

AGENDA



Wednesday, 17 December 2025

Time: 10:00 am
Location: Turner Centre
43 Cobham Road
Kerikeri

Membership:

Chairperson Belinda Ward - Chairperson
Deputy Tyler Bamber
Member Jo Alexander
Member Korey Atama
Member Roddy Hapati-Pihema
Member Dane Hawker
Member Jane Hindle
Councillor Arohanui Allen
Councillor Ann Court

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

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

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:
Wednesday 17 December 2025 at 10:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

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

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

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

Regarding Funding

1. Rowena Tana for Ngā Tangariki O Ngāti Hine Trust
2. Karen Campbell and Mike Boyd for Citizens Advice Bureau

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5495201

Author: Amber Wihongi-Alderton, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

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.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held 27 November 2025 as a true and correct record.

1) 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) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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”.

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

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

ĀPITI HANGA / ATTACHMENTS

- 1. 2025-11-27 Bay of Islands-Whangaroa Community Board Minutes - A5474640**  

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.	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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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.

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Bay of Islands-Whangaroa Community Board Meeting Minutes

27 November 2025

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI
ON THURSDAY, 27 NOVEMBER 2025 AT 10:00 AM**

PRESENT: Chairperson Belinda Ward, Deputy Tyler Bamber, Member Jo Alexander, Member Roddy Hapati-Pihema, Member Dane Hawker, Member Jane Hindle, Councillor Ann Court

APOLOGIES: Councillor Arohanui Allen, Member-Elect Korey Atama

STAFF PRESENT: Stephen FitzHerbert (Community Board Coordinator), Kathryn Trewin (Funding Advisor), Amber Wihongi Alderton (Democracy Advisor), Peggy Veen (Principal Advisor – Strategic Relationships)

1 KARAKIA TIMATANGA / OPENING PRAYER

Deputy Chairperson, Tyler Bamber, commenced the meeting with a karakia at 10:05 AM.

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

APOLOGY

RESOLUTION 2025/116

Moved: Chairperson Belinda Ward

Seconded: Deputy Tyler Bamber

That the apology received from Cr Allen and Member-Elect Korey Atama and be accepted and leave of absence granted.

CARRIED

Abstained: Cr Ann Court

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Speakers regarding a motorhome/caravan dump site in Kerikeri.

1. Bill Curruthers for NZ Motor Home Association
2. Keith RV 'Park up Property' Provider
3. Dave Clarke

Jim representing Our Kerikeri Community Charitable Trust regarding a tourism marketing initiative project.

4 NGĀ TONO KŌRERO / DEPUTATIONS

There are no deputations for this meeting.

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Bay of Islands-Whangaroa Community Board Meeting Minutes

27 November 2025

5 NGĀ KAIKŌRERO / SPEAKERS

1. Jessica Timmins for school Start First Impressions, item 7.4 h)
2. Leanne and Shane Tasker for Cruzn the Bayz , item 7.4 a)
3. Nici Curtis and Sarah Stokes for Te Hautū, item 7.4 i)
4. Therese Wickbom and Callie Peckham for Bald Angels Charitable Trust, item 7.4 c)
5. Joanne Shanks for Ecosolutions, item 7.4 d)
6. Christina Mahana for Te Mana o Ngāpuhi Kōwhao Rau, item 7.4 b)
7. Eljohn Fitzgerald for Kaeo Bowling Club, item 7.4 e)
8. Diane Halliday for the Opuā Hall Society, item 7.4 f)
9. Fletcher Sunde and Barry Newman for Russell Boating Club, item 7.4 g)
10. Gerry Paul and Hana-May Riedlinger-Kapa for The Centre, item 7.4 j)

*Member Roddy Hapati-Pihema left the meeting at 10.53 am.**Member Roddy Hapati-Pihema rejoined the meeting at 11.00 am.***7.2 NEW ROAD NAME: 26 TANEKAHA ROAD, KERIKERI**

Agenda item 7.2 document number A5381402, pages 27 - 33 refers.

RESOLUTION 2025/117

Moved: Member Jo Alexander

Seconded: Deputy Tyler Bamber

That Bay of Islands-Whangaroa Community Board name a right of way “Messenger Lane” that is located at 26 Tanekaha Road, Kerikeri.Abstained: Cr Ann Court**CARRIED***The meeting adjourned at 12:15 pm.**The meeting resumed at 12:55 pm.***6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A5447272, pages 8 - 9 refers.

RESOLUTION 2025/118

Moved: Deputy Tyler Bamber

Seconded: Member Jo Alexander

That Bay of Islands-Whangaroa Community Board confirm the minutes of the following meetings as a true and correct record:

- Inaugural Council Meeting held on 31 October 2025; and
- Extraordinary Meeting held on 7 November 2025.

Abstained: Cr Ann Court**CARRIED**

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Bay of Islands-Whangaroa Community Board Meeting Minutes

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7 NGĀ PŪRONGO / REPORTS**7.1 MAKING AND ATTESTING OF DECLARATIONS**

Agenda item 7.1 document number A5460881, pages 25 - 26 refers.

This item was deferred due to the absence of Cr Allen and Member-Elect Korey Atama.

7.3 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD STRATEGIC PLAN 2022-2025

Agenda item 7.3 document number A5450645, pages 34 - 70 refers.

RESOLUTION 2025/119

Moved: Deputy Tyler Bamber
 Seconded: Member Jo Alexander

That the Bay of Islands-Whangaroa Community Board:

Note the Bay of Islands-Whangaroa Community Board Strategic Plan 2022-25 and request staff to work with Community Board members to update the plans with progress from the last triennium and arrange a workshop in order to identify new priorities to feed into the 2027-2037 LTP and any other partner agencies.

Abstained: Cr Ann Court**CARRIED****7.4 FUNDING APPLICATIONS****RESOLUTION 2025/120**

Moved: Chairperson Belinda Ward
 Seconded: Member Jane Hindle

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
7.4 – 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.</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

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	officers, employees, and persons from improper pressure or harassment.	
<u>Abstained:</u> Cr Ann Court		
CARRIED		

Chair Belinda Ward stated the outcome of all funding applications considered during the public excluded part of the meeting as follows:

7.4 FUNDING APPLICATIONS

Agenda item 7.4 document number A5457537, pages 72 - 77 refers

a) That Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to <u>Cruzn the Bayz</u> for costs towards traffic management for Cruzn the Bays 2026.	CARRIED
b) That Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to <u>Te Mana o Ngāpuhi Kōwhao Rau</u> for costs towards Moerewa Christmas 2025.	CARRIED
c) That Bay of Islands-Whangaroa Community Board approve the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to <u>Bald Angels Charitable Trust</u> for costs towards Christmas Kai boxes for 2025.	CARRIED
d) That Bay of Islands-Whangaroa Community Board approve the sum of \$10,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to <u>Ecosolutions (CBEC)</u> for costs towards the Wash Not Waste community education project.	LOST
e) That Bay of Islands-Whangaroa Community Board leave to lie the application from <u>Kaeo Bowling Club</u> for costs towards replacement costs of the club roof.	LEFT TO LIE
f) That Bay of Islands-Whangaroa Community Board leave to lie the application from <u>Opuia Hall Society</u> for costs towards stormwater mitigation.	LEFT TO LIE
g) That Bay of Islands-Whangaroa Community Board approve the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Grant Fund account to <u>Russell Boating Club</u> for costs towards the 50 th Anniversary Tall Ships Regatta 2026.	CARRIED
h) That Bay of Islands-Whangaroa Community Board approve the sum of \$2,520 (plus	

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GST if applicable) be paid from the Boards Community Grant Fund account to <u>School Start First Impressions</u> for costs towards school starter packs for tamariki.	LOST
i) That Bay of Islands-Whangaroa Community Board approve the sum of \$5,086 (plus GST if applicable) be paid from the Boards Pride of Place Fund account to <u>Te Hautū</u> for costs towards the Kerikeri River Basin community education and restoration project.	CARRIED
j) That Bay of Islands-Whangaroa Community Board approve the sum of \$7,500 (plus GST if applicable) be paid from the Boards Community Grant Fund account to <u>The Centre Kerikeri</u> for costs towards the Te Wiki o Waitangi 2026.	CARRIED

7.5 SUMMER 2026 RURAL TRAVEL FUNDING APPLICATIONS

Agenda item 7.5 document number A5441161, pages 182 - 184 refers

RESOLUTION 2025/121

Moved: Chairperson Belinda Ward

Seconded: Deputy Tyler Bamber

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

- a) Bay of Islands College \$400**

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

Agenda item 8.1 document number A5447306, pages 185 - 185 refers

RESOLUTION 2025/122

Moved: Member Jane Hindle

Seconded: Deputy Tyler Bamber

That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board Open Resolution Report.Abstained: Cr Ann Court**CARRIED**

During the review of the open resolution report, discussion arose on Resolution 2025/58. It was proposed that the discussion be moved into public-excluded.

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8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT**RESOLUTION 2025/123**

Moved: Councillor Ann Court

Seconded: Chairperson Belinda Ward

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
8.1 – Open Resolution Report	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority.	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

CARRIED

Chair Belinda Ward stated the information and decisions contained in the part of the meeting held with public excluded regarding item 8.1 would remain in public excluded.

9 TE KAPINGA HUI / MEETING CLOSE**The meeting closed at 3.19 pm, the closing karakia delivered by member Jane Hindle.****The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 17 December 2025.**.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 MAKING AND ATTESTING OF DECLARATIONS

File Number: A5497421

Author: Amber Wihongi-Alderton, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To set out the process for making and attesting of declarations.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Member-elect Korey Atama and Councillor-appointed member Arohanui Allen were unable to attend previous Bay of Islands–Whangaroa Community Board meetings and will therefore make and attest their declarations at this meeting.

TŪTOHUNGA / RECOMMENDATION

There is no recommendation or decision required for this report. The minutes will record that the declarations of elected members were made and witnessed.

1) TĀHUHU KŌRERO / BACKGROUND

Clause 14(1) & (2) Schedule 7 of the Local Government Act 2002 (LGA02) states that no person shall be capable of acting as a member of any local authority until he or she has made an oral and written declaration as set out in Clause 14 (3) Schedule 7 of The Act, as set out below. Section 54 (2) of the LGA02 states that these parts of Schedule 7 apply to Community Boards.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The Chief Executives appointed officer will witness the declaration of the Bay of Islands-Whangaroa Community Board Members.

The declaration that each member is required to take is set out in Clause 14(3) Schedule 7 of the Act and reads:

DECLARATION BY MEMBER (English Version)

I, _____, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Far North District, the powers, authorities, and duties vested in or imposed upon me as Member of the Bay of Islands-Whangaroa Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at: Turner Centre – Kerikeri, this 17th day of December 2025.

OR

DECLARATION BY MEMBER (Te Reo Māori Version)

Ko au ko, _____, ka ōati ai ki runga i te pono me te tika ka mutu ki te taumata o tōku atamai me āku whakataunga. Ka mahi ai mō te painga o Te Hiku o te Ika, haere tonu ki ngā ihi me ngā herenga mahi, ka pā ki roto, ka uruhi ki runga i ahau hei mema o Te Poari o Te Hapori o Bay of Islands-Whangaroa, e ai ki te Ture Kāwanatanga ā-Rohe 2002. Te Ture

Kāwanatanga ā-Rohe mō ngā Kōrero Whakamōhio me ngā Huihuinga Kōrero 1987, me tāpiri atu ki ērā atu o ngā Ture raini.

He mea whakaū tēnei ki: Turner Centre – Kerikeri, i tēnei rā 17 o Hakihea 2025.

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

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

ĀPITIHINGA / ATTACHMENTS

Nil

7.2 PROPOSED SITES FOR REPLACEMENT MOTORHOME/CARAVAN DUMP STATION**File Number: A5420295****Author: Jeanette England, District Facilities Asset Manager****Authoriser: Tanya Proctor, Head of Infrastructure****TAKE PŪRONGO / PURPOSE OF THE REPORT**

The purpose of this report is to identify the most suitable location for a replacement motorhome and caravan dump station in the Kerikeri area, following the closure of the previous facility on Cobham Road. Five potential sites were assessed based on traffic flows, environmental, planning, and safety considerations.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The report evaluates potential sites for a replacement motorhome and caravan dump station following the closure of the dump station in Cobham Road.
- The goal is to provide a safe, accessible, and environmentally responsible solution that supports the North's growing tourism and local infrastructure demands.
- The New Zealand Motorhome and Caravan Association have been consulted during the site selection process.
- The initiative will enhance tourism infrastructure and provide essential services for recreational vehicle users.
- Multiple locations were considered, with each site evaluated against the criteria using a consistent scoring framework.
- Each site was systematically reviewed to ensure alignment with community needs, regulatory requirements, and operational feasibility.
- The report concludes with a recommended site based on a balanced evaluation of all factors, ensuring the new dump station will serve users effectively while minimising disruption and long-term costs.
- Final assessment of the site's suitability will rely on additional investigations into effective methods for managing the chemically treated raw waste.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- Endorses Te Puāwaitanga as a suitable site for development of a replacement Motorhome & Caravan Dump station subject to further investigations into effective treatment of concentrated wastewater.**
- Requests staff to continue investigations into the viable treatment options and, if appropriate, proceed with the final design and construction at Te Puāwaitanga.**

1) TĀHUHU KŌRERO / BACKGROUND

The North has experienced a steady increase in tourism and in particular motorhome/caravan tourism, driven by both domestic travel trends and international visitor interest in regional exploration. Despite this growth, the eastern area currently lacks sufficient infrastructure to support the responsible disposal of wastewater from recreational vehicles. This was exacerbated with the removal of the facility in Kerikeri, leaving the area with no suitable public.

The distance between and accessibility to other facilities leads to potential environmental risks and reduced visitor satisfaction. Locals, tourist and New Zealand Motorhome and Caravan Association have identified the need for a strategically located dump station to improve service provision, protect natural resources, and enhance the overall visitor experience to the area.

This report responds to this need by assessing potential sites for a replacement dump station, ensuring the solution is practical, sustainable, and aligned with community and environmental values.

The existing on-site wastewater treatment system is not equipped to process concentrated or chemically treated waste from motorhomes and caravans. Additional studies are needed to address the challenges posed by this type of waste. The concentrated sewage contains higher levels of organic material, solids, and chemicals than typical household wastewater.

As a result, the facility would require larger storage tanks, longer holding periods for the waste, and carefully controlled release schedules.

Further investigation, design planning, and cost assessments are necessary to determine the best approach for upgrading the system.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

There were five sites identified as possible locations for assessment. The sites assessed in this report were identified by members of the public, staff, elected members and New Zealand Motorhome and Caravan Association. Each of the sites were assessed on suitability, safety, accessibility, and environmental. These sites are:

- Aranga Reserve, Kerikeri
- Julian Carpark, Kerikeri
- Turner Centre Carpark, Kerikeri
- Te Haumi Reserve, Paihia
- Te Puāwaitanga, Waipapa

Sites Assessed & Outcomes

Site	Outcome	Key Reasons
The following sites were considered unsuitable or conditionally unsuitable primarily due to traffic congestion, loss of parking, planning compliance issues, and potential community impact.		
Aranga Reserve	Likely unsuitable	<ul style="list-style-type: none"> • High congestion risk at Aranga/Kerikeri Rd intersection • Residential complaints possible due to 24hr operation • Requires further traffic modelling
Julian Carpark	Likely unsuitable if traffic is high	<ul style="list-style-type: none"> • Loss of 16 public parking spaces • Increased congestion within carpark • One-way traffic flow dependency • Requires further traffic modelling
Turner Centre	Likely unsuitable if traffic is high	<ul style="list-style-type: none"> • Breaches District Plan traffic movement rules • Loss of up to 20 parking spaces • Potential congestion on Cobham Rd • Requires resource consent
These sites were considered the most suitable options . Both sites offer minimal traffic and safety concerns, adequate infrastructure, and manageable environmental impacts.		

Site	Outcome	Key Reasons
Te Haumi (SH11, Paihia)	Suitable (subject to NZTA approval)	<ul style="list-style-type: none"> Minimal traffic impact Adequate access and queuing space Requires NZTA consultation for entrance widening Coastal flooding risk manageable
Te Puāwaitanga (Waipapa)	Suitable	<ul style="list-style-type: none"> Minimal traffic impact Existing infrastructure supports development Requires septic tank (no sewer connection) No reported crashes since opening Within scope of existing resource consent

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The recommended site, **Te Puāwaitanga, Waipapa** was selected as the most suitable site based on a comprehensive evaluation of multiple factors that align with operational, environmental, and community priorities:

- **Accessibility:** The site is easily reachable from main travel routes used by motorhome and caravan users, ensuring convenience and reducing traffic congestion in residential areas.
- **Proximity to Amenities:** The location is near existing facilities such as public toilets, shopping precinct, parking areas, and recreational spaces, which enhances the visitor experience to the area.
- **Minimal Traffic Impact:** The site experiences low traffic volumes for the majority of the week, apart from weekends when the fields are in use, reducing the risk of congestion and ensuring safe access for users.
- **Infrastructure:** The location will require infrastructure to be put in place to support the development for the site.
- **Safety Record:** No reported crashes since the site opened, indicating a safe environment for vehicles entering and exiting the facility.
- **Planning Compliance:** The site falls within the scope of an existing resource consent, streamlining the approval process and reducing regulatory hurdles.
- **Manageable Environmental Requirements:** Although a septic tank is required due to the lack of sewer connection, this is considered a manageable and common solution for such facilities.

Additional investigation work is still required to ascertain the most effective methods for treatment of concentrated wastewater. This work will be required prior to final designs and construction being done at Te Puāwaitanga.

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

There are currently no immediate financial implications. Once designs are finalised more comprehensive costings can be provided for funding.

There is approximately \$42,000 in future budgets that can be bought forward for this project. There is also an opportunity to access funding from the NZMCA the amount of which is dependent on the total value of the project.

ĀPITIHINGA / ATTACHMENTS

1. **Traffic Study Kerikeri Dump Station_Redacted - A5497182**  

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 in August 2024 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, however this will required Council approval prior to commencement of the project.
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.	A draft of this report was provided to Ngāti Rehia for their input and feedback. They have provided confirmation that there are no objections to the recommended site currently. Ngāti Rehia will be included in the final design for this.
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).	New Zealand Motorhome and Caravan Association have been engaged with this process and will provide some funding towards the project and engagement with other stakeholders 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.



Traffic Study for
Motorhome & Caravan Dump Station
4 Sites in Kerikeri & 1 in Paihia
for
Far North District Council

Study to inform preferred location

Haigh Workman reference 25 126

September 2025



Phone: 0800 424 447 • info@haighworkman.co.nz • www.haighworkman.co.nz
Kerikeri • Whangarei • Warkworth



Traffic Study for
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4 Sites in Kerikeri & 1 in Paihia
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Revision History

Revision N°	Issued By	Description	Date
A	Tom Adcock	First Issue	8 th September 2025

Prepared by:



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Executive Summary

Haigh Workman Ltd (Haigh Workman) was engaged by Far North District Council (client) to undertake a Traffic Study to inform on the preferred location for a replacement Caravan Dump Station to replace the facility that was previously located on Cobham, Kerikeri.

Five stations were investigated.

- Aranga Reserve, 16 Aranga Road, Kerikeri
- Julian Carpark, 2 Homestead Road, Kerikeri
- Turner Centre, 43 Cobham Road, Kerikeri
- Twin Coast Discovery Highway, SH11, Te Haumi, Paihia
- Te Puawaitanga, 1936 State Highway 10, Waipapa

The original brief was for detailed traffic modelling for all sites to analyse and predict traffic, but in discussions with the client the scope was simplified to provide a more general overview for each site, with a detailed traffic analysis to be undertaken once a preferred option had been chosen taking into account other environmental and planning factors.

A summary of the findings is presented on the following page (A3).

- Aranga Reserve - considered likely unsuitable based on congestion at Aranga/Kerikeri Road intersection. Further investigation would be required to confirm vehicle numbers and intersection modelling.
- Julian Carpark – considered likely unsuitable if vehicles numbers are high. (Further investigation required to confirm vehicle numbers).
- Turner Centre – considered likely unsuitable if vehicles numbers are high. (Further investigation required to confirm vehicle numbers).
- Te Haumi - considered **suitable** subject to consultation with NZTA for access onto SH11
- Te Puawaitanga - considered **suitable**

Site	Environmental setting	Council 3 Waters connection availability	Traffic	Max. no. daily one-way traffic movements	Parking	Safety (reported crashes last 10 yrs)	Additional traffic analysis requirements	Overall traffic rating
Aranga Reserve	Suitable for 2 bay station. Recreational Activity site in central residential location. 24hr. operation may receive neighbour complaints. Undeveloped green field site.	Water – yes Sewer – yes Stormwater - yes	Forming access off Morcom Lane or Aranga Road will not be a constraint. Increased traffic at the Aranga Road intersection, particularly right turning in and out of Kerikeri Road is likely to increase congestion.	Permitted 200 (likely to be exceeded)	Adequate queuing space for two campervans	Aranga Road - none. Aranga/Kerikeri Road intersection - 1 non-injury crash & 3 minor injury crashes.	Yes, if proceeding to develop option further.	Most likely unsuitable based on congestion at Aranga/Kerikeri Road intersection. (Further investigation required to confirm vehicle numbers and intersection modelling).
Julian Park	Suitable for 2 bay station. Central Commercial location within existing sealed public car park. 24hr. operation suitability. Site can be developed with minimal modification but results in loss of public parking.	Water – yes Sewer – yes Stormwater - yes	Existing access off Homestead Drive. Increase in traffic volumes on Homestead Road could impact the surrounding network. Vehicles exiting the facility could result in increased congestion within the carpark.	Permitted 200 (likely to be exceeded)	Adequate queuing space for two campervans. Double bay station results in loss of approx. 16 public spaces	Entrance off Homestead Drive - 2 non-injury crashes. Exit onto Homestead Drive - 2 non-injury crashes.	None	Most likely adverse traffic effects if generated traffic numbers are high. Loss of parking within the Julian carpark. (Further investigation required to confirm vehicle numbers).
Turner Centre	Suitable for 2 bay station. Central Industrial location. 24hr. operation suitability. Existing sealed car park can be developed with minimal modification but results in loss of spaces. Use of landscaped area considered to be too close to Cobham Road.	Water – yes Sewer – yes Stormwater - yes	Existing access off Cobham Road. Risk of increased congestion and possible conflicts with turning traffic on Cobham Road.	Planner identified breach of District Plan traffic movement rules	Planner identified loss of parking breaches Turner Centre RC, as does loss of landscaping. Double bay station results in loss of approx. 20 spaces	Entrance – none. Norfolk Place exit - 1 non-injury involving van in collision with post/pole, 1 minor injury crash involving SUV & pedestrian.	None	Not suitable if generated traffic numbers are high. Loss of parking at the Turner Centre. (Further investigation required to confirm vehicle numbers).
Te Haumi	Suitable for 2 bay station. SH11 road corridor location between Paihia & Opua. 24hr. operation suitability. Existing metal loop road access can be developed with minimal modification. Site subject to present day Coastal Flooding.	Water – yes Sewer – yes Stormwater - yes	Existing access off SH11. NZTA may require widening as per Diagrams D or E.	No restrictions	Adequate queuing space for two campervans.	1 non-injury involving 2 cars l heavy rain. 1 car in collision with post/pole.	Yes (subject to NZTA requirements for entrance widening as per Diagrams D or E).	Considered suitable in terms of traffic. Minimal local and network effects. (subject to NZTA consultation)
Te Puawaitanga - BOI Islands Sports Hub	Suitable for 2 bay station. Rural location with existing access off SH10 on southern outskirts of Waipapa. 24hr. operation suitability. Green field site can be developed with minimal earthworks	Water – yes sports hub Sewer – no (will require 12,00L storage tank) Stormwater - yes sports hub	Existing intersection onto SH10 with 1,000vpd/200vph capacity	Planner has confirmed activity complies with existing consent.	Adequate queuing space for two campervans.	Te Puawaitanga officially opened in May 2025, no reported crashes since then.	None	Suitable in terms of traffic. Minimal local and network effects.



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Far North District Council

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1. Introduction

1.1. Introduction

Haigh Workman Ltd (Haigh Workman) was engaged by Far North District Council (client) to undertake a Traffic Study to inform on the preferred location for a replacement Caravan Dump Station for the facility Cobham, Kerikeri.

The client brief is provided in the Council Briefing Paper dated 23 May 2025 and appended to this report. The original brief included four sites, which was extended to include Paihia. Included with the brief for three of the sites was a preliminary resource consent assessment.

- Turner Centre, 43 Cobham Road, Kerikeri
- Te Puawaitanga, 1936 State Highway 10, Waipapa
- Julian Carpark, 2 Homestead Road, Kerikeri
- Aranga Reserve, 16 Aranga Road, Kerikeri
- Twin Coast Discovery Highway, SH11, Te Haumi, Paihia

The original brief was for detailed traffic modelling for all sites to analyse and predict traffic, but in discussions with the client the scope was simplified to provide a more general overview for each site, with a detailed traffic analysis to be undertaken once a preferred option had been chosen, taking into account other environmental and planning factors.

1.2. Objective and Scope

This report is a traffic study to inform the preferred location for a replacement Caravan Dump Station for the facility that was previously located on Cobham, Kerikeri.

The original brief called for traffic modelling to analyse and predict traffic for each site, but in discussions with the client the scope was simplified to provide a more general overview for each site. A detailed traffic analysis would then be undertaken once a preferred site had been chosen, taking into account other environmental and planning factors.

This report addresses the anticipated effects of the development on the local transportation network and includes preliminary site plans for each site indicating how access may be achieved.

This report should be read in conjunction with any specialist reports also undertaken for the study.

1.3. Applicability

This report has been prepared for our Client, Far North District Council, with respect to the particular brief given to us. This report is to be used by our Client and Consultants and may be relied upon by the Far North District Council when considering a resource consent application for the proposed development. The information and opinions contained within this report It may not be used or relied on (in whole or part) by anyone else, or for any other purpose or in any other contexts, without our prior written agreement by Haigh Workman Ltd. This report may not be read or reproduced except in its entirety.



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The comments and opinions presented in this report are based on FNDC standards and information provided by the Client. There may be other facts prevailing for the site which have not been revealed by this investigation, and which have not been considered by this report. Responsibility cannot be accepted for any conditions not revealed by this investigation.

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2. Dump Station Design Requirements

2.1 Vehicle Requirements

Reference is made to the Dump Station Guide 2015 published by New Zealand Motor Caravan Association. Refer copy appended and example photograph Figure 1 below. See also standard drawings by WSP appended.

2.1.1 General Requirements Vehicular Access

- Accessible to the general public 24 hrs a day
- Accessible for large vehicles including fifth wheel caravans and buses up to 12m long.
- Accommodate vehicles with tank release valves on either side of the vehicle.
- Drive through, or a large turning area
- For a dump station servicing Kerikeri NZMCA recommend the facility be designed to accommodate two vans unloading simultaneously, with space for an additional two queued off-street. Based on our observations at other sites, overspill is highly unlikely and would be a rare occurrence.

In addition to the above Haigh Workman recommend:

- Vehicle bays have a level grade or where this cannot be achieved a maximum longitudinal gradient of 5% as per parking standards and maximum crossfall of 3%.
- Crossings onto the road be formed in accordance with Council/NZTA Engineering standards, at an approach angle not greater than 70 degrees

2.1.2 Traffic Generation

For the purpose of this report, vehicles per day (VPD) is the total number of one-way movements during a 24-hour period. A trip is defined as a one-way traffic movement.

Information on the expected number of users of the facility was not available at time of writing. Trip generation for the site has been estimated to be somewhere between 200 and 600 vehicles per day (VPD). This was based on the time taken per vehicle, which can vary between 5 and 15 minutes. For a twin bay station this equates to a peak of 16 to 48 vehicles per hour (VPH). Allowing a 12hr day the estimated maximum number is 192 to 576 VPD.

It is recommended that a traffic counter be used at the existing Kawakawa, Kaikohe and Mangonui stations. Trip generation is likely to be a redistribution of the total number of trips plus an amount to accommodate for tourist growth. The count will need to be carried out during the peak summer season to verify generated traffic. Undertaking a count during winter at the time of writing this report would not have yielded reliable results.

The New Zealand Motor Caravan Association were contacted and offered the following advice:

- The facility be designed to accommodate two vans unloading simultaneously, with space for an additional two queued off-street. (Based on our observations at other sites, overspill is highly unlikely and would be a rare occurrence).

- Kerikeri would be well suited to similar facilities as Waipukurau, Takaka and Kaiapoi. See Figure 1 below.
- If only a single access facility can be supported, then it is important that vehicles can approach from either direction.



Figure 1 Kaiapoi Dump Station, 20km North of Christchurch

2.2 Site Identification

Five sites were investigated; site locations are shown in Figures 1 to 5.

Address	Appellation	Site Area:	Owner
Aranga Reserve, 16 Aranga Road, Kerikeri	Lot 50 DP 348294	2,510 m ²	FNDC
Julian Carpark, 2 Homestead Road, Kerikeri	Pt Lot 13 DP 28912	762 m ²	FNDC
Turner Centre, 43 Cobham Road, Kerikeri	Lot 2 DP 530590	*260 m ²	FNDC
State Highway 11, Te Haumi, Paihia	Road Reserve	*3,400 m ²	NZTA
Te Puawaitanga, 1936 State Highway 10, Waipapa	Lot 18 DP 316057	*5,556 m ²	FNDC

*Part area of site indicated by Council as being available



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3. Site Assessments

3.1 Aranga Reserve

3.1.1 Environmental Setting

The site is zoned Recreational Activity under the Operative District Plan. A preliminary resource consent assessment by Council was not included for the site.

The site borders Aranga Road and Morcom Lane making it suitable for forming vehicle crossings off either road, allowing alternative layouts for a dump station. Refer Figures 2 and 3 below and the preliminary layout plan and vehicle tracking appended.

The site is a Council reserve located in a central residential area of Kerikeri, just off Kerikeri Road and surrounded by residential development. Operating 24 hrs might result in complaints from neighbours. The site has a moderate slope at 9% towards the northeast. Hence forming the station parallel to Morcom Lane is expected to require a combination of cut and fill up to 1m deep cut + 1 m deep fill. Orientating the station parallel to Aranga Road would match the ground contour and hence minimal earthworks shaping. Council connections for water supply, wastewater and stormwater drainage are all available.

3.1.2 Traffic Impact

The maximum daily one-way traffic movements permitted under Rule 15.1.6A for the Recreational Activities zone is 200. It is likely that the station will generate more than 100 VPD i.e. >200 one-way traffic movements.

Aranga Road is a single carriageway (one lane in each direction) and classified as 'Access' with an estimated Annual Daily Traffic (ADT) of 571 VPD and a posted speed limit of 40kph. The 9m carriageway width easily meets Urban Secondary Collector classification (ADT 3,000 Table 3.2) and would not be affected by the additional traffic generated by a dump station.

Aranga Road intersects with Kerikeri Road which is single carriageway 'Arterial' with an estimated ADT of 12,198 VPD. The intersection is somewhat opposite the two vehicle crossings for the BP Fuel station and 30m south of the Cannon Drive intersection. Shoulder widening of approximately 2.25m wide providing deceleration and merging for left turn manoeuvres. The intersection benefits from a 3m wide central median facilitating right turns. However, queuing right turning vehicles have the potential to block the BP fuel station northern crossing and Cannon Way intersection, so an increase in traffic making a right turn could increase congestion on Kerikeri Road.

The speed limit on Kerikeri Road at the intersection is 50kph reducing to 30kph 20m further and a raised pedestrian crossing another 13m beyond that. These measures create a low-speed environment estimated at 40kph. Visibility is estimated to be in excess of 100m in both directions along Kerikeri Road and achieves the Austroads Guide to Road Design – Part 4A: Un-signalised and Signalised Intersections, Table 3.2 Safe Intersection Sight Distance (SISD) of 67m that corresponds to a 40km/hr design speed with a 1.5 second reaction time.



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Vehicle parking would prevent the SISD being achieved, but to the north this is prohibited by NO PARKING road markings, and to the south vehicle crossings and available off-street parking would appear to discourage on road parking.

Despite the good intersection geometry, the high traffic volumes on Kerikeri Road results in vehicles from Aranga Road struggling to find gaps during peak times. Turning vehicles tend to be reliant on courteous drivers creating gaps or by drivers merging, which is assisted by the low-speed environment. Large vehicles such as mobile homes and towed caravans during peak hour traffic would compound the congestion. Vehicles intending to turn south onto Kerikeri Road may choose to turn left and use the roundabout at the Caltex Fuel Station to head south.

The existing dump station was on Cobham Road to the southeast of the town centre. Relocating to Aranga Road is unlikely to result in an appreciable increase in traffic volumes on Kerikeri Road. However, the impact on Kerikeri Road and the surrounding network could be more significant if actual trip numbers match the estimated peak (48 VPH and 576 VPD).

3.1.3 **Parking**

The site contains adequate queuing space to accommodate an additional two campervans space should both dump station bays be in use.

3.1.4 **Safety (CAS)**

The NZTA Crash Analysis System (CAS) was checked near the subject site. There were no reported crashes on Aranga Road. For the period 2014 to 2024 inclusive (10 years), there was one non-injury crash, and three minor injury crashes recorded, all occurred on Kerikeri Road within 25m of the Aranga Road intersection. One crash occurred at the Cannon Drive intersection involving one car (2020), two crashes were at Aranga Road, both involving a car and a motorcycle, one was after dark (2022) and one during fine weather (2024). No other details were available.



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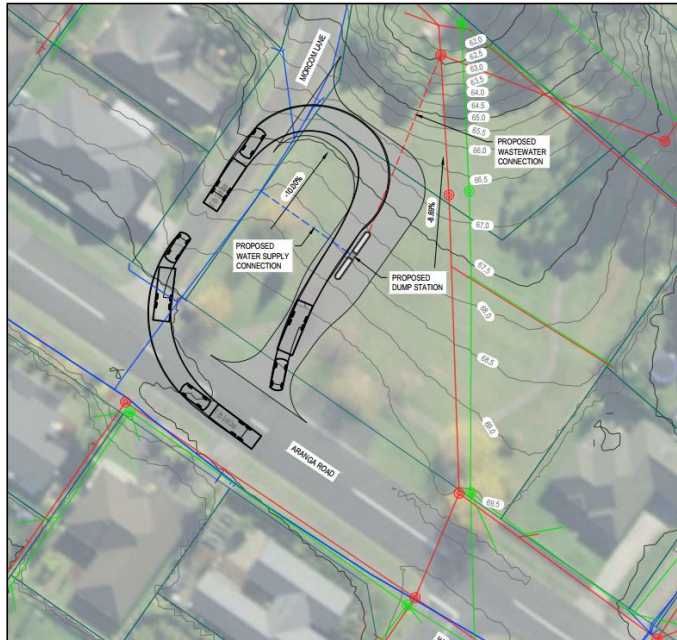


Figure 2 Aranga Reserve Site Location (Option 1)

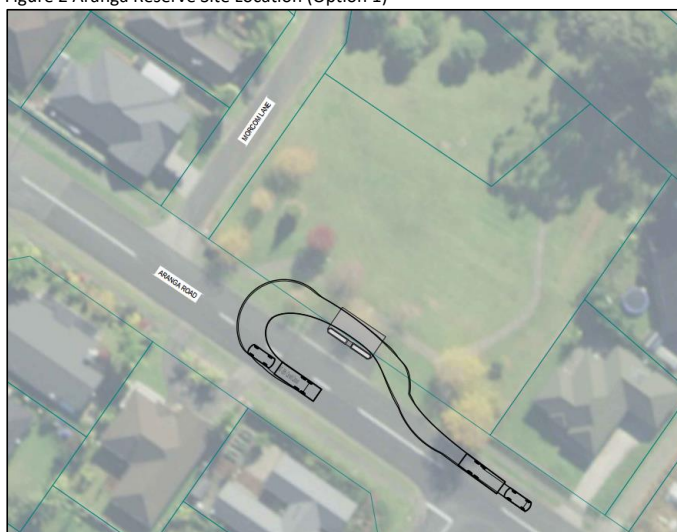


Figure 3 Aranga Reserve Site Location (Option 2)

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3.2 Julian Park

3.2.1 Environmental Setting

The site is zoned Commercial under the Operative District Plan. A preliminary resource consent assessment by Council found that the proposed activity complies with the permitted activity standards in the Commercial Zone, but requires carparking and access layout design by a suitably qualified person before compliance with Chapter 15 – Transportation can be confirmed.

The site is a public carpark located in the central commercial zone of Kerikeri and accessed via Homestead Road. Refer Figure 4 below and the preliminary layout plan and vehicle tracking appended.

The site slopes gently at 4% towards the northeast. No earthworks shaping or re-contouring will be required to form the dump station and it is likely that the existing car park pavement and stormwater drainage can be utilised with minimal modification. Council connections for water supply, wastewater and stormwater drainage are all available.

3.2.2 Traffic Impact

The maximum daily one-way traffic movements permitted under Rule 15.1.6A for the Commercial zone is 200. It is likely that the station will generate more than 100 VPD i.e. >200 one-way traffic movements.

Homestead Road is single lane one-way and classified as 'Arterial' with an estimated ADT of 7,463 VPD and a posted speed limit of 30kph. Since Homestead Road is one-way the estimated peak traffic for the facility of 48 VPH and 576 VPD is halved. In terms of vehicle numbers, the additional traffic is not significant. However, the increase in traffic volumes could still have an appreciable impact on the carpark and surrounding network. Furthermore, operation of the facility within the carpark could lead to added congestion within the carpark in addition to loss of car parks. Lastly, vehicles attempting to exit the carpark could result in increased congestion for other vehicles attempting to leave the carpark.

Access leading onto the site is northeastwards off Homestead Road via an unnamed Road with a 6m legal width and 4m wide sealed carriageway. Access from the site back onto Homestead Road is northwestward via Pt Lot 2 DP 25298 which is Council owned and has with a 6m legal width and a 4m wide sealed driveway. When exiting the dump station traffic would cross the northwestern end of Lot 2 DP 33827 which is also Council owned and paved.

The existing dump station was on Cobham Road which meant that vehicles arriving and departing Kerikeri from the south avoided Homestead Road. Assuming an equal split between traffic arriving and leaving Kerikeri from the south and north, relocating to Julian Park could potentially double the proportion of dump station traffic using Homestead Road by forcing all traffic onto use one-way system.

Operation will be dependant on traffic passing through the site one-way in a northerly direction as described. This will be intuitive prompted by the one-way traffic on Homestead Road. If this does not happen, then one-way signage may be required.

Given the 30kph speed limit on Homestead Road traffic safety is not expected to be a issue. The vehicle crossing at the driveway exit back onto Homestead Road has approximately 40m visibility for oncoming one-way traffic. Using Austroads Equation 2, the SISD was calculated as 24.3m using an operating speed of 30 kph, 1.5 second

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reaction time and 6% downhill approach gradient. Where the operating speed has not been measured it is normal practice to adopt the speed limit plus 10 kph. However, the tight 90 degree bend 77m before the crossing limits traffic speed. Vehicle parking would prevent the SISD from being achieved.

Traffic speeds on Homestead Road often slow to crawling during peak periods, so despite the high ADT, exiting vehicles can be expected to be allowed out either by courteous drivers creating gaps or by drivers merging.

Equation 2 provides the formula for SISD:

$$SISD = \frac{D_T \times V}{3.6} + \frac{V^2}{254 \times (d + 0.01 \times a)} \quad 2$$

where

SISD = safe intersection sight distance (m)

D_T = decision time (sec) = observation time (3 sec) + reaction time (sec) – refer to *AGRD Part 3* (Austroads 2016b) for a guide to values

V = operating (85th percentile) speed (km/h)

d = coefficient of deceleration – refer to Table 3.3 and *AGRD Part 3* for a guide to values

a = longitudinal grade in % (in direction of travel: positive for uphill grade, negative for downhill grade)

3.2.3 Parking

The site will occupy part of an existing car park and will result in the loss of an estimated 11 -12 spaces for a single bay station or minimum 16 spaces for a double bay. Queuing space is available to accommodate an additional two campervans should both dump station bays be in use.

3.2.4 Safety (CAS)

For the period 2014 to 2024 inclusive (10 years), two non-injury crashes both involving single cars were recorded on Homestead Road within the vicinity of intersection of unnamed Road forming the entrance to the site. One in 2024 was approximately 30m before the intersection and one in 2011 was approximately 11m beyond the intersection. Both were during fine weather and bright daylight. No other details were available.

For the same period, two non-injury crashes both involving two cars were recorded on Homestead Road within the vicinity of vehicle crossing forming the site exit. One in 2020 was opposite the crossing and one in 2018 was approximately 36m before the crossing. Both were during fine weather and bright daylight. No other details were available.

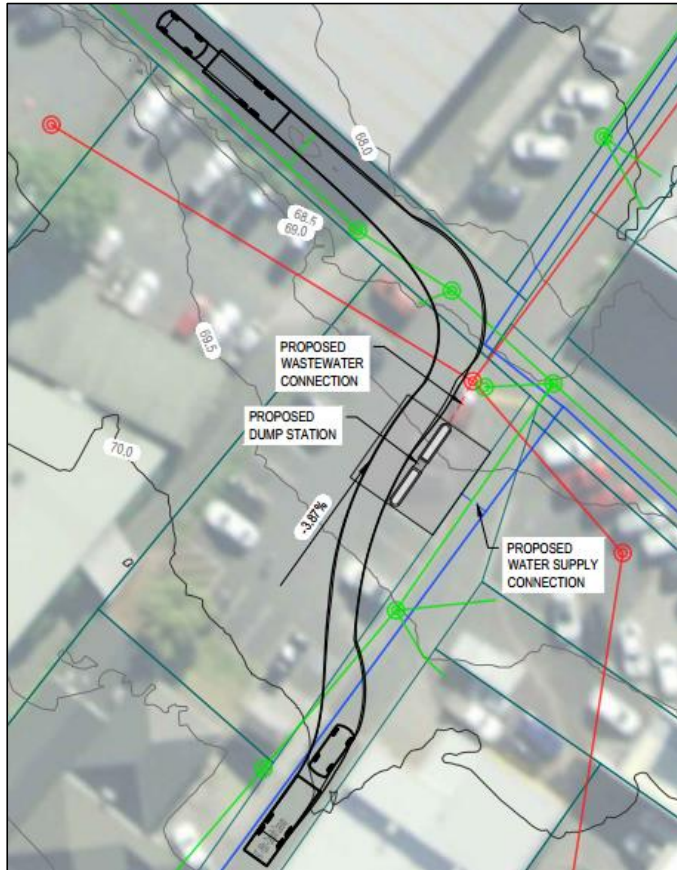


Figure 4 Julian Carpark Site Location

3.3 Turner Centre

3.3.1 Environmental Setting

The site is zoned Industrial under the Operative District Plan. A preliminary resource consent assessment by Council Identified:

- Resource consent is required due to breaches of District Plan traffic movement rules
- The existing resource consent that established the Turner Centre requires the maintenance of the landscaped area and existing car parking spaces

The site is part of the Turner Centre car park located in the Industrial zone centred along Mill Lane to the south of the town centre. Access into the site is off Cobham Road via an existing vehicle crossing marked ONE-WAY. Exiting



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traffic leaves via Norfolk Place that runs along the southeastern boundary with a crossing directly onto Cobham Road. Refer Figure 5 below and the preliminary layout plan and vehicle tracking appended.

The proposed site is just 250m closer to the town centre than the existing dump station that was also on Cobham Road.

The site slopes gently at 1.5% towards the southeast. No earthworks shaping or re-contouring will be required to form the dump station. For a station located within the existing car park area it is likely that the pavement and stormwater drainage can be utilised with minimal modification. Council connections for water supply, wastewater and stormwater drainage are all available.

A station located within the landscape area as per the Request for Service briefing paper was not investigated as this was considered to be too close to Cobham Road. This could lead to increased risk of congestion at the site crossings caused by vehicles making the tighter turns and reduced queuing space.

3.3.2 Traffic Impact

The maximum daily one-way traffic movements permitted under Rule 15.1.6A for the Industrial zone is 200. It is likely that the station will generate more than 100 VPD i.e. >200 one-way traffic movements.

Cobham Road has a 9m wide single carriageway and is classified as 'Arterial' with an estimated ADT of 5,402 VPD and a posted speed limit of 50kph. Both the existing and proposed dump stations are on Cobham Road so the net change in traffic volume will be zero.

The site entrance off Cobham Road is a commercial sized 6m wide double crossing with generous circular splays facilitating large left turning vehicles. The beginning of local widening and a central median installed for a slip lane onto the Hone Heke intersection happens to coincide with the site entrance, such that the south bound lane width opposite the entrance is 6m. This means that right turning vehicles approaching from the north is not expected to restrict southbound through traffic.

The Norfolk Place vehicle crossing is 8m wide and coincides with shoulder widening of 1.5m and a 2m wide central median, providing ample turning radius for large turning vehicles.

The posted speed limit on Cobham Road is 50kph. Visibility for the two crossings in both directions. The Norfolk Place exit benefits from NO PARKING markings on both sides of the crossing so sightlines should not be compromised.

Despite these positive attributes, there remains the risk of increased congestion and possible conflicts with other turning traffic on Cobham Road, particularly if actual trip numbers match the estimated peak (48 VPH and 576 VPD).

FNDC Engineering Standards 2023 Sheet #4 Sight Distance from Vehicle Entrances, for an Arterial road with a 50km/hr posted speed limit, the SSD is 120m. This uses a reaction time of 2 seconds, but for urban environments 1.5 seconds is used, hence the 60m given for an 'Access' classification based on 1.5 seconds is more appropriate.

The sight distance north towards the town centre and southwards are both estimated to exceed 190m.



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3.3.3 Parking

The site will occupy a number of existing parking bays for the Turner Centre. A double bay station is expected to result in the loss of an estimated 20 spaces, 9 for a single bay station. If the landscaping area next to the road were to be used, then double bay station is expected to result in the loss of an estimated 9 spaces and zero for a single bay station. Queuing space is available to accommodate an additional two campervans should both dump station bays be in use.

3.3.4 Safety (CAS)

For the period 2014 to 2024 inclusive (10 years) there were no crashes reported within the vicinity of entrance onto the site. For the Norfolk Place exit there was one non-injury and one minor injury crash reported during the last 10 years. Both crashes involved only one vehicle and occurred opposite the crossing during fine weather with bright sunshine. The non-injury crash in 2016 involved a van in collision with a post or pole. The minor injury crash was in 2022 and involved an SUV and a pedestrian. No other details were available.

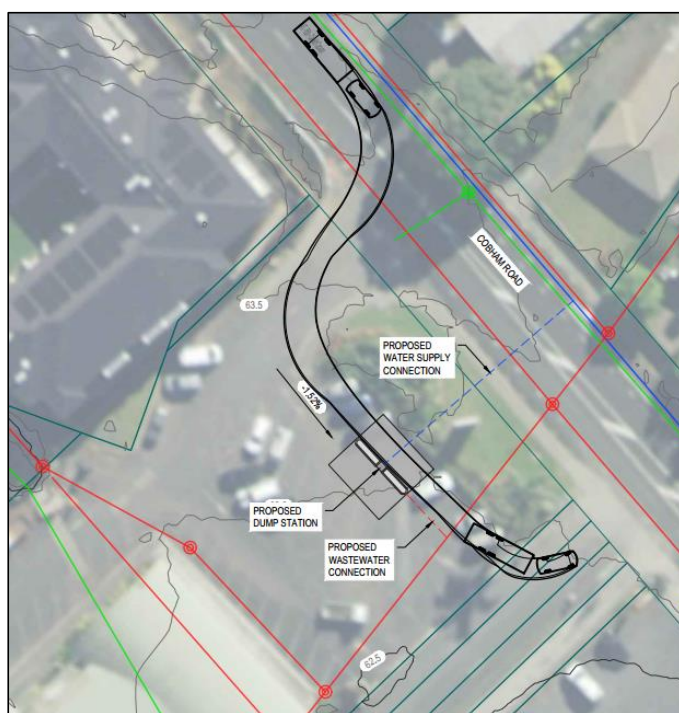


Figure 5 Turner Centre Site Location



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3.4 SH11, Te Haumi

3.4.1 Environmental Setting

The site is zoned Road under the Operative District Plan. A preliminary resource consent assessment by Council was not included for the site.

The site is located on a natural spit comprising sand, gravel and shell beach deposits that forms a causeway across the mouth of the Te Haumi River. The site contains a water tanker filling station and a gravel loop road connecting the two crossing off SH11. Council connections for water supply and wastewater drainage are available. Stormwater drainage may be directed to Te Haumi River on the landward side of the causeway with appropriate controls. Refer Figure 6 below and the preliminary layout plan and vehicle tracking appended.

The site including the full length of causeway and SH11 are low lying, RL 2.0m or less and subject to present day Coastal Flooding. The NRC Coastal Flood Hazard Assessment for Northland Region 2019-2020 (#62 Waikare Inlet) gives the following flood levels for the site:

- 2020 CFHZ0 – RL 1.6m
- 2080 CFHZ1 (+ 0.6m SLR) – RL 2.2m
- 2130 CFHZ2 (+ 1.2m SLR) – RL 2.8m
- 2130 CFHZ3 (+ 1.5m SLR) – RL 3.1m

All levels to New Zealand Vertical Datum 2016
SLR – Sea Level Rise

A coastal hazard assessment would be required to advise on the loss of service and increased risk of inundation with time from SLR.

To avoid sea water intrusion into the sewer system the dump station wastewater inlets should be raised at an appropriate level that includes an allowance for dynamic factors effect water levels such as vehicle bow waves and wind fetch waves formed within the inlet.

3.4.2 Traffic Impact

SH11 Road has a 6.5m wide single carriageway and is classified as a 'Primary Collector' with an estimated ADT of 4,155 VPD and a posted speed limit of 80kph.

The site has two sealed crossing off the highway which should be signed posted ENTRY and EXIT to manage one-way traffic flow through the facility for a two bay to station. For a single bay station access is required in both directions to accommodate vehicles with tank release valves on either side.

For crossing standards on the state highway, reference is made to NZTA Accessway Transit Planning Policy Manual version 1 No: SP/M/001. Table 5B.4. provides guidance on accessway standards, for up to 30 vehicle per day (having no more than one slow, heavy or long vehicle movements per week) onto a state highway with <10,000



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VPD use Diagram C. Since the dump station can expect more than one slow, heavy or long vehicle movements per week and more than 30 VPD, then NZTA may require widening as per Diagrams D or E.

Assuming vehicles enter by the southern crossing, then the critical sight distances are for right turning into the site by the southern crossing and vehicles exiting the northern crossing, these were estimated at 205 and 262m respectively. This achieves the NZTA Table 5B.1 requirement of 203m for the 85th percentile traffic (i.e. posted speed limit plus 10kph).

3.4.3 Parking

Queuing space is available to accommodate an additional two campervans should both dump station bays be in use.

3.4.4 Safety (CAS)

For the period 2014 to 2024 inclusive (10 years) there were two non-injury crashes reported within the vicinity of the site entrances. The first in 2018 during heavy rain involved two cars. The second in 2024 involved a car in collision with a post/pole during light rain after dark. No other details were available.

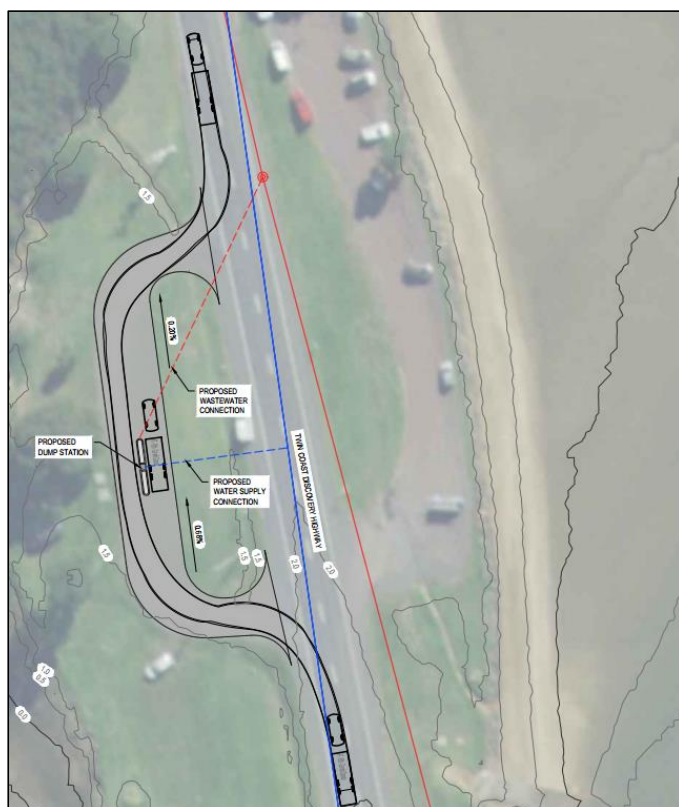


Figure 6 Te Haumi Site Location

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3.5 Te Puawaitanga - BOI Sports Hub

3.5.1 Environmental Setting

Detailed design for a dump station at the site was carried out by Haigh Workman in 2023. Refer Figure 7 below and engineering plans ref. 23 012 appended.

The site is zoned Rural Production under the Operative District Plan. A preliminary resource consent assessment by Council drew attention to septic tanks setback from boundary should these meet the definition of “building” under the Building Act 2004. That the proposed dump station activity is within the scope of the existing resource consent that established Te Puawaitanga and additional land use consent is not required for the activity.

The sports hub has its own water supply that could be readily extended to the site. Stormwater disposal would be into the piped drainage system established for the sports hub. A Council wastewater connection is not available and there is no reticulation available for Waipapa. Due to the chemical additives used to sanitise that the waste an onsite treatment system is not feasible. Instead, we recommend a 12,500L inground storage tank which for an average caravan/campervan wastewater cassette capacity of 20L is equivalent of 625 vehicles.

3.5.2 Traffic Impact

The site has been developed as a sports hub. The intersection onto SH10 was designed for daily vehicle movements of 1,000vpd and 200vph with a 50/50 inbound/outbound split and a 70/30 northbound/southbound split for vehicles entering/exiting the site. A sensitivity analysis was undertaken doubling the site trip generation to 400vph (200vph inbound/200vph outbound) which showed the intersection continued to operate well.

The additional traffic generated by the dump station would not have a significant effect.

3.5.3 Parking

Queuing space is available to accommodate an additional two campervans should both dump station bays be in use.

3.5.4 Safety (CAS)

Te Puawaitanga was officially opened in May 2025, there have been no reported crashes since then.



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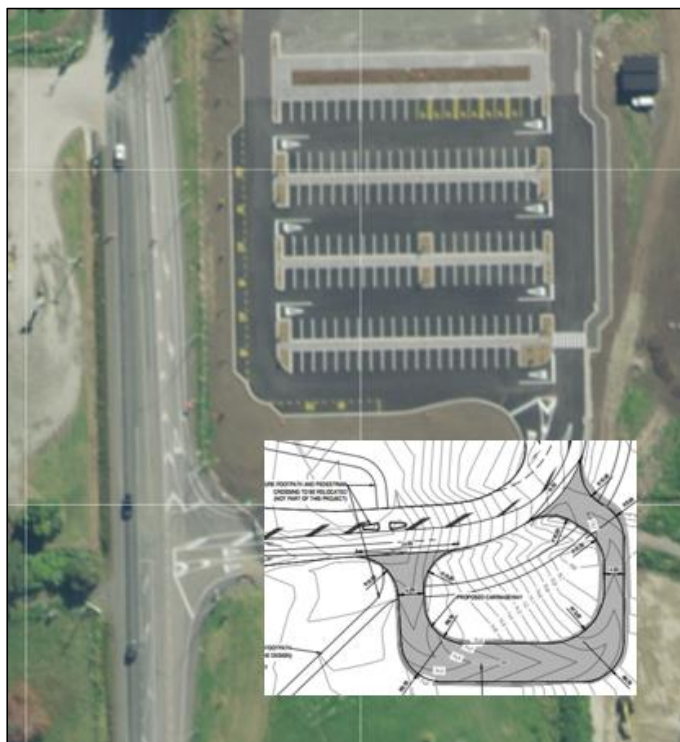


Figure 7 Te Puawaitanga Site Location



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Appendix A

Council Briefing Paper dated 23 May 2025

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HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Briefing paper for: Kerikeri Dump Station Traffic Modelling & Analysis

Responsible Officer: Jeanette England – Design Officer, Infrastructure Engineering
Date: 23 May 2025

Ngā whāinga | Purpose

Provide a brief outline of the purpose of the briefing paper:

- 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 and north to Mangonui.
- There is increasing demand for Council to establish an alternative dump station in the Kerikeri area as quickly as possible.
- Council started investigating possible sites for the location of a new dump station however this has proven to be more difficult than originally anticipated as the preference is to have this facility on Council owned land.
- Council has begun investigating potential sites, preferably on Council owned land, however identifying a suitable location has proven more challenging than expected.

Horopaki | Context

What has happened to lead to this point and why is this briefing required now:

- Staff, elected members and the NZMCA have identified some sites for consideration.
- To enable the elected members to make an informed decision the suggested sites will require further investigations, traffic modelling, and indicative costings for development of a new dump station.
- Four suggested sites under consideration are:
 - Turner Centre, 43 Cobham Road, Kerikeri
 - Te Puawaitanga, 1936 State Highway 10, Waipapa
 - Julian Carpark, 2 Homestead Road, Kerikeri
 - Aranga Reserve, 16 Aranga Road, Kerikeri
- Additional sites may be added to the investigations as they are identified.

Ngā kōrerorero | Discussion

What factors need to be considered:

- Preliminary resource consent assessments have been undertaken on each of these sites and a summary of each is listed below:

Turner Centre:

- Resource consent is required due to breaches of District Plan traffic movement rules.

- Input from a suitably qualified transport engineer is required.
- The existing resource consent that established the Turner Centre requires the maintenance of the landscaped area and existing car parking spaces.
- Any impact on landscape areas or parking must be addressed in the application for consent.

Te Puawaitanga:

- This planning assessment should be updated after the dump station layout and wastewater septic tank design has been completed by a suitably qualified person.
- This will enable confirmation of compliance with setback from boundary rules if the septic tanks meet the definition of “building” under the Building Act 2004.
- The proposed dump station activity is within the scope of the existing resource consent that established Te Puawaitanga.
- Additional land use consent is not required for the activity.

Julian Carpark:

- The proposed activity complies with the permitted activity standards in the Commercial Zone.
- A design by a suitably qualified person for the carparking and access layout is required before compliance with Chapter 15 – Transportation can be confirmed.
- We recommend obtaining advice from a suitably qualified transport engineer before proceeding.
- Note: The adjacent site is currently being developed. There may be scope to work with the developer to secure access easements.

Aranga Reserve:

- Further details on the preliminary planning assessment to be provided.

E whai ake nei | Next Steps

Objectives

1. Traffic Flow Analysis: Evaluate current traffic patterns and predict future traffic volumes at the proposed dump station.
2. Capacity Planning: Determine the optimal number of dump stations needed to accommodate peak traffic
3. Safety Assessment: Identify potential safety hazards and propose mitigation measures.
4. Environmental Impact: Assess the environmental impact of traffic and propose sustainable solutions.

Deliverables

1. Traffic Flow Report: Detailed analysis of current and projected traffic volumes.
2. Capacity Planning:-Determine the required number and configuration of the dump stations.
3. Safety Plan: Identify and mitigate potential safety risks.
4. Environmental Impact Report: Analysis of environmental impact and address environmental effects.

Scope of Work

1. **Data Collection:**
 - Gather traffic data from existing dump stations.
 - Gather motorhome & caravan visitor data from relevant sources e.g. iSite, NZMCA, Northland Inc.
 - Collect environmental data related to traffic flow.
 2. **Traffic Modelling:**
 - Develop models to analyse and predict traffic for each site, considering peak and seasonal variations.
 3. **Capacity Planning:**
 - Determine the optimal number (single or double) and location of stations at each site.
 4. **Safety Assessment:**
 - Identify potential safety hazards (e.g. congestion, vehicle collisions, pedestrian safety).
 - Propose mitigation measures (e.g. signage, traffic control devices).
 5. **Environmental Impact:**
 - Assess impacts of traffic (e.g., emissions, noise).
 - Recommend sustainable solutions (e.g., green infrastructure, emission reduction strategies).
-

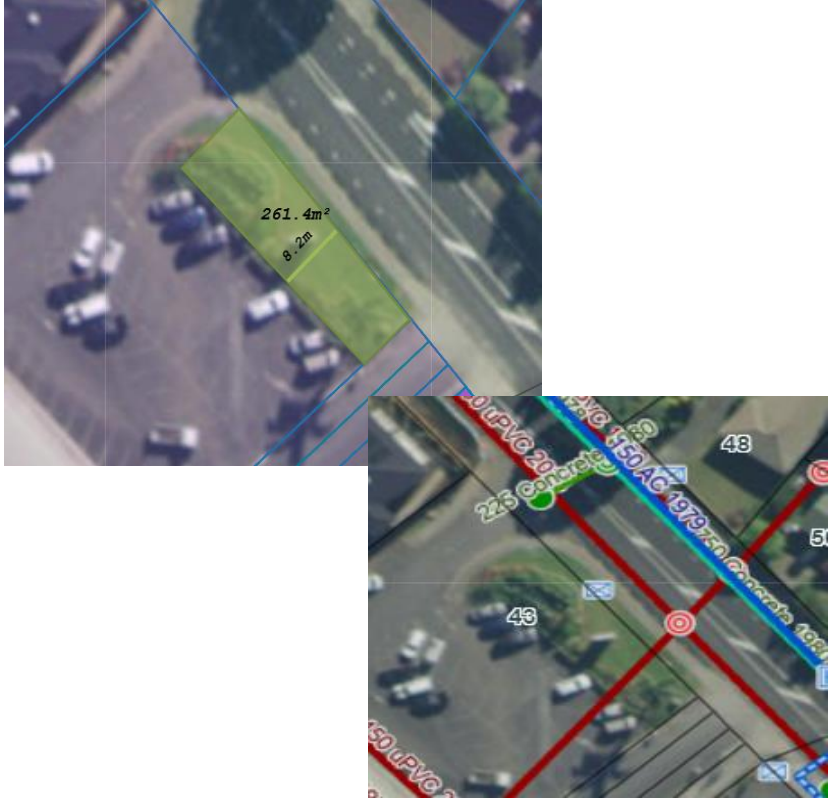
6. Timeline

- Phase 1 (1 month): Data Collection
- Phase 2 (1 month): Traffic Modelling, Capacity Planning, Safety Assessment and Environmental Impact and rough order cost estimates for each site.
- Final Report (1 month): Compilation and presentation

7. Stakeholders:

- Design Officer: Jeanette England
- Community Board: Bay of Islands-Whangaroa Community Board
- Iwi/Hapu: Ngāti Rehia
- NZMCA

Ngā tāpiritanga | Attachments**SITE INFORMATION****Option 1: Turner Centre, 43 Cobham Road, Kerikeri**

	 <p>Aerial photo showing site location.</p>
Property Owner	Far North District Council
Legal Description(s)	Title: 863528, Lot 2 DP 530590
Area	260 m2

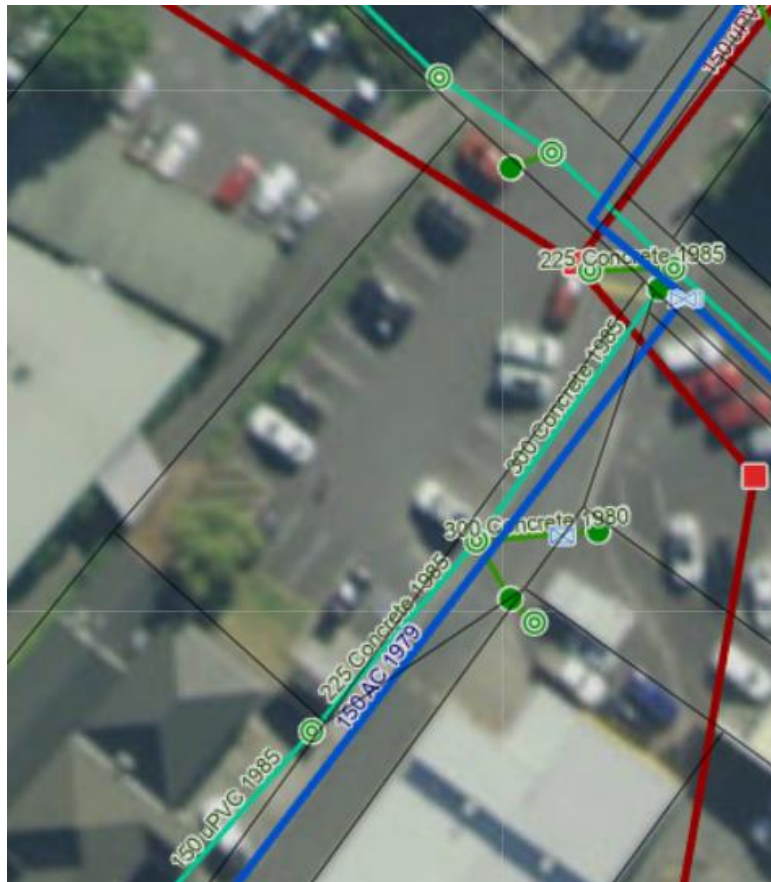
Option 2: Te Puawaitanga, 1936 State Highway 10, Waipapa

- Connection to on-site storage tanks



Aerial photo showing site location.

Property Owner	Far North District Council
Legal Description(s)	Title: 62858 Lot 18 DP 316057
Area	5556m2

Option 3: Julian Carpark, 2 Homestead Road, Kerikeri

Aerial photo showing site location.

Property Owner	Far North District Council
Legal Description(s)	Title: 468845, Part Lot 13 DP 28912
Area	762m2

Option 4: Aranga Reserve, 16 Aranga Road, Kerikeri

Aerial photo showing site location.

Property Owner	Far North District Council
Legal Description(s)	Title: 198264, Lot 50 DP 348294
Area	2,510 m2



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Appendix B

Dump Station Guide 2015 published by New Zealand Motor Caravan Association



DUMP STATION GUIDE

New Zealand Motor Caravan
Association 

August 2015



DUMP STATION FUNDING



Dump stations are small facilities that help protect public health and the environment by ensuring the proper disposal of black and grey waste water from motor caravans and caravans.

The NZMCA provides assistance for the installation of public dump stations by way of a:

- (1) pre-cast unit (and fittings) built to **NZS 5465:2001 – NZ Standard for Self Containment of Motor Caravans and Caravans** – that requires minimal work to assemble and install, along with the appropriate signage to assist the public in locating the site;
- (2) if necessary, additional financial assistance (assessed on a case by case basis).

In return, we require the dump station to meet the following conditions for its economic life:

- Accessible to the general public 24 hrs a day
- Accessible for large vehicles (*e.g. 12m buses*)
- Built to a design that meets the approval of NZMCA and relevant Council requirements
- Able to be used for no charge (*We are not opposed to a donation so long as the donation is not 'required'*)
- In a location where NZMCA members have verified a need for a dump station (*The NZMCA will investigate this part once we have your request for funding*)

*The NZMCA has a limited budget, so meeting the above conditions **does not guarantee** that funding can be approved in that financial year.*

You may purchase units and signs. Please visit www.nzmca.org.nz for an order form.

We publish the location of dump stations in our members' Travel Directory, bi-monthly Motor Caravanner magazine, and website.

If the dump station is well-designed and fully accessible, then no one has any excuse for not using the facility and this will help protect public health and the environment from indiscriminate waste disposal.

To apply for **funding**, submit the application form at the end of this guide and include any necessary supporting documentation.

NZMCA representatives are willing to volunteer their expertise and assist local authorities, organisations and contractors to find suitable locations for dump stations, and provide technical advice for installation.

DUMP STATION INSTALLATION

Dump stations need to be positioned with appropriate access, e.g. drive through, or a large turning area, for longer length vehicles as motor caravans can be up to 12m long and can have their tank release valves on any side of the vehicle.

Constructed dump stations:

Appendix B of NZS 5465:2001 (below) outlines the minimum requirements for dump station installations.

Below is a photo of a practical dump station installed in Omokoroa, giving an idea of the size and look of the facility, and a schedule of materials and plans for the 'ideal' dump station.

We recommend you use a gully trap in the dump station with a removable grate for people to empty port-potties, or use non-standard sized hoses without spillage or blockage.

If you have no grate over the open hole of the gully, the station will need a lid to keep out litter and leaves.

Two x 1m posts either side of the dump station is recommended to prevent vehicles driving over the top and damaging the unit.



NZS 5465:2001**Appendix B – Dump station installations****B 1**

Dump stations for the disposal of waste water from the waste tanks of motor caravans and caravans having self containment certificates in accordance with this Standard shall comply with the following minimum requirements.

Note: waste outlets can be on either side of the vehicle.

B 2

The station shall be on an un-floodable level site with a good vehicular access and egress, and should be clearly marked with this complying sign. **Ideally, large vehicles should be able to "drive by" from either direction.**

B 3

The station shall consist of:

- a) A self cleansing unit of at least 600 x 500 mm with an upstand surround of not less than 100 mm, above the adjacent carriageway or on sealed surfaces 25 mm with a gradient to the outlet of at least 1 in 60.

The following is to clarify the above instructions:

(i) A self-cleansing unit of at least 600 x 500mm with an internal upstand of not less than 100mm with an internal gradient to the outlet of at least 1 in 60;

(ii) The external upstand of the Dump Station not more than 100mm and not less than 25mm above the carriageway serving the facility.

For current drainage regulations refer to Acceptable Solution G13/AS2.

- b) The following shall be mounted in the base:

- i. A 75mm diameter bayonet coupling;
- ii. A 75 mm diameter cap to seal the bayonet coupling;
- iii. A 100 mm N.B. floor waste outlet with protective grate; or
- iv. A 100 mm N.B. sewer pipe with a water seal.

- c) Mounted over the base shall be:

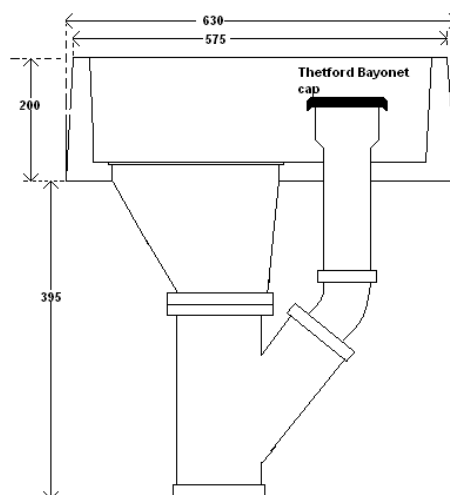
- i. A water standpipe with the tap, and backflow prevention device as approved by the local authority consent not less than 450 mm above the base;
- ii. A flexible hose of not more than 300 mm length attached to the tap.

B 4

The installation shall be connected to a waste water treatment system and shall comply with all appropriate regulatory and bylaw requirements.

PRE-CAST DUMP STATIONS

In an effort to standardise the construction of dump stations around New Zealand, we have developed a pre-cast lightweight version to comply with NZS 5465:2001.



Top of unit	540 x 575mm
Base of unit	590 x 630mm
Lid	600 x 600mm with hinge straps embedded into concrete surround
Total weight	approx. 80kg
Gully trap	adjustable supplied if required
Grating dish	inside gully dish



SCHEDULE OF MATERIALS: DUAL BAY DUMP POINT (see figure 2)

Note: A building consent application will have to be gained for approval to construct the foul sewer drainage portion of this work.

Island

- 'Dump point' island [typical size 9000 x 800mm] with rounded ends. Constructed with concrete kerb to perimeter with 100mm thick concrete slab 2850mm long in centre and grassed surfaces each end. Include all reinstatement of surrounding surfaces. **Note: Lip of dump station unit should be flush with surface of concrete slab to remain no more than 100mm from the carriageway.**

Water

- Water supply pipe from existing reticulation run to one outlet in the island including all necessary excavation, imported fill, backfill, surface reinstatement, pipe work, fittings, connection to existing system as required.
- 1 No. vertical water supply pipe finishing 1100mm above island with bend and extension for tap, fixed with saddle clamp to timber post.
- 1 No. backflow prevention device.
- 1 No. Self closing bib tap (for non-potable water tap)
- 1 No. Self closing bib tap with screwed ruff (>15sec timer) or standard brass hose tap (for potable water). Contact us for further information on bib taps.
- 1 No. 500mm long flexible hose pipe and coupling for attachment to tap.
- No.100 x 100 x 18000 long H5 Tanalised Pine posts set in ground and bedded in concrete.
- 1 No. Non-potable water sign mounted on post.
- 1 No. Drinking water sign mounted on post where fresh water supply is located.

Foul Sewer Drainage

- 1 No. Building consent approval.
- 1 No. 100mm diameter sewer branch pipe work from existing foul sewer system to new vehicle dump point including all necessary excavation, imported fill, backfill, surface reinstatement, pipe work, fittings, connection to existing system as required in accordance with Local Authority requirements.
- 1 No. 700 x 550 precast concrete surround set in concrete slab.
- 1 No. 100mm diameter sewer P-trap, connected to new pipe work.
 - 1 No. 100 x 100 x 75 dia. sewer pipe junction.
 - 1 No. 300 x 210 Marley gully 1575-100 without grate, bed in concrete.

- 1 No. 75 dia. sewer pipe in vertical extension with bend as detailed connected to branch, terminating with 75 bayonet coupling set in concrete.
- 1 No. 75 dia. airtight cap to coupling with chain stay fixed to concrete.
- 1 No. Cement plastered grading of concrete base of sump trap to falls.

Metal lid/cover (supplied with approved funding)

- 2 No. Purpose made hinges each comprising two lengths 50 x 6 MS flat, one end fish tailed for casting into concrete, both drilled for and complete with M12 bolt and locking nut, other end welded to checker plate lid.
- 1 No. 700 x 550 x 6mm checker plate cover with lifting ring.
- 1 No. Hot dip galvanise plate and hinges
- 2 No. Cast hinges into concrete base.

DUMP STATION SIGNS

When a new public dump station is to be installed we may provide the following signs:

Small	300 x 300mm, single sided
Medium	300 x 580mm, double sided
Large	470 x 900mm, double sided
Water	150 x 210mm, potable and non-potable

Medium and large signs come with brackets and straps.



Small, medium and large signs in situ

Figure 1 – ILLUSTRATIONS OF TYPICAL DUMP STATION SET UP

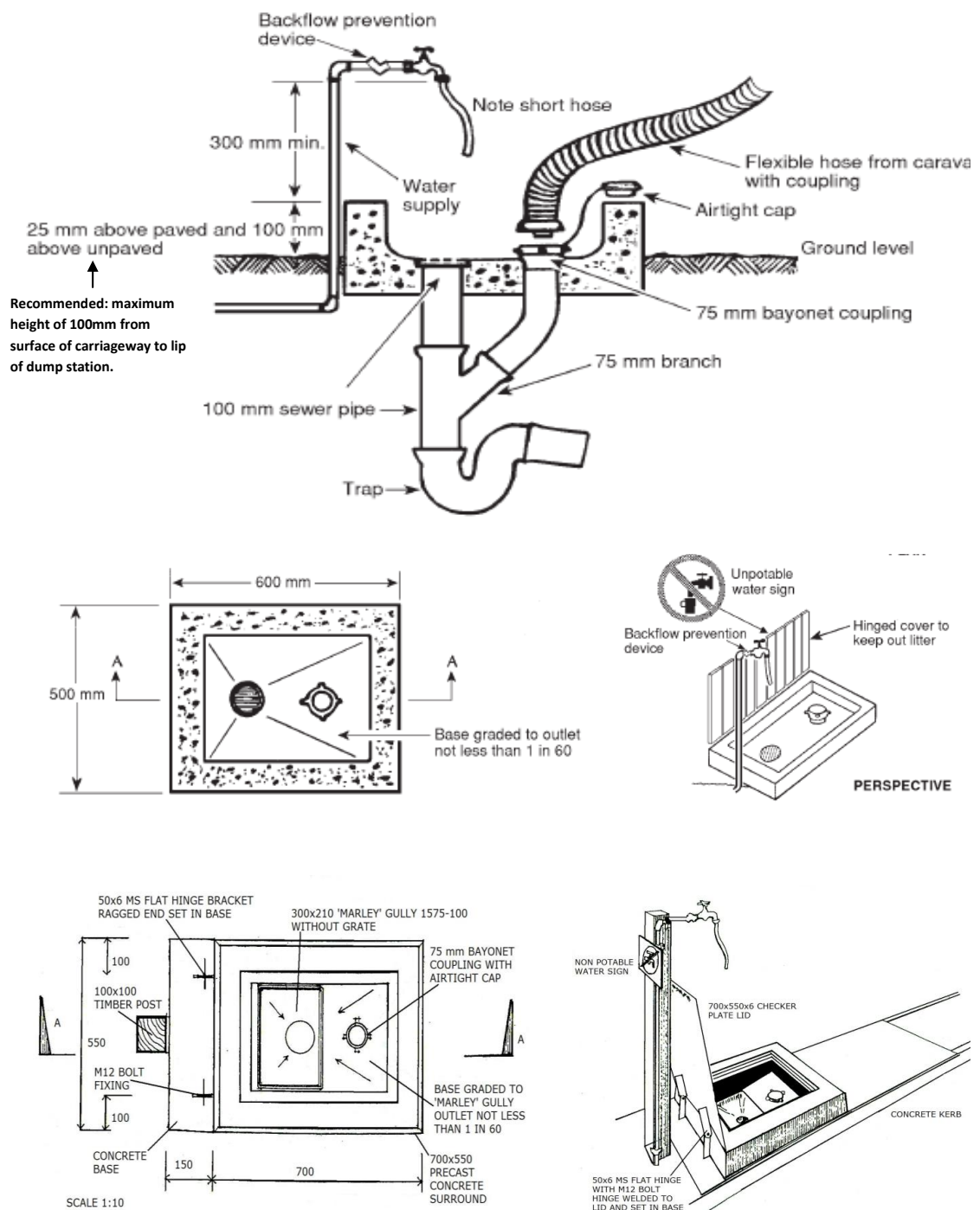
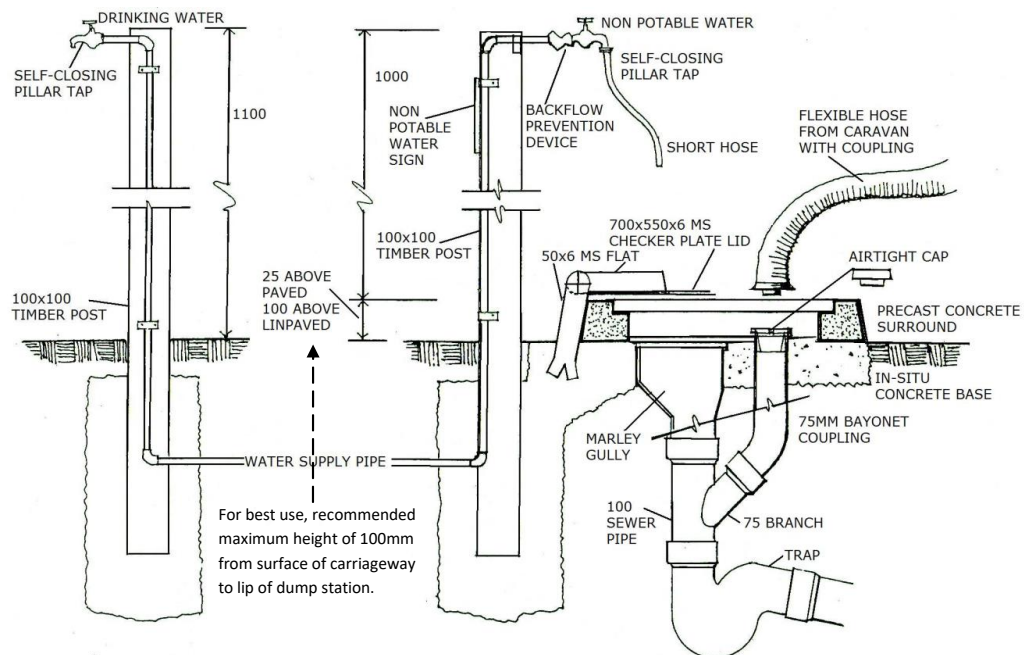
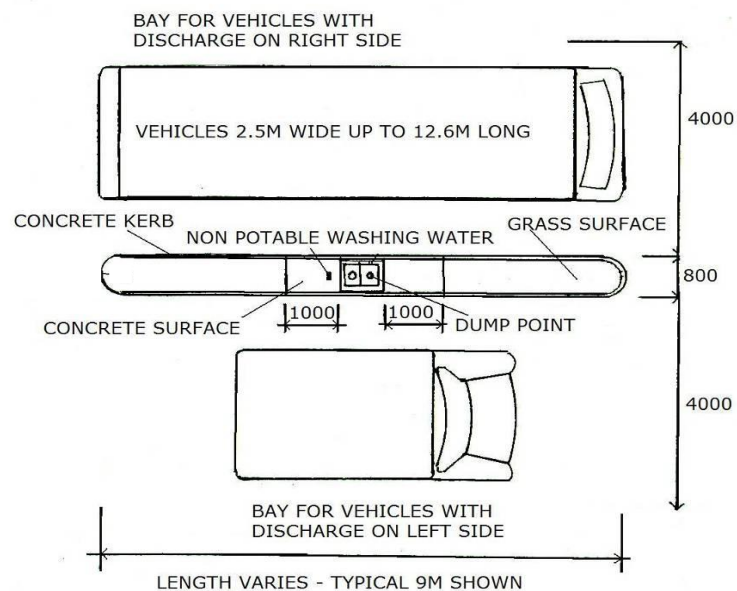


Figure 2 - DUAL VEHICLE DUMP POINT IN ACCORDANCE WITH NZS 5465:2001



If fresh water tap/s are to be included in the installation, it is recommended that they be installed as far away from the D/S carriageway as the site will allow. With the increasing numbers using the facilities congestion can occur frequently.



DUMP STATION ASSISTANCE REQUEST FORM

☐ Pre-cast unit ☐ Signs ☐ Gully trap

Site name: _____

Contact person(s): _____

Phone: _____

Fax: _____

Email: _____

Dump station delivery address: _____

Installation date: _____

Dump station location: _____

GPS Coordinates (if known)

Latitude: _____

Longitude: _____

Other conditions: _____

Please signage required:

- ☒ Small 300 x 300mm, single sided
- ☒ Plaque 200 x 45mm, single sided
- ☐ Medium 300 x 580mm, double sided
- ☐ Large 470 x 900mm, double sided, meets NZTA req. for State Highways
- ☐ Potable (water) 150 x 210mm
- ☐ Non-potable (water) 150 x 210mm

Name: _____

Signature: _____


Date: _____


Please whichever applies:


☒ Will be built to a design that meets the approval of the NZMCA and local council

☒ Accessible 24 hours a day, 365 days a year

☒ No usage fee

☐  Septic/holding tank (limited capacity)

☐  Fresh water provided near dump station

☐  Large vehicle access

Please attach:

- ☐ Consent approval / confirmation from local council to install
- ☐ Plans/drawings
- ☐ Covering letter (if requiring financial assistance)
- ☐ Estimated total installation costs

New Zealand Motor Caravan Association Inc.

P.O. Box 72147, Papakura 2244

Fax: 09 298 5646

Phone: 09 298 5466

Email: ina@nzmca.org.nz

August 2015



Traffic Study for
Motorhome & Caravan Dump Station
4 Sites in Kerikeri & 1 in Paihia
for
Far North District Council

HW Ref 25 126
September 2025

Appendix C - Drawings

NZ MCA Dump Station Installation Guidelines Standard Drawings:

Sheet 01 – Single Access Dump station Plan and Section

Sheet 02 – Dual Access Dump Station Plan and Section

Sheet 03 – Dual Dump Station and Island for Sealed Road Plan and Longitudinal Section

Sheet 04 – Standard Details

Sheet 05 – Standard Details

Haigh Workman Drawings:

Drawing 25 126/P1 – Overall Site Plan (Aranga Reserve, Julian Park and Turner Centre)

Drawing 25 126/P2 – Aranga Reserve

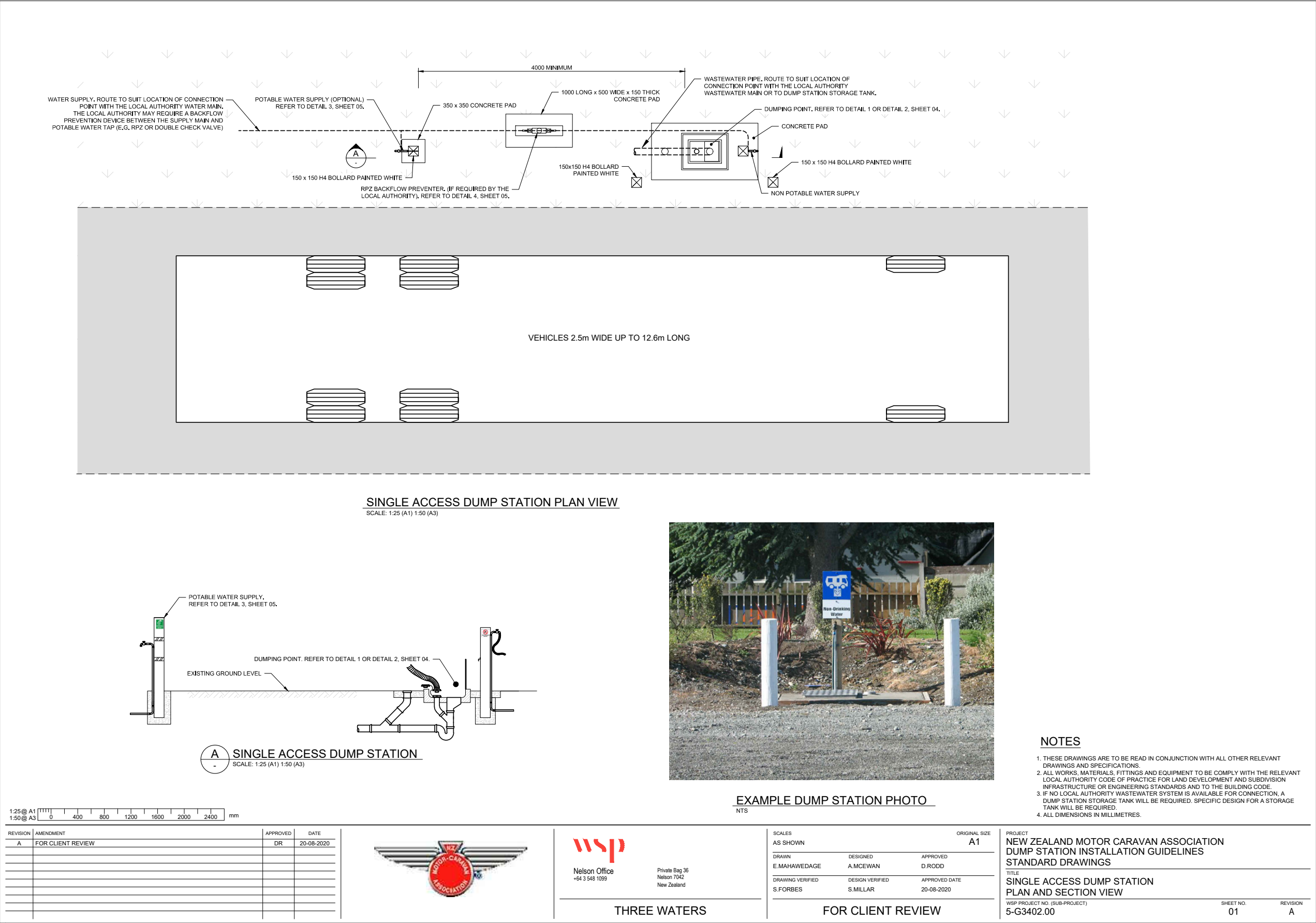
Drawing 25 126/P2-2 – Aranga Reserve Alternative Vehicle Tracking

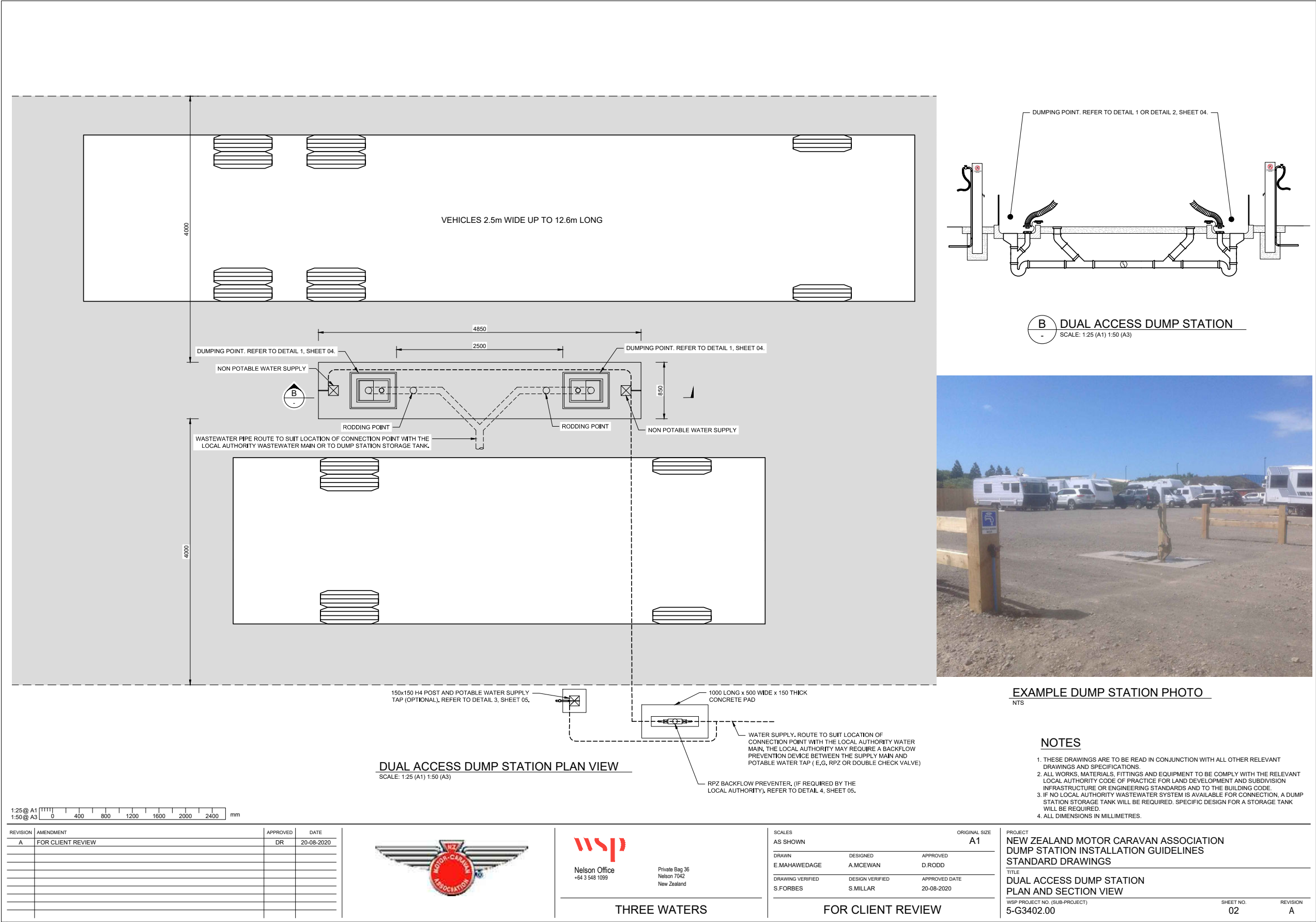
Drawing 25 126/P3 – Julian Park

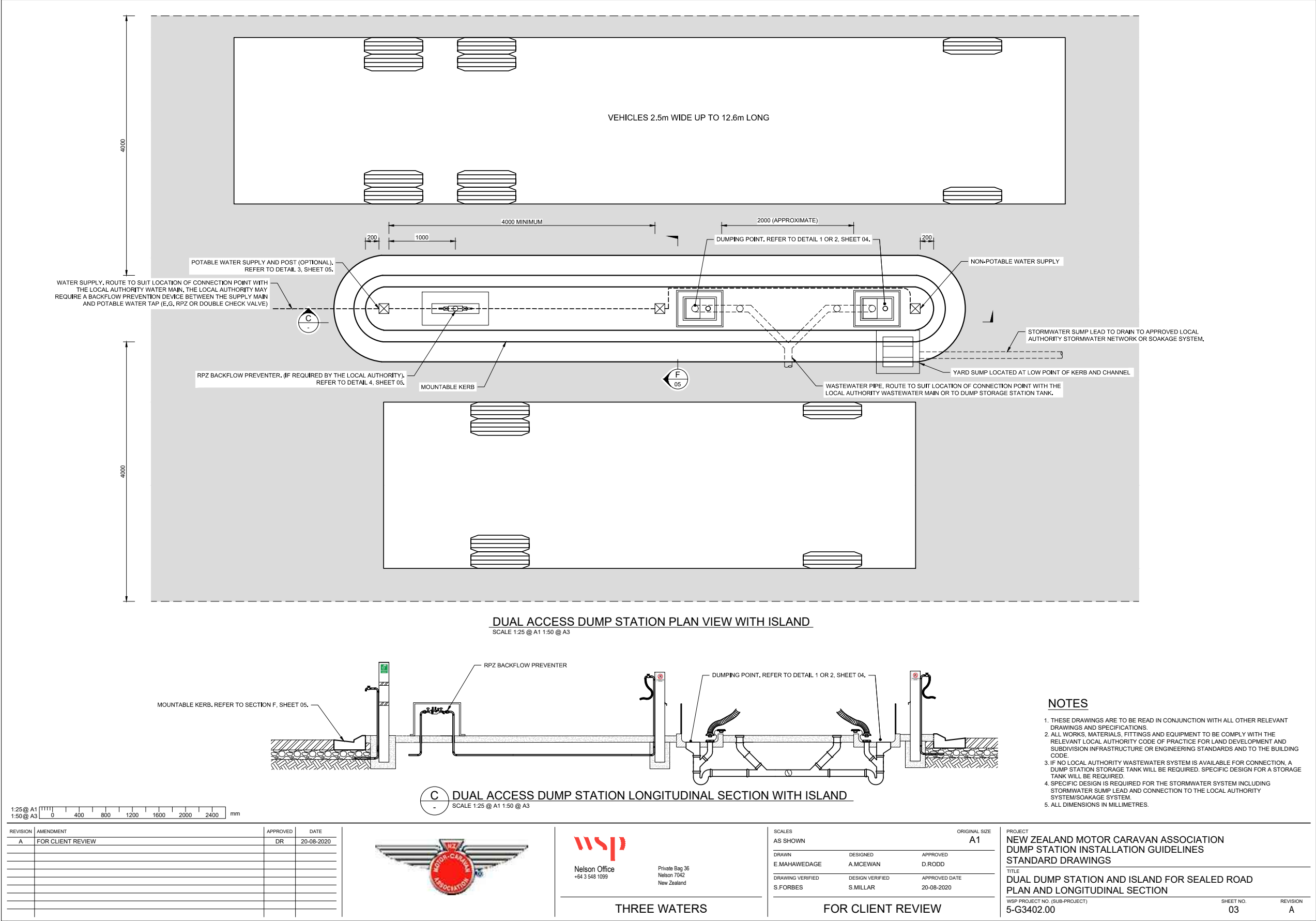
Drawing 25 126/P4 – Turner Centre

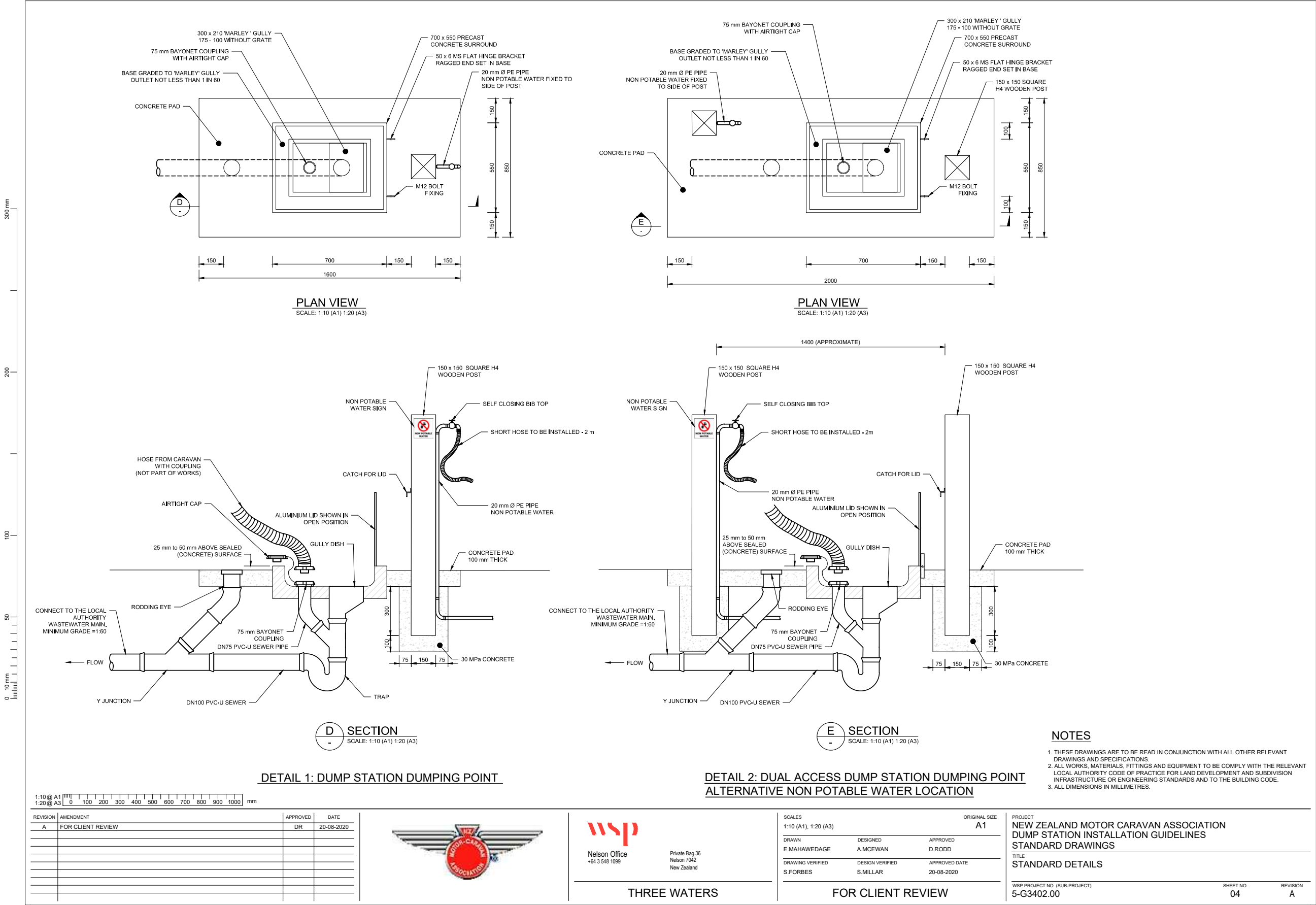
Drawing 25 126/P5 – Paihia Road (Te Haumi)

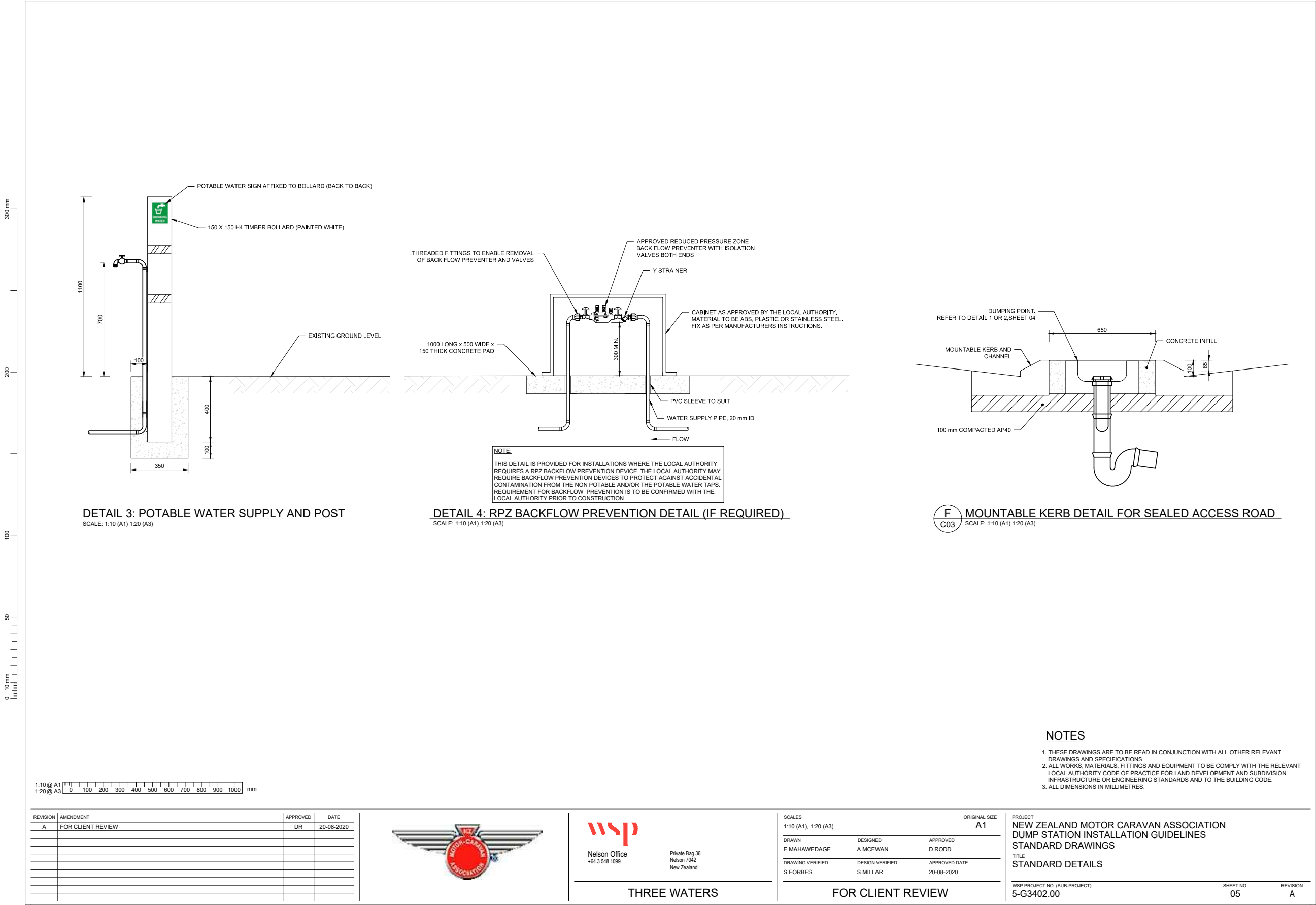
Drawing 23 012/STN-01, EXP-01 to 02, EWP-01 to 04, ESP-01, ESD-02, RDC01, RDC-01 to 03, RDD-01, DSD-01 to 02, SEP-01, SWP-01, SWL-01, SWD-01 to 04 – Te Puawaitanga - Bay of Islands Sports Hub





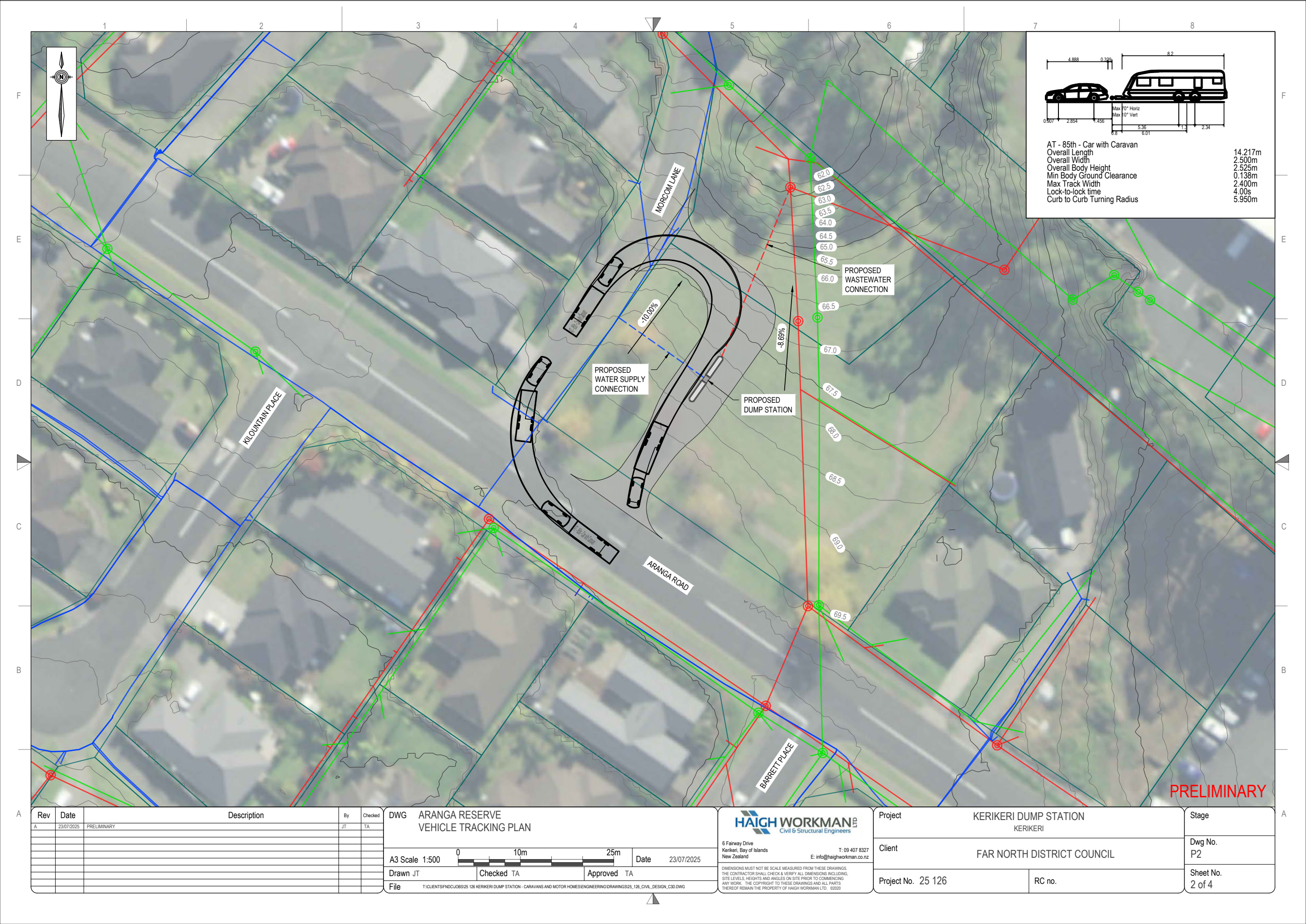


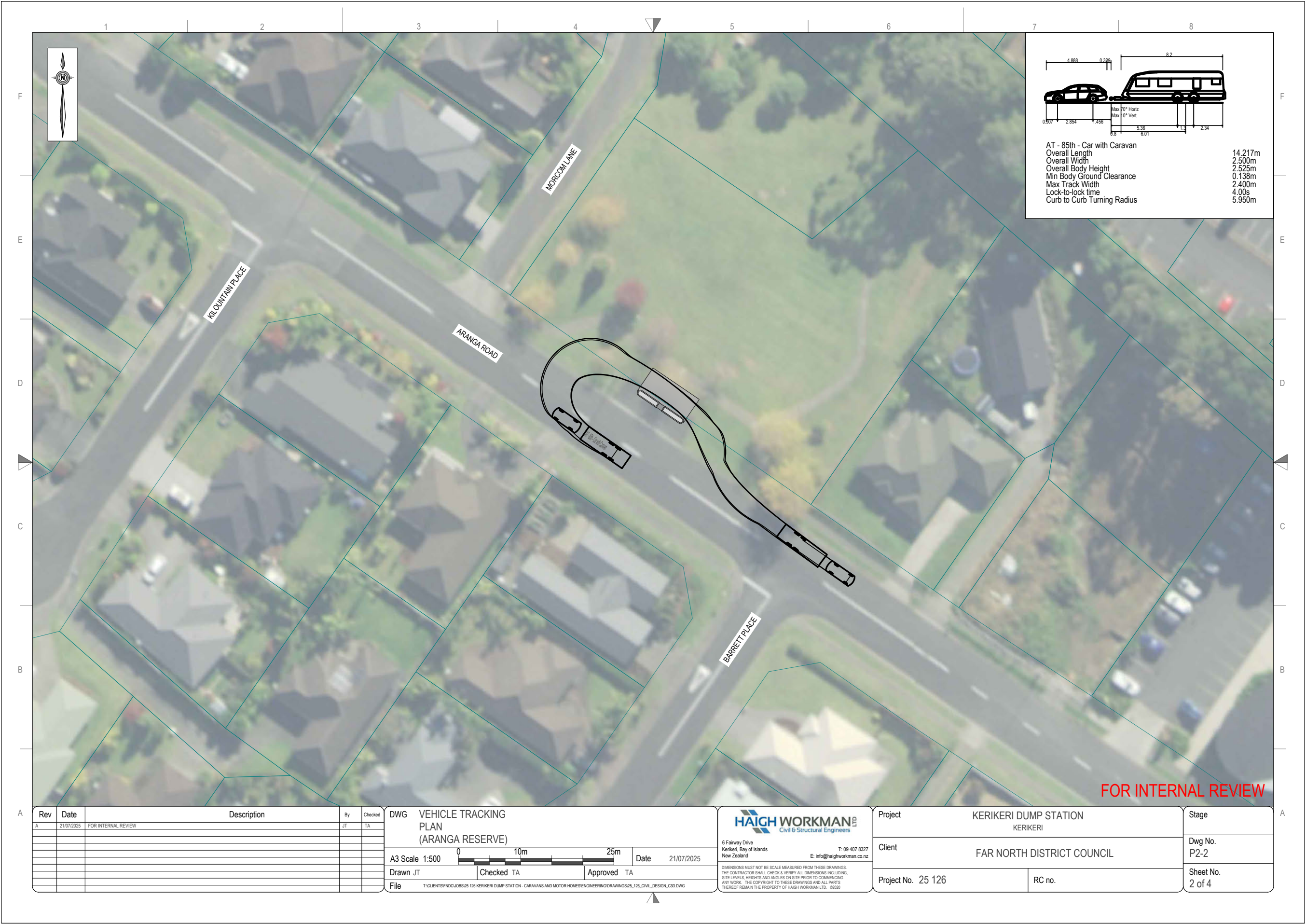


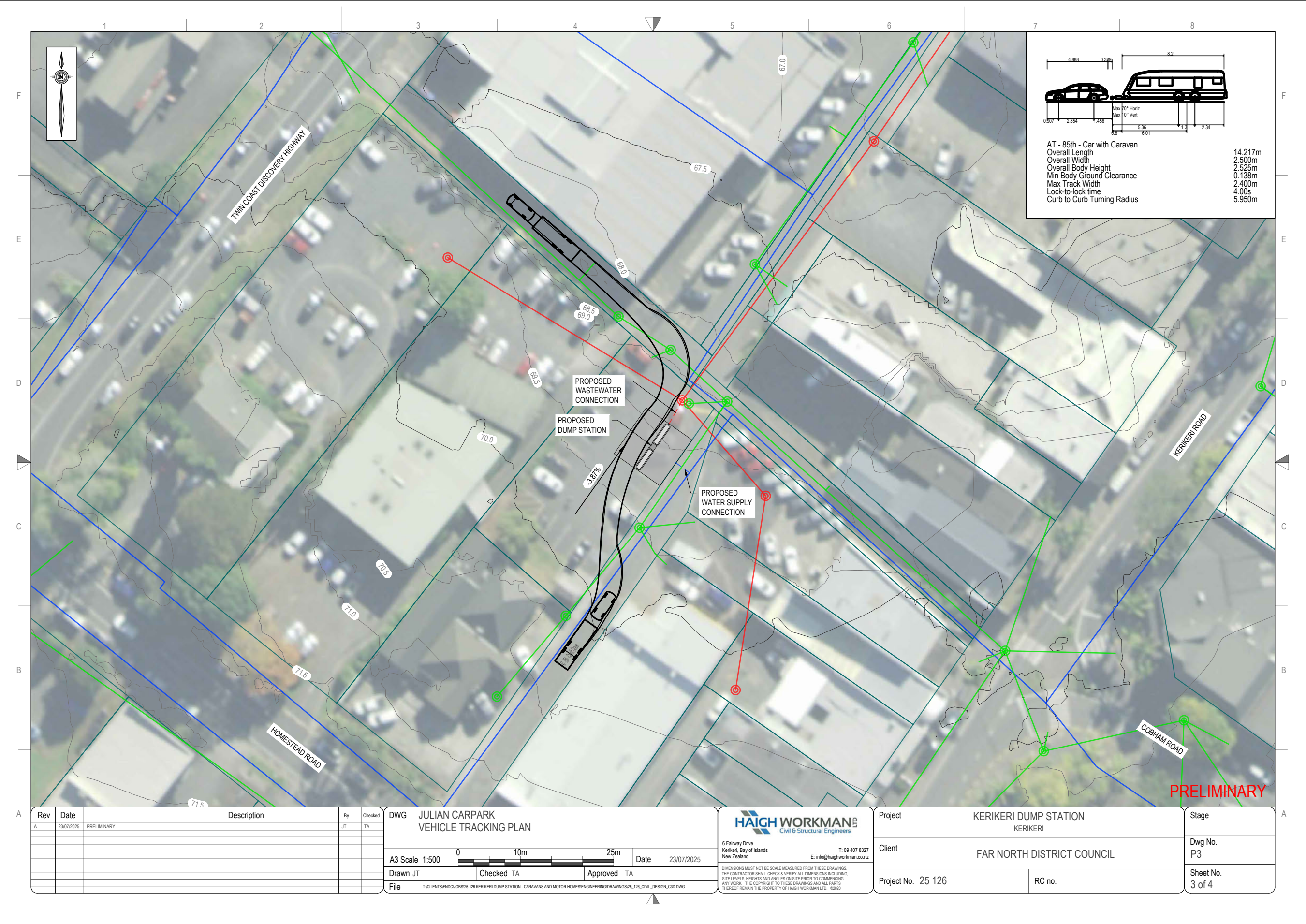


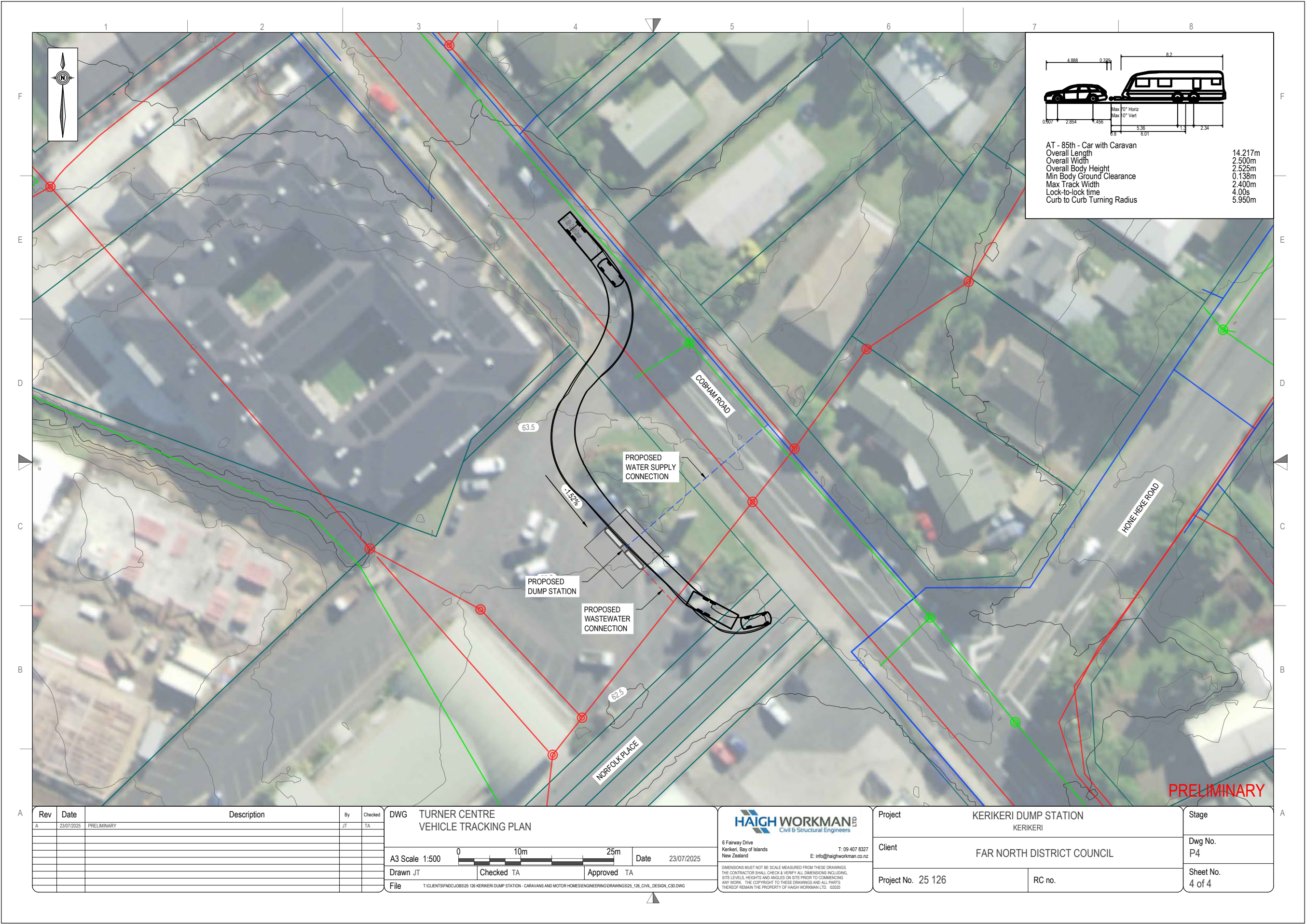


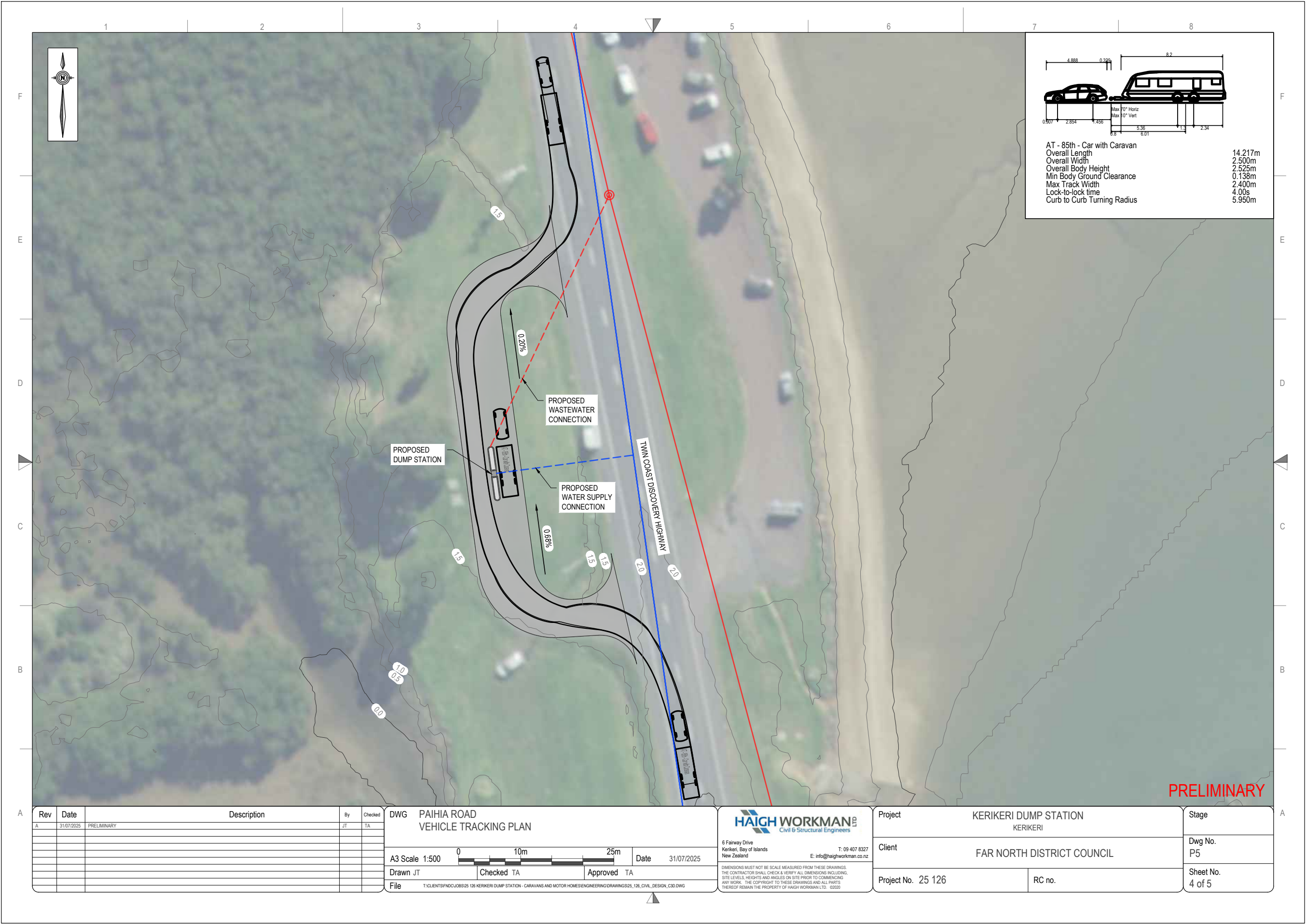
Rev		Date	Description	By	Checked	DWG OVERALL SITE PLAN KEY SHEET		HAIGH WORKMAN Civil & Structural Engineers		Project KERIKERI DUMP STATION KERIKERI		Stage
A		23/07/2025	PRELIMINARY	JT	TA			6 Fairway Drive Kerikeri, Bay of Islands New Zealand T: 09 407 8327 E: info@haighworkman.co.nz		Client FAR NORTH DISTRICT COUNCIL		Dwg No. P1
						A3 Scale 1:2500		0 50m 125m		Date 23/07/2025		
						Drawn JT		Checked TA		Approved TA		
						File		T:\CLIENTS\FNDC\0525 126 KERIKERI DUMP STATION - CARAVANS AND MOTOR HOMES\ENGINEERING\DRAWINGS\126_138_CIVIL_DESIGN_CD.DWG		Project No. 25 126		Sheet No. 1 of 4
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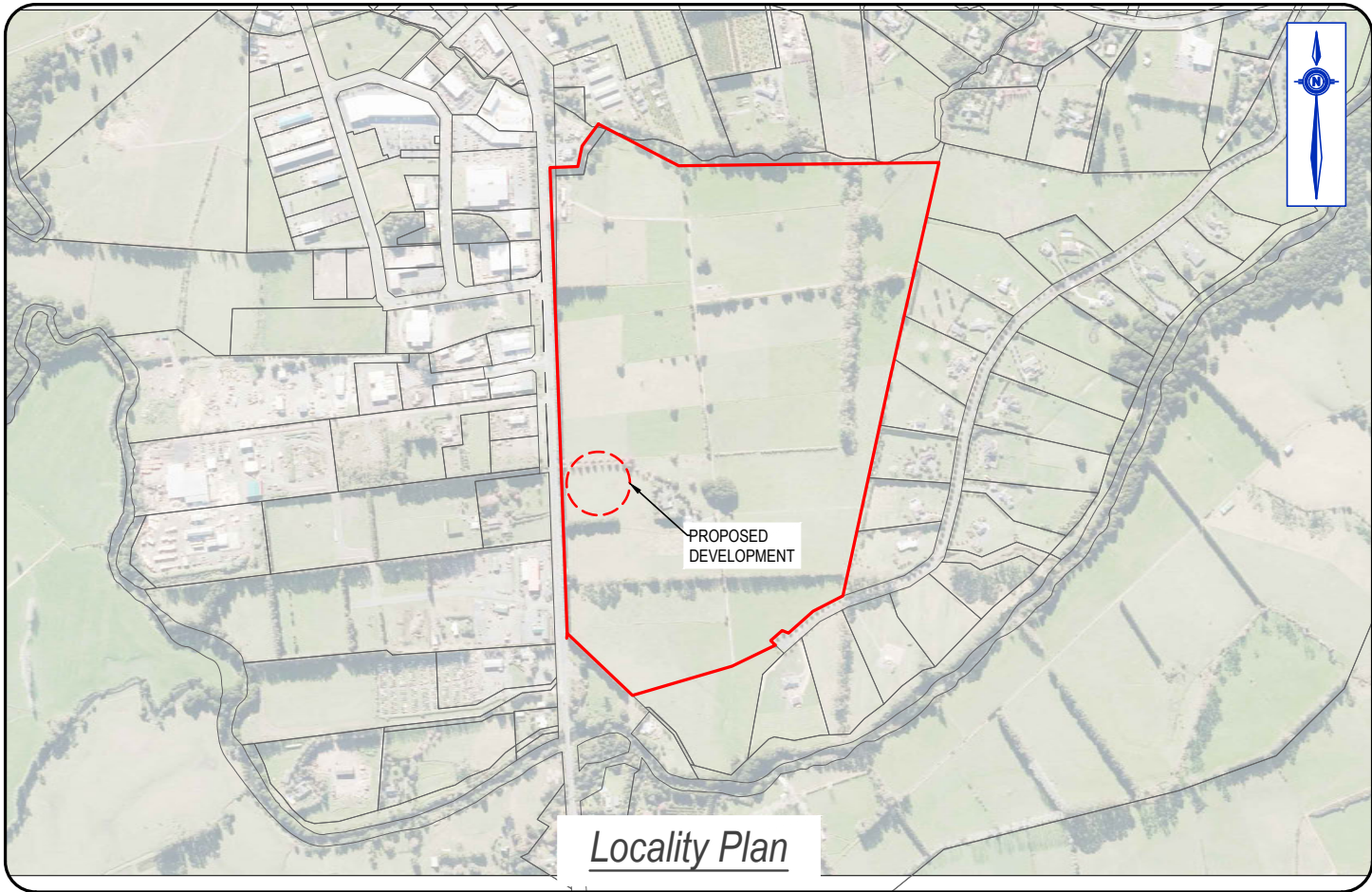




WAIPAPA CARAVAN DUMP STATION

1936 STATE HIGHWAY 10, WAIPAPA (LOT 18 DP 316057)

FAR NORTH DISTRICT COUNCIL



Index				
Sheet No.	Title 01	Title 02	Title 03	Revision No.
RDC-01	COVER PAGE AND DRAWING LIST			-
STN-01	DRAWINGS NOTES			
EXP-01	SITE LOCATION PLAN			
EXP-02	SITE DEVELOPMENT AND EXISTING CONTOURS			-
EWP-01	PROPOSED DEVELOPMENT AND FINISHED CONTOURS			-
EWP-02	ROAD ALIGNMENT AND FINISHED CONTOURS			-
EWP-03	SUBGRADE CONTOURS			-
EWP-04	EARTHWORKS VOLUMES - CUT AND FILL			-
ESP-01	EROSION AND SEDIMENT CONTROL	PLAN		-
ESD-02	EROSION AND SEDIMENT CONTROL	DETAILS		-
RDC01	ROAD 01	LONG SECTION		-
RDC-01	ROAD 01	CROSS SECTIONS		-
RDC-02	ROAD 01	CROSS SECTIONS		-
RDC-03	ROAD 01	CROSS SECTIONS		-
RDD-01	ROAD 01	PAVEMENT TYPICAL DETAIL		-
DSD-01	DUMP STATION RAISED ISLAND	TYPICAL DETAIL		-
DSD-02	DUMP STATION ISLAND	TYPICAL DETAILS		-
SEP-01	PROPOSED SERVICES			-
SWP-01	PROPOSED STORMWATER NETWORK	PLAN		-
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SWD-01	CATCHPIT DETAILS			-
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SWD-03	DURACRETE UNDERGROUND SEPTIC TANK	ANTIFLOATATION DETAIL - CAST ON SITE		-
SWD-04	KERB AND CHANNEL DETAIL	SUBSOIL DETAIL		-



HAIGH WORKMAN
Civil & Structural Engineers

6 Fairway Drive
Kerikeri, BOI.

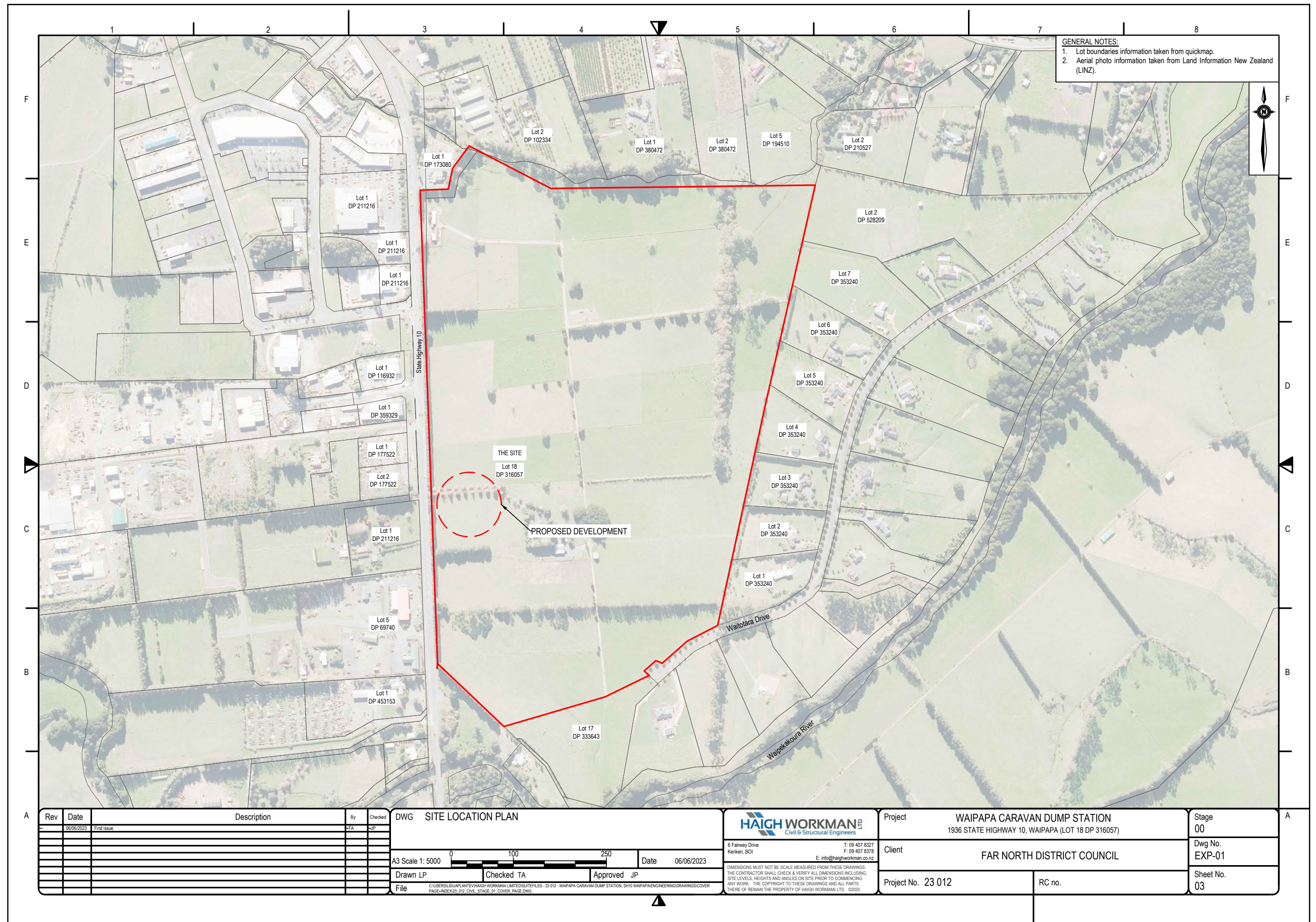
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F: 09 407 8378
E: info@haighworkman.co.nz

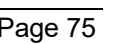
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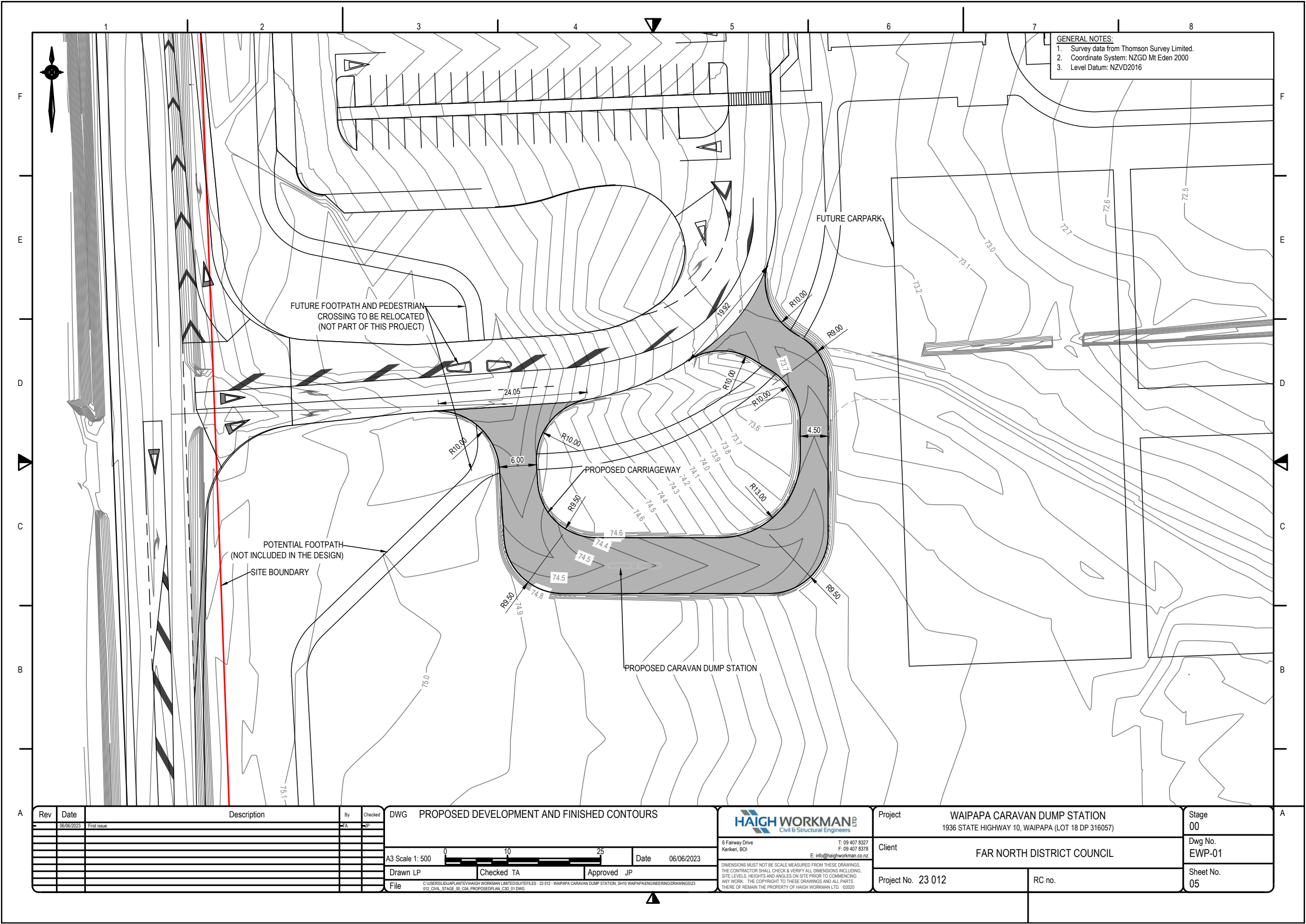
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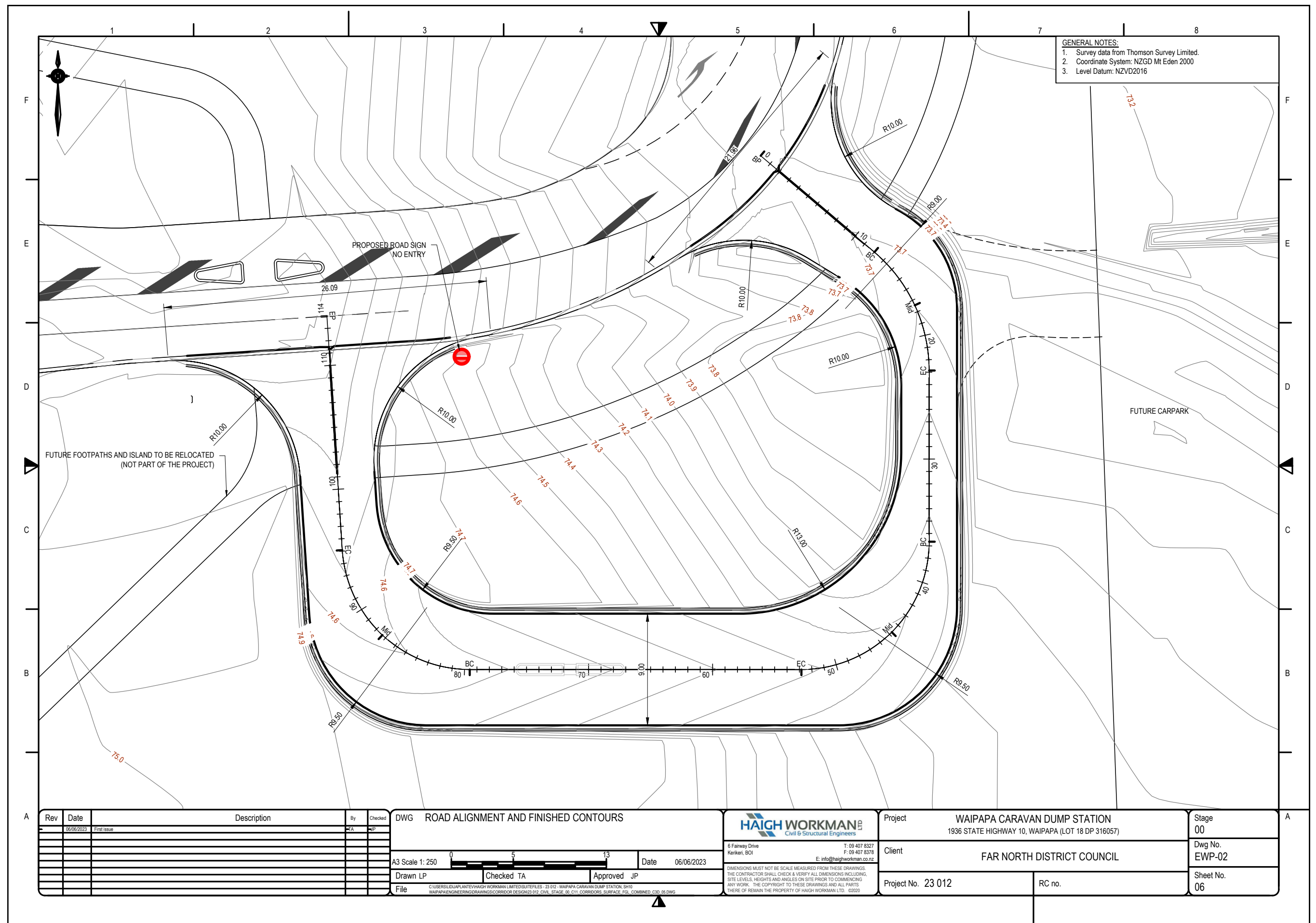
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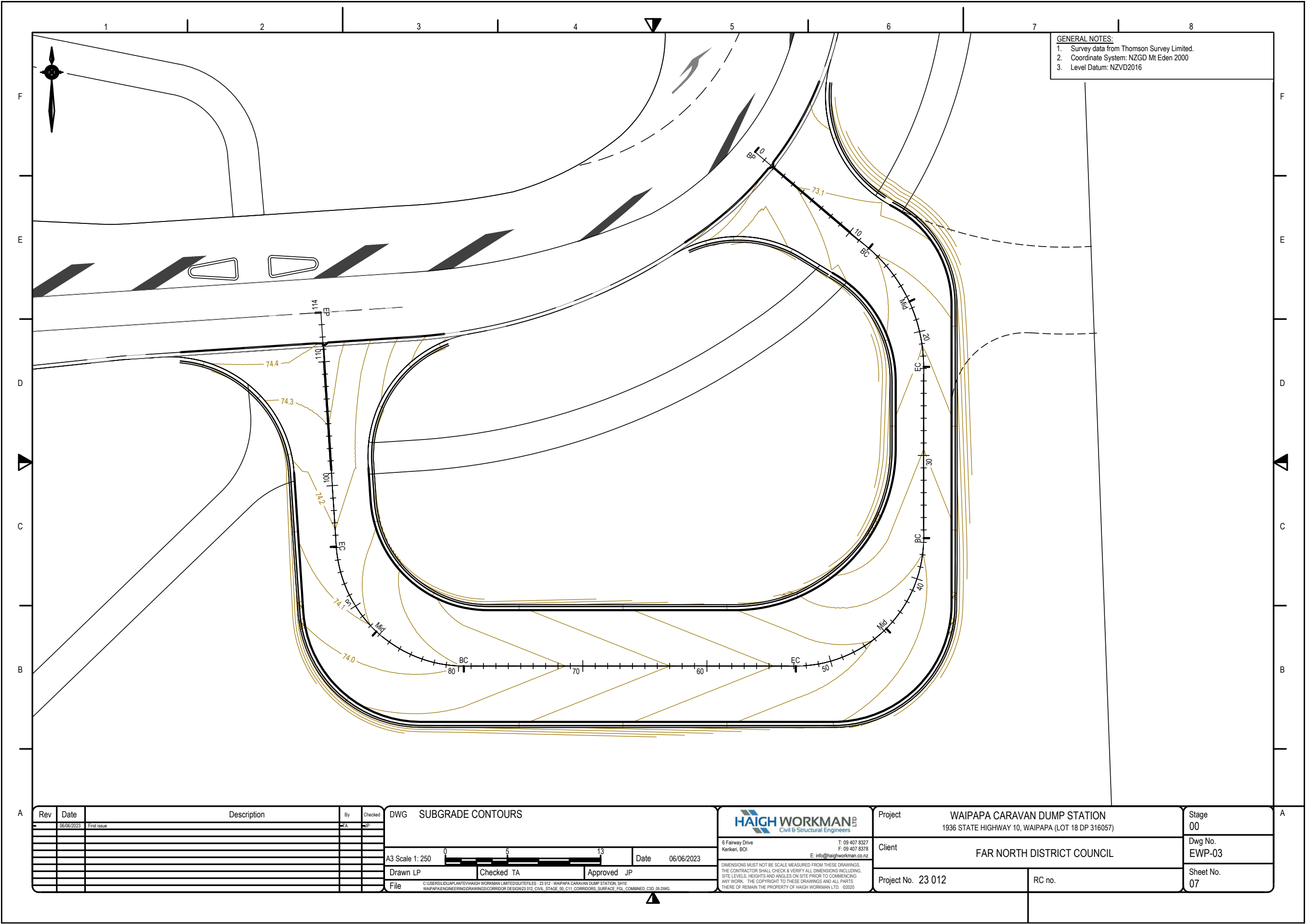
Item 7.2 - Attachment 1 - Traffic Study Kerikeri Dump Station_Redacted Page 73

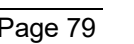


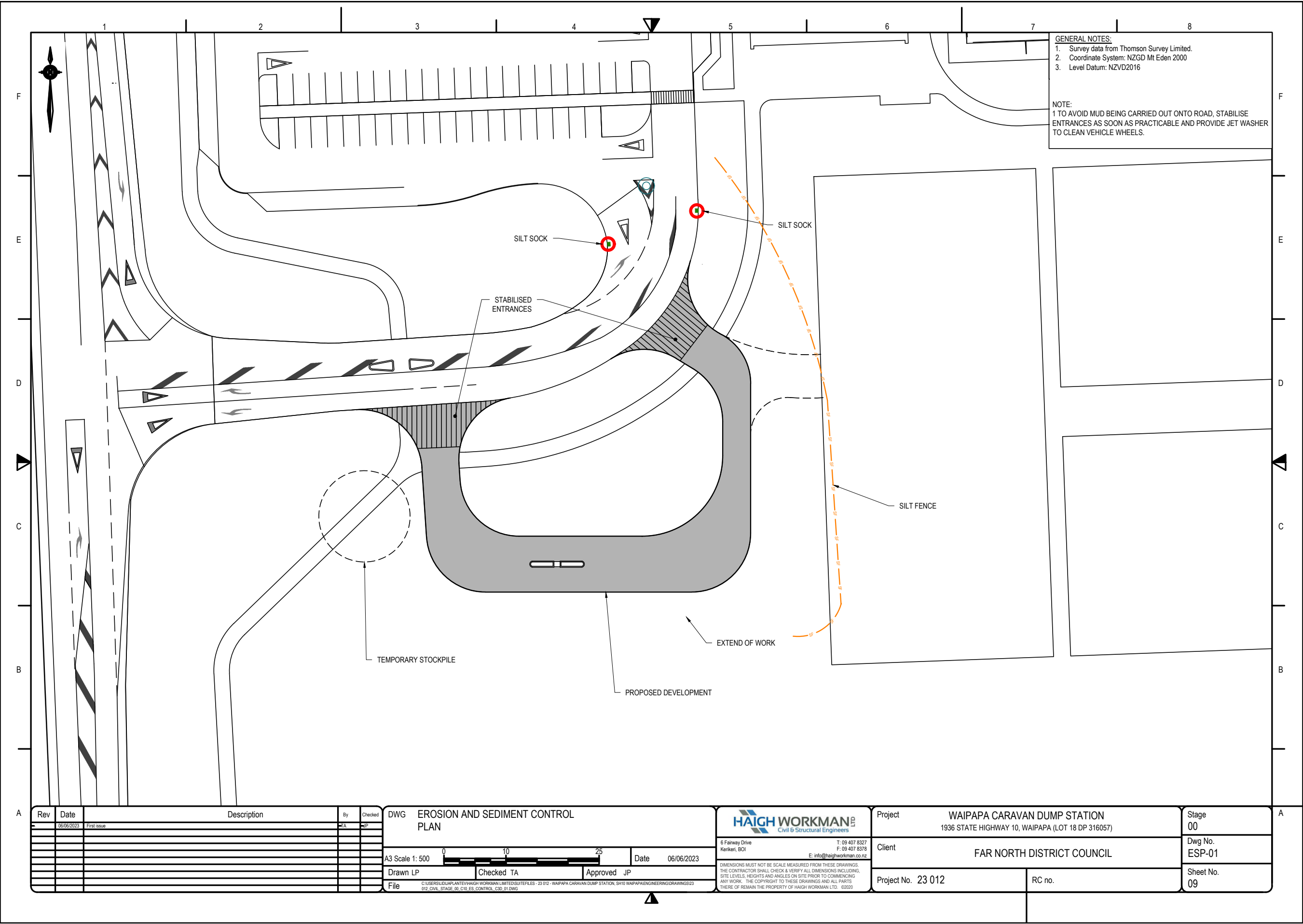


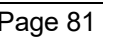


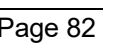












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Level Difference			0.249	0.125
Offset	-8.000	-4.467	-2.292	0.000

Chainage 100.000



HAIGH WORKMAN
Civil & Structural Engineers

6 Fairway Drive
Kennerly, BOL
T: 09 407 8327
F: 09 407 8378
E: info@haighworkman.co.nz

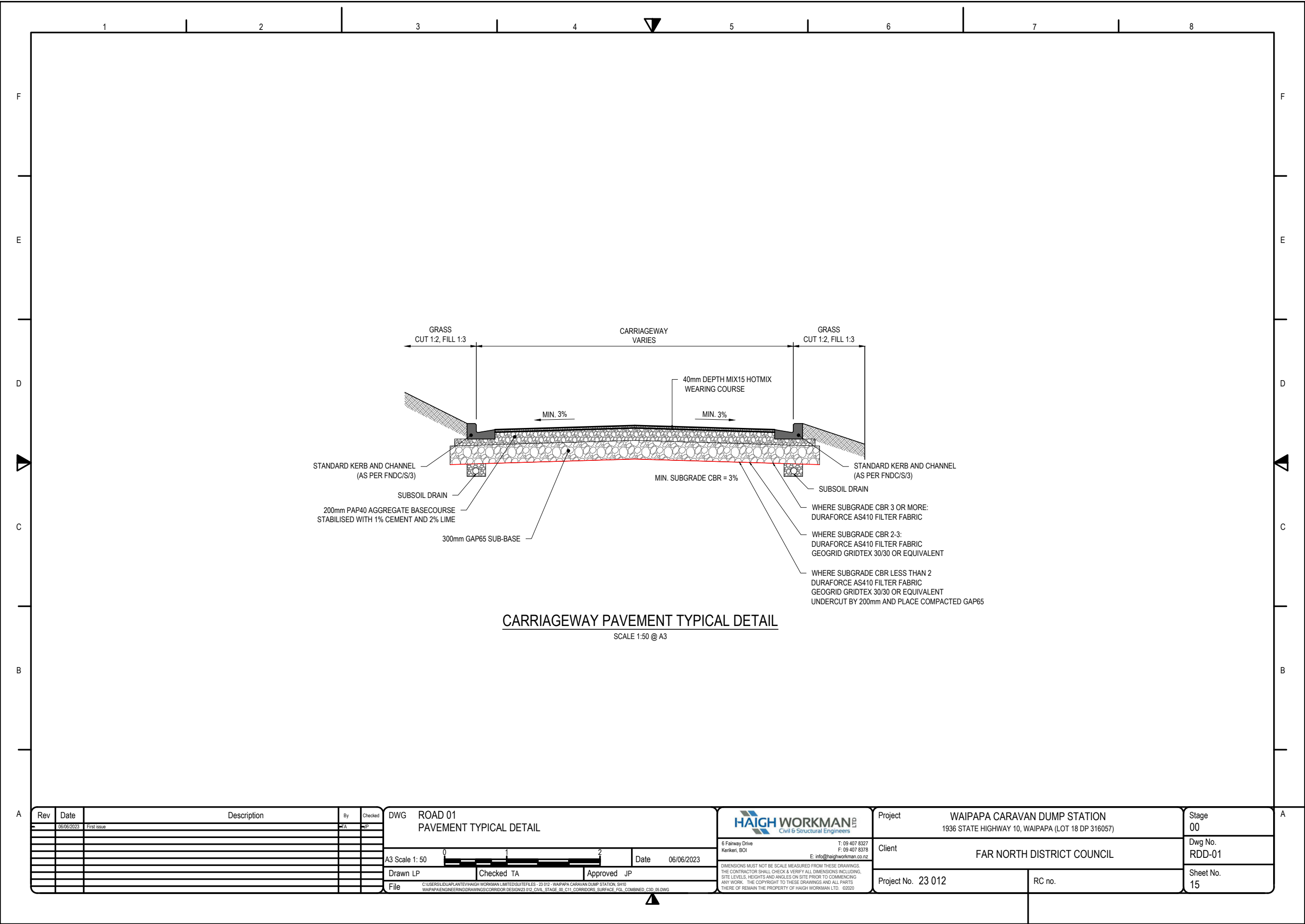
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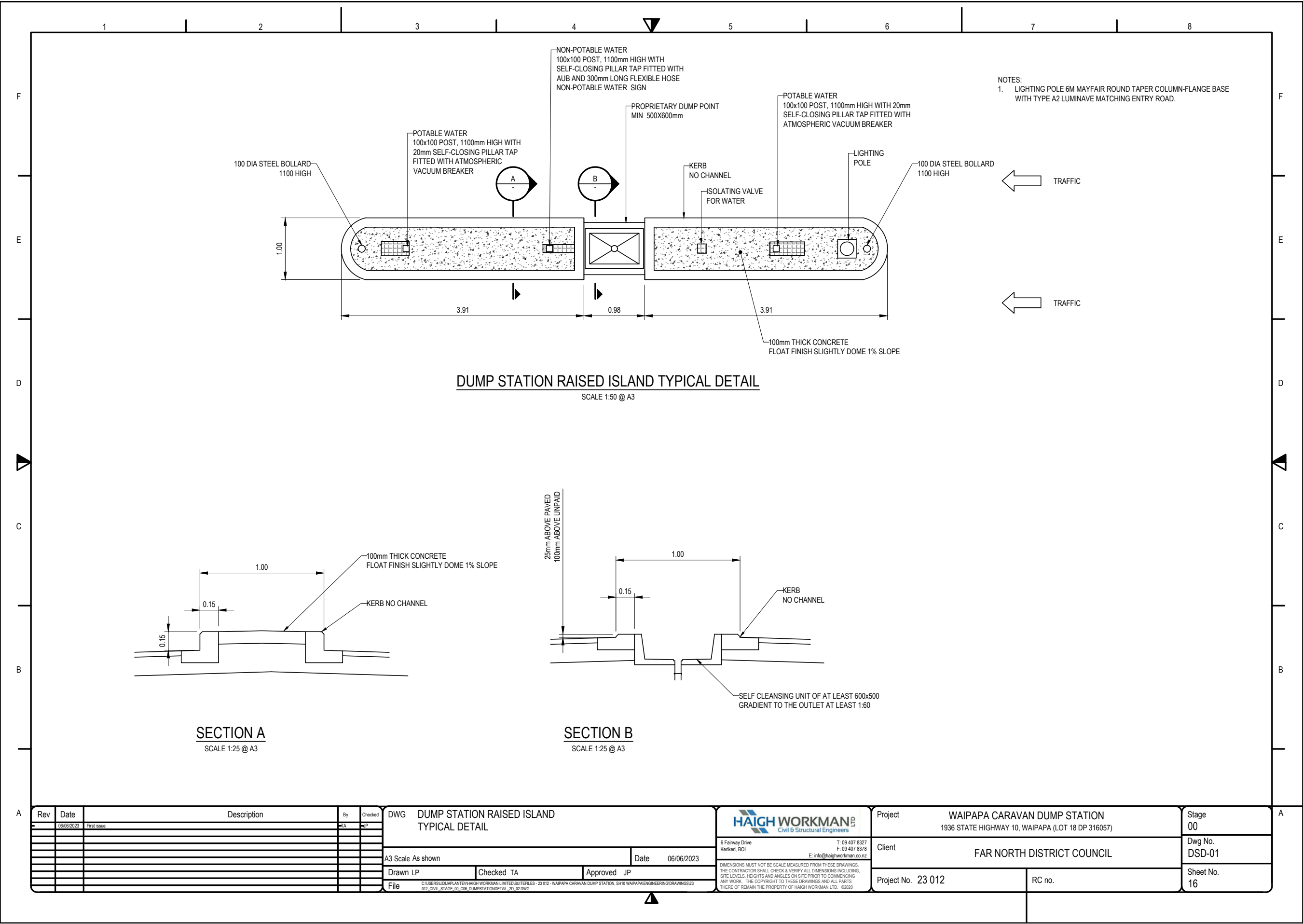
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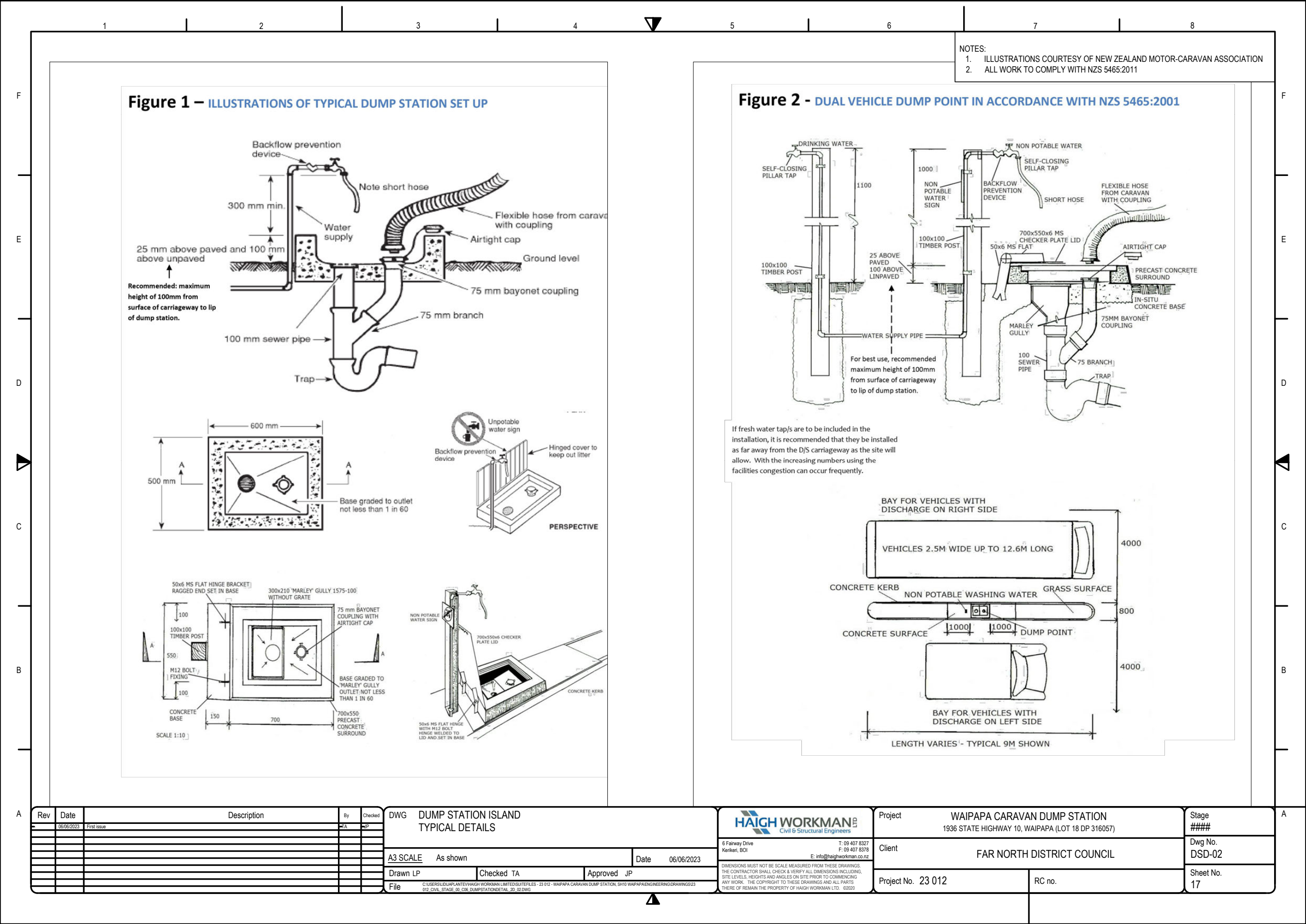
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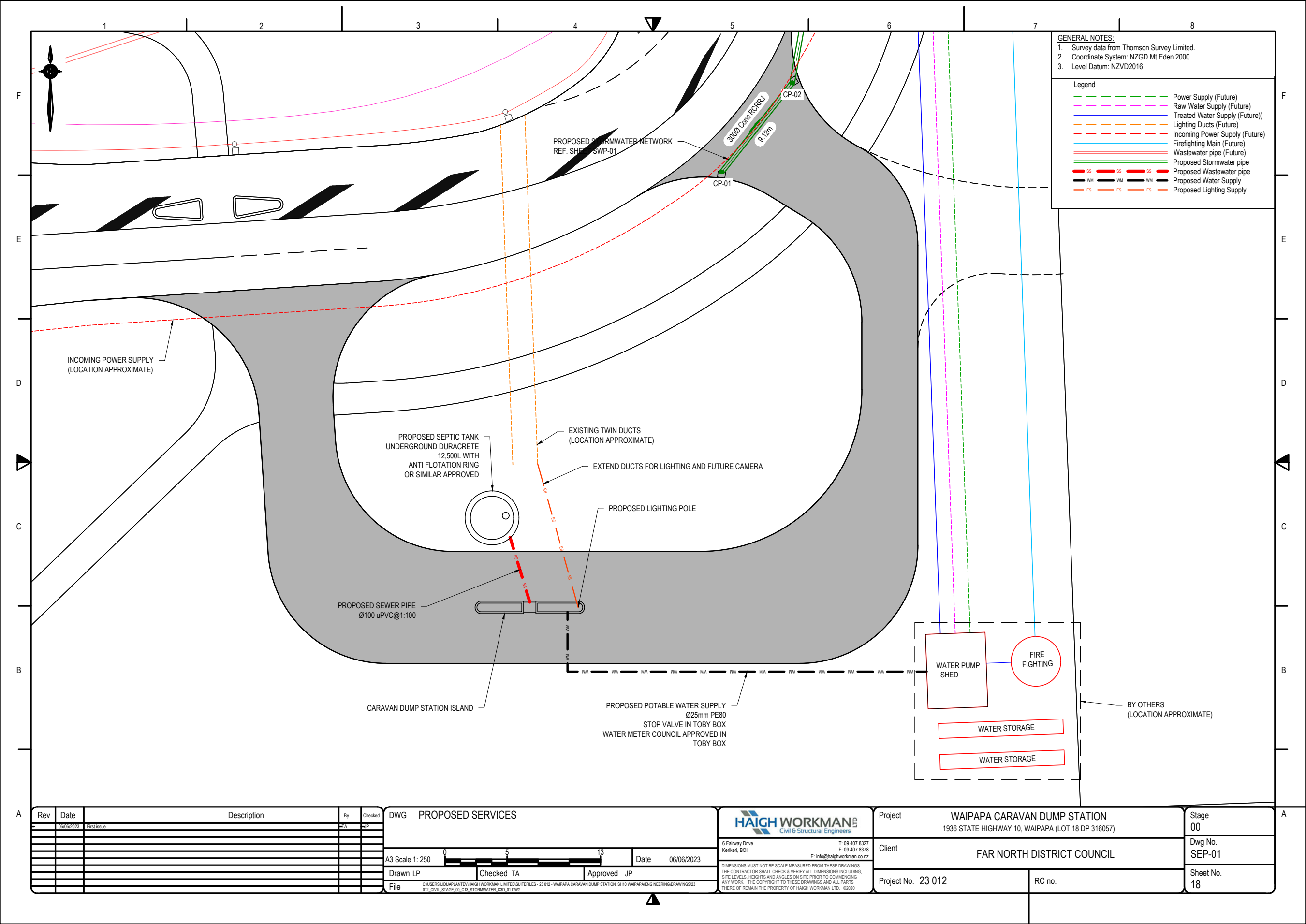
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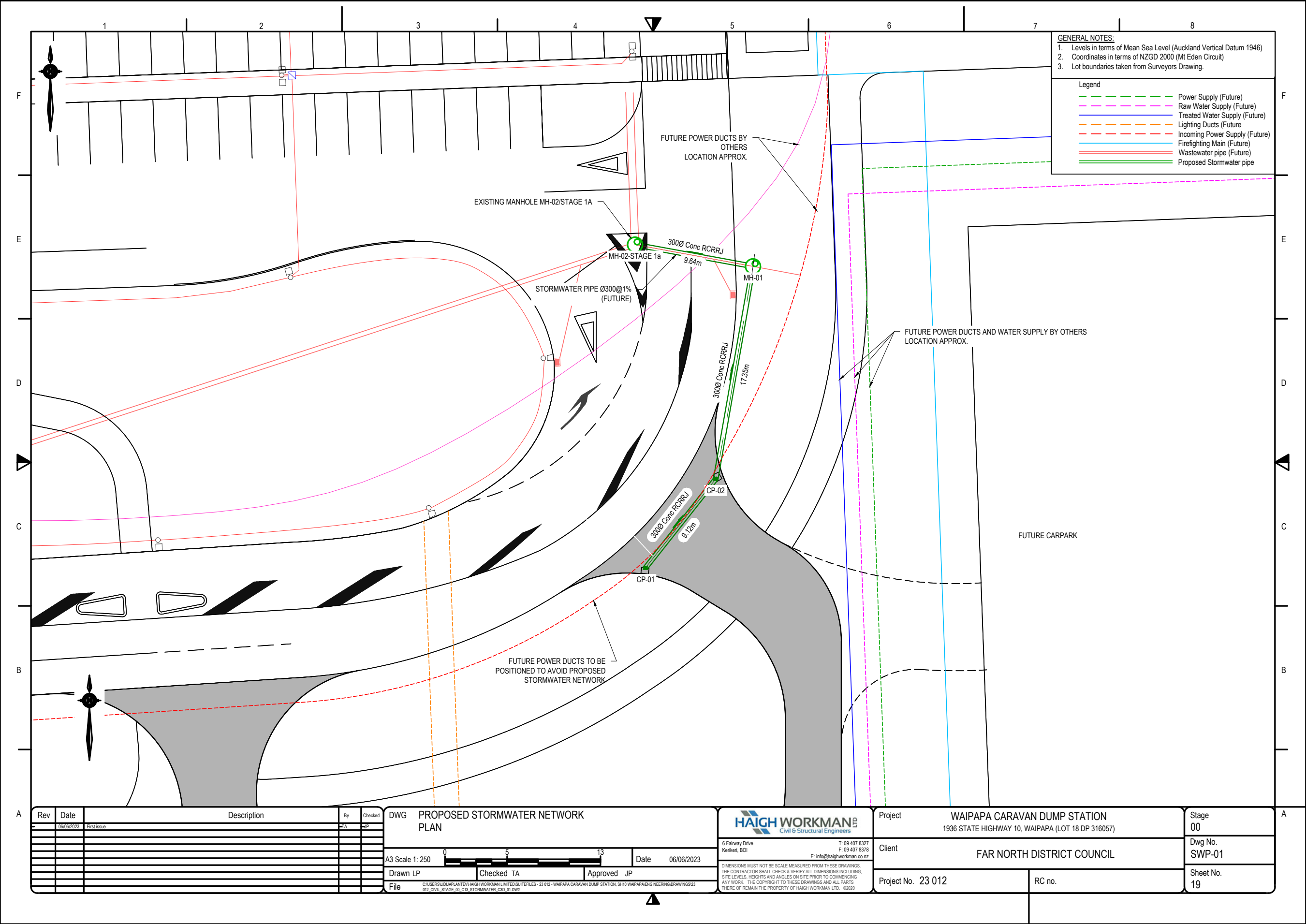
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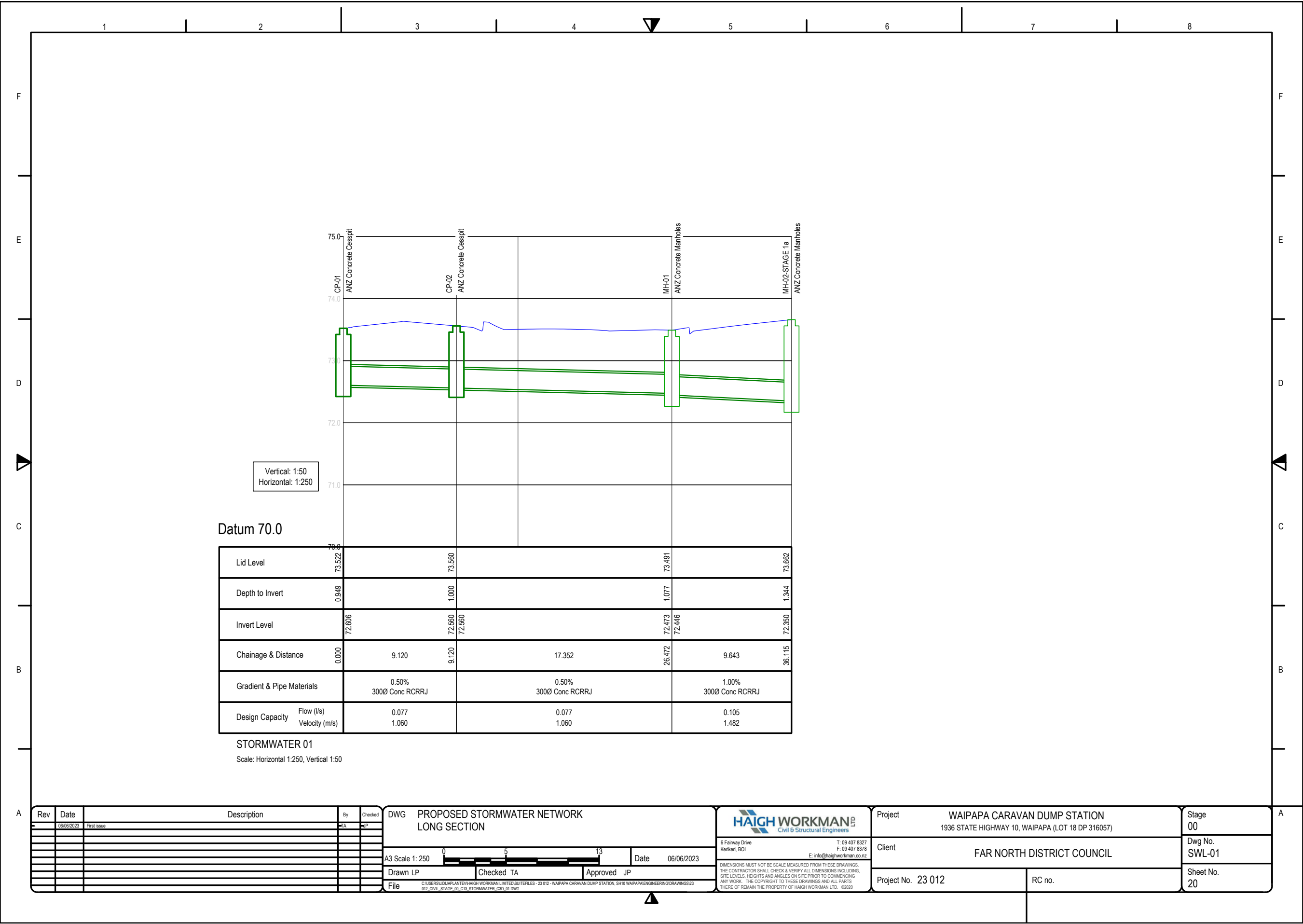


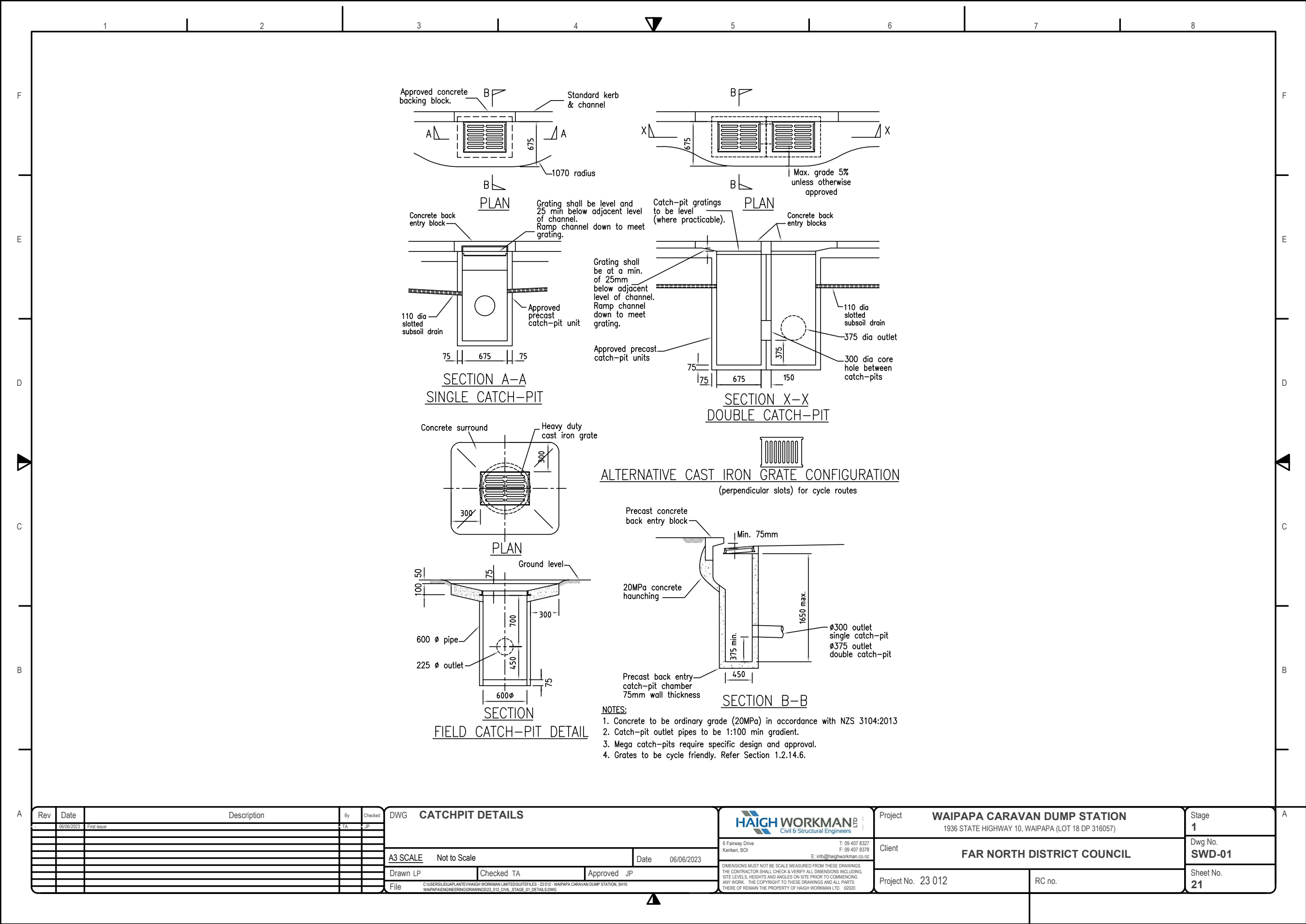


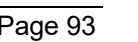


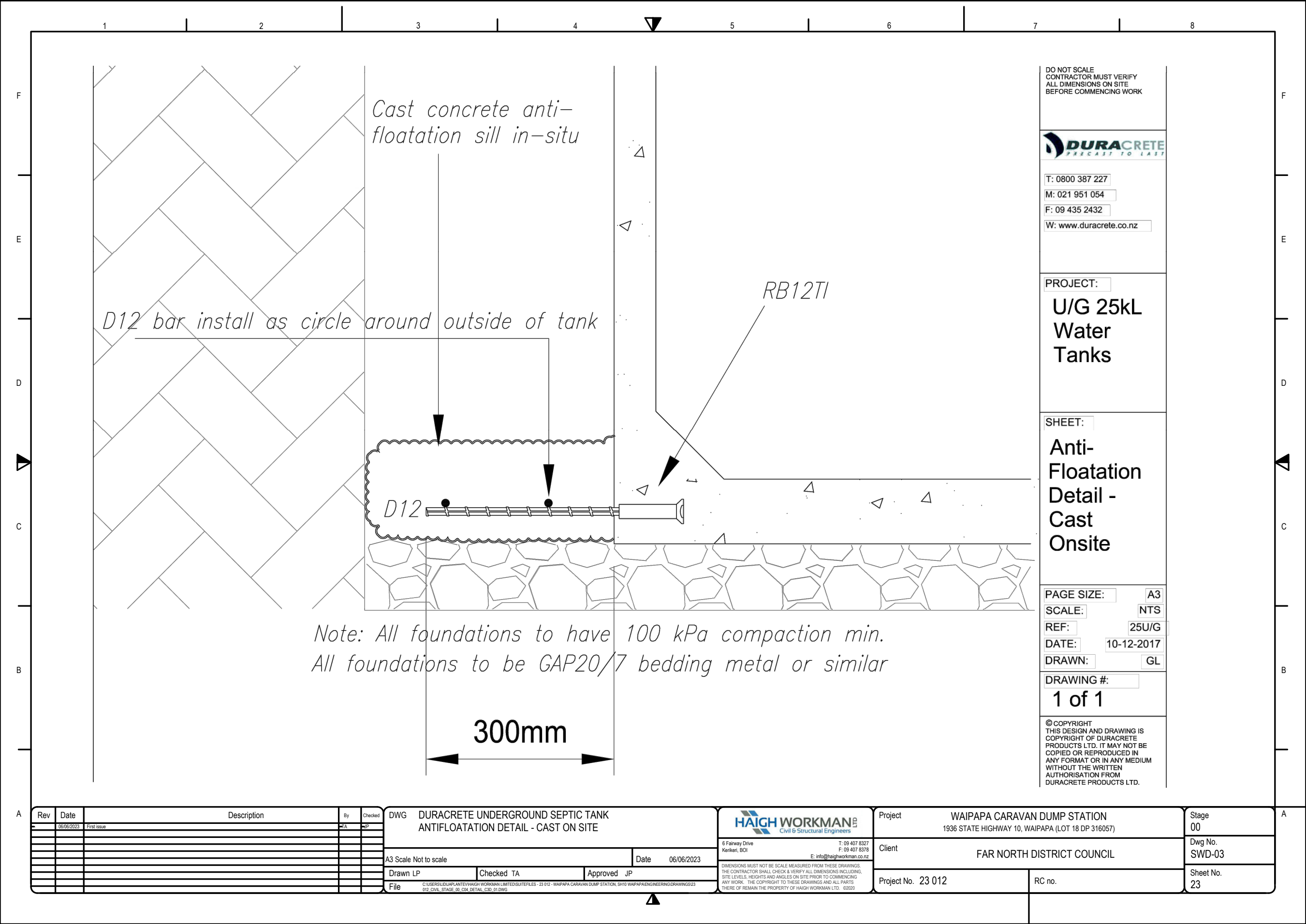


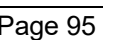












7.3 NEW ROAD NAME: LOT 1001, KAPIRO ROAD, KERIKERI**File Number: A5496703****Author: Trinity Lane, Finance and Customer Services Administrator****Authoriser: Margriet Veenstra, Transportation Business Manager****TAKE PŪRONGO / PURPOSE OF THE REPORT**

That Bay of Islands-Whangaroa Community Board name the public and private roads located at Lot 1001, Kapiro Road, Kerikeri.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- A road naming application was received on the 1st of December 2025
- 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 four public roads “Kākāriki Drive,” “Kōkako Place,” “Kawau Place,” “Kororā Close” and one private road “Kāroro Loop” that is located at Lot 1001, Kapiro Road, Kerikeri.

1) TĀHUHU KŌRERO / BACKGROUND

James Rigg on behalf of Neil Group Construction submitted a road naming application on the 1st of December to name four public roads and one private road located at Lot 1001, Kapiro Road, Kerikeri.

As per stage 3-6 of the Rangitane River Park development, this development will create 115 lots.

The applicant reached out to Ngāti Rēhia for road names. Ngāti Rēhia proposed all the road names in this report.

The proposed road names follow the existing bird theme from the previous stages of the subdivision being Blue Penguin Drive and the roads that branch from it.

The proposed road names were sent to Land Information New Zealand for approval. Land Information New Zealand confirmed all five proposed road names are acceptable for use and can be approved as per the Addressing Standards 2011.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The proposed road names are:

1. Kākāriki Drive- *Parrot*
2. Kōkako Place- *Blue Wattle*
3. Kawau Place- *Shag*
4. Kororā Close- *Penguin*
5. Kāroro Loop- *Sea Gull*


TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITIHINGA / ATTACHMENTS

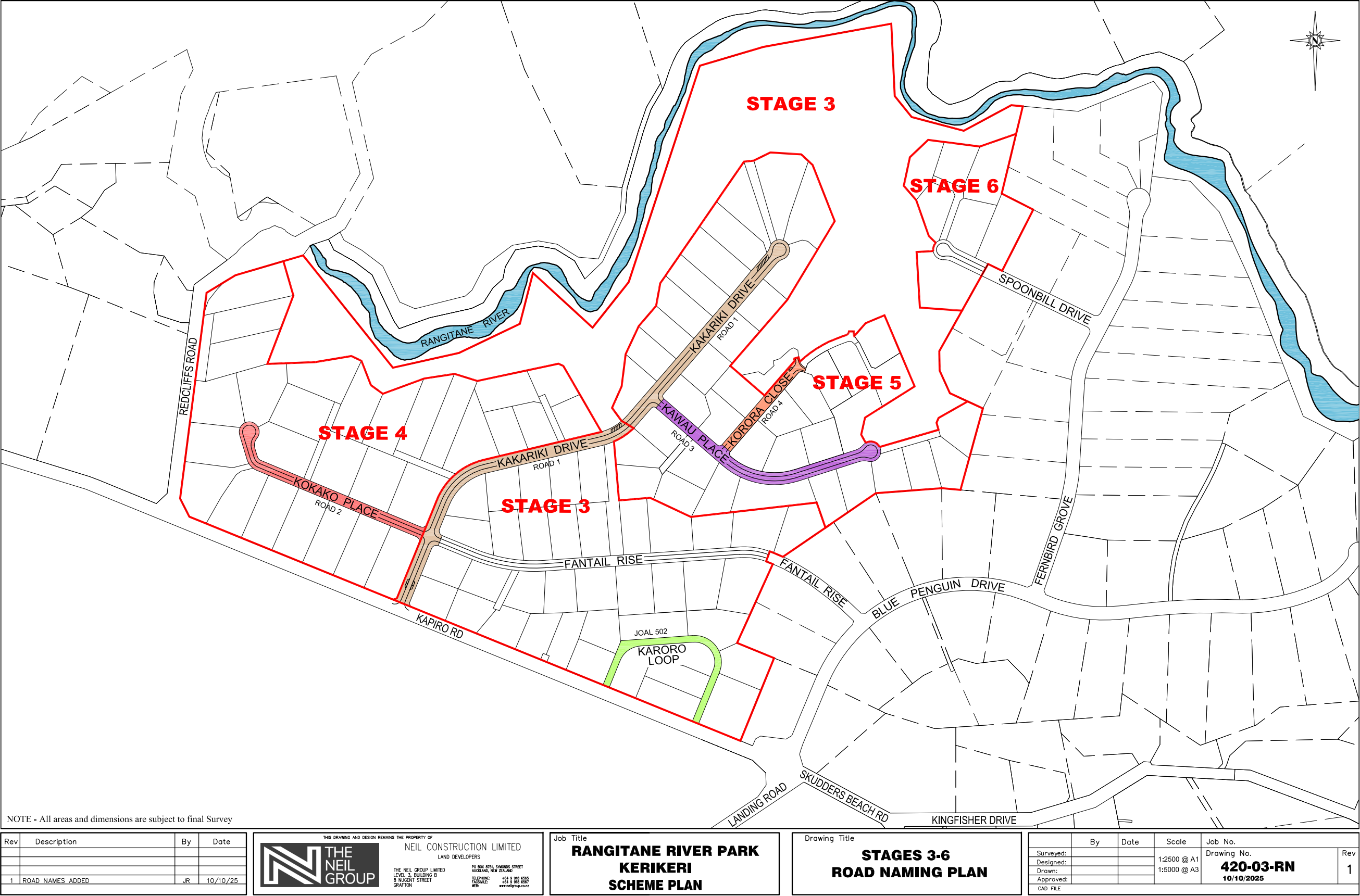
1. Map - A5496656 [↓](#) 
2. Ngāti Rēhia Email - A5496675 [↓](#) 

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 four public roads and one 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.	Ngāti Rēhia proposed all of the road names in this 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 is a new subdivision; there are currently no homeowners.
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 and white on blue 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.



F:\PROJECTS\RANGITANE RIVER PARK\DWG\Stage 3\420-03-Road Naming - Rev1.dwg

From: [Kipa Munro](#)
To: [REDACTED]
Cc:
Subject: RE: [NG4203DM] Rangitane River Park Road Naming
Date: Monday, 6 October 2025 5:53:14 pm
Attachments: [image001.png](#)

Apologies James, please find proposed names.
These are either all sea birds or river birds.

Kawau – Shag
Kororā – Penguin
Kāroro – Sea Gull
Kākāriki – Parrot
Kōkako – Blue Wattle

KIPA MUNRO

Chairperson
Te Rūnanga o Ngāti Rēhia Charitable Trust
Cnr Hone Heke & Kerikeri Roads
PO Box 202, Kerikeri 0230

Contact: [REDACTED]

From: James Rigg [REDACTED]
Sent: Monday, 6 October 2025 4:41 pm
To: Kipa Munro [REDACTED] Whati Rameka [REDACTED]
Cc: Chris Kennedy [REDACTED] Dylan Haora [REDACTED]
Subject: RE: [NG4203DM] Rangitane River Park Road Naming

Kia ora Kipa and Whati,

Just checking in to see if there's any update on the street name suggestions for the Rangitane subdivision. We're keen to keep things moving and happy to assist if needed.

Have a good evening.

Regards



7.4 FUNDING APPLICATIONS

File Number: A5496026

Author: Kathryn Trewin, Funding Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- One new application and two applications that were left to lie previously have been received, requesting a total of **\$44,095**.
- The Board has **\$95,543** to allocated from the Community Board Fund in the 2025/2026 financial year.
- The Board has **\$95,914** to allocate from the Pride of Place Fund in the 2025/26 financial year.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of **\$10,000** (plus GST if applicable) be paid from the Boards Community Grant Fund account to Ngā Tangariki O Ngāti Hine Trust for costs towards publicity for Te Mere Whakakopa.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$4,200** (plus GST if applicable) be paid from the Boards Community Grant Fund account to Kaeo Bowling Club for costs towards replacement costs of the club roof.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$3,673** (plus GST if applicable) be paid from the Boards Community Grant Fund account to Opuia Hall Society for costs towards stormwater damage mitigation and planting.

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. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
2. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride;
3. Proud, vibrant communities;
4. Prosperous Communities supported by a sustainable economy;
5. Communities that are safe, connected and sustainable;
6. Communities that are prepared for the unexpected.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Requested	Recommend	Comments
Ngā Tangariki o Ngāti Hine Trust – Te Mere Whakakopa	\$35,000	\$10,000	The applicant is seeking funds to cover media and publicity costs for the 180 th anniversary commemoration of the Battle of Te Ruapekapeka. The Board previously granted \$14,000 to the applicant in 2020 for the 175 th anniversary. The project report has now been submitted and will be provided to the board at their next meeting. This meets community outcomes 2, 3 and 5
Kaeo Bowling Club – roof replacement	\$4,200	\$4,200	The applicant has raised the majority funds required to replace their roof, which will protect the building. They are seeking assistance from the Board to cover the remaining costs of the quotes that have been provided. They have been granted funding by Lotteries and are seeking the balance of funding to cover the cost. This meets community outcomes 2, 3, 5, 6
Opua Hall Society – stormwater mitigation	\$9,622	\$4,895	The applicant previously received funds from the Board to rehabilitate the community hall and increase community safety in June 2024 (\$4,095). They have been working with FNDC staff and Member Hindle. The amount requested is 50% of the total cost to repair the damage and re-plant the area. This meets community outcomes 2, 3, 5, 6

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. Ngā Tangariki o Ngāti Hine Trust - A5496695 [↓](#) 
2. Kaeo Bowling Club - A5457622 [↓](#) 
3. Opua Hall Society - A5496696 [↓](#) 

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 and Te Pae o Uta.
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 each application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025, 11:26PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 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 quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

NZ Charity Registration Number (CRN)

CC56724

New Zealand Charities Register Information

Reg Number	CC56724
Legal Name	Nga Tangariki o Ngati Hine Trust

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025 11:26PM NZDT

Other Names

Reg Status	Registered
Charity's Street Address	7 Wynyard Street Kawakawa 0210 Kawakawa
Charity's Postal Address	0210 PO Box 36 Kawakawa 0243
Telephone	021513428
Fax	
Email	tepuna_omahu@hotmail.com
Website	
Reg Date	12:00am on 5 Jun 2019

Information retrieved at 10:10pm on 4 Dec

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Other: Maturanga, education

Website

Must be a URL.

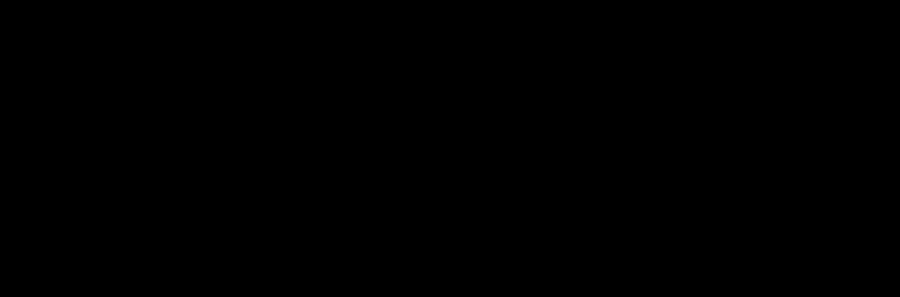
Facebook page

Contact details

Contact Person One:

Contact Person Two:

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)



Purpose of organisation

Please briefly describe the purpose of the organisation *

Nga Tangariki o Ngati Hine Trust is the matauranga arm for Ngati Hine. Our purpose is to establish, promote, create and enhance educational and historical learning resources that enhance matauranga Maori within Ngati Hine and surrounding areas.

Must be no more than 50 words.

Number of Members *

7

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern) Community Board

☒ Bay of Islands-Whangaroa (Eastern) Community Board

☐ Kaikohe-Hokianga (Western) Community Board

Project name *

Te Mere Whakakopa

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025, 11:26PM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
- ☒ Event
- ☐ Infrastructure
- ☐ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

09/01/2026

Must be a date.

End Date:

Date:

11/01/2026

Must be a date.

Project Details

Location *

Ruapekapeka

Must be no more than 10 words.
(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

45

Must be a number.

How many visitors/audience members/clients do you expect? *

1000

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☒ Yes
- ☐ No

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025, 11:26PM NZDT

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Nga Tangariki o Ngati Hine Trust is the chosen organisation that will receive, hold and administer any funding for the event. The 180 year commemoration for the Battle of Te Ruapekapeka is a national event being held over 3 days, with thousands of people from across the country and overseas expected to attend. Several marae in the local area are being used to house groups e.g. tira taua, Waikato Tainui and other tribes across the motu. The event will benefit the community and the wider Te Taitokerau, by the coming together, cohesion of the people for a significant kaupapa such as this and bring additional spend to the region. The kaupapa provides a greater understanding and acceptance of our history as Te Tiriti parnters.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☒ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☐ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☐ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Te Ruapekapeka Battle-site and Pa is a national taonga, the site of the final battle of the Northern Wars. Ngati Hine is one of the Iwi and hapu kaitiaki of Te Ruapekapeka. As a member of Te Ruapekapeka Trust, Ngati Hine, Te Kapotai, Ngati Manu and Ngati Hau continue their purpose to protect, preserve and enhance the mana i te whenua of Te Ruapekapeka, while remaining in partnership with Department of Conservation. There is much interest from all communities in the history of the north, as we build an understanding of the relationship formed under Te Tiriti o Waitangi. All of the public are invited, alongside Government Ministers. Acknowledging our past together helps us as a nation move forward to a stronger, brighter future.

Must be no more than 250 words.

Project Cost

* indicates a required field

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025, 11:26PM NZDT

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$233,340.00

Must be a dollar amount.

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

\$35,000.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025, 11:26PM NZDT

Media Package	\$35,000.00	\$35,000.00	Filename: NHFM - Te Ruapekape ka 180th Commemorations Updated Quote - 17 November 2025.pdf File size: 112.9 kB	
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Financial Information

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Financial Information

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025, 11:26PM NZDT

If your organisation registered for GST *

☒ Yes ☐ No

GST Number

GST Number

121-362-678

Current Funding

How much money does your organisation currently have? *

\$634,596.00

Must be a dollar amount.

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

\$634,596.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Build Kawakawa Boardwalk	\$405,000.00
Wages and Salaries	\$65,000.00
Building maintenance and costs	\$83,151.00
Finance and Administrative costs	\$31,445.00
Loan repayment	\$50,000.00

Total Tagged Funds

Total Expenditure Amount

\$634,596.00

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.	
Te Puni Kokiri	\$50,000.00	Pending
Te Kahu o Taonui	\$10,000.00	Yes

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025, 11:26PM NZDT

Te Ruapekapeka Trust	\$40,000.00	Yes
DIA Lotteries	\$30,000.00	Pending
Foundation North	\$40,000.00	Pending
Te Runanga o Ngati Hine	\$5,000.00	Pending
Tupu Tonu Fund	\$30,000.00	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.	
Landscape Equipment	\$5,000.00	19/03/2024	Yes

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Bank Statement

1 Supporting Financial document *

Filename: 2025-Dec-01_BusinessNTONHT Bank Statement.pdf
File size: 197.1 kB

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB46 From Nga Tangariki o Ngati Hine Trust (Nga Tangariki)

Form Submitted 4 Dec 2025, 11:26PM NZDT

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

* indicates a required field

Privacy Information

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

Applicant Declaration

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

We, the undersigned, declare the following:

In submitting this application:

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

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB41 From Kaeo Bowling Club Incorporated Society

Form Submitted 3 Nov 2025, 10:34PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 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 quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

☐ Community Grant Fund

☒ Pride of Place Fund

Applicant details

Applicant *

Kaeo Bowling Club Incorporated Society

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Legal Name

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Community Board Funding Application Form (Dec 2024)****Application No. BWCB41 From Kaeo Bowling Club Incorporated Society**

Form Submitted 3 Nov 2025, 10:34PM NZDT

Other Names**Reg Status****Charity's Street Address****Charity's Postal Address****Telephone****Fax****Email****Website****Reg Date**

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Sport/Recreation

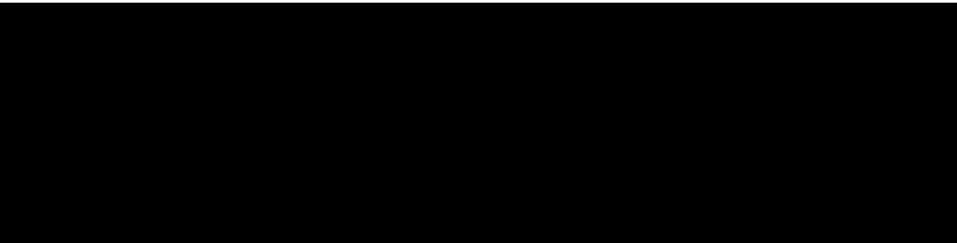
Contact details

Contact Person One:

Contact Person Two:

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Community Board Funding Application Form (Dec 2024)****Application No. BWCB41 From Kaeo Bowling Club Incorporated Society**

Form Submitted 3 Nov 2025, 10:34PM NZDT

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

The primary purpose is to promote the Game of Bowls, but it is regularly used by the community for a range of events and functions. Weekly bowls and pool club nights, community group meetings, Christmas functions, funeral services, and for after event catering, birthdays and farewells and at Anzac day.

Must be no more than 50 words.

Number of Members *

30 registered members

Project Details

*** indicates a required field**

Community Board**Community Board Priorities**

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern)
Community Board

☒ Bay of Islands-Whangaroa
(Eastern) Community Board

☐ Kaikohe-Hokianga
(Western) Community Board

Project name *

Kaeo Bowling Club Roof Replacement

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Community Board Funding Application Form (Dec 2024)****Application No. BWCB41 From Kaeo Bowling Club Incorporated Society**

Form Submitted 3 Nov 2025, 10:34PM NZDT

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
☐ Event
☒ Infrastructure
☐ Community
☐ Environmental
☐ Sport and Recreation

Project Dates

Start Date

End Date:

Date**Date:**

15/12/2025

30/01/2026

Must be a date.

Must be a date.

Project Details**Location ***

Kaeo Bowling Club 4141 Leigh Street KAEO

Must be no more than 10 words.

(Town or area)

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

- ☐ Yes ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

6

Must be a number.

How many visitors/audience members/clients do you expect? *

60

Must be a number.

Have you engaged with tangata whenua about your project? *☐ Yes☒ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Page 4 of 12

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB41 From Kaeo Bowling Club Incorporated Society

Form Submitted 3 Nov 2025, 10:34PM NZDT

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Completion of the Kaeo Bowling Club Roof Replacement project will ensure the popular clubrooms are protected from the extreme weather events and the wear and tear that has seen the present roof decay and become leaky in many areas.

The clubrooms are well used by community for a wide range of activities from funeral services, after event catering for various functions and events, and for regular weekly bowls and Wednesday night pool club.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☐ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☐ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☐ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☐ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

The roof replacement will enhance the clubrooms and allow the Kaeo/Whangaroa community to continue to use the facilities and stay connected across age groups, genders and ethnicities. The recreational value of the bowling club will contribute to the health and well being of participants. The project contributes to the Kaeo township logo "Small Town, Big Spirit" and acknowledges the community outcome of being a PROUD, VIBRANT rural community.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB41 From Kaeo Bowling Club Incorporated Society

Form Submitted 3 Nov 2025, 10:34PM NZDT

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? *

\$33,320.00

Must be a dollar amount.

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

\$4,200.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
Flood Roofing	\$33,320.00	\$4,200.00	Filename: Flood Roofing Quote2.pdf File size: 192.3 k B	
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Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB41 From Kaeo Bowling Club Incorporated Society

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Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☒ Yes ☐ No

GST Number

GST Number

017-291-196

Current Funding

How much money does your organisation currently have? *

\$7,916.00

Must be a dollar amount.

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

\$7,916.00

Must be a dollar amount.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Community Board Funding Application Form (Dec 2024)****Application No. BWCB41 From Kaeo Bowling Club Incorporated Society**

Form Submitted 3 Nov 2025, 10:34PM NZDT

Tagged Funds

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

Purpose	Amount
Day to Day Running costs	\$7,916.00

Total Tagged Funds**Total Expenditure Amount**

\$7,916.00

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.	
Lottery Grants Board	\$29,320.00	Yes

Previous Funding from FNDC**Have you previously received funding from FNDC? ***☐ Yes ☒ No**Supporting Financial Information**

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

2025 Performance Report

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB41 From Kaeo Bowling Club Incorporated Society

Form Submitted 3 Nov 2025, 10:34PM NZDT

1 Supporting Financial document *

Filename: Kaeo Bowling Club Performance Report 2024-25.pdf
File size: 393.3 kB

2 Name of supporting financial document

Flood Roofing Quote

2 Supporting Financial Document

Filename: Flood Roofing Quote2.pdf
File size: 192.3 kB

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

* indicates a required field

Privacy Information

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

Applicant Declaration

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

We, the undersigned, declare the following:

In submitting this application:

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

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB41 From Kaeo Bowling Club Incorporated Society

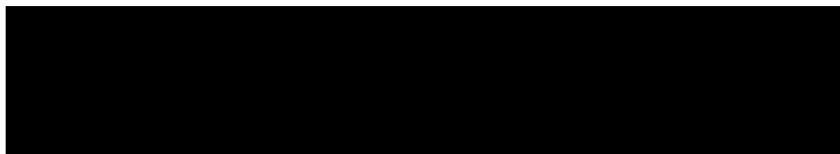
Form Submitted 3 Nov 2025, 10:34PM NZDT

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

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 **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 the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatures



Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated

Form Submitted 5 Dec 2025 1:43PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 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 quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

Opuia Hall Society Incorporated

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Legal Name

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opua Hall Society Incorporated

Other Names
Reg Status
Charity's Street Address
Charity's Postal Address
Telephone
Fax
Email
Website
Reg Date

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Community/Social Services

Website

Must be a URL.

Facebook page

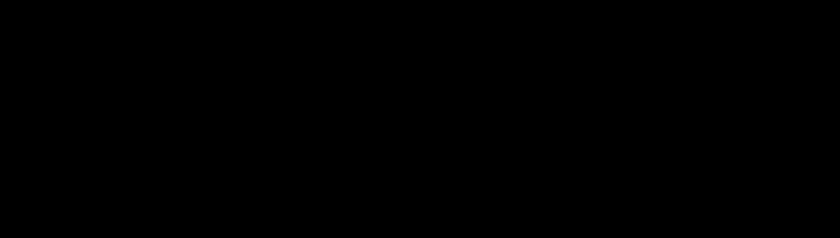
Contact details

Contact Person One:

Contact Person Two:

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated



Purpose of organisation

Please briefly describe the purpose of the organisation *

The Community owned Hall was set up in 1923 to provide a safe, accessible and affordable Community Facility for the residents of Opuia and surrounding region.

The Opuia Hall Society Committee manages the Hall.

Must be no more than 50 words.

Number of Members *

44

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern)
Community Board

☒ Bay of Islands-Whangaroa
(Eastern) Community Board

☐ Kaikohe-Hokianga
(Western) Community Board

Project name *

Water flow Mitigation

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated

Form Submitted 5 Dec 2025, 1:43 PM NZDT
If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☐ Community
- ☒ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

26/01/2026

Must be a date.

End Date:

Date:

27/07/2026

Must be a date.

Project Details

Location *

16 Beechey St, Opuia, Bay of Islands

Must be no more than 10 words.

(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

20

Must be a number.

How many visitors/audience members/clients do you expect? *

0

Must be a number.

Have you engaged with tangata whenua about your project? *

☐ Yes

☒ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated

Form Submitted 5 Dec 2025, 1:43PM NZDT

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Opuia Hall is situated on Beechey St at the bottom of the Opuia Hill. Weather events result in run off water from Franklin St and Parry St flowing down the slope to our property.

Development on Parry St, has resulted in faster water flow, exacerbating the problem.

Council Water and Sewerage Services also run through Hall property.

See attached maps.

The project, is to mitigate the effect of this water flow by :

Removing pest plants

Mass planting native and suitable shrubs

Terracing the slope

Creating proper drainage to divert water from undermining the Hall foundations

The work will be completed by a mix of professional contractor and volunteer labour to ,maintain the integrity of the Community Hall long term.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

☒ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki

☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride

☒ Proud, vibrant communities

☒ Prosperous communities supported by a sustainable economy

☒ Communities that are healthy, safe, connected and sustainable

☒ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

The current Opuia Hall, opened 9th Oct 1935, 90yrs ago, will remain structurally sound and the foundations will no longer be at risk due to the water pooling under the building.

The grassed play area will not flood and need constant restoration.

The pathway from the Back door Fire Exit will remain flood free and not hinder egress.

The Opuia Community Hall can continue to be used ,daily , by a number of diverse groups and remain an important gathering place for the community.

For example, the Hall is used for Exercise classes ,Whanau meetings, Lectures, Memorials, Weddings, Birthdays, Waka Ama, Dances, Market Days, after school activities and more.

Ideal for Dance practice with floor length mirrors, there is no other equivalent Facility in our area.

The Opuia Hall provides a solid venue for relationship building and communication, which in turn, builds a resilient supportive community spirit. In these changing times, this is priceless.

Must be no more than 250 words.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated

Form Submitted 5 Dec 2025, 1:43PM NZDT

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$9,622.00

Must be a dollar amount.

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

\$4,895.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated

Form Submitted 5 Dec 2025 1:43PM NZDT

5475.00	\$5,475.00	\$4,725.00	Filename: Scan_20251029 (2).png File size: 3.4 MB Filename: Scan_20251029.png File size: 3.6 MB Filename: Scan_20251205 (2).png File size: 5.2 MB Filename: Scan_20251205.png File size: 2.9 MB	
250.00	\$250.00	\$170.00	Filename: Scan_20251205 (3).png File size: 3.6 MB	
1500.00	\$1,500.00	\$0.00	Filename: Scan_20251205 (5).png File size: 4.3 MB	
2397.00	\$2,397.00	\$0.00	Filename: Scan_20251205 (4).png File size: 16.3 MB Filename: Scan_20251205 (6).png File size: 3.5 MB	
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Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated

Form Submitted 5 Dec 2025, 1:43PM NZDT

No files have
been uploaded

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$9,740.33

Must be a dollar amount.

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

\$5,941.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Insurance	\$3,156.00
Rates	\$1,680.00
Building Compliance costs	\$855.00
Water Rates	\$250.00

Total Tagged Funds

Total Expenditure Amount

\$5,941.00

This number/amount is calculated.

Other Funding

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

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated

Form Submitted 5 Dec 2025, 1:43PM NZDT

Funding Source	Amount	Decision
	Must be a dollar amount.	
Opuia Hall Society Savings ac	\$750.00	Yes

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.	
Remediation	\$5,000.00	30/06/2024	Yes

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

EOY Statement of Financial Position 2025

1 Supporting Financial document *

Filename: Financial 2025 (1).png

File size: 2.6 MB

2 Name of supporting financial document

Opuia Hall Society Statement of Performance 2025

2 Supporting Financial Document

Filename: Financial 2025 (6).png

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB37 From Opuia Hall Society Incorporated

Form Submitted: 5 Dec 2025, 1:43PM NZDT
File size: 2.0 MB

3 Name of supporting financial document

Financial Report Oct 2025 meeting

3 Supporting Financial Document

Filename: Scan_20251027 (2).png
File size: 3.2 MB

Filename: Scan_20251027.png
File size: 4.2 MB

Applicant Declaration

*** indicates a required field**

Privacy Information

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

Applicant Declaration

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

We, the undersigned, declare the following:

In submitting this application:

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

7.5 SETTING OF 2026 MEETING DATES

File Number: A5498325

Author: Amber Wihongi-Alderton, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To propose the scheduled dates for the Bay of Islands-Whangaroa Community Board meetings for the 2026 calendar.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- The proposed schedule maintains the current four-weekly meeting cycle for 2026.
- It aims to ensure availability for formal meetings and support timely reporting to Committees and Council.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- adopt the following meeting dates for 2026 at venues to be determined by the Board:**
 - Thursday 12 February
 - Thursday 12 March
 - Thursday 9 April
 - Thursday 7 May
 - Thursday 4 June
 - Thursday 2 July
 - Thursday 6 August
 - Thursday 3 September
 - Thursday 1 October
 - Thursday 29 October
 - Thursday 26 November
- delegate the authority to amend the schedule of Community Board meetings, to the Community Board Coordinator in agreement with the Chairperson.**

1) TĀHUHU KŌRERO / BACKGROUND

The Local Government Act (LGA) requires a local authority (Board) to hold meetings that are necessary for the good government of its region or district. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings. Neither the LGOIMA or the LGA requires a Board to schedule meetings a year in advance it is considered good practice throughout New Zealand.

At the end of every year, Council sets the formal meeting calendar for the coming year. The draft Formal Meeting Calendar 2026 (attached) is tabled for adoption by Council on 11 December¹. Community Boards remain responsible for establishing their own meeting schedules.

¹ [Agenda of Ordinary Council Meeting - Thursday, December 11, 2025](#)

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

In the previous triennium, the Bay of Islands-Whangaroa Community Board met on a four-weekly cycle. It is recommended this cycle continue, aligning with Council and Committee schedules to avoid conflicts and support effective governance.

Meetings require administrative support, and the proposed cycle will ensure timely reporting and decision-making. Consideration should also be given to fostering community engagement, with members encouraging constituents to attend and participate.

It is recommended that the Bay of Islands-Whangaroa Community Board adopt the proposed meeting dates outlined in the draft Formal Meeting Calendar 2026.

Reason for the recommendation

To schedule the formal meetings of the Bay of Islands-Whangaroa Community Board, for 2026 to ensure all Board Members are available for relevant meetings, and to ensure timely reporting to Committees and Council for those items referred to them by the Board.

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

Financial costs of holding Community Board meetings is budgeted for, based on a four-weekly cycle with some additional provision to support potential extraordinary meetings and workshops held on non-meeting days.

ĀPITIHINGA / ATTACHMENTS

1. **Draft Formal Meeting Calendar 2026 - A5491246** [↓](#) 

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.

Compliance requirement	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
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Local Government Act 2002 and Local Government Official Information and Meetings act 1987 govern how Council's and Community Boards meet.
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 is a Community Board report.
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.	No direct implications for Māori.
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.	No specific individuals or groups identified. Meeting schedules have been planned with community engagement and participation in mind.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Week Day	January	February	March	April	May	June	July	August	September	October	November	December
Saturday												
Sunday		1	1					1				
Monday		2	Waitangi Week	2		1	KINGS BIRTHDAY	3	THCB			
Tuesday		3		3	CDEM	2	THCB	4	Regional Transport Committee	1	CDEM	1
Wednesday		4		4		3	KHCB CDEM	1	KHCB	2	KHCB	2
Thursday	1	5		5	CNCL	2	Te Maruata RW - online	4	BOIWCB	2	BOIWCB	3
Friday	2	NEW YEAR	6	Waitangi Day	6	JREDC	Te Maruata RW - In Person	3	GOOD FRIDAY	1	Te Maruata RW - In Person	4
Saturday	3		7	7		4		2		6		5
Sunday	4					5		3		7		6
Monday	5		9	9		6	EASTER MONDAY	4	THCB	8		7
Tuesday	6		10	THCB	Regional Transport Committee	10	THCB	7	THCB	5	reserve	9
Wednesday	7		11	KHCB		11	KHCB	8	KHCB	6	KHCB	10
Thursday	8		12	BOIWCB	LGNZ National Council	12	BOIWCB	9	BOIWCB	YEM (online)	7	BOIWCB
Friday	9		13	LGNZ National Council		13	MTFJ	10	LGNZ National Council	8	LGNZ National Council	11
Saturday	10		14			11		9		13		12
Sunday	11		15			12		10		14		13
Monday	12		16			13		11		15		14
Tuesday	13		17	Te Miromiro		17	Te Huia	14	reserve	12	Te Miromiro	15
Wednesday	14		18	Te Kūkupa		18	Te Kūkupa	15	Te Kūkupa	13	Te Kūkupa	16
Thursday	15		19	reserve		19		16	reserve	14	reserve	17
Friday	16		20	Te Oneroa		20	LGNZ National Council	17	Te Oneroa	15	LGNZ Sector Meeting	18
Saturday	17		21			18		16		17		19
Sunday	18		22			19		17		18		20
Monday	19		23			20		18		19		21
Tuesday	20		24	Te Koekoeā		24	Zone 1 Meeting	NFT & Strat Plan WKSP	21	Te Koekoeā	19	Te Kuaka
Wednesday	21		25	Te Koukou	YEM (in-person)	25	Te Kuaka		22	Te Koukou	20	Te Koukou
Thursday	22		26	Local Government Meeting		26	Te Koukou	JCCAC	23	reserve	21	
Friday	23		27	LGNZ Sector Meeting		27			24	JREDC	22	MTFJ
Saturday	24		28			28	ANZAC DAY	23		25		26
Sunday	25		29			29		24		26		27
Monday	26	Nthld / Akid Anniversary		30		27	ANZAC DAY (observed)	25		29	THCB	27
Tuesday	27			31		28		26	reserve	30		28
Wednesday	28	reserve				29	CNCL	27		31		29
Thursday	29	reserve				30	Te Maruata RW - In Person	28	CNCL			30
Friday	30					31		29	JREDC			31
Saturday	31											
Sunday												

7.6 APPOINTMENT TO ACCESSIBILITY ACTION GROUP

File Number: A5498423

Author: Amber Wihongi-Alderton, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to give the Bay of Islands-Whangaroa Community Board the opportunity to appoint a member to the Accessibility Action Group.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Accessibility Action Group includes a representative from Council and each of the community boards.
- The Bay of Islands-Whangaroa Community Board is able to appoint a member as their delegate to the group.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board appoint member _____ as its representative on the Accessibility Action Group.

1) TĀHUHU KŌRERO / BACKGROUND

The Accessibility Action Group (AAG) is a stakeholder engagement body established by the Far North District Council.

Formed in 2008 as the Disability Action Group (DAG), it serves as a liaison and advisory body to the Council, government agencies, and service providers on disability-related issues. Its core functions include advocacy, communication, capacity building, and promoting positive representation of people with disabilities.

In 2019, work began on a regional strategy to improve accessibility across Northland, leading to the Te Tai Tokerau Regional Accessibility Strategy, adopted by Council in July 2024 with input from DAG. To align with this strategy, the group was renamed the Accessibility Action Group, with revised Terms of Reference adopted in July 2025.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The Board can appoint one of its members to the Accessibility Action Group. The appointee would enable communication between the group and the board and ensure the community's views are represented in the group.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To allow for appointment of a Community Board member to the Accessibility Action Group.

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

There are no financial implications.

ĀPITIHINGA / ATTACHMENTS

1. Accessibility Action Group - Terms of Reference July 2025 - A5229325  

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 matter 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.	Accessibility Action Group - Terms of Reference
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 is a community board report.
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 specific to Māori.
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 does not impact on any identified person.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provisions required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Accessibility Action Group – Terms of Reference

July 2025

1. Constitution:

The Accessibility Action Group (AAG) is established as a stakeholder liaison group within the Far North district to provide advice to the Far North District Council, Government and its Agencies, Disability Service Providers; and to engage with the community on issues of accessibility.

AAG operate under Far North District Councils *Accessibility Policy* and aligns its work with the *Te Tai Tokerau Regional Accessibility Strategy*, promoting regional consistency and collaboration across Northland.

2. Purpose:

The purpose of AAG is:

- To identify and take up opportunities to advocate for equity and access for all people.
- To provide ongoing communication and advice to Council, Government Agencies and Service Providers to advocate for equity and accessibility for all people.
- To provide opportunities for people with accessibility requirements to engage with Council and other service providers e.g. Top Energy.
- To advocate for policies, programmes, practices, and procedures that guarantee equal opportunity for all people with accessibility requirements
- To encourage the portrayal of persons with accessibility requirements by the media in a positive way, including in the Council's own publications and publicity material
- Align local action with the strategic goals of the *Te Tai Tokerau Regional Accessibility Strategy*.

3. Membership:

The membership of AAG shall be comprised of the following:

- 2 appointees from Council, one general Councillor and one Māori Ward Councillor
- 1 appointee from Te Hiku Community Board, Kaikohe-Hokianga Community Board, and the Bay of Islands-Whangaroa Community Board
- Representatives from stakeholder and advocacy bodies for people with accessibility requirements across the Far North District
- Residents with an interest in accessibility in the Far North District on accessibility

4. Meetings:

- A quorum of members of AAG shall be two.
- AAG meetings shall be held bi-monthly. Minimum of two physical meetings throughout the year.
- The chair of the AAG may request additional meetings as necessary.

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- At these meetings AAG may invite staff from the Far North District Council or other organisations as necessary to provide appropriate information and to receive feedback from stakeholders as to how people with accessibility requirements can be supported to fully participate in the life of their communities.
- Minutes of all meetings shall be kept and distributed to members after each meeting.
- Meeting decisions that require a response from Council will be lodged using either the AAG action sheet or the Report Request Form

5. Structure:

- AAG shall elect a Chairperson and Deputy Chairperson once each triennium.
- Voting members of AAG shall be the AAG members but not Council staff.

6. Principles:

- Advocacy – representing the interests of people with accessibility requirements with fairness and equity
- Inclusiveness – a wide range of views are sought
- Openness – communicating clearly and providing as much information as possible to facilitate open and free exchange of information within the group
- Honesty and respect – treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making
- Responsiveness – dealing with issues within agreed timeframes
- Accountability – issues raised are followed up as appropriate
- Alignment with *Te Pae o Uta* – embracing the Council's Te Ao Māori framework to guide inclusive, place-based approaches that support meaningful engagement and equitable outcomes for accessible communities.

7. Planning:

AAG will develop annual strategic goals through an annual workshop. Staff members may support this workshop if requested.

8. Reporting Procedures:

AAG will produce an annual report on its activities, achievements, and concerns to the three Community Boards.

9. Staff Support:

Subject matter expertise shall be provided by relevant staff members from within the Far North District Council, with sufficient notice.

10. Administration:

- Support for administration of AAG, including the agenda, invitations, meeting venues (cost for non-Council venues will be met from the AAG budget), meeting minutes, claim form distribution will be undertaken Council staff.
- The Chair of AAG or delegate (including responsible staff member) will be responsible for lodging Report Request Forms to the relevant Council departments regarding AAG issues

- Approval of funds from the AAG budget is the responsibility of the Manager - Democracy Services, and AAG will recommend expenditure via meeting resolutions.

11. Resourcing for AAG Operation:

- Funding for the AAG through the Long-Term Plan shall be used to assist the AAG to meet its strategic goals and operational costs, such as travel expenses, reimbursement of costs for accessibility assistance and meeting venues for the AAG.
- Individual AAG expenses must be submitted via the claim form.

12. Definitions:

Accessibility:

Accessibility means creating environments, information, services, and systems that enable all people, regardless of their abilities, to participate fully and equitably in society. It includes physical, digital, communication, and attitudinal access, and is about removing barriers so that everyone can thrive.

What do we mean by accessible?

We understand an accessible community to be where everyone:

- Has realised rights,
- Is treated with dignity and respect, and
- Can access all places, activities, services and information easily and appropriately.

When we say all people with access needs, we mean:

- Tamariki and whānau
- Older adults/kuia and kaumātua
- Disabled people
- People with conditions
- People with language difficulties.

Disability:

People with Disabilities are “...those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others...”

This definition draws on the social model of disability and is used in the NZ Disability Strategy and is sourced from the UN Convention on the Rights of Persons with Disabilities, Article 1.

7.7 APPOINTMENTS TO MANAGEMENT COMMITTEES**File Number: A5498421****Author: Amber Wihongi-Alderton, Democracy Advisor****Authoriser: Aisha Huriwai, Manager - Democracy Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

The purpose of the report is to facilitate the appointment of Board representatives to Management Committees in the Bay of Islands-Whangaroa Ward.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board make appointments to Management Committees as detailed below:

- a) appoints member _____ to Cherry Park House
- b) appoints member _____ to Kawakawa Memorial Library Museum
- c) appoints member _____ to Paihia War Memorial Hall
- d) appoints member _____ to Russell Town Hall
- e) appoints member _____ to Simson Park Hall
- f) appoints member _____ to Totara North Hall
- g) appoints member _____ to Waipapa Hall
- h) appoints member _____ to Whangaroa Memorial Hall
- i) appoints member _____ to Whangaroa Township Hall
- j) appoints member _____ to Bledisloe Domain
- k) appoints member _____ to Kaeo Domain
- l) appoints member _____ to Kawakawa Domain and Reserves Management Committee
- m) appoints member _____ to Maromaku Domain Board
- n) appoints member _____ to Russell Sports Ground/Club
- o) appoints member _____ to Onekura/Waipapa Cemetery
- p) appoints member _____ to Towai Cemetery
- q) appoints member _____ to Kaeo Swimming Pool Committee
- r) appoints member _____ to Whangaroa Rivers/Kaeo Management Plan Liaison Committee
- s) appoints member _____ to the Kerikeri Sports Complex Committee

1) TĀHUHU KŌRERO / BACKGROUND

The Bay of Islands-Whangaroa Community Board is entitled to appoint a representative to the management committees of each of the following community assets / organisations:

Community Halls:

- Cherry Park House
- Kawakawa Memorial Library Museum
- Paihia War Memorial Hall
- Russell Town Hall
- Simson Park Hall
- Totara North Hall
- Waipapa Hall
- Whangaroa Memorial Hall
- Whangaroa Township Hall

Reserves Committees:

- Kaeo Domain
- Kawakawa Domain and Reserves Management Committee
- Maromaku Domain Board

- Russell Sports Ground/Club
- Onekura/Waipapa Cemetery
- Towai Cemetery

Other:

- Kaeo Swimming Pool Committee
- Whangaroa Rivers/Kaeo Management Plan Liaison Committee
- Kerikeri Sports Complex Committee

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Board appointees would be expected to keep the Board updated of issues of relevance and to communicate the Board's and Council's views to the management committee when necessary.

The Community Halls Policy states that each Community Board has responsibility for community buildings that provide a space for social interaction, (i.e. Council owned halls), and delegated authority to oversee the halls' operation. The hall committees are required to have a minimum of 5 members. In addition, a Community Board Member will be appointed to the committee to provide a liaison and advisory role but shall not hold an office on the Committee.

There are 15 committee managed local cemeteries across the District. These committees are responsible for all aspects of operation and maintenance. The Community Board's role is to oversee the operation of cemeteries within the Policy guidelines by:

- monitoring the need for future facilities and their likely location
- liaising with representatives of local cemetery committees to ensure compliance with Council policy
- monitoring the effectiveness of maintenance, in conjunction with staff
- recommending to Council on decisions related to capital expenditure

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To provide a list of management committees to which Board representatives can be appointed.

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

There are no financial implications or budgetary provision requirements as a result of this report.

ĀPITIHINGA / 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 matter 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.	Community Halls Policy; Cemeteries 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 is a community board report.
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 specific to Māori
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 does not impact on any identified persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provisions required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.8 COMMUNITY BOARD REPRESENTATIVE ON TE PUĀWAITANGA GOVERNANCE GROUP APPOINTMENTS PANEL

File Number: A5494575

Author: Roger Ackers, Group Manager - Planning & Policy

Authoriser: Guy Holroyd, Chief Executive Officer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To confirm the Bay of Islands-Whangaroa Community Board representative on the appointments panel that will appoint the governing body that will oversee Te Puāwaitanga Sports Complex.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Te Puāwaitanga is a multi-use, multi-purpose sports complex located in Waipapa.
- Opened on 24 April 2025 to the public, Te Puāwaitanga consists of turf and sand-based playing fields, onsite waters, ablutions block and carpark.
- The facility is currently used by Football and Rugby League in the winter and by Cricket in the Summer.
- Council currently manages the facility including maintenance, bookings, and relationships with the current users. This is currently funded via rates.
- On 21 July 2025 Council resolved (resolution 2025/93) to request that Sport Northland establish an appointments panel to commence the establishment of governing body to oversee the administration of the existing facility.
- The appointments panel is to consist of representatives from:
 - Sport Northland
 - Ngāti Rēhia
 - The Bay of Islands-Whangaroa Community Board
 - An elected member of the Far North District Council and
 - A Sport Northland nominated independent with sports complex administration experience.
- The representatives on the appointments panel will be, alongside the other panel members, responsible for interviewing candidates for the governing body and then selecting those from the candidates to be on the governing body for Te Puāwaitanga.
- The process to appoint the governing body of Te Puāwaitanga is expected to take approximately four months to complete once the appointments panel is formed.
- The purpose of this paper is to identify the Bay of Islands-Whangaroa Community Board representative on the appointments panel.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) **Appoint _____ as the Bay of Islands-Whangaroa Community Board Representative on the Te Puāwaitanga appointments panel.**

1) TĀHUHU KŌRERO / BACKGROUND

On 24 April 2025 Phase One of Te Puāwaitanga was opened by Council for public access and for use by the Kerikeri Football Club, The Makos Rugby League Club and Kerikeri Cricket Club in a limited capacity. The operational running of the facility, including the operational overheads are current managed by the Far North District Council.

On 22 May 2025 Council workshopped the future of Te Puāwaitanga. This was broken down into the following areas for consideration.

1. Administration of the current facility opened on 24 April 2025.
2. Master planning of Waipapa as per the implementation of Te Pātukurea which has the following in its adopted implementation plan.
 - a. “Develop Structure Plan/Catchment Mgmt. Plan - Waipapa for Urban Intensification and Greenfield areas of Waipapa, including ‘Te Puāwaitanga Stage 2 Project’, and consideration of the future of Baysport.”
 - b. “Update placemaking / neighbourhood plan – Waipapa.
3. Project Governance of Phase II of Te Puāwaitanga. This initially includes further sporting code fields and any vertical structures. First task will be determining the scope of Phase II.
4. The future development of the Council landholdings that contain Te Puāwaitanga and other landholdings that will be impacted by the further development of Te Puāwaitanga as part of Phase II.

It was generally agreed in the workshop that progressing with the confirmation of the administration of the current Te Puāwaitanga complex is the priority of the four workstreams considered in the above-mentioned workshop.

On 21 July 2025 Council resolved (resolution 2025/93) to request that Sport Northland establish an appointments panel to commence the establishment of group to oversee the administration of the existing facility that will become the governing body for the facility. The appointments panel is to consist of representatives from.

- Sport Northland
- Ngāti Rēhia
- The Bay of Islands-Whangaroa Community Board
- An elected member of the Far North District Council and
- A Sport Northland nominated independent with sports complex administration experience.

On 26 November 2025 Council appointed Councillor Stratford as the Elected Member on the appointments panel and delegated the decision on the appointment of the Community Board Representative on the panel to the Bay of Islands-Whangaroa Community Board.

The representatives on the appointments panel will be, alongside the other panel members, responsible for interviewing candidates for the governing body and then selecting those from the candidates to be on the governing body for Te Puāwaitanga. The process to appoint the governing body of Te Puāwaitanga is expected to take approximately four months to complete once the appointments panel is formed.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Options	Advantages	Disadvantages
Option One: The Bay of Islands-Whangaroa Community Board appointments a community board representative to the Te Puāwaitanga appointments panel.	<ul style="list-style-type: none"> • Council fulfils its commitment made via resolution 2025/93. • The process to appoint a governance group to oversee Te Puāwaitanga can commence. 	<ul style="list-style-type: none"> • Nil.

Options	Advantages	Disadvantages
Option Two: The Bay of Islands-Whangaroa Community Board does not appointment a community board representative to the Te Puāwaitanga appointments panel.	<ul style="list-style-type: none"> • Nil. 	<ul style="list-style-type: none"> • Council does not fulfil its commitment made via resolution 2025/93. • The process to appoint a governing body to oversee Te Puāwaitanga cannot commence. • Council continues to incur the operational and administrative overhead for the running of Te Puāwaitanga for the foreseeable future.

The Appointed Members Allowance Policy does not apply when it comes to appointing the Community Board Member to the Te Puāwaitanga appointments panel.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Council fulfils its commitment made via resolution 2025/93.

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

There are no direct budgetary implications associated with the recommendation made in this paper. However, there will be costs incurred to cover the establishment and initial costs associated with the appointments panel process. A budget allocation of \$15,000 for 2025/26 and for 2026/27 was approved as part of resolution 2025/93 to cover the administration costs of establishing a governing body for Te Puāwaitanga.

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	The decision requested in this paper is of low significance as per Council's Significance and Engagement Policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	There are no specific policies, legislation of community outcomes associated with this decision.
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.	Te Puāwaitanga is considered a District Wide Strategic Asset. Therefore, the decision to form an appointment panel for the Te Puāwaitanga governance group is of District wide relevance. However, on 26 November 2025 Council delegated to the Bay of Islands-Whangaroa Community Board the decision to appoint the Community Board Representative on the Appointments Panel.
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.	<p>Ngāti Rēhia, who claim ahi kā over which the land that Te Puāwaitanga is situated on, have been instrumental in the establishment of the sports complex.</p> <p>The Hapū gifted the name Te Puāwaitanga and has also been part of the initial working group established in 2022 that identified partners as.</p> <p><i>"The Communities of Kerikeri, Waipapa, the Far North and all of Northland, including but not limited to; pre-schools, schools and colleges, clubs and centres, businesses and professionals, religious and ethnic groups, whanau, hapu and iwi, gaming and charitable Trusts, regional and national sports organisations, sport and recreation providers, and the Far North District Council"</i></p> <p>Sport Northland has been in constant contact with Ngāti Rēhia since the decision was made by Council on 31 July 2025 to form appointments panel. Ngāti Rēhia will have a representative on the Appointments Panel.</p>

Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The current sporting codes and possible future users of the facility have been kept up to date on the forming of an appointments panel for the governance of Te Puāwaitanga via Sport Northland since the decision was made by Council on 31 July 2025 to form appointments panel.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications associated with the recommendation being made in this report. Any administration costs associated with the process to appoint a governance group for Te Puāwaitanga will be covered from within the existing budgets of Planning and Policy.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT

File Number: A5498428

Author: Amber Wihongi-Alderton, 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 open resolutions arising from meetings.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Open resolutions are a mechanism to communicate progress against decisions/resolutions.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board 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

Group Managers will assist in recording and following up outstanding open resolutions and action points with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda. Democracy Services staff will support the process by generating reports.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

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. Bay of Islands-Whangaroa Community Board Open Resolution Report - December - A5504472**  

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Thursday, 11 December 2025 4:24:35 pm Date From: 1/01/2020 Date To: 11/12/2025	
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	...14 Aug 2025 9:59am Research is being done on how a management committee for Kerikeri Domain could work, and possible stakeholders have been contacted to organise a meeting to consider outcomes and options. 03 Sept 2025 10:44am A meeting will be held in Kerikeri on 8 September to discuss management options for Kerikeri Domain. 17 Oct 2025 1:25pm Interested parties at the meeting held with in September expressed a preference for an informal communication channel rather than an additional management structure. This will be reported to the Community Board early in 2026. 17 Nov 2025 11:35am Staff are in the process of establishing the informal management structure, with a draft terms of reference and virtual based process. 09 Dec 2025 7:52am No change to the previous update.
Bay of Islands-Whangaroa Community Board 11/06/2025	The Strand, Kororāreka Russell Traffic Trial	RESOLUTION 2025/58 That the Bay of Islands-Whangaroa Community Board: a) Recommend that Council, as the Road Controlling Authority under the Land Transport Rule: Streets Layout 2023 (Rule) change: <ol style="list-style-type: none"> from mid-block Cass Street to the boat ramp at the northern end of The Strand to a shared space, the southern end of The Strand to pedestrian priority with access for essential vehicles, the layout of Cass Street to make the trial permanent; b) Recommend that the features installed temporarily in Cass Street during the trial be retained in its current form until an updated design is created by Roading Working Group and Council's Transport group, consistent with the objectives of the Kororāreka Russell	25 Aug 2025 4:01pm A report for The Strand, Kororāreka Russell Traffic Trial has been received and approved by Council for implementation by December 2025. 05 Sept 2025 5:03pm Planning and Policy staff are working with Transportation staff to implement the permanent changes to Cass Street to support The Strand shared space (north of Cass Street to the boat ramp) and The Strand pedestrian priority (south of Cass Street). 17 Nov 2025 11:34am Staff have established a Russell Roading Working Group and have engaged an external transport engineer to work with the group, to develop a final plan for implementing the trial as permanent. 09 Dec 2025 7:49am The Working Group will meet again on 15 December to consider draft concept designs by the transport engineer.

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Thursday, 11 December 2025 4:24:35 pm Date From: 1/01/2020 Date To: 11/12/2025	
Meeting	Title	Resolution	Notes
		<p>Historic Township Overlay and presented to the community for feedback;</p> <p>c) The planters and barrel adjacent to Russell Fresh to be moved back to improve access and egress from the disability park opposite, with clear signage delimiting the loading zone area; and</p> <p>d) Incorporate the above recommendations into the Bay of Islands-Whangaroa Community Board Strategic Plan to be considered for inclusion in the Long-Term Plan.</p> <p>CARRIED</p>	
Bay of Islands-Whangaroa Community Board 4/09/2025	Simson Park Domain - Intention to notify reserve management plan and recommendation to advertise change of classification	<p>RESOLUTION 2025/93</p> <p>That the Bay of Islands Whangaroa Community Board:</p> <p>a) Approve the draft reserve management plan for Simson Park for public consultation</p> <p>b) Recommend that Council</p> <p>i) Approve the initiation of a public consultation process under Section 16 of the Reserves Act 1977 to classify Lot 35 DP 51470 as a recreation reserve</p> <p>ii) Appoint the Bay of Islands-Whangaroa Community Board to hear any submissions received in response to the consultation process associated with Lot 35 DP 51470 and to make recommendations to the Council in respect of the Reserve Classification under section 24(2)(c) of the Reserves Act 1977.</p> <p>iii) Appoint the Bay of Islands-Whangaroa Community Board to hear any submissions received in response to consultation associated with the development of a reserve management plan under section 41(6)(d) of the Reserves Act 1977.</p> <p>CARRIED</p>	<p>18 Nov 2025 8:20pm Considered at Council Meeting 25 September 2025 (Council Resolution 2025/117). Public consultation on the draft Reserve Management Plan for Simpson Park is currently underway, it started on 15 October and will finish on 15 December.</p> <p>18 Nov 2025 8:33pm Action reassigned to Ackers, Roger by Wihongi-Alderton, Amber - Reassigned to GM</p> <p>09 Dec 2025 7:50am Status unchanged – open for public consultation.</p>

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Thursday, 11 December 2025 4:24:35 pm Date From: 1/01/2020 Date To: 11/12/2025	
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 27/11/2025	Bay of Islands-Whangaroa Community Board Strategic Plan 2022-2025	RESOLUTION 2025/119 That the Bay of Islands-Whangaroa Community Board: Note the Bay of Islands-Whangaroa Community Board Community Board Strategic Plan 2022-25 and request staff to work with Community Board members to update the plans with progress from the last triennium and arrange a workshop in order to identify new priorities to feed into the 2027-2037 LTP and any other partner agencies. CARRIED	11 Dec 2025 7:50am Workshop dates to be scheduled.

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

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of Previous Minutes - Public Excluded	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</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
9.2 - Bay of Islands-Whangaroa Community Board Open Resolution Report - Public Excluded	<p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</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

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

11 TE KAPINGA HUI / MEETING CLOSE