alexandria, VA; Portland, OR; San Francisco, CA; and Meridian Township, MI. Existing master plans referenced include Denver, CO; Salt Lake County, UT; and Oakland, CA. This resulted finding that the minimum size for dog parks varies considerably among cities, but is generally between ½ acre and one acre.*

*The Guidelines state that the size of dog parks will be dependent upon the particular park in which it is proposed, other park activities, facilities, proximity to residences, etc. Larger is better (at least ½ acre), but if a smaller dog park area is all that can be accommodated in a particular park, and if there is community support, then a smaller size will be considered.*

### 2.1.3 Design, Planning and Management of Off-leash Dog Parks (★★)

Bob Holderness-Roddam published in 2017 a brief guide for local councils in Australia, dog owner/carer groups and others who may be involved with providing dog park facilities.

In this he states the following regarding park size:

*"Ideally a dog park should be large enough to permit dogs to run freely and play. If it becomes over-crowded with dogs there is more likelihood of fights. However, size may be limited by available space, construction (e.g. fences, ground cover and shelters) and maintenance costs. Those in America vary from a quarter acre to 40 acres. One study suggests a minimum of one acre and preferably four acres."*

Bob also self published an article on line 'Dog Park Design, Planning and Management', which states:

*"Brown (2012) found that dog parks range in size from ¼ acre to 40 acres, but Allen's (2007) assessment found parks varied from ¼ acre to 2½ acres; typically one acre. Other figures cited were from Matisoff and Noonan (2012), less than one acre to over 80 acres, whilst the Stanton Foundation (n.d.) wanted off-leash parks to be 'as large as possible'.*

*Allen (2007) recommended larger areas, to give dogs and owners more space and room to move with less stress on dogs."*

Allen, L. 2007. Dog Parks: Benefits and Liabilities, unpublished Masters thesis, Department of Earth and Environmental Science, University of Pennsylvania.

Brown, L. 2012. Landscape Barkitecture: Guidelines for behaviourally, mentally, and physically responsive dog parks. Unpublished Masters thesis, Ball State University, Muncie, Indiana. Accessed 28 March 2019.

Matisoff and Noonan (2012) - <https://www.thecommonsjournal.org/articles/10.18352/ijc.299/>



### 2.1.4 American Kennel Club (★★★)

The American Kennel Club (AKC) has published a guide called "Establishing a Dog Park in Your Community" which provides a step-by-step process for creating a safe and enjoyable dog park. The guide covers topics such as selecting a location, identifying funding sources, creating rules and regulations, and promoting responsible dog ownership. It also provides tips for designing the park, including suggestions for amenities such as water stations and agility equipment. The AKC emphasizes the importance of working with local officials and community members to ensure the success of the project, and provides examples of successful dog park initiatives from around the country. Additionally, the guide includes information on liability concerns and insurance coverage, as well as resources for ongoing maintenance and management of the dog park.

*States that one acre or more of land surrounded by a four- to six-foot high chain-link fence. Preferably, the fence should be equipped with a double-gated entry to keep dogs from escaping and to facilitate wheelchair access.*

### 2.1.5 The Dog Park Catalog (★)

The Dog Park Catalog is a website that offers a wide range of products and resources for creating and maintaining dog parks. The catalog includes various types of dog park equipment such as agility courses, dog waste stations, benches, water fountains, and more. The website also provides helpful resources for designing and building a dog park, as well as tips for maintaining it. The Dog Park Catalog offers products that are designed to be durable and easy to install, and they offer customized solutions for dog parks of all sizes and budgets. Additionally, the website features a blog with articles on various topics related to dog parks, such as safety, socialization, and community engagement. Overall, The Dog Park Catalog aims to provide everything needed to create a safe and enjoyable environment for dogs and their owners.

States:

*"Small dog parks are fine if you build more than one. Most communities find their small dog park won't handle all of their visitors and they have to build another one very quickly. Small dog parks are like potato chips – you can't have just one. The minimum size for a dog park, a small dog park, is one-half of an acre. Ideally, a dog park should be one acre or more in size. You want the ability to put in adequate parking and have access to infrastructure, such as electricity and running water."*

### 2.1.6 People Parks, & Dogs – Implementation Guide Vancouver, Canada (★★★★★)

This document provides guidance for the management of off-leash dog areas in Vancouver's parks. The guide emphasizes the importance of creating a safe and enjoyable experience for all park users, including dogs and their owners, while also protecting the natural environment.

The guide includes information on park design and planning, off-leash area management, signage, communication and education strategies, and enforcement of rules and regulations. It also highlights the benefits of off-leash areas, such as providing socialization opportunities for dogs and their owners and promoting responsible pet ownership.

Overall, the implementation guide provides a comprehensive approach to managing off-leash dog areas in Vancouver's parks, with a focus on balancing the needs and interests of all park users while ensuring the safety and protection of the environment. Figure 3 provides a summary of the matrix used in the document for dog park recommendations.



	Destination Park dog off-leash area	Destination Trail dog off-leash area	Neighbourhood Park dog off-leash area	Neighbourhood Urban dog off-leash area	Neighbourhood Dog Run dog off-leash area
<b>Intent</b>	Large off-leash area. Used by residents and visitors on a daily or weekly basis.	Linear and trail-oriented off-leash area. Used by residents and visitors on a daily or weekly basis.	Medium sized off-leash area. Used by local residents on a daily basis.	Smaller off-leash area in high density setting. Used by local residents on a daily basis. Higher quality amenities to attract and support higher intensity of use.	Smaller off-leash area, in medium to high density settings. Used by local residents on a daily basis.
<b>Service level</b>	Accessible to the majority of residents within a -35 minute walk (3 km radius) or short drive		Accessible to the majority of residents within a -15 minute walk (1.0 km radius)		
<b>Hours of use</b>	Typical hours 6am to 10pm				
<b>Target size</b>	Greater than 1.2 ha (3 acres)	Determined on site-by-site basis	From 0.4 to 1.2 ha (1 to 3 acres)	From 0.04 to 0.4 ha (0.1 to 1 acre)	
<b>Boundary</b>	Fencing (secure / permeable), bollards and vegetation depending on adjacent park uses, land uses and existing site features.			Entirely enclosed with high quality secure fencing (e.g. decorative steel)	Entirely enclosed with standard secure fencing (e.g. chain link)
<b>Surfacing</b>	Mix of surfaces, including fine crushed gravel and grass	Gravel or wood chip trail surfacing. Consider options for increasing accessibility.	Mix of surfaces, including fine crushed gravel and grass	Mix of durable surfacing types, with specialty surfacing (e.g. synthetic turf)	Standard durable surfacing type (e.g. fine crushed gravel)
<b>Amenities <sup>(1)</sup></b>	Standard and special amenities considered on a site-by-site basis such as washrooms, drinking water for people and dogs, parking, and separated small / shy dog areas.	Standard amenities.	Standard amenities. Special amenities to be considered on a site-by-site basis.	Standard and special amenities, such as drinking water for people and dogs, agility features, and climbing elements. 'Pooch Patch' to help manage dog waste.	Standard amenities. Special amenities to be considered on site-by-site basis.

Figure 3. Overview of Types of Parks and Attributes

2.1.7 PetSafe(★)

The article titled "How to Design a Dog Park" by PetSafe provides a comprehensive guide for designing a dog park. The article emphasizes the importance of understanding the needs of both dogs and their owners, such as having adequate space for dogs to run and play, providing shaded areas and access to water, and ensuring easy entry and exit points for dogs and their owners.

The article also discusses the importance of choosing the right materials for the park, including durable fencing, safe surfaces, and appropriate seating. Additionally, the article provides tips for incorporating agility equipment, such as tunnels and jumps, into the park to encourage exercise and stimulate dogs mentally.

VISION REF: 14975

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Overall, the article emphasizes the importance of thoughtful planning and design to create a safe and enjoyable space for both dogs and their owners to enjoy.

States:

*“The size of your park may depend solely on the availability of land. But we recommend at least 1 acre for a park but they can be as big as your community can manage and maintain. If space isn’t an issue, consider an area large enough that it’s possible to rotate high traffic areas annually or seasonally. Talk to your community leaders and Parks and Recreation Department about available land.”*

### 2.1.8 Bloomberg CityLab (★★★★)

The Bloomberg CityLab article features Leslie Lowe, a landscape architect who was involved in designing the Hugh Rogers Wag Park in Whitefish, Montana, which was named one of the top 10 dog parks in the United States by USA Today in 2015. Lowe emphasizes the importance of designing dog parks with enough space and adequate entryways to prevent overcrowding and potential conflicts among dogs. She suggests using a separated bullpen area where dogs can be off-leash before entering the main park area to reduce stress and tension. By providing a more open and spacious environment, dogs are less likely to feel overwhelmed and reactive, which can reduce the risk of negative interactions between dogs.

States:

*“If you have a tiny, 1-acre dog park with narrow entries, then everybody congregates at the gate,” Lowe says. “So a shy dog or a dog that comes in and is not comfortable, all of a sudden I’ve got a dog dynamic I can’t really control, and that’s when the trigger reactions happen. A dog that can’t deal with all of the stimulus of other dogs, other dogs sniffing them, might turn around and its reaction then is to bite or cause a problem.”*

*But when they’re allowed to enter a broader terrain—ideally after first being taken off leash in a separated bullpen, because having leashed and unleashed dogs together can breed conflict—things will be more copacetic. “If I have a wide-open space and can get people and dogs into the park, it takes the pressure off the entry,” Lowe says.”*

### 2.1.9 "Dog Park Design, Development, and Operation" by Marilyn R. Glasser (★★★★)

This comprehensive guide covers all aspects of creating and managing a dog park, from selecting a suitable site to designing the layout and amenities, and from establishing rules and regulations to ensuring safety and maintenance. The book provides detailed information on topics such as dog behavior, park management strategies, fundraising, and community outreach. It also includes case studies and examples of successful dog parks to serve as models for readers. The book is aimed at professionals involved in the planning, design, and operation of dog parks, as well as dog owners and community groups interested in creating and maintaining these facilities.

The book does not provide a specific recommendation for a minimum park size. However, it does emphasize the importance of providing adequate space for dogs to run and play, as well as separate areas for different dog sizes and temperaments. The book suggests that the size of the dog park should be based on the size of the surrounding community, and that park planners should take into account factors such as the number of dogs in the area, the expected usage of the park, and the availability of other dog parks in the vicinity. Overall, the book emphasizes the need for careful planning and consideration of all factors when designing and operating a successful dog park.



## 2.2 Literature Review Summary

Based on our research, there is no fixed standard for dog park size, and the ideal size will depend on various factors, such as the location, the population density, and the available space.

The recommended dog park size can vary based on factors such as the local community's needs, available space, and budget. Generally it was found that a minimum of one acre is allowed for a small dog parks and two to five acres for a large dog parks.

The size should also be based on the expected number of users and dogs, as well as the intended activities and amenities. It is important to note that the size of a dog park is just one factor to consider when designing and operating a successful dog park.

However, industry experts generally recommend a minimum size range of three to six acres for mixed-use off-lead dog parks, as this size range allows for the creation of separate fenced areas for small and large dogs and other purposes, such as holding unclaimed or aggressive dogs and offering specialty dog training classes.

Additionally, if space permits, incorporating a third fenced area is an effective strategy that allows the turf surfacing to rest and re-grow during different times of the year.

## 2.3 Future Research Opportunities

In review of the available information there appears to be some information gaps that could be filled in with additional research which could explore and determine what makes a successful dog park:

- **Dog Behavior:** One aspect of a successful dog park is that it allows dogs to socialize and play together. Studying dog behavior and socialization patterns could help to identify the types of activities and play structures that would be most beneficial in a dog park. This could include research on how dogs interact with each other and what types of play are most common.
- **Safety and Maintenance:** Another important aspect of a successful dog park is safety and maintenance. Research on best practices for maintaining dog parks, such as cleaning and disinfecting equipment and areas, could help to ensure the park is safe and healthy for both dogs and people.
- **User Experience:** Understanding the perspective of dog park users is essential to creating a successful dog park. Research on user experience could include surveys and interviews with dog owners to gather feedback on what they like and don't like about current dog parks, as well as what they would like to see in a new park.
- **Design and Layout:** The design and layout of a dog park can also impact its success. Research on how to design a dog park that meets the needs of dogs and their owners could include examining the types of play equipment and structures that are most effective, as well as how to create spaces for different types of dogs (e.g., small dogs vs. large dogs).
- **Economic Impact:** Finally, understanding the economic impact of dog parks could be valuable for city planners and policymakers. Research could explore the economic benefits of dog parks, such as increased property values, as well as the costs associated with maintaining and operating a park.



### 3 Available Reserves Assessment

The FNDC supplied VISION with a data set of the council owned reserves near the Kerikeri area. The process of selecting suitable dog parks started with a GIS Analysis of reserve land parcel sizes, then excluded those that were narrow strips of land along the coastal and river margins. Roland's Wood was also excluded from the assessment because the brief was to identify potential new reserves for conversion to a dog park. The remaining sites were then reviewed in terms of their topography to identify areas within each reserve that were flat to gently sloping so that the dog park would be accessible to a variety of users. The resulting parks were then reviewed with the FNDC Parks and Facilities team for suitability. Finally the remaining reserves were reviewed considering factors such as accessibility, proximity to Roland's Wood, and existing use of the reserve.

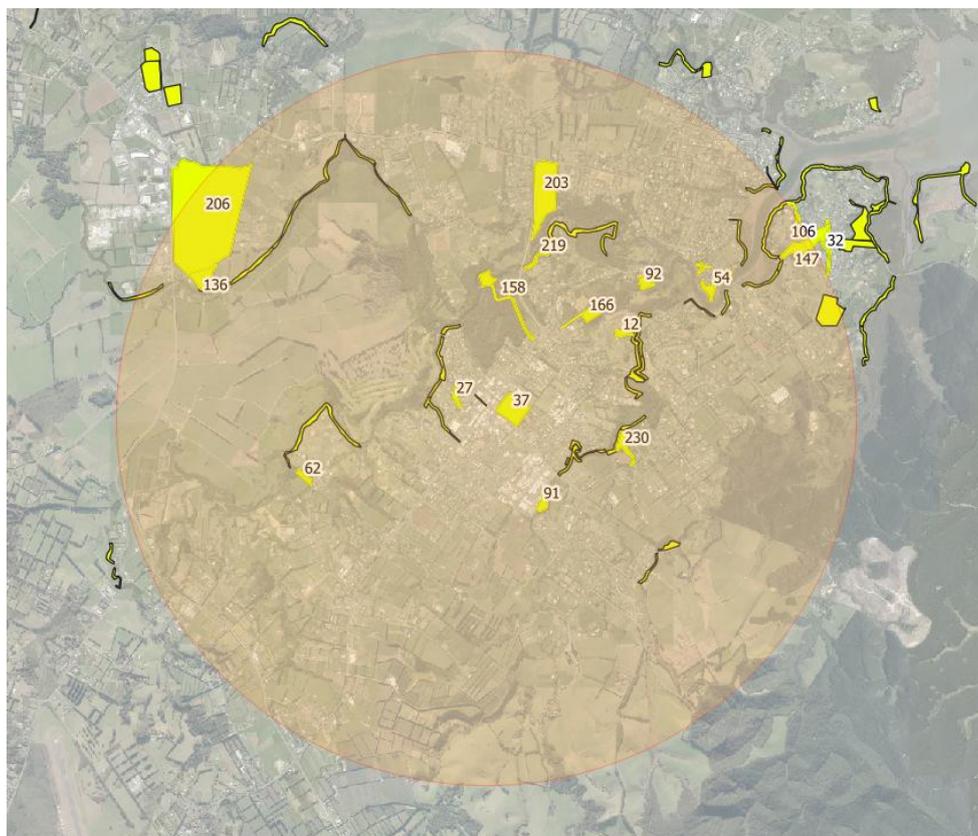
#### 3.1 GIS Analysis

The process of selecting a suitable reserve for a dog exercise park in Kerikeri involved the use of a dataset that included 244 reserves owned by the Far North District Council within a 10-kilometer radius of the CBD. The initial selection was based on distances from the CBD, and eight reserves beyond 10 km were excluded, leaving 236 council-owned reserves for consideration. The GIS investigation filtered out properties of less than 5000 m<sup>2</sup> in total area and included all reserves within a three-kilometer radius that were considered potentially suitable subject to further assessment. Stream esplanade reserves, Roland's Wood, and coastal reserves were manually removed, leaving behind a final set of reserves for consideration.

The remaining reserves within 3 km of the Kerikeri CBD were shown as yellow areas in Figure 4, with those without a black outline considered suitable for further assessment. The FNDC GIS assigned each reserve a number, and only those that were deemed suitable for further assessment were shown. There were a total of 109 council-owned reserves within three kilometers of Kerikeri's CBD, and of these, 43 had a total property area greater than 5000 m<sup>2</sup>. After removing stream esplanade reserves, Roland's Wood, and coastal reserves, there were 17 reserves that were considered suitable for further assessment.

The selection process demonstrates a systematic and data-driven approach to identifying suitable reserves for a dog exercise park. The use of GIS technology allowed for the filtering out of unsuitable properties and the manual removal of reserves that did not meet the criteria, resulting in a final set of reserves that were suitable for further assessment. This approach can be used as a model for other communities seeking to establish dog exercise parks in their area. It emphasizes the importance of careful consideration of reserve characteristics, including distance from the CBD, reserve area, and location relative to other reserves and amenities, to ensure the success of the project.





**Figure 4. Reserves Within 3km Search Area**

*All reserves within a three kilometer search radius are shown as yellow parcels, those without a black outlines and assessment numbers were considered potentially suitable subject to further assessment. North is up the page. Background images courtesy of LINZ.*

### 3.2 Useable Area Assessment

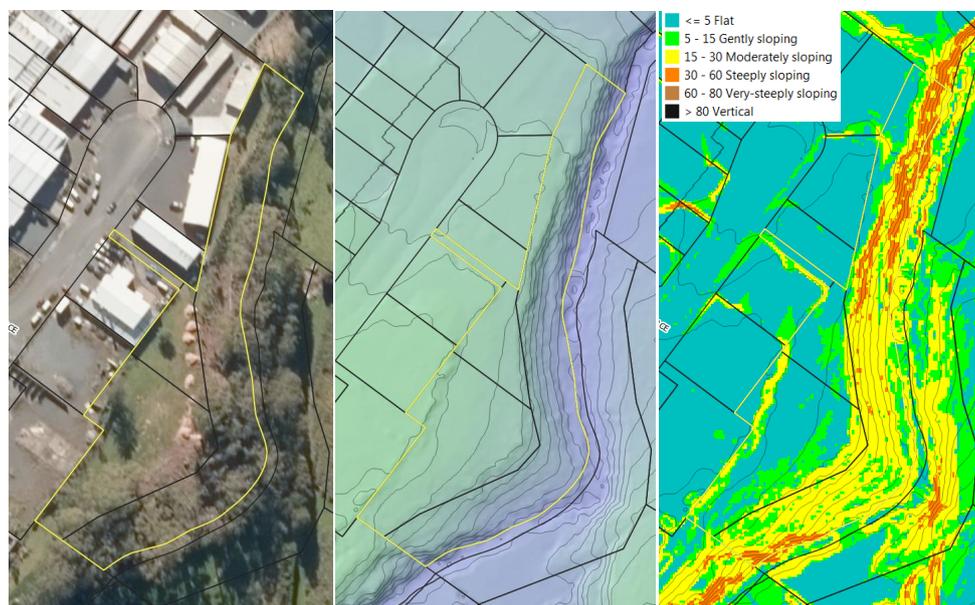
In order to determine which areas within the identified reserves were suitable for conversion to a dog exercise park, the topography of each site was carefully reviewed to identify flat to gently sloping areas. The topographic assessment considered the shape, elevation, and relief of the land to ensure the safety and comfort of dogs and their owners.

To aid in this assessment, contour lines were displayed on the maps used by the investigators. Contour lines are lines that connect points of equal elevation and represent the shape of the land surface, providing a way to visualize the changes in elevation across the reserve area. Closely bunched contours represent steeper land while contours spaced further apart represent flatter slopes.

For instance, one of the reserves that was assessed was accessed off Sammaree Place, Kerikeri, and consisted of four parcels of land with a total area of 8,514 m<sup>2</sup>. The site’s topography was found to be flat near Sammaree Place, with a pan-handle access leading to the main reserve area behind the industrial properties and a tree-covered area to the west of the Wairoa Stream. The pan-handle access was 40 metres long and 3 metres wide, which is not ideal for providing ample space for dogs and their owners to enter and exit the park safely once fenced.



Figure 5 shows the reserve at Sammaree Place, Kerikeri and the topographic information used to assess the useable area within the reserve.

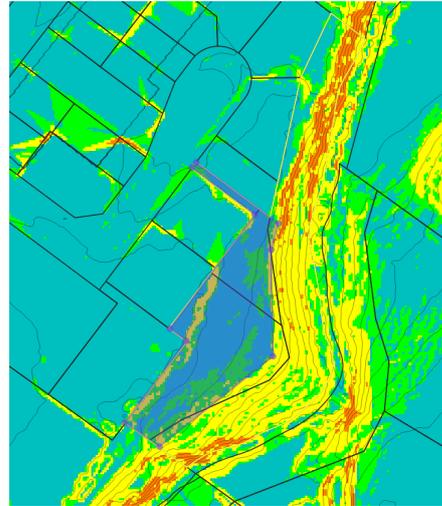


**Figure 5. Example Topographic Assessment**

The reserve at Sammaree Place, Kerikeri is shown in the three images above with a yellow outline around the 4 parcels of land that make up the total reserve area. Far left is an aerial image overlain with property and parcel boundaries. The middle image shows a 3D rendering of the topographic relief (hillshade) with higher elevations shaded green and lower elevations shaded blue and contour lines at 1 m intervals. The far right image shows the slope angle of the land. North is up the page. Background images courtesy of LINZ.

After conducting a thorough topographic assessment, it was found that the main reserve area was largely dominated by a stream embankment that sloped moderately to very-steeply towards the Wairoa Stream. However, an area of approximately 3,100 m<sup>2</sup> was identified as flat to gently sloping and deemed useable for a dog exercise park, refer to Figure 6. Unfortunately, this area did not meet the minimum park size of 5,000 m<sup>2</sup>, as outlined in the design criteria.





**Figure 6. Example of Useable Area Measurement**

*In the Sammaree Place, Kerikeri example the useable area assessed is highlighted purple and measured.*

By carefully assessing the topography of each reserve and identifying the most suitable areas for conversion to a dog exercise park, the investigators were able to ensure the safety and comfort of both dogs and their owners. The use of contour lines to visualize the topography of each site was a crucial step in this process, as it allowed the investigators to identify areas that were both flat and safe for use as a dog park.

Overall, the careful consideration of topography is an essential part of designing any dog exercise park. It ensures that the park is both safe and comfortable for dogs and their owners, and helps to prevent accidents and other problems that can arise in poorly designed parks. By taking the time to carefully assess the topography of each site, communities can create safe, enjoyable spaces for dogs and their owners to play and socialize.

The results of this assessment found that there were 4 reserves within a 3 kilometre distance of the Kerikeri CBD that satisfied the useable land area criteria. These were reserves at Kerikeri Domain, a reserve to the south of Rarere Terrace, the Te Puāwaitanga – Bay of Islands Sports Hub, and a reserve to the south of Te Puāwaitanga – Bay of Islands Sports Hub; these are shown in Figure 7.





**Figure 7. Reserves Meeting the Topographic Assessment Criteria**  
 Top-left is the Kerikeri Domain, top-right a reserve to the south of Rarere Terrace, bottom-left the Te Puāwaitanga – Bay of Islands Sports Hub, and bottom-right a reserve to the south of Te Puāwaitanga – Bay of Islands Sports Hub

#### 4 Initial Project Review

Following the assessment described above, it became evident that the final number of available sites would be restricted. The scope of the project was then extended to a 10 kilometre search radius from the Kerikeri CBD. This found that there were 83 reserves that have a total reserve area of more than 5000 m<sup>2</sup>. Once these were vetted for reserves that are not coastal and river esplanades, being long skinny strips of land unsuitable for a dog park there were 34 remaining reserves. Once these were topographically vetted for useable area, five additional reserves were identified for further analysis. These are shown in Figure 8.



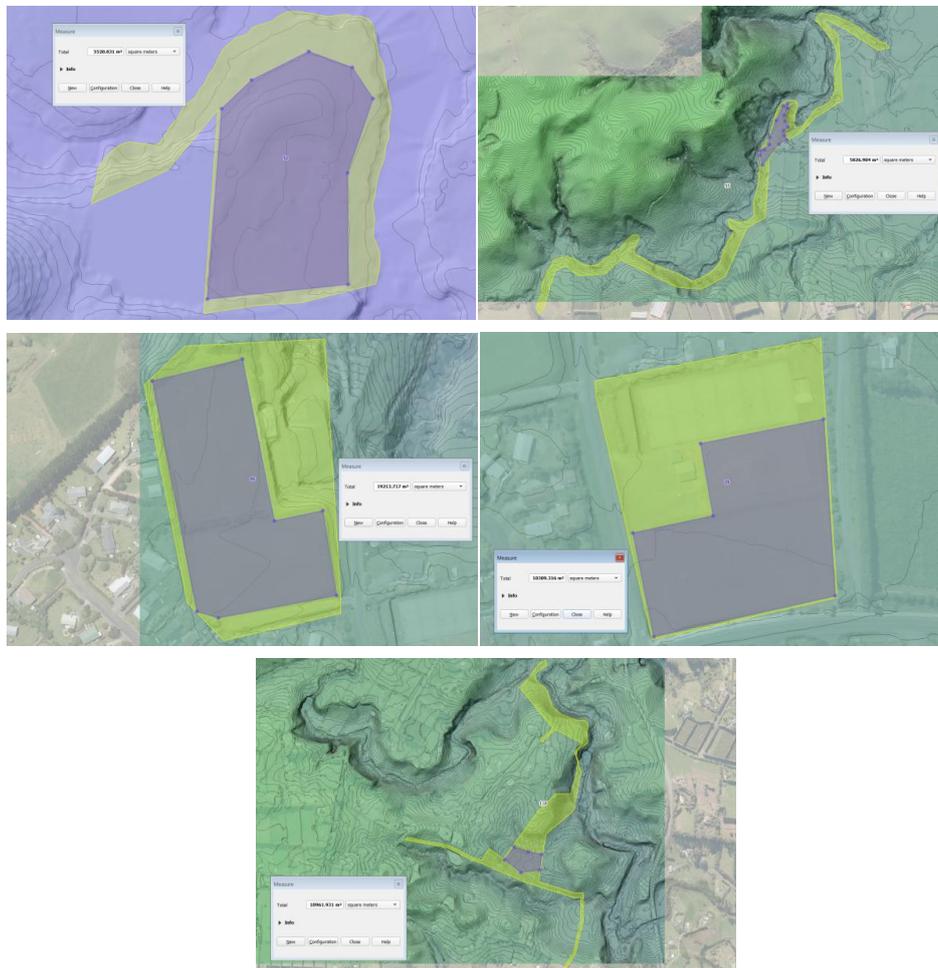
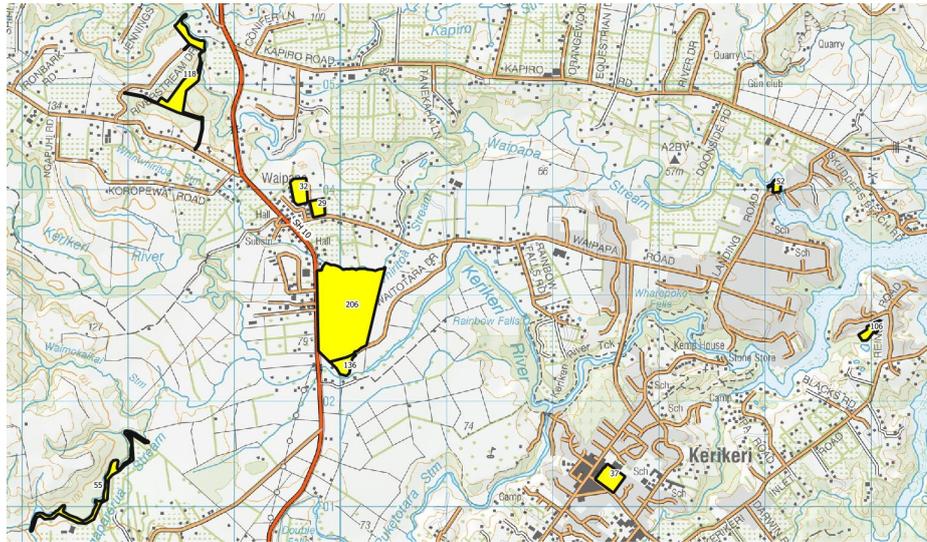


Figure 8. Reserves Meeting the Topographic Assessment Criteria Within 3-10 km of Kerikeri



### 5 Council Review

After applying the filtering criteria of "useable area > 0.5ha" to identify suitable reserves for conversion into a dog exercise park in Kerikeri, the remaining parks were submitted for review by the Far North District Council (FNDC). Out of these reserves, five were identified as unsuitable for various reasons. Three of the parks had existing or future plans, meaning that it was not available for conversion into a dog park. The two parks were not suitable due to their location within kiwi protection areas. The kiwi is a bird species that is native to New Zealand and is considered to be an endangered species. The protection of these birds is a priority for the FNDC, and as such, the reserves within the kiwi protection areas were not considered for the conversion to a dog exercise park.

Following the FNDC review, the remaining four reserves were subjected to final vetting. During this process, factors such as accessibility, proximity to Roland's Wood, and existing use of the reserve were considered. Roland's Wood is a dog park in Kerikeri. The park is located within the larger Roland's Wood reserve and features several fenced areas for dogs to play and exercise, as well as a dog swimming pond and agility equipment. The final vetting process led to the removal of three additional reserves, leaving only one park that was deemed suitable for conversion into a dog exercise park; being a reserve to the south of Te Puāwaitanga – Bay of Islands Sports Hub shown in Figure 9.

The vetting process was crucial in ensuring that reserves selected for conversion into a dog exercise park were appropriate in terms of accessibility, proximity to other reserves, and compatibility with existing land use. By eliminating unsuitable reserves and carefully considering factors such as the protection of endangered species and other environmental concerns, the FNDC was able to identify a reserve that was not only suitable for the conversion into a dog exercise park but also did not compromise the broader goals of conservation and environmental protection in the region.



Figure 9. The Reserves Meeting All Assessment Criteria



## 6 Summary

This Dog Park Reserve Selection Assessment on behalf of the Far North District Council involved the identification and selection of suitable reserves for conversion to a dog exercise park. A dataset of 244 reserves owned by the Far North District Council within ten kilometers of the Central Business District of Kerikeri was used, and the reserves were filtered based on their location and total area. The topography of each remaining reserve was then assessed to identify flat and gently sloping areas suitable for a dog park.

The investigation resulted in 17 reserves that were considered suitable for further assessment, and after the assessment of the useable areas, only nine parks remained. Three of the nine remaining parks were deemed unsuitable due to factors such as existing or future plans, kiwi protection, and accessibility. The remaining four parks were then reviewed for factors such as proximity to Roland's Wood, existing use of the reserve, and accessibility, resulting in the selection of one park for conversion to a dog exercise park.

Overall, the selection of an appropriately sized reserve for dog exercise park has unexpectedly resulted in a single reserve being identified as the best site meeting the design criteria for a best practices based on a review of available literature. Selection involved a thorough assessment of various factors such as the location, topography, and existing use of the reserve, as well as the needs of dogs and their owners.





**KERIKERI DOG PARK - DRAFT CONCEPT PLAN**  
 FENCED AREA: 19,687m<sup>2</sup>  
 SMALL DOG AREA: 2,551m<sup>2</sup>  
 MIX DOG AREA: 5,165m<sup>2</sup>  
 LARGE DOG AREA: 11,971m<sup>2</sup>





CLIENT: FAR NORTH DISTRICT COUNCIL  
 PROJECT: J14975  
 DESIGN: VISION CONSULTING ENGINEERS  
 LOCATION: 136 WAITOTARA DRIVE, KERIKERI  
 DATE: 18/07/2022  
 REV: 02  
 DRAWN: DA



Scale 1:1000 (m)

- STANDARD AMENITY**

  -  1 SHADE
  -  2 WASTE BINS
  -  3 SEATING
  -  4 DOG WASTE DISPENSERS AND BIN
  -  5 DRINKING FOUNTAINS (DOGS AND PEOPLE)
  -  6 DISABILITY ACCESS

**SPECIAL AMENITY**

  -  7 EXERCISE/PLAY FEATURES
  -  8 AGILITY AREA
  -  9 DOG WASH STATION
  -  10 BOARD WALK
  -  11 FORD CROSSING
  -  12 DEVELOPED WETLAND AREA
  -  13 LOOPED PATHS
  -  14 ELECTRIC CAR PARKS

**Project:** Kerikeri Dog Park - 136 Waitotara Drive, Kerikeri

**Fencing :** Awakino Fencing

Description	Quantity	Unit Price	Amount NZD
<b>Option 1</b> Complete supply and install of 1.8m high animal proof fence per lineal meter	822	\$ 152.85	\$ 125,642.70
<b>Option 1</b> Chain-link personnel gate with wheelchair allowance 1.5m wide	5	\$ 2,150.00	\$ 10,750.00
<b>Option 1</b>			<b>Total</b>
			\$ 136,392.70

<b>Option 2</b> Complete supply and install of 1.8m high deer fence per lineal meter	822	\$ 58.00	\$ 47,676.00
<b>Option 2</b> Complete install and supply of deer gate	5	\$ 795.60	\$ 3,978.00
<b>Option 2</b>			<b>Total</b>
			\$ 51,654.00

**Earthworks**

Description	Quantity	Unit Price	Amount NZD
<b>Option 1</b> Topsoil removal and stock pile onsite per/m3			
Carpark	320	\$ 35.00	\$ 11,200.00
Paths and tracks	260	\$ 35.00	\$ 9,100.00
Supply, deliver, spread and compact GAP40 or GAP30 per/m3			
Carpark	320	\$ 90.00	\$ 28,800.00
Paths and tracks	260	\$ 90.00	\$ 23,400.00
<b>Option 1</b>			<b>Total</b>
			\$ 72,500.00

<b>Option 2</b> Topsoil removal and cart offsite per/m3			
Carpark	320	\$ 65.00	\$ 20,800.00
Paths and tracks	260	\$ 65.00	\$ 16,900.00
Supply, deliver, spread and compact GAP40 or GAP30 per/m3			
Carpark	320	\$ 90.00	\$ 28,800.00
Paths and tracks	260	\$ 90.00	\$ 23,400.00
<b>Option 2</b>			<b>Total</b>
			\$ 89,900.00

**Dog Bins**

Description	Quantity	Unit Price	Amount NZD
Dog Bin with Dispencer	2	\$ 2,081.00	\$ 4,162.00
<b>Total</b>			<b>\$ 4,162.00</b>

<b>Cheapest option</b>		
Fencing - Option 2 (Deer fencing)	\$ 51,654.00	
Earthworks - Option 1	\$ 72,500.00	
Dog Bins	\$ 4,162.00	

**Project Total**  
\$ 128,316.00

<b>2nd Option</b>		
Fencing Option 1 (Chain-link)	\$ 136,392.70	
Earthworks Option 1	\$ 72,500.00	
Dog Bins	\$ 4,162.00	
<b>Project Total</b>	<b>\$ 213,054.70</b>	

### 7.3 ALFRESCO DINING APPLICATIONS

**File Number:** A4106366

**Author:** Christina Rosenthal, Team Leader - Environmental Health Services

**Authoriser:** Kevin Johnson, Group Manager - Delivery and Operations

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To allow the Bay of Islands-Whangaroa Community Board the ability to provide comment on the new alfresco dining application from the Spice Grill in Kaeo.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Spice Grill has filed a new alfresco dining application and paid the necessary application fee of \$238.65.

The Bay of Islands-Whangaroa Community Board has delegation over activities on reserves and is able to comment on alfresco dining applications.

#### TŪTOHUNGA / RECOMMENDATION

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

- a) **Provide comment on the alfresco dining application from Spice Grill.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

On the 30 June 2022, Council passed a resolution that delegates authority to Community Boards to comment on alfresco dining applications.

Prior to 30 June 2022, alfresco dining applications were assessed against the “Alfresco Dining Policy 2014”, and only applications that were declined were considered by the relevant Community Board. This Policy was revoked by Council on 30 June 2022.

On 19 May 2022, Council adopted the “Road Use Bylaw 2022”. The purpose of this bylaw is to regulate or control the use of roads and adjoining land by –

- (a) vehicles; and
- (b) stands, stalls or mobile shops; and
- (c) animals; and
- (d) structures, vegetation or other things that may affect road safety or the environment.

Part 4, clause 13 of the “Road Use Bylaw 2022” requires a person to obtain written approval from Council to allow them to occupy any part of a road with structures for providing food or beverage services.

Part 7 of the “Road Use Bylaw 2022” outlines the application, assessment and approval process. In particular, clause 20 outlines the conditions that can be imposed on all approvals granted under Part 7 of the Bylaw.

Alfresco dining approvals expire 30 June each year. Approval holders are required to renew their approval before it expires each year. If an approval holder renews their approval before the approval expires, their approval will continue to have effect until such time a decision is made on the renewal application.

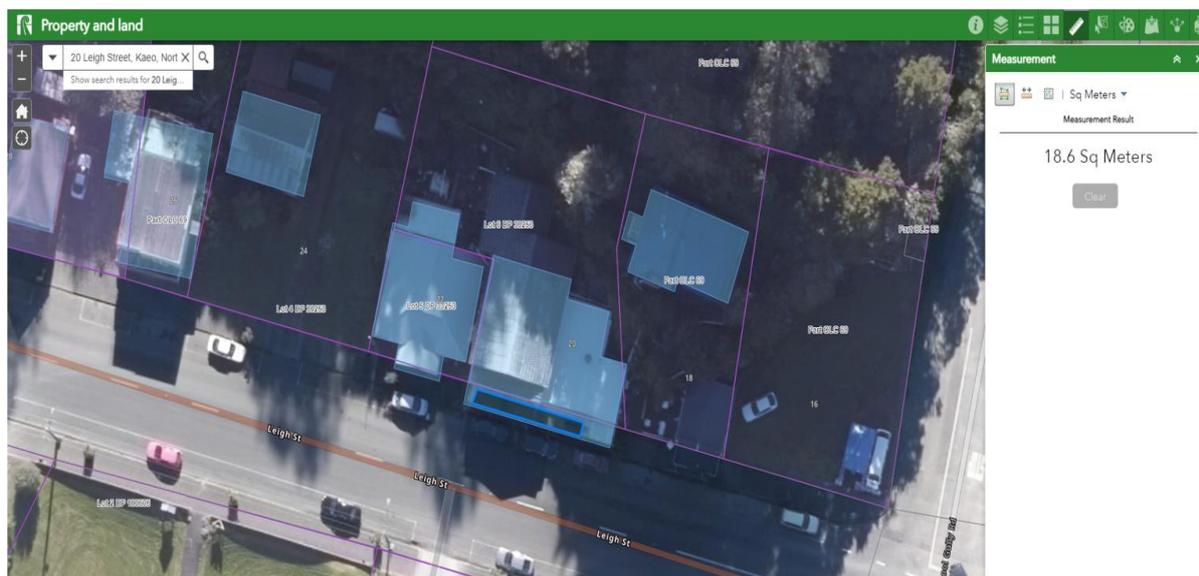
At present there are 19 alfresco dining approval holders. Of these, 13 are held within the Bay of Islands – Whangaroa area.

The following table provides a list of all current alfresco dining approval holders:

	Approval Number	Description	Expiry	Ward
1	ALF-96	Burger Fiasko	2023	Bay of Islands-Whangaroa
2	ALF-93	29 THE STRAND LIMITED T/A SEASIDE	2023	Bay of Islands-Whangaroa
3	ALF-92	25 The Strand, Russell T/A Butterfish Limited	2023	Bay of Islands-Whangaroa
4	ALF-83	Konnie's Kafe Limited	2023	Bay of Islands-Whangaroa
5	ALF-65	KERIKERI LUNCHBOX	2023	Bay of Islands-Whangaroa
6	ALF-63	AVO SUSHI	2023	Bay of Islands-Whangaroa
7	ALF-50	SUSHI GALLERY	2023	Bay of Islands-Whangaroa
8	ALF-49	DUKE OF MARLBOROUGH BUSINESS LIMITED	2023	Bay of Islands-Whangaroa
9	ALF-48	CC'S CAFE CINEMA	2023	Bay of Islands-Whangaroa
10	ALF-39	THE GABLES RESTAURANT	2023	Bay of Islands-Whangaroa
11	ALF-37	JIMMY JACKS RIB SHACK	2023	Bay of Islands-Whangaroa
12	ALF-3	FISHBONE CAFE	2023	Bay of Islands-Whangaroa
13	ALF-98	Letz Café	2023	Bay of Islands-Whangaroa
14	ALF-88	Kaikohe Bakehouse Cafe	2023	Kaikohe-Hokianga
15	ALF-99	A New Era Cafe	2023	Kaikohe-Hokianga
16	ALF-97	Awanui Hotel	2023	Te Hiku
17	ALF-68	Mussel Rock Cafe and Bar	2023	Te Hiku
18	ALF-6	Jesse's on the Waterfront Café & Bar	2023	Te Hiku
19	ALF-85	Beach Box Coffee and Gelato	2023	Te Hiku

Spice Grill Alfresco Dining Application

The Spice Grill has filed a new alfresco dining application and paid the necessary application fee of \$238.65. The Spice Grill in Kaeo would like approval to occupy an area of public land which measures 18.6m2. Within this area they wish to place two tables with chairs for the purpose of alfresco dining. A copy of the alfresco dining application can be found at Attachment A.





All new alfresco dining applications are sent through to the Northland Transportation Alliance (NTA) and in some instances Waka Kotahi to obtain their comment in relation to road safety matters that may be impacted by alfresco dining taking place within the road corridor.

NTA have no issues with this application as it appears that the application meets the requirements for clear width required for alfresco dining.

Waka Kotahi also have no issues with this application as long as the tables for alfresco dining do not impede on footpath users i.e. mobility scooters and prams.

As the new application has been filed part way through the current approval period of 1 July 2022 – 30 June 2023, should the Spice Grill be granted the approval to occupy public land, they will be required to renew their approval for the period commencing 1 July 2023 – 30 June 2024.

A copy of the draft alfresco dining approval for the approval period 1 July 2022 – 30 June 2023 is found at Attachment B.

**2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

On 30 June 2022, Council delegated to Community Board authority to comment on alfresco dining applications.

The following option proposed for the Bay of Islands-Whangaroa Community Board to consider in regard to the Spice Grill alfresco dining application:

Option No.	Option Description	Advantages	Disadvantages
1	Provide comment on the Spice Grill alfresco dining application which includes conditions as per Attachment B.	Application complies with the “Road Use Bylaw 2022”.	There are no disadvantages.

**Take Tūtohunga / Reason for the recommendation**

There is only one option to enable the Bay of Islands–Whangaroa Community Board to provide comment on the new alfresco dining application.

**3) 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. The applicant has paid the required application fee for the alfresco dining application.

**ĀPITIHINGA / ATTACHMENTS**

1. **Attachment A - Spice Grill Alfresco Dining Application - A4119383**  
2. **Attachment B - Draft Spice Grill Alfresco Dining Approval - A4119428**  

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The Alfresco Dining Policy 2014 was revoked on 30 June 2022. Regulation of alfresco dining is outlined in the Road Use Bylaw 2022.  The rules around approvals for alfresco dining are essentially unchanged, and therefore the level of significance for the recommendation to comment on the new alfresco dining application from Spice Girll is considered low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Use Bylaw 2022 – Part 4 clause 13 and Part 7.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Bay of Islands-Whangaroa Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.
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.	Māori had an opportunity to contribute during the consultation process on the new Road Use Bylaw 2022.  The Road Use Bylaw 2022 was adopted on 19 May 2022.
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).	Regulation of alfresco dining is of relevance to hospitality businesses, their employees, and all community members and visitors to the Far North District. However, the rules around licenses for alfresco dining have not changed in their effect, and therefore the level of significance of this decision is low.

<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>There are no financial implications to this decision.</p>
<p>Chief Financial Officer review.</p>	<p>The Chief Financial Officer has not reviewed this report.</p>

Alfresco Dining Approval Application

Kaero Service Centre

20 DEC 2022



Applicant details

SARABJIT SINGH

Name of applicant (name to appear on licence)

Address 20 LEIGH ST KAERO

Contact numbers

Email Address

Application details

Name of establishment NASIB Enterprise Ltd TA SPICE GRILL.

Address of establishment 20 LEIGH ST, KAERO

Date from which licence is required 20-01-2023 Property ID 20 LEIGH ST

Description of operation and planned use, with area size, number of tables, chairs, type of furniture used (please attach clear plans detailing this information):

We are hoping to use part of the council footpa area to serve vegy to eat meals, freshly prepared at spice grill kitchen. We hoping to have 03 Table and six chair (03 Tables of 2s) which covers 06 m<sup>2</sup> of Footpath area. The Table size are 700x700 cm. each.

Fees

Please refer to Council's Schedule of Fees and Charges

  
Signature

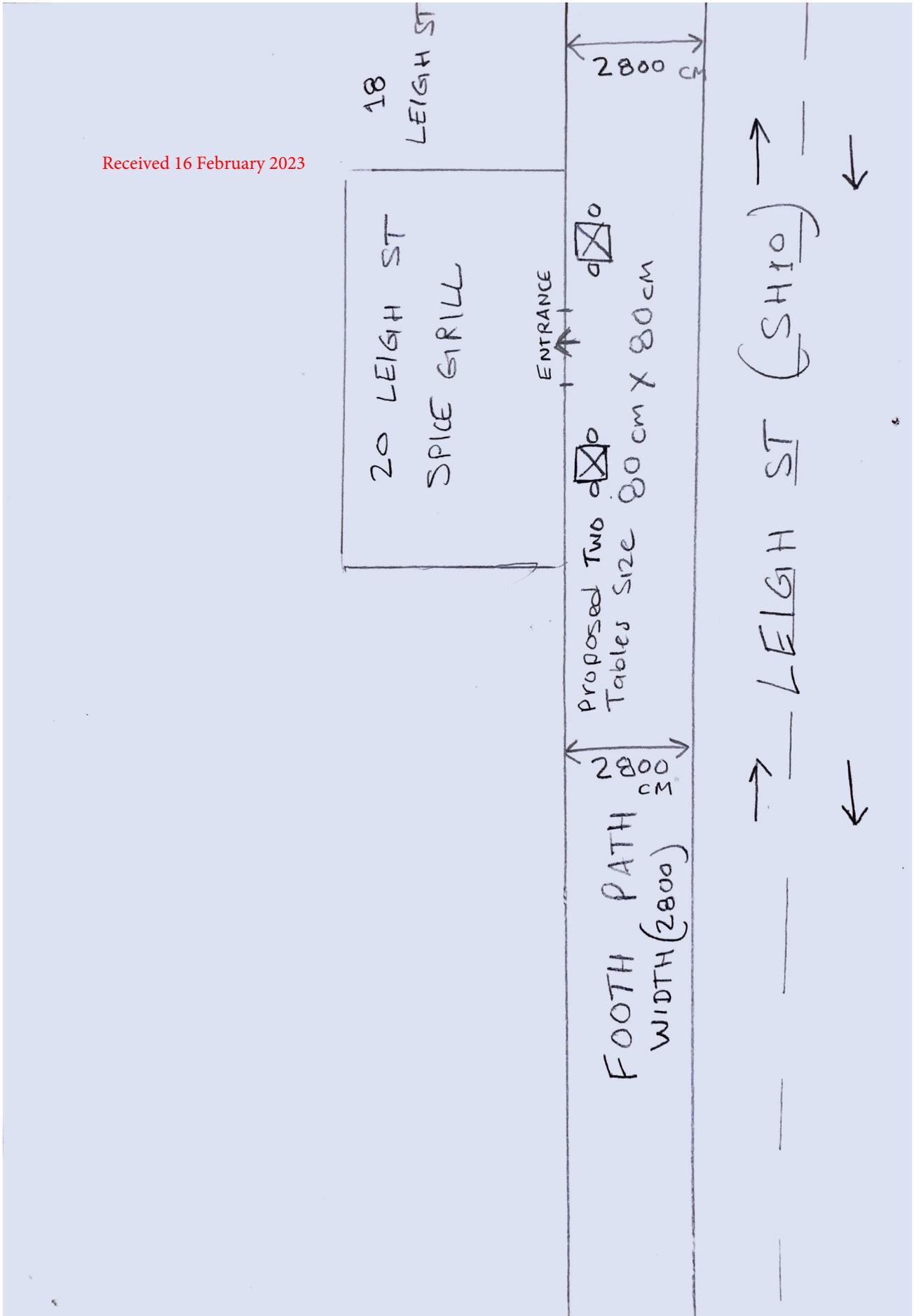
20/12/2022  
Date

Final Check and Attachment Checklist

- Form is completed and is legible
- Letter of support from adjoining (either side but same side of street) business owners
- A description of the materials and design of the furniture to be used in the alfresco area
- A clear plan outlining the area to be used for alfresco dining
- Public liability insurance of \$500,000 is to be carried by the owner - provide proof

Application forms that do not include all the information required will not be processed. Applications will not be processed until the application fee has been paid.

Received 16 February 2023



## Cigna Life Insurance New Zealand Limited Business Assurance Anniversary Policy Overview

### Policy Details

<b>Policy Number:</b>	██████████
<b>Policy Owner:</b>	Nasib Enterprise Ltd T/A Spice Grill
<b>Policy Anniversary Date: (Updated premium due date)</b>	20 July 2022
<b>Protection Premium: Policy Fee: Total Premium (Monthly):</b>	██████████
<b>Special Terms:</b>	Please refer to your previous Endorsement Schedule for details of your premium loading and/or exclusion

Benefits which are 'CPI Linked' have increased in line with the Consumer Price Index of 4.9 %.



5-0616-000022 3/4 S5

This policy forms part of the Cigna Life Statutory Fund established and maintained by Cigna under the Insurance (Prudential Supervision) Act 2010. The statutory fund relates solely to Cigna's life insurance business and is established separately in Cigna's records for that purpose. Premiums relating to Cigna's life policies will be placed in, and any benefits paid from, this Statutory Fund.

Page 1 of 2

## Certificate of Insurance

Cover is confirmed subject to the SMARTpak policy wording

Policy Number:	<span style="background-color: black; color: black;">[REDACTED]</span>
Insured Name:	Nasib Enterprises T/A Spice Grill Kaeo
Business of Insured:	Restaurant
Period of Insurance:	From: 20/01/2023
	To: 20/01/2024 4pm local standard time
Public Liability	Any one occurrence \$2,000,000
Statutory Liability	Any one Claim in the Aggregate \$1,000,000
Employers Liability	Any one Claim in the Aggregate \$1,000,000
Endorsements/Notes:	N/A
The Insurer:	Monument Insurance (NZ) Ltd as underwriting agent for IAG New Zealand Ltd, AIG Insurance NZ Ltd and Vero Insurance NZ Ltd.
	Issued by Crombie Lockwood for and on behalf of Monument Insurance (NZ) Ltd as underwriting agent for IAG New Zealand Ltd, AIG Insurance NZ Ltd and Vero Insurance NZ Ltd.
Date:	25/01/2023



20/12/2022

I [REDACTED], Resident of 18 Leish st, Kaer  
Writing this letter of support to the application  
made by Sarabjit Singh to F.N.D.C. with  
regards to Alfresco Dining on footpath area  
infront of Spice Grill at 20 LEIGH ST,  
KAERO

*Sarabjit Singh*



Email: ask.us@fnhc.govt.nz Private Bag 752, Memorial Avenue  
 Website: www.fnhc.govt.nz Kaikohe 0440, New Zealand  
 Freephone: 0800 920 029  
 Phone: (09) 401 5200

**ALFRESCO DINING APPROVAL**

Alfresco Dining Approval to occupy a public space, pursuant to Council’s “Road Use Bylaw 2022”. This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

**Licensee:** Sarabjit Singh  
**Registration of:** Spice Grill  
**Site Address:** 20 Leigh Street, Kaeo 0448  
**Approval Number:** ALF-102

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2023**.

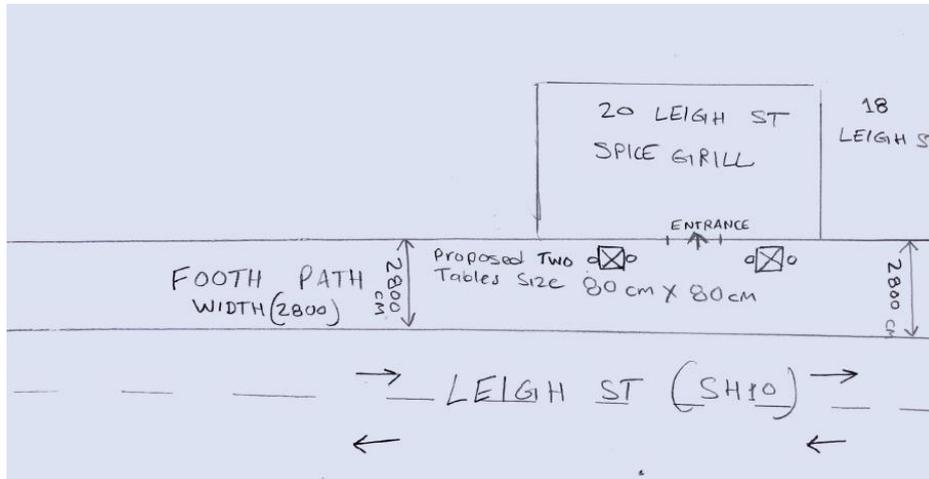
.....  
 Signed on behalf of the Far North District Council

**This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:**

**CONDITIONS:**

1	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic
2	Maintain both pedestrian and vehicular traffic flow in a sensible and safe manner
3	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
4	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
5	Trading is limited to the area designated; the Licensee is required to remove all items used for alfresco dining by 10pm each day
6	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
7	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
8	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
9	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation
10	Public liability Insurance of \$500,000 must be carried by the Licensee
11	The Licensee ensures they meet their “a Person Conducting a Business or Undertaking -PCBU” and Health & Safety requirements, in particular consideration to safety of their staff and their customers within the public space
12	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this Alfresco dining policy will not automatically imply compliance with any other regulatory issue
13	Annual Inspection Required

**THIS PLAN MUST BE ON DISPLAY ALONGSIDE YOUR ALFRESCO DINING APPROVAL**



**APPROVED PLAN**  
**DATE: 21/02/2023**  
*M O Edwards*

**7.4 NEW LEASE TO FENZ - 721 TAUPO BAY ROAD****File Number: A4131722****Author: Tania Steen, Property Officer****Authoriser: Angie Thomas, Acting Chief Financial Officer****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To obtain a recommendation from the Bay of Islands - Whangaroa Community Board to Council on the granting of a new 30-year (15+15) ground lease and transfer of assets to Fire & Emergency New Zealand (FENZ) at:

- 721 Taupo Bay Road, Mangonui, being Lot 1 DP 200100 – Fee simple

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- FENZ has approached Council staff with a request of transferring ownership for four separate rural fire stations buildings and assets to FENZ along with the granting of new long-term ground leases. One of these sites is located in the Bay of Islands - Whangaroa ward.
- FENZ currently have a Licence to Use for the 4 sites which expired in June 2022.
- FENZ has made significant capital investment in all four sites and advises that it requires long-term tenure of the land to justify future investment with preference to own the land and buildings.
- This matter was last before the Bay of Islands - Whangaroa Community Board on 2<sup>nd</sup> June 2022 when the Board recommended initiation of the public consultation process to Council.
- Council resolved to initiate Public Consultation at the Council meeting held on 30<sup>th</sup> June 2023
- Public consultation for all 4 sites ran from 30 January – 27 February 2023.
  - A total of 15 submissions were received.
  - 13 submissions were in support of the proposals.
  - One member of the Rangiputa community wished to be heard and required further information. Council staff have consulted with the community member and provided further information as requested which has resulted in the community member no longer wishing to be heard.
  - One member from the Broadwood community was against and requested more information which Council staff have provided.
  - See summary of submissions attached

**TŪTOHUNGA / RECOMMENDATION**

**That the Bay of Islands - Whangaroa Community Board recommends that Council:**

- a) Approves a new ground lease to be issued to Fire & Emergency New Zealand over 721 Taupo Bay Road, Mangonui, being Lot 1 DP 200100.**

**The terms of the proposed lease shall be:**

- i. Term: 30 (15+15) years.**
  - ii. Rental: \$113 + gst pa – FNDC Fees and Charges Schedule 2022/2023 - Community leases.**
- b) Approves further conditions to be negotiated and agreed upon by the Group Manager Delivery and Operations and Fire and Emergency New Zealand.**
- c) Approves transferring ownership of buildings and improvements to fire & Emergency New Zealand for \$1.00.**

**1) TĀHUHU KŌRERO / BACKGROUND****9.2 GROUND LEASE TO FIRE AND EMERGENCY NZ (FENZ) - 721 TAUPO BAY ROAD, MANGONUI**

Agenda item 9.2 document number A3671560, pages 13 - 18 refers

**RESOLUTION 2022/44**Moved: Chairperson Belinda Ward  
Seconded: Member Bruce Mills**That the Bay of Islands – Whangaroa Community Board:**

- a) recommends to Council that a public consultation process is commenced on the granting of a new 15-year ground lease with a further 15-year right of renewal to Fire & Emergency NZ, for the following site:
  - i. 721 Taupo Bay Road, Mangonui. – Fee Simple Lot 1 DP 200200
- b) recommends to Council that the public consultation process is commenced on the transferring ownership of buildings and improvements to Fire & Emergency New Zealand.
- c) is appointed to hear any submissions received in response to the consultation process and to make recommendations to the Council.

**CARRIED****8.4 GROUND LEASE AND TRANSFER OF BUILDINGS & IMPROVEMENTS TO FIRE AND EMERGENCY NZ (FENZ)**

Agenda item 8.4 document number A3707876, pages 38 - 45 refers

**RESOLUTION 2022/49**Moved: Cr John Vujcich  
Seconded: Cr Dave Collard**That Council:**

- a) initiates public consultation on granting of a new 15-year ground lease with a further 15-year right of renewal to Fire & Emergency NZ, for the following sites:
  - i. 721 Taupo Bay Road, Mangonui. – being Fee Simple Lot 1 DP 200200
  - ii. 1089 Broadwood Road, Broadwood – Local Purpose (community buildings) Reserve being Lot 11 DP 38726
  - iii. 3985 State Highway 1, Northern Aupouri, Pukenui, being Lot 1 DP 90633 (Fee Simple)
- b) initiates public consultation on transferring ownership of buildings and improvements to Fire & Emergency New Zealand for \$1.00.
- c) appoints the relevant Community Boards to hear any submissions received in response to the consultation process for their Ward and to make recommendation to the Council.
- d) agree that this public excluded resolution will be released to be public immediately as a result of the decisions made at this meeting.

**CARRIED**

Fire & Emergency NZ provides a highly valued service to the rural communities of the district and in some instances are a focal point for certain communities.

Fire and Emergency New Zealand occupy established rural fire stations at the following location:

- 721 Taupo Bay Road, Mangonui. – Fee Simple

The establishment of rural fire stations throughout the Far North was through a mix of local community and Council support.

- Existing tenure is by way of Licence to Use that expired in June 2022.
- Since its creation under the Fire and Emergency New Zealand Act 2017, Fire & Emergency NZ has undertaken considerable capital investment in the fire station.
- Fire & Emergency NZ has informed Council that it wants secured tenure to support future investment in the fire station.
- It is proposed that the licence to use currently in place is replaced with a long term ground lease.

## 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Fire & Emergency NZ has invested considerably into the building and advised if the ownership of the buildings does not transfer into their ownership, that it will only maintain the assets in their current condition and would look to Council to fund future CAPEX expenditure, e.g., re-roofing, exterior painting, rewiring, recladding etc.

### Option 1: Recommended

- a) Enter into a 15-year ground lease with a further 15-year right of renewal at community rent (\$113 + gst pa, FNDC Fees and Charges Schedule 2022/2023 - Community leases) for the site.
- b) Transfer ownership of all existing buildings and improvements to Fire & Emergency NZ for \$1.00 and write off the book value against retained earnings for the site.

### Option 2:

- a) Enter into a 15-year ground lease with a further 15-year right of renewal for the site.
- b) Council retains ownership of the buildings and improvements

Council would be responsible for all building maintenance and capital expenditure.

## TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Transferring the ownership of the building and improvements accompanied with a 30-year (15+15) ground lease, will provide Fire & Emergency NZ with its required security of tenure to enable it to undertake building and facility improvements in confidence, while relieving Council of ongoing maintenance requirements.

Council retention of land ownership provides the next generations of ratepayers with options for alternative uses for these lands in the future.

Fire & Emergency NZ expressed any existing arrangements involving shared space, access and occupancy with community groups would continue unabated.

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

Under the Licence to Use FNDC does not charge rent for the use of the land and buildings.

If the recommendation to transfer the ownership of the building assets to Fire & Emergency NZ is adopted by Council and the associated lands are subject to ground leases, then a nominal ground rental of 113.00 + GST per annum is proposed for each site.

The current "book value" of improvements is \$99,470.51, It is proposed that the improvements will be disposed of, and the value written off to retained earnings. This is an accounting entry only and has no financial impact on rates.

## ĀPITIHINGA / ATTACHMENTS

1. Engagement FENZ 2023 - A4157120  

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	
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.	Delegation to the relevant Community Board enables them to hear submissions and make a recommendation to Council.
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.	Local Iwi were included in the public consultation process.
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).	Public consultation provides for the community as individuals and groups to make submissions which will form part of the deliberations prior to a recommendation to Council being made.
State the financial implications and where budgetary provisions have been made to support this decision.	All upgrade and maintenance costs fall to the lessee.  A nominal rent for the land of \$113.00 + GST per annum is proposed.  FENZ responsible for all outgoings.  Existing improvements with a book value of \$99,470.51 will be written off.
Chief Financial Officer review.	The CFO has review this report



Which site would you like to make a submission?	Do you support the proposed ground lease of 30-years at this site?	Can you tell us why you chose that answer?	Do you support the proposed reclassified of the portion that FENZ currently occupy at 699 Rangiputa Road from recreational reserve to local purpose reserve?	Can you tell us why you chose that answer?	Is there anything else you would like to share?	Would you like to opportunity to present your submission in person? If you wish to present your submission in person we will contact you to arrange a time.
3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, Karikari Peninsula,721 Taupo Bay Road, Mangonui,1089 Broadwood Road, Broadwood	Yes	Fire Service is an essential community function, the council should support it any and all practicable ways.	Yes	Fire Service is an essential community function, the council should support it any and all practicable ways.		No
1089 Broadwood Road, Broadwood	Yes	The volunteer brigade would have nowhere else to go and would not be able to afford to find another site and the area would lose the only service nearby.			No thank you.	No
1089 Broadwood Road, Broadwood	Yes	our local fire brigade is VITAL for our rural areas. Sometimes not everyone is available at their nearby brigade and sometimes would have to wait for Kaitaia to arrive. It's important that the brigade stays put. It's a vital need for the locals it is very much the difference between life and death.				No
1089 Broadwood Road, Broadwood	Yes	Closest to our home village which between there and home we need this alot.				No
1089 Broadwood Road, Broadwood	Yes					No
1089 Broadwood Road, Broadwood	Yes	The fire brigade is needed in rural communities such as broadwood. Thankyou to all our volunteers			No	No
1089 Broadwood Road, Broadwood	Yes					No
1089 Broadwood Road, Broadwood	No	Needs to be left to that community as they will LOSE the existing partnership			Not enough consultation on this matter specially in & at those areas affected	No
3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, Karikari Peninsula,721 Taupo Bay Road, Mangonui,1089 Broadwood Road, Broadwood	Yes	Fire services are a vital community based emergency service staffed predominately by volunteers trained at the service expense. They have security of tenure	Yes	Security of tenure for a vital emergency service	I also believe that the service should not have to pay any fee for. The use of the land and FNDC should contribute to the Fire Station in all areas	No
699 Rangiputa Road, Karikari Peninsula	Not sure	I am not sure just what ground is proposed for leasing.	Not sure	Bush reserves are Significant Natural Areas that the FNDC say should be protected from development. There is already a new fire station only a few km away.	I would like to be provided with further information on what is planned.	Yes
1089 Broadwood Road, Broadwood	Yes	Better for the community and able to support the community with the right infrastructure.				No
1089 Broadwood Road, Broadwood	Yes	The community needs the service seeing we are quite rural and limited to services in the area. They not only provide fire services but other crucial services that the community NEED			My comment applies to the other sites as well. Keep the services in the smaller communities	No
3985 State Highway 1, Northern Aupori, Pukenui,699 Rangiputa Road, Karikari Peninsula,721 Taupo Bay Road, Mangonui,1089 Broadwood Road, Broadwood	Yes	These areas are miles away from the usual fire stations. Ours is fifty kms away and service Ann area even further out	Yes			No

699 Rangiputa Road, Karikari Peninsula, 721 Taupo Bay Road, Mangonui	Yes	We need fire services. These guys are volunteers and it is important they have secure access to sites that suit their service.	Yes	No
1089 Broadwood Road, Broadwood	No	<p>30 years is too long. This whenua was part of a land settlement under Te Rarawa. I would like to know who has the legal title, as this information has not been transparent in this consultation. Who owns the land? It does not belong to FNDC so who will be granting the 30 year lease if passed. I would like the following items addressed and communicated with the community before any decision is made as this has not been made available to the public:</p> <p>Land ownership: Before granting any lease, it is essential to understand who owns the land. The community needs to be aware of the ownership status of the land. It is necessary to have clarity on who holds the legal title of the property.</p> <p>Community impact: What impact will the transfer of ownership of the land have on the community should the title be transferred to another entity?</p> <p>Terms of the lease: The terms of the lease need to be carefully considered and communicated before a 30 year lease is granted. Who will FENZ be paying for the lease of the land? The FNDC or the title holder?</p> <p>Length of the lease: The length of the lease is also important to consider. 30 years is a long time, and I would like to know if there has been any Iwi consultation given the land was part of a settlement.</p> <p>Transparency: The community should ensure that the process of granting the lease is transparent. There should be clear communication on the decision-making process and the rationale behind it. The community should have access to information regarding the terms of the lease, who owns the land and the impact on the community.</p> <p>Overall, the community needs to carefully consider the impact of granting a 30-year lease to FENZ and ensure that the terms are fair and transparent. It is essential to have a clear understanding of the ownership of the land and evaluate the benefits and drawbacks of the lease before making a decision.</p> <p>I would also like to know what comms, panui, signage or information has been communicated to the public advising who the rightful owners of the whenua are and acknowledging the original custodians of the land prior to this consultation process.</p>	I support the FENZ service and understand that it is an essential service for the Broadwood Community. However, 30 years lease is too long.	No

## 7.5 PROJECT FUNDING REPORTS - MARCH 2023

**File Number:** A4147925

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Jacine Warmington, Group Manager - Strategic Relationships

### 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 the Bay of Islands-Whangaroa Community Board note the project report received from:

- a) VertJam 2023

### 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.

### ĀPITIHINGA / ATTACHMENTS

1. VertJam 2023 - A4147921 [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  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.



**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](mailto:funding@fndc.govt.nz) PDF attachment via email is preferred) OR:

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

**8 Name of organisation:** Kerikeri Vert Jam & Pool Party 2023

**Name & location of project:** Kerikeri Skate Park, Kerikeri Domain, Kerikeri

**Date of project/activity:** 8, 9, 10 February 2023

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

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

**Amount received from the Community Fund:** \$4800

**Board meeting date the grant was approved:** 24.01.2023

**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)
Kaitaia Hire, Scaffold seating, (extra areas of seating donated) inv. 459351	\$2486.30	
Music Workshop, Inv. 1011, PA Hire, (includes discount).	\$385.25	
Heather Knox Design, inv. 311, Design work.	\$100	
Function Ltd, inv. 21602, T shirt advertising.	\$1191.98	
Total:	\$5763.53	

*Other, Total \$1600- 3 tutors paid \$200 each (L. Mackenzie, B. Hansen, Amber Clyde), 2 paid judges (Bowman Hansen, Andrew Morrison, \$400), Accommodation for above, \$600 paid to Julie Senior for Holiday House, special deal donation).*

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

Free Learn to Skate lessons were a success! We were encouraged by the participants/parents to hold an extra class on Thursday, with kids from Kaeo attending. 18 kids at these classes.

Skate Pool Party, 13 participants in the final, with many others attending during warm-up, including 2 skaters from Australia, appx 100 people viewing. A great event with very exciting skating, that we would advertise better if doing again.

Vertjam, 21 skaters, appx 220 viewing. A really fun, family friendly, exciting night.

Have had such great feedback from all ages for neat event to have in Kerikeri.

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

Free learn to skate lessons were a success/ Kids & Parents loved them. Great use of an awesome community facility & to encourage new people to use the park. We could be clearer with timelines numbers next time. Lots of great community feedback from all ages, exciting to see great skateboarding at our park & what is possible, inspiring for kids (many parents saying kids have gone home & started practicing...), Meeting people at the supermarket/ workplaces who have been saying they never had an interest or watched skating before & loved this event/ fully cheering for favourites/ exciting to see this event in Kerikeri. Many comments on the comradery between contestants. Most of the competitors came with families & stayed/ate locally in hotels/ & local accommodation. Most of these people arrived Tuesday 7<sup>th</sup> Feb, & were from all over NZ, with a few from Australia, Canada, Germany.

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

Unfortunately we did not apply for our funding at the correct time, so we had already produced our main flyer before receiving confirmation of funding. The event got publicity in the Northland Advocate/ NZ Herald article. Manual magazine to come, Lots of social Media/ sharing. The Bay of Islands/ Whangaroa community Board was thanked continuously during the event, for helping in such a large way to make it happen. Various photos of the event/ skate lessons/ warm-ups attached (with photo credits).

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

[Empty box for Facebook details]

**This report was completed by:**

Name: [Redacted]  
Address: [Redacted]  
Phone: [Redacted]  
Email: [Redacted]  
Date: 28.02.2023

**Project Report – Vert Jam 2023**  
**Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Invoices</b>
<b>2</b>	<b>Photographs of event</b>

**7.6 RURAL TRAVEL FUNDING APPLICATIONS 2022/23****File Number: A4145810****Author: Kathryn Trewin, Funding Advisor****Authoriser: Jacine Warmington, Group Manager - Strategic Relationships****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To allocate Rural Travel Funding for the 2022/23 financial year

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

a)	Bay of Islands College (Summer)	\$2000
b)	Bay of Islands Swimming (Summer)	\$2000
c)	Bay of Islands College (Winter)	\$1400
d)	Bay of Islands Swimming (Winter)	\$2000
e)	Kaeo Rugby and Sports Club	\$2200
f)	Kapotai Kubs Netball	\$1000
g)	Kerikeri High School	\$1645
h)	Moerewa Juniors Rugby	\$1000
i)	Moerewa Rugby	\$1000
j)	Moerewa Tigers	\$2200
k)	Northland Inline Skating Club	\$1370
l)	Paihia Football Club	\$1880
m)	Russell Sports Club	\$1000
	<b>Total</b>	<b>\$20,695</b>

**1) TĀHUHU KŌRERO / BACKGROUND**

The Rural Travel Fund was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented. The strategy is yet to be developed.

Kiwisport was launched in 2009 by Prime Minister John Key and funding is given to Sport Northland to achieve three objectives. One of the barriers that has been identified in Northland is the cost of travel. Sport New Zealand give funding to the Far North District Council for Rural Travel Funding to overcome the travel barrier and help achieve their three objectives.

Council receives funding based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. There are usually two funding rounds (Summer and Winter), however the

summer round was overlooked in 2022. Two funding applications were received for this round and have been included in this report..

Council advertises that funding is available approximately one month before applications close online and through Sport Northland representatives, who forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

Sport Northland recently restructure their strategic plans and direction and the funding now comes from Tū Manawa Active Aotearoa programme which provides funding for programmes or projects delivering:

- Tākaro/play
- Ngā mahi a te rēhia/active recreation; and
- Hākinakina/sport opportunities.

Priority for the Tū Manawa Active Aotearoa will go to those that can show their funding will be used for:

- Children and young people in higher deprivation communities
- Girls and young women (5-18); and
- Disabled children and young people.

## 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

It is each Community Board's role to determine which applications best meet the criteria and will have the most positive broad effect in their communities. The following table is a guide to the funding criteria.

Funding is available for activities taking place within the district. It is understood, that in some cases, competitions do not exist within the district and travel is required in which case the Community Boards may use their discretion.

Project reports for any previous grants have been received from all the current applicants. Further detailed information provided by Sport Northland regarding their recommendations has been distributed to Board Members separately.

	<b>Sport New Zealand (Rural Travel)</b>
<b>What are the Objectives?</b>	Subsidise travel for junior teams participating in local sport competition.
<b>How much is available?</b>	\$39,637.50 across the Far North District.
<b>Funding is not available for</b>	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
<b>Who can apply?</b>	Schools, clubs or individuals.
<b>What age group is funding for?</b>	Funding is available for youth/children aged 5 - 19 years of age.

<b>Eligible Sports</b>	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.
------------------------	--

Applicants are advised, when granted funds, that the funds are to be uplifted within three months and that a project report form is required if they wish to be eligible to apply for future funding.

### **Take Tūtohunga / Reason for the recommendation**

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand to increase participation in sport by young people living in rural communities.

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

In previous years, Council has received from both Sport New Zealand and Sport Northland towards Rural Travel Funding.

Unfortunately, Sport Northland is undergoing a funding restructure and were unable to contribute funding for the 2022/23 financial year.

Council received \$29,251.50 from Sport New Zealand as part of a three-year funding agreement and an additional \$10,275 as payment one of an additional two-year agreement.

The total funding received for rural travel funding for the 2022/2023 financial year is \$39,637.50.

Allocations for each ward were made in consultation with the Sport Northland Community Connectors who are based in the ward where the funding is granted.

Based on information from Statistics New Zealand, the amount of youth throughout the district is translated into percentages to calculate the amount of funding available in each ward.

The total funding received for rural travel funding for the 2022/2023 financial year is \$39,637.50.

There was a small amount of funding remaining from the previous financial year as funds were not allocated or uplifted by recipients, which allowed the amount able to be granted by the Board to be \$20,695.

Staff are working with Sport Northland to reinstate funding for the new financial year.

### **ĀPITIHINGA / ATTACHMENTS**

**Nil**

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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

**7.7 FUNDING APPLICATIONS - MARCH 2023****File Number: A4140636****Author: Kathryn Trewin, Funding Advisor****Authoriser: Jacine Warmington, Group Manager - Strategic Relationships****TAKE PŪRONGO / PURPOSE OF THE REPORT**

The purpose of this report is to allow the Bay of Islands-Whangaroa Community Board (the Board) to consider the application/s received for the Community Grant Fund/Placemaking Fund.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- Six applications were received, requesting a total amount of \$70,161.
- The Board has \$64,780 remaining to allocate for the Community Board Fund in the 2022/2023 financial year.
- The Board also has \$22,967 for the Placemaking Fund to allocate in the 2022/2023 financial year.

**TŪTOHUNGA / RECOMMENDATION**

That the Bay of Islands-Whangaroa Community Board:

- a) approves the sum of **\$2,265** (plus GST if applicable) be paid from the Boards Community Fund account to Bald Angels Charitable Trust, for the costs of the Angel Wings Project, to meet the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
  - ii) Proud, vibrant communities

**TŪTOHUNGA / RECOMMENDATION**

That the Bay of Islands-Whangaroa Community Board:

- b) approves the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Community Fund account to Bay of Islands Country Music Festival, for the costs of shuttle buses and promotion, to meet the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
  - ii) Proud, vibrant communities

**TŪTOHUNGA / RECOMMENDATION**

That the Bay of Islands-Whangaroa Community Board:

- c) approves the sum of **\$3,992** (plus GST if applicable) be paid from the Boards Community Fund account to Meraki Paihia, for the costs of marquee hire for Matariki Puanga 2023, to meet the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
  - ii) Proud, vibrant communities

**TŪTOHUNGA / RECOMMENDATION**

That the Bay of Islands-Whangaroa Community Board:

- d) approves the sum of **\$22,967** (plus GST if applicable) be paid from the Boards Placemaking account to Our Kerikeri, for the costs of a Kerikeri CBD masterplan, to meet the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
  - ii) Proud, vibrant communities

**TŪTOHUNGA / RECOMMENDATION**

That the Bay of Islands-Whangaroa Community Board:

- e) approves the sum of **\$4,000** (plus GST if applicable) be paid from the Boards Community Fund account to R Tucker Thompson Sailing Training Trust, for the costs of youth development voyages (for Bay of Islands-Whangaroa ward students), to meet the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
  - ii) Proud, vibrant communities

**TŪTOHUNGA / RECOMMENDATION**

That the Bay of Islands-Whangaroa Community Board:

- f) approves the sum of **\$720** (plus GST if applicable) be paid from the Boards Community Fund account to Bay of Islands Young Farmers Club, for the costs of marquee and equipment hire for the Northern Young Farmers Regional final evening show, to meet the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
  - ii) Proud, vibrant communities

**1) TĀHUHU KŌRERO / BACKGROUND**

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

**2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

Applicant	Requested	Recommend	Comments	Type
Bald Angels Charitable Trust	\$2,265	\$2,265	This is a project to paint a large angel wing mural at Kerikeri Domain, symbolising diversity, equity and inclusion.	Arts, Culture and Heritage
Bay of Islands Country Music Festival	\$8,329	\$5,000	This is an annual request from this applicant. They are asking for support with publicity and shuttle-buses for their event in May.	Event

Applicant	Requested	Recommend	Comments	Type
Meraki Paihia	\$3,992	\$3,992	This application is for Matariki Puanga 2023, a series of free events and workshops showcasing Te Ao Māori alongside the rest of the matariki events being run in 2023. This is for the hire of a marquee, so while this shows as a 100% funding request, it is actually for significantly less, as the applicant has sourced (or is sourcing) additional funding for the actual activities.	Event
Our Kerikeri	\$50,000	\$22,967	Our Kerikeri is asking for funding to develop a Kerikeri CBD masterplan. This is a placemaking activity and the Board currently has \$22,967 left of their placemaking for the 2022/23 financial year.	Community Development
R Tucker Thompson Sailing Training Trust	\$4,000	\$4,000	The trust is asking for \$4,000 towards the costs of a youth from the Bay of Islands-Whangaroa ward to attend a sailing training on the R Tucker Thompson. This is a grant the Board has made in previous years.	Community Development
Bay of Islands Young Farmer Club – Regional Finals evening	\$1,575	\$620	The organisation is hosting the Regional Finals and is asking for funding for the final evening. The amount recommended is for marquee and equipment hire. They have also asked for funding for refreshments, which is not usually covered by the Board.	Events

### Take Tūtohunga / Reason for the recommendation

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

For each application, the Board has three options.

**Option One:** Authorise funding for the full amount requested.

**Option Two:** Authorise partial funding.

**Option Three:** Decline funding the application.

### 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. **Bald Angels - Angel Wings - A4148649** [↓](#) 
2. **Bay of Islands Country Rock Festival - A4147922** [↓](#) 
3. **Meraki Paihia - Matariki Puanga - A4147917** [↓](#) 
4. **Our Kerikeri - A4147919** [↓](#) 
5. **R Tucker Thompson Sailing Training Trust - A4148648** [↓](#) 
6. **Bay of Islands Young Farmers Club - A4147921** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Applications received are assessed against the Community Grants 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.	There are no implications for Māori in relation to the applications received in relation to whenua and/or wai.
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.

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0622/23 From Bald Angels Charitable trust**

Form Submitted 27 Mar 2023, 4:00pm NZDT

**Applicant Details****\* indicates a required field****Instructions****Please read carefully:**

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) - we're happy to help.

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

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

**Applicant details****Applicant \***

Bald Angels Charitable trust

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form**  
**Application No. BWCB0622/23 From Bald Angels Charitable trust**  
Form Submitted 27 Mar 2023, 4:00pm NZDT

## Contact details

## Purpose of organisation

**Please briefly describe the purpose of the organisation \***

To create positive change for our tamariki and rangatahi by leading and facilitating community collaboration.

To the next question: we don't have members. We have a Board of Trustees and a Treasurer.

The members are the entire community who donate and those who benefit from the Mahi.

**Number of Members \***

0

## Project Details

**\* indicates a required field**

### Project Details

Clearly describe the project or event:

**Name of Activity \***

Angel Wings

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0622/23 From Bald Angels Charitable trust**

Form Submitted 27 Mar 2023, 4:00pm NZDT

**Location \***

Kerikeri Domain

**Will there be a charge for the public to attend or participate in the project or event? \*** Yes No**Project dates:**

Start Date

End Date:

**Date \*****Date: \***

27/03/2023

30/06/2023

Must be a date.

Must be a date.

**Project Outline****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.**

**Project outline: \***

Giant colourful Angel Wings symbolising Diversity, Equity and Inclusion in our community. This art is to be installed on the back of the toilet block by the playground in the Kerikeri Domain. These colourful Angel Wings will add value to our town and community.

The 3D wings will measure just under 4mt high x 4mt wide. This is an instagrammable Art feature in Kerikeri that will symbolise our very diverse community and add to the kōrerō around inclusivity and equity.

We have ensured authentic community involvement by engaging schools across the local hapu rohe; including Kerikeri and Purerua Peninsula district, the Rainbow Rangatahi group, retirement villages and the general community. Members of these organisations have designed the feathers. Community members will recognise their own designs within the 200 feathers on the wings.

Bald Angels have funded the cost of material, paper and printing, admin and management to date.

The project is well under way and ready to move to the next step which requires funding. This step involves digitally scanning, enhancing and printing onto fit for purpose material that is graffiti and damage resistant. The quote is attached.

The next step is to build framing for the wings to sit on. We have local builder, Henwood Construction willing to donate/volunteer this work.

If the BOIW Community Board can support the funding, we hope to have the colourful Angel Wings installed before the dull winter days really settle in.

Appropriate signage at the site will acknowledge the sponsors and funders.

Please see further provided information (10 March 2023-emailed to funding@fndc.govt.nz)

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0622/23 From Bald Angels Charitable trust

Form Submitted 27 Mar 2023, 4:00pm NZDT

## Project Cost

**Provide a detailed cost 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 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

## Budget

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Advertising/Promotion	\$	\$	No files have been uploaded
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	No files have been uploaded
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded

## Bay of Islands-Whangaroa Community Board Grants 2022-2023 Local Grant Application Form

Application No. BWCB0622/23 From Bald Angels Charitable trust

Form Submitted 27 Mar 2023, 4:00pm NZDT

Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe)	\$4,530.00	\$2,265.00	Filename: ANGELwings_Quote 8122 - 3D quote[1].pdf File size: 26.2 kB
Other (describe)	\$	\$	No files have been uploaded

### Financial Information

\* indicates a required field

#### Financial Information

If your organisation registered for GST \*

Yes  No

#### GST Number

GST Number

114203084

#### Current Funding

How much money does your organisation currently have? \*

\$200,000.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? \*

\$199,000.00

Must be a dollar amount.

#### Tagged Funds

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

Purpose	Amount
EMERGENCY FUNDS	\$50,000.00
MULLET FUNDS(Mentoring Kaiarahi)	\$30,000.00
PROJECTS: Xmas, KeepOur Kids Warm, Angel Bears	\$50,000.00
RAINBOW RANGATAHI	\$5,600.00

## Bay of Islands-Whangaroa Community Board Grants 2022-2023 Local Grant Application Form

Application No. BWCB0622/23 From Bald Angels Charitable trust

Form Submitted 27 Mar 2023, 4:00pm NZDT

WAGES	\$63,400.00
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### Total Tagged Funds

#### Total Tagged Amount

\$199,000.00

This number/amount is calculated.

### Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Bald Angels	\$2,265.00	Pending

### Previous Funding from FNDC

#### Have you previously received funding from FNDC? \*

Yes  No

### Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Rainbow Rangatahi	\$10,000.00	09/05/2022	Yes
	\$		

## Declaration

\* indicates a required field

### 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 of 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.

## Bay of Islands-Whangaroa Community Board Grants 2022-2023 Local Grant Application Form

Application No. BWCB0622/23 From Bald Angels Charitable trust

Form Submitted 27 Mar 2023, 4:00pm NZDT

### 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.*

#### **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 organisations 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

#### **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 of 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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an 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 the Funding Team for digital imagery.

## Bay of Islands-Whangaroa Community Board Grants 2022-2023 Local Grant Application Form

Application No. BWCB0622/23 From Bald Angels Charitable trust

Form Submitted 27 Mar 2023, 4:00pm NZDT

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.

### Signatures



# Local Grant Application Form

## Instructions

Please read carefully:

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

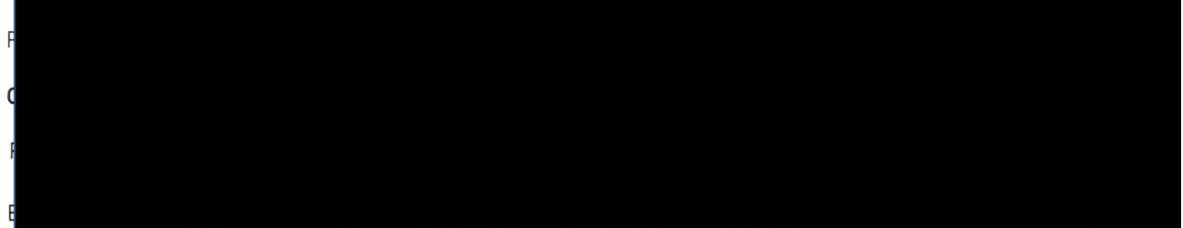
The following **must** be submitted along with this application form:

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

## Applicant details

Organisation Bay of Islands Country Music Festival (Number of Members 4)

Postal Address 416 Hill Street, Whangaroa



Please briefly describe the purpose of the organisation.

See Attached letter ①

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





## Local Grant Application Form

### Project 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	8,675.00	5175.00
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)	300.00	
Equipment Hire	21,900.00	
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage / shuttlebus	3,154.00	3,154.00
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	14,400.00	not applicable
Other (describe)		
<b>TOTALS</b>	<b>48,429.00</b>	<b>8,329.00</b>

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

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

## Local Grant



### Application Form

#### Financial Information

Is your organisation registered for GST?  Yes  No GST Number 067-964-497

How much money does your organisation currently have? \$5,854.62

How much of this money is already committed to specific purposes? All funds as no profit is made.

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

Purpose	Amount
Sand + Lighting	\$28,000
Musician Accomodation	\$11,700
<b>TOTAL</b>	

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

Funding Source	Amount	Approved
Pub Charity	\$30,353.91	Yes / <u>Pending</u>
Her foundation	\$24,552.50	Yes / <u>Pending</u>
One foundation		Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Shuttle bus - Advertising	\$5000	9 <sup>th</sup> May 22	<u>(Y)</u> / N
			Y / N
			Y / N
			Y / N

## Local Grant



### Application Form

#### Privacy Information

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

#### Applicant Declaration

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

On behalf of: (full name of organisation)

Bay of Islands Music Festival 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]*

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

AZU2F814 (Version Sept 2018)

Page 5

## Local Grant Application Form



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

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

### Signatory One

Name

Postal Address

Phone Number

Signature

[Redacted signature area]

### Signatory Two

Name

Position

Postal Address

Post Code

Phone Number

Mobile Number

Signature

Date

Name: Ashley Tipping Position: Acting Treasurer  
 Postal Address: 6 Kelso place, Motamata Post Code: 2400  
 Phone Number: [Blank] Mobile Number: 027 949 0449  
 Signature: [Handwritten Signature] Date: 23.3.23

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(version Sept 2018)

Page 6

**Funding Application – Bay of Islands Country Rock Festival 2023****Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Cover Letter</b>
<b>2</b>	<b>Poster</b>
<b>3</b>	<b>Charities Certificate</b>
<b>4</b>	<b>Quote – Clarks Coachline</b>
<b>5</b>	<b>Quote – Far North</b>
<b>6</b>	<b>Quote – NZME</b>
<b>7</b>	<b>Bank Account details</b>
<b>8</b>	<b>Financial Statement</b>

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0422/23 From Meraki Hub Paihia  
Form Submitted 25 Mar 2023, 12:05pm NZDT

## Applicant Details

\* indicates a required field

### Instructions

#### Please read carefully:

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) - we're happy to help.

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

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

### Applicant details

#### Applicant \*

Meraki Hub Paihia

#### Postal Address \*

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

#### Physical Address \*

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

#### Website

Must be a URL.

#### Facebook page

/

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0422/23 From Meraki Hub Paihia

Form Submitted 25 Mar 2023, 12:05pm NZDT

#### Contact details

Contact Person One:

**Applicant Project Contact \***

**Position \***

Coordinator

**Phone Number**

**Mobile**

**Number**

**Email \***

Must be an email address.

Contact Person Two:

**Applicant Admin Contact**

**Position**

**Phone Number**

**Mobile Number**

**Email Address**

Must be an email address.

#### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

At Meraki Hub Paihia we value human connections and heartfelt meaningful experiences and strive to inspire and prepare Bay of Islands young people and community members to succeed for a local social, economic, and cultural change. A Hub to be the partner of choice for businesses, educators, facilitators, artists and performers from local and national industries seeking to expand youth and community education, creative engagement, mental health and well being and economic and social development.

Objectives of the hub are to: Reduce the isolation of the Bay of Islands communities using whare tapa wha guidelines with creative workshops; Increase connectedness within the Bay of Islands community by facilitating small workshops and talks; Enhance community access to well-being, holistic, environmental, the arts, education, services and support with a consistent open hub; Support initiatives and events that can respond to changing community needs over the long-term from the hub and around the surrounding areas.

Celebrate with two events at the end of each 20 week cycle (Rehua and Matariki) for the community.

**Number of Members \***

150

#### Project Details

**\* indicates a required field**

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0422/23 From Meraki Hub Paihia

Form Submitted 25 Mar 2023, 12:05pm NZDT

### Project Details

Clearly describe the project or event:

**Name of Activity \***

Meraki Hub Paihia Matariki Event, Bay of Islands

**Location \***

Paihia

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

Yes

No

### Project dates:

Start Date

End Date:

**Date \***

**Date: \***

14/07/2023

16/07/2023

Must be a date.

Must be a date.

### Project Outline

**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.**

**Project outline: \***

Meraki Hub Paihia project aims to enhance the events supporting the Matariki Pewhairangi weekend by hosting a space to bring together various ages from the Bay of Islands Communities for the weekend of the 14th July 2023. The Space will focus on celebrating these important workshops/experiences from the previous 10 weeks from the community who have already engaged in programs to share what they have achieved since the rising of rehua and how to reflect, set new intentions and honour our past, acknowledge the present and prepare for the future, through market displays, demonstrations, talks, stories, presentations, dance, music, kai, rongoga, art, and live performances that are symbolic to that time. This space will connect the local communities and encourage not only the annual significance of this seasonal celebration as important for recognising Maramataka practices (the traditional Māori lunar calendar) but also guide planting, harvesting, fishing, and hunting. It will also encourage locals to support local businesses and make new connections - not only for the weekend of Matariki, but for the change of seasons allowing for many different types of work, food, new experiences, celebrations and recreation to take place.

### Project Cost

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0422/23 From Meraki Hub Paihia

Form Submitted 25 Mar 2023, 12:05pm NZDT

**Provide a detailed cost 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 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

### Budget

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>
Advertising/Promotion	\$	\$	<i>No files have been uploaded</i>
Facilitator/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration (inc. stationery/copying)	\$	\$	<i>No files have been uploaded</i>
Equipment Hire	\$3,992.00	\$3,992.00	Filename: Marquee and Sound hire.pdf File size: 70.5 kB
Equipment Purchase (describe)	\$	\$	<i>No files have been uploaded</i>
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber, nails, paint)	\$	\$	<i>No files have been uploaded</i>
Consumable materials (craft supplies, books)	\$	\$	<i>No files have been uploaded</i>
Refreshments	\$	\$	<i>No files have been uploaded</i>

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form**  
**Application No. BWCB0422/23 From Meraki Hub Paihia**  
 Form Submitted 25 Mar 2023, 12:05pm NZDT

Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

**Financial Information**

\* indicates a required field

**Financial Information**

**If your organisation registered for GST \***

Yes  No

**Current Funding**

**How much money does your organisation currently have? \***

\$4,000.00

Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***

\$0.00

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
10 week workshops and venue hire	\$16,000.00
	\$
	\$
	\$
	\$

**Total Tagged Funds**

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0422/23 From Meraki Hub Paihia

Form Submitted 25 Mar 2023, 12:05pm NZDT

#### Total Tagged Amount

\$16,000.00

This number/amount is calculated.

#### Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
	\$	
	\$	

#### Previous Funding from FNDC

Have you previously received funding from FNDC? \*

Yes  No

#### Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Worksops	\$2,000.00	14/04/1923	No
	\$		

## Declaration

\* indicates a required field

### Privacy Information

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### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot*

## Bay of Islands-Whangaroa Community Board Grants 2022-2023 Local Grant Application Form

Application No. BWCB0422/23 From Meraki Hub Paihia

Form Submitted 25 Mar 2023, 12:05pm NZDT

*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.*

### **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 organisations 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

### **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 of 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 the Funding Team 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.

**Bay of Islands-Whangaroa Community Board Grants 2022-2023  
Local Grant Application Form****Application No. BWCB0422/23 From Meraki Hub Paihia**

Form Submitted 25 Mar 2023, 12:05pm NZDT

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.

**Signatures**

**Funding Application – Meraki Paihia – Matariki Festival 2023****Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Quote - Marquee and Sound Hire</b>
<b>2</b>	<b>Matariki Budget</b>
<b>3</b>	<b>Puanga Matariki on the Green</b>
<b>4</b>	<b>Support Letter from Toi Nga Puhi</b>

# Local Grant Application Form



## Instructions

**Please read carefully:**

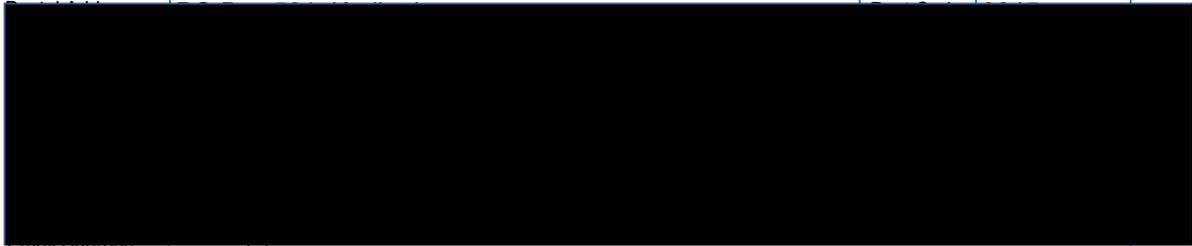
- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working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

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

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

## Applicant details

Organisation  Number of Members



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

Our Kerikeri was formed after extensive consultation with the community, by a small group of passionate volunteers who are united by a goal of unlocking the potential of our town. We do this through working collaboratively with other community groups and our local hapu to do great things. Visit our website - [www.kerikeriourtown.co.nz](http://www.kerikeriourtown.co.nz) or our Facebook page for more info.

# Local Grant Application Form



## Project Details

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

- Te Hiku     
  Kaikohe-Hokianga     
  Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

Our town will finally have a masterplan to help guide and control development and growth, provide focus and opportunities for the community to be involved in the execution, improvements and projects & be ready should external opportunities arise such as funding. It will help influence developers to ensure they understand our community's needs and desires and that growth happens in a controlled manner which is something that has not occurred in Kerikeri and has been done in an adhoc way.

This masterplan will have clear actions embedded in it, as plans are only good intentions unless there is actions attached. It will be led and designed by the community, in collobaration with Council as we know that infrastructure needs to be considered and planned with an integrative approach.

Most Northland towns have township plans already with the exception of Kerikeri. This includes Kaikohe, Kawakawa, Moerewa, Rawene, Kohukohu, Awanui & Horeke. These Northland town plans were created by Waka Kotahi as they are on a State Highway. We are not, so were not included. Te Hiku ward has also had plans created recently which are in consultation.

Cost estimates for a masterplan for Kerikeri township ranges from \$25k - \$200k. We believe a well thought out, integrated, community led masterplan would be in the range of \$100k - \$125k. To get Council committed to this project, we want to begin obtaining funding. Funding will be used for professional services only. It will be led by Our Kerikeri and will include workshops with the community by facilitators.

## 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 <sup>2</sup>		
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)		
<b>TOTALS</b>	<b>\$125,000</b>	<b>\$50,000</b>

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

## Local Grant Application Form



### Financial Information

Is your organisation registered for GST?  Yes  No GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
Christmas 2022 (final invoices still be received)	\$17,168
Te Haa	\$61,252
General, Mural, Christmas Other	\$5,750
<b>TOTAL</b>	<b>\$84,170</b>

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

Funding Source	Amount	Approved
None. This is the beginning of the funding search.		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
Chess Northland Champs	\$2,000	August 2022	<input checked="" type="checkbox"/> / N
Landscaping - Kerikeri Entranceway	\$48,250	September 2022	Y / <input checked="" type="checkbox"/> N
Christmas Tree	\$10,000	September 2021	<input checked="" type="checkbox"/> / N
Christmas 2022	\$5,000	November 2022	Y / <input checked="" type="checkbox"/> N

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# Local Grant Application Form



## Privacy Information

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## Applicant Declaration

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

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

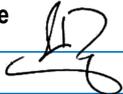
Our Kerikeri Community Charitable Trust

**We, the undersigned, declare the following:**

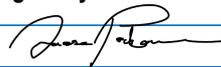
In submitting this application:

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

**Signatory One**



**Signatory Two**



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## Local Grant Application Form



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

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

**Signatory One**

Name [Redacted]  
 Postal Address [Redacted]  
 Phone Number [Redacted]  
 Signature [Redacted]

**Signatory Two**

Name [Redacted]  
 Postal Address [Redacted]  
 Phone Number [Redacted]  
 Signature [Redacted] Date 10/04/2023

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

**Funding Application – Our Kerikeri**  
**Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Strategy Workshop Report</b>
<b>2</b>	<b>Statement of Account</b>
<b>3</b>	<b>Management Report</b>
<b>4</b>	<b>Performance Report</b>

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust**

Form Submitted 27 Mar 2023, 3:21pm NZDT

**Applicant Details****\* indicates a required field****Instructions****Please read carefully:**

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) - we're happy to help.

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

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

**Applicant details****Applicant \***

R. Tucker Thompson Sail Training Trust

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust**

Form Submitted 27 Mar 2023, 3:21pm NZDT

**Contact details**

Contact Person One:

**Applicant Project Contact \***

Contact Person Two:

**Applicant Admin Contac****Purpose of organisation****Please briefly describe the purpose of the organisation \***

The R. Tucker Thompson Sail Training Trust operates a tall ship youth development programme funded by tourism activity, patrons, grants, and sponsorship.

The mission of the R. Tucker Thompson Sail Training Trust is: Learning for Life through the Sea. Our primary purpose is youth development, focused on rangatahi from Te Tai Tokerau. Annually we take approximately 250 taitamariki, aged from 14 to 18, on 7-day voyages on the tall ship, the R. Tucker Thompson.

The Youth Development programme has focused on youth development since 2006. Key measurable outcomes include:

- # -Improved self-confidence
- # -Improved ability to build relationships
- # -A better understanding of their own strengths
- # - A strengthening of personal identity
- # -The development of leadership skills

**Number of Members \***

20 staff, 250 youth per year, 5000 database

**Project Details**

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust**

Form Submitted 27 Mar 2023, 3:21pm NZDT

**\* indicates a required field****Project Details**

Clearly describe the project or event:

**Name of Activity \***

Youth Development Programme

**Location \***

Bay of Islands

**Will there be a charge for the public to attend or participate in the project or event? \*** Yes No**Project dates:**

Start Date

End Date:

**Date \*****Date: \***

10/03/2023

30/11/2023

Must be a date.

Must be a date.

**Project Outline****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.**

**Project outline: \***

We are applying for these funds to sponsor two rangatahi specifically from the Te Hiku Ward. The trainee can be selected by the Community Board or we can work with local schools and iwi to ensure this funding benefits youth within the Ward.

We work with rangatahi from 14 to 18 from Te Tai Tokerau. We have over 250 young people each year from Northland, over 60% of which are Māori. Tikanga Māori, education, # new experiences and a focus on belonging underpin delivery.

We have a focus on delivering pathways to education and employment through our partnership programme with local tertiary providers training young people in tourism operations and Maritime NZ deckhand certification, ready for jobs on the water.

The programme being delivered is of high quality; the kaupapa is strong and the approach is producing excellent results in line with the objectives.

The mission of the R. Tucker Thompson Sail Training Trust is: Learning for Life through the Sea.

Through the values of kaitiakitanga and whakawhānaungatanga we act in three areas:

Tangata - People: Make a positive difference to the lives of those who come on board,

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust

Form Submitted 27 Mar 2023, 3:21pm NZDT

whether for a day, a week or longer

Turangawaewae - Place: Allow those who sail in her to learn more about who they are, where they come from and where they are going

Waka - Ship: Embrace the values of Kaitiakitanga; preserve the tradition of tall ship sailing and specifically the R. Tucker Thompson

#### Mental Health Benefits

Evidence in support of the social identity approach to health is rapidly building. For example, group memberships are protective against developing depression, can be curative of depression, and help to prevent depression relapse. Mental health issues and isolation are very real issues for young people, particularly young Māori males in the Far North and the voyages play a vital role in developing resilience and well-being. Youth feel connected when they are on board, and their decision-making is empowered through the experience.

#### Increased self-esteem

The research currently being conducted by the University of Otago has revealed a relationship between trainees' perceptions in their learning about the history of the Bay of Islands, in particular the Māori history, and their shift in self-identity, esteem and sense of self. This connection to place and environment helps us to focus our programme delivery more closely on the areas of impact for our young people.

#### Future pathways

The Trust's focus on employment and education post-voyage is to assert our influence and goodwill beyond the 7-day voyage. We aim to capitalise on and fortify the sense of self-belief invoked during the voyage by connecting our graduates to employment or educational opportunities through our network. The goal is to create long-term change and we aim for our cohort to achieve better outcomes relative to the New Zealand population and above the Tai Tokerau education profile.

The focus on education and employment is presented throughout the voyage by our crew, with a particular focus on the last night on trainees' next steps. At the end of 7 days our crew and trainees have formed close bonds; there is trust, connection and a sense of whānau for all on board the ship. This discussion is informal and begins to outline the relationships we have with providers. The providers are pitched as Tucker whānau, who can help trainees take the next steps, and information is provided to connect our youth to these organisations.

The approach to enhancing educational and employment outcomes aims to satisfy these key enablers:

- Access to quality, safe and affordable housing near to employment or training opportunities;
- Strong and supported school leaver transitions and pathways;
- Jobs and skill hubs - information about available opportunities;
- Access to appropriate training and education; courses that meet the specific needs of the learner;
- Pastoral care that involves the wider whānau/aiga/family in the process;
- Possessing the social or 'soft' skills that employers seek; 'the right attitude';
- In-work learning that allows people to train while they earn.

Our goal is to continue to shape and learn from our research in a way that will serve the improvement and focus of our programme delivery over time. We aim to ensure we have the optimal impact while we have the young people on

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust

Form Submitted 27 Mar 2023, 3:21pm NZDT

## Project Cost

**Provide a detailed cost 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 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

## Budget

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$	\$	No files have been uploaded
Advertising/Promotion	\$	\$	No files have been uploaded
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	No files have been uploaded
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form**  
**Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust**  
 Form Submitted 27 Mar 2023, 3:21pm NZDT

Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe)	\$30,809.00	\$4,000.00	Filename: Placement Funding - Community Board BOI Whangaroa.pdf File size: 223.2 kB
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

**Financial Information**

\* indicates a required field

**Financial Information**

If your organisation registered for GST \*

Yes  No

**GST Number**

**GST Number**  
094-452-252

**Current Funding**

How much money does your organisation currently have? \*

\$500,000.00  
Must be a dollar amount.

How much of this money is already committed to a specific purpose? \*

\$500,000.00  
Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
Maintenance Reserves	\$125,000.00

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust

Form Submitted 27 Mar 2023, 3:21pm NZDT

Operational Reserves	\$125,000.00
Income in Advance Youth Placements	\$160,000.00
Working Capital	\$90,000.00
	\$

### Total Tagged Funds

#### Total Tagged Amount

\$500,000.00

This number/amount is calculated.

### Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Whanau	\$60,000.00	Pending
Tourism	\$200,000.00	Approved
Grants and Sponsors	\$160,000.00	Approved

### Previous Funding from FNDC

Have you previously received funding from FNDC? \*

Yes  No

### Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Youth placement	\$4,280.00	02/06/2022	Yes
Youth placement	\$2,461.00	02/06/2022	Yes
Youth placement	\$2,461.00	21/04/2022	Yes

### Declaration

\* indicates a required field

### Privacy Information

## Bay of Islands-Whangaroa Community Board Grants 2022-2023

### Local Grant Application Form

Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust

Form Submitted 27 Mar 2023, 3:21pm NZDT

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 of 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.*

#### **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 organisations 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 journey entry
  - regular financial reporting to every full meeting of the governing body

#### **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 of 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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0322/23 From R. Tucker Thompson Sail Training Trust**

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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.
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- 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.

**Signatures**



**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](mailto:funding@fndc.govt.nz) PDF attachment via email is preferred) OR:

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

**8 Name of organisation:** Kerikeri Vert Jam & Pool Party 2023

**Name & location of project:** Kerikeri Skate Park Kerikeri Domain Kerikeri

**Date of project/activity:** 8. 9. 10 February 2023

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

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

**Amount received from the Community Fund:** \$4800

**Board meeting date the grant was approved:** 24.01.2023

**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)
Kaitaia Hire, Scaffold seating, (extra areas of seating donated) inv 459351	\$2486.30	
Music Workshop, Inv. 1011, PA Hire, (includes discount).	\$385.25	
Heather Knox Design, inv. 311, Design work.	\$100	
Function Ltd, inv. 21602, T shirt advertising.	\$1191.98	
Total:	\$5763.53	

*Other, Total \$1600- 3 tutors paid \$200 each (L. Mackenzie, B. Hansen, Amber Clyde), 2 paid judges (Bowman Hansen, Andrew Morrison, \$400), Accommodation for above, \$600 paid to Julie Senior for Holiday House, special deal donation).*

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

Free Learn to Skate lessons were a success! We were encouraged by the participants/parents to hold an extra class on Thursday, with kids from Kaeo attending. 18 kids at these classes.

Skate Pool Party, 13 participants in the final, with many others attending during warm-up, including 2 skaters from Australia, appx 100 people viewing. A great event with very exciting skating, that we would advertise better if doing again.

Vertjam, 21 skaters, appx 220 viewing. A really fun, family friendly, exciting night.

Have had such great feedback from all ages for neat event to have in Kerikeri.

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

Free learn to skate lessons were a success/ Kids & Parents loved them. Great use of an awesome community facility & to encourage new people to use the park. We could be clearer with timelines numbers next time. Lots of great community feedback from all ages, exciting to see great skateboarding at our park & what is possible, inspiring for kids (many parents saying kids have gone home & started practicing...), Meeting people at the supermarket/ workplaces who have been saying they never had an interest or watched skating before & loved this event/ fully cheering for favourites/ exciting to see this event in Kerikeri. Many comments on the comradery between contestants. Most of the competitors came with families & stayed/ate locally in hotels/ & local accommodation. Most of these people arrived Tuesday 7<sup>th</sup> Feb, & were from all over NZ, with a few from Australia, Canada, Germany.

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

Unfortunately we did not apply for our funding at the correct time, so we had already produced our main flyer before receiving confirmation of funding. The event got publicity in the Northland Advocate/ NZ Herald article. Manual magazine to come, Lots of social Media/ sharing. The Bay of Islands/ Whangaroa community Board was thanked continuously during the event, for helping in such a large way to make it happen. Various photos of the event/ skate lessons/ warm-ups attached (with photo credits).

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

[Empty box for Facebook details]

**This report was completed by:**

Name: [Redacted]  
 Address: [Redacted]  
 Phone: [Redacted]  
 Email: [Redacted]  
 Date: 28.02.2023

**Project Report – Vert Jam 2023**  
**Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Invoices</b>
<b>2</b>	<b>Photographs of event</b>

## 8 INFORMATION REPORTS

### 8.1 LONG BEACH ROAD MORETON BAY FIG TREE REPORT UPDATE

**File Number:** A4137573

**Author:** Graham Norton, Team Leader - Facilities Operations

**Authoriser:** Kevin Johnson, Group Manager - Delivery and Operations

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report is to provide an update on the Long Beach Moreton Bay Fig Tree.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Long Beach Moreton Bay Fig Tree has found to be in a poor condition following an Arboriculture assessment. Removal has been recommended but due to the notable nature of this tree a decision has been made to undertake remedial work in an attempt to retain the tree.

#### TŪTOHUNGA / RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board receive the report Long Beach Road Moreton Bay Fig Tree Report Update.**

#### TĀHUHU KŌRERO / BACKGROUND

The Long Beach Moreton Bay Fig is a notable tree at the start of Long Beach Road in Russell, it is approximately 90 years old and listed as a notable tree, having considerable value to the community in both aesthetic and practical senses. An arboricultural assessment was commissioned in response to concerns of the tree's health following the shedding of a number of small limbs (under 4m in length). The report highlighted a unique genetic defect in the tree which potentially compromises most of the major limbs, and ultimately recommended removal of the tree. Discussion has since been undertaken with several qualified arborists and an alternative solution identified, involving weight removal from key limbs. This work was programmed for late March.

#### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Going forwards this tree will be assessed annually with a key focus on the decay pockets identified in the report. Annual maintenance work will follow from the report and will typically be geared towards weight removal and deadwood reduction, aiming to retain the trees form and prolong its life.

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

Nil – tree assessments and maintenance are part of the current opex budget.

#### ĀPITIHINGA / ATTACHMENTS

1. 20230113 Ficus macrophylla Long Beach Rd - A4140334 [↓](#) 

## **Treeskills Tree Report**

**prepared for Far North District Council**

### **Long Beach Morton Bay Fig**



**Site Visit to 65 Long Beach Road, Russell**

**Conducted 07.10.2022**

**Overview**

A visual inspection of this tree was carried out by Roger Gale and Fyn Minogue, Treeskills Ltd, at the request of Graham Norton.

The primary focus was to confirm the condition of the tree and report on any remedial work required to remove H&S risks and to promote tree health through an on ground and climbing based assessment. Identify any particular issues and concerns and report back on findings, including photographs and a cost estimate associated with the remedial work.

The inspection was done from ground level and in the crown. Photographs are attached to illustrate points of note.

Any questions or queries please contact the author directly at [roger@treeskills.co.nz](mailto:roger@treeskills.co.nz)

**Inspection Details**

**Date/time of Inspection:** 07 October 2022, 1415hrs.

**Address:** 65 Long Beach Road, Oneroa Bay beach, Russell.

**Tree Species:** *Ficus macrophylla*

**Weather conditions:** Overcast/ calm.

**General Health**

This mature tree is situated on an exposed beach site where wind can get to it from numerous angles.

The tree is situated in a gentle rise with adequate drainage however a significant proportion of its root zone is impermeable due to a road running through its dripline. There is a clear lean towards the sea.

The tree has a girth of 4.82 meters, an average crown width of 28 meters and a height of 10 meters.

The foliage density, size and colour are good. The road intrudes into the drip line and growth is suppressed to some degree on this side.

The significant issues will be addressed one by one.



**Figure 1:** Showing two suppressed branches on the south side.

The near branch has died back to the vertical diversion which has remained alive due to the sunshine available to it in the crown. The rear branch is still alive however will soon die as there are not enough leaves left to keep it alive.



**Figure 2:** Showing The same two branches from the other side.

The dot on the stem is indicating a significant crotch which is addressed later in the report (figure 9).

It is evident that the rope swings on this tree are frequently used. The two stems on the left side and stretching towards the camera are the ones of most concern as they are poorly attached and could fail.



Figure 3: Showing some stubs and crown deadwood.

It is clear this tree has been shedding significant amounts of dead wood. The reason is unclear but could be related to the excessive development of crotch cavities at most unions of stems and branches.



Figure 4: Showing two dead limbs in the upper crown.

The load bearing side of the scaffolding is in excellent health and means the upper structure of the tree is sound.



Figure 5: Showing a 10cm dead limb above the road.

This limb was a clear and present hazard, so I removed it while in the tree.



Figure 6: Showing a cavity associated with the crotch formed where a large limb grew.

I assume the water sitting in a cavity behind the limb caught humus which hosted pathogens that killed the limb and caused it to be removed. One or even three defective crotches forming cavities on a tree are manageable as the limbs associated can be reduced or removed. Unfortunately, this tree has a defective crotch on almost every union. This will lead to numerous pockets of decay and resultant interruptions to xylem and phloem which in turn would lead to patches of the crown dying. The problem this tree has is the abundant cavities associated with almost every crotch. I have researched this crotch formation problem without finding anything pertinent. This looks to be an anomalous tree, perhaps a mutant.



Figure 7: Showing Y crotches at every union.



Figure 8: Showing humus build- up.



**Figure 9:** Showing a very large crotch with a large stem hanging on to this point.

This limb and the one below it (figure 10) should be removed as they are not securely attached. This is because the load bearing timber is not only exposed to decay, but also poorly shaped as shown in figure 11 below.



**Figure 10:** Showing crotch with a decay pocket and very poor attachment.

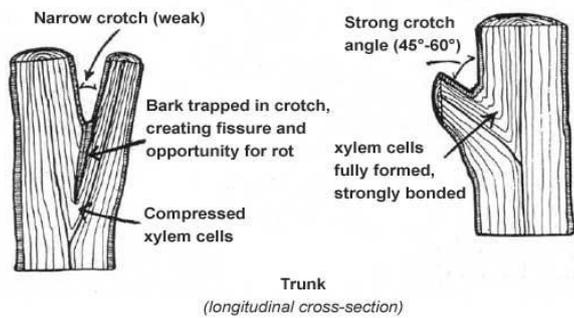


Figure 11: Showing how to identify a weak crotch with very poor attachment.



Figure 12: Showing how much needs to be removed due to decaying crotches with very poor attachment.

This essential work would remove the end of the swing limbs, some of the shade for beach goers. The systemic fault that has caused pockets of decay will continue and require ongoing monitoring and maintenance.

### Summary

I am conscious that the tree is popular. While in the tree a young boy told me his parents were married under the tree. I appreciate that FNDC stands to take some flack if the tree is removed. This tree has a systemic fault that places a cavity of nutrient rich water above every union. At the very best these wet pockets break down the vascular system causing die back in patches in the crown. At the worst it weakens the support structures between the stem and a limb leading to catastrophic failure of the limb. At present it is probably why there are so many smaller dead patches falling out of the crown. This situation will worsen with time and eventually lead to removal.

I recommend that all the recommendations in this report (above) be actioned, but especially the any hazard ratings above 3:

#### I see two options:

##### 1/ Remove a hazardous tree.

This tree will always have ongoing internal decay that is very difficult and expensive to accurately monitor.

Summary of Work Recommended (Hazard rating: 1 = minor, 5 = extreme).

- ✚ Monitoring could fail to identify decay spreading to the extent that a large part of the tree fails and falls on someone. **I recommend that the tree be removed.**  
Hazard rating: 5

##### 2/ Remedial works to mitigate immediate hazards.

This option would be more popular and cheaper but depends on accurate annual monitoring.

Summary of Work Recommended (Hazard rating: 1 = minor, 5 = extreme).

- ✚ Figures 1 and 2: These two limbs will die and fall. Remove.  
Hazard rating: 3
- ✚ Figure 3, 4 and 5: This deadwood can fall so remove it. (I removed figure 5 by hand)  
Hazard rating: 1
- ✚ Figure 9 and 10: These two stems could fail, especially in a storm. Perform a heavy crown reduction on these two stems to reduce the loading on these two union points  
Hazard rating: 5

Reducing these two stems would make this tree moderately safe in the interim, however, we can expect to have ongoing deadwood to remove and would need to continue monitoring this tree annually.

Roger Gale

Diploma of Arboriculture (Lincoln)

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

## 8.2 THE STRAND MORETON BAY FIG TREE REPORT UPDATE

**File Number:** A4140377

**Author:** Graham Norton, Team Leader - Facilities Operations

**Authoriser:** Kevin Johnson, Group Manager - Delivery and Operations

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report is to provide an update on The Strand's Moreton Bay Fig Tree condition.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Strand's Moreton Bay Fig Tree has recently been inspected by a qualified arborist and found to be in 'relatively good' condition, posing minimal risk of failure.

### TŪTOHUNGA / RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board receive the report The Strand Moreton Bay Fig Tree Report Update.**

### TĀHUHU KŌRERO / BACKGROUND

The Strand's Moreton Bay Fig is a tree of approximately 140 years of age and listed as a notable tree. An arboricultural assessment was commissioned as part of our annual monitoring programme. The report found the tree to be in moderate condition, noting positive impacts of remedial works undertaken in 2021.

### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Recommendations from the arboricultural report were limited to ongoing monitoring as no hazard ratings exceeded a level 2 (just above minor).

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

Nil – tree assessments and maintenance are part of the current opex budget.

### ĀPITIHINGA / ATTACHMENTS

1. **20221010 Ficus macrophylla The Strand Russell - A4140332** [↓](#) 

## Treeskills Tree Report

prepared for Far North District Council

# Morton Bay Fig

*Ficus macrophylla*



**33 The Strand, Russell**

**Conducted 07.10.2022**

**Overview**

A visual inspection of this tree was carried out by Roger Gale, Treeskills, at the request of Nina Gobie.

The purpose of the inspection was to confirm the condition of the tree and report on any remedial work required to remove H&S risks and to promote tree health. An on-ground and climbing-based assessment was carried out to identify any particular issues and concerns.

This report summarises the findings, including photographs.

The inspection was done from ground level and from the crown of the tree. Photographs are attached to illustrate points of note.

Any questions or queries please contact the author directly at [roger@treeskills.co.nz](mailto:roger@treeskills.co.nz)

**Inspection Details**

**Date/time of Inspection:** 07 October 2022, 1015hrs.

**Address:** 33 The Strand, Russell.

**Tree Species:** *Ficus macrophylla*

**Weather conditions:** Overcast/ calm.

**General Health**

This 140-year-old tree has had a long and chequered life and survived numerous assaults on its wellbeing, mainly from human interference. It is situated in an exposed coastal site where wind can come from numerous angles.

The tree grows on a gentle rise that has adequate drainage, however a significant proportion of its root zone is covered by impermeable asphalt. The tree has a clear lean towards the sea.

The tree has a girth of 10.1 meters, an average crown width of 30 meters and a height of 12 meters.

The density of the tree's foliage has continued to decline, and to a significant degree during last summer.

The significant issues identified by the inspection will be addressed one by one.



Figure 1: Showing vigorous aerial rooting.

This species of tree is able to cope with hard-to-access nutrient sources. It commonly grows on cliffs and as an epiphyte in the crown of other trees.



Figure 2: Showing extensive historic damage to root plate.

Obvious root damage is evident around the circumference of the root plate and raises the possibility of the root plate becoming unsound if this should continue to spread.



**Figure 3:** Showing poor wound healing.

The lower scaffolding in the crown has many wounds where the stubs have not healed due to slow growth. This has allowed decay to begin to make inroads into the remaining wood.



**Figure 4:** Showing Upper side of the scaffolding.

The load bearing side of the tree's scaffolding (i.e. the top of the limbs) is in excellent health and indicates that the upper structure of the tree is sound.



Figure 5: Showing the sparse canopy.

This old tree is hanging in there having plateaued out at a sustainable level at present.

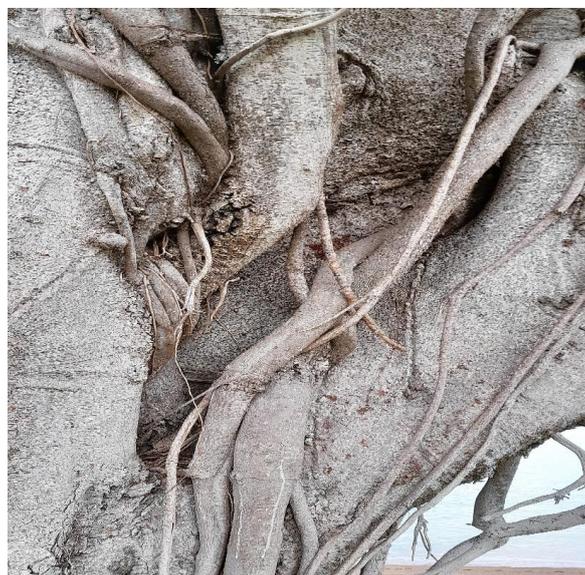


Figure 6: Showing a relatively healthy section of lower scaffold.

Viewing the tree from the ground and looking up at slow healing old cuts with minor decay, it is easy to get a biased impression of this tree. As a species, *Ficus macrophylla* is good at compartmentalising decay, so the effect is minimised on the rest of the tree.

Viewed from the canopy, the tree displays sound structure and minimal damage.

### Summary

This tree is reasonably stable but remains vulnerable to drought-induced stress, scale and other pests, high winds, etc. The root damage seems to be stable and minor. The remedial work done on this tree in 2021 included airspading the root area, application of humates, and a crown reduction, and has improved its overall health and stability

Summary of Work Recommended (Hazard rating: 1 = minor, 5 = extreme).

All recommendations in this report need to be actioned, but especially the hazard ratings above 3:

- ✚ Figure 2: Continue monitoring the periphery of the root plate, especially the clear problems seen in the photos, and in particular any lifting of the root plate.  
Hazard rating: 2
- ✚ Figure 3: Monitor the wounds that have not yet healed in case decay begins to penetrate sound wood. This species does not decay easily so this is unlikely.  
Hazard rating: 1
- ✚ Figure 5: Monitor the foliage density. This will vary with the seasons, but foliage will fall before the limbs decay. If the tree dies and all the leaves fall there will be an adequate window to dismantle the tree before it becomes unsound.  
Hazard rating: 2
- ✚ In my opinion under regular weather conditions there is only a moderate risk posed to this tree. Annual checks need to be maintained.

Roger Gale, Treeskills

Diploma of Arboriculture (Lincoln)

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

**8.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2023****File Number: A4150087****Author: Segun Rotimi, Accounting Support Officer****Authoriser: Angie Thomas, Acting Chief Financial Officer****PURPOSE OF THE REPORT**

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

**RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 28 February 2023".**

**1) BACKGROUND**

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

<b>Community Fund Account balance as at 01 July 2022</b>	<b>\$301,549.00</b>
• <b>Plus, unused funds from 2020-22</b>	<b>\$171,631.83</b>
<b>Less funds granted and uplifted to 28 February 2023</b>	<b>\$240,361.64</b>
• <b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$128,382.00</b>
<b>Community Fund Account balance as at 28 February 2023</b>	<b>\$104,437.19</b>

**2) DISCUSSION AND OPTIONS**

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The committed balance in the Community Fund account as at 28 February 2023 is \$104,437.19.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 28 February 2023 is attached.

**ATTACHMENTS**

- 1. Statement of Community Fund Account BOI-Whangaroa as at 28 February 2023 - A4150084**  



Far North District Council  
**Bay of Islands - Whangaroa Community Board**  
Statement of Community Fund Account as at 28-February-2023

<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
Allocation Grants & Donations Annual Budget 2022-23	201,549.00	
Community Board Placemaking Fund	100,000.00	
<b>Community Fund Account Balance as at 1 July 2022</b>		<b>301,549.00</b>
Unused funds from 2020/21 - Kerikeri Football Club for costs towards storage facilities for equipment	3,000.00	
Unused funds from 2021/22 - Kawakawa Hundertwasser Charitable Trust for costs towards Te Hononga Booking Office project	77.00	
Unused funds from 2021/22 - Kawakawa Hundertwasser Charitable Trust for costs towards facilitate development community plan	10,000.00	
Unused funds from 2021/22 - Kerikeri Community Cadet Unit costs towards 2021 Regimental Dinner	1,000.00	
Unused funds from 2021/22 - Procurement of concept drawings for The Strand, Russell	100,000.00	
Unused funds from 2021/22 - Rangitane Residents Association for costs towards CCTV replacement	5,149.00	
Unused funds from 2021/22 - Bald Angels Charitable Trust for costs towards establishing a drop-in centre and promoting Rainbow Rangatahi services	10,000.00	
Unused funds from 2021/22 - Business Paihia Inc for costs towards the inaugural Matariki Festival 2022	5,000.00	
Unused funds from 2021/22 - Bay of Islands Singers for costs towards 2022 concert series	5,000.00	
Unused funds from 2021/22 - Stage Door for costs towards Beauty and the Beast	5,000.00	
Unused funds from 2021/22 - Business Paihia Inc for costs towards inaugural Matariki Festival 2022	15,000.00	
Unused funds from 2021/22 - Kerikeri District Business Association for costs towards main street irrigation replacement	7,458.00	
Unused funds from 2021/22 - Bay of Islands Animal Rescue for costs towards animal desexing	4,000.00	
Refund from 2022/23 - Heritage Northland for costs towards school students attending a heritage tour	947.83	
<b>Plus, unused funds from 2020-22</b>		<b>171,631.83</b>
		<b>473,180.83</b>

<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
<b>Less Expenditure 2022/23 (Funds Uplifted)</b>		
<b>July 22</b>		
Bay of Islands Animal Rescue for costs towards animal desexing	4,000.00	
Barker & Associates Limited for professional services	4,121.64	
Stage Door for costs towards Beauty and the Beast	5,000.00	
Bay of Islands Singers for costs towards 2022 concert series	5,000.00	
Business Paihia Inc for costs towards inaugural Matariki Festival 2022	15,000.00	
Business Paihia Inc for costs towards the inaugural Matariki Festival 2022	5,000.00	
Bay of Islands Animal Rescue for costs towards 2022/23 animal desexing programme 2022	17,000.00	
Whangaroa County Museum and Archives for annual operating costs	4,500.00	
<b>August 22</b>		
Kerikeri Gymnastics Club for costs towards purchasing a van to transport children to gymnastics	12,500.00	
Bay of Islands Rotary Club for costs towards 2022 Colour Run	2,909.00	
Our Kerikeri Community Trust for costs towards Northland Chess Championship	2,000.00	
Bay of Islands Arts Festival for costs towards 2022/23 Arts Festival	5,128.00	
Bay of Islands Yacht Club for costs towards CCTV to link in to the Paihia system	3,235.00	
<b>September 22</b>		
Kawakawa Hundertwasser Charitable Trust for costs towards Te Hononga Booking Office project	77.00	
Kawakawa Hundertwasser Charitable Trust for costs towards facilitate development community plan	10,000.00	
Far North EcoCentre for costs towards Bay of Islands Te Tai Tokerau Timebank	4,920.00	
Bay of Islands Jazz and Blue Festival for costs towards shuttle bus for the festival	2,500.00	
Heritage Northland for costs towards school students attending a heritage tour	2,500.00	
Our Kerikeri for costs towards landscaping of the SH10/Kerikeri Road Intersection	48,250.00	

<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
Business Paihia for costs towards 2022 Paihia Christmas Parade	5,000.00	
Te Puna Aroha Putea Whakapapa costs towards 2022 Moerewa Christmas Parade	5,000.00	
<b>October 22</b>		
Unused funds from 2021/22 - Kerikeri Community Cadet Unit costs towards 2021 Regimental Dinner	1,000.00	
<b>December 22</b>		
Our Kerikeri Community Charitable Trust for costs towards 2022 Kerikeri Christmas Festival	5,000.00	
Kaero Christmas Parade Committee for costs towards Kaero Christmas Parade	3,795.00	
Miria Marae for costs towards the powerline relocation as part of the marae redevelopment	28,723.00	
The Centre at Kerikeri (Turner Centre) for the band fee and venue technicians for the free Kanikani Katoa with Hot Potato Band event	7,000.00	
National Street Rod Association Northland for the costs towards equipment hire for Cruz'n the Bays 2023	6,417.00	
<b>January 23</b>		
Little Dippers Aquatic Centre for costs towards the development of resources to enable delivery of a water safety promotion programme for pre-school swimming training	3,478.00	
Kerikeri Football Club for costs towards storage facilities for equipment	3,000.00	
<b>February 23</b>		
Northern Community Family Services for costs towards providing budgeting services to the community	5,000.00	
Kawakawa Business Association for costs towards 2022 Kawakawa Christmas Parade	4,250.00	
Community Business and Environment Centre (CBEC) Cooperative Society Limited for costs associated with travel/mileage, volunteer mileage and ambassadors lunches for the 2023 Waitangi Day Commemorations at Te Tii Marae	1,600.00	
Approves that the funds granted on 2/06/2022 of \$7,458 (plus GST if applicable) for the renewal of the Kerikeri main street irrigation system be instead used for the purchase and installation of hanging baskets	7,458.00	

<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
<b>Less funds granted and uplifted to 28 February 2023</b>		<b><u>240,361.64</u></b>
<b>Balance as at 28 February 2023</b>		<b>232,819.19</b>
<b>Less funds not uplifted from previous community meetings at 28 February 2023</b>		
<b>Meeting 03.02.22 and Meeting 02.06.22</b>		
Procurement of concept drawings for The Strand, Russell	100,000.00	
<b>Meeting 03.03.22</b>		
Rangitane Residents Association for costs towards CCTV replacement	5,149.00	
<b>Meeting 05.05.22</b>		
Bald Angels Charitable Trust for costs towards establishing a drop-in centre and promoting Rainbow Rangatahi services	10,000.00	
<b>Meeting 17.11.22</b>		
Miria Marae for costs towards the powerline relocation as part of the marae redevelopment	60.00	
SMC Events for costs towards running an in-school kids TRY-challenge series	4,000.00	
<b>Meeting 12.12.22</b>		
Kaeo Festival Group for costs towards the 2023 Ngā Purapura Festival	4,373.00	
<b>Meeting 24.01.23</b>		
Circle D Construction Limited for cost of scaffolding, volunteer expenses, accommodation and sound system	4,800.00	
<b>Less funds not uplifted from previous community meetings (committed to projects)</b>		<b><u>\$128,382.00</u></b>
<b>Community Fund Account balance as at 28 February 2023</b>		<b>104,437.19</b>

## 8.4 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE

**File Number:** A4153300

**Author:** Joshna Panday, Democracy Advisor

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Bay of Islands-Whangaroa 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 in place for Council, Committees and Community Boards.

### TŪTOHUNGA / RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update.**

### TĀHUHU KŌRERO / BACKGROUND

Action Sheet's provide regular updates on progress against decisions made at meetings.

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.

### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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. **Action Sheet - A4153296** [↓](#) 

<b>OUTSTANDING ACTIONS REPORT</b>		<b>Printed: Thursday, 30 March 2023 10:57:42 am</b>
<b>Division:</b>	Bay of Islands-Whangaroa Community Board	<b>Date From:</b> 1/02/2020
<b>Committee:</b>		<b>Date To:</b> 30/03/2023
<b>Officer:</b>		

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 5/11/2020	Notice of Motion - Public Access to Tapu Point Okiato	<p><b>RESOLUTION 2020/111</b></p> <p>Moved: Manuela Gmuer-Hornell Seconded: Lane Ayr</p> <p><b>That Bay of Islands-Whangaroa Community Board recommend that Council:</b></p> <p><b>a) reviews the public access to Tapu Point, Okiato via unformed paper road, and;</b></p> <p><b>b) identify the boundaries by survey and erect appropriate signage to officially mark the public access to Tapu Point, Okiato via unformed paper road.</b></p> <p><u>Abstained:</u> Rachel Smith</p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>30 Mar 2023 10:56am Panday, Joshna - Completion</b></p> <p>This task was completed with the member of public (who raised this action) directly resolving with Council.</p>
Bay of Islands-Whangaroa Community Board 4/02/2021	Strategy & Policy - framework for community facility funding	<p><b>RESOLUTION 2021/9</b></p> <p>Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr</p> <p><b>That the Bay of Islands-Whangaroa Community Board recommend to the Strategy and Policy Committee that a framework be developed for the funding of community facilities across the Far North as a matter of urgency.</b></p> <p><u>Abstained:</u> Cr Rachel Smith</p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>09 Nov 2022 10:40am Smith, Nicola - Completion</b></p> <p>Completed by Smith, Nicola on behalf of Ackers, Roger (action officer) on 09 November 2022 at 10:40:00 AM - Per meeting with BWCB Chair, Board accepts this is being managed through BAU work schedules and is no longer an action for the sheet</p>

<b>OUTSTANDING ACTIONS REPORT</b>		<b>Printed: Thursday, 30 March 2023 10:57:42 am</b>
<b>Division:</b>		
<b>Committee:</b>	Bay of Islands-Whangaroa Community Board	
<b>Officer:</b>		
	<b>Date From:</b>	1/02/2020
	<b>Date To:</b>	30/03/2023

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 2/12/2021	Notice of Motion - Cherry Park House	<p><b>COMMITTEE RESOLUTION 2021/115</b></p> <p>Moved: Member Frank Owen Seconded: Member Manuela Gmuer-Hornell</p> <p><b>That the Bay of Islands – Whangaroa Community Board receive the Cherry Park House Management Committee report and refer it to Council staff requesting their advice as to steps that can be taken to address the issues raised in the report.</b></p> <p><u>Abstained:</u> Rachel Smith</p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>17 Mar 2023 8:08am James, Darren</b></p> <p>BWOF inspection underway as part of a larger project for BWOF around the District. The septic tank and Onsite wastewater disposal due to complete by end of March 2023, This rectifies the failed septic system of CPH and connects the Waipapa Landing Toilet system to one common treatment plant. Staff require further direction from Working group on way ahead to address the issues identified in the report. Last meeting that AM was involved late 2022.</p>
Bay of Islands-Whangaroa Community Board 2/06/2022	Amenity Lighting	<p><b>RESOLUTION 2022/64</b></p> <p>Moved: Member Manuela Gmuer-Hornell Seconded: Member Lane Ayr</p> <p><b>That the Bay of Islands-Whangaroa Community board request from the CE confirmation of the priority lighting and obtain costing for all noted amenity lighting in report 7.1.</b></p> <p><b>And that Cobham road Bowling club car park two lights be added to the list and costed. Member Lane Ayr to liaise with staff and project manager to identify the location.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>11 Jan 2023 1:08pm Panday, Joshna</b></p> <p>CB Coordinator following up with Asset Manager to confirm 2 amenity lights at Cobham Road bowling club carpark are the first-year amenity lighting priority, other priorities to be reconfirmed through strategic plan review process. CB Member Ayr to confirm lighting positions with Domain project manager and report back urgently</p>

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**