



**Far North  
District Council**



**Te Kaunihera o Te Hku o te Ika**

# **AGENDA**

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

**Thursday 18 April 2024**

**Time:** 10.00am

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

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

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

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



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

### Terms of Reference

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

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

### Protocols

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

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards 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 on:**  
**Thursday 18 April 2024 at 10.00am**

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**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**

- Steph Godsiff representing Business Paihia in relation to funding application for Matariki 2024.
- Greg Allan representing Kawakawa Bowling Club in relation to funding application for Installation of Sun Shelters.
- Teresa Wakelin representing Kerikeri Theatre Company in relation to funding application for Little Shop of Horrors.
- Rowena Tana representing Nga Tanagariki o Ngati Hine Trust in relation to funding application for Walkway Access and Beautification.

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

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

**File Number:** A4646843

**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 21 March 2024 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**

- 2024-03-21 Bay of Islands-Whangaroa Community Board Minutes [A4619214] - A4619214**  

**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.

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21 March 2024

**MINUTES OF  
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING  
HELD AT THE TURNER CENTRE, KERIKERI  
ON THURSDAY, 21 MARCH 2024 AT 10.00AM**

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

**STAFF PRESENT:** Kim Hammond (Community Board Co-ordinator – Stakeholder Relationships), Kathryn Trewin (Funding Advisor – Stakeholder Relationships), Harley Alexander (Multimedia Strategy and Communications Advisor - Communications and Engagement), Lawrence Wharerau (Virtually) (Kaiarahi Kaupapa Māori - Te Hono), Peggy Veen (Principal Advisor – Strategic Relationships), Ellie Greenwood (Democracy Advisor – Democracy Services, Fleur Beresford (Democracy Advisor - Democracy Services).

**1 KARAKIA TIMATANGA / OPENING PRAYER**

At 10.08am Member Jane Hindle commenced the meeting with a Karakia.

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

Nil

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Nil

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Nil

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Magnus O'Grady representing the R Tucker Thompson Sail Training Trust in relation to funding for drowning prevention training for staff.
- Siobhan Marshall and Sophie Westenra (virtually) representing Longline Productions in relation to funding to make short film "Molly Malone".
- Gerry Paul representing The Turner Centre in relation to funding for adult Kapa Haka classes.

**6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A4605621, pages 8 - 14 refers.

**RESOLUTION 2024/12**

Moved: Chairperson Belinda Ward

Seconded: Member Bruce Mills

**That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 15 February 2024 are a true and correct record.**

**CARRIED**

**7 NGĀ PŪRONGO / REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORT**

Agenda item 7.1 document number A4601581, pages 15 - 27 refers.

**RESOLUTION 2024/13**

Moved: Member Jane Hindle

Seconded: Member Tyler Bamber

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

**CARRIED**

**7.2 ROAD NAMING - 119 REDCLIFFS ROAD, KERIKERI**

Agenda item 7.2 document number A4598191, pages 28 - 31 refers.

**RESOLUTION 2024/14**

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

**That Bay of Islands-Whangaroa Community Board name the private road currently addressed at 119 Redcliffs Road, as Meridian Drive.**

**CARRIED**

**7.3 ROAD NAMING - 4999 - 5001 STATE HIGHWAY 1, KAWAKAWA**

Agenda item 7.3 document number A4603360, pages 32 - 35 refers.

**RESOLUTION 2024/15**

Moved: Member Jane Hindle

Seconded: Member Lane Ayr

**That Bay of Islands-Whangaroa Community Board name the new road currently addressed at 4999 – 5001 State Highway 1, Kawakawa, as “Te Waerenga Drive”.**

**CARRIED**

**7.4 ROAD NAMING - 66 ACCESS ROAD, KERIKERI**

Agenda item 7.4 document number A4604611, pages 36 - 39 refers.

**RESOLUTION 2024/16**

Moved: Member Bruce Mills

Seconded: Member Tyler Bamber

**That Bay of Islands-Whangaroa Community Board name the road currently addressed at 66 Access Road, Kerikeri, as "Oak Rise".**

**CARRIED**

**7.5 PROJECT FUNDING REPORTS**

Agenda item 7.5 document number A4602124, pages 41 - 50 refers.

**RESOLUTION 2024/17**

Moved: Member Amy Slack

Seconded: Member Jane Hindle

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

- 1. Northland Floral Art Society;**
- 2. Turner Centre – Reuben Rameka;**
- 3. Kawakawa Business Association – Christmas 2023;**
- 4. Te Kamura Kura – Whangaroa Arts Festival.**

**CARRIED**

**7.6 a) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 51 - 83 refers.

**RESOLUTION 2024/18**

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

**That Bay of Islands-Whangaroa Community Board approve the sum of \$850.00 (plus GST if applicable) be paid from the Boards Community Fund account to Bay of Islands Walkways Trust towards the costs for printing of the Kerikeri Waterfall Walkways brochure.**

Abstained: Cr Ann Court

**CARRIED**



**7.6 b) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 52 - 83 refers.

**RESOLUTION 2024/19**

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

**That Bay of Islands-Whangaroa Community Board approve the sum of \$1,500.00 (plus GST if applicable) be paid from the Boards Community Fund account to R Tucker Thompson Youth Sailing Trust towards the cost of drowning prevention training for staff.**

In Favour: Member Amy Slack

Abstained: Councillor Ann Court

**LOST**

**7.6 c) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 52 - 83 refers.

**RESOLUTION 2024/20**

Moved: Member Bruce Mills

Seconded: Member Jane Hindle

**That Bay of Islands-Whangaroa Community Board approve the sum of \$10,000.00 (plus GST if applicable) be paid from the Boards Community Fund account to Longline Productions towards the costs of filming the short film “Molly Malone” in Whangaroa.**

Abstained: Councillor Ann Court, Members Amy Slack and Lane Ayr

**CARRIED**

**7.6 d) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 52 - 83 refers.

**RESOLUTION 2024/21**

Moved: Member Amy Slack

Seconded: Member Roddy Hapati-Pihema

**That Bay of Islands-Whangaroa Community Board approve the sum of \$3,200.00 (plus GST if applicable) be paid from the Boards Community Fund account to The Turner Centre towards the costs of adult Kapa Haka classes.**

Abstained: Councillor Ann Court and Member Lane Ayr

**CARRIED**

**7.6 e) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 52 - 83 refers.

**RESOLUTION 2024/22**

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

Bay of Islands-Whangaroa Community Board Meeting Minutes

21 March 2024

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

- a) rescind resolution 2022/10 of 3 March 2022 to Rangitane Residents and Ratepayers Association for CCTV, as the funds have not been uplifted and the applicant has not responded to attempts to contact them; and
- b) direct the amount of \$5,149.00 be returned to the Community Fund for reallocation.

Abstained: Councillor Ann Court**CARRIED****8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD FEBRUARY OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4606613, pages 84 - 85 refers.

**RESOLUTION 2024/23**

Moved: Chairperson Belinda Ward

Seconded: Member Tyler Bamber

**That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board February Open Resolution Report.****CARRIED****9 TE KAPINGA HUI / MEETING CLOSE**

At 11.45am Member Amy Slack closed the meeting with a karakia.

**The meeting closed at 11.46am.****The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 18 April 2024.**.....  
**CHAIRPERSON**

## **7 NGĀ PŪRONGO / REPORTS**

### **7.1 CHAIRPERSON AND MEMBERS REPORT**

**File Number:** A4648487

**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 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. Members Report - Chairperson Belinda Ward - A4648120**  
- 2. Members Report - Jane Hindle - A4648174**  
- 3. Deputy Chairperson Ayr Report 10.04.24 - A4658584**  



Bay of Islands-Whangaroa  
Community Board

## Member's Report

**Name:** Belinda Ward  
**Subdivision:** Paihia Subdivision  
**Date:** 3rd March 2024 - 29th March 2024

### Meetings Attended

Date	Meeting	Comments
04/03/24	Met with staff re Community Services Contract & FPCT involvement	Virtual via Teams
05/03/24	NRC Rooding Webinar	Virtual - Zoom
06/03/24	Combined CB Meeting	Kaitia
08/03/24	BOI-W CB Agenda Preview	Virtual
12/03/24	Proposed DP Variation & Update on the Housing & Business District Capacity Assessment - Workshop	Virtual
12/03/24	FNDC Extraordinary meeting - LTP (consultation doc.) to adopt, collate documents & agenda	Virtual
18/03/24	FPCT & Parties mtg re Paihia Village Green Management Plan refresh	Paihia WM Hall - Conference Room
21/03/24	BOI-W CB Meeting	Turner Centre Kerikeri
25/03/24	CBEC - National CB's Online Hui	Virtual - Zoom
26/03/24	LGNZ Breakfast Meeting	Virtual
26/03/24	Te Koukou - Transport Committee Mtg followed by a submission discussion workshop	Virtual
26/03/24	FNDC Extraordinary Council Meeting - Solid Waste Services Contract Award Report	Virtual
27/03/24	Financial Contributions Workshop - Part of the Proposed District Plan making process	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>
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.
27/03/24	Much publicity from the media regarding the 6 day re-opening of the Brynderwyns over the Easter period. Northland is open for business!!

**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? <b>Update:</b> Solid Waste Manager to meet with relevant CB members via Teams 9/3/2024
4184582	08/12/23	An email was received from a resident via the Solid Waste Engineer requesting the removal /closure of the kerbside collection cnr. Wiroa & Ladore Roads. CB need to advise Council under delegation? <b>Update:</b> Solid Waste Manager to meet with relevant CB members via Teams 9/3/2024
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." Still not resolved satisfactorily 29/03/24</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. <b>Update:</b> One of the posts has been removed following Waitangi Day. The post & sign opposite the reserve on Te Karuwha Parade (at the end of the wooden safety fence) has been removed. <b>Action required :RFS needs to be lodged formally. These issues should be captured with a future planned site visit to the area.</b>
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. In progress.</b>
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. <b>No action as at 29/3/24.</b>

Email via KH on behalf	16/02/24	1. Designation of land behind fence near Waitangi Pensioner Flats. 2. Bollards need reinstating on Te Kemara Ave Reserve Waitangi.
Email via KH On behalf	26/02/24	Status of land at Totara North Rd where old tennis courts are & process to establish 2 x Pickle Ball courts on the site. Follow up to see where this is at.
Email via KH On behalf	10/03/24	1. Seaview Road Paihia - footpath boardwalk needs replacing - Work is scheduled. 2. Vegetation at the rear of Williams House Paihia needs removing as it has become a fire hazard.
Follow up on behalf. RFS:4179435	18/03/24	A resident has created speed bumps on a dirt road Huia & Martin Rds Kaeo

### **Resource Consents:**

RC:2240377-RMALUC - Section 1 Blk Ix TN of Opuia, English Bay Rd, Opuia 0200. Opuia/Te Haumi Walkway Works. Forwarded to member Jane Hindle for comment.

RC:2240371-RMALUC - 25 The Strand, Russell 0202. Forwarded to Jane Hindle for comment.

RC:2230196- RMALUC - Lot 3, Mahinepua Road, Kaeo 0478. Forwarded to member Bruce Mills for comment.

### **Other Issues**

29/03/24 Squatters set up back on the northern end of Shippey's Reserve after Waitangi day. Only 1 large tent & 2-3 vehicles remain on the site.

A new "Reserve Sign" has been erected on the Te Karuwha Parade site at Waitangi that was previously occupied.

The new Parking Bylaw Signs have been erected along SH11 Marsden Road Paihia. This will now enable the Parking Warden to monitor & enforce the waterfront car parks.



## Member's Report

**Name:** Jane Hindle  
**Subdivision:** Russell Ōpua Subdivision  
**Date:** 28 February – 28 March 2024

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
28 Feb 24	#1,2,4	Brynderwyns Q&A regarding closure	Zoom meeting
28 Feb 24	#3,4,5	Inspect location of Pop-up for Placemaking Community engagement.	Looks an excellent space, thank you Ray White Reality.
5 Mar 24	#1,2,4	Regional Land Transport Review online engagement session	Via Zoom. Discussion was restricted.
6 Mar 24	#1,2,3,4,5	Combined Community Board workshop. Useful learnings on climate adaptation.	Kā Uri in Awanui. Good to catch up with others.
7 Mar 24	#3,4,4	Attended Kororāreka Russell Wharf Trust meeting	Assisting Trustees to go through Trustee refresh in September
8 Mar 24	#2,3	Russell Lights Ngā Marama article featuring Climate adaptation & resilience	Monthly article.
12 Mar 24	#2,3	Placemaking Governance Working Group meeting.	FNDC staff presented new best practice process.
13 Mar 24	#1,3	Russell Sports Club AGM and quarterly meeting.	Hopefully starting a kids' football team on the grounds.
15 Mar 24	#1,2,4	Submission to Regional Land Transport Plan regarding priorities	Highlighted importance of SH1 from Whangarei to Kawakawa
18 Mar 24	#1,3	Russell Town Hall meeting. Good summer use of hall with cruise ship markets. Stucco repairs on building badly needed as it is crumbling. Excellent report on building condition written by Malcolm McAll and provided to Council.	Trying to get stucco repairs included with April maintenance work.

19 Mar 24	#1,2	Brief catch up with Resilient Russell. Provided information on RBNZ Community Cash trial and encourage them to apply.	They have submitted an expression of interest.
21 Mar 24	#1,2,3, 4,5	Community Board meeting	The Turner Centre
21 Mar 24	#1,2,3, 4,5	Catch up with Chris Galbraith FNHL to discuss boat carpark and ramp repair project	FNHL
25 Mar 24	#3,4,5	Meeting with Anna W and Comms team to review concept development for Placemaking project	Teams online meeting
25 Mar 24	#1,2,3, 4,5	National Community Board Hui to review survey date	Zoom online meeting
26 Mar 24	#3,4,5	Meeting with Anna W to review agenda for Placemaking Steering Group meeting	Teams online meeting
27 Mar 24	#3,4,5	Meeting with Anna W and NTA staff to discuss roading options for The Strand Placemaking project	Teams online meeting
27 Mar 24	#3,4,5	Maromaku, Matawai and Motatau roading tour with Roddy and CB support officer to assess the state of water tabling and culverts.	
28 Mar 24	#3,4,5	Various meetings with Stakeholders to provide a heads up on the Placemaking project	Positive response
29 Mar 24	#3,4,5	Meet Matt McCambridge to look at Pop-up space.	Click or tap here to enter text.
26 Jan to 27 Feb	#1,2,3, 4,5	Created 18 posts for the BOI-Whangaroa Community Board page. Reach 10,619 ↓ 45.7%   Visits 549 ↓ 60.5%   Page Followers 1,016 (1,016)   New Likes 2↑	Most popular posts were Cobham Road works (3.9K) Cruzn the Bays (2.6K) Community Board funding (2.5K) Rural sports fund (2.2K) Community Board agenda (1.9K)

**My top projects**

1	<b>Russell Kororāreka Placemaking initiative</b> #3, 4, 5	This is occupying a significant amount of my time as we have a short window to complete the activity. We are making good progress with the Comms team coming up with concepts and roading coming up with the legal options for the road. Having one on one meetings with key stakeholders, businesses and residents on The Strand.
2	<b>Community Emergency Response in Kororāreka Hapori Whanaui Russell</b>	Draft plan been updated with phone trees. Tsunami siren testing to take place soon.



	#1, 3	
4	<b>Derrick Landing Te Tauranga Waka</b> #3, 5	No progress

#### 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. Waiting to meet with NTA.
Maromaku Toilet #1, 3	Community will apply for funding of 50% of the installation costs to the Community Board under the Placemaking fund. Have contacted project lead a couple of times but no response. Will keep chasing.
Russell Urupā (Cemetery) #1, 3, 5	It appears that Phase 2 will start in the new financial year, i.e. after July.
Russell Boat ramp carpark #3, 4, 5	This is now scheduled to start in April.
Russell Drainage #1, 2	There is no progress on drainage management yet the risk posed of climate related floods could be mitigated if Council kept the drains in the centre of town free from weeds.
Rawhiti Road #1, 2,	New review of key criteria in terms of road prioritisation has elevated this road. However, funds for road sealing have been removed from LtP.
Maromaku and Matawai Roding #1, 2, 3	Roddy and I would like an assessment of the overall area with a plan to carry out work in an orderly and systematic fashion that the community can understand. We are now working on a joint request.
Sewage smells in Matawhi Bay	Received numerous complaints about the stench from the two sewage pump stations in Matauwhi over summer. Trying to establish what plans are in place to address these issues.
Picnic tables on road reserve on Strand #1, 2, 3	Four picnic tables have been deposited on the road reserve by a local motel, which are being used for alfresco dining by a local restaurant outside their permitted number of tables. They create a pedestrian hazard by blocking space for pedestrians getting off the road, are unsightly and not in keeping with the heritage precinct. The proposal to provide a license to occupy completely ignores the safety issues.

**Requests for Service (RFS)**

RFS number	Date	Comment
(4125516) 4139501	(1/9/2022) 16/12/22	Matauhi Bay Road drainage with stormwater drainage due to tree roots lifting pavement and drain resulting in blockages and damage to footpath. <u>Tree now growing back.</u> <b>MORE SILT REMOVAL. NEEDS TO GO IN LTP.</b>
4150811	17/03/2023	Causeway to Russell Boat Club on Matauhi Road (paper road section) needs repairs for safety reason. Will need legal, roading and engineers involved. <b>ENGINEERING DESIGN COMPLETED, NOW WHAT?</b>
4174834	11/04/2023	Boat hull on reserve on Te Hue. Encroachment officer chasing complainant to arrange a date for site visit. .
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, NOW WHAT?</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 which also includes main fibre and phone connections to the communities. Have had no update on this and it doesn't appear on any reports to the Te Kou Kou Committee or the interactive map. Visited the location 27/3 and it is still dangerous.
4192514	13/02/2024	Damage to waka on foreshore by lawnmowing contractor. Council has contacted complainant for further photos.
4193628	05/03/2024	Drainage on Yorke Street, works have been delayed and are currently scheduled to commence in late April

**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. Have not heard back, still need to follow up. **Still waiting on this.**

## Member's Report

Name: J Lane Ayr

Subdivision: Kerikeri

Date: Feb 28/24 Mar 29/24

### Meetings Attended

Date	Meeting	Comments
29/02	Zoom Meeting with "parties" re Domain Planting	4.00pm 5.30pm
06/03	Combined Community Board Workshop Awanui	10.00am 3.00pm
06/03	Attendance "girls Space" at Library Kerikeri	4.15pm 5.00pm
07/03	Community "catch up"	9.30am 10.45am
08/03	Agenda preview with Chair zoom	10.00am 11.00am
19/03	On Site Domain Planting group	10.00am 11.30am
21/03	BOI Whangaroa Community Board meeting Kerikeri Turner Centre	9.30am 3.00pm
25/03	National Community Board Online Zoom	12.00pm 1.30pm

### Community Issues

Issue name	Comment
Keri.Community Groups	A possible reduction in the numbers of people that have the time or willingness to participate

### Requests for Service (RFS)

RFS number	Date	Comment
		<b>Alderton Park continues</b> Residents continue to contact me Im at a loss to answer them It now appears that staff member dealing with this issue has left FNDC will continue to seek clarification Issue appears to be that staff move and there is no "hand over" of issues

**Resource Consents**


**Other Issues**

Recent web article re Community service raises the issue of recognition on a direct Community Board scale The following was sent to Staff and Board members

Dear fellow Community Board members,

I was recently struck by a Facebook article regarding three young people picking up garbage on the Kerikeri Domain there were a couple of observation that I made 1) that they were from a recent immigrant family 2) what a positive impact their parents were making on these young people, and what a positive example they were setting for our community.

It occurred to me that our Community Board should have a formal method of recognising such acts of Community service.

To this end I would like to prepose that our Board institute a "Certificate of Appreciation" that could be presented to members of our communities. Who in the opinion of the Board are worthy of recognition.

I would suggest the following:

Each Board Member can make a maximum of one nomination per month, this could be for a group or individual ( in the case above I would suggest one to each child)

Each nomination would be voted on by the Board.

This would increase and formalise the positive actions of community members, increase the recognition of the Community Board

Presentation could be made at Board meetings or in the above example at a school assembly.

I have attached a graphic presentation of a Certificate but I'm not artist/designer so free to comment

Lane Ayr

BOI-W Community Board



# *Certificate of Appreciation*

## *For Service to the Community*

The Board appreciates the efforts  
of members of the community in improving the  
environment and/or providing service to the Community

Presented to

Presented by

Date / /

## 7.2 PAIHIA VILLAGE GREEN ARTS AND CRAFTS GUIDELINES 2024-2025

**File Number:** A4634040

**Author:** Victoria Neki, Team Leader - Technical Operations

**Authoriser:** Jonathan Slavich, Chief Financial Officer

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report seeks Bay of Islands-Whangaroa Community Board to approve the Focus Paihia Village Green Arts and Crafts Market Guidelines.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Paihia Village Green is managed in accordance with the Paihia Village Green Management Plan, which includes the market guidelines as an appendix.
- The Paihia Village Green Management Plan was adopted by Council in 1999.
- Council adopted the Paihia Village Green Market Guidelines in 2004, as recommended by the Bay of Islands-Whangaroa Community Board.
- Each year the Bay of Islands-Whangaroa Community Board is required to adopt the Paihia Village Green Arts and Craft Market Guidelines.
- On 18 March 2024, Council staff met with representatives from Focus Paihia Community Trust, Far North Holdings Limited and Chairperson Ward to update and agree to guidelines before presenting them to Community Board for final sign off.

### TŪTOHUNGA / RECOMMENDATION

**That Bay of Islands-Whangaroa Community Board approve the Paihia Village Green Art and Crafts Market Guidelines 2024-2025.**

### 1) TĀHUHU KŌRERO / BACKGROUND

The Paihia Village Green (PVG) is located at the corner of Marsden Road and School Road Paihia. It is the main open piece that links the wharf and maritime area with the commercial car parking areas of Paihia. The PVG is often used for events or activities that 'add to the festive atmosphere of a seaside resort'.

In 1999 the Paihia Memorial Hall Committee managed the PVG, as part of this agreement the Paihia Memorial Hall Committee received any payment for the use of the PVG and made any decisions regarding who or what activity could use the PVG.

Also in 1999, the Kerikeri Community Board resolved that a Community Board member and a Councillor be appointed to work with staff to determine an up-to-date policy and/or management plan for the PVG. Council adopted the Paihia Village Green Management Plan (PVGMP). The PVGMP provided for a craft market to be held on the green when cruise ships are in the bay, which was managed by the local Art and Craft Society. The PVGMP in 1999 stated that the management plan would be reviewed every five years if necessary and the scale of fees and charges would be reviewed yearly.

As part of this PVGMP the Paihia I-Site would take bookings for both the PVG and Craft market and would retain 10% of the income.

A report was presented to the Bay of Islands-Whangaroa Community Board in June 2011, recommending that the Community Board discuss with Focus Paihia the potential for Focus Paihia to manage the PVG, including the art and crafts market. The discussion included - how the management of the PVG might work, changes to the way that it is managed and what payment arrangement is appropriate. The reason for this report was that over 2010-2011 there were a higher number of complaints. A summary of the complaints include:

- There is a perception that the stall holders have an unfair commercial advantage over the retailers in the “high” street.
- The quality or quantity of the art and craft market is not managed.
- There is no official point of contact for managing site allocation, collecting fees and managing cancellations.
- Charging of fees is inconsistent – Farmers Market stall holders don’t pay, and IT Festival did not pay any significant amount.

One of the options provided to the community was to appoint Focus Paihia to manage the PVG - including the art and crafts market.

In 2014 the day-to-day management of the PVG continued to be managed by Focus Paihia, as part of this agreement Focus Paihia worked collaboratively with market stall holders and the business community to develop new market guidelines aimed to ensure a successful and vibrant market. Council adopted the Paihia Village Green Art and Craft Market Guidelines and amended the PVGMP.

Since Focus Paihia took over the management of the PVG and art and crafts market, several changes have been made to the Paihia Village Green Art and Craft Market Guidelines, including:

- Originally a market would be held if the cruise ship carrying more than 220 passengers was in the Bay of Islands port. This was then increased to ships carrying more than 1000 passengers. The current agreement is that markets will only be held if the cruise ship is carrying more than 1750 passengers. At the time of writing this report, the cruise ship season for 2024/2025 has not been confirmed.
- In previous years the number of stalls went from 35 originally, down to 20 and it is now requested that it goes back up to a maximum 35. 10 of these sites will also be set aside for local retailers free of charge.

On the 18 March 2024, Focus Paihia organised a meeting to discuss changing the Paihia Village Green Art and Craft Guidelines to enable them to support applications for artisan stall holders easier, such as:

- It is recommended that the wording to define “artisan”, *“Product that is commercially formed/produced and then ‘finished’ by the seller will not be accepted”* is replaced with the wording *“Products produced by artisans, either completely by hand, or with the help of hand tools or even mechanical means, as long as the direct manual contribution of the artisan remains the most substantial component of the finished product will be accepted”*.
- It is recommended that Guideline 6 “Certification Criteria” which shows list of specific examples and criteria is removed. The reason for this, is so that the list does not limit the stall holders in regard to what is “artisan” and keeps the guideline broad. The information will still be used as a sheet of examples so those who are unsure, can refer to it.
- It is recommended that the Retailers guidelines are completely removed as it is not necessary, due to there being no current retailers involved and not fitting the criteria of “artisan”.

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

It is recommended to make these changes to the guidelines so that Focus Paihia are able to make better informed decisions around what applications fit the criteria “artisan”.

Attached are the Artisans and Retailers 2024-2025 Paihia Village Green Art and Craft Market Guidelines and the Village Green site map. These guidelines are required to be presented to the Bay of Islands-Whangaroa Community Board for approval and then attached to the PVGMP.

## **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

Focus Paihia works with market stall holders and businesses in Paihia and asks for feedback on changes that they would like to be made to the upcoming market season. Focus Paihia, a Community Board Representative and council staff have met to discuss the changes that were requested to be made to the Paihia Village Green Art and Craft Market Guidelines.

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

There are no financial implications in approving the Paihia Village Green Art and Crafts Market Guidelines.

**ĀPITI HANGA / ATTACHMENTS**

1. **Market Guidelines Artisans - Paihia Art Craft 2024-2025 - A4641035** [↓](#) 
2. **Council Site Plan - Paihia Arts and Crafts Market - A4638480** [↓](#) 



**HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977. Paihia Village Green Management Plan.
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 matter has been referred to the Community Board as 'reserves' are one the civic amenities referred to in the delegations of the Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Possible implications for Māori have been considered as part of the Paihia Village Green Management Plan.
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).	Focus Paihia have worked in consultation with stall holders and local business in developing the guidelines.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications with this report.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.



*Guidelines effective 1 September 2024, but are subject to final sign off by FNDC.*

**Guidelines for the Paihia Village Green Art & Craft Market**  
**Season 2024/2025**

Focus Paihia Community Charitable Trust (FPCCT) are mandated by the Far North District Council to run the Paihia Art & Craft Market (PACM).

The goal of the Paihia Art & Craft Market is to enhance the area with a vibrant artisan market that helps make Paihia stand up and shine as a cruise ship destination.

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

**ENQUIRIES**

Please read these guidelines and direct all enquiries via email to [info@focuspaihia.org.nz](mailto:info@focuspaihia.org.nz). If you wish to apply for a stall site refer to the APPLICATION AND CERTIFICATION section below.

**A. GENERAL**

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for the coming season will be in accordance with Section E. All shortlisted applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

**B. FEES**

- 1) The fees set for this season are:
  - a. Permanent stall holder \$50 per market
  - b. Casual stall holder \$56 per market

**C. OPERATION DAYS**

- 1) Operating times will be from 6.30am until either 1pm or if the ship departs after that period, the departure time of that ship, but never beyond 4.15pm.
- 2) A Market will only operate when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands port throughout the months of September to May inclusive. Focus Paihia Community Charitable Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 3) A market will only take place if a ship in port tenders to either Waitangi or Paihia, carrying over 1750 passengers. If a ship only tenders to Russell, there will be no market.
- 4) There is no minimum stall number to hold a market.
- 5) Each cruise ship season is tentatively released in August.
- 6) There will be a maximum of 35 sites for Artisans and 10 sites for local retailers, on any given ship day when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands.

**D. MARKET MANAGEMENT COMMITTEE**

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the finalisation of the season's guidelines prior to submitting to council. It is made up of one stallholder representative, one Paihia retailer representative and one Focus Paihia Community Charitable Trust (FPCCT) representative.



#### **E. APPLICATION AND CERTIFICATION**

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) If you wish to be considered for certification please complete the application process below and email to [info@focuspaihia.org.nz](mailto:info@focuspaihia.org.nz).
- 3) Application Process - you are required to submit:
  - Trading name/Stall name.
  - Postal address/Actual address.
  - Home phone/Mobile phone/Email address.
  - At least 6 photographs representative of the items you intend to sell.
  - A photograph of your display.
  - A brief artist statement including the process of how your product/s are made.
- 4) Please note that applications will not be considered without the above information being supplied.
- 5) Only people residing in Northland Districts i.e. Kaipara, Whangarei and the Far North, may apply for a site on market days. Priority will be given to Bay of Islands stall holders. Proof of address will be required.
- 6) **Minimum criteria:**
  - Products must be designed and handcrafted by the artist/crafter.
  - No imports or resale items will be accepted.
  - ~~Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.~~
  - Products produced by artisans, either completely by hand, or with the help of hand tools or even mechanical means, as long as the direct manual contribution of the artisan remains the most substantial component of the finished product.
- 7) Applications for the coming season open 1 August and close on 1 September 2024. The timeframe is very small due to such tight time restraints.

#### **F. MARKET CERTIFICATION COMMITTEE**

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) The Market Certification Committee is made up of three independent, suitably qualified individuals, FPCCT Market Manager, a Business Paihia representative, and a representative of FPCCT. The Market Site Manager may also be in attendance, however can not vote. Each product will be assessed and either approved or rejected, based on the agreed criteria. The outcome will not necessarily be confirmed at the time of assessment but when a decision is made, the relevant person(s) will be contacted on the email address supplied with their application.
- 3) The Market Certification Committee will give preference to people who offer a quality, unique, local and authentic product, have a professional approach and a customer focused attitude.
- 4) The Certification process is handled as follows:  
The Market Certification Committee meets to examine all of the applications prior to the market season. The committee carefully examines a number of important aspects in each application:
  - What is the quality of the product?
  - How marketable is the product?
  - Does the product meet the minimum criteria as set out in the Market Guidelines?
  - Does the product enhance the overall variety of products at the market?
  - Is the product compelling?



- Is the product unique?
  - Is the product representative of the local area?
- 5) The shortlisted applicants will be invited to present to the committee. Please note that being invited to present does not guarantee a site on the market. Note: If an applicant is returning from the previous season they may not have to present to the committee if product has not changed. This will be to the discretion of the Market Certification Committee.
  - 6) The Market Certification Committees' decision will be final and no correspondence shall be entered into.
  - 7) Those stall holders who meet the market's criteria and are certified but are not given a full time site, will be placed on an alternate list (casual) to fill available vacancies that regularly occur throughout the season.
  - 8) An approved stallholder will be given a pass to hang clearly and prominently on their stall. **This must be clearly displayed at all times.**
  - 9) Current stallholders who wish to have new product approved will need to wait until a formal assessment. There will only be one assessment in any given season.
  - 10) Stallholders are to only sell 'certified' product. There are no exceptions. Stallholders may not sell any items not approved or shown in their market application. Market Management has the right to ask a stall holder to remove products.

#### **G. CERTIFICATION CRITERIA**

- ~~1) Products must be designed and handcrafted in New Zealand by the artist/crafter.~~
- ~~2) No imports or resale items will be accepted.~~
- ~~3) Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.~~

**Wood:** A raw piece of wood turned into a completed product, such as a bowl, plate, piece of jewellery, etc. This can include inlays.

**Glass:** Taking raw product and hand blowing, slumping or fusing the piece to form a finished product. Includes colouring.

**Ceramics:** Taking clay and forming a completed product, including hand painting.

**Books:** Hand crafted, if the book is written by the seller and commercially printed, provided that it is an isolated item on the stall, it is acceptable.

**Fabric and fibre:** There is preference for hand woven and hand dyed pieces. At a minimum, the products can take pre-printed fabric/dyed wool and hand craft it into a finished product. However, workmanship must be to a high standard and the degree of work must satisfy the handcrafted aspect. Stuffing in pillows is accepted.

**Photography:** Accepted if the picture is taken, printed and mounted by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

**Paintings:** Paintings must be completed by hand by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

**Reproductions/Prints:** Reproductions/Prints must be originally produced by the seller with a maximum of 200 prints produced and individually numbered (i.e. 15 of 200) for wall art. Canvases and frames can be bought, although there is a preference for self-made frames. Commercially printed product will not be accepted.

**Jewellery:** The jewellery category is often the most applied for category in many art and craft markets. Market Management has identified three subsets of jewellers: Craft, Artisan, and Mixed. Stall holders will be required to display a sign indicating the category for which they are certified.



- ~~**Craft Jeweller Category:** Jewellers who design their jewellery using beads and/or other components they did not create.~~
- ~~**Artisan Jeweller Category:** Jewellers who craft the components of the jewellery they design (silversmith, gem cutting, stone tumbling, etc.)~~
- ~~**Mixed Jeweller Category:** Jewellers who offer jewellery that falls into both categories.~~

Please note that a bought chain/leather/cord on its own has no handcrafted element, therefore is not allowed to be displayed or sold as an individual item.

~~**Pounamu:** Pounamu pieces must be hand crafted and be New Zealand jade/greenstone. Certificate of authenticity and/or origin must be supplied at certification and prominently displayed on stall.~~

~~**Other:** Other items not listed above will be at the discretion of the committee.~~

~~Notwithstanding the above guidelines, should the certification committee feel a product is of a high enough standard to warrant placement in the market but fails to meet some of the guidelines criteria, then they may use their discretion and accept that product. It is important the product fits the ethos of the market.~~

#### **H. MARKET RELATIONS**

- 1) Stall holders should respect one another's space and right to sell their products without intrusion.
- 2) Any stall holders queries, issues or disputes are to be given to the FPCCT Market Manager in writing.
- 3) If a stallholder has suggestions or concerns relating to participants, attendees, or the market, they should notify the FPCCT Market Manager in writing.
- 4) Stallholders must keep their crafts and sites to a high standard.
- 5) The FPCCT Market Manager has the right to refuse or ban any craft person or craft for any reason FPCCT deems is inappropriate for the market.

#### **I. STALL OPERATORS**

- 1) Sites may be shared (i.e. two separate parties may share one site on alternate market days);
  - a. Subject to availability.
  - b. Applicants must send one joint application.
  - c. Payment/s is the responsibility of one nominated party.
- 2) The registrant listed on the application must be the main seller. Family may assist selling at the stall, but no agents or resellers. Non-family assistance can be given by preapproval from the FPCCT Market Manager.  
The name listed on the application is considered the stall holder and is responsible for ensuring that all staff are properly trained to know the stallholder's artistic process and also the Market's policies.

#### **J. ACCESS, SET UP & BREAKDOWN**

- 1) Vehicle entry to the Green for stallholders will be allowed after 6:30am on the day. Access to the green will be closed off at 8:30am sharp, to prevent members of the public from entering and parking.
- 2) Vehicles must be taken off the grounds by 8:30am. Cars may not be parked beside a stall. No exceptions.
- 3) Breakdown must not start until the last cruise ship bus has departed Paihia, or 4:15pm whichever is the sooner, unless;
  - Prior approval has been granted by the Site Manager.
  - There is an emergency.
 Vehicle access will be locked at 6pm.
- 4) Trailers are either to be removed from the green or kept on the stallholder site and disguised (i.e. used as a table, etc).
- 5) Vendors are responsible for providing their own equipment.



- 6) All sites will be the same size of 5.5 metres and will be defined when the market is set out at the beginning of the season, unless otherwise agreed on by the FPCCT Market Manager.
- 7) Gazebos must be 4.5m x 4m, or smaller.

**K. OTHER LOGISTICS**

- 1) Village Green entrances and walkways are to be kept clear at all times. There is a "no smoking/no alcohol" bylaw in effect for all reserves.
- 2) Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, which where possible, must be 2 metres from the park furniture.
- 3) Rubbish and litter is to be removed from the Village Green by site holders at the end of the market day and the Green must be left in its original state.

**L. PAYMENT**

- 1) Payment is to be made in advance.
- 2) Options are:
  - One lump sum at the beginning of the season, OR
  - Monthly payments by direct credit/automatic payment to be paid on the first day of each of the months of market.
- 3) All payments must be made by bank transfer. Payments will not be accepted at the market.
- 4) If you are more than 7 days behind in payments you may not be allowed to enter the Village Green until proof of payment can be presented.

**M. CANCELLATIONS & SITE LOCATIONS**

- 1) The site manager will make the final decision on stall placement on the green
- 2) Closure of the market due to extreme weather is at the discretion of the Site Manager.
- 3) No refunds or credits will be given for bad weather, ship cancellation, etc. However if an additional ship is scheduled this day will not be charged.
- 4) Stallholders are required to notify the Site Manager by either email or phone if they will be late or absent 48 hours in advance. Non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site. No refunds or credits will be given for days missed.
- 5) The Site Manager has the right and will assign a stall holders' site to another stallholder if the 'regular' stallholder has not arrived.
- 6) If a stall holder is unable to make it on the day, for any reason, they will contact the Site Manager directly.
- 7) Market Management has the authority to move and reassign stallholder sites to enhance or facilitate market operations.
- 8) A permanent stallholder that is unable to complete the season is to give one month's notice.
- 9) Stallholders are expected to stay for the duration of the ship day. A ship day concludes as per C(1) of this agreement.
- 10) In the event a ship cancels on the day of arrival, the market must cease to trade immediately. Vehicle access on these days will be locked 1.5 hours after notice to cease trade.
- 11) By signing up as a permanent stall holder you are expected to attend all markets unless there is a medical or family emergency.



- 12) In order to maintain the high standard of the cruise ship market, absence to attend other markets on a cruise ship day is not acceptable. Please consider this when making your application.

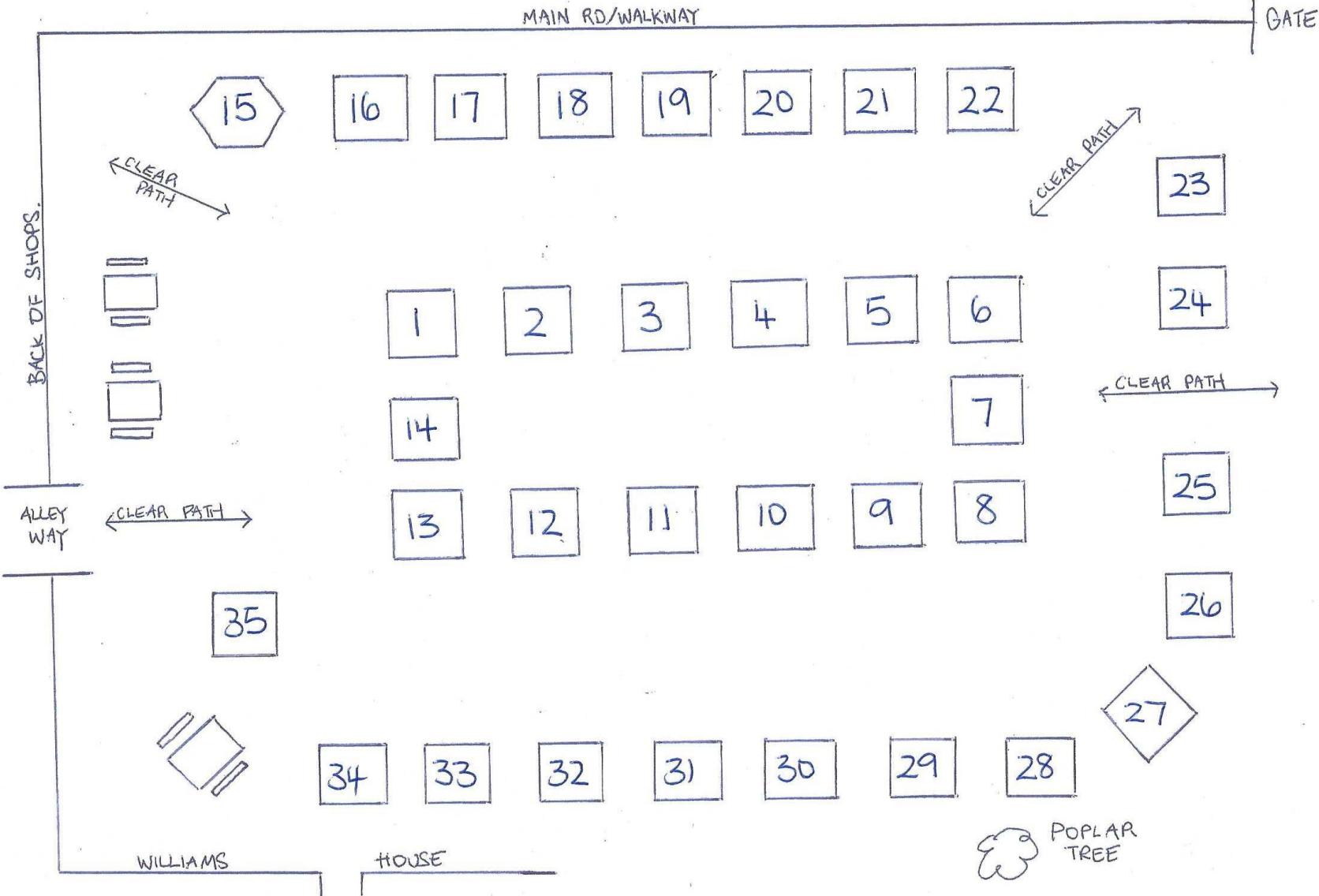
**N. DAMAGES**

- 1) Focus Paihia Community Trust and the Paihia Arts & Craft Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for, or participation in, the Paihia Arts & Craft Market.

**O. ONUS & FAILURE TO COMPLY**

- 1) The onus to prove this contract is fulfilled is on the stallholder.
- 2) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Paihia Village Green as part of the Market.
- 3) Repeat failure to comply with the guidelines in the above document could result in immediate removal from the Green and termination of your contract.
- 4) Focus Paihia Community Charitable Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.
- 5) Stall holders must always comply with the following legislation: Consumer Guarantees Act, Fair Trading Act, Product Safety Regulations, Weights and Measures Act.







**7.3 ROAD NAMING - 208 WAIPAPA ROAD, WAIPAPA****File Number:** A4610683**Author:** Trinity Lane, Finance and Customer Services Administrator**Authoriser:** Andy Finch, District Engineer**TAKE PŪRONGO / PURPOSE OF THE REPORT**

That the Bay of Islands-Whangaroa Community Board name the Private Road currently addressed at 208 Waipapa Road, Waipapa.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- A road naming application to name a private road addressed at 208 Waipapa Road, Waipapa was received.
- Community Boards have the delegated authority to allocate names for previously unnamed private road, reserves and other community facilities.

**TŪTOHUNGA / RECOMMENDATION**

**That Bay of Islands-Whangaroa Community Board name the road currently addressed at 208 Waipapa Road, Waipapa as “Greenfields Way”.**

**1) TĀHUHU KŌRERO / BACKGROUND**

An application was made by Neil and Patricia Wilson on the 22<sup>nd</sup> of February 2024 to name a road in which 7 dwellings reside.

The applicant proposed Greenfields Lane as they are surrounded by Greenfields.

The suggested names were sent to Land Information New Zealand for approval. A response was received confirming 1/2 suggested names were acceptable for use in this area and can be approved as per the Addressing Standards 2011. Greenfields Lane was not acceptable unless the road type was changed as “Green Lane” in Kaeo is too similar.

Greenfields Way was then approved as acceptable for use in this area and can be approved as per the Addressing Standards 2011.

Te Hono consulted with Ngāti Rēhia when choosing the names for this road. Ngāti Rēhia approved the suggested names for this area.

Road Naming: 208 <u>Waipapa Road, Waipapa</u>	
LINZ Approval	YES
Hapu Consultation	Ngāti <u>Rēhia</u>
Map Attached	YES
Owner Consent	YES

		<u>Consultation: Road Name</u>		
Choices:		GreenFields Way	Rakau Lane	
Residents In Favour:		11		11

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

The proposed names are as follows:

1. Greenfields Way;
2. Rākau Lane.

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

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

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

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

**ĀPITI HANGA / ATTACHMENTS**

1. Map - A4589021 [↓](#) 

**HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a Private Road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Hapu/Iwi were asked for their feedback by the applicant.  Ngāti Rēhia approved the proposed names.
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).	The property owners of 208 Waipapa Road have given consent to name the road Greenfields Way as per the road naming application and approval form attached
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant
Chief Financial Officer review.	The Chief Financial Officer as not reviewed this report.



## 7.4 ALFRESCO DINING APPLICATION - CELLINI'S CAFÉ

**File Number:** A4640538

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

**Authoriser:** Rochelle Deane, Manager – Compliance

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To allow the Bay of Islands – Whangaroa Community Board the ability to comment on a new Alfresco dining licence from Cellini's Café, 68 Marsden Road, Paihia.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Cellini's Café have applied for a new Alfresco dining licence and paid the requisite fee.

#### TŪTOHUNGA / RECOMMENDATION

**That pursuant to Council Resolution passed on 30 June 2022, Bay of Islands-Whangaroa Community Board provide comment on a new application for alfresco dining from Cellini's Café, Paihia.**

### 1) TĀHUHU KŌRERO / BACKGROUND

On 30<sup>th</sup> June 2022, Council passed a resolution that delegates authority to Community Boards to comment on alfresco dining applications.

Prior to 30<sup>th</sup> 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<sup>th</sup> June 2022.

On 19<sup>th</sup> May 2022, Council adopted the 'Road Use Bylaw 2022'. The purpose of the Bylaw is to regulate or control the use of roads and adjoining land by –

- a) Vehicles;
- b) Stands, stalls or mobile shops
- c) Animals and
- d) Structures, vegetation and 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 occupy any part of a road with structures to providing food or beverages 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 applications expire 30<sup>th</sup> June each year. Approval holders are required to renew their approval before it expires each year.

Cellini's Café have applied for a new alfresco dining application and propose to utilise two tables and eight chairs. They have paid the requisite application fee. A copy of the draft approval can be found as attachment A.

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

On 30<sup>th</sup> June 2022 Council delegated to Community Board to comment on alfresco dining approvals.

Option No.	Option Description	Advantages	Disadvantages
1	Provide comment on the alfresco dining new approval applications from Cellini's Café, Pahia as per attachment A.	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 new alfresco dining approval 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

**ĀPITIHINGA / ATTACHMENTS**

1. Alfresco Dining Application - Cellinis - A4653236  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The Alfresco Dining Policy 2014 was revoked on 30 June 2022. Regulation of alfresco dining is outlined in the Road Use Bylaw 2022.  The rules around approvals for alfresco dining are essentially unchanged, and therefore the level of significance for the recommendation to comment on the renewal of alfresco dining applications or new alfresco dining application is considered low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	2022 – Part 4 clause 13 and Part 7.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Bay of Islands-Whangaroa Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Māori had an opportunity to contribute during the consultation process on the new Road Use Bylaw 2022. The Road Use Bylaw 2022 was adopted on 19 May 2022.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Regulation of alfresco dining is of relevance to hospitality businesses, their employees, and all community members and visitors to the Far North District. However, the rules around licenses for alfresco dining have not changed in their effect, and therefore the level of significance of this decision is low.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications to this decision.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.



26 March 2024

**HE ARA TĀMATA**  
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Private Bag 752, Memorial Avenue  
Kaikohe 0440, New Zealand  
Freephone: 0800 920 029  
Phone: (09) 401 5200

Cellini's Gelateria - Ice Cream Limited  
PO Box 76  
Paihia 0200

### ALFRESCO DINING LICENCE

**Alfresco Approval Number:** ALFRES-4  
**Trading Name:** Cellini's Gelateria - Ice Cream Limited  
**Trading Location:** 68 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 dark ink, appearing to read "R Deane".

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





Email: ask.us@fnhc.govt.nz  
Website: www.fnhc.govt.nz

Private Bag 752, Memorial Avenue  
Kaikohe 6440, New Zealand  
Freephone: 0800 920 029  
Phone: (09) 401 5200

## ALFRESCO DINING APPROVAL

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

**Licensee:** Cellini's Gelateria - Ice Cream Limited  
**Registration of:** Cellini's Gelateria - Ice Cream Limited  
**Site Address:** 68 Marsden Road, Paihia 0200  
**Approval Number:** ALFRES-4

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2025**

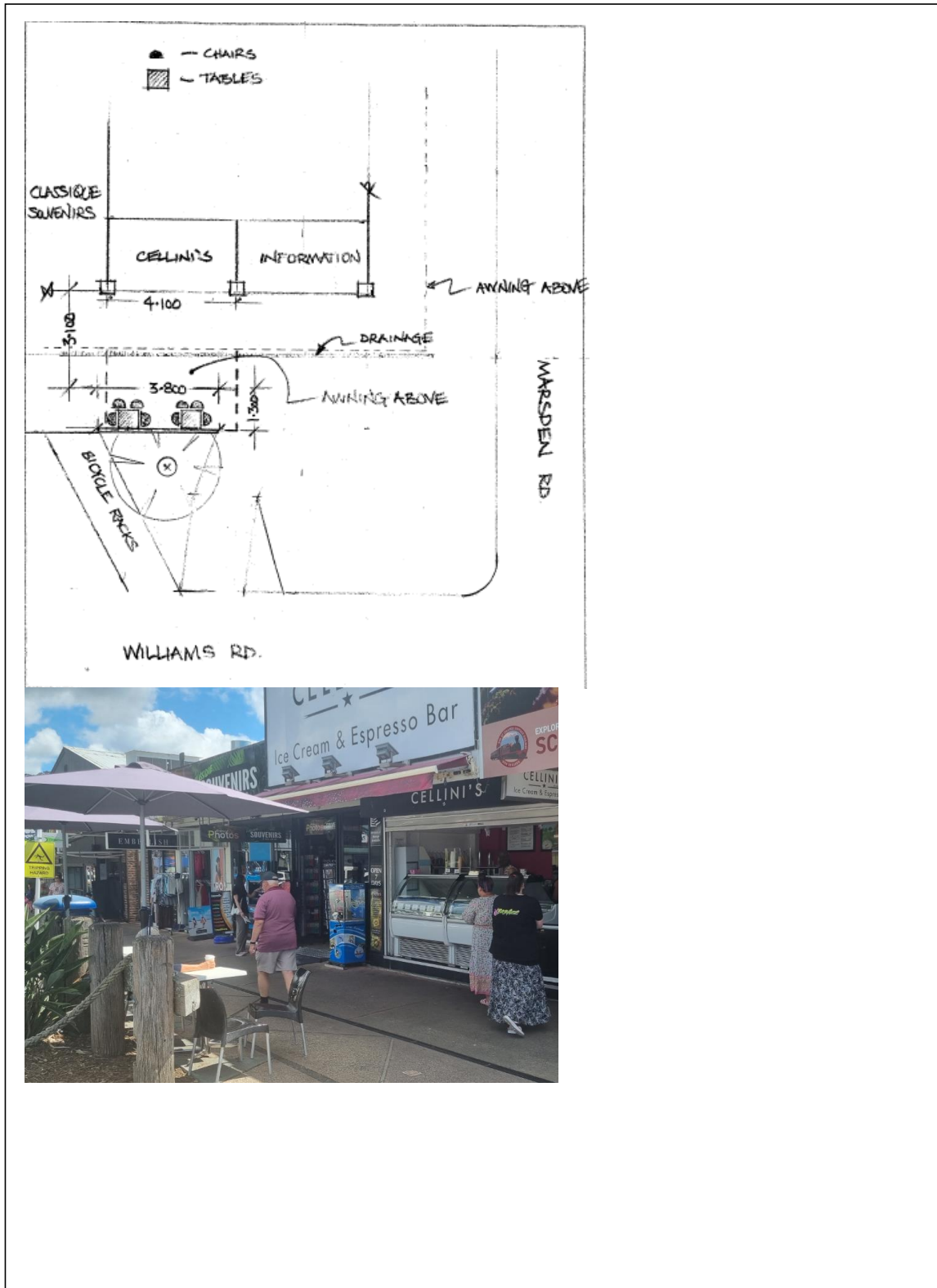
.....  
Signed on behalf of the Far North District Council

**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 2 tables and 8 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



## 7.5 FUNDING APPLICATIONS

**File Number:** A4645271

**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.

### WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$68,302.52** 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.
- Four new applications have been received, requesting \$54,845.00.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$10,000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Business Paihia towards the costs for Matariki 2024 celebrations.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,500.00** (plus GST if applicable) be paid from the Boards Community Fund account to Kawakawa Bowling Club towards the installation of sun shelters.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Kerikeri Theatre Company towards the production costs of the Little Shop of Horrors.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000.00** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Nga Tangariki o Ngati Hine Trust towards the walkway access and beautification.

### 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.

Each application must meet at least one community outcome from the Council's Long Term Plan. The six community outcomes are as follows:

1. Proud, vibrant communities;
2. Prosperous Communities supported by a sustainable economy;
3. Communities that are safe, connected and sustainable;
4. Communities that are prepared for the unexpected;

5. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
6. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

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

Applicant	Requested	Recommend	Comments	Type
Business Paihia – Matariki 2024	\$30,000	\$10,000	The applicant is seeking funding towards the 2024 Matariki celebrations in Paihia.  This meets community outcomes 1, 3, 6	Arts, Culture and Heritage/Event
Kawakawa Bowling Club – Sunshelter	\$4,485	\$2,500	The applicant is seeking funding to install sun shelters to protect those using the facility during the hours when UV rates are highest. They have raised \$500 already and have the opportunity to continue to raise funds for the balance of costs.  This meets community outcomes 1 and 3	Infrastructure
Kerikeri Theatre Co – Little Shop of Horrors	\$15,860	\$5,000.00	The applicant is seeking assistance in funding their next show – Little Shop of Horrors. They have been granted \$2,000 from the local Creative Communities Committee.  This meets community outcomes 1, 3, 6	Arts, Culture and Heritage
Nga Tangariki o Ngati Hine Trust	\$5,000.00	\$5,000.00	The applicant is working with the Department of Conservation to create better access to the Kawakawa swamp. They are seeking funding to improve the access and beautification of the area.  This meets community outcomes 1, 3, 5, 6	Infrastructure

### 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. **Business Paihia - Matariki 2024 - A4645260** [↓](#) 
2. **Kawakawa Bowling Club - Sun shelters - A4645264** [↓](#) 
3. **Kerikeri Theatre Co - Little Shop of Horrors - A4645263** [↓](#) 
4. **Nga Tangariki o Ngati Hine Trust - A4645258** [↓](#) 

**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.

## 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>	Business Paihia Inc	<b>Number of Members</b>	102
<b>Postal Address</b>			<b>Post Code</b>
<b>Physical Address</b>			<b>Post Code</b>
<b>Contact Person</b>		<b>Position</b>	Administrator
<b>Phone Number</b>		<b>Mobile Number</b>	
<b>Email Address</b>			

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

Business Paihia is an incorporation of businesses from Russell, Paihia, Waitangi, Opua and Haruru Falls, Whangarei and Kerikeri. We have recently merged with the Russell Business Association to ensure both organisations remain strong and work for our communities. We aim to build a dynamic business environment and to be influential in decision making in our community.



## 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.

In 2023 this free event attracted in excess of 5,000 people into Paihia on Friday 14 July. A reworked, extended audio story was written by Ngati Kawa Taituha and Heeni Hoterene and relayed on speakers across the waterfront. This narrated OUR story of Pewhairangi, the creation story and explained our relationship with Puanga and Matariki from a local perspective.

The visual story to complement the audio focuses on waka and light, punctuated with a curated and timed fireworks display. We introduced crowd participation elements which we plan to expand on in 2024 as well as including more waiata and kapa haka. The sound will be extended the full length of Paihia waterfront to allow more viewing positions and low tide at the designated display time further increases space. A temporary road closure will support the safety of attendees and we are hoping to add bus services to and from Paihia from Kerikeri, Kaikohe, Moerewa and Kawakawa to relieve traffic congestion.

We cannot do a rinse and repeat of previous years, so while we will retain the general format, we have a large pool of Northland talent, artists, musicians, kapa haka and visual arts practitioners giving creative input. Not only do our local creatives benefit, the local infrastructure suppliers, the production crews and event specialists are engaged to deliver the event.

Local accommodation and hospitality businesses reported a massive impact during a traditionally quiet time of year, comparing it to better than New Years Eve. Our Northland food vendors did record trade and we will add more now we are confident there will be no impact on local businesses.

By far the greatest impact is for our community well-being and pride. An opportunity for us all to get together in the spirit of Matariki, remember those who have passed, give thanks for our abundance and plan for the year ahead. As the event is free it is accessible to all financially. We showcase all that is great about our region, our culture, our environment, our manaakitanga, talent and food. Long term we aim to establish Pewhairangi as the place to experience Puanga Matariki and increase the economic benefit this festival delivers year on year.

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## Local Grant Application Form



### Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	See attached full budget	
Advertising/Promotion	16,105.00	
Facilitator/Professional Fees <sup>2</sup>	31,800.00	
Administration (incl. stationery/copying)	7,705.00	
Equipment Hire / ProductionSOUND/LIGHTS	87,426.00	22500
Equipment Purchase (describe) Site Logistics / Infrastructure TOILETS	34,794.34	Type text here 2500
Utilities security	8,940.00	5000
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
<b>TOTALS</b>	<b>186,770.34</b>	<b>30000</b>

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

Company		EXCL GST
Kaikohe Hire	25 portaloos	2500
Scott Sound	Sound Equipment	10,000
TS Security	Security	5000
ETS Ltd	Lighting	12,500
Total		30000

**Funding received over the past 5 years**

Purpose	Amount	Date	Project report submitted
Paihia Christmas Parade	5,000	Oct 2023	yes – at this meeting
Paihia Christmas Parade	5,000	Sept 2022	yes
Bay Of Islands Matariki Festival	20,000	2/06/2022	Yes
Paihia Christmas Celebrations 2021	2,500	17/11/2021	Yes
Paihia Christmas Parade 2020	5,000	8/10/2020	Yes
Paihia Christmas Parade 2019	4,4 66	10/08/2019	Yes
Paihia Christmas Parade 2018	5,020.50	09/10/2018	Yes

## 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
Events Co-ordinator	32,000
Adminstration	6,000
Cruise Ship Ambassadors	9,611
<b>TOTAL</b>	<b>47611</b>

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

Funding Source	Amount	Approved
Northland Inc Regional Events Fund	\$42,500.00	<input checked="" type="checkbox"/> Yes / Pending
Far North District Council Events Fund	\$10,000.00	<input checked="" type="checkbox"/> Yes / Pending
Foundation North	\$25,000	Yes / <input checked="" type="checkbox"/> Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
See attached sheet			Y / N
			Y / N
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

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

Business Paihia Inc

**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**

[Redacted Signature Box]

**Signatory Two**

[Redacted Signature Box]

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## Local Grant Application Form



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

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

### Signatory One

Name

Postal Address

Phone Number

Signature

### Signatory Two

Name

Postal Address

Phone Number

Signature

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## Local Grant Application Form



### Instructions

**Please read carefully:**

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

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

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

### Applicant details

Organisation	KAWAKAWA BOWLING CLUB INC	Number of Members	124
Postal Address			
Physical Address			
Contact Person			
Phone Number			
Email Address			

Please briefly describe the purpose of the organisation.

OUR PURPOSE IS TO ORGANISE AND RUN COMPETITION AND FRIENDLY GAMES OF BOWLS IN KAWAKAWA.

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## Local Grant Application Form



### Project Details

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

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

Clearly describe the project or event:

Name of Activity Building Sun shelters Date

Location 1-7 Neumann St, Kawakawa 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 Kawakawa Bowling Club is a Non-Profit Organisation located at 1-7 Neumann St, Kawakawa. The Club was established in 1912, & is now over 100 years and 3rd generation Bowlers are playing. We are a vital part of the Community. Currently we are seeking funding for Shelters/Seating Cost \$4,851.00 Our bowling games run from 9-4pm, which is when the UV levels are highest. Despite providing sunblock, club t-shirts, & encouraging hats & sunglasses, we also need to provide shade. Tim's knowledge. We are the only club, in Northland, without shelters. We have been fundraising at every social club night, via raffles and have raised \$500 to put towards this cost. Our membership is currently 124, which includes competitive Sport & social players. We have FREE social bowls & supper on Thursday night 5-7 pm to include the wider Community. This is very popular. Over the season, we have upwards of 350 bowlers having used our facilities & greens in Tournaments.

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Continued - benefits from the activity

This is a historic club, that to revitalise itself, needs these 4 shelters. In turn, this will broaden the numbers of people attending, particularly the older bowlers, provide resting points in the shade, be Sunsafes, and encourage healthy exercise in our Community.

## Local Grant Application Form



### Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	4485	3985 approx.
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
<b>TOTALS</b>	<b>\$4485 /</b>	<b>\$3985 /</b>

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

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## Local Grant Application Form



### Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 10-197-562

How much money does your organisation currently have? 15,500.00

How much of this money is already committed to specific purposes? 13,400.00

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

Purpose	Amount
NEW TOILETS FOR LADIES TOILETS	\$ 4,500
DECK REPLACEMENT - UNFORTUNATELY AN ACCIDENT HAS HAPPENED, BOWLER'S LEG WENT THROUGH.	\$ 6,345 APPROX OR \$9,900 DEPENDING ON REPAIRS.
TOTAL	13,400

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

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

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

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

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## Local Grant Application Form



### Privacy Information

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### Applicant Declaration

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

On behalf of: (full name of organisation)

KAWAKAWA BOWLING CLUB INC

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

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## Local Grant Application Form



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

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

### Signatory One

Name

Postal Address

Phone Number

Signature

### Signatory

Name

Postal Address

Phone Number

Signature

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

Application No. BOIWCB232426 From Kerikeri Theatre Company

Form Submitted 20 Mar 2024, 10:55PM 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 \*

Kerikeri Theatre Company

#### Postal Address \*

#### Physical Address \*

#### Website

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

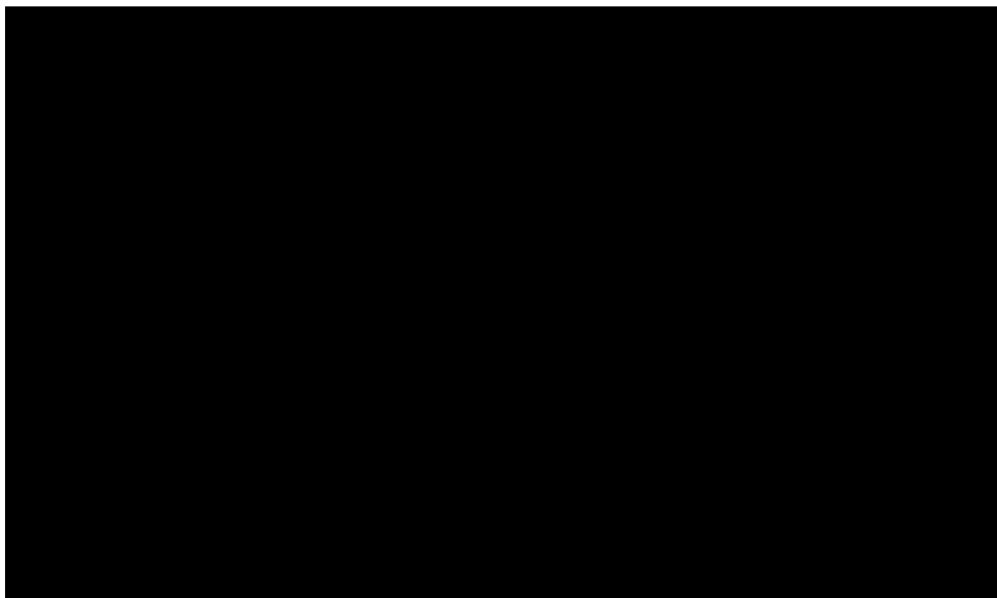
Must be a URL.

#### Facebook page

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

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024****Local Grant Application Form****Application No. BOIWCB232426 From Kerikeri Theatre Company**

Form Submitted 20 Mar 2024, 10:55PM NZDT

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

Kerikeri Theatre Company is an Incorporated Society with the purpose of benefiting the community in the following ways:

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

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

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

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

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

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

**Number of Members \***

153

**Project Details**

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. BOIWCB232426 From Kerikeri Theatre Company**  
Form Submitted 20 Mar 2024, 10:55PM NZDT

**\* indicates a required field**

## Project Details

Clearly describe the project or event:

**Name of Activity \***

Little Shop of Horrors - Broadway Revival

**Location \***

Turner Centre, Kerikeri

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

☒ Yes

☐ No

## Entry Cost

**If yes, how much?**

\$30.00

Must be a dollar amount.

## Project dates:

Start Date

End Date:

**Date \***

**Date: \***

15/08/2024

17/08/2024

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: \***

Kerikeri Theatre Company's production of "Little Shop of Horrors" seeks to invigorate the Whangaroa/Bay of Islands area's cultural landscape, offering a high-quality theatrical experience that's both accessible and inclusive. By presenting this classic musical, we aim to enrich the community's artistic vibrancy, fostering a deeper appreciation for the performing arts across all ages and backgrounds.

Who Will Benefit and How:

Local Community: This production acts as a cultural bridge, inviting residents to experience live theatre, often thought to be a luxury in the big city, but now within reach, right in their community by their community. By making cultural activities accessible, we aim to enrich the social and cultural lives of families, young people, and the elderly, fostering a greater



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

Application No. BOIWCB232426 From Kerikeri Theatre Company

Form Submitted 20 Mar 2024, 10:55PM NZDT

understanding and appreciation of our shared and diverse narratives.

Students and Educators: We are committed to offering young people formative experiences in the arts through specially priced performances and educational initiatives for Te Tai Tokerau schools. This project supports educators and encourages students to explore the arts, supported by a production that reflects the community's diversity, including highlighting Māori talents and serving as role models for aspiring artists.

Local Artists and Technicians: The involvement of local talent in every aspect of the production provides valuable professional development opportunities. We showcase local skills and foster artistic collaboration.

Broadening Activities and Experiences:

Our initiative broadens the range of activities and experiences available to the community, diversifying the cultural offerings with a classic musical that carries universal themes. The project integrates educational content and discussions, extending learning beyond the classroom and encouraging engagement with new genres and forms of storytelling.

This collaborative production strengthens communal ties, fosters a sense of belonging, and builds a collective identity around shared cultural achievements. With Māori representation in our cast and crew, we not only enrich the production but also inspire a sense of pride in our collective heritage, contributing to community cohesion and cultural understanding.

Kerikeri Theatre Company aims to bring Broadway to the Bay of Islands with the "Little Shop of Horrors". It will be a production that entertains, educates, and unites, adding to our region's thriving cultural and artistic expression, celebrating our unique cultural landscape, and inspiring future generations.

## 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

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

Application No. BOIWCB232426 From Kerikeri Theatre Company

Form Submitted 20 Mar 2024, 10:55PM NZDT

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	\$25,545.00	\$4,860.00	Filename: Quote QU0005.pdf File size: 53.6 kB	\$73,829
Advertising/Promotion	\$5,050.00	\$0.00	Filename: LSH-Quote.docx-Google-Docs.pdf File size: 92.3 kB  Filename: Quote-for-Kerikeri-Theatre-v2 (1).pdf File size: 552.3 kB	\$
Facilitator/Professional Fees	\$14,750.00	\$0.00	Filename: Little Shop Quote .pdf File size: 37.2 kB  Filename: Quote QU0001.pdf File size: 50.3 kB	\$
Administration (inc. stationery/copying)	\$800.00	\$	No files have been uploaded	\$
Equipment Hire (Microphones, Audrey 2 & Rehearsal Materials)	\$3,720.00	\$2,000.00	Filename: Audrey 2 Invoice.pdf File size: 100.7 kB  Filename: q01572_16_radio_mics_-_kerikeri_theatre_company_2024_bouncenz_quote_-_grouped_1696 (2).pdf File size: 43.2 kB	\$
Equipment Purchase (describe)= Costume, props, make up and wigs	\$2,400.00	\$	No files have been uploaded	\$

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

**Application No. BOIWCB232426 From Kerikeri Theatre Company**

Form Submitted 20 Mar 2024, 10:55PM NZDT

Utilities	\$	\$	No files have been uploaded	\$
Hardware (e.g cement, timber, nails, paint)	\$9,000.00	\$9,000.00	No files have been uploaded	\$
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded	\$
Refreshments	\$	\$	No files have been uploaded	\$
Travel/Mileage	\$	\$	No files have been uploaded	\$
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded	\$
Performance Royalties (estimate)	\$4,839.00	\$	No files have been uploaded	\$
Ticket fees (estimate)	\$1,628.64	\$	No files have been uploaded	\$
Contingency	\$5,461.13	\$	No files have been uploaded	\$
Business Plan (ATTACHMENT)	\$0.00	\$0.00	Filename: Business Plan KTC - Little Shop of Horrors.docx.pdf File size: 693.4 kB	\$
Health and Safety Plan (ATTACHMENT)	\$0.00	\$0.00	Filename: Health and Safety Plan - Little Shop of Horrors.docx.pdf File size: 131.0 kB	\$
Latest Performance Report (ATTACHMENT)	\$0.00	\$0.00	Filename: Accounts (2) (1).pdf File size: 934.3 kB	\$

### 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).

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
**Local Grant Application Form**  
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**What is the total cost of your project? \***

73194

Must be a number.

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

\$15,860

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**

135-081-548

### Current Funding

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

\$43,181.13

Must be a dollar amount.

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

\$43,181.00

Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
Rental Overheads	\$17,564.00
Funding for Part time Salary	\$10,000.00
Funding for venue improvements	\$10,400.00
Funding for other production	\$1,315.00
Holiday pay/annual leave owing	\$3,902.00

### Total Tagged Funds

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024  
Local Grant Application Form****Application No. BOIWCB232426 From Kerikeri Theatre Company**

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**Total Tagged Amount**

\$43,181.00

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 Communities	\$3,250.00	Pending
Pub Charities	\$10,000.00	Pending
Oxford Sports Trust	\$13,840.33	Pending
Estimated Ticket Sales	\$30,243.80	Pending

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

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
The Sound of Music - to produce and perform a cultural and historical musical masterpiece	\$10,000.00	06/05/2021	Yes
Fantastic Mr Fox - Youth Production	\$2,000.00	08/06/2022	Yes

**Declaration****\* indicates a required field****Privacy Information**

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive**

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

Application No. BOIWCB232426 From Kerikeri Theatre Company

Form Submitted 20 Mar 2024, 10:55PM NZDT

**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

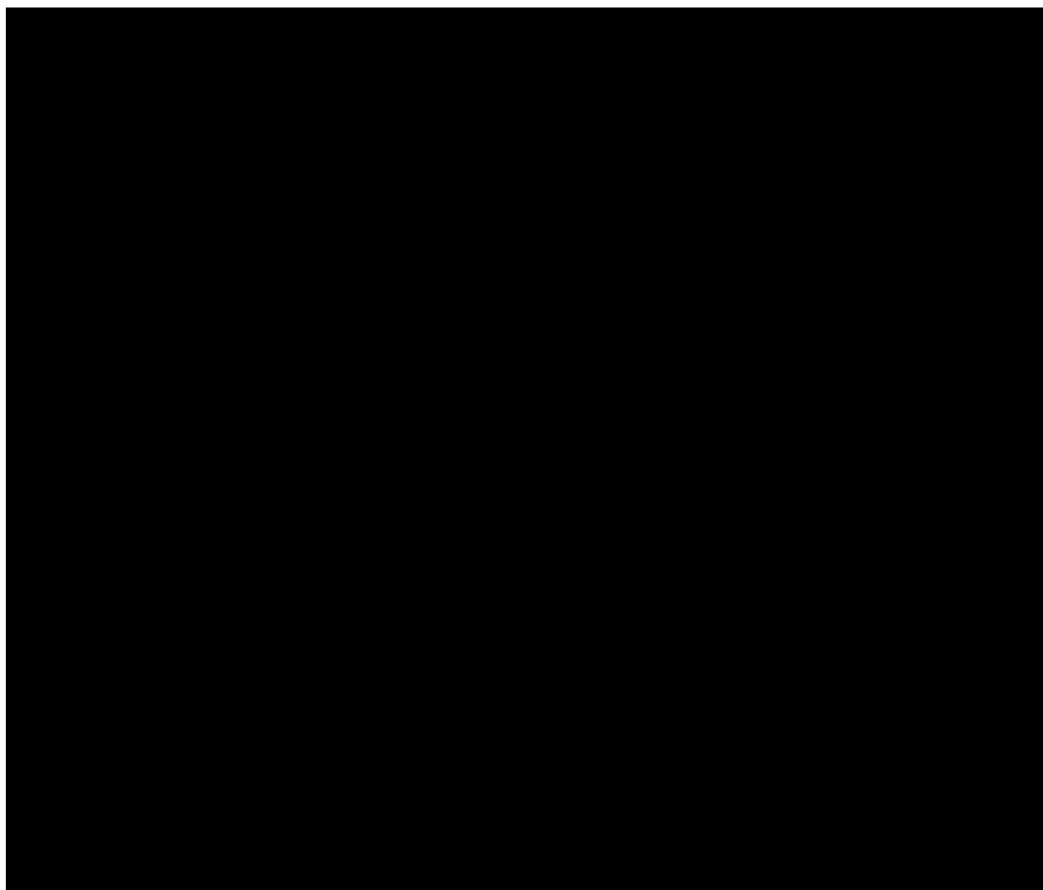
#### **We agree to the following conditions if we are funded by Local Community Grant Funding:**

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.
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.

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024  
Local Grant Application Form****Application No. BOIWCB232426 From Kerikeri Theatre Company**

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6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact 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. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust  
Form Submitted 19 Mar 2024, 9:32AM 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 \*

Nga Tangariki o Ngati Hine Trust

#### Postal Address \*

#### Physical Address \*

#### Website

Must be a URL.

#### Facebook page



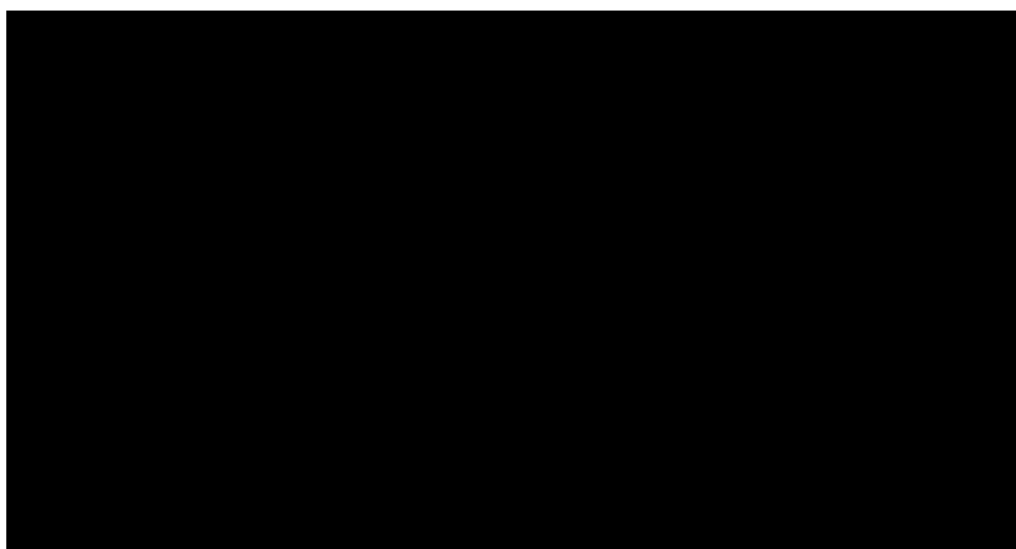
**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024****Local Grant Application Form****Application No. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust**

Form Submitted 19 Mar 2024, 9:32AM NZDT

**Contact details**

Contact Person One:

Contact Person Two:

A large black rectangular box redacting the contact details for both Contact Person One and Contact Person Two.**Purpose of organisation****Please briefly describe the purpose of the organisation \***

The Trust is established to carry out the following objectives within te rohe o Ngati Hine:

\*To establish, promote and enhance educational and training programmes within Ngati Hine and surrounding areas

\*To formulate a Ngati Hine curriculum "Hei Tapanga Ahu Mua" to be presented to schools within the Ngati Hine area to assist and support all students from year 0 to year 13;

\*To provide a meeting place that is made available to the wider the community;

\*To ensure the maintenance of the building known as Te Pokapu for the benefit of the community;

\*To provide support to other charitable organisations by providing pastoral care;

\*To provide facilities that are of benefit to the community such as free wifi to all community users;

\*To create educational and historical learning resources that enhance matauranga Maori to be used by students and Ngati Hine generally.

**Number of Members \***

7

**Project Details**

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024  
Local Grant Application Form****Application No. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust**

Form Submitted 19 Mar 2024, 9:32AM NZDT

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

Clearly describe the project or event:

**Name of Activity \***

Environmental Experience - Raising Awareness through Enjoyment

**Location \***

Kawakawa northern entrance to Te Pou Heerenga Tai

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

Start Date

End Date:

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

01/07/2024

31/10/2024

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: \***

Te Papa Paorooro is building a walkway into the repo (swamp /wetland) in Kawakawa through the DoC estate. DoC has provided its approval for the walkway to be built. The walkway is close to the northern end of the cycleway.

- 1) We request the Community Board's written support /approval for our walkway project.
- 2) We are also seeking \$5,000 from the Community Fund to refresh /revitalise the area at the start of the cycleway known as "Stonehenge".

In the first year of our project we cleared and tidied up the Stonehenge area. We got rid of the household rubbish dumped there, cleared the giant reeds, overgrown weeds and planted native trees. We continue to maintain this area voluntarily.

We wish to beautify this entire area into a spot where whanau can park up and chain their bikes, have a picnic, walk out over the repo, read the stories and history of the area on the storyboards we are creating.

We intend to use the \$5,000 to purchase gardening supplies - weedmat, concrete and rocks

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

Application No. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust

Form Submitted 19 Mar 2024, 9:32AM NZDT

### 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

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.
Landscape Equipment	\$5,379.00	\$5,000.00	Filename: Quote , Bunnings 1803 2024134450-000 1.pdf File size: 250.1 k B Filename: Untitled_Artwork.pdf File size: 1.7 MB	\$5,379
Labour	\$25,000.00	\$	No files have been uploaded	\$25,000
Facilitator/Professional Fees	\$	\$	No files have been uploaded	\$
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded	\$
Equipment Hire	\$	\$	No files have been uploaded	\$

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

Application No. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust

Form Submitted 19 Mar 2024, 9:32AM NZDT

Equipment Purchase (describe)	\$	\$	No files have been uploaded	\$
Utilities	\$	\$	No files have been uploaded	\$
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded	\$
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded	\$
Refreshments	\$	\$	No files have been uploaded	\$
Travel/Mileage	\$	\$	No files have been uploaded	\$
Volunteer Expenses Reimbursement	\$	\$	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? \***

30379

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 \***

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**  
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**Application No. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust**  
Form Submitted 19 Mar 2024, 9:32AM NZDT

☒ Yes ☐ No

### GST Number

**GST Number**  
121-362-678

### Current Funding

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

\$500,413.00

Must be a dollar amount.

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

\$500,413.00

Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
Jobs for Nature Project	\$413,617.00
Building and Maintenance, Operational costs	\$86,796.00
	\$
	\$
	\$

### Total Tagged Funds

**Total Tagged Amount**

\$500,413.00

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.	
	\$	
	\$	

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

Application No. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust

Form Submitted 19 Mar 2024, 9:32AM NZDT

### Previous Funding from FNDC

Have you previously received funding from FNDC? \*

☐ Yes ☒ No

### Declaration

\* indicates a required field

### Privacy Information

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

### Applicant Declaration

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

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

In submitting this application:

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

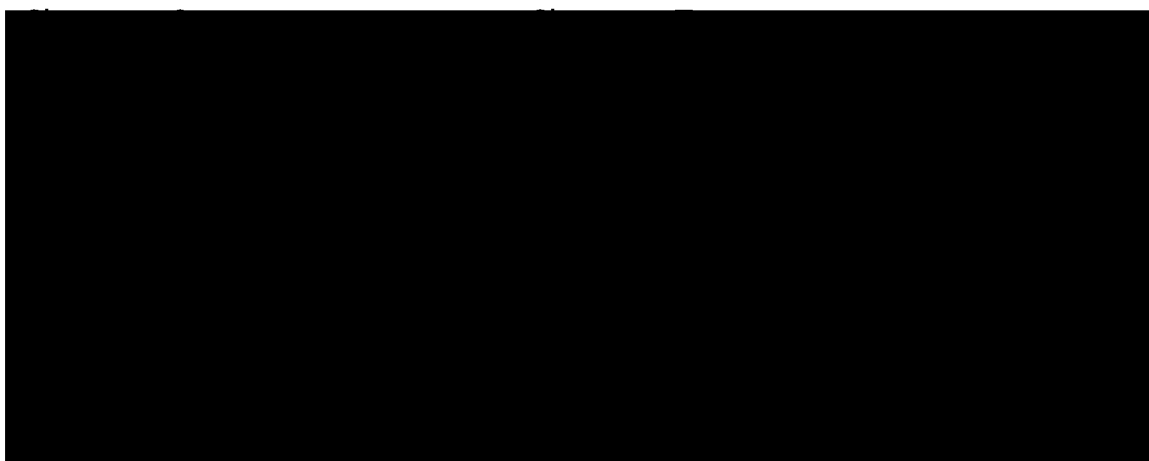
**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024  
Local Grant Application Form****Application No. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust**

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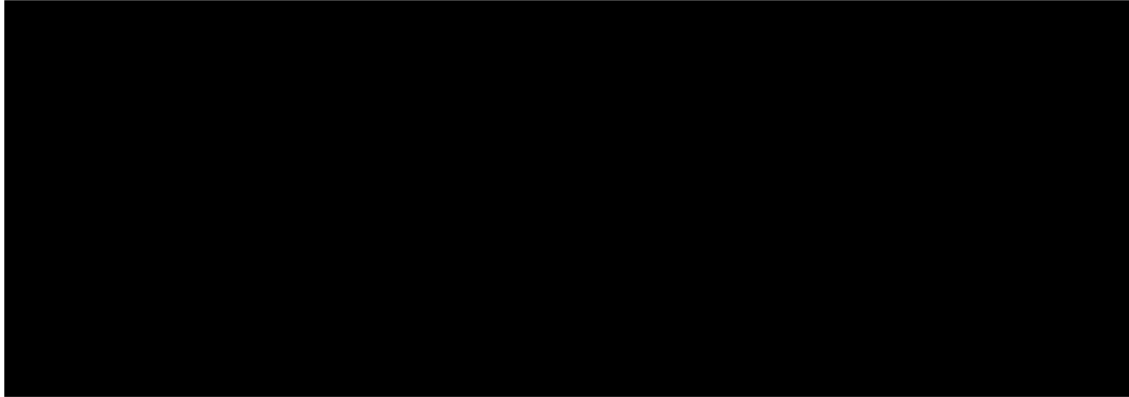
- Tracking of different funding, e.g through a spreadsheet or journey entry
- regular financial reporting to every full meeting of the governing body

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that 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. BOIWCB232427 From Nga Tangariki o Ngati Hine Trust**  
Form Submitted 19 Mar 2024, 9:32AM NZDT





## 7.6 PROJECT FUNDING REPORTS

**File Number:** A4645269

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

1. Northland Dance - Alice in Wonderland
2. Business Paihia - Christmas 2023
3. Kerikeri Business Association - Main Street Flower Baskets

### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

There are no financial implications or budgetary requirements.

### ĀPITI HANGA / ATTACHMENTS

1. Alice in Wonderland - A4645262  
2. Business Paihia - Christmas 2023 - A4645259  
3. Kerikeri Business Association - A4645261  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	No implications for Māori in relation to land and/or water.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

**Name of organisation:**

*Friends of Dance Northland Charitable Trust*

**Name & location of project:**

*Turner Center - Alice in Wonderland.*

**Date of project/activity:**

*10th - 11th December*

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

☐

Te Hiku

☐

Kaikohe-Hokianga

☒

Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

\$2500

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

November

**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)
Attached Outline of Costume Expenditure	\$ <i>2500</i>	
	\$	
	\$	
	\$	
Total:	\$	

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

*100+ Youth from around Northland plus numerous Adult volunteers. The youth were aged 4-17 with many never having performed on stage before and they all had a wonderful time learning many new skills and entertained the community.*

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 405 7750 Fax: (09) 405 7757 Email: [ncv@fndc.nz](mailto:ncv@fndc.nz) Website: [www.fndc.nz](http://www.fndc.nz)

1

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

Alice Gave our youth an opportunity to showcase the skills they have gained throughout the year including dance, singing, acting and for a few of the older performers they had the chance to choreograph their own routines many had never performed in front of an audience before and gained invaluable boosts in confidence. It also taught them fantastic team building skills and for the older dancers the opportunity to help the younger ones.

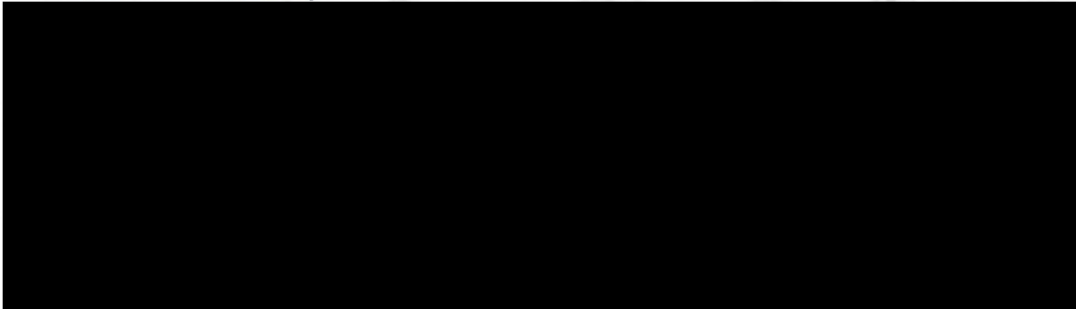
Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

Attached

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

Dance Vibes NZ and have just set up Friends of Dance Northland.

This report was completed by:







**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

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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 organization:**

**Business Paihia Inc**

**Paihia Christmas Parade**

**1<sup>st</sup> Dec 2023**

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

**Bay of Islands Whangaroa**

**Amount received from the Community Fund:**

\$5000

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

Sept 2023

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Kia Tupato Road Closure	\$ 2940	
Blah Blah Marketing Admin/H&S	\$1674	
Keri Print Design	\$386	
	\$	
Total:	\$5000	

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

Once again a fantastic community spirit. It was celebrating the Bay of Islands, 144 islands. Opua and Paihia Schools, plus the kindergarten were out in full force, along with many other community groups. Streets were lined with people. Around 300 to 400 in the parade with many spectators. Breakfast TV even did a segment on the parade – “the best little parade in the North” and they came and filmed at Paihia School and talked to the parade organisers and the creator of the Paihia School Float, who was an ex pupil. Just another fantastic way to bring the community together.

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

It got everyone, especially out tamariki thinking about what there was to celebrate in the Bay of Islands. There was a lot of input into the floats from the kids and the art work and creativity involved was amazing. It's a simple parade, and it is about everyone just putting in the effort. There was a lot of cheering and encouragement going on. Just a really simple beautiful celebrating. Santa even swapped out his reindeers for dolphins.

We had to do a raffle this year to help fund the parade which was great and sponsored by Four Square and Keri Design and Print. The support with people buying the tickets was fantastic.

Our parade also considers the environment – reuse, recycle etc, so it gets everyone thinking!

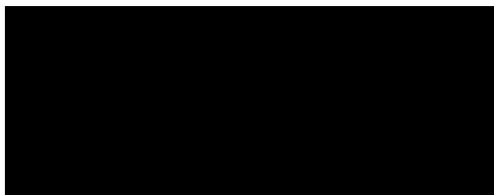
**Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:**

Signage on the Village Green and posters, Business Paihia Weekly Updates (200 business emails), on the day.

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

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

**This report was completed by:**





**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

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: Kerikeri District Business Association Incorporated** \_\_\_\_\_

**Name & location of project: Hanging Baskets – Kerikeri Road** \_\_\_\_\_

**Date of project/activity: December 2023** \_\_\_\_\_

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

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

**Amount received from the Community Fund: \$7,458 + GST** \_\_\_\_\_

**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)
Kericell Nursery – plants for hanging baskets	\$8,085	Y
	\$	
	\$	
	\$	
Total:	\$8,085	

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

- 165 baskets hung through the main streets of the Kerikeri town centre

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

We wanted to make a lasting impact on our vibrant community by increasing the beauty and allure of Kerikeri, attracting more visitors and enhancing the overall experience for everyone. We wanted can bring the charm and elegance of Kerikeri's CBD to new heights!

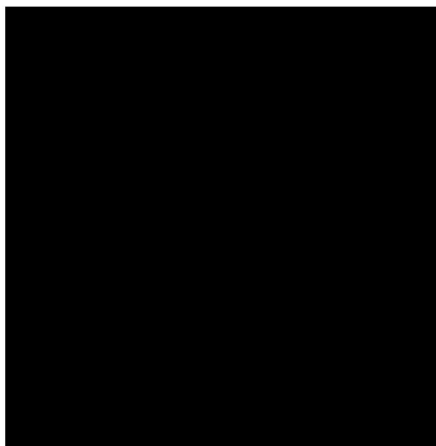
This made an impact on our community by beautifying the CBD and creating a warm, welcoming atmosphere for residents and visitors alike.

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

Only on our Facebook account.

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

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

**This report was completed by:**

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)



**7.7 WINTER 2024 RURAL TRAVEL FUNDING APPLICATIONS****File Number:** A4645267**Author:** Kathryn Trewin, Funding Advisor**Authoriser:** Scott May, Manager - Stakeholder Relationships**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To allocate Rural Travel Funding for the 2023/24 winter sporting season.

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

<b>a)</b>	<b>Bay Cosmos AFC, Kawakawa</b>	<b>\$1,400.00</b>
<b>b)</b>	<b>Bay of Islands College</b>	<b>\$2,000.00</b>
<b>c)</b>	<b>Karetu School</b>	<b>\$1,000.00</b>
<b>d)</b>	<b>Kerikeri Football Club</b>	<b>\$2,000.00</b>
<b>e)</b>	<b>Kerikeri High School</b>	<b>\$1,000.00</b>
<b>f)</b>	<b>Matauri Bay School</b>	<b>\$570.00</b>
<b>g)</b>	<b>Moerewa Rugby Club</b>	<b>\$600.00</b>
<b>h)</b>	<b>Moerewa Rugby Club Juniors</b>	<b>\$1,200.00</b>
<b>i)</b>	<b>United Kawakawa Rugby Club</b>	<b><u>\$1,000.00</u></b>
		<b>\$10,770.00</b>

**1) TĀHUHU KŌRERO / BACKGROUND**

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

Council receives funding based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. This funding round is the second of two funding rounds for the current financial year, for sporting activities taking place in winter, or until approximately November 2024 when the next round of funding is allocated.

Council advertises that funding is available approximately one month before applications close online (including on Council's Facebook page), with the closing dates notified on the Rural Travel Funding page at the start of each calendar year (when the Community Board meetings dates are set). The Sport Northland representatives also forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

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

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

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

Project reports for any previous grants have been received from all the current applicants. The funding recommendation summary is attached, with applications being provided under separate cover to the Board.

	<b>Sport New Zealand (Rural Travel)</b>
<b>What are the Objectives?</b>	Subsidise travel for junior teams participating in local sport competition.
<b>How much is available?</b>	\$39,638.00 across the Far North District (including a one-off grant of \$10,275.00)
<b>Funding is not available for</b>	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
<b>Who can apply?</b>	Schools and clubs.
<b>What age group is funding for?</b>	Funding is available for youth/children aged 5 - 19 years of age.
<b>Eligible Sports</b>	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

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

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

Council now receives one grant annually from Sport New Zealand. Sport Northland no longer offer Tu Manawa funding through Councils and undertake granting of this funding themselves.

The total budget for rural travel funding for the 2023/24 financial year is \$39,268. The percentage of youth throughout the district is translated into percentages to calculate the percentage of funding each Board can allocate. \$4,800 was allocated by the Board for the summer round of applications. The amount the board has available to grant for the Winter travel round is \$11,237.36, which includes unallocated funding from the summer travel round.

### ĀPITIHINGA / ATTACHMENTS

1. **BOIWCB - RTF Winter Sport Funding Breakdown - A4645265** [↓](#) 

**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.

Name & Location Of Organisation Applying	Club Or School	Application Approved / Declined	Amount Requested (\$)	Amount Allocated (\$)	Purpose Of Travel Grant	Number of Young People Impacted (Primary & Secondary Aged)					Disabled Individuals - no. who received support from RTF
						Primary School Aged	Secondary School Aged	Total	No. of female applicants	No. of male applicants	
Bay Cosmos AFC, Kawakawa	Club		\$ 1,400.00	\$ 1,400.00		23	17	40	15	25	0
Bay of Islands College	School		\$ 2,200.00	\$ 2,000.00		0	210	210	100	110	9
Karetu School, Kawakawa	School		\$ 1,400.00	\$ 1,000.00	Travel to Saturday netball	25	3	28	28	0	0
Kerikeri Football Club	Club		\$ 4,500.00	\$ 2,000.00		110	110	220	35	185	0
Kerikeri High School, Kerikeri	School		\$ 2,566.00	\$ 1,000.00	Travel to hockey	0	17	17	11	6	0
Matauri Bay School	School		\$ 570.00	\$ 570.00		32	5	37	12	25	0
Moerewa Rugby Club	Club		\$ 1,275.00	\$ 600.00		0	9	9	9	0	0
Moerewa Rugby Club Juniors	Club		\$ 5,000.00	\$ 1,200.00		60	15	75	22	53	2
United Kawakawa Rugby Club	Club		\$ 3,000.00	\$ 1,000.00		45	0	45	8	37	1

\$ 21,911.00

Amount Available (Total) 11237.36  
 Granted \$ 10,770.00  
 Balance \$ 467.36  
 Number of participants 681  
 Request \$ divided by participants \$ 32.17  
 Available \$ divided by participants 16.50126285

## **8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**

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

**File Number:** A4647324

**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 April 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. **BOIW CB Open Resolution Report 18.04.24 - A4653326** [↓](#) 

OPEN RESOLUTION REPORT			
<b>Division:</b> <b>Committee:</b> Bay of Islands-Whangaroa Community Board <b>Officer:</b>		<b>Printed:</b> Tuesday, 2 April 2024 2:52:17 pm <b>Date From:</b> 1/01/2021 <b>Date To:</b> 2/04/2024	
Meeting	Title	Resolution	Notes
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> <b>CARRIED</b>	<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>01 Feb 2024 2:51pm Beresford, Fleur</b> Community engagement will take place February / March followed by formal Reserves Act consultation. <b>02 Apr 2024 2:15pm Rawson, Robin</b> Community consultation in advance of formal consultation under the Reserves Act will conclude in April. Formal consultation will be over website and other channels and will be for a one month period where written comments are invited.
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 <b>CARRIED</b>	<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. <b>05 Mar 2024 2:58pm Beresford, Fleur</b> Staff to investigate and identify a suitable location.

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**