



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 10 March 2020

Time: 10:00 am

Location: Te Ahu

**Cnr Matthews Ave and South Road
Kaitaia**

Membership:

Chairperson Adele Gardner
Member Lawrie Atkinson
Member Darren Axe
Member Sheryl Bainbridge
Member Jaqi Brown
Member John Stewart
Councillor Felicity Foy

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 storm water 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 centers.

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 Maori.
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.

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	The Far North 20/20, ICT Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/ Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Lawrie Atkinson	Atkinson Family Trust	Chairperson		
	Tokerau Beach and Whatuwhiwi Residents and Ratepayers Association	Member		Will abstain from voting on financial issues
Darren Axe	Wharf Warden at Far North Holding Limited	Council Controlled organisation		
Sheryl Bainbridge	Ex-employee of Far North District Council			There should be no conflict of interest if we are all heading in the same direction
	Property in Coopers Beach			
Jaqi Brown	Te Hiku Navigation	Manager		
	Whangape Marae	Maori Land Owner Trustee over Whangape School and marae		Will manage any potential interests/conflicts and it arises
	Te Rawawa Rugby Club Committee	TRRC Lease Ahipara Domain from FNDC		Will manage any potential interests/conflicts and it arises
	Property in Ahipara			
John Stewart	Printing.com Kaitaia	Managing Director	Produces some work for FNDC	Step aside for any decisions at the time

Name	Responsibility Chairperson etc.) (i.e.	Declaration Interests of	Nature Potential Interest of	Member's Proposed Management Plan
	Zenstone N.Z Limited	Managing Director	N/A	N.A
	90 Mile Snapper Bonanza Limited	Shareholder / Organiser	May apply for event funding from FNDC	Step aside for any decisions at the time
	Property in Whatuwhiwhi and Kaitaia			Step aside for any decisions at the time
John Stewart – Partner	Printing.com Kaitaia			
	Property in Whatuwhiwhi and Kaitaia			Step aside for any decisions at the time
Felicity Foy	Director - Northland Planning & Development	I am the director of a planning and development consultancy that is based in the Far North and have two employees. Property owner of Commerce Street, Kaitaia		I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.
				I will declare a conflict of interest with any planning matters that relate to resource consent processing, and the management of the resource consents planning team.
				I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.
	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties Seaview Road – Cable Bay, and Allen Bell Drive - Kaitaia.		

Name	Responsibility Chairperson etc.) (i.e.	Declaration Interests of	Nature Potential Interest of	Member's Proposed Management Plan
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/ Puckey Road/Bell Road, the Awanui Straight, and Allen Bell Drive.	
	Foy Farms Partnership	Owner and partner in Foy Farms - a farm on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 7 dwellings on Church Road, Kaingaroa and 2 dwellings on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia, one title contains a cell phone tower.		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
	Shareholder of Coastal Plumbing NZ Limited			
Partner Felicity Foy	Director of Coastal Plumbing NZ Limited			
	Friends with some FNDC employees			

Te Hiku Community Board Meeting
will be held in the Te Ahu, Cnr Matthews Ave and South Road, Kaitaia
on:
Tuesday 10 March 2020 at 10:00 am

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1 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 Team Leader Democracy Support (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.

2 PUBLIC FORUM

3 DEPUTATIONS

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

4 SPEAKERS

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2806216

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The minutes are attached to allow the Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meeting.

RECOMMENDATION

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 4 February 2020 be confirmed as a true and correct record.

1) BACKGROUND

Local Government Act 2002 Schedule 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) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Te Hiku 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".

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) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. 2020-02-04 Te Hiku Community Board Minutes Unconfirmed - A2842017 [↓](#) 

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	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF TE HIKU COMMUNITY BOARD MEETING
HELD AT THE TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD, KAITAIA
ON TUESDAY, 4 FEBRUARY 2020 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Member Lawrie Atkinson, Member Darren Axe, Member Jaqi Brown, Member Felicity Foy, Member John Stewart

1 APOLOGIES AND CONFLICTS OF INTEREST

APOLOGY

RESOLUTION 2020/1

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That the apology received from Member Sheryl Bainbridge be accepted and leave of absence granted.

CARRIED

Note: Shaun Clarke (Chief Executive Officer) put in his apologies.

2 KARAKIA

Member Jaqi Brown opened the meeting with a karakia.

3 PUBLIC FORUM

Brian Page representing Tokerau Beach Residents and Ratepayers spoke regarding need for public toilets on the Maitai Bay Reserve.

Angela Phillips representing Far North Safer Communities (Building Safer Communities) spoke regarding:

- upcoming town beautification projects in Kaitaia.
- notified the Community Board that the Graffiti Wipe Out project is going to be restarted and will be asking the Community Board for support at a later stage.
- provided information and an update on the CCTV system.

4 DEPUTATIONS

There were no deputations for this meeting.

5 SPEAKERS

Claire Gordon representing Be Free Incorporate, spoke regarding funding for Be Free Incorporated, Item 7.5 – Funding Application.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2806212, pages 12 - 18 refers.

RESOLUTION 2020/2

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 10 December 2019 be confirmed as a true and correct record.

CARRIED

7 REPORTS

7.1 CHAIRPERSON AND MEMBER REPORTS

Agenda item 6.1 document number A2806236, pages 19 - 28 refers.

RESOLUTION 2020/3

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That the Te Hiku Community Board note the reports from the Chairperson and Members Atkinson, Axe and Bainbridge.

CARRIED

The meeting was adjourned from 11.32 am to 11.47 am.

7.2 APPOINTMENT TO KAITAIA BUSINESS ASSOCIATION

Agenda item 6.2 document number A2816563, pages 29 - 30 refers.

RESOLUTION 2020/4

Moved: Chairperson Adele Gardner
Seconded: Member Darren Axe

That the Te Hiku Community Board appoint Member John Stewart as liaison for the Kaitaia Business Association and that Chairperson Adele Gardner will be the alternate person.

CARRIED

7.3 DELIBERATIONS HOUHORA HEADS MOTOR CAMP LEASE

Agenda item 6.3 document number A2805489, pages 31 - 36 refers.

Rob Koops (Contractor) and Aya Morris (Community Development Advisor) spoke to this report.

RESOLUTION 2020/5

Moved: Member Felicity Foy
Seconded: Member John Stewart

That the Te Hiku Community Board recommends to Council:

- a) **That Council, subject to S54 of the Reserves Act 1977 grants a lease on Lot 1 & 2 DP 402482, Identifier 408100 to the current lessee Houhora Heads Motor Camp Limited and that the term of the leases shall be:**

Initial Term: 21 years

Right of Renewal: One further term of 21 years

- b) That Council authorises the General Manager Infrastructure & Asset Management to negotiate final terms and conditions for such lease which shall be on industry practise commercial terms, at market rent and in accordance with Council policy #5020 - Council-Owned Campgrounds.
- c) That Council transfers ownership of its remaining improvements to the lessee for \$1.00 and writes off the book value against retained earnings.
- d) That Far North District Council:
 - i) In its role as administering body of the Houhora Heads recreation reserve and in its role as the delegate of the Minister of Conservation, subject to the provisions of the Reserves Act 1977, grants and consents to a new lease of the Houhora Heads recreation reserve being Lot 1 & 2 DP 402482, Identifier 408100 and comprising approximately 6.38ha of land to Houhora Heads Motor Camp Limited and that the term of the lease shall be:
 - 1) Term: 21 years plus one Right of Renewal of 21 years
 - 2) Area: Approximately 6.38ha being Lot 1 & 2 DP 402482 - Identifier 408100 as highlighted on the aerial plan attached as Attachment 2.
 - 3) Further Terms & Conditions: standard industry practise commercial terms, at market rent to be determined by valuation.
- e) request an additional clause be added to the lease agreement, stating that no further temporary living places as referred to in the Camping Grounds Regulations Act 1985 shall be erected without landlord approval, which shall not be unreasonable withheld.

CARRIED

The meeting adjourned from 12.44 pm to 1.00 pm.

7.4 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2019

Agenda item 6.4 document number A2823268, pages 37 - 39 refers.

RESOLUTION 2020/6

Moved: Member Jaqi Brown

Seconded: Member Felicity Foy

That the Te Hiku Community Board

- a) receives the report "Te Hiku Statement of Community Board Fund Account as at 31 December 2019".
- b) requests that the \$17,000 tagged as Centennial Park planting project in Kaitaia in the Community Board Fund Account be moved into the line item budget for Jaycee Park.

CARRIED

7.5 FUNDING APPLICATIONS REPORT

Agenda item 6.5 document number A2823821, pages 40 - 58 refers.

Kathryn Trewin (Funding Advisor) spoke to this report.

RESOLUTION 2020/7

Moved: Member Jaqi Brown

Seconded: Member John Stewart

That Te Hiku Community Board:

- a) approves the sum of \$2,941 (plus GST if applicable) be paid from the Board's Community Fund account to Takahue Hall Society for costs towards replacing rotting decking, to support the following Community Outcomes:
 - i) Proud Vibrant Communities
 - ii) Communities that are healthy, safe, connected and sustainable
- b) approves the sum of \$1,500 (plus GST if applicable) be paid from the Board's Community Fund account to Be Free Inc for costs towards the Be Free Youth Stage at the Mangonui Festival to support the following Community Outcomes:
 - i) Proud Vibrant Communities
 - ii) Communities that are healthy, safe, connected and sustainable

CARRIED

7.6 PROJECT FUNDING REPORTS

Agenda item 6.6 document number A2823989, pages 59 - 67 refers.

RESOLUTION 2020/8

Moved: Chairperson Adele Gardner

Seconded: Member Jaqi Brown

That Te Hiku Community Board note the project reports received from:

- a) Mangonui Lions Club
- b) Baby Baroque

CARRIED

8 INFORMATION REPORTS

8.1 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2019

Agenda item 7.1 document number A2822885, pages 68 - 70 refers.

RESOLUTION 2020/9

Moved: Member Jaqi Brown

Seconded: Member Lawrie Atkinson

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2019.

CARRIED

8.2 COMMUNITY AND CUSTOMER SERVICES ACTIVITY REPORT

Agenda item 7.2 document number A2823081, pages 71 - 79 refers.
Chris Pigott (Manager – Libraries and Museum) spoke to this report.

COMMITTEE RESOLUTION 2020/10

Moved: Member Darren Axe

Seconded: Member Jaqi Brown

That the Te Hiku Community Board receive the report Community and Customer Services Activity Report.

CARRIED

9 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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 - Nomination of Far North Community Board Executive Committee Representative	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

This item was withdrawn from the agenda at the request of the Chief Executive.

10 MEETING CLOSE

The meeting closed at 1.45 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board meeting to be held on 10 March 2020.

.....
CHAIRPERSON

6 REPORTS

6.1 CHAIRPERSON AND MEMBER REPORTS

File Number: A2848873

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

RECOMMENDATION

That the Te Hiku Community Board note the reports from the Chairperson and Members Axe, Bainbridge and Stewart.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised.

The reports from the Chairperson and Members are attached.









Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Chairperson Gardner Report - A2849996  
2. Member Axe Report - A2848877  
3. Member Bainbridge Report - A2849365  
4. Member Stewart Report - A2849957  

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	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
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.	Not applicable.
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.	Yes.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Te Hiku
Chairperson's Name	Adele Gardner
Subdivision	Kaitaia – Te Hiku
Date	Jan – Feb 2020

REPORT

1) Meetings/Functions

- 14 Jan 20 - Combined Kaitaia Business Assn & Te Hiku Community Board Workshop
- 14 Jan 20 - Strategic Planning Workshop
- 27 Jan 20 - Awanui Ratepayers Assn meeting re Unahi Wharf
- 29 Jan 20 - Capital Works Programme workshop in Kaikohe
- 29 Jan 20 - Committee structure workshop
- 30 Jan 20 - Citizenship Ceremony at Te Ahu
- 30 Jan 20 - Kaitaia Business Assn monthly meeting
- 4 Feb 20 - Te Hiku Community Board Meeting
- 4 Feb 20 - Met users of Davis St/Matthews Park to discuss future use of this area
- 11 Feb 20 - Chairs meeting with Mayor Carter & CEO Clarke
- 14 Feb 20 - Te Ahu Trust Meeting
- 14 Feb 20 - Te Hiku Sports Hub Meeting
- 17 Feb 20 - Museum Meeting at Te Ahu

2) Issues - Lake Ohia Hall – RFS3964984. Kaitaia Business Association

3) Resource Consents:

RC 2200384 Northland Regional Council, 23-27 Donald Road Kaitaia. To undertake earthworks for the construction of a 200m long diversion of the Whangatane Spillway.

RFS 3989408 – Rangiputa Ratepayers requesting signage re no boat parking.

RFS 3992153 – Rangiputa Ratepayers request for payment of funds spent on upgrading a boat ramp off the DOC Reserve

RFS 3992152 - Rangiputa Ratepayers requesting a sign directing traffic towards Boat/Trailer Park

RFS3992150 – Rangiputa Ratepayers requesting a conex safety mirror for turn into Motutara Drive from Rangiputa Road.

Rang afterhours and reported a water leak, followed up next day and leak was being fixed on the Council side of the meter in Kohuhu Street Kaitaia.

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku
Members Name: Darren Axe
Subdivision: North Cape
Date: December 17 – February 11

REPORT

1) Meetings/Functions

December 17 – Attended prizegiving at Hope House in Northern Houhora to hand out certificates to students that had completed and passed a 6-month course in Te Reo Māori. I was asked to do this by a local kaumatua, Reuben Murray. His wife Beulah Murray is the tutor for this Te Reo Māori course.

January 14 – Attended workshops at Te Ahu Centre. First part of the day was a Kaitaia Business Association (KBA) meeting. Andrea Panther spoke to the Community Board. The second part of the day involved collaborating as a Board to work on the Strategic Plan “Going Forward”.

January 15 – Advised a member of the public on how to complete a RFS form for a road repair in the Houhora area.

January 25 – Talks with Far North Holdings regarding new commercial wharf in Houhora.

February 1 – A member from the group called Menz Shed asked me to go to the Board meeting and talk about their premises. I did and got back to them the next day with an answer they were happy with.

February 4 – Attended Community Board meeting at Te Ahu Centre.

February 7 – Talked with member of public regarding a walking track at Houhora Heads.

February 11 – Attended Houhora Rate Payers meeting.

2) Issues - NIL

3) Resource Consents: 0

4) Request for Service: 2

TE HIKU COMMUNITY BOARD MEMBER'S REPORT

Member Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: 17 February 2020

REPORT**1) Meetings**

14.1.20 – workshop with KBA and strategic plan workshop

15.1.20 – accepted an invitation to view a proposed retirement village complex for which a resource consent has been issued.

2) Issues

11.1.20 – Query about Waiharara Drainage Committee – lack of maintenance, lack of monitoring, lack of co-ordination between the council, contractors and committee members, and purpose of the committee.

12.1.20 – Query about a SUP hirer operating from Coopers Beach carpark. Suggested that the person with concerns contact Environmental Services via the RFS system or 0800 number

22.1.20 – continuing issues of parking at Mill Bay Mangonui, request for a speed reduction sign at the top of the hill between Mangonui and Coopers Beach to be moved further south and future council support for Doubtless Bay Promotions Inc. I will pick these matters up on my return from holiday as responses to the second two issues have been unsatisfactory.

3) Resource Consents

Nil

4) Requests for Service

RFS 3985389 – Loose chips from seal at Coopers Beach carpark being walked into business premises – adverse effect on flooring. have dispatched their Routine Crew to sweep up excess chip by 13/12/2019. Ineffectual. Further request made 21 January. Once again I will pick this matter up on my return from holiday as response had been unsatisfactory last time I had adequate access to technology, but it may have been resolved by now.

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board	Te Hiku
Members Name	John Stewart
Subdivision	Kaitaia
Date	Oct 19 – Jan 20

REPORT

1) Meetings/Functions

23 Oct - CB Induction Kaikohe

5 Nov - Te Hiku Community Board Meeting

14 Nov - Standing Orders & Political Decision Workshop Kaikohe

28 Nov - Community Board Workshop

3 Dec - LGNZ CB Induction Kaikohe

10 Dec - Te Hiku Community Board Meeting

14 Jan - KBA meeting with THCB half day

14 Jan - THCB meeting strategic plan half day

04 Feb - THCB meeting

2) Issues -

Last meeting, we discussed making RFS for more or larger rubbish bin at Waipap ramp.

Just want to update the board on what has happened since then.

3) Resource Consents:

4) Request for Service:

6.2 GROUND LEASE OF 28 MATAI BAY ROAD, KARIKARI TO FIRE & EMERGENCY NZ**File Number: A2838031****Author: Rob Koops, Property Services****Authoriser: William J Taylor MBE, General Manager - Corporate Services****PURPOSE OF THE REPORT**

To initiate the public consultation process on the granting a new 33 year ground lease to Fire & Emergency New Zealand (FENZ) for the land at 28 Matai Bay Road, Karikari and to classify the land subject to the lease as Local Purpose (community buildings) and to appoint the Te Hiku Community Board to hear submissions and make a recommendation to Council

EXECUTIVE SUMMARY

- FENZ wish to replace the existing rural fire depot at 28 Matai Bay Road, Karikari with a modern fire and emergency response centre.
- FENZ require long term tenure on the land to justify the investment.
- FENZ will own the new fire and emergency response centre.
- There will be no cost to FNDC for the construction or ongoing maintenance
- A 33 ground year lease subject to the Reserves Act 1977 at nominal rent is proposed.
- The parcels of land involved will be classified appropriately.

RECOMMENDATION

That Te Hiku Community Board:

- a) recommends to Council that a public consultation process is commenced on the granting of a new 33-year ground lease to Fire & Emergency NZ on 2,467.5 square meters of land at 28 Matai Bay Road, Karikari being part Lot 103 DP 54644, being 1.0390ha and part Record of Title NA4C/203 and vested in Far North District Council as a recreation reserve.**
- b) recommends to Council that the public consultation includes submissions on the classification of the 2,467.5 square meters of land subject to the lease as Local Purpose (community building) reserve and the balance as Recreation Reserve under the Reserves Act 1997.**
- c) is appointed to hear any submissions received in response to the consultation process and to make recommendations to the Council in respect of granting the lease and the reserve classification.**

1) BACKGROUND

Fire and Emergency New Zealand have a Licence to Use a number of former rural fire depots around the District owned by FNDC. The licence is about to expire in April 2021. FENZ is reviewing the suitability of individual rural fire depots and are implementing upgrades as required. The Licence to Use includes all the 1.0390ha of land and the building at 28 Matai Bay Road, Karikari.

The existing rural fire depot at Matai Bay Road (essentially a double garage) is not fit for purpose in terms of size, functionality, staff facilities, etc. FENZ wish to remove the existing building and replace it with a substantial and modern fire and emergency response centre (Attachment 1). In order to make this investment FENZ requires security of tenure on the underlying land.

It is proposed that the licence to use for the Matai Bay Road station is replaced with a ground lease of 33 years on the 2,467.5 square meters of land required for the building, carparks, etc. and that FENZ takes full responsibility for the demolition of the existing rural fire depot and the construction and future repair, maintenance and renewal of the new fire and emergency response centre.

It is further proposed that the 2,467.5 square meters of land required for the building, carparks, etc. is classified Local Purpose (community building) reserve and the balance of the 1.0390ha of land classified as Recreation Reserve under the Reserves Act 1997.

Lot 103 DP 54644 is vested in Council as an unclassified Recreation Reserve. The Act requires Council as the local authority to classify vested reserves according to their primary purpose. The classification process allows for part of the reserve to be classified for one purpose and the other part of the same reserve for another purpose. Prior to classifying the local authority is to undertake public notice, giving full consideration to all submissions.

The Act provides for the administering body of a reserve to lease all or part of a reserve for an appropriate purpose. Public consultation, giving full consideration to all submissions, is to be undertaken prior to the granting of a lease. The Act allows for a lease term not exceeding 33 years.

2) DISCUSSION AND OPTIONS

FENZ have identified the Matai Road station as the ideal location for a modern fire and emergency response centre to service the Karikari Peninsula and adjoining areas adequately for the foreseeable future. FENZ will fully fund the new construction and request that FNDC make available the land at nominal rent for a minimum of 33 years.

Option 1:

Enter into a ground lease for 33 years and transfer ownership of the existing improvements to Fire & Emergency NZ for \$1.00 and write off the book value against retained earnings.

Classify the 2,467.5 square meters of land required for the building, carparks, etc. Local Purpose (community building) reserve under the Reserves Act 1997 and classify the balance of the land as Recreation reserve.

Option 2:

Retain the status quo.

Reason for the recommendation

Entering into a ground lease for 33 years would give FENZ the security of tenure it needs to make this substantial investment on the Karikari Peninsula.

Retaining the status quo means that responding adequately to fire and emergency events in the Karikari Peninsula area becomes increasingly challenging, especially as weather and fire events become more extreme due to the effects of global warming.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Currently FNDC does not charge rent for the use of land or building. Under the existing Licence to Use FNDC is responsible for repairs and renewals.

A nominal rent for the land of \$1.00 per annum is proposed. There will be no cost to Council for construction or repair and maintenance fire and emergency response centre.

The current "book value" of the improvements is \$58,450.58. It is proposed that the improvements will be disposed of and the value written off to retained earnings. This is an accounting entry only and has no financial impact on rates.

ATTACHMENTS

- 1. FENZ Karikari Rural Station Concept - A2850229** [↓](#) 

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 Reserves Act 1977 allows for Council to classify and lease reserves vested in the Council. FNDC Reserves Policy. The Policy supports a long term lease being offered to community groups wanting a permanent base, requiring significant financial investment.
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.	Delegation to the relevant Community Board enables them to hear submissions and make a recommendation to Council.
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.	Local iwi Ngati Kahu has been approached by FENZ and their submission will form part of the deliberations prior to a recommendation to Council being made.
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).	Public consultation will determine this and submissions will form part of the deliberations prior to a recommendation to Council being made.
State the financial implications and where budgetary provisions have been made to support this decision.	A nominal rent for the land of \$1.00 per annum is proposed. Existing improvements with a book value of \$58,450.58 will be written off.

Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.
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CLIENT: FIRE AND EMERGENCY NEW ZEALAND
PROJECT: KARIKARI RURAL SITE FEASIBILITY
DRAWING: 28 MATAI BAY RD, KARIKARI
PROPOSED CONCEPT SITE PLAN OVERLAY

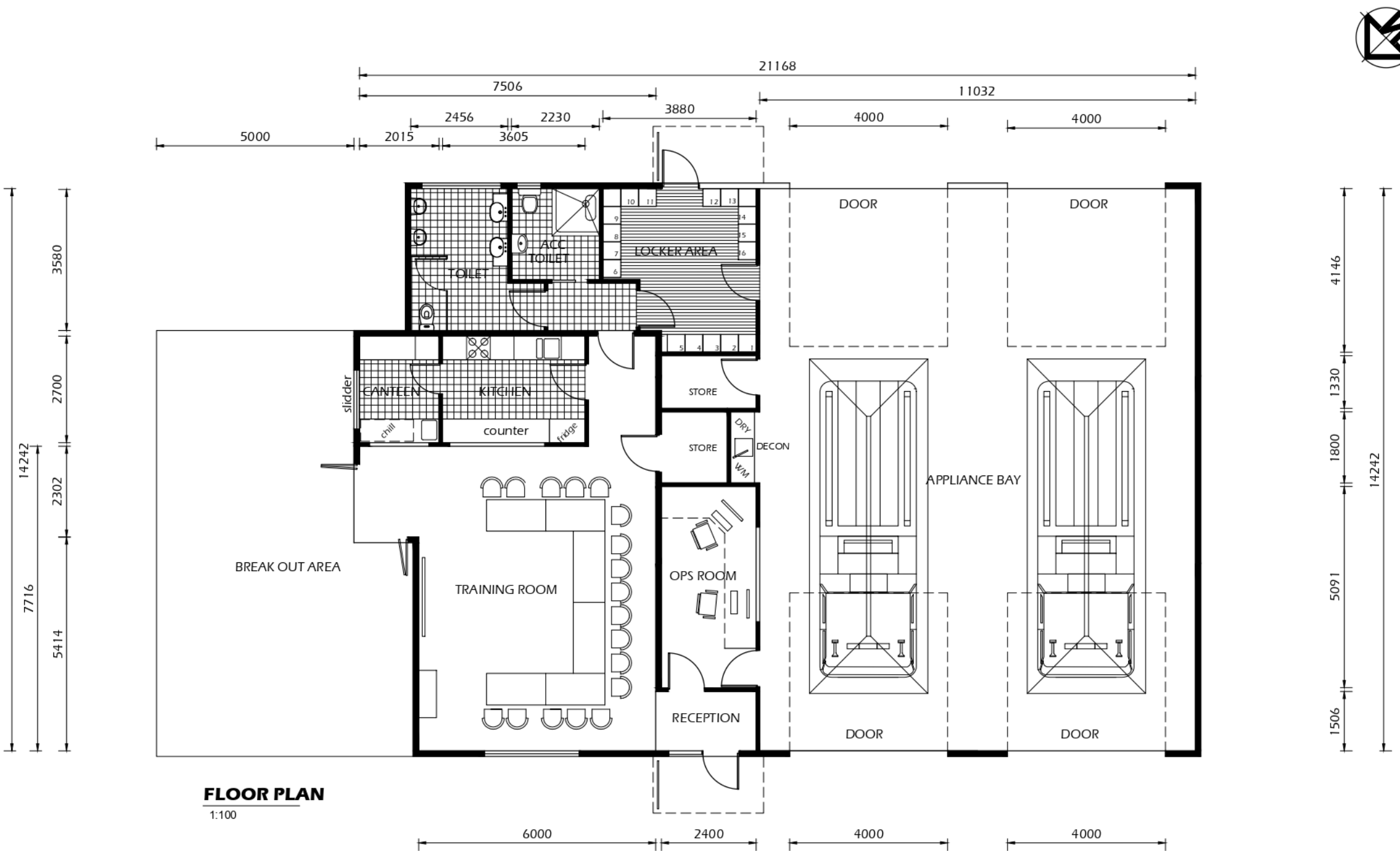
DRAWING TO BE READ IN CONJUNCTION WITH SPECIFICATION AND DESCRIPTION OF WORKS. ORIGINAL SCALE @ A3, WRITTEN DIMENSIONS TAKE PRECEDENCE.			
SHEET No	01	DATE	OCT 2019
REVISION	P1	DATE	30 OCT 19
REV	DRAWING ISSUED FOR CLIENT REVIEW		DATE
	REVISION NOTES		



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PROJECT: KARIKARI RURAL SITE FEASIBILITY
DRAWING: 28 MATAI BAY RD, KARIKARI
SITE PLAN

DRAWING TO BE READ IN CONJUNCTION WITH SPECIFICATION AND DESCRIPTION OF WORKS. ORIGINAL SCALE @ A3, WRITTEN DIMENSIONS TAKE PRECEDENCE.			
SHEET No	02	DATE	OCT 2019
REVISION	P1	REVISION NOTES	
P1	DRAWING ISSUED FOR CLIENT REVIEW	30 OCT 19	DATE



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CLIENT: FIRE AND EMERGENCY NEW ZEALAND
PROJECT: KARIKARI RURAL SITE FEASIBILITY
DRAWING: 28 MATAI BAY RD, KARIKARI
CONCEPT FLOOR PLAN

DRAWING TO BE READ IN CONJUNCTION WITH SPECIFICATION AND DESCRIPTION OF WORKS. ORIGINAL SCALE @ A3, WRITTEN DIMENSIONS TAKE PRECEDENCE.			
SHEET No	03	DATE	OCT 2019
REVISION	P1	REVISION NOTES	
P1	DRAWING ISSUED FOR CLIENT REVIEW		30 OCT 19
REV			DATE



DRAWING TO BE READ IN CONJUNCTION WITH SPECIFICATION AND DESCRIPTION OF WORKS. ORIGINAL SCALE @ A3, WRITTEN DIMENSIONS TAKE PRECEDENCE.

SHEET No. 04	DATE OCT 2019	REVISION P1		
			P1	DRAWING ISSUED FOR CLIENT REVIEW
			REV	REVISION NOTES
				DATE

6.3 KAITAIA BUSINESS ASSOCIATION BUSINESS PLAN AND STRATEGIC RECOMMENDATIONS 2020/21**File Number: A2831045****Author: Roger Ackers, Manager - Strategy Development****Authoriser: Darrell Sargent, General Manager - Strategic Planning and Policy****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with the Kaitaia Business Associations Business Plan and Strategic Recommendations 2020/21 Report, the Kaitaia Business Association financial statement report and audit of accounts for the year ending 30 June 2019 and recommend that Council strike the Kaitaia Business Improvement District targeted rate of \$50,000 for the 2020-2021 financial year.

EXECUTIVE SUMMARY

- In 2019 the Kaitaia Business Association invested in the development of a strategic plan for their organisation. This culminated in the attached Business Plan and Strategic Recommendations 2020/21 Report. This document also contains the Business Association's budget for the 2020-21 financial year which commences 1 July 2020
- The Kaitaia Business Association has also completed the attached statement of financial performance report and audit of accounts for the year ending 30 June 2019
- As per the requirements of the Partnership Agreement between the Te Hiku Community Board and the Kaitaia Business Association this report recommends that the Te Hiku Community Board receive and accept the above two documents and recommends that Council strike the Kaitaia Business Improvement District targeted rate of \$50,000 for the 2020-21 financial year.

RECOMMENDATION**That the Te Hiku Community Board:**

- a) **accept the Kaitaia Business Associations Business Plan and Strategic Recommendations Strategic Plan 2020/21, Statement of Financial Performance report and Audit of Accounts for the year ending 30 June 2019.**
- b) **recommend that Council strike the Kaitaia Business Improvement District targeted rate of \$50,000 for the 2020-2021 financial year.**

1) BACKGROUND

In late 2019 Council completed an assessment of the relationship agreements in place between the Te Hiku Community Board and the Kaitaia Business Association. This assessment found that the Memorandum of Understanding, signed in May 2017 between the two parties, is not legally binding. This assessment also found that a partnership agreement (attached), approved prior to the Memorandum of Understanding, legally bind both parties.

For Council to strike the targeted rate collected from the ratepayers in the Kaitaia Business Improvement District the Te Hiku Community Board must, as per requirements of the attached Partnership Agreement, receive and accept the following documents before recommending to Council that the targeted rate for the Kaitaia Business Improvement District is stuck;

- Audited Accounts
- Annual Report for the previous year
- Strategic Plan covering three to five year period
- Annual Business Plan; and

- Budget for the following year

The Kaitaia Business Association has provided the following documents to the Te Hiku Community Board;

- The Kaitaia Business Association Business Plan and Strategic Recommendations 2020/21. This document contains the Business Associations budget for the 2020-21 Financial Year
- The Kaitaia Business Association Financial Performance report and Audit of Accounts for the year ending 30 June 2019.

2) DISCUSSION AND OPTIONS

Option One: Te Hiku Community Board does not accept the documents submitted by the Kaitaia Business Association

The Te Hiku Community Board does receive and accept;

- The Kaitaia Business Association Business Plan and Strategic Recommendations 2020/21 that includes the Business Associations budget for the 2020-21 financial year.
- The Kaitaia Business Association Financial Performance report and Audit of Accounts for the year ending 30 June 2019.

If this option is adopted then there is no justification for Council to strike the Kaitaia Business Improvement District Targeted Rate for the 2020-21 Financial Year.

Option Two: Te Hiku Community Board accepts the documents submitted by the Kaitaia Business Association

The Te Hiku Community Board receives and accepts;

- The Kaitaia Business Association Business Plan and Strategic Recommendations 2020/21 that includes the Business Association's budget for the 2020-21 Financial Year.
- The Kaitaia Business Association Financial Performance report and Audit of Accounts for the year ending 30 June 2019.

If this option is adopted then the Council has a justification to strike the Kaitaia Business Improvement District Targeted Rate for the 2020-21 Financial Year.




Reason for the recommendation

It is recommended that Option Two: Te Hiku Community Board accepts the documents submitted by the Kaitaia Business Association and are adopted by the Community Board.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

If the Community Board adopts the recommendation in this report the Kaitaia Business Improvement targeted rate that collects \$50,000 from ratepayers in the Kaitaia Business Improvement District will be struck for the 2020-21 financial year that commences 1 July 2020.

ATTACHMENTS

1. **Kaitaia Business Association Business Plan and Strategic Recommendations 2020/21 - A2849472** [↓](#) 
2. **Kaitaia Business Association Financial Statement and Audit of Accounts year ending 30 June 2019 - A2831136** [↓](#) 
3. **Partnering Agreement between Te Hiku Community Board and Kaitaia Business Association - A2849477** [↓](#) 

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	The recommendation in this report does not meet the thresholds of significance in the 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.	The recommendation in this report is alignment with the partnership agreement between the Te Hiku Community Board and the Kaitaia Business Association.
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 recommendation in this report has sought the view of representatives of the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	The recommendation in this report has no direction 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 (for example – youth, the aged and those with disabilities).	This report has sought feedback from representatives of the Kaitaia Business Association.
State the financial implications and where budgetary provisions have been made to support this decision.	The financial implications of the recommendation in this report are covered in Section 3 of this report.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



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1. OUR COMMITMENT

We are committed to you, the member, to:

- Facilitate good outcomes
- Communicate openly and regularly
- Provide support and advocacy
- Drive business promotion and projects

The Kaitia Business Association Executive will deliver:

- Management
- Resourcing
- Best practice leadership
- Good governance
- Business advocacy

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2. ABOUT THE KAITAIA BUSINESS ASSOCIATION

The Business Improvement District (BID) is a partnership between the Far North District Council (FNDC) and the Kaitia business community. It is a program developed to revitalise and encourage economic outputs in the business areas. In 2012, a poll amongst Central Business District (CBD) business and property owners to establish a BID for Kaitia was accepted with a 53% majority. With this successful ballot, in late 2012, Kaitia became the northern-most town and the first rural town in Aotearoa to benefit from a BID programme.

The BID is designed to improve CBD business and amenity through agreed regular improvements to the town's physical, operational, economic or security infrastructure within the town centre. The BID is a partnership between local government and local businesses funded through a quarterly levy, by way of an FNDC targeted rate.

Local businesses within the BID area (or those who choose to join as associate members) contribute an amount of money each year through a proportional system which is determined by BID regulations via their rateable property value. The FNDC includes the levy with their regular rates notices and then forwards quarterly instalments of the BID portion to the Kaitia Business Association.

The funding collected through the BID project is administered by the Kaitia Business Association and enables the Kaitia business community membership to determine and drive their projects and strategy. No person or single business can derive individual financial gain as a result of being involved in the BID project.

This targeted rates (funding) is used to:

- Develop and promote the membership of the Kaitia business community
- Support economic growth through the identification and strategic planning of agreed projects
- Increase turnover and visitation via events, promotions and well-planned marketing
- Enhance the physical environment through determining appropriate projects.

The Kaitia Business Association is governed by a voluntary executive committee, and membership is made up of businesses in the business targeted rated area in Kaitia. Funding via targeted rates for the annual period to the end of June 2019 is \$50,000. No risks are identified to halt growth and implement this plan and strategic approach.

This business plan has been developed through the Business Association and has been developed

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in conjunction with the background research implemented in August 2019. The organisation contracts a manager whose role is to work alongside the executive and members to implement plans approved by the committee and Annual General Meeting (AGM). The manager carries out any additional duties above the annual plans as guided by the committee.

Kaitiaia is a town centre that has been traditionally known as a gateway to the Far North and is the last major town before the top of the North Island is reached. Kaitiaia is a strong community and a town centre that has traditionally seen a substantial amount of tourism due to the bus and transit routes, which brings tourists and visitors into the town centre to visit, shop, experience and stay. This transit route has been changing and a decline in stopovers observed.

Kaitiaia, with a population of approximately 5,000, is centrally located and close to many tourism and visitor destinations, such as Ninety Mile beach, Cape Reinga, vineyards, and outstanding beaches. It also provides various cultural experiences, tourist activities and Māori history. There is much to do in the area, as it has a wealth of interesting and worth-the-visit experiences.

The community is welcoming and generous, and the Saturday markets in the town centre are a great experience, as are other tourist and local activities. The main industries in Kaitiaia are forestry and tourism.





3. EXECUTIVE SUMMARY

This plan is developed through the Business Association and has been developed in conjunction with the background research implemented in August 2019.

This plan is an annual plan for the organisation. However, the document provides strategic guidance that will direct the executive on a path that enables growth and a way forward to ensure that Kaitia town centre is a great place to shop, visit and do business. The plan outlines actions, finance, SWOT, and environment, and guides the executive on a path of improving the organisation and its membership relations.

Whilst the plan is prepared for the Kaitia Business Association, there are multiple partnerships involved in the collective success of the area. This plan acknowledges those partnerships and stakeholders – The Far North District Council, Mana Whenua, large industry (forestry), the Te Hiku Community Board, local community organisations and social services.

It is apparent that some respondents, the Kaitia businesspeople, feel that the area has suffered from investment by the Council, that the environment is changing, and that additional, well-focused economic development is required to sustain the town centre and community. Big industry in the area is changing; one of the major transport companies is closing and the social issues faced by community do need engagement and support by local and central government. All these points have an impact on the success of the town centre. The foundation view of the business community is one of pride, integration, collaboration, and a strong sense of belonging. Central Government has a vested interest in the area, which needs capitalisation by the KBA.

This plan identifies objectives and ways to improve the Business Association to increase funding streams, business engagement, and shopper buy-in. Other objectives for business longevity are advocacy for commercial growth, improved economic development investment, and infrastructure growth projects in Kaitia.

The Kaitia Business Association executive committee aims to consistently develop value-added relationships and to collaborate with key partners, working alongside external organisations to achieve the objectives while undertaking a best-practice model to improve the business environment.

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The recommendations outlined in the strategic and action planning initiatives are focused on:

- A promotional/event guide
- Brand identity and communications
- Budget allocation
- Attractors
- Strategic direction

This plan is based on the following assumptions and provides context for the strategic direction:

1. **Timeframe:** 2020/21 with a strategic focus on the next two years.
2. **Industry¹:** Service and retail, Business Associations, Business Improvement Districts. An advocacy and marketing/promotional organisation for over businesses/owners represented.
3. **Location:** Kaitia – Primary/secondary trade area is an estimated 15,000 people
4. **Lifecycle position:** Growth phase
5. **Market focus and direction:** Business Association formed to promote Kaitia town centre as a shopping destination – to shop, work and play. Governance by voluntary executive committee.
6. **Marketplace dynamics:** The income source is through local council targeted rates. Regeneration funding required to enliven the town centre, central government funding for the area is important to further economic outputs. Local support of the local business community, limited retailing in the strip area, below average night-time economy trading (restaurants/bars). No shopping mall in the town centre, low socio-economic area.
7. **Economic:** Sustainable long-term if targeted rates are supported. Currently there is limited resourcing, main funding source is via targeted rates.

¹ A business association (BA) or business improvement district (BID) is a defined geographical area within a town or industrial / commercial area in which businesses pay an additional tax or fee in order to fund improvements and promote local commerce within the district's boundaries. Funding is through a local government levy (rates) and is acquired through a voting process. The funds pay for the BA or BID's plans. Additional funds are sourced through fundraising. BIDs provide services like security, clean-up projects, capital improvements, consultation and lobbying for regeneration projects and streetscape enhancement, promotions, business assistance, economic development and marketing.



4. THE VISION

As the main town centre and shopping area in the Kaitia and surrounding districts, the KBA continues to focus its efforts on attraction of support for an area that services the wider community. The organisation is particularly focused on the implementation of this plan over the next 18-24 months to bring about a change in direction that will serve the whole BID area and its membership.

The vision is to implement the actions deemed appropriate for a BID, without focusing on one area, i.e. CCTV. Through the research recently conducted with members, our vision is to implement plans that serve the BID and its members to ensure the targeted rates are spent in the areas of need and, where practicable, to achieve the vision of a thriving and prosperous town centre. More needs to be done as an organisation, and this is being implemented for the betterment of all, not the few.

The vision will include some new promotional plans, more relationship building, increased networking and an approach that brings about better communication and information to support and advocate for all members.

The KBA executive will be active and take a best practice approach to their governance. The aim is to advocate for local government to resource and support local projects to improve the business environment. The Business Association has been active in its support of membership, building and developing networks, implementing good leadership, and focusing on the relevant work to serve the interests of the members.

Mission

Kaitia Business Association is an organisation that represents and promotes businesses in Kaitia, Northland. The mission is to foster and grow economically and socially. The Kaitia Business Association and key stakeholders are a group of people who are totally committed to a successful and vibrant Kaitia, and a town centre that people are proud of. Kaitia is a good place to do business, for tourism to thrive, and for locals to visit, shop, live, work and play.

The organisation has not previously developed a strategic or business plan of substantial significance on the back of research. This is an opportunity for the executive committee to implement real opportunities for growth and to take action to confirm those opportunities as goal-setting objectives (see the strategic direction and annual plan section).



The Kaitiaki Business Association, as an organisation, can be a thriving Incorporated Society for its members, one that contributes and supports the businesses in the area and advocates for improved economic and social growth and capacity-building in Kaitiaki.

TARGET MARKET	<ul style="list-style-type: none"> Target market local shoppers (5,000) and visitors Requires updated economic development government statistics Needs more data i.e. vacancy rate, growth forecasts
PRODUCT POSITIONING	<ul style="list-style-type: none"> Service provision, becoming known by stakeholders, growing market Multiple small to medium stakeholders, some large property holdings by individuals Technology use could be improved
RELATIONSHIP OBJECTIVES	<ul style="list-style-type: none"> Provide better communications and services to membership Collaboration and integration with key stakeholders Understand and work dynamics in small to medium businesses Work in harmony and for betterment of economic and social growth in area
NOT FOR PROFIT OBJECTIVE	<ul style="list-style-type: none"> Provide a good service Promote Kaitiaki as a shop/service destination Advocacy for membership Working alongside stakeholders to improve economic and social outcomes in the area
SERVICE STRATEGY	<ul style="list-style-type: none"> Grow services to gain better growth opportunities for businesses Provide training and assistance so that businesses can grow (free) Connect more members with each other
PROMOTION STRATEGY	<ul style="list-style-type: none"> Become a well-known, accepted and respected brand Sales, social and financial return for members Work collectively – listen to business and customer needs/wants
COMPETITIVE ADVANTAGE	<ul style="list-style-type: none"> A specialist town centre management organisation Wide range of contacts Political connections are both advantageous and disadvantageous – room for improvement Positive relationships established through manager/committee Knowledgeable contractors and committee Debt-free organisation Monopoly – introduction/growth phase so maximise opportunity Room to improve

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5. THE PAST AND THE FUTURE

The 'About' section of this document outlines where we have been. The vision of the organisation is to promote and advocate for a prosperous and positive shopping environment as we progress into the next two years of operation.

Initially, there was a substantial amount of effort going into the crime and safety aspect of the organisation with a large amount of BID funds and energy being focused on the CCTVs. This initially was to serve the issues of crime, vandalism, and anti-social behaviour in the town centre. This has now been less of a requirement by membership and there have been varying views on focusing on the output to also promote the area. The membership feedback in the August 2019 research indicated a strong desire for more activities, communications, business advocacy, and marketing to take place, as well as a desire for advocacy for beautification or a regeneration project to be implemented.

In moving forward, there is a real desire by the membership to 'do more' for the area. The KBA is seen as an important organisation to advocate for the business and property owners. More communications, networking and engagement was a way forward to connect business people and to work in a way that engages and supports business growth in the area.

Members are very proud of the area and have a strong opinion that more does need to be done to support the town centre and to work together to achieve a thriving, interesting and liveable environment. Members said that visitors and locals from out of town were important to the business environment.

The KBA executive committee is doing what is within its mandate to provide the necessary tools to ensure a sound future for the business community. The area in which the BID is located is widespread, comprised of two main geographical areas in Kaitia. It is acknowledged that a new approach will aid in engaging members which in turn, will mean increased participation and positive social outputs.

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6. SURVEY FINDINGS - AUGUST 2019

The recent survey findings indicated high support for the KBA to continue, as 90% said there should be a BID, 5% said they don't know, and 5% said no to a BID. There was a general theme of good work that was being undertaken, and that some changes had recently been made in the management of the executive committee and a model implemented to benefit the organisation and members.

To aid and assist the growth of the BID from a sound governance perspective, the recommendation is to update the KBA constitution and, at the same time, upskill committee members in governance. Improving relationships with elected members was another theme – this is a two way relationship.

A strong theme that was developed from the research was the localism and the need for additional funds to support the BID to have enough budget to do all the things that they should or could do as an organisation to support local and economic development. Mana Whenua supported the BID and their ongoing relationship is important for the betterment of all.

Communicating, networking and continuing the relationship-building with members and owners was a positive approach taken by the current executive committee. There is, however, a need to include additional work in the area of communications, which may include social media, one-on-one meetings, group sector meetings, and other ways of communicating with the BID members so that they might engage more and be participatory in BID activities.

The general outlook and overall perception of the findings is positive, reflecting the many opportunities to further develop and grow the BID. There will need to be additional work to implement the recommendations in the upcoming business plan. Funding, engagement, promotional activities and a consideration of the regeneration of the town centre all form a sound long-term plan for betterment and improved economic growth.

There were some mixed opinions as to the type of promotional activity that does or does not take place. In some instances, the feedback was about events that the KBA did not organise. There is a potential for the KBA to publish and share their calendar of events so that the members can be mindful of the opportunity to participate and what is being done with the BID funds.

A real theme of pride in the town centre was shared, but there was also much conversation of the need to do something about cleanliness, the general appearance, empty or dirty shop fronts, and streetscaping. There is an opportunity for a provision of works to take place to improve the town

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centre. This may include and is not limited to new signage, an FNDC cleaning program, redevelopment and regeneration, and upgrades. A theme of relationship-building with owners to improve their buildings or a community/BID project related to town centre pride and cleanliness was apparent in the findings.

Key priority areas - from the research findings

There are some barriers to conducting business in the town centre area. These barriers are described in terms of beautification, local economic development, and inclusion of an improved relationship with key partners and stakeholders, such as the FNDC and the Te Hiku Community Board. Further work needs to take place to secure the growth and development that respondents talked about. Many respondents saw the role of the BID as doing work that is formally the role of the FNDC.

Dominant research themes

- Help other businesspeople and to give back to community - localism
- Promote and grow good Kaitiaki businesses
- Connecting, engaging, networking and additional communications in the BID
- Additional training, upskilling and/or education of voluntary executive committee members
- Develop a KBA strategy and business plan
- Make changes to improve to the constitution, ensuring it aligns with policies/MOU
- Further funding required to support the KBA's ability to implement change
- Free education and training programs could be offered by existing providers
- Fix underlying issues – working at foundation to improve the KBA/membership
- Implement promotional activities, marketing: external and internal
- Resilience and improving processes, having a strong commitment to Kaitiaki
- Work with landlords to improve the area and the condition of buildings
- Concerns highlighted about the current 'state' of the town centre, be welcoming, make improvements, develop a cultural or arts space in the town centre (empty tenancies)
- The town centre could be improved to be more inviting to shoppers or new tenants
- Working in a collaborative and partnership model with and alongside multiple parties

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- Have a strong advocacy approach to improvements in the area, shop local and promote local
- Improve general reputation of the past so the KBA can progress
- Advocacy for major town centre regeneration projects
- Act of the collective for the many (membership), listen, engage and act for members
- The survey/research and planning work is a positive approach to improving KBA
- Improving off the back of old legacy projects
- Improve the KBA reputation by supporting the KBA volunteer executive committee
- Roles and skills need to be improved, roles made clearer
- Improve and help businesses and the area to prosper
- CCTV project
- Work alongside iwi, support businesses
- Advocate to council for improvements in Kaitiaki
- Clean and tidy town centre would improve environment, including lighting
- Traffic issues to be resolved by the appropriate people (FNDC).





7. STRATEGIC FRAMEWORK

Kaitia Business Association's planning and strategic direction 2020–2021



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Membership

Continue to grow membership, provide a framework for inclusion of membership in the BID work program, engagement and networking. Facilitate opportunities to ensure the voice of membership is heard. Advocate to local government members to improve economic outputs.

Identify tenant gaps, share findings with owners or brokers. Build on the existing commercial enterprises and drive economic growth through advocacy to agencies. Have a place at the table seeking engagement and decision making inclusive of the BID. Consider growth in the education and training sector as a possible way of increasing employment.

Leadership

Best practice leadership. Good governance practices. Engagement with members and support management to implement strategic and annual plans.

Promotion and Marketing

Promotions and brand identity development to connect with the customer base. Identify and develop attractors. Focus on being an inclusive and welcoming town centre, one that is a genuine customer-oriented shopping area. Develop events, promotions and marketing that is consumer interest oriented.

Environment/Economic Development

Infrastructure that enables the town centre to be accessible, liveable, and safe. Advocacy for a fair share in better roading, transport improvements, a best practice public realm. Ongoing roll out of improvements to safety and crime prevention.

Engagement with mana whenua to celebrate Kaitiaki and to work in collaboration with any future redevelopment or regeneration plans. Work alongside mana whenua to garner central government funding support of the BID and/or any major activities planned. Engage and address the importance of kaitiakitanga, environment and iwi.

Support Business and Advocacy

We aim to deliver great service and excellence in BID implementation plans. Through strong advocacy for the BID's place in Kaitiaki and their mandate from membership, we will advocate for improvement in infrastructure and to address the needs of the business sector. We will advocate for improved signage, walking and parking, wayfinding and tourism.



8. SWOT

The business plan is developed through the business association and has been developed in conjunction with the background research implemented in August 2019.



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9. SUMMARY

The Kaitia Business Association SWOT identifies that the KBA is a viable organisation, and the results indicate that there are many positive and real opportunities to grow the KBA. The weaknesses are minimal and mainly related to lack of income, the lifecycle, and an organisation that is in a lower socio-economic environment with limited access to funding. These challenges are being overcome in time and with the support of a strong, dedicated, voluntary executive committee.

10. THE SWOT ANALYSIS HIGHLIGHTS

The SWOT identifies that there is an absolute opportunity for the KBA to work in collaboration with other local organisations who all have a goal of betterment and belief in the area of Kaitia. The opportunity needs to be afforded to the organisation to undertake work to grow and prosper. This includes the absolute function of connections, advocacy, communications and engagement. There is an incredible opportunity for the town centre to have thriving businesses with the support of the KBA.

Regeneration, in time, will be required to sustain a profitable and viable town centre. There is an evidential opportunity for public and private partnerships (PPPs) to improve the area. Additional resources and service improvement to grow the offering will enable small wins, which will enable more buy-in from members.





Opportunities, threats, capabilities and gap analysis - overview

Strengths	Which means?
<ul style="list-style-type: none"> • Positive and consistent committee • Skilled manager (contractor) • Monopoly • Growing • Effective collaboration networks • Minimal admin costs 	<ul style="list-style-type: none"> • Stability and understanding of organisation • Increased revenue growth, knowledge, capable of developing and implementing plans and funding • Time to establish itself and become competent • Moving from implementation phase and gaining recognition by customers (businesses) • Council, political and local belief in association objectives and role
Weaknesses	Which means?
<ul style="list-style-type: none"> • Brand management needs improvement – this is a timeline situation • Reputation as a town centre • Constant infrastructure (also opportunity) • Poor funding (one dominant source) • Major promotional activity 	<ul style="list-style-type: none"> • Expenditure time and good brand development required • Attracts tenants who are less desirable • Less alliance opportunities • More funding required • Difficult to compete with Kerikeri shopping area • Funding must grow to compete
Opportunities	Which means?
<ul style="list-style-type: none"> • Income stream growth opportunity • Develop public markets • Service offering • As council invests, they will want good investment by businesses and the association, and therefore will support initiatives 	<ul style="list-style-type: none"> • Resources and implementing strategic and business plans • Potential for positioning as service provider to businesses • Potential revenue increase

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This section is related to viability of the organisation

STRENGTHS		
Possible strengths	Response	Is it a strength?
Assets including plant and equipment?	No assets	No
Long-term rental contracts for your business locations?	Low cost office rental	Yes
Are your services market-leading?	Unique offering as a BID	Yes
Have you got enough financial resources to fund any changes you would like to make?	Low level funding, will need to improve	No
Do you use superior technology in your business?	No	No
Can you scale up your volume if you need to?	Opportunity for offering improvement	Yes
Do you have a recognisable brand?	Town centre known, brand limiting	Moderate
Your reputation - are you considered a market leader? Or an expert in your field?	Acknowledged as an advocacy and promotional organisation	Yes
Do you have good relationship with your customers? (goodwill)	Good will over time and developing	Yes
Do you have strong relationships with your customers?	Some strong and viable relationships. This is growing	Yes
Do you have a positive relationship with your employees?	Contractors and voluntary committee	Yes
Do you have any unique alliances with other businesses?	Could be better. Grow this for additional support. Sourcing prizes and advertising	Improving
Do you have more experience in your field?	Excellence in experience	Yes
Are you involved with industry associations?	Involved and have relationships with other BIDs	Yes

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WEAKNESSES		
Possible weakness	Response	Is it a weakness?
Have you got insufficient financial resources to fund any changes you would like to make?	Requires additional resourcing	Opportunity
Is your marketing failing to meet objectives?	Not been implemented or planned professionally but underway	Yes
Are your managers inexperienced?	A training and development opportunity, good guidance from external and committee sources	No
Do you lack BID industry knowledge?	Multiple avenues for support and training. Assistance available	Opportunity
Do you lack innovative skills?	The strategy and business plan will assist to grow skills	No
Volunteers?	Committee are volunteers – limited people volunteer / NFP	Moderate
Is your product line too narrow?	Offering could be improved i.e. training programmes, buying power, funding sources improved, grants, financial support, could improve gifting.	Yes
Do you have a weak or unrecognisable brand?	Town centre has strong brand (although fraught), we need to improve brand and image	Yes
Do you have a weak or unrecognisable image?	Known brand as a BID, is improving	Will improve over time

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OPPORTUNITIES		
Possible opportunity	Response	Is it an opportunity?
Can you diversify your business interests?	In time, this should be a growth opportunity	Limitations
Can you expand your customer base? (geographically or through new products)	Would have to be two association purposes one for industrial and another for retail/commercial	Yes (limited by geographical boundaries)
Will the total market for your products grow?	As commercial buildings are developed	Occurring
Is the economic outlook favourable?	Slow: improving is a shared responsibility	Requires data/collaboration
Are there any favourable cultural shifts that will benefit you?	Good awareness of culture and environment. Strong iwi and mana whenua relations	Yes
Are there any changes in the use of technology that your business can utilise?	To use technology better (that process is underway)	Yes
Integrate with local events, activities in town centre?	Public markets, events, shows and local community projects	Yes
Are you involved with industry associations?	Involved and participant with multiple business associations	Yes – connections

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THREATS		
Possible threat	Response	Is it a threat?
Is the power of your customers or suppliers growing, can they dictate price?	Trade area growth, population increasing	No
Are the needs of your buyers changing?	Yes, as is the local environment	Moderate threat
Will low cost imports impact your business?	Could impact on town centre retail offering	No
Do consumers have a choice to use a substitute product?	Yes, a lot of shopping destination choices	Yes
Is your market in slow growth or in decline?	Slow growth due to major infrastructure project	Interim (1 year)
Are there any changes in demographics that will impact your business?	Provision of demographics to be provided once statistics available.	Monitor
Council policy/accountability?	Must comply	No

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11. STRATEGY AND ANNUAL PLANS

Through recent research and engagement with executive and stakeholders, specific focus areas of work on strategic planning have been identified. The areas of work outlined below in tables indicate where these actions can be included as part of the annual plans and clearly indicate how the projects can assist the Business Association.

These are not quick fix aims; they are strategic, as well as annual-plan-focused. Each of the focus areas indicate the key objective and outlined actions to enable output. This type of integrated strategic and annual plan is unique in that two business focus areas are being incorporated. The purpose of this action is to save funds, to guide the executive committee and members, and to enable the management to have a focus on annual plans.

Increase funding

Key Objective: Annual budget of \$75,000 by 2022 \$55K 2020-2021	<ul style="list-style-type: none"> Review current budgets and align budgets Develop plans that can resource funding Enable stakeholders participation (goods in kind) Apply for grants to support the BID
Estimation of cost involved	<ul style="list-style-type: none"> Minimal cost to implement the growth plan Allocate project to contractors or outside assistance Seek support from government agencies Source goods in kind funding (printing, prizes, collateral, marketing material, data and opex assistance)
Estimation of benefit	<ul style="list-style-type: none"> Increased service provision, quality and reputation Economic growth through improved businesses 3%-5% vacancy rates in town centre (work with landlords) Improved budget by a minimum of \$25,000 per annum Increased and improved knowledge sharing Reduction in business risk
Implementation	<ul style="list-style-type: none"> Establish and communicate key performance indicators to measure improvement
Strategic control	<ul style="list-style-type: none"> KPIs reported on monthly to stakeholders Committee control and identify success – KPIs

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Build brand image and businesses relationships

Key Objective: KBA recognition, increased consumer interest and participation	<ul style="list-style-type: none"> To increase market exposure To capacity-build and assist with business incubator/growth generation To increase services and therefore awareness
Who in the business does it affect?	<ul style="list-style-type: none"> Executive committee, membership Contractor – centre manager
Estimation of cost involved	<ul style="list-style-type: none"> Time and energy, minimal budget requirements (source seed funding), seek goods in kind and other resources Up to \$8,000 over a two-year period
Estimation of benefit	<ul style="list-style-type: none"> Increase brand awareness, value add Increases in stakeholder buy-in and faith in the BID Reduction in business risk
Implementation	<ul style="list-style-type: none"> Agreement and modification of current planning Committee to create strategic alliance with selected 'movers and shakers'
Strategic control	<ul style="list-style-type: none"> Measure the increase in use of services, customer (business) Relationship process, attendance at functions and buy in with promotions. Membership feedback.

Accentuate differences: Improve the KBA offering to members

Key Objectives: Membership buy-in participation and engagement	<ul style="list-style-type: none"> Develop value offering to membership Communicate and engage – working 'on the ground' Reduce poor opinion and low membership engagement
Who in the business does it affect specifically?	<ul style="list-style-type: none"> All stakeholders – businesses and their customers. Community and membership are the local community
Estimation of cost involved	<ul style="list-style-type: none"> During the two-year period (2020 – 2022) up to \$8,000 of annual funds. The budget is identified in multiple item lines.
Estimation of benefit	<ul style="list-style-type: none"> Increased membership Economic viability and sustainability Integration and networking/sharing and collaboration Reduction in risk
Implementation	<ul style="list-style-type: none"> Through strategic idea of increased services With the people, through the people (volunteers)
Strategic control	<ul style="list-style-type: none"> Set goals with clear targets via business engagement

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Promotional activity

Key Objectives: To develop a retail/services promotional plan to increase KBA brand awareness, consumer buy-in at shops, relationship building with members, and assist small-medium businesses	<ul style="list-style-type: none"> Secure prizes and sponsorship A positive KBA brand and relationship building activity for membership Encourage turnover by promoting participation by shoppers to join the competition Build up a database (if desired) Incorporate other activity – entertainment, shopper engagement (teams in Tees) Positive community engagement
Who does it affect?	<ul style="list-style-type: none"> All stakeholders
Estimation of cost involved	<ul style="list-style-type: none"> Up to \$6,000 including sponsorship and prize
Estimation of benefit	<ul style="list-style-type: none"> Improve brand awareness of KBA. Engage sponsors Engage with membership Community (shopper) and business participation Brings people to the town centre Reduction in business risk
Implementation	<ul style="list-style-type: none"> Management and executive committee Majority of stakeholders will need to buy in
Strategic control	<ul style="list-style-type: none"> Committee

Improve competencies of committee and membership through training

Key Objective: Improve governance and management via best practices. Offer members free retail/service training	<ul style="list-style-type: none"> Additional training: Manager, executive committee and members Executive committee gains governance knowledge and abilities to execute best practice model in NFP governance Voluntary members satisfied with contribution
Who does it affect?	<ul style="list-style-type: none"> All stakeholders
Estimation of cost	<ul style="list-style-type: none"> Minimal, source free external agency training
Estimation of benefit	<ul style="list-style-type: none"> Reduction of stress for manager/contractor Increase in strategic and corporate goal-setting Better understanding the organisation
Implementation	<ul style="list-style-type: none"> Performance appraisals of committee and contractors Lobby council for free training programmes
Strategic control	<ul style="list-style-type: none"> Member feedback/surveys

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12. FINANCE

Kaitia Business Association Budget: 2020/2021

Work Programme	Budget	Timeline	Action
Insurance	\$3,829	Annual	Insuring KBA Contents & Liabilities
Accounting	\$1,319	Annual	Xero + EOFY
Audit	\$1,725	Annual	Reviewing financial statements + AML/CFT
Directory Project	\$500	Quarterly	Electronic, printing, graphics; will need to source other funds
Newsletter and communication	\$1,000	Ongoing	Monthly electronic/printed newsletter, a 'news' updated quarterly, email major communication notices
Community Consultation	\$500	Ongoing	Consultation around the Town Rejuvenation
Christmas Campaign	\$300	Four-week campaign	Christmas campaign 'Light Up Kaitia'; will need to source other funds
Electronic technology and website	\$2,000	Ongoing	Social media: Facebook and website
Shopping Local Campaign	\$500	Ongoing	Shop and win promotion - prizes sponsored by businesses
Camera Maintenance	\$8,000	Ongoing	As required, will need to source other funds
Networking and events	\$1,000	Three events	Networking events: March, June and October (excluding November/December), sponsor supported activity
Annual General Meeting	\$800	October	As legally required
Co-ordinator	\$12,500	Annual	Contracted co-ordinator, 10 hours per week x 50 weeks
Administration Expenses	\$1,027	Ongoing	Phone, wifi, stationery
Town Centre Rejuvenation	\$15,000	Annual	BID to source other funds to carry out projects in Master Plan
Total	\$50,000		\$50,000 annual budget Proposed BID budget \$55,000

The 2020-21 annual budget takes into consideration the current funds on hand

Note: Any budget changes due to unforeseen circumstances or additional funding sourced for a project are to be decided by the executive committee.

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13. IMPLEMENTATION

The executive committee of the Kaitia Business Association will be active in driving the Strategic and Annual Plan initiatives set out in this document. The document requires ratification at an executive meeting so that a mandate is set to move forward. The management and executive committee work closely to ensure all actions and the plans engaged will meet the needs of the membership.

It is reasonable to accept that membership of the Kaitia Business Association expects the organisation to have good governance models in place, that all the sectors contributing have a 'seat at the table', and that all stakeholders are considered when funds are allocated. Good governance and management go hand in hand, and in setting this strategic direction and annual plan, we have engaged with membership to ensure a best practice method has been implemented.

There are a range of deliverables in the plan, and priorities that need to be set. The plan does have high aims; however, as the community and the membership are proud and work in collaboration for the good of all, the aims can be achieved.

Ensuring that implementation is being achieved will be by way of monitoring, monthly reports, financial reporting, accountability and KPIs being set. An annual review will be required to monitor results. It is the role of the committee to govern and implement and to provide the results to members.



Financial Statements

Kaitaia Business Association Incorporated
for the year ended 30th June 2019

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10	Statement of Financial Position
11	Depreciation Schedule
12-13	Notes to the Financial Statements

Kaitaia Business Association Incorporated**Independent Auditor's Report****For the Year Ended 30 June 2019**6 Redan Road
PO Box 166
Kaitaia 0441
p. 09 408 0950
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e. info@hgwkaitaia.co.nz

To the members of the Kaitaia Business Association Incorporated.

Opinion

We have audited the financial statements of the Kaitaia Business Association Incorporated on pages 7 to 13 which comprise the statement of financial position as at 30 June 2019, and the statement of financial performance and statement of movements in equity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements of the Kaitaia Business Association Incorporated for the year ended 30 June 2019 are prepared, in all material respects, in accordance with special purpose reporting.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Kaitaia Business Association Incorporated in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interest in, the Kaitaia Business Association Incorporated.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution

We draw your attention to the Notes to and forming part of the Financial Statements - Statement of Accounting Policies - Reporting Entity, which describes the basis of accounting. The financial statements are prepared as special purpose reports. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the Kaitaia Business Association Incorporated and should not be distributed to parties other than the Kaitaia Business Association Incorporated. Our opinion is not modified in respect of this matter.

Committee's Responsibility for the Financial Statements

The Committee is responsible on behalf of the Kaitaia Business Association Incorporated for the preparation of these financial statements in accordance with special purpose reporting and for such internal control as the Committee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the Committee is responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Independent Auditor's Report (continued)**For the Year Ended 30 June 2019****Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

- Conclude on the appropriateness of the use of the going concern basis of accounting by the Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

We communicate with the Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



4 November 2019
Hartnell Grond Walker
Chartered Accountants
Kaitia

Society Directory

Kaitaia Business Association Incorporated For the year ended 30 June 2019

Nature of Business

Business Association

Date of Formation

2nd September 2008

IRD Number

66-987-299

Committee

Joanna Kiro - Chairperson

Hinemoa Tipene - Secretary

Hine Lum - Treasurer

Mark Frost - Vice Chairperson

Medadane Kipa

Micah Tawhara

Maria Berghan - *resigned 29/10/2018*

Shirley Willaims - *resigned 29/10/2018*

Chartered Accountant

Whitelaw Weber Limited

127 Commerce Street
Kaitaia 0410

Bankers

ANZ Bank

Auckland

Auditors

Hartnell Grond Walker

Chartered Accountants

6 Redan Road

Kaitaia 0410

Approval of Financial Report

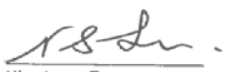
Kaitaia Business Association Incorporated
For the year ended 30 June 2019

The committee present their annual report including the financial statements of the Incorporated Society for the year ended 30 June 2019.

APPROVED

For and on behalf of the of the committee:


Joanna Kiro - Chairperson


Hine Lum - Treasurer
29/10/2019

Date:

Statement of Financial Performance

Kaitaia Business Association Incorporated
For the year ended 30 June 2019

	NOTES	2019	2018
Income			
Banner Hire		-	2,022
BID Income		52,184	50,000
Donation - Pub Charity		5,566	6,000
Total Income		57,750	58,022
Income		57,750	58,022
Other Income			
Interest - IRD UOMI		-	-
Interest Received		178	317
Total Other Income		178	317
Expenses			
Operating Expenses			
Advertising and Promotion		741	1,818
Banner & Flag Expenses		1,130	100
Database Setup		107	820
Events Calendar Expenses		916	1,700
Events Volunteers Expenses		1,921	-
Founders Day/Awards Expenses		-	2,477
Light, Power, Heating		49	109
Monitoring Expenses		1,500	-
Phone & Internet for CCTV Cameras		265	770
Prizes/Competitions		1,000	-
Security Camera Maintenance		1,562	1,300
Security Expenses		656	6,075
Spark Fees		-	18
Sponsorship Expenses		-	3,500
Subscriptions, Licences & Fees		687	458
Website		50	310
Total Operating Expenses		10,584	19,455
Administration Expenses			
Audit Fee		796	1,000
Auditors Payment Fee		-	15
Bank Fees & Charges		71	71
Christmas Installation & Removal		-	1,943
Consulting & Accounting		1,301	-
Co-ordinator Expenses		10,686	10,780
Fixed Property Expenses		196	175
Flowers & Gifts		370	339
General Expenses		175	-

The accompanying notes form part of these financial statements.
This statement must be ready subject to the auditors report.

Statement of Financial Performance

	NOTES	2019	2018
Insurance		2,829	1,933
Meeting Expenses		633	874
Office Expenses		1,101	-
Petty Cash		-	106
Printing & Stationery		976	1,448
Total Administration Expenses		19,134	18,685
Occupancy Expenses			
Rent		1,588	1,786
Total Occupancy Expenses		1,588	1,786
Debt Servicing Expenses			
Interest - UOMI		10	-
Total Debt Servicing Expenses		10	-
Total Expenses		31,316	39,926
Net Operating Profit/(Loss)		26,612	18,413
Non-cash Expenses			
Depreciation			
Depreciation		10,468	47,955
Total Depreciation		10,468	47,955
Total Non-cash Expenses		10,468	47,955
Net Taxable Profit/(Loss)		16,144	(29,542)
Net Taxable Profit(Loss)		16,144	(29,542)
Taxation and Adjustments			
Non Deductible Expenses			
IRD Penalties		315	-
Total Non Deductible Expenses		315	-
Total Taxation and Adjustments		315	-
Net Profit/(Loss) for the Year		15,830	(29,542)

The accompanying notes form part of these financial statements.
This statement must be read subject to the auditors report.

Statement of Movements in Equity

Kaitaia Business Association Incorporated
For the year ended 30 June 2019

	2019	2018
Equity		
Opening Balance	93,669	123,211
Increases		
Profit for the Period	15,830	(29,542)
Total Increases	15,830	(29,542)
Total Equity	109,498	93,669

The accompanying notes form part of these financial statements.
This statement must be read subject to the auditors report.

Financial Statements Kaitaia Business Association Incorporated

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Statement of Financial Position

Kaitaia Business Association Incorporated
As at 30 June 2019

	NOTES	30 JUN 2019	30 JUN 2018
Assets			
Current Assets			
Cash and Bank			
ANZ Call Account - 29		42,722	55,080
ANZ Call Account -30		2,463	14,768
ANZ Current Account		45,796	2,636
Total Cash and Bank		90,981	72,484
GST Receivable		-	2,442
Total Current Assets		90,981	74,926
Non-Current Assets			
Property, Plant and Equipment		19,382	21,017
Total Non-Current Assets		19,382	21,017
Total Assets		110,363	95,943
Liabilities			
Current Liabilities			
Trade and Other Payables			
Accounts Payable		492	2,274
Total Trade and Other Payables		492	2,274
GST Payable		373	-
Total Current Liabilities		865	2,274
Total Liabilities		865	2,274
Net Assets		109,498	93,669
Equity			
Retained Earnings		109,498	93,669
Total Equity		109,498	93,669

The accompanying notes form part of these financial statements.
This statement must be read subject to the auditors report.

Depreciation Schedule

Kaitaia Business Association Incorporated

For the year ended 30 June 2019

DEP START DATE	NAME	COST	OPENING VALUE	PURCHASES	METHOD	RATE	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Office Equipment									
15 Jul 2013	Laptop - Asus F 56C-TH31	743	-	-	DV	40.00%	-	743	-
Total Office Equipment		743	-	-			-	743	-
Plant & Equipment									
24 Sep 2008	Signposts	500	-	-	SL	25.20%	-	500	-
18 Dec 2009	Murals (1)	1,338	-	-	SL	25.20%	-	1,338	-
7 Oct 2010	Photo Mural (2)	3,016	-	-	SL	16.20%	-	3,016	-
30 Jun 2015	Digital Recording Devices including Poles	53,163	-	-	SL	40.00%	-	53,163	-
31 Dec 2015	CCTV additions (2016)	75,544	-	-	SL	40.00%	-	75,544	-
20 Dec 2016	CCTV additions (2017)	18,071	8,324	-	DV	40.00%	3,330	13,077	4,994
16 Aug 2017	Hikvision Lazer PTE - TeAhu Bu	4,070	2,578	-	DV	40.00%	1,031	2,523	1,547
31 Aug 2017	CCTV Network - Northland Power - Bank ST	870	551	-	DV	40.00%	220	539	331
8 Sep 2017	CCTV Network - Lynda Porteous - 7 Puckey Ave	1,168	779	-	DV	40.00%	312	701	467
31 Oct 2017	TV (2) for Monitoring	560	392	-	DV	40.00%	157	325	235
30 Nov 2017	Christmas Decorations	869	637	-	DV	40.00%	255	487	382
31 Dec 2017	Christmas Decorations & Wreath	1,673	1,283	-	DV	40.00%	513	903	770
29 Mar 2018	CCTV Network - Zion Storage	862	747	-	DV	40.00%	299	414	448
1 Jun 2018	CCTV Network - Bellingham Quarries	5,923	5,726	-	DV	40.00%	2,290	2,487	3,436
14 Dec 2018	Christmas Wreaths	3,190	-	3,190	DV	40.00%	744	744	2,446
19 Dec 2018	Tower - Bellingham Quarries	5,642	-	5,642	DV	40.00%	1,316	1,316	4,326
Total Plant & Equipment		176,460	21,017	8,832			10,468	157,078	19,382
Total		177,203	21,017	8,832			10,468	157,821	19,382

The accompanying notes form part of these financial statements.
This statement must be ready subject to the auditors report.

Financial Statements Kaitaia Business Association Incorporated

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Notes to the Financial Statements

Kaitaia Business Association Incorporated For the year ended 30 June 2019

1. Reporting Entity

Kaitaia Business Association Incorporated is a incorporated society established under the Incorporated Societies Act 1908 on the 2nd September 2008. This special purpose financial report was authorised by Kaitaia Business Association Incorporated.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

Historical Cost

These financial statements have been prepared on a historical cost basis, except for certain assets which have been revalued (if applicable) as identified in specific accounting policies. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Fixed Assets & Depreciation

Fixed assets are stated at cost less accumulated depreciation. Depreciation has been calculated using the rates permitted under the Income Act 2007.

Income Tax

Income tax is accounted for using the taxes payable method. The income tax expense in profit or loss represents the estimated current obligation payable to Inland Revenue in respect of each reporting period after adjusting for any variances between estimated and actual income tax payable in the prior reporting period.

Grants

Grants received are recognised in operating revenue, unless specific conditions are attached to a grant and repayments of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

3. Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

4. Audit

These financial Statements have been audited.

Notes to the Financial Statements

5. Contingent Liabilities

At balance date there are no known contingent liabilities (Last Year:\$0). Kaitaia Business Association Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

6. Capital and Operating Lease Commitments**Capital Commitments**

There are no known capital commitments at balance date (2018 \$0).

Operating Lease Commitments

There are no know non-cancellable operating leases at balance date (2018 \$0).

7. Comparatives

The comparatives shown in these financial statements are for a period of 12 months.

	2019	2018
8. Income Tax Expense		
Net Profit (Loss) Before Tax	15,830	(29,542)
Additions to Taxable Profit		
IRD Penalties	315	-
Total Additions to Taxable Profit	315	-
Deductions from Taxable Profit		
Losses Carried Forward	218,721	189,179
Total Deductions from Taxable Profit	218,721	189,179
Taxable Profit (Loss)	(202,577)	(218,721)
Tax Payable at 28%	-	-
Income Tax Payable (Refund Due)	-	-

9. Events After Balance Date

There were no know significant events after balance date

10. Related Parties

Jordan Kiro is the niece of Joanna Kiro (Chairperson) and was contracted as the Temporary Coordinator for the period 22nd November 2018 until 23rd May 2019. Total payments received were \$3,732.70 exclusive of GST. (2018 \$0)

PARTNERING AGREEMENT AND MEMORANDUM OF UNDERSTANDING

Between:

**Far North District Council (1)
Te Hiku Community Board (2) and
Kaitaia Business Association (3)**

Regarding a Business Improvement District ('BID') Partnership Programme Agreement.

Background and Purpose

1. Far North District Council ("FNDC") recognises the role of business associations in contributing to the economic development of local communities and the District as a whole.
2. FNDC has adopted the Business Improvement District (BID) Partnership Programme.
3. The purposes of the BID Partnership Programme include providing a mechanism to support business and the economy at local level and to collaborate with the business sector to improve the environment within which businesses operate.
4. Kaitaia Business Association ("the Business Association") is registered under the Incorporated Societies Act 1908 and undertakes business-led programmes initiated by the local business community which promotes and develops their local business economy.
5. FNDC wishes to work with the Business Association to implement the BID Partnership Programme, recognising that a supportive business environment is essential to maintain and grow the economic base of the region, provide employment opportunities and ensure a resilient economy.
6. This Memorandum of Understanding ("MOU") is entered into by the Business Association and the Community Board to guide and develop the relationship between them. It can be varied and reviewed at any time by written agreement of both parties.
7. The Parties to the MOU agree to the following principles:
 - Trust-based relationship – a partnering relationship built on each party working on the basis of trust, respect and understanding.
 - No surprises approach - a partnering relationship built on each party behaving with integrity and in good faith, with appropriate knowledge and information sharing.
 - Open communication – a partnering relationship built on each party discussing issues openly, being open to constructive feedback and understanding and respecting each other's knowledge, expertise, operating environment and capabilities.
 - Flexible – a partnering relationship built on each party taking an open approach on differences of views and opinion and being flexible regarding the resolutions of any issues which may arise.
7. FNDC values the relationship it has with the Business Associations it works with. They provide important feedback on Council's plans and policies; have links with the business community and work to grow the economic base of the District.
8. All businesses within the BID Partnership Programme boundary area pay the targeted rate and should therefore benefit from the activities of the programme. The intention of a BID Partnership

Programme is that all businesses are fully engaged and included. Therefore Business Associations are strongly encouraged not to charge members a membership fee, or any other fee, applicable to their operation, to belong to the association if the business is within the boundary of the BID Partnership Programme area.

9. The Business Association may allow organisations outside the boundary area or non-related members of the community to apply for Associate Membership.

Far North District Council's Role

1. FNDC levies the targeted rate for the BID Partnership Programme, and ensures it is included in its Annual Plans. It monitors the effectiveness of the programme at the District level.

2. It will receive an annual update report from the Business Association on how the BID Partnership Programme is operating.

3. FNDC has a partnership relationship with the Community Board and provides administrative support and advice.

Te Hiku Community Board's Role

1. Te Hiku Community Board ("the Community Board") is delegated the authority by FNDC for the day to day relationship with the Business Association as a joint partner in the BID Partnership Programme. The Community Board will work with the Business Association to assist in the alignment of the direction for the BID programme, taking into account where applicable, the wider local priorities that the Community Board may have. The Community Board will receive regular reporting on the BID Partnership Programme and review progress against objectives.

2. Apart from day-to-day relationships with the Business Association, the Community Board also has a governance role set out in this Memorandum of Understanding.

3. The Community Board will appoint a Community Board member to represent the Community Board regarding all matters relating to the Business Association.

4. The Business Association will invite the appointed member of the Community Board onto the BID Governance Board or Executive Committee. The discretion on whether this member has voting rights will lie with the Business Association under the rules of its Constitution. It is strongly recommended that this member is given voting rights to enable full engagement of the representative and his or her ability to contribute to the business of the BID Partnership Programme.

5. The Community Board will receive, along with the Business Association the Annual Business Plan for BID programme activities. Following acceptance of the business plan, the Community Board will recommend to FNDC to strike the BID targeted rate.

6. The Community Board may also take the following roles:

- Liaising between Council departments, CCOs and Business Associations;
- Advocating to FNDC departments and CCOs on behalf of the Business Association, where appropriate;
- Acting as a liaison point or conduit for the relationship with the BID Partnership Programme and the local community.

7. A proposal to establish a new BID Partnership Programme or to expand or reduce an existing BID Partnership Programme needs the approval of the Community Board.

8. The Community Board may approve additional funding at its discretion. This would be by way of specific grants for specific projects or initiatives.

9. The Community Board is obliged by virtue of being a local government organisation to:

- (a) observe due process, and comply with its policies; and
- (b) comply with various statutes such as the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the Public Records act 2005.

Accordingly, the Community Board's obligations under this MOU are subject to FNDC's processes, policies and legislative obligations. This MOU is an agreement between the parties that only seeks to establish a co-operative relationship.

The Business Association's Role

1. The Business Association implements the BID Partnership Programme within the parameters of this agreement and according to the rules of their Constitution, as agreed by the Business Association at an Annual or Special General Meeting.

2. The Business Association will be required to provide the Community Board with the following:

- Audited accounts;
- Annual Report for the previous year;
- Strategic Plan covering the current three to five year period;
- Annual Business Plan; and
- Budget for the following year.

3. The Business Association will also measure its performance through a number of key performance indicators (KPIs) related to its Strategic and Annual Plan objectives. These may be identified in the Annual Report of the year just passed and also in the current year's Annual Business Plan.

4. The Business Association is strongly encouraged to work collaboratively with any partner or agency that would assist it in its organisational goals.

5. In accordance with this Memorandum of Understanding, the Business Association agrees to inform and update the Community Board regularly on their BID Partnership Programme related activities. This includes:

- (a) An annual presentation to the Community Board of the Business Association documents including:
 - The annual report of the previous financial year
 - Audited annual financial accounts
 - Strategic plans (3 – 5 years with next years financial business activities identified)
 - Budget for the next financial year

Note: Annual reporting should occur by the end of September each year to allow, where appropriate the relevant FNDC body to consider the inclusion of the BID target rate in FNDC's Annual Plan.

- (b) Any other presentation as mutually agreed by the Parties.

Reporting Requirements

Each of the Parties in the BID Partnership Programme on this matter has different reporting responsibilities.

The parties and their reporting obligations are as follows:

- FNDC must provide an Annual Report to all ratepayers which may include information on the BID Partnership Programme's effectiveness and other economic development outcomes.
- The Community Board reports to its constituents and may include any information on any BID Programmes within their area.
- The Business Association reports to its members (via an AGM) and the Community Board. These parties must be able to access the following:
 - Annual audited accounts;
 - A review of the previous years activity (Annual Report);
 - A strategic plan for the next 3 to 5 years;
 - A detailed Annual Plan for the next 12 months;
 - A detailed budget for the next 12 months showing expected income and expenditure; and

Other Reporting requirements for Business Associations

- An annual update report to FNDC
- Reporting requirements under the Incorporated Societies Act 1908 must be complied with.
- The Business Association must choose a minimum of three performance measures on which to report on a regular basis. Measures are at their discretion but should be relevant to their stated objectives and/ or goals.

General Provisions

It is in the interests of both the Business Association and the Community Board to understand how effectively the MOU approach is working and whether it is beneficial to the Parties' desired outcomes. The working relationship will be reviewed at regular intervals.

Payment of BID Targeted Rate and Recovery of 50% of BID Establishment Grant.

FNDC will deduct 50% of the total cost of the initial BID establishment grant from the BID targeted rate in the first successful BID targeted rates strike.

In the first year of a successful BID targeted rate being struck FNDC will pay 50% of the remaining targeted rate (after the 50% of the total cost of the BID establishment grant has been deducted first). This will be payable after the 1st July 2012 and the remaining 50% of the BID target rate will be payable from the beginning of the 3rd quarter of the financial year.

In subsequent years the BID targeted rate will be payable on a quarterly basis, with the first payment being due on 1st of July 2013.

Change to BID Target Rate Income

The Business Association's constitution is to be used as the starting point for the annual budget to be increased and for gaining approval for a change to the BID Target Rate Income

Council anticipates that this will be achieved by special resolution of members at an Annual General Meeting or Special General Meeting.

The maximum amount a Business Association can increase or decrease their annual BID targeted rate by vote of members at an AGM is by 5% of their existing targeted rate or a maximum of \$5,000 if the 5% increase is greater than \$5,000.

The Business Association needs to identify this amount in its planning documents and budgets, which are then distributed to eligible voters as part of the AGM / SGM process.

In the interests of transparency and accountability for the Business Association, the BID target rate increase or decrease amount requested should be identified clearly against its proposed purpose.

It is advisable that AGMs are timed to align with FNDC's annual planning process to ensure that the Business Association's request for the increased or decreased BID target rate amount is captured in (next year's) Council Annual Plan.

Activities

Special Circumstances

1. It is in the interest of all parties to operate successfully. Circumstances can occur which may need action to be taken if serious concerns regarding the operation of the BID Partnership Programme are raised. Action by FNDC would be initiated as a last resort and in agreement with the Community Board and if possible, the Business Association executive.

Concerns may arise through governance, management or operational procedures that expose the Business Association unnecessarily to risk.

Examples that may be considered a serious concern include, but not limited to:

- Failure of the Business Association's executive to consistently meet the constitutional rules, which impact on the Association's ability to meet the requirements of the Incorporated Societies Act 1908;
- When FNDC is aware of inappropriate business practices (e.g. misappropriation of BID Programme funds);
- Continuing financial issues such as overspending or the accumulation of unsustainable debt.

2. In some extreme circumstances, FNDC may need to intervene in a Business Association's management of its BID partnership Programme. If practical, the purpose of this intervention is the sustainability and the continuation of the Business Association as an independent entity able to fulfil its obligations.

FNDC intervention would be through one of the following approaches:

- Management of the BID Partnership Programme by FNDC officers or nominated representative. In these circumstances, the original Business Association Executive Committee will have failed to meet its legal obligations. The purpose of this approach would be to rebuild the BID governance in order to return it to independent management and henceforth the continuation of the Business Association and BID Partnership Programme. Specific actions would be agreed on a case by case basis;
- Support of the Business Association by FNDC officers or nominated representatives. Council officers or nominated representatives would work alongside the Business

Association's Executive Committee to resolve issues and find solutions on a case by case basis.

3. In very exceptional circumstances and as a last resort after all approaches have been exhausted, FNDC may initiate a Ballot to review the BID Partnership Programme's continuation.

FNDC in considering whether to initiate such a ballot must:

- Seek feedback from the Community Board;
- Seek legal advice on the situation; and
- Cover all cost relating to the Ballot

Such ballot must be carried out in a similar manner to the BID establishment ballot.

4. If a mandate has been achieved to continue with the Kaitaia BID partnership Programme and to receive BID target funds, FNDC officers must consider the best way forward for the Programme and consult with the Community Board on how to raise the Business Association to a functioning level.

If the Ballot produces a Kaitaia mandate to discontinue the BID Partnership Programme in Kaitaia and cease collecting of the BID targeted rate, FNDC officers will take appropriate steps to remove the Business Association from the BID Partnership Programme.

Winding-up Provisions

There are three parties who may request a review of a BID partnership Programme:

1. The Business Association Executive Committee;
2. The BID Association members – member initiated; and
3. FNDC

If after due consideration the Business Association no longer wishes to continue as a BID Partnership programme and to receive the annual target rate amount they are required to:

- Pass a resolution at an Executive meeting;
- Formally notify FNDC as soon as practically possible, and forward on a copy of the minutes of this meeting to FNDC; and
- Formally notify the Community Board as soon as practically possible, and forward a copy of the minutes of this meeting to the Community Board.

A ballot to review the continuation of the BID Partnership Programme and BID targeted rate shall be carried out in a similar manner to the BID establishment ballot.

Dispute Resolution

Any disputes between the Business Association and FNDC will be settled in accordance with the following procedure.

Having exhausted normal means of resolving a dispute or difference (by engaging in a process of good faith negotiation and information exchange), either party may give written notice specifying the nature of the dispute and its intention to refer such dispute or dispute to mediation.

If a request to mediate is made then the party making the request will invite the chairperson of the New Zealand Chapter of Lawyers Engaged in Dispute Resolution ("LEADR") to appoint a mediator to enable the parties to settle the dispute. All discussions in the mediation will be without prejudice and will not be referred to in any later proceedings.

The parties will bear their own costs in the mediation and will equally share the mediator's costs.

If the dispute is not resolved within a further 30 days after appointment of a mediator by LEADR, any party may refer the matter to arbitration by a sole arbitrator in accordance with the Arbitration Act 1996.

The award in the arbitration will be final and binding on the parties.

SIGNED BY

The Mayor



Chairman of the Te Hiku Community Board



Chairman of Kaitia Business Association



6.4 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2020

File Number: A2852239

Author: Sam Chapman, Accounting Support Officer

Authoriser: Angie Thomas, Manager - Accounting Services

PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Te Hiku Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

That the Te Hiku Community Board receives the report "Te Hiku Statement of Community Board Fund Account as at 31 January 2020".

BACKGROUND

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

Community Fund Account balance as at 01 July 2019	\$146,701.00
• Plus Grant refunded from Be Free Inc	\$86.96
• Less funds allocated towards Centennial Park planting project	\$17,000.00
• Less funds granted and uplifted to 31 December 2019	\$32,442.00
• Less funds not uplifted from 10 December 2019 for Kaitaia Business Association and Whakawhiti Ora Pai	\$15,050.00
• Less funds not uplifted from 1 October 2019 for 2020 Anzac Day Te Ahu Service Expenses and Placemaking project for Awanui	\$33,833.00
Community Fund Account balance as at 31 January 2020	\$48,462.96

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The balance in the Community Fund account as at 31 January 2020 is \$48,462.96.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Te Hiku Community Fund account to the Te Hiku Community Board. The statement of the Community Fund account as at 31 January 2020 is attached.

ATTACHMENTS

1. **2020-03-10 Statement of Te Hiku Community Board Fund Account as at 31 January 20 - A2852117** [!\[\]\(444b1eae2189e5cd8d096594c07a0a6e_img.jpg\)](#) 

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 January 2020**

Allocation Grants & Donations Annual Budget 2019-20	113,368.00	
Community Board Placemaking Fund	33,333.00	
Refund unused Community Board Grant from Be Free Inc	86.96	
Centennial Park planting project in Kaitaia	(17,000.00)	
		129,787.96
Less Expenditure 2019/20 (Funds Uplifted)		
July 19		
Far North Environmental Centre for Crafty Mondays workshops	990.00	
Youthline Auckland Charitable Trust operational costs	1,535.00	
Lions Club Mangonui Charitable Trust for coach hire and koha expenses of hosting 2019 Lions District 202K Convention	2,200.00	
August 19		
Deaf Action NZ Learn NZSL with Eddie Trust for costs of providing New Zealand Sign Language classes in Kaitaia	4,067.00	
Mangonui Lions Club 2019 Fun Run and Walk event	276.00	
September 19		
Whatuwhiwhi and Tokerau Ratepayers Association 2019 Senior Christmas Luncheon	900.00	
October 19		
Far North Joyfest Group costs towards 2019 Joyfest event	3,000.00	
Te Houtaewa Maori Charitable Trust for the 2020 Te Houtaewa Challenge	3,000.00	
Karikari Recreation Hub project to establish a basketball blackboard at the Whatuwhiwhi multipurpose courts	2,500.00	
November 19		
NZ Barok Incorporated for Baby Baroque children's concert in Kaitaia	1,000.00	
December 19		
IO Creatives - Te Hiku Maori Arts Group for 2019 IO Creations Festival	4,874.00	
The Wild West Foundation Charitable Foundation Trust for 2020 annual horse trek	1,100.00	
Resonance Tour 2020 - tour including music masterclasses at schools	1,000.00	
Kaitaia Sport and Leisure Trust - 2020 Kaitaia Invitational Dart Tournament	2,500.00	
Whakawhiti Ora Pai -venue hire and consumables for whanau life-skills camp January 2020	500.00	
January 20		
Circability Trust for 2020 Inclusive Circus Arts Tour expenses for the Te Hiku ward area	3,000.00	
		32,442.00
Balance as at 31 January 2020		\$97,345.96
Less Commitments 2019/20 (Funds not yet uplifted)		
Meeting 10.12.19		
Kaitaia Business Association - landscape architect consultant fees	15,000.00	
Whakawhiti Ora Pai -venue hire and consumables for whanau life-skills camp January 2020	50.00	
Meeting 01.10.19		
2020 Anzac Day Te Ahu Service Expenses	500.00	
Placemaking project for Awanui, consultation with Awanui Progressives Ratepayers Association and the Awanui Community	33,333.00	
		48,883.00
Balance 31 January 2020 Uncommitted/(Overcommitted)		\$48,462.96

6.5 FUNDING APPLICATIONS

File Number: A2851323

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable Te Hiku Community Board to determine which application/s will receive funding at the 10 March 2020 meeting.

EXECUTIVE SUMMARY

- Te Hiku Community Board has \$40,420 unallocated funding available for the 2019/20 financial year.
- Two applications for funding have been received, requesting a total of \$2,576.

RECOMMENDATION

That Te Hiku Community Board approves the sum of \$400.00 (plus GST if applicable) be paid from the Board's Community Fund account to Gentle World Charitable Trust for costs towards screening of "Cowspiracy" 2020 to support the following Community Outcomes:

- i) Proud Vibrant Communities
- ii) Communities that are healthy, safe, connected and sustainable

RECOMMENDATION

That Te Hiku Community Board approves the sum of \$2,176.00 (plus GST if applicable) be paid from the Board's Community Fund account to Tai Huri Films for costs towards screening of indigenous short films to support the following Community Outcomes:

- i) Proud Vibrant Communities
- ii) Communities that are healthy, safe, connected and sustainable

1) 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 LTP and all provisions listed on the application form.

2) DISCUSSION AND OPTIONS

The applicant was required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

Reason for the recommendation

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Gentle World Charitable Trust	Screening of "Cowspiracy"	\$400.00 (28.5%)	\$400.00	This is a vegan organisation wishing to screen movies to the general public to promote the adopting of veganism.	I. Proud Vibrant Communities II. Communities that are healthy, safe, connected and sustainable	Even
Tai Huri Films	Short Film Festival Screening	\$2,196.00 (27%)	\$2,196.00	This applicant has also applied for funding from Bay of Islands-Whangaroa Community Board (as they are screening in both wards).	I. Proud Vibrant Communities II. Communities that are healthy, safe, connected and sustainable	Event

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Gentle World Funding Application - A2852615 [↓](#) 
2. Tai Huri Films Funding Application - A2852606 [↓](#) 

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

Local Grant Application Form



Instructions

Please read carefully:

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

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

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

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

Applicant details

Organisation	Gentle World Trust (Charitable Trust)		Number of Members	<input type="text"/>
Postal Address	9/6		Post Code	0481
Physical Address	RD#1 VICTORIA VALLEY		Post Code	<input type="text"/>
Contact Person	<input type="text"/>	Position	Public Relations	
Phone Number	09 408 21880	Mobile Number	<input type="text"/>	
Email Address	Vegan222@gmail.com			

Please briefly describe the purpose of the organisation.

Our purpose is to help build a more peaceful society, by educating the public about the reasons for Vegan living, and how to go about making that transition.

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Film Showing "Conspiracy of Prayer" for Compassion Date Maybe 24 March
Location Te Ahu Cinema Time 5 pm

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

If so, how much?

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

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

It will improve the health and lives of all humans and animals. It will bring peace to all life. This service will help clean ourselves and everything around us. It makes for a better society, therefore a better planet.

This free showing of the movie will help inspire local people to learn more about health and wellbeing.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	180	² 180 ⁰⁰
Advertising/Promotion	50	50 ⁰⁰
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	30	30 ⁰⁰
Refreshments		
Travel/Mileage	140	140 ⁰⁰
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	50 hours = 1000	not applicable
Other (describe)		
TOTALS	\$1,400	\$ 400 ⁰⁰

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

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Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
TOTAL	

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

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

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

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

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

GentleWorld.org

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

Flowers Fields

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Local Grant Application Form



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

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

Signatory One

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

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Schedule of Supporting Documentation**GENTLE WORLD CHARITABLE TRUST**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Quote from Te Ahu Cinema
2	Balance Sheet for Gentle World Inc
3	Article from the Gentle World Newsletter

Local Grant Application Form

Kerikeri Service Centre

05 FEB 2020

Te Hiku



Instructions

Please read carefully:

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

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	TAI HURI FILMS		Number of Members	3
Postal Address	PO BOX 171, KERIKERI		Post Code	0245
Physical Address	179 KERIKERI RD, KERIKERI		Post Code	0230
Contact Person	JASON TAYLOR	Position	DIRECTOR	
Phone Number		Mobile Number	021 270 3686	
Email Address	jason@taiburifilms.nz			

Please briefly describe the purpose of the organisation.

New production company producing Aotearoa New Zealand history content and facilitating further education in the screen arts

Local Grant Application Form



Project Details

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

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Short Film Screening

Location

Kiatai 1st May, 2020 Te Aho Cinemas
Kaitia

Date 01.05.20

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

Time 5:30pm

If so, how much? \$7.00

☒ Yes ☐ No

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

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

See Appendix 1 attached

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	800	240
Advertising/Promotion	1969	985
Facilitator/Professional Fees ²	4010	497
Administration (incl. stationery/copying)	86.25	44
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	821	410
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	360	not applicable
Other (describe)		
TOTALS	8046.25	2176.00

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
TOTAL	

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

Funding Source	Amount	Approved
Creative Communities	2500	Yes / Pending
BOI Whangaroa Community Board	2496	Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

Tai Huri Films

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

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Local Grant Application Form



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

Signatory One

Name JASON TAYLOR Position Director
 Postal Address PO Box 171, KERIKERT Post Code 0245
 Phone Number Mobile Number 021 270 3686
 Signature [Signature] Date

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

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Schedule of Supporting Documentation

TAI HURI FILMS

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Outline of Activity
2	Screening Programme
3	Movie Details – Ani, Hinekura, Krystal, Liliu, Mareikura, Native Slam IV
4	Quote from Te Ahu Cinema
5	Quote from Cathay Cinema
6	Quote from Design and Print
7	Quote from Take Five Agency
8	Quote from Tai Huri Films Aotearoa
9	Quote from Janna Sicely
10	Quote from Teresa Wakelin
11	Quote from NZ Film Ratings Office
12	Estimated Mileage
13	Bank Statement
14	Profit and Loss Statement
15	Te Ahu Evacuation Plan (H&S)
16	Curriculum Vitae – Jason Taylor
17	Curriculum Vitae – Janna Sicely
18	Curriculum Vitae – Teresa Wakelin
19	Tai Huri Films Business Plan

6.6 PROJECT FUNDING REPORT

File Number: A2852652

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project

RECOMMENDATION

That Te Hiku Community Board note the project report received from Tokerau Beach Whatuwhiwi Residents and Ratepayers Association

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

1. Tokerau Whatuwhiwi Residents and Ratepayers Project Report - A2852650 [↓](#) 

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



Far North
District Council

Project Report
COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

Please return the completed form to: ↓

Governance Support

Far North District Council

Private Bag 752

KAIKOHE 0440

governance@fncc.govt.nz

(PDF attachment via email is preferred) OR:

Name of organisation: *Residence Ratepayers Assoc.*
Tokerau Beach: Whatuwhiwhi

Name & location of project: *Whatuwhiwhi Hall - Maitai Rd*

Date of project/activity: *20 Nov 2019*

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: *\$ 900.00*

Board meeting date the grant was approved: *August 2019*

Please give details of how the money was spent:

Supplier/Description	\$amount	Receipt/s attached (please tick)
<i>See attached</i>	\$	
	\$	
	\$	
	\$	
Total:	<i>\$ 916.70</i>	<input checked="" type="checkbox"/>

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

80 people and we enjoyed entertainment from Educare and local line dancers. We enjoyed a 2 course meal and non-alcoholic refreshments. Fun was had by all.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Telephone: 0800 920 029,
Phone: (09) 305 2150 Fax: (09) 301 9121 Email: fncc@fncc.govt.nz Website: www.fncc.govt.nz

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

Community spirits were lifted and new people that just moved to the area were pleasantly surprised. We were able to raise funds for maintenance of the hall. We were able to do food parcels for those unable to come.

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

See attached!

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

no

This report was completed by:

Name: Brian Page, Chairman ; Mary Watkins - Treasurer
 Address: 8 Simon Ulrich Rd, Rd 132 Dick Ulrich Rd
 Phone: ~~027 497 9177~~ mob: 027 4 907 607
 Email: Kowals Kreation5@gmail.com
 Date: 22 Nov 2019

Schedule of Supporting Documentation**TOKERAU BEACH AND WHATUWHIWHI RESIDENTS AND RATEPAYERS
ASSOCIATION**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Report on Seniors Christmas Luncheon
2	Receipts

7 MEETING CLOSE