

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Tuesday, 17 December 2024

Time: 10:00am

**Location: Turner Centre
Kerikeri**

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



**Te Kaunihera
o Te Hiku o te Ika**
Far North District Council

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

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

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:
Tuesday 17 December 2024 at 10:00am

Te Paeroa Mahi / Order of Business

1	Karakia Timatanga / Opening Prayer	7
2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest	7
3	Te Wāhanga Tūmatanui / Public Forum	7
4	Ngā Tono Kōrero / Deputation.....	7
5	Ngā Kaikōrero / Speakers	7
6	Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes	8
6.1	Confirmation of Previous Minutes	8
7	Ngā Pūrongo / Reports.....	19
7.1	New Road Name - 354 Old Bay Road, Waimate North	19
7.2	Peacock Gardens Reserve - Request for the removal of trees.....	23
7.3	Removal of trees at Fairy Pools Reserve Kerikeri	99
7.4	New Kerikeri Motorhome & Caravan Dump Station.....	112
7.5	Chairperson and Members Report	115
7.6	Funding Applications.....	126
8	Ngā Pūrongo Taipitopito / Information Reports	151
8.1	Condition Assessment Summary for Council Halls.....	151
8.2	Bay of Islands-Whangaroa Community Board Open Resolution Report.....	154
9	Karakia Whakamutunga / Closing Prayer	156
10	Te Kapinga Hui / Meeting Close	156

1 KARAKIA TIMATANGA / OPENING PRAYER

ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.

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

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

- Trista Raharuhi representing Te Waka Taua o Te Rāngimarie, speaking in relation to funding application item 7.6b, page 126.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5006273

Author: Maria Bullen, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

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

1) TE TĀHUHU KŌRERO / BACKGROUND

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

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

TE TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

- 2024-11-21 Bay of Islands-Whangaroa Community Board Minutes - A4971228** 

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

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI
ON THURSDAY, 21 NOVEMBER 2024 AT 10.07 AM**

PRESENT: Chairperson Belinda Ward, Deputy Chairperson Member Lane Ayr, Member Bruce Mills, Member Amy Slack, Member Jane Hindle.

IN ATTENDANCE:

STAFF PRESENT: Kim Hammond (Community Board Coordinator), Aisha Huriwai (Manager – Democracy Services), Marlema Baker (Democracy Advisor).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:07am, Chair Belinda Ward commenced the meeting and Member Jane Hindle opened the meeting with a karakia.

Chair Belinda Ward called for a minute of silence in remembrance of Mr Bom Gillies and Mr Doug Turner.

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

APOLOGY

RESOLUTION 2024/123

Moved: Chairperson Belinda Ward

Seconded: Deputy Chairperson Lane Ayr

That the apologies received from Cr Ann Court and Member Tyler Bamber be accepted and leave of absence granted.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- There were no public forum speakers for this meeting.

4 NGĀ TONO KŌRERO / DEPUTATIONS

- There were no deputations for this meeting.

5 NGĀ KAIKŌRERO / SPEAKERS

- Shirley May representing Bay of Islands Country and Rock Festival in relation to item 7.4a page 36.
- Kellie Hull representing Friends of Dance Northland Charitable Trust in relation to item 7.4b page 36.
- Sarah Curtis & Anika Whapshott representing Kerikeri Business Association in relation to item 7.4c page 36.
- Debbie Raphael representing Northern Dance Academy Trust in relation to item 7.4d page 36. ([Tabled document objective I.D A4995486](#))

Page 1

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

- Amy Crisp representing Amy Crisp speaking in relation to item 7.4e page 36. ([Tabled document objective I.D A4995485](#))
- Tana Apiata and Mieke Ward representing Te Tii Māori Reserve Waitangi Marae speaking in relation to item 7.4g page 37. ([Tabled document objective I.D A4995487](#))

Member Amy Slack left the meeting at 11:02 am

- Gerry Paul representing Turner Centre speaking in relation to item 7.4h page 37.
- Jackie Matthews representing Paihia Christian Community Church speaking in relation to item 7.4n page 37.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4956725, pages 8 - 14 refers

RESOLUTION 2024/124

Moved: Chairperson Belinda Ward
Seconded: Member Bruce Mills

That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 24 October 2024 are a true and correct record.

CARRIED

7 NGĀ PŪRONGO / REPORTS

7.1 SETTING OF 2025 MEETING SCHEDULE

Agenda item 7.1 document number A4960773, pages 15 - 19 refers

RESOLUTION 2024/125

Moved: Member Jane Hindle
Seconded: Deputy Chairperson Lane Ayr

That the Bay of Islands-Whangaroa Community Board:

a) adopt the following meeting dates for the 2025 calendar year:

- 20 February 2025
- 20 March 2025
- 17 April 2025
- 15 May 2025
- 12 June 2025
- 10 July 2025
- 7 August 2025
- 4 September 2025

b) and delegates to Chair Belinda Ward authority to change the meeting dates.

CARRIED

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

7.2 ALFRESCO DINING APPLICATION

Agenda item 7.2 document number A4951249, pages 21 - 27 refers

RESOLUTION 2024/126

Moved: Deputy Chairperson Lane Ayr

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board:

- a) Pursuant to the Council resolution passed on 30 June 2022, provide comment on the renewal of alfresco dining approval applications from:
 - i) Bakery Café Plus, Kerikeri.

CARRIED

NOTE:

When the final application is approved the Board asks that Bakery Café Plus, Kerikeri ensure the minimum width is managed, particularly regarding the footpath area, for pedestrian and accessibility traffic flow.

7.3 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A4939858, pages 28 - 38 refers

RESOLUTION 2024/127

Moved: Member Bruce Mills

Seconded: Member Jane Hindle

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

- a) Bad Jelly the Witch
- b) Kerikeri Theatre Co – Little Shop of Horrors
- c) Te Pokapu Tiaki Taiao o Te Tai Tokerau Trust – Timebank Workshops
- d) Vision Kerikeri

CARRIED

The meeting was adjourned from 11:48 am to 12:37 pm

7.4 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/128

Moved: Chairperson Belinda Ward

Seconded: Member Bruce Mills

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
---	---	---

Page 3

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

7.5 Funding Applications	<p>s7(2)(f)(i) free and frank expression of opinions by or between or to members or officers or employees of any local authority.</p> <p>s7(2)(f)(ii) the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment.</p>	<p>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</p>
CARRIED		

RESOLUTION TO READMIT THE PUBLIC

RESOLUTION 2024/129

Moved: Chairperson Belinda Ward
Seconded: Member Amy Slack

That the Bay of Islands-Whangaroa Community Board moves out of Public Excluded and into Ordinary meeting.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 39 - 50 refers

RESOLUTION 2024/130

Moved: Deputy Chairperson Lane Ayr
Seconded: Member Amy Slack

- a) That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,743** (plus GST if applicable) be paid from the Boards Community Fund account to the 2025 Bay of Islands Country Rock Festival for costs towards hosting the 2025 event.**

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 51 - 59 refers

RESOLUTION 2024/131

Moved: Member Jane Hindle
Seconded: Member Amy Slack

- b) That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,750** (plus GST if applicable) be paid from the Boards Community Fund account to the Friends of Northland Dance for costs towards running Welcome to the Circus.**

CARRIED

Page 4

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 60 - 68 refers

RESOLUTION 2024/132

Moved: Chairperson Belinda Ward

Seconded: Deputy Chairperson Lane Ayr

- c) That Bay of Islands-Whangaroa Community Board approve the sum of **\$7,840** (plus GST if applicable) be paid from the Boards Community Fund account to the Kerikeri Business Association for costs towards main street hanging baskets.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 69 - 79 refers

RESOLUTION 2024/133

Moved: Member Amy Slack

Seconded: Chairperson Belinda Ward

- d) That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Northern Dance Academy for costs towards running the show Enliven.

Against: Member Bruce Mills

Abstained: Member Jane Hindle

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 80 - 88 refers

RESOLUTION 2024/134

Moved: Member Jane Hindle

Seconded: Deputy Chairperson Lane Ayr

- e) That Bay of Islands-Whangaroa Community Board approve the sum of **\$7,310** (plus GST if applicable) and request that staff investigate funding this project through the Bay of Islands-Whangaroa Community Board Town Beautification budget before it be paid from the Boards Community Fund account to Far North Holdings Ltd for costs towards installing shade sails at the Ōpua Playground.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 89 - 99 refers

RESOLUTION 2024/135

Page 5

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

Moved: Chairperson Belinda Ward
Seconded: Deputy Chairperson Lane Ayr

- f) That Bay of Islands-Whangaroa Community Board leave this report to *lie on the table* until the Boards December 2024 meeting.**

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 100 - 108 refers

RESOLUTION 2024/136

Moved: Chairperson Belinda Ward
Seconded: Member Jane Hindle

- g) That Bay of Islands-Whangaroa Community Board approve the sum of **\$18,973** (plus GST if applicable) be paid from the Boards Community Fund account to the Te Tii (A) Māori Reserve Waitangi Marae for costs towards electrical replacement at the Marae.**

Against: Members Lane Ayr and Bruce Mills

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 109 - 122 refers

RESOLUTION 2024/137

Moved: Member Bruce Mills
Seconded: Chairperson Belinda Ward

- h) That Bay of Islands-Whangaroa Community Board approve the sum of **\$6,150** (plus GST if applicable) be paid from the Boards Community Fund account to the Turner Centre for costs towards hosting the Harmonic Resonators and Kapa Haka Community Classes.**

CARRIED

NOTE:

The Board requests a workshop on what Councils agreement with the Turner Centre currently is and seek clarification from Cr Kapa.

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 115 - 123 refers

RESOLUTION 2024/138

Moved: Member Bruce Mills
Seconded: Member Jane Hindle

- i) That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Kawakawa Business Association for costs towards Kawakawa Christmas 2024 event.**

CARRIED

Page 6

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 124 - 134 refers

RESOLUTION 2024/139

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

- j) Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Bay of Islands Budgeting Services for costs towards hosting the Moerewa Christmas 2024 event.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 135 - 143 refers

RESOLUTION 2024/140

Moved: Deputy Chairperson Lane Ayr

Seconded: Member Amy Slack

- k) That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Te Runanga o Whaingaroa for costs towards hosting the 2024 Kāeo Christmas event.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 144 - 152 refers

RESOLUTION 2024/141

Moved: Member Bruce Mills

Seconded: Member Amy Slack

- l) That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Our Kerikeri for costs towards hosting the 2024 Kerikeri Christmas event.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 153 - 162 refers

RESOLUTION 2024/142

Moved: Deputy Chairperson Lane Ayr

Seconded: Member Jane Hindle

- m) That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000** (plus

Page 7

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

GST if applicable) be paid from the Boards Community Fund account to the Bay of Islands Walkway Trust for costs towards hosting the 2024 Russell Christmas event.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.4 document number A4939868, pages 163 - 171 refers

RESOLUTION 2024/143

Moved: Chairperson Belinda Ward

Seconded: Member Amy Slack

- n) That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Paihia Christian Community Church for costs towards hosting the Carols on the Green in Paihia.**

CARRIED

7.6 CHAIRPERSON AND MEMBERS REPORT

Agenda item 7.5 document number A4957133, pages 172 - 180 refers

RESOLUTION 2024/144

Moved: Member Amy Slack

Seconded: Member Jane Hindle

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

CARRIED

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT

Agenda item 8.1 document number A4956737, pages 181 - 182 refers

RESOLUTION 2024/145

Moved: Chairperson Belinda Ward

Seconded: Member Jane Hindle

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

CARRIED

8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD WORKSHOP REQUEST REGARDING THE TURNER CENTRE AGREEMENT WITH THE FAR NORTH DISTRICT COUNCIL

RESOLUTION 2024/146

Page 8

Bay of Islands-Whangaroa Community Board Meeting Minutes -
Unconfirmed

21 November 2024

Moved: Chairperson Belinda Ward
Seconded: Member Jane Hindle

That Bay of Islands-Whangaroa Community Board request that staff provide the Board with information on the future funding of the Turner Centre, Kerikeri. Information can be provided through either a briefing paper or workshop.

CARRIED

9 TE KAPINGA HUI / MEETING CLOSE

At 2:33pm, Member Jane Hindle concluded the meeting with a karakia.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 19 December 2024.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 NEW ROAD NAME - 354 OLD BAY ROAD, WAIMATE NORTH

File Number: A4977068

Author: Trinity Lane, Finance and Customer Services Administrator

Authoriser: Tanya Proctor, Head of Infrastructure

TAKE PŪRONGO / PURPOSE OF THE REPORT

That Bay of Islands-Whangaroa Community Board name the private road currently located at 354 Old Bay Road, Waimate North.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- A road naming application was submitted to name a private road located at 354 Old Bay Road, Waimate North.
- Community Boards have the delegated authority to allocate names for previously unnamed private roads, reserves and other community facilities.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board name a private road “Ngaungau Lane” that is currently located at 354 Old Bay Road, Waimate North.

1) TĀHUHU KŌRERO / BACKGROUND

An application was made by Thomson Survey to name a private road off which 5 dwellings will be developed.

The applicant initially proposed “Tree Way” as the road goes through trees on the left of the boundary and to the right is a row of Poplars.

Te Whiu Hapū were consulted on the chosen road names. Te Whiu Hapū declined the use of the chosen road names and recommended “Ngaungau Lane” as the area is in the vicinity of the Ngaungau Pa. This information was passed on to the applicant and they have agreed on the use of this name.

The proposed name was sent to Land Information New Zealand for approval. A response was received confirming the chosen road name is acceptable for use in this area and can be approved as per the Addressing Standards 2011.

Road Naming: 354 Old Bay Road, Waimate North	
LINZ Approval	YES
Hapu Consultation	YES- Te Whiu Hapū
Map Attached	YES
Owner Consent	N/A

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The proposed road name is as follows:

Preferred Choice: Ngaungau Lane

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITI HANGA / ATTACHMENTS

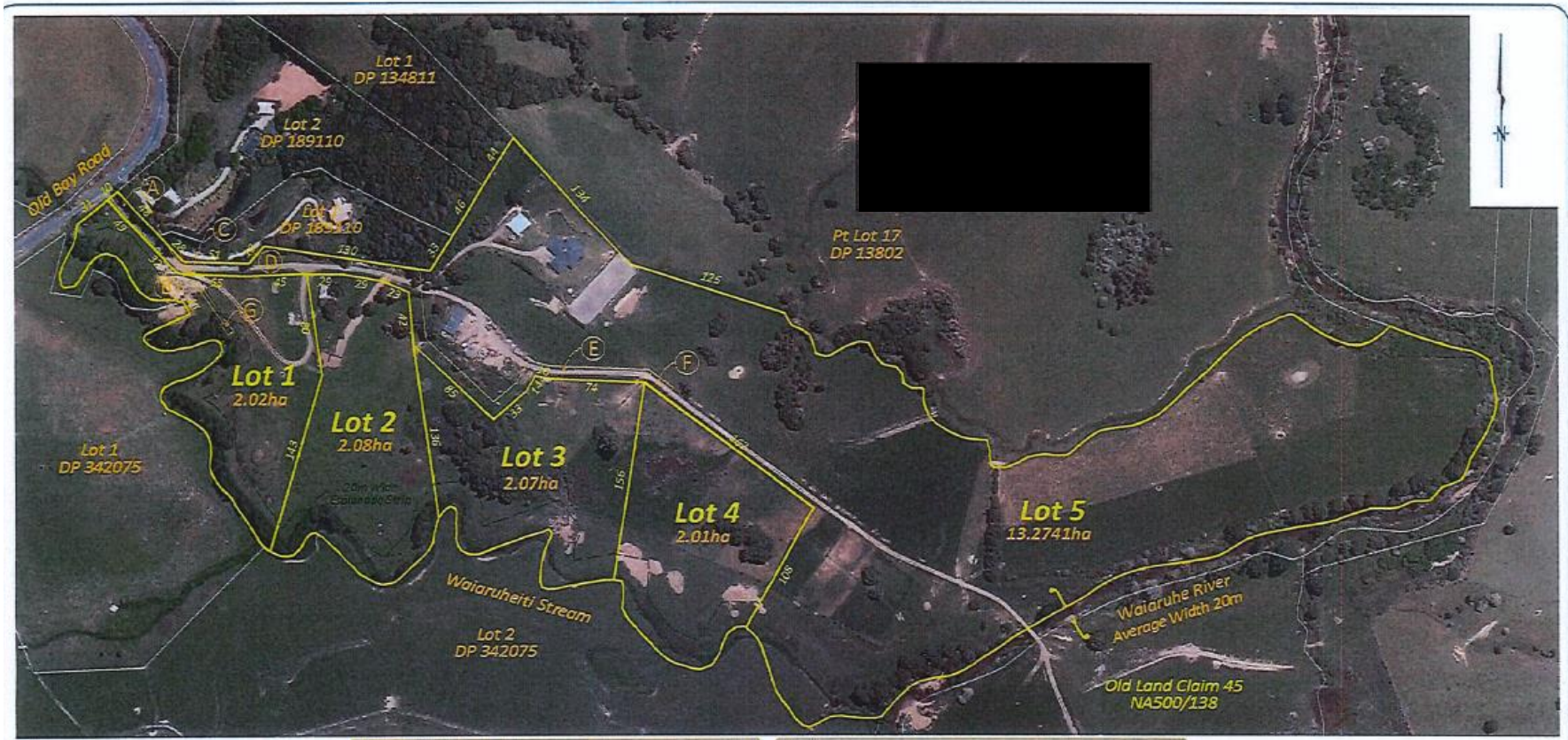
1. Map - A4977062 [↓](#) 

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 the naming of a private road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Te Whiu Hapū were asked for feedback. Te Whiu Hapū recommended a preferred road name which the applicant was happy to move forward with.
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 is a new development.
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer as not reviewed this report.



7.2 PEACOCK GARDENS RESERVE - REQUEST FOR THE REMOVAL OF TREES**File Number: A5007063****Author: Victoria Neki, Team Leader - Technical Operations****Authoriser: Trent Blakeman, Acting Group Manager - Delivery and Operations****TAKE PŪRONGO / PURPOSE OF THE REPORT**

The purpose of this report is to seek support from the Bay of Islands – Whangaroa Community Board to leave the trees standing in Peacock Gardens Reserve, Kerikeri.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Peacock Gardens Public Reserve is located at 35 Peacock Garden Drive, Kerikeri, Northland, and consists of primarily Eucalyptus saligna (Blue gum) trees. The reserve borders a private development.

The neighbouring developer has requested the removal of five trees on the reserve and has compiled a proposal for the Bay of Islands – Whangaroa Community Board's consideration.

- The developer engaged a qualified arborist to assess all trees.
- One of the five trees proposed has been identified as dangerous and will be removed for public safety.
- The four remaining trees have been assessed and identified as healthy and in good condition.
- None of the identified trees are on the notable tree register or heritage tree register.
- Trees hold amenity value in our green spaces and contribute to the biodiversity and climate change.
- The Bay of Islands – Whangaroa Community Board has delegation over reserves and the support to retain the healthy trees is being requested.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands – Whangaroa Community Board support the four identified healthy blue gum trees located on Peacock Garden Reserve, Kerikeri to remain standing.

1) TĀHUHU KŌRERO / BACKGROUND

Peacock Gardens Public Reserve, located at 35 Peacock Garden Drive, Kerikeri, Northland, is split into two reserves:

- one large recreation reserve (Lot 28 DP 108255 - a total of 11631.00 square metres)
- one small local purpose reserve (Part Lot 29 DP 108255 – a total of 914 square metres)

The two reserves can be seen highlighted in the below aerial photo with a red cross.

The reserves are planted predominantly with blue gum trees.

The parcels marked with blue crosses, on the border of the reserves, are owned by the neighbouring developer.



In late February 2024, the neighbouring developer approached Te Kaunihera o Te Hiku o te Ika requesting the removal of a number of gum trees on Peacock Gardens Reserve due to the perception that these could be hazardous to a new development. The developer advises they are planning to place property next to the reserve and tenants could feel worried about the height of the trees.

In March a site visit was conducted by our Parks and Reserves Planner and the neighbouring developer, to which it was determined the identified trees did not pose a health and safety risk to park users or to the proposed development. It was advised the developer would need to engage a qualified arborist and produce an arborist report at their own expense, to assess the trees and determine the risks.

Please refer to arborist report in attachments.

Trees of the *Eucalyptus saligna* (Blue gum) species located on council reserve were inspected by a qualified arborist on 13 March 2024 at 09:30 and made the general statement,

"There is adequate drainage, good root run for trees and no significant compaction as there has only been foot traffic in this area for some time. The trees can be described as mature, with an average canopy height of 45 metres. In general, the canopy is light but vigorous".

Summary of the tree findings in order:

- Tree #2 represents a clear and present danger so should be removed before any house is built within one tree-length (heavily unbalanced due to a wound). **This work is being organised outside of this report.**
- Tree #4 looks to be in good condition.
- Tree #5 is in good condition (is only 0.6m high).
- Tree #6 appears to be stable and healthy.
- Tree #7 looks to be in good condition.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The factors that need to be considered are the health and amenity value of the trees.

Based on the arborist report, only the removal of tree #2 will be sought by Te Kaunihera o Te Hiku o te Ika staff to ensure the dangerous risk is mitigated.

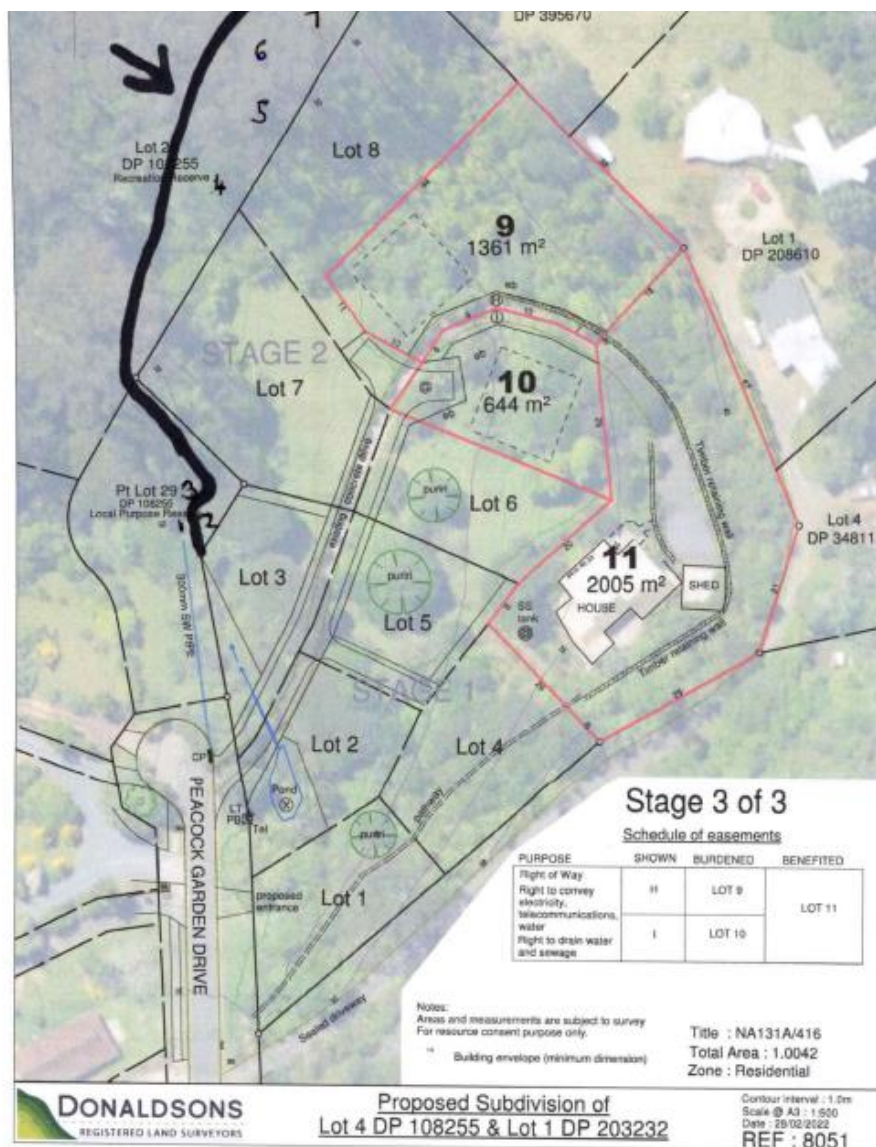
It has been advised that the remaining blue gums are *“in a good site with relatively uncompacted soil, good drainage, and a permeable surface”*. There presents no good reason to consider the removal of healthy trees.

The developer has requested for the removal of the healthy trees #4, #5, #6 and #7 on Peacock Garden Reserve. They have advised they will cover the cost of removal. They have advised that the removal of the healthy trees would be beneficial for three reasons:

- Reduce future risk of tree safety and cost to do so,
- Replacement of natives,
- The accessibility to the reserve for removal is beneficial while there is no development.

Please refer to the Tree Removal Request Proposal in attachments.

See below map of numbered trees for proposed removal:



The healthy trees identified on the map (being #4, #5, #6 and #7) are recommended to not be felled and allow them to continue to mature and grow in their environment.

It is important to note that these trees are not listed on the notable tree register and are not heritage trees.

Option one (recommended):

That the Bay of Islands – Whangaroa Community Board support the four identified healthy blue gum trees on Peacock Garden Reserve, Kerikeri remaining as they are

Specialist advice has been sought to identify that the trees are in healthy condition and present **no risk** to the park users or further dwellings. If the trees were left as they are, they would continue to be healthy, enhance the eco system and be of wind shelter within the forest.

Policy and Strategy Considerations

In accordance with Te Kaunihera o Te Hiku o Te Ika Tree and Vegetation guidelines 2008, section 2.4, the situation does not warrant the removal of healthy trees

“However, the removal of healthy trees will continue to be the exception and will only be considered where severe difficulties are being experienced by a neighbouring property (trees which inhibit views, shade property or drop debris are not generally considered to be causing severe difficulties”

This is also aligns with The Reserves Act 1977: **Section 42 - Preservation of trees and bush**

*(2) The trees or bush on any recreation reserve, or government purpose reserve, or local purpose reserve shall not be cut or destroyed, except in accordance with a permit granted under [section 48A](#) or unless the **administering body** of the reserve is satisfied that the cutting or destruction is necessary for the proper management or maintenance of the reserve, or for the management or preservation of other trees or bush, or in the interests of the safety of persons on or near the reserve or of the safety of property adjoining the reserve, or that the cutting is necessary to harvest trees planted for revenue producing purpose*

Native plants could still be introduced if that was the desire, and there is current native planting occurring on the reserve by a volunteer group.

Option two:

That the Bay of Islands – Whangaroa Community Board support the removal of trees #4, #5, #6 and #7 identified in the arborist report from Peacock Gardens Reserve, Kerikeri at the cost of the developer.

If the removal of healthy blue gum trees (presenting no health and safety risk) were considered, this would reduce the perception of “dangerous” trees from future dwellings and it would potentially save Council and rate payers financially in the long run, such as the cost of trimming and maintenance or of removal. If they were removed and replaced with natives at the cost of the developer, this would be a positive alternative. It is easier to access the reserve for felling while there are no properties.

Cost:

The cost for the developer would be between \$20,000 – \$30,000 for the removal of trees by a qualified arborist. This is would not impact the ratepayer.

Replacement of the trees:

The developer has offered to replace the trees with the planting of native species. The species and cost of long-term maintenance would need to be considered.

Iwi/ Hapu:

If the removal of trees were supported, engagement with local iwi, Ngāti Rēhia would need to be considered.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The trees present no danger to the public or the development and were present when the neighbouring development was purchased. Should the Bay of Islands - Whangaroa Community Board support to keep the trees, this will allow them to continue to mature and positively enhance the eco system and amenity of the reserve.




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

While all trees will require general maintenance, there is no evidence that these trees would be costly to maintain in the future and would need to be considered for future removal.

The arborist report does not indicate any specific trees that require work such as mulching/trimming.

Removal of the trees, if considered, will be at cost of the developer.

ĀPITI HANGA / ATTACHMENTS

1. Arborist Report - Peacock Gardens Reserve - A5007078 [↓](#) 
2. Developer's Proposed Removal - A5007095 [↓](#) 
3. Te Kaunihera o Te Hiku o Te Ika - Tree and Vegetation Guidelines 2008 - A5007096 [↓](#) 

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	Low significance – consultation not required
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977 Section 53
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.	Only relevant to the Bay of Islands – Whangaroa District
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 consultation has occurred as this issue does not directly impact iwi or hapu as of yet. Recommendation is to retain the trees
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).	Neighbouring landowners of the reserve have requested removal of the trees. Arborist report have been sought to determine validity of risk. Presenting report to Community Board at the request of the developer.
State the financial implications and where budgetary provisions have been made to support this decision.	No financial implications.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report as there is no financial impact for the ratepayer.

Tree Health & Safety Report

Prepared by Treeskills for



**Subject: Hazardous Trees
10 Peacock Gardens Drive, Kerikeri**

Overview

A visual inspection was carried out by [REDACTED] at the request of [REDACTED]

The focus of this report is to assess any hazards presented by the large trees growing within one tree-length of the houses situated on the housing development site.

The inspection was done from ground level.

Any questions or queries please contact the author directly at [REDACTED]

Inspection Details

Date/time of Inspection: 13 March 2024, 0930hrs.

Address: 10 Peacock Garden Drive, Kerikeri.

Tree Species: *Eucalyptus saligna* (Blue gum),

Weather conditions: Fine / scattered clouds.

General Situation

This site is on the edge of the reserve on Waipetakoura River. The site has some flats and some steep slopes but in general is rolling. There is adequate drainage, good root run for trees and no significant compaction as there has only been foot traffic in this area for some time. The trees can be described as mature, with an average canopy height of 45 metres. In general, the canopy is light but vigorous.

This report covers the ten trees that stand within the one tree-length zone of proposed house sites. The trees are numbered, starting in the southwest corner and progressing across the flat and up the hill in a northeast direction, and discussed in the same order. (Refer Appendix A for map).

***Eucalyptus saligna*, Blue gum**

Figure 1: Showing Tree #1

Tree #1 has a diameter at breast height close to 2 metres and a height of approximately 45 metres. The root area has excellent soil permeability and the tree's root run is situated on flat to rolling land. There is evidence that light foot traffic crosses its roots and a water course nearby that looks to be beneficial. The crown is well balanced and has reasonable foliage density with a well-attached double stem.



Figure 2: Showing a minor fungal growth in the lower stem of Tree #1

This small amount of fungal growth is well above the ground and not suggestive of any damage to the root plate.



Figure 3: Showing the crown of Tree #1

The crown looks balanced and healthy. There has been no recent breakage in the crown area. Any poor unions or over-extended limbs have been sorted out years ago by wind pruning. **Tree #1 looks to be in excellent condition.**



Figure 4: Showing the crown of Tree #2

The crown of Tree #2 is heavily unbalanced as half of the crown has split off and fallen at some time in the past. This has left a small and unbalanced but compact crown. The tree has a diameter at breast height of around 1.5 metres.



Figure 5: Showing the fracture point where the second leader broke free

The wound at the fracture point did not heal before infection penetrated the stem, as evidenced by the shape of the wound and associated discolouration of the surrounding bark. The risk is that the infection has spread within main stem below the main wound. Its spread cannot be easily ascertained.

The remaining leader could well be weakened sufficiently to also break away from the stem. This risk represents a clear and present danger for any house within the tree's reach.



Figure 6: Showing an old wound where bark has been broken off.

The bark damage from a significant old wound at the base of the stem of Tree #2 has caused the stem below to die and decay can be seen that is progressively eating into the stem. More importantly, this bark damage will have caused the portion of the root plate below it to die. Almost 30% of the root plate circumference is affected, so the decay is now well established and will have weakened the hold of the root plate on the ground. The threat of this tree blowing down is low at present but will become critically high within the next 20 years.

Tree #2 represents a clear and present danger so should be removed before any house is built within one tree-length.



Figure 7: Showing an old wound on Tree #3.

Tree #3 has a diameter at breast height of approximately 1 metre and a height of around 45 metres. It has a slight lean to the northwest. Many years ago, a stem broke from this tree and the wound incurred was unable to heal before infection set in. The old wound has almost finally occluded now however and is the only blemish on an otherwise robust tree. (Tree #3 can be seen in figure 8 below.) **Tree #3 appears to be in good condition.**



Figure 8: Showing the placement of trees #1, #2 and #3

The three trees form the southwest corner of this stand of *Eucalyptus saligna*. The walkway wends between trees #1 and #2 and in front of Tree #3. The photo was taken while standing further up the path.



Figure 8: Showing the crown of Tree #4

Tree #4 is the last tree in the river flats; the rest of the trees spread up a steep rocky slope. The tree has a diameter at breast height of around 1.8 metres, is around 45 metres tall and has a spreading healthy crown.



Figure 9: Showing a healthy strong stem on Tree #4

There are no apparent faults with the lower part of this tree.



Figure 10: Showing some root buttresses on Tree #4

The tree has had to grow around subterranean rocks as it grew and has developed gnarly shapes. **Tree# 4 looks to be in good condition.**

(Tree #5 was not relevant to this report as it was small (0.6 metres) and is also in good condition.)



Figure 12: Showing Tree #6

Tree #6 has a diameter of around 1 metre and a height of around 30 metres. It has three leaders one leader is suppressed, one has died, and the other is curved but these factors do not present a risk. **Tree #6 appears to be stable and healthy.**

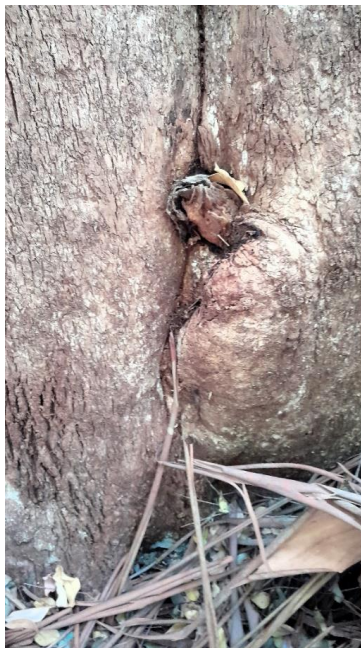


Figure 13: Showing an old wound on Tree #7

Tree #7 is approximately 1metre in diameter and 35 metres tall. It looks to be overall in good condition. The partially occluded wound above is unlikely to indicate significant infection.



Figure 14: Showing the recovery in the stem above the damage on Tree #7

The stem of Tree #7 has bifurcated and then rejoined over the course of its life. **Tree# 7 looks to be in good condition.**

Summary:

These stately trees are in a good site with relatively uncompacted soil, good drainage, and a permeable surface. Coastal winds are a consideration, but these trees are wind hardened. Most of the trees in this group appear to be in good condition.

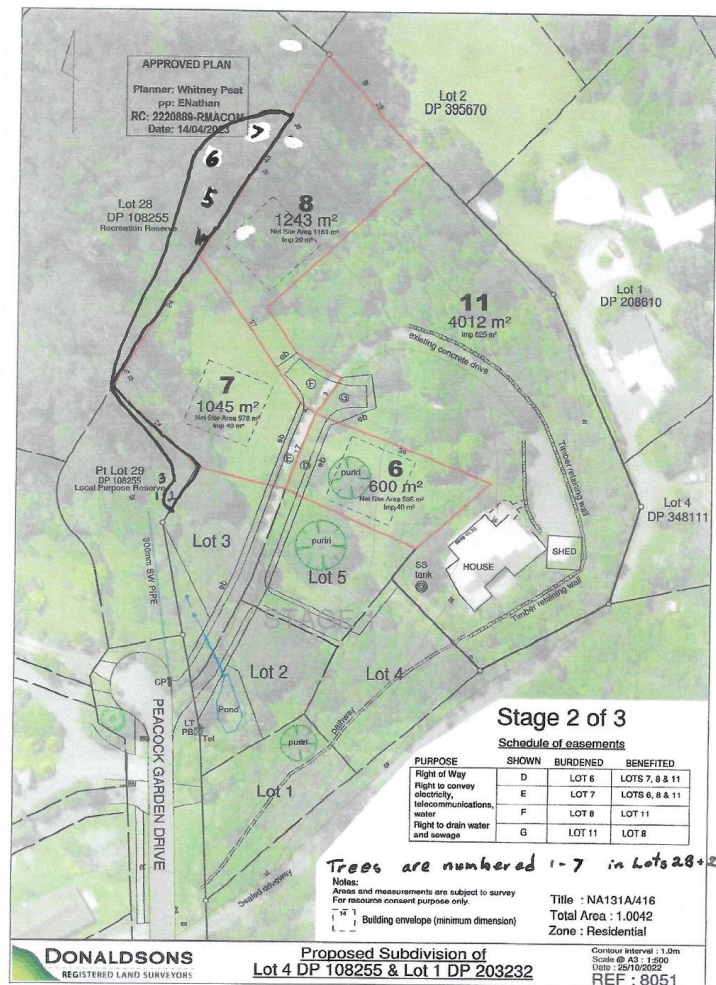
The exception is:

1. **Tree #2** has severe bark damage at its base, perhaps caused by a bulldozer blade or a log being pulled past. It also has an infected wound high in the tree that followed the loss of its second leader. This tree does not have a safe future. **It must be removed** for the safety of walkers and the residents of proposed houses within one tree-length.



[Redacted text block]

Appendix A





TREE REMOVAL REQUEST PROPOSAL

ADDRESS:

**RECREATION RESERVE - PEACOCK GARDEN
DRIVE, KERIKERI**

DEVELOPER:



18 November 2024

This document sets out to identify the 3 key reasons we have identified that support the removal of the gum trees located in Peacock Gardens Public Reserve, Kerikeri. See “tree removal plan” document, identifying the area in which the trees we would like permission to remove are located. We request that this proposal be presented by FNDC to the Bay of Islands - Whangaroa Community Board with the aim of gaining their approval.

- 1) Reduction of future risk
- 2) Beautification of native reserve
- 3) Elevation of costs & difficulty of removal once housing established

1) Reduction of future risk

At present, some of the gum trees are relatively small, proposing minimal risk to people and property. However, being a self-pruning species, when gum trees get larger branches can break off, as referred to in the arborists report. Removal of these trees now, at their current size, would remove the future risk they will pose to both people and property located in close proximity.

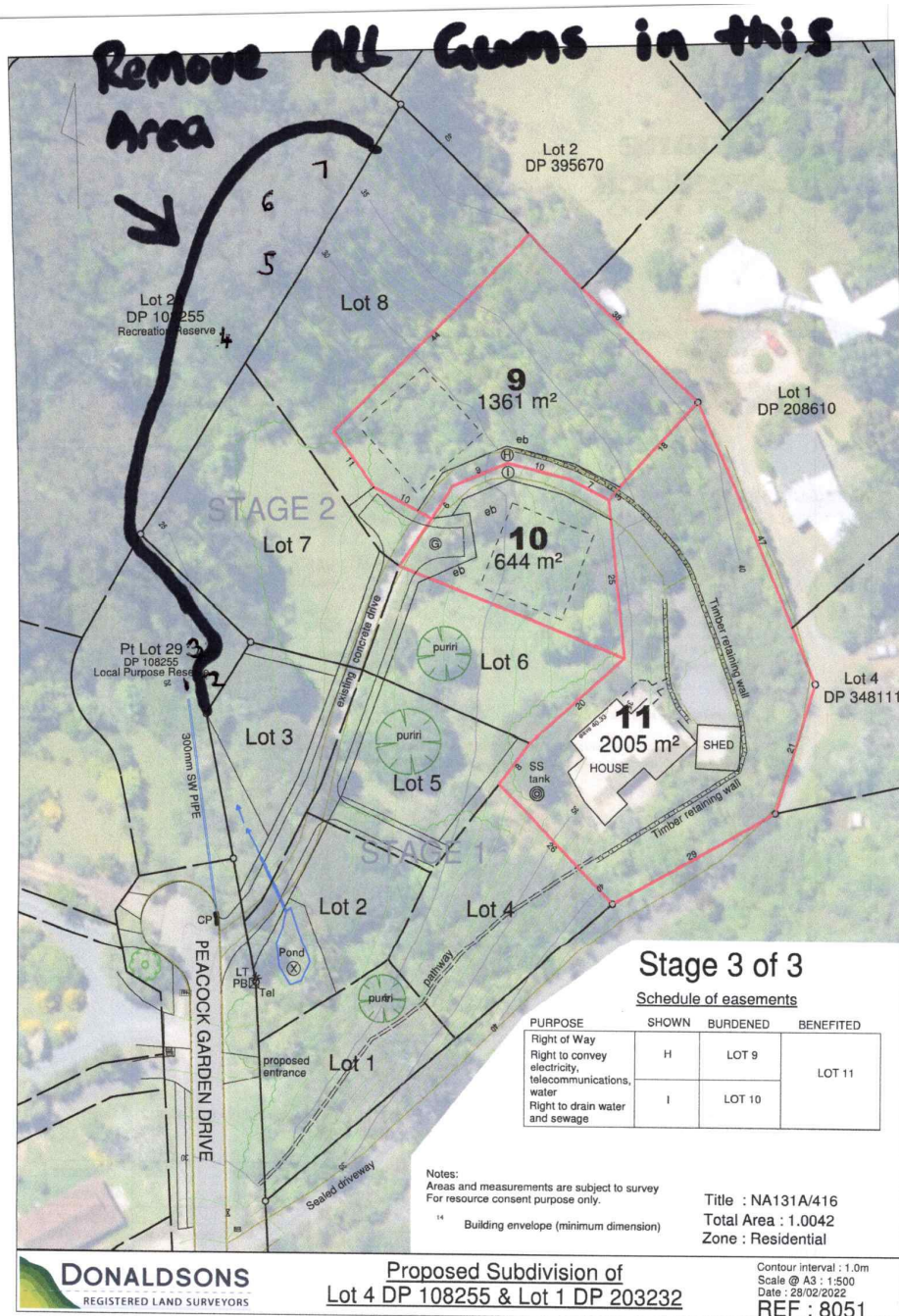
2) Further beautification of the native reserve

Native plantings have been carried out in the reserve, which have greatly enhanced the beauty of the area. Removal of the non-native gum trees will give the natives better chance to grow and flourish, in turn attracting back native birds to the area.

3) Elevation of costs & difficulty of removal once housing established

Once the planned further development of housing on the currently vacant lots at 10 Peacock Garden Dr is completed, it will become much more expensive and more difficult to remove the gum trees. Removal of larger trees is more expensive in itself, plus the difficulty of removal will be far greater with housing positioned nearby.

In summary, as the developer of 10 Peacock Garden Dr, I would be happy to cover the cost of removal of these trees if done prior to the next stage of the development, for my own piece of mind. If this can not be done prior to the next stage of development, and future problems arise from these trees, it will be FNDC's responsibility, with an estimated removal cost of upwards from \$20k - \$100k outlay.





**Far North
District Council**

Far North District Council



Tree and Vegetation Guideline



Table of Contents

1. General Guideline Statement	4
1.1 Introduction	4
2. Trees in Parks, Reserves and other Council properties	5
2.1 Introduction	5
2.2 New & replacement trees	5
2.3 Donated, sponsored and memorial trees	7
2.3.1 Donated trees	7
2.3.2 Sponsored trees	7
2.3.3 Memorial trees and gardens	7
2.4 Removal of park trees	8
2.5 Species selection	9
2.6 Maintenance & management	10
2.7 Resolving disputes	11
3. Street Trees & Amenity planting	13
3.1 Introduction	13
3.2 Requests for new street trees / vegetation	13
3.3 Removal of street trees / vegetation	16
3.4 Street tree species selection	17
3.5 Street tree / amenity planting maintenance	18
3.6 Resolving disputes	19
3.7 Pruning techniques	20
3.8 Application costs / cost sharing	20
3.9 Commemorative and memorial trees & gardens	21
3.10 Trees near power lines	21
3.11 Deciduous trees on road reserve	21
4. Private Trees, Vegetation and Shrubs	22
4.1 Introduction	22
4.2 District Plan	22
4.3 Privately planted trees on Council land	22
4.4 Hazardous trees	23
4.5 Prunings	24
5. Road Corridor Management	25
5.1 Introduction	25
5.2 Maintenance & Management	25
5.3 Mail boxes	26
5.4 Rocks	26
5.5 Spraying	26
5.6 Road Corridor Clearway	27
5.7 Trees on Council roads in Rural Areas	28
5.8 Removal of trees in Rural Areas	28

Far North District Council
Tree and Vegetation Guideline
May 2008



5.9	Plant Pest Control	29
6.1	Introduction	30
6.2	Tree planting programmes.....	30
6.3	Tree stumps and tree suckers	30
6.4	Wilful damage to trees.....	30
6.5	Adomment of street trees, furniture & structures	31
6.6	Lessees or Occupiers of Council Land	31
7.	Appendix.....	32
7.1	FNDC Tree Assessment Checklist	32
7.2	Measurements / alignments.....	34
7.2.1	Intersection Sight Distance Requirements.....	34
7.2.2	Safe Intersection Site Distance.....	35
7.2.3	Street Tree Planting Distances	36
7.3	Transit NZ & Land Safety Authority Act 1991	37
7.4	Local Government Act 2002 (section 355 of 1974 Act)	40
7.5	Electricity (Hazards from Trees) Regulations 2003 - Implications of the Trees Regulations	42
7.6	Shrubs and trees encroaching onto the road reserve	43
7.7	Standard letter templates	44
7.7.1	Letter requesting clearance of overgrowth from footpath area	44
7.7.2	Thank you letter	45
7.7.3	Reminder letter to clear overgrowth from footpath area.....	46
7.7.4	Draft street tree planting letter	47
7.8	General considerations for vegetation planting on berms	48
7.9	Processing tree requests.....	49
7.10	Vegetation Control Standards.....	50
7.11	Northland Regional Council's Northland Pest Management Strategy	52



1. General Guideline Statement

1.1 Introduction

Trees are important to our overall enjoyment of the environment in which we work, live and play and form an integral and important aspect of any rural or urban scene.

In any situation trees provide ecological benefits, whether it is as a wildlife habitat, as food or shade, for soil retention or as an agent to purify the air. They can produce timber and crops, encourage biodiversity and improve the visual appeal of the landscape.

Trees also have a significant positive impact on the environment by enhancing and softening urban buildings, assisting with climatic control, providing shade, seasonal colour and amenity interest. They can be used to reflect local identity by marking an historic place or a location of particular interest, and provide character within the urban environment by framing important vistas or providing a structure to support a street layout.

The council is responsible for the management of all vegetation and trees on council owned or managed land including parks, reserves, esplanade reserves and berms on rural roads and urban streets.

Public road berms or corridors within both the rural and urban environments are an integral part of the roading network. Berms are designed predominantly to provide unrestricted visibility, a clear safety run-off zone, unrestricted pedestrian access, and an area in which to locate essential services and signs and to provide for road widening opportunities. The berms also provide structural support for the road pavement layers.

These requirements limit the opportunity for amenity planting. Plantings need to be designed to be compatible with these primary uses.

Existing mature trees, despite all their positive attributes, can also cause nuisance and damage to infrastructure and at times may cause considerable disharmony between neighbours, residents and the council leading to unauthorised pruning or even the removal of the tree.

In managing trees and vegetation on berms and on private property near road boundaries, not only potential safety issues and damage to roading assets and utility services, but also the costs associated with tree maintenance and the repair of any damage caused must be taken into account.

This guideline is intended to provide a blueprint for vegetation management within the Far North. It has been developed following a review of a number of existing tree policies prepared by the Waimakariri, Masterton and Gisborne District Councils, and the Tauranga and Palmerston North City Councils.

The Tree and Vegetation Guideline covers both urban and rural situations within the district.



2. Trees in Parks, Reserves and other Council properties

2.1 Introduction

Reserves may offer the opportunity to plant trees that are too large for street or private residential situations. These trees have an important and positive role to play in the amenity values of our parks, reserves and open spaces.

Trees also make a significant contribution to the district's amenity and character. They contribute to good health by absorbing carbon dioxide and releasing oxygen into the air and providing habitats for birds, insects and other wildlife. Trees have the ability to filter dust and pollutants, reduce noise and moderate extremes of climate through the provision of shade and shelter. These values are further enhanced by their ability to provide beauty through flowers, berries, form and seasonal colour—either individually or in groups.

The Far North district with its moist but warmer winter climate presents its own challenges for the establishment and management of trees. In particularly cold winters or unusually dry seasons, mature trees may be lost or weakened. Appropriate species selection and positioning needs careful consideration and design to minimise losses through climate extremes. As trees have a limited life, an ongoing replacement programme is essential.

As a general rule the council wishes to see trees established and maintained on all reserves.

2.2 New & replacement trees

2.2.1 Replacements

A programme of ongoing tree planting is to be established to ensure that there is continuity in amenity so reserves are not totally devoid of trees when older specimens are removed.

In some situations, trees have been planted in an ad hoc way while in others, the trees have been well planted as part of an overall, planned, planting programme.

As trees are removed they will be replaced on a tree for tree basis. Replacement trees may be of a different species than the tree being replaced, at the discretion of the nominated Technical Officer. Replacement planting will take into account the requirements of any adopted reserve management plan or adopted tree-planting plan for the reserve.

The intention is to have a mixed-age tree asset, consistent with the guideline, on each reserve.



Beautiful trees enhance built structures

GUIDELINE 1

The council intends to, at least, maintain current planting levels and have a mixed age tree stock on each reserve. Where trees on reserves are removed, suitable replacement tree planting will be undertaken

2.2.2 New trees

New tree planting in reserves will be planned in advance by people with the appropriate skills, generally taking into account the need to provide a mixture of green open spaces and planted areas. Consideration will be given to minimise the possible future impact on essential services both above and below ground.

New, large growing tree species will be located a minimum of 5 metres away from adjoining property and road boundaries unless there is an agreement with the owners to plant closer. Community input will be welcome when tree planting plans are being prepared.

Technical Officers will seek to plant trees that when mature are appropriate in scale for the location. As a good neighbour the council will be sensitive to the desires of adjoining neighbours by trying to avoid blocking views or light, and by planting trees at a density that avoids potential difficulties in the future.

GUIDELINE 2

New trees in parks and reserves will be planted at least 5 metres from property and road boundaries. Tree planting plans will be prepared for new tree planting. New trees will be selected in keeping with this guideline



2.3 Donated, sponsored and memorial trees

2.3.1 Donated trees

The council is occasionally offered trees which have outgrown a garden situation. In some situations council may accept the offer, depending on the chances of the tree surviving the move. Generally trees with a base trunk diameter in excess of 100mm will not be considered for relocation. Transplanting mature trees will usually only be considered where an instant impact of scale is required

GUIDELINE 3

Trees offered for relocation will be considered if, in the view of an experienced Technical Officer, their likely survival is in excess of 70% and an instant impact of scale is required. Trees with a base trunk diameter in excess of 100mm will generally not be considered for transplanting

2.3.2 Sponsored trees

From time to time offers may be made to sponsor tree planting in reserves. Partnerships with the community are valued by the council and will be encouraged, as long as the proposed planting is in keeping with the terms of this guideline. However partnerships remain at the discretion of the council.

Sponsors will generally be encouraged to support tree planting in reserves where planting plans have already been established. The nature and terms of any partnership or sponsorship including tree species selection, financial contributions, signage and ongoing maintenance and management will be set out in a formal letter of agreement before the council commits to any sponsorship programme.

GUIDELINE 4

The council values partnerships with the community to establish trees where a tree planting plan has been adopted. The terms of any partnership or sponsorship are to be confirmed in writing by the council before planting starts

2.3.3 Memorial trees and gardens

Trees and gardens have been established in various reserves and public areas to commemorate special events or as memorials.

The commemorative trees and gardens need to be recorded on the council's commemorative tree register, together with details of any memorial plaque or local history known about the person/occasion being remembered.

The council does not generally encourage the establishment of memorial plantings. As communities grow and change, situations can arise in which a memorial planting



needs to be reconfigured or removed, resulting in concern and distress for the families of those commemorated Commemorative trees and plantings unfortunately can also become targets for vandalism.

While the plaque and the initial cost of planting may have been met by a benefactor, the ongoing costs are met by the council through rates.

GUIDELINE 5

*Future commemorative trees and memorial plantings
will not be located in parks or urban areas
except by a clear decision of the council.
Other commemorative tree planting to remember
events or similar may be allowed on parks subject
to application to the council*

2.4 Removal of park trees

The council occasionally receives a request to remove park trees. In some cases there is community consensus on the problems the trees are causing but in most situations the request for removal comes from one property owner.

The council recognises the positive aspects that trees contribute to the well being of the environment and will balance any possible tree removal against any adverse environmental impact.

The council acknowledges that in some situations inappropriate trees have been established which may have contributed to difficulties people are experiencing. However, the removal of healthy trees will continue to be the exception and will **only** be considered where severe difficulties are being experienced by a neighbouring property (trees which inhibit views, shade property or drop debris are not generally considered to be causing severe difficulties).

Where a tree is under consideration for removal or is causing problems, the council tree assessment checklist should be completed to record the tree condition and background information. A copy of the standard assessment form is attached in Appendix 7.1.

A tree may be removed where in the opinion of a qualified arborist or suitably qualified person the tree is:

- Dead
- Dangerous
- Severely diseased
- Part of a planned replacement programme
- Where the tree has particularly poor form and provides limited amenity value

In some extreme situations, trees may cause problems with services and roads. Remedial action will be considered in these situations. Removal will be the most extreme option and will only be considered where all other options have been explored.



Typical problems with trees and services include:

- disruption to essential services
- proposed road, footpath or driveway realignment and design options have been considered and discounted in order to retain the tree/s

Where a tree is to be removed a photograph showing the condition of the tree will usually be taken for historical purposes.

Where a significant healthy tree is being considered for removal, community consultation will be undertaken and the final decision will rest with the relevant community board.

GUIDELINE 6

Generally healthy park trees will be retained and their removal will be the exception. Decisions on major tree removal will be referred to community boards to decide after public consultation

2.5 Species selection

It is intended to ensure that future parks plantings are appropriate for their location. Trees and vegetation which are likely to obstruct views, cause shade problems or have invasive roots which could impact on adjoining property or underground services will not be planted.

Technical Officers will recommend tree species which are deemed suitable for each specific location. In some situations, this may see different species being planted in parks than those currently established.

The council will endeavour to plant trees that will provide significant scale, shade and amenity values.

GUIDELINE 7

Future park tree plantings will be the largest growing species suitable for the location

As a general principal, the council wishes to avoid creating a mono culture of tree species in any reserve. This is to avoid the likelihood of a pest or disease causing the loss of all trees.

GUIDELINE 8

Tree species selection will avoid the creation of mono cultures

Where a reserve management plan has been adopted, new tree planting will be in



keeping with the direction of this plan.

2.6 Maintenance & management

Good maintenance through the establishment phase will reduce the future cost of maintenance and improve the final form and amenity that the trees provide.

All maintenance of trees in parks and reserves will be undertaken by skilled contractors. Maintenance includes pruning, mulching, staking, fertilising and replacing.

GUIDELINE 9

The council is responsible for all maintenance of trees, shrubs and vegetation in parks and reserves. It will undertake regular inspections and corrective pruning of trees, shrubs and vegetation

Community concerns raised in terms of maintenance and appropriateness of trees, shrubs and vegetation will be considered. However; any unauthorised pruning of trees, shrubs or amenity plantings could lead to legal action to recover the costs of replacing damaged trees and shrubs including any fees, incurred.

The council will inspect and undertake routine maintenance of trees, shrubs and amenity planting on an appropriate cycle to suit location, plant species and site constraints. Establishing trees will be inspected annually and minor corrective work undertaken.

The usual maintenance regime for parks and reserve trees is:

Tree Age (from date planted)	Maintenance Cycle	Tasks to undertake
Less than 5 years	1 x per annum	Inspect, adjust/remove stakes & ties, corrective pruning, fertilise, as required
5 to 10 years	1 x per annum	Inspect, adjust/remove stakes & ties, corrective pruning, fertilise, as required
10 years +	1 x every 3 years	Inspect corrective pruning & clear services
Mature	As required	Inspect corrective pruning & clear services

Non essential work requested by a member of the community may be carried out by the council on the basis that all or parts of the costs are met by those requesting the work.



Well maintained trees with good form

2.7 Resolving disputes

Tree and vegetation management can at times be an emotive issue with different elements of the community seeking opposing types of actions. On occasions consensus simply cannot be reached.

When this occurs, a "tree assessment form" is to be completed as a prelude to a formal decision-making process.

The process provides for:

- An inspection by a nominated Technical Officer to identify the problems
- Consultation with the local community/adjoining property owner
- The tree assessment form will be completed and reviewed
- Appropriate remedial work will be carried out in compliance with sound arboriculture practices (the costs of which may be shared between the parties or at the cost of the complainant)
- Should remedial work not be deemed to be satisfactory, then removal of the tree will be considered by the Technical Officer as per this guideline
- Mediation will be initiated

In the event that the Technical Officer does not agree to corrective pruning or the removal of the tree or vegetation, and if mediation is unsuccessful, then the issue may be referred to the elected members of the council for formal consideration.

**GUIDELINE 10**

Where, following local community consultation, agreement on the removal of trees/vegetation cannot be reached the issue will be referred to the General Manager for District Facilities and if necessary to community boards



3. Street Trees & Amenity planting

3.1 Introduction

The council supports the general principle of planting and establishing street trees in the urban environments where appropriate. (Refer to Section 3.2).

However the street berm has a shared function, providing potential road widening opportunities, pedestrian access, and a location for essential services including both overhead and underground services. This means there are limited opportunities for trees and beautification. (Refer Appendix 7.8).

In some situations the existing services, proximity to road intersections or specific sight limitations may prevent the establishment of either trees or amenity plantings. Utility authorities have a statutory right to locate services in the road berm and to have access to the services. The security of these services must be the prime consideration.



Trees have amenity value in a street scene

3.2 Requests for new street trees / vegetation

The council values partnerships with the community to establish trees and will consider the establishment of street trees in appropriate locations as described in this section of the guideline. Priority will be given where there is a coordinated approach from the community. Individuals or groups may make application for planting to the General Manager for Roads & Stormwater.

Priority for new street tree planting will be given to streets where utility services such as power lines are underground.

Where there is a request for trees to be planted in a street, or where the council wishes to plant trees in streets, a Technical Officer will seek agreement from the majority of residents so that a consistent pattern of planting can be achieved. (Refer Appendix 7.7.4).



Individual “one off” new tree planting will be considered on an ad hoc basis upon application to the council.

Consideration will be given to minimising the possible future impact new trees may have on essential services both above and below ground.

GUIDELINE 11

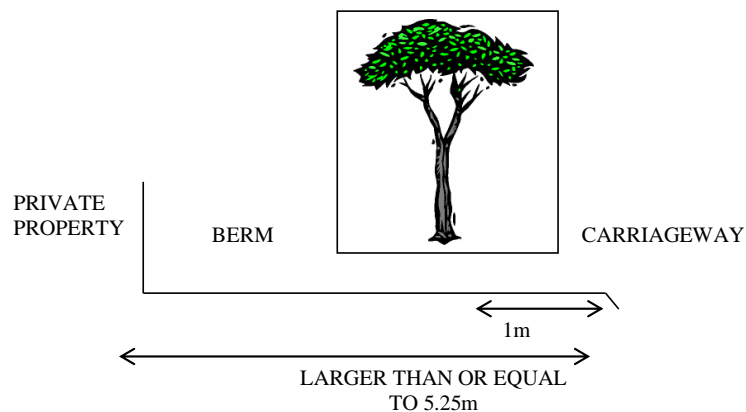
The council will be responsible for planting of trees and other amenity plantings on berms. Where inappropriate planting is identified the persons responsible will be consulted with, and may be requested to remove the plantings. Alternatively, if necessary, the council will remove the planting and recover costs

In urban areas the council generally permits one tree per property frontage where the berm has a minimum width of 5.25m (measured from private boundary to kerb edge). A suitable tree species will be identified in consultation with the Technical Officers. Trees will usually be planted at least 1m back from the kerb edge and no closer than 1m to underground services. Where the berm is less than 5.25m planting is at the discretion of the General Manager for Roads & Stormwater.

In rural areas planting on the berm will not usually be encouraged. However consideration will be given to specific applications for planting on rural road berms. In situations where the council consent has previously been given, that consent will generally be respected.

In low density residential areas one tree per 30 metres of property frontage will be considered, subject to the site being suitable in terms of services, sight lines and berm width.

The diagram below indicates suitable planting distances for trees on street berms.



The council will seek consensus prior to undertaking street planting.



GUIDELINE 12

The council generally permits one tree per road frontage on urban berms which are at least 5.25m wide. Low density residential berms could be planted, on the basis of one tree per 30 metres of frontage

Subdividers and developers may be able to plant trees on the berms, provided it is in keeping with this guideline, with NZS 4404 Land Development and Subdivision Engineering (Chapter 7 – trees on roads and Chapter 8 – trees in reserves) and with the consent of the General Manager for Roads & Stormwater. Initial planting will be completed as part of the final landscape works at the time of subdivision. All plantings shall be maintained by the developer for at least 18 months.

GUIDELINE 13

Before any tree or amenity planting is permitted on the council berms as part of the subdivision process, an application must be made to the General Manager for Roads & Stormwater and the General Manager for District Facilities. Details must be agreed before any consent is granted. The consent will include an agreed maintenance period

Where established trees have been removed and where the location is suitable, they will be replaced with an appropriate tree species. This may not be the same species as the tree removed. Where recently established trees are to be replaced where possible they will be replaced with similar species.

GUIDELINE 14

Established trees that have to be removed will be replaced in a similar suitable location, and with a suitable species, (subject to funding).

In addition to amenity values, vegetation and shrubs assist with:

- Traffic management by constraining lateral vision
- Identifying traffic control measures such as traffic islands

Vegetation will not be allowed to compromise the safety of road or footpath users.

Maintenance of trees, shrub gardens and vegetation comes at a cost and any planting should have a specific traffic management or amenity purpose. (Refer Appendices 7.2.1, 7.2.2, 7.2.3).

GUIDELINE 15

Trees, vegetation and shrubs will not compromise the safety of the road and footpath users



Appendix 7.2.3 provides greater detail on acceptable planting practices

3.3 Removal of street trees / vegetation

A number of requests are received each year to remove street trees and vegetation. The council acknowledges that in some situations inappropriate trees have been established which may have contributed to difficulties people are experiencing.

Perceived problems include shading, leaf fall and blocked views. In some cases, there is local community consensus as to the problems, but in most situations the request for removal comes from one property owner. (Refer Appendix 7.9).

Requests for street tree and vegetation removal are routinely processed by a Technical Officer.

The removal of healthy trees will continue to be the exception and will only be considered:

- Where street redevelopment is to be implemented and options to retain the tree have been investigated and discounted
- Where severe hardship is being experienced (trees which inhibit views, shade property or drop debris are not generally considered to be causing severe hardship)
- Other community assets and infrastructure are impacted by trees or vegetation
- Where a tree is being considered for removal or causing problems the council tree assessment checklist should be completed to record the tree condition and background information. A copy of the standard assessment form is attached in Appendix 7.1.

A tree may be removed where in the opinion of a qualified arborist it is:

- Dead
- Dangerous
- Severely diseased
- Part of a planned replacement programme
- Where the tree has particularly poor form and provides limited amenity value as determined by a qualified arborist.

Remedial action will be considered in extreme situations where problems are being caused with services and roads. Removal will be the last option and will only be considered where all other options have been explored.

Typical problems between trees, roads and services include:

- disruption to essential services
- proposed road, footpath or driveway realignment and design options have been considered and discontinued in order to retain the tree/s
- interference with pavement integrity of road and/or footpath
- root intrusion into service ducts



GUIDELINE 16

*Healthy street trees will generally be retained.
Decisions on major tree removals will be referred
to community boards. Public consultation
will be undertaken*

Where a tree is to be removed a photograph of the condition of the tree will usually be taken for historical purposes.



Street trees provide shade and colour

3.4 Street tree species selection

The council intends to ensure that future street tree planting is appropriate for the location. Trees which are likely to obstruct views, cause shade problems or have invasive roots will not be planted.

The criteria to be considered when selecting street trees will include:

- Street amenity
- Soil type
- Drainage
- Local climate
- Width of berm
- Views
- Location of services
- Suitability of species in terms of growth habit
- Proximity to property (shading issues)
- Existence of other trees on both private property and berms



- Probability of leaf and debris drop
- Mature size of tree and its effects

GUIDELINE 17

Future street tree planting will be suitable for its location

3.5 Street tree / amenity planting maintenance

Trees and shrubs often struggle to grow well in a street environment. An ongoing approach to maintenance through the plants establishment phase will reduce the future cost of replacement and maintenance and improve the final amenity value.

Consideration should be given to appropriate species selection to minimise establishment failure and ongoing maintenance requirements.



An establishing *Magnolia grandiflora* street tree

All maintenance of street vegetation, shrubs and trees will be undertaken by skilled council staff or skilled contractors. Maintenance includes pruning, mulching, staking, fertilising and, where necessary, replacement. The council will continue to seek assistance from the community in terms of watering establishing trees and shrubs during summer months. Grass maintenance on berms is covered in Section 5.2.



GUIDELINE 18

The council is responsible for all maintenance of amenity planting on street berms. It will undertake regular inspections and corrective pruning of trees, shrubs and vegetation.

The council will consider any concerns that arise in terms of the maintenance and appropriateness of trees and amenity planting. However; any unauthorised pruning of trees, shrubs or amenity plantings could lead to legal action to recover the costs of replacing damaged trees and shrubs including any fees, incurred.

The council will inspect and undertake routine maintenance of trees and amenity planting on an appropriate cycle to suit the location, plant species and site. Juvenile trees will be inspected annually and minor corrective work undertaken.

Non essential work requested by a member of the community may be carried out by the council on the basis that all or part of the costs is met by those requesting the work.

The usual maintenance regime for street trees is:

Tree Age (from date planted)	Maintenance Cycle	Tasks to undertake
Less than 5 years	1 x per annum	Inspect, adjust/remove stakes & ties, corrective pruning, fertilise, as required
5 to 10 years	1 x per annum	Inspect, adjust/remove stakes & ties, corrective pruning, fertilise, as required
10 years +	1 x every 3 years	Inspect corrective pruning & clear services
Mature	As required	Inspect corrective pruning & clear services

3.6 Resolving disputes

Tree and vegetation management can at times be an emotive issue with different elements of the community seeking opposing types of actions. On occasions consensus simply cannot be reached.

When this occurs, a "tree assessment form" is to be completed as a prelude to a formal decision-making process.

The process to be followed is:-

- An inspection will be undertaken by either a representative of the General Manager for Roads & Stormwater or a representative of the General Manager for, District Facilities to identify the problems being experienced
- Consultation with the local community/adjoining property owner will be undertaken



- The tree assessment form will be completed and reviewed by nominated representatives of the Roads and District Facilities departments
- Appropriate remedial work will be carried out, in compliance with sound arboricultural practices (the costs of which may be shared between the parties or at the cost of the complainant)
- If remedial work does not resolve the problem, the removal of the tree will be considered by the nominated representatives in terms of the guidelines set out in this document
- Mediation will be implemented before a final decision is taken.

If agreement still cannot be reached the matter will be referred to the two department General Managers for a final decision.

GUIDELINE 19

Where, following local community consultation, agreement on the removal of trees/vegetation can not be agreed between the representatives of the Roads & Stormwater and District Facilities departments the issue will be referred to the department General Managers

3.7 Pruning techniques

The council supports the principle of vegetation, shrubs and trees being encouraged to grow true to form. Accordingly, trees will be maintained in keeping with established arboricultural standards to enhance the amenity the trees, shrubs and vegetation provide and to assist in maintaining the long term health of plants and trees.

In urban areas tree pruning is a skilled operation. To ensure the long term health of trees, work will only be carried out by experienced arboricultural operators. Pruning will be carried out by experienced or appropriately qualified contractors.

GUIDELINE 20

Trees, vegetation and shrubs will be encouraged to grow true to form and any maintenance work will be carried out to established horticultural or arboricultural standards

3.8 Application costs / cost sharing

The council will meet the ongoing maintenance costs for trees including routine corrective pruning and replacement. The majority of street tree maintenance costs are met through rates.

The council wishes to be a good neighbour in terms of maintenance of its trees and vegetation. However the council does not make financial provision for meeting the costs of pruning trees to enhance views or for other non essential arboricultural work. "Cosmetic" pruning or tree planting, where appropriate, will be considered on a case by case basis and a financial contribution will be sought from those requesting the work.



GUIDELINE 21

The council wishes to be a good neighbour in terms of sharing costs for non-essential tree maintenance, removal and new planting and will negotiate acceptable contributions towards actual costs.

3.9 Commemorative and memorial trees & gardens

Trees and gardens have been established in various reserves and public areas as memorials and to commemorate special events.

The commemorative tree or garden needs to be recorded on the council's commemorative tree register together with details of any memorial plaque or local history known about the person/occasion being remembered.

The council does not encourage the establishment of memorial plantings on berms or in urban areas. With growth and the changing nature of communities, there may be a need to remove a memorial planting to reconfigure a road or urban area. Unfortunately, commemorative trees and plantings are not immune to vandalism and while the initial cost of planting and donation of a plaque may have been met by a benefactor the ongoing costs are met by the council through rates.

GUIDELINE 22

The council does not encourage the establishment of commemorative or memorial plantings on road berms

3.10 Trees near power lines

Overgrown and inappropriate trees near power lines are one of the biggest contributors to electricity supply failures. Even when trees appear to be well clear of the lines, they still pose a threat to the power supply during storms and strong winds.

The overhead and underground power lines in the Far North District are managed by Top Energy. The company asks for public cooperation to keep trees away from power lines. Guidelines on how to deal with problem trees can be found in Appendix 7.5.

Where the council or a landowner has declared an interest in a tree near power lines they are responsible for all costs of trimming the tree to regulation safety distances. Where no interest is declared, the line company can fell the tree if it so chooses.

3.11 Deciduous trees on road reserve

Deciduous trees can pose a flood risk when leaves block sumps or stormwater grates. Contractors are aware of the problem and in the autumn may need to clean drainage systems on a daily basis. This is not cost effective yet deciduous trees continue to line many of our roads and streets.



4. Private Trees, Vegetation and Shrubs

4.1 Introduction

The local environment is significantly enhanced by the collective tree cover that is provided by private property owners, council and government agencies such as the Department of Conservation (DoC).

However the council is not responsible for trees on private property. As with other privately owned assets, responsibility for privately owned trees and vegetation predominantly rests with the property owner.

In general terms the council will not be involved in issues surrounding privately-owned trees, with the following exceptions:

- District Plan requirements (e.g. Chapter 12.2 Indigenous Flora and Fauna and Chapter 12.5 Heritage)
- Trees interfering with public footpaths, roadways, road signs, and in some situations services
- Trees planted by others parties on council-owned land without prior consent or agreement

GUIDELINE 23

Maintenance of trees on private land is the responsibility of the land owner, within the provisions of the District Plan

4.2 District Plan

The provisions of the District Plan may require consent to be obtained for the pruning, removal or planting of trees or vegetation in some situations.

The District Plan clauses that specifically relate to vegetation management include:

- 12.1 Landscape and Natural Features
- 12.2 Indigenous Flora and Fauna
- 12.5 Heritage
- Appendix 1D Schedule of Notable Trees.

The District Plan also provides guidance for resource consent applications where vegetative landscaping may be an issue, especially in relation to visual amenity.

4.3 Privately planted trees on Council land

All trees and amenity planting on council land, including road berms are owned by and are the responsibility of the council. (Refer to Section 3).

The council, as land owner will carry out any approved tree planting on street berms, and must be consulted if members of the community want to place trees or amenity plantings on road berms, parks or reserves.



While community initiatives for tree planting are supported, these must be in keeping with the guidelines set out. (Refer to Section 3.2)

In situations where plantings have been established by organisations or individuals on council land, these will be managed in keeping with this guideline. Those responsible for planting the tree/s will not receive any special degree of consultation on the management of the vegetation, unless there is a previous agreement with the council. The former planter of the tree has no authority to undertake tree pruning or removal without specific council consent.

At times it may be necessary to remove plantings by members of the community where these have occurred without prior agreement. In these situations the council will attempt to consult with those concerned with the original planting.

The cost of maintaining trees on council land is generally met through rates contributions. However this guideline sets out areas where contributions from the community will be sought for operational works.

The community is encouraged to work with the council to see appropriate trees established in suitable locations within the district. (Refer to Section 3.2).

4.4 Hazardous trees

The council has a responsibility to keep community assets as safe as reasonably possible. Any issue relating to potentially hazardous trees and amenity plantings between privately-owned properties is a matter for those neighbours to resolve and is outside the influence of the council. At times private trees and vegetation can impact on safety in a number of ways including:

- Shading of roads and footpaths resulting in formation of ice patches in winter
- Impeding access to footpaths
- Affecting sightlines and obstructing lights and visibility of road signs
- Interfering with services both overhead and underground
- Branches from private trees encroaching on road reserves or parks
- Footpaths becoming hazardous due to encroachment of tree roots
- Unstable trees

Appendix 7.6 outlines the criteria for encroaching vegetation.

If the council is aware of any encroaching vegetation or trees that are not in accordance with this guideline, staff will take the following steps:

- The technical officer will send a notice in writing to the property owner, requesting they trim the vegetation (Appendix 7.7.1)
- The technical officer will inspect the property within four weeks
- If vegetation has been trimmed, a "thank you" letter should be sent (Appendix 7.7.2)
- If no action has been taken a reminder letter will be sent (Appendix 7.7.3)
- If after the reminder letter, the situation has not improved, the council can enter the property and carry out the work required. The property owner will have to bear the cost and may also be fined under the Local Government Act 2002, section 355. (Refer Appendix 7.4).



On rare occasions a private tree may become dangerous to the community, for example in a storm, and in these situations urgent action may be required. The council has powers under the Local Government Act 2002 to take remedial action to negate an urgent danger without the tree owners consent.

GUIDELINE 24

Where trees on private property are causing a nuisance or hazard to community assets the owner will be requested to undertake appropriate maintenance. If necessary the council will remove the hazard and recover associated costs from the tree owner

4.5 Prunings

Some landowners may be pruning roadside trees and windbreaks and leaving the cuttings on the road reserve.

The debris restricts the council's ability to maintain berms. Footpaths and drains can be blocked, causing flooding during heavy rain.

While the landowners are responsible to maintain private trees overhanging road reserve they also are responsible for the removal and disposal of debris.



5. Road Corridor Management

5.1 Introduction

Berms are part of the road asset and are designed to provide pull-off and run-off areas, to provide pedestrian access, road widening opportunities, structural support to road pavement and provide an area in which to place services and signs. The opportunity for amenity planting is minimal. Any plantings must be compatible with the primary use of the berms. (Refer to Section 3).

Transit NZ is responsible for the operation and maintenance of State Highways including vegetation management. However, within urban areas this responsibility is transferred to the council. (Refer to Appendix 7.3).

Utility providers have a statutory right to locate services in the road berm. Access to these services must be available at all times.

The council can also locate directional, informational or statutory signs on berms.

5.2 Maintenance & Management

The Far North district and New Zealand generally has developed a culture in which each urban residential property owner takes responsibility for the council berm outside their property. This significantly reduces potential maintenance costs which are drawn from rates.

In some situations, where a particularly large berm has been established, the council will carry out maintenance work. As a general rule, the council also maintains berms it has planted. As outlined in earlier sections of this guideline, no planting or modification of the berm is to occur without the consent of the General Manager Roads & Stormwater and General Manager District Facilities.

Where a resident does not maintain the berm outside their property the General Manager for District Facilities may instruct a contractor to carry out basic maintenance to avoid fire or health risks. Usually this will involve 1 grass cut per year or 2 grass cuts per year if the berm is in an urban area and the vegetation poses a fire risk.

GUIDELINE 25

Residents are responsible for the maintenance of the council berm adjoining their property. Where maintenance is not undertaken the council will provide a very minimal service to avoid fire risk and health issues arising in urban areas.

Occasionally vehicles are parked on berms rather than the road edge. If this practice is a regular occurrence it causes damage to the grass berm and is discouraged.

"No person being the driver or person in charge of any vehicle shall park that vehicle on that portion of the road between the legal boundary of the road and the commencement of the roadway and includes the edging, kerbing and channelling of



the roadway and grassed areas with the legal boundaries of the road in any manner so as to cause or be likely to cause damage".

Vehicles that are not road-worthy or are unregistered will be removed from the berm following discussions with the adjoining property owner(s). The berm is part of the road asset and is not available as an extension to a garden, work yard or storage area for vehicles or boats.

5.3 Mail boxes

Mail boxes should be located on private property where practicable.

Mailboxes located on the council road berm may present a problem in terms of safety issues e.g. where a mail box is causing a physical hazard by blocking visibility, causing an obstruction to footpath users, (especially the partially sighted), or is a distraction (where a moving feature has been added to the box such as a wind kite or similar).

GUIDELINE 26

Mail boxes should be located on private property at the boundary with the road reserve where practicable

5.4 Rocks

In residential areas rocks are sometimes placed on the berm by the adjacent property owner to protect the grass from vehicles driving onto the berm and damaging the grass surface. However these rocks may create other problems. Relatively light rocks often get moved onto the road which causes a safety hazard and possible damage to cars. Other rocks end up in the storm water channel and block the water flow.

The council guideline is not to allow any rocks on the berm. Where there are ongoing issues of vehicles parking on berms the council should be contacted to investigate and take appropriate action.

GUIDELINE 27

Rocks and other obstacles are not to be located on berms. Issues of vehicles parking on or damaging the berms are to be referred to the General Manager for Roads & Stormwater

5.5 Spraying

Control of vegetation on rural and urban roads is carried out under a maintenance contract. The contract provides for the spraying of verges around all roadside signs, footpaths, kerb and channel and 'furniture' with approved chemicals and in accordance with all relevant regulations and bylaws. All operators must hold a current NZQA Advanced Growsafe qualification and be in possession of training certificates for the type of work specified. The preferred herbicides to be used are:

- GLYPHOSTE



- METSULFURON
- Selective brushweed killers such as GRAZON or TORDON

Arsenic weed killers shall not be used. Other chemicals may be used with the approval of the General Manager for Roads & Stormwater. A penetrant may also be used in conjunction with the above.

Exclusions:

Chemical control is excluded from use in the following areas:

- All urban CBD areas
- Frontages displaying “no spray” signs or similar
- Frontages that are maintained by private individuals in a neat and tidy condition
- Frontages of properties listed in the “No Spray” register
- Between edge marker posts and any deep drain where erosion of the bare surface has been a problem.

No Maintenance Register:

The maintenance contractor shall determine the type, location and extent of any limitations on spraying near horticultural blocks or areas of personal sensitivity, and shall regulate spraying activities accordingly. These restrictions shall be recorded in a “No Spray” Register in a format to be approved by a council engineer. The register shall be regularly updated and made available to the engineer on request. The contractor will make suitable “No Spray” signs available for sale to the public.

Restrictions:

Chemicals are not to be used:

- At times when school, play centres, kindergartens and bus stops are in use
- After 3.00pm in urban areas
- At weekends or on statutory holidays without the prior approval of the Engineer
- Near shops, bus stops, walkways after 7.00am each day
- When wind speed exceeds 10 kph unless an approved “anti-drift” nozzle is used
- Between edge marker posts and any deep drain where erosion of the batter may occur.

The maintenance contractor shall ensure that chemical spraying is supervised at all times by an operator with a current Registered Chemical Applicator Certificate issued by the Agrichemical Education Trust.

Spraying periodically occurs in reserves and stormwater gullies. District Facilities /Roads & Stormwater staff will notify residents who have requested prior notification.

5.6 Road Corridor Clearway

The council maintains road corridor clearways free of overhanging trees where the adjoining landowner has allowed trees to encroach over the road. (Refer to Appendix 7.10).

Far North District Council
Tree and Vegetation Guideline
May 2008

27



5.7 Trees on Council roads in Rural Areas

Trees on Council road in rural areas that are outside the Vegetation Envelope (Refer to Appendix 7.10) will be handled on a case by case basis. If necessary the council tree assessment checklist will be completed to record the tree condition and background information.

5.8 Removal of trees in Rural Areas

The council occasionally receives a request to remove trees in rural areas. The council recognises the positive aspects that trees contribute to the well being of the environment and will balance any possible tree removal against any adverse environmental impact.

The council acknowledges that in some situations inappropriate trees have been established which may have contributed to difficulties people are experiencing. However, the removal of healthy trees will continue to be the exception and will **only** be considered where severe difficulties are being experienced by a neighbouring property (trees which inhibit views, shade property or drop debris are not generally considered to be causing severe difficulties).

Requests from adjacent landowners seeking to remove encroaching/overhanging/hazardous trees on council road reserves will be considered on a case by case basis. The landowner will be required to meet any OSH requirements such as a specific Health and Safety Management Plan before consent is given.

A tree may be considered for removal where in the opinion of a qualified arborist or suitably qualified person the tree is:

- Dead
- Dangerous / Hazardous
- Severely diseased

In some extreme situations, trees may cause problems with services and roads. Remedial action will be considered in these situations. Removal will be the most extreme option and will only be considered where all other options have been explored.

Typical problems with trees and services include:

- disruption to essential services
- proposed road, footpath or driveway realignment and design options have been considered and discounted in order to retain the tree/s

GUIDELINE 28

*The council will take responsibility for trees that are deemed hazardous to road safety in rural areas.
Other trees will be the responsibility of the adjoining landowner.*



5.9 Plant Pest Control

The Biosecurity Act provides mechanisms to protect against risks posed to the environment, to public health and to the economy by plant pests. These include exclusion, eradication and control requirements.

Regional councils are the agencies responsible for processing and managing control strategies. Within the Far North, the Northland Regional Council (NRC) is responsible for enforcement of the removal of plant pests. A summary of the NRC Pest Management Strategy is attached in Appendix 7.11.

GUIDELINE 29

The Northland Regional Council is the management agency responsible for implementing and enforcing the removal of plant pests as set out under the Biosecurity Act.

The FNDC is required to control plant pests on land that it occupies (including roadside verges), in accordance with the strategy. The management of plant pests on private land is outside the scope of this guideline.

Where there are identified plant pests on a council road reserve but not on adjoining private land, the council will endeavour to exercise control. Responsibility for control of identified plant pests on unformed legal road will lie with the person(s) occupying the land.

Plant pests include:

- Pampas *Cortaderia selloana*, *C. jubata*
- Wild Ginger *Hedychium, gardnerianum*, *H. flavescens*
- Broom *Cystisus scoparius*, *Teline monspesulana*
- Gorse *Ulex spp.*
- Privet *Ligustrum lucidum*, *L. sinense*
- Woolly Night Shade *Solanum mauritianum*

GUIDELINE 30

The council is required to control plant pests on land that it occupies in accordance with the Northland Regional Council's plant pest strategy.



6. Tree Programmes / General Tree Issues

6.1 Introduction

Planting trees provides long term environmental and community benefits. The added value gained from community partnership projects together with the “ownership” that is created for the completed plantings has encouraged the council to continue to support these initiatives.

The council will continue to make every effort to accommodate community groups seeking to contribute to tree planting projects.

6.2 Tree planting programmes

The community is encouraged to be involved in tree and amenity planting projects in appropriate areas, particularly on Arbor Day. Financial and technical resources will influence the scale of Arbor Day plantings.

Reserves will be used rather than road berms for community plantings. Sites will be chosen which have existing planting plans. Where community organisations or schools are seeking to plant on public land, the council may assist with either technical advice or plants and materials.

DoC has established an annual week when revegetation plantings are encouraged on public land. The council will form partnerships with DoC to make suitable planting areas available and will cooperate in the provision of technical services.

Support for Keep New Zealand Beautiful projects, and any community projects seeking to plant on public land, will be considered where there is a long-term community benefit. The support will generally be by way of technical assistance.

6.3 Tree stumps and tree suckers

In an urban environment it is preferable to remove the stumps when trees are taken out. The stumps can harbour pests and diseases which could spread to currently healthy trees. The preferred method to remove mature tree stumps is to grind the remaining stump and remove the chips from the site. However because of cost and location, it may not always be practical to remove the stumps.

Tree suckers often develop from tree stumps or roots that have not been removed. Depending on the species of tree, the suckers may quickly become a new problem causing damage to hard surfaces. To remove tree suckers in hard surface areas, the appropriate approach is to use a weed killer. In grassed areas, constant mowing will gradually reduce growth over a period of years. Tree suckers from existing established trees should be removed by hand- not treated with weed killers.

6.4 Wilful damage to trees

Occasionally trees on public land are the targets for vandalism including poisoning, graffiti, breaking of tree limbs and damage to tree bark. Deliberate damage is referred to the New Zealand Police for investigation. Reparation will be sought where the persons responsible have been identified.



6.5 Adornment of street trees, furniture & structures

On occasions trees are decorated with lights to provide seasonal colour or are used to mount signs or children's rope swings. In keeping with the guideline, before any tree is used for these purposes the consent of the owner is required.

Seasonal tree-mounted lights could have an impact on adjoining properties or on road users and need to be safely wired. For these reasons the council will continue to be careful and considerate before agreeing to the use of trees for this purpose. The council will be responsible for mounting and removing tree lights, but may delegate this responsibility to Top Energy.

GUIDELINE 31

Council may decorate/light trees in the berm areas it owns where it is satisfied that no hazard will be created. Wiring and installation is to be carried out by appropriately qualified contractors.

Placing signs or other structures on trees will generally not be encouraged. The council wishes to avoid situations where trees are subjected to nails, bolts or physical damage to their branch or trunk structures.

The use of trees for rope swings will not be encouraged because of the safety risks. Tree-mounted rope swings on council land will be removed.

GUIDELINE 32

To ensure trees are not damaged and to maintain safety, no structures, signs, lighting or other adornments will be permitted on council trees without approval.

6.6 Lessees or Occupiers of Council Land

Lessees or occupiers of council land must notify the council should they wish to carry out any tree removal or major pruning. An inspection will be made with lessees and occupiers and an appropriate work programme agreed. Unless specified in the lease or occupation agreement, costs will be agreed between council officers and the lessee.



7. Appendix

7.1 FNDC Tree Assessment Checklist

Tree Assessment Checklist

(Not for notable trees Application forms are available from the council's Development & Consents Department to start this process)

- Location
- Tree Species
- Girth
- Height
- Spread
- Approximate Age
- Tree Health/Condition (1 excellent – 5 very poor)
- Berm Width

1 Roadway Damage Assessment

- | | | |
|-----|--------------------------------|--------|
| 1.1 | Footpath damage | Yes/No |
| 1.2 | Has the footpath been replaced | Yes/No |
| 1.3 | Kerb & channel damaged | Yes/No |
| 1.4 | Road pavement damage | Yes/No |
| 1.5 | Buried services damaged | Yes/No |

2 Adjoining Property Impact Assessment

- | | | |
|-----|--------------------------------------|-----------------------|
| 2.1 | What side of the property is tree on | North/South/East/West |
| 2.2 | Is tree shading the property | Yes/No |
| 2.3 | Is tree damaging the property | Yes/No |
| 2.4 | Comment on tree damage | |

-
- | | | |
|-----|---|--------|
| 2.5 | Is tree a danger to the property if it fell | Yes/No |
| 2.6 | Do the adjoining owners want the tree removed | Yes/No |
| 2.7 | Is the tree encroaching on power lines | Yes/No |

3 Values and Options Assessment

- | | | |
|-----|---|--------|
| 3.1 | Has the tree protection under the District Scheme | Yes/No |
| 3.2 | Has the tree historic or other significance | Yes/No |
| 3.3 | Can the tree be correctively pruned to overcome current problem | Yes/No |
| 3.4 | What is the frequency of trees on the street/reserve | |



- 3.5 Are there mature trees in private gardens, parks or street berms adjoining this site Yes/No
- 3.6 How significant is the tree in the local landscape

4 Proposed Action

- 4.1 What species of tree is a suitable replacement

- 4.2 Do you recommend the removal of the tree Yes/No
- 4.3 Do you recommend the replacement of the tree Yes/No
- 4.4 Can work be safely completed near power lines or is Power Authority Consent required Yes/No
- 4.5 General comment:

- 4.6 Have digital photographs been taken Yes/No

Technical Officer Name

Date

APPROVAL

Approval of tree removal
Reasons

Approved/Declined

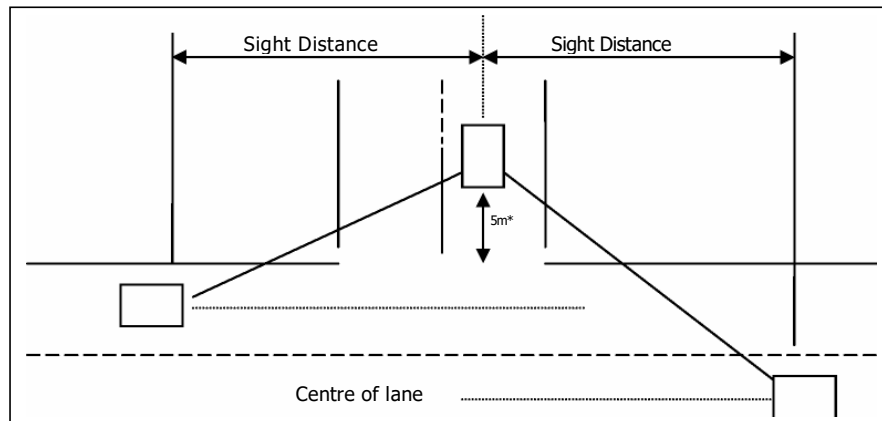
Name

Date



7.2 Measurements / alignments

7.2.1 Intersection Sight Distance Requirements



* = Visibility is measured from eye level of 1.2m situated at 5.0m from the seal edge to an object height of 1.2m in an approaching traffic lane (centre of lane)

Main Road		Sight Distance (m)
Rural	Arterial	300
	Collector	200
	Local	150
Urban	≥ 80km/h	150
	≤ 80km/h	100

NOTE: In all cases the sight distances must meet the requirements of the “Code of Practice for Development of Land” (Far North District Council, 1 August 2001).

7.2.2 Safe Intersection Site Distance

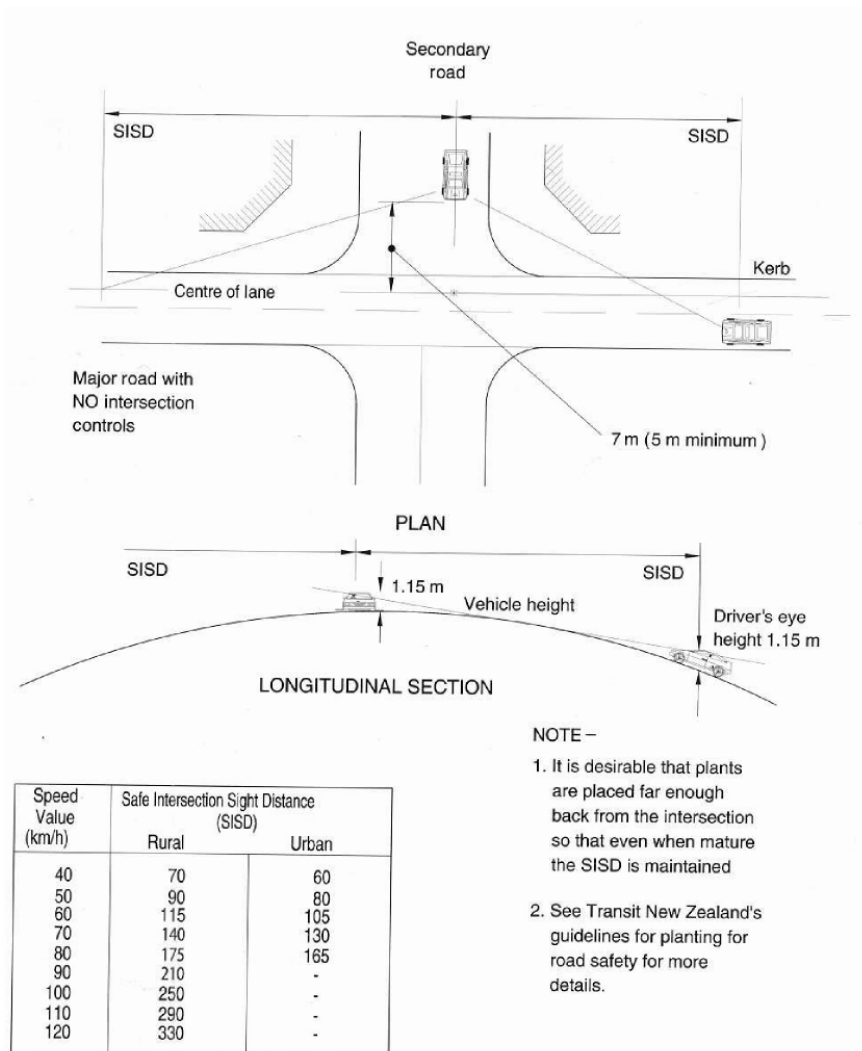


Figure 7.2 – Intersection sight distances for clear sight lines for landscaping

7.2.3 Street Tree Planting Distances

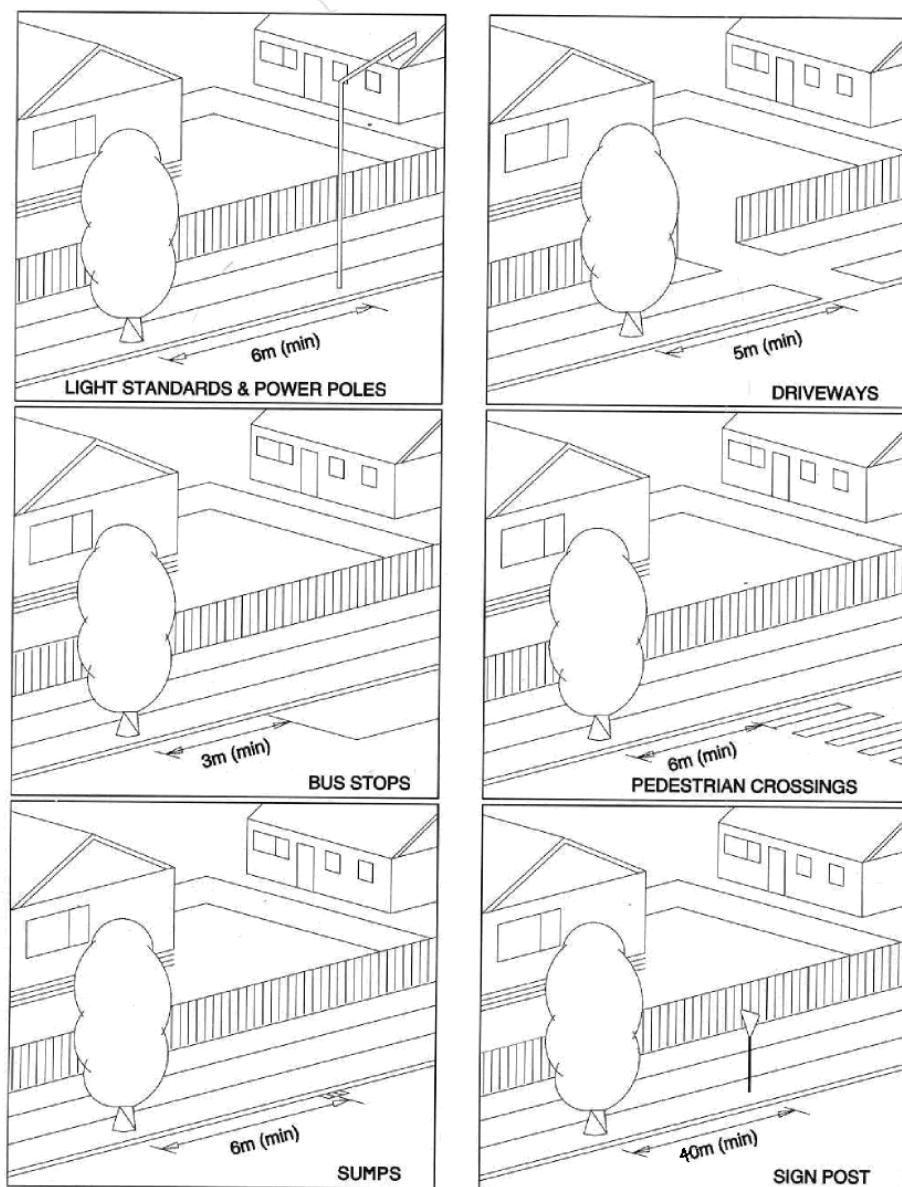


Figure 7.1 – Street tree planting clearances



7.3 Transit NZ & Land Safety Authority Act 1991

Guidelines for Planting for Road Safety Section 55 and 57 (extract below)

Removal of trees, hedges, etc, that obscure visibility or interferes with public work

(1) In this section and in sections 56 and 57 of this Act, unless the context otherwise requires,—

Cut down, in relation to any tree, hedge, or shrub, includes the total removal of the tree, hedge, or shrub:

Responsible authority, in relation to a public work, means—

(a) Any Minister of the Crown who is responsible for the work, where the work is a Government work:

(b) The local authority which has financial responsibility for the work, where the work is a local work and, in relation to a road, means the authority having control of the road:

Road includes a motorway, access way, and service lane.

(2) The responsible authority may require the owner or occupier of any land adjoining a road or public work to do any of the following things:

(a) To cut down, lower, or trim any tree, hedge, or shrub that is overhanging or overshadowing a road to such an extent as to damage the road, or to endanger or obstruct the lawful use of the road, or to be detrimental to the maintenance of the road and any associated drainage system:

(b) To cut down, lower, or trim any tree, hedge, or shrub, or remove any debris, if parts of it may be blown on to any road or public work or if it may otherwise interfere with the lawful use of the road or any public work:

(c) To cut down, lower, or trim any tree, hedge, or shrub on any land that is in such a position that it interferes with or is damaging, or is likely to interfere with or damage, any road or public work or the construction, operation, or maintenance of any road or public work:

(d) To cut down or grub up, and remove any tree, hedge, or shrub that is obstructing a road or its drainage system owing to the growth of any vegetation or the spreading of roots upon or under the road up to its middle line:

(e) To cut down, lower, or trim any tree, hedge, or shrub or to lower or remove any wall, fence, or other structure, that in the opinion of the responsible authority wholly or partially obscures visibility at any bend of a road, or at any road or railway crossing, or at any road intersection, or that causes any danger to the traffic on any road:

(f) To remove any structure that encroaches either wholly or partially on to a road or on to any land used for a public work, unless the encroachment has been authorised under section 51 of this Act and notice of termination has not been issued.

(3) Within 10 working days after service of a notice under subsection (2) of this section, the owner or occupier may apply to the District Court nearest to the land for an order setting aside the notice.

(4) A copy of any such application shall be served on the responsible authority either before or immediately after it is lodged with the Court.

(5) The Registrar of the Court shall give notice of the time and place fixed for the hearing of the application to the applicant and the responsible authority, and they shall be entitled to be present and to be heard, either personally or by their counsel or by an officer of the responsible authority.



On hearing the application, the Court, whose decision shall be final, shall determine whether the notice should or should not be set aside, and in the former case the notice shall be deemed to be void.

Every person on whom a notice has been served under this section commits an offence against this Act if the person fails to comply with the requirement contained in the notice within 1 month after—

The expiry of the time in which application may be made to a Court, if the person has not exercised that right; or

The date of the Court's order, if an application to set aside the notice has been made and it has not been set aside; or

(c) The date on which any application to the Court has been withdrawn by the applicant, whichever is the later, and shall be liable on summary conviction to a fine not exceeding \$500; and the responsible authority, by its employees or agents, may enter on the land in respect of which the requirement was made, carry out the required work, and recover the cost from the owner.

All costs and expenses incurred by a responsible authority in carrying out any work under subsection (7) of this section may be recovered from the person who failed to comply with the requirement as a debt due to the responsible authority.

The power of entry conferred by subsection (7) of this section may be exercised in addition to or instead of the laying of an information for an offence under that subsection.

Cf 1981, No 35, s 133

TZ55.01 History

This section is based on s 133 Public Works Act 1981 (1981 No 35) (ch 12). TZ55.02 Synopsis

The responsible authority may require the owner or occupier of land adjoining a motorway, access way, service lane, or other road or any public work to remove or modify any structure or vegetation that may be detrimental to the construction, operation, use, or maintenance of the road or public work. The owner or occupier may seek a District Court order setting aside the requirement.

TZ55.03 Cross references

s 2 "local authority", "maintenance", "motorway", "road"

s 43 "Government work", "land", "notice", "public work", "road", "working day" s 51(2) permission to encroach

s 51(5) conditions

s 54 removal of roadside structures

s 56 service of notice

s 57 emergency work on trees, etc

TZ55.04 Subsection (2) — general

As to the meaning of "adjoining", see *Orr v McKnight* (1945) 4 MCD 426. TZ55.05 Subsection (2)(d)

This provision places an absolute obligation on the occupier or owner and is not limited to the case of vegetation or roots shown to be growth from, or to have spread from, trees, hedges, or shrubs growing on to adjoining land: *Bremner v Dunn* (1902) 1 NZLR 22. For a contrary view, see *Barnes v Nixon* (1898) 17 NZLR 95.

TZ55.06 Subsection (6)

The District Court has a complete discretion in deciding whether a notice under this section should be set aside. It must not only examine the validity of the notice on its face but also hear and decide on the facts raised by the parties. The merits on both sides including any alternatives are relevant to the exercise of the Court's discretion: *Marlborough Electric Power Board v Watts* [1973] 2 NZLR 406.

TZ55.07 Tree removal

As to the removal of trees endangering telephone lines, see ss 13 and 14 Telecommunications Act 1987 (ch M).

As to the removal of trees to protect persons and property from injury and damage caused



through electricity, see s 169 Electricity Act 1992 (ch 17), which empowers the making of regulations for such purposes.

57. Emergency work on trees, etc

Notwithstanding anything in section 55 of this Act, if there is imminent danger to life or property, or a likelihood of serious interference with any road or public work, arising from any tree, hedge, plant, or debris, the responsible authority may, on giving such oral notice to the occupier or (if there is no occupier) the owner of the land on which the tree, hedge, plant, or debris is situated as is practicable in the circumstances, enter on the land and do such work as is necessary and sufficient to remove the danger or serious interference for such period as will be sufficient to enable the responsible authority to take action under section 55 of this Act in respect of any further work that may be necessary.

If any responsible authority exceeds the powers conferred by this section or causes any unnecessary damage to be done, the work shall be deemed not to have been authorised by this section.

If, under subsection (1) of this section, entry is made on any land without notice, advice that entry has been so made shall be given to the owner or occupier of the land as soon thereafter as is practicable, and if the owner or occupier cannot be found, the notice shall be displayed in a prominent place on the land.

All costs and expenses incurred by a responsible authority in lawfully carrying out any work under this section may be recovered as a debt due to the responsible authority from the person who would have been liable to pay if the work had been done under section 55 of this Act.

Cf 1981, No 35, s 135



7.4 Local Government Act 2002 (section 355 of 1974 Act)

[355. Council may require removal of overhanging trees, etc

(1) The council may, by notice in writing under the hand of the Chairman or the [[principal administrative officer]], require the owner of any land abutting upon any road within the district to do any of the following acts:

(a) To remove, lower, or trim to the satisfaction of the council any tree or hedge overhanging or overshadowing the road in cases where, in the opinion of the council, the removal, lowering, or trimming is necessary in order to prevent injury to the road or obstruction to the traffic thereon or to any channel, ditch, or drain appertaining thereto:

(b) To cut down or grub up, as the council directs, and remove all obstructions to traffic or drainage arising from the growth of plants or the spreading of roots upon or under the road up to the middle line thereof along the whole frontage of the land occupied or owned by him:

(c) To remove, lower, or trim to the satisfaction of the council any tree or hedge, or to lower any fence or wall, if in the opinion of the council the tree, hedge, fence, or wall is likely, by reason of its obstructing the view, to cause danger to the traffic on that or any other road.

(2) Within 10 days after service of the notice, the owner may apply to a [[District Court]] for an order setting aside the notice.

(3) On the hearing of the application, the Court, whose decision shall be final, shall determine whether the notice should or should not be set aside, and in the former case the notice shall be deemed to be void.

(4) In the case of a notice which is not set aside as aforesaid, if the owner fails to do any such act in compliance therewith within 1 month from the service thereof, or, where application as aforesaid has been heard, then within 1 month after the giving of the decision of the Court, he commits an offence and is liable to a fine not exceeding \$5 for every day during which the failure has continued, and the council, by its officers or agents, may enter on the land and do that act and recover the cost from him.

(5) The said cost shall be a charge upon the land.

(6) In any case where the council might give any such notice as aforesaid in respect of any land, any resident of the district may, by notice in writing, request the council to do so.

(7) If for the space of 28 days after the receipt of the last-mentioned notice the council fails to comply therewith, the resident making the request may apply to a [[District Court]] for an order requiring the council to comply with that notice.

(8) On the hearing of the application, the Court shall determine whether and to what extent the notice shall be complied with by the council, and the decision of the Court shall be final.

(9) The council may remove, lower, cut down, grub up, or trim, as the case may be, any fence, wall, tree, hedge, or plant to which subsection (1) of this section applies, after giving oral notice to the occupier, or, where there is no occupier, to the owner, of the land, if life, property, or any road is in imminent danger. The cost of the work shall be a charge against the land as if notice had been given under subsection (1) of this section and had not been set aside by a [[District Court]].

(10) For the purposes of this section the term "cut down" means cutting down and keeping cut down or removing or controlling by chemical means the stem and roots of any plants so as to prevent their throwing out any leaf, offshoot, or flower.]

**LG355.01 History**

Subss (2), (7), and (9) amended by s 18(2) District Courts Amendment Act 1979 (1979 No 125).

LG355.04 Subsection (1)(a):

A notice by the council must be limited on its face to a tree or hedge overhanging or overshadowing a road: *Grey v Thomson* [1917] NZLR 926.

In *Dowling v South Canterbury Electric Power Board* [1966] NZLR 676, it was held in relation to a similar provision in s 19 Electricity Act 1966 that a notice given by an Electric Power Board requiring the owner to remove all or any trees on his or her land, or such parts thereof as were likely to cause damage to the electric lines, is not a notice complying with the section. It should not be left to the owner to decide which trees or parts thereof are likely to cause damage to the lines, and, in order to be effective the notice must specify the tree or trees to be removed, and, if the complete removal of a tree is not required, the extent to which it is to be removed.

LG355.05 Subsection (1)(b):

The duty imposed by this subsection is absolute and unconditional, and is not limited to obstructions originating from plants growing on the land of the owner or occupier: *Bremner v Dunn* (1902) 22 NZLR 22; (1902) 4 GLR 455. For a contrary view, see *Barns v Nixon* (1898) 17 NZLR 95.

LG355.06 Subsection (5):

See s 4 Statutory Land Charges Registration Act 1928 (Chapter M).

LG355.07 Subsection (8):

The District Court has a complete discretion in deciding whether notice under this section should be set aside. It must not only examine the validity of the notice on its face but also hear and decide on the facts raised by the parties. The merits on both sides, including any alternatives, are relevant to the exercise of the Court's discretion: *Marlborough Electric Power Board v Watts* [1973] 2 NZLR 406.

Local Government Act 2002 section 137 (1)(a)

Makes it an offence to plant any tree or shrub on a road without authorisation from the council or any other Act. (needs to be checked)



7.5 Electricity (Hazards from Trees) Regulations 2003 - Implications of the Trees Regulations

Landowners

- Landowners will be required to decide if they have an interest in the individual trees on their property. They are expected to maintain an interest in trees which contribute to the appreciation of the area or provide shelter or screening to the adjoining property.
- Where an interest is maintained, landowners will be responsible for the costs of trimming the tree to maintain the regulation safety distances. Where 'no interest' is declared, all costs and responsibility falls to the line owner.
- If a landowner does not allow the line owner reasonable access to trim or remove the tree, the 'no interest' notice is rescinded and the landowner is responsible for maintaining the tree (including the cost of the first trim).
- The regulations will not affect any agreement between a landowner and a line owner on tree removal and maintenance, except with respect to separation distances.

Local Authorities

- A local authority is required to maintain an interest in trees it owns that are subject to clearance or pruning restrictions under a District Plan.
- If a tree that is owned by the local authority is not subject to clearance or pruning restrictions under a District Plan, that tree is subject to the interest/no interest regime under the regulations.
- Where an interest is maintained, the local authority will be responsible for the costs of maintaining that tree (excluding the first trim).
- The regulations will not affect any agreement between a local authority and a line owner on tree removal and maintenance, except with respect to separation distances.

Line Owner

- The line owner must issue an information notice, at least annually, to consumers informing them of the dangers of contact between trees and live power lines, the cutting of trees near lines and an explanation of the requirements and penalties in the regulations.
- The line owner will be responsible for monitoring separation distances and issuing notices to landowners where a tree encroaches or is near to encroaching them.
- The line owner will be responsible for the cost of the first trim where a landowner maintains an interest in a tree. The line owner can elect to perform the first trim itself.
- Where no interest is declared, the line owner can fell the tree if it chooses and will be responsible for the costs of removing it. Where a private landowner declares 'no interest' in a tree that is subject to District Plan clearance or pruning restrictions, the line owner may require resource consent to trim or fell the tree.
- More information available at http://www.med.govt.nz/templates/Page_6910.aspx

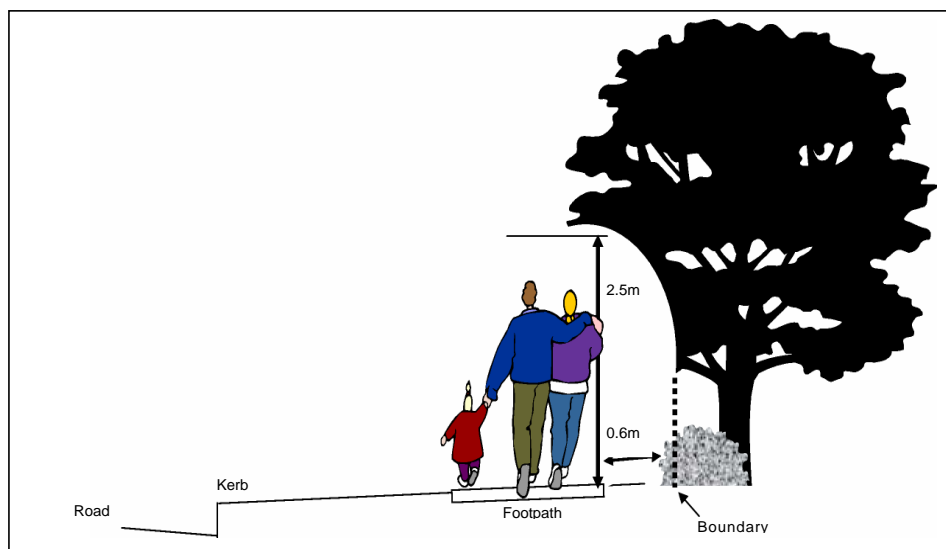
7.6 Shrubs and trees encroaching onto the road reserve



Overhanging vegetation can enhance the look of the street and therefore the council will allow vegetation to cross the boundary from private property to public space as long as it is within the following criteria:

- Overhanging vegetation must be maintained to a minimum height of 2.5m above the footpath or berm.
- The vegetation cannot obstruct the footpath, pedestrian access or visibility.

(Above) Overhanging vegetation encroaching onto the footpath and obstructing pedestrian access





7.7 Standard letter templates

7.7.1 Letter requesting clearance of overgrowth from footpath area

Date:

To the occupant:

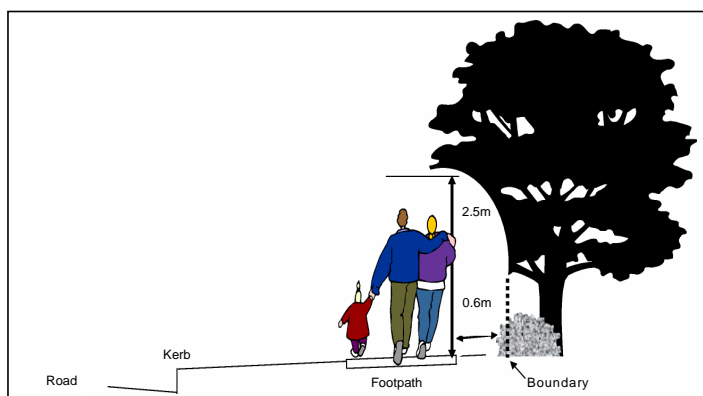
Dear Sir/Madam

CLEARANCE OF OVERGROWTH FROM FOOTPATH AREA

It has come to Far North District Council's attention that vegetation growing on your property at the above address is encroaching on the footpath area. This is causing an obstruction to pedestrians and may cause injury.

The council requires that property owners keep trees and vegetation clear of footpaths and roadways.

Your cooperation is sought to eliminate the problem identified on your property. It would be appreciated if you could arrange for the offending branches/trees/vegetation to be removed or trimmed as soon as possible to meet the clearances shown below:-



Should you wish to discuss this matter or require any further assistance, please do not hesitate to contact me at the above address.

Yours faithfully

TECHNICAL OFFICER



7.7.2 Thank you letter

Date:

To the occupant:

Dear Sir/Madam

CLEARANCE OF OVERGROWTH FROM FOOTPATH AREA

Thank you for arranging the trimming of vegetation from the footpath/road in front of your property.

As trees and shrubs tend to grow back again we would ask that you continue to monitor the situation and take prompt action to keep the footpath and road clear.

Yours faithfully

TECHNICAL OFFICER



7.7.3 Reminder letter to clear overgrowth from footpath area

Date:

To the occupant:

Dear Sir/Madam

CLEARANCE OF OVERGROWTH FROM FOOTPATH AREA

On (date) the council wrote to you asking that you arrange to clear the overhanging vegetation from the road/footpath.

Following a re-inspection it appears that the necessary work has not yet been completed. If there is a genuine reason for the work not being completed it would be appreciated if you could contact the council as soon as possible. Alternatively, please arrange to have the work completed within the next two weeks.

Should you wish to discuss this further, I can be contacted at the address above.

The council can enforce the requirement to keep footpaths and roadways clear of vegetation under the Local Government Act 2002, but would rather work co-operatively with you.

We are required however to ensure the safety of road and footpath users is placed ahead of other considerations.

Yours faithfully

TECHNICAL OFFICER



7.7.4 Draft street tree planting letter

Date

Address

Dear Sir/Madam

POSSIBLE STREET TREE PLANTING

The council would like to identify the views of the local community on possible street tree planting in (Name Street/Road/Place/Avenue/Way).

Before planting can proceed, the council's Tree & Vegetation Guideline requires consensus from the residents on whom the project is likely to have an impact.

We are proposing to plant (species) at an approximate spacing of one tree per property. For street tree planting to be aesthetically successful it is necessary for the planting to be of a consistent nature. In the event that a property has a longer than average road frontage, consideration will be given to planting more than one tree in that particular area.

The council will/may not proceed with the planting where the predominant view is that residents don't wish to see trees established.

Please complete the slip below and return to the council in the pre-paid envelope enclosed by (date). If you have any questions please phone 0800-920-029 during office hours.

If there is majority support for the project we plan to complete the planting within six weeks of the above date.

Once planting has been completed the trees will be maintained by the council on an annual basis. However, because the trees are vulnerable to water stress in their first two seasons we would appreciate your help in keeping them watered during the summer months.

Yours faithfully

Technical Officer

NAME: _____

PROPERTY ADDRESS: _____

I/WE DO SUPPORT / DON'T SUPPORT (delete one) the planting of street trees in (Name Street/Road/Place/Avenue/Way).

COMMENTS: _____

Far North District Council
Tree and Vegetation Guideline
May 2008

47



7.8 General considerations for vegetation planting on berms

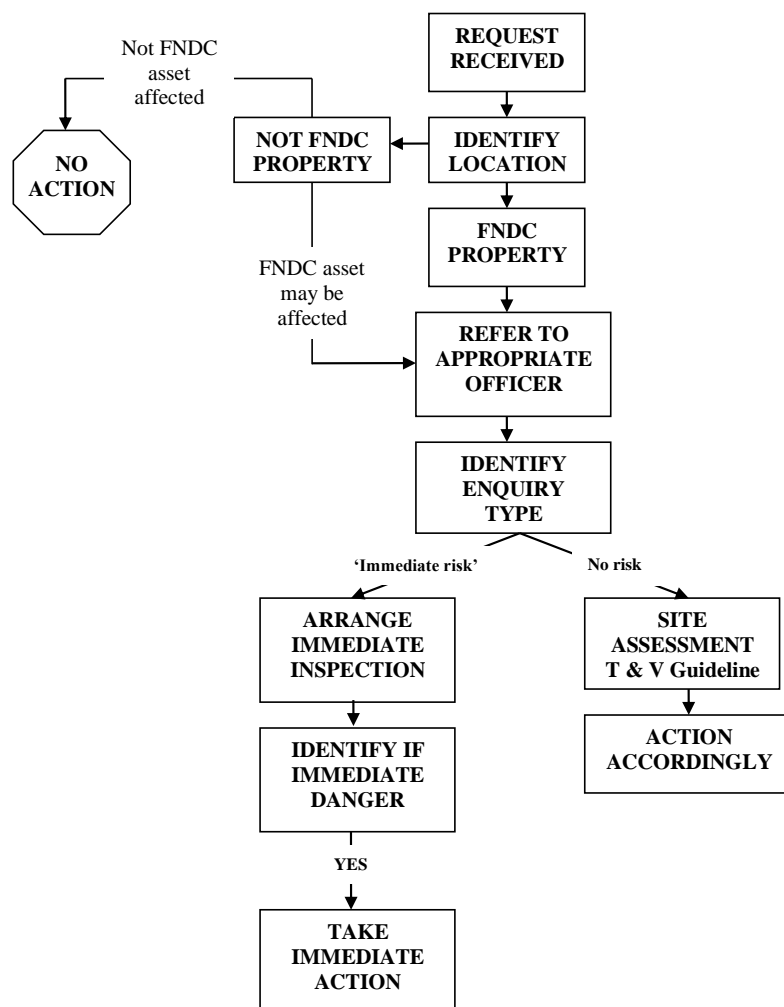
Vegetation on the berm enhances the look of the street; however it should not compromise the safety of the road users or cause any maintenance hazards. This paragraph outlines a few principals that should be taken in consideration when plans for planting on the berm are considered.

The following considerations are the basis of this "Tree & Vegetation Guideline".

- A. Allow clear visibility of vehicles, signs, pedestrians and cyclists for motorists at intersections. Street intersections are generally sprayed to insure this area is not fenced or planted with undesirable vegetation. See Appendix 7.2 for guidelines on sight distances.
- B. Consider appropriate sight distance and visibility for motorists exiting their driveways and also to enable approaching pedestrians to see these vehicles as they exit from driveways across the footpath.
- C. Provide a safe and unhindered passage for pedestrians, free of hazardous and restrictive vegetation, raised kerbing, loose stones and bark, etc.
- D. Consider free and unhindered access to utility authorities buried services now and at any time in the future. The utility authorities have statutory rights to locate their services in the street berm.
- E. Consider the possible damage that some plants may cause to services such as phone and power lines and underground cables and overhead cables and avoid planting that may adversely affect drainage. Trees can take a lot of ground water and root systems may damage pavements and block pipelines. Roots can also lift and break storm water channels to cause ponding.
- F. Endeavour to minimise ratepayer liability for future vegetation maintenance costs. Council has considerable experience of unauthorised planting being maintained initially by the adjacent property owner but with time the plants and trees grow too big or the adjacent owner becomes less interested, or even sells the property and moves on. The new owner is often not interested in maintaining the vegetation which then becomes a pedestrian and traffic hazard which Council has to deal with.
- G. Minimise footpath and kerb and channel damage, uplift and potential hazard to pedestrians caused by tree roots.
- H. Plant trees clear of areas where the chance of vehicles running off the road is high.
- I. Maintain the effectiveness of road lighting (Refer AS/NZS 1158).
- J. Plants can cause shade, which may result in ice in the winter. Plants that shade the road should be avoided especially in higher speed environments.
- K. In some locations avoid planting trees where leaf drop will compromise either safety or drainage.
- L. Consider wind conditions which could result in intermitted crosswind effects or large shrubs or trees being blown over.
- M. Consider the view from a property in consultation with occupiers of the property.

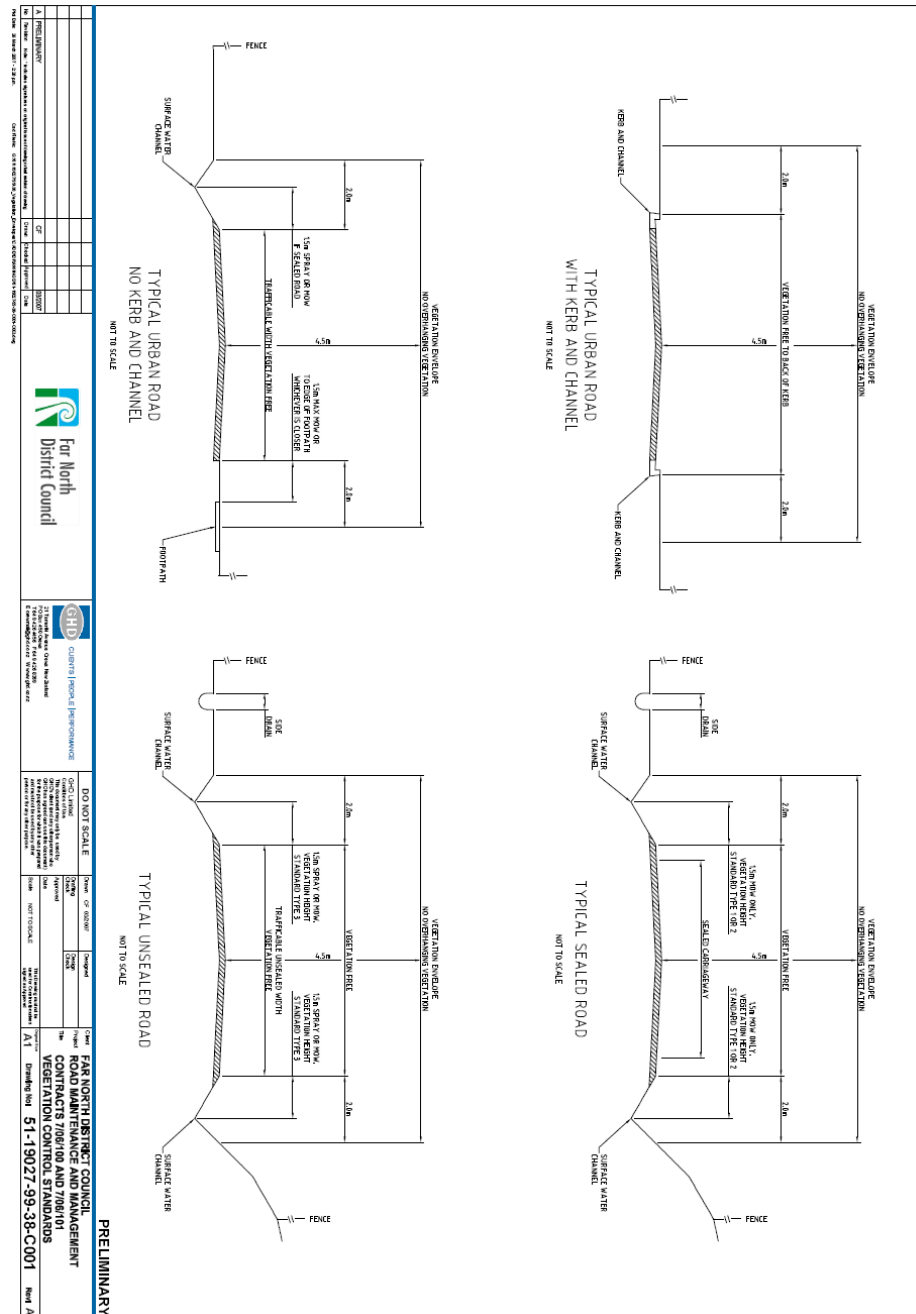


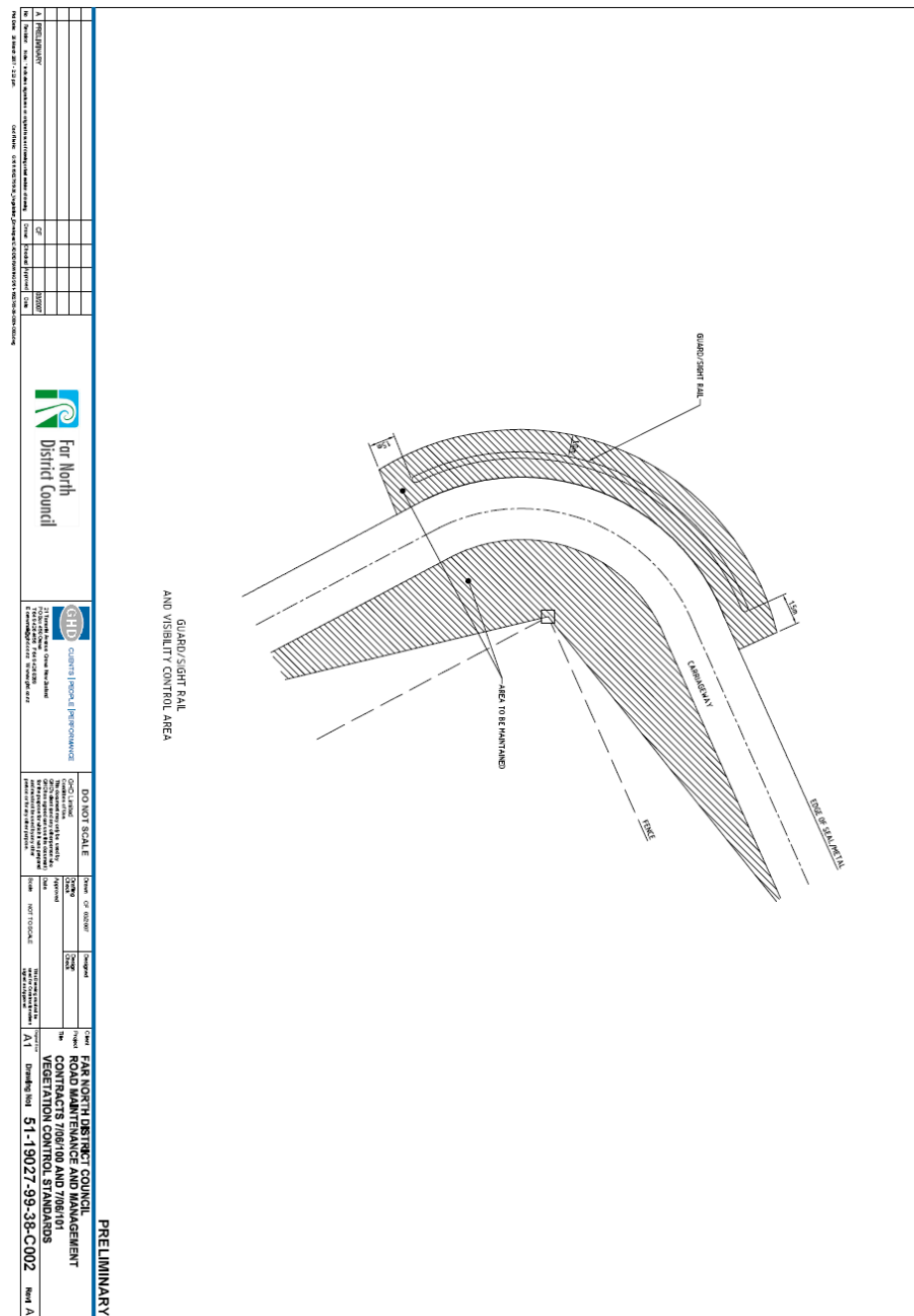
7.9 Processing tree requests



RESERVES STREET TREES	SPORTSGROUNDS	ROADS	OTHER PROPERTY
(Parks Ops Manager)	(Sportsgrounds & Technical Officer) (Parks Ops Manager)	(Engineering Officer) FOOTPATHS (Engineering Officer)	(Property Manager) (Property Technical Officer)

7.10 Vegetation Control Standards







7.11 Northland Regional Council's Northland Pest Management Strategy

Regional Pest Management Strategies are action plans that describe why - and how - plant and animal pests will be controlled in Northland.

The Strategies initially aim to educate landowners and the wider public about the threats potential pest species pose and ways to stop these pests reaching Northland.

Where a pest is already established here, the strategies offer a number of options to reduce the threat (or threats) it poses. These include:

- publicity and promotion
- advice to individual landowners
- regulation
- control by the Council (either directly or by using contractors).

The strategies also take into account the effects controlling one pest might have on another.

Purpose of the strategies

Regional Pest Management Strategies aren't compulsory. However, a Regional Council can propose one when it's satisfied the benefits of doing so outweigh the costs (after taking into account the likely consequences of doing nothing).

A strategy is also required if the pest or pests involved could have a "serious adverse and non-intended effect" on one or more of the following:

- Northland's economy
- The viability of threatened species or organisms including the:
 - survival and distribution of native plants or animals;
 - sustainability of natural and developed ecosystems;
 - sustainability of ecological processes, biological diversity, soil resources or water quality.
 - Human health or enjoyment of the recreational value of the natural environment
 - The relationship of Māori and their culture and traditions with their ancestral lands, waters, sites, wahi tapu and taonga.

To view and download a copy of the Northland Regional Pest Management Strategies, visit www.nrc.govt.nz/Resource-Library-Summary/Plans-and-Policies/Pest-management/

**Document Status**

Author	Approved for Issue	
	Name	Title
FNDC	Richard Green	General Manager Roads and Stormwater
FNDC	Alastair Wells	General Manager District Facilities
Next Review	October 2012	

7.3 REMOVAL OF TREES AT FAIRY POOLS RESERVE KERIKERI

File Number: A5007814

Author: Victoria Neki, Team Leader - Technical Operations

Authoriser: Trent Blakeman, Acting Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to seek the support from the Bay of Islands-Whangaroa Community Board for the removal of large gum trees located on the Fairy Pools Reserve bordering with privately owned development parcel.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Fairy Pools Recreation Reserve is located at 126 Kerikeri Road, Kerikeri. On either side, it borders a large private development at 126a Kerikeri Road.
- The private developer has engaged a logging company to clear 24 hectares of predominantly gum trees and red woods on private land.
- The clearing of a large mature canopy of trees on the private land impacts the remaining trees standing on council reserve as it causes ground and root instability and greater exposure to wind and environmental factors.
- Te Kaunihera o Te Hiku o te Ika staff engaged a qualified arborist to assess the health of the trees on the border of council reserve and impact of felling.
- The trees on council reserve must be removed to isolate the risk of them falling on park users and neighbouring properties, with the exception that some natives could be maintained.
- Once the harvesting is complete and the development is in progress, the reserve has potential to have beautification and increase in amenity value to the ward.
- Considering the mixed feedback from community on the harvesting of trees on the private development and with the Bay of Islands – Whangaroa Community Board having delegation over reserves, support had been requested for the removal of dangerous trees at Fairy Pools Reserve, bordering the private development.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands – Whangaroa Community Board support the recommendation to remove the trees located in three areas on Fairy Pools Reserve, as identified in the arborist report.

- a) That established native trees, located in area three and identified in the arborist report, remain standing.**

1) TĀHUHU KŌRERO / BACKGROUND

- There is a private development at 126A Kerikeri road, Kerikeri, which borders the Council Recreation Reserve Fairy Pools (Lot: 33 DP 41378).
- The owner of 126A Kerikeri road has a consent that allows for subdivision of their property.
- The developer has engaged a logging company to undertake the harvesting of 24 hectares of trees. The logging company, on behalf of the developer, requested:
 - Access via Fairy Pools reserve to commence harvesting on private land.
 - The reserve to be closed to prevent public access in order to reduce Health and Safety risks.

- A Health and Safety assessment was carried out by Te Kaunihera o Te Hiku o te Ika Healthy and Safety team and the activity is deemed "**High Risk**".
- In October, Team Leader – Technical Operations was contacted by the logging company to complete a site visit at Fairy Pools Reserve where it had been identified through recent surveying, that the boundary of the private development and recreation reserve were further into the forest than expected. This meant that felling of trees on private land would cause risk and instability to the remainder of trees on recreation reserve, which would be a thin line. For context, the access track to the lower half of the reserve is actually on private land and not recreation reserve.

Please see below aerial map of Fairy Pools Reserve.

- The green shading is recreation reserve.
- The blue line marks the access point currently used by the public which is on private land. The orange mark shows the area the public use as a reserve area e.g car park, picnics which is on private land.



- The removal of trees would also need to be considered to ensure there would be future access to the lower reserve.
- On 10th October, works were paused due to a concern raised by local iwi that kiwi were on site. Department of Conservation did a dog sweep and no kiwi have been identified and therefore the work has continued.
- The harvesting company had direct correspondence with Ngāti Rēhia, regarding the removal of trees on private land and a blessing for the work to commence was arranged.

- In mid October, the company representing the private developer, requested permission from Council for the removal of trees on recreation reserve due to the risk of instability of the trees being left and that there would be no access to the reserve.
- A qualified arborist was engaged by Te Kaunihera o Te Hiku o te Ika staff to assess three areas to identify the species of trees and the impact the felling of trees would have their health and stability. The purpose was to understand the health and safety risk if the line of trees were to remain standing on unstable ground.
- A permit was granted to the harvesting company to access the reserve (as the only access point) to commence harvesting on private land.
- The reserve has been closed temporarily from 21 November 2024 – late February 2025, under section 53 of the Reserves Act 1977.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

An arborist report was provided to the Team Leader – Technical Operations in mid-November by the engaged qualified arborist. It is important to note that none of these trees are registered on the Notable Tree Register.

The area was split into three geographical locations:

1. Driveway: This is the formed vehicle access from Kerikeri Rd down to the car park at the start of the walking track.
2. Walkway: This is the surveyed access from the carpark down to the riverside reserve.
3. Reserve Entrance: This is the area where the access track opens to the large area of reserve adjacent to the river.

This can be seen on the aerial map below (refer to page one in arborist report):



In area one, the Driveway, it is recommended that the line of gum trees be removed. As the felling on private land is right up to the boundary, the trees' canopy are reduced and impacted providing significant exposure to wind and environmental conditions. Generally, the trees' condition are unhealthy and deadwood has been identified through out. Being 40m high, the trees are at risk of falling on the reserve, the funeral home and the church.

In area two, the surveyed access to the lower reserve, it is recommended the gum trees and other identified species should be removed. The trees are tall and tapered, in a mutual canopy, and will be left vulnerable once trees either side on private land, are felled. The trees are of average health and the arborist has identified extensive deadwood. There is a sub canopy of pest plants/noxious weeds such as Taiwanese Cherry and Acnema which should be removed regardless.

In area three, the boundary of the lower reserve entrance, it is recommended that the line of gum tree should be removed, and the established natives are left standing. The gum trees are in poor condition showing extensive deadwood throughout the canopies and dead mature trees.

Please see a further aerial map showing where the trees would need to be removed, shaded in yellow.



Option one (Recommended): To remove all trees along the boundary line, with an intent to protect identified established natives.

With the large felling of trees on private development bordering Fairy Pools Reserve, it has been identified by Te Kaunihera o Te Hiku o te Ika staff that the trees on reserve pose a risk to the public, the reserve and neighbouring properties if they were left standing. By seeking specific arborist advice, this has validated the risks. Native established trees in area three, identified by the arborist, could be left standing.

The trees to be removed in area two, would allow for official public access to the lower reserve which is necessary.

If all the trees at risk were to be left standing, this could be seen as an act of negligence of health and safety and Council could be liable for any property damages the trees could make if they fall for the reasons identified in the report. The cost to remove the trees, being 40m high, would be significant to Council if left for a later date and the opportunity for the trees to be felled during the private development is not taken.

Relevant legislation and/or policies:

Section 42 of the Reserves Act 1977 demonstrates that the cutting and destruction of trees should only be considered when proper management of the reserve is required, or if there is a risk to safety to the reserve users or neighbouring properties.

It also establishes the need for replacement planting in lieu of the trees being removed. In this option, we should arrange the planting of natives (appropriate for the layout of the reserve within a development) once the development has progressed.

This would also align with environmental sustainability factor of the Climate Action Policy of Te Kaunihera o Te Hiku o te Ika.

Cost:

The felling of trees would be of no cost to Council or the rate payer, as covered by the developer.

Arborist work required to clear in between the natives and tidy these up in area three would be at a cost to Council. The cost is to be determined by the arborist but could be potentially between \$10,000 - \$30,000.

The replanting of natives would be minimal cost, but a financial plan for a long-term maintenance would need to be considered.

Option two: To remove all trees along the boundary line of the private development to prevent any risk arising from trees left standing.

With the large felling of trees on private development bordering Fairy Pools Reserve, it is necessary to remove all trees where the stability and health will be impacted and pose a risk to the public, the reserve and the neighbouring properties. The easiest option would be to allow the harvesting company to remove all trees on the boundary lines to removes all risk the trees could potentially pose.

The trees to be removed in area two, would allow for official public access to the lower reserve which is necessary.

This would be positive for Council as the cost would be at the cost of the developer and there would be no need to arrange an arborist at this stage, saving cost to the rate payer.

The risk in this, is removing healthy and established native trees, which pose amenity value to the reserve. It is recommended against removing native trees due to being native to New Zealand and positively impacting the biodiversity and eco system.

Option three: Do nothing

A final option is that Council respond by 'doing nothing' and ensure the line of trees along the reserve and boundary remain standing. This would allow for Council control as to how this is managed moving forward.

The risk in this option, is that it presents danger to the public, the reserve and to the neighbouring properties. It has been identified that the trees are generally not of good health and pose a risk of falling with the instability of the ground. With trees being up to 40m high, the outcome could be significant damage and serious injury and death.

This would further be disadvantageous to the public if they could not access the lower reserve.

Cost:

If Council did not accept the opportunity for the logging company to fell the trees at the cost of the developer, this would be a significant cost to the Council and the rate payer if the work was undertaken at a later date. The work required would also be an extensive timeframe, and the reserve will come to remain high risk to the public.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

It is recommended the Bay of Islands – Whangaroa Community board provide input and support for:

Option one: To remove all trees where the stability will be impacted by the felling on private development, with an intent to protect identified established natives.

The reason is because it balances the required health and safety need of having to remove dangerous trees which endanger the public, with the desire to retain and look after native trees which will enhance the amenity value of the reserve. This will be particularly obvious on the completion of the private development which will open the reserve up to the public.

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

There is no cost to Council in clearing most of the gum trees.

The tidying up and clearing in between gum trees has not been quoted for yet but could potentially cost between \$10,000 - \$30,000. This has not been specifically budgeted for, however there is budget available for tree maintenance.

If any natives were to be replanted, the long-term maintenance cost would need to be understood.

ĀPITI HANGA / ATTACHMENTS

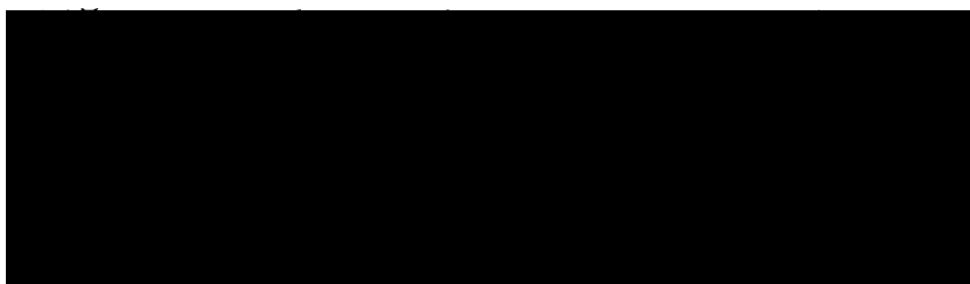
1. **Arborist Report - Fairy Pools Reserve, Kerikeri - A5007842**  

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	Medium significance– popular reserve in Kerikeri so Community Board input is required.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977.
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.	Only relevant to the Bay of Islands-Whangaroa Community Board to provide input on the removal of trees on local reserve.
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.	Iwi and hapu due to the urgency in requiring the trees to be removed. If the request is supported to remove the trees, will inform local iwi/hapu of the health and safety risk these trees pose.
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).	Neighbouring properties – considering the risk to their properties.
State the financial implications and where budgetary provisions have been made to support this decision.	
Chief Financial Officer review.	



Arboricultural Assessment Fairy Pools Access, Kerikeri Rd

15 November 2024

Overview

██████████ have been requested by ██████████, FNDC technical operations team leader, to report on the safety of the Gum trees along the fairy pools access track.

The Gum Forest on adjacent private land is currently being felled. The subject trees of this report are part of that forest.

A site assessment was undertaken by ██████████ on November 13, 2024. Any observations made are visual, and measurements are approximate.

For the purposes of this report, I will break the Fairy Pools Reserve access into 3 geographical areas.

1. **Driveway-** This is the formed vehicle access from Kerikeri Rd down to the car park at the start of the walking track.
2. **Walkway-** This is the surveyed access from the carpark down to the riverside reserve
3. **Reserve Entrance.** This is the area where the access track opens to the large area of reserve adjacent to the river.



Fig 1. Aerial view of Fairy Pools Access

Driveway



Fig 2. Looking down driveway from Kerikeri Rd

The removal of the gum forest is well underway off to the side of the driveway. This clearance comes right up to the boundary of the driveway. This will leave a one deep line of gum trees exposed along the edges.

When trees grow close together in a stand their canopies tend to grow together to form a mutual canopy. When some of the stand is removed, the remaining trees are left exposed to wind and environmental conditions that they are unaccustomed to. This often leads to failures of the remaining trees, especially when exposed on an edge like this.

The general health of these trees is not great. Extensive deadwood is present throughout many of the canopies



Fig 3. Deadwood in canopies of gums along driveway

Some of these trees are 40+ meters in height.

In terms of occupancy in the fall path of the trees, the public access, church and funeral home, are all withing falling distance of the trees.

Given the occupancy of the target area, the propensity for damage, and threat to public, the remaining exposed gum trees along the driveway should be removed.

There are some Redwood (*sequoia sempervirens*) trees in this area. These trees do not have the same size or pose the same risk as the gum trees and could be safely retained.

Walkway

At the end of the driveway, a walkway connects the driveway to the reserve. It is important to note that the current formed walkway is **NOT** situated on the FNDC parcel of land surveyed for this purpose. The current walkway crosses the developer's land.

A new walkway will need to be formed in the correct position.

Currently the area surveyed for the walkway is covered in gum trees and dense bush. Felling has commenced up to the edge of the walkway area.



Fig. 4 Looking in to where the walkway will be from cleared area.

The gum trees within this area are typically tall and tapered, having grown in that form due to the mutual suppression in the stand, and constant upwards growth to try and reach sunlight.

This tall and tapered nature of the trees will make them particularly vulnerable once the stand has been removed either side of them.

The general tree health in the stand is average, with extensive deadwood in canopies and several completely dead trees.

The sub canopy in this area is characterized largely by weed species such as Taiwanese Cherry and Acmena.

The ground is covered in noxious creepers such as Asparagus weed and Jasmine.

From a practical point of view, formation of a new walkway would likely require removal of these trees.

If left, these gum trees will be at high risk of failure due to their exposure to unaccustomed wind forces.

The gums along the walkway should be removed.



Fig. 5 Forest floor and sub canopy on walkway

Entrance to Reserve

Fig 6. Looking into the River Reserve from the end of walking track.

Where the walking track opens up to the River Reserve, there is a stand of gum trees going down to the river. Many of these trees are in poor condition with extensive deadwood throughout canopies, and several dead mature trees.

Closer to the river, there are established indigenous trees such as Rimu, Totara and Puriri. These trees are dominated by the larger mature gum trees, of which many have heavy leans over the picnic area.



Fig 7. Native trees dominated by Gum trees on the River Reserve

With the surrounding development and a new access track, use of this reserve, and subsequent occupancy in this area is likely to increase.

The gum trees that pose an unacceptable risk to reserve users should be removed. There will be some specimens that are healthy and low risk that could be retained.

To be able to remove the dangerous trees in this area without squashing the established natives, any work in this area would need to be undertaken and/or managed by arborists. Arboricultural contractors will have more ability to get these trees down with minimal collateral damage than logging contractors.

Removal of the dangerous trees in this area, along with weed tree removal, and tidying of the remaining trees could see this reserve transformed into one of the jewels in the crown of Kerikeri's public spaces.

Summary

1. Along the driveway, a thin strip of gum trees will be left exposed. The Gums should be removed. The Redwoods should be retained.
2. Where the walkway will be formed, a thin strip of tall, tapered gum trees will be left and vulnerable to unaccustomed wind forces. The gums along the Walkway should be removed.
3. Where the walkway meets the river Reserve, dying, dead and dangerous gums should be removed carefully to retain the established native trees in the Reserve.

Report prepared by:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

7.4 NEW KERIKERI MOTORHOME & CARAVAN DUMP STATION

File Number: A5001478

Author: Jeanette England, Team Leader - Assets & Project Delivery

Authoriser: Tanya Proctor, Head of Infrastructure Strategy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Bay of Islands-Whangaroa Community Board with information on a new location and planning requirements for a replacement motorhome and caravan dump station in the Kerikeri area.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Two potential sites were considered for a new dump station in the Kerikeri area with the Julian Carpark on Homestead Road being the preferred.
- The alternative site presented complex planning, access and potential land access issues.
- Both sites were assessed against the Operative District Plan rules.
- The preferred site requires minimal approvals.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board:

- a) receive the New Kerikeri Motorhome & Caravan Dump Station Report; and**
- b) support the installation of a new motorhome and caravan dump station at Julian Carpark, Kerikeri.**

TĀHUHU KŌRERO / BACKGROUND

In August 2024, Far North District Council decommissioned the motorhome and caravan dump station at 69 Cobham Road, Kerikeri, due to the property owner's having development plans for this site. The closure generated significant interest from the New Zealand Motorhome & Caravan Association, public and visitors to the area.

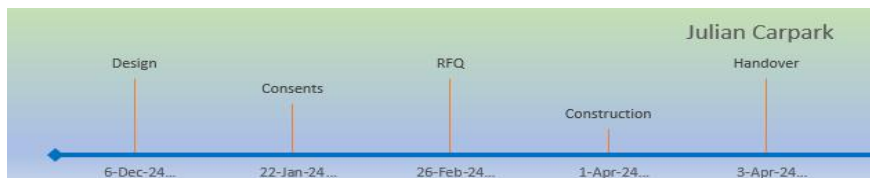
The absence of a public dump station in Kerikeri has created a gap in essential services for motor home and caravan users in the area. Currently the nearest alternatives are in Kawakawa and Kaikohe. There is increasing demand for Council to establish an alternative dump station location in the Kerikeri area as quickly as possible.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Staff have considered various alternative locations including some offered by the NZMCA northern branch, however the suggested sites were not feasible for several reasons. Staff considered two locations with Julian Carpark being the preferred option.

Julian Carpark – Homestead Road, Kerikeri Part Lot 13 DP28912

- A motorhome and caravan dump station activity complies with the permitted activities in a commercial zone.
- No resource consent is required for this activity in this location.
- Timeframe for this location once design is obtained would be approximately 16 weeks.

**Additional Requirements prior to Construction:**

- Parking design will be required.
- Building consent will be required for connection to services.
- Engagement of a suitably qualified contractor.

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

Detailed cost estimates will be prepared.

This project has been initiated outside of the Long-Term Plan process.

There is approximately \$42,000 in future budgets that can be bought forward, there is also an opportunity to access funding from New Zealand Motor Caravan Association.

ĀPITI HANGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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 project does not trigger the significance and engagement policy as it is a ward rated activity.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The installation of this dump station will replace the Cobham Road one closed earlier this year which will meet the community outcome of protecting our environment and providing a safe, healthy, resilient place for our people and visitors to the area.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Bay of Islands-Whangaroa Community Board have delegated authority for decisions around the management and installation of motorhome and caravan dump stations
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 has been no engagement with hapu in relation to this project to date, however contact will be made with Ngāti Rēhia to ensure that they are engaged and involved with decisions around this site.
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).	Notification and engagement with surrounding businesses will be initiated prior to any construction at this site.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no additional financial implications arising from this report.
Chief Financial Officer review.	The CFO has reviewed this report.

7.5 CHAIRPERSON AND MEMBERS REPORT

File Number: A5009018

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 Ward and Members Bruce Mills and Jane Hindle.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

The report from the Chairperson and members are attached.

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

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITI HANGA / ATTACHMENTS

1. Chairperson Report - Belinda Ward - A5009023  
2. Members Report - Bruce Mills - A5009246  
3. Members Report - Jane Hindle - A5009063  



Member's Report

Name: Belinda Ward

Subdivision: Paihia Subdivision

Date: 4th November 2024 – 30th November 2024

Meetings Attended

Date	Meeting	Comments
04/11/24	Focus Paihia Community Trust AGM	Paihia War Memorial Hall
05/11/24	Paihia Waterfront Working Group Mtg	PWM Hall Conference Room
05/11/24	Paihia W M Hall Committee Meeting	PWMH Conference Room
06/11/24	FNDC Annual Plan Workshop	To review Capex & Opex budgets. FNDC Kaikohe
08/11/24	BOI-W CB Agenda Preview	Virtual - Teams
11/11/24	Met with Ruby Smith (FPCT)	Met to discuss potential location options for outdoor exercise equipment & community gardens - Marsden Rd Paihia
13/11/24	Disability Action Group presentation & workshop	Working with those with Accessibility Needs. FNDC - Kaikohe
13/11/24	FNDC "State of the Far North" Event	Road to Recovery. Turner Centre - Kerikeri
14/11/24	FNDC Meeting	FNDC - Kaikohe
15/11/24	Met with Deputy Chair Lane Ayr & Ratepayer	Discussion around proposed tree removal on a reserve at the end of Peacock Gardens Drive Kerikeri. Report to come to CB. Cinema Cafe - Kerikeri.
20/11/24	CB Chairs monthly catch up with acting Delivery & Operations Manager	Topics: RC's, Building Services, Compliance & Property Facilities. Virtual - Teams
21/11/24	BOI-W CB Meeting	Turner Centre - Kerikeri
25/11/24	CB Chairs catch up with Mayor	Virtual - Teams
26/11/24	Te Koukou Transport Committee Meeting & workshop	Virtual - Teams

28/11/24	Te Patukurea Update from staff	The decision-making process to identify a preferred growth Scenario. Virtual - Teams
28/11/24	LGNZ CB Network Online Hui	Member Jane Hindle presented the Russell Wharf Recycling Placemaking project "Engaging with Communities." Virtual - Zoom
29/11/24	CB Chairs catch up with Strategic Relationships Manager	Virtual - Teams
29/11/24	Te Puawaitanga Operational Update	Virtual - Teams
30/11/24	Viewed recording of the weekly Business Call Meeting	Virtual - Teams

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. 30/11/24 Awaiting reply from NRC
03/07/24	Email from Paihia resident requesting a Lighting Masterplan for Williams Rd Paihia - referred to Business BBOI & Focus Paihia Inc to collaborate on how to progress. Update: Further emails 28/08/24 to progress with a plan. Sub-committee now in place.
03/10/24	Site visit along Te Tii Beach with concerned resident to discuss erosion, stormwater issues, endangered pohutukawa tree & other RFS issues. No action to date.
29/11/24	Numerous comments on FB re FNHL notification of changes to number plate recognition & charging for Williams Road Carpark Paihia as of 1st December. The first 30 minutes is FOC.

Requests for Service (RFS)

RFS number	Date	Comment
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 04/11/24 Some work has been done at the bridge end replacing a few barriers as at 30/11/24

Email via KH on behalf	16/02/24	1. Designation of land behind fence near Waitangi Pensioner Flats.
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.
4226816	07/11/24	Traffic safety & turning circles to be investigated for proposed new RV Park on Puketona Road Waitangi & also investigate the 2x existing RV Parks on Marsden Road Paihia for pedestrian/traffic safety issues. Forwarded to roading department.

Other Issues

Kerikeri Domain: Delegation of Management Committee to BOI-W CB.



Bay of Islands-Whangaroa
Community Board

Member's Report

Name: Bruce Mills

Subdivision: Whangaroa Subdivision

Date: September, October and November 2024

Meetings Attended

Date	Meeting	Comments
02/09/24	Whangaroa Community Pool general meeting	
03/9/24	Met with Barry	Shifting of the planter boxes and obtaining water to refill pool after painting
18/09/24	Whangaroa Community Pool AGM	
19/09/24	Bay of Islands-Whangaroa Community Board Meeting	The Centre, Kerikeri
20/09/24	Whispers	
30/09/24	Meeting at Kaeo Memorial Hall with staff	Consultant re maintenance
04/10/24	Meeting with Rūnanga	Christmas Parade
09/10/24	Delivery of Whispers	Tauko Bay
11/10/24	NRC Kaeo River Catchment	Well chaired by Joe Carr. No consensus on stage 2 food protection of Kaeo township. More modelling required.
16/10/24	Rūnanga at Kaeo playground	Sowing Machine
20/10/24	Move two planter boxes	Kaeo Toilet
22/10/24	Start painting planter boxes	Big job, but well received by everyone
24/10/24	Bay of Islands-Whangaroa Community Board Meeting	The Centre, Kerikeri
26/10/24	Kaeo Hall General meeting	
02/11/24	Meeting with Community Board Coordinator	Turner Street and Omaaunu Road – footpath
06/11/24	Whangaroa Community Pool general meeting	

13/11/24	Meeting with Rūnanga	Christmas Parade and then inspirational meeting with Rūnangas new community hub
21/11/24	Bay of Islands-Whangaroa Community Board Meeting	The Centre, Kerikeri
22/11/24	Whangaroa Arts Festival	Te Kura o Hato Hohepa Te Kamura

Community Issues

Issue name	Comment
Whangaroa Hall	Hall fire door is not working.
Free clothes area	Compliance discussed, mess on the footpath by dwelling in mainstreet Kaeo. Owner has shifted it back from the footpath
Tauranga Bay	Long standing resident not happy with the long-standing issues. Represents aging parents and not satisfied with Councils actions or lack of.

Resource Consents

Number	Date	Comment



Member's Report

Name: Jane Hindle

Subdivision: Russell Ōpua Subdivision

Date: 1 – 28 November 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
1 Nov 24	#1,2,3,4	Update with Kahika Moko about the State of the Far North Recovery presentation	Via Teams
4 Nov 24	#1,2,3	Meeting with Tapeka resident Ali Leigh over the Global Home Guard occupation of Tapeka Reserve for 4 days.	3 rd time this has happened, and now a 4 day occupation.
4 Nov 24	#1,4	Attended a meeting with the new developer of a subdivision on Aucks Road (ex Golf Course) to learn about the proposal.	Biggest point of discussion was sewage and risk to oyster farms. Oyster farmers will hopefully met one on one.
8 Nov 24	#1,2,3	Article for Russell Lights, Ngā Marama magazine on Strand Traffic Management Trial.	
7 Nov 24	#3,4,5	Play trail working group meeting to break down the various projects identified by our Play Experts, then allocate owners.	
11 Nov 24	#3,4,5	Meeting with Constable Mike Gorrie to discuss the Strand Traffic Management Trial as well as Tapeka occupation	RFS submitted on behalf of residents.
12 Nov 24	#1,2,3	Accessibility Action group workshop. Helpful to understand first hand some of the challenges and how, with good design they can be avoided.	Useful for The Strand and Placemaking
12 Nov 24	#3,4,5	Strand Comms Plan to discuss comms required in the community.	Not particularly helpful.

12 Nov 24	#1,2,3,4,5	State of the Far North presentation	Lending tautoko.
13 Nov 24	#3,4,5	Play Trail project – meeting with local artist to organise street art.	Click or tap here to enter text.
13 Nov 24	#3,4,5	Destination Management Plan meeting.	Review priorities.
18 Nov 24	#1,3,4	Ōpua Marina Ltd Board meeting to support Shadesail proposal for the playground.	Tautoko community members who had got the quotes.
18 Nov 24	#1,2,3	Planning meeting with Resilient Russell to discuss the Pop-up Recycling initiative for 2024-25	Planning well in hand.
18 Nov 24	#1,2,3	Russell Town Hall meeting followed by Russell Volunteer Fire Brigade	1 st 30 minutes only followed by Strand closure briefing for FENZ
19 Nov 24	#1,3,4,5	Meeting with Bronwyn Hunt to brief her on Russell Peninsula Community Response plan and Play Trail Whare	Click or tap here to enter text.
21 Nov 24	#1,2,3,4,5	Community Board meeting in Kerikeri	Monthly meeting at Turner Centre
22 Nov 24	#3,4,5	Placemaking review and project going through details and timing.	Implementation
26 Nov 24	#1,2,3	Meeting with Principal of Russell School to discuss Play Trail and use of sports fields for temporary parking over summer.	Parking approved.
26 Nov 24	#1,2,3, 4,5	Regular update with Community Board Coordinator.	Via Teams
26 Nov 24	#1,2,3, 4,5	Electoral Review session with LGNZ	Via Zoom
27 Nov 24	#1,2,3	Traffic Management Working group to finalise Traffic Management trial	Denise Bijoux now assisting, good progress.
27 Nov 24	#1,2,3,4,5	Presentation to CBEC online Community Board Hui to share how the Kororāreka Pop-up recycling centre worked	Via Zoom
27 Nov 24	#1,3,4	Meeting with Roger Ackers and Carl Vincent to look at improved environmental outcomes with Long Beach Coffee Cart.	
27 Nov 24	#1,2,3	Kororāreka Placemaking Steering Group meeting.	Denise Bijoux now assisting
31 Oct to 27 Nov 24	#1,2,3, 4,5	13 Facebook posts over the period (short period). Reach 14,552↑ 47% Visits 1.1K ↑ 120.6% Page Followers 1,087 (1,064) New Likes 23 ↑	Community Board funding (6.8K) Fairy Pools closure (6K) Pātukurea Spatial Plan (3.9K) Half Marathon road closures (3.8K) Strand traffic trial (2.7K)

Other Community Issues

Issue name	Comment
Parking in Russell over summer #3,4	Have now discussed with Council's senior roading engineer and got agreement from Russell School to make the sports field available for January targeting business cars, so that they have secure off road parking. This year we will be trialling Pop-up Parking to add to our Pop up recycling. Little bit of work to think through how this will come together but the bones are there.
Shadesails over Ōpua Playground #1,3,	This project has finally come to fruition thanks to two Mums from Ōpua for picking up the initiative and getting quotes. Ōpua Marina will fund the basic version, but thanks to the Community Board with additional support, we can install a full coverage solution that doesn't impede on the Playground.
Russell Boat ramp carpark #3, 4, 5	Signage has been tidied up, and the carpark will be marked on 2 September. Just waiting for Wifi and smart light plus security to be installed.
Home Guard Global Occupation of Tapeka Reserve.	Community are extremely unhappy. The iwi liaison Police officer who was on site for the weekend did nothing and the green was occupied for 4 days. Holiday makers staying in Tapeka for Labour weekend could not access the beach, nor the boatramp. This year there were a number of unrestrained dogs and this is a kiwi area. Residents are planning to blockade the area if this happens again.
Community response plan. #1, 2	Continuing to make process. Aim to issue an updated plan by end of November
Russell Toilets #1,3, 4,	The urinal has been broken for weeks. Fielding numerous complaints. Still waiting to hear from Irwin at FNHL about any increased levels of service, as they have with Paihia and Kawakawa communities.
Erosion on Russell Waterfront by Cannon and Town Hall #1, 2,5	Coastal Process Assessment will be complete around 19 December. Plumber drainlayer has visited and we are awaiting for Council to authorise the most appropriate work.
Russell Urupā (Cemetery) #1, 3, 5	The new plans have been sent through. It is looking very good, and great to see the natural burial area, a memorial wall and rose garden. Also good to get a Pou to mark the Koiwi that have been unearthed and reinterred.
Sewage smells in Matauwhi Bay #1, 5	Still waiting for the odour logging device to be installed on the pump station at the corner of Hope Avenue and Matauwhi Bay to monitor the odours over summer.
Russell Drainage #1, 2	Stuart Bevan has now assessed and submitted his report. Yet another RFS has been raised to get this long outstanding issue, which is putting the town at risk of flooding, to be address.
Maromaku Toilet #1, 3	No Progress.
Rawhiti Road #1, 2	They still want this road sealed.

Requests for Service (RFS)

RFS number	Date	Comment
4229347	26/11/2024	Stormwater/Drainage by Russell Medical Centre. This is a re-submission of RFS 4144277 following an inspection by Stuart Bevan who has submitted his report. I have offered to meet with landowners if access is an issue.
4229391	26/11/2024	Tapeka Occupation by Home Guard Global for 4-days over Labour weekend. Escalated to Police but community needs to have a resolution from Police and Council.
REQ-48996	24/09/2024	Plumber and drainlayer to attend.
REQ-48959	23/09/2024	Requesting that the recent arborist report on the Morton Bay Fig on the Strand, Russell be circulated.
REQ-48691	17/09/2024	Russell Sports Club is unable to get affordable power because the Power retailers state the land is zoned Commercial. This sounds incorrect as clearly this is a Council sports reserve. We are seeking this confirmation of land use as power bills are excessive.
4229615 4217496	27/11/2024 26/08/2024	Installation of Odour logger at the Matauwhi Bay/Hope Avenue pumping station so that ongoing odour issues can be captured. To be done in November when town is busy. New RFS raised.
4179871 4179872 4195221 4195222	Various	Various potholes on Pitt Street which have not been repaired despite numerous RFSs. Customer has met with Council staff and discussed the frustrations over the lack of coordination of Council contractors. It is something I raised in the LTP.
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.
4175408	15/09/2023	Stormwater and drainage issues from Long Beach Road onto Duffus Estate land. Good to see Council staff investigating the site, would like an update.
4174834	11/04/2023	Boat hull on reserve on Te Hue. Encroachment officer chasing complainant to arrange a date for site visit.
4155878	0/04/2023	Per Tim Grant's RFS. Erosion and scouring by cannon on Russell waterfront. Progressing (see community issues)
4150811	17/03/2023	Causeway to Russell Boat Club on Matauwhi Road (paper road section) needs repairs for safety reason. Now sitting with legal.
(4125516) 4139501	(1/9/2022) 16/12/22	Matauwhi Bay Road drainage with stormwater drainage due to tree roots lifting pavement and drain resulting in blockages and damage to footpath. Tree now growing back. NEEDS TO GO IN LTP.

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. Now sitting with Legal.
---------------------------------	------------	---

Other issues

The Placemaking Project has been extremely draining. What is supposed to be a community led project with Council support is constantly being directed and interfered with by Council. To lose one council navigator might be regarded as misfortune, to lose two looks like carelessness to paraphrase Oscar Wilde. With the go live date some six weeks away, I had to pick up the pieces to move the project forward personally and ended up in Whangarei ED myself. This is a trial, and there needs to be a very thorough review of how this project has gone, why it has been so difficult and how Council should be involved with Placemaking moving forward. The current model doesn't work.

A mobile license (MOBILE-1) was issued to a food vendor to sell food on the Wharf in Paihia and Russell. **Still waiting on this.** We can't have any mobile vendor licenses issued for the Strand and Cass Street due to Placemaking.

7.6 FUNDING APPLICATIONS

File Number: A5009963

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Two applications have been received requesting **\$20,789**. Both applications require decisions before the first meeting of the Board in 2025.
- The Board has **\$86,138** to allocate for the Community Board Fund in the 2024/2025 financial year.
- The Board has **\$100,000** to allocate for the Placemaking Fund in the 2024/2025 financial year.

TŪTOHUNGA / RECOMMENDATION

- a) That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Te Waka Taua o Te Rangimārie for equipment hire costs towards participating in Waitangi week waka events in 2025.

TŪTOHUNGA / RECOMMENDATION

- b) That Bay of Islands-Whangaroa Community Board approve the sum of **\$3,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Road Safety Education Limited for costs towards running road safety education classes at Kerikeri High School.

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
Te Waka Taua o Te Rangimārie – Waitangi 2025 Waka Event	\$17,789	\$5,000	The applicant is seeking funding towards costs of attending the 2025 Waitangi Week Waka Kaupapa. An application is also going to Te Hiku Community Board for their consideration. This meets community outcomes 1, 3, 5 and 6.	Art, Culture and Heritage/Event
Road Safety Education – Education Classes	\$3,000	\$3,000	The applicant is seeking funding towards the costs of holding road safety education classes at Kerikeri High School This meets community outcomes 1, 3 and 4	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. Te Waka Taua o Te Rangimārie - A5009959 [↓](#) 
2. Road Safety Education Ltd - A5009958 [↓](#) 

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.

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	<input type="text" value="Te Waka Taua o Te Rangimārie"/>	Number of Members	<input type="text" value="80"/>
Postal Address	<div></div>		
Physical Address			
Contact Person			
Phone Number			
Email Address			

Please briefly describe the purpose of the organisation.

Te Waka Taua o Te Rangimārie is the organisation responsible for ensuring the waka taua is fit for purpose. The organisation is a collective of crew members, their families and community supporters. The organisation oversees the health and training of paddlers, the logistics surrounding waka conveyance and implementing a fit for purpose water safety programme. Membership of the organisation is currently at 80 members.

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-Hokitika ☒ 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.

Te Waka Taua o Rangimārie will participate in the Kaupapa Waka at the Waitangi Celebrations showcasing traditional paddling, tikanga and cultural performances and exchanges. Activities include ceremonial water processions, paddling display and educational engagements where attendees can learn about waka history and the significance of waka taua in Waitangi celebrations.

This event benefits participants, supporters and the wider community by deepening connections to Māori traditions and fostering cultural pride. Crew members and rangatahi involved gain skills in teamwork, leadership and navigation. Visitors to the celebrations experience and immersive understanding of te ao Māori, promoting cultural respect and awareness.

Te Waka Taua o Rangimārie broadens the range of activities by revitalising traditional practices and providing opportunities for intergenerational learning. The presence of waka taua inspires interest in Māori history and opens pathways for cultural collaboration. The event strengthens community ties and offers a unique, hands-on cultural experience that uplifts collective identity and heritage.

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

A2688814 (version Sept 2018)

Page 2

Local Grant Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	10600	7600
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	4750	4750
Equipment Purchase (describe) 8 Bassket Hangi Cooker 10x Trestle Tables 50x Black fold up chairs	3899 640 900	5439
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	20789	17789

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

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

A2686814

(version Sept 2018)

Page 3

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
Te Rangimarie Waka Wananga 6th - 8th Marae Hire	500
Te Rangimarie Waka Wananga 6th-8th Kai for Attendees	600
TOTAL	1100

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

Funding Source	Amount	Approved
N/A		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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

A2686814

(version Sept 2018)

Page 4

Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Te Waka Taua O Te Rangimarie

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two


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

A2688814

(version Sept 2018)

Page 5

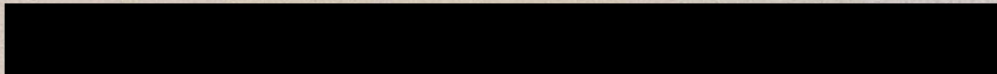
**Local Grant
Application Form**

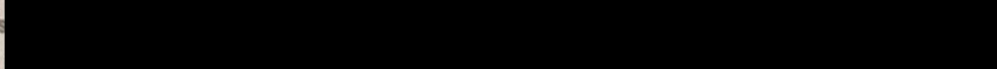


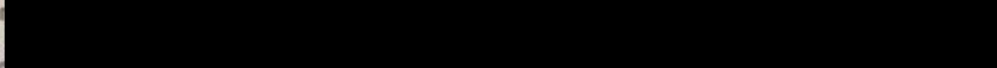
We agree to the following conditions if we are funded by Local Community Grant Funding:

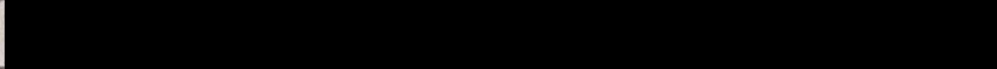
1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month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

Signatory One

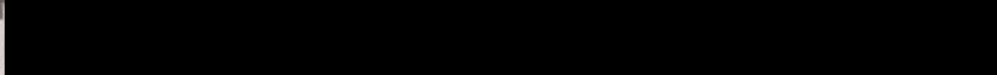
Name 

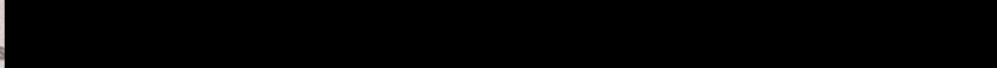
Postal Address 

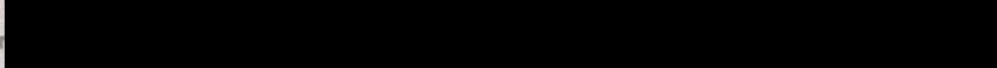
Phone Number 

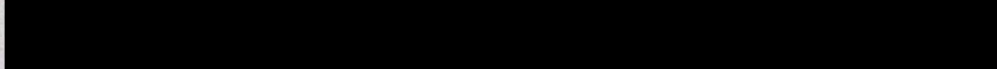
Signature 

Signatory Two

Name 

Postal Address 

Phone Number 

Signature 

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

A2686814 (version Sept 2018) Page 6

Te Waka Tāua o Rangimārie Health and Safety Plan for Kaupapa Waka - Waitangi Celebrations 2025

Event Dates	5 Days in February 2025
Organisation	Te Waka Tāua o Rangimārie
Location	Paihia Camping Grounds & Waitangi
Participants	60 (including crew and supporters)

1. General Overview

This Health and Safety Plan outlines the safety measures, roles, and emergency protocols for Te Waka Tāua o Rangimārie during the Kaupapa Waka 2025 event. The plan ensures the wellbeing of all participants spectators, and the community while adhering to legal and tikanga-based practices.

2. Key Contact Information

Role	Name	Phone	Email
Event Coordinator	Trista Raharuhi	0221553191	Tris.raharuhi28@gmail.com
Safety Officer	Rangi Hetaraka	-	[Email]
On-Site Medic (Support Boat)	Waha Tauhara	02102775282	Wahakauhangatauhara36@gmail.com
Nearest Hospital	Kawakawa Hospital	+64 9 404 0280	n/a

3. Accommodation Safety

Location	Paihia Camping Grounds 1290 Paihia Road Paihia, 0242 Bay of Islands
Hazards and Risks	<ul style="list-style-type: none"> • Trips, Slips, and Falls: Uneven ground or wet conditions. • Fire Hazards: Cooking equipment, campfires, or electrical devices. • Lost Participants: Participants navigating unfamiliar surroundings.

Controls	<ul style="list-style-type: none"> • A detailed site induction will be held upon arrival, covering emergency exits, fire safety protocols, and site-specific hazards. • Fire extinguishers and first aid kits will be accessible at all times. • A buddy system will be implemented, ensuring participants always have a companion. • A nightly curfew will be set, with regular headcounts to confirm everyone's safety.
Personnel	•

4. Transport Safety

Hazards and Risks	<ul style="list-style-type: none"> • Road Accidents: Transporting waka and participants. • Mechanical Failures: Issues with waka trailers or vehicles.
Controls	<ul style="list-style-type: none"> • All vehicles will undergo safety checks before departure. • Waka trailers will be inspected for secure loading and proper lighting. • Drivers will adhere to speed limits, and all conveyance vehicles will maintain radio or phone contact during transit. • Emergency roadside kits will be carried in each vehicle.
Personnel	•

5. Water Activities

Hazards and Risks	<ul style="list-style-type: none"> • Drowning: Participants capsizing or falling into the water. • Fatigue or Dehydration: Prolonged paddling. • Collisions: With other vessels or stationary objects.
Controls	<ul style="list-style-type: none"> • Pre-Water Event Briefings: All paddlers and support crew will receive safety training, including the use of life jackets and emergency procedures. • Life Jackets: Mandatory for all waka paddlers and support boat crew. • Support Vessel: On standby with first aid supplies, flotation devices and radio communication. • Hydration and Rest: Scheduled breaks and water stations to prevent fatigue and dehydration. • Weather Monitoring: Continuous monitoring to respond to changing conditions.
Personnel	•

6. Emergency Response Plan

1	First Aid Support	First aid supplies will be available at Pahiia Camping Grounds, on the support boat, and at the event site.
2	Emergency Medical Support	Participants requiring further medical attention will be transported to Kawakawa Hospital.
3	Emergency Evacuation Procedures	Designated assembly points at both the accommodation and event site will be identified. A headcount will be conducted during evacuations.

7. COVID-19 Considerations

- Participants will follow health guidelines, including regular hand hygiene and monitoring for symptoms.
- Isolation protocols will be in place for anyone showing symptoms during the event.

8. Roles and Responsibilities

Role	Name	Responsibilities
Event Coordinator	Trista Raharuhi	Overall safety and management of participants and activities.
Safety Officer	Rangi Hetaraka	Identifying hazards, ensuring compliance with safety protocols, and leading emergency responses.
Medic/Support Crew	Waha Tauhara	Providing first aid and medical support during water activities.

9. Incident Reporting

All incidents, no matter how minor, will be reported to the Safety Officer. An incident report log will be maintained throughout the event.

10. Conclusion

Te Waka Taua o Rangimarie is committed to the safety and wellbeing of all participants. This Health and Safety Plan ensures proactive measures and preparedness for any unforeseen circumstances during the Kaupapa Waka event.

6. Emergency Response Plan

1	First Aid Support	First aid supplies will be available at Pahiā Camping Grounds, on the support boat, and at the event site.
2	Emergency Medical Support	Participants requiring further medical attention will be transported to Kawakawa Hospital.
3	Emergency Evacuation Procedures	Designated assembly points at both the accommodation and event site will be identified. A headcount will be conducted during evacuations.

7. COVID-19 Considerations

- Participants will follow health guidelines, including regular hand hygiene and monitoring for symptoms.
- Isolation protocols will be in place for anyone showing symptoms during the event.

8. Roles and Responsibilities

Role	Name	Responsibilities
Event Coordinator	Trista Raharuhi	Overall safety and management of participants and activities.
Safety Officer	Rangi Hetaraka	Identifying hazards, ensuring compliance with safety protocols, and leading emergency responses.
Medic/Support Crew	Waha Tauhara	Providing first aid and medical support during water activities.

9. Incident Reporting

All incidents, no matter how minor, will be reported to the Safety Officer. An incident report log will be maintained throughout the event.

10. Conclusion

Te Waka Taua o Rangimārie is committed to the safety and wellbeing of all participants. This Health and Safety Plan ensures proactive measures and preparedness for any unforeseen circumstances during the Kaupapa Waka event.

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00030 From Road Safety Education Limited

Form Submitted 26 Nov 2024, 11:01AM NZDT

Applicant Details

*** indicates a required field**

Instructions

Please read carefully:

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

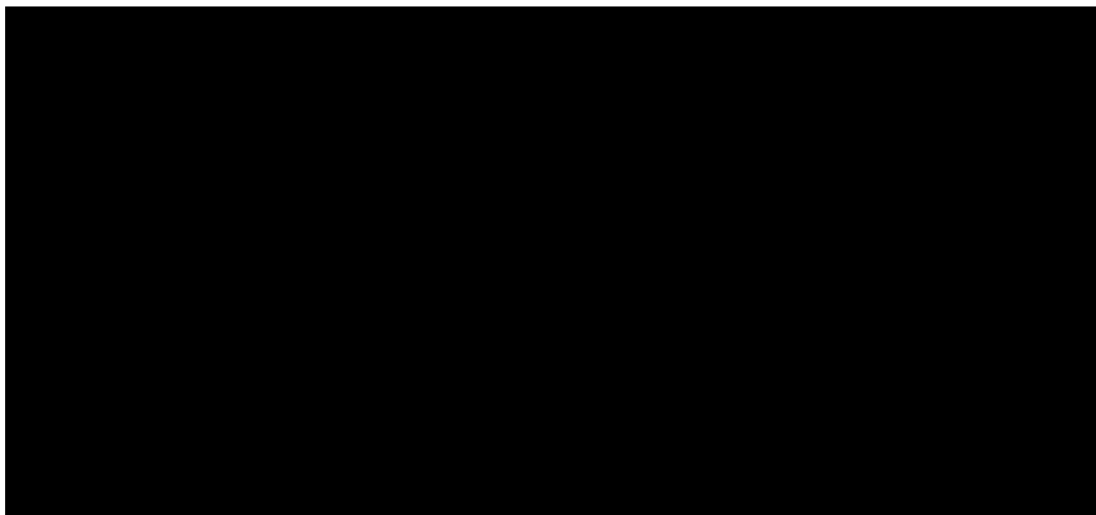
The following **must** be submitted along with this application form:

- 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)

Applicant details

Applicant *

Road Safety Education Limited



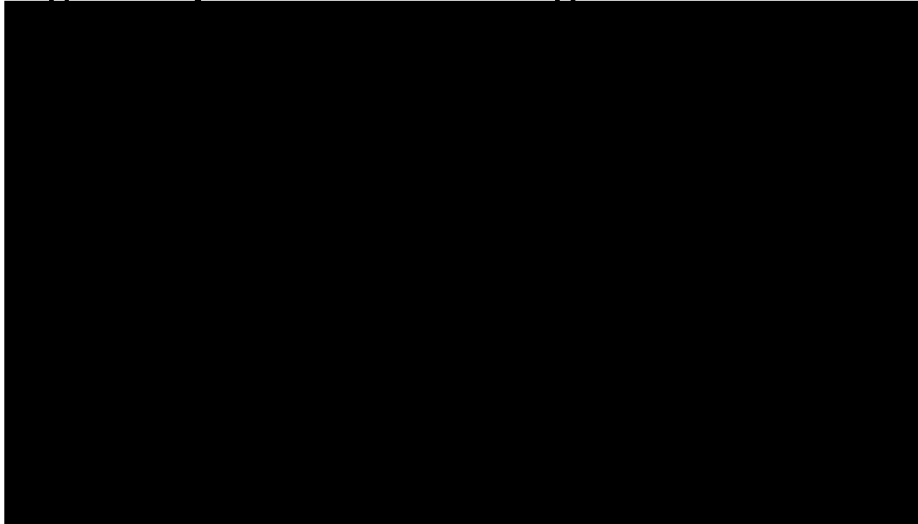
**Bay of Islands-Whangaroa Community Grants Fund 2024-25
Local Grant Application Form****Application No. BOIWCB00030 From Road Safety Education Limited**

Form Submitted 26 Nov 2024, 11:01AM NZDT

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 ***

Road trauma from crashes is the largest cause of harm for 16-24 yr olds in Aotearoa, often with lifelong consequences.

Road Safety Education (RSE) was established in response to the high number of youth included in road trauma data year after year. It is our mission to provide young people with best practice, evidence based road safety education equipping them with the tools they need to make good choices on the road, laying the foundation for them to become active citizens with positive, socially connected road user identities.

Our values are to be innovative, evidence led, inclusive and sustainable. Through consistent quality education we strive to save lives and prevent serious injuries. We continuously focus on: accessibility and affordability for our students, stability and value for our partners, confidence and security for our team and earning the trust of our communities.

In collaboration with international road safety and education experts we have developed a comprehensive programme designed for 16-18 year old students approaching the time in their lives where they start to drive independently or are travelling as passengers of novice drivers.

The aim of the programme is to increase an understanding of road safety issues (including risk factors), educate students about their rights and responsibilities on the road and equip them with the life skills they need to choose behaviours that lead to safer outcomes on New Zealand roads.

The RYDA programme takes students on a journey from first identifying and understanding road safety issues to accepting the risk on a personal level, developing strategies to mitigate the risk and finally approaching road use as a social responsibility.

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00030 From Road Safety Education Limited
Form Submitted 26 Nov 2024, 11:01AM NZDT

This isn't a licensing programme (although works well with them) and is designed for all students whether they are driving yet or not. The RYDA programme includes a practical and powerful full day workshop delivered by local mentors including Police, Driving Instructors and Crash Survivors, and is backed up by comprehensive pre/post classrooms resources and web portal to augment the life-saving messages. The whole cohort approach is inclusive, increasing social equity, and means all students receive the same opportunity, reducing exclusion.

We have recently released a parent/caregiver programme to provide useful information to adults teaching young drivers. DRIVE COACH highlights the latest research including risk factors for young drivers, supportive techniques to coach them during this high risk time and is delivered with the support of local experts.

Number of Members *

4

Project Details

* indicates a required field

Project Details

Clearly describe the project or event:

Name of Activity *

Road safety education for vulnerable, high risk Kerikeri young drivers and their passengers

Location *

Kerikeri High School will participate, they will attend the workshop at the Turner Centre

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: *

03/02/2025

01/08/2025

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.

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00030 From Road Safety Education Limited

Form Submitted 26 Nov 2024, 11:01AM NZDT

Project outline: *

The latest MOT data shows that drivers under 25 years are primarily responsible for 86% of all road crashes they are involved in and that drivers on a restricted licence are 7 times more likely to be involved in a fatal or serious injury crash than other drivers.

To date in 2024 there have been 11 fatalities on Far North roads, 36% aged 15-24 years. Over the last five years 19 youth aged 15-24 years have died on Far North roads. DSI data shows provincial rangatahi are exposed to more risk.

Statistics show that there is a community need for improved road safety education for our young drivers, before they form life habits. It is not enough to only teach a young person the skill of controlling and manoeuvring a vehicle, we must balance this with the life skills of critical thinking, planning and resilience along with an appreciation for others safety on the road. It is these higher-order cognitive skills that are more difficult to develop and need increased focus through education like our RYDA program.

Kerikeri High School teaching staff advocate for the youth in their care and acknowledge their students and the community need additional support with road safety and have selected our programme to fill this need. Our staff contact estimates 200 rangatahi will benefit from participating in RYDA.

We work together with school staff to coordinate and deliver our programme, local facilitators including police to deliver our workshop and utilise a local venue where all school can attend to ensure we are economic with costs.

RYDA is the leading and only national road safety education programme for youth, it is also the most evaluated road safety programme in the country.

Our programme is unique in its inclusive and holistic approach. It has been designed to be delivered to the whole year 12 cohort whether they are ready to drive or not. By attending as part of their cohort socially disadvantaged students aren't singled out but learn alongside their peers, for many of them it will be the only road safety education they receive.

To save administrative costs RSE has a small staff of nine working from homes throughout the country and to build community connections we train and utilise local mentors to deliver RYDA workshops. In 2024 our local facilitators included: Hare Pau (crash survivor), Vikki Herdman (Brain Injury Trust), Gerry O'Connell (Driving Instructor), Marnie Reid (Former Police Officer), Adam Bloodworth (University Tutor), Albie Lionheart (University Tutor) and Bruce Larrit (Driving Instructor).

Continual, robust evaluation proves our RYDA programme is a highly impactful experience for participants and produces substantial increases in understanding of road risk factors, such as; speed, following distance, distractions, car safety features, hazard perception, and the role of personality and mind-state. Evaluation tells us before participating in RYDA, students grossly underestimate the impact of risk. Retained knowledge measured 3 months post workshop, doubles to 73%.

After participating in the programme young people from the Bay of Islands-Whangaroa Community Board region will achieve the following learning outcomes:

- Improved understanding of road safety issues as drivers and passengers and development of strategies to reduce distractions and eliminate risks.
- Greater insight into their personality risk profile and mindset and how this can influence and affect their driving and reactions (e.g. speeding when feeling rushed).
- Development of personal road safety strategies and self-monitoring of actions.
- Understanding of the Safe Systems approach and the ability to identify government, community and personal responses to prevent crashes and/or reduce their severity.
- Improved understanding of their rights and responsibilities as a driver by learning about

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00030 From Road Safety Education Limited

Form Submitted 26 Nov 2024, 11:01AM NZDT

the protective measures of the New Zealand Graduated Driver Licensing System.

- Increased road safety education by learning practical elements of car safety features (e.g importance of seatbelts, good tyres, and ANCAP safety rating system).
- Increased understanding of the relationship between speed and stopping.
- Increased strategies around planning car trips and managing mood.
- Increased understanding of the special challenges faced by other road users (heavy vehicles and vulnerable road users) and development of strategies to anticipate and accommodate the actions of others.

By participating in RYDA our high-risk, vulnerable young drivers are provided an opportunity to learn skills for life. Students build resilience and are encouraged to take greater responsibility for themselves and their community when they face challenges driving solo or as a passenger of a new driver.

Limited teaching and family budgets often provide a barrier to schools participating in our programme. RSE formed a Charity in order to help reduce the cost for schools. The average cost of delivering RYDA in the Far North is approx \$65 per student, however we work with sponsors and funders to subsidise/eliminate the cost for local schools and students. Kerikeri teaching staff have indicated that they are able to contribute \$2000 towards the RYDA programmes requested in July 2025 and we have secured further funding of \$4571 towards these costs with a pending application of a further \$1000. In total we have income of 62% towards this project.

This application requests \$3000 support from the Bay of Islands - Whangaroa Community Board towards the shortfall including venue costs and facilitator fees required to provide the RYDA programmes requested by schools in the area.

Project Cost

*** indicates a required field**

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

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

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

Please Note:

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

Budget

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00030 From Road Safety Education Limited

Form Submitted 26 Nov 2024, 11:01AM NZDT

Expenditure	Total Cost	Amount Requested	Quotes	What is the total cost of your project?
	Must be a dollar amount.	Must be a dollar amount.		Must be a dollar amount.
Rent/Venue Hire	\$2,362.00	\$2,000.00	Filename: Turner Centre Venue Hire Agreement - Road Safety Education Workshop 2025.pdf File size: 609.5 k B	\$2,362
Advertising/Promotion	\$	\$	No files have been uploaded	\$
Facilitator/Professional Fees	\$2,160.00	\$1,000.00	Filename: Facilitator Cost Explanation.pdf File size: 118.2 k B	\$2,160
Administration (inc. stationery/copying)	\$1,300.00	\$0.00	No files have been uploaded	\$1,300
Equipment Hire	\$	\$	No files have been uploaded	\$
Equipment Purchase (describe)	\$	\$	No files have been uploaded	\$
Utilities	\$1,854.00	\$0.00	No files have been uploaded	\$1,854
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded	\$
Consumable materials (craft supplies, books)	\$299.00	\$0.00	No files have been uploaded	\$299
Refreshments	\$	\$	No files have been uploaded	\$
Travel/Mileage	\$390.00	\$0.00	No files have been uploaded	\$390
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded	\$
Programme Coordinator	\$2,207.00	\$0.00	No files have been uploaded	\$2,207

Bay of Islands-Whangaroa Community Grants Fund 2024-25
Local Grant Application Form
Application No. BOIWCB00030 From Road Safety Education Limited
Form Submitted 26 Nov 2024, 11:01AM NZDT

Other (describe)	\$	\$	No files have been uploaded	\$
Other (describe)	\$	\$	No files have been uploaded	\$

Funding Request Amount

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

What is the total cost of your project? *

10571

Must be a number.

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

\$3,000

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

095 291 708

Current Funding

How much money does your organisation currently have? *

\$6,571.00

Must be a dollar amount.

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

\$6,571.00

Must be a dollar amount.

Tagged Funds

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

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00030 From Road Safety Education Limited

Form Submitted 26 Nov 2024, 11:01AM NZDT

Purpose	Amount
Programme Coordination - COGS Far North	\$1,250.00
Overheads, Programme Evaluation, Development & Materials - Corporate Sponsorship	\$3,321.00
Shortfall Programme Coordination, Facilitators, Travel, Materials - School Contribution	\$2,000.00
	\$
	\$

Total Tagged Funds

Total Tagged Amount

\$6,571.00

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.	
School Contribution indicated	\$2,000.00	Approved
National Corporate Sponsorship	\$3,321.00	Approved
COGS Far North	\$1,250.00	Approved
AK Franks Charitable Trust	\$1,000.00	Pending

Previous Funding from FNDC

Have you previously received funding from FNDC? *

☒ Yes ☐ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Kaitaia RYDA Programmes 2024	\$1,500.00	12/12/2023	Yes
	\$		

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00030 From Road Safety Education Limited
Form Submitted 26 Nov 2024, 11:01AM NZDT

Supporting Financial Information

Please attach your supporting financial information which can be one (or all) of the following:

- a profit and loss statement
- audited financial accounts
- bank statement

Please upload your file(s) here *

Filename: Audited Financial Statements RSE 2024.pdf
File size: 5.4 MB

2 Additional financial information (optional)

No files have been uploaded

3 Additional financial information (optional)

No files have been uploaded

Declaration

*** indicates a required field**

Privacy Information

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

Applicant Declaration

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

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00030 From Road Safety Education Limited

Form Submitted 26 Nov 2024, 11:01AM NZDT

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 who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

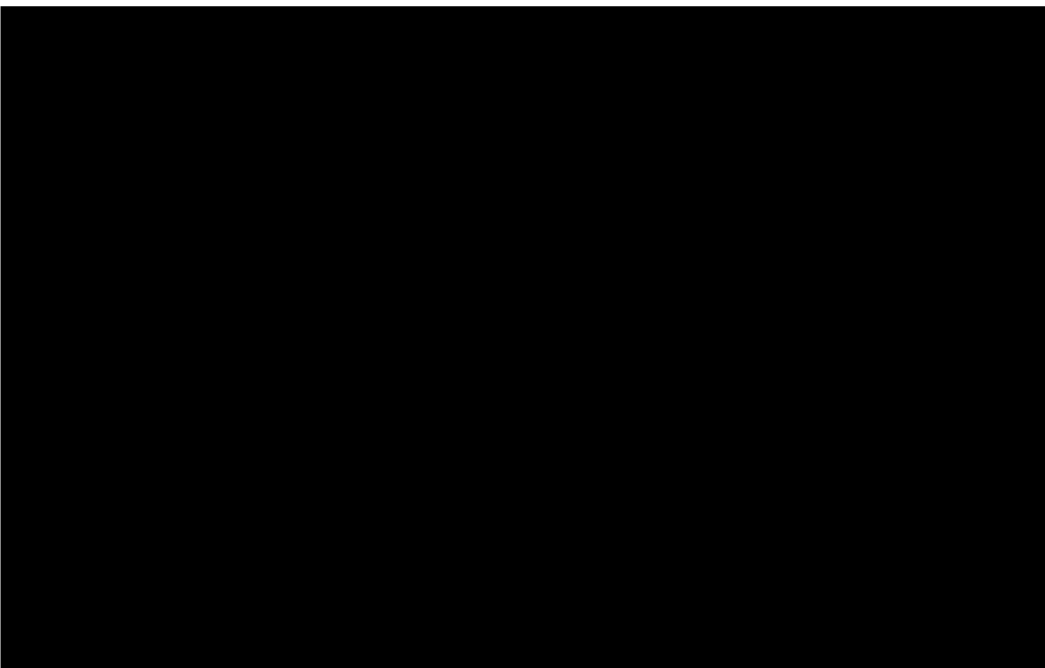
Signatures

Signatory One

Signatory Two

**Bay of Islands-Whangaroa Community Grants Fund 2024-25
Local Grant Application Form****Application No. BOIWCB00030 From Road Safety Education Limited**

Form Submitted 26 Nov 2024, 11:01AM NZDT

Name ***Name****Date**

26/11/2024

Must be a date.

Date

26/11/2024

Must be a date.

Supporting Documents

If you have additional supporting documentation (that you have not included elsewhere), please upload it below. If you have more than three documents you wish to include, please contact funding@fndc.govt.nz

1 Name of file being uploaded

Organisation Background and Programme Details

1 Supporting Document

Filename: Organsation Background and Programme details.pdf

File size: 732.6 kB

2 Name of file being uploaded

Far North Feedback 2024

2 Supporting Document

Filename: Far North Feedback 2024.pdf

**Bay of Islands-Whangaroa Community Grants Fund 2024-25
Local Grant Application Form**

Application No. BOIWCB00030 From Road Safety Education Limited

Form Submitted 26 Nov 2024, 11:01AM NZDT

File size: 173.7 kB

3 Name of file being uploaded

3 Supporting Document

No files have been uploaded

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 CONDITION ASSESSMENT SUMMARY FOR COUNCIL HALLS

File Number: A4990021

Author: Katie May, Asset Manager District Facilities

Authoriser: Tanya Proctor, Head of Infrastructure Strategy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide information to the Bay of Islands-Whangaroa Community Board from the condition assessments carried out on Council halls.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- In 2021 condition assessments were carried out on council owned halls
- The attached matrix provides a summary of these findings and shows work underway as well as prioritisation of work needed

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Condition Assessment Summary for Council Halls.

TĀHUHU KŌRERO / BACKGROUND

Asset Management applied for and were approved funding to undertake condition assessments to determine the state of council assets in 2020. This work had not previously been undertaken for several years.

The condition assessment programme of work was completed in 2021 and condition "Matrix" listings were compiled based off the assessment findings. The matrix data sets sought to;

- Capture high level details of overall condition and issues identified
- Assign a priority grade of 1-3 (1 being higher in priority) of work to be addressed
- Assign RAG (Red, Amber, Green) status based on both the condition and also the accessibility status of each hall.

The condition assessment findings sorted and graded into this matrix format has allowed Asset Management to programme works based on priority of need.

The Lite LTP has meant our focus has been on those halls with a more urgent status, particularly those with major structural or health and safety issues. Programming of lower priority status halls has been deferred at this time to be worked through and timed for our next LTP in 2027.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Condition assessments are due to be repeated on a five-year rolling programme. However, condition of our assets is continuously monitored and if the priority changes due to an event affecting condition or unexpected decline of an asset, then the hall will be reprioritised and programmed accordingly.

This report shows the existing budgets for active planned work. It does not include any future budgets as they are yet to be determined as part of the next LTP planning, however an indicative date for work has been provided.

Staff will utilise this matrix and information provided by our operations team to determine future works and continue to develop a programme accordingly.

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

There are no current financial implications from the provision of this information report.

ĀPITI HANGA / ATTACHMENTS

1. **Halls Condition Assessment Matrix - Community Boards December 2024 - A4989895** [↓](#)



Halls Condition Matrix

Condition Assessments carried out in 2021

Objective No. (Condition Assessment)	Ward	Hall	RAG (Red, Amber, Green)	Accessibility Compliant	Priority (Condition Based)	LTP 24_27 Programmed (Y/N)	LTP 24_27 Planned Delivery	Planned Available Budget	LTP 27_37 Proposed Delivery	Comments	Detailed Comments
A3211575	Northern	Lake Ohia Hall	R	No	1	Y	2025	\$ 854,615		Some piles disintegrated, cladding showing rot, gutter and stormwater issues, electrical work required, accessibility ramp, toilet, carparks	With project delivery, some piles have disintegrated, cladding showing signs of rot, gutters and downpipes leaking badly, wastepipe at sink not connected to gully trap, no accessible ramps, carparks, toilet doors not compliant, gulley traps overgrown allowing stormwater ingress into system. Electrical work required, no formed or designated approach from or to the state highway
A3193770	Western	Kohukohu Hall	R	Part	1	Y	on hold	\$1,163,100 *deferred to 2027-28		Poor condition, insufficient funds available to carry out all required works. Project on hold and deferred to next LTP, external funding options being reveiwed by hall committee.	Foundations sinking across entire building, subfloor requires rebuild including baseboard ventilation and access, cladding requireswork, metal soakers to be replaced with galvanised, most windows are inoperable, floors in kitchen to be completed and fixed, saging ceilings, linings in poor condition, most interior doors do not function, cabinetry is original, toilets are not acceligibility compliant, no allocated parking look at if it is possible to provide accessibility parking
A3207753	Eastern	Whangaroa (Kaeo) Memorial Hall	R	Part	1	Y	2025	\$ 246,330		Moisture ingress, foyer and toilet roof rebuild required, leaking downpipes, rot to fascia, barge boards, internal repairs due to water ingress	Moisture ingress foyer and toilet area, roof rebuild required, subfloor ventilation, access, vegetation, downpipes leaking, rot to fascia and barge boards, ceiling paint is degrading, urinals in males toilet showing corrosion around waste, hot water heater fittings show signs of corrosions overflow is constantly running to exterior of building, no accessible parking, concrete steps require upgrading, water supply, accessibility ramp damage
A3212388	Western	Okaihau Hall	A	No	2	Y	2025	\$ 956,224		Minor evidence of foundation movement	With project delivery, minor evidence of foundation movement, moisture is evident on some pile pads, vegetation in gutters, no opening windows or ventilation to toilets, ceilings degrading due to moisture
A3211699	Northern	Mangonui War Memorial Hall	A	No	2	N				2028 Minor pile and subfloor framing work, public toilet, floor tiles missing grout, no accessible toilet - this cannot be achieved based on existing building structure and layout.	Foundations don't appear to be ground keyed or braced but no movement was evident, No accessible parking, no accessible ramps not practicable to install new due to grade and site conditions, no internal accessible toilet, internal doors do not meet accessibility requirements, thresholds do not meet accessibility requirements, vegetation & soil needs clearing back from cladding , need to clean and form grade swales to south of building, watertank has noticeable leaks and established vegetation growing from top of tank, BWOF not displayed, floor tiles missing grout in toilets needs repair to avoid water ingress, bottom of public toilet doors are rotten
A3207709	Western	Horeke Hall	A	Part	2	Y	2025	\$ 80,000		Upgrades to accessibility toilet, doors, signage, designated carpark to be carried out in 2024.	No accessible parking , accessible toilet requires grab rail, small ramp required to doors, signage required, waste water system requires protection from vehicles, some doors do not have safety glazing
A3203640	Northern	Awanui Sports Complex	A	Part	2	Y	2025	\$ 290,000		Partially accessibility compliant, internal & external maintenance required. Additional site visit in Jul 24 identified issues with leaking roof, unsafe ceilings and electrical wiring, this works has been prioritised as on November 2024 and will be commence delivery early 2025.	Toilets not accessibility compliant, no dedicated accessible parking or signage, no safety glass in doors, gutters require resealing, toilet partitions, mechanical ventilation requires servicing, electrial switches and outlets are original, egress doors require review signage etc. Priority H&S works on roof, ceilings, windows and electrical will belivered in FY24-25.
A3211445	Western	Kaikohe Senior Citizens Hall	A	Part	2	N			2029	Exterior cladding and window repairs, safety glass in doors, accessibility upgrades	Cladding profile fibrolite asbestos with minor racks, opening joints & popped nails etc, paint with minor defects, timber doors require repairs and paint, some doors do not have safety glass, gutters have minor leaks, zip does not shut off immediately after use, requires replacement, thresholds to ramp and double doors exceed compliance height, no dedicated accessible parking space or signage, single door access ramp does not comply, accessible toilet does not comply with current NZS4121 design criteria, deterioration to entry lean to structure
A3211288	Western	Kaikohe Memorial Hall	A	Part	2	N			2030	No safety glass on doors, minor repairs to roof and building in general, water feature caused water damage to framing	Cladding is asbestos sheet with brick veneer minor defects, damaged and degrading paint on doors, entry doors are not safety glass, roof cladding lifted in areas and has rust spots, requires cleaning and repaint, downspouts leaking, minor areas of rot and exposed timber to fascia and barge boards, water pump for front water feature evidence of water damaged framing in this area, accessible concrete ramp and door ramp non-compliant but useable
A3223264	Northern	Kaingaroa Memorial Hall	A	Part	2	N				Window repairs, accessibility upgrades including parking	All timber windows require sash, frame & hardware remediation work and repainting, toilets are not accessibility compliant, no accessible parking or signage, strong possibility sheet claddings are asbestos containing materials
A3223256	Western	Herekino Memorial Hall	A	Yes	2	N				Cladding & window repairs other minor repairs	Cladding, windows, doors, gutters, hot water heater regulator leaking, switches and light repairs
A3211714	Eastern	Maramaku Hall	G	Part	3	N				Cladding paint is bubbling, no accessible parking space	No accessible parking space, cladding paint is bubbling
A3212512	Eastern	Russell Town Hall	G	Part	3	N				Minor gutter leaks, vent cleaning, ramp requires minor work, handrail and slope	Ramp to south of building although functional slope and railings do not appear to comply with NZS4121, minor gutter leaks and vents require cleaning
A3212536	Eastern	Totara North Hall	G	Part	3	N				Minor maintenance	Gutters to be cleaned, minor changes to be made to the toilet to make it compliant
A3212547	Eastern	Waipapa Community Hall	G	Part	3	N				Minor maintenance	Downspouts broken off at ground, discharge to a swale need cleaning and define access to street, east downpipes exit under building, no dedicated accessible parking space, non-compliant timber service ramp to NE SE side door, overgrown vegetation to be cleared as it holds water, no signage to building, east side of the site retains water, site clearing and surface swale to road, open SW pipe discharges to under east of building, old water marks on main hall suspended ceilings
A3212493	Eastern	Paihia War Memorial Hall	G	Yes	3	N				Minor cleaning of gutters	Minor maintence required joint leak on gutters and cleaning required, minor DP damage on downspouts and gullet drains require repair, hot water heater in kitchen is overflowing to the exterior
A3212552	Eastern	Whangaroa Village Hall	G	Yes	3	N				Minor maintenance	Minor water leak, vegetation growing up through the floor at the east/kitchen end of the building, stormwater issue caused by neighbour
A3212532	Western	Taheke Hall	G	Yes	3	N				No issues renovations completed 2022	Renovations recently completed
A3212403	Western	Opononi South Hokianga Memoria	G	Yes	3	N				Recent renewals completed 2023	Renewals just completed repairs and maintenance being addressed by operations
	Western	Rawene Hall	G	Yes	3	N				Hall renewal project completed 2024	
A3212405	Western	Oruru Hall Report				N				No condition assessment carried out in 2021. Hall was repiled in 2020.	Building is in a state of disrepair. Sufficient funding to upgrade the hall is not available. Previously the community were asked if they wished to have a targeted rate for the upgrading of this hall however the majority rejected this

8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT**File Number: A5003381****Author: Maria Bullen, Democracy Advisor****Authoriser: Aisha Huriwai, 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 December 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 - A5008245**  

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Tuesday, 3 December 2024 9:58:24 am Date From: 1/01/2020 Date To: 3/12/2024	
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 19/09/2024	Notice of Motion - Delegation to Bay of Islands-Whangaroa Community Board for the Kerikeri Domain	RESOLUTION 2024/94 That the Bay of Islands-Whangaroa Community Board request a decision report be provided to the Community Board on the options for delegation of the Kerikeri Domain at the Bay of Islands-Whangaroa Community Board meeting in December 2024. CARRIED	01 Oct 2024 9:15am Action reassigned to Rawson, Robin 29 Nov 2024 1:42pm A briefing paper is being prepared for the Senior Leadership Team, (SLT) to seek guidance on co-management requests for parks including from hapuu and iwi. This request for information has been included in the briefing paper. The briefing paper is expected to go to SLT either in December or February. This action will be considered after comment from SLT.
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	09 Jul 2024 3:31pm Public consultation on Simson Park consultation concluded at the end of June. 118 on-line submissions were received and another 10 in other formats. Submissions are being analysed. 27 Aug 2024 8:57am A request was received from Moerewa Rugby Football Sports Club for a third winter field at Simson Park Domain. A survey has been sent to winter clubs and will be assessed by a recreation consultant to determine whether a third field needs to be incorporated in future development. 09 Oct 2024 9:14am A sportsfield assessment has identified that a fourth sportsfield is needed at Simson Park Domain to meet the recreational needs of the winter sports codes. This will be communicated soon to the community as part of a 'share themes and get feedback' step in the reserve management plan process. 03 Dec 2024 9:51am An additional short public consultation process is being planned for 6 December 2023 to check-in with community on support for a fourth field and other layout changes. Plans are currently being considered by clubs and other key stakeholders in advance of this consultation, and there may be changes to the concept plan to be consulted on from this.

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE