



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday 16 May 2024

Time: 10.00am
Location: Turner Centre

Membership:

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

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre on:
Thursday 16 May 2024 at 10.00am

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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

Nil.

4 NGĀ TONO KŌRERO / DEPUTATION

Mr Hector Davies President of the Kawakawa RSA in relation to a request for an additional flagpole at the RSA.

5 NGĀ KAIKŌRERO / SPEAKERS

- Sarah Burren representing Living Theatre Charitable Trust in relation to funding application for Bad Jelly the Witch.
- Gerry Paul representing the Turner Centre in relation to funding application for Brew of Islands 2024.
- Waireti Paora representing the Ngati Rahiri Māori Komiti in relation to funding application for Wananga Matariki 2024.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4646740

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 18 April 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 ĀPITI HANGA / ATTACHMENTS

1. **2024-04-18 Bay of Islands-Whangaroa Community Board Minutes [A4659026] - A4659026** [↓](#) 
2. **2024-04-18 Bay of Islands-Whangaroa Community Board Minutes Attachments [A4677137] - A4677137** [↓](#) 

Te Hōtaka Take Ōkawa / Compliance schedule:

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

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

He Take Ōkawa / Compliance requirement	Te Aromatawai Kaimahi / Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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.

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE
ON THURSDAY, 18 APRIL 2024 AT 10.00**

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

IN ATTENDANCE: Councillor Babe Kapa.

STAFF PRESENT: Kim Hammond (Community Board Co-ordinator – Stakeholder Relationships), Kathryn Trewin (Funding Advisor – Stakeholder Relationships), Rebecca Williams (Senior Communications and Engagement Advisor), Will Davis (Communications and Engagement Advisor), Tania Steen (Manager - Property & Facilities Management), Victoria Neki (Team Leader – Technical Operations), Ellie Greenwood (Democracy Advisor – Democracy Services), Fleur Beresford (Democracy Advisor - Democracy Services).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10.07am Councillor Babe Kapa 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

- Hinewhare Harawera representing Ngāti Rāhiri Māori Komiti spoke in regard to the LTP and the difficulties understanding the documentation. She also spoke in relation to the Open Spaces Submission.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Nil

5 NGĀ KAIKŌRERO / SPEAKERS

- Ryan Doherty (Bay of Islands Business Association), and Jackie Sanders (even Organiser) representing Business Paihia in relation to funding application for lighting and sound for Matariki 2024.
- Greg Allan and Kerry Gelmi representing Kawakawa Bowling Club in relation to funding application for Installation of Sun Shelters.
- John Oszejca representing Kerikeri Theatre Company in relation to funding application for Little Shop of Horrors.
- Suzie Hati-Scott, Rowena Tana, and Raphael Polson representing Nga Tangariki o Ngati Hine Trust (Education Trust) - Te Papa Pa Orooro - in relation to funding application for Walkway Access and Beautification.

DOCUMENTS TABLED AT MEETING**Attachments tabled at meeting**

- 1 Ngati Rahiri Maori Komiti - Open Spaces Submission - 18 Apr 24
- 2 Te Papa Pa Orooro Presentation - 18 Apr 2024

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

Agenda item 6.1 document number A4646843, pages 8 - 14 refers.

RESOLUTION 2024/24

Moved: Member Lane Ayr
Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 21 March 2024 are a true and correct record.

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

Agenda item 7.1 document number A4648487, pages 15 - 25 refers.

RESOLUTION 2024/25

Moved: Member Lane Ayr
Seconded: Member Jane Hindle

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

CARRIED**7.2 PAIHIA VILLAGE GREEN ARTS AND CRAFTS GUIDELINES 2024-2025**

Agenda item 7.2 document number A4634040, pages 26 - 36 refers.

RESOLUTION 2024/26

Moved: Chairperson Belinda Ward
Seconded: Member Bruce Mills

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

CARRIED

Noted: Page 27 should read Guidelines G and not Guidelines 6.

7.3 ROAD NAMING - 208 WAIPAPA ROAD, WAIPAPA

Agenda item 7.3 document number A4610683, pages 37 - 40 refers.

RESOLUTION 2024/27

Moved: Member Jane Hindle
Seconded: Member Tyler Bamber

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

CARRIED**7.4 ALFRESCO DINING APPLICATION - CELLINI'S CAFÉ**

Agenda item 7.4 document number A4640538, pages 41 - 46 refers.

RESOLUTION 2024/28

Moved: Chairperson Belinda Ward
Seconded: Member Lane Ayr

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

CARRIED**7.5 a) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4645271, pages 47 - 84 refers.

MOTION

Moved: Member Tyler Bamber
Seconded: Member Lane Ayr

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.

SUBSTANTIVE MOTION

Moved: Chairperson Belinda Ward
Seconded: Member Ann Court

That Bay of Islands-Whangaroa Community Board approve the sum of **\$22,500.00** (plus GST if applicable) be paid from the Boards Community Fund account to Business Paihia towards the costs for sound and lighting Matariki 2024 celebrations.

Against: Members Lane Ayr and Bruce Mills

CARRIED**RESOLUTION 2024/29**

Moved: Chairperson Belinda Ward
Seconded: Member Ann Court

That Bay of Islands-Whangaroa Community Board approve the sum of \$22,500.00 (plus GST if applicable) be paid from the Boards Community Fund account to Business Paihia towards

the costs for sound and lighting Matariki 2024 celebrations.

Against: Members Lane Ayr and Bruce Mills

CARRIED**7.5 b) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4645271, pages 47 - 84 refers.

MOTION

Moved: Member Jane Hindle

Seconded: Member Roddy Hapati-Pihema

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.

SUBSTANTIVE MOTION

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board approve the sum of **\$4,485.00** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Kawakawa Bowling Club towards the installation of sun shelters.

CARRIED**RESOLUTION 2024/30**

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board approve the sum of \$4,485.00 (plus GST if applicable) be paid from the Boards Placemaking Fund account to Kawakawa Bowling Club towards the installation of sun shelters.

CARRIED**7.5 c) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4645271, pages 47 - 84 refers.

MOTION

Moved: Member Amy Slack

Seconded: Member Lane Ayr

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.

SUBSTANTIVE MOTION

Moved: Member Amy Slack

Seconded: Councillor Ann Court

That Bay of Islands-Whangaroa Community Board approve the sum of **\$9,000.00** (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.

CARRIED

RESOLUTION 2024/31

Moved: Member Amy Slack
 Seconded: Councillor Ann Court

That Bay of Islands-Whangaroa Community Board approve the sum of \$9,000.00 (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.

CARRIED**7.5 d) FUNDING APPLICATIONS**

Agenda item 7.5 document number A4645271, pages 47 - 84 refers.

COMMITTEE RESOLUTION 2024/31

Moved: Member Roddy Hapati-Pihema
 Seconded: Member Jane Hindle

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.

CARRIED**7.6 PROJECT FUNDING REPORTS**

Agenda item 7.6 document number A4645269, pages 85 - 88 refers

RESOLUTION 2024/32

Moved: Chairperson Belinda Ward
 Seconded: Member Bruce Mills

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**

CARRIED**7.7 WINTER 2024 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.7 document number A4645267, pages 93 - 96 refers

RESOLUTION 2024/33

Moved: Member Bruce Mills
 Seconded: Member Tyler Bamber

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

- | | |
|------------------------------------|-------------------|
| a) Bay Cosmos AFC, Kawakawa | \$1,400.00 |
| b) Bay of Islands College | \$2,000.00 |
| c) Karetu School | \$1,000.00 |

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18 April 2024

d)	Kerikeri Football Club	\$2,000.00
e)	Kerikeri High School	\$1,000.00
f)	Matauri Bay School	\$570.00
g)	Moerewa Rugby Club	\$600.00
h)	Moerewa Rugby Club Juniors	\$1,200.00
i)	United Kawakawa Rugby Club	<u>\$1,000.00</u>
		\$10,770.00
		CARRIED

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

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

Agenda item 8.1 document number A4647324, pages 97 - 98 refers

RESOLUTION 2024/34

Moved: Member Jane Hindle

Seconded: Member Lane Ayr

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

CARRIED

9 TE KAPINGA HUI / MEETING CLOSE

At 2.03pm Member Roddy Hapati-Pihema closed the meeting with a karakia.

The meeting closed at 2.04pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 16 May 2024.

.....
CHAIRPERSON



**Far North
District Council**



TŪHONOTANGA MINITI ATTACHMENTS MINUTES

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

18 April 2024

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**NGATI RAHIRI MAORI KOMITI
&
TE KAHUI KAUMATUA KI WAITANGI**

**SUBMISSION re
FNDC OPEN SPACES**



HE WHAKAPUTANGA 1835



NGA TAMA TOA 1970



WAITANGI ACTION CTTEE 1979



KOTAHITANGA 1984



MAORI TINO 1990

SUBMITTED TO: submissions@fndc.govt.nz 13th March 2024

FROM: Hinewhare Harawira

0211 846 701

hinewhare@xtra.co.nz



Public Open Spaces

FNDC 30 year

Community Strategy

- **Challenges, Accessibility & Opportunities**
- **For the enjoyment of future generations**
- **Parks, Reserves, Cycleways, Beaches, Rivers, Playgrounds and so on**
- **PROTECT, PROVIDE & MANAGE**

NGA MOEMOE

ROADS

Te Kemara Ave

- drainscovered for shared access and walkway (infrastructure)
- speed humps
- seating
- Lighting outside marae entrance (infrastructure)
- Murals....wooden fence cnr Tahuna & Te Kemara Ave

Te Karuwaha Parade

- lighting along the foreshore on the footpath (infrastructure)
- seating along foreshore
- seating at waharoa..... pews / with backs?
- flags on lamppostson the bridge
- toilets at old kayak siteinfrastructure is still there (infrastructure)
- island..... Carvings on & around....Te Kooki & Anna Te Hamu
- stairs x2 along foreshore to go below the low water tide (infrastructure)
- Showers x2 on grass areas (infrastructure)
- Signage for Waitangi.....welcome to waitangi....you are entering the tribal lands of Ngati Rahiri
- Bbq x2....along Te Karuwaha



PARKS & RESERVES

Te Kemara Ave

- Playground/Playspace.... Mara Hupara.....traditional maori (community)
- Ambiance security and safety..... multi mode or shared walkway (community)
- pedestrian thoroughfare..... Te Karuwha and Te Kemara (community)
- for walkers and children learning to skate skateboard (community)
- amenity lighting in the footpath.....to guide people and identify people (community)
- seating around trees (community)
- Water fountains (community)
- Basketball – half-court (community)

TAUMATA MOHI / SHIPPEYS

- Stage..... entertainment and movies...kaumatua seating (infrastructure)
- Design.....Kaumatua seating around trees
- Strengthen around the karaka tapu (infrastructure)
- Picnic tables and bbqs (community)
- Bollards / Pou of tupuna (community)
- Remove the ship (open up the space 4 community)



WAITANGI BRIDGE – 2 LANES

COLLABORATION

- Waitangi Bike Park
- Focus Paihia
- Waitangi Marae
- Waitangi Treaty Grounds
- Paihia RSA
- Churches
- Schools
- BOI Yacht Club
- TTB3
- Local Bodies – Water Treatment Plant
- Regional Council – Tsunami Siren Tower
- Tai Tokerau District Maori Council
- FNDC
- Far North Regional Council
- Kindergarten
- Scouts





23 February 2023

*The **Paihia Waitangi Kindergarten**, under the Northland Kindergarten Association, current lease with Far North District Council has expired and is requesting a new lease. This will enable the Paihia Waitangi Kindergarten to continue to provide childcare services at 26 Te Kemara Avenue, Waitangi, as they have for the past 45 years.*

The proposed lease term is 15 years with a right of renewal for a further 15 years.

*Furthermore, **Paihia Sea Scout Group** is located at the same site and are requesting a new lease.*

The proposed lease term for this lease is 15 years with a right of renewal for a further 15 years.

27 February 2023

I wish to submit our **opposition** to renew the leases...

Ngapuhi is going through a crucial period of identifying and rectifying so many issues pertaining to our lands, that after submitting claims for over the past 100yrs, we finally get a statement from the Waitangi Tribunal, saying what we have always said....here is as follows.....

Waitangi Tribunal Stage 1 Report.....Ngapuhi **did not** cede sovereignty.

Waitangi Tribunal Stage 2 Report.....**All land** owned by the Crown within the inquiry district be returned to Te Raki Māori (Ngapuhi) ownership as redress for the Crown's breaches of te Tiriti/the Treaty and ngā mātāpono o te Tiriti/the principles of the Treaty.

NOTE from the JUDGE:

*Discussions and negotiations will occur in part at a **constitutional level** and will require **a sharing of power** as envisaged in te Tiriti.....We have no doubt that this process will be challenging for the Crown but undertaking it **in good faith is essential**.....**IF**..... the treaty partnership and the Crown's own honour is to be restored.*

Our kindergarten and scout den have serviced and are still servicing our community of waitangi with excellent child-initiated developments, and I for one am very appreciative of their manaakitanga and kaitiakitanga of our children over the years.


Rather than just say '**get out it's ours now**' I would like to inform everyone that as a hapu, yea we have said the words for a long time, but have never actioned them unfortunately, due to negotiations being one sided.....

so to ensure our kindergarten and scout den are able to continue their services I would like to offer the following;

- 1) sit down, take a breath, there is no hurry
 - 2) that property is found elsewhere for their operations
 - 3) that financial assistance is confirmed to enable their services to continue
 - 4) that instead of 1x 15yr lease, perhaps look at 5x 3yr leasesflexibility needs to be considered here
 - 5) that maybe we seek a legal opinion and/or legal papers so we all understand what is happening
- I'm not really too sure about how this all goes, but I do take note of what the Waitangi Tribunal has stated about **restoring the treaty partnership and the crowns honour**... which tells me we have to work together....**mahi tahi**

in the meantime I will be circulating this to the hapu to ensure we discuss this kaupapa fully at our next hapu hui **25mar23**
nga mihi maioha
Hinewhare
0211 846 701

Thursday, 29 June 2023 **Waitangi Kindergarten**
6.5 GROUND LEASE TO NORTHLAND KINDERGARTEN ASSOCIATION - TE KEMARA AVENUE PAIHIA
File Number: A4207582
✚ **The terms of the lease shall be 12years (3+3+3+3)**
✚ **With further conditions negotiated and agreed upon by the Group Manager Delivery and Operations and Te Kura Kōhungahunga Tōpū o Te Tai Tokerau (Northern Kindergarten Association Incorporated).**

Thursday, 24 August 2023 
6.4 GROUND LEASE TO PAIHIA SEA SCOUTS - TE KEMARA AVENUE PAIHIA
File Number: A4328925
✚ **The terms of the lease shall be 3 years with dates aligning with Te Kura Kōhangahunga Tōpū o Te Tai Tokerau Lease**
✚ **With further conditions negotiated and agreed upon by the Group Manager Delivery and Operations and Scouts Aotearoa.**

NOTE: The Kindergarten, Scouts and us, have got 3years to work out something together.... but before that happens I am asking all whanau who are interested in utilising or developing the site to contact me, so we can sit together and work out something to present to the hapu before meeting with the Kindergarten and Scouts

TAUMATA MOHI aka Shippeys

TE KEMARA AVE RESERVE

TE KARUWHA PARADE

WAITANGI BIKE PARK

WAITANGI SPATIAL PLAN – 6jul23

WAITANGI TSUNAMI SIREN

FLAGS ON LAMP POSTS

WAITANGI ENDOWMENT FOREST

WAITANGI WATER TREATMENT PLANT



INTRODUCTION

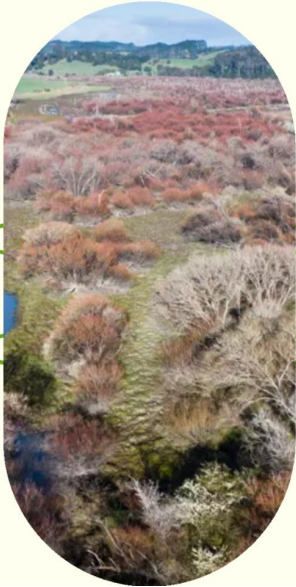
Te Papa Pa Orooro (The echoing wetlands) is a 3 year wetland restoration project of Ngā Tangariki O Ngāti Hine Trust.

It is a Jobs for Nature kaupapa, funded by the Department of Conservation.

The main purpose is to restore the wetland and the objective is to train and educate our Kaitiaki with the relevant environmental skills so they can continue this mahi in the wider Ngati Hine rohe or elsewhere post project.

VALUES

Healing our people to heal our land' is a concept that emphasizes the interconnection between the well-being of individuals and the health of the environment. It reflects the idea that addressing the physical, mental, and spiritual health of a community or a group of people can contribute to the restoration and preservation of the natural world. This concept is rooted in the belief that there is a symbiotic relationship between human health and the health of the planet.



A circular photograph showing a wetland landscape. The foreground is filled with dense, reddish-brown vegetation, possibly a type of shrub or grass. In the background, there is a body of water and some distant hills under a blue sky.

GOALS

Our mahi follows the method of Reclaim, Recover and Replant.

Our biggest focus is the eradication of Willow Trees among a host of other invasive foreign species, ultimately improving our waterways.

To train and educate our Kaitiaki with the relevant environmental skills so they can continue this mahi in the wider Ngati Hine rohe or elsewhere post project.

THE VISION

- To build a native walkway, including a boardwalk over part of the wetland.
- Showcase native plant and tree species.
- Have educational resource on display.
- Raise awareness of our waterways, taonga species and other environmental issues in Ngati Hine.





Provide an enjoyable experience for the public

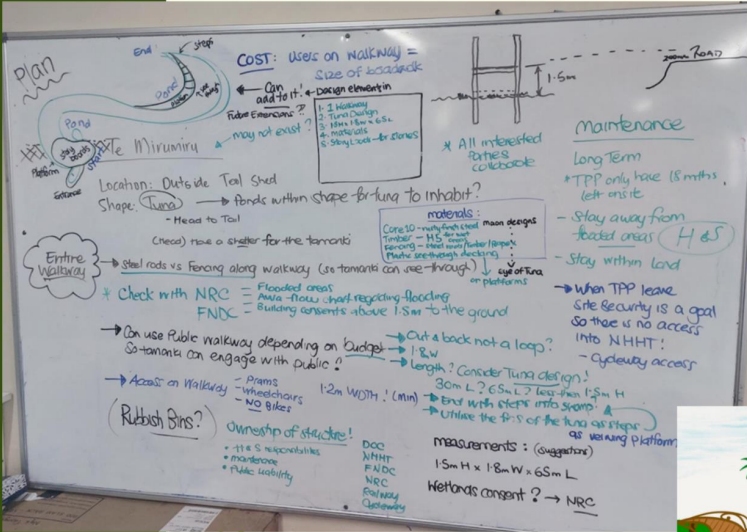
One of our biggest goals in to provide the public with an authentic experience by constructing a walkway. Part of this walkway would be a boardwalk through part of our wetland.



Raise awareness and education to continue care

Our aim is to leave the walkway for people to enjoy, as well as raise awareness about our waterways and encourage ongoing mahi to improve this. It will also give us an opportunity to showcase the uniqueness of Ngati Hine and our relationship with our whenua.





Plan

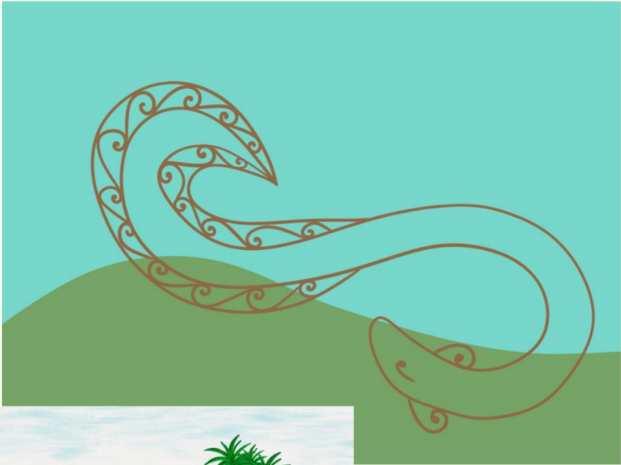
End
Start
Pond
Mirumiru
Location: Ditside Tail Shed
Shape: Tuna
→ Fibres within shape - for tuna to inhabit?
→ Head to Tail
(Ches) have a shelter for the tarantula
Entire Walkway
→ Steel rods vs. Fencing along walkway (so tarantula can see through)
→ Check with NRC
→ Fencing
→ Can use Public walkway depending on Budget
→ Can tarantula can engage with public?
→ Access on Walkway
→ Rubbish Bins?
Ownership of structure!
→ Site S responsibilities
→ Maintenance
→ Public liability


COST: Uses on Walkway = Size of Escalator
→ Can add to it? → Design element in
Fibre Elements?
→ may not exist?

Materials:
Core 10 - very fine steel
Timber - 115 for most
→ need more (under tarantula)
(Panda strength) → check

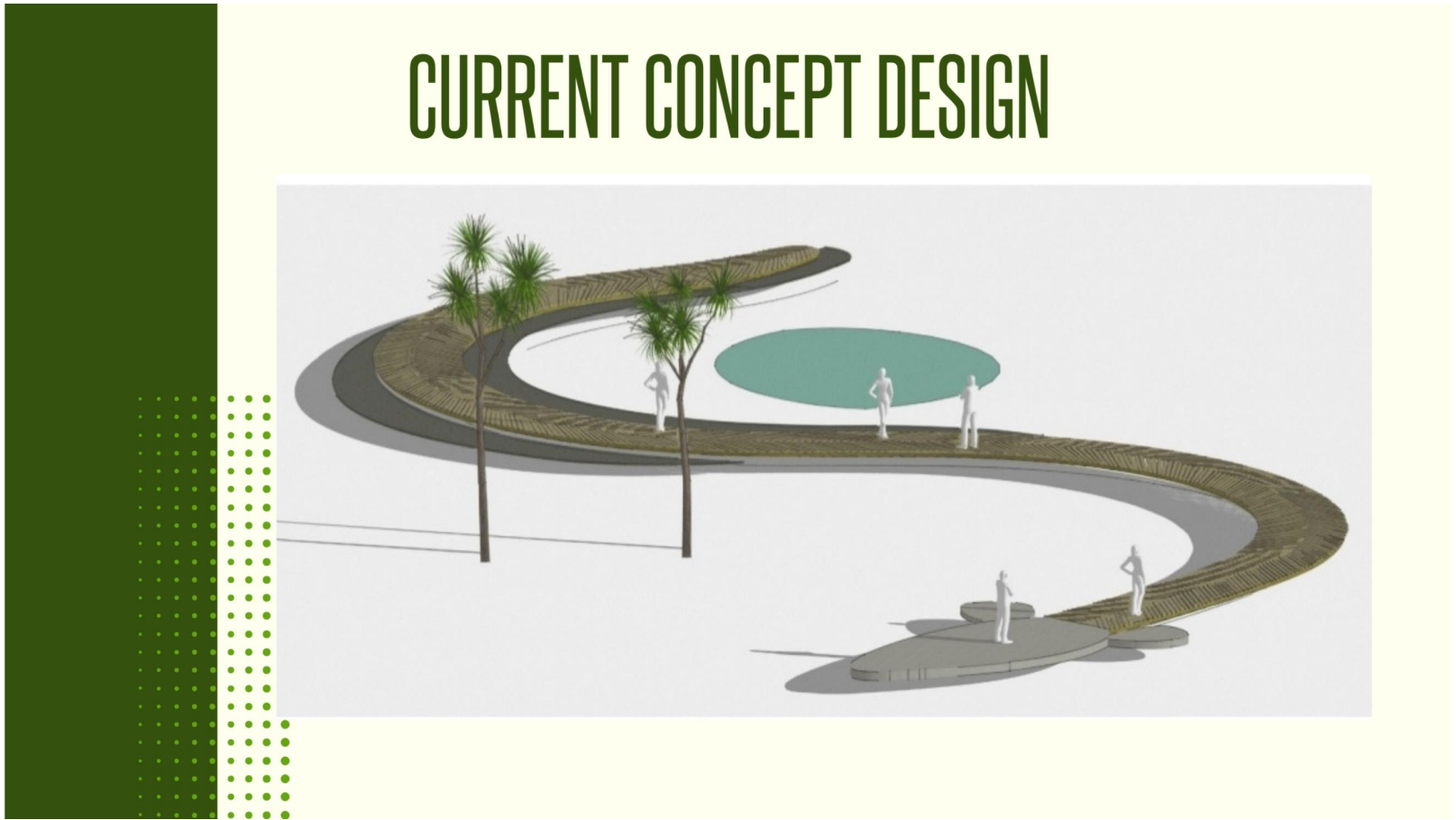
Maintenance
Long Term
→ TPP only have 18 mths left on site
→ Stay away from flooded areas (H & S)
→ Stay within land
→ When TPP leave site security is a goal so there is no access into NHHT!
→ Cycleway access

Measurements: (suggestions)
1.5m H x 1.8m W x 6.5m L
Wetlands consent? → NRC





WANANGA



7 NGĀ PŪRONGO / REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A4681087

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 Member Jane Hindle.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

The report from the Chairperson and members are attached.

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

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Chairpersons Report - Belinda Ward - A4681085 [↓](#) 
2. Members Report - Jane Hindle - A4686250 [↓](#) 



Bay of Islands-Whangaroa
Community Board

Member's Report

Name: Belinda Ward
Subdivision: Paihia Subdivision
Date: 1st April 2024 – 28th April 2024

Meetings Attended

Date	Meeting	Comments
02/04/24	Open Spaces Strategy & Community Halls Workshop	Virtual
04/04/24	Northland Taitokerau Regional Trails. Shaping our cycle/walkway network.	Mahinga Innovation Centre Kaikohe
05/04/24	CB Chairs catch up with Stakeholder Relationships Manager	Virtual
05/04/24	BOI-W CB Agenda Preview	Virtual
09/04/24	Paihia War Memorial Hall Committee Meeting	PWMH Conference Room
09/04/24	Members Ward, Ayr, Bamber & Slack met to discuss the RFS issues below around kerbside collections.	Virtual - Solid Waste Manager
11/04/24	FNDC Meeting	Virtual
18/04/24	BOI-W CB Meeting	Turner Centre Kerikeri
23/04/24	Te Koukou - Transport Committee Mtg. Supporting Transport Choices- Kerikeri Active Mode Alternatives.	FNDC Kaikohe
24/04/24	Attended TSS The Minerva 1910 heritage steam vessell Open Day to celebrate the new custom-built boiler & restoration progress.	Opua Commercial Estate 947 Paihia Rd Opua
26/04/24	LTP Community Board draft submission	Via Teams workshop to finalize submission

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. 30/10/23 Awaiting reply from NRC
06/04/24	Complaints received regarding Freedom Campers & dogs in the FNHL Williams Road Carpark. FNHL & FNDC moved them on.
13/04/24	A new "No Camping" sign that had been erected by the Waitangi Bridge on Te Karuwha Parade was sawn down in 2 pieces. I managed to collect the new sign before it disappeared so it can be re-cycled.
25/04/24	Anzac wreaths from the BOI-W CB were laid by myself at Waitangi & by the Chair of the Paihia War Memorial Hall at the Hall flagpole.

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? Update: Solid Waste Manager to meet with relevant CB members via Teams 9/3/2024 Update: Meeting held & CB member to forward wording for bin signage.
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? Update: Solid Waste Manager to meet with relevant CB members via Teams 9/3/2024 Update: Meeting held & CB member to forward wording for bin signage.
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. 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 28/04/24
4189563	22/01/24	Various RFS's emailed by a resident regarding issues between Te Haumi Paihia & the Waitangi Bridge. Update: KH is forwarding to the perspective departments & staff to action & obtain feedback. In progress.
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. No action as at 29/3/24 Update: 20/03/24 Footpath is worse now following another big blow & still no maintenance!
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	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.
4199159	03/04/24	Email received from Takau Bay Residents re road, grading, sealing & speed limit issues.
4153943 4167086 4197247	15/04/24	I received a call & emails from a Tapuhi Road resident in Hukerenui regarding culverts & drains blocked with metal & historical RFS's.
4195214	19/04/24	Blocked drains in Sullivans Road Paihia were worked on by the contractor & the job is not finished.
After Hours	22/04/24	Numerous RFS's were submitted regarding a water leakage outside Ella & Co. store in Williams Road Paihia. Job had been escalated.

Resource Consents:

RC: 2220790-RMALUC 1526 SH 10 Kerikeri.
To construct & operate a Medical Center in a Rural Production Zone as a discretionary activity.

Other Issues

Kerikeri Kings Street resident emailed concerns regarding accessibility issues & the need for safe pedestrian access to Kerikeri Rd. The new housing development will be providing a footpath as a condition of consent.



Member's Report

Name: Jane Hindle

Subdivision: Russell Ōpua Subdivision

Date: 30 March – 29 April 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
2 Apr 24	#3,4,5	Catch up with Placemaking Navigator to review timelines, outstanding actions and plan for Steering committee meeting	Huge amount to do in a very short timeframe
2 April 24	#1,2,3,4,5	Fortnightly catch-up with Community Board co-ordinator	Via Teams
4 Apr 24	#3, 4, 5	Steering Group meeting for Placemaking Project.	Selected shortlist of candidates
7 Apr 24	#1,2	Organised Tsunami testing (5 sirens)	All working OK.
8 Apr 24	#3, 4, 5	Russell Lights Ngā Marama article on the Placemaking project.	Click or tap here to enter text.
9 Apr 24	#3,4,5	Interview shortlisted candidates for the Russell Placemaking project. Selection criteria provided for assessment.	Successful candidate selected.
10 Apr 24	#1,3,5	Attended meeting with FNDC staff about Russell wastewater treatment plant at Haratu.	Level of frustration from attendees that basic questions were not being answered.
11 Apr 24	#3,4,5	Meeting about the Placemaking Pop-up shop with the subcommittee to go through plans.	Including new Navigator place Placemaking Practitioner.
12 Apr 24	#3,4,5	Meeting with FNDC comms team to confirm understanding of deliverables and timeframes.	Via Teams
16 Apr 24	#1,2,3,4,5	Fortnightly catch-up with Community Board co-ordinator	Via Teams

18 Apr 24	#1,2,3, 4,5	Community Board meeting	The Turner Centre
22 April to May	#3,4,5	Placemaking Pop-up in Russell. Setting up, training, manning and general dogsbody	10 days of community consultation
April	#3,4,5	Multiple meetings with key interested parties to provide them with a briefing on the Placemaking initiative so they understood what the project was about.	Informative and positive. But took a very long time!
26 Jan to 27 Feb	#1,2,3, 4,5	Spent a significant amount of time creating explainer posts for the Long Term Plan highlighting different aspects of the consultation documents. These were well read. Reach 19,503 ↑ 81% Visits 1,500 ↑ 164.9% Page Followers 1,027 (1,016) New Likes 13↑	Most popular posts were Rates increase charts (9.2K) Community Board funding (8K) LTP CAPEX projects (7K) Harrison Reserve volunteer story (6.5K) Rates expenditure breakdown (6.1K)

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	Hedge has been removed, grass seed is now growing.
Russell Boat ramp carpark #3, 4, 5	This has slipped and is now scheduled for May.
Russell Drainage #1, 2	Submitted in LTP requesting proper maintenance
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 Matawhi over summer. Trying to establish what plans are in place to address these issues.

Requests for Service (RFS)

RFS number	Date	Comment
(4125516) 4139501	(1/9/2022) 16/12/22	Matauwahi Bay Road drainage with stormwater drainage due to tree roots lifting pavement and drain resulting in blockages and damage to footpath. <u>Tree now growing back.</u> MORE SILT REMOVAL. NEEDS TO GO IN LTP.
4150811	17/03/2023	Causeway to Russell Boat Club on Matauwahi Road (paper road section) needs repairs for safety reason. Will need legal, roading and engineers involved. ENGINEERING DESIGN COMPLETED, NOW WHAT?
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. ENGINEERING DESIGN COMPLETED, NOW WHAT?
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	Contractors admit no liability.
4193628	05/03/2024	Drainage on Yorke Street, works have been delayed and are currently scheduled to commence in late April
4179871 4179872 4195221 4195222	Various	Various potholes on Pitt Street which have not been repaired despite numerous RFSs. Customer has been advised work is scheduled, given a date then nothing happens. If there is a reason for the work not being done, then please advise the customer why.

Other issues

There seems to be a general habit of closing RFSs before the work is carried out and completed. The customer is told a date, but the work then doesn't happen. They then have to raise new RFSs to get things done and it is extremely frustrating for all concerned.

Ongoing lack of communication on issues that directly affect the community – it seems that the Community board members are often left in the dark, yet it is us that the community complains to first. A good example of this is the new Community Services contract where it is the most visible contract in the community, and the one people complain most about to us.

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.**

7.2 FUNDING APPLICATIONS

File Number: A4681534

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 **\$36,802.52** to allocate for the Community Board Fund in the 2023/2024 financial year.
- The Board also has **\$90,575.00** to allocate for the Placemaking Fund for the 2023/2024 financial year.
- Four new applications have been received, requesting \$20,558.00.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$4,217.00** (plus GST if applicable) be paid from the Boards Community Fund account to Living Theatre Charitable Trust towards the costs for Bad Jelly the Witch.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$3,500.00** (plus GST if applicable) be paid from the Boards Community Fund account to the Turner Centre towards the costs of Brew of Islands 2024.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,266.00** (plus GST if applicable) be paid from the Boards Community Fund account to Ngati Rahiri Māori Komiti towards the costs of Wananga Matariki 2024.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,000.00** (plus GST if applicable) be paid from the Boards Placemaking Fund account to From Script to Screen towards film-making workshops.

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
Living Theatre Charitable Trust – Bad Jelly the Witch	\$4,217.00	\$4,217.00	The applicant is seeking assistance in funding their next show – Bad Jelly the Witch. They have been granted \$2,000 from Kaikohe-Hokianga Community Board but were unsuccessful with their application to Creative Communities. This meets community outcomes 1 and 3	Arts, Culture and Heritage/ Event
Turner Centre – Brew of Islands 2024	\$8,500.00	\$3,500.00	The applicant is seeking funding to support the 2024 event. The recommendation is for funding the local entertainers and promotion of the event. This meets community outcomes 1 and 3	Arts, Culture and Heritage/ Event
Ngati Rahiri Māori Komiti – Wananga Matariki	\$5,841.00	\$2,266.00	The applicant is running a series of events for 10-12 kuia and kumatua to attend a series of wananga in the Bay of Islands-Whangaroa Ward as well as the Kaikohe-Hokianga Ward at Matariki. This is open to the descendants of James and Frances, and they note that on some days wider audience is likely to attend as manaakitanga means that the wider whanau will be included. The amount recommended is for the hire of rental vehicles to transport participants. A separate application has been lodged with Kaikohe-Hokianga Community Board. This meets community outcomes 1, 3, 5, 6	Arts, Culture and Heritage/ Event
From Script to Screen – Film-making workshops	\$2,000.00	\$2,000.00	The applicant is running a series of film-making workshops for adults and children. They were unsuccessful with their application to Creative Communities. This meets community outcomes 1 and 3	Community Development

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. Living Theatre - Bad Jelly the Witch - A4681370 [↓](#) 
2. Brew of Islands 2024 - A4681371 [↓](#) 
3. Ngati Rahiri Maori Committee - A4681373 [↓](#) 
4. Script to Screen Filmmaking Workshops - A4681374 [↓](#) 

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

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

Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**Local Grant Application Form****Application No. BOIWCB232429 From Living Theatre Charitable Trust**

Form Submitted 22 Apr 2024, 1:35PM NZST

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

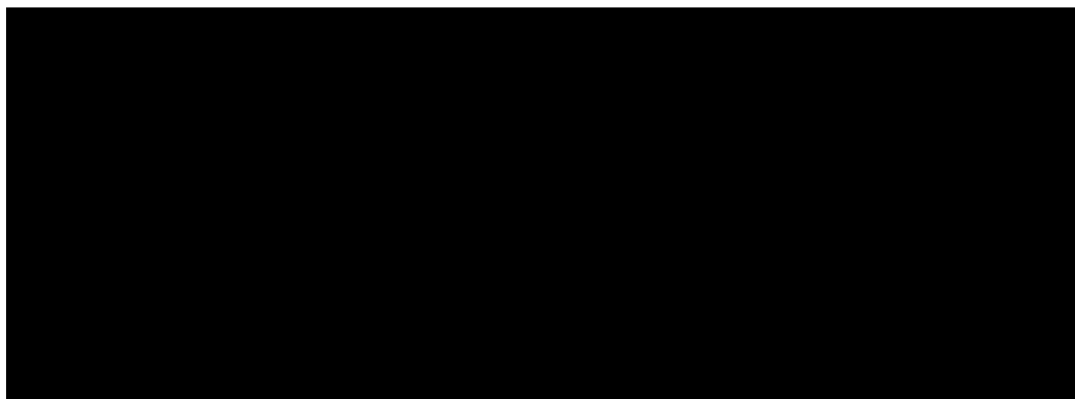
- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working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

Living Theatre Charitable Trust

**Facebook page**www.facebook.com/glowshowco

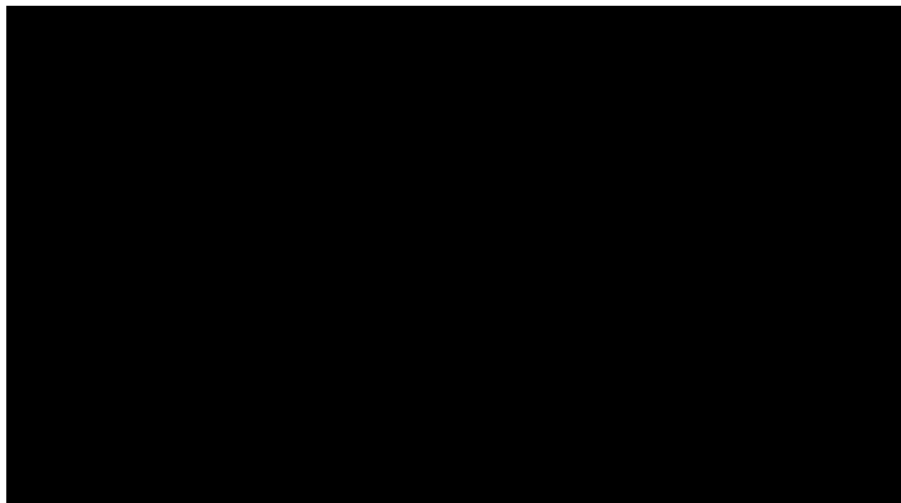
Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**Local Grant Application Form****Application No. BOIWCB232429 From Living Theatre Charitable Trust**

Form Submitted 22 Apr 2024, 1:35PM NZST

Contact details

Contact Person One:

Contact Person Two:

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

To create and deliver innovative, educational and original theatre. We work with emergent artists and seasoned professionals to take theatrical entertainment to children of Aotearoa.

Number of Members *

4

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

Clearly describe the project or event:

Name of Activity *

Badjelly the Witch Glow Show

Location *

Turner Centre, Kerikeri

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024
Local Grant Application Form****Application No. BOIWCB232429 From Living Theatre Charitable Trust**

Form Submitted 22 Apr 2024, 1:35PM NZST

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?**

\$27.00

Must be a dollar amount.

Project dates:

Start Date

Date *

08/07/2024

Must be a date.

End Date:

Date: *

08/07/2024

Must be a date.

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

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

Project outline: *

Up to 400 tamariki and educators in and around Kerikeri will benefit from coming to see BADJELLY GLOW SHOW during July school holidays. We've been given the incredible opportunity to bring Badjelly as a glow show (giant scale glow-in-the-dark puppetry) to celebrate the 50th year since the book was written by Spike Milligan in the 1970s.

This will also be held during Northland's Matariki Festival- we would love to add to this and will be gifting tickets with Jacman Entertainment as promotional giveaways.

The characters and story-telling bring joy and humour with our glow-in-the-dark puppetry and we would like to provide a group of children, who would not necessarily be able to attend, of have access as part of a school holiday event. From the Glow Shows, children want to read, write and express themselves as they are buzzing from the experience,as they are inspired from coming to the shows.

Far North's community will benefit from attending high quality performance art, delivered by 8 people on the road, and 18 who are part of the team creating the whole work.

We are touring to 30 locations, nationwide over 4 weeks(this includes July and October school holidays) and have provided budget of full cost breakdown for you to see the costs apportioned to Kerikeri only. These costs are itemised in the budget breakdown and we are requesting finds towards a portion of these costs only.

Project Cost

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

Application No. BOIWCB232429 From Living Theatre Charitable Trust

Form Submitted 22 Apr 2024, 1:35PM NZST

*** 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.
Rent/Venue Hire	\$1,920.00	\$	Filename: BJTW Master Budget 2024.xlsx File size: 19.7 kB	\$16,203
Advertising/Promotion	\$616.00	\$616.00	No files have been uploaded	\$

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

Application No. BOIWCB232429 From Living Theatre Charitable Trust

Form Submitted 22 Apr 2024, 1:35PM NZST

Professional Fees	\$7,938.00	\$1,000.00	<p>Filename: Alan Cochran design illustration quote .pdf File size: 69.8 kB</p> <p>Filename: Quote - Graphic Designer.pdf File size: 208.6 kB</p> <p>Filename: Quote - Sound Tech Gear Hire 2024.pdf File size: 267.8 kB</p> <p>Filename: QUOTE - Tour Management 2024.pdf File size: 267.0 kB</p> <p>Filename: QUOTE- Audio-Sound assistant technician 2024.pdf File size: 268.6 kB</p>	\$
Administration, Production	\$3,189.00	\$1,000.00	<p>Filename: BJTW Master Budget 2024.xlsx File size: 19.7 kB</p>	\$
Ticketing	\$443.00	\$443.00	No files have been uploaded	\$
Accommodation	\$939.00	\$	<p>Filename: QUOTE for Kerikeri Accommodation Your booking ref 50306.docx File size: 27.3 kB</p>	\$
Per diems	\$400.00	\$400.00	No files have been uploaded	\$
Travel/ mileage	\$758.00	\$758.00	No files have been uploaded	\$

Funding Request Amount

**Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024
Local Grant Application Form****Application No. BOIWCB232429 From Living Theatre Charitable Trust**

Form Submitted 22 Apr 2024, 1:35PM NZST

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? *

16203

Must be a number.

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

\$4,217

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**

102-169-270

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

\$126,000.00

Must be a dollar amount.

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

\$126,000.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Venue Hire Turner Centre, Forum North, Due Drop, Centre Stage	\$7,442.00
Towards Gisborne Leg of tour	\$10,000.00
Lion Foundation - towards sound assistant fee over whole tour	\$8,000.00

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

Application No. BOIWCB232429 From Living Theatre Charitable Trust

Form Submitted 22 Apr 2024, 1:35PM NZST

Blue Sky Community Trust - towards website build and space and opex in Orewa	\$12,000.00
Pub Charity - towards new UV lighting and administrator	\$10,000.00
Aotearoa Gaming Trust towards opex and space in Orewa	\$24,000.00
Rotorua Trust - Venue hire and towards production costs four Rotorua leg.	\$5,510.00
Towards production costs and professional fees for 5 Auckland Locations - North, South and Central	\$22,654.00
Auckland Arts Grant towards Auckland production costs	\$12,000.00
WEL foundation towards Hamilton production costs	\$2,000.00
Wellington Creative Communities	\$6,207.00
Whangarei Creative Communities	\$3,500.00
Far North - Kaikohe FNDC	\$2,000.00

Total Tagged Funds

Total Tagged Amount

\$125,313.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Foundation North	\$7,442.00	Approved
Trust Tairāwhiti	\$10,000.00	Approved
Lion Foundation	\$8,000.00	Approved
Blue Sky Community Trust	\$12,000.00	Approved
Pub Charity	\$10,000.00	Approved
Aotearoa Gaming Trust	\$24,000.00	Approved
Rotorua Trust	\$5,510.00	Approved
Auckland Creative Communities	\$22,654.00	Approved

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

Application No. BOIWCB232429 From Living Theatre Charitable Trust

Form Submitted 22 Apr 2024, 1:35PM NZST

WEL Foundation	\$2,000.00	Approved
Auckland Arts Grant	\$12,000.00	Approved

Previous Funding from FNDC

Have you previously received funding from FNDC? *

☒ Yes ☐ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Te Hiku - Towards venue and production costs for Wonderland Glow Show	\$2,587.00	05/05/2023	Yes
Kaikohe-Hokianga	\$2,500.00	10/05/2023	Yes
Te Hiku- towards production costs for Matariki Glow Show	\$1,788.00	19/05/2022	Yes
Kaikohe - Towards Matariki Glow Show	\$1,110.00	02/05/2022	Yes
Creative Communities Towards Matariki Glow Show in Kerikeri and Kaitia	\$4,903.00	01/02/2022	Yes

Declaration

* indicates a required field

Privacy Information

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

Applicant Declaration

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

Application No. BOIWCB232429 From Living Theatre Charitable Trust

Form Submitted 22 Apr 2024, 1:35PM NZST

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.
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

Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**Local Grant Application Form****Application No. BOIWCB232429 From Living Theatre Charitable Trust**

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who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.

9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).

- 10 To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

Signatures

Signatory One

Signatory Two

Name ***Name**

Local Grant Application Form



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

Applicant details

Organisation Number of Members

Please briefly describe the purpose of the organisation.

The Turner Centre is a multi-purpose community hub and performing arts centre based in Kerikeri.
We connect our community with creativity and culture.

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

Local Grant Application Form



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.

Brew of Islands, the distinctly Far North one-of-a-kind beer festival is back with a bang and we need the support of the Bay of Islands Whangaroa Community Board to make the festival even better second time around.

Get ready for a weekend brimming with hoppy delights as we celebrate Northland's finest food, drinks, and entertainment. BOI24 brings together beloved local breweries alongside exciting newcomers, promising new flavors and a Northland-inspired beer brewing competition. We'll explore new spaces at the Turner Centre, groove to fresh local and national musical acts, and savor delectable one-handed beer-paired bites curated by our talented local food producers.

Brew of Islands is a tribute to Te Tai Tokerau, showcasing our remarkable manaakitanga, culture and talent. Visiting brewers who attended the inaugural BOI said it was one of the best little beer festivals they'd ever been to. Brew of Islands benefits the community by bringing diverse groups together to connect over a brew, hit the dance floor and celebrate the flavours and creativity of our beautiful region. Local businesses, food producers, brewers and creatives all benefit too, as visitors come from out of town to experience the best of the north. We are aiming to attract 2000 locals and 1000 visitors to the region. With your support, we hope to make this successful, safe and sustainable event an annual highlight of Northland's event calendar .

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	7500	
Advertising/Promotion incl branding, ticketing	35000	1500
Facilitator/Professional Fees ²	46,690	
Administration (incl. stationery/copying)		
Equipment Hire & contingency	15450	1000
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments LOCAL ENTERTAINMENT	25,800	2000
Travel/Mileage Local Accommodaiton		2000
Volunteer Expenses Reimbursement REUSABLE PLASTIC CUPS		2000
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Compliance	2217	
TOTALS	132,657	8500

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
N/A	
TOTAL	

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

Funding Source	Amount	Approved
Northland Inc Events Funding	\$20,000	Yes / Pending
Venue hire in-kind support Turner Centre	\$7500	Yes / Pending
Sponsorship - Barfoot & Thompson	\$8,000	Yes / Pending
Ticket sales (based on 66% occupancy)	\$60,869.57	Yes / Pending
Alcohol sales - 40% \$35 pp	\$24,347.83	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Annual operating expenses	\$50,000	2022	Y / N
Reuben Rameka Concert	\$2,900	Nov 2023	Y / N
Trouble in Paradise Exhibition	\$3,000	June 2023	Y / N
Kanikani Katoa	\$4,500	Aug 2023	Y / N

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

The Centre at Kerikeri Limited

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
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Signatory One

Signatory Two

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Local Grant Application Form



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7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
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10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name

Postal Address

Phone Number

Signature

Signatory Two

Name

Postal Address

Phone Number

Signature

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A2686814

(version Sept 2018)

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Local Grant Application Form



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 - ☐ 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 **NGATI RAHIRI MAORI KOMITI**

Number of Members **12**

Please briefly describe the purpose of the organisation.

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

Local Grant Application Form



TO BUILD RELATIONSHIPS WITH OTHER KAUMATUA KUIA OF DIFFERENT ETHNICITIES WITHIN THE COMMUNITIES OF THE
WHANGAROA BAY OF ISLANDS COMMUNITY BOARD

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 **WANANGA MATARIKI** Date **25th June – 30th June 2024**

Location **OPONONI** Time **8.30am**

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.

Whakahonore / to Honour me Whakaako / to Learn e pa ana nga wahine e whetu

Whakamohio / to Recognise nga mema komiti me te haponi e wheturangitia

Tautoko / Encourage te hauora tinana o nga Kaumatua Kuia

Whakanuia / to Celebrate te Tau Hou Maori

Whakawaihanga / to Create me te Whakawhanake / to Develop nga waiata harihari

Whakawhaipaanga / to Share kai me Whakapakari / to Strengthen whanaungatanga

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:

A2686814

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Local Grant Application Form



- 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	2750	2391
Advertising/Promotion		
Facilitator/Professional Fees ²	A scope of work must be attached	
Administration (incl. stationery/copying)	300	
Equipment Hire	2431	2110
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	700	
Refreshments / Kai	2000	1000
Travel/Mileage	340	340
Volunteer Expenses Reimbursement	2600	
TOTALS	11121	5841

2

Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number **132 147 086**

How much money does your organisation currently have? **16,239.49**

How much of this money is already committed to specific purposes? **16K**

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

Local Grant Application Form



Purpose	Amount
GST	10,597
NGAPUHI HUI A TAU – TANGI – HUI KAUMATUA KUIA – ADMIN – KOHA	5,000
TOTAL	15,597

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
NIL		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
CAROLS	2500	7nov19	Y / N
CAROLS	2500	6aug20	Y / N
CAROLS	2396.52	18oct21	Y / N
			Y / N

(version Sept 2018)

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.

A2686814

Local Grant Application Form



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) NGATI RAHIRI MAORI KOMITI

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

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

(version Sept 2018)

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.

Local Grant Application Form



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

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

Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**Local Grant Application Form****Application No. BOIWCB232428 From Script to Screen**

Form Submitted 18 Apr 2024, 11:29AM NZST

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

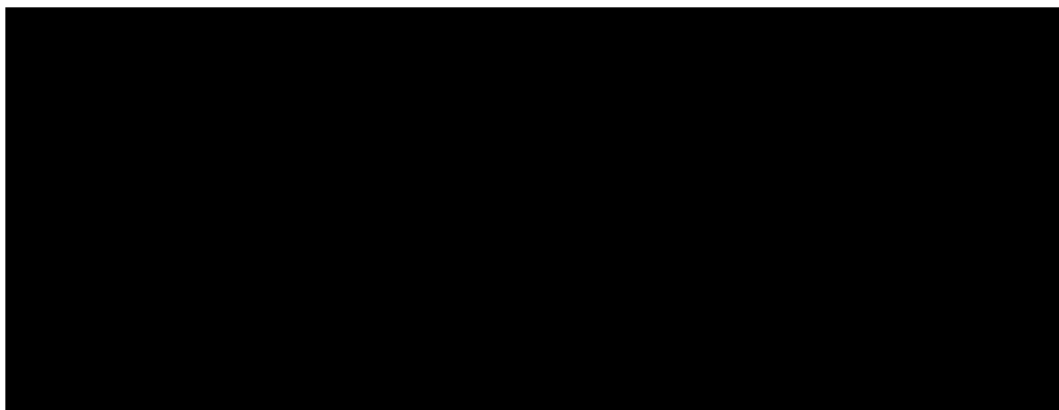
- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working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

Script to Screen

**Facebook page**<https://www.facebook.com/scripttoscreen/>

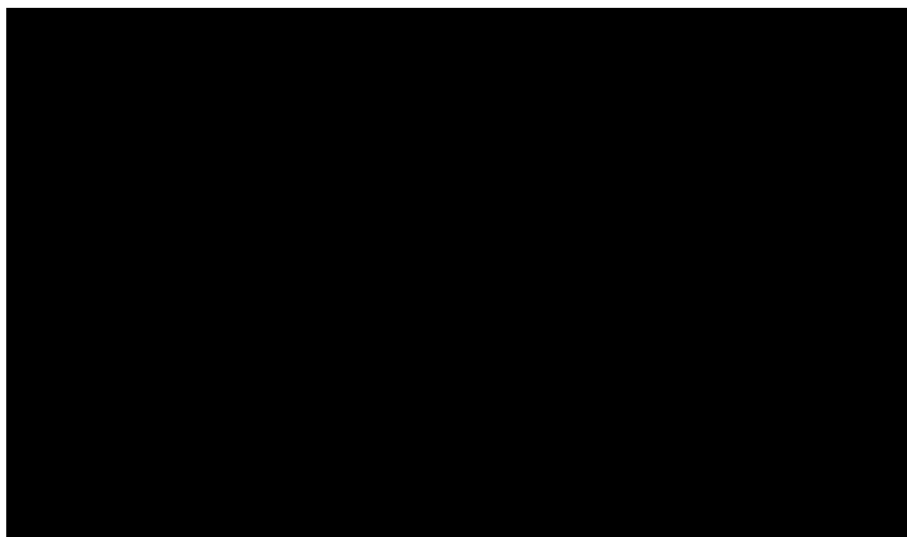
Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**Local Grant Application Form****Application No. BOIWCB232428 From Script to Screen**

Form Submitted 18 Apr 2024, 11:29AM NZST

Contact details

Contact Person One:

Contact Person Two:

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

Script to Screen is a charitable organisation dedicated to developing the craft and culture of storytelling for the screen. We help to connect and build the filmmaking community through our regional community workshops for new and emerging screenwriters and filmmakers.

Number of Members *

10 (staff & board trustees)

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

Clearly describe the project or event:

Name of Activity *

Far North

Location *

Turner Centre, 43 Cobham Road, Kerikeri 0230

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

Application No. BOIWCB232428 From Script to Screen

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

☐ Yes

☒ No

Project dates:

Start Date

End Date:

Date *

Date: *

14/07/2024

18/04/2024

Must be a date.

Must be a date.

Project Outline

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

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

Project outline: *

Script to Screen is planning to deliver two workshops in Kerikeri in July. The first is a one-day adult filmmaking workshop and the second is a four-day youth filmmaking workshop.

In this application we are seeking funding to help deliver our four-day filmmaking workshop for Youth. This workshop will benefit local youth with an interest in telling stories for the screen, giving them access to fantastic learnings from leading practitioners without having to leave the region. The workshops will also have the flow on effect of generating ideas, which can eventually give rise to creative projects in the region.

This is the tenth year of bringing a youth-focused workshop to Northland. The first iteration took place in Hokianga in 2015 and over four years we delivered this opportunity in Rawene, Whirinaki and Kaikohe until 2019, where we established the workshop in Whangārei. Going forward, our goal is to alternate years between Kerikeri and Whangārei so that we can provide far greater access to young filmmakers from both areas.

The Youth filmmaking workshop is a four-day school holiday programme teaching screenwriting, directing and acting skills to young people. Participants learn to write, direct and act in scenes which are then filmed. They see their work come to life on screen, and then debrief the process. This programme will be led by Michael Bennett (Story/Screenwriting) and Jamie Irvine (Acting/ Directing).

This workshop is specifically aimed at development for the Far North community's youth, who have an interest in screenwriting and filmmaking. We aim to boost the confidence of the participants, which in turn will help these talented individuals to produce excellent stories for the screen. The learning will involve discussions, exercises, group activities, and individual practical tasks. A lot of knowledge is imparted, and participants will be actively engaged throughout the workshop. As part of our kaupapa, we also provide healthy lunches to our participants which is fantastic as it helps build friendships and collaborations amongst the group. At the conclusion of the programme, participants get a copy of their own work.

For the four-day youth workshop, we cap the number of attendees at 20. This is because it is a practical workshop and having a smaller group enables everyone to be actively engaged throughout. We plan to have wide reach with our marketing. We will promote the event 4

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

Application No. BOIWCB232428 From Script to Screen

Form Submitted 18 Apr 2024, 11:29AM NZST

to 6 weeks in advance through the Script to Screen website, social media pages, and our mailing list. We also reach out to high schools in the area and will work closely with the Turner Centre to generate interest amongst the community. Those who wish to attend, book a ticket via Humanitix to reserve a place. This will allow us to gauge the level of promotion needed to achieve full capacity. At the conclusion of the workshops, participants fill out our survey, which helps us plan and improve our work for future workshops. Long term, this work helps us broaden the range of what we do as an organisation in the community.

This funding would be allocated towards Michael Bennett's fee, which would ensure that we are able to retain his services. The fee includes preparation time as well as delivery. Having someone of Michael's calibre is integral to the success of this workshop and being able to learn from him is a tremendous opportunity for the participants.

We want to nurture a supportive community for up-and-coming filmmakers and to provide a space for those interested in film to try scriptwriting and filmmaking. Our main goal is making these workshops available to those who don't have access to this knowledge. We do this by removing geographical barriers and making the workshop free to attend. Ultimately, we aim to help foster a strong creative community in the region and eventually see more stories from the Far North on screen.

Please note the budget figures include both the adult and the youth workshop. In this application we are seeking funding to cover Michael Bennett's fees for the youth workshop.

Who are we:

Michael Bennett is one of New Zealand's leading filmmakers and his credits include *The Gone*, *In Dark Places* and *Matariki*. Michael is perfect for this workshop and has had involvement in the Northland workshops since 2015. He is an outstanding educator and screenwriter and as well as his extensive television credits, is one of New Zealand's most successful short film directors as well, which is particularly relevant for grassroots and emerging filmmakers.

Jamie Irvine has worked in film and television over several decades as an actor, director, acting coach and script advisor. Jamie spent several years engaged in freelance work overseas in both Sydney and Los Angeles and during that time he worked as an Acting Coach at NIDA, Actors Centre Australia, Theatre of Arts Hollywood and various other organisations. Acting credits include *Shortland Street*, *Black Hands*, *Sweet Tooth*, *Centrepunt*, *Power Rangers*, *The Brokenwood Mysteries*, *Duckrockers* and *Mystic*. Jamie is Programme Manager at Script to Screen and to help ensure the workshop can go ahead in Kerikeri, is waiving his fee and also co-facilitating the workshop.

Olivia Mahood is also co-facilitating this workshop. Originally from Kerikeri, Olivia has facilitated similar workshops for Script to Screen and is the programme coordinator at Script to Screen. Olivia joined the organisation in May 2023. She has worked in the screen industry since graduating from Toi Whakaari: New Zealand Drama School in 2015, as an Art Director, Casting Director, an Actor and in production. She has also worked as an events producer in agency, arts and public sector contexts.

Project Cost

*** indicates a required field**

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

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

Application No. BOIWCB232428 From Script to Screen

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*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.
Rent/Venue Hire	\$2,000.00	\$	Filename: Letter about quotes.pdf File size: 83.8 kB Filename: Venue Hire Agreement - Script To Screen Workshops.pdf File size: 515.3 kB	\$2,000
Facilitator/Professional Fees	\$3,000.00	\$2,000.00	Filename: Letter about speaker quotes.pdf File size: 124.2 kB Filename: Speaker quote - Michael Bennett.pdf File size: 413.6 kB	\$3,000
Travel - Speaker Flights	\$281.00	\$	Filename: AirNZ E-Ticket booking ref 85NNJH.pdf File size: 75.5 kB Filename: Letter about quotes.pdf File size: 83.8 kB	\$281

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

Application No. BOIWCB232428 From Script to Screen

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Travel - Speaker Accommodation	\$652.00	\$	<div>Filename: Accommodation confirmation - Stay Keri.pdf File size: 1.2 MB</div> <div>Filename: Competitive quote - accommodation.pdf File size: 1.5 MB</div>	\$652
Travel - Speaker ground transport	\$110.00	\$	<div>Filename: Auckland Coop taxi estimate.pdf File size: 320.1 kB</div> <div>Filename: Competitive taxi estimate - corporate cab.pdf File size: 886.3 kB</div>	\$110
Speaker - per diem	\$240.00	\$	<div>Filename: Letter about quotes.pdf File size: 83.8 kB</div>	\$240
Travel - Facilitator car hire	\$356.00	\$	<div>Filename: Competitive quote car hire - BRC.pdf File size: 175.0 kB</div> <div>Filename: RaD Car hire - quote.pdf File size: 162.0 kB</div>	\$356
Travel - Facilitator petrol	\$150.00	\$	<div>Filename: Letter about quotes.pdf File size: 83.8 kB</div> <div>Filename: Petrol cost - estimate.pdf File size: 338.7 kB</div>	\$150

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

Application No. BOIWCB232428 From Script to Screen

Form Submitted 18 Apr 2024, 11:29AM NZST

Travel - Facilitator accommodation	\$1,148.00	\$	<div>Filename: Accommodation confirmation - Stay Keri.pdf File size: 1.2 MB</div> <div>Filename: Competitive quote - accommodation.pdf File size: 1.5 MB</div>	\$1,148
Refreshments - Youth workshop	\$385.00	\$	<div>Filename: Catering - Youth Workshop 2023 costs.pdf File size: 1.3 MB</div> <div>Filename: Letter about quotes.pdf File size: 83.8 kB</div>	\$385
Refreshments - Adult workshop	\$230.00	\$	<div>Filename: Catering - Adult Workshop 2023 costs.pdf File size: 126.6 kB</div> <div>Filename: Letter about quotes.pdf File size: 83.8 kB</div>	\$230
Ticket fees - Humanitix	\$18.00	\$	<div>Filename: Letter about quotes.pdf File size: 83.8 kB</div>	\$18
Advertising/Promotion	\$40.00	\$	<div>Filename: Letter about quotes.pdf File size: 83.8 kB</div>	\$40
Contingency (4%)	\$344.00	\$	No files have been uploaded	\$344
Programme management and facilitation	\$6,165.00	\$	No files have been uploaded	\$6,165
Overheads	\$756.00	\$	No files have been uploaded	\$765

Funding Request Amount

Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**Local Grant Application Form****Application No. BOIWCB232428 From Script to Screen**

Form Submitted 18 Apr 2024, 11:29AM NZST

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? *

15885

Must be a number.

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

\$2,000

Must be a dollar amount.

Financial Information*** indicates a required field****Financial Information****If your organisation registered for GST ***☒ Yes ☐ No**GST Number****GST Number**

078307137

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

\$371,738.00

Must be a dollar amount.

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

\$233,686.18

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Accounts payable	\$16,782.61
Accrued expenses & deferred income	\$18,040.00
Grants committed	\$133,774.75
Grants committed - alumni	\$44,673.18

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

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GST	\$2,779.64
Holiday pay accrual	\$14,656.39
PAYE payable	\$400.00
Westpac m'card - Jamie Irvine	\$1,636.80
Westpac m'card - Olivia Mahood	\$330.44
Westpac m'card - Jackie Dennis	\$612.37

Total Tagged Funds

Total Tagged Amount

\$233,686.18

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Foundation North	\$13,450.00	Approved
Ticket sales (adult work-shop)	\$435.00	Pending

Previous Funding from FNDC

Have you previously received funding from FNDC? *

☐ Yes ☒ No

Declaration

* indicates a required field

Privacy Information

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Applicant Declaration

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

Application No. BOIWCB232428 From Script to Screen

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

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
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:
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We agree to the following conditions if we are funded by Local Community Grant Funding:

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3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants

Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024**Local Grant Application Form****Application No. BOIWCB232428 From Script to Screen**

Form Submitted 18 Apr 2024, 11:29AM NZST

who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.

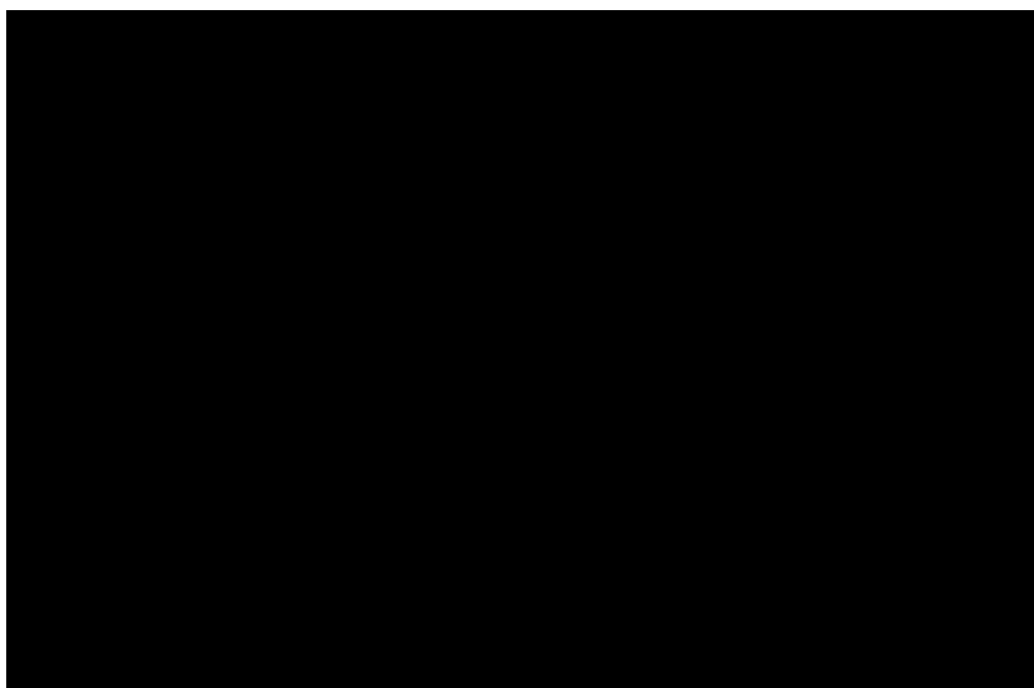
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).

- 10 To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

Signatures

Signatory One

Signatory Two

**Date**

18/04/2024

Must be a date.

Date

18/04/2024

Must be a date.

7.3 PROJECT FUNDING REPORTS

File Number: A4681387

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. Busy Bees
2. Kerikeri Vertjam 2024

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. Busy Bees - A4681369  
2. VertJam 2024 - A4681372  

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

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



**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 **PDF attachment via email is preferred) OR:**

Funding Advisor

Far North District Council Private

Bag 752

KAIKOHE 0440

Name of organisation: Kairos Connection Trust _____

Name & location of project: Busy Bees Group Kerikeri _____

Date of project/activity: 5 October 2023 to 2 February 2024 _____

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$1,000 _____

Board meeting date the grant was approved: 6 July 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)
BaaBaa Enterprises / 4 ply pure wool (4 x \$46) Double knit Acrylic wool (6 x \$15 for baby cardigans jumpers etc Ombre 12 ply wool (4 x \$40)	\$514	Copy of invoice
	\$	
BaaBaa Enterprises / 4 ply pure wool (10 x \$47.50) for baby knit jumpers cardigans beanies and booties DHB standard	\$475	Copy of invoice
Was added to another payment for wool for Angel Sacks which totaled \$592.20	\$11	
Total:	\$1,000	

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

Between the months of October 2023 and February 2024 we had an average of 23 members attending our Wednesday afternoon gatherings and 6 at the Orchard Estate meetings. Plus, three ladies that knit from home. Busy Bee members always bring a pile of knitted garments that they have done at home or on holiday or in the campervan to every meeting. They just love to knit and feel that their work is valued. One of the highlights for our knitters is receiving a new order of beautiful wool. Another big highlight is seeing the completed garments mount up to a large table full. The satisfaction and feeling of worthiness and the fact that we are all helping families keep their young, often vulnerable, babies and toddlers warm. Our nearly 100 year old knitter says that knitting blankets and jumpers helps her get through the day. She was so excited when I took some new variegated coloured wool to her. Her face just lit up, just as much as a bunch of flowers would have pleased her.

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

The total number of garments knitted during November '23, December '23 and January'24 is 542. Approximately 15 pure wool Angel Sacks, 70 jumpers, beanies or booties and 20 blankets were made possible by this grant. All our work is delivered via the Bald Angels to Social work Agencies, police, plunket and maternity units throughout our Northern Community from Kawakawa to the Far North. Feedback from the Bald Angels is always positive, explaining how well received and needed our knitted garments are. The Mother, of every new baby born, is offered an Angel Sack and or a gift parcel which includes a matching set of jumper/cardigan, beanie, booties and a bassinet blanket. We understand that some Mothers have absolutely nothing for a new baby and become very overwhelmed and extremely grateful. Quote posted on Busy Bees Face Book page by Therese Wickbom of the Bald Angels, helps describe the impact that our work has:

Talk about cuteness and love overload! And the impact and benefits of every single piece is simply extraordinary.



the donors of wool and funds- feel great about sharing to the community



the knitters have activity, brain exercise, social stimulation, community support and connectedness



the leaders of the group have satisfaction bringing it all together



the volunteers who sort it all and package it up for children in need get that love overload and share special moments with each other



the agencies who receive the goods get to share meaningful aroha and practical support to whānau



whānau are relieved of some stress because baby is warm AND they feel the aroha given freely



babies are warm and cosy and more likely to stay healthy. All because of these beautiful humans who give so many hours to share their talent and manaakitanga (care) .



Amazing!

Photos of some of our work attached.

Thank you again, for helping us this year.

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

No marketing. We have acknowledged the Whangaroa Community Board on our Face Book post around the time we were using the wool purchased with the grant.

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

Busy Bees Group Kerikeri

This report was completed by:

Date: 17-4-24_____



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:	Kerikeri Vert Jam & Pool Party 2024
Name & location of project:	Kerikeri Skate Park, Kerikeri Domain, Kerikeri
Date of project/activity:	8, 9, February 2024

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaitake-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$3447

Board meeting date the grant was approved: 14.12.2023

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)
Placemakers, duct-tape for safety barrier marking, rods, wire clasps for safety barrier, rope, safety tape, zip ties etc.	\$79	Y
Music Workshop, Inv. 1011, PA Hire, (includes discount of \$100, \$50 more than previous year).	\$385.25	Y
Heather Tyson Design, inv. 00265, Design work.	\$150	Y
Function Ltd, inv. 23388, T shirt advertising. Includes 15% discount as purchased during boxing day sale)	\$1276.24	Y
Total:	\$1890.49 plus \$2131.55 = \$4022.04	

Other, Total \$2131.55 - 3 tutors paid \$200 each 2 days (S. Boucher, B. Hansen, A. Creighton) \$1200, 4 paid judges, over 2 days (Bowman Hansen, Andrew Morrison, Sean Boucher, Cam Rico \$600), Help with advertising \$100 Facebook advertising/helper, plus \$231.55 Warehouse Stationery, consumables .

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

~~Free Learn to Skate lessons were a great success! In the lessons there was a wide variety of ages, from 4 to 40 years old, & really mixed between sexes. We held classes on both Thursday & Friday this year, with kids from around the Bay of Islands attending.~~

~~Between 15 & 18 kids at each of these classes, meaning 3 groups each day.~~

~~Skate Pool Party, 16 participants in the final, with many others attending during warm-up, including 3 skaters from Australia, skaters from Mt. Maunganui, Wellington, Auckland, Palmerston North, Hokianga, & Hamilton...appx 100 people viewing. A great event with very exciting skating.~~

~~Vertjam, 14 skaters, appx 240 viewing. A really fun, family friendly, exciting afternoon.~~

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

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

Free learn to skate lessons were a success/ Kids & Parents loved them. Great use of an awesome community facility & to encourage new people to use the park. We were better this year at having pre-booked classes & times. We had 3 coaches, one local, one the head of the NZ Skateboarding Olympic Mens team, & one a professional skateboard coach (who runs a successful school In Australia, who also represents NZ) he really helped also training our local coach.

Lots of great community feedback from all ages, exciting to see great skateboarding at our park & what is possible, inspiring for kids (again many parents saying kids have gone home & started practicing...), Meeting people at the supermarket/ workplaces who have been saying they never had an interest or watched skating before & loved this event/ fully cheering for favourites/ exciting to see this event in Kerikeri. Many comments on the comradery between contestants again.

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

We have attached our flyer for the event, which lists the Community Board as a Major Sponsor, the event was nationally covered by premier skateboard magazine 'Manual'.

The T-Shirts were printed with the Community Board logo, & given to contestants/ coaches & helpers, we have seen these worn at later skate events (& around town), which is great for promotion.

Lots of social Media/ sharing.

The Bay of Islands/ Whangaroa Community Board was thanked continuously during the event, for helping in such a large way to make it happen.

Various photos of the event/ skate lessons/ warm-ups attached (with photo credits).

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

<https://www.facebook.com/profile.php?id=61555865424472>

This report was completed by:

Name:

Address:

Phone:

Email:

Date:

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 BAY OF ISLANDS - WHANGAROA COMMUNITY HALL ANNUAL INFORMATION 2022-2023

File Number: A4662183

Author: Michelle Rockell, Team Leader - Property Management

Authoriser: Kevin Johnson, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Bay of Islands -Whangaroa Community Board the 2022-2023 Annual General Meeting (AGM) minutes, financial statement and statistical data as provided by Kaeo (Whangaroa) Memorial, Paihia Memorial, Russell Town, Totara North and Waipapa Hall Committees.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees that occupy Council owned halls to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to letters sent from Council staff.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands - Whangaroa Community Hall Annual Information 2022-2023.

TĀHUHU KŌRERO / BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 (attached) and the Community Halls Policy dated September 2016 (attached).

The Hall and Facilities Strategy notes Councils vision for community halls is “A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities.”

The Community Halls Policy includes the following key statements:

- Ensure that the communities current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well-maintained facilities.
- Adopt preferred frameworks for Councils involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls per Ward:

	Council owned on Council land	Council owned on Crown land	Community owned on Council land	Community owned on Community land
Kaikohe – Hokianga Ward	Kaikohe War Memorial Kohukohu South Hokianga War Memorial Kaikohe Senior Citizen's Horeke Okaihau Rawene	Taheke Community Centre		Broadwood Ngawha Waimamaku Umawera
Te Hiku Ward	Herekino, Mangonui Oruru (remains closed)	Lake Ohia Kaingaroa	Whatuwhiwhi	Fairburn Waiharara Araiawa <i>Takahue – no longer exists</i>
Bay of Islands – Whangaroa Ward	Paihia Russell Totara North Waipapa Whangaroa Memorial (Kaeo) Whangaroa Village	Maromaku	Moerewa	Opuā Pakaraka

In November each year, Council staff contact the various hall committees that occupy Council owned halls, reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

It is the intention of Council staff to present the Community Hall Committee information to the appropriate Community Board around April/May annually.

At the time of writing this report, community hall information had not been received from Maromaku and Whangaroa Village Hall Committees. All other information reports are attached to this report.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the content of the information received.








The Community Board will decide what steps to take with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

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

No financial implications for Council or the hall committees.

ĀPITIHINGA / ATTACHMENTS

- Kaeo (Whangaroa) Memorial Hall - A4504772**  

2. **Paihia Memorial Hall - A4481389** [↓](#) 
3. **Russell Town Hall - A4558774** [↓](#) 
4. **Totara North Hall - A4532914** [↓](#) 
5. **Waipapa Hall - A4490450** [↓](#) 
6. **Community Halls Policy 2016 - A3622340** [↓](#) 
7. **Halls and Facilities Strategy 2015 - A3622314** [↓](#) 
8. **Community Halls Request for Annual Return Template Letter - A4687162** [↓](#) 

2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	WHANGAROA MEMORIAL HALL		
Physical address:	State Highway 10 - Main Rd - KAEO		
Postal address:	P.O. Box 155 KAEO 0478		
Booking Officer Name	(Booking Officer will be added to our website) Carol Mosen		
Booking Officer Contact Info	Ph.: n/a	Mobile: 021405270	Email: carol.mosen@outlook.com
Afterhours Contact Name	Eljon Fitzgerald		
Afterhours Contact Info	Ph.: n/a	Mobile: 02102206851	Email: eljon.fitzgerald@gmail.com
Emergency Contact Name	Eljon Fitzgerald		
Emergency Contact Info	Ph.: n/a	Mobile: 02102206851	Email: eljon.fitzgerald@gmail.com

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Eljon Fitzgerald	12 Lewer Road RD1 KAEO 0478	eljon.fitzgerald@gmail.com	02102206851
Secretary	Lorraine Goulton	Mangamanihi Road RD 2 KAEO 0479	lorrainegoulton1@gmail.com	0211820552
Treasurer	Carol Mosen	Omaunu Road RD 2 KAEO 0479	carol.mosen@outlook.com	021405270
Committee	Bruce Mills	Omaunu Road RD 2 KAEO 0479	bruce-mills@hotmail.co.nz	094050209
Committee	Michael Mosen	Omaunu Road RD 2 KAEO 0479	mickelm@outlook.com	021405270
	Breeannah Martin	Omaunu Road RD2	breeannahm@gmail.com	0940501670

	Frances Goulton	KAE0 0479 12 Lewer Road RD1 KAE0 0478	aronui@inspire.net.nz	021831141
	RSA rep c/- June Nathan	Leigh St RD1 KAE0	detetivnathan@xtra.co.nz	0274-915126

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	We generally meet 6-10 times annually and/or as required (usually monthly during summer and at a high use times)
How often did the Committee meet in the year?	Due to the unavailability of committee members at various times throughout the year we only formally met as a committee five times. However, we did come together on other occasions to attend to various matters at the hall.

HALL INFORMATION	
Usage Data	
Number of bookings:	180
Number of users:	23
Type of use	
Community (regular users):	Whangaroa Health Trust (Community meetings) Te Runanga o Whaingaroa (Community meetings) New Beginning Christian Church (Sunday & Tuesday morning) Rally - Kaeo Youth Group (Fortnightly Friday evenings) Kaeo Community flea market (Monthly Saturday mornings - stopped) Kaeo Twilight Market (Fortnightly - stopped over Summer) Brazilian Ju Jitsu club (Wednesday evenings) Whiti-te-ra wahine health and wellbeing (Wednesday mornings)
Casual (one off):	RSA annual ANZAC service Whangaroa Papahapu Pink ribbon Skate school x2 Dingle foundation A Shetty (private function) A Melgren (private function) Research First Ltd
Commercial:	Te Komanga marae NZ Beef & Lamb Whangaroa Health Trust

	Ngāti Hine Trust Aronui Ltd K Tumai – Te Hiku Ora Kaitiaki Whangaroa			
Hire rates (per hour) N.B Current new rates from May 2023				
Community:	\$25 half day \$50 full day \$25 sound system \$25 projector and screen			
Casual:	\$50 half day \$100 full day \$30 sound system \$30 projector and screen			
Commercial:	\$100 half day \$200 full day \$50 sound system \$50 projector and screen			
Other:	Case by case basis			
2022/23 Financial Statement	Attached: Yes			
BWOF/Evacuation Plan	Photo Attached: Yes			
Insurance - Contents	No - but working on it		Value:	
Improvements completed	Purchase and installation of new curtains Purchase of new carpets in the foyer			
Maintenance completed	Repairs and painting of disabled access ramp Clean-up of storage area and cabinets Clean-up of stage storage cupboards On-going electrical problems continue to be addressed as they happen			
Other:	<p>The hall has several major repair problems caused by leaks in the roof that are now compromising the structural integrity of the walls. We also note leaks in the foyer roof that are causing visible damage to the ceiling.</p> <p>The council has removed wall panels and exposed problem areas. However, they have failed to return and complete the work 6 months later preferring to leave the exposed walls and electric cables. We have been advised that the hall needs a new roof.</p> <p>The hall desperately needs improvements to the water supply that remains undrinkable and stains basins and toilet bowls. The Kaeo town water supply has been an on-going issue for residents for years. The hall has a large roof and installation of water tanks to supply the hall seems logical.</p> <p>The hall committee has modest funds to assist with the purchase and installation of water tanks.</p>			
Check list <i>(cross out as provided)</i>	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main hall capacity – 500 people
Kitchen facilities	Fully functional electric stove and oven A small fridge Cups, plates and dishes for up to 30 people Free standing portable 30ltr hot water urn A new microwave
Toilets	Disabled access unisex toilet in the foyer. 2 Male urinals and 2 male cubicles 2 Female cubicles
Disabled access	A disabled access ramp provides access into the hall and a disabled access unisex toilet is available beside the main toilet area.
Parking	There is parking for up to 8 cars to park in front of and beside the hall. Additional road parking is available on nearby roads within a short 50m walk of the hall.
Furniture available	145 hall chairs 8 hall chair stackers 10 portable plastic tables
Other facilities / assets available e.g.: stage, lighting, heating	The hall has a large stage area and storage rooms to the rear of the stage area. There is a suspended spotlight and floodlight platform for stage performances and suspended microphones for sound. There is a complete sound system and amplifier deck in the security cupboard. The hall has six wall mounted heaters and a heat pump in the foyer area.

REPORTING FINANCIAL STATEMENT TO FNDC
WHANGAROA MEMORIAL HALL
 STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 MARCH 2023



Far North
 District Council

Te Kaunihera o Tai Tokerau Ki Te Raki

	2021/22	2022/23
INCOME		
Hall Hire	\$ 3,488.70	\$ 7,714.00
Rental of Plunket room	\$ 2,600.00	\$ 3,250.00
Bond	-	\$ -
Grants/Funding	\$ -	\$ -
	<u>\$ 6,088.70</u>	<u>\$ 10,964.00</u>
EXPENSES		
Cleaner/Rubbish	\$ -	\$ 245.52
Cleaner Products	\$ 143.52	\$ 726.07
Hall Equipment	\$ 4,982.00	\$ 7,424.59
Repairs & Maintenance	\$ -	\$ -
Plant/Fixed Assets	\$ -	\$ -
Hire Costs	\$ 339.01	\$ 100.00
Insurance	\$ -	\$ -
General Expenses	\$ 3,892.43	\$ 113.08
Marketing	\$ -	\$ -
Bank Fees	\$ -	\$ -
Office Expenses	\$ -	\$ -
TOTAL EXPENSES	<u>\$ 9,356.96</u>	<u>\$ 8,609.26</u>
NET SURPLUS (DEFICIT)	<u>-\$ 3,268.26</u>	<u>\$ 2,354.74</u>
ASB account balance @ 1 April 2021 & 2022	\$ 10,302.70	7,034.44
Net Surplus (Deficit) for the Period	(-\$3,268.26)	2,354.74
ASB account balance @ 31 Mar 2022 & 2023	<u>\$ 7,034.44</u>	<u>9,389.18</u>

Signed by:
 Treasurer – Carol Mosen

Date: 23/5/2023

Signed by:
 Chairperson – Eljon Fitzgerald

Date: 23/5/2023

INCOME		EXPENSES	
Hall hire		Hire Costs	
Dingle Foundation	\$ 75.00	Research First Ltd refund	\$ 100.00
Skate school	\$ 100.00	TOTAL \$	100.00
BJJ	\$ 1,250.00		
NB Church	\$ 2,050.00		
Rally	\$ 400.00		
Whiti te ra	\$ 850.00		
Cash Power box	\$ 64.00		
Cash Bowel Cancer	\$ 50.00		
Whangaroa Health	\$ 375.00		
Te Komanga marae	\$ 150.00		
Pink Ribbon	\$ 50.00		
Matariki	\$ 100.00		
Market day - Lorraine Goulton	\$ 300.00		
Whangaroa Maori Trust	\$ 50.00		
A Melgren	\$ 25.00		
Beef and Lamb	\$ 200.00		
A Shetty	\$ 10.00		
Te Hiku	\$ 125.00		
A Shetty	\$ 115.00		
Te Runanga o Whaingaroa	\$ 900.00		
Kaitiaki Whangaroa	\$ 50.00		
Aronui Ltd	\$ 150.00		
Research First Ltd	\$ 100.00		
Aria Designs	\$ 175.00		
	TOTAL \$		7,714.00
Plunket room			
Ngati Hine	\$ 1,300.00		
Ngati Hine	\$ 1,950.00		
	TOTAL \$		3,250.00



Building Warrant of Fitness
Form 12, Section 108, Building Act 2004

Issued 30 April 2023

Expires 30 April 2024

The building	
Street address of building:	State Highway 10 Kaeo
Legal description of land where building is located:	Lot 1 DP 37319
Building name:	Kaeo Memorial Hall
Location of building within site/block number:	ALL
Level/unit number:	ALL
Current, lawfully established, use:	Community Hall
Year first constructed:	
Intended life of the building if 50 years or less:	Indefinite
Highest fire hazard category for building use:	WM 3
Compliance Schedule:	1274

The owner	
Name of owner:	Far North District Council
Contact person:	Mike Colebrook
Mailing address:	Private Bag 752 Kaikohe 0440

Agent	
Name of agent:	Wormald
Contact person:	Katelyn Anaki
Mailing address:	P O Box 944 Whangarei 0140
Phone number Daytime:	(09) 4702690
Facsimile number:	None
Relationship to owner:	Duly Authorised Agent

Warrant	
The maximum number of occupants that can safely use this building is:	
The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.	
The compliance schedule is kept at:	State Highway 10 Kaeo

SYSTEMS			
SS 4/1 Emergency Lighting System	SS 15/2	Final Exits	
SS 14/2 Signs relating to Systems or Features	SS 15/4	Signs to facilitate evacuation	

Attachments

Certificates relating to inspections, maintenance, and reporting

Signature of Owner / Agent	Print Name	Date	IQP Number
----------------------------	------------	------	------------

	Katelyn Anaki	09 February 2023	013
--	---------------	------------------	-----

TRANSFER OF OWNERSHIP MUST BE NOTIFIED TO THE COUNCIL
WITHIN 14 DAYS

Protecting People & Property

FORM 12 A

Certificate of Compliance with Inspection, Maintenance and Reporting Procedures

Section 108(3)(c), Building Act 2004

THE BUILDING

Compliance Schedule Number: 1274

Street Address: STATE HIGHWAY 10, KAEO

Legal Description of land where building is located: LOT 1 DP 37319

Building Name: KAEO HALL

THE OWNER

Name of Owner: FAR NORTH DISTRICT COUNCIL

Mailing Address: PO BOX 752 KAIKOHE

COMPLIANCE

The inspection, maintenance, and reporting procedures of the compliance schedule have been fully complied with during the 12 months prior to the date stated below in relation to the following specified system/s:

SS 4/1 Emergency Lighting System

COMMENTS

Name of IQP:

Bruce Webb

Signature of IQP:

[Signature]

Registration No. 013

Date: 30-03-23

PRONTO NO. 45801-07 KA
SUPPLIED TO: District Facilities
BWOFF EXP: 30 APRIL

2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Pahia War Memorial Hall		
Physical address:	8 Williams Road, Paihia		
Postal address:			
Booking Officer Name	(Booking Officer will be added to our website) Penny Ryan		
Booking Officer Contact Info	Ph.:	Mobile: 021 677 199	Email: memorialhall1945@gmail.com
Afterhours Contact Name			
Afterhours Contact Info	Ph.:	Mobile:	Email:
Emergency Contact Name	Carolyn Nicholas		
Emergency Contact Info	Ph.:	0210589300	ccnicholas49@gmail.commail:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairwoman	Carolyn Nicholas	42 Puketona Rd Paihia	Ccnicholas49@gmail.com	0210589300
Finance	Sally Bullen	Paihia	Sallyb99@yahoo.co.nz	0221052672
secretarial	Alex Mckinnel	Paihia		0272257890
Bookings Officer	Penny Ryan		Memorialhall1945@gmail.com	021677199
maintenance	Jan baker	Paihia		0272211636

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	4
How often did the Committee meet in the year?	4

HALL INFORMATION				
Usage Data				
Number of bookings:	452			
Number of users:	27			
Type of use				
Community (regular users):	10			
Casual (one off):	17			
Commercial:	0			
Hire rates (per hour)				
Community:	\$10 to \$15 per hour			
Casual:	\$15 to \$25 per hour			
Commercial:				
Other:				
2022/23 Financial Statement		Attached: Yes /		
BWOE/Evacuation Plan		Photo Attached: Yes / No		
Insurance - Contents		/ No	Value:	
Improvements completed		110 new chairs to replace old tired existing chairs New microwave to replace existing which failed		
Maintenance completed		Building washed down and guttering cleaned		
Other:				
Check list (cross out as provided)		AH / emergency contact details	Copy of BWOE certificate	Copy of Evacuation Plan
				Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main Hall – 130 Conference Room – 80 Office – 20 to 30
Kitchen facilities	One full kitchen, one kitchenette
Toilets	Gents, Unisex, Ladies

Disabled access	One ramp
Parking	Adjoining Far North Holdings paid carparking
Furniture available	110 Chairs and various Tables
Other facilities / assets available e.g.: stage, lighting, heating	Stage, heat pumps x 4, lights

2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Pahia War Memorial Hall		
Physical address:	8 Williams Road, Paihia		
Postal address:			
Booking Officer Name	(Booking Officer will be added to our website) Penny Ryan		
Booking Officer Contact Info	Ph.:	Mobile: 021 677 199	Email: memorialhall1945@gmail.com
Afterhours Contact Name			
Afterhours Contact Info	Ph.:	Mobile:	Email:
Emergency Contact Name			
Emergency Contact Info	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS			
Position	Name	Postal Address	Email address
Secretary	Alex McKinnel		Alex.mckinnel@gmail.com
Treasurer	Sally Bullen		sallyb99@yahoo.co.nz
Bookings Officer	Penny Ryan		Memorialhall1945@gmail.com

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	
How often did the Committee meet in the year?	

HALL INFORMATION

Usage Data			
Number of bookings:		452	
Number of users:		27	
Type of use			
Community (regular users):		10	
Casual (one off):		17	
Commercial:		0	
Hire rates (per hour)			
Community:		\$10 to \$15 per hour	
Casual:		\$15 to \$25 per hour	
Commercial:			
Other:			
2022/23 Financial Statement		Attached: Yes	
BWOF/Evacuation Plan		Photo Attached: Yes / No	
Insurance - Contents		Yes / No	Value:
Improvements completed		New carpet runner New microwave New TV (stolen on 4 th July 2023)	
Maintenance completed		New tap for zip Conference room ceiling repaired Fluorescent lights replaced Hall exterior painted	
Other:			
Check list (cross out as provided)		AH / emergency contact details	Copy of BWOF certificate
			Copy of Evacuation Plan

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main Hall – 130 Conference Room – 80 Office – 20 to 30
--	--

Kitchen facilities	One full kitchen, one kitchenette
Toilets	Gents, Unisex, Ladies
Disabled access	Two ramps
Parking	Adjoining Far North Holdings paid carparking
Furniture available	110 Chairs and various Tables
Other facilities / assets available <i>e.g.: stage, lighting, heating</i>	Stage, heat pumps x 4, lights

Balance Sheet

Paihia War Memorial Hall

As at 30 June 2023

	30 JUN 2023	30 JUN 2022
Assets		
Bank		
Society Cheque	11,693.96	10,022.55
Total Bank	11,693.96	10,022.55
Current Assets		
Accounts Receivable	705.00	495.00
Interest accrual	-	424.54
Term Deposit 88	38,696.92	37,072.99
Total Current Assets	39,401.92	37,992.53
Fixed Assets		
Building Improvements	58,546.00	58,546.00
Furniture and Fittings	27,540.66	26,518.99
Less Accumulated Depreciation on Building Improvements	(41,171.44)	(39,443.91)
Less Accumulated Depreciation on Furniture and Fittings	(22,859.57)	(21,923.41)
Less Accumulated Depreciation on Plant and Equipment	(18,332.41)	(17,776.03)
Plant and Equipment	21,412.34	19,782.00
Total Fixed Assets	25,135.58	25,703.64
Total Assets	76,231.46	73,718.72
Liabilities		
Current Liabilities		
Accounts Payable	286.80	-
Total Current Liabilities	286.80	-
Total Liabilities	286.80	-
Net Assets	75,944.66	73,718.72
Equity		
Accumulated Funds	73,718.72	79,010.98
Current Year Earnings	2,225.94	(5,292.26)
Total Equity	75,944.66	73,718.72

Profit and Loss

Paihia War Memorial Hall For the year ended 30 June 2023

	2023	2022
Trading Income		
Hall Hire	11,032.50	4,165.00
Interest Received	1,199.39	336.78
Other Revenue	400.00	-
Total Trading Income	12,631.89	4,501.78
Gross Profit	12,631.89	4,501.78
Operating Expenses		
Accounting fees	-	910.00
Bank Fees	65.00	4.00
Cleaning	3,430.88	1,860.00
Depreciation	3,220.07	3,565.15
Electricity & Lighting	1,222.36	749.06
General Expenses	-	70.49
Printing & Stationery	-	58.99
Repairs and Maintenance	1,566.04	1,727.65
Subscriptions	901.60	848.70
Total Operating Expenses	10,405.95	9,794.04
Net Profit	2,225.94	(5,292.26)

Budget Variance

Paihia War Memorial Hall For the year ended 30 June 2023

	2023	2023 OVERALL BUDGET	VARIANCE	VARIANCE %	2023	2023 OVERALL BUDGET	VARIANCE	VARIANCE %
Trading Income								
Hall Hire	11,032.50	9,005.00	2,027.50 ↑	22.52% ↑	11,032.50	9,005.00	2,027.50 ↑	22.52% ↑
Interest Received	1,199.39	1,180.00	19.39 ↑	1.64% ↑	1,199.39	1,180.00	19.39 ↑	1.64% ↑
Other Revenue	400.00	-	400.00 ↑	- —	400.00	-	400.00 ↑	- —
Total Trading Income	12,631.89	10,185.00	2,446.89	24.02%	12,631.89	10,185.00	2,446.89	24.02%
Gross Profit	12,631.89	10,185.00	2,446.89	24.02%	12,631.89	10,185.00	2,446.89	24.02%
Operating Expenses								
Bank Fees	65.00	-	65.00 ↑	- —	65.00	-	65.00 ↑	- —
Cleaning	3,430.88	3,300.00	130.88 ↑	3.97% ↑	3,430.88	3,300.00	130.88 ↑	3.97% ↑
Depreciation	3,220.07	3,000.00	220.07 ↑	7.34% ↑	3,220.07	3,000.00	220.07 ↑	7.34% ↑
Electricity & Lighting	1,222.36	800.00	422.36 ↑	52.80% ↑	1,222.36	800.00	422.36 ↑	52.80% ↑
General Expenses	-	300.00	(300.00) ↓	-100.00% ↓	-	300.00	(300.00) ↓	-100.00% ↓
Printing & Stationery	-	120.00	(120.00) ↓	-100.00% ↓	-	120.00	(120.00) ↓	-100.00% ↓
Repairs and Maintenance	1,566.04	1,200.00	366.04 ↑	30.50% ↑	1,566.04	1,200.00	366.04 ↑	30.50% ↑
Subscriptions	901.60	880.00	21.60 ↑	2.45% ↑	901.60	880.00	21.60 ↑	2.45% ↑
Total Operating Expenses	10,405.95	9,600.00	805.95	8.40%	10,405.95	9,600.00	805.95	8.40%
Net Profit	2,225.94	585.00	1,640.94	280.50%	2,225.94	585.00	1,640.94	280.50%

Depreciation Schedule

Paihia War Memorial Hall

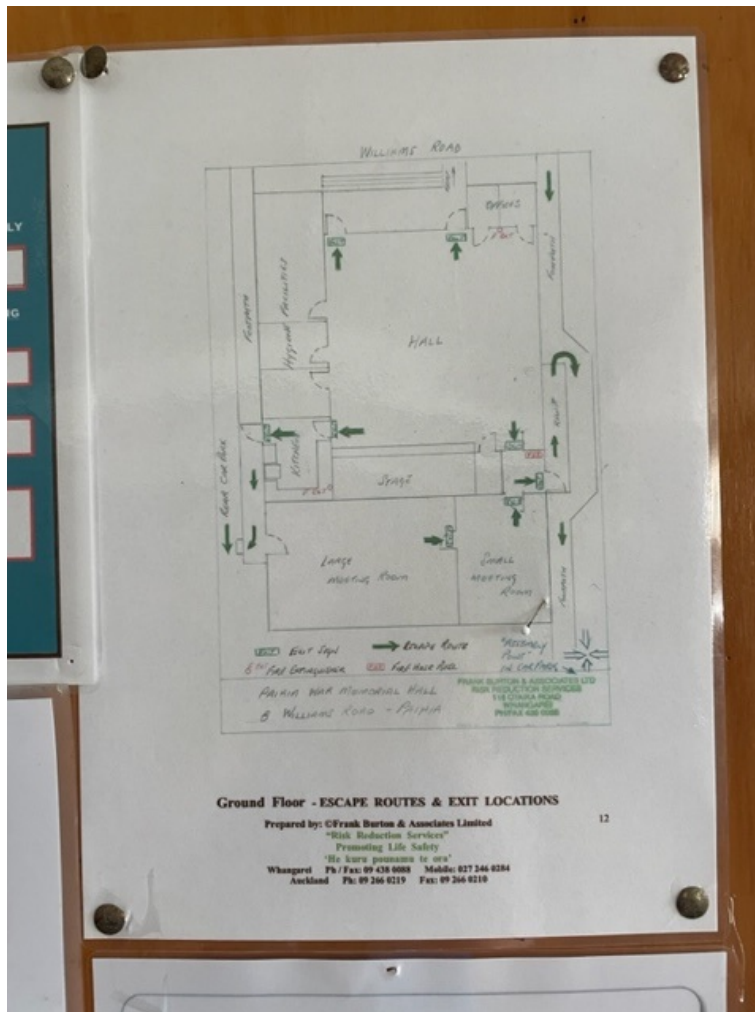
For the year ended 30 June 2023

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE	PRIVATE USE AMOUNT
Building Improvements							
Glazing	3,771.00	2,609.70	-	-	78.29	2,531.41	-
Kitchen	14,734.00	4,353.69	-	-	435.37	3,918.32	-
Toilets	40,041.00	12,138.70	-	-	1,213.87	10,924.83	-
Total Building Improvements	58,546.00	19,102.09	-	-	1,727.53	17,374.56	-
Furniture and Fittings							
2 Easy Chairs in small room	109.00	28.50	-	-	5.70	22.80	-
6 Trestle Tables	495.00	46.20	-	-	9.24	36.96	-
Blinds Front and Rear	6,822.00	1,192.10	-	-	238.42	953.68	-
Carpet Main Hall	1,490.00	216.59	-	-	43.32	173.27	-
Carpet Office and Stage Mats	2,684.00	468.91	-	-	93.78	375.13	-
Carpet runner 7180 x 1800	1,021.67	-	1,021.67	-	17.03	1,004.64	-
Carpets Small Meeting Room	2,345.00	314.90	-	-	62.98	251.92	-
Cinema screen and curtains	422.00	40.63	-	-	8.13	32.50	-
Concrete and Steel Tubs	373.00	39.98	-	-	8.00	31.98	-
Concrete Chess Tables/Chairs	1,200.00	213.98	-	-	42.80	171.18	-
Handrails Inside/Outside	6,566.00	1,170.47	-	-	234.09	936.38	-
Kitchen Crockery	485.00	52.10	-	-	10.42	41.68	-
Kitchen Unit	673.00	138.94	-	-	27.79	111.15	-
Lighting and Power Points	1,250.00	218.56	-	-	43.71	174.85	-
Security Screen Door	797.00	144.83	-	-	28.97	115.86	-
Totara kitchen cabinet and sink bench	807.99	308.89	-	-	61.78	247.11	-
Total Furniture and Fittings	27,540.66	4,595.58	1,021.67	-	936.16	4,681.09	-
Plant and Equipment							
Dehumidifier	219.00	45.87	-	-	9.17	36.70	-
Heat Pump	200.00	25.56	-	-	5.11	20.45	-
Heat Pumps	5,603.00	0.01	-	-	0.01	-	-
Heat Pumps Oct 2014	5,543.00	578.35	-	-	115.67	462.68	-
JVC 65" Smart TV with universal remote	1,287.90	-	1,287.90	-	85.86	1,202.04	-
Lighting for Boardroom	1,060.00	135.34	-	-	27.07	108.27	-
Microwave	342.22	-	342.22	-	68.44	273.78	-
New Vacuum	499.00	372.58	-	-	74.52	298.06	-

Depreciation Schedule

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE	PRIVATE USE AMOUNT
Petition Wall Boardroom	3,392.00	432.54	-	-	86.51	346.03	-
Refrigerator	850.00	8.74	-	-	2.62	6.12	-
Stove and Microwave	1,198.00	87.49	-	-	17.50	69.99	-
Superhead water Boiler	1,218.00	319.49	-	-	63.90	255.59	-
Total Plant and Equipment	21,412.12	2,005.97	1,630.12	-	556.38	3,079.71	-
Total	107,498.78	25,703.64	2,651.79	-	3,220.07	25,135.36	-





Williams Road

2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Russell Town Hall		
Physical address:	Po Box 204, Russell		
Postal address:	The strand, Russell		
Booking Officer Name	(Booking Officer will be added to our website) Colette Kershaw		
Booking Officer Contact Info	Ph.:	Mobile:	Email:
		0274779905	townhallrussell@gmail.co
Afterhours Contact Name	As Above		
Afterhours Contact Info	Ph.:	Mobile:	Email:
	As	Above	contact@epic-services.co.n
Emergency Contact Name	As Above		
Emergency Contact Info	Ph.:	Mobile:	Email:
	As	Above	

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair person	Rosemary Miller		millerbuilders@callplus.net.nz	0274779921
Committee Member	Malcolm McCall		malcolm.mccall2@gmail.com	0211883337
Committee Member	Frank Edwards		frankwoods@gmail.com	0212092057
Manager/Admin	Colette Kershaw	Po box 204 Russell	contact@epic-services.co.nz	0274779905

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	1x AGM
How often did the Committee meet in the year?	12x

HALL INFORMATION				
Usage Data				
Number of bookings:	404			
Number of users:	13			
Type of use				
Community (regular users):	13			
Casual (one off):				
Commercial:				
Hire rates (per hour)				
Community:	\$10 p/h.			
Casual:	" "			
Commercial:				
Other:	\$20 p/h.			
2022/23 Financial Statement	Attached: Yes / No			
BWOF/Evacuation Plan	Photo Attached: Yes / No			
Insurance - Contents	Yes / No		Value:	
Improvements completed				
Maintenance completed				
Other:				
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	
Kitchen facilities	NOT IN USE.

Toilets	Yes
Disabled access	Yes
Parking	Yes
Furniture available	Yes
Other facilities / assets available e.g.: stage, lighting, heating	stage, lighting heating



Building Warrant of Fitness
Form 12, Section 108, Building Act 2004

Issued 30 April 2023

Expires 30 April 2024

The building	
Street address of building:	17 The Strand Russell
Legal description of land where building is located:	Lots 15 – 16 Kororareka Domain
Building name:	Russell Community Hall
Location of building within site/block number:	ALL
Level/unit number:	ALL
Current, lawfully established, use:	Community Hall
Year first constructed:	
Intended life of the building if 50 years or less:	Indefinite
Highest fire hazard category for building use:	One
Compliance Schedule:	1273
The owner	
Name of owner:	Far North District Council
Contact person:	District Facilities
Mailing address:	Private Bag 752 Kaikohe 0440
Agent	
Name of agent:	Wormald
Contact person:	Katelyn Anaki
Mailing address:	257 Port Road Whangarei
Phone number Daytime:	(09) 4702690
Facsimile number:	None
Relationship to owner:	Duly Authorised Agent
Warrant	
The maximum number of occupants that can safely use this building is:	
The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.	
The compliance schedule is kept at:	17 The Strand Russell
SYSTEMS	
SS 4/1 Emergency Lighting System	SS 15/2 Final Exits
SS 14/2 Signs relating to Systems or Features	SS 15/4 Signs to facilitate evacuation

Attachments

Certificates relating to inspections, maintenance, and reporting

Signature of Owner / Agent Print Name Date IQP Number

Katelyn Anaki

04 April 2023

013

**TRANSFER OF OWNERSHIP MUST BE NOTIFIED TO THE COUNCIL
WITHIN 14 DAYS**

Protecting People & Property

Profit and Loss

Russell Town Hall
For the year ended 30 June 2023

	2023
Trading Income	
Donations	100.00
Interest Income	2,919.37
Key Deposit	50.00
Town Hall rental income	13,305.00
Total Trading Income	16,374.37
Gross Profit	16,374.37
Operating Expenses	
Cleaning	219.34
Cleaning Contractor	3,715.82
Consulting & Accounting	3,651.83
General Expenses	153.21
Insurance	1,484.89
Repairs and Maintenance	1,746.40
Total Operating Expenses	10,971.49
Net Profit	5,402.88



**Far North
District Council**

(Section 100, Building Act 2004)

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
Website: www.fndc.govt.nz

Compliance Schedule No. 1273
Building

Street Address of Building: 17 The Strand, Russell 0202	Legal Description of Land where Building is Located: LOTS 15 16 KORORAREKA DOMAIN
Highest Fire Hazard category for Building Use: CS 1	Building / Trading Name: RUSSELL COMMUNITY HALL - Level or Unit No:
Current lawful Established use: Community Hall	The maximum number of occupants that can safely use this building is:

Owner and Contact Details

Agent Details

Name of Owner: Far North District Council	Name of Agent:
Contact Person: Paulette Eden	Contact Person:
Phone Day: 0800 920029	Phone Day:
Mobile:	Mobile:
Fax: 09 401 2137	Fax:
Email Address: Paulette.eden@fndc.govt.nz	Email Address:
Website: www.fndc.govt.nz	Website:

Reference, System & Performance Inspection, Maintenance Procedures Location/Number

Specified Systems:

- 04 Emergency Lighting Systems
- 14/2 Signs relating to a system or feature specified
- 15/2 Final Exits
- 15/4 Signs for Communication

Section 103(1)(d)

If applicable, the specified systems that relate to:

- Safety Barriers
- Means of access, and facilities for use, by person
- Handheld hose reels for fire fighting
- Signs req'd by the Bldg Code or by Sec 120

Paul Cook

Building Manager - Environmental Management

Signed for and on behalf of the Council:

Document Issue Date: 15 October 2009

Inspections, Maintenance & Reporting Procedures

System: SS4

Emergency Lighting Systems.

Scope:

An emergency lighting system is required to be listed on a compliance schedule in all cases.

Examples:

Examples of emergency lighting systems include, but are not limited to:

- (i) an emergency lighting system within the safe or open path of the building to facilitate evacuation
- (ii) an emergency lighting installation for identification of the exitways of a building to facilitate evacuation.

Inspections:

General

Emergency lighting systems require regular inspection and testing to ensure effective operation for the required duration in the event of a failure of the general lighting system.

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following referenced Standards or documents could be used.

For existing systems installed in accordance with NZS 6742:

- B.1 NZS 6742.

For systems installed in accordance with AS/NZS 2293:

- B.2 AS/NZS 2293.

Where a generator is part of the emergency lighting system:

- B.3 the generator should be inspected in accordance with NZS 6104.

Where none of the above procedures are appropriate:

- B.4 a specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so.

Annual inspection Where the system is connected to the building's emergency warning system, testing of the interface between the two systems should be carried out annually.

Maintenance:

Planned preventative maintenance and responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure effective operation of the emergency lighting for the required duration in the event of a failure of the general lighting system.

System: SS14/2

Scope:

SS 14/2

A sign is required to be listed on a compliance schedule for the purposes of specified system 14 where the sign: A.1 relates to one or more of the specified systems 1–13.

Examples of signs relating to specified systems 1 to 13 include, but are not limited to:

- (i) SS 2 – sign instruction on how to operate a fire alarm call point
- (ii) SS 3 – sign showing location of automatic door for accessibility
- (iii) SS 8 – sign advising not to use the lift in the event of fire
- (iv) SS 8 – sign indicating the lift's rated load in persons and kilograms
- (v) SS 8 – sign showing location of lift for accessibility
- (vi) SS 12 – international symbol for deafness.

Inspections:

General

Signs require regular inspection to ensure they operate as required by the performance standard.

Content and frequency of inspections

Where illumination of signage is necessary, the procedures of SS 4 should be used to verify that illumination occurs for the required duration. Where available, signage should be inspected in accordance with the published Standard or the performance specification of the associated specified system.

The following minimum checks should be carried out when appropriate to the installation.

Monthly inspection Illuminated signs should be inspected to ensure they are:

- B.1 of the correct type
- B.2 present and in the right locations
- B.3 legible
- B.4 illuminated.

Annual inspection

Signs not required to be illuminated should be inspected to ensure they are:

- B.5 of the correct type
- B.6 present and in the right locations
- B.7 legible.

Signs required to be illuminated should be tested to ensure they:

- B.8 remain illuminated in the event of a failure of the main lighting supply, for the same duration as required by Clause F6 Lighting for Emergency.

Specific considerations

SS 12 Audio loops or other assistive listening systems

B.9 Checks should be made to ensure the following signs or displays are present and in the right locations, where required.

B.9.1 Approved international signage indicating audio loop availability is displayed at entrances to the venue, auditorium, room or area.

B.9.2 A map or a display of the area covered by the audio loop, its location if coverage is limited within the venue, and directions to the indicated area are displayed.

B.9.3 Where counterloops are installed, each counter displays a sign indicating availability.

B.9.4 The transmission channel used for the venue is displayed at the entrances to the venue to allow users to adjust their receivers to the frequency channel in use.

SS 13/2 Natural smoke control

B.10 Checks should be made to ensure any operational signage for the ventilator is still in place and legible.

Maintenance:

Responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard of the associated system, and to ensure signs remain correctly-positioned and legible and where appropriate ensure the escape route is identified.

System: SS15/2

Final Exits

Scope:

A final exit is required to be listed on a compliance schedule where:

A.1 the escape route in which the final exit is located contains one or more of the specified systems 1–6, 9 and 13.

Examples of final exits include, but are not limited to:

- (i) an exit door from the building to the street
- (ii) an exit gate at the base of an external stair
- (iii) an exit gate between an enclosed yard of a building and the street
- (iv) a door between two evacuation zones in a hospital with staged evacuation
- (v) a door between two buildings where either building is a safe place for the adjacent building.

Inspections:

General

Final exits require regular inspection to ensure occupants are not prevented from leaving the building in the event of an emergency.

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following documents could be used.

B.1 Checklist from the published guidelines for the Fire Safety and Evacuation of Buildings Regulations 1992

B.2 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so

As a minimum, if not already stated by the nominated Standard(s) or document, inspections should be carried out:

- daily, when the building is in use, for crowd occupancies (CS, CL, CO, CM) and for all buildings where building work is occurring that may affect a final exit
- monthly, for all other occupancies.

Daily and monthly inspections

Final exits should be inspected to ensure they can be opened and are not:

- B.3 locked
- B.4 barred
- B.5 blocked.

And that door-locking devices:

- B.6 are clearly visible
- B.7 are easily operated without a key or other security device
- B.8 do not prevent or override the direct operation of panic bolts fitted to any door.

Maintenance:

Responsive maintenance should be carried out to ensure occupants are not prevented from leaving the building in the event of an emergency. In particular, the final exits should be maintained to ensure they are:

- C.1 clearly identified
- C.2 free of obstructions
- C.3 unlocked
- C.4 easily-used

System: SS15/4

Signs for Communicating Information Intended to Facilitate Evacuation**Scope:**

A sign for communicating information intended to facilitate evacuation is required to be listed on a compliance schedule for the purposes of specified system 15 where the sign:

- A.1 forms part of a means of escape from fire which contains one or more of the specified systems 1–6, 9 and 13.

Examples SS 15/4:

Examples of signs to facilitate evacuation include, but are not limited to:

- (i) exit sign
- (ii) directional sign
- (iii) no exit sign.

Inspections:**General**

Signs require regular inspection to ensure they operate as required by the performance standard.

Content and frequency of inspections

Where illumination of signage is necessary, the procedures of SS 4 should be used to verify that illumination occurs for the required duration. Where available, signage should be inspected in accordance with the published Standard or the performance specification of the associated specified system.

The following minimum checks should be carried out when appropriate to the installation.

Monthly inspection Illuminated signs should be inspected to ensure they are:

- B.1 of the correct type
- B.2 present and in the right locations
- B.3 legible
- B.4 illuminated.

Annual inspection

Signs not required to be illuminated should be inspected to ensure they are:

- B.5 of the correct type
- B.6 present and in the right locations
- B.7 legible.

Signs required to be illuminated should be tested to ensure they:

- B.8 remain illuminated in the event of a failure of the main lighting supply, for the same duration as required by Clause F6 Lighting for Emergency.

Specific considerations

SS 12 Audio loops or other assistive listening systems

B.9 Checks should be made to ensure the following signs or displays are present and in the right locations, where required.

B.9.1 Approved international signage indicating audio loop availability is displayed at entrances to the venue, auditorium, room or area.

B.9.2 A map or a display of the area covered by the audio loop, its location if coverage is limited within the venue, and directions to the indicated area are displayed.

B.9.3 Where counterloops are installed, each counter displays a sign indicating availability.

B.9.4 The transmission channel used for the venue is displayed at the entrances to the venue to allow users to adjust their receivers to the frequency channel in use.

SS 13/2 Natural smoke control

B.10 Checks should be made to ensure any operational signage for the ventilator is still in place and legible.

Maintenance:

Responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard of the associated system, and to ensure signs remain correctly-positioned and legible and where appropriate ensure the escape route is identified.

House, Heritage Group, Unweaving, Meetings, School, Community
 House, Heritage Group, Unweaving, Meetings, School, Community
 House, Heritage Group, Unweaving, Meetings, School, Community

HALL INFORMATION	
Usage Data	
Number of bookings:	183.
Number of users:	16
Type of use	Community (regular users): Yoga, Pilates, Table Tennis, Exercise, Residents
Casual (one off):	5
Commercial:	

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Monthly.
How often did the Committee meet in the year?	9.

Please feel free to update on the reverse of this or add another piece of paper

HALL COMMITTEE DETAILS	
Position	Name
Chair-person	Anne
Secretary	Anne
Treasurer	Karen
Bookings	Dawn
Postal Address	67 Campbell Rd Totara North
Email address	gammie067@gmail.com
Phone number	094050044
Postal Address	"
Email address	"
Phone number	0273063088
Postal Address	79 Totara North Road
Email address	dawn@fiths007@gmail.com
Phone number	094050318.02102300805

HALL DETAILS	
Name of Hall:	Totara North Hall
Physical address:	3 School Road
Postal address:	67 Campbell Road Totara North
Booking Officer (name):	Dawn Gammie
Booking Officer (contact):	Ph.: 094050318 Mobile: 02102300-805 Email: dawn@fiths007@gmail.com
Afterhours contact (name):	
Emergency Contact (name):	Anne Gammie
Afterhours (contact):	Ph.: 094050318 Mobile: 02102300-805 Email: dawn@fiths007@gmail.com
Other:	

2023 Hall Information and Statistics Jan → Dec

pg 1

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	80 pp.
Kitchen facilities	Shave Microwave Fridge/Freezer Crockery Cutlery.
Toilets	1 male 1 female
Disabled access	Yes
Parking	Yes
Furniture available	Tables + fold up Chairs - 1 piano

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Check list (cross out as provided)	<input type="checkbox"/> AH / emergency contact details <input type="checkbox"/> Copy of BWOF certificate <input type="checkbox"/> Copy of Evacuation Plan <input type="checkbox"/> Form fully completed
Other:	
Maintenance completed	Waterblasting all decks - done by community. Garden beds installed & planted.
Improvements completed	
Insurance - Contents	Yes / No
BWOF	Attached: yes / No Expiry Date: Value:
2020/21 Financial Statement	Attached: yes / no
Hire rates (per hour)	Community: Donation. Casual: \$15 per hour. Commercial: \$100 per day. Other:

Pg 2

Heating	Other facilities / assets available e.g.: stage, lighting, heating
---------	---

Pg 3

2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Waipapa Hall		
Physical address:	Loop Road, Waipapa		
Postal address:	c/o Barry Considine 1188 State Highway 10, Kerikeri 0293		
Booking Officer Name	(Booking Officer will be added to our website) Peter and Barbara Holmes		
Booking Officer Contact Info	Ph.:	Mobile: 021 066 3598	Email: holmesathome@xtra.co.nz
Afterhours Contact Name	Barry Considine		
Afterhours Contact Info	Ph.:	Mobile: 021 143 1446	Email: barry.considine@xrea.co.nz
Emergency Contact Name	Barry Considine		
Emergency Contact Info	Ph.:	Mobile: 021 143 1446	Email: barry.considine@xtra.co.nz

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Barry Considine	1188 SH 10, Kerikeri 0293	Barry.considine@xtra.co.nz	021 143 1446
Acting Secretary	Barry Considine	As above	As above	As above
Treasurer	Doreen Christianson	16a Greenway Drive, Kerikeri	Doreen-peterc@xtra.co.nz	027 343 4224
Bookings	Peter and Barbara Holmes		holmesathome@xtra.co.nz	021 066 3598
Committee members	Shaun Cannon Graeme Boocock			

	Carey Bramley			
--	------------------	--	--	--

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	6
How often did the Committee meet in the year?	6

HALL INFORMATION	
Usage Data	
Number of bookings:	532
Number of users:	27
Type of use	
Community (regular users):	15
Casual (one off):	12
Commercial:	Nil
Hire rates (per hour)	
Community:	\$10 per hour
Casual:	\$20 per hour to maximum of \$100 per day
Commercial:	\$20 per hour
Other:	Casual users pay a refundable bond of up to \$200 at discretion of Bookings Person. Key deposit of \$10 for new regular users

2022/23 Financial Statement	Attached: No – already submitted			
BWOF/Evacuation Plan	Photo Attached: No – already submitted			
Insurance - Contents	No	Value:		
Improvements completed				
Maintenance completed	Interior walls repainted. Toilet seats, hand soap and towel dispensers replaced. Door locks repaired Landscaping maintained 4 times per year			
Other:	Grant from Community Board applied for to upgrade heaters to heatpumps – successful. To be installed late 2023 Copu of BWOF already emailed to Council			
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main hall capacity 120, Tea room could sit approx. 20
Kitchen facilities	Fridge, cooker/oven, ZIP, microwave, crockery,
Toilets	Female, Male, Disabled

Disabled access	Ramps to all exits
Parking	8 Reserved spaces beside hall, plenty on-street parking
Furniture available	101 Chairs 21 Tables 2 Benches (3m + 2.5m)
Other facilities / assets available e.g.: stage, lighting, heating	15 stage sections to make approx. 20 square metres 4 electric bar heaters (to be upgraded to Heatpumps in late 2023) Stage curtain 2 ballet dancers' bars Wall mirror 5 metres Stereo system Drop-down screen First-aid box, in kitchen drawer, available with front-door key 4 Storage cupboards, 1 public access utilities room with brooms mops etc

WAIPAPA HALL COMMITTEE - FINANCIAL SUMMARY YEAR END 30TH JUNE 2023

<u>INCOME</u>	Y/E June 2023	Y/E June 2022
Hall Hire	9310.00	3775.00
Power (meters)	60.00	
Sundry	20.00	
Interest		3.14
Bonds Received	720.00	
Total Income	<u>10110.00</u>	<u>3778.14</u>
 <u>EXPENSES</u>		
Audit Fee	100.00	100.00
Stationery	110.90	
Cleaner	3672.00	3662.00
Cleaning Expenses	386.64	98.05
Booking Clerk	890.00	660.00
Treasurer	630.00	540.00
Chairman	350.00	250.00
Repairs & Maintenance	439.68	5506.16
Bond Refund		200.00
Hall hire refund		100.00
Donation(Gardening,Painting)	200.00	
Website Annual Fee	82.70	
Keys Cut	70.48	
Sundry	25.00	43.50
Trf to Bond A/c	720.00	
Total Expenses	<u>7677.40</u>	<u>11159.71</u>
Excess Income/Expenditure	2432.60	

Society Account - Bank Reconciliation

Opening Balance 1st July 2022	979.55
Debtors -June 2022 paid	<u>830.00</u>
	1809.55
Trf from 56. Account	<u>1047.20</u>
	2856.75
Trf of Bonds held to Bond A/c	<u>110.00</u>
	2746.75
Plus Excess Income/Expenditure	<u>2432.60</u>
Closing Balance 30th June 2023	<u>5179.35</u>

Accelerater Account - Bank Reconciliation

Opening Balance 1st July 2022	1047.01
Interest earned	0.19
	<u>1047.20</u>
Trf to Society Account	1047.20
	Nil
Trf from Society Account - Bonds	110.00
Bonds received Key	120.00
General	<u>600.00</u>
	<u>830.00</u>
Refunded	<u>640.00</u>
	190.00
Interest rec'd	2.13
Closing Balance	<u>192.13</u>

BALANCE SHEET AS AT 30TH June 2023

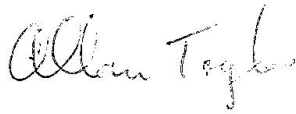
Cheque Account balance	5179.35
Debtors 30th June 2023	<u>1100.00</u>
	<u>6279.35</u>
Creditors	Nil
<u>Debtors as at 30th June 2023</u>	
Kerikeri Ecstatic Dance	215.00
Cook	185.00
Celtic Band	45.00
Boat Scootin	180.00
O2DNCE	50.00
Dance with Rebecca	100.00
KKCLA	60.00
Dance Beat	80.00
Capioera Aotearoa	60.00
Bramley Pilates	40.00
Ferris Ballet	<u>85.00</u>
	<u>1100.00</u>

Waipapa Hall Committee**Reviewer's Comments.** 27 August 2023

I have reviewed the workings of the treasurer of the hall committee to the best of my ability, although I am only a layman with no qualifications in this field.

I have checked all the processes and records of the treasurer and I am impressed with the detailed and meticulous reporting of all income and expenditure, and believe all has been accounted for accurately. As with other organisations of a similar nature there is limited control over income and expenditure, the only oversight of the treasurer's work is by the Hall Committee via the Treasurer's Report once every two months.

It is my opinion the two-monthly financial reports to the Hall Committee and the financial statement show a true view of the financial affairs of the Waipapa Hall Committee for the 2022-23 year.



Allan Taylor

From: [Barry Considine](#)
To: [Cheryl Henry](#)
Subject: Waipapa Hall Fire Evacuation notices
Date: Monday, 30 October 2023 4:27:12 AM
Attachments: [Fire Action Notice - word version FINAL.docx](#)
[Evacuation Plan drawing.pdf](#)

CAUTION: This email originated from outside Far North District Council.

Do not click links or open attachments unless you recognise the sender and know the content is safe.

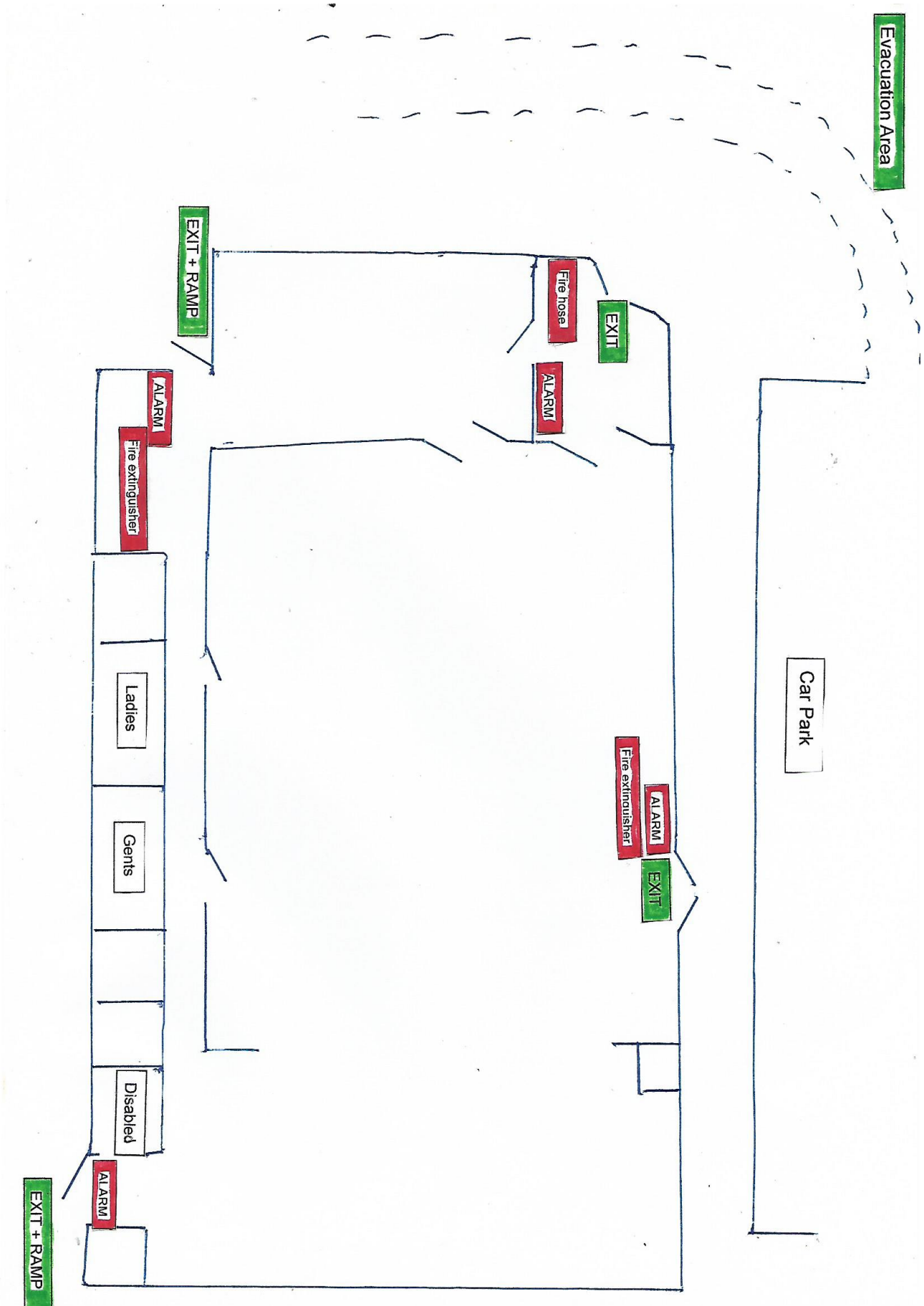
Hi Cheryl,

Attached please find the word doc and the evacuation plan drawing. Both have been laminated and fixed to the notice boards in the entry foyer and the hall.

Kind regards,

Barry Considine

Chair Waipapa Hall Committee



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**ACTIVATE FIRE ALARM BY ALL EXITS
THIS AUTOMATICALLY SENDS THE ALARM TO FIRE
AND EMERGENCY. CALL 111 AND ASK FOR FIRE AS
WELL FROM A SAFE PHONE.**

**FIREFIGHTING EQUIPMENT (LONG WATER HOSE) IS
LOCATED IN THE ENTRANCE FOYER. THERE ARE FIRE
EXTINGUISHERS IN THE KITCHEN AND BY SIDE
DOUBLE DOORS**

WHEN WARNED OF A FIRE IN THIS BUILDING

**THE ALARM SIREN WILL SOUND AND A RECORDED
VOICE WILL TELL YOU TO EVACUATE**

**YOU MUST LEAVE THE BUILDING IMMEDIATELY USING
THE NEAREST EXIT**

**EXITS ARE LOCATED – MAIN DOOR, KITCHEN, STAGE
LEFT BESIDE THE DISABLED TOILET AND THE DOUBLE
DOORS ON THE ROAD SIDE OF THE HALL.**

**ASSEMBLE IN THE OPEN AREA ACROSS THE ROAD
DIAGONALLY FROM THE MAIN DOOR**

***IF YOU REQUIRE ASSISTANCE TO EVACUATE, ASK
ANY ABLE-BODIED PERSON***

Community Halls Policy

Adopted: 8 September, 2016

Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with [the Community Grant Policy](#).

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
 - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
 - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
- a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

Halls and Facilities Strategy

June 2015



Foreword

A discussion document was adopted for consultation in conjunction with the draft 2015-2025 Long Term Plan by Council in December 2014.

It was amended to reflect the feedback from Hall Committees, Community Boards and the general public and presented, as a strategy, to the Strategy and Governance Committee, which recommended its adoption to Council.

This strategy was adopted by Council on 5 June 2015. It was subsequently (14 September 2015) updated with the Council, vision, mission and objectives as adopted by Council as part of the Long Term Plan and with the District Vision (as per the 5 June 2015 resolution).

At the same time the reference to ASB was updated to Foundation North and Appendix 1 – **Policy #5003 – Community Facilities/Community Halls** (which is to be reviewed as a result of this strategy) was attached.

A table of contents was also added, and minor typographical errors corrected.



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Implementation plan, monitoring and evaluation..... 18

Appendix 19

Policy #5003 - Community Facilities / Community Halls 19

Executive Summary

Council signalled in its 2012-2022 Long Term Plan that it would develop a sustainable approach to management and provision of community halls and buildings.

To do this Council needed to clarify what Council's future role might be. To determine this Council developed a discussion document and sought, in conjunction with the development of the 2015-2025 Long Term Plan, the community's views on various options for ownership, management, governance, and funding of existing and new facilities.

Feedback from hall committees, Community Boards and the general public has been considered and has influenced Council's strategy.

The following principles of the strategy provide the foundation and a reference point for future decision making:

- **Integrated Network**
- **Efficient Use**
- **Hierarchy**
- **Affordability**
- **Agreed Standard**
- **Support Resilient Communities**

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

The Council's strategic objectives are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.



Integrated network and hierarchy

Council recognises an integrated network and hierarchy of private, community and Council owned facilities providing a range of types, sizes and configurations. The network and hierarchy will guide Council's decisions on the ownership, including divestment of management, governance and funding of existing and new facilities.

The hierarchy is:

- **Facilities of Local Importance**
These facilities are local halls and facilities that are fit for purpose and serve a local community catchment.
- **Facilities of Local Significance**
War Memorial Halls/Heritage buildings – these local facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status.
- **Facilities of District Importance**
These are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use and are generally on Council land. Turner Centre and Te Ahu will be recognised as Facilities of District Importance.

Funding

Local facilities will be funded locally (through the community rate either directly or through grants from the Community Board).

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Services and agreed Key Performance Indicators (KPIs).

Council will investigate further a contestable fund for works and operational subsidies for community owned facilities.

Ownership and Management models

The strategy sets out Council's policy for managing Council owned halls that is an enhanced status quo. The strategy also provides alternative options that will be considered on a case by case basis that include:

1. Community empowered management (with a greater role in managing the facility including prioritising what repairs and maintenance or renewal work might be scheduled).
2. Community led divestment (effectively selling the building but not the land).
3. Council led divestment of non-strategic facilities.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities

Introduction

In the Far North there are 32 community halls; 20 are owned and funded by Council and 12 are owned and managed by their respective communities without any direct funding from the Council.

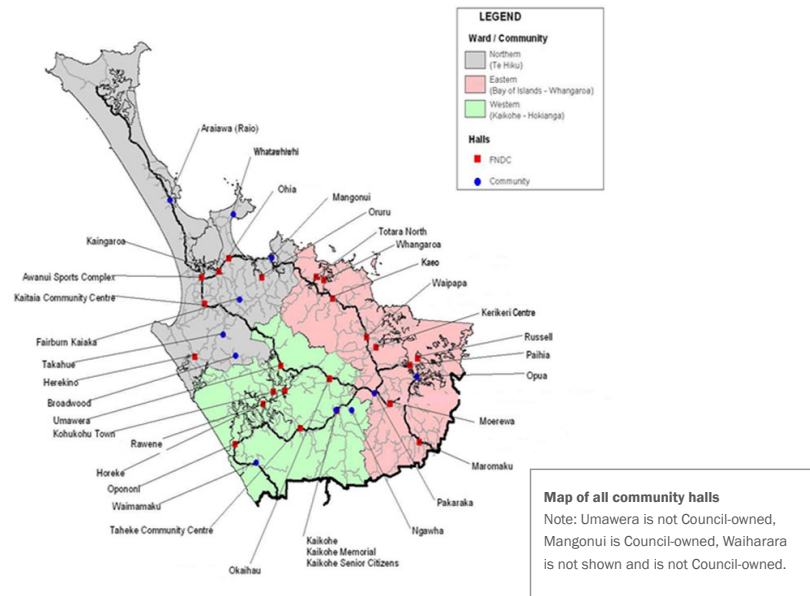
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

Two communities have told Council they want to take ownership of their local hall facilities and our current policy does not permit this.

Council highlighted through the Long Term Plan 2012-2022 its intention to undertake a fundamental reappraisal of Council's role in owning, maintaining and promoting Council owned community halls.

Council wanted to develop a framework for determining what its future role might be, acknowledging that should Council's role change this will need to be signaled to the community and may require a change to **Policy #5003 – Community Facilities/Community Halls**.

Council developed a discussion document setting out the current situation, issues and possible options for consideration for funding, managing, and supporting an appropriate number of strategically located community halls in the District, both directly and indirectly. It sought community, hall committee and Community Board feedback and adopted this strategy in June 2015.



Current Situation

Activity Rationale

Council has traditionally had a role in the provision of community halls as they "recognise the importance to the community of providing a range of public spaces strategically located where they can meet exchange information and hold events."

Council owned halls have generally been inherited from previous territorial authorities. The only exception is the Horeke hall that was transferred to Council from the community in 2000. Some halls in small communities were originally schools that were closed in the last 60 years. Some halls have historic and/or memorial value as well as providing places for the community to gather.

Council's objective for this activity is:

"Council provides and supports a range of accessible, affordable, safe and well maintained community and civic buildings strategically located around the district".

Ownership and Management

Ownership of the halls, the facilities and the land, is varied and complex, which reflects historic circumstances.

Of the 32 community halls:

- Ten halls are community owned buildings on community owned land: Opua, Pakaraka, Ngawha, Waimamaku, Broadwood, Takahue, Fairburn, Umawera, Waiharara and Araiawa.
- Two halls are community owned on Council land: Whatuwhiwhi and Moerewa.
- Sixteen are Council owned on Council land: Herekino, Kaikohe, Kohukohu, South Hokianga, Pahiia, Russell, Kaikohe Senior Citizens, Mangonui, Horeke, Okaihau, Oruru, Rawene, Totara North, Waipapa and Whangaroa Memorial Hall [Kaeo].
- Four are Council-owned on Crown land: Taheke Community Centre, Maromaku, Kaingaroa and Lake Ohia.

Council's management approach is set out in **Policy #5003 – Community Facilities/Community Halls**. This policy was adopted by Council in 2004 and a copy is attached in Appendix 1.

Council takes responsibility for the maintenance of the external envelope of the building, building compliance [BWO], insurance and maintenance of effluent fields, water supplies, car parks and fences of any hall that it owns.

Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc. The hall committee is also responsible for insurance of the hall committee's chattels such as chairs, tables and crockery. This is generally funded from user fees, local fundraising, community grant fundraising or other funders.

The exception to this is the Kaikohe Memorial Hall which is booked directly through Council's District Office, Kaikohe and Council officers manage the day to day issues. Council also employs a cleaner/custodian and this position is funded through the community rate.

Council is embarking on proactive asset management to provide appropriately timed and suitably funded renewal programs based on the condition of the asset.

Funding and Renewal program

The Council is required by legislation to collect sufficient revenue to fund the long term replacement (renewal) of assets it may own including halls and community buildings. For community halls this a significant cost funded from the community rate.

Community hall assets are renewed at the end of their useful life, which is when their condition is such that they are unserviceable or it is considered that the condition of the asset causes an unacceptable level of risk to health and safety, security or the environment.

Remission of Rates on land Owned or Used by a Charitable or Community Organisation

Council provides rating relief to certain charitable and community organisations including those that

provide community halls. Council may agree to remit up to 100% of the rates payable, however this does not apply to rates for the supply of services such as water or sewerage etc.

Demographics/Geography

The Far North doesn't have the rural to urban drift that may have happened in other areas of the country and our rural areas are not depopulating.

Up until 2008 the Far North townships were growing more rapidly therefore the percent of people in towns grew more than rural areas. But during this period the Far North had a relatively stable rural usually resident population.

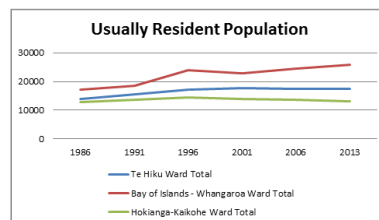
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

The population of the Far North has declined slightly from 55,848 residents (Census 2006), down to 55,734 based on September 2013 statistics (these figures have since been revised). This decline is against the trend of our neighbours in Whangarei, Auckland and in the Kaipara. It is also a significant change to the growth rate in the preceding inter-Census period (2001–2006).

Population growth and decline has not been even throughout the District. The following graph illustrates how the resident population has changed across the Wards since 1986.

Nearly half, 46%, of the District's residents live in 6 settlement areas. These areas are Kaitaia, Kaikohe, Kawakawa–Moerewa, Kerikeri, the Bay of Islands crescent [Russell, Opuā, Te Haumi, Paihia, Waitangi and Haruru Falls] and the ribbon development from Mangonui to Taipa and extending around Doubtless Bay up the Karikari Peninsular to Whatuwhiwhi.

Another 12.5% residents live within the smaller townships of Awanui, Ahipara, Kaeo-Whangaroa, Kohukohu, Rawene, Omapere, Opononi, Okaihau and Ohaeawai.



More than 40% of the District's residents do not reside within a township of any kind, but rather on a rural or coastal lifestyle property.

Maori comprise the majority in most parts of the District, with the exception of the Eastern Ward. In the West and Northern Wards, numerous communities are comprised of 70-90% Maori. The majority of Maori residing in the Far North are affiliated to local Iwi/hapu. For Iwi/hapu Maori, the first choice for a community gathering is more likely to be their local marae than a community hall.

Nearly half of all community halls (Council and non-Council) are outside the urban settlements and small townships. However, 70% of Council owned halls are in urban settlements. Council owned halls that are the exceptions to this are Herekino, Taheke Community Centre, Oruru, Maromaku, Kaingaroa and Lake Ohia.

Kaikohe-Hokianga Ward with the smallest portion of the District's population at 23% and a declining population has 38% of all community halls. It also has the highest number of Council owned community halls that are predominantly located in small townships with the exception of Taheke Community Centre.

Te Hiku Ward, with 31% of the District's population has a third of all community halls. Of these, eight are in rural areas and only two are in townships. There are five Council owned community halls in the ward and Mangonui is the only one in a township.

The Bay of Islands-Whangaroa Ward has 46% of the District's population and 30% of all community halls. Council owns seven halls with only one located in a rural area (Maromaku).

Analysis of the problems or issues for Council

Current State of Council Halls

Most of Council's halls are over 50 years old, and in some cases are no longer fit for purpose. Many do not meet current building standards that require disability compliant toilets and barrier free access.

Kitchens are often old and need to be upgraded to comply with current health standards for food preparation.

Structural issues have been identified in two halls; Oruru and Horeke that require major investment to remedy. Even if they were made structurally sound they may not be fit for purpose and still require further modernisation. Council has signaled in the Long Term Plan that prior to undertaking this work, Council will consult with the community to determine if this is value for money in terms of the investment required.

Maintenance and energy costs for these older buildings are high compared with modern facilities.

Council has stated it needs to balance future maintenance and upgrade costs of community halls and buildings with the level of use and what the community can afford.

Additionally, the cost of funding for asset renewal is a significant cost that Council must provide for. Community or private owned halls do not need to fund depreciation in the same way.

War Memorial or Heritage Status

Some halls have significance beyond their simple facility, such as having War Memorial status or heritage status. This significance is an important aspect of the hall and why it is valued by the community. Accessing war memorial funding has changed the ownership of some facilities e.g. South Hokianga War Memorial Hall was transferred to Council to enable access to post WWII funding to build war memorials. Decisions about the future of halls that contain war memorials will need to be done in consultation with the Returned Services Association.





Hierarchy of Community Facilities

More recently Council has elected to support Te Ahu in Kaitia and the Turner Centre in Kerikeri being community facilities that attract visitors from a wider catchment than what a traditional community hall might. These venues can host regional cultural events of a commercial nature.

These facilities are also multi-functional and are expected to provide a range of affordable and accessible venue options for community use as well. Getting the balance right between commercial return and community use is a challenge for both those managing these facilities and for Council to identify the appropriate balance in community of district rate funding.

The development of these two facilities has created a de-facto community facility hierarchy. Council support for these facilities is from the district rate and is based on the premise that these facilities provide economic benefit to the region by attracting visitors to and locals from across the District.

Council is also considering, as one of a number of options to achieve building compliance and increase accommodation capacity for the organisation the re-development of the Kaikohe Service Centre/Memorial Hall/Library. This could create another District facility hub that may require a mix of community/district funding.

Greater Range of Options

There is now a competing range of more modern privately or community owned meeting venues available for hire in the District such as the Order of St John in Rawene, Kerikeri and Kawakawa, Red Cross, Rarawa Rugby Clubrooms and the Doubtless Bay Tennis Clubrooms.

Also it is common for school halls to be available for wider community use rather than just be used as educational facilities. Additionally, some schools have accessed community grants funds such as Foundation North grants on the understanding that these community facilities are to be available for the wider community (such as Taipa Area School Marae or Kawakawa Primary school hall).

The greater choice of venues that are fit for purpose i.e. easy to heat, modern kitchen, offers a range of sizes has led to a decline in the use of Council owned halls - particularly in rural locations.

Potential Second Life/Retrofitting

There is potential for other community uses to be made of some community halls such as recreation centres or community centres. Community centres are open normal business hours or potentially longer. They would have a different layout, including space for semi-permanent recreation or social services. They could have hot desks for visiting agencies or community use. The community is best placed to determine if this is a future option.

Demographics and Supply

Low population and low usage of halls is an indicator that community resilience is in decline in some areas such as Lake Ohia, Kaingaroa, Oruru and Takahue.

In particular the Kaikohe-Hokianga ward has a small and declining population and yet it is supporting a higher number of Council owned halls than other wards. These halls are generally well used and are meeting the needs of small urban settlements.

Over time a trend has developed whereby Council has retained ownership in community halls that are generally located in urban settlements. The exception to this is in the Te Hiku ward where four rural halls are retained in communities with very small and declining populations in Lake Ohia, Kaingaroa, Oruru and Takahue.

Community owned versus Council owned

There are a number of examples of well-maintained halls that are community owned. An advantage of this ownership model is that they can access grant funding that Council is ineligible for. A further advantage is that the community ownership model requires a level resilience to be in place to provide for the long term governance and maintenance of these facilities. The responsibility for the facility may initiate the resilience and corresponding community pride and connections.

The flip side to this is that there needs to be a level of resilience and a local desire to take on community ownership of facilities. Oruru community and the South Hokianga RSA (Opononi) want to take on the ownership of their local halls.

Discussion document feedback

In February 2015 as part of the pre-consultation, Community Boards and Hall Committees were asked for feedback on the draft Halls and Facilities Strategy - Discussion Document 2015.

The document was also consulted on simultaneously with the 2015-2025 Long Term Plan.

Feedback was received from Whangaroa, Waipapa, Totara North, Russell, Herekino, Kaingaroa, Okaihau, Paihia, Rawene and Kohukohu Hall Committees. In summary:

Majority support the status quo and added:

- There was appreciation for Council's investment in their halls and they considered they had a good relationship with Council staff.
- If Council changed the responsibility for maintenance (Council external Committee interior) this would cause rents to increase significantly.
- They would like to be in a position to be able to access external funding (i.e. non-Council funding).
- When Council is financially constrained this is generally reflected in communities and therefore there is no capacity for communities to take on more financial responsibility.
- Some committees believe they were already empowered in the current arrangements.

There was also support for:

- Retaining strategic facilities especially those used for civil defense purposes.
- Facilitating community ownership if there is a desire.
- Looking at alternative ownership arrangements if there was no local support or future demand for a hall. However, this option would need to involve consultation with community and special interest groups e.g. RSA and the community given the option of purchasing the hall.

- A hierarchy including heritage and war memorial classification.
- Consideration of new facilities (Bledisloe Domain pavilion and a further low-cost facility in Kerikeri were given as examples).

Feedback was received from the Kaikohe-Hokianga Community Board:

- Future options for management would need to provide benefits to the community that outweigh the additional workload for the community.
- More information would be required about a contestable fund especially if there was a change in the responsibility of the hall committee. E.g. would they be responsible for insurance, or rates? Would the fund include depreciation?).
- Smaller communities have limited financial and human resources and would need to prioritise what would be supported and this could be at the expense of halls.
- Community empowered management had some support.
- Another option put forward was a town council committee that had an overview of all community facilities e.g. sewerage scheme, water and hall.
- Mixed support for district funding of Turner Centre/Te Ahu.

In summary, there was strong support for the status quo however if communities wanted alternative management arrangements these should be considered on a case by case basis.

Two submissions were received from the general public:

- Financial support should be given to the Oruru Hall Committee as it is an important local infrastructure asset meeting a community need.
- Turner Centre is an important asset that will become a liability if not supported by Council.

Strategy development

Guiding principles

The guiding principles of the strategy provide the foundation and a reference point for future decision making. They guide the choices and tradeoffs that have been considered. They also need to be consistent with Council's vision, mission statement, values and strategic objectives.

Council consulted on a draft vision for the District in the 2015-2025 Long Term Plan:

"The place where people love to be."

This has subsequently been amended to reflect the outcome of the district wide visioning process. (The District Vision was adopted by Council in August 2015.)

"HE WHENUA RANGATIRA - A DISTRICT OF SUSTAINABLE PROSPERITY AND WELL BEING."

Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places.

A mission statement tells people how the Council will achieve their vision. Council's mission statement in the 2015-2025 Long Term Plan is:

"Working together to enable culturally strong, healthy, vibrant, resilient, prosperous, connected people and communities."

Council's strategic objectives for the next three years that relate to this strategy are:

- **Prudent financial management within long term strategic planning**
- **Safe, healthy, resilient places and people**
- **Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of the District**

It is proposed that the principles of the strategy be:

Integrated network – Council owned facilities are only part of the network of halls, community centres and meeting spaces that are available to the community.

Hierarchy – Council will support a range of halls and community facilities in a community, district and regional context.

Agreed standard – Council owned facilities will be accessible to all members of the community regardless of age or physical ability, be well maintained and comply with building, fire and health regulations applicable to the community, district and regional context of the facility.

Efficient use – Council will encourage alternative management and ownership arrangements of Council owned halls that make more efficient use of existing facilities.

Affordable – Council will consult with communities to determine the level of support for funding upgrades of Council owned facilities.

Support resilient vibrant communities – Facilities should be retained where they are in the right place to support strong vibrant communities.

Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places

Vision for Community Halls

A key part of developing strategy and setting strategic direction is articulating a vision for the desired state of the future. A vision is a concise summary statement describing the world as it would ideally exist if current issues could be fully addressed.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Strategic Objectives

The vision needs to be supported by strategic objectives as these define those things that need to be achieved to bring about our desired future.

The Council's strategic objectives based on the agreed principles are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement and for flexible partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

How do we get there/ Solutions

Council will achieve its vision for community halls by implementing the following:

Integrated Network and Hierarchy

Council will recognise an integrated network and hierarchy of private, community and Council district and local community facilities so that a range of facility types, sizes, configurations are available to meet the needs of the district's communities. This network and hierarchy will be used to guide Council's decisions on the ownership, management and governance and funding of existing and new facilities.

Facilities of Local Importance - these facilities are local halls and facilities that are fit for purpose and serve a local community catchment and provide opportunities for events or to provide local services.

Facilities of Local Significance - War Memorial Halls/Heritage buildings – these facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status. These serve a local community catchment and provide opportunities for the community to hold events or provide local services

Any change proposed to a War Memorials Hall will need to be done in consultation with the Returned Services Association. Any change to a heritage building needs to recognise the constraints of the heritage status and will require input from Heritage New Zealand.

Facilities of District Importance – these are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use.

These are not always Council owned facilities although they are generally on Council land,

e.g. Turner Centre and Te Ahu. Getting the balance right between commercial return and community use is a challenge for these facility owners. These facilities often require Council support for them to be sustainable and provide for the care of their assets.

Council may invest in these facilities through a Contract for Service with agreed key performance indicators consistent with **Policy #3213 - Community Assistance**.

Council's Funding

Facilities of Local Importance or Local Significance will be funded from the community rate either directly or through grants from the Community Board.

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Service and agreed Key Performance Indicators. They could also apply to Community Board – Local Grants to offset costs for providing for community use at non-commercial rates. The Community Board would consider the merits of any application.

Contestable Fund

Alternative management or ownership options would be made more attractive to the community if Council sets up a contestable fund in each ward.

Council will investigate further the establishment of a contestable fund for works and operational subsidies for community owned facilities.

This contestable fund would need to be consistent with the principles of **Policy #3213 - Community Assistance** to enhance access to facilities, to broaden the range of facilities, to enhance volunteer capability to provide services and supplement the resources of Council from external sources (a minimum of 50% funding for projects from sources other than Council).

The fund could be applied to for either work programs or for an operational subsidy.



Ownership and Management

Council's policy on the management and operation of community halls is:

1. Council will take responsibility for the maintenance of the external envelope of the building, building compliance [BWOFF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any halls that it owns.
2. Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc.
3. Local hall committees will be responsible for insurance of chattels such as chairs, tables and crockery. This will be funded from user fees, local fundraising or grant applications to community grant funds or other funders.
4. Hall committees will become not-for-profit legal entities or under the umbrella of one to ensure there is a high level of accountability and transparency and to maximise the opportunity to access external funding.
5. Hall Committees will report annually to Community Boards on the level of facility use, income received and any investment they may have made in the facility.

Council will consider on a case by case basis the ownership and management options below. When considering these proposals Council will need to consider **Policy #2124 – Significance and Engagement** and determine which proposals and decisions are significant and Council's community engagement strategy.

1. Community empowered management

Council would consider proposals from the community to take on a greater role in managing the facility including prioritising repairs and maintenance, renewal work or re-development. This arrangement would be formalised through an agreement with Council. This would require a not-for-profit entity being established. The proposal may come from:

- A hall committee
- A community group
- A primary or main user

The agreement would require the following roles to be undertaken:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.
- v. Manage income and expenditure and report to Council.
- vi. Put forward repairs and maintenance/renewal schedules for Council consideration.
- vii. Make applications for external funding for re-development .

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. The organisation would be able to apply to external funders.

2. Community led divestment (effectively selling the building but not the land)

Council would consider proposals from the community to take on a greater role in managing and re-developing their facility. This would require a not-for-profit entity being established and the transfer of the ownership of a hall building[s] and a license to occupy for the land to:

- A community group
- A primary or main user
- Private entity

The transfer would be subject to entering into an agreement to undertake the following roles:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.



- v. Manage income and expenditure and report to Council.
- vi. Put forward applications to secure sufficient funding.

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. They could apply to other funders such as Foundation North or Lotteries.

3. Council led divestment of non-strategic facilities

The following principles would be used to determine non-strategic facilities:

- Integrated network/Hierarchy – Determine if existing non-Council facilities are capable of meeting current and projected demand. The measure will be within 20 minutes distance to nearest similar facility.
- Affordable/Agreed standard/Support resilient communities – A facility which has significant deferred maintenance or needs a major upgrade to meet an agreed standard and this work could not be justified because of the low level of use the building will not be retained. The measure may be usage verses cost to upgrade to agreed standard.

Non-strategic facilities will be divested to the community. This would be a Council led divestment process and if there is no identified community demand or likely future demand or community interest the properties would be made available for a non-community use or sold.

Developing New Facilities

If the community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. The community has demonstrated a need and demand.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility.
- iii. The supply of existing facilities (Council and non Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.
- vi. No viable partnership or brokerage opportunities for meeting community demand have been identified.

If Council confirms there is an identified need for a new facility it may be included in a Long Term Plan for public feedback.

Implementation plan, monitoring and evaluation

Actions:

1. Review **Policy #5003 – Community Facilities/Community Halls** to align with the strategic plan.
2. Develop a Schedule for inclusion in **Policy #5003 of Halls of Local Importance, Local Significance and Facilities of District Importance** and their funding sources.
3. Investigate further the contestable fund concept.
4. Work with Hall Committees to assist them to become a not-for-profit legal entity, determine reporting requirements and provide opportunities to learn more about accessing non-Council funding sources.
5. Consider alternative ownership and/or management arrangements on a case by case basis.

Policy #5003 – Community Facilities/Community Halls

1. BACKGROUND

Each Community Board has a number of facilities on their asset register, mostly halls, that provide a focus point for communities to gather together for both social and community activities. At the present time, these facilities are being managed in an 'ad hoc' way. This does not mean that facilities are being run inefficiently and well on behalf of Council and the community, but rather that there is a large divergence in the management styles. This divergence confuses management committees and often inhibits the communication required for communities to make proactive decisions on their facility requirements.

This policy shall:

- i. Clarify the types of arrangements Community Boards have for their facilities.
- ii. To set procedures in place to ensure effective management of these facilities.
- iii. To give more control of long-term decision making to communities.

Styles of Management and Ratings Liability

There are four distinct types of management:

- i. Community elected committees manage the hall operation on behalf of the Community Board. This includes all operational charges unless expressly remitted by the Community Board and the Community Board has budgeted for these amounts annually. As of July 1, 2003 all public halls owned or used by Council, apart from applicable service charges, are non-rateable. In this instance, Council is responsible for the external envelope and building compliance issues only. Examples of this style are the Waipapa, Herekino and Rawene Halls.
- ii. Once again, community elected committees manage the hall operation on behalf of the Community Board, but Council Customer Services Liaison staff manage bookings, bonds and other payments including invoicing and/or receipting customers. An example in this case would be Whangaroa Memorial Hall, Kaeo.

- iii. Halls and other facilities are either leased or sold to community groups who have a mandate to offer the facility for public use or in some instances the public good. The community may dictate the level of service required and the facility may have a predominant designated purpose. In instances where the facility is used exclusively for sports and the arts, 50% of the normal rate will apply. An example is Awanui Sports Complex.
- iv. The hall or facility is for the exclusive use of a single charitable or community organisation. In this instance, Council may consider an application for a rates remission. Examples are Plunket Rooms, the Order of St Johns and the New Zealand Scouts.

Types of Facilities

Community centres

The term 'community centre' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. In their operation, community centres may employ paid staff and volunteers, who are proactive and innovative in meeting local community needs, open to all groups in the community, non competitive and complement other resources in the community. Community Centres are owned by Council and funded through Community Rates.

Community halls

The term 'community hall' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. A community hall may be hired for private purposes. To meet operational costs, secure new equipment and fund internal maintenance expenses or renewals, hall management committees use hall income. Council provides planned maintenance and renewal of the exterior envelope through depreciation funds.

Community leases

The Council leases land, buildings or land and buildings to community groups for a wide range of activities.

Partnerships

Wherever possible and appropriate, Council will take a partnership approach in its community facility asset management, development and divestment (Council in all partnerships must be guided by the Policy on Partnership with the Private Sector).

This means that:

- i. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations and agencies (e.g. schools or churches).
- ii. If divesting of a community facility, Council will consider any proposals by a third party to manage and develop it as a community facility.
- iii. Council will actively encourage and seek ways to support schools and other organisations to provide community access to venues such as school halls and church meeting spaces. Such spaces will then form part of the district-wide network of facilities.

New types of facilities

In response to the District's increasingly diverse communities and changing trends in community and leisure activities, Council will consider innovative and different types of facilities. These could include multi-purpose facilities and facilities as part of commercial, retail or residential developments. They could include dedicated or purpose-build facilities (e.g. for young people or for performing arts).

Community Boards may in the first instance, support communities in achieving their goals in regards to new facilities by providing expertise, supporting the establishment of a Community Trust and if appropriate, contribute funds. Ownership of new facilities would remain with the community, usually managed by a Community Trust.

War memorials

Council recognises the special value of War Memorial Halls and will not seek to divest or lease the facility without the direct support of

the RSA. If the Memorial is removed to another special purpose facility, then the hall will revert to Community Hall status.

District wide level of provision

Council aims to have a network of community venues across the District so people can meet and participate in the life of their communities. The network will consist of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.

A catalogue of facilities

From a planning perspective, there is a need to catalogue all facilities along with specified use and contact persons. All non-Council facility 'owners' will be given the opportunity to list on Council's web site along with appropriate details.

Developing new facilities

If Community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. A need has been demonstrated through the development of the Long Term Community Plan.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility (an example is the recreation plan).
- iii. The supply of existing community facilities (Council and non-Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their

intended purpose and are unsuitable for redevelopment.

6. No viable partnership or brokerage opportunities for meeting community demand have been identified.

Redevelop existing facilities

If monitoring indicates the need to redevelop an existing facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs. However, the primary focus will be on the facility in question and how best to develop it to meet changing needs and demands.

Council will consider redeveloping an existing facility when:

- i. A more detailed analysis of the criteria used for indicating the appropriate ward/district - wide level of provision confirms a local need for a change or development of a particular.
- ii. There are relatively high levels of facility use and the facility cannot meet demand (usage data).
- iii. There is demand or pressure for facilities to meet different or greater levels of needs than are currently addressed (supply and demand, needs assessment, demographic trends).
- iv. The physical design and size of the facility is unsuitable for preferred community use, is unable to meet demand or is better suited to another use (supply and demand, needs assessment).
- v. The condition of the building is good and warrants redevelopment to meet changing demand.
- vi. There is relatively high customer satisfaction with this current facility.
- vii. The building is of historical or War Memorial status.
- viii. There are no viable partnership or brokerage

opportunities to meet different or increased needs.

- ix. There are major operational issues affecting the viability of the operation (e.g. conflict between commercial use and community use).

Divestment

Community Boards may indicate that it would be appropriate to divest a particular facility.

Divestment options could include:

- i. Selling the facility.
- ii. Council using the facility for non-community purposes (e.g. commercial use/lease).
- iii. Using the facility as leverage for community based partnership. A number of issues may indicate that divestment is a good option to explore. Examples include: Close proximity of similar facilities (geographical spread), very low usage and/or an apparent over supply of community facilities (usage data, supply and demand), a change in demographics resulting in a community which does not match user profiles (community and user demographics).
- iv. Planned community facility developments (Council or non-Council) that would meet community demand.
- v. A facility design that is no longer suitable for the community and cannot easily be rectified.
- vi. A facility which requires major work, but this work could not be justified because of the poor condition of the building.

If divestment is an option, then a detailed analysis will be undertaken. The analysis will focus on a particular geographical location. Within this context, it will explore whether or not it was appropriate to divest of the particular community facility.

In particular, the analysis will cover: current and projected demand; the ability of existing and any planned facilities to meet the projected demand; the condition of the facility in question and its potential for redevelopment; opportunities to use the facility as leverage for a community partnership to operate.

A recommendation to divest of a community facility will only be made if:

- i. There is little current or projected community demand or,
- ii. Existing and planned facilities are capable of meeting current and projected demand (supply and demand).
- iii. The facility is not a War Memorial Hall.
- iv. The facility is not meeting demand and does not have the potential to be redeveloped to meet any projected demand.
- v. The building has reached the end of its useful life and community needs can be met in other ways.
- vi. The community indicates that they want ownership in order to offer services that may be commercial or non inclusive of a wider community.

2. GOALS

The goal of the Community Services Department is to ensure the existence of a network of venues across each ward for people to meet and participate in the life of their communities. These Community Facilities may be used for leisure, arts, cultural, educational, sporting and community activities. They may also provide accommodation for community groups and organisations. The provision of accessible community venues contributes to the development of strong communities.

3. POLICY STATEMENTS

Council believes that halls provide an important link for the people of each community and will actively encourage devolvement of the facility to the community.

Community Boards are responsible for audited annual accounts and statistical information regarding the hall. This responsibility is delegated to the organisation/committee managing the hall on behalf of the Board.

Where no community organisation or committee can be formed within the community, the facility will revert back to the Community Board for management. Options for the Board may be

devolvement; sale/demolition or mothballing while community consultation is carried out. Refer to "Background"

4. PROCEDURES

Some Community Boards through consultation with their community will continue to want to retain 'ownership' and have a hall committee as delegated authority to oversee the halls operation. The following procedures are required.

- i. The committee will have a minimum of 5 elected members. A Community Board Member will be seconded to the committee to provide a liaison/advisory role, but cannot take office.
- ii. The Hall Committee shall hold an Annual General Meeting every 12 months – this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
- iii. As of July 2003, community halls on reserve land will no longer be rated so there will not be a need for the Community Boards to budget for rates on behalf of most Hall Committees.
- iv. Hall committees will be responsible for all bookings, fee collections and resolving any operational problems.
- v. Where Hall Committees are the delegated bodies on behalf of Community Boards, they are responsible for producing annual audited accounts and statistical information in regards to use and numbers of users.
- vi. Hall committees will be responsible for all operational expenditure including water, pan charges, power, phone and cleaning. All public halls owned by Council will not be rateable whether on reserve land or not. These halls are still rateable for water and sewerage.
- vii. Hall committees will be responsible for all internal maintenance, refurbishments and purchase of replacement equipment such as stoves etc.
- viii. Where fees' income does not meet expenses, the following procedures may be followed: An approach can be made through the Community

Board for a one off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise.

- a. Fees may need to be increased reflecting a full fees recovery scenario.
- b. A hall may no longer meet the communities needs (refer to Background, section 1).
- ix. Council is responsible for the external envelope and building compliance issues but wishes to devolve more of the planning to community. To this end, a working party will be formed. Members will be the Committee's Community Board Member, an elected Committee representative and a Council Officer. They will develop a long-term strategy for maintaining the facility and put forward the renewal or capital projects to the Community Board to be included in the Long Term Strategic Plan or Annual Plan.
- x. Council will insure the facility but this may not include Committee chattels such as crockery but will include fixtures such as stoves, Zip hot water heaters etc.



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

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

Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200
Fax: (09) 401 2137

Dear Sir / Madam

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2022 to 30 June 2023**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the **Hall Information & Statistics form** below and return prior to **31 January 2024**.

This information will form part of a report that is presented to your local Community Board early 2024.

Can you please include:

- a copy of the hall's evacuation plan
- photo of the current BWOF and evacuation plan on public display in the hall

If we do not receive any information, we will note this in the report for the Community Board to consider.

Please find attached the following documents for your reference:

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Yours sincerely



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

Te Kaunihera o Tai Tokerau ki te Raki | Far North District Council

Pokapū Kōrero 24-hāora | 24-hour Contact Centre 0800 920 029
fndc.govt.nz



2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:			
Physical address:			
Postal address:			
Booking Officer Name	(Booking Officer will be added to our website)		
Booking Officer Contact Info	Ph.:	Mobile:	Email:
Afterhours Contact Name			
Afterhours Contact Info	Ph.:	Mobile:	Email:
Emergency Contact Name			
Emergency Contact Info	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	
How often did the Committee meet in the year?	

HALL INFORMATION				
Usage Data				
Number of bookings:				
Number of users:				
Type of use				
Community (regular users):				
Casual (one off):				
Commercial:				
Hire rates (per hour)				
Community:				
Casual:				
Commercial:				
Other:				
2022/23 Financial Statement		Attached: Yes / No		
BWOE/Evacuation Plan		Photo Attached: Yes / No		
Insurance - Contents		Yes / No	Value:	
Improvements completed				
Maintenance completed				
Other:				
Check list (cross out as provided)		AH / emergency contact details	Copy of BWOE certificate	Copy of Evacuation Plan
		Form fully completed		

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	
Kitchen facilities	

Toilets	
Disabled access	
Parking	
Furniture available	
Other facilities / assets available <i>e.g.: stage, lighting, heating</i>	

8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MAY OPEN RESOLUTION REPORT

File Number: A4687039

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. Open Resolution Report - 09 May 24 - A4686896 [↓](#) 

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Wednesday, 1 May 2024 1:49:37 pm Date From: 1/01/2021 Date To: 1/05/2024	
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 13/04/2023	Bay of Islands Off Leash Dog Park	RESOLUTION 2023/22 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. CARRIED	19 Jul 2023 2:11pm BOI_W board requested action be open - until further locations are investigated. 09 Nov 2023 1:08pm New location to be identified, now sitting with Asset Management. 05 Mar 2024 2:58pm Staff to investigate and identify a suitable location. 01 May 2024 12:49pm Update unavailable for May. Request has been made to ensure update available for June meeting.
Bay of Islands-Whangaroa Community Board 28/09/2023	Reserve Management Plan Programme	RESOLUTION 2023/114 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. CARRIED	15 Dec 2023 8:36am 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. 01 Feb 2024 2:51pm Community engagement will take place February / March followed by formal Reserves Act consultation. 02 Apr 2024 2:15pm Community consultation in advance of formal consultation under the Reserves Act will conclude in April. Formal consultation will be over website/other channels and will be for a one month period where written comments are invited. 01 May 2024 12:49pm Community pre-consultation has concluded. Formal consultation is currently being planned with Communications Staff.

8.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2024**File Number: A4675097****Author: Segun Rotimi, Accounting Support Officer****Authoriser: Jonathan Slavich, Chief Financial Officer****PURPOSE OF THE REPORT**

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 March 2024".

1) BACKGROUND

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

	Community Board	Placemaking Fund
Community Fund Account balance as at 01 July 2023	\$201,549.00	\$100,000.00
• Plus, unused funds from 2021-23	\$66,939.35	\$93,360.86
Less funds granted and uplifted to 31 March 2024	\$172,404.83	-
• Less funds not uplifted from previous community meetings (committed to projects)	\$22,632.00	\$93,300.86
Community Fund Account balance as at 31 March 2024	\$73,451.52	\$100,060.00

2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 31 March 2024 in the Community Fund account is \$73,451.52 and the balance in the Placemaking Fund account is \$100,060.00.

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 31 March 2024 is attached.

ATTACHMENTS

1. **Statement of Community Fund Account BOI-Whangaroa as at 31 March 2024 - A4675085**





Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of Community Fund Account as at 31-March-2024

Far North District Council		
Bay of Islands - Whangaroa Community Board		
	Community Board	Placemaking
Allocation Grants & Donations Annual Budget 2023-24	201,549.00	
Community Board Placemaking Fund		100,000.00
Community Fund Account Balance as at 1 July 2023	\$ 201,549.00	\$ 100,000.00
Unused funds from 2021/22 - Procurement of concept drawings for The Strand, Russell		93300.86
Unused funds from 2021/22 - Rangitane Residents Association for costs towards CCTV replacement	5,149.00	
Unused funds from 2022/23 - Meraki Paihia, for the costs of marquee hire for Matariki Puanga 2023	3,992.00	
Unused funds from 2022/23 - Bay of Islands Young Farmers Club, for the costs of marquee and equipment hire for the Northern Young Farmers Regional final evening show	720.00	
Unused funds from 2022/23 - Coast to Coast Cat Rescue for the purchase of a van with signage recognising the Bay of Islands-Whangaroa Community Board	10,000.00	
Unused funds from 2022/23 - Kerikeri Theatre Company for the costs towards the production of Fantastic Mr Fox	2,000.00	
Unused funds from 2022/23 - The Turner Centre for the costs towards the Trouble in Paradise art exhibition Spooner	3,000.00	
Unused funds from 2022/23 - Whatu Creative for the costs towards Weaving the Strands Matariki workshops	2,000.00	
Unused funds from 2022/23 - Whangaora Memorial Community Hall for the costs towards new curtains for the hall	3,099.00	
Unused funds from 2022/23 - Whangaroa Recreation and Community Trust for the costs towards repainting the Whangaroa pool and training of lifeguards	28,773.83	
Refund from 2022/23 - Kaeo Christmas Parade	882.61	
Rescinded Resolution - Miria Marae for costs towards the powerline relocation as part of the marae redevelopment		60.00
Refund from 2023 - Turner Centre Kanikani Kanoa	2,173.91	
Rescinded Resolution - Rangitane Residents Association for costs towards CCTV replacement	5,149.00	
Plus, unused funds from 2021-23	\$ 66,939.35	\$ 93,360.86
	\$ 268,488.35	\$ 193,360.86

Far North District Council		
Bay of Islands - Whangaroa Community Board		
Less Expenditure 2023/24 (Funds Uplifted)	Community Board	Placemaking
July 23		
Bay of Islands Young Farmers Club, for the costs of marquee and equipment hire for the Northern Young Farmers Regional final evening show	720.00	
Whangaora Memorial Community Hall for the costs towards new curtains for the hall	3,099.00	
Whatu Creative for the costs towards Weaving the Strands Matariki workshops	2,000.00	
Coast to Coast Cat Rescue for the purchase of a van with signage recognising the Bay of Islands-Whangaroa Community Board	10,000.00	
The Turner Centre for the costs towards the Trouble in Paradise art exhibition Spooner	3,000.00	
Meraki Paihia, for the costs of marquee hire for Matariki Puanga 2023	3,992.00	
Kerikeri Theatre Company for the costs towards the production of Fantastic Mr Fox	2,000.00	
Bay of Islands Music Festival Trust for the costs towards Bay of Islands Jazz & Blues Music Festival	2,500.00	
Ngati Rehia Kapa Haka Festival for the costs of running 2023 Kapa Haka Festival	5,000.00	
Busy Bees for the costs of purchasing wool for charitable knitting product	1,000.00	
Northland Floral Art Society for the costs of running the 2023 Northland Floral Art Competition	2,000.00	
Fiona Craig for the costs of reprinting Barbed Wire on the Beaches	2,103.00	
August 23		
Whangaroa Recreation and Community Trust for the costs towards repainting the Whangaroa pool and training of lifeguards	28,773.83	
September 23		
The Graeme Dingle Foundation for the costs towards mentoring and career guidance for students in the Bay of Islands-Whangaroa Ward	5,000.00	
Friends of Rolands Wood Trust for the costs towards extending the car parking area	15,000.00	
Bay of Islands Creative Charitable Trust for the costs of running KOAST 2023	3,000.00	
The Turner Centre for the costs towards Kanikani Kanoa	4,500.00	
October 23		
Bay of Islands Rotary Club for the costs towards Paihia Colour Run 2023 Festival	1,460.00	

Far North District Council		
Bay of Islands - Whangaroa Community Board		
November 23		
Wainui Marae for the costs towards hosting the 40th Piri Mokena tournament	5,530.00	
Business Paihia for the costs towards the Paihia Christmas Parade	5,000.00	
Waipapa Hall Committee for the purchase and installation of heat pumps for the Waipapa Hall	4,083.00	
Our Kerikeri for the costs towards the Kerikeri Christmas event	5,000.00	
Te Puna Aroha Putea Whakapapa for the costs towards the Moerewa Christmas Event 2023	5,000.00	
Kawakawa Business and Community Association for the costs towards the Kawakawa Christmas Event 2023	5,000.00	
Te Kura o Hato Hohepa o Te Kamura for the costs towards hosting the 2023 Whangaroa Arts Festival	3,500.00	
Cruzn' The Bay for 2024 Cruzn' The Bay	5,000.00	
Bay of Islands Country Rock Festival for 2024 Country Rock Festival towards the bus costs	2,500.00	
Bay of Islands Jazz and Blues Festival for 2024 Jazz and Blues Festival towards the bus costs	2,500.00	
December 23		
Tracy Cadogan for the costs towards the Russell Christmas Event	5,000.00	
The Turner Centre for the costs towards Reuben Rameka visit and performance	2,900.00	
Friends of Northland Dance for the costs towards performing Alice in Wonderland to be directed towards costume hire	2,500.00	
Okaihau College for the costs towards Tai Tokerau Festival 2024	6,647.00	
David Crabb for the costs towards VertJam 2024	3,447.00	
January 24		
Bay of Islands Budgeting and Community Services for the costs towards setting up a space for Mana Aki	7,000.00	
February 24		
ArtsXL for the costs of the 100x100 Art Exhibition 2024	950.00	
March 24		
Kitted NZ for the costs of the female sport art exhibition	3,000.00	
Toi Tangata for the costs of the Te Hotu Manawa Māori Wānanga's	2,700.00	
Less funds granted and uplifted to 31 March 2024	\$ 172,404.83	\$ -

Far North District Council		
Bay of Islands - Whangaroa Community Board		
Balance as at 31 March 2024	\$ 96,083.52	\$ 193,360.86
Less funds not uplifted from previous community meetings at 31 March 2024		
Meeting 03.02.22 and Meeting 02.06.22		
Procurement of concept drawings for The Strand, Russell		93,300.86
Meeting 06.07.23		
Russell Birdman for the costs for the development of the website	3,582.00	
Meeting 15.02.24		
Glass Ceiling Collective for the costs of the SparkLive show in the Bay of Islands-Whangaroa Ward	5,000.00	
Meeting 21.03.24		
Bay of Islands Walkways Trust towards the costs for printing of the Kerikeri Waterfall Walkways brochure.	850.00	
o Longline Productions towards the costs of filming the short film "Molly Malone" in Whangaroa	10,000.00	
The Turner Centre towards the costs of adult Kapa Haka classes	3,200.00	
Less funds not uplifted from previous community meetings (committed to projects)	\$ 22,632.00	\$93,300.86
Community Fund Account balance as at 31 March 2024	\$ 73,451.52	\$ 100,060.00
	Community Board	Placemaking

9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - New lease request over 195 Puketona Road, Paihia - Job Complete Limited	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

11 TE KAPINGA HUI / MEETING CLOSE