



**Far North  
District Council**



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

# **AGENDA**

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

**Thursday, 15 February 2024**

**Time: 10.00am**  
**Location: Turner Centre**  
**43 Cobham Road**  
**Kerikeri**

**Membership:**

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



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

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

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

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

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

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

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

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

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

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

### Terms of Reference

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

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

### Protocols

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

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

**Far North District Council**  
**Bay of Islands-Whangaroa Community Board Meeting**  
**will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:**  
**Thursday 15 February 2024 at 10.00am**

**Te Paeroa Mahi / Order of Business**

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## **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 NGĀ 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 Manager - Democracy Services (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**

To be confirmed on the day.

## **4 NGĀ TONO KŌRERO / DEPUTATION**

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

## **5 NGĀ KAIKŌRERO / SPEAKERS**

- Diane Eaglesome (Virtually) representing Glass Ceiling Collective in regard to the SparkLive Show;
- Claire Gordon/Jaime Pavlicevic representing Kitted NZ in regard to the Female Sport Art Exhibition;
- Haylee Koroi (Virtually) representing Toi Tangata in regard to Te Hotu Manawa Māori Wānanga's.
- Gerry Paul representing Turner Centre in regard to the Children of Gaza Fundraising Concert.

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

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4560427

**Author:** Fleur Beresford, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - 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 Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 14 December 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. 2023-12-14 Bay of Islands-Whangaroa Community Board Minutes [A4515643] - A4515643 [↓](#) 

**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.

Bay of Islands-Whangaroa Community Board Meeting Minutes **Unconfirmed** 14 December 2023

**MINUTES OF  
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING  
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI  
ON THURSDAY, 14 DECEMBER 2023 AT 10:00AM**

**PRESENT:** Member Belinda Ward, Member Lane Ayr, Member Bruce Mills, Member Amy Slack, Member Jane Hindle, Member Tyler Bamber

**STAFF PRESENT:** Kim Hammond (Community Board Co-ordinator – Stakeholder Relationships), Kathryn Trewin (Funding Advisor – Stakeholder Relationships), Fleur Beresford (Democracy Advisor – Democracy Services), Ellie Greenwood (Democracy Advisor – Democracy Services), Imrie Dunn (Democracy Advisor – Democracy Services).

**1 KARAKIA TIMATANGA / OPENING PRAYER**

At 10.03am Member Amy Slack opened the meeting with a karakia.

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

**RESOLUTION 2023/181**

Moved: Member Belinda Ward  
Seconded: Member Lane Ayr

**That Bay of Islands-Whangaroa Community Board accept the apologies received from Councillor Anne Court and Member Roddy Hapati-Pihema and leave of absence is granted.**

**CARRIED**

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Nil

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Nil

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Victoria (Tori) Crabb representing VertJam 2024 in relation to Funding Application 7.5a).
- Jaime Pavlicevic and Claire Gordon representing Kitted NZ in relation to Funding Application 7.5b).
- Thyrl Weber representing Okaihau College in relation to Funding Application 7.5c).

Bay of Islands-Whangaroa Community Board Meeting Minutes **Unconfirmed** 14 December 2023

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

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

Agenda item 6.1 document number A4495112, pages 10 - 18 refers.

#### **RESOLUTION 2023/182**

Moved: Member Belinda Ward  
Seconded: Member Lane Ayr

**That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 23 November 2023 are a true and correct record with the exception of Item 5: Ngā Kaikōrero / Speakers and the names representing Kerikeri Sports Complex which should be recorded as Sophia Beaton and Tawhi Tua.**

**CARRIED**

## **7 NGĀ PŪRONGO / REPORTS**

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

Agenda item 7.1 document number A4494977, pages 19 - 26 refers.

#### **RESOLUTION 2023/183**

Moved: Member Amy Slack  
Seconded: Member Jane Hindle

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

**CARRIED**

### **7.2 ROAD NAMING - OAKRIDGE VILLAGE, KERIKERI**

Agenda item 7.2 document number A4486689, pages 27 - 32 refers.

#### **RESOLUTION 2023/184**

Moved: Member Bruce Mills  
Seconded: Member Tyler Bamber

**That Bay of Islands-Whangaroa Community Board, pursuant to Council's Naming Policy, name three private roads addressed at 37 Cobham Road, Kerikeri as follows:**

**Road 1: Matipō Lane**

**Road 2: Koromiko Lane**

**Road 3: Māhoe Terrace**

**CARRIED**

### **7.3 ROAD NAMING - 373 KERIKERI ROAD, KERIKERI**

Agenda item 7.3 document number A4492542, pages 33 - 36 refers.

#### **RESOLUTION 2023/185**

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Moved: Member Jane Hindle  
Seconded: Member Amy Slack

**That Bay of Islands-Whangaroa Community Board, pursuant to Council's Naming Policy, name the private right-of-way addressed at 373 Kerikeri Road Kerikeri, Hua Rākau Way.**

**CARRIED**

#### **7.4 PROJECT FUNDING REPORTS**

Agenda item 7.4 document number A4494583, pages 37 – 40. refers.

##### **RESOLUTION 2023/186**

Moved: Member Bruce Mills  
Seconded: Member Lane Ayr

**That Bay of Islands-Whangaroa Community Board note the project report received from KOAST 2023.**

**CARRIED**

#### **7.5a) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4494626, pages 41 - 67 refers.

##### **RESOLUTION 2023/187**

Moved: Member Tyler Bamber  
Seconded: Member Lane Ayr

**That Bay of Islands-Whangaroa Community Board approve the sum of \$3,447 (plus GST if applicable) be paid from the Boards Community Fund account to David Crabb for the costs towards VertJam 2024, to meet the following Community Outcomes:**

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

**CARRIED**

#### **7.5b) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4494626, pages 41 - 67 refers.

##### **MOTION**

Moved: Member Tyler Bamber  
Seconded: Member Lane Ayr

**That Bay of Islands-Whangaroa Community Board approve the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Fund account to the Kitted NZ and Flash Gordon Photography for the costs towards Kitted Spaces for girls and young women project, to meet the following Community Outcomes:**

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

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**AMENDMENT**

Moved: Member Jane Hindle  
Seconded: Member Amy Slack

That Bay of Islands-Whangaroa Community Board supports the kaupapa, but feels that it requires further development and community engagement, and recommends the applicant work with the Domain Working Parking Group to further the project.

**CARRIED**

The amendment as put now becomes the substantive motion.

**RESOLUTION 2023/188**

Moved: Member Jane Hindle  
Seconded: Member Amy Slack

**That Bay of Islands-Whangaroa Community Board supports the kaupapa, but feels that it requires further development and community engagement, and recommends the applicant work with the Domain Working Parking Group to further the project.**

**CARRIED**

**7.5c) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4494626, pages 41 - 67 refers.

**RESOLUTION 2023/189**

Moved: Member Bruce Mills  
Seconded: Member Amy Slack

**That Bay of Islands-Whangaroa Community Board approve the sum of \$6,647 (plus GST if applicable) be paid from the Boards Community Fund account to the Okaihau College for the costs towards Tai Tokerau Festival 2024, to meet the following Community Outcomes:**

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

**CARRIED**

**8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**

**8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD NOVEMBER OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4477636, pages 68 - 70 refers.

**RESOLUTION 2023/190**

Moved: Member Belinda Ward  
Seconded: Member Bruce Mills

**That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board November Open Resolution Report.**

**CARRIED**

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

At 11.18am Amy Slack closed the meeting Karakia.

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**10 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 11.19am.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 15 February 2024.

.....  
**CHAIRPERSON**

## 7 NGĀ PŪRONGO / REPORTS

### 7.1 CHAIRPERSON AND MEMBERS REPORT

**File Number:** A4553569

**Author:** Kim Hammond, Community Board Coordinator

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### TŪTOHUNGA / RECOMMENDATION

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

#### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

The 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.

#### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

#### 3) 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.

#### ĀPITIHINGA / ATTACHMENTS

1. Chairpersons Report - Belinda Ward - A4555097  
2. Members Report - Lane Ayr - A4555230  
3. Members Report - Tyler Bamber - A4553544  
4. Members Report - Jane Hindle - A4555192  
5. Members Report - Jane Hindle, Russell Recycling Project Report - A4555200  



## Member's Report

**Name:** Belinda Ward  
**Subdivision:** Paihia Subdivision  
**Date:** 29th November 2023 – 29<sup>th</sup> January 2024

### Meetings Attended

Date	Meeting	Comments
01/12/23	Paihia Waterfront Working Group mtg.	Virtual
01/12/23	Attended Paihia Christmas Parade	Poor turnout compared to other years.
06/12/23	BOI-W CB Agenda preview	Virtual
11/12/23	FNDC Meeting	Kaikohe Memorial Hall
13/12/23	National CB's Online Hui	Outcome of Elections - Virtual
13/12/23	Meeting with Team Leader - Asset & Project Delivery	Update - Virtual
14/12/23	BOI-W CB Meeting	Turner Centre Kerikeri
18/01/24	FNDC Extraordinary Council Meeting	Road closures for Waitangi Day & Confirmation of 2024 Formal Meeting Calendar updates - Virtual
24/01/24	Update on Russell Placemaking	Phone catch up with Jane Hindle
25/01/24	Defining Placemaking Meeting	Best Practice Process for Placemaking Guidance - Virtual

### Community Issues

Issue name	Comment
Shippey's Waitangi	Follow up email 20/03/23 re progress on "Shippey's" environmental issues - NRC inspected in November 2022 & had no concerns. Following up on possible breaches of RC following a residents call 29/3/23. Followed up with NRC rep Martin Robinson 8/9/23. Ongoing. <b>30/10/23 Awaiting reply from NRC</b>
05/10/23	Discussion with staff regarding a landlord request to add additional wheelie bins in the service lane turning area at the rear of the shops Selwyn Road Paihia. <b>In progress Staff following up with contractors. 25/01/24 Email update from Crafty Local Paihia</b>

	<b>that there are still issues with bins &amp; rubbish in the Selwyn Road service lane &amp; Mall.</b>
29/11/23	Te Tii B3 Trust & Company contacted me regarding the occupiers on the reserve at Waitangi. It is impacting on their business & with summer bookings fast approaching they would like to see the site vacated & cleaned up. <b>Update: Occupiers evicted 06/12/23</b>
19/01/24	Top Energy planned power outage in Paihia 10am - 2pm
26/01/24	There is still much concern in the wider community about the proposed closure of the Brynderwyns to enable work to be completed. Thank you to Cr. Ann Court for your progress report.
24/01/24	There is much discussion in the community about the need for maintenance & beautification works in the Waitangi area. With 2040 only 16 years away it is time to commence discussions, planning & funding sources. The Te Hono Team will call the first site meeting to start the conversation about leading into 2040 in the near future.

**Requests for Service (RFS)**

RFS number	Date	Comment
Via Solid Waste Engineer	29/11/23	An email was received from a resident requesting the removal /closure of the kerbside collection point on Montrose Road. CB need to advise Council under delegation?
4184582	08/12/23	An email was received from a resident via the Solid Waste Engineer requesting the removal /closure of the kerbside collection corner. Wiroa & Ladore Roads. CB need to advise Council under delegation?
On behalf	12/12/23	Haruru resident unhappy with 8-month timeline to progress a LTO which is sitting with the Property Legalisation Team.
On behalf	12/12/23	Paihia Bodycorp group are concerned about a potential "change of use" from Travellers Accommodation to Residential Apartments. A total of 16 apartments in the complex are owned by Heartland Bank who have expressed a desire to change the use. The concern is whether the remaining owners will be notified?
4186238	13/12/23	Request for all broken traffic safety timber barriers along Te Karuwha Parade Waitangi to be removed for health & safety & beautification issues. <b>Response received from Ventia 21/12/23. "They are not deemed to pose a tripping hazard, FNDC are investigating options pending budget availability. As such no action will be taken by us at this time."</b>

On behalf	14/12/23	Complaints received regarding evicted occupiers Freedom Camping along Te Karuwha Parade Waitangi. Rubbish, pallets & fireplace need removing from the beach.
4187373	30/12/23	Hot Mini Donut trailer & vehicle accessed Lucy Williams Scenic Reserve, Marsden Rd Paihia & were trading. <b>Update: Monitoring resolved swiftly.</b>
4187481 On behalf	03/01/24	"Elite School of Sailing" operating hire of surf boards on grassed area beside Marsden Road Paihia toilets. Also occupying the first carpark space for vehicle & advertising. <b>Update: Monitoring have followed up &amp; instructed operator of requirements.</b>
4187967	09/01/24	Waitangi residents' complaints that several of the evicted occupiers are now camping on the reserve next to Shippey's. <b>Update: Monitoring &amp; Police visited &amp; occupiers eventually left the site &amp; the chain was replaced. 25/01/24 Occupiers are back on the reserve &amp; refused to vacate &amp; Police have left the situation with FNDC. 26/01/24 The security fence around the original occupied reserve was removed.</b>
Discussion with staff	17/01/24	Reserve signs need to be replaced on reserve next to Shippey's - the 2 existing post are still in situ. Check for signage on the vacated Waitangi reserve. The post & sign opposite the reserve on Te Karuwha Parade (at the end of the wooden safety fence) has also been removed. Parking Bylaw & signage on the northern end of Marsden Rd Paihia also needs checking to enable the Parking Warden to monitor & enforce. This will assist with the Freedom Camping issues of late.
4189563	22/01/24	Various RFS's emailed by a resident regarding issues between Te Haumi Paihia & the Waitangi Bridge. <b>Update: KH is forwarding to the perspective departments &amp; staff to action &amp; obtain feedback.</b>
With KH	24/01/24	Several unplanned water outages in Upper School Rd Paihia has caused angst over the past month. There are historical issues with the condition of the pipes & council is aware that work needs to be done.
Email via KH	29/01/24	Urgent action required to sweep all the sand off the Te Karuwha Parade Waitangi footpath before 2nd February. The sand has been there for well over a week since the last big seas.

#### **Resource Consents:**

**RC 2240277-RMACOM 29 Koropewa Rd Kerikeri 0295** Proposed subdivision to create 7 additional rural-residential allotments & an esplanade reserve.

**RC 2240278-RMALUC 23 Edkins Rd Kerikeri 0230** Proposed swimming pool & deck in Rural Living Zone breaching Stormwater Management & Building Coverage Rules as a Discretionary Activity.

**RC 2240288 RMACOM 94 Te Ahu Ahu Rd Ohaeawai 0472** Subdivision in Rural Production Zone to add 1 lot in a Heritage Overlay area. Breach setback from Boundaries Rule & Access Standards in Rural Production Zone.

**Other Issues**

New Years Eve fireworks display in Paihia was as popular as ever with lots of positive feedback from both visitors & locals.

15/01/24 Tsunami Siren Tower site meeting with CD - Northland Emergency management postponed due to inability to meet prior to Waitangi Day. The first tranche will continue without inclusion of the sensitive sites due to the constraints of the Resource Consent.

09/01/24 Comms contacted me to do press release update on the following: Opuia track, Russell Cemetery extension & Recycling on Russell Wharf. Referred to member Hindle to comment.

Monitoring & Encroachment Team Leaders have done an excellent job of communicating & updating myself on issues & RFS's during the holiday period. The afterhours call centre based in Auckland over the Christmas break was not so helpful!!!

16/01/24 Survey email sent to the Turner Centre regarding use of the spaces. Circulated to BOI-W CB members.

Lots of positive feedback about the hanging baskets in Kerikeri that the BOI-W CB supported.



## Member's Report

**Name:** Lane Ayr  
**Subdivision:** Kerikeri Subdivision  
**Date:** 04 November 2023 – 14 January 2024

### Meetings Attended

Date	Meeting	Comments
13/11/23	Agenda preview with Chair zoom	9 am - 10 am
23/11/23	BOI Whangaroa Community Board meeting Kerikeri Turner Centre	9 am – 4 pm
11/11/23	RSA Memorial Service wrath on behalf FNDC	10 am - 12 noon
28/11/23	Community Group "catch up" Kerikeri	10 am – 1130 am
06/12/23	Agenda preview with Chair zoom	10 am – 12 pm
09/12/23	Domain Xmas Parade	5 pm – 7 pm
11/12/23	Disability Action Group Kerikeri	9 am – 10.39 am
14/12/23	BOI Whangaroa Community Board meeting Kerikeri Turner Centre	10 am - 4 pm

### Community Issues

Issue name	Comment
Kerikeri Community Groups	Seek funding for CBD planning if required

### Requests for Service (RFS)

RFS number	Date	Comment
		Alderton Park continues. Staff to make appointment with residents no notice if meeting has taken place. Residents continue to contact me I'm at a loss to answer them
		<b>Waipapa Landing Bridge</b> I submitted an RFS before Xmas to which I received a reply. I have operated in a political environment for the past seven years so fully understand the requirement for policies and procedures, but I do believe that

		there are situations where bureaucracy appears to stand in the way of "practical common-sense solutions" I will submit pictures and a written comment to the CEO
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**Resource Consents**

RC 2220714	57 Hall Road	With all the verbiage of the request for variation the result is an addition 2 lots I note that the existing lot size before original RC was 600 sq mt now averages 300sq mt Submitted reply requesting extenuating reasons for variations and or possible benefits to community
RC 2240277	29 Koropewa Road Waipapa	The application breaches a number of conditions and will therefore require variations as above I requested reasons for concessions/variations and or possible benefits to community.  Despite comments re shortage of housing for workers this is basically a 9-lot subdivision and should be treated as any other development

**Other Issues**

Policies and procedures re the use of Council/public lands to be discussed with Board.



## Member's Report

**Name:** Tyler Bamber

**Subdivision:** Waipapa

**Date:** 26-01-2024

### Meetings Attended

Date	Meeting	Comments
8-11-23	Combined Community Board Workshop	- Ngawha – included a tour.
16-11-23	Spatial planning engagement session	- Joined planners to help engage with the public in regard to the spatial plan. - Positioned outside Ngāti Rēhia – good opportunity to engage with public about a variety of things.
23-11-23	BWCB meeting	
1-12-23	YEM hui teams meeting	- Discuss roles and responsibilities for the upcoming hui.
4-12-23	KK Sports Complex Mtg	- Squash building almost ready for opening! - Safety issue with the width of the driveway in and out of the complex – too narrow for two lanes, needs to be widened.
6-12-23 – 8-12-23	YEM hui	- Great conference! - Discussion around; future for local govt, importance of the arts and culture sector for wellbeing, media training, wellbeing and challenges in local government. - Local tour of the rohe; Ngawha tour, Manea footsteps of Kupe tour were standouts.
14-12-23	BWCB Meeting	

### Community Issues

Issue name	Comment
Dog Park	Awaiting a proposed location for a dog park/off leash area on Waipapa side of town.
Kerikeri Sports Complex Rooding	Rooding at the KK sports complex on the driveway in is not quite wide enough for two vehicles, there is space to increase the laneway to accommodate two lanes and the carpark is due to be re-sealed. With safety in mind – it would make a lot of sense to widen the drive approx. 1-1.5m to accommodate a 2 <sup>nd</sup> lane.

**Requests for Service (RFS)**

RFS number	Date	Comment

**Other Issues**



## Member’s Report

**Name:** Jane Hindle  
**Subdivision:** Russell Ōpua Subdivision  
**Date:** 29 November – 25 January 2024 (2 months)

Far North District Council Community Outcomes are as follows:

Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Communities that are healthy, safe, connected and sustainable	Connected and engaged communities prepared for the unexpected	Proud, vibrant communities	Prosperous communities supported by a sustainable economy	A wisely-managed and treasured environment that recognises the special role of tangata whenua as kaitiaki

### Meetings Attended

Date	Priority	Meeting	Comments
30 Nov 23	#1,3	Meeting with Anouk van Douzel re waste minimisation	Discussion on EcoStar progress and summer project
4 Dec 23	#1,3	Meeting with Hones to discuss recycling bins going to dump.	Offer to take recycling bin contents to dump.
5 Dec 23	#1,2	Discussion re Donkey Bay as a potential use for emergency response.	Suitable for small scall evacuation ex Long Beach.
10 Dec 23	#1,3	Planning for Pop-up Recycling Centre over summer with Resilient Rusell	In response to the annual Rubbish woes.
11 Dec 23	#3,5	Meeting with landscape designers and contractors for Russell Urupā Cemetery.	Land is cleared, contours and soil to feed in to design.
13 Dec 23	#1,2,3,4,5	National Community Board hui CBEC/LGNZ	Turner Centre
14 Dec 23	#1,2,3,4,5	Monthly Community Board meeting	Turner Centre
15 Dec 23	#1,3	Finalising plans for Pop-up Recycling Centre over summer with Resilient Rusell	In response to the annual Rubbish woes.
22 Dec 23	#4	Responded to complaints from local restaurants about Mobile Hawker on Strand	Mobile license for food stall issued for Wharf and Strand
26 Dec 23	#1,3	Help stand up Pop-up Recycling & Refuse centre for summer	On Russell Wharf
14 Jan 24	#1,3	Help pack down Pop-up Recycling & Refuse centre	On Russell Wharf

18 Jan 24	#3,5	Meeting with landscape designers and contractors for Russell Urupā Cemetery.	Land is cleared, contours and soil depth now known.
22 Jan 24	#3,4,5	Meeting with Russell Kororāreka Wharf Trust chair to discuss Trustee refresh	5 year term nearly complete. New Trustees will be needed.
25 Jan 24	#3,4,5	Draft Placemaking Plan Process review	Teams meeting with other CB members.
6 Dec to 22 Jan	#1,2,3,4,5	Limited activity over summer break. Created 14 posts for the BOI-Whangaroa Community Board page. Reach 16,425 ↓ 30%   Visits 750 ↓ 53.6%   Page Followers 982 (↑956)   New Likes 7 ↑	Most popular posts were Caluerpa reminder post (7K) Turner Centre concert Rueben Ramkea piece (5.3K) Refuse in Russell Kororāreka (2.9K) Summer Library programmes (2.3K) Council summer hours (1.7K)

**My 5 Top Projects**

1	<b>Summer refuse (litter) in Kororāreka</b> #1, 3	This initiative exceeded expectations with positive feedback from boaties and locals alike. A great example of teamwork and cooperation. Streets were clean and tidy (see full report).
2	<b>Russell Kororāreka Placemaking initiative</b> #3, 4, 5	Council staff are unavailable for the first meeting so the Governance Group will get together and review the project to date and put their minds to who we may wish to work with as well the impact of coastal erosion on the project.
3	<b>Community Emergency Response in Kororāreka Hapori Whanau Russell</b> #1, 3	This needs to be picked up again after the New Year and progressed. In particular, outlying areas on the back road need to be contacted again.
4	<b>Ōpua to Paihia and Russell walkway / cycleway</b> #3, 4	Council decided to leave the tree where it was but omitted to communicate their plans to the community board member. Lack of engagement from Council staff was unhelpful to say the least. Information on the boardwalk upgrades totally lacking.
5	<b>Derrick Landing Te Tauranga Waka</b> #3, 5	Site of significance to local Hapū, particularly for Kaupapa waka. Roddy and I are working together on this one. Council has done two “beautification” projects but commitments made have not been followed through. Grass area is unmowable and the road is unsafe. Roddy working with local Hapū to understand their aspirations as long-term solution needs to be found. Hope to have a hui in February. Waiting for visit from facilities team to check out area.

**Other Community Issues**

Issue name	Comment
Parking in Russell over summer #3,4	This is another perennial problem, exacerbated by trailers using the boat ramp. Again this is a short term issue and needs some creative thinking for a temporary solution rather than significant ratepayer funded infrastructure.
Maromaku Toilet #1, 3	Community will apply for funding of 50% of the installation costs to the Community Board under the Placemaking fund. Asset will be retained by the community.
Russell Urupā (Cemetery) #1, 3, 5	A site visit has taken place to discuss landscape plans now the land has been cleared and contours understood.
Russell Boat ramp carpark #3, 4, 5	MBIE have agreed to include repairs to the boat ramp as part of the overall project which will be good news for the boaties as it is a bad state of repair right now. Plans for the Wahi Tapu protection have been provided. The work won't start until March at the earliest due to the delays.
Russell Drainage #1, 2	It has been highlighted to Council staff that the area by the boat ramp car park needs to be done prior to the FNHL project getting underway. Still receiving complaints relating to drainage, even during summer.
Maromaku and Matawai Roothing #1, 2, 3	Both Roddy and I are concerned about the ad hoc approach to dealing with the roads in this area. We want to see an assessment of the overall area with a plan to carry out work in an orderly and systematic fashion that the community can understand.

**Requests for Service (RFS)**

RFS number	Date	Comment
(4125516) 4139501	(1/9/2022) 16/12/22	Matauwahi Bay Road drainage with stormwater drainage due to tree roots lifting pavement and drain resulting in blockages and damage to footpath. <b>MORE SILT REMOVAL. NEEDS TO GO IN LTP.</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). Yellow lines have been painted around town – these are not a new request, but <b>THESE WERE NOT DONE.</b>
4150811	17/03/2023	Causeway to Russell Boat Club on Matauwahi Road (paper road section) needs repairs for safety reason. Will need legal, roading and engineers involved. <b>ENGINEERING DESIGN COMPLETED.</b>
4174834	11/04/2023	Boat hull on reserve on Te Hue. Encroachment officer waiting to arrange a site visit. <b>THIS IS ON HOLD FOR SOME REASON.</b>
4127193, 4111164, 4118337	01/04/2022	Stormwater and drainage issues at Okiato. Ongoing for over a year now with Council stormwater from road flowing down over property. <b>ENGINEERING DESIGN COMPLETED. SUBMITTED TO NTA FOR FUNDING.</b>

4175408	15/09/2023	Stormwater and drainage issues from Long Beach Road onto Duffus Estate land, longstanding and not resolved.
4178870	16/10/2023	Drainage problems leading down to Walls Bay Reserve. Flume needs to be replaced and kerbing and road drainage needs to be fixed. Awaiting site visit
4179412	20/10/2023	Subsidence and slip on Towai Road. Is apparently being addressed and will be fixed in December some time.
4189665	22/01/2024	Flax plants on bend at Long Beach Road obstructing the road making the corner very dangerous for traffic, particularly with large vehicles.
4190086	24/01/2024	Moth plant growing by Council public toilets on Long Beach. One of many outbreaks of moth plant on road reserves.

#### **Other issues**

A mobile license (MOBILE-1) was issued to a food vendor to sell food on the Wharf in Paihia and Russell and the Strand. This is right opposite two restaurants, and round the corner from two others. I received a number of complaints from the restaurant owners. Council should not have issued a Mobile license within 400 metres of other businesses selling similar goods or services, and curiously they do not have jurisdiction over the wharf (FNHL and the Wharf Trust). I would like to know how this happened.

## Results for the Russell Kororāreka Recycling and Refuse Pop-up

### The Problem

During the summer period, the Russell Community struggled with the volume of litter and rubbish brought in by summer visitors and boaties. The community identified that a large part of the problem was due to visiting boaties in the bay on holiday who had limited options to dispose of their litter. Consequently, they would attempt to cram their rubbish bags into the town litter bins resulting in overflowing bins or black trash sacks left on the wharf or The Strand.

Additional bins and extra servicing were supplied by Council, but there was also a strong desire by the community to offer recycling as well. It was therefore decided that a manned *Pop-Up Recycling and Refuse collection* service on the Russell Kororāreka wharf would:

1. Provide a user pays refuse service to visiting boaties in the Bay to encourage them to drop off their rubbish and recycling in a proper collection facility rather than leave it on the wharf
2. Reduce the amount of recyclable items which go in the litter bins (subsequently to landfill) by encouraging members of the public to recycle instead

### The partners

[Resilient Russell Charitable Trust](#) has been leading the charge for recycling and sustainability in the community so the [Community Board Representative](#) Jane Hindle asked if they would lead the initiative with her support. Jane then spoke to other entities with an interest, namely the [Russell Wharf Trust](#) and [Far North Holdings](#) who supported the project financially. Resilient Russell negotiated with [Northland Waste](#) for free rubbish bins, and free disposal of the trash sacks which significantly reduced the cost. Jane also found support from [Hone's Pizza Garden](#), who offered to transport the recycling bins to the rubbish dump, creating further savings. CBEC Eco-solutions provided the lids and labels, with local businesses providing printing and laminating services free of



Figure 1 Bins locked after hours

charge with waterfront businesses making a \$100 donation. [Russell Information Centre](#) collected the rubbish bag fees on our behalf so there was no money handling.

A local family, the [Cadogan family](#) applied to the advertisement for a paid contractor to man the pop-up station, sharing it between the four of them to help get the project off the ground. This was invaluable as they were solutions focused and helped iron out any teething problems and redesign process as required. [Green By](#)

[Nature](#) came on board after the first few days and collected the full refuse bags from the pop up during their regular litter bin servicing, taking them to either Russell or Kerikeri for disposal.

### Desired outcomes

We set ourselves some goals to measure success, and these were to:

1. Reduce the amount of abandoned trash bags on or near the wharf by 90%
2. Reduce the amount of litter in the bins that is collected by the Council Contractors
3. Divert a credible amount of rubbish and litter from landfill into recycling

### Communications

A comms plan was developed to make sure the boaties knew that the facility was available for them to use. The messaging was to visit Russell, stock up on supplies, enjoy a meal, buy your fuel and drop off your rubbish and recycling.

We got the message out to the Boaties in the following ways:

- Messages through Russell Radio on a daily basis;
- The FNDC Comms team added the Russell Kororāreka Pop Up facility on to the website for Rubbish collection;
- Newsletter to Auckland cruising clubs;
- Facebook post on Bay of Islands, Northland Grapevine, Ōpua and Russell Community pages;
- Community email to the Russell Community
- Posters in all the shop windows in Russell Kororāreka and on passenger ferries
- Northland Regional Council website was not as easy.

This worked extremely well, with the first boaties arriving on the morning of the first day with five bags of rubbish.

### Operations

The project team prepared a short-term contractor agreement, Health & Safety Plan for the family manning the Pop-up, Daily reporting sheets including H&S checks, and a step-by-step procedure for the day. Insurance cover for Resilient Russell refuse ambassadors included the contractors working at the Pop-up Station.



Figure 2 Day One after set up

### The Results

1. Over the 3-week period there were only 14 unpaid bags left at the recycling centre, but 93.5 bags that were paid for. This represents 87% of the total but they were not abandoned on the wharf, they had been placed by the Pop-up station.
2. Anecdotally there were no overflowing rubbish bins on the waterfront and there were no RFSs raised with litter complaints. There were no Facebook complaints either (previously people took to Facebook to complain rather than raise RFSs). Green by Nature noted there was a reduction in dumping outside opening hours.
3. 36.4 wheelie bins (each 240 litres) of recycling and 4.8 extra big bins (each 660litres) of cardboard were taken to the Russell Transfer Station, a total volume of 11,900 litres of recycling or 11.9 m3. Or the equivalent of 11,900 one litre drink bottles have been kept out of landfill.
4. Recycling increased after New Year when boaties realised it was an option.

### Costs

The cost of running the scheme was **\$7,134** which was offset with donations and sponsorship. Far North Holdings and the Russell Kororāreka Wharf Kaitiaki Trust each contributed \$1,500 which covered the bulk of the wages for the contractors manning the station. Sponsorship for other costs from Northland Waste, Hone's Pizza Garden and CBEC covered the bulk of other costs of the scheme. We earned **\$784** (against a budgeted \$560) from refuse bag fees, and with donations from local businesses, the scheme made a small surplus for the Resilient Russell Charitable Trust which will be reinvested into other opportunities for recycling pop-ups.

### Lessons learned

The scheme will definitely be offered next year but there will be modifications as follows:

- The Pop-Up should open earlier in the morning, close for lunch and re-open for the end of day (e.g. 0830 – 1130 and 1530 – 1800)
- There should be longer hours over the 3 days during New Year
- Extend the service by an additional week
- We should have local community groups where possible man the station as a fund raising exercise.



Figure 3 First customers on Boxing Day

## 7.2 ALFRESCO DINING APPLICATIONS

**File Number:** A4541281

**Author:** Ken Ward, Team Leader - Monitoring

**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 applications from:

1. Third Wheel Coffee Company, 78-94 Marsden Road, Paihia 0200
2. Paihia Bakery Espresso, 39 Williams Road, Paihia 0200

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Third Wheel Coffee Company have applied for a new alfresco dining approval and paid the necessary application fee.

Paihia Bakery Espresso have applied for a new alfresco dining approval and paid the necessary application fee.

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) **provide comment on the new alfresco dining approval application from Third Wheel Coffee Company, pursuant to the Council resolution passed on 30 June 2022; and**
  - b) **provide comment on the new alfresco dining approval application from Paihia Bakery Espresso, pursuant to the Council resolution passed on 30 June 2022;**
- to assist with the final decision on the new applications.**

### 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.

Third Wheel Coffee Company have applied for a new alfresco dining approval and paid the necessary application fee of \$474.00. They propose five picnic tables with chairs for the purpose of alfresco dining.

A copy of the draft alfresco dining renewal approval for the approval period 15 February 2024 – 14 February 2025 can be found at Attachment A.

It should be noted that Third Wheel Coffee Company have in fact operated outdoor dining without formal approval and delayed application whilst making a series of representations about the upkeep of the access way in front of their premises. In November 2023, Team Leader Monitoring met with the applicants and directed that they apply, citing other representations re the access way where a red herring / ancillary to the point at issue. The café owner accepted the directive and applied on 7<sup>th</sup> November 2023.

Paihia Bakery Espresso have applied for a new alfresco dining approval and paid the necessary application fee of \$248.00. They propose placing three very small tables and chairs for the purpose of alfresco dining.

A copy of the draft alfresco dining renewal approval for the approval period 15 February 2024 – 14 February 2025 can be 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 options proposed for the Bay of Islands-Whangaroa Community Board to consider in regard to the alfresco dining approvals:

Option No.	Option Description	Advantages	Disadvantages
1	Provide comment on the alfresco dining new approval applications from Third Wheel Coffee Company and Paihia Bakery and Espresso which includes conditions as per Attachments A-B.	Applications comply 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 two new alfresco dining approvals which will contribute towards the final decision on the alfresco dining applications.

## 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 applicants have paid the required application fee for the renewal of alfresco dining approval.

**ĀPITIHANGA / ATTACHMENTS**

1. **Paihia Bakery Alfresco - A4541335**  
2. **Third Wheel Alfresco - A4541336**  

**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>
<p>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>	<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 renewal of alfresco dining applications or new alfresco dining application is considered low.</p>
<p>State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.</p>	<p>Road Use Bylaw 2022 – Part 4 clause 13 and Part 7.</p>
<p>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.</p>	<p>The Bay of Islands-Whangaroa Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.</p>
<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. The Road Use Bylaw 2022 was adopted on 19 May 2022.</p>
<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).</p>	<p>Regulation of alfresco dining is of relevance to hospitality businesses, their employees, and all community members and visitors to the Far North District. However, the rules around licenses for alfresco dining have not changed in their effect, and therefore the level of significance of this decision is low.</p>
<p>State the financial implications and where budgetary provisions have been made to support this decision.</p>	<p>There are no financial implications to this decision.</p>

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Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.
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30 November 2023

Rasmev Ra  
Shop 3  
39 Williams Road  
Paihia 0200

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

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

Private Bag 752, Memorial Avenue  
Kaiako 0440, New Zealand  
Freephone: 0800 920 029  
Phone: (09) 401 5200

### ALFRESCO DINING LICENCE

**Alfresco Approval Number:** ALFRES-2  
**Trading Name:** Paihia Bakery Espresso  
**Trading Location:** 39 Williams Road, Paihia 0200

Dear Sir / Madam,

Please find below your "Alfresco Dining Approval" to occupy a public space, pursuant to the Council's "Road Use Bylaw 2022". Please ensure your approval and approved plan is on display within the premises for public viewing. With the Council's move to a timelier digital operating method, and a focus on minimising increases in operating costs, approvals can now be provided digitally, and lamination is no longer a requirement. If you have any questions regarding this, please contact our Compliance Administration team at [compliance.admin@fndc.govt.nz](mailto:compliance.admin@fndc.govt.nz).

If you have any queries or concerns, please do not hesitate to contact our Compliance Administration team via email [compliance.admin@fndc.govt.nz](mailto:compliance.admin@fndc.govt.nz) or on our free phone number 0800 920 029.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. Deane'.

**Rochelle Deane**  
**Manager – Compliance, Delivery and Operations**



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

**ALFRESCO DINING APPROVAL**

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

**Licensee:** Rasmey Ra  
**Registration of:** Paihia Bakery Espresso  
**Site Address:** 39 Williams Road, Paihia 0200  
**Approval Number:** ALFRES-2

Unless sooner surrendered or revoked this licence shall remain in force until .

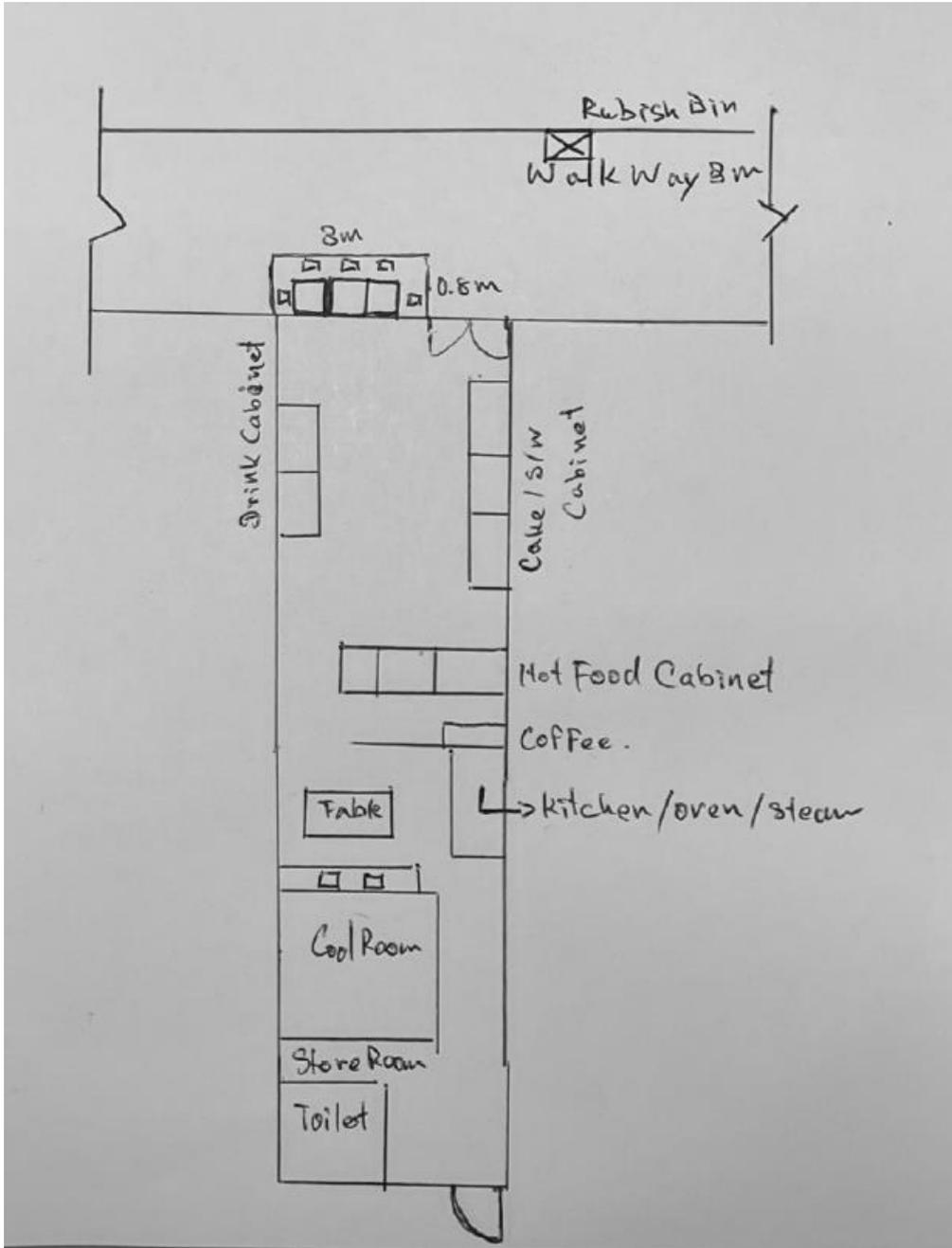
.....  
 Signed on behalf of the Far North District Council

**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. <b>Approval is for three tables and chairs</b>
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
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 allow guide dogs, prams, or personal items to 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	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	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.

ALFRESCO APPROVED PLAN





27 November 2023

Thomas Hanly Richardson  
3 Waterview Place  
Haruru 0204

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

Private Bag 752, Memorial Avenue  
Kaiako 0440, New Zealand  
Freephone: 0800 920 029  
Phone: (09) 401 5200

### ALFRESCO DINING LICENCE

**Alfresco Approval Number:** ALFRES-1  
**Trading Name:** Third Wheel Coffee Co  
**Trading Location:** 78-94 Marsden Road, Paihia 0200

Dear Sir / Madam,

Please find below your "Alfresco Dining Approval" to occupy a public space, pursuant to the Council's "Road Use Bylaw 2022". Please ensure your approval and approved plan is on display within the premises for public viewing. With the Council's move to a timelier digital operating method, and a focus on minimising increases in operating costs, approvals can now be provided digitally, and lamination is no longer a requirement. If you have any questions regarding this, please contact our Compliance Administration team at [compliance.admin@fndc.govt.nz](mailto:compliance.admin@fndc.govt.nz).

If you have any queries or concerns, please do not hesitate to contact our Compliance Administration team via email [compliance.admin@fndc.govt.nz](mailto:compliance.admin@fndc.govt.nz) or on our free phone number 0800 920 029.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R Deane'.

**Rochelle Deane**  
**Manager – Compliance, Delivery and Operations**



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

**ALFRESCO DINING APPROVAL**

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

**Licensee:** Thomas Hanly Richardson  
**Registration of:** Third Wheel Coffee Co  
**Site Address:** 78-94 Marsden Road, Paihia 0200  
**Approval Number:** ALFRES-1

Unless sooner surrendered or revoked this licence shall remain in force until .

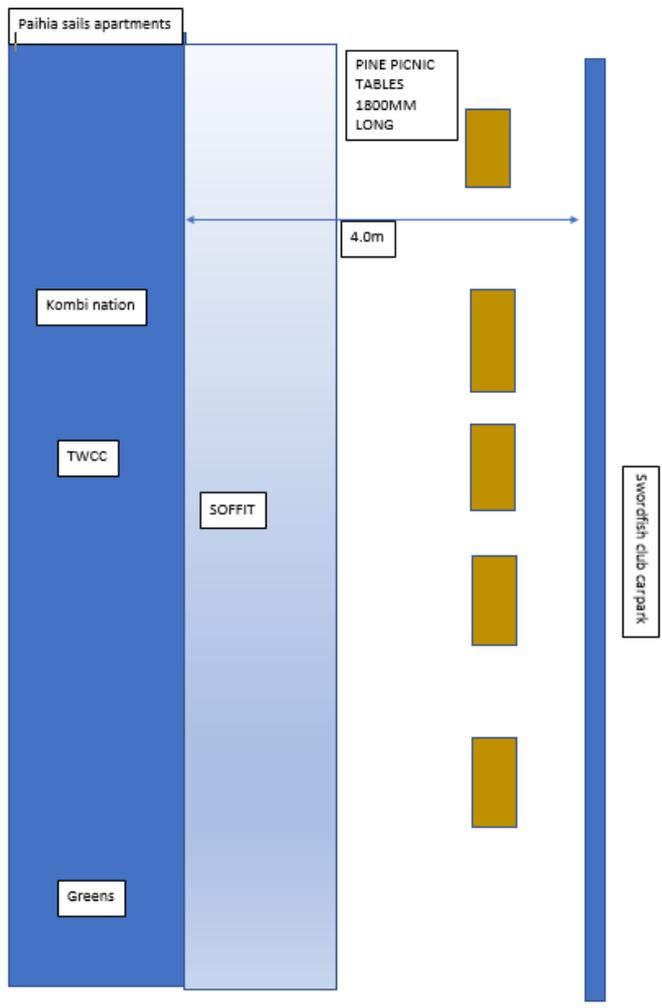
.....  
 Signed on behalf of the Far North District Council

**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. <b>Approval is for five tables and chairs</b>
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
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 allow guide dogs, prams, or personal items to 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	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	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.

### ALFRESCO APPROVED PLAN



### 7.3 PROJECT FUNDING REPORTS

**File Number:** A4554914

**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:

1. Our Kerikeri – Kerikeri Chess
2. Northern Community Family Services
3. Turner Centre – Kanikani Kanoa
4. Turner Centre – Trouble in Paradise

#### 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. Our Kerikeri - Kerikeri Chess - A4555155  
2. Northern Community Family Services - A4555157  
3. Turner Centre - Kanikani Kanoa - A4555153  
4. Turner Centre - Trouble in Paradise - A4555156  

**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.



**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:**

**Name & location of project:**

**Date of project/activity:**

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

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

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

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Venue hire (Turner Centre)	\$ 3,654,50	x
Equipment hire (Kerikeri Hire)	\$ 613,04	x
Marketing (HotPrintz and BannerBuzz)	\$ 488,62	x
Professional fees (Alex and Bruce Arbiters)	\$ 600,00	x
Total:	\$ 5,356,16	

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

This marked the second year of our annual event, with registrations opening on July 1st. Within just one month, we had an impressive count of 70 players. Leading up to the event, we confirmed 149 registrations, notably welcoming over 80 players aged between 6 and 12 years old.

By slightly adjusting the tournament date, we successfully increased teenage participation, avoiding clashes with NCEA exams.

Notably, Te Hiku contributed as the third highest catchment area. Key highlights encompassed robust participation, fostering a warm whānau atmosphere, and the seamless execution of the tournament.

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)

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

Included separately are the outcomes from our feedback survey. The event showcased substantial community engagement, drawing a diverse mix of ages, demographics, and geographical representation. Our team of 20 dedicated volunteers contributed significantly, expressing their enjoyment in being part of this event. Among the numerous commendations received, one participant remarked:

“Northland Regional Chess is an outstanding occasion for the Far North long may it continue.”

Another parent shared, “My son loved the tournament and had such a great time. He played as a 1st time junior and was excited by every game looking for his name and table. A well run event thank you very much.”

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

Additionally, enclosed is a comprehensive report detailing our marketing endeavours.

Furthermore, you'll find accompanying photos in our survey report.

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

<https://sites.google.com/view/kerikerichessclub/home/ncc-2023> <https://www.facebook.com/groups/4025274910901876/>

**FUND MAIL** northern community family service

01 DEC 2023



**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: Northern Community Family Service  
 Name & location of project: Kerikeri - BOI- Whangaroa and under Northland.  
 Date of project/activity: Feb 2023 - Nov 2023

Which Community Board did you receive funding from?

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Amount received from the Community Fund: \$5,000.00

Board meeting date the grant was approved: 17/11/2022

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)
<u>see attached a/c transaction</u>	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

We have delivered services to over 750 people who have required financial mentoring & whanau support services. Families are struggling and your support to help with operational costs has meant we can continue to help those in need.

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)

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

With the ongoing effects of covid, flooding and financial pressures within our local community we have been able to offer extended hours at times and adapt to meet the needs of our community. Our clients tell us that they feel better knowing that they have someone to speak to who not only can deal with their financial issues but their wider family and relationship issues.

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

We have no marketing funding however we acknowledge the Community Board at our AGM and whenever we are given the opportunity at other times. Our agency is so thankful @ the funding received.

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

[Empty text box for Facebook details]





**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.

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**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:**

**Name & location of project:**

**Date of project/activity:**

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

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

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

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
<b>Venue Tech</b>	<b>\$ 440.00</b>	
<b>MMusic Technical Hire</b>	<b>\$ 911.25 + GST</b>	
<b>Band Fee</b>	<b>\$ 5200.00</b>	
<b>Full budget attached</b>	\$	
Total:	\$	

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

~~More than 400 locals of all ages, cultures and backgrounds participated in Kanikani Katoa with Australia's high-energy Hot Potato band. Our inaugural event reviving the Kanikani Katoa tradition was such a hit, we hope to make it a regular event. Please see attached document for more info.~~

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

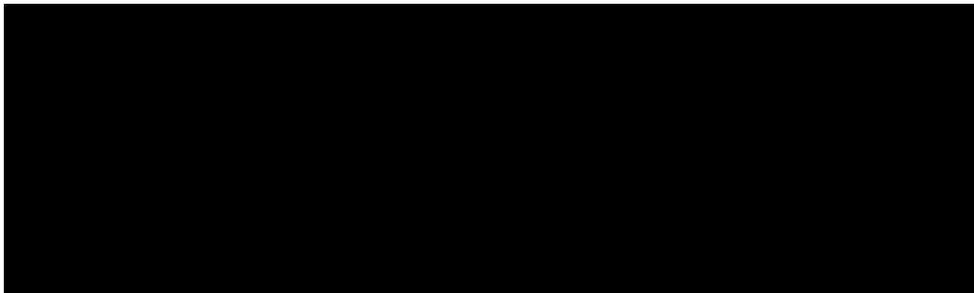
The project benefitted our community by providing them with the opportunity to connect and  
enjoy a high-quality musical experience featuring a dynamic international band. The event was  
offered on a 'pay-what-you-can' basis to enable wide participation. The event built community  
spirit and cohesion and encouraged volunteer participation. Our team of dedicated volunteers  
ensured the smooth running of the event.

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

Please see attached supporting document with photos, media coverage and acknowledgement  
of the Bay of Islands Whangaroa Community Board.

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

<https://www.facebook.com/turner.centre>





**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.

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Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

**Name of organisation:**

**Name & location of project:**

**Date of project/activity:**

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

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

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

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
<b>See budget below</b>	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

Approximately 4500 locals were able to experience the Trouble in Paradise photographic exhibition featuring award-winning photographs highlighting the impact of climate change in the Pacific. The exhibition opening was attended by the British High Commissioner and featured a presentation by one of Aotearoa's leading climate change scientists about sea level Rise in Te Tai Tokerau. Please see attached document for more information about the event.

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

\_\_\_\_\_

The project benefitted our community by an opportunity to explore the vitally important issue of

\_\_\_\_\_

climate change in the Pacific through high-quality and thought-provoking photographs, and a stimulating presentation that explored the impact of sea level rise in our own community.

\_\_\_\_\_

Workshops from Carbon Neutral Trust NZ taught our community cost-effective ways to address

\_\_\_\_\_

~~climate change in their homes. The project demonstrated the demand from the community for~~ opportunities to explore and work towards improving the environmental wellbeing of the Far 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:**

\_\_\_\_\_

Please see attached supporting document with photos, media coverage and acknowledgement of the Bay of Islands Whangaroa Community Board.

\_\_\_\_\_

\_\_\_\_\_

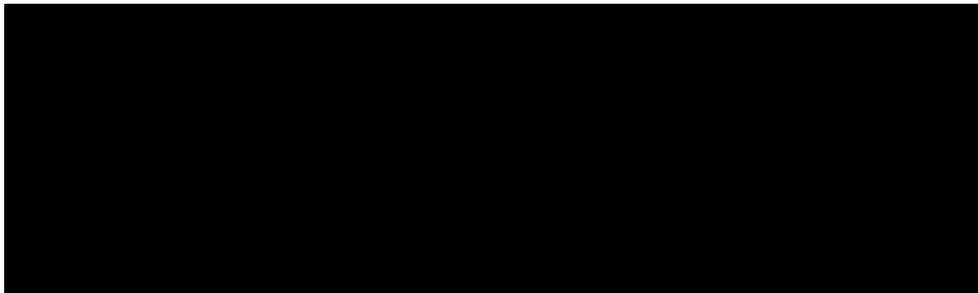
\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

<https://www.facebook.com/turner.centre>



## 7.4 FUNDING APPLICATIONS

**File Number:** A4555208

**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

- The Board has **\$88,953.52** to allocate for the Community Board Fund in the 2023/2024 financial year.
- The Board also has **\$100,060.00** to allocate for the Placemaking Fund for the 2023/2024 financial year.
- Five new applications have been received, requesting \$23,448.00.

#### TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of **\$950.00** (plus GST if applicable) be paid from the Boards Community Fund account to ArtsXL for the costs of the 100x100 art exhibition 2024, to meet the following Community Outcomes:

- Communities that are healthy, safe, connected and sustainable;
- Proud, vibrant communities.

#### TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of **\$5000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Glass Ceiling Collective for the costs of the SparkLive show in the Bay of Islands-Whangaroa Ward, to meet the following Community Outcomes:

- Communities that are healthy, safe, connected and sustainable;
- Proud, vibrant communities.

#### TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of **\$3000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Kitted NZ for the costs of the female sport art exhibition, to meet the following Community Outcomes:

- Communities that are healthy, safe, connected and sustainable;
- Proud, vibrant communities.

#### TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of **\$5000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Toi Tangata for the costs of the Te Hotu Manawa Māori Wānanga's, to meet the following Community Outcomes:

- Communities that are healthy, safe, connected and sustainable;
- Proud, vibrant communities.

**TŪTOHUNGA / RECOMMENDATION**

**That the Bay of Islands-Whangaroa Community Board decline the application for funding of the Children of Gaza fundraising concert at the Turner Centre as it is not of benefit to the local community, which is the purpose of this funding.**

**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**

<b>Applicant</b>	<b>Requested</b>	<b>Recommend</b>	<b>Comments</b>	<b>Type</b>
ArtsXL – 100x100	\$950	\$950	This is a community art exhibition held at the Turner Centre and is well supported by the community.	Event
Glass Ceiling Collective - SparkLive	\$5,432	\$5,000	Glass Ceiling Arts Collective has created a multisensory theatre production, 'SparkLIVE' for audience members with profound and multiple learning disabilities, to enjoy with their support person or whānau member. This show is part of a tour.	Event
Kitted NZ	\$13,143	\$3,000	The applicant is seeking funding for an art exhibition project outlining the lower support for female sport accessibility and participation, planned to be the initial event in a larger project.	Event
Toi Tangata – Te Hotu Manawa Māori	\$5,000	\$5,000	The wānanga series is an opportunity for whānau to learn about kai Māori - its identification, properties, gathering, preparation, preservation and cooking, using modern and traditional Māori cooking methods. This wānanga series is an expansion, and revision of the kaupapa 'Ngā Kai a te Māori' which took place in October 2022 at Waikarā Marae led by Joe (McLeod?) and Toi Tangata.	Event
Turner Centre – Children of Gaza Fundraiser	\$12,050	Decline	This application is for funding a fundraising concert for the children in Gaza, Palestine. The funding raised would be sent overseas and not be of benefit to the local community, and it is recommended the application be denied on this basis.	Event

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

The applicants were required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

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

**Option Two:** Authorise partial funding.

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

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

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

**ĀPITIHINGA / ATTACHMENTS**

1. **ArtsXL - 100x100 - A4555154** [↓](#) 
2. **Glass Ceiling Collective - A4555160** [↓](#) 
3. **Kitted NZ - Art Exhibition - A4555159** [↓](#) 
4. **Toi Tangata - Te Hotu Manawa Maori - A4555152** [↓](#) 
5. **Turner Centre - Children of Gaza Fundraiser - A4555158** [↓](#) 

**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 July 2023 - June 2024

### Local Grant Application Form

Application No. BOIWCB232419 From ArtsXL Charitable Trust

Form Submitted 15 Jan 2024, 8:07AM NZDT

## Applicant Details

**\* indicates a required field**

### Instructions

#### Please read carefully:

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

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

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

### Applicant details

#### Applicant \*

ArtsXL Charitable Trust

#### Website

Must be a URL.

#### Facebook page

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232419 From ArtsXL Charitable Trust**  
Form Submitted 15 Jan 2024, 8:07AM NZDT

## Contact details

## Purpose of organisation

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

This grant application is for partial support of April's annual "100x100 Art Show" where some 100 pieces of small art (100x100mm each) are created by as many different district artists & exhibited for viewing & sale. The exhibition is held in the Theatre Bar of Kerikeri's Turner Centre & is part of the on-going "Art in the Bar" program. ArtsXL, a charitable trust dedicated to the support & promotion of the arts across the Far North District of New Zealand, is supporting the 100x100 Art Show.

**Number of Members \***

5 ArtsXL trustees

## Project Details

**\* indicates a required field**

### Project Details

Clearly describe the project or event:

**Name of Activity \***

100x100 Art Show

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232419 From ArtsXL Charitable Trust  
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**Location \***

Turner Centre Theatre Bar

**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: \***

01/04/2024

30/04/2024

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: \***

This is a very popular annual art show.

- Over 100 artists from in and around the Far North District are invited to create an original work that is to measure 100x100mm.

- These works are then matted & hung in the Turner Centre Theatre Bar for the month of April.

- The Turner Centre provides the venue, promotion & sales for the event.

- The Art in Kerikeri Group (an informal group of volunteers providing visual arts program development & support) manages artist solicitation & communications, preparation & installation of the art and exhibition promotion.

- ArtsXL Trust provides economic support for arts programs.

- Artist works are all priced at \$100. A 15% commission on sales is paid to the Turner Centre for their services in listing & fulfilling sales of art works and staffing of Exhibit.

This 100x100 Art Show offers district artists & residents an opportunity to make, show, view & purchase original local art. Such an opportunity is very valuable to all involved.

**Project Cost****\* indicates a required field****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*

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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**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>	<b>What is the total cost of your project?</b>
	Must be a dollar amount.	Must be a dollar amount.		Must be a dollar amount.
Rent/Venue Hire	\$600.00	\$	<i>No files have been uploaded</i>	\$600
Advertising/Promotion	\$400.00	\$	Filename: 100x100 by Art in Kerikeri.pdf File size: 69.1 kB	\$400
Facilitator/Professional Fees	\$960.00	\$	Filename: 100x100 by Art in Kerikeri.pdf File size: 55.9 kB	\$960
Administration (inc. stationery/copying)	\$400.00	\$	Filename: 100x100 by Art in Kerikeri.pdf File size: 69.1 kB	\$400
Equipment Hire	\$	\$	<i>No files have been uploaded</i>	\$
Equipment Purchase (describe)	\$950.00	\$950.00	Filename: Quote from Factory Frames.pdf File size: 84.5 kB	\$950
Utilities	\$	\$	<i>No files have been uploaded</i>	\$
Hardware (e.g cement, timber, nails, paint)	\$	\$	<i>No files have been uploaded</i>	\$

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
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Consumable materials (craft supplies, books)	\$250.00	\$	Filename: 100x100 by Art in Kerikeri.pdf File size: 69.1 kB	\$250
Refreshments	\$	\$	No files have been uploaded	\$
Travel/Mileage	\$	\$	No files have been uploaded	\$
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded	\$
Other (describe)	\$	\$	No files have been uploaded	\$
Other (describe)	\$	\$	No files have been uploaded	\$
Other (describe)	\$	\$	No files have been uploaded	\$

**Funding Request Amount**

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

3560  
 Must be a number.

**What is the amount you are requesting from the Board? \***

\$950  
 Must be a dollar amount.

**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? \***

\$22,865.00  
 Must be a dollar amount.

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
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**How much of this money is already committed to a specific purpose? \***

\$22,865.00

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
Commission pou whenua for Turner Centre	\$20,000.00
Vocal scholarships	\$741.00
Curation Kerikeri Permanent Art Collection	\$2,124.00
	\$
	\$

**Total Tagged Funds**

**Total Tagged Amount**

\$22,865.00

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.	
Artist registration fees	\$1,200.00	Pending
Donation	\$2,010.00	Approved

**Previous Funding from FNDC**

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

Yes  No

**Declaration**

\* indicates a required field

**Privacy Information**

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232419 From ArtsXL Charitable Trust

Form Submitted 15 Jan 2024, 8:07AM NZDT

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

### Applicant Declaration

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

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

In submitting this application:

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

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

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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

Must be an email address.

Must be an email address.

**Date**

**Date**

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
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11/01/2024  
Must be a date.

12/01/2024  
Must be a date.

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232422 From Glass Ceiling Arts Collective**  
Form Submitted 24 Jan 2024, 10:38AM NZDT

## Applicant Details

\* indicates a required field

### Instructions

**Please read carefully:**

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

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

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

### Applicant details

**Applicant \***

Glass Ceiling Arts Collective

**Website**

<https://www.glassceilingartscollective.com/>

Must be a URL.

**Facebook page**

<https://www.facebook.com/glassceilingartscollective/>

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
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**Application No. BOIWCB232422 From Glass Ceiling Arts Collective**  
Form Submitted 24 Jan 2024, 10:38AM NZDT

## Contact details

## Purpose of organisation

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

To provide community wellbeing and belonging. We do this by enabling people who identify as marginalised, isolated, or who live with disabilities or challenges in the community access to Arts experiences that are inclusive, accessible and meet their needs.

We run an inclusive youth theatre programme that welcomes all young people, and we create multisensory theatre experiences for people with profound and multiple learning disabilities, to enjoy with their support person or whānau. Both these strands of work are 'vehicles' that enable community integration for the participants and their whānau.

This application is for funding towards the cost of multisensory theatre for audience members in the Far North.

**Number of Members \***

300

## Project Details

**\* indicates a required field**

### Project Details

Clearly describe the project or event:

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232422 From Glass Ceiling Arts Collective

Form Submitted 24 Jan 2024, 10:38AM NZDT

### Name of Activity \*

SparkLIVE multisensory theatre for people with profound disabilities

### Location \*

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

End Date:

**Date \***

24/03/2024

Must be a date.

**Date: \***

25/03/2024

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: \*

Glass Ceiling Arts Collective has created a multisensory theatre production, 'SparkLIVE' for audience members with profound and multiple learning disabilities, to enjoy with their support person or whānau member. This community of people, which form our audiences, tend to be either older students attending schools in the special education sector or adults living in supported living environments. For this application we are requesting funding for the Kerikeri section of the Northland Tour. We have a team of 9; a tour manager/show director, 5 performers, 2 technicians and a support person for 2 cast members with disabilities.

Multisensory theatre is immersive, inclusive and accessible, and very unique in that the story is told via song, music, dance, drama and sensory moments via taste, touch, smell, sight and hearing. Audiences are kept small and audience members are seated on stage with the performers, so sensory experiences can be delivered 1:1, for optimum enjoyment.

From the latest census statistics, Northland has the highest number of Disabled people than any other region. People who live with profound and multiple disabilities are among our most underserved with arts opportunities that meet their needs, especially in Northland in areas away from main centres and cities such as Auckland, Wellington and Christchurch.

To enable this community to enjoy Arts experiences, Glass Ceiling has created a sensory

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232422 From Glass Ceiling Arts Collective

Form Submitted 24 Jan 2024, 10:38AM NZDT

production that will tour local theatres and Arts Festivals. Our belief is that everyone should be able to experience the Arts for the immensely positive benefits to wellbeing it is known to provide, with no exceptions.

Our experienced cast and crew first developed SparkDIGITAL, a sensory film to be enjoyed in the home, which has been adapted to provide a live theatre performance in the form of SparkLIVE. The leading character Kate is played alternately by Lily-Mae Ivatt-Oakley, a young woman with Down syndrome and Zoe Elvin, a Disabled young woman who lives with Cerebral Palsy symptoms following childhood strokes. They are joined by well known NZ singer and performer Jackie Clarke MNZM, (Christmas in the Park, NZ Idol judge, Saturday Live co-host, The Jacque Brown diaries and theatre credits inc; A Christmas Carol, Porgy & Bess, Joseph, Little Shop of Horrors) playing Kate's mother and actor/musician Hamish Davies (trumpet player, CIMTSS, Stella Adler's Summer Conservatory, New York, Atlantic Acting School, Tim Bray Theatre, Hamilton Operatic Society). Spark's creator and director, Charlotte Nightingale is also the artistic director of Glass Ceiling Arts Collective, and trained in multisensory theatre techniques with Frozen Light UK. This is her fourth multisensory theatre production, and she has multiple live theatre and acting credits to her name inc Mamma Mia at Bruce Mason Centre, and Kinky Boots at The Civic, Auckland.

SparkLIVE will add to the range of Arts experiences available to Far North audiences, but also offer something that is uniquely for people with profound disabilities to enjoy and share with their support person. This production will bring inclusion and accessibility into the community, using local theatres and arts centres, broadening the range of Arts on offer to marginalised people. Spark, we believe, will offer a new experience to those it has been created for and, as in other areas of Aotearoa, will offer for many their first, exciting trip to a theatre, something many of us take for granted. As far as we are aware, there are only two organisations offering multisensory theatre performances; Glass Ceiling, and Jolt who are based in Christchurch. We hope by bringing SparkLIVE to areas in the Far North, we can better include Disabled people in their community, and help make venues and Arts programmes more inclusive and accessible.

Reviews and feedback from previous performances in Auckland state that whānau and support staff struggle to find arts experiences to suit their family member or client's needs, and struggle to find venues welcoming and accepting of their person's unique needs and behaviours. They rarely find any arts experiences that are truly inclusive and accessible. SparkLIVE offers a refreshing change, in a warm, welcoming environment where everyone is valued, and can relax and be their true selves. Our audiences highly rate the quality of the performance and its ability to resonate with and be enjoyed by those with the most profound disabilities, society's most vulnerable. We are often told that nothing hits the spot quite like it, and we are inundated with requests to return with more performances. Further the longer term wellbeing effects of the sensory performance provide for happier dispositions for days afterwards, sleeping better at night, and hope for more inclusion and access to their local community.

### Project Cost

**\* indicates a required field**

**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.*

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

**Application No. BOIWCB232422 From Glass Ceiling Arts Collective**

Form Submitted 24 Jan 2024, 10:38AM NZDT

*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	What is the total cost of your project?
	Must be a dollar amount.	Must be a dollar amount.		Must be a dollar amount.
Venue hire - Turner Centre	\$1,921.25	\$1,921.25	Filename: Turner Centre.pdf File size: 18.1 MB	\$11,314
Director/Tour Manager fee, 2 days @ \$400 per day	\$800.00	\$0.00	Filename: QUOTE Charlotte Nightingale AAF, HAF, Northland Spark LIVE 2024_1.pdf File size: 41.7 kB	\$
Facilitator/Professional Fees - 2 x Technician sound and lighting, 1 day @ \$280 per person	\$560.00	\$0.00	Filename: Letter of Agreement, Matt Goldsbro', SparkLIVE 2024 AAF, HAF and Northland .docx File size: 309.5 kB  Filename: Letter of Agreement, Myles Ray', SparkLIVE 2024 AAF, HAF and Northland (1).pdf File size: 73.8 kB	\$

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024  
Local Grant Application Form**

**Application No. BOIWCB232422 From Glass Ceiling Arts Collective**

Form Submitted 24 Jan 2024, 10:38AM NZDT

Support person for Disabled cast members, 2 days @ \$300 per day	\$600.00	\$0.00	Filename: LOA Spark Hayley Ivatt_Support person.jpeg File size: 731.1 kB	\$
Cast member fees, 5 people totalling \$1280 per day for 1 day	\$1,280.00	\$1,280.00	Filename: Letter of Agreement_Hamish Davies AAF, HAF, Northland Spark LIVE 2024.pdf File size: 64.8 kB <hr/> Filename: Letter of Agreement_Jackie Clarke AAF, HAF, Northland Spark LIVE 2024.pdf File size: 68.4 kB <hr/> Filename: Letter of Agreement_Lily-Mae Ivatt-Oakley AAF, HAF, Northland Spark LIVE 2024.pdf File size: 154.6 kB <hr/> Filename: Letter of Agreement_Sonny Pring AAF, HAF, Northland Spark LIVE 2024.pdf File size: 82.4 kB <hr/> Filename: Letter of Agreement_Zoe Elvin AAF, HAF, Northland Spark LIVE 2024.pdf File size: 98.0 kB	\$
Refreshments - per diems for cast and crew, 2 days x 9 people x \$80 per day	\$1,440.00	\$0.00	Filename: Bay of Islands-Whangaroa Community Board Grant Quotes.pdf File size: 46.8 kB	\$

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

**Application No. BOIWCB232422 From Glass Ceiling Arts Collective**

Form Submitted 24 Jan 2024, 10:38AM NZDT

Kerikeri cast and crew accommodation x 3 nights (includes a rest day)	\$2,231.25	\$2,231.25	Filename: Quote_Kerikeri Accommodation .pdf File size: 1.4 MB	\$
Travel/Mileage - truck Rental	\$1,192.00	\$0.00	Filename: Warkworth Car Rentals_Truck Rental.pdf File size: 298.7 kB	\$
Kerikeri cast and crew rest days, 8 people @ \$150 per day	\$1,200.00	\$1,200.00	No files have been uploaded	\$
Consumable materials - sensory materials and props @ \$100 per day - for 1 day	\$100.00	\$0.00	No files have been uploaded	\$

### Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

11314

Must be a number.

**What is the amount you are requesting from the Board? \***

\$5,432

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

#### Financial Information

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

Yes  No

#### GST Number

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024  
Local Grant Application Form**  
Application No. BOIWCB232422 From Glass Ceiling Arts Collective  
Form Submitted 24 Jan 2024, 10:38AM NZDT

**GST Number**  
131050506

**Current Funding**

**How much money does your organisation currently have? \***  
\$75,000.00  
Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***  
\$75,000.00  
Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
Salaries, opex and current projects	\$75,000.00
	\$
	\$
	\$
	\$

**Total Tagged Funds**

**Total Tagged Amount**  
\$75,000.00  
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.	
Foundation North	\$2,782.00	Approved
Far North CCS	\$3,000.00	Pending

**Previous Funding from FNDC**

**Have you previously received funding from FNDC? \***  
 Yes  No

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232422 From Glass Ceiling Arts Collective

Form Submitted 24 Jan 2024, 10:38AM NZDT

### 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)
  - 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.

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

### Application No. BOIWCB232422 From Glass Ceiling Arts Collective

Form Submitted 24 Jan 2024, 10:38AM NZDT

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 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

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232422 From Glass Ceiling Arts Collective**  
Form Submitted 24 Jan 2024, 10:38AM NZDT

**Date**

23/01/2024

Must be a date.

**Date**

23/01/2024

Must be a date.

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232420 From Kitted NZ Limited

Form Submitted 18 Jan 2024, 12:10PM NZDT

### Applicant Details

**\* indicates a required field**

### Instructions

#### Please read carefully:

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

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

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

### Applicant details

#### Applicant \*

Kitted NZ Limited

**Facebook page**

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232420 From Kitted NZ Limited**  
Form Submitted 18 Jan 2024, 12:10PM NZDT

## Contact details

## Purpose of organisation

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

To create safe participation environments for women and girls in sports and active recreation through delivering community projects that tackle access and attitude barriers. Our purpose is to raise awareness of and break down barriers by forming collaborations that enable women and girls to have access to everything they need to participate. Kitted Projects exemplify 3 participation tenets, they are: built on voice, create a valuable experience, and deliver exceptional visibility.

**Number of Members \***

400

## Project Details

**\* indicates a required field**

### Project Details

Clearly describe the project or event:

**Name of Activity \***

Public exhibition "Making Space for Gymnasts & Dancers" in Kerikeri

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232420 From Kitted NZ Limited  
Form Submitted 18 Jan 2024, 12:10PM NZDT

**Location \***

Procter Library, 6 Cobham Road, Kerikeri

**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: \***

06/03/2024

20/03/2024

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: \***

The objective of the project is to hold a public exhibition at the Procter Library for the community to visualise the barriers to change that often go unrecognised; local dancers and gymnasts will creatively make visible issues of inequality.

The exhibition will feature 16-24 portraits of strong girls 'claiming space'. Using their friendships and physicality to improvise, play, and dance to promote inclusion. It will attract local, regional, national, and global attention as the exhibition is being aligned with the International Women's Day 2024 theme "count her in".

We aim to highlight the importance of play, recreational and sports spaces for girls with a focus on valuing young people's ideas and designing local facilities using a gender lens to overcome structural barriers.

This project will enable an ongoing process for investment partners to recognise the value of engaging with women and girls in facility and park design and development.

**Project Cost**

**\* indicates a required field**

**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*

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232420 From Kitted NZ Limited

Form Submitted 18 Jan 2024, 12:10PM NZDT

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	What is the total cost of your project?
	Must be a dollar amount.	Must be a dollar amount.		Must be a dollar amount.
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>	\$13,143
Advertising/Promotion	\$3,782.00	\$0.00	<i>No files have been uploaded</i>	\$
Facilitator/Professional Fees	\$	\$	<i>No files have been uploaded</i>	\$
Administration (inc. stationery/copying)	\$300.00	\$0.00	<i>No files have been uploaded</i>	\$
Equipment Hire	\$	\$	<i>No files have been uploaded</i>	\$
Equipment Purchase (describe)	\$	\$	<i>No files have been uploaded</i>	\$
Utilities	\$	\$	<i>No files have been uploaded</i>	\$
Hardware (e.g cement, timber, nails, paint)	\$	\$	<i>No files have been uploaded</i>	\$
Consumable materials (craft supplies, books)	\$	\$	<i>No files have been uploaded</i>	\$
Refreshments	\$700.00	\$0.00	<i>No files have been uploaded</i>	\$
Travel/Mileage	\$	\$	<i>No files have been uploaded</i>	\$
Volunteer Expenses Reimbursement	\$2,295.00	\$0.00	<i>No files have been uploaded</i>	\$

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024  
Local Grant Application Form**  
Application No. BOIWCB232420 From Kitted NZ Limited  
Form Submitted 18 Jan 2024, 12:10PM NZDT

Photography, printing, mounting and framing	\$6,066.00	\$6,066.00	Filename: Kerikeri Project Plan - Kitted Spaces.xlsx File size: 16.1 kB  Filename: Kitted Exhibition 202401 - Quote from Flash Gordon Photography.pdf File size: 1.0 MB	\$
Other (describe)	\$	\$	No files have been uploaded	\$
Other (describe)	\$	\$	No files have been uploaded	\$

**Funding Request Amount**

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

13143  
Must be a number.

**What is the amount you are requesting from the Board? \***

\$6,066  
Must be a dollar amount.

**Financial Information**

\* indicates a required field

**Financial Information**

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

Yes  No

**GST Number**

**GST Number**  
140-739-098

**Current Funding**

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

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
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 Form Submitted 18 Jan 2024, 12:10PM NZDT

\$200.00  
 Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***  
 \$200.00  
 Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
Administration expenses	\$200.00
	\$
	\$
	\$
	\$

**Total Tagged Funds**

**Total Tagged Amount**  
 \$200.00  
 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.	
Creative NZ	\$6,877.00	Pending

**Previous Funding from FNDC**

**Have you previously received funding from FNDC? \***  
 Yes  No

**Declaration**

\* indicates a required field

**Privacy Information**

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232420 From Kitted NZ Limited

Form Submitted 18 Jan 2024, 12:10PM NZDT

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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.*

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

In submitting this application:

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

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232420 From Kitted NZ Limited

Form Submitted 18 Jan 2024, 12:10PM NZDT

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

Must be an email address.

Must be an email address.

**Date**

**Date**

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232420 From Kitted NZ Limited**  
Form Submitted 18 Jan 2024, 12:10PM NZDT

17/01/2024  
Must be a date.

17/01/2024  
Must be a date.

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)

Form Submitted 16 Jan 2024, 11:50AM NZDT

### Applicant Details

\* indicates a required field

### Instructions

#### Please read carefully:

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

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

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

### Applicant details

#### Applicant \*

Toi Tangata (Te Hotu Manawa Māori)

#### Website

<https://toitangata.co.nz/>

Must be a URL.

#### Facebook page

<https://www.facebook.com/toitangata.nz/>

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)**  
Form Submitted 16 Jan 2024, 11:50AM NZDT

## Contact details

## Purpose of organisation

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

Toi Tangata exists to contribute positively to the continuation of whakapapa. Our mission is to connect all communities across Aotearoa to kaupapa oranga Māori. The organisation works in ways that acknowledge the tapu, mana and whakapapa of everyone we interact with. Toi Tangata's ultimate strategy is to enable whānau throughout Aotearoa, New Zealand to improve their physical health and wellbeing through the following objectives as outlined by Mason Durie's Māori Public Health model, Te Pae Mahutonga:

Autonomy

Community leadership Positive physical environments Participation in community Cultural identity

Healthy lifestyles

**Number of Members \***

16

## Project Details

**\* indicates a required field**

## Project Details

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)

Form Submitted 16 Jan 2024, 11:50AM NZDT

Clearly describe the project or event:

**Name of Activity \***

Ngā kai a te Māori - with Joe Mcleod

**Location \***

Te Ngaere Marae, Matauri Bay

**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: \***

29/03/2024

01/04/2024

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: \***

Ngā Kai a te Māori with Joe McLeod is a three part wānanga series taking place across the far North, from Omanaia, to Whangaroa to Pukepoto in March and April 2024. This wānanga series will be facilitated by Joe, hosted and led by local marae and supported by Toi Tangata and local partner organisations. The wānanga series is an opportunity for whānau to learn about kai Māori its identification, properties, gathering, preparation, preservation and cooking using modern and traditional Māori cooking methods. This wānanga series is an expansion, and revision of the kaupapa 'Ngā Kai a te Māori' which took place in October 2022 at Waikarā marae led by Joe and Toi Tangata.

The 3 day wānanga is very practical. Participants will partake in every aspect of the wānanga. Joe's team of chefs will also cater the wānanga, providing opportunities and examples to show and inspire whānau to incorporate kai māori into their everyday food preparations. On the final day, Te Hākari Whakatāteha, wider whānau and hapū are welcomed onto the marae to join and share in the kai that has been prepared. During this time, Joe will share kōrero about his kai Māori research and his collection of taonga kai Māori.

This wānanga is intended for those who are passionate about kai Māori from marae cooks, to kai gatherers, to current or aspiring Māori chefs, to parents of tamariki Māori, to our whānau invested in te taiao. This wānanga opens up space for whanau and hapū kōrero tuku iho to be shared by haukainga, and for mokopuna to engage in local taiao and mahinga kai in an intergenerational setting. We hope that this wānanga will reignite an enduring curiosity and love for taiao, and for kai Māori within marae, while also providing the practical

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)**  
 Form Submitted 16 Jan 2024, 11:50AM NZDT

experience and tools for whānau to engage with taiao in a way that is accessible and easy both in and beyond the wānanga.

Agenda:

Day 1:

Foraging, harvesting and preparation of food. Exploration of local kai Māori and its whakapapa. Introduction to rongoā.

Day 2:

Exploring local environment Exploring marae aspirations Continuation of rongoā, Methods of food preparation Tikanga o te kai

Day 3:

Māori and other methods of cooking

Sharing of taonga

Te Hākari Whakatāteha: Kai tahi with the community

**Project Cost**

**\* indicates a required field**

**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**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>	<b>What is the total cost of your project?</b>
	Must be a dollar amount.	Must be a dollar amount.		Must be a dollar amount.
Rent/Venue Hire	\$1,400.00	\$0.00	<i>No files have been uploaded</i>	\$12,550

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024  
Local Grant Application Form**  
Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)  
Form Submitted 16 Jan 2024, 11:50AM NZDT

Facilitation	\$5,000.00	\$5,000.00	Filename: Quote QU0801 (1).pdf File size: 46.4 kB	\$
Administration	\$1,500.00	\$0.00	No files have been uploaded	\$
Food	\$3,000.00	\$0.00	No files have been uploaded	\$
Travel/Mileage	\$1,650.00	\$0.00	No files have been uploaded	\$

**Funding Request Amount**

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

12550  
Must be a number.

**What is the amount you are requesting from the Board? \***

\$5,000  
Must be a dollar amount.

**Financial Information**

\* indicates a required field

**Financial Information**

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

Yes  No

**GST Number**

**GST Number**  
069-106-482

**Current Funding**

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

\$7,550.00  
Must be a dollar amount.

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

\$7,550.00  
Must be a dollar amount.

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)

Form Submitted 16 Jan 2024, 11:50AM NZDT

### Tagged Funds

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

Purpose	Amount
Administration	\$1,500.00
Travel/Mileage	\$1,650.00
Venue hire	\$1,400.00
Food	\$3,000.00
	\$

### Total Tagged Funds

#### Total Tagged Amount

\$7,550.00

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.	
Tangata Whenua Network	\$3,450.00	Approved
MPI	\$1,000.00	Approved
Toi Tangata	\$1,500.00	Approved
Foundation North	\$5,000.00	Pending
Sports Northland	\$5,000.00	Declined
Bateman Books	\$1,600.00	Approved

### Previous Funding from FNDC

Have you previously received funding from FNDC? \*

Yes  No

### Declaration

\* indicates a required field

### Privacy Information

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)

Form Submitted 16 Jan 2024, 11:50AM NZDT

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

### Applicant Declaration

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

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

In submitting this application:

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

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.

## Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024 Local Grant Application Form

Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)

Form Submitted 16 Jan 2024, 11:50AM NZDT

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

**Date**

16/01/2024

Must be a date.

Must be an email address.

**Date**

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232421 From Toi Tangata (Te Hotu Manawa M#ori)**  
Form Submitted 16 Jan 2024, 11:50AM NZDT

16/01/2024  
Must be a date.

# 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

<b>Organisation</b>	The Centre at Kerikeri Limited	Number of Members	30,000 users
Postal Address			
Physical Address			
<b>Contact Person</b>			
Phone Number			
Email Address			

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

The Turner Centre is a multi-purpose community hub and performing arts centre based in Kerikeri.

---

We connect our community with creativity and culture.

## Local Grant Application Form



### Project Details

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

- Te Hiku     
  Kaikohe-Hokianga     
  Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

The Turner Centre is proposing to bring together some of Kerikeri’s most accomplished performers to stage a fundraising concert for the children of Gaza. Gaza’s children are in crisis. More than 10,000 have already been killed in the ongoing crisis and a million children are facing starvation. UNICEF is calling on communities across New Zealand to band together to raise funds for the children of Gaza. Tickets to The Children of Gaza fundraising concert will be offered on a pay-what-you-can basis. All proceeds raised will be donated to UNICEF New Zealand’s Urgent appeal for children of Gaza Crisis. Multi-award-winning local musician Troy Kingi, internationally-acclaimed opera star Kawiti Waetford and award-winning songwriter and musician Gerry Paul are confirmed to perform at the concert and the Turner Centre is currently mobilising other performers to participate. Up to 1000 locals will be able to attend the whanau-friendly event (the capacity of our events centre). The local community will benefit by coming together to support an extremely worthy cause and will have the opportunity to experience high-quality Aotearoa music. The Turner Centre is seeking funding of \$6,000 from the Community Board towards venue technician, promotion and administration costs, as well as a koha to be split among the musicians who are performing (NB this koha is significantly less than the typical performance fees they would command).

## Local Grant Application Form



### Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	\$1,250	
Advertising/Promotion	\$1,500	\$1,500
Facilitator/Professional Fees <sup>2</sup> Venue technicians 2 x 10 hrs x \$50	\$1,000	\$1,000
Administration (incl. stationery/copying)	Ticketing fees \$1,000	\$500
Equipment Hire	Sound & Lights \$1,500	
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments Band food and Hospo	\$300	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 10 x 5 hours	\$1,000	not applicable
Other (describe) Koha musicians	\$3,000	\$3,000
Staffing costs (coordination, marketing, rostering etc)	\$1,500	
<b>TOTALS</b>	<b>\$12,050</b>	<b>\$6,000</b>

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

# Local Grant Application Form



## Financial Information

Is your organisation registered for GST?  Yes  No GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
N/A	
<b>TOTAL</b>	

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, equipment hire, half of admin/ticketing costs, musician band hospitality and staffing costs	\$5,050	Yes / Pending
		Yes / Pending
		Yes / Pending
Volunteer Contribution	\$1,000	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
Annual operating expenses	\$50,000	2022	Y / N
Reuben Rameka Concert	\$2,900	Nov 2023	Y / N
Trouble in Paradise Exhibition	\$3,000	June 2023	Y / N
Kanikani Katoa	\$4,500	Aug 2023	Y / N

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

## Local Grant Application Form



### 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**

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

# Local Grant Application Form



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

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

### Signatory One

Name

Postal Address

Phone Number

**Signature**

### Signatory Two

Name

Postal Address

Phone Number

**Signature**

[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

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 SUMMARY OF APPLICATIONS JULY - DECEMBER 2023

**File Number:** A4554899

**Author:** Kathryn Trewin, Funding Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report gives a summary breakdown of the applications considered by the Board from 1 July – 31 December 2023.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board note the report Summary of Applications July – December 2023.

#### 1) TĀHUHU KŌRERO / BACKGROUND

The Board considers a wide range of applications each year and has expressed an interest in seeing an overview showing the types of activities and projects it has been approached to fund in the first half of this financial year.

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

A summary breakdown is attached to this report. Should Board members have concerns or issues with this breakdown, or require further information, this should be discussed at this part of the meeting.

#### Take Tūtohunga / Reason for the recommendation

To receive the summary of application report.

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

There are no financial implications or budgetary requirements.

#### ĀPITIHINGA / ATTACHMENTS

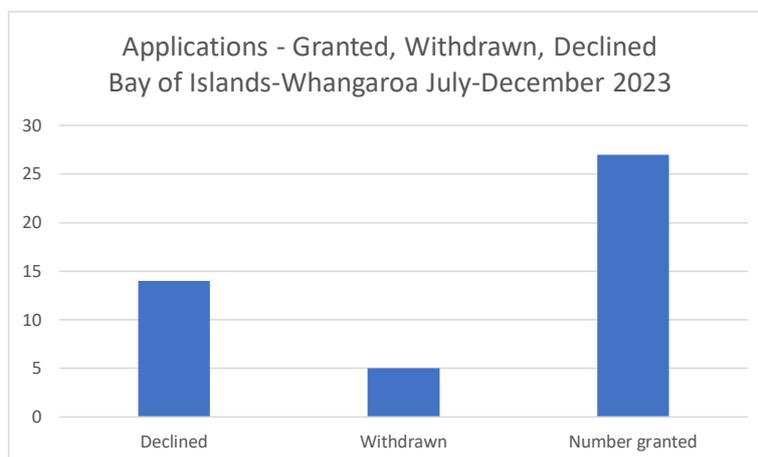
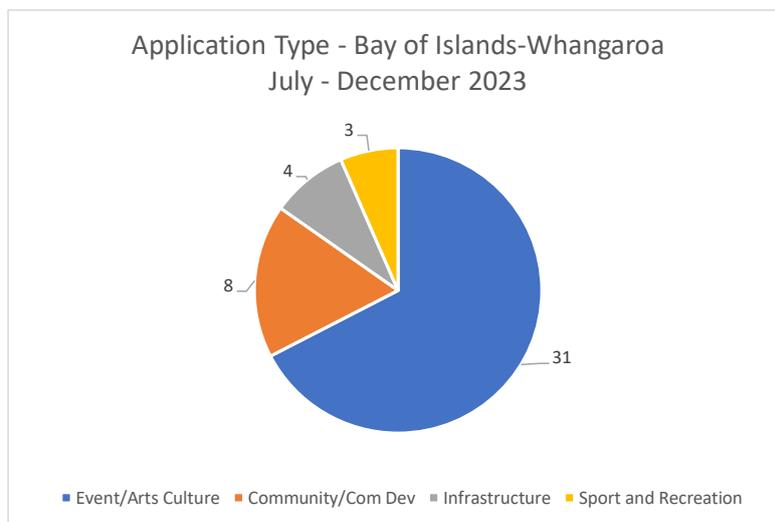
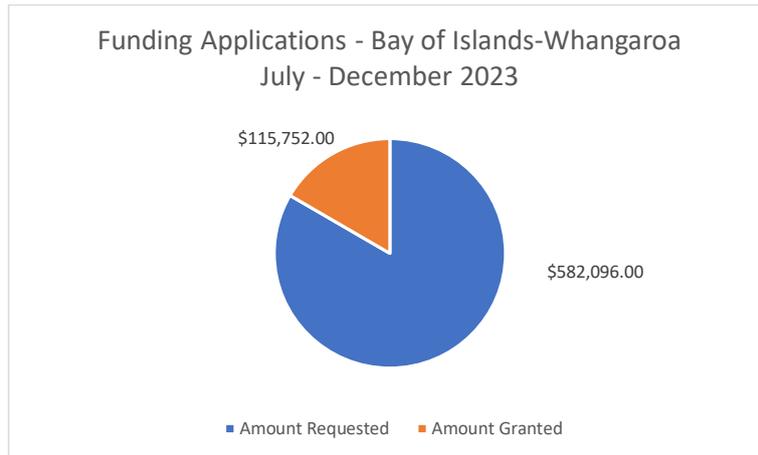
1. Application Summary - July - December 2023 - A4554901 [↓](#) 

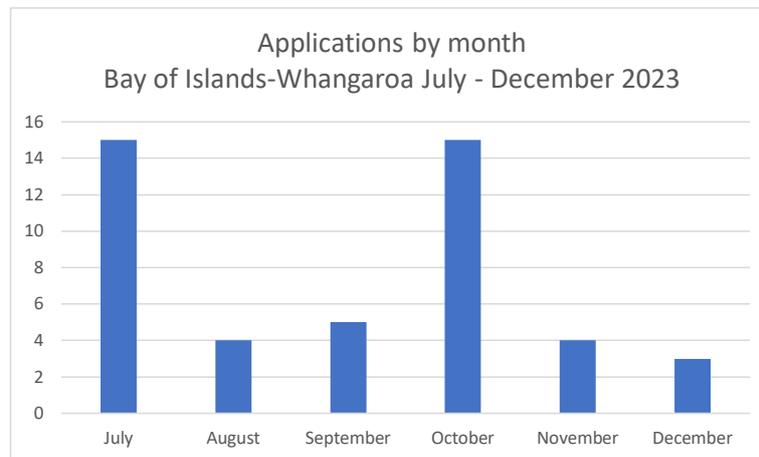
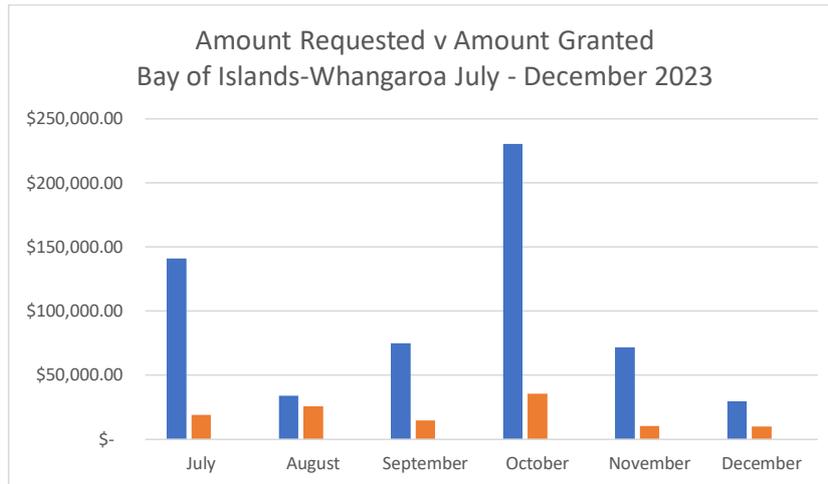
**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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





Grants were made to the following areas:

- Ward-wide projects 5
- Kaeo/Whangaroa 2
- Kawakawa 2
- Kerikeri 9
- Moerewa 1
- Paihia 5
- Russell 2
- Waipapa 1

## 8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD FEBRUARY OPEN RESOLUTION REPORT

**File Number:** A4560578

**Author:** Fleur Beresford, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - 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 open resolution reports as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Open resolution reports are in place for Council, Committees and Community Boards.

### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board February Open Resolution Report.

### TĀHUHU KŌRERO / BACKGROUND

Open resolution reports provide regular updates on progress against decisions made at meetings.

Open resolution reports 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 open resolution reports provided to members differentiate between work outstanding and work in progress.

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

There are no financial implications or need for budgetary provision in receiving this report.

### ĀPITIHINGA / ATTACHMENTS

1. Open Resolution Report @ 31.01.2024 - A4560576 [↓](#) 

<b>OPEN RESOLUTION REPORT</b>			
		<b>Division:</b> <b>Committee:</b> Bay of Islands-Whangaroa Community Board <b>Officer:</b>	<b>Printed:</b> Thursday, 1 February 2024 2:53:25 pm <b>Date From:</b> 1/01/2021 <b>Date To:</b> 1/02/2024
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 13/04/2023	Bay of Islands Off Leash Dog Park	<b>RESOLUTION 2023/22</b> Moved: Member Belinda Ward Seconded: Member Tyler Bamber <b>That the Bay of Islands-Whangaroa Community Board recommend that staff do not proceed with the proposed location and undertake further research for an alternative location.</b> <u>Against:</u> Lane Ayr and Bruce Mills <u>Abstained:</u> Amy Slack <p style="text-align: right;"><b>CARRIED</b></p>	<b>19 Jul 2023 2:11pm Gannon, Casey</b> BOI_W board requested action be open - until further locations are investigated. <b>09 Nov 2023 1:08pm Beresford, Fleur</b> New location to be identified, now sitting with Asset Management.
Bay of Islands-Whangaroa Community Board 14/12/2023	Chairperson and Members Reports	<b>RESOLUTION 2023/183</b> Moved: Member Amy Slack Seconded: Member Jane Hindle <b>That Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Members Jane Hindle and Bruce Mills.</b> <p style="text-align: right;"><b>CARRIED</b></p>	
Bay of Islands-Whangaroa Community Board 28/09/2023	Reserve Management Plan Programme	<b>RESOLUTION 2023/114</b> Moved: Member Jane Hindle Seconded: Member Tyler Bamber <b>That the Bay of Islands-Whangaroa Community Board recommend that an individual Reserve Management Plan is prepared for Simson Park and should this not proceed, then in order of priority the Kerikeri Sports Complex Reserve Management Plan commence.</b> <p style="text-align: right;"><b>CARRIED</b></p>	<b>09 Nov 2023 2:50pm Beresford, Fleur</b> To remain on this report until Reserve Management Plan as identified by the Board is complete. <b>15 Dec 2023 8:36am Rawson, Robin</b> Project plan completed. Planning for pre-engagement has started with assistance from CB member Pihema, Pamela-Anne Ngohe, Healthy Families and others. Community engagement will take place February / March followed by formal Reserves Act consultation. <b>31 Jan 2024 2:51pm Beresford, Fleur</b> Community engagement will take place February / March followed by formal Reserves Act consultation.
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>29 Nov 2023 12:14pm Beresford, Fleur</b> Shane from FIRECO has been to Cherry Park house on Monday 27.11.23 to do an assessment, he has stated that he didn't see anything that would apply under a BWOF. He also noted that there is no fire equipment on site – and would recommend getting some put there.

<b>OPEN RESOLUTION REPORT</b>			
		<b>Division:</b> <b>Committee:</b> Bay of Islands-Whangaroa Community Board <b>Officer:</b>	<b>Printed:</b> Thursday, 1 February 2024 2:53:25 pm <b>Date From:</b> 1/01/2021 <b>Date To:</b> 1/02/2024
Meeting	Title	Resolution	Notes
		<p><b>That the Bay of Islands – Whangaroa Community Board receive the Cherry Park House Management Committee report and refer it to Council staff requesting their advice as to steps that can be taken to address the issues raised in the report.</b></p> <p><u>Abstained:</u> Rachel Smith</p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>18 Dec 2023 10:58am Beresford, Fleur - Reallocation</b>                      Action reassigned to Rockell, Michelle by Beresford, Fleur</p> <p><b>12 Jan 2024 2:04pm Rockell, Michelle</b>                      Cherry Park House committee advised to purchase a fire extinguisher. This has now been purchased and is located in the downstairs area. No further action needed</p>

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**8 TE KAPINGA HUI / MEETING CLOSE**