



**Far North  
District Council**



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

# **AGENDA**

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

**Thursday, 8 June 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 & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

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

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

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



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

### Terms of Reference

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

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

### Protocols

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

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

**Far North District Council**  
**Bay of Islands-Whangaroa Community Board Meeting**  
**will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:**  
**Thursday 8 June 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>Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes .....</b>	<b>8</b>
6.1	Confirmation of Previous Minutes .....	8
<b>7</b>	<b>Ngā Pūrongo / Reports.....</b>	<b>14</b>
7.1	Chairperson and Members Reports .....	14
7.2	Road Naming - Lot 2, 7d Waipapa West Road, Kerikeri.....	28
7.3	Appointment to the Kerikeri Sports Complex Incorporated Board.....	45
7.4	Alfresco Dining Applications.....	64
7.5	Project Funding Reports .....	76
7.6	Funding Applications.....	83
<b>8</b>	<b>Ngā Pūrongo Taipitopito / Information Reports .....</b>	<b>152</b>
8.1	Statement of Community Board Fund Account as at 30 April 2023 .....	152
8.2	Bay of Islands-Whangaroa Community Board Action Sheet Update .....	160
<b>9</b>	<b>Karakia Whakamutunga / Closing Prayer .....</b>	<b>162</b>
<b>10</b>	<b>Te Kapinga Hui / Meeting Close .....</b>	<b>162</b>

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

*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**

Sam Stewart for Coast to Coast Cat Rescue. Item 7.6(a) refers.

Teresa Wakelin for Kerikeri Theatre Trust. Item 7.6(b) refers.

Gerry Paul for Turner Centre (Two Applications). Items 7.6(d) and (e) refers.

Eljon Fitzgerald for Whangaroa Memorial Hall. Item 7.6(h) refers.

Susan Arrowsmith for Whangaroa Recreation and Community Trust . Item 7.6(i) refers.

## **6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES**

### **6.1 CONFIRMATION OF PREVIOUS MINUTES**

**File Number:** A4050689

**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 meeting held on 11 May 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. 2023-05-11 Bay of Islands-Whangaroa Community Board Minutes [A4205259]**

**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

11 May 2023

**MINUTES OF  
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING  
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI  
ON THURSDAY, 11 MAY 2023 AT 10:05 AM**

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

**IN ATTENDANCE:** Cr Kelly Stratford (Deputy Mayor FNDC)

**STAFF PRESENT:** Joshna Panday (Democracy Advisor), Kim Hammond (Community Board Coordinator), Kathryn Trewin (Funding Advisor), Shayne Storey (Community Development Advisor)(Virtual), Kay Meekings (Property Legislation Officer)(Virtual), Taniora Herewini (Executive Assistant - Mayor)

**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**

Nil

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Dennis Te Kuru on behalf Ngati Rahiri and Ngati Kawa Hapu. Item 7.2. refers

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

No deputations.

**5 NGĀ KAIKŌRERO / SPEAKERS**

No speakers.

**6 CONFIRMATION OF PREVIOUS MINUTES**

**6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A4050683, pages 8 - 16 refers

**RESOLUTION 2023/37**

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

**That the Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 13 April 2023 are a true and correct record.**

**CARRIED**

**UNCONFIRMED**

Bay of Islands-Whangaroa Community Board Meeting Minutes

11 May 2023

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

Agenda item 7.1 document number A4050713, pages 17 - 28 refers

**RESOLUTION 2023/38**

Moved: Member Tyler Bamber

Seconded: Member Jane Hindle

**That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Members Jane Hindle, Bruce Mills, Amy Slack and Tyler Bamber.**

**CARRIED****7.2 GROUND LEASE TO NORTHLAND KINDERGARTEN ASSOCIATION - TE KEMARA AVENUE PAIHIA**

Agenda item 7.2 document number A4171358, pages 29 - 33 refers

**RESOLUTION 2023/39**

Moved: Member Lane Ayr

Seconded: Member Ann Court

**That The Bay of Islands – Whangaroa Community Board recommends to the Far North District Council acting under delegation and pursuant to Section 61 Reserves Act 1977:**

- a) **A new ground lease be issued to Te Kura Kōhungahunga Tōpū o Te Tai Tokerau (Northern Kindergarten Association Incorporated) over the Local Purpose (community activities) Reserve being approximately 900 square metres of Lot 40 DP 43842, held in New Zealand Gazette 2002 page 21 and vested in Far North District Council on deposit DP 43842 as a local purpose reserve. The terms of the proposed lease shall be:**

**Term: 12 Years (3+3+3+3)**

**Rental: As per FNDC Fees and Charges Schedule for a Community lease.**

- **\$113 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC fees and Charges Schedule.**

- b) **With further conditions negotiated and agreed upon by the Group Manager Delivery and Operations and Te Kura Kōhungahunga Tōpū o Te Tai Tokerau (Northern Kindergarten Association Incorporated).**

**CARRIED****7.3 PROJECT FUNDING REPORTS**

Agenda item 7.3 document number A4182753, pages 34 - 43 refers

**RESOLUTION 2023/40**

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

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

- a) **Bald Angels – Rainbow Rangatahi**
- b) **Far North Land Search and Rescue**

**UNCONFIRMED**

Bay of Islands-Whangaroa Community Board Meeting Minutes

11 May 2023

- c) **R Tucker Thompson Youth Sailing Trust**  
 d) **Te Ahuareka o Ngati Hine Festival**

**CARRIED****7.4 FUNDING APPLICATIONS**

Agenda item 7.4 document number A4182808, pages 44 - 55 refers

**RESOLUTION 2023/41**

Moved: Member Belinda Ward

Seconded: Member Jane Hindle

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

- a) approves the sum of **\$2,000** (plus GST if applicable) be paid from the Boards Community Fund account to **Our Kerikeri Charitable Community Trust**, for the costs of hosting (excluding catering and cash prizes) the 2023 Northland Chess Championship, to meet the following Community Outcomes:
- i) **Communities that are healthy, safe, connected and sustainable**
  - ii) **Proud, vibrant communities**

**CARRIED****RESOLUTION 2023/42**

Moved: Member Bruce Mills

Seconded: Member Amy Slack

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

- b) **decline** the remaining funding granted at the meeting of May 2022 to Bald Angels Charitable Trust for the establishment of a safe space for Rainbow Rangatahi be retained by Bald Angels to continue the development and maintenance of the space for the 2023/24 financial year.

**CARRIED****8 INFORMATION REPORTS****8.1 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2023**

Agenda item 8.1 document number A4179603, pages 56 - 61 refers

**RESOLUTION 2023/43**

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 March 2023".**

**CARRIED**



**UNCONFIRMED**

Bay of Islands-Whangaroa Community Board Meeting Minutes

11 May 2023

**8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE**

Agenda item 8.2 document number A4177456, pages 62 - 63 refers

**RESOLUTION 2023/44**

Moved: Member Belinda Ward

Seconded: Member Jane Hindle

**That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update.****CARRIED****9 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 11:25 am with Member Jane Hindle saying karakia.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 8 June 2023.

.....  
**CHAIRPERSON**

## **7 NGĀ PŪRONGO / REPORTS**

### **7.1 CHAIRPERSON AND MEMBERS REPORTS**

**File Number:** A4050721

**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 reports from Chairperson Belinda Ward and Members Lane Ayr, Jane Hindle, Roddy Hapati-Pihema and Amy Slack.**

#### **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 ĀPITI HANGA / ATTACHMENTS**

- 1. Chairperson Belinda Ward Report**
- 2. Member Lane Ayr Report**  
- 3. Member Jane Hindle Report**
- 4. Member Roddy Hapati-Pihema Report**
- 5. Member Amy Slack Report**  

## Member's Report

Name: Belinda Ward

Subdivision: Paihia Subdivision

Date: 22nd April 2023 - 20th May 2023

### Meetings Attended

Date	Meeting	Comments
26/04/23	Civil Defence - Lessons learnt session	FNDC Kaikohe
27/04/23	LGNZ CEO -Susan Freeman-Greene	Virtual
28/04/23	Paihia Waterfront Working Group	Progress update - Virtual
01/05/23	Bay of Islands-Whangaroa Community Board Agenda Preview	Virtual
03/05/23	Our Kerikeri Public Meeting	To discuss planning, infrastructure & community housing - Turner Centre Kerikeri
04/05/23	FNDC Meeting	FNDC - Kaikohe
08/05/23	AGM Friends of Williams House Paihia Library Inc.	Paihia War Memorial Hall Conference Room
11/05/23	Bay of Islands-Whangaroa Community Board Meeting & Strategic Plan Workshop	Turner Centre - Kerikeri
12/05/23	Paihia Waterfront Working Group	Progress update & change of staff convenor role - Virtual
15/05/23	Mayor & Community Board Chairs catch up.	Feedback being sought on "Youth Councils" for success - Virtual
15/05/23	FPCT Chair - Peter Robinson	To discuss future beautification & road safety potential options & NTA requirements - Whare Waka Waitangi
15/05/23	Paihia Village Green Agreement	Commenced discussions regarding the "Paihia Arts & Crafts Guidelines" & Agreement between FPCT & FNDC. This is for the 2024 Cruise Ship season.

### Community Issues

Issue name	Comment
Focus Paihia CT	Council have identified reserve boundaries Corner Marsden & Seaview Roads. Placemaking upgrade to commence Monday 22nd

	May.
Shippey's Waitangi	Follow up email 20/03/23 re progress on "Shippey's" environmental issues - NRC inspected in November 2022 & had no concerns. <b>Following up on possible breaches of RC following a resident call 29/3/23. No further progress to report.</b>
Wharau Reserves	Discussion with staff regarding proposed reserve signage.
Proposed developments in Kerikeri	Discussion with staff regarding the CB role & "special circumstances" in non-notified Resource consent process.
04/05/23	Submitted objecting evidence as BOI-W CB Paihia subdivision representative for the Pipi Patch On-License hearing.
08/05/23	Received CCTV Security update & report from Focus Paihia CT meeting.
Phone Calls 09/05/23	Community interest in the Lease renewal for the Paihia-Waitangi Kindergarten - Agenda item for BOI-W CB meeting 11th May 2023
17-18/05/23	Attended & presented at Pipi Patch On-License hearing - Scenic Hotel Paihia

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

RFS number	Date	Comment
4141134	09/01/23	Update required for squatters on reserve at Waitangi. These discussions with council are on-going as at 02/03/23. <b>No feedback received to date.</b>
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 - In progress</b>
4154199	14/04/23	Replace 2x beach reserve signs removed from Te Karuwha Pde Waitangi
Phone Calls	09/05/23	Flooding & storm damage encouraged to submit RFS's themselves

### **Other Issues**

The Paihia War Memorial Hall committee Chair laid the Anzac wreath at the newly relocated flagpole in the front of the Hall. I attended the sunset Anzac ceremony at the Waitangi National Trust & suggest in the future that council acknowledge the Maori Battalion with a wreath.

## Member's Report

Name: Lane Ayr

Subdivision: Kerikeri

Date: Mar28/23 to May 29/23

### Meetings Attended

Date	Meeting	Comments
03/04	Review of Bay of Islands-Whangaroa Community Board Agenda	11-12.30
03/04	Te PuaWaintangai	1-3
13/04	BOI Whangaroa CB Meeting	9.30 4.0
17/04	J England regarding the amenity lighting RSA parking	8.30 9
24/04	Pick up of ANZAC wreath	
25/04	ANZAC DAY Wreath Laying	5.30 7.30
01/05	Review Bay of Islands-Whangaroa Community Board Agenda	9.30 10.30
02/05	RSA Pioneer Tavern	7.30 8.30
11/05	Bay of Islands-Whangaroa Community Board Pre-Meeting	9.30 10.30
11/05	Bay of Islands-Whangaroa Community Board Meeting	10.30 1.00
11/05	Bay of Islands-Whangaroa Community Board Strategic	1.00 3.30
17/05	Annual Plan Submission on behalf of B Bay of Islands-Whangaroa Kaikohe	10.30 12.00
24/05	DAG Meeting Paihia	10.30 12.30

### Community Issues

Issue name	Comment
Kerikeri Domain	BB hoop replacement still awaiting now 6 months

Kerikeri Community Groups	Seek funding for CBD planning

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

RFS number	Date	Comment
		Alderton Park continues Staff to make appointment with residents
		!98c Opito Bay Road continues LIGOMA now continued by resident

### **Resource Consents**

		NONE PENDING

### **Other Issues**

#### **Re The Domain Working Group**

The following is the e-mail sent to Kevin Johnson and his reply, so the KDWG will continue in an effort to complete the items noted

Kia ora, Kevin

As you may well be aware the KDWG was established some 21/2 years ago by the then CEO of FNDC, for my past sins I on was appointed Chairperson, the group consisted of five elected members (3 Community Board and 2 Councillors) and five senior FNDC staff, as the project progressed the number and representation of staff changed.

With elections and staff changes the representatives in the group have also changed, evolved.

The first objective of the group was to achieve Community consensus with regards to the Domain, we were fortunate to have an existing RMP that had been completed, there was severe time constraints in which to establish a “shovel ready” project. The PG funds were granted, and the project commenced. Other than two minor items community support for the project as remained positive.

The group has functioned in a governance and coordination role, while the final numbers have not been tabled, I’m informed that all PGF funds have been released and we will receive a final accounting of the additional funds granted to the project at our next meeting. (Estimated balance of \$50,000)

While I don’t believe that facilities such as the Domain are ever “finished” almost all of the items planed barring few minor adjustments have been completed, the following are those which have not been able to be undertaken.

- 1) Entranceway
- 2) Plantings three sides N, E, W
- 3) Recommendation as to “management” of the facility

There have been various discussions re improving the entranceway (adjacent to the library) these include Māori Poe, Archway etc, portable planters, to as little as a general clean up.

There is an approved landscape/planting plan for the three sides and the entranceways.

As chairman I have undertaken informal discussions with five/six of the local community groups and also with local Iwi, all have expressed an interest in volunteering to complete the Domain planting and items such as seating etc.

I would suggest the Council can get a “bigger bang for its limited bucks” using these community groups possibly under the direction of the KDWG, the balance of the above funds can be used for material purchases. There is also the unquantifiable benefit of having community participation/ownership.

While it is unlikely that the operation/governance of the facility will be as difficult as “sport complexes” with multiple codes, the benefits of community participation in governance may decrease FNDC issues.

I would ask you to confirm that FNDC wish the KDWG to continue in regard to organising community groups to undertake plantings as per plan, and further make a recommendation re the operational options of the facility.

I understand this was one of the first groups to combine elected members and staff to undertake a project, I'll allow others to judge its effectiveness.

If you wish to discuss the above, I'll make myself available.

Regards



Hello Lane,

There's certainly much that can be accomplished. I was in a series of briefings and workshops all day yesterday so hence my slightly delayed reply. I had a talk with Scott May in the margins about Community Boards and they remain well established on our radar for liaison and communication. So yes, please and thank you for your observations.

Right now, we are taking steps to improve the flow of detailed information to Elected Members and this will take 3-6 month. Furthermore, we will also do this for the boards. It is going to take time to get about and to meet everyone, that is inevitable. As you will see Greg Jeeves has now replaced David Clamp and he is happy to talk to you and the board about KKE Domain. He is a busy man and we only have him for 2 days per week, however he has already briefed Cr Court and Cr McNally is due to meet him soon also.

Additionally, Tania Steen, who is the new Manager Property & Facilities has a team in place who are getting to grips with our assets and property across the District. I will not pretend to you that this is tidy or efficient picture at present, far from it. Tania and her people have a big job in front of them and are well aware of its size. Making sense of assets, management and handovers is their biggest challenge at the moment. That said, we have a plan and are getting on with it. I have great faith in her and her 3 x Team Leaders, Graham, Jeanette and Michelle.

In summary then, yes please keep doing what you are doing, we need more and better community interest not less.

I have cc'd Tania George my EA and it may be beneficial if Tania S, Greg and I have a Teams or face to face in KKE with you in the near future. Greg is well versed in efficient project handover and you speak our language when you observe that things don't end with the ribbon cutting. We can quickly

Speak soon, best regards,





## Member's Report

**Name:** Jane Hindle

**Subdivision:** Bay of Islands Whangaroa Board, Russell Ōpua Subdivision

**Date:** 25 April – 23 May 2023

### Meetings Attended

Date	Meeting	Comments
9 May 23	Catch up with Governance Support Officer to review outstanding RFS etc	Via Teams
10 May 23	Meeting with Simon McGovern, Principal Ōpua School	Introduction, discussion about school's role in community, potential community engagement.
11 May 23	BOIW Community Board meeting in Kerikeri	Monthly meeting at Turner Centre
11 May 23	Strategic Planning session	Continuation of Strategic planning
13 May 23	Russell Landcare AGM	Learn about PF250 project. Discuss possibility of them planting a replacement tree at Long Beach for when fig dies.
16 May 23	Catch up with Governance Support Officer to review outstanding RFS etc	Teams meeting
16 May 23	Russell Town Hall meeting	Hall Committee have painted court lines on the floor to provide for ball game use. Pickle ball, Badminton and Table tennis can all be now played in the Hall. Good usage now 7 days per a week with community groups.
18 May 23	Civil Defence Emergency Management community information meeting	Attendance from community and Rawhiti to re-establish the Community Emergency Response Group
21 May 23	Liaison with Viki Heta (Patukeha Ngāti Kuta to support the Caulerpa seaweed finding at Rawhiti	Help encourage community be vigilant along with protocols for reporting sightings.
22 May 23	Meeting with Graham Norton and Peter Marselos to discuss Town Hall window painting	Checking progress on when this work is likely to be carried. Delay is shortage of tradespeople.
18 Apr to 21 May	Created 14 posts for the BOI-Whangaroa Community Board page. Reach 23,086 ↑ 4.4%   Visits 805 ↓ 0.6%   Page Followers 798 (766)   New Likes 21 ↑ 10.5%	Most popular posts were Cruis'n the Bay road closures (12.1K) Caulepra Seaweed warning (11.6K) Kawakawa Pool opening (8K) Sabine's Little Library (7.1K) Community Board funding grants (4.7K),

**Community Issues**

Issue name	Comment
Value for rates	There is increasing dissatisfaction at the level of service (particularly maintenance on roading and drainage) for the amount of rates collected. I am encouraging people to actively participate in the LTP, particularly to prioritise what is important to them. Most rates on Russell peninsula are more than \$4,000 and the kind of increases being proposed are simply not affordable. Council needs to take a very good look at what money is being spent on and ask the communities to prioritise.
No Civil Defence group in Russell Kororāreka.	Initial community hui held, with presentation from Bill Hutchinson about the Community role. Smallish attendance but included Fire, St John, Rawhiti and a number of people from the “back road”. We have enough people to work on updating the plan over the next few months.
Maromaku Roothing	Community would like a more strategic approach to roading, water tabling, culverts and drainage. Needs to be included in LTP. No progress.
Russell refuse and recycling	Miscommunication between myself and Resilient Russell re Ecosolutions to carry out an education programme over winter. To be followed up directly. No progress on the User Pays scheme for boaties, will need to chase up interested parties over winter. WIP.
Ōpua Community relationship with Far North Holdings	Continuing to meet. FNHL have offered a contribution to get Council to complete the Kellett Street footpath outside the school after a 10 year wait.
Russell Drainage	Increasing numbers of RFSs which related to badly maintained drainage assets which are then having detrimental impacts on the roads. Seems that multiple groups within Council collectively own the problem, but nothing is fixed. Long term this will be extremely costly to remedy.
Rawhiti road seal	This remains an issue. Council is aware of the need, still needs funding.
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.
Car theft and break ins in Ōpua theft of cars	This is a significant problem with thefts and break ins every few days. It is not only causing issues for the community, but it is well known within the Pacific cruising circles which means it reflects on Port Ōpua & marina generally.
Footpath at Kellett Street Ōpua	FNHL have come to the party and offered a contribution to get this footpath finally completed outside Ōpua school. I have been advised that it has been requested for July, during the school holidays.
Erosion on Russell waterfront	There is significant erosion on the Russell Kororāreka waterfront and Resilient Russell and the Russell Waterfront Trust have raised an RFS to start the conversation about a more permanent solution. This will be an ongoing issue over a number of years.

**Requests for Service (RFS)**

RFS number	Date	Comment
(3987148) (3996575) 4032539	2020 2021 12/01/23	Encroachment on paper road at Okiato. Encroachment officer attended, License to Occupy being applied for by landowner. Being progressed by staff. Transport staff visited mid May to review.
(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 were scheduled for April. Have now been advised there is no funding. This is the 2 <sup>nd</sup> time this has happened.
4137946	6/12/22	Signage for Maromaku Hall, images to be added for website of Maromaku Hall. Signs for Hall are in hand, Transport arranging signpost from Road. Photos being gathered by support officer, can CB members please take photos for her of their local halls 😊
(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 agreed to fix the problem. Trees to be removed soon apparently. <b>NO ACTION</b>
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. Funding should be available as this was flooding in the Cyclone Hale event. Further flooding on Beresford Street in last severe weather event due to outflow of drainage being blocked. <b>NO ACTION</b>
4148332	28/2/23	Request for Council to actively monitor progress of government agencies progress on kiatiakiatanga of the old Customs House, former Police residence. Police now working on a Conservation Plan and are in the process of Hapū consultation. Building will be washed shortly.
4144216	03/03/23	Drain blocked. CLOSED, happy ratepayer.
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. <b>NO ACTION</b>
4153533	10/04/2023	Water created washout which is cutting down a hill likely to cause a slip. If unattended, road will cause a slip onto neighbouring property and road will be inaccessible. <b>NO ACTION</b>

???	11/04/2023	Boat hull on reserve on Te Hue.
4155878	30/04/2023	Erosion on Russell Waterfront becoming extensive. Assigned to Community Development for the new manager Climate Action and Community Development.

**Other Issues**

- General dissatisfaction at the lack of service and basic R&M being evidenced particularly in the areas of roading and drainage. I am being constantly stopped and shown things that are outstanding and there is an increasing level of frustration being felt because the lack of basic maintenance simply makes things far more costly to fix in the longer term.

## Member's Report

Name: Roddy Pihema

Subdivision: Kawakawa and Moerewa

Date: 3/5/2023

### Meetings Attended

Date	Meeting	Comments
3/5/2023	1. Civil Defence Northland Forum Whangarei	
10/5/2023	2. Meeting with NRC 3. Met with Shirley Bradshaw 4. Met with Pamela Anne at He Iwi Kotahi tatau community Trust	5. Affco Resouce Consent Review 6. Station Road 7. Flooding on Otiria Road
12/5/2023	8. Moerewa Mill and Cycle Track Manager 9. civil defence	10. Resolution for Mill road both party agree to work together to put in a new culvert 11. meet with minister Willow Prime
17/5/2023	12. AGM Te Hononga 13. Kawakawa Fire Brigade	14. Police Advisory Meeting

### Community Issues

Issue name	Comment
Johnson park Kawakawa Simpson park reserve Moerewa Station Road	Cars on park reserve doing burnouts. The community have put forward resolutions and would like those resolutions looked at again.
Kawakawa tiles still an issue drainage	Kawakawa tiles are still an issue due to drainage coming from the roof of the shops there was plumbing that took water under the footpath however that plumbing is no longer connected to the system and water is released on the tile work causing it to become slippery
Rubbish bin required at the Simpson park pavillion	The Simson park pavillion is a highly used area currently used for basketball residents and users of this resource are angered as rubbish is an issue, they would like a rubbish bin provided

Drainage Kawakawa	Smaeth Road, Kawakawa residents are angered because water coming down the hill is destroying their roading. I have seen the water coming down the hill following the curb which has been damaged and allows water to flow off on to a private road destroying there road way
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**Requests for Service (RFS)**

RFS number	Date	Comment
15. 4155253		* Kris, Factory Road flooding of mill and Factory
16. 4155273	24/3/2023	*Karetu/ Waikare illegal signs on Intersection (Sign Removed)
17. 4115406		* Tiles work (Resolution Complete)
18. 4155266 work		* Tirohanga Road maintance awaiting
19. 4148808	17/5/2023	* Matawhai car removed
20. 4152767	4/5/2023	*Moerewa crack footpaths and drainage
21. 4156360	9/5/2023	* 3 factory road hand it over Kim Hammond to deal with..

## Member's Report

Name: Amy Slack

Subdivision: Kerikeri

Date: 24 May 2023

### **Meetings Attended**

Date	Meeting	Comments
11/05/23	Community Board meeting	Ongoing issues regarding health and safety of building and where to relocate current users. Follow up asap with Nicola and involved team.
08/05/23	Cherry park house AGM	Awaiting further meeting with relevant staff members regarding future of CPH
03/05/23	Community meeting with Our Kerikeri	
09/05/23	Rachel Smith regarding Mara Hupara project	Check in on how plans are progressing and updated on community engagement

### **Community Issues**

Issue name	Comment
Community concerns around social housing	Lack of communication regarding future growth and infrastructure panning

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

RFS number	Date	Comment
?	21/05/23	Inappropriate trailer sailor parking, Whangaroa. Have had feedback from staff member who will site visit

### **Other Issues**

**7.2 ROAD NAMING - LOT 2, 7D WAIPAPA WEST ROAD, KERIKERI**

**File Number:** A4003328  
**Author:** Cushla Jordan, Asset Manager  
**Authoriser:** Andy Finch, District Engineer

**TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

Council has received a Road Naming application to name a private right-of-way (ROW) addressed at Lot 2, 7D Waipapa West Road, Kerikeri. Community Boards have delegated authority to name private right-of-ways (ROW).

**TŪTOHUNGA / RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private right-of-way (ROW), Oak Tree Lane that is currently addressed at Lot 2, 7D Waipapa Road, Kerikeri as per map (A4003335).**

**1) TĀHUHU KŌRERO / BACKGROUND**

John Nicholls has advised that this is a private right-of-way (ROW) created by a sub-division addressed at Lot 2, 7D Waipapa Road, Kerikeri.

The name Oak Tree refers to the large oak tree that is situated at the entrance to the right-of-way (ROW).

The background for these names is given also as per the Road Naming application attached (A4003335).

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

Their suggestions are as follows:

1. Oak Tree Lane
2. Gum Tree Lane

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

**Take Tūtohunga / Reason for the recommendation**





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

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

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



**ĀPITIHANGA / ATTACHMENTS**

1. **Application and Map - Document number - A4003335** [↓](#) 
2. **Schedule - Document number - A4005595** [↓](#) 
3. **Confirmation of road name as suggested by Iwi - Document number - A4189277** [↓](#) 
4. **LINZ Approval - A4005561** [↓](#) 

**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 the naming of a private right-of-way (ROW) and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Contacted Te Hono to ask for assistance with Iwi/Hapu feedback from Ngati Rehia for this report, Llani/ Te Hono, sent an email to Ngati Rehia and she advised that there has been no reply received.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	There are currently no property owners as this is a new subdivision
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant..
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Far North  
District Council

Kerikeri Service Centre  
01 NOV 2022

## Application for Road Naming/Renaming

### GENERAL INFORMATION

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

### APPLICANT DETAILS

Applicant/Developer Name: JOHN CHARLES NICHOLLS

Organisation: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_

ROAD LOCATION	
Address: <u>70 WAI PAPA WEST ROAD RD 2 KERIKERI</u> 0295	
Legal Description: <u>LOT 2 DP 327851 (SUBJ TO ROW)</u>	
Resource Consent Application Number: <u>2300565-RMAOBJ/A</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input checked="" type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
<b>Road 1</b>	First Choice: <u>WAITUI WAY</u>
	Second Choice: <u>GUMVIEW LANE</u>
	Third Choice: <u>OAK TREE LANE</u>
<b>Road 2</b>	First Choice:
	Second Choice:
	Third Choice:
<b>Road 3</b>	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	
<u>WAITUI WAY</u> 1. THE <u>WAI PAPA</u> STREAM RUNS CLOSE	
TO THE PROPERTIES THAT USE THE ROW	
2. <u>TUI'S</u> ARE PLENTIFUL IN THE AREA.	
3. AN ORCHARD (NOW DISESTABLISHED)	
NAMED ' <u>WAITUI ORCHARD</u> ' WAS ESTABLISHED	
ON THE SITE SOME 50 YEARS AGO	
4. THERE IS CURRENTLY A SMALL VINEYARD	
ESTABLISHED ALONG PART OF THE ROW NAMED	
' <u>WAITUI VINEYARD</u> '	
<u>GUMVIEW LANE</u>	
1. HUGE GUM TREES CAN BE SEEN FROM	
THE R.O.W.	
<u>OAK TREE LANE</u>	
1. A LARGE OAK TREE IS SITUATED AT THE	
ENTRANCE TO THE ROW.	

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

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

**Suffix**

Close, Court, Place  
Avenue, Boulevard, Parade

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

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

**Suffix**

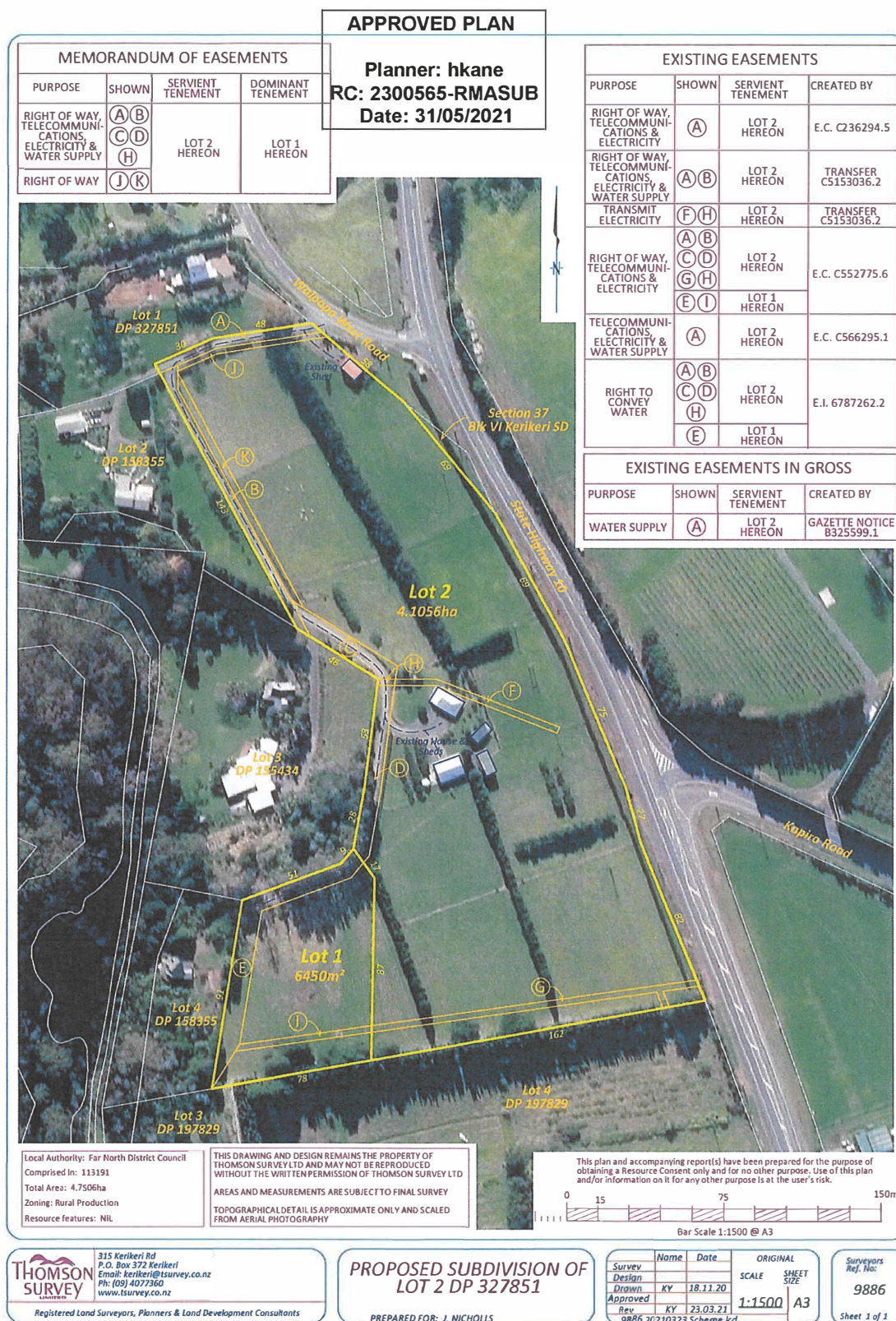
Lane, Way  
Rise,  
Vale  
Avenue, Glade, Grove

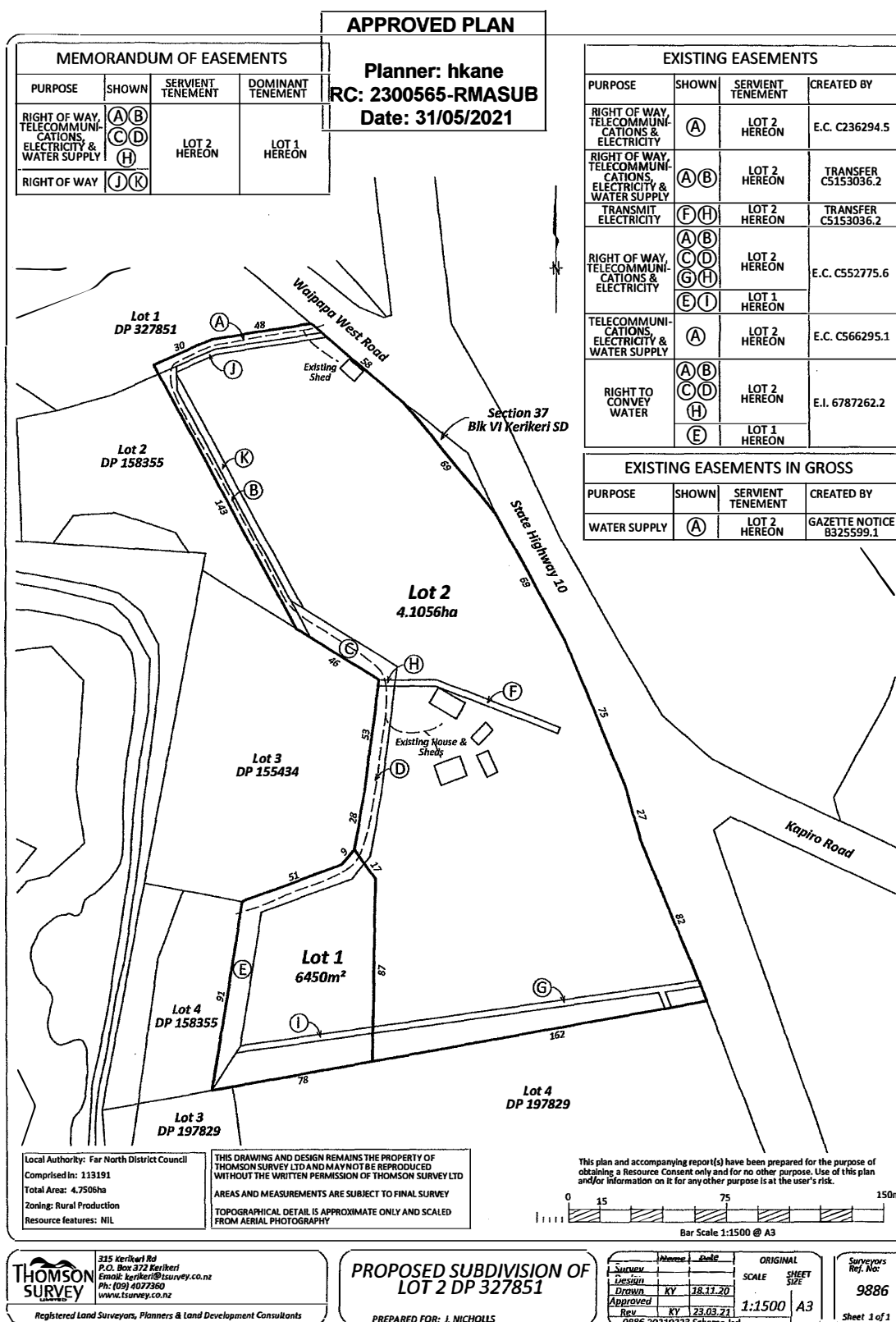
Applicants Signature: 

Date: 28/10/2022

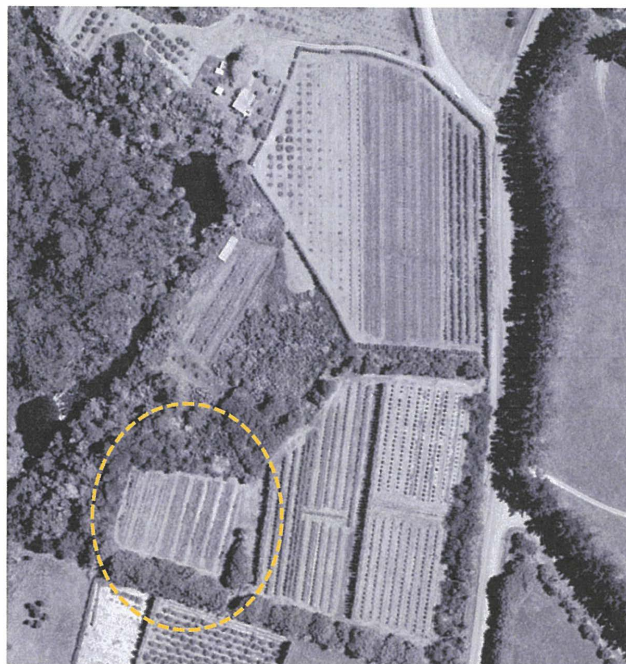
Return Application to Postal: Far North District Council or Email: selina.topia@fndc.govt.nz  
Private Bag 752  
KAIKOHE 0440  
**Attention: Selina Topia**







91. WAITUI ORCARD<sup>11</sup>



1977



Bay of Islands-Whangaroa Community Board Road Naming Schedule (Private Right-of-Way) - 12 December 2022						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Right-of-Way (ROW) addressed at 7D Waipapa Road, Kerikeri	First Preference	Wai Tui Way	1	The Waipapa Stream runs close to the properties that use the ROW and Tui are plentiful in the area and an orchard (now disestablished), was once named Wai Tui orchard was established on the site some 50 years ago. There is currently a small vineyard established along part of the ROW named Wai Tui Vine yard.		Wai Tui Way
	Second Preference	Gumview Lane	1	Huge gum tree can be seen from the ROW.		
	Third Preference	Oak Tree Lane	1	A large oak tree is situated at the entrance to the ROW.		



**From:** Kipa Munro  
**Sent:** Tuesday, March 8, 2023 4:04 PM  
**To:** Llani Harding  
**Subject:** RE: ROAD NAME Feedback required - addressed at 7D Waipapa Road Kerikeri

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

Tēnā koe Llani,  
Great catching up with you this morning.

There were three (3) names that were in our area for consideration:  
Wai Tui- Way  
Gumview Lane  
Oakview Lane

Wai Tui Way – Doesn't make sense in māori.  
Consider "Te Ara Wai" (Water Way)  
Te Ara refers to the path, lane, track, way

Perhaps look at changing "view" to "tree" in both names.  
Gumtree Lane  
Oaktree Lane

Hope this helps.  
Mauri ora,

**KIPA MUNRO**  
Chairperson  
Te Rūnanga o Ngāti Rēhia Charitable Trust







**From:** Addresses <addresses@linz.govt.nz>  
**Sent:** Thursday 17 November 2022 2:17 PM  
**To:** Selina Topia | NTA <Selina.Topia@nta.govt.nz>  
**Subject:** RE: NEW ROAD NAME REQUEST addressed 7D Waipapa Road Kerikeri

Kia ora Selina

Here are my findings;

Wai Tui Way	Acceptable
Gumview Lane	Acceptable
Oak Tree Lane	Acceptable

Nga mihi

**Renni**

**Addressing Analyst**

Addressing and Properties

[addresses@linz.govt.nz](mailto:addresses@linz.govt.nz) | DDI 04 460 0110 |



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PO Box 5501, Wellington 6145, New Zealand  
[www.linz.govt.nz](http://www.linz.govt.nz) | [data.linz.govt.nz](http://data.linz.govt.nz)



**From:** Selina Topia | NTA <[Selina.Topia@nta.govt.nz](mailto:Selina.Topia@nta.govt.nz)>  
**Sent:** Friday 11 November 2022 9:08 a.m.  
**To:** Addresses <[addresses@linz.govt.nz](mailto:addresses@linz.govt.nz)>  
**Subject:** NEW ROAD NAME REQUEST addressed at 7D Waipapa Road Kerikeri

Tena Koutou,

Can I please have approval for the names listed below.

Wai Tui Way  
Gumview Lane  
Oak Tree Lane

Thank you,

**Selina Topia**

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

**Far North | Kaipara | Whangarei**

**DDI 09 401 5236** | [Selina.Topia@nta.govt.nz](mailto:Selina.Topia@nta.govt.nz)

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### 7.3 APPOINTMENT TO THE KERIKERI SPORTS COMPLEX INCORPORATED BOARD

**File Number:** A4198321

**Author:** Joshna Panday, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

#### PURPOSE OF THE REPORT

The purpose of this report is to give the Bay of Islands-Whangaroa Community Board the opportunity to appoint a member to the Kerikeri Sports Complex Incorporated Board.

#### EXECUTIVE SUMMARY

- The Kerikeri Sports Complex Incorporated constitution provides for a Far North District Representative to be appointed to their board.
- The Kerikeri Sports Complex Incorporated falls within the Bay of Islands-Whangaroa Ward and enables the Bay of Islands-Whangaroa Community Board to appoint a member as the Far North District Council representative.

#### RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board appoint Member Tyler Bamber as the Far North District Council representative on the Kerikeri Sports Complex Inc.**

#### 1) BACKGROUND

Embedded within the Kerikeri Sports Complex Incorporated constitution, Section 12.3(a)(ii) requires 'one representative nominated by the Far North District Council' to form part of their Board composition.

At its 15 December 2022 Council meeting Council confirmed its governance structure and appointments to various external bodies. As part of the discussion Council based appointments on external bodies that give them an ability for greater strategic influence and agreed that community based groups such as this was a great opportunity to further empower Community Board members to advocate on behalf of their communities. As such it is suggested that a Community Board member hold this appointment.

A copy of the constitution is attached.

#### 2) DISCUSSION AND OPTIONS

The Bay of Islands-Whangaroa Community Board is positioned to delegate a member to the Kerikeri Sports Complex incorporation and provide representation of Far North District Council to the Board.

The delegated member would ensure that decisions made by the Board are aligned to Council's community objectives whilst supporting the main objectives of the Kerikeri Sports Complex Incorporated constitution.

#### Reason for the recommendation

To fulfil Council's role as a Board Member, as entrenched in the Kerikeri Sports Complex Incorporation constitution.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

#### ATTACHMENTS

##### 1. FINAL CONSTITUTION MAY 22, 2018

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The proposal has a low level of significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	n/a
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 matter has District wide relevance and delegates from the community board is requested.
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.	n/a
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).	n/a
State the financial implications and where budgetary provisions have been made to support this decision.	There are no additional financial implications.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



# CONSTITUTION OF KERIKERI SPORTS COMPLEX INCORPORATED

Updated May 22, 2018

## Table of Contents

	Page
1. Name and Office .....	3
2. Objects .....	3
3. Powers .....	4
4. Members .....	4
5. Cessation of Membership .....	6
6. Annual General Meetings .....	6
7. Special General Meetings .....	7
8. Notice of and Proceedings at Meetings Generally .....	8
9. Chairperson at Meetings .....	9
10. Adjournment of Meetings .....	9
11. Voting at General Meetings .....	9
12. Board .....	11
13. Regulations .....	13
14. Financial Matters .....	13
15. Common Seal .....	14
16. Application of Income .....	14
17. Liquidation .....	15
18. Alteration to the Rules .....	15
19. Indemnity .....	15
20. Disputes and Matters not Provided for .....	16
21. Interpretation and Definitions .....	16

## 1. Name and Office

The name of this incorporated society is 'Kerikeri Sports Complex Incorporated'

The registered office of Kerikeri Sports Complex Incorporated shall be at such place as the Board of Kerikeri Sports Complex Incorporated may determine. Due notice of any change in the place of the registered office shall be given to the Registrar of Incorporated Societies and to all Members of Kerikeri Sports Complex Incorporated.

## 2. Objects

The Objects of Kerikeri Sports Complex Incorporated are to be beneficial to the community by:

- 2.1 Acquiring, developing, administering and operating in the Far North area regional sports fields, grounds and facilities.
- 2.2 Promoting, fostering and developing amateur sport, sports training, health and fitness in the Far North area generally and in particular for young people.
- 2.3 Providing information and assistance, resources and opportunities for communication with, between and to the Members of Kerikeri Sports Complex Incorporated including in relation to the Incorporation's and each Member's funding applications.
- 2.4 Co-ordinating Members' funding applications.
- 2.5 Co-ordinating the use of the Incorporation's sports fields, grounds and facilities.
- 2.6 Meeting and promoting the interests of its membership.
- 2.7 Developing and keeping current a management plan for the Incorporation's sports fields, grounds and facilities.
- 2.8 Securing sports fields, grounds and facilities for the Members generally and in particular for the Founding Members in anticipation of their relocation from their existing fields, grounds and facilities and without limitation:
  - (a) So as to ensure that the Kerikeri Rugby Union Football Club Incorporated has priority use of *all rugby fields and changing rooms*
  - (b) So as to ensure that the Kerikeri Netball Centre Incorporated has priority use of the *netball courts, control room, netball changing room and toilets*
- 2.9 Doing all such things and undertaking such activities as are necessary, incidental, or conducive to the advancement of these Objects.

### 3. Powers

The powers of Kerikeri Sports Complex Incorporated shall be:

- 3.1 To establish a Board together with such Committees or other groups as the Board shall determine to ensure the advancement and attainment of any of the Objects of Kerikeri Sports Complex Incorporated and to delegate its powers and functions to such groups.
- 3.2 To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property or any rights and privileges in connection with such property and to hold, improve, manage, develop, let or lease, sell, exchange or otherwise dispose of any such property, rights or privileges.
- 3.3 To borrow and raise money in such manner as Kerikeri Sports Complex Incorporated may determine.
- 3.4 To invest and deal with monies of Kerikeri Sports Complex Incorporated not immediately required for the purposes of Kerikeri Sports Complex Incorporated in such a manner as the Board thinks fit and in particular to invest the same on mortgage or in the purchase of real, leasehold or personal property or securities or by depositing the same with any bank on interest bearing terms.
- 3.5 To determine, raise and receive monies by way of subscription, fees, levies, grants (including government funding), donation, or otherwise.
- 3.6 To employ the services of such staff, on such terms as the Board determines as appropriate, to work for and on behalf of Kerikeri Sports Complex Incorporated.
- 3.7 To determine who may be Members of Kerikeri Sports Complex Incorporated.
- 3.8 To take or defend legal proceedings of any kind.
- 3.9 To take and effect insurance (including officers liability insurance).
- 3.10 To do all such acts or things as are incidental, conducive or subsidiary to all or any of the Objects or purposes of Kerikeri Sports Complex Incorporated.

### 4. Members

#### 4.1 Membership Categories

The membership of Kerikeri Sports Complex Incorporated (collectively called 'Members') shall consist of:

- (a) Founding Members
- (b) Affiliate Members
- (c) Non-voting Initial Members

#### 4.2 Admission to Membership

Membership of Kerikeri Sports Complex Incorporated shall bind all Members to abide by the provisions of this Constitution and decisions of Kerikeri Sports Complex Incorporated.

#### 4.3 Founding Members

Founding Members of Kerikeri Sports Complex Incorporated shall be:

Kerikeri Rugby Union Football Club Incorporated  
Kerikeri Netball Centre Incorporated

#### 4.4 Affiliate Members

An Affiliate Member shall be any Incorporated Society, or any person or group involved in the delivery of sport and or recreation in and around the Far North area who has sought and been accepted for membership after the founding of Kerikeri Sports Complex Incorporated as provided in Rule 4.6.

#### 4.5 Applications for Membership

The Board may make Rules determining the procedure to be followed by any applicant for membership.

#### 4.6 Admission to Membership

The Board shall have the sole discretion to determine whether any applicant shall be admitted to membership of Kerikeri Sports Complex Incorporated and the voting rights allocated to that Affiliate Member and for the avoidance of doubt the Board may allocate fractions of a whole vote and may allocate different voting rights to each Affiliate Member provided that if no voting rights are allocated at the time an Affiliate Member is accepted for membership then that Affiliate Member shall have one (1) vote. Any organisation applying for Affiliate membership shall:

- (a) Be a society incorporated under the Incorporated Societies Act 1908 or any recognised legal entity or
- (b) Be a society involved in the delivery of sport and recreation in and around the Far North Area.

#### 4.7 Non-voting Initial Members

Non-voting Initial Members shall be all those Members on incorporation other than the Founding Members. Each Non-voting Initial Member shall have no voting rights.

#### 4.8 Membership Fees

The Board shall determine:

- (a) The membership fee and all other fees payable by Founding and Affiliate Members to Kerikeri Sports Complex Incorporated.
- (b) The date and manner by which such fees shall be paid to Kerikeri Sports Complex Incorporated.

#### 4.9 Members' Rights and Obligations

Members acknowledge and agree that:

- (a) This Constitution is a contract between each Member and Kerikeri Sports Complex Incorporated and that they are bound by its terms and any Regulations, By-Laws, or Rules of Kerikeri Sports Complex Incorporated.
- (b) Members must comply with this Constitution and any Regulations, By-Laws, Rules, Determinations, Resolutions or Policies which may be made or passed by the Board of Kerikeri Sports Complex Incorporated.
- (c) Members are subject to the jurisdiction of Kerikeri Sports Complex Incorporated.
- (d) This Constitution, and any Rules, Regulations, By-Laws, Resolutions or Policies implemented pursuant to it are reasonable and necessary for the promotion and furtherance of the Objects of Kerikeri Sports Complex Incorporated.
- (e) Members are entitled to all benefits, advantages, privileges and services of membership as are conferred by this Constitution, and any Rules, Regulations, By-Laws, Resolutions or Policies implemented by the Board.

### 5. **Cessation of Membership**

#### 5.1 Notice of Resignation

Any Member who has paid all monies due and owing to Kerikeri Sports Complex Incorporated may resign from Kerikeri Sports Complex Incorporated by giving one months notice in writing to Kerikeri Sports Complex Incorporated of such intention to resign and upon expiration of that period of notice the Member shall cease to be a Member.

#### 5.2 Failure to Pay Membership Fees

Where a Member fails to pay its membership fees within three (3) months of the date determined by the Board then the Board in its absolute discretion may terminate that Member's membership of Kerikeri Sports Complex Incorporated.

### 6. **Annual General Meetings**

#### 6.1 Annual General Meetings to be Held

Kerikeri Sports Complex Incorporated shall convene and hold an Annual General Meeting of its Members within four months or each Financial Year end.



## 6.2 Ordinary Business

The ordinary business of the Annual General Meeting shall be to:

- (a) Confirm the Minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting.
- (b) Elect new Board Members if applicable.
- (c) Receive from the Board reports upon the operation of Kerikeri Sports Complex Incorporated during the last preceding year including the annual financial statement required under the Incorporation Societies Act 1908 which shall be audited *or reviewed* if an auditor has been appointed for the period of the financial statements.
- (d) Appoint an auditor for the current Financial Year unless a Resolution dispensing with such appointment is passed.

## 6.3 Special Business

The Annual General Meeting may transact and consider special business of which notice is given in accordance with this Constitution.

## 6.4 Additional Meetings

The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year. Any such General Meetings shall be Special General Meetings and shall be held in accordance with the provisions of this Constitution.

## 6.5 Entitlement to Attend Meeting

Except with the prior consent of the Board, or the meeting in its discretion, the only persons entitled to be present at the Annual General Meeting of Kerikeri Sports Complex Incorporated shall be the Members of the Board, the Auditor, if any, and the Members other than the Non-voting Initial Members.

# 7. **Special General Meetings**

## 7.1 Special General Meetings May be Held

The Board may whenever it thinks fit convene a Special General Meeting of Kerikeri Sports Complex Incorporated and, where but for this Rule more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

## 7.2 Requisition of Special General Meeting

- (a) The Board shall on the requisition in writing of Members holding in total no less than two thirds of the total voting rights of all Members convene a Special General Meeting.

- (b) The request for a Special General Meeting shall state the object(s) of the meeting and shall be signed by or on behalf of Members making the requisition and shall be sent to Kerikeri Sports Complex Incorporated and may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (c) If the Board does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to Kerikeri Sports Complex Incorporated, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three (3) months after that date.
- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or nearly as possible as that, in which meetings are convened by the Board.

## **8. Notice of and Proceedings at Meetings Generally**

### **8.1 Notice to be Given**

The Secretary shall give at least 28 days notice in writing of a General Meeting to be given to each Member with voting rights and the auditor, if any, which notice shall state the place, date, time and nature of the proposed business to be transacted at the meeting.

### **8.2 Business of Meeting**

- (a) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (b) A Member desiring to bring any business before a meeting shall give at least *four (4)* days notice in writing of that business to the Board which shall include that business in a notice calling the next General Meeting after the receipt of the notice.

### **8.3 Special Business**

All business that is transacted at a Special General Meeting or the Annual General Meeting with the exception of that referred to in these Rules as the ordinary business of the Annual General Meeting shall be special business.

### **8.4 Attendance**

- (a) No item of business shall be transacted at a General Meeting unless a quorum of those entitled under this Constitution to vote is present during the time when the meeting is considering that item.
- (b) Members holding a majority of the total of all Members' voting rights shall form a quorum for the transaction of the business at a General Meeting. *(See paragraph 12.4)*

- (c) If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:
  - (i) If convened upon the requisition of Members, shall be dissolved; and
  - (ii) In any other case, shall stand adjourned to the same day in the next week at the same time and (unless Members are notified of an alternate venue) at the same place and if at that adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

## **9. Chairperson at Meetings**

### **9.1 Board Chairperson to Chair**

The Board Chairperson shall preside as Chairperson at each General Meeting of Kerikeri Sports Complex Incorporated.

### **9.2 Where Chairperson Absent**

If the Board Chairperson is absent from a General Meeting or is unable or unwilling to preside, the Board members present shall elect one of their number to preside as Chairperson at the meeting.

## **10. Adjournment of Meetings**

### **10.1 Chairperson May Adjourn Meeting**

The Chairperson of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

### **10.2 Further Notice**

- (a) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting.
- (b) Except as provided in Rule 10.2 (a), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **11. Voting at General Meetings**

### **11.1 Voting Procedure**

- (a) Each of the Founding Members shall be entitled to three (3) votes and each Affiliate Member shall be entitled to such vote or fraction of a vote as was allocated at the time its application for membership was

accepted provided that if no such allocation was made then an Affiliate Member shall have one (1) vote.

- (b) Each of the Founding and Affiliate Members may be represented at meetings by one representative who shall be entitled to take part in deliberations and exercise all that Member's voting rights and no more than one other representative of that Member may take part in deliberations but shall not be entitled to exercise that Member's voting rights. A Member's representatives must advise the Chairperson immediately prior to the meeting of their voting or non-voting status.
- (c) Unless otherwise provided for in these Rules a question arising at a General Meeting of Kerikeri Sports Complex Incorporated shall be determined by a majority of those votes cast at the meeting either by a show of hands or by way of a poll as provided for in Rule 11.3.
- (d) In the case of an equality of voting on a question, the Chairperson of the meeting may exercise a casting vote.
- (e) A Member is not entitled to vote at any General Meeting unless all monies due and payable to Kerikeri Sports Complex Incorporated have been paid, including the amount of the annual subscription payable in respect of the current Financial Year.

#### 11.2 Recording of Determinations

Unless a poll is demanded in accordance with these Rules a declaration by the Chairperson that a Resolution has, on a show of hands, been carried unanimously, carried by a particular majority or lost or any entry to that effect in the Minute book of Kerikeri Sports Complex Incorporated is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that Resolution.

#### 11.3 Poll at General Meeting

- (a) If at a meeting a poll on any question is demanded by a majority of the Members present it shall be taken at the meeting in such manner as the Chairperson may direct and the result of the poll shall be deemed to be a Resolution of the meeting on that question.
- (b) A poll that is demanded on a question of an adjournment shall be taken immediately and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.

#### 11.4 Postal Voting

- (a) Postal voting (including but not limited to voting by land mail, email, facsimile transmission or any other form of visible or electronic transmission) may be held from time to time in such instances as the Board may determine and shall be held in accordance with procedures prescribed by the Board.

- (b) All postal voting shall be conducted under conditions of a secret ballot and shall be scrutinised by an impartial person duly appointed by the Board to conduct the ballot.

## 12. Board

12.1 The Board is the governing body of Kerikeri Sports Complex Incorporated.

### 12.2 Powers of Board

- (a) The affairs of Kerikeri Sports Complex Incorporated shall be managed by a Board constituted under Rule 12.3.
- (b) Subject to this Constitution and the Incorporated Societies Act 1908, the Board:
  - (i) Shall control and manage the business and affairs of Kerikeri Sports Complex Incorporated;
  - (ii) May exercise all such powers and functions as may be exercised by Kerikeri Sports Complex Incorporated other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and
  - (iii) Has power to perform all such acts and things as appear to the Board to be essential or appropriate for the proper management of the business and affairs of Kerikeri Sports Complex Incorporated.

### 12.3 Board Composition and Term

#### (a) The Board

- (i) *The composition of the Board shall consist of two Members nominated by each of the two Founding Members; and*
- (ii) One representative nominated by the Far North District Council; and
- (iii) Not more than two members elected by a majority of the Affiliated Members at an Annual General Meeting

#### (b) Vacancies

- (i) A Board Member nominated by a Founding Member or the Far North District Council shall hold office until such time as their nomination is cancelled or they vacate their office prematurely and in either case the Founding Member or the Far North District Council, as the case may be, may nominate a new Board Member who shall become a member of Board with immediate effect.
- (ii) Where an elected Board Member or a member appointed by the Board vacates their office prematurely they shall be replaced at

the next Annual General Meeting or meeting of the Board as the case may be and that replacement Board Member will serve out the period of the replaced Board Member.

- (iii) The Board has the power to co-opt a person on to the Board to fill a temporary vacancy or for a defined special project.

#### 12.4 Quorum for Board Meetings

Five members of the Board present at a Board Meeting shall constitute a quorum unless the total number of members of the Board is seven (7) or less in which case the quorum shall be a majority of the total number of members of the Board.

#### 12.5 Chairperson

The Board may elect one of the Board Members appointed under Rule 12.3 (a) to act as Chairperson and may remove or replace any such Chairperson provided that in the event that at any time there is no such person elected as Chairperson then the Board Member nominated by the Far North District Council shall be Chairperson.

#### 12.6 Board Meetings

- (a) The Board shall meet at such place and at such times and in such manner as it shall determine.
- (b) The Chairperson shall chair Board meetings or in his/her absence any other Board Member determined by the Board.
- (c) Subject to Rule 12.6 (d), each Member of the Board present at a meeting of the Board is entitled to one vote.
- (d) In the event of an equality of votes on any question, the Chairperson may exercise a second or casting vote.
- (e) A resolution in writing signed or assented to by facsimile, email or other form of visible or other electronic communication by all Board Members shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Board Members.
- (f) A meeting of the Board may be held where one or more of the Board Members is not physically present at the meeting, provided that:
  - (i) Notice of the meeting is given to all Board Members in accordance with the procedures agreed from time to time by the Board.
  - (ii) All Board Members participating in the meeting are able to communicate with each other effectively, simultaneously and

instantaneously whether by means of telephone or video conferencing facility or by any other form of communication.

- (iii) If any failure in communication prevents the requirements of Rule 12.6 (f)(ii) from being satisfied and such failure results in the quorum not being met or maintained, the meeting shall be suspended until the requirements of Rule 12.6 (f)(ii) are satisfied again and if not satisfied within 15 minutes from the time of interruption, the meeting shall be deemed to have been terminated or adjourned.
- (iv) Any meeting held where one or more Board Members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Board Member is there present and if no Board Member is there present, the meeting shall be deemed to be held at the place where the Chairperson of the meeting is located.

### **13. Regulations**

- 13.1 The Board may make Regulations and/or By-Laws and Policies and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations, By-Laws and Policies shall have the same force and effect as this Constitution, but shall not in any way oppose or be in conflict with this Constitution. Such Regulations, By-Laws and Policies shall be published to the Members from time to time or made available to Members on request.

### **14. Financial Matters**

#### **14.1 Financial Year**

The Financial Year of Kerikeri Sports Complex Incorporated shall commence on a date to be fixed by the Board.

#### **14.2 Annual Report**

The Board shall prepare an annual report for presentation to the Annual General Meeting which contains:

- (a) The annual financial statements as required under the Incorporated Societies Act 1908; and
- (b) An annual report as to the year's activities (collectively known as 'the annual report');

- 14.3 If an auditor has been appointed for the period of the financial statements forming part of the annual report then those financial statements shall have been audited by that auditor who shall be a member of the New Zealand Institute of Chartered Accountants.

**15. Common Seal**

- 15.1 Kerikeri Sports Complex Incorporated shall have a common seal.
- 15.2 The common seal can be affixed by the Chair and be witnessed by one other Board Member.

**16. Application of Income**

- 16.1 The income, benefit or advantage, assets and property of Kerikeri Sports Complex Incorporated shall be applied solely towards the promotion of the Objects of Kerikeri Sports Complex Incorporated.

- 16.2 Save as provided in this Constitution:

- (a) No portion of the income, property or assets of Kerikeri Sports Complex Incorporated shall be paid or transferred directly or otherwise to any Member or Board Member of Kerikeri Sports Complex Incorporated or anyone associated with any Member or Board Member.
- (b) No remuneration or other benefit in money or monies shall be paid or given by Kerikeri Sports Complex Incorporated to any Member or Board Member of Kerikeri Sports Complex Incorporated or anyone associated with any Member or Board Member.
- (c) Nothing in Rule 16.2 (a) or (b) shall prevent payment or benefit made or given in good faith of or to any Member or Board Member or anyone associated with any Member or Board Member for;
  - (i) Any services actually rendered to Kerikeri Sports Complex Incorporated whether as an employee or otherwise.
  - (ii) Goods supplied to Kerikeri Sports Complex Incorporated in the ordinary and usual course of business and of operation.
  - (iii) Interest on money borrowed from any Member or Board Member of Kerikeri Sports Complex Incorporated or anyone associated with any Member or Board Member.
  - (iv) Rent for premises demised or let to Kerikeri Sports Complex Incorporated by any Member or Board Member of Kerikeri Sports Complex Incorporated or anyone associated with any Member or Board Member.
  - (v) Any out of pocket expenses incurred on behalf of Kerikeri Sports Complex Incorporated for any other reason by any Member or Board Member of Kerikeri Sports Complex Incorporated or anyone associated with any Member or Board Member.

Provided that such services, goods, borrowing, premises or expenses advance the Objects of Kerikeri Sports Complex Incorporated and that any such payment or the value of any such benefit shall not exceed the



amount ordinarily payable between ordinary commercial parties dealing at arms length in a similar transaction and provided further that no Member or Board Member of Kerikeri Sports Complex Incorporated or anyone associated with any Member or Board Member is allowed to take part in or influence any decision made by Kerikeri Sports Complex Incorporated in respect of any payments, benefits, income or advantages being made or given to, or on behalf of, that Member or Board Member or associated person.

## **17. Liquidation**

- 17.1 Kerikeri Sports Complex Incorporated may at any time be put into liquidation in accordance with the provisions of the Incorporated Societies Act 1908.
- 17.2 Upon the appointment of a liquidator the relevant provisions of the Incorporated Societies Act 1908 shall apply to the liquidation of Kerikeri Sports Complex Incorporated.
- 17.3 Any surplus assets of Kerikeri Sports Complex Incorporated, after payment of all costs, debts, and liabilities and the debts and expenses of winding up, shall subject to any trust affecting the same, be vested either in a substitute or successor organisation of Kerikeri Sports Complex Incorporated or distributed, gifted or transferred to the Founding Members and Affiliate Members provided that they are duly incorporated as incorporated societies under the Incorporated Societies Act of 1908 and in such proportions as the Members by Resolution agree or in the absence of an such agreement in accordance with the respective voting rights of those Members eligible to receive such distributions.
- 17.4 To be eligible to receive distributions under this Rule 17, the organisation or organisations or Members referred to in Rule 17.3 must prohibit the distribution of its or their income and property among its or their members to at least the same or a greater extent as is imposed on Kerikeri Sports Complex Incorporated under this Constitution and shall not be carried on for profit and shall be charitable under New Zealand law and have an approved tax exemption.

## **18. Alteration to the Rules**

- 18.1 (a) Subject to Rule 18.1 (b) this Constitution may only be amended, added to or repealed by a Resolution passed by the majority of the total number of all the Members' votes i.e. Founding Members and Affiliate Members. (Refer to Rule 11 – Voting at General Meetings)
- (b) Notice of intention to alter this Constitution must be given by a Member to the Board no later than 28 days prior to an Annual Meeting or Special General Meeting.

## **19. Indemnity**

- 19.1 Kerikeri Sports Complex Incorporated shall indemnify its Board Members, officers, and employees against all damages and costs (including legal costs)

for which any such Board Member, or employee may be or become, liable to any third party as a result of any act or omissions, except wilful misconduct or actual fraud;

- (a) In the case of a Board Member or officer of Kerikeri Sports Complex Incorporated, performed or made whilst acting on behalf of and with the authority (express or implied) of the Board; and
- (b) In the case of an employee, performed or made in the course of, and within the scope of, their employment by Kerikeri Sports Complex Incorporated.

## **20. Disputes and Matters Not Provided For**

- 20.1 If any dispute arises out of the interpretation of this Constitution or any Rules, By-Laws, Resolutions, or Policies implemented pursuant to this Constitution, or any matter arising which is not provided for in this Constitution, then, subject to Rule 20.2, such dispute or matters shall be referred in writing to the Board, whose decision shall be final and binding.
- 20.2 If the dispute or matter of the kind referred to in Rule 20.1 is between the Board and a Member, or between one or more Board Members ('the parties') the dispute or matter shall be resolved as follows:
  - (a) By the parties promptly acting in good faith to seek an agreement; and failing any such agreement then;
  - (b) By the parties promptly appointing an independent third person to mediate between them and by the parties to the mediation acting promptly and in good faith to reach a mediated settlement; and failing any agreement being reached after such mediation then;
  - (c) By referring the dispute or matter to the Sports Disputes Tribunal of New Zealand in accordance with the rules of that Tribunal and/or as directed by that Tribunal and by the parties to the dispute or matter acting promptly and in good faith to reach a mediated settlement.

## **21. Interpretation and Definitions**

### **21.1 Definitions**

In this Constitution, unless a contrary intention appears:

- (a) 'Founding Member' means a Member listed under Rule 4.3
- (b) 'Affiliate Member' means a Member accepted as a Member pursuant to Rule 4.4 and Rule 4.6
- (c) 'Board' means the Board as established pursuant to Rule 12.3
- (d) 'Financial Year' means the financial year fixed pursuant to Rule 14.1

- (e) `General Meeting' means a meeting of Members referred to in Rules 6 and 7
- (f) `Incorporation' means the Kerikeri Sports Complex Incorporated
- (g) `Member' means a Member of Kerikeri Sports Complex Incorporated for the time being as described in Rule 4.1
- (h) `Non-voting Initial Member' means those Members referred to in Rule 4.1 (c)
- (i) `Objects' means the objects of Kerikeri Sports Complex Incorporated set out in Rule 2.
- (j) `Regulations' means any regulations made by the Board under Rule 13
- (k) `Rules' means the rules of Kerikeri Sports Complex Incorporated
- (l) `Resolution' means a resolution passed in a General Meeting in accordance with this Constitution
- (m) `Sports Disputes Tribunal of New Zealand' means the Tribunal established under the Sport and Recreation New Zealand Act 2002 to hear and determine sports related disputes, including appeals
- (n) `Present' means being available in real time by whatever means

## 7.4 ALFRESCO DINING APPLICATIONS

**File Number:** A4201910

**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 Rocksalt Restaurant and Bar in Kerikeri to assist with the final decision on the application.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Rocksalt Restaurant and Bar has filed a new alfresco dining application and paid the necessary application fee of \$276.24.

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

### TŪTOHUNGA / RECOMMENDATION

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

- a) Pursuant to the Council resolution passed on 30 June 2022, provide comment on the alfresco dining application from the Rocksalt Restaurant and Bar to assist on the final decision on the application.**

### 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 20 alfresco dining approval holders. Of these, 14 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-102	Spice Grill	2023	Bay of Islands-Whangaroa
15	ALF-88	Kaikohe Bakehouse Cafe	2023	Kaikohe-Hokianga
16	ALF-99	A New Era Cafe	2023	Kaikohe-Hokianga
17	ALF-97	Awanui Hotel	2023	Te Hiku
18	ALF-68	Mussel Rock Cafe and Bar	2023	Te Hiku
19	ALF-6	Jesse's on the Waterfront Café & Bar	2023	Te Hiku
20	ALF-85	Beach Box Coffee and Gelato	2023	Te Hiku

#### Rocksalt Restaurant and Bar Alfresco Dining Application

The Rocksalt Restaurant and Bar filed a new alfresco dining application in late March 2023 and paid the necessary application fee of \$276.24. The Rocksalt Restaurant and Bar in Kerikeri would like approval to occupy an area of public land which measures approximately 50m<sup>2</sup> (10 x 5m).

Within this area they wish to place six tables with chairs for the purpose of alfresco dining.

Historically, the Rocksalt Restaurant and Bar held the necessary approval to occupy public space between the period of 2005 – 2018.

Over the past five years it was unclear as to whether the area occupied for alfresco dining was situated within private or public land boundaries. Using Councils "Far North Maps" tool, it has now been confirmed that the area being occupied is situated on public land and therefore the current Operator was required to file an alfresco dining application.

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.

On 24 April 2023, NTA confirmed that they have no issues with this application as it appears that the application meets the requirements for clear width required for alfresco dining and that the tables for alfresco dining do not impede on footpath users i.e. mobility scooters and prams or pedestrian users.

As the new application has been filed part way through the current approval period of 1 July 2022 – 30 June 2023, should the Rocksalt Restaurant and Bar 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 Rocksalt Restaurant and Bar alfresco dining application:

Option No.	Option Description	Advantages	Disadvantages
1	Provide comment on the Rocksalt Restaurant and Bar 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 which will contribute towards the final decision on the 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.

## ĀPITI HANGA / ATTACHMENTS

1. Attachment A - Alfresco Dining Application - Rocksalt - A4212080  
2. Attachment B - Draft Alfresco Dining Approval - Rocksalt - A4212062  

**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:

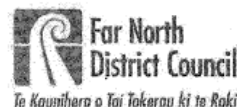
1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified 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>	<p>The Alfresco Dining Policy 2014 was revoked on 30 June 2022. Regulation of alfresco dining is outlined in the Road Use Bylaw 2022.</p> <p>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 Rocksalt Restaurant and Bar is considered low.</p>
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.
<p>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.</p> <p>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.</p>	<p>Māori had an opportunity to contribute during the consultation process on the new Road Use Bylaw 2022.</p> <p>The Road Use Bylaw 2022 was adopted on 19 May 2022.</p>
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.



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

## Alfresco Dining Approval Application



**Restaurant and Bar**

**Applicant details** 3228 Business Ltd T/A RockSalt

Name of applicant (name to appear on licence)

**Address** Corner of Kerikeri Road and Cobham Road

**Contact numbers** Jason SU 0210733305

**Email Address** Wendy.jason.112233@gmail.com

**Application details**

**Name of establishment** RockSalt bar and Restaurant

**Address of establishment** Corner of Kerikeri Road and Cobham Road

**Date from which licence is required** 01/07/22 **Property ID** Lot 1 DP 97524

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

Two table outside of the Veranda under the  
Trees. 4 chairs each table  
formica table and plastic chairs

*31/03/23 Email from Operator to confirm increase in tables - Operator now requesting six tables which is reflected in the updated site plan dated 31/03/23*

**Fees**

Please refer to Council's Schedule of Fees and Charges

[Signature]  
Signature

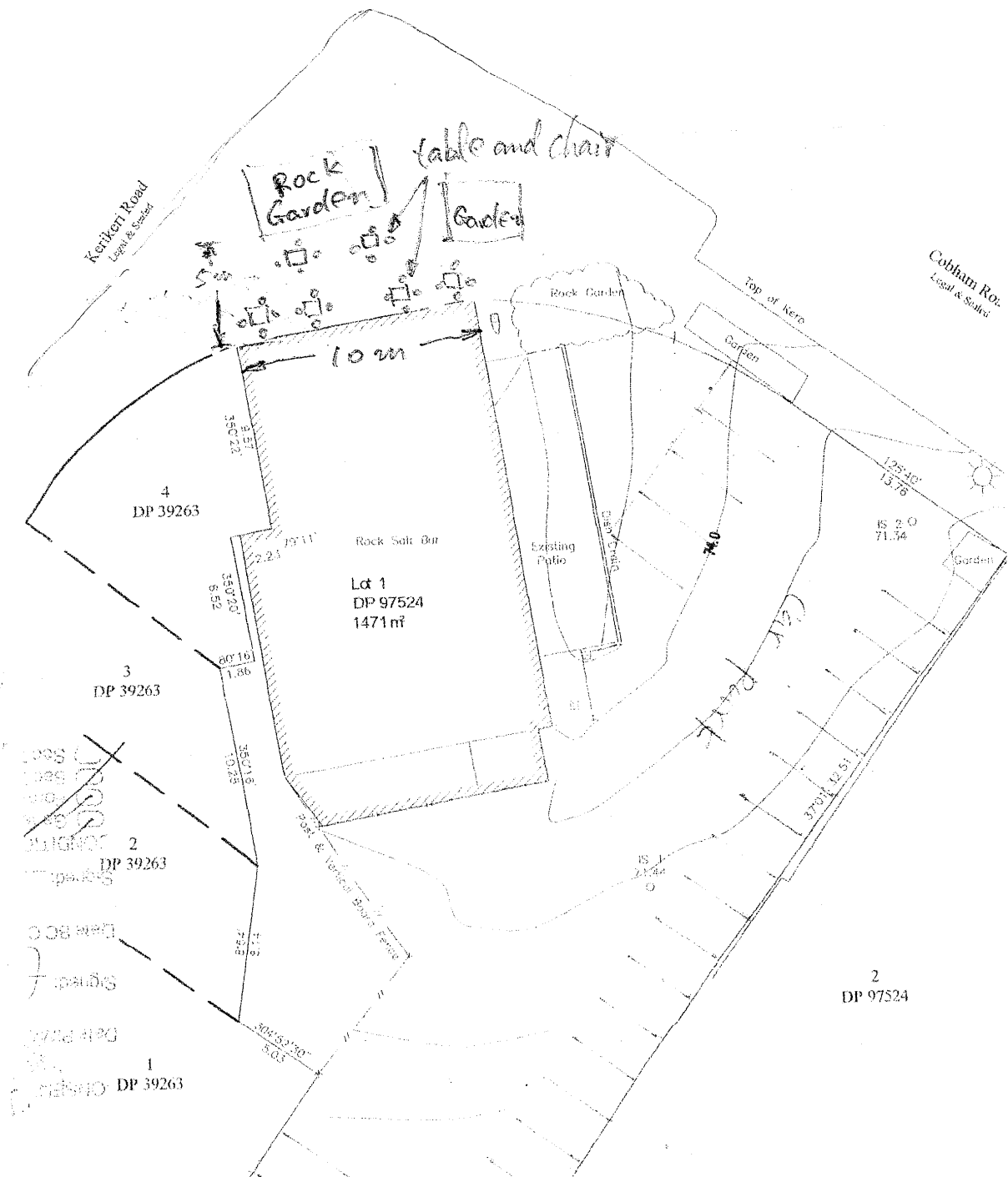
16/5/22  
Date

**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.**

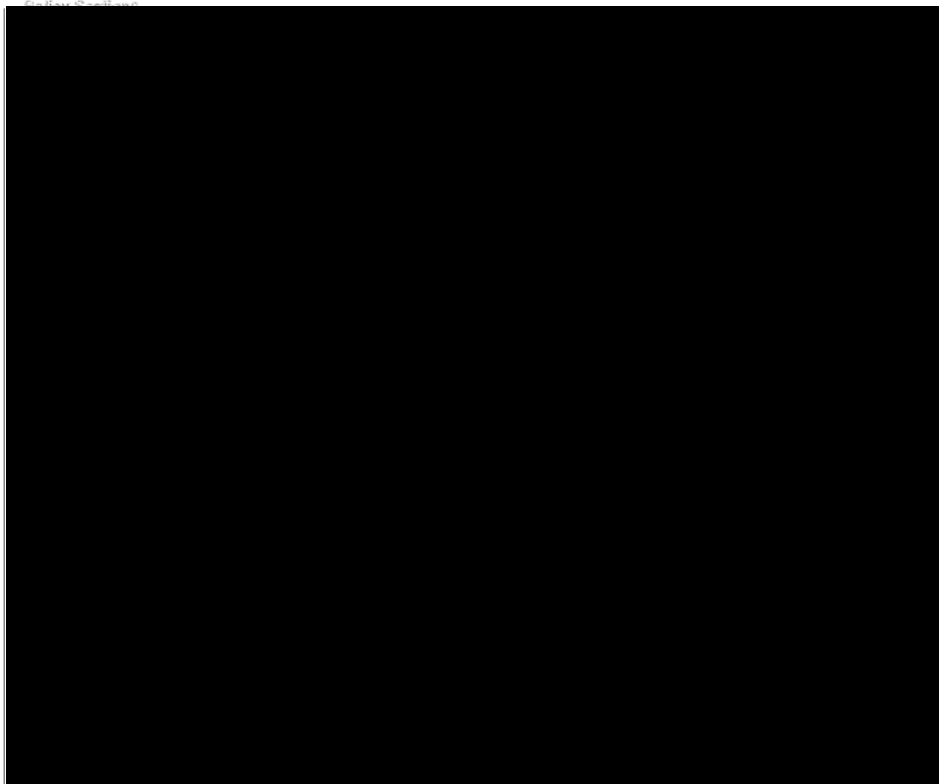
Plan provided 31  
March 2023



**POLICY SCHEDULE**

Words in bold typeface have special meaning - see the Schedule and the Definitions section of the Policy Document.  
Please read the schedule and policy carefully and review the cover with your insurance agent or broker.

<b>Policy Number</b>	[REDACTED]	
<b>Insured</b>	3228 Business Ltd ta Rocksalt Bar and Grill	
<b>Activities of Insured</b>	Restaurant Bar and Grill	
<b>Policy Period</b>	<b>From:</b> 08 September 2022	<b>To:</b> 08 September 2023
<b>Continuity Date</b>	08 September 2021	
<b>Premium</b>	As Agreed	



Your current covers and sums insured we would be looking to renew are:

**Location:** 71 Kerikeri Road, Kerikeri  
**Occupation:** Bar/Restaurant

Type	Description	Current Sum Insured

<b>Liability</b>	Public Liability	\$2,000,000

Let me know if you require any further information.

**ADAMS TRIMMER INSURANCE**

2 James St, Whangarei | PO Box 1144, Whangarei, 0140  
TEL 09 470 2244 | DDI 09 470 2249 | MOB 021 0263 3233 |



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

Email: [ask.us@fnk.govt.nz](mailto:ask.us@fnk.govt.nz)  
Website: [www.fnk.govt.nz](http://www.fnk.govt.nz)

Private Bag 752, Memorial Avenue  
Kaikohe 6440, 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:** 3228 Business Limited  
**Registration of:** Rocksalt Bar and Restaurant  
**Site Address:** 1 Cobham Road, Kerikeri 0230  
**Approval Number:** ALF-103

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:

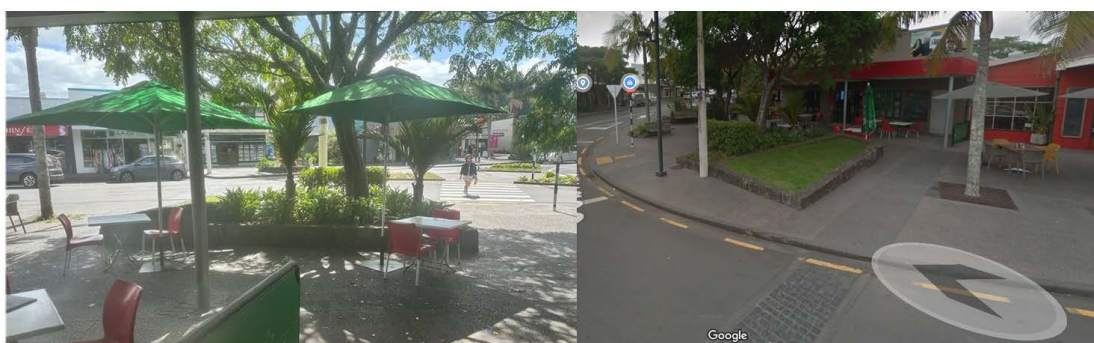
1	Annual inspection is required. Approval and approved plan must be on display at all times of trading.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing. <b>Approval is for six tables with chairs.</b>
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not obstruct the walkway zone
4	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
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. 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
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	No tables or chairs or displays to impede on pedestrian users
9	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
10	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
11	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
12	Public liability Insurance of \$500,000 must be carried by the Licensee
13	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 "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

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



**Legend**

- Table with chairs
- Alfresco dining footprint



**APPROVED PLAN:**  
**DATE:TBC**

*[Handwritten signature]*

## 7.5 PROJECT FUNDING REPORTS

**File Number:** A4219684

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Scott May, Manager - Stakeholder 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 reports received from:

- a) Friends of Williams House
- b) Totara North Residents and Ratepayers

### 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. Friends of Williams House - A4219662  
2. Totara North Residents and Ratepayers - A4219663  



**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

Name of organisation:

Friends of Williams House, Pahiia Library Inc.

Name & location of project:

Upstairs Exhibition Williams House.

Date of project/activity:

Finished 11 April 2023

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 20,000.00

Board meeting date the grant was approved:

May 2022

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
16/8/22 Workshop E.	\$ 11730	✓
✓ ✓ ✓ ✓	\$ 5175	✓
31/2/23 ✓ ✓	\$ 19699.50	✓
5/4/23 ✓ ✓	\$ 123,995.00	✓
20/4/23 BOI Electrical	Total: \$ 5332.42	✓
Total cost.	\$166131.92	

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

This project was co-funded as follows:

21/6/22 B. O I - Whangaroa Community Board	20,000
Friends of Williams House	20,000
6/9/22 Grass Roots Foundation	63300
30/9/22 Lotteries Grants.	61162
Total funding (see Bank Statement)	167983

Shortfall of \$1852.00 was paid by the

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

1

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

This exhibition is open daily as per the library hours. Entry is free. It provides all locals & visitors to Paikia a chance to learn more about the early history of Paikia & the Bay of Islands. It adds value & enhances the Paikia Library. (see attached press release)

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

✓ Focus Newsletter June 2022.  
✓ Friends Invitation to Opening.  
✓ Welcoming Sign at Williams House.  
(see credit & logo)

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

This report was completed by:

Name:

Address:

Phone

Email:

Date:



**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**

**Name of organisation:** **Totara North Residents and Ratepayers Association**

**Name & location of project:** **Playground Project – Totara North Hall Domain**

**Date of project/activity:** **December 2022 - ongoing**

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

☐

Te Hiku

☐

Kaikohe-Hokianga

☒

Bay of Islands-Whangaroa

**Amount received from the Community Fund:** **\$ 23,061**

**Board meeting date the grant was approved:** **May 2022**

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
N/A. After the community board meeting in May 2022 we were	\$	
advised the FNDC was to cover the remainder of playground	\$	
relocation and instillation costs. As such no funds have been	\$	
Transferred to TNRR and all payments have been managed by FNDC	\$	
Total:	\$	



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

The highlight of the playground project thus far has undeniably been the opening ceremony. Bringing together over 100 members from Totara North Community and surrounding areas, the event was a true celebration. People of all ages, from young to old, enthusiastically participated in the gathering, which included a sausage sizzle and an Easter egg hunt to accompany the more formal elements of the blessing, bestowing of playground name and ribbon cutting. This occasion showcased the project's aim to establish a central recreational hub for Totara North, and the success of this objective was vividly demonstrated at the opening ceremony.

In addition to the opening ceremony, there have been several other high points throughout the course of the playground project. One notable achievement is the regular usage of the playground by the local preschool. The facility has become a valuable resource for the preschool, providing a safe and engaging space for the children to play and explore. Moreover, neighbors have reported a steady stream of children utilizing the playground on a regular basis. This demonstrates the growing popularity and importance of the playground within the community. The continuous use of the playground by both the preschool and local children further affirms the project's success in fulfilling its purpose as a central recreational space for Totara North.

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

The repurposed playground in Totara North effectively achieves two goals outlined in the 2021 community plan: "healthy nature, healthy people" and 'To have a range of activities to promote and support community recreation, community spirit and unity'. The playground, set within a grassy field, fruit trees, a community garden, and mud flats brimming with nature, encourages interaction with the outdoors, promoting well-being and a healthy lifestyle. Additionally, it serves as a hub for community recreation, bringing families together, fostering social connections, and strengthening the community's unity. Overall, the playground successfully integrates nature, recreation, and community engagement, making it a vital asset for the vibrant and harmonious living environment of Totara North.

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

Playground reports from TNRRRA minutes attached (circulated to community via TNRRRA facebook page)

Poster advertising playground opening attached.

Photos of opening ceremony attached.

The BOI-Whangaroa Community Board was further acknowledged verbally at the opening ceremony.

The project completion is waiting on the erection of a shade sail – timeframes for this have been repeatedly pushed due to the complex nature of the foundations required. The decision to go ahead with the opening despite the sail not being in place/project completed was made to make the most of the facility before winter. We were hoping to delay print acknowledgement of the playground instillation until its completion however as this does not look like it will happen in the near future a report on the playground is planned for the next issues of whispers which will further acknowledge the Community board.

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

**This report was completed by:**

Date:

14 May 2023

## 7.6 FUNDING APPLICATIONS

**File Number:** A4219796

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Scott May, Manager - Stakeholder 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

- Nine applications were received, requesting a total amount of \$107,389.
- The Board has **\$48,872.83** remaining to allocate for the Community Board Fund in the 2022/2023 financial year.
- The Board also has allocated the full amount of the Placemaking Fund for the 2022/2023 financial year.

#### TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) approves the sum of **\$13,773.83** (plus GST if applicable) be paid from the Boards Community Fund account to Coast to Coast Cat Rescue for the costs towards cat rescue, 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 **\$2,000** (plus GST if applicable) be paid from the Boards Community Fund account to Kerikeri Theatre Company for the costs towards the production of Fantastic Mr Fox, 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 **\$2,000** (plus GST if applicable) be paid from the Boards Community Fund account to KidsmART for the costs towards Matariki art exhibition, 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 **\$2,000** (plus GST if applicable) be paid from the Boards Community Fund account to The Turner Centre for the costs towards Matariki shows by Rutene Spooner, 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 **\$2,000** (plus GST if applicable) be paid from the Boards Community Fund account to The Turner Centre for the costs towards the Trouble in Paradise art exhibition Spooner, 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 **\$2,000** (plus GST if applicable) be paid from the Boards Community Fund account to Volunteering Northland for the costs towards volunteer and organisation training and support, 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:

- g) approves the sum of **\$2,000** (plus GST if applicable) be paid from the Boards Community Fund account to Whatu Creative for the costs towards Weaving the Strands Matariki workshops, 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:

- h) approves the sum of **\$3,099** (plus GST if applicable) be paid from the Boards Community Fund account to Whangaroa Memorial Community Hall for the costs towards new curtains for the hall, 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:

- i) approves the sum of **\$20,000** (plus GST if applicable) be paid from the Boards Community Fund account to Whangaroa Recreation and Community Trust for the costs towards repainting the Whangaroa pool and training of lifeguards, 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
Coast to Coast Cat Rescue	\$43,089	\$13773.83	Coast to Coast Cat Rescue was formerly part of the Bay of Islands Animal Rescue team and split out to focus entirely on cats. They have recently secured a \$40,000 per annum grant (for at least the next two years) from the SPCA for de-sexing cats, but are seeking funding for other expenses, including the purchase of a vehicle. The amount recommended is the balance of the funding if the other applications are granted as recommended.	Community
Kerikeri Theatre Company	\$4,415	\$2,000	The Kerikeri Theatre Company are planning on putting on the show "Fantastic Mr Fox" and are seeking funding to cover the costs of the script and licensing.	Event
KidsmART	\$2,422	\$2,000	KidsmART is seeking funding for an exhibition of work by tamariki to be displayed at the Turner Centre	Event
Turner Centre – Rutene Spooner	\$8,200	\$2,000	The Turner Centre has applied for funding performances by Rutene Spooner for Matariki. They are planning on have one ticketed cabaret show for adults and a free children's show.	Event

Applicant	Requested	Recommend	Comments	Type
Turner Centre – Trouble in Paradise	\$8,465	\$2,000	This application is for funding of an art exhibition based around climate change, as well as presentations/workshops	Event
Volunteering Northland	\$2,000	\$2,000	Volunteering Northland works with volunteers and organisations across Northland to provide support and training. They have also applied to the other Community Boards for funding.	Community Development
Whatu Creative – Weaving the Strands	\$2,000	\$2,000	Whatu Creative are putting together a series of workshops for Matariki 2023 to be run in the libraries. They have applied for funding from all Community Boards.	Event
Whangaroa Memorial Hall	\$3,099	\$3,099	The Whangaroa Memorial Hall committee has applied for funds to replace the curtains in the hall. They are a small committee with limited funding opportunities.	Infrastructure
Whangaroa Recreation and Community Trust	\$33,693	\$20,000	The Whangaroa Recreation and Community Trust receives an annual grant from FNDC to operate the community pool at Whangaroa, but requires additional funds for required upgrades. The amount recommended would cover the repainting of the pool and some training costs.	Community Development

### 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.

### ĀPITI HANGA / ATTACHMENTS

1. Coast to Coast Animal Rescue - A4219669  
2. Kerikeri Theatre Company - A4219660  
3. KidsmART - A4219664  
4. Turner Centre - Rutene Spooner - A4219667  

5. **Turner Centre - Trouble in Paradise - A4219666** [↓](#) 
6. **Volunteering Northland - A4219670** [↓](#) 
7. **Whangaroa Memorial Hall - A4219668** [↓](#) 
8. **Whangaroa Recreation and Community Trust - A4219665** [↓](#) 

**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 (Version 2 of 2)****Application No. BWCB0822/23 From Coast to Coast Cat Rescue**

Form Submitted 14 May 2023, 4:58PM NZST

**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 \***

Coast to Coast Cat Rescue

**Postal Address \***

303 Pakaru Rd

Kawakawa Kawakawa 0282 New Zealand

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

**Physical Address \***

303 Pakaru Rd

Kawakawa Kawakawa 0282 New Zealand

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

**Website**

Must be a URL.

**Facebook page**

Coast to Coast Cat Rescue

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form (Version 2 of 2)**  
**Application No. BWCB0822/23 From Coast to Coast Cat Rescue**  
Form Submitted 14 May 2023, 4:58PM NZST

### Contact details

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 \***

To minimise the impact an uncontrolled cat population has on the environment; both urban and rural by encouraging and educating on the need for responsible companion animal guardianship including de-sexing, vaccination and microchipping and;  
To provide shelter, care and rehoming for unwanted or stray cats and kittens.

**Number of Members \***

4

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

Cat Control Funding Application

**Location \***

Far North District

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form (Version 2 of 2)**  
**Application No. BWCB0822/23 From Coast to Coast Cat Rescue**  
Form Submitted 14 May 2023, 4:58PM NZST

**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: \***

01/06/2023

31/12/2023

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: \***

Our main objective is to minimise the negative impact of cats on the community and our shared environment, both urban and rural. We hope to achieve this through the effective and humane management of cats. CCCR always encourages responsible cat ownership and the need for de-sexing to control cat populations alongside mandatory identification (microchipping).

We have just been awarded a \$40k rolling contract in collaboration with the SPCA and BOI Vets to de-sex cats in the community.

**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

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form (Version 2 of 2)****Application No. BWCB0822/23 From Coast to Coast Cat Rescue**

Form Submitted 14 May 2023, 4:58PM NZST

**Budget**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	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)	\$2,889.03	\$2,889.03	Filename: TRAP QUOTE.pdf File size: 738.5 kB
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	\$5,200.00	\$5,200.00	No files have been uploaded
Volunteer Expenses Reimbursement	\$10,000.00	\$10,000.00	No files have been uploaded
Vehicle Purchase	\$15,000.00	\$15,000.00	Filename: 2007 Mazda Bongo _ Trade Motors.pdf File size: 865.5 kB
Euthanasia Quote	\$20,000.00	\$10,000.00	Filename: EUTH.pdf File size: 13.6 kB
	\$	\$	No files have been uploaded



**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form (Version 2 of 2)**  
**Application No. BWCB0822/23 From Coast to Coast Cat Rescue**  
Form Submitted 14 May 2023, 4:58PM NZST

## 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? \***

\$1,500.00

Must be a dollar amount.

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

\$1,500.00

Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
	\$
	\$
	\$
	\$
	\$

### Total Tagged Funds

**Total Tagged Amount**

\$0.00

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.	
SPCA	\$40,000.00	Approved

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form (Version 2 of 2)**  
**Application No. BWCB0822/23 From Coast to Coast Cat Rescue**  
 Form Submitted 14 May 2023, 4:58PM NZST

	\$	
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### Previous Funding from FNDC

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

☐ Yes ☒ No

### 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.

### 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)

**Bay of Islands-Whangaroa Community Board Grants 2022-2023  
Local Grant Application Form (Version 2 of 2)****Application No. BWCB0822/23 From Coast to Coast Cat Rescue**

Form Submitted 14 May 2023, 4:58PM NZST

- 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.
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.
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**

Signatory Two

**Name****Position****Postal Address****Phone Number**

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form (Version 2 of 2)**  
**Application No. BWCB0822/23 From Coast to Coast Cat Rescue**  
Form Submitted 14 May 2023, 4:58PM NZST

**Mobile Number**

**Email**

Must be an email address.

**Date**

Must be a date.

**Date**

11/05/2023

Must be a date.

**Funding Application – Coast to Coast Cat Rescue****Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Submission</b>
<b>2</b>	<b>Vehicle Quote</b>
<b>3</b>	<b>Euthanasia Quote</b>
<b>4</b>	<b>Trap Quote</b>

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0922/23 From Kerikeri Theatre Company**

Form Submitted 9 May 2023, 9:35AM NZST

**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 \***

Kerikeri Theatre Company

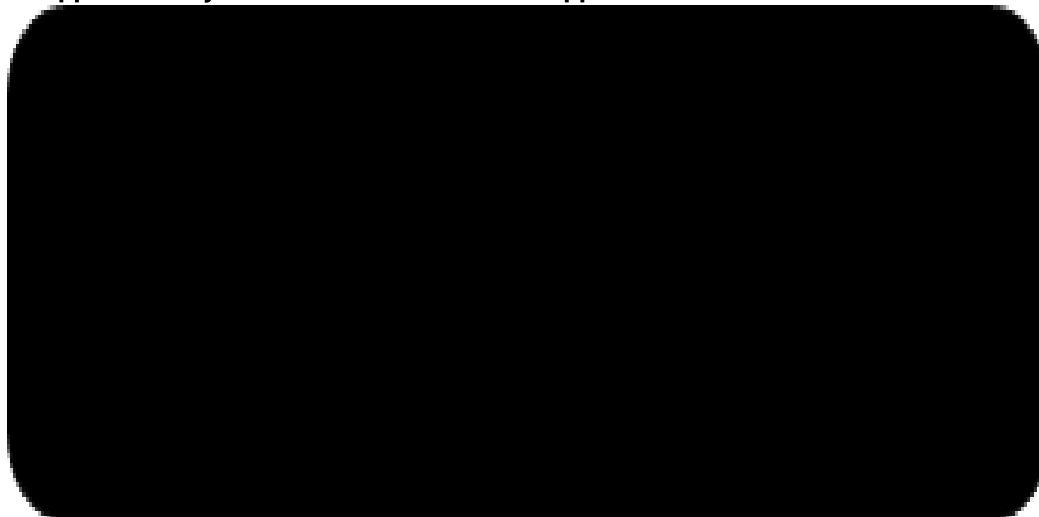
**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0922/23 From Kerikeri Theatre Company**

Form Submitted 9 May 2023, 9:35AM NZST

**Contact details**

Contact Person One:

Contact Person Two:

**Applicant Project Contact \*****Applicant Admin Contact**A large black rectangular box redacting the contact details for both the Applicant Project Contact and the Applicant Admin Contact.**Purpose of organisation****Please briefly describe the purpose of the organisation \***

Kerikeri Theatre Company is an established, charitable society with the aims to benefit the community by:

The study, reading, singing, playing, teaching, and/or production of musical, dramatic or cultural works;

Creating an inclusive and safe environment that fosters, supports and encourages the Society's Members to explore their form of creative expression.

Providing quality, hands-on opportunities across all facets of the show production experience.

Delivering training opportunities that enrich the skills within the Society's theatre community, and champion the experience and expertise of the Society's membership.

Developing key relationships within the Society's diverse community to actively encourage more people from all walks of life into the performing arts.

Supporting other local societies to fulfil their objectives through means such as (but not limited to) equipment hire, shared resources, event advocacy, knowledge sharing and engagement as and when appropriate.

**Number of Members \***

90

**Project Details**

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0922/23 From Kerikeri Theatre Company**

Form Submitted 9 May 2023, 9:35AM NZST

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

Clearly describe the project or event:

**Name of Activity \***

Youth Theatre Production of Fantastic Mr Fox

**Location \***

Turner Centre, Kerikeri

**Will there be a charge for the public to attend or participate in the project or event? \***☒ Yes☐ No**Entry Cost****If yes, how much?**

\$15.00

Must be a dollar amount.

**Project dates:**

Start Date

**Date \***

04/07/2023

Must be a date.

End Date:

**Date: \***

05/07/2023

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: \***

Our Youth Theatre production of Fantastic Mr Fox will benefit our Youth Theatre Students and their families and friends, our broader membership, local theatre makers and technicians, local businesses and the general Far North Community.

Our Youth Theatre Class is enormous, with 50 enrolled students, which shows there is huge demand for theatre opportunities for children in our community. These students get the opportunity to perform in front of their community which builds courage, character and a sense of community. Some of the senior students look to pursue careers in the performing arts and this production will be a Fantastic addition to their CV's before applying to tertiary study. There are few performing arts opportunities in our area and we are thrilled to be able to offer them.

Families and friends will love sharing in the excitement leading up to the performance and



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

Application No. BWCB0922/23 From Kerikeri Theatre Company

Form Submitted 9 May 2023, 9:35AM NZST

of course the performance itself. Many are also getting involved behind the scenes and volunteering their time and resources to help make an incredible experience for all. The connections formed between individuals and families contribute to a stronger community overall and theatre has a special way of bringing people together from all walks of life to collaborate on a common goal.

Our broader membership love seeing young people exploring a shared interest and are excited to support and encourage our young members in order to grow and encourage the new generation of theatre makers and audiences.

Local theatre makers and technicians have an opportunity to utilise and build upon their specialty skills. Many of our crew are also using this production as an opportunity to mentor others in their roles with each senior member of the production having a mentee to ensure that our community continues to share and grow.

Local businesses such as digital design, print, second hand shops, building supplies and more are receiving business from us as we market our show, build sets and props and procure costumes.

Our community spans across the Far North with members and students coming as far as Cable Bay and Hokianga bringing their friends and families. We are grateful to have the infrastructure in Kerikeri to welcome people from all over the region and provide opportunities to learn and explore theatre as well as for audiences to enjoy some wholesome family entertainment in a region of the country that has relatively less access to these events.

We believe creative expression is vital to a healthy, thriving, modern community. It provides context about the world around us, develops a sense of belonging, builds social connections, a more self-sufficient community with stronger networks, and ultimately and importantly, benefits the mental health of our communities. This is why theatre is important to us and why it is important to our community :)

## 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
-------------	------------	------------------	--------

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0922/23 From Kerikeri Theatre Company**

Form Submitted 9 May 2023, 9:35AM NZST

	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$4,415.00	\$4,415.00	Filename: Fantastic Mr Fox - Turner Centre - Quote.pdf File size: 110.1 kB
Advertising/Promotion	\$2,196.00	\$	No files have been uploaded
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$1,073.78	\$	Filename: 58056.pdf File size: 1.1 MB  Filename: Contract Fantastic Mr Fox (1).pdf File size: 842.8 kB
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
Volunteer Expenses Reimbursement	\$150.00	\$	No files have been uploaded

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0922/23 From Kerikeri Theatre Company**

Form Submitted 9 May 2023, 9:35AM NZST

Production Costs	\$7,800.00	\$	<div>Filename: Copy of Quote KTC Fantastic Mr Fox 2023.pdf File size: 80.7 kB</div> <div>Filename: Inv 056 - K YT FMrF Costumes.pdf File size: 137.3 kB</div> <div>Filename: Quote QU004 (2).pdf File size: 51.0 kB</div>
Other (Ticketing Fee)	\$480.00	\$	No files have been uploaded
Other (Contingency Fee)	\$3,222.00	\$	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**

135-081-548

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

\$30,445.84

Must be a dollar amount.

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

\$30,445.84

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB0922/23 From Kerikeri Theatre Company**

Form Submitted 9 May 2023, 9:35AM NZST

Venue Manager	\$7,561.06
Fantastic Mr Fox Production	\$4,000.00
Overheads (Rent/rates/power/water etc)	\$18,884.78
	\$
	\$

**Total Tagged Funds****Total Tagged Amount**

\$30,445.84

This number/amount is calculated.

**Other Funding**

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

<b>Funding Source</b>	<b>Amount</b>	<b>Decision</b>
	Must be a dollar amount.	
Fundraising	\$4,000.00	Approved
Oxford Sports Trust	\$5,000.00	Pending
Pub Charities	\$7,415.00	Declined
Four Winds Foundation	\$2,000.00	Declined
Trillian Trust	\$3,000.00	Declined
Ticket Sales	\$6,000.00	Pending

**Previous Funding from FNDC****Have you previously received funding from FNDC? \***
☒ Yes   ☐ No
**Previous Funding from FNDC**

<b>Purpose</b>	<b>Amount</b>	<b>Date</b>	<b>Project Report Submitted</b>
	Must be a dollar amount.	Must be a date.	
Venue Hire for The Sound of Music	\$10,000.00	01/06/2021	Yes

**Declaration**

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

Application No. BWCB0922/23 From Kerikeri Theatre Company

Form Submitted 9 May 2023, 9:35AM NZST

**\* 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.

### 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.

**Bay of Islands-Whangaroa Community Board Grants 2022-2023  
Local Grant Application Form****Application No. BWCB0922/23 From Kerikeri Theatre Company**

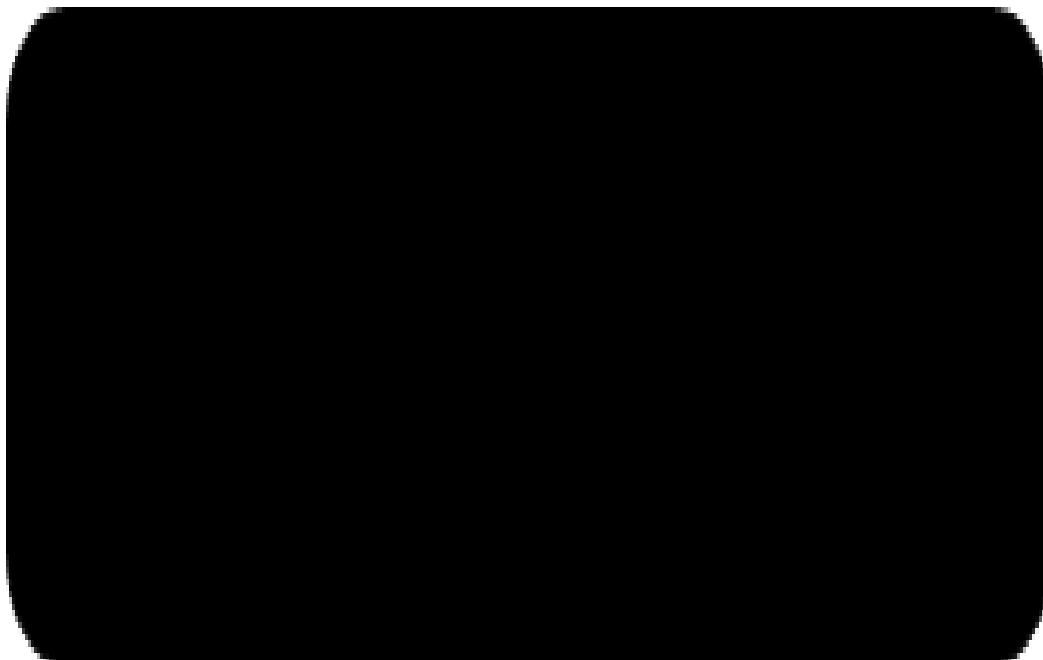
Form Submitted 9 May 2023, 9:35AM NZST

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 e 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.
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**

Signatory One

Signatory Two



**Bay of Islands-Whangaroa Community Board Grants 2022-2023  
Local Grant Application Form****Application No. BWCB0922/23 From Kerikeri Theatre Company**

Form Submitted 9 May 2023, 9:35AM NZST

**Date**

09/05/2023

Must be a date.

**Date**

09/05/2023

Must be a date.

**Funding Application – Kerikeri Theatre Co – Fantastic Mr Fox****Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Quote – The Play Bureau</b>
<b>2</b>	<b>Quote – Sonic Productions</b>
<b>3</b>	<b>Quote – Turner Centre</b>
<b>4</b>	<b>Quote – Monstar Skool of Rock</b>
<b>5</b>	<b>Financial Report</b>
<b>6</b>	<b>Minutes of Kerikeri Theatre Co</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**

Postal Address

Physical Address

**Contact Person**

Phone Number

Email Address

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

To support, encourage and promote local Youth Creativity and Art.

[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 Details

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

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

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

We aim to provide an Exhibition of Youth Artwork, which will be for sale. The intention is for proceeds of sales to go towards helping the youngsters with costs of artwork materials and meeting any specialised courses that will help them.

By exhibiting their work publically, within the community, it will give the Youth an acknowledgement of accomplishment and a 'can-do' attitude. They will have achieved a successful outcome.

This also gives the Community the opportunity to recognise and appreciate the budding and talented young artists we have within our community.

The inaugural "KidsmART" Exhibition held last year was highly successful and many of the youngsters who exhibited have now gone onto tertiary education and are continuing their creative journeys.

~~There is no community space outside of school where the Youth are able to exhibit and the Turner Centre offers a space (after the Open Evening) at no charge and a comparatively low commission rate of 15% which covers the administration for taking the payment for the sales and forwarding the same onto the students.~~

Youth from our wider community are invited to Exhibit, and this is mainly Years 11 and 12 students.

The Be Free Programme has offered to support the Event, and their young musicians will provide music on the night.

The costs requested are basically Venue costs and the costs of framing and matt-board mounting some of the work. All the organisational work is voluntary, to include poster design and printing.

~~Last year, we sold works through a 'silent auction', and we will likely do the same again this year, with the community writing down their bids for each work. This does have the result of gaining more funds for the Youth.~~

## Local Grant Application Form



### Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	\$782	\$782
Advertising/Promotion	\$80	\$80
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire	\$500	\$500
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	\$1060	\$1060
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	\$400	not applicable
Other (describe)		
<b>TOTALS</b>	\$2422	\$2422

<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
TOTAL	

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

Funding Source	Amount	Approved
None		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Creative Communities FNDC	\$2522	March 2022	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Y</span> / N
			Y / N
			Y / N
			Y / N

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## Local Grant Application Form



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### Applicant Declaration

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

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

KidsmART

**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
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**Signatory One**

*[Signature]*

**Signatory Two**

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A2686814

(version Sept 2018)

Page 5

## Local Grant Application Form



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

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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.

### Signatory One

Name

Postal Address

Phone Number

Signature

### Signatory Two

Name

Position

Postal Address

Post Code

Phone Number

Mobile Number

Signature

Date

[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

A2686814

(version Sept 2018)

Page 6

## Local Grant Application Form



### Instructions

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- **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	<b>The Centre At Kerikeri Ltd (Turner Centre)</b>	Number of Members	<b>30, 000 PA</b>
Postal Address	<b>PO BOX 922, Kerikeri 0230</b>	Post Code	
Physical Address	<b>43 Cobham Rd, Kerikeri 0230</b>	Post Code	
Contact Person	<b>Gerry Paul</b>	Position	<b>General Manager</b>
Phone Number	<b>027 600 3369</b>	Mobile Number	<b>027 600 3369</b>
Email Address	<b><a href="mailto:gerry.paul@turnercentre.co.nz">gerry.paul@turnercentre.co.nz</a></b>		

Please briefly describe the purpose of the organisation.

**The vision of the centre is to be an inclusive place that connects people with arts and culture - Te Ranga Toi Waka.**

[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 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:

#### Rutene Spooner Matariki Shows

Name of Activity  Date **6 & 7 July 2023**

Location  **Turner Centre** Time **7:00PM**

**11:00AM**

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

If so, how much?  **Cabaret show \$35, Whānau show - no charge**

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

Text

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

We would like to bring Rutene to Te Tai Tokerau for two shows around Matariki 2023. A cabaret show called "Hardcase Hori Housie" and a show for Tamariki called "Pipī Paopao".

Hardcase Hori House - Join cheeky host and acclaimed entertainer Rutene Spooner, as he calls a night of hard-case Māori humour and classic Kiwi tunes while you spin, win, and grin through a game of Housie! Rutene's got the warm honey tones, rib-cracking jokes and a kete packed full of prizes. Grab yourself a dozen of your closest cuddies, and pour yourself a sherry. It's the Māori way to play a Hardcase Hori Housie - just like a game of bingo, only brown. SPIN, WIN, AND GRIN!

Pipī Paopao - Pipī Paopao is a performance for tamariki aged 3-5year olds - and their adults - which adopts the unique characteristics of our Manu Rangatira (noble birdlife) through waiata and play. Pipī Paopao continues the Māori traditions of using proverbs and metaphors of the natural world to teach and prepare our own little hatchlings; so they too may flourish and fly into a world of their own.

The shows will provide the following positive outcomes:

- Allow access for up to 400 tamariki and their whānau to engage in kaupapa Māori programming
- Attract 200 attendees for the Hardcase Hori Housie cabaret show
- Allow whānau to attend a theatre show without financial barriers to entry
- Expose our community to high quality kaupapa Māori programming
- Teach our community and tamariki more about our unique Māori culture
- Connect our community through the arts - this builds community spirit, resilience and cohesion within our community
- Provide more Matariki programming for our community
- Generate custom for local businesses (people out getting meals/lunch/drinks) around shows
- Encourage volunteer participation

We are applying to the Whangaroa Bay of Islands Community Board for the performance fees and venue hire for the whānau show on Sat the 8th July as well as a portion of marketing, venue technician fees and travel/accom for the performers.



## 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	<b>SEE BUDGET ABOVE</b>	
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>	\$17,000.0	\$8,200.00

<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 **89-116-198**

How much money does your organisation currently have?

**Have balancing loan and reserves**

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

**Any surplus reserves will be committed to overdue maintenance**

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

Purpose	Amount
NA	
TOTAL	

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

Funding Source	Amount	Approved
The Turner Centre will commit to covering the remaining costs via ticket and bar sales at the Cabaret event	\$8800	Yes / <del>Pending</del>
Volunteer Contribution	\$1000	Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Future Planning and Sustainability	\$50, 000	2022	Y / <del>N</del>
COVID WAR CHEST	\$50, 000	2021	Y / <del>N</del>
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

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

**The Centre At Kerikeri Limited**

**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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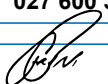
## Local Grant Application Form




### 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	<b>Gerry Paul</b>	Position	<b>General Manager</b>
Postal Address	<b>324 Onekura Rd, Waipapa</b>		Post Code <b>0295</b>
Phone Number	<b>027 600 3369</b>	Mobile Number	
Signature		Date	<b>9 - May - 2023</b>

### Signatory Two

Name	<b>Carol White</b>	Position	<b>Board Chair</b>
Postal Address	<b>17 Rarere Terrace, Kerikeri</b>		Post Code <b>0230</b>
Phone Number	<b>027 223 0386</b>	Mobile Number	
Signature		Date	<b>9 - May - 2023</b>

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## 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	<b>The Centre At Kerikeri Ltd (Turner Centre)</b>	Number of Members	<b>30, 000 PA</b>
Postal Address	<b>PO BOX 922, Kerikeri 0230</b>	Post Code	
Physical Address	<b>43 Cobham Rd, Kerikeri 0230</b>	Post Code	
Contact Person	<b>Gerry Paul</b>	Position	<b>General Manager</b>
Phone Number	<b>027 600 3369</b>	Mobile Number	<b>027 600 3369</b>
Email Address	<b><a href="mailto:gerry.paul@turnercentre.co.nz">gerry.paul@turnercentre.co.nz</a></b>		

Please briefly describe the purpose of the organisation.

**The vision of the centre is to be an inclusive place that connects people with arts and culture - Te Ranga Toi Waka.**

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## Local Grant Application Form



### Project Details

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

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

### Trouble in Paradise - Photography Exhibition

Name of Activity  Date **Nov - Dec 2023**

Location **Turner Centre** Time **9AM - 2PM**

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

If so, how much? **If full funding is awarded, there will be no charge**

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

Text

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

With Northland being hit hard with extreme weather patterns this past year, it has made us stop and think about Climate Change in a very serious way. Climate change has reached code red for humanity, and we have responsibilities, both as individuals and as a community to address these.

Trouble in Paradise presents the 60 winning photographs of a competition run by the UK Government to document the effects of the climate crisis in the Pacific.

This photographic exhibition has already been displayed at the National Library, Festival of the Future, it is presently in Parliament and next it goes to Otago museum and we would like to bring it to Kerikeri. The exhibition will be free to view for all of our community. We will invite schools to come and experience the exhibition and respond to the works.

The photographs in Trouble in Paradise paint a stark picture of the challenges island nations face. But they also offer hope, showing the resilience of Pacific peoples and their determination to leave the environment in a better state for the next generation. Through arts and culture and education we can innovate real change.

In conjunction with the exhibition, we have engaged with Track Zero to book James Renwick or Tim Naish as a guest speaker at the auditorium, for a school presentation and also a public conversation on the topic of Climate Change. They are both passionate Climate Change experts.

The exhibition will:

Allow access for thousands of community members to experience a high quality exhibition without financial barriers to entry  
Expose our community to high quality, diverse, international art

Build community spirit

Build resilience and cohesion within our community

Highlight the need for climate change action

Educate around climate change and practical steps we can take in Te Tai Tokerau

Build connections with international embassies (enhances chance for future funding)

Encourage volunteer participation

The British High Commission has indicated that High Commissioner Iona Thomas OBE would like to attend the opening event at the Centre.

We are requesting funding to cover the freight, install, marketing and launch of the exhibition and the school presentation on Climate Change and associated travel and accom costs.

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(version Sept 2018)

Page 2

## Local Grant Application Form



### Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	\$2000	
Advertising/Promotion	\$1000	\$1000
Facilitator/Professional Fees <sup>2</sup> <b>Climate Change Presentations</b>	\$3000	\$1500
Administration (incl. stationery/copying) <b>Coordination &amp; Logistics</b>	\$2000	\$1000
Equipment Hire		
Equipment Purchase (describe)		
Utilities <b>Install and Pack Out</b>	\$1920	\$1920
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments <b>Launch</b>	\$1000	\$1000
Travel/Mileage	\$750	\$750
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) <b>For Fri &amp; Sat Openings</b>	\$1280	not applicable
Other (describe) <b>Freight</b>	\$1295	\$1295
<b>TOTALS</b>	<b>\$14,245</b>	<b>\$8,465</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 **89-116-198**

How much money does your organisation currently have?

**Have balancing loan and reserves**

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

**Any surplus reserves will be committed to overdue maintenance**

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

Purpose	Amount
NA	
TOTAL	

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

Funding Source	Amount	Approved
The Turner Centre will commit to covering venue rental, 50% coordination, guest speaker evening presentation, exhibition attendants	\$4500	Yes / <del>Pending</del>
Volunteer Contribution	\$1280	Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Future Planning and Sustainability	\$50, 000	2022	Y / <del>N</del>
COVID WAR CHEST	\$50, 000	2021	Y / <del>N</del>
			Y / N
			Y / N

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## Local Grant Application Form



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### Applicant Declaration

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

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

**The Centre At Kerikeri Limited**

**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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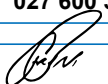
## Local Grant Application Form




### 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	<b>Gerry Paul</b>	Position	<b>General Manager</b>
Postal Address	<b>324 Onekura Rd, Waipapa</b>		Post Code <b>0295</b>
Phone Number	<b>027 600 3369</b>	Mobile Number	
Signature		Date	<b>24 - Nov - 2022</b>

### Signatory Two

Name	<b>Carol White</b>	Position	<b>Board Chair</b>
Postal Address	<b>17 Rarere Terrace, Kerikeri</b>		Post Code <b>0230</b>
Phone Number	<b>027 223 0386</b>	Mobile Number	
Signature		Date	<b>24 - Nov - 2022</b>

[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

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1222/23 From Volunteering Northland**

Form Submitted 15 May 2023, 6:04PM NZST

**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 \***

Volunteering Northland

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1222/23 From Volunteering Northland**

Form Submitted 15 May 2023, 6:04PM NZST

**Contact details****Purpose of organisation****Please briefly describe the purpose of the organisation \***

The purpose of Volunteering Northland is to promote and support volunteering throughout the Te Tai Tokerau region of New Zealand. The organization works to create connected communities that actively engage in volunteering by collaborating with not-for-profit organizations, community groups, local businesses, and individual volunteers. The goal is to match volunteers with opportunities that align with their interests and skills to create a stronger and more vibrant community for everyone. Volunteering Northland also focuses on providing training, resources, and support for volunteers and organizations to ensure they have the tools and knowledge necessary to make a positive impact. Overall, the organization aims to increase the quality of life in the community by addressing social issues and needs through volunteerism.

**Number of Members \***

208 community organisations/groups

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

Clearly describe the project or event:

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1222/23 From Volunteering Northland**

Form Submitted 15 May 2023, 6:04PM NZST

**Name of Activity \***

Operational Costs for Supporting Volunteer Engagement and Community Resilience

**Location \***

Bay of Islands- Whangaroa

**Will there be a charge for the public to attend or participate in the project or event? \***☒ Yes☐ No**Entry Cost****If yes, how much?**

\$30.00

Must be a dollar amount.

**Project dates:**

Start Date

**Date \***

01/08/2023

Must be a date.

End Date:

**Date: \***

31/07/2024

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 seeking funding for support to provide first aid training and for operational costs related to increasing volunteer engagement and providing support to community organizations in the Bay of Islands-Whangaroa region. In recent years, the region has faced a range of challenges, including weather-related disasters and the COVID-19 pandemic, which has made it difficult for many community organizations that rely on volunteers to maintain their services.

Our goal is to support the Bay of Islands-Whangaroa communities by providing resources and support to enhance capability building and resilience among these organizations and volunteers. To achieve this, we plan to:

- Provide face-to-face visits to the Bay of Islands-Whangaroa region for pop-up stalls, events, network meetings, and presentations. This will help to build awareness around volunteering and how community members can support their community.
- Provide online and telephone support to volunteers to help them find a volunteer opportunity that meets their needs.
- Advertise volunteering opportunities through a variety of channels, including social media, newspapers, websites, and events.
- Offer referral and recruitment services through our website application.

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

Application No. BWCB1222/23 From Volunteering Northland

Form Submitted 15 May 2023, 6:04PM NZST

- Provide telephone, online, and in-person support to community organizations to give advice and support around volunteer best practices.
- Provide subsidized first aid training to at least five volunteer coordinators or volunteers in the Bay of Islands-Whangaroa region.
- apply for funding from other sources for additional training opportunities for the area

Additionally, we aim to reach out to organizations in the region and set up a volunteering display in at least one community to showcase the opportunities available and encourage community members to get involved.

Our service will provide numerous benefits to the Bay of Islands-Whangaroa communities, including empowering volunteers to contribute to the region's growth and well-being, supporting community organizations in utilizing best practices for volunteers and achieving their programs' goals, enhancing the volunteer sector by increasing engagement and improving volunteer services, and building strong relationships between volunteers, community organizations, and the wider community.

To provide this service we will employ a community navigator who will provide these services throughout all of Te Tai Tokerau. We are requesting a fair proportional amount of funding for these services from the Bay of Islands-Whangaroa Fund.

In summary, with your support, we can ensure that volunteers in the Bay of Islands-Whangaroa region are empowered to contribute to their community's growth and well-being despite the challenges faced in recent years. Our service will help build capability and resilience among community organizations and enhance the volunteer sector in the region, ultimately benefiting communities.

## 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.	

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1222/23 From Volunteering Northland**

Form Submitted 15 May 2023, 6:04PM NZST

Advertising/Promotion	\$8,000.00	\$889.00	Filename: 2023-2024 Budget.pdf File size: 206.0 kB
Facilitator/Professional Fees	\$645.00	\$495.00	No files have been uploaded
Administration (inc. stationery/copying etc)	\$3,300.00	\$116.00	No files have been uploaded
wages for community navigator	\$25,272.00	\$0.00	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	\$4,200.00	\$500.00	No files have been uploaded
			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**GST Number****GST Number**

101-683-650

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1222/23 From Volunteering Northland**

Form Submitted 15 May 2023, 6:04PM NZST

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

\$167,000.00

Must be a dollar amount.

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

\$167,000.00

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
emergency reserves	\$84,000.00
operations and projects	\$83,000.00
	\$
	\$
	\$

**Total Tagged Funds****Total Tagged Amount**

\$167,000.00

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.	
workshop participant fees	\$150.00	Pending
grants from othr sources	\$39,567.00	Pending

**Previous Funding from FNDC****Have you previously received funding from FNDC? \***☒ Yes ☐ No**Previous Funding from FNDC**



**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1222/23 From Volunteering Northland**

Form Submitted 15 May 2023, 6:04PM NZST

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
	\$		
	\$		

**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.

**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)

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

Application No. BWCB1222/23 From Volunteering Northland

Form Submitted 15 May 2023, 6:04PM NZST

- 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.
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.
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

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form**  
**Application No. BWCB1222/23 From Volunteering Northland**  
Form Submitted 15 May 2023, 6:04PM NZST

**Date**

15/05/2023

Must be a date.

**Date**

15/05/2023

Must be a date.

## Local Grant



## Application Form

### 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) *N/A*
  - ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *N/A*
  - ☒ Signed declarations on pgs 5-6 of this form

### Applicant details

<b>Organisation</b>	Whangaroa Memorial Hall Committee	<b>Number of Members</b>	7
<b>Postal Address</b>	[Redacted Address and Contact Information]		
<b>Physical Address</b>			
<b>Contact Person</b>			
<b>Phone Number</b>			
<b>Email Address</b>			

Please briefly describe the purpose of the organisation.

[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

Our primary purpose is to manage and maintain the Whangaroa Memorial Hall in Kaero so that the organisations, community groups, schools and individuals can utilise the hall for their meetings, gatherings and events.

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

**Bay of Islands-Whangaroa**

**Clearly describe the project or event:**

Name of Activity: **Purchase and install new hall curtains**

Date **JULY 2023**

**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 proposal concerns the purchase and installation of new curtains in the main hall area. The curtains will replace drop down blinds that have failed for several years now and have broken away from their mountings.

**Benefits:** At times when the hall is in use, and in particular the audio visual screens, curtains are essential for viewing the screens. In addition they provide shade on sunny days and when the hall can become extremely hot, especially when there are large gatherings for various events.

**Broadening the range of activities:** Curtains allow the audio-visual screen to show a wide range of presentations, films and visuals with greater clarity.

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

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[funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029



## Local Grant



### Application Form

**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
Equipment Hire	-	
Equipment Purchase (describe) <b>NEW CURTAINS</b>	<b>6,198</b>	<b>3,099</b>
Utilities	-	
Hardware (e.g. cement, timber, nails, paint)	-	
Consumable materials (craft supplies, books)	-	
Wages/Salary	-	not applicable
Volunteer Value (\$20/hr)	<b>320</b>	not applicable
Other (describe)	-	
<b>TOTALS</b>	<b>6,518</b>	<b>3,099</b>

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

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funding@fndc.govt.nz | Phone 0800 920 029

## Local Grant



## Application Form

## Financial Information

Is your organisation registered for GST? **NO**

How much money does your organisation currently have? **11,614**

How much of this money is already committed to specific purposes? **7,000**

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

Purpose	Amount
Stage repairs and improvements	5,000
Internal walls to be painted	2,000
<b>TOTAL</b>	<b>7,000</b>

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

Funding Source	Amount	Approved
Whangaroa Memorial Hall - Bank Acct	3,099	Yes

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

Purpose	Amount	Date	Project Report Submitted
Nil in the past 5 years			Y / N
			Y / N
			Y / N
			Y / N

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## Local Grant



## Application Form

### Privacy Information

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### Applicant Declaration

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

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

Whangaroa Memorial Hall Committee

**We, the undersigned, declare the following:** In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
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  - 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



## Local Grant



## Application Form

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

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

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6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
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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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### Signatory One

**Local Grant**  
**Application Form**



**Signatory Two**



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| Phone 0800 920 029

**Funding Application – Whangaroa Memorial Hall****Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Quote – Finesse Blinds and Shutters</b>
<b>2</b>	<b>Quote – Harrisons Curtains and Blinds</b>
<b>3</b>	<b>Quote – Dial a Curtain</b>
<b>4</b>	<b>Financial Statement</b>
<b>5</b>	<b>ASB Statement</b>
<b>6</b>	<b>Health and Safety Plan</b>

**Bay of Islands-Whangaroa Community Board Grants 2022-2023**  
**Local Grant Application Form**  
**Application No. BWCB1022/23 From Whangaroa Recreation and COmmunity Trust**  
Form Submitted 12 May 2023, 10:41AM NZST

## 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 \*

Whangaroa Recreation and COmmunity Trust

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1022/23 From Whangaroa Recreation and Community Trust**

Form Submitted 12 May 2023, 10:41AM NZST

**Contact details****Purpose of organisation****Please briefly describe the purpose of the organisation \***

Our vision is "To provide a vibrant inclusive facility promoting wellbeing for our community".

We are currently open during the summer months for our community to come and swim, hang out and connect. We have started a swimming lesson programme last season, as well as running events with games and competitions at the weekend to encourage more people to come and have fun in a healthy way.

The pool is run by volunteers - all the trust members and lifeguards are volunteers. We pay a maintenance person to treat the pool and to carry out basic repairs and alterations, but he is only just on minimum wage to offer this service himself.

**Number of Members \***

16 lifeguards, 8 board members.

**Project Details**

**\* indicates a required field**

**Project Details**

Clearly describe the project or event:

**Bay of Islands-Whangaroa Community Board Grants 2022-2023  
Local Grant Application Form****Application No. BWCB1022/23 From Whangaroa Recreation and Community Trust**

Form Submitted 12 May 2023, 10:41AM NZST

**Name of Activity \***

Development of our local community pool to be more inclusive

**Location \***

Kāeo - located next to Whangaroa College

**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: \***

01/07/2023

01/10/1923

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 would like to upgrade the facilities we currently have at Whangaroa Pool as there has not been any significant upgrade for over 10 years. We want to provide more seating and equipment for families to use for picnics and BBQ, including shade. We would like to massively increase the area of shade sales over and around the pool so we can be sun safe. We would like to purchase a ramp to make the pool accessible to all of our community. Currently only those who are fully able can access the pool through two vertical ladders. We would like our elders at Whangaroa Health and those with limited mobility to be able to access the pool to gain the hauora benefits of our facility.

The community have asked for greater provision of swimming lessons and so we'd like to purchase equipment to make this possible including lane ropes, pool floats and platform, swim clock for timing to be used by a new swim squad. A PA system and speakers for our regular pool parties, inflatables for the pool parties. We would like to purchase paint to renovate the changing rooms and pool office, as well as the outside of the building. We would like to engage different sectors of the community to design and paint murals around the building to reflect our community. We would also require more funding for lifeguard and first aid training if we are successful in recruiting more lifeguards. We need more lifeguards so that we can have longer opening hours.

The benefits to our community are numerous:

Greater connection with each other, increased health through fitness, classes and relaxation, training up of junior lifeguards so our teens can give back to the community . A greater sense of belonging by being included and seeing themselves reflected in the grounds.

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

### Local Grant Application Form

Application No. BWCB1022/23 From Whangaroa Recreation and Community Trust

Form Submitted 12 May 2023, 10:41AM NZST

## 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.	
	\$	\$	Filename: Whangaroa Pool Grant Application May 2023.pdf File size: 61.8 kB
Picnic seating	\$3,783.00	\$1,891.00	No files have been uploaded
Shade sails	\$1,394.00	\$697.00	No files have been uploaded
BBQ	\$695.00	\$347.00	No files have been uploaded
Accessible stairs	\$1,387.00	\$694.00	No files have been uploaded
Lift access	\$6,376.00	\$3,188.00	No files have been uploaded
Lane ropes	\$1,956.00	\$978.00	No files have been uploaded
Platform for lessons	\$2,321.00	\$1,160.00	No files have been uploaded
Swim clock	\$696.00	\$348.00	No files have been uploaded

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1022/23 From Whangaroa Recreation and Community Trust**

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Inflatables	\$9,995.00	\$4,998.00	No files have been uploaded
Airflow blower	\$790.00	\$395.00	No files have been uploaded
Pool repaint	\$3,495.00	\$17,475.00	No files have been uploaded
LG training	\$2,173.91	\$1,087.00	No files have been uploaded
First Aid training	\$870.00	\$435.00	No files have been uploaded
	\$	\$	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**

67262921

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

\$12,684.71

Must be a dollar amount.

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

\$12,684.71

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount



**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1022/23 From Whangaroa Recreation and Community Trust**

Form Submitted 12 May 2023, 10:41AM NZST

Cleaning	\$300.00
Building and ground repairs	\$2,000.00
Pool repairs and maintenance	\$5,000.00
Insurance	\$800.00
Pool chemicals	\$12,000.00
Pool technician	\$5,000.00
	\$

**Total Tagged Funds****Total Tagged Amount**

\$25,100.00

This number/amount is calculated.

**Other Funding**

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

<b>Funding Source</b>	<b>Amount</b>	<b>Decision</b>
	Must be a dollar amount.	
FNDC annual grant	\$23,000.00	
Pool user fees	\$3,000.00	

**Previous Funding from FNDC****Have you previously received funding from FNDC? \***☒ Yes ☐ No**Previous Funding from FNDC**

<b>Purpose</b>	<b>Amount</b>	<b>Date</b>	<b>Project Report Submitted</b>
	Must be a dollar amount.	Must be a date.	
Annual operations grant	\$23,000.00	30/05/1922	
Annual ops grant	\$23,000.00	30/05/1921	

**Declaration****\* indicates a required field**

**Bay of Islands-Whangaroa Community Board Grants 2022-2023****Local Grant Application Form****Application No. BWCB1022/23 From Whangaroa Recreation and Community Trust**

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*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.
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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
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**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. BWCB1022/23 From Whangaroa Recreation and Community Trust**

Form Submitted 12 May 2023, 10:41AM NZST

4. To return to the Far North District Council any portion of the funding that e 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.
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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****Date**

10/05/2023

Must be a date.

Must be a date.

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2023

**File Number:** A4218477

**Author:** Segun Rotimi, Accounting Support Officer

**Authoriser:** Janice Smith, Acting Chief Executive

#### PURPOSE OF THE REPORT

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

#### RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 30 April 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"*.

	Community Board	Placemaking Fund
<b>Community Fund Account balance as at 01 July 2022</b>	<b>\$201,549.00</b>	<b>\$100,000.00</b>
• <b>Plus, unused funds from 2020-22</b>	<b>\$71,631.83</b>	<b>\$100,000.00</b>
<b>Less funds granted and uplifted to 30 April 2023</b>	<b>\$188,252.00</b>	<b>\$83,672.14</b>
• <b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$21,056.00</b>	<b>\$116,327.86</b>
<b>Community Fund Account balance as at 30 April 2023</b>	<b>\$63,872.83</b>	<b>\$0.00</b>

#### 2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 30 April 2023 in the Community Fund account is \$63,872.83 and the balance in the Placemaking Fund account is \$0.00.

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 30 April 2023 is attached.

## ATTACHMENTS

1. **Statement of Community Fund Account BOIW as at 30 April 2023 - A4227421** [↓](#) 



Far North District Council  
**Bay of Islands - Whangaroa Community Board**  
Statement of Community Fund Account as at 30-April-2023

<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
	<b>Community Board</b>	<b>Placemaking</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>\$ 201,549.00</b>	<b>\$ 100,000.00</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>\$ 71,631.83</b>	<b>\$ 100,000.00</b>
	<b>\$ 273,180.83</b>	<b>\$ 200,000.00</b>

<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
<b>Less Expenditure 2022/23 (Funds Uplifted)</b>	<b>Community Board</b>	<b>Placemaking</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
Business Paihia for costs towards 2022 Paihia Christmas Parade	5,000.00	



<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
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	
Kaeo 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>March 23</b>		
Barker & Associates Limited for Procurement of concept drawings for The Strand, Russell		2,577.50
Kaeo Festival Group for costs towards the 2023 Ngā Purapura Festival	4,373.00	

<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
Circle D Construction Limited for cost of scaffolding, volunteer expenses, accommodation and sound system	4,800.00	
Bald Angels Charitable Trust for costs towards establishing a drop-in centre and promoting Rainbow Rangatahi services	10,000.00	
Te Reo o Ngāti Hine Charitable Trust, for the costs of the stage and audio hireage for the 2023 Te Ahuareka o Ngati Hine Festival	5,812.00	
<b>April 23</b>		
SMC Events for costs towards running an in-school kids TRY-challenge series	4,000.00	
<b>Less funds granted and uplifted to 30 April 2023</b>	<b>\$ 188,252.00</b>	<b>\$ 83,672.14</b>
<b>Balance as at 30 April 2023</b>	<b>\$ 84,928.83</b>	<b>\$ 116,327.86</b>
<b>Less funds not uplifted from previous community meetings at 30 April 2023</b>		
<b>Meeting 03.02.22 and Meeting 02.06.22</b>		
Procurement of concept drawings for The Strand, Russell		93,300.86
<b>Meeting 03.03.22</b>		
Rangitane Residents Association for costs towards CCTV replacement	5,149.00	
<b>Meeting 17.11.22</b>		
Miria Marae for costs towards the powerline relocation as part of the marae redevelopment		60.00
<b>Meeting 13.04.23</b>		
Bald Angels Charitable Trust, for the costs of the Angel Wings Project	2,265.00	
Bay of Islands Country Music Festival, for the costs of shuttle buses and promotion	5,000.00	
Meraki Paihia, for the costs of marquee hire for Matariki Puanga 2023	3,922.00	
Our Kerikeri, for the costs of a Kerikeri / Waipapa CBD masterplans		22,967.00
R Tucker Thompson Sailing Training Trust, for the costs of youth development voyages (for Bay of Islands-Whangaroa ward students)	4,000.00	

<b>Far North District Council</b>		
<b>Bay of Islands - Whangaroa Community Board</b>		
Bay of Islands Young Farmers Club, for the costs of marquee and equipment hire for the Northern Young Farmers Regional final evening show	720.00	
<b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$ 21,056.00</b>	<b>\$ 116,327.86</b>
<b>Community Fund Account balance as at 30 April 2023</b>	<b>\$ 63,872.83</b>	<b>\$ -</b>
	<b>Community Board</b>	<b>Placemaking</b>

**8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE****File Number:** A4204080**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 2021.

**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.

**ĀPITI HANGA / ATTACHMENTS**

1. Action Sheet - A4222664  

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Bay of Islands-Whangaroa Community Board	
		Printed: Tuesday, 23 May 2023 12:36:29 PM Date From: 1/06/2021 Date To: 23/05/2023	
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 2/12/2021	Notice of Motion - Cherry Park House	<b>COMMITTEE RESOLUTION 2021/115</b>  Moved: Member Frank Owen Seconded: Member Manuela Gmuer-Hornell  <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>  <b>CARRIED</b>	<b>17 Mar 2023 8:08am James, Darren</b> BWOFF inspection underway as part of a larger project for BWOFF 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.  <b>23 May 2023 11:31am James, Darren</b> Wormwald has been contracted to undertake the BWOFF inspection and CPH has been programmed in to be completed. No date at this time for completion will update at next CB.

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**