Far North District Council

Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday, 31 March 2022

Time: **9:00 am**

Location: **Virtual**

Membership:

Chairperson Belinda Ward
Deputy Chairperson Frank Owen
Member Lane Ayr
Member Manuela Gmuer-Hornell
Member Bruce Mills
Member Manuwai Wells
Member Dave Hookway-Kopa
Member Rachel Smith

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

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

Council Delegations to Community Boards - *January 2013*

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

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

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

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

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

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

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

Terms of Reference

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

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

Protocols

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

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards l 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.

BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Belinda Ward	Ward Jarvis Family Trust	Trustee		
	Kenneth Jarvis Family Trust	Trustee		
	Residence in Watea			
Belinda Ward (Partner)	Ward Jarvis Family Trust	Trustee and beneficiary		
	Kenneth Jarvis Family Trust	Trustee and beneficiary		
	Residence in Watea	Trustee		
Lane Ayr	Retired			
	Home			
	Residence in Kerikeri			
Lane Ayr (Partner)	Riverview School			
	Home			
	Residence in Kerikeri			
Bruce Mills	Galloquine Trust / Galloquine Limited	Director		
	Whangaroa Community Trust	Trustee		
Manuwai Wells	No form received			
Frank Owen	Retired		.	Step aside from decisions that arise, that may have conflicts
	House Property in Kerikeri			Step aside from decisions that arise, that may have conflicts
Frank Owen (Partner)	House Property in Kerikeri			
Manuela Gmuer Hornell	Bay of Islands Sailing week Incorporated	Chair	Funding for events	Step aside from decisions that arise, that may have conflicts
	Te Au Mārie 1769 Sestercennial Trust	Trustee		Step aside from decisions that arise, that may have conflicts
	Chris Hornell and Manuela Gmuer-Hornell Partnership	Partner		Step aside from decisions that arise, that may have conflicts
	Hornell-Gmuer Trust	Trustee and Beneficiary		Step aside from decisions that arise, that may have conflicts
	Russell Contracting Limited	Family Business		Step aside from decisions that arise, that may have conflicts
	Russell Volunteer Fire Brigade	Secretary		Step aside from decisions that arise, that may have conflicts

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Dave Hookway-Kopa	Manu Hapori Hauora – Community Wellbeing Advisor Northland DHB	Employee	Possibility of joint working groups with FNDC	Consider each situation on merit and declare any potential conflict
	Property on Waipapa West Road	Property owner	Issues to do with the street	Declare as appropriate
Rachel Smith	Friends of Rolands Wood Charitable Trust	Trustee		
	Mid North Family Support	Trustee		
	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
	Vision Kerikeri	Financial Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member and Treasurer		
	Vision Kerikeri	Financial Member		
	Town and General Groundcare Limited)	Director/Shareholder		

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held virtually via Microsoft TEAMs on
Thursday 31 March 2022 at 9:00 am

Te Paeroa Mahi / Order of Business

1 Karakia Timatanga / Opening Prayer ... 9

2 Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest ... 9

3 Nga Kaikorero / Speakers ... 9

4 Te Wāhanga Tūmatanui / Public Forum ... 9

5 Te Tono Kōrero / Deputation ... 9

6 Confirmation of Previous Minutes ... 10

6.1 Confirmation of Previous Minutes ... 10

7 Reports ... 17

7.1 Chairperson and Members Report ... 17

7.2 Relocation and Installation of Kerikeri Domain Playground to Totara North Hall Reserve ... 28

7.3 Statement of Community Board Fund Account as at 28 February 2022 ... 62

7.4 Funding Applications ... 66

8 Information Reports ... 107

8.1 Bay of Islands-Whangaroa Community Hall Annual Information update ... 107

8.2 Reserve Management (Domain) Committee - Annual Returns ... 175

8.3 Moerewa Traffic Calming Delivery Strategy ... 193

8.4 Kerikeri Redwood - December 2021 Arborist Report ... 196

8.5 Moreton Bay Fig, Russell - 2021 Arborist Report ... 210

8.6 Wharau Road and Reserve - A Way Forward ... 222

8.7 Bay of Islands-Whangaroa Community Board Action Sheet Update March 2022 ... 227

9 Karakia Whakamutunga / Closing Prayer ... 234

10 Te Kapinga Hui / Meeting Close ... 234

1 KARAKIA TIMATANGA / OPENING PRAYER

“Ka tuku mātou kia kaha mai ngā māngai kua whiriwhirihia mō Te Kaunihera o Tai Tokerau ki te Raki ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono”.

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

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

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

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

3 NGA KAIKORERO / SPEAKERS

- Brendon Francis from Kerikeri Scouts Group regarding the ANZAC day dawn service
- Rhonwen Mansell from Far North Life Education Trust regarding the annual visits to Northland primary schools
- Jo Lynch from R Tucker Thompson Sail Training Trust regarding the Youth Development Voyage
- Jane Newton from Russell Tennis Club Inc. regarding the construction of a tennis pavilion and relocation of current practice wall

4 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Hillary Sumpter on Redwoods
- Ruth Kerr and John Dunn for the Wharau Raod report

5 TE TONO KŌRERO / DEPUTATION

- Paul Condrun and Phillip Grimshaw representing Healthy Families Far North

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: **A3538431**

Author: **Joshna Panday, Democracy Advisor**

Authoriser: **Aisha Huriwai, Team Leader Democracy Services**

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held on 3 March 2022 are a true and correct record.

1) TE TĀHUHU KŌRERO / BACKGROUND

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

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

Te Take Tūtohunga / Reason for the recommendation

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

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

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

NGĀ ĀPITIHANGA / ATTACHMENTS

1. BIWCB_20220303_MIN_2557 - A3633374

Te Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE VIRTUALLY VIA MICROSOFT TEAMS
ON THURSDAY, 3 MARCH 2022 AT 10:00 AM

PRESENT: Chairperson Belinda Ward, Member Lane Ayr, Member Manuela Gmuer-Hornell, Member Bruce Mills, Member Frank Owen, Member Manuwai Wells, Member Dave Hookway-Kopa, Member Rachel Smith

IN ATTENDANCE:

STAFF PRESENT: Joshna Panday, Rhonda-May Whiu, Marlema Baker (Democracy Services Advisory team)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Belinda Ward commenced the meeting and opened with a karakia.

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

APOLOGY

RESOLUTION 2022/10

Moved: Chairperson Belinda Ward
Seconded: Member Manuwai Wells

That the apology received from Member Manuela Gmuer-Hornell for her absence and Member Dave Hookway-Kopa, who will be dropping in and out of the meeting be accepted and leave of absence granted.

The Bay of Islands-Whangaroa Community Board acknowledged that David Clendon was not in attendance.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

NIL

4 NGĀ TONO KŌRERO / DEPUTATIONS

Paul Condrun and Phillip Grimshaw representing Healthy Families Far North – Cancelled

5 NGĀ KAIKŌRERO / SPEAKERS

John Morris (Vice Chair) from Rangitane Residents Association speaking in regard to item 7.2 Funding Applications.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3538427, pages 12 - 18 refers

RESOLUTION 2022/11

Moved: Chairperson Belinda Ward
Seconded: Member Frank Owen

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 3 February 2022 are a true and correct record.

In Favour: Crs Belinda Ward, Lane Ayr, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa
Against: Nil
Abstained: Cr Rachel Smith

CARRIED

7 REPORTS

7.1 CHANGE TO MEETING SCHEDULE - 31 MARCH

Agenda item 7.1 document number A3590730, pages 19 - 21 refers

RESOLUTION 2022/12

Moved: Member Frank Owen
Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board agree to change the start time for the meeting on 31 March 2022 to 11:30 am.

In Favour: Crs Belinda Ward, Lane Ayr, Bruce Mills, Frank Owen and Manuwai Wells
Against: Cr Dave Hookway-Kopa
Abstained: Cr Rachel Smith

CARRIED

7.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3584827, pages 22 - 31 refers

RESOLUTION 2022/13

Moved: Chairperson Belinda Ward
Seconded: Member Dave Hookway-Kopa

That the Bay of Islands-Whangaroa Community Board;

a) **approves the sum of $5,149 (plus GST if applicable) be paid from the Board's Community Fund account to Rangitane Residents Association for costs towards CCTV replacement to meet the following Community Outcomes:**

   i) **Communities that are healthy, safe, connected and sustainable**

   ii) **Proud, vibrant communities**

b) **and that the applicant must provide written confirmation that permission is held for any equipment to be installed on Council owned or administered land or assets prior to any funding being released.**

In Favour: Crs Belinda Ward, Lane Ayr, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa
Against: Nil
Abstained: Cr Rachel Smith

CARRIED

TŪTOHUNGA / RECOMMENDATION

Moved: Chairperson Belinda Ward
Seconded: Member Frank Owen

c) **That the Bay of Islands-Whangaroa Community Board rescinds their resolution of 4 March 2021 granting the sum of $1,974 (plus GST if applicable) to the Bay of Islands Rotary Club for a Duck Race, as this event was cancelled due to Covid-19 and was not able to be rescheduled.**

In Favour: Crs Belinda Ward, Lane Ayr, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa
Against: Nil
Abstained: Cr Rachel Smith

CARRIED

7.3 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A3592321, pages 33 - 37 refers

RESOLUTION 2022/14

Moved: Chairperson Belinda Ward
Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board note the project report received from Whangaroa Community Trust.

In Favour: Crs Belinda Ward, Lane Ayr, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa
Against: Nil
Abstained: Cr Rachel Smith

CARRIED

7.4 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2022

Agenda item 7.4 document number A3600266, pages 38 - 41 refers

RESOLUTION 2022/15

Moved: Member Lane Ayr
Seconded: Member Frank Owen

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 December 2021".

In Favour: Crs Belinda Ward, Lane Ayr, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa
Against: Nil
Abstained: Cr Rachel Smith

CARRIED

8 INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE MARCH 2022

Agenda item 8.1 document number A3596317, pages 42 - 47 refers

RESOLUTION 2022/16

Moved: Chairperson Belinda Ward
Seconded: Member Frank Owen

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update March 2022.

Note: Ness Road – to follow up site visit with Member Hookway-Kopa regarding Duck Bend. To follow up with NTA. Site visit confirmed for Friday, 5 March 2022.

In Favour: Crs Belinda Ward, Lane Ayr, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa
Against: Nil
Abstained: Cr Rachel Smith

CARRIED

9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION 2022/17

Moved: Chairperson Belinda Ward
Seconded: Member Bruce Mills

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - New Lease for Commercial Property - 13 Homestead Road	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

In Favour: Crs Belinda Ward, Lane Ayr, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa
Against: Nil
Abstained: Cr Rachel Smith

CARRIED

10 TE KAPINGA HUI / MEETING CLOSE

Member Wells closed the meeting a karakia.

The meeting closed a 11:35am.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 31 March 2022.

.....

CHAIRPERSON

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number: **A3640027**

Author: **Joshna Panday, Democracy Advisor**

Authoriser: **Aisha Huriwai, Team Leader Democracy Services**

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chair Belinda Ward, Deputy Chair Frank Owen and Members Lane Ayr and Bruce Mills.

TE TĀHUHU KŌRERO / BACKGROUND

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

Resource Consents for the Bay of Islands-Whangaroa Ward have been emailed to members.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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 report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward. For example, see below.

2220242-RMALUC - (40 McKenzie Road, Kerikeri 0294)

To construct a single-story residential dwelling in the Coastal Zone and Vary a Consent Notice Condition.

2220245-RMASUB - (156 Stanners Road, Kerikeri 0295)

To subdivide two titles to create 5 lots, in the Rural Production Zone as a non-complying activity.

2220252-RMALUC - (81 Ruapekapeka Road, Towai)

To widen the carriageway of Ruapekapeka Road and includes excavation/fill and retaining wall construction outside of road designation. Land use consent is sought in lieu of alteration to design in the Rural Production Zone as a Discretionary Activity.

2220259-RMALUC - (3 Tikitiki Lane, Russell 0272)

Proposed relocated dwelling in the Coastal Living Zone, breaching rules for vehicle access, fire risk to residential unit, earthworks and visual amenity as a Discretionary Activity.

2220233-RMALUC

The application is to re-open an establish cafe and to create commercial offices in the Rural Living Zone breaching the residential intensity rule as a Restricted Discretionary Activity.

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.

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

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

NGĀ ĀPITIHANGA / ATTACHMENTS

1. **Chairperson Belinda Ward Report - A3633290**
2. **Deputy Chair Frank Owen Report - A3633293**
3. **Member Lane Ayr Report - A3633292**
4. **Member Bruce Mills Report - A3633291**

COMMUNITY BOARD MEMBER'S REPORT

Report to Community Board: Bay of Islands-Whangaroa Community Board

Member Name: Belinda Ward

Subdivision: Paihia

Date: 17th January 2022 - 10th March 2022

REPORT

1) Meetings

Date:

25/01/22 BOI-W CB agenda preview - Virtual

27/01/22 FNDC Development of Climate Change Assessment Policy Workshop

FNDC Natural Hazards - District Plan Alignment & Refinement Workshop - Virtual

28/01/22 Kaeo WWTP - Discharge Consent Renewel - Virtual

03/02/22 BOI-W CB Meeting - Virtual

08/02/22 Strategy & Policy Committee Meeting - Virtual

Te Ao Maori Decision Making Framework Workshop - Virtual

Strategy & Policy Workshop - Submissions Strategy - Virtual

10/02/22 Encroachment discussion re Wharau Road Kerikeri - Virtual

15/02/22 Kerikeri / Waipapa Spatial Plan Community Workshop - Virtual

Accommodation "change of use" scenario discussion meeting - Virtual

17/02/22 FNDC District Plan Workshop - Virtual

21/02/22 BOI-W CB Agenda Preview - Virtual

22/02/22 District Plan Workshop - Urban Growth Responses

24/02/22 FNDC Meeting - Virtual

28/02/22 Kerikeri / Waipapa Spatial Plan Developers Workshop - Virtual

01/03/22 "Future for Local Government" submission meeting with CB Chairs - Virtual

CB Chairs meeting with CEO & Mayor to discuss spending of CB funds - Virtual

03/03/22 BOI-W CB Meeting - Virtual

07/03/22 CB Chairs follow up meeting with CEO & Mayor re spending of CB funds.

10/03/22 DP Workshop re establishment of new engineering standards - Virtual

10/03/22 Climate Change Workshop - Working with communities - Virtual

Document number A1554813

2) Issues

16/02/22 Kerikeri RSA Anzac Day Parade discussion.

Community complaints received regarding the protesters removal from the Waitangi National Trust grounds & relocation to the Shippey's Reserve at Waitangi.

22/02/22 Protesters moved from reserve & relocated to WNT lower field.

There is still ongoing emails & conversations regarding the Wharau Road Reserve. A report is coming to the CB & staff have completed their site visits for now.

28/02/22 Complaints about speed & noise of motorbikes along Marsden Rd Paihia.

3) Resources Consents

20/01/22 RC 2300228 - 30-34 Selwyn Rd Paihia. Additional information received for proposed development.

4) Requests for Service

19/01/22 Ongoing communication regarding accommodation change of use.

Now referred to as "repurposing". A meeting was requested with staff to discuss further.

20/01/22 RFS:4091453 re dangerous pedestrian / traffic issues & parking on the verge in Upper School Road Paihia. I have made an addition to the CB's Footpath list.

24/01/22 Site repair & OSH issues reported at the ex Coastal Kayakers site on Te Karuwha Parade Waitangi - **Since temporarily resolved by filling with sand.**

06/02/22 Trip hazard - nails on Waitangi Bridge - **Resolved swiftly!**

21/02/22 Historical RFS: 4090379 H&S issues with the Opua-Paihia track.

21/02/22 Historical RFS: 4097296 Trees down on Gilbert Mair Reserve Te Wahapu. Site visit required & arborist assessment to resolve. **In progress**

08/12/21 RFS:4090172 What is required for a change of use when turning accommodation from Travellers to Residential - I have requested further communication on this matter. **Response not clear. Follow up meeting held with staff 15/02/22**

RFS's are either work in progress or outstanding.

18/12/19 3975787 Bledisloe Domain Lighting - Renewel works programmed for this financial year end June 2020. **Maybe stalled due to Waitangi Estate Future Plan underway. $ for lights not carried over to this years budget?**

I will follow up.

RFS:4059162 Slippery tiled foyer at Williams Road carpark toilets. Two incidents reported & site meeting requested. **In progress. Not resolved satisfactorily.**

All residents advised how to lodge RFS's themselves.

Document number A1554813

RFS: 3795613 18/04/18 Follow up on flooding issues in front apron of Paihia War Memorial Hall. **Closed but not resolved - I will follow up. In progress**

01/10/15 3717930 Pedestrian safety issues & parking in front of Heritage Boutique Hotel (The Waterfront) Marsden Road Paihia - Pending NZTA response. **Closed but not resolved - I will follow up.**

Document number A1554813

COMMUNITY BOARD MEMBER'S REPORT

Report to: **Bay of Islands-Whangaroa Community Board**
Member Name: **Frank Owen**
Subdivision: **Kerikeri**
Date: **Period 15 November 2021 to 11 March 2022**

Meetings

Date	Meeting
2 Dec 21	BOIW Community Board Meeting
10 Dec 21	Kerikeri Domain skate park soft opening
13 Dec 21	Kerikeri Domain Working Group
11 Jan 22	Cherry Park Committee meeting
14 Jan 22	Meeting Casey Gallon re Induction process
20 Jan 22	Cherry Park Committee meeting
24 Jan 22	Kerikeri Domain Working Group
25 Jan 22	Com Board meeting agenda preview
3 Feb 22	BOIW Community Board Meeting
11 Feb 22	Kerikeri Domain Working Group
15 Feb 22	Kerikeri / Waipapa Spatial plan meeting
21 Feb 22	Meeting with Chair re Board Agenda
3 Mar 22	BOIW Community Board Meeting.
4 Mar22	Meeting with Cr. John Vujcich, Ken Ross, and Mike Edmonds on local Government reform.

General Comments.

The period under review being the Xmas New Year period has been relatively quiet.

One thing I do notice however is the issues around encroachments.

Cherry Park House.

I am pleased to report this project is moving ahead in a very constructive way. I want to place on the record my appreciation of the response of Council staff to the issues and the constructive actions being taken. Without any way diminishing the efforts of a number of staff, I want to particularly give credit to Darien James for his efforts to reach a good solution to the many issues raised.

Kerikeri Domain Working Group

I, again, want to place on record the time and effort Member Lane Ayr puts into this project. A difficult political issue being well managed. As the work progresses the benefits to the Kerikeri community are becoming more and more evident.

Local Government Reform

As members are aware I have been somewhat disillusioned, as a recent participant in Local Government, with the effectiveness of Local Government as an effective voice for residents and rate payers. The reality is that many of the problems are structural and can be sourced back to a twenty year old Local Government Act.
I am of the view that Community Board members need to ensure their voice is heard clearly by the Local Government Reform Working Party. To that end I am going to carry out a survey of Community Board members nationally. My objective will be to develop a clear and unequivocal consensus view of community board members on reforms that are needed in the Local Government area which I would then make available to the working group.
I would stress that any submission I make will be a personal submission and in no way should be interpreted as criticism of any actions and submissions made by our Council and / or its elected members. I just feel it would be valuable to establish and convey the collective views of Community Board members nationally. Members of the Bay of Islands Whangaroa will be used as a pilot group to assist in the development of my questionnaire I would appreciate any help you can give me.
Thanks in advance.

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FRANK OWEN

11 March 2022

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COMMUNITY BOARD MEMBER'S REPORT

Report to:	**Bay of Islands-Whangaroa Community Board**
Member Name:	**Lane Ayr**
Subdivision:	**Kerikeri**
Date:	**Jan 01/22 Mar13/22**

REPORT

Meetings

17/01/22	Meeting re proposed "handover policy" Casey
24/01/22	Kerikeri Domain Working Group JBC
03/02/22	BOI-Whangaroa Community Board Workshop (9-10)
03/02/22	BOI-Whangaroa Community Board Meeting Teams (10-3)
10/02/22	Meeting re RSA wall MOU
11/02/22	Kerikeri Domain Working Group JBC
11/02/22	Apologies to DAG meeting
16/02/22	Kerikeri Waipapa spatial plan Zoom meeting
25/02/22	7.30 am Blessing Skateboard & Basketball Court Kerikeri Domain
11/02/22	Kerikeri Domain Working Group JBC
03/03/22	BOI-Whangaroa Community Board Workshop (9-10)
03/03/22	BOI-Whangaroa Community Board Meeting Teams (10-12.30)

Resource Consents

Requests for Service/information

#4060535 submitted 17/05/21

Re directional markings Post Office parking Lot I was informed that this was "scheduled" 10 months later nothing done signage has now almost disappeared watched two more "close calls" with vehicles going wrong way.

#4097831 submitted 16/02/22

Re Noise complaint NO RESPONSE

#4097836 submitted 16/02/22

Re Public access to Moturoa Is. NO RESPONSE

#4097823 submitted 16/02/22

Re: Road maintenance Rangihoua Rd Partial response

Comments

Kerikeri Domain
The project is progressing be it slowly due to all the current restrictions The Skateboard park has been completed save for some plantings the Basketball Court is also complete, both of these were blessed and open to the public. If success can be judged in any part by the number of people using the facilities we have a win.
The RSA wall is underway and is planned to be completed by ANZAC Day.
The Playground area has been fenced off and ground works are to proceed within the next two weeks.
Ground works including earth movements are being finalized.
A final planting plan is being presented to the working parties next meeting

The transfer of the existing Playground equipment to Totara North is being coordinated by staff , I have offered my services to insure that the shade sails can be reused.

As noted above my current experience with RFS's has not improved.

While it is not my place to speak for the Board, I hope members will join me in wishing our CEO all the very best for his future endeavors, while some of us may disagree with some of the outcomes there can be no disagreement the Mr. Clark leaves the organization with vastly improve structure and policies, his willingness to attend our meetings, and to constructively participate was nothing short of "gutsy" Shawn I wish you the very best.

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Bruce Mills
Subdivision: Whangaroa
Date: November 2021 – March 2022

Meetings

Date	Meeting
16/11/2021	Kaeo playground – Future Development
17/11/2021	CB Combined
17/11/2021	Whangaroa Community Pool
18/11/2021	Patrick Crawshaw – Kaeo Future Potential
24/11/2021	Whangaroa Community Trust AGM
27/11/2021	Working Bee at Playground / Kaeo
2/12/2021	CB Waipapa
8/12/2021	Community Pool
1/02/2022	Community Pool Re. Finances
9/02/2022	On site are Kaeo Waste Water
3/02/2022	CB Virtual
15/02/2022	Edible Playground on site behind Service Centre
21/02/2022	Jeff Devine NTA Looking after Aram Goes Projects
21/02/20222	Gareth Owen Roading
1/03/2022	Northern Age Interview Re. Kaeo Footpath Bridge
2/03/2022	Jacqui Hori-Hoult - Waka Kotahi Re. Footpath Bridge
3/03/2022	CB Virtual
10/03/2022	Whangaroa Memorial Hall General
10/03/2022	Whispers Copy

Issues/Feedback

Resident complaining of lack of visibility from trees by Whangaroa College

Rubbish collection on SH10 / Waiare Road – Big Mess

Road maintenance continues to an issue with ignoring complaints

Resource Consents

Nil

Requests for Service/Information

16/11/2021	RFS 4089352	List of roading issues Omaunu Road
2/12/2021	Reply	Looking into complaints, but still no action
05/10/2021	RFS 4081204	Amenity lights in Kaeo "Heaps" have blown. No action
Ages ago	RFS 4067841	F.H. Answered. They can't stop silt on SH10 footpath. Not true. It needs a bit of effort. No action
16/11/2021	RFS 4086844	Extension of Sandy's Road. Down to Lake Manawai and carpark. Huge deep potholes. Roading replied that Council does not maintain this. Resubmitted RFS, informing Council did or rather should maintain this 'Park'. No action
12/01/2022	RFS 4093359	Omaunu Road Flood Road Markers ongoing issue due to F.H. not listening to my advice of the standard of markers which stand up to vandalising. Spoke to Gareth Owen, but no action
17/01/20211	RFS 4093543	Long suffering dangerous corner "Hair Pin Bend" 424 Omaunu Road. This will require a lot of work and I request an onsite. No action

7.2 RELOCATION AND INSTALLATION OF KERIKERI DOMAIN PLAYGROUND TO TOTARA NORTH HALL RESERVE

File Number: **A3605085**

Author: **Shayne Storey, Community Development Advisor**

Authoriser: **Darren Edwards, General Manager - Strategic Planning and Policy**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from the Bay of Islands-Whangaroa Community Board for the relocation and installation of the Kerikeri domain playground to the Totara North Hall reserve.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The current playground located at the Kerikeri Domain is earmarked for removal.
- The Totara North Community Development Plan 2021 states the desire to install a playground in the Totara North Hall reserve. The Bay of Islands-Whangaroa received this plan in March 2021.
- The Bay of Islands-Whangaroa Community Board has previously passed a Resolution to support in principle that the old Kerikeri Domain playground be repurposed to Totara North.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the Relocation and Installation of Kerikeri Domain Playground to Totara North Hall Reserve.

TĀHUHU KŌRERO / BACKGROUND

Council has received Provincial Growth Fund (PGF) funding to develop the Kerikeri Domain in accordance with the Kerikeri Domain Reserve Management Plan. This project includes upgrading the existing playground with the current playground planned for removal in May 2022. The opportunity to repurpose the playground and relocate it to the Totara North Hall reserve was identified by the Kerikeri Domain working group.

The Totara North Community Development Plan 2021 states the desire by the community to install a playground in the reserve next to the Totara North Hall. The Bay of Islands-Whangaroa received this plan in March 2021.

The Bay of Islands-Whangaroa Community Board passed a Resolution to support in principle that the current Kerikeri Domain playground be repurposed to the Totara North Hall reserve at their December 2021 meeting.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

There are currently no recreation areas with playground facilities for children and their whanau in Totara North.

This project contributes to Council's community outcomes in respect to "Communities that are healthy, safe, connected and sustainable" and "Proud, Vibrant Communities". As outlined in Council's new Sustainable Outcomes Strategy, the playground installation embraces all aspects of wellbeing (social, economic, environmental, and cultural).

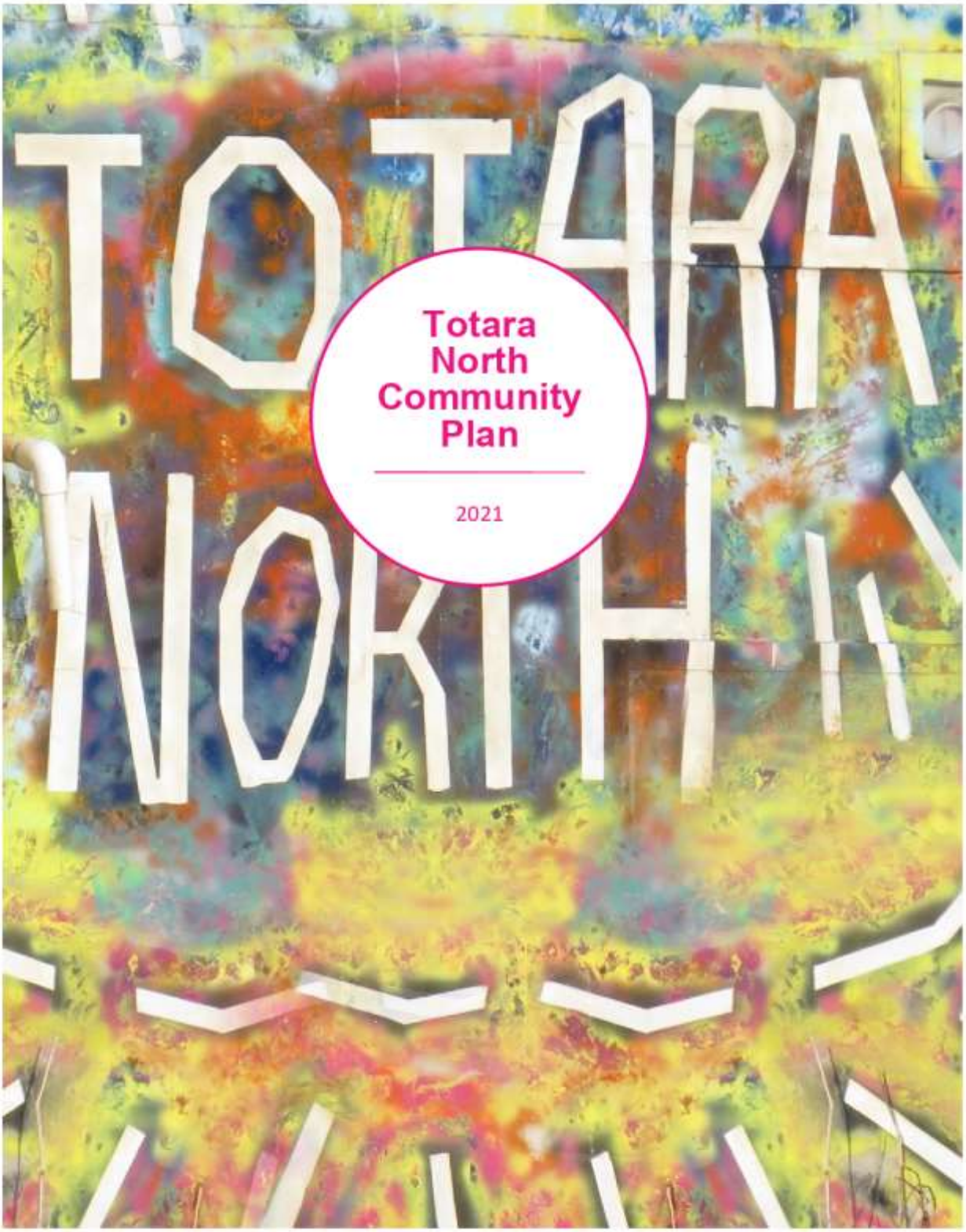
If approved, the playground will remain a Council asset and will be included in Council's asset management maintenance program. All necessary Council staff have been consulted in this proposal and are fully supportive.

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

The removal of the playground from the Kerikeri Domain will be funded through the PGF resources in place for the upgrade to the Domain. The reinstallation costs are yet to be funded. However, the Totara North Community has agreed to contribute $5,000 towards the costs, as well as voluntary hours towards the beautification of the area. Playgrounds are ward rated, and as such the ongoing maintenance of the playground is to be covered by its current renewals budget, which will stay attached to this asset.

ĀPITIHANGA / ATTACHMENTS

1. **Totara-North_Community_Plan_FINAL_22_March_2021 - A3149484**
2. **Sustainable Outcomes for Community Development - A3619880**



Totara North Community Plan

2021

22 March 2021

Contents

About	Page 3
Our Vision, Our Values	Page 4
The Process	Page 5
01 Natural Environment	Page 6
02 Heritage	Page 12
03 Built Environment & Infrastructure	Page 15
04 People & Community	Page 27
Appendix	Page 30

Totara North Community Plan

March 2021

About

Ngā wai rere pūtahi ki te moana o Whangaroa.

The many waters converge at the Whangaroa harbour.

This whakataukī (proverb) speaks of the interconnectedness of the Whangaroa rohe. The shores of the Whangaroa Harbour have long history of Māori occupation. Local Māori narratives express exploration by Tākītimu, Te Māhuhu-ki-te-rangi, Mamaru and Mātaatua.

Although no traditional name exists for the area known as Totara North (with each peninsula and bay having its own name), local hapū include Ngāti Rua, Ngāti Pōu, Kaitangata, Ngāti Rangimatakakā and Ngāti Rangimaramomoe. There are two differing stories about how the name of *Totara North* came to be. One version says it was named after a huge Totara tree that once stood on the outskirts of town and the other that the Totara tree was located near the water, where boats moored to its trunk and mail was left beneath its branches. Although the origin of its name may be ambiguous, one fact is clear. Totara North became a thriving village and a hub of commercial activity due to the existence of the once great kauri forests located nearby.

In 1839, Bishop Pompallier established a mission on Te Kuwaru overlooking the harbour. The mission served eight hapū and was made up of a small chapel, cemetery and gardens. By 1846, it had also become a centre for training lay teachers. At one stage, the printing press that now sits in Pompallier House was brought to Totara North by boat for safe keeping, along with the priest responsible for its care.

In its heyday Totara North had the largest shipyard in New Zealand and Australia, Lane & Brown, where some of the Pacific's finest shipping vessels were built. By 1900 over 70 vessels were built and launched at their yards. At that time, Totara North had over 100 children attending the school, three boarding houses, two stores, a bakery, a rope works, a brickworks and a post-office with telegram service. The major pā sites were Hopekako and Otawhiri Point.
When the decline in wood ship-building occurred at the turn of the century, the firm expanded their timber milling enterprise. Kauri was sent as far away as San Francisco to be used in the city's reconstruction after the 1906 earthquake. Milling continued throughout the 20th century until 2004 when the firm was sold and closed down. Today the old mill belongs to Te Runanga o Whaingaroa. Until recently the sheds were used to house some of their beautifully carved waka (ceremonial canoes).

Also operating in the early 1900s was the partnership of Molesworth and Saies which ran an international business exporting kauri gum as far afield as New York and London. The firm owned and leased much of the gum land in the area around the Whangaroa Harbour. The old headquarters is now the Gum Store bar and café.
Today, Totara North has a primary school, an historic community hall, gardens, wharf, boat ramp, museum and The Gum Store bar and café.

Totara North is home to a dynamic, tightly knit community living in a picturesque coastal setting.

This is the Community Development Plan of Totara North. The intention of the plan is to clearly identify the needs of our community and use the plan to speak in unison to help inform agencies, funders and others who can work with us to help us bring our plan to fruition.

Our Vision

Preserve our peaceful environment, our harbour and the natural beauty of Totara North. Maintain our strong community values of unity, health and looking after each other. Respect our unique heritage and work together to continually improve our social, historic, natural, and built environments.

Our Values

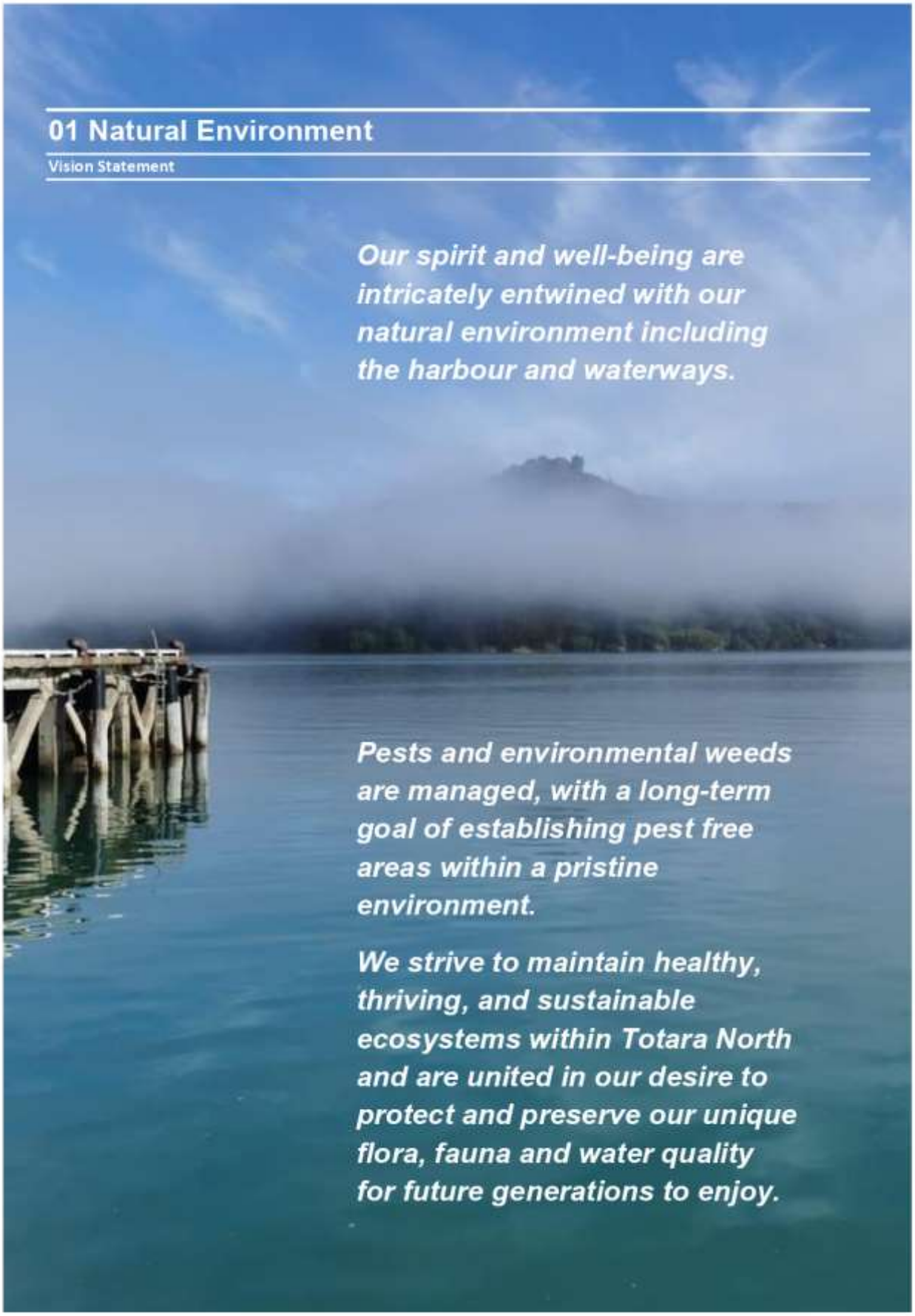
Whanaungatanga / Sense of Community	Manaakitanga / Looking out for each other
• We work together • We feel a sense of kinship • We share experiences • We practice tikanga - our way of doing things • We are safety-conscious • We embrace our past	• We respect each other • We are hospitable • We have a generosity of spirit • We are inclusive • We care for one another • We are supportive

The Process

In late January 2021, the Far North District Council invited the Totara North community to enter into a streamlined community development planning process. This Community Development Plan, created through a series of well attended community meetings (Jan-March 2021), has given the residents of Totara North an opportunity to express their vision and hopes for the future of their community. The Whangaroa Community Plan 2011-2036 was referred to in the development of this plan to ensure alignment between the two.

This planning document has been endorsed by the community and received by the Far North District Council via the Bay of Islands-Whangaroa Community Board. It will be used to set a pathway to inform both community and Council planning, budgeting and activity in the future.

The following community members have thoughtfully contributed to the development of this plan; Brenda and Ken Frear, Linda Young, John Sala, Dawn Griffiths, Jenny Williams, Jan and Barry Reiher, Gail Richards, Dianne Boundy, Malcolm McKenzie, Kim Bolton, Ross Lyons, Grant Lane, Alicia Lane, Ian Hughes, Raniera Kaio, Pauline Sanderson, David Thomson, Bree Davis, Sally Gillett, Eva Fribrant, Phil Lissaman, Bill Hight, Anne and Doug Gates, Richard Stewart, Jean and Kevin Saunders, Grant Brantrall, Raewyn Carns-Cowan, Brent Summers, Penny Grant Hamiths, Bryan Burkitt, Leon Rossbotham, Jill Phare, Hud Phare, Gaile Alexander, Chris Gilbraith, Noeline Sharman, Ellen Brewerton, Judy McHardy, Amy Frear, Mike Van Biene, Donna Van Biene, Maureen O'Higgins, Mike Webster, Grant Brentall, Steve Webster, Dave Mathews, Chris Bullen, Kirsty Beard, Stephen Rush, Robyn Ellis, Bryan Burkitt, Debbie Kaho, Carrie-Ann Summers.



01 Natural Environment

Vision Statement

Our spirit and well-being are intricately entwined with our natural environment including the harbour and waterways.

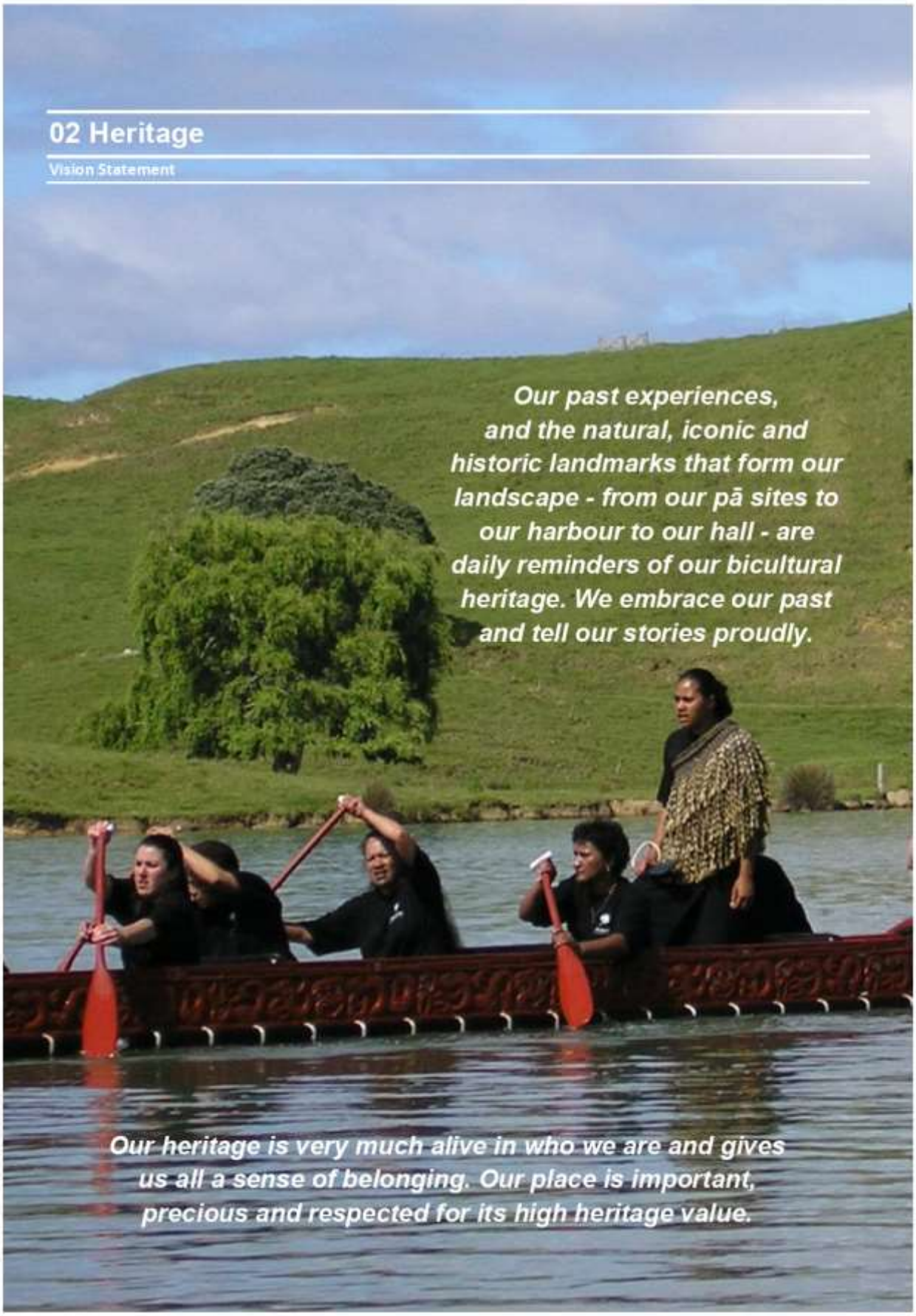
Pests and environmental weeds are managed, with a long-term goal of establishing pest free areas within a pristine environment.

We strive to maintain healthy, thriving, and sustainable ecosystems within Totara North and are united in our desire to protect and preserve our unique flora, fauna and water quality for future generations to enjoy.

Goals	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
Clean Water Harbour/Ocean Freshwater	• Monitoring • Education • Plantings	NRC Farmers Fonterra Beef & Lamb DOC School Local hapū	2021 Northland Regional Council - Environmental Leaders Fund - *supports Northland schools and early childhood centres, students and children to increase their environmental knowledge, passion and practice. Funding will be provided for projects and initiatives that have positive environmental outcomes.* Northland Regional Council - *Opportunity to discuss taking a catchment-based approach for the Totara North harbour and surrounding area* Link to NRC LTP submissions: *https://www.nrc.govt.nz/your-council/about-us/council-projects/long-term-plan-2021-2031/* Living Waters Bay of Islands – Wai Ora - Charitable Incorporated Society working in association with a number of agencies and land owner groups to help restore native life on land and sea. Whitebait Connection - *A freshwater community conservation programme.* Ministry for the Environment (MfE) - Freshwater Improvement Fund *(dates for next funding yet to be set) - Fund commits $100 million over 10 years to improve the management of New Zealand's lakes, rivers, streams, groundwater and wetlands.*
Protection/ Conservation of Native Flora & Fauna; • Kiwi • Native birdlife • Trees • Marine Life • Coastal ecology • Educational signage	• Education • QEII Trusts	School Local hapū DOC Farmers/Landowners TPK NRC	2021/22 DOC – Community Fund - *this fund supports community-led conservation projects on public and private land.* WWF Community Conservation Fund *Supports communities to run projects that conserve and restore New Zealand's natural environment - freshwater, coastal, wetlands, forest and dunes.* 2021/22 Te Puni Kokiri – Whenua Māori Fund - *the Whenua Māori Fund supports Māori land owners to explore different uses of land and ways of boosting its productivity.* 2021/22 Northland Regional Council - Environment Fund - *funding assistance*

Goals	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
			for projects that protect and enhance Northland's natural environment. Link to NRC LTP submissions: *https://www.nrc.govt.nz/your-council/about-us/council-projects/long-term-plan-2021-2031/* 2021/22 QEII National Trust – *Partner with landowners to protect natural (and heritage sites) by way of covenant* FNDC - Conservation Covenant rates remission policy – *Where rateable land has a conservation covenant applied for biodiversity, landscape or heritage protection a remission on rates can be applied for.*
Flood Protection	• Dredging of Nukuwai/Campbell Stream • Culverts, drainage	FNDC NRC Landowners NZTA CDEM - Civil Defense Emergency Management	2021/22 Bay of Islands-Whangaroa Community Board Strategic Planning NZTA 2021 FNDC Long Term Planning-Submissions open in March FNDC District Planning-Submissions open in March NRC LTP submissions Link to NRC LTP submissions: https://www.nrc.govt.nz/your-council/about-us/council-projects/long-term-plan-2021-2031/
Environmental Weeds & Pests	• Control of roadside weeds • Enforce Northland Regional Pest and Marine Pathway Management Plan • Control of invasive weeds • Explore alternative control methods (non-toxic)	FNDC NRC Landowners DOC	Northland Regional Council - Community Pest Control Areas - *Community Pest Control Areas can be established in areas that have been identified by the community as worth protecting.* Link to NRC LTP submissions: https://www.nrc.govt.nz/your-council/about-us/council-projects/long-term-plan-2021-2031/ WWF Community Conservation Fund *Supports communities to run projects that conserve and restore New Zealand's natural environment - freshwater, coastal, wetlands, forest and dunes.* Ministry for the Environment (MfE) – Community Environment Fund The purpose of the Community Environment

Goals	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
			Fund (CEF) is to empower New Zealanders to make a positive difference to the environment. It does this by funding projects that: strengthen environmental partnerships, raise environmental awareness, encourage participation in environmental initiatives in the community.
Dog Exercise Area	Safe area away from native wildlife and traffic	FNDC	FNDC 2021 Long Term Plan – during until 6th April 2021 for submission
Refuse	Recycling Rubbish collection – need to advertise this so community are aware of service • Working bees for roadside beautification/rubbish collection	FNDC Private collection agencies	FNDC Solid Waste Management/Comms Northland Waste East-West Waste
Public toilets	Lane Cove hut entrance/start of Wairakau Track (toilets and parking required, cars sometimes block the road), Wharf-upgrade toilet facility and location • Explore alternatives-composting	FNDC DOC	FNDC District Facilities/Comms DOC
Healthy Nature, Healthy People	Create a park (potential Mill Area DOC Land, Hall Domain?) for wellbeing of community (trees, seats, grass, walkway) Consider recreational sports facilities e.g. multiuse court i.e. tennis, basketball • Create walkway through mangroves-educational signage	FNDC DOC Runanga NRC	FNDC 2021 Long Term Plan – during until 6th April 2021 for submission


02 Heritage
Vision Statement
Our past experiences, and the natural, iconic and historic landmarks that form our landscape - from our pā sites to our harbour to our hall - are daily reminders of our bicultural heritage. We embrace our past and tell our stories proudly.
Our heritage is very much alive in who we are and gives us all a sense of belonging. Our place is important, precious and respected for its high heritage value.

Goal	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
Record, promote and maintain buildings	To support the pā sites and Totara North cemetery maintenance and burials. Urupa and historic graves, wahi tapu Signage/history boards/maps at historic locations Have a register of important places and buildings Maintain Totara North Hall/potential to list with Heritage NZ Potential purchase of (community owned) Te Mama Museum Retention of boat sheds	FNDC Community Ministry of Culture and Heritage Heritage NZ School Bay or Islands-Whangaroa Community Board Local hapū	FNDC Creative Communities Scheme - *All groups and individuals involved in local arts and cultural projects can apply. $2000 or less. The application deadlines for the 2019 year are: 1 February, 3 May, 2 August, 1 November.* FNDC Bay of Islands Whangaroa Community Board Community Grants Funding & Placemaking Funding – *both these funds use same application form.* *Lottery Grants Board*
Record & promote Early Māori and Settlers	Gather and record information on the history and key pioneers who lived in the district and preserve for posterity. Local Narratives Encourage preservation and development of traditional skills Promote historical significance of harbour	Traditional & Social Media Personal contacts Bay of Islands-Whangaroa Community Board Local hapū Runanga Ministry of Culture and Heritage Heritage NZ Totara North School	Lottery Grants Board - Distributes the profits made from New Zealand state lotteries, such as Lotto and Instant Kiwi, for the benefit of New Zealand communities. Forestry New Zealand - Matariki Tu Rākau - *The Government announced Matariki Tu Rākau on Anzac Day, 25 April 2018. It's an opportunity for communities to plant trees to recognise the service of men and women of the New Zealand Defence Force, past and present.*
Record Early Businesses	Assemble information about early businesses, i.e. boatbuilding, whaling, milling	Community Northland Inc. Ministry of Culture and Heritage Heritage NZ	Research – local newsletters, museums archives and other sources such as Paper Past Ministry of Culture and Heritage funding
Heritage Sites	Places of interest/Plans Protect existing sites Historical waterfront walkway with signage	Residents Business Owners FNDC Local hapū	Heritage New Zealand - *Incentives for Historic Heritage* Bay of Islands-Whangaroa Community Board Community Fund - *Projects should encourage community*

Goal	Key Actions	Key Stakeholders	Timeline & Funding and/or Support Opportunities
		Ministry of Culture and Heritage Heritage NZ DOC Iwi FNDC	*leadership, self-reliance and the work of volunteers* FNDC - Conservation Covenant rates remission policy – *Where rateable land has a conservation covenant applied for biodiversity, landscape or heritage protection a remission on rates can be applied for.*

03 Built Environment & Infrastructure
Vision Statement
Our built environment does not diminish the outstanding natural beauty and health of our coastal environment, making Totara North an attractive, inviting, and desirable place to live and visit.
We are a pro-active community and work with others to initiate the right conversations and actions to achieve meaningful and significant improvements in our community for the benefit of us all

Built Environment	Infrastructure
Includes all the man-made objects that have been created in the area, which are accessed by (and affect the lives of) people in the community. Items that we identified included: • Roads • Bridges • Rivers, creeks, drains and stop banks • Wharf/parking • Boat ramp • Power lines • Phone lines • The Mill • Houses • Schools • Halls • Recycle station • Businesses • Churches • Marae • Cemeteries/Urupa/wahi tapu • Toilets	Infrastructure includes the services that are provided to the community, and the things that are used to deliver those services Items that we identified included: • Electricity • Landline phone services • Mobile phone services • Internet access • Postal services • Emergency services - Fire, Ambulance, Police • Education services • Health services • Community activities • Recreational activities • Waste collection • Recycling services

Roads

Who uses the roads?

- Private vehicles - individuals & families
- Tour/school buses
- Campervans
- Local people who know the roads
- Visitors who don't know the roads, coming to schools, halls, wharf, boat ramp, pā sites, cemeteries
- Boaties-vehicles towing boats
- Business vehicles - cars, utes, trucks
- Farm vehicles - small, medium, large
- Cyclists
- Walkers/runners
- Children
- Commercial vehicles
- Horses
- DOC track users

What standard would we like the roads to be at?

- Water tables kept clean to reduce damage to the road edges and surfaces
- Culverts to extend past the formed road so that washouts of culvert coverings don't reduce road width
- Road foundation to be built up so that bare dirt is not exposed during regular road use
- Reduce dust levels produced by vehicles using the roads
- Maintain a safe road surface (no significant potholes and corrugations)
- Safe intersections, especially for pulling onto and off State Highway 10
- Speed limits
- Signage
- Footpaths

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
Road safety	Signage Speed limits Tourists are inexperienced users of our roads Vehicles and boats are getting bigger Footpaths/boardwalks	FNDC Contractors Neighbouring landowners Northland Inc.	Assess roads Plan improvements Set aside funding Engage contractors Complete contracts Move fences, if needed Allow use of land, if needed Allow dumping of fill, if needed	1
Water table/drain cleaning	Clean water tables on a regular basis to protect road edges and surfaces	FNDC Contractors Neighbouring landowners Local people with suitable gear	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts Move fences, if needed Allow use of land, if needed Allow dumping of fill, if needed Assist with transporting of waste material, if possible	1
Culverts repaired	Extend ends of culverts and repair culvert end coverings	FNDC Contractors	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts	1
Road foundations	Apply and lock in good quality road base course	FNDC Contractors	Assess needs Plan improvements Set aside funding Engage contractors Complete contracts	1
Reduce dust levels	Apply appropriate road surface covering	FNDC Contractors	Assess needs Plan improvements	1

What aspect of roading concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
			Set aside funding Engage contractors Complete contracts	
Upgrades/dust control/cement stabilization, etc. to Okura Bay Rd, School Rd, Campbell Rd (Lane Cove track), Wairakau Rd, Gangway Rd., Mills Access Rd.	Roads need to be assessed individually	FNDC NZTA	Set aside funding	1
Maintain a safe road surface (no significant potholes & corrugations)	Better road foundation More consistent road maintenance	FNDC Community	RFS	1
Safe intersections, especially for pulling on and off State Highway 10	Clear obstructions to views on intersections Clear and obvious signage in both directions to Totara North-give way/stop/flashing lights	NZTA NRC FNDC Land owners	Investigation Planning Partial funding Clear obstructions on NZTA, FNDC & private land Lighting Actively involved in NZTA consultation	1

The Wharf / Boat Ramp

Who uses the wharf?

- Locals
- Fisherman
- Recreational boaters
- Visitors
- Freedom campers

What aspect of the wharf/boat ramp concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
Inadequate parking Misuse of pontoon	Signage, increase in spaces Pontoon needs to be monitored for misuse	FNDC Local companies or individuals Far North Holdings, Inc	Long Term Plan Set aside funding Prepare Contract Undertake work Community pontoon monitoring	1
A shop and café needed for locals/visitors/and fisherman Far North Holdings land-leased, but could be area in the future for commercial zoning	Approach local businesses to establish needs/interest in ownership	Local companies or individuals FNDC endorsement of commercial zoning	Set aside funding Undertake work District plan	2
Storage facilities -bait and ice, secure parking, holding supplies for commercial fisherman	Approach local businesses to establish needs/interest in ownership	Local companies or individuals	Set aside funding Consider alternative funding Apply for funding	2
Lighting to allow for 24hr use, and to assist with security	Approach FNDC/FNHL to see if they will install a suitable light to provide sufficient lighting for 24hr use, and to assist with site security	FNDC/FNHL	Set aside funding Consider alternative funding Apply for funding	1
Establish a boat club and children's sailing club	Boating/sailing community driven Sailing club requires storage shed, boats, teaching facility	Community	Put feelers out in the community	2
Build pontoon	Add pontoon to boat ramp as a platform providing walking access to the vessels secured alongside. Also consider a pontoon for recreation/swimmers	FNHL/FNDC	Start discussions with Community	2
Move commercial shed	Long term as there is	FNHL	Start discussions with	3

What aspect of the wharf/boat ramp concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
	currently a 5 year lease		Community	
Community allowed us of land located along the shed-Far North Holdings	Community would like control of this area as not being used	FNHL	Start discussions with Community	1

Freedom Camping Area Possibilities

What are the options?

- Upgrade area and install toilet facilities
- Keep as freedom camping area
- Develop as a park with tables and shade trees
- Dog exercise area
- Parking for boat trailers
- Tennis court
- Basketball court
- Cycle track

What aspect of the freedom camping area concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
Health and Safety of visitors Area is dark and uninviting Old dump site	Investigate access and parking area for boat trailers Signage at ramp directing trailers to this site Signage for dog exercise area	FNDC Investigate access and parking area	Upgrade or redevelop area	1

Flood Control

Who will benefit from better flood control?

- Residents
- Visitors, fisherman, recreational boat users
- Local businesses
- Emergency services

What standard would we like flood control to be at?

- Reduce the frequency of flooding
- Reduce the duration of flooding
- Reduce the severity of flooding

What aspect of flooding concerns us?	What needs doing?	Who can help?	What can they do?	What priority is this? (1 =high, 3=low)
Reduce the frequency, duration, and severity of flooding	Look at a combination of road levels, drain capacity, water holding areas, and water flow rates	NZTA NRC FNDC Land owners	SHW10 road levels Area wide drainage planning and remediation Local road levels Private drain maintenance Drainage of blocked flood gates	1

Reporting Faults & Issues

How do we report faults and issues?

- If it's a FNDC related issue (e.g. roading) use Council's Request for Service (RFS) system.
- Phone: 0800 920 029
- Email: ask.us@fmdc.govt.nz
- In person: Visit an FNDC office
- Website: www.fndc.govt.nz/online-forms/public/request-for-service
- If it's a power fault or you notice overgrown vegetation around power lines, phone Top Energy,
- Phone: 0800 TOP ENERGY (0800 867 363)

Walkways and Cycleways

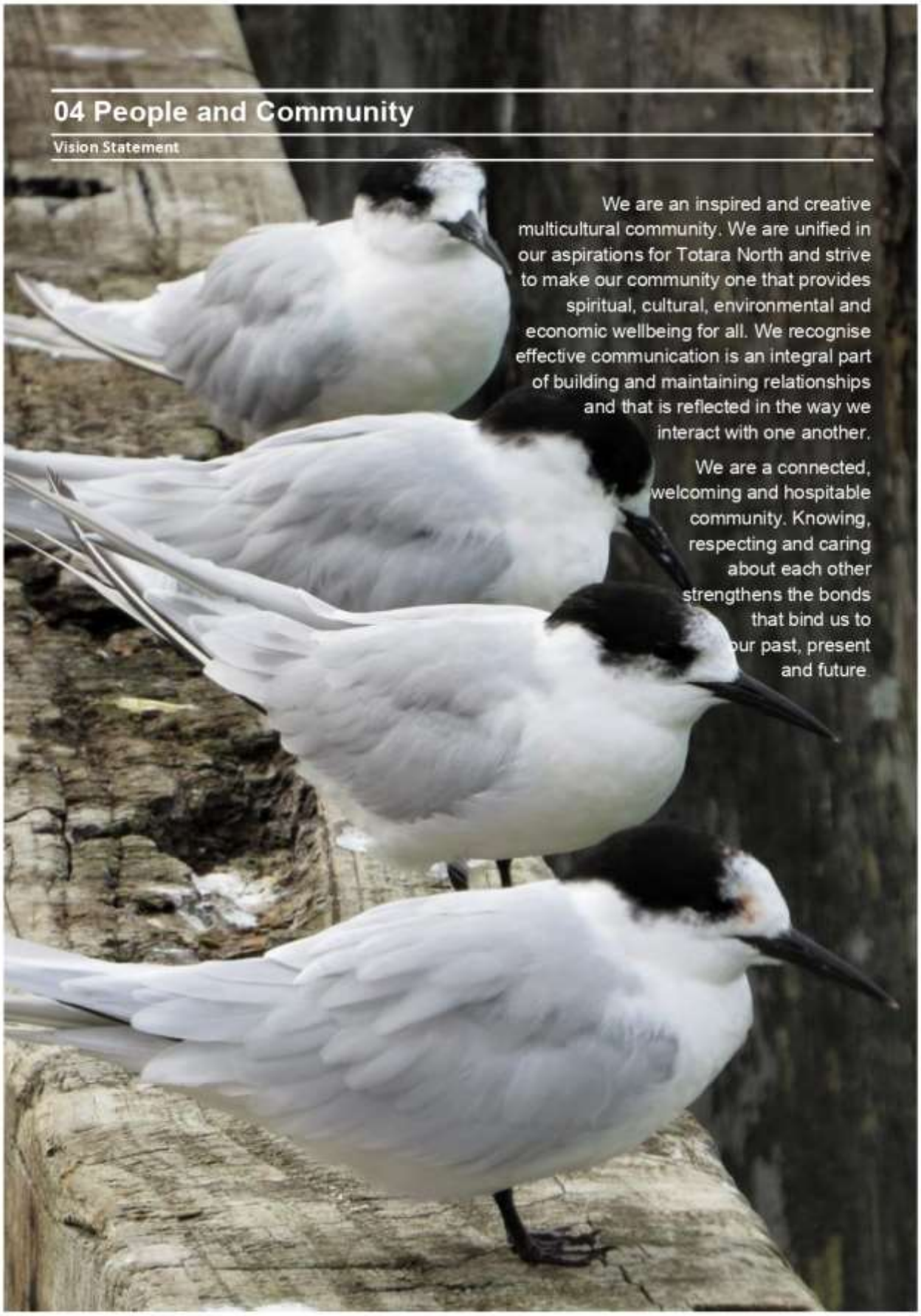
Where could these be located?

- Totara Road
- Okura Road
- Esplanade, harbour and foreshore areas
- Mill area
- Campbell Road to wharf
- Gangway Road to Campbell Road
- Papakura Track (already has DOC-PGF funding, Billion Tree Fund)

Future Proofing

- We encourage FNDC to actively purchase land, when available, to support the wellbeing of the Totara North Community.

- Civil Defense Emergency Management:
  - Establish a fit for purpose meeting place
  - Siren installed at Totara North Hall
  - Tsunami and CDEM signage
  - Develop a Civil Defense Plan



04 People and Community

Vision Statement

We are an inspired and creative multicultural community. We are unified in our aspirations for Totara North and strive to make our community one that provides spiritual, cultural, environmental and economic wellbeing for all. We recognise effective communication is an integral part of building and maintaining relationships and that is reflected in the way we interact with one another.

We are a connected, welcoming and hospitable community. Knowing, respecting and caring about each other strengthens the bonds that bind us to our past, present and future.

Goals	What needs to be done to achieve these	How might it be done	Who can do it
To have a range of opportunities to promote and support community recreation Community spirit Unity	Develop Recreation Park at the back of the Totara North Hall- central place for all to meet socialize and recreate Bike track Health and fitness Tables, chairs, shaded areas, barbeque area Playground New mural (historical/who we are as a community) School project All-purpose court for tennis, basketball, netball, volleyball, badminton-behind Hall Community garden	Improve community communication Seek funding- Community Grant from FNDC	Community as administrators *Community Board Funding* *Funding is available through the three Community Boards to support projects that encourage community leadership, self-reliance and the work of volunteers.* Sport Northland Community-Led Development – *supports community sports & rec projects. Contact Community Connector for Mid North cherylS@sportnorth.co.nz* Sport Northland - Sport New Zealand *Sport New Zealand is investing a total of $3million over the next three years to support projects designed to get more young women(12 – 18) physically active and develop leadership opportunities through play, active recreation and sport.* Kai Ora Fund *This fund helps Northlanders grow and eat nutritious and sustainably and locally grown kai. The Kai Ora Fund is a small community grant of up to $5,000.* FNDC Events Investment Funding - *targeted at events that attract visitors and enrich the district. Funding can cover most costs associated with running an event. The next funding round will open in late April/early May*
Totara North is a safe haven	Positive and effective relationships Community events to nurture relationships	Phone tree Neighbourhood watch	Local community members Police FNDC Request for Service system (RFS) – 0800 920029 Northland Civil Defense Emergency Management Sport Northland Community-Led Development – *supports community sports & rec projects. Contact Community Connector for Mid North cherylS@sportnorth.co.nz*
A range of community education opportunities are available for all	Local courses, gardening, food preserving, health and fitness, childcare, short courses Community Book Swap Coordinate social activities with Runanga's outreach nursing service	Seek support from education providers or community organisations to provide these opportunities locally Sport Northland Min. of Education	Other communities Totara North School Other people within our community with skills

Economic opportunities that unify the community	Shops, arts and crafts, Cafe	Approach local businesses to establish needs/interest in ownership Explore possibilities	Local companies or individuals FNDC endorsement of commercial zoning-District Plan submissions

APPENDIX

Present Community Assets

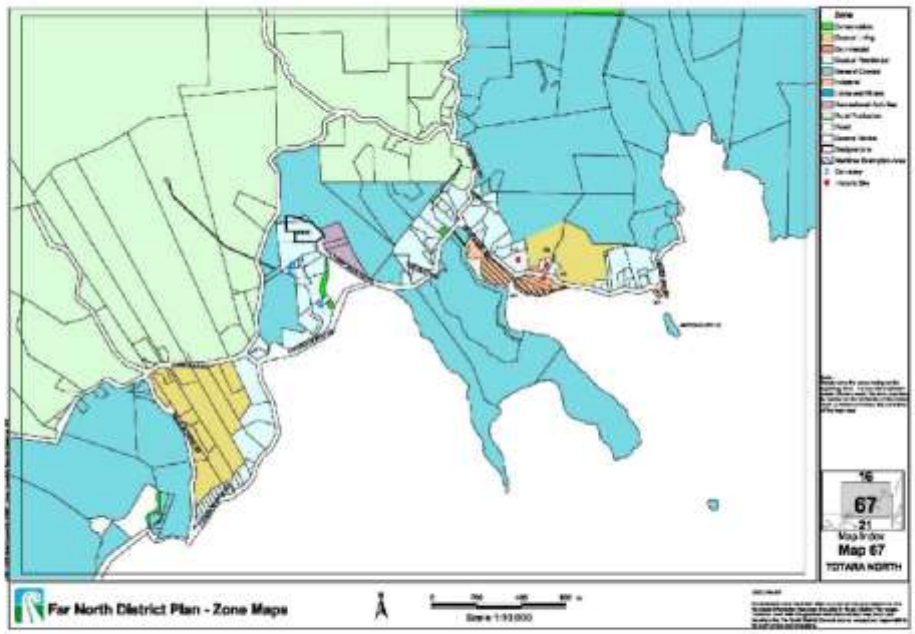
- Totara North School
- Totara North Hall
- Totara North Cemetery
- Totara North Museum
- Commercial enterprises
- Recycling Station
- The wharf and boat ramp
- Trap library
- DOC Estate-walks
- Freedom camping site
- Historic sites

Heritage Places & Buildings

- Totara North Hall
- The Mill
- Businesses: Gumstore Bar and Grill
- Local marae- Waihapa
- Totara North School
- Christian Brethren Church
- Waitaruke
- Catholic stone cairn/urupa

Map

Current Zoning



Far North District Council have adopted a Sustainable Outcomes Framework and Strategy to deliver value to our communities beyond the goods and services we buy. The potential outcomes include job creation, supplier diversity, ensuring reuse and ethical supply of materials, and connecting with impactful organizations in our community including community groups, social enterprises, local and or Maori owned business to address social and economic inequalities. We are also targeting improved environmental stewardship across our region.

Collaboration and innovation is key! We will draw on the experience and passion of our communities. The Sustainable Outcomes Framework exists as a living platform and is supported by our Principal Advisor Suzy McCall.

7.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2022

File Number: **A3628641**

Author: **Segun Rotimi, Accounting Support Officer**

Authoriser: **Janice Smith, Chief Financial Officer**

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 December 2021".

1) BACKGROUND

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

Community Fund Account balance as at 01 July 2021	**$301,549.00**
• **Plus unused funds from 2020/21 – BOI Rotary Club 2021 Duck Race**	**$1,974.00**
• **Plus unused funds from 2020/21 – Kerikeri FC Storage Facilities**	**$3,000.00**
• **Plus unused funds from 2020/21 – Kerikeri Gym Club Fitout Facility**	**$2,958.00**
• **Plus unused funds from 2020/21 – Kerikeri Sports Complex for community playground equipment**	**$15,000.00**
• **Plus unused funds from 2020/21 – Russell to Okiato Shared pathway Signage**	**$3,000.00**
• **Plus unused funds from 2020/21 – Kaeo Playground Shade Structure**	**$30,000.00**
• **Plus unused funds from 2020/21 – Kawakawa Community Development Plan**	**$10,000.00**
• **Plus unused funds from 2020/21 – Te Hononga Hub Old Bank Vault Renovation**	**$3,077.00**
• **Refund of unused grant – Guardians of the Bay of Islands Inc – Te Ra nga Tamariki Day 2021**	**$360.87**

• **Rescinded Resolution Russell Baptist Church back to Placemaking Fund**	**$8,000.00**
• **Plus unused funds from 2020/21 – Ngati Rahiri Maori Komiti – Te Tii Carols in the Park**	**$2,397.00**
• **Less funds granted and uplifted to 28 February 2022**	**$111,361.00**
• **Less funds not uplifted from 4 March 2021 for Bay of Islands Rotary Club for 2021 Duck Race**	**$1,974.00**
• **Less funds not uplifted from 3 June 2021 for Kerikeri Football Club for costs towards storage facilities for equipment**	**$3,000.00**
• **Less funds not uplifted from 2 September 2021 for Kerikeri Sports Complex Management Group for costs towards construction of a playground at the complex**	**$5,189.00**
• **Less funds not uplifted from 7 October 2021 for Kawakawa Hundertwasser Charitable Trust for costs towards facilitate development community plan**	**$10,000.00**
• **Less funds not uplifted from 7 October 2021 for Kawakawa Hundertwasser Charitable Trust for costs towards Te Hononga Booking Office project**	**$3,077.00**
• **Less funds not uplifted from 11 November 2021 for Kerikeri Community Cadet Unit costs towards 2021 Regimental Dinner**	**$1,000.00**
• **Community Fund Account balance as at 28 February 2022**	**$245,714.87**

2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 28 February 2022 is $245,714.87.

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 28 February is attached.

ATTACHMENTS

1. **Statement of Community Fund Account BOI-Whangaroa as at 28 February 2022 - A3627392** ⇩

Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of the Community Fund Account as at 28 February 2022

Allocation Grants & Donations Annual Budget 2021-22	201,549.00	
Community Board Placemaking Fund	100,000.00	
Unspent from 2020/21 - BOI Rotary Club 2021 Duck Race	1,974.00	
Unspent from 2020/21 - Kerikeri FC Storage Facilities	3,000.00	
Unspent from 2020/21 - Kerikeri Gym Club Fitout Facility	2,958.00	
Unspent from 2020/21 - Kerikeri Sports Complex for community playground equipment	15,000.00	
Unspent from 2020/21 - Russell to Okiato Shared pathway Signage	3,000.00	
Unspent from 2020/21 - Kaeo Playground Shade Structure	30,000.00	
Unspent from 2020/21 - Kawakawa Community Development Plan	10,000.00	
Unspent from 2020/21 - Te Hononga Hub Old Bank Vault Renovation	3,077.00	
Refund of unused grant - Guardians of the Bay of Islands Inc - Te Rā nga Tamariki Day 2021	360.87	
Rescinded Resolution Russell Baptist Church back to Placemaking Fund	8,000.00	
Refund of unused grant - Ngati Rahiri Maori Komiti - Te Tii Carols in the Park	2,397.00	
		381,315.87
Less Expenditure 2021/22 (Funds Uplifted)		
July 21		
Towai Community Market for costs towards gazebo for shelter and community use	2,750.00	
Northern Community Family Service for costs towards budget advice and advocacy services	5,325.00	
Kerikeri Sports Complex for costs towards community playground equipment	15,000.00	
August 21		
Bay of Islands Jazz and Blues Festival for costs towards transport and promotion	2,485.00	
Kerikeri Gymnastics Club for costs towards venue hire	7,500.00	
Kerikeri Gymnastics Club for costs towards fitout of the current facility	2,958.00	
September 21		
Our Kerikeri Community Charitable Trust for costs towards purchasing a permanent Christmas tree for Kerikeri	10,000.00	
Te Puna Aroha for costs towards Moerewa Christmas 2021	5,000.00	
Henry & William Williams Memorial Museum Trust for costs towards concept development for Place, Faith & Family: Paihia 1823-2023	4,000.00	
Bay of Islands Walkways and Walking Trust for costs towards Russell to Okiato shared pathway signage	3,000.00	
Whangaroa Community Trust for costs towards Kaeo playground shade structure	30,000.00	
October 21		
Youthline Auckland Charitable Trust for costs towards Youthline services	3,000.00	
Ngati Rahiri Maori Komiti for costs towards Te Tii Carols in the Park	2,397.00	
November 21		
Business Paihia for costs towards 2021 Paihia Christmas Celebrations	2,500.00	
December 21		

Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of the Community Fund Account as at 28 February 2022

Kairos Connection Trust - Busy Bees costs towards knitting for newborns and those in need	4,000.00	
Kerikeri Croquet Club Inc for costs towards assistance with upkeep of greens	3,000.00	
The Magic Playhouse for costs towards MORPH! Puppet Festival	6,000.00	
Kawakawa Business and Community Association for costs towards Christmas in the Park 2021	2,446.00	
		111,361.00
Balance as at 28 February 2022		**$269,954.87**
Less Commitments 2021/22 as at 28 February 2022 (Funds not yet uplifted)		
Meeting 04.03.21		
Bay of Islands Rotary Club for costs towards 2021 Duck Race	1,974.00	
Meeting 03.06.21		
Kerikeri Football Club for costs towards storage facilities for equipment	3,000.00	
Meeting 02.09.21		
Kerikeri Sports Complex Management Group for costs towards construction of a playground at the complex	5,189.00	
Meeting 07.10.21		
Kawakawa Hundertwasser Charitable Trust for costs towards Te Hononga Booking Office project	3,077.00	
Kawakawa Hundertwasser Charitable Trust for costs towards facilitate development community plan	10,000.00	
Meeting 11.11.21		
Kerikeri Community Cadet Unit costs towards 2021 Regimental Dinner	1,000.00	
		$24,240.00
Balance 28 February 2022 Uncommitted/(Overcommitted)		**245,714.87**

7.4 FUNDING APPLICATIONS

File Number: **A3624939**

Author: **Kathryn Trewin, Funding Advisor**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Bay of Islands-Whangaroa Community Board to determine which application/s will receive funding at the 31 March 2022 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Three new applications and a resubmitted application for funding have been received, requesting $54,303.
- The Board has $135,357 available to allocate.
- The Board also has $85,000 for placemaking funding to grant in the 2021/22 financial year.
- In October 2021, the Board confirmed a resolution granting $10,000 to Hundertwasser Community Trust for the development of a Kawakawa Community Plan. The Board stipulated the Trust must report back to Bay of Islands-Whangaroa Community Board with a project brief including timeline and deliverable commitments before funds are uplifted. This report is attached for the Boards approval.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board;

a) **approves the sum of $5,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Scout Group for costs towards 2022 Kerikeri ANZAC Service to meet the following Community Outcomes:**

   i) Communities that are healthy, safe, connected and sustainable

   ii) Proud, vibrant communities

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board;

b) **approves the sum of $10,000 (plus GST if applicable) be paid from the Board's Community Fund account to Life Education Trust for costs towards School Visits to meet the following Community Outcomes:**

   i) Communities that are healthy, safe, connected and sustainable

   ii) Proud, vibrant communities

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board;

c) **approves the sum of $2,461 (plus GST if applicable) be paid from the Board's Community Fund account to R Tucker Thompson Sail Training Trust for costs towards participation costs for one trainee from the Bay of Islands-Whangaroa Community Board area to meet the following Community Outcomes:**

   i) Communities that are healthy, safe, connected and sustainable

   ii) Proud, vibrant communities

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board;

d) **approves the sum of $20,000 (plus GST if applicable) be paid from the Board's Placemaking Community Fund account to Russell Tennis Club Inc for costs towards building a new pavilion to meet the following Community Outcomes:**

i) Communities that are healthy, safe, connected and sustainable

ii) Proud, vibrant communities

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board;

e) **confirm their resolutions of 3 June 2021 and 7 October 2021 to approve the sum of $10,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kawakawa Hundertwasser Charitable Trust with the following conditions and authorise the release of the funds:**

i) Kawakawa Hundertwasser Charitable Trust work with Bay of Islands-Whangaroa Community Board Kawakawa - Moerewa subdivision representative, Kawakawa business association, iwi/hapu representatives and other interested community groups.

ii) report back to Bay of Islands-Whangaroa Community Board with a project brief including timeline and deliverable commitments before funds are uplifted.

1) TĀHUHU KŌRERO / BACKGROUND

Each application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the LTP and all provisions listed on the application form.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Kerikeri Scout Group	Kerikeri ANZAC Services 2022	$5,000	$5,000	The Kerikeri Scout Group has stepped in at the last minute to try and ensure there is an ANZAC service in Kerikeri following the closure of the RSA. They are still finalising costs, and the incomplete application has been provided as this is the last meeting prior to ANZAC day. They have confirmed they will be able to provide final costs prior to the meeting on 31 March 2022. Due to the late timeframe they have been unable to secure funding from other sources.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Life Education Trust	School Visits	$10,000	$10,000	Life Education Trust are requesting $10,000 from each of the three Community Boards to carry out school visits in the Far North District. They received funding from the Board towards costs of the refit of the mobile classroom in June 2020, which they advise has been delayed due to covid and will now be done in May 2022.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community Development
R Tucker Thompson Sail Training Trust	Sponsorship for one student to attend	$2,461	$2,461	The Trust is requesting each of the three Boards to sponsor the attendance of one student on a training voyage.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community Development

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Russell Tennis Club Inc	Pavilion Construction	$36,842	$20,000	The applicant has resubmitted their application. Since the initial application was made, they have secured just over $32,000 from other funding applications and are requesting a contribution from Board for this project.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure
Hundertwasser Community Trust	Kawakawa Development Plan			The Board allocated $10,000 towards this project at their meeting in June 2021. They confirmed this grant at their meeting in October with the condition that the Trust had to report back to Bay of Islands-Whangaroa Community Board with a project brief including timeline and deliverable commitments before funds are uplifted. This brief is attached for the Boards approval.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community Development

Take Tūtohunga / Reason for the recommendation

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

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.

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

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

ĀPITIHANGA / ATTACHMENTS

1. **BOIWCB - Funding Application - Kerikeri ANZAC service - A3634333**
2. **Pages from BOIWCB - Funding Application - Life Education Trust - A3634336**
3. **Pages from BOIWCB - Funding Application - R Tucker Thompson - A3634335**
4. **Pages from BOIWCB - Funding Application - Russell Tennis (Resubmission) - A3634337**
5. **Kawakawa Development Plan - A3634334**

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

Local Grant Application Form

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- 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	Kerikeri Scout Group	Number of Members	10
Postal Address	30 Landing Road	Post Code	0230
Physical Address	Kerikeri	Post Code	
Contact Person	Brendon Francis	Position	Cubs Leader
Phone Number	0274089000	Mobile Number	
Email Address	kktuesdaycubs@gmail.com		

Please briefly describe the purpose of the organisation.

Scout groups meet weeking for youth to spend an evening doing adventurous, fun, active, challenging, and inclusive activities.

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	ANZAC Day dawn Service	Date	25/04/2022
Location	Kerikeri Domain	Time	5:00am

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.

ANZAC day dawn service is a commemorative service of remembrance and acknowledgment of efforts made by ANZAC's past, present and future.
This service provides an opportunity for local like-minded groups to participate and deliver a commemorative service for the benefit of all, Kerikeri and surrounding communities.

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	TBC - FNDC Kerikeri Domain	
Advertising/Promotion	$5000	
Facilitator/Professional Fees[2]	N/A	
Administration (incl. stationery/copying)	Donated by FFE	
Equipment Hire	TBC- Stage and lighting sound-Merv Pinney	
Equipment Purchase (describe)	TBC - New Zealand Taffic Management Barriers	
Utilities	N/A	
Hardware (e.g. cement, timber, nails, paint)	N/A	
Consumable materials (craft supplies, books)	N/A	
Refreshments	N/A	
Travel/Mileage	N/A	
Volunteer Expenses Reimbursement	N/A	
Wages/Salary	N/A	not applicable
Volunteer Value ($20/hr)	N/A	not applicable
Other (describe)		
TOTALS		

[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 Unsure

How much money does your organisation currently have?

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

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

Purpose	Amount
N/A first year of involvement no committed funding	
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

Local Grant Application Form

Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Kerikeri Scout Group

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
Greg Maher	Monique Edwards

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	Greg Maher	Position	Treasurer
Postal Address	1255 Bulls Road,kerikeri	Post Code	0293
Phone Number	0226006839	Mobile Number	
Signature		Date	14/03/2022

Signatory Two

Name	Monique Edwards	Position	Group leader
Postal Address		Post Code	
Phone Number	0212215215	Mobile Number	
Signature		Date	

Local Grant Application Form

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- ☑ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☑ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Far North Life Education Trust	Number of Members	7
Postal Address	PO Box 723, Kaikohe	Post Code	0440
Physical Address	--	Post Code	
Contact Person	Rhonwen Mansell	Position	Grants Administrator
Phone Number	021 254 5337	Mobile Number	021 254 5337
Email Address	farnorthlifeed@gmail.com		

Please briefly describe the purpose of the organisation.

We provide health education to 6000+ students each year. Our overall vision and aim is to enable children of the Far North to reach their full potential by embracing positive choices for a healthy mind and body.

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	Annual visits to Northland primary schools	Date	2022
Location	Northland - Far North & Kaipara	Time	--

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

If so, how much? Each school pays $5.50 per child per visit

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.

We are a health-education based programme for primary and intermediate aged children. We run a mobile classroom which visits 6000+ tamariki in approximately 70+ primary schools, intermediate schools and kura kaupapa throughout the Far North. Through the use of the mobile classroom, we eliminate participation and engagement barriers for the community. Schools are an ideal setting to reach and engage with children in the community. Our trained educator is a registered teacher who provides a fun and educational environment to teach children the skills they need to make informed decisions for a healthy lifestyle.

We are aware that young people face an increasing number of issues which can seriously impact their wellbeing, and in our complex and ever-changing society, the mental health and wellbeing of our tamariki helps to shape their success in life.

Essentially, we help to grow healthy individuals that make informed and considerate decisions regarding their health, community engagement, peer pressure, body image, drug and alcohol use and much more.

All our children, and their families, benefit from our visits as the messages we share are carried with children for life. Our mascot, "Harold the Giraffe", is recognised and respected, and will be remembered by children for many years to come.

Local Grant Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees[2]	5,000	2,500
Administration (incl. stationery/copying)	2,000	
Equipment Hire		
Equipment Purchase (describe)		
Utilities	5,000	2,500
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	8,000	
Refreshments		
Travel/Mileage	8,000	2,500
Volunteer Expenses Reimbursement		
Wages/Salary	90,000	not applicable
Volunteer Value ($20/hr)		not applicable
Other (describe) Insurances, incidentals, vehicles, repairs/maintenance etc	12,000	2,500
TOTALS	130,000	10,000

[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 60-740-178

How much money does your organisation currently have? $63,300

How much of this money is already committed to specific purposes? $63,300

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

Purpose	Amount
Mobile classroom upgrade	$34,300
Salary (two educators and administrato)	$14,500
Running costs (tax, phone, fuel, insurances, maintenance,	$14,500
workbooks, training, accommodation etc)	
TOTAL	$63,300

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

Funding Source	Amount	Approved
L W Nelson Charitable Trust Grant	$10,000	~~Yes~~ / Pending ✓
Scotlands Te Kiteroa Charitable Grant	$1,500	~~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
Over the past 20 years we have received several amounts of funding from all			Y / N
three community boards (and their various predecessors). These make a			Y / N
significant contribution to the work we do to keep the classroom on the road.			Y / N
			Y / N

Local Grant Application Form

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

On behalf of: (full name of organisation)

Life Education Trust Far North

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:
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Signatory One

Jenny Couchman

Signatory Two

Diane Henderson

Local Grant Application Form

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

Signatory One

Name	Jenny Couchman	Position	Executive Secretary
Postal Address	Sandys Road, RD2, Kerikeri	Post Code	0295
Phone Number	(09) 407 9020	Mobile Number	021 262 9459
Signature		Date	11/02/2022

Signatory Two

Name	Diane Henderson	Position	Chairperson
Postal Address	Wiroa Road, RD3, Kerikeri	Post Code	0293
Phone Number		Mobile Number	021 407 015
Signature		Date	11/02/2022

Funding Application from Life Education Trust

Schedule of Supporting Documentation

Document	Title
1	Cover letter
2	Programme Outline
3	Statement of Income
4	Operating Cost Budget
5	Bank Accounts

Local Grant Application Form

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- ☑ Programme/event/project outline
- ☑ A health and safety plan
- ☑ Your organisation's business plan (if applicable)
- ☑ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☑ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	R Tucker Thompson Sail Training Trust	Number of Members	NA
Postal Address	PO Box 42, Opua	Post Code	0200
Physical Address	Opua Wharf, Beechy St	Post Code	
Contact Person	Jo Lynch	Position	Chief Executive
Phone Number	0275773336	Mobile Number	027 577 3336
Email Address	jo.lynch@tucker.co.nz		

Please briefly describe the purpose of the organisation.

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

A2686814 (version Sept 2018) Page 1

Please briefly describe the purpose of the organisation.

The R. Tucker Thompson Sail Training Trust operates a tall ship youth development programme funded by tourism activity, patrons, grants and sponsorship. The mission of the R. Tucker Thompson Sail Training Trust is: *Learning for Life through the Sea.*

Through the values of kaitiakitanga and whakawhānaungatanga we act in three areas:

Tangata - People	**Turangawaewae - Place**	**Waka - Ship**
Make a positive difference to the lives of those who come on board, whether for a day, a week or longer	Allow those who sail in her to learn more about who they are, where they come from and where they are going	Embrace the values of Kaitiakitanga; preserve the tradition of tall ship sailing and specifically the R. Tucker Thompson

Our primary purpose is youth development, focused on rangatahi from Te Tai Tokerau. Annually we take approximately 200 taitamariki, aged from 13 to 18, on 7-day voyages on the tall ship, the R. Tucker Thompson.

The Youth Development programme has focused on youth development since 2006. Key measurable outcomes include:

- Improved self-confidence
- Improved ability to build relationships
- A better understanding of their own strengths
- A strengthening of personal identity
- The development of leadership skills

Historically we would raise funds through tourism to support the youth development programme; we have consistently raised approximately $200,000 each summer to subsidize each placement. Unfortunately, due to COVID-19, for the last two years we have not generated revenue. The impact of the pandemic, coupled with a 7-week breakdown this summer costing $100,000, means we are seeking alternative funding support. We have excellent reserves in place for a breakdown such as this, but we require additional support please.

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	Youth Development Voyage	Date	March to Nov 2022
Location	Bay of Islands	Time	7 day voyages

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

If so, how much? $2,140 exclusive of GST

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.

We are applying for these funds to sponsor a rangatahi specifically from the Bay of Islands-Whangaroa Ward. The trainee can be selected by the Community Board or we can work with local schools and iwi to ensure this funding benefits youth within the Ward.

We work with rangatahi from 13 to 18 from Te Tai Tokerau. We have over 200 young people each year from Northland of which 65% are Māori. Tikanga Māori, education, new experiences and a focus on belonging underpin delivery.

Environment: Whakawhānaungatanga is our guiding principle. We focus on creating a sense of belonging, demonstrated through deliberate inclusivity and acceptance.
Education: A structured programme is delivered. Crew deliver modules on Safety at Sea; Meteorology; Sailing and Seamanship; Polynesian Celestial Navigation; Marine Navigation; Sustainability, Pollution and Recycling; Marine Wildlife; Financial Literacy; Food and Nutrition; Fishing; and Environmental activities. A specific talk on careers and post-school planning is also delivered.

New Experiences: Like many adventure education programmes, exposure to many new and unique experiences and challenges creates and strengthens neural pathways that support improved coping skills and decision making in the future. The tall ship experience is no different. The Trainees learn traditional sailing skills, climb the mast, swim, collect seafood, walks ashore and engage in many other outdoor activities.

Tikanga: Te Ao Māori approach is woven into the programme. Over 65% of the Trainees are Māori; our crew members are Maori and NZ Pākehā. Relationships are Tuakana- Teina in nature and tikanga is foundational in our delivery.

Evidence of outcomes

Otago University Research: In addition to assessing the effect the voyages had on psychological resilience, self-esteem, and positive outlook, the research was also looking to determine the contribution of *whakawhānaungatanga* or collective identity to these outcomes. The quantitative research found that:

- Both Māori and Pākehā Youth displayed a significant increase in **Resilience** as a result of the voyage. Maori youth had a significantly lower level of resilience at the beginning, but were comparable by the end. View here.
- Pākehā youth showed a moderate increase in **Self-esteem**, and Māori Youth a significant increase: directly compared, Maori Youth reported significantly lower levels of self-esteem at the beginning but at the end the levels were comparable.
- Both Māori and Pākehā Youth displayed a significant increase in **Positive Outlook** as a result of the voyages.
- The survey found that both Māori and Pākehā Youth benefited from a sense of **Collective identity** but that it was not directly related to the shift in self-esteem or positive outlook.

Furthermore, qualitative research indicated that the group identity formed on the voyages was experienced by all participants, but was potentially more salient and meaningful for the Māori trainees. Researcher Hitaua Arahanga-Doyle stated that this "also lends support to the previous findings that social identity development in the voyage group is more strongly linked to resilience and positive outlook for Māori when compared to the NZ European trainees."

The Trust is in discussion with the University about further longitudinal studies and is also considering economic impact research to further strengthen the evidence of our outcomes.

We are partnering with different tertiary and work placement organisations such as CompeteNZ, NorthTec to connect our Trainees to apprenticeships, work and tertiary study.

From this last year's survey of trainees, there were a number of benefits in terms of wellbeing, including

- 82.61% were more confident meeting new people
- 73.91% felt more positive/happy/relaxed
- 72.46% felt they had gained leadership skills/take on responsibility
- 65.22% were more self-confident
- 59.42% had better understanding of people
- 57.97% considered they were better able to tackle problems
- 49.28% enjoyed a chance to be involved in decision making
- 42.03% said they liked themselves better

Local Grant Application Form

Financial Information

Is your organisation registered for GST? ☑ Yes ☐ No GST Number 94-452-252

How much money does your organisation currently have? $367,000

How much of this money is already committed to specific purposes? $217,000

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

Purpose	Amount
Working capital - monthly overheads and operational costs	$40,000
Maintenance Reserves - for annual maintenance costs	150,000
Donations - for voyages	$52,000
Reserves - organisational reserves	$125,000
TOTAL	$367,000

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

Funding Source	Amount	Approved
Foundation North	$100,050	Yes / ~~Pending~~
Sponsorship	$70,460	Yes / ~~Pending~~
Unconfirmed sponsorship	$117,348	~~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
Far North Holdings fund 1 voyage	$20,086	Annually	Y / ~~N~~
			Y / N
			Y / N
			Y / N

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

COSTS

I have provided the voyage costs and costs per child; there figures are exclusive of GST.

I have also included the Fixed Expenses of which 50% is apportioned to each Youth Voyage.

Direct costs	Annual cost	Per voyage	Per child
Advertising	4000	250	23
Cleaning & Refuse	1500	94	9
Expenses	2000	125	11
Fuel & Oil	6000	375	34
KiwiSaver	5670	354	32
LPG, & Outboard fuel	1000	63	6
Petrol	800	50	5
Printing & Stationery	2200	138	13
Provisions	17000	1063	97
Wages	189000	11813	1074
Total Direct costs	229170	14323	1302
Contribution to central costs*	147541	9221	838
Total voyage costs ex GST	164541	23544	2140
Plus GST	24681	3532	321
Total including GST	189222	27076	2461

*Fixed Expenses all activities	Apportionment	Annual
ACC Premiums	2353	4706
Assets under $500	390	780
Audit fees	1900	3800
Bank Charges	75	150
Depreciation Expense - Development Expenditure	695	1390
Depreciation Expense - Office Equipment	257	515
Depreciation Expense - Plant & Equipment	3609	7218
Depreciation Expense - Vessel	24339	48679
Electricity	548	1096
Expenses Shed	15366	30732
General Expenses	720	1440
Health & Safety	820	1640
Hire of Plant & Equipment	374	747
Insurance	5750	11500
Internet	0	0
IT Equipment	3500	7000
IT licenses	861	1722
IT R&M	170	339
Kiwi saver R&M	600	1200
Legal Fees	495	990
Licences & Fees	4750	9500
Meals	102	203
Petrol (car)	242	485
Postage, Telephone & Tolls	1373	2745
Printing & Stationery	368	737
R&M - wages	20000	40000
R&M expenses	500	1000
R&M Schooner & Ancillary Plant	20000	40000
Rent	12684	25367
Staff Training	3132	6263
Travel	318	637
Uniforms	250	500
Wages Executive Trustee	21000	42000
TOTAL	147541	295081

Local Grant Application Form

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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	Jo Lynch	Position	Chief Executive
Postal Address	63 Oromahoe Road Opua	Post Code	0200
Phone Number	027 577 3336	Mobile Number	027 577 3336
Signature	J Lynch	Date	16 February 2022

Signatory Two

Name	Tim Yeates	Position	Trustee
Postal Address	Total Marine Group Beechy Street Opua	Post Code	0200
Phone Number	021 412 954	Mobile Number	021 412 954
Signature	Jim Yeates	Date	16 February 2022

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)

R. Tucker Thompson Sail Training Trust

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

J Lynch

Signatory Two

Jim Yeates

Funding Application from R Tucker Thompson Trust

Schedule of Supporting Documentation

Document	Title
1	Programme Overview
2	Business Plan
3	Bank Statement
4	Financial Statements
5	Health and Safety Plan

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 ~~or pg 3~~ attached for proposed construction of a pavilion.
- ☑ 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) N/A
- ☑ If your event is taking place on Council land or road/s, evidence of permission to do so attached.
- ☑ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Russell Tennis club Inc	Number of Members	135
Postal Address	11 Chapel St Russell	Post Code	0202
Physical Address	Yorks st Russell	Post Code	0202
Contact Person	Jane Newton	Position	Secretary
Phone Number		Mobile Number	027 890 8201
Email Address	jane@xtra.co.nz		

Please briefly describe the purpose of the organisation.

To support, promote, foster + encourage the game of tennis in the wider community, plus promote health + wellbeing

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: Construction of a tennis pavilion Date: 1 March 2022

Location: York St, Russell Time: 2pm

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☐ No N/A.

If so, how much? N/A

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.

To build a 40sq² tennis pavilion + relocate the practise wall.
The new pavilion will provide a welcoming facility for our members + the local community.
We are a friendly local community club offering competitive membership rates + great social play.
Players of all ages + ability are welcome. We have regular coaching programmes for both adults + children.
We run regular mixin sessions where new members are actively encouraged to join in the fun.
The club offers a well developed programme of coaching for adults + juniors.
We play interclub + are a regular host of matches + club tornaments.
The pavilion will provide a social hub not only for members, but also the wider community for meetings, social gatherings.
The pavilion will also be available for hire.

In conclusion, are objective is to continue to be a strong, diverse & inclusive club that is an asset to our members & local community.

Local Grant Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
~~Rent/Venue Hire~~ Construction of pavilion	90,000	30,000
~~Advertising/Promotion~~ Fencing & security gates	6,842	6,842.
~~Facilitator/Professional Fees~~[2]		
Administration (incl. stationery/copying)	NA	
Equipment Hire	NA	
Equipment Purchase (describe)	NA	
Utilities	NA	
Hardware (e.g. cement, timber, nails, paint)	NA	
Consumable materials (craft supplies, books)	NA	
Refreshments	NA	
Travel/Mileage	NA	
Volunteer Expenses Reimbursement	NA	
Wages/Salary	NA	not applicable
Volunteer Value ($20/hr)	NA	not applicable
Other (describe)	NA	
TOTALS	96,842.	36,842.

[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? $23,806.

How much of this money is already committed to specific purposes? $12,206.

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

Purpose	Amount
Relocation of practice court	$12,206
Electrical wiring to new pavilion	
TOTAL	

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

Funding Source	Amount	Approved
Grass Roots	12,206	(Yes) / Pending
Private funder	20,000	(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
Resurfacing tennis courts	10,000		(Y) / N
			Y / N
			Y / N
			Y / N

Local Grant Application Form

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On behalf of: (full name of organisation)

Russell Tennis Club incorporated.

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**

Local Grant Application Form

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Signatory One

Name	Bridget Hughes	Position	Chairperson
Postal Address	13 Du Fresne Pl Russell	Post Code	
Phone Number	021 221 8491	Mobile Number	021 221 8491
Signature	BGHughes	Date	~~03/11/2021~~ 01 03 2022

Signatory Two

Name	Jane Newton	Position	Secretary.
Postal Address	11 Chapel St Russell	Post Code	
Phone Number		Mobile Number	027 890 8201
Signature		Date	~~3.11.2021~~ 01.03.2022

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

A2686814 (version Sept 2018) Page 6

Funding Application from Russell Tennis Club Inc

Schedule of Supporting Documentation

Document	Title
1	Building Plan/Consent application details
2	Quotes
3	Bank Statement
4	Project Outline
5	Lease resolution

KAWAKAWA COMMUNITY DEVELOPMENT PLAN

PURPOSE OF THE REPORT

A summary of the proposed allocation of $10,000 granted by the Bay of Islands -Whangaroa Community Board towards the production of the Kawakawa Community Development Plan. Engagement to date and planned.

1) BACKGROUND

The Kawakawa Community Development plan has had a number of engagement sessions and input from the community, but we have to collate it, and we need to go back into the community and see if we have the direction right before we finalise a draft. We envisage this funding covering the cost an engagement hui, drafting, a consulation hui and online engagement, amendments then final printing and the plan launch.

2) ENGAGEMENT TO DATE

15 September 2015	Te Pokapu Nuflo building	Public Meeting
29 February 2016	St John Ambulance Station	Public Meeting
8 May 2017	Kawakawa Bowling Club	Public Meeting
20 May 2017	Te Pokapu (upstairs)	All day public engagement activities

1st May – 31st May 2017 online Surveymonkey polls and survey, distributed via email & Facebook

1 June 2017	Kawakawa Primary	With the senior students
8 June 2017	Bay of Islands College	Skate Park working group
11 June 2017	Bay of Islands College	Skate Park working group
4 December 2017	Bay of Islands College	Skate Park Working group
10 June 2017	Kawakawa Bowling Club	Public Meeting
10 August 2017	Te Pokapu (downstairs)	Draft Plan presented to community
30 September 2017	Kawakawa Market	Draft Plan presented to community
14 October 2017	Community Garden Build	Placemaking project with engagement on plan

6 May 2018 Te Pokapu (downstairs) Public hui, with outcome that the draft plan written is too "council speak" more engagement needed and funds to pay someone to write the plan that more reflects the identity of Kawakawa.

A working group was formed consisting of Pita Tipene, Rowena Tana, Fern Kerr, Noma Shepherd, Hayley Davies, Laurell Pratt and Kelly Stratford. From the information gathered the working group determined we had a good handle on what the community wanted, but as time had passed, we needed to check in with the community again. It was decided to do this by Focus group. But there was delay due to many of us having other commitments, primarily Te Hononga and the flood hui.

17 July 2019	39 Gillies Street	Focus group

9 August 2019	Kawakawa Fire Brigade	Focus Group
31 August 2019	BOI Bakeries	Focus Group
22 October 2019	Te Pokapu (Upstairs)	Public Hui
6 November 2019	Te Pokapu	Working group. The stumbling block - lack of resource to pay someone to collate and write a draft.

3) HOW THE MONEY WILL BE SPENT

Consultation hui — Tentatively **end of April 2022**

Collation of the information engaged on, all the feedback. Writing the draft and printing of the plan – start on receipt of funding.

Further consultation hui — Final Draft presented to the community **end of July 2022**

Amendments to the draft as required

Launch the final plan hui — Printed copies, **1st September 2022**

The balance is for collating the writing, drafting and printing.

- Professional design and print — $3,300
- Hui & wananga, including kai — $700
- Professional drafting, writing and assembly
  - Approximately 120 hours @ $50 per hour — $6000
  - Likely there will be more spent on hui, as we will need to hire an accessible venue large enough

Voluntary component

- 480 hours of voluntary hours (6 people in the working group, meeting, setting up hui, networking, sharing information)

Timelines are subject to the Covid Protection Framework. Rates are estimates, as we are still sourcing an appropriate person to do the collation and drafting mahi.

Photos below of just a few of the hui over the last 7 years.

8 INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY HALL ANNUAL INFORMATION UPDATE

File Number: **A3603245**

Author: **Nina Gobie, Team Leader - Facilities Operations**

Authoriser: **Andy Finch, General Manager - Infrastructure and Asset Management**

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present to the Bay of Islands – Whangaroa Community Board the 2021 AGM minutes, financial statement and statistical data as provided by the Maromaku, Paihia War Memorial, Totara North, Waipapa and Whangaroa Village Community Hall Committees.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to various letters, emails and phone calls from Council Officers.

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

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

The Hall and Facilities Strategy notes Council's vision for community halls is: "*A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities*."

The Community Halls Policy includes the following key statements:

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

The policy also identifies the 'Procedures for Hall Committees' including:

c) *Committee will produce annual audited accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.*

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

The following table identifies the ownership details of the community halls, the various and complex circumstances per Ward:

	Council owned on Council land	Community owned on Council land	Council owned on Crown Land	Community owned buildings on community owned land
BOI – Whangaroa Ward	Paihia, Russell, Totara North, Waipapa, Whangaroa Village Hall and Whangaroa (Kaeo) Memorial Hall	Moerewa	Maromaku	Opua and Pakaraka
Kaikohe – Hokianga Ward	Kaikohe, Kohukohu, South Hokianga War Memorial, Kaikohe Senior Citizen's Hall, Horeke, Okaihau and Rawene		Taheke	Broadwood, Ngawha, Waimamaku and Umawera
Te Hiku Ward	Herekino and Mangonui *Oruru remains closed*	Whatuwhiwhi	Lake Ohia and Kaingaroa	Fairburn, Waiharara and Araiawa *Takahue – no longer exists*

Towards the end of the year annually, Council staff contact the various hall committees reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

Numerous attempts are made to contact the hall committees by way of letters, emails and phone calls as a reminder and means to obtain this information.

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

At the time of writing this report, community hall information had not been received from the Russell, Whangaroa Memorial Hall (Kaeo) and Moerewa Hall Committees.

Letters / emails of thanks have been sent to those Hall Committees who have provided their information.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the content of the information received.

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

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

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

ĀPITIHANGA / ATTACHMENTS

1. **2021 Maromaku Hall Annual Information - A3641064**
2. **2021 Paihia War Memorail Hall Inforamtion - A3640910**
3. **2021 Totara North Hall AGM Minutes - A3641070**
4. **Totara North Hall Annual Information - A3641073**
5. **2021 Waipapa Community Hall Information - A3640918**
6. **2021 Whagaroa Community Hall Annual Information - A3640920**
7. **Annual Hall Letter, Information and Statistics TEMPLATE - A3640932**
8. **Community Halls Policy 2016 - A3640937**

9. Halls and Facilities Strategy 2015 - A3640939
10. 2021 Russell Hall Annual Information - A3640914
11. Opua Hall facilities - A3643404

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Maromaku Hall		
Physical address:	16 Maromaku School Rd, Maromaku 0281		
Postal address:	3708B SH1, RD2 Hikurangi 0182		
Booking Officer (name):	(Booking Officer will be added to our website) Ashleigh Horsford		
Booking Officer (contact):	Ph.:	Mobile: 0274648588	Email: brashorsford@hotmail.com
Afterhours contact (name):	Ashleigh Horsford		
Emergency Contact (name):	Butch Horsford		
Afterhours (contact):	Ph.: 094334806	Mobile: 021608824	Email: butchhorsford@gmail.com
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
pdf attached.				

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Twice
How often did the Committee meet in the year?	Once -covid

HALL INFORMATION	
Usage Data	
Number of bookings:	17- Bee course - Church
Number of users:	3
Type of use	
Community (regular users):	Northtec - Bee course Church of Latter Day Saints
Casual (one off):	Rugby prizegiving

2

Commercial:	—			
Hire rates (per hour)				
Community:				
Casual:				
Commercial:				
Other:	$50 - whole day $30 - half day $100 - weekend $5 - 1 hr			
2020/21 Financial Statement	Attached: yes / no			
BWOF	Attached: yes / No		Expiry Date:	
Insurance - Contents	Yes / No		Value:	
Improvements completed				
Maintenance completed				
Other:				
Check list *(cross out as provided)*	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

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

Hall / meeting room details and capacities e.g.: *Main hall – 250 pp*	[illegible]
Kitchen facilities	oven, microwave, fridge, freezer
Toilets	2
Disabled access	Yes - ramp. 1 disabled toilet
Parking	ample safe parking
Furniture available	Tables Crockery Chairs

3

Other facilities / assets available e.g.: stage, lighting, heating	Heat pump, Stage, foyer & main hall

Maromaku Reserves Board AGM – Wednesday 27th October 2021

Welcome/Opened 7pm: Butch Horsford

Present: Morgan & Marisa Horsford, Fabian Kehoe, Rhonda Simpson, Butch & Karen Horsford & Ashleigh Horsford, Perry Clark, Voloy Horsford-Matthews, Colin Simpson, Jasmin Kehoe, Darnie Paraha.

Apologies: None

- **2020 AGM minutes** – Ashleigh read these out. No corrections, Karen accepted these as true and correct, 2nd Rhonda
- **Financial Report – Rhonda,** Moved by Rhonda, 2nd Perry
  - Rhonda gave a full financial report.
  - $10000 should be noted somewhere. Agreed – yes, it will be added to the next financials.
- **Chairmans Report – presented by Butch 2nd Voloy**
  (Report attached)
  - Courts opening
  - Hall hire from the church = 7 months
  - Hockey nets
  - Council spraying – warranty of the courts for spraying contractors
  - Temporary fencing
  - Summer jobs for this coming summer
  - Cleaning plan re hall
  - Signage for court rules
  - Promote the court use
  - Thank you from Perry re upkeep
  - Thank you

- **General Business**
  1) Rubbish bins around the courts. Decided we will stick with "take your own rubbish". Including hireage
  2) Hireage contract, Hire per 1 day = TBC. Morgan to find out similar costs for hireage of other courts. Ash advised Hikurangi don't have this option to compare with. We will look at facilities/rates/fees/rules
  3) Keys – discussion around area for hireage, request from a Hukerenui member, decided to keep it to the two communities. Akerama included in "Towai/Maromaku" region as in FNDC far north area. Along the top of the long hill, down to Taikirau Rd. Friends of keyholders able to use as long as they're there or responsible for them
  4) The netting curtains – same company that Butch sourced the hockey nets from. 30m on a wire between the courts. Able to be temporarily put up and taken down. Unsure of price, we will get a quote from them re cost, Fabian & Butch to work together on this.
  5) Painting of the carpark, Butch approached a different company from Kerikeri. Followed up twice but they haven't been down here yet. Will follow up again to see if they will come down.
  6) Park – proposal from Butch for a sub-committee, to solely concentrate on the park and get the toilet sorted. Update from Morgan below. They aren't their own legal entity so cannot form their

own full committee. Darnie is happy to be on the sub-committee, and Morgan happy to carry on with it. Marisa will also join and Rhonda will still over see treasurer/financials

7) We can apply to council once toilet is up and running for them to take over the maintenance and cleaning etc
8) Park toilet – funding applications - we can't get anyone to commit to a product and price due to the current situation with Covid. Surefoot (North of Auckland) are not interested in coming due to Covid. Unsure on availability, price or time which we need to get that first, then funding which also has a time limit. At the moment we are in limbo. Morgan has been in contact with Barbara regarding this. No long-term commitments. The funding application is with Foundation North (up to $25,000). A deposit to Norski for the holding tank which they also have the same issue with commitments. $12000 outstanding, $10000 received from the anonymous donation. Essentially waiting on Surefoot for this to go ahead. We are able to excavate the hole for the holding tank but under their specs.
9) Morgan has researched and we cannot use the Maromaku Reserves Board money to fund any of the park's facilities. He has spoken with Ana at the FNCD and they are in the process of hiring someone to be their Reserves Manager - only for the Maromaku Domain (not park).
10) FNDC grant – they are re-writing the rules around Reserves Board and they have had multiple meetings postponed due to Covid restrictions. Early next year there will be a new draft re the new rules & regarding grants. Still need to chase up the $5000 grant, changing of the rules, how to qualify for the grant and how to apply, Butch to follow up with Vanice Baker from FNDC.
11) Football Pavilion - currently next to the courts. Over time we will do that up. The toilets are currently functional. An electrician has disconnected the live power from the pavilion so we can work on it. The lining of the toilets needs painting, shutting the birds out, a good door. This all needs to be all working and completed for the court use. We are looking at second hand aluminium windows to replace the old shutters. New seats were put in for Rugby Netball Day. There is a crack in the boy's toilet bowl with a slight leak down from the cistern which we need to look at replacing. Once it is all functional then we can look at paper towels or other options for hand drying.
    We are aiming to be done by Rugby Netball Day in June 2022 and complete it over the Summer, funded by the Reserves Board. Need to decide if they will they be lockable or will they remain open. A sign will be needed to keep the door shut, or have a spring shut door, a toilet brush provided including a leave as found sign. Planning to line it with plywood (12mm tanalised) so we can attach things to it. Butch to get Mike Abel to come down to look at the beam that needs replacing & Butch will measure up existing shutter windows for aluminium replacement
    Butch passed this to go ahead, Rhonda 2nd
12) Permanent fencing – looking at replacing the current temporary fencing using the old court fencing
13) Tennis nets and hockey goals will just be moved to the side - no pole shed
14) Cleaning roster of the hall
15) Ash to chase up the payment from Northtec for their hireage of the Hall for the Level 3 Apiary course - Voloy & Karen to get details.

16) Poster for advertising hall hire - Darnie to do up a draft poster & Ash to send her hireage costs. Will need a permanent sign who to contact for hireage/check FNDC website. Will just be laminated for now (need to include amenities available such as a fridge/freezer, heat pump etc)

17) Defibrillator check dates, if expired ordered new. Ash
18) Proposal for a tournament/fun day/games to promote, Family Fun Day, iceblocks, games, courts, gathering catch ups, Aiming for mid Jan, tentative date Sat 15th Jan, fast five netball, touch, BBQ/bunnings/sausage sizzle,

Closed Meeting 8:43pm Butch

Chairperson. - MAXWELL C HOESFORD

MAROMAKU RESERVES BOARD - FINANCIAL STATEMENT

12 MONTHS ended 31 MARCH. 2021.

PARK ACCOUNT:

Balance as at 1 April, 2020.			$ 11,590-06	
INCOME:				
Donation	20-00			
Interest – BNZ Ltd	6-84	26-84		
EXPENSES:				
Rubbish Bags	35-00			
Security Camera	596-85	631-85		
Deficit for Year			$ 605-01	
Balance as at 31 March 2021.				**$ 10,985-05.**

RESERVES BOARD:

Balance as at 1st April, 2020.			$28,129-65	
INCOME:				
Hall Hire	335-00			
Interest – BNZ Ltd	14-30			
Keys	140-00			
Lease	900-00	1,389-30		
EXPENSES:				
Electricity	1,344-20			
Insurance	664-12			
Mowing	150-00			
Keys	160-56			
Court Gate Caps	585-82	2,904-70		
Deficit for Year			1,515-40	
Balance as at 31 March 2021				**$26,614-25**

TERM DEPOSIT:

Balance as at 1 April, 2020.	$21,487-64
Interest	560-21
Balance as at 31 March 2021	**$22,047-85**

9

14 6 2021

To whom it Concerns

I Nada Lemon certify that I have audited the Maromaku Reserves Board Books and have found them to be true and Correct.

N. Lemon.

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	PAIHIA WAR MEMORIAL		
Physical address:	8 WILLIAMS ROAD, PAIHIA. 0200		
Postal address:	13 THE ANCHORAGE. HAURUKI. 0204		
Booking Officer (name):	(Booking Officer will be added to our website) CAROL LIPSHAM		
Booking Officer (contact.):	Ph.:	Mobile: 0223757279	Email: CAROL.LIPSHAM99@GMAIL.COM
Afterhours contact (name):	PETER CALLOWAY (COMMITTEE CHAIRMAN)		
Emergency Contact (name):	AS ABOVE		
Afterhours (contact):	Ph: 09 4025054	Mobile: 0274426377	Email: PCALLOWAY@OUTLOOK.CO.NZ
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
	REFER ATTACHED SCHEDULE			

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

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

HALL INFORMATION	
Usage Data	
Number of bookings:	REFER ATTACHED DATA SHEET
Number of users:	
Type of use	
Community *(regular users)*:	REFER ATTACHED EMAIL 02-12-2021
Casual *(one off)*:	EX CAROL LIPSHAM.

(BOOKING OFFICER)

2

Commercial:				
Hire rates (per hour)	REFER ATTACHED SCHEDULE.			
Community:				
Casual:				
Commercial:				
Other:	SEE RATES APPLY TO ALL USERS. SPECIAL RATES APPLY FOR EDUCATION YEARS BOOK USE.			
2020/21 Financial Statement	Attached: yes / ~~no~~			
BWOF	Attached: ~~yes~~ / No		Expiry Date:	
Insurance - Contents	~~Yes~~ / No		Value: N/A	
Improvements completed				
Maintenance completed				
Other:				
Check list *(cross out as provided)*	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

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

Hall / meeting room details and capacities e.g.: *Main hall – 250 pp*	REFER TO LAST YEARS
Kitchen facilities	DOUBLE SINK THAT COOKER
Toilets	THIS OFF IN DETAIL.
Disabled access	RAMP
Parking	N/A
Furniture available	

3

Other facilities / assets available **e.g.:** *stage, lighting, heating*	REFER LAST YEARS DOCUMENTATION.

4

Please complete the following questions:

Name of Business / Hall: Paihia Memorial Hall

Contact Name: Carol Lipsham

Contact Phone Number: 022-3757279

COUNCIL COMMUNITY HALL USAGE FORM – Number of bookings per month

Year/ Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total for year
2020							28	23	23	76	53	35	238
2021	39	49	56	58	42	45							289

527

COMPARABLE CALENDAR YEARS - JULY - JUNE.

2017 - 2018 - 439

2018 - 2019 - 384

2019 - 2020 - 412

Paihia War Memorial Hall

Rates of Hire

	Main Hall	Conference Room	Office
Full Day	$60	$40	$20
½ Day*	$30	$20	$15
Hour	$15	$10	$10

*note ½ day hire am ends at 1pm.

Clarity ACCOUNTING

Budget forecast

Paihia War Memorial Hall
For the year ended 30 June 2022

	2022 BUDGET	2021 ACTUAL	2021 BUDGET	2021 BUDGET VARIANCE
Trading Income				
Hall Hire	14,500	14,785	9,000	5,785
Total Trading Income	14,500	14,785	9,000	5,785
Gross Profit	14,500	14,785	9,000	5,785
Other Income				
Interest Received	300	300	760	(460)
Total Other Income	300	300	760	(460)
Expenses				
Operating expenses				
Bad debts	-	40	-	40
Cleaning	3,500	3,526	2,700	826
Electricity & Lighting	1,000	924	1,200	(276)
Total Operating expenses	4,500	4,490	3,900	590
Repairs and maintenance				
Repairs and Maintenance	1,500	-	1,500	(1,500)
Total Repairs and maintenance	1,500	-	1,500	(1,500)
Administration				
Accounting fees	910	910	910	-
Bank Fees	30	7	36	(29)
Bookkeeping Services	550	925	-	925
General Expenses	300	55	300	(245)
Printing & Stationery	150	132	150	(18)
Subscriptions	828	828	828	-
Total Administration	3,168	2,857	2,224	633
Total Expenses	9,168	7,347	7,624	(277)
Net Cash Surplus (Deficit)	5,632	7,738	2,136	5,602
Non cash expenses				
Depreciation	3,565	4,102	4,069	33
Total Non cash expenses	3,565	4,102	4,069	33
Net Operating Surplus (Deficit)	2,067	3,636	(1,933)	5,569

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Clarity ACCOUNTING

Statement of Profit or Loss

Paihia War Memorial Hall
For the year ended 30 June 2021

	NOTES	2021	2020
Trading Income			
Hall Hire		14,785	8 938
Total Trading Income		**14,785**	**8,938**
Gross Profit		**14,785**	**8,938**
Other Income			
Interest Received		300	767
Total Other Income		**300**	**767**
Expenses			
Operating expenses			
Cleaning		3,526	2,631
Electricity & Lighting		924	640
Total Operating expenses		**4,450**	**3,271**
Repairs and maintenance			
Repairs and Maintenance		-	2,246
Total Repairs and maintenance		**-**	**2,246**
Administration			
Accounting fees		910	910
Bank Fees		7	30
Bookkeeping Services		925	975
General Expenses		55	318
Printing & Stationery		132	129
Subscriptions		828	828
Bad debts		40	-
Total Administration		**2,897**	**3,190**
Total Expenses		**7,347**	**8,707**
Net Cash Surplus (Deficit)		**7,738**	**997**
Non cash expenses			
Depreciation		4,102	4,786
Total Non cash expenses		**4,102**	**4,786**
Net Operating Surplus (Deficit)		**3,636**	**(3,789)**

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Profit or Loss

	NOTES	2021	2020
Donations			
Donation FNDC		-	800
Total Donations		-	800
Net Surplus (Deficit)		3,636	(2,989)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Clarity ACCOUNTING

Balance Sheet

Paihia War Memorial Hall
As at 30 June 2021

	NOTES	30 JUN 2021	30 JUN 2020
Assets			
Current Assets			
Cash and Bank			
Society Cheque		12,402	5,017
Business Saver		-	321
Savings Plus		-	16,034
Term Deposit 84		-	10,000
Term Deposit 86		-	6,000
Term Deposit 87		-	5,000
Term Deposit 88		37,073	-
Total Cash and Bank		**49,475**	**42,373**
Accounts receivable		180	40
Interest accrual		88	90
Total Current Assets		**49,743**	**42,503**
Non-Current Assets			
Property, Plant and Equipment		29,269	32,872
Total Non-Current Assets		**29,269**	**32,872**
Total Assets		**79,012**	**75,375**
Liabilities			
Current Liabilities			
Bank			
Savings Plus		1	-
Total Bank		**1**	**-**
Total Current Liabilities		**1**	**-**
Total Liabilities		**1**	**-**
Net Assets		**79,011**	**75,375**
Equity			
Retained Earnings		79,011	75,375
Total Equity		**79,011**	**75,375**

Chairman
Date 04-08-2021

Secretary / Treasurer
Date 09/08/2021 Babar

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Totara North Hall
AGM & Monthly Committee Meeting

Date Meeting held: 3rd August 2021

Time Meeting Opened: 5.33 pm

Present: Ian Hughes, Birgitta Fribrant, Colleen Johanson, Kevin Saunders, Jean Saunders, Mary Venny, Dawn Griffiths, Annie Frear

Apologies: Anne Gates

Absent: Haley

Minutes from Previous AGM:

Moved:

Seconded:

Chairpersons Report: Ian presented his AGM report (copy provided).
Moved for acceptance - Colleen - with adjustment to Colleen has introduced Housie opposed to reintroduced Housie as per report/Ian.

Seconded: Mary.

Election of committee:
All stand down; look for others who want to be on the committee.
Annie Frear nominated Colleen Johanson as Chairperson; Colleen accepted.
Mary is happy to continue as Treasurer.
Anne Gates is happy to stay on as Secretary.
Dawn Griffiths is happy to stay on re Hall Bookings for 1 more year.
Birgitta is happy to stay in charge of Domain.
Ian is happy to stay on as a Committee Member.
Hayley; The committee will accept her help when she's able to help.
Annie Frear states she would like to be involved in the same capacity as Haley i.e., pop in & assist.

Committee members thank Ian for his work over the last year.

Next AGM: August 2022

Monthly Minutes: Copy of minutes 15th June 2021 dispersed by Mary for everyone's perusal, moved to be true & correct by Mary.

Treasurers Report: Mary presented a treasurer's reports.

Cheque Account	$3950.80
Savings Account	$1077.05
	$5027.85
Petty Cash	$111.50
Total	**$5139.35**

$1200 of which is table tennis.

Hall Bookings: Dawn reports there is a possible booking re 19th or 20th December.
Paperwork has been revamped regarding a bond for the hall, $500 is possibly too much for most people. Colleen suggested we make it a variable amount dependent on what type of event is being held i.e., afternoon tea versus alcohol event.

Correspondence In:
Dawn; The hall now has a Building Warrant of Fitness. P2 of the report is to be displayed where it can be seen. Mary will get this laminated.

Mary; Our power bill was $28.78 re 19th July 2021. We are still in credit of $158.89.

Correspondence Out:
Anne Gates sent a "Request for Service" (RFS) to the Far North District Council (FNDC) 4060826 number. To follow up whether this work has been done. Anne to please organise this.

General Business:
Crockery; Dawn & Colleen will audit all crockery to determine what we need to purchase. To be completed before our next meeting.

Housie;
A thankyou letter to be sent to A Ruth for her $100.00 donation made on 14/04/2021. Anne to please write a letter & Dawn has offered to drop the letter into A Ruth's letterbox.

Miscellaneous Float; Funds arising from the shop, raffles & sale of dabbers at housie, Mary asks can this be used as petty cash opposed to being banked so committee members can be reimbursed straight away for items purchased. Approved/Colleen.

Food at Housie; Dawn made scones for the last housie, this was very successful. She has offered to make soup for the next housie. This will be served with fresh bread.

Next Housie Date; 28/08/2021.

Owing: Funds are owed to Ian for the cost of keys $22.90. This will be paid from petty cash after the meeting by Mary.

Working Bee/Domain; Birgitta brought up a working bee. There was a discussion re plants/seedlings. She had no date in mind for this to occur, Annie Frear has offered to work with Birgitta on this.

Maintenance; Annie reports the hall, ramp & decks need to be water blasted, spouting's cleaned, light fittings need to be checked & lightbulbs changed. Anne to please do an RFS.

Projector & Screen; Annie will price these. This can be used for slideshows re weddings, funerals, movie nights etc. A screen could also hide the boat picture when people don't want it as a back drop.
There is an old screen in situ but it is too narrow, to be sold to recover some funds. If it doesn't sell it could possibly be used to shade one of the windows in summertime when ping pong is being played.

Next Meeting: 7th September 2021 at 5.30pm

Time Meeting Closed: 6.25pm.

Contacts for Totara North Hall

Position	Name	Email
Chairperson	Ian Hughes	ianh1940@yahoo.com
Secretary	Anne Gates	totarannorthhall@gmail.com
Treasurer	Mary Vermy	mary@farmside.co.nz
Booking Officer	Dawn Griffiths	dawngriffiths007@gmail.com
Committee	Birgitta Fribrand	birgittafribrant@gmail.com
Committee	Colleen Johansen	neelloc@xtra.co.nz
Committee	Hayley Sumner	jacohayhay@yahoo.com

1

ASB

Balances

Standard Accounts Credit Cards Money Market & Foreign Currency

Standard Accounts

Account Number	Account Known As	Balance	Available Balance	Overdraft Limit
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	Net Balance	[illegible]	[illegible]	

Export Print

TOTAL FUNDS 66821.72

TABLE TENNIS +1200

ASB

Transaction History Report

Printed 02:06 PM 08 Apr 2021

Page 1 of 1

Account Number
12-3091-0126887-00

Account Name
Society Cheque

Transactions from 01 Mar 2021 to 06 Apr 2021

Date	Other Party	Part	Code	Ref	Withdrawals	Deposits	Balance
01 Mar 2021	Opening Balance						5,533.44
10 Mar 2021	BRAMLEY C L					45.00	5,578.44
18 Mar 2021	FAR NORTH DISTRICT C		20442	FNDC		360.00	5,938.44
18 Mar 2021	Mr D B Griffiths - M	Dawn G	refund	FNDC	300.00		5,638.44
31 Mar 2021	FastNet Business	MAR Fees for	229827		5.00		5,633.44
06 Apr 2021	Closing Balance						5,633.44

Overdraft interest rates apply. Refer to your overdraft agreement. If your overdraft is unarranged the interest rate is 22.50%p.a. Interest rates are subject to change.

Transactions processed outside normal business hours may not appear on your Statement until the next business day, although they will appear immediately on your available balance.

* The exchange rate selected by Visa from a range of available wholesale rates or, if applicable, the government mandated rate to convert currency on the overseas cash withdrawal or other overseas transaction.

** The Offshore Service Margin is 1.10% for a FastCash overseas withdrawal and 2.10% for a Visa Debit overseas transaction.

*** The Retail Exchange Margin of 0.70% charged on cash withdrawals made using a Commonwealth Bank of Australia ATM.

(The Retail Exchange Margin only applies to cash withdrawals made prior to 30 October 2012.)

Balances

ASB

Standard Accounts Credit Cards Money Market & Foreign Currency

Standard Accounts

Account Number	Account Known As	Balance	Available Balance	Overdraft Limit
12 3091 0126867 00	Select Cheque	$5,533.44	$5,833.44	$0.00
12 3091 0126867 50	Savings PLUS	$1,076.78	$1,076.78	$0.00
	Net Balance	$6,710.22	$6,710.22	

Export Print

TOTAL FUNDS 36821.72

TABLE TENNIS $1200

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Waipapa		
Physical address:	Loop Rd		
Postal address:	1188 SH10 RD 0293		
Booking Officer (name):	(Booking Officer will be added to our website) Barbara Holmes.		
Booking Officer (contact):	Ph.:	Mobile: 0210663598	Email: holmes@homecxtra.co.nz
Afterhours contact (name):	Barry Considine		
Emergency Contact (name):	Alan Wheatley		
Afterhours (contact):	Ph.: 021143146	Mobile:	Email: barry.considine@zlva.co.nz
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Barry Considine		as above	as above.
Secretary	Sally Cattle			
Treasurer	Alan Wheatley		thebigws@ingpt.net.nz	0272066466
Bookings	Barbara Homes.		as above	as above.

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	every 2/12.
How often did the Committee meet in the year?	6

HALL INFORMATION	
Usage Data	
Number of bookings:	348
Number of users:	17
Type of use	
Community *(regular users)*:	~~22~~ 337
Casual *(one off)*:	9

2

Commercial:	—		
Hire rates (per hour)			
Community:	$10 per hour		
Casual:	$20 per hour topped at $100		
Commercial:	—		
Other:	—		
2020/21 Financial Statement	Attached: yes / no Has been sent		
BWOF	Attached: (yes) / No	Expiry Date: 28/3/22	
Insurance - Contents	Yes / (No)	Value:	
Improvements completed	SECURITY LOCKS ON TOILET WINDOWS NEW NOTICE BOARD		
Maintenance completed	STICKING DOORS FREED EMERGENCY EXIT DOOR MECHANISM REPAIRED PAINT, MINOR REPAIRS, URINAL DE-CALCIFIED KITCHEN EXPELAIR REPAIRED		
Other:	COVID-19 RECORDING SYSTEM		
Check list *(cross out as provided)*	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

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

Hall / meeting room details and capacities e.g.: *Main hall – 250 pp*	MAIN HALL – 100 TEA ROOM – 20
Kitchen facilities	FRIDGE, COOKER, ZIP, DOUBLE SINK, HOT/COLD WATER, CUPS, PLATES
Toilets	FEMALE – 2 STALLS MALE – 1 STALL + URINAL DISABLED TOILET
Disabled access	NO ISSUE, SMALL STEP AT ENTRY (20CM)
Parking	RESERVED SPACES + PLENTY ON STREET
Furniture available	TABLES x 19, CHAIRS x 99, LONG BENCHES x 2 ~~SPACE SECTIONS (2M x 0.5M) x 12, TWELVE MIRROR~~ ~~P.A. SYSTEM~~

3

Other facilities / assets available **e.g.:** *stage, lighting, heating*	STAGE SECTIONS (2M x 0.5M) x 12 WALL MIRROR (4M x 1.8M) DANCERS RAILS (5M) x 2 P.A. SYSTEM WALL HEATERS x 4 CEILING FANS x 6

4

WORMALD
"PROTECTING PEOPLE & PROPERTY"

Telephone: 09 4702880

FORM 12 A

Certificate of Compliance with Inspection, Maintenance and Reporting Procedures

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

THE BUILDING

Compliance Schedule Number: 1623

Street Address: LOT 1, STATE HIGHWAY 10, KERIKERI 0470

Legal Description of land where building is located: LOT 1 DP 32087 BLK X KERIKERI SD

Building Name: WAIPAPA HALL

THE OWNER

Name of Owner: FAR NORTH DISTRICT COUNCIL, PARKS DIVISION

Mailing Address: PRIVATE BAG 752, KAIKOHE 0400

COMPLIANCE

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

SS 4/2 **Emergency Lighting System**

COMMENTS

Name of IQP: Bruce Webb

Signature of IQP

Registration No. 013

Date 11/3/21

PRONTO NO 45801-17 LA
SUPPLIED TO: barry.considine@xtra.co.nz
BWOF EXP: 28 MARCH 2022

WORMALD

Johnson Controls

Building Systems Status Report **Compliance Schedule#:** 1623

BUILDING

Building name: Waipapa Hall

Legal description of land where building is located: Lot 1 DP 32087

Street Address of Building: State Highway 10 Kerikeri

Location where compliance schedule is kept: On Site

Location within site/block: All

Compliance Schedule Anniversary: 28 March 2022

BUILDING USE AND OCCUPANCY

Intended life of the building, if 50 years or less:

Current, lawfully established use		Activity (Change of Use Regulations)	Fire design category		Occupant Load
Level	Classified Use(s)		Risk Group (Acceptable solution (AS), post-2012)	Highest Fire Hazard Category	
	Community Halls			1	

OWNER

Name: Far North District Council

Mailing Address: Private Bag 752 Kaikohe 0400

SPECIFIED SYSTEMS PROCEDURE STATUS

One or more inspection, maintenance and reporting procedures were unable to be carried out for the following specified systems due to Covid-19 Alert Level restrictions (list):

2/1 **Emergency Warning System**

The inspection, maintenance and reporting procedures for the following specified systems were fully complied with during the previous 12 months prior to the date stated below (list):

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

OWNERS DECLARATION

This report has been issued in lieu of a building warrant of fitness (Form 12).
A building warrant of fitness was unable to be supplied and displayed due to Covid-19 Alert Level restrictions preventing one or more scheduled inspection and/or maintenance procedures of the compliance schedule from being carried out.

All specified systems in the building are currently performing to the performance standards stated in the building's compliance schedule.

Signature of Agent on behalf of the owner: L. Allison

Date: 11 March 2021

PRONTO NO.45801-17 LA
SUPPLIED TO: barry.considine@xtra.co.nz
BWOF EXP: 28 MARCH 2022

WORMALD® Johnson Controls

Specified System Status Report **Compliance schedule #: 1623**

BUILDING

Building name: Waipapa Hall

Legal Description of land where building is located: Lot 1 DP 32087

Street address of building: State Highway 10 Kerikeri

Compliance Schedule Anniversary: 28 March 2021

Location within site/block:

OWNER

Name of owner: Far North District Council

Mailing Address: Private Bag 752 Kaikohe 0400

SPECIFIED SYSTEM

SS2/1 - Emergency Warning System

IQP DECLARATION

This report has been issued in lieu of a Form 12A.

Missed procedures

A Form 12A for the above specified system was unable to be issued due to restrictions in force under the Covid-19 Alert Levels preventing the following scheduled inspection, maintenance and reporting procedures of the compliance schedule from being carried out:

Procedure	Reason
April 2020 – *Monthly Test*	*It was not an essential service or it was not safe for the tenants or our staff to undertake the work*

Performance of the system

As a result of the monthly inspection carried out in December 2020 the above specified system is currently performing to the performance standard stated in the compliance schedule as on the date stated below.

Signature of Independent Qualified Person **IQP number:** 013

IQP Name: J SAYERS

Date: 11 - 3 - 21

This report **does not enable a building warrant of fitness to be supplied and displayed.*
**This report cannot be used in situations where procedures were missed for reasons other than Covid-19 Alert Level restrictions.*

FNDC ADMIN
17 FEB 2022

2021-22 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Whangaroa Village Hall		
Physical address:	574 Whangaroa Road, Whangaroa		
Postal address:	C/- Sam Murray, PO Box 211, Kaeo, 0448		
Booking Officer (name):	Cecilie Rooke		
Booking Officer(contact.):	Ph.: 094050023	Mobile:	Email: ccrooke@slingshot.co.nz
Afterhours contact:	Denis Winters		
Emergency contact:	Denis Winters		
Afterhours (contact):	Ph.: 09 4051022	Mobile:	Email: melden.stepping.s@xtra.co.nz
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Denis Winters	Thompsons Access Road, Tauranga Bay, Kaeo 0479	melden.stepping.s@xtra.co.nz	09 4051022
Secretary/ Treasurer	Sam Murray	Box 211, Kaeo 0448	sam.murray@reddfish.co.nz	021 792070
Bookings	Cecilie Rooke	Box 158, Kaeo 0448	ccrooke@slingshot.co.nz	09 4050023

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Once
How often did the Committee meet in the year?	Twice this (Covid) year, plus phone meetings with committee to deal with things as they came up.

HALL INFORMATION	
Usage Data	This year affected by Covid
Number of bookings:	41
Number of users:	Not recorded
Type of use	
Community *(regular users)*:	Coastguard (monthly, gratis) Yoga (weekly, $5 as they also clean hall) Friendship Group (monthly, by donation) Old School Friends (monthly, by donation) Mahjong (weekly until lockdown, in abeyance)
Casual *(one off)*:	First Aid classes; NZ Electoral Commission; AGMs and election for Trustees of local organisations, Whangaroa Village Inc meeting; family celebrations (renunions, birthdays, weddings, post-funeral gatherings), interview venue, environmental hui, meeting venue for the historic St Pauls Cemetery Committee
Commercial:	FNDC meeting
Hire rates (per hour)	
Community:	By donation

Casual:	Guideline: $20 first hour, $5 subsequent			
Commercial:	Guideline: $20 first hour, $5 subsequent			
Other:				
2020/21 Financial Statement	Attached: YES / no			
BWOF	Attached: yes / NO It's a FNDC hall, you do the BWOFS		Expiry Date:	
Insurance - Contents	Yes / NO		Value:	
Improvements completed				
Maintenance completed				
Other:				
Check list *(cross out as provided)*	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

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

Hall / meeting room details and capacities e.g.: *Main hall – 250 pp*	30
Kitchen facilities	Basic - bench and sink, fridge, stove, microwave, electric jugs, zip
Toilets	Public toilets directly across the road
Disabled access	Yes, improved with new ramp
Parking	Public parking on waterfront
Furniture available	Tables, chairs
Other facilities / assets available e.g.: *stage, lighting, heating*	No

WHANGAROA HALL COMMITTEE
BALANCE SHEET
AS AT 31 MARCH 2021

Current assets	2020	2021
Cash at bank (current account)	1573.87	1857.45
Cash at bank (savings account)	7901.72	8194.96
Petty cash to hand at 31/3/2020	135.00	85.42
	$9610.59	**$10,137.83**

1. Whangaroa Hall Committee
The Whangaroa Hall Committee is a non-profit organisation setup to administer the day-to-day running of the Whangaroa public hall.

2. Accounting basis
These financial statements have been prepared on a cash basis.

3. Explanatory notes on accounts.
Every month $20 is transferred from our current account to the savings account (ensuring the higher interest rate).

4. Signatories
The ANZ were sent a letter of instruction allowing us to transfer money between accounts with only one authorising signature. All other transactions still require two signatures.

5. Income for 2020-2021 year
Hall hire income for 2019-2020 year included location fee for film company (filming "The Sounds"). The 2020-2021 year emcompassed Covid-19 restrictions on gatherings, and hall hire income was reduced.

These accounts have been checked against all documents shown to me, and are correct.

Signed_____

Date_____

WHANGAROA HALL COMMITTEE
FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

INCOME	2020	2021
Hall hire*	2381.80	454.90
Bank interest	97.98	26.71
Total income	**2479.78**	**$481.61**
EXPENSES		
AGM expenses & stamps	28.00	—
Keys cut	6.90	13.80
Rat bait	47.80	47.80
Eco-light bulbs	—	10.98
Slug bait for garden	9.00	9.00
	$91.70	**$81.58**

Income breakdown

Date	Hirer & receipt number	
15/07/20	Yoga Group #11541	60.00
07/08/20	Old School Friends #11542	33.60
23/07/20	Eljon Fitzgerald (by bill payment)	30.00
9/09/20	Whangaroa Marina (by bill payment)	25.00
10/09/20	Rebecca Allison #11543	30.00
10/09/20	Mah Jong Brenda #11544	10.00
29/10/20	Eljon Fitzgerald (by bill payment)	20.00
30/10/20	NZ Electoral Commission (by bill payment)	160.00
6/12/20	Old School Friends #11545	54.30
12/02/21	Old School Friends #11546 (retained as petty cash)	32.00
		$454.90

Petty cash reconciliation

01/04/21	Opening Balance	$135.00
01/05/20	Kaeo Farm & Fuel (rat bait)	-47.80
20/10/20	Bunnings (keys cut)	-13.80
25/11/20	New World (dishwash detergent, carpet cleaner)	-10.98
12/02/21	Old School Friends #11546 (retained as petty cash)	+32.00
29/01/21	The Warehouse (slug-bait)	-9.00
	Cash in hand at 31/03/21	**$85.42**

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

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: ask.us@fndc.govt.nz
Website: www.fndc.govt.nz
Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200
Fax: (09) 401 2137

Date

Hall Name
Email

Dear Sir / Madam

As per Council's 2016 Community Halls Policy (as attached), there is a requirement that Hall Committee's will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments (improvements) made in the hall.

The period for this being 1 July 2020 to 30 June 2021.

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

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. This is more so important with COVID impacting on our day to day lives and the operation of the halls etc.

Therefore, can you please complete the information below and return it by Friday 1 December 2021.

This information will form part of a report that is presented to your local Community Board early 2022.

Can you also provide a copy of the hall's evacuation plan and a copy of the current BWOF for our records?

We will send out a few more reminders before the closing date of the reports and should we not receive any information, we will note this in the report for the Community Board to consider.

As such, please find attached the following documents:

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy
- 2021 COVID Level 2 information sheet
- Hall Committee details and statics template

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

Should you have any further queries, please contact me P: 0800 920 029.

Yours sincerely

Tam Marselos
District Facilities

2020-21 Hall Information and Statistics

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

HALL COMMITTEE DETAILS				
Position	**Name**	**Postal Address**	**Email address**	**Phone number**

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

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

HALL INFORMATION	
Usage Data	
Number of bookings:	
Number of users:	
Type of use	
Community *(regular users)*:	
Casual *(one off)*:	
Commercial:	

Hire rates (per hour)				
Community:				
Casual:				
Commercial:				
Other:				
2020/21 Financial Statement	Attached: yes / no			
BWOF	Attached: yes / No		Expiry Date:	
Insurance - Contents	Yes / No		Value:	
Improvements completed				
Maintenance completed				
Other:				
Check list *(cross out as provided)*	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

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

Hall / meeting room details and capacities e.g.: *Main hall – 250 pp*	
Kitchen facilities	
Toilets	
Disabled access	
Parking	
Furniture available	

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

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

www.fndc.govt.nz
Memorial Ave, Kaikohe 0440
Private Bag 752, Kaikohe 0440

askus@fndc.govt.nz
Phone 0800 920 029

Community Halls Policy

Adopted: 8 September, 2016

Background

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

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

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

Objective

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

Policies

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

c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.

d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).

e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.

4. Encourage and enhance the capability of communities to improve their facilities.

a. The Council will consider community-empowered management and community-led divestment.

b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:

a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.

b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.

c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.

d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.

e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.

f. Public halls owned by Council are non-rateable, except for water and sewerage charges.

g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.

h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.

i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

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

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

Halls and Facilities Strategy

June 2015

Far North District Council

Te Kaunihera o Tai Tokerau Ki Te Raki

Foreword

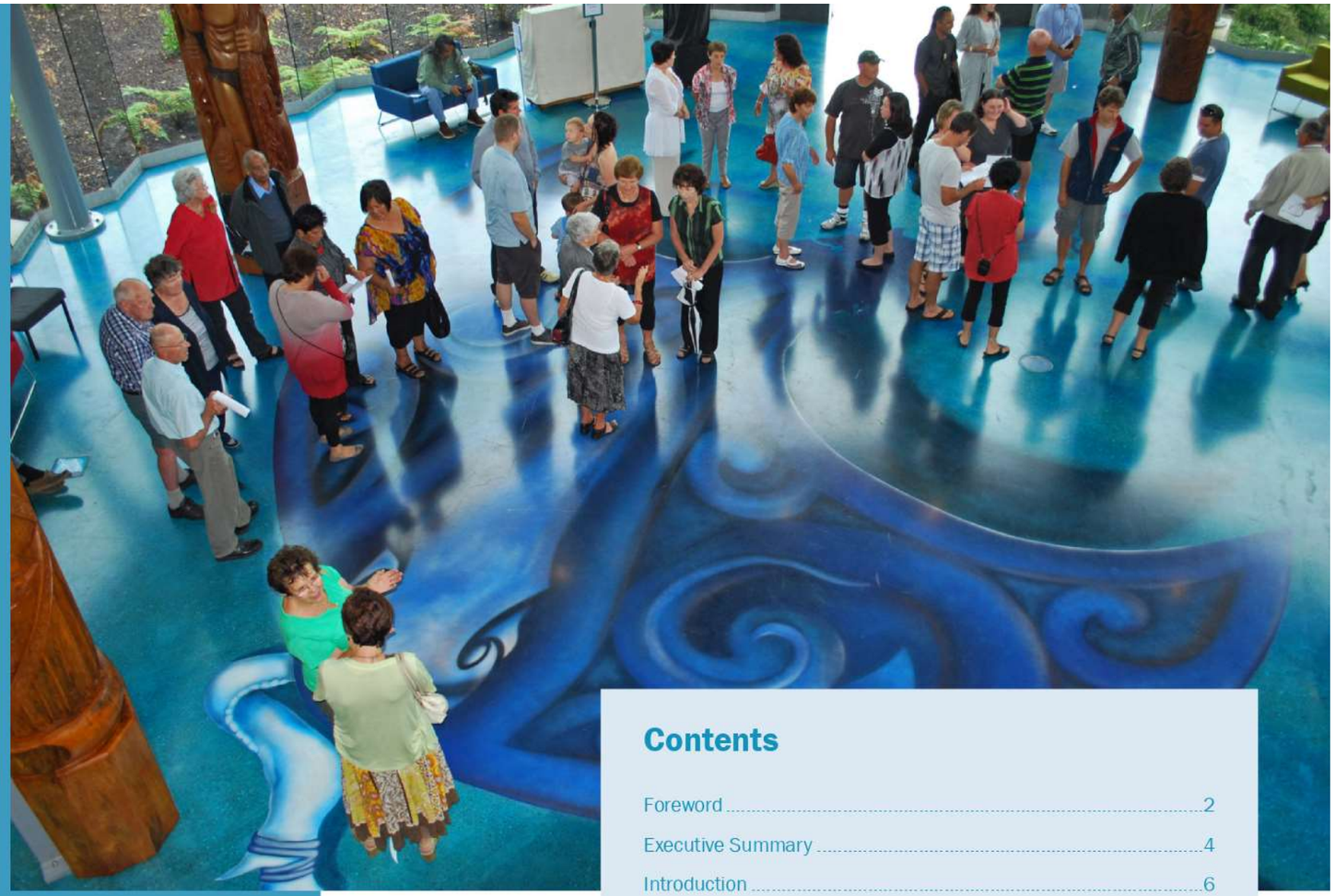
A discussion document was adopted for consultation in conjunction with the draft 2015-2025 Long Term Plan by Council in December 2014.

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

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

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

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



Contents

Foreword 2
Executive Summary 4
Introduction 6
Current situation 7
Analysis of the problems or issues for Council 9
Discussion document feedback 11
Strategy development 13
Vision for Community Halls 14
Strategic objectives 14
How do we get there/Solutions 15
Implementation plan, monitoring and evaluation 18
Appendix 19
Policy #5003 - Community Facilities / Community Halls 19

Executive Summary

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

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

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

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

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

Council's vision for community halls is:

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

The Council's strategic objectives are to:

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

Council's vision for community halls is:

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

Integrated network and hierarchy

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

The hierarchy is:

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

Funding

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

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

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

Ownership and Management models

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

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

Introduction

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

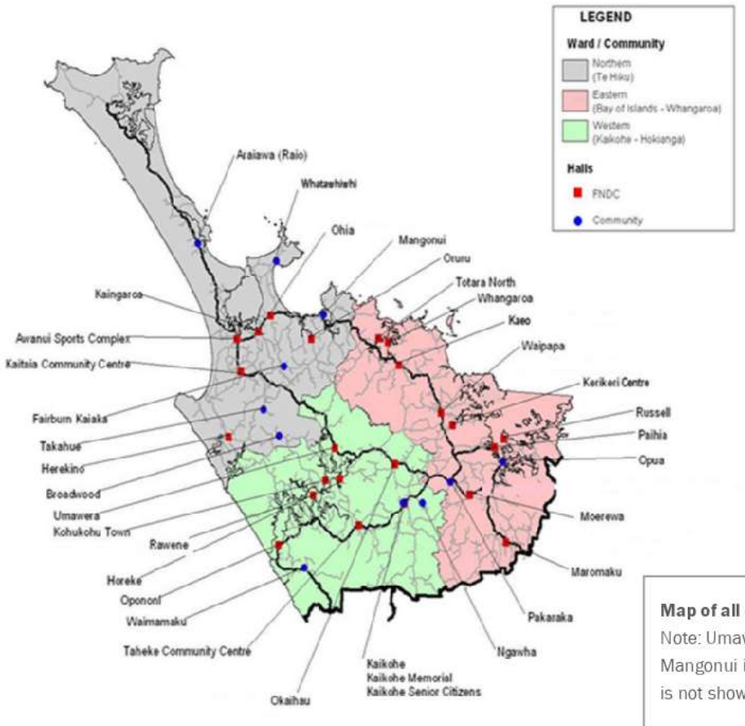
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

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

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

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

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



Map of all community halls
Note: Umawera is not Council-owned, Mangonui is Council-owned, Waiharara is not shown and is not Council-owned.

Current Situation

Activity Rationale

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

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

Council's objective for this activity is:

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

Ownership and Management

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

Of the 32 community halls:

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

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

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

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

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

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

Funding and Renewal program

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

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

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

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

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

Demographics/Geography

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

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

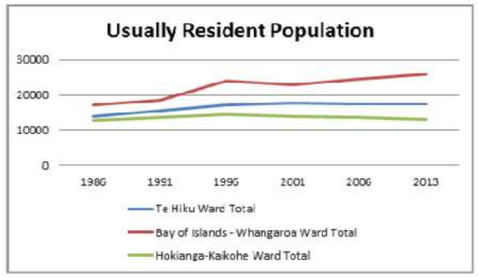
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

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

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

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

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



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

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

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

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

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

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

Analysis of the problems or issues for Council

Current State of Council Halls

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

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

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

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

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

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

War Memorial or Heritage Status

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

Hierarchy of Community Facilities

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

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

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

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

Greater Range of Options

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

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

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

Potential Second Life/Retrofitting

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

Demographics and Supply

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

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

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

Community owned versus Council owned

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

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

Discussion document feedback

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

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

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

Majority support the status quo and added:

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

There was also support for:

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

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

Feedback was received from the Kaikohe-Hokianga Community Board:

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

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

Two submissions were received from the general public:

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

Council's vision for itself is:

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

Strategy development

Guiding principles

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

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

"The place where people love to be."

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

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

Council's vision for itself is:

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

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

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

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

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

It is proposed that the principles of the strategy be:

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

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

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

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

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

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

Vision for Community Halls

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

Council's vision for community halls is:

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

Strategic Objectives

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

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

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

How do we get there/ Solutions

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

Integrated Network and Hierarchy

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

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

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

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

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

These are not always Council owned facilities although they are generally on Council land, e.g. Turner Centre and Te Ahu. Getting the balance right between commercial return and community use is a challenge for these facility owners. These facilities often require Council support for them to be sustainable and provide for the care of their assets.

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

Council's Funding

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

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

Contestable Fund

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

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

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

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

Ownership and Management

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

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

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

1. Community empowered management

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

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

The agreement would require the following roles to be undertaken:

i. Determine the communities current and future needs.

ii. Provide the facility to meet the needs.

iii. Ensure the building is compliant for its intended use.

iv. Monitor and provide to Council usage records.

v. Manage income and expenditure and report to Council.

vi. Put forward repairs and maintenance/renewal schedules for Council consideration.

vii. Make applications for external funding for re-development .

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

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

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

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

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

i. Determine the communities current and future needs.

ii. Provide the facility to meet the needs.

iii. Ensure the building is compliant for its intended use.

iv. Monitor and provide to Council usage records.

v. Manage income and expenditure and report to Council.

vi. Put forward applications to secure sufficient funding.

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

3. Council led divestment of non-strategic facilities

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

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

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

Developing New Facilities

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

Community Boards will consider developing a new community facility when:

i. The community has demonstrated a need and demand.

ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility.

iii. The supply of existing facilities (Council and non Council) is unable to meet local demand (current and projected supply and demand).

iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.

v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.

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

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

Implementation plan, monitoring and evaluation

Actions:

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

APPENDIX

Policy #5003 – Community Facilities/Community Halls

1. BACKGROUND

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

This policy shall:

i. Clarify the types of arrangements Community Boards have for their facilities.

ii. To set procedures in place to ensure effective management of these facilities.

iii. To give more control of long-term decision making to communities.

Styles of Management and Ratings Liability

There are four distinct types of management:

i. Community elected committees manage the hall operation on behalf of the Community Board. This includes all operational charges unless expressly remitted by the Community Board and the Community Board has budgeted for these amounts annually. As of July 1, 2003 all public halls owned or used by Council, apart from applicable service charges, are non-rateable. In this instance, Council is responsible for the external envelope and building compliance issues only. Examples of this style are the Waipapa, Herekino and Rawene Halls.

ii. Once again, community elected committees manage the hall operation on behalf of the Community Board, but Council Customer Services Liaison staff manage bookings, bonds and other payments including invoicing and/or receipting customers. An example in this case would be Whangaroa Memorial Hall, Kaeo.

iii. Halls and other facilities are either leased or sold to community groups who have a mandate to offer the facility for public use or in some instances the public good. The community may dictate the level of service required and the facility may have a predominant designated purpose. In instances where the facility is used exclusively for sports and the arts, 50% of the normal rate will apply. An example is Awanui Sports Complex.

iv. The hall or facility is for the exclusive use of a single charitable or community organisation. In this instance, Council may consider an application for a rates remission. Examples are Plunket Rooms, the Order of St Johns and the New Zealand Scouts.

Types of Facilities

Community centres

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

Community halls

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

Community leases

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

APPENDIX

Partnerships

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

This means that:

i. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations and agencies (e.g. schools or churches).

ii. If divesting of a community facility, Council will consider any proposals by a third party to manage and develop it as a community facility.

iii. Council will actively encourage and seek ways to support schools and other organisations to provide community access to venues such as school halls and church meeting spaces. Such spaces will then form part of the district- wide network of facilities.

New types of facilities

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

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

War memorials

Council recognises the special value of War Memorial Halls and will not seek to divest or lease the facility without the direct support of the RSA. If the Memorial is removed to another special purpose facility, then the hall will revert to Community Hall status.

District wide level of provision

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

A catalogue of facilities

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

Developing new facilities

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

Community Boards will consider developing a new community facility when:

i. A need has been demonstrated through the development of the Long Term Community Plan.

ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility (an example is the recreation plan).

iii. The supply of existing community facilities (Council and non-Council) is unable to meet local demand (current and projected supply and demand).

iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.

v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.

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

Redevelop existing facilities

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

Council will consider redeveloping an existing facility when:

i. A more detailed analysis of the criteria used for indicating the appropriate ward/district - wide level of provision confirms a local need for a change or development of a particular.

ii. There are relatively high levels of facility use and the facility cannot meet demand (usage data).

iii. There is demand or pressure for facilities to meet different or greater levels of needs than are currently addressed (supply and demand, needs assessment, demographic trends).

iv. The physical design and size of the facility is unsuitable for preferred community use, is unable to meet demand or is better suited to another use (supply and demand, needs assessment).

v. The condition of the building is good and warrants redevelopment to meet changing demand.

vi. There is relatively high customer satisfaction with this current facility.

vii. The building is of historical or War Memorial status.

viii. There are no viable partnership or brokerage opportunities to meet different or increased needs.

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

Divestment

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

Divestment options could include:

i. Selling the facility.

ii. Council using the facility for non-community purposes (e.g. commercial use/lease).

iii. Using the facility as leverage for community based partnership. A number of issues may indicate that divestment is a good option to explore. Examples include: Close proximity of similar facilities (geographical spread), very low usage and/or an apparent over supply of community facilities (usage data, supply and demand), a change in demographics resulting in a community which does not match user profiles (community and user demographics).

iv. Planned community facility developments (Council or non-Council) that would meet community demand.

v. A facility design that is no longer suitable for the community and cannot easily be rectified.

vi. A facility which requires major work, but this work could not be justified because of the poor condition of the building.

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

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

APPENDIX

APPENDIX

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

i. There is little current or projected community demand or,

ii. Existing and planned facilities are capable of meeting current and projected demand (supply and demand).

iii. The facility is not a War Memorial Hall.

iv. The facility is not meeting demand and does not have the potential to be redeveloped to meet any projected demand.

v. The building has reached the end of its useful life and community needs can be met in other ways.

vi. The community indicates that they want ownership in order to offer services that may be commercial or non inclusive of a wider community.

2. GOALS

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

3. POLICY STATEMENTS

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

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

Where no community organisation or committee can be formed within the community, the facility will revert back to the Community Board for management. Options for the Board may be devolvement; sale/demolition or mothballing while community consultation is carried out. Refer to "Background"

4. PROCEDURES

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

i. The committee will have a minimum of 5 elected members. A Community Board Member will be seconded to the committee to provide a liaison/advisory role, but cannot take office.

ii. The Hall Committee shall hold an Annual General Meeting every 12 months – this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.

iii. As of July 2003, community halls on reserve land will no longer be rated so there will not be a need for the Community Boards to budget for rates on behalf of most Hall Committees.

iv. Hall committees will be responsible for all bookings, fee collections and resolving any operational problems.

v. Where Hall Committees are the delegated bodies on behalf of Community Boards, they are responsible for producing annual audited accounts and statistical information in regards to use and numbers of users.

vi. Hall committees will be responsible for all operational expenditure including water, pan charges, power, phone and cleaning. All public halls owned by Council will not be rateable whether on reserve land or not. These halls are still rateable for water and sewerage.

vii. Hall committees will be responsible for all internal maintenance, refurbishments and purchase of replacement equipment such as stoves etc.

viii. Where fees' income does not meet expenses, the following procedures may be followed: An approach can be made through the Community Board for a one off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise.

a. Fees may need to be increased reflecting a full fees recovery scenario.

b. A hall may no longer meet the communities needs (refer to Background, section 1).

ix. Council is responsible for the external envelope and building compliance issues but wishes to devolve more of the planning to community. To this end, a working party will be formed. Members will be the Committee's Community Board Member, an elected Committee representative and a Council Officer. They will develop a long-term strategy for maintaining the facility and put forward the renewal or capital projects to the Community Board to be included in the Long Term Strategic Plan or Annual Plan.

x. Council will insure the facility but this may not include Committee chattels such as crockery but will include fixtures such as stoves, Zip hot water heaters etc.

APPENDIX

24

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Russell Town Hall		
Physical address:	17 The Strand		
Postal address:	PO Box 204, Russell 0242		
Booking Officer (name):	(Booking Officer will be added to our website) Colleen Bottrell		
Booking Officer (contact):	Ph.: —	Mobile: 021.1109.148	Email: cmwbbs@gmail.com
Afterhours contact (name):	Same as above		
Emergency Contact (name):	Same as above		
Afterhours (contact):	Ph.:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Comm	Frank Edwards			021.209.2057
Comm	Malcolm McGill			021.158.3887
Chair	Manuela Hornell			021.445.529
Comm	Kerry Whelan			0274 609.997
Comm	Rosemary Miller			0274 779.721

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	monthly
How often did the Committee meet in the year?	11 mtgs (none in January)

HALL INFORMATION	
Usage Data	1.7.20 to 30.6.21
Number of bookings:	448
Number of users:	15
Type of use	
Community *(regular users)*:	14
Casual *(one off)*:	1
Commercial:	0

Hire rates (per hour)	Schedule attached		
Community:			
Casual:			
Commercial:			
Other:			
2020/21 Financial Statement	Attached: (yes) / no		
BWOF	Attached (yes) / No	Expiry Date: 30.4.22	
Insurance - Contents	(Yes) / No 65,000.00	Public Lia 2,000,000.-	
Improvements completed	Kings Court Curtain Rods new		
Maintenance completed	general cleaning		
Other:			
Check list *(cross out as provided)*	AH / emergency contact details	Copy of BWOF certificate	~~Copy of Evacuation Plan~~	Form fully completed

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

Hall / meeting room details and capacities e.g.: *Main hall – 250 pp*	Same as listed on web site
Kitchen facilities	1
Toilets	3
Disabled access	2
Parking	Village green area
Furniture available	as listed on web site

Other facilities / assets available e.g.: *stage, lighting, heating*	All as listed

RUSSELL TOWN HALL MANAGEMENT COMMITTEE

FINANCE STATEMENT

1 JULY 2020 TO 30 JUNE 2021

Deposits	Year End Totals
Hall Hire	13320.00
Bank Interest	4.58
Term Deposit Interest	2395.92
	15720.50

Expenses	
Maintenance	3055.96
Admin Wages	3412.62
Cleaner Wages	3900.00
Hall Stores	475.82
	10844.40

Closing Balances as at 30/06/21	
Cheque Account	9582.43
Westpac TD 0001	61461.55
Westpac TD 0002	91638.50
	162682.48

Submitted to the FNDC from Russell Town Hall Management Committee

Colleen M. Bottrell
Secretary/Treasurer

RUSSELL TOWN HALL
P O BOX 204
RUSSELL

RENTAL CHARGES

BOND (PAYABLE BY ALL HALL USERS IN ADVANCE)		$250.00
ENTIRE HALL	24 HOURS	$400.00
MAIN HALL ONLY	24 Hours	$250.00
CONFERENCE ROOM/KITCHEN	24 HOURS	$150.00
MAIN HALL CASUAL	PER HOUR	$ 20.00
CONFERENCE ROOM/KITCHEN	PER HOUR	$ 20.00
KITCHEN ONLY	MINIMUM USE 3 HOURS	$ 20.00

BOOKINGS ARE CONFIRMED ON RECEIPT OF SIGNED CONTRACT AND BOND PAYMENT

CONTACTS

COLLEEN BOTTRELL **PHONE 021 1109 148**

[redacted]

2012

WORMALD

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

Issued 30 April 2021 Expires 30 April 2022

The building	
Street address of building:	17 The Strand Russell
Legal description of land where building is located:	Lots 15 – 16 Kororareka Domain
Building name:	Russell Community Hall
Location of building within site/block number:	ALL
Level/unit number:	ALL
Current, lawfully established, use:	Community Hall
Year first constructed:	
Intended life of the building if 50 years or less:	Indefinite
Highest fire hazard category for building use:	One
Compliance Schedule:	1273
The owner	
Name of owner:	Far North District Council
Contact person:	Sally Weeds
Mailing address:	Private Bag 752 Kaikohe 0440
Agent	
Name of agent:	Wormald
Contact person:	Lisa Atkinson
Mailing address:	257 Port Road Whangarei
Phone number Daytime:	(09) 835 0600
Facsimile number:	None
Relationship to owner:	Duly Authorised Agent
Warrant	
The maximum number of occupants that can safely use this building is:	
The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.	
The compliance schedule is kept at:	17 The Strand Russell
Specified systems	
SS 4/1 Emergency Lighting System	SS 15/2 Final Exits
SS 14/2 Signs relating to Systems or Features	SS 15/4 Signs to facilitate evacuation

Attachments
Certificates relating to inspections, maintenance, and reporting

Signature of Owner / Agent	Print Name	Date	IQP Number
	Lisa Atkinson	01 June 2021	013

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

Protecting People & Property

WORMALD
"PROTECTING PEOPLE & PROPERTY"

Wormald
257 Port Road
WHANGAREI
Telephone: 09 4702690

FORM 12 A

Certificate of Compliance with Inspection, Maintenance and Reporting Procedures

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

THE BUILDING

Compliance Schedule Number: 1273

Street Address: 17 THE STRAND, RUSSELL 0202 ✓

Legal Description of land where building is located: LOT 15 16 KORORAREKA DOMAIN

Building Name: RUSSELL COMMUNITY HALL ✓

THE OWNER

Name of Owner: FAR NORTH DISTRICT COUNCIL

Mailing Address: PRIVATE BAG 752, KAIKOHE, 0440

COMPLIANCE

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

✓ SS 14/2 Signs relating to systems or features
✓ SS 15/2 Final Exits
✓ SS 15/4 Signs to facilitate evacuation

COMMENTS

Name of IQP: J SAYERS ✓

Signature of IQP: ✓

Registration No. 013

Date: 25-5-21

Pronto: 45801-18 LA
Supplied To: Colleen - cmwbbs@gmail.com
BWOF Date: 30 April 2021

WORMALD
"PROTECTING PEOPLE & PROPERTY"

Wormald
257 Port Road
WHANGAREI
Telephone: 09 4702600

FORM 12 A

Certificate of Compliance with Inspection, Maintenance and Reporting Procedures

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

THE BUILDING

Compliance Schedule Number: 1273

Street Address: 17 THE STRAND, RUSSELL 0202 ✓

Legal Description of land where building is located: LOT 15 16 KORORAREKA DOMAIN

Building Name: RUSSELL COMMUNITY HALL ✓

THE OWNER

Name of Owner: FAR NORTH DISTRICT COUNCIL

Mailing Address: PRIVATE BAG 752, KAIKOHE, 0440

COMPLIANCE

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

✓ SS 4/1 Emergency Lighting System

COMMENTS

Name of IQP: Lance Watkins ✓

Signature of IQP: Lance Watts

Registration No. 013 ✓

Date: 21/5/2021

Pronto: 45801-18 LA
Supplied To: Colleen - cmwbbs@gmail.com
BWOF Date: 30 April 2021

FNDC
District Facilities
attn Tam Marselos

In regard to Opua Hall – Annual Community Hall Information requested

We held our committee meeting on Wednesday 16th March as I advised and the request for information on the Opua Hall was discussed.
The Opua Community Hall is NOT a Council owned facility and is not on Council owned land. The Hall is owned by the Opua Hall Society. As such, we are happy to provide general information on the Hall and contacts, but are not obliged to provide other statistics.

The Form provided did not have room for all details, so I have included them here.

Opua Community Hall
16 Beechey St, Opua, 0200
Bay of Islands
Post : c/o P O Box 28, Opua, 0241

Booking Officer : Jim Corbett
ph 0223981076
jimandsonia5458@gmail.com

Chairperson : Diana Halliday
ph 0212605657
Dhalliday@xtra.co.nz

Secretary : Gail Thompson
ph 02102412726
davethom929@gmail.com

Facilities

Main Hall accomodates 100 people seated
Full Kitchen
Toilets, including disabled facility
Disabled Access
Parking in front of Hall
Seating and tables for up to 100
Good heating, gold coin to operate

Meeting Room
Annexe meeting room with separate entrance,
newly refurbished, carpeted

8.2 RESERVE MANAGEMENT (DOMAIN) COMMITTEE - ANNUAL RETURNS

File Number: **A3611606**

Author: **Nina Gobie, Team Leader - Facilities Operations**

Authoriser: **Andy Finch, General Manager - Infrastructure and Asset Management**

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Bay of Islands – Whangaroa Community Board the annual information required from the Domain Management Committees as per Section 3 of the 2017 Reserves Policy before the Committee can uplift their annual maintenance grant.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Reserves Policy 2017, Section 3 – Reserve Management Committees identifies the Maromaku Domain Board, Russell Sports Club Inc. and Kawakawa Domain as receiving a $5000 annual grant towards the cost of maintenance.
- In addition, Kaeo and Simson Reserve Committees have also received an annual maintenance grant of $5000.
- Payment of the grant is made after a Letter of Agreement has been signed by both parties and the annual report information presented to the relevant Community Board.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Reserve Management (Domain) Committee - Annual Returns, noting receipt of the annual information from the Russell Sports Club and the Kawakawa Domain committee.

TĀHUHU KŌRERO / BACKGROUND

As per the Reserves Policy 2017, Section 3 – Reserve Management Committees, the role of rural domain committees is primarily to provide basic maintenance of rural domains e.g.: mowing, rubbish collection, toilet cleaning and to advise Council on domain management. Reserve Management Committees have also been set up to manage some reserves, such as Lindvart Park and Russell Sports Ground.

Community Boards provide funding to these committees to carry out these works. The arrangement is beneficial to Council as the domains are generally remote and are more efficient to manage locally. The arrangement also provides local employment and provides input into the ongoing management of these reserves. The following Reserve or Domain Management Committees have been appointed by Council:

- Simson Park
- Maromaku Domain
- Russell Sports Ground
- Kawakawa Domain
- Kaeo Domain
- Lindvart Park

As per the Policy, the Maromaku Domain Board, Russell Sports Club Inc. and Kawakawa Domain receive an annual maintenance grant of $5000.

In addition, Kaeo and Simson Reserve Committees have also received an annual maintenance grant of $5000 subject to the same provisions as Maromaku, Russell and Kawakawa. This

arrangement has not been formalised as per the current Policy but has been provided upon receipt of the necessary information.

Payment of the grant is made after a Letter of Agreement is signed and presentation of the annual information is presented to the Community Board.

The Agreements with each Board has been completed and the key annual information as received by Council is attached.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The main issues over the 2020/21 period includes the ongoing impact of COVID, reduced incomes and increasing costs.

This has been highlighted by the Russell Sports Club who have requested a review of the grant in light of increasing cleaning, maintenance and insurance costs. Discussions are being had with the Club President regarding this matter. Council has requested evidence to support this request, which at the time of writing this report was not available.

As such, the Community Board members are requested to consider the content of the information received and decide what, if any steps should be taken next with those Domain Committees who have not provided their annual information as requested. Noting that numerous attempts have been made to receive this information over a number of months.

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

The annual grant of $5000 per Domain Committee has been budgeted for in the District Facilities 2021/22 operating budget.

ĀPITIHANGA / ATTACHMENTS

1. **2020-21 Russell Sports Club Annual Information - A3619909**
2. **2020-21 Kawakawa Domain Annual Information - A3619926**

2020-21 Reserve / Domain Management Committee Information and Statistics

RESERVE / DOMAIN DETAILS			
Name of Reserve / Domain:	Russell Sports Club		
Physical address:	5855 Whakapara Road Russell		
Contact Person (name):	Marara ONeill		
Booking Officer (contact.):	Ph.:	Mobile: 027 277 1270	Email: russellsportsclub@outlook.co.nz
Afterhours contact (name):	Peter Stuart	027 492 0673	russellsportsclub@outlook.co.nz
Emergency Contact (name):	Mike Kiri	022 362 4029	russellsportsclub@outlook.co.nz
Afterhours (contact):	Ph.:	Mobile:	Email:
Other:			

RESERVE / DOMAIN COMMITTEE DETAILS				
Position	**Name**	**Postal Address**	**Email address**	**Phone number**
Gym Membership	Moana Stuart	19 Brind Rd Russell	russellsportsclub@outlook.co.nz	027 242 0740
Club Captain	Mike Kiri	Lichen Lane Russell	russellsportsclub@outlook.co.nz	022 362 4029
Secretary	Marara ONeill	8 Oneroa Rd Russell	russellsportsclub@outlook.co.nz	027 277 1270
Treasurer	Jill Hornell	57 Aucks Rd Russell	russellsportsclub@outlook.co.nz	027 478 8204
President	Peter Stuart	19 Brind Rd Russell	russellsportsclub@outlook.co.nz	027 492 0673

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	every second month
How often did the Committee meet in the year?	five meetings
Date of the last AGM?	19 March 2021

RESERVE / DOMAIN INFORMATION	
Usage Data	
Number of bookings:	1500
Number of estimated users:	3000
Type of use	
Community *(regular users)*:	1000
Casual *(one off)*:	500
Commercial:	1500

Hire rates (per hour)				
Community:	Free	Commercial:	$80 per person Gym	
Casual:		Other:		
2020/21 Financial Statement	Attached: yes / ~~no~~			
Improvements completed:	- Gateway repairs and painting - New Signage			
Maintenance completed:	- Monthly Ground Maintenance - Cleaning - Building Water Blasting			
Works proposed for the remainder of 2021/22:	- Maintanence sewerage - Driveway entrance			
Issues being faced:	- Cost of Building insurance - Rising cost of cleaning & ground Maintenance			
Check list *(cross out as provided)*	~~Committee members~~ details completed	~~Financial~~ information	~~Statistics~~ completed	~~Form fully~~ completed

We are also improving our website content / information and would like to provide a basic description of what the reserve / domain is used for etc. If you could provide information about the following, which we believe will help potential hirers that would be much appreciated:

Reserve / Domain details incl. types of activities and events held e.g.: *rugby, soccer, market days etc*	Gym Rugby Soccer Touch football Market Days Over Night Camping Cricket Golf Practise Boot Camp Dog Training Days Wedding Preparation
Other information, facilities, assets and services available e.g.: *playground, toilets, car-parking, lighting etc.*	Outdoor Gymnasium Toilets/Showers On site Storage Facilities Car Parking Kitchen

Thank you for your co-operation.

Russell Sports Club Inc

Financial Statements

For the Year Ended 31 August 2020

Contents of Financial Statements

Directory	1
Statement of Financial Performance	2
Statement of Financial Position	3
Depreciation Schedule	4 - 5
Notes to the Financial Statements	6 - 7
Independent Assurance Practioner's Review Report	8

Russell Sports Club Inc

Directory

As at 31 August 2020

Type of Entity and Legal Basis	Incorporated Society
Nature of Business	Sports Club
Address	Whakapara Road Russell
Accountants	Hartnell Grond Walker Chartered Accountants 6 Redan Road Kaitaia
Bankers	Westpac Paihia
IRD Number	011-355-172

Russell Sports Club Inc

Statement of Financial Performance

For the Year Ended 31 August 2020

	Note	2020	2019
		$	$
Income			
Clubroom Hire		178	-
Donations		92	-
Far North District Council		-	7,870
Grant - FNDC Rural Travel Fund		500	-
Grant - FNDC Field		5,000	5,000
Donation - Pelorus Trust		-	6,195
Gym Memberships		4,409	6,770
Interest Received		6	12
Storage		348	130
Total Gross Surplus		10,533	25,977
Less Expenses			
Operating Expenses			
AGM Expenses		-	91
Cleaning & Rubbish		435	2,184
Electricity		1,253	1,819
Gas		233	139
Licences & Fees		20	66
Security Expenses		218	-
Waste Water		393	1,222
Rural Travel Fund		500	-
		3,052	5,521
Repairs & Maintenance			
Repairs & Maintenance - Plant		247	375
Repairs & Maintenance - Buildings		678	1,148
Repairs & Maintenance - Grounds		2,619	3,914
		3,544	5,437
Administration Expenses			
Accountancy Fees		-	750
Review Fee		1,050	-
Bank Fees & Charges		52	47
Computer Expenses		-	215
Printing, Stationery & Postage		202	170
		1,304	1,182
Fixed Costs			
Insurance		1,065	1,046
Non Cash Expenses			
Depreciation		4,203	6,855
Total Expenses		13,168	20,041
(Deficit) Surplus before Exceptional Items		(2,635)	5,936
Plus GST adjustment from prior years		(2,359)	-
Net (Deficit) Surplus		(4,994)	5,936

Hartnell Grond Walker
Kaipio

Russell Sports Club Inc

Statement of Financial Position

As at 31 August 2020

	Note	2020	2019
		$	$
General Funds			
Opening Balance		274,212	268,276
Net Surplus (Deficit)		(4,994)	5,936
Total General Funds		**269,218**	**274,212**
Represented by:			
Current Assets			
Cash at Bank - Westpac Cheque A/c		11 136	12,153
Cash at Bank - Westpac Management A/c		3 935	3,985
GST Receivable		281	2,400
Total Current Assets		15,352	18,538
Non-Current Assets			
Property, Plant & Equipment		253,866	258,069
Total Assets		269,218	276,607
Current Liabilities			
Accounts Payable		-	2,395
Total Liabilities		-	2,395
Net Assets		269,218	274,212

President Date 26-03-2021.

Treasurer Date 26-03-2021

Hartnell Grond Walker
Kaitaia

Russell Sports Club Inc

Depreciation Schedule

For the Year Ended 31 August 2020

	Rate & Type	% PVT USE	Cost on Hand	Opening WDV	Additions	Date of Addition	Sale Price	Profit (Loss)	Disposal Date	Cost	Capital Gain/Loss	DEPN	ACC DEPN	Private Depn	Accum Private	Closing WDV
Buildings - At cost																
Building	.00D		190,364	160,809	-	31/03/12	-	-		-	-	-	29,555	-	-	160,809
Field Development	.00D		22,680	22,680	-	31/08/12	-	-		-	-	-	-	-	-	22,680
Field Development	3.60D		2,086	1,495	-	31/08/12	-	-		-	-	54	645	-	-	1,441
Building Development	.00D		16,919	15,676	-	31/08/12	-	-		-	-	-	1,243	-	-	15,676
Gym	.00D		13,658	12,654	-	31/08/12	-	-		-	-	-	1,004	-	-	12,654
Gym Extentions	.00D		1,816	1,699	-	31/08/12	-	-		-	-	-	117	-	-	1,699
Concreting	4.80D		6,358	4,203	-	31/08/12	-	-		-	-	202	2,357	-	-	4,001
Water Tank 25000 Litre	7.00P		2,799	1,933	-	20/04/15	-	-		-	-	198	1,062	-	-	1,737
Carpark Extension (2016)	.00P		4,686	4,686	-	01/09/16	-	-		-	-	-	-	-	-	4,686
			261,366	225,835	-		-	-		-	-	452	35,983	-	-	225,383
Plant & Equipment																
Sand Bunker	.00D		1,510	1,510	-	31/08/12	-	-		-	-	-	-	-	-	1,510
Gym Gear	20.00D		5,000	425	-	31/08/12	-	-		-	-	85	4,660	-	-	340
Scoreboard	25.00D		10,576	778	-	31/08/12	-	-		-	-	194	9,992	-	-	584
Bio Cycle Raise Lids	19.20D		1,049	188	-	31/08/12	-	-		-	-	36	897	-	-	152
Gym Gear	20.00D		2,069	342	-	31/08/12	-	-		-	-	68	1,795	-	-	274
Rowing Machine	20.00D		1,259	238	-	31/08/12	-	-		-	-	48	1,069	-	-	190
Flags (2)	9.60D		676	293	-	31/08/12	-	-		-	-	28	411	-	-	265
Bench Weider Pro 290	30.00P		807	-	-	22/01/13	-	-		-	-	-	807	-	-	-
Carpet Gym (2012)	3.60D		1,653	1 194	-	31/08/12	-	-		-	-	43	502	-	-	1,151
Ventilation System (Changing Rooms)	13.50P		1,820	385	-	15/11/13	-	-		-	-	246	1,681	-	-	139
Bike Sports Performance Upright	30.00P		2,792	-	-	23/03/16	-	-		-	-	-	2,792	-	-	-
Indoor Rower (Black Model)	30.00P		2,098	-	-	15/04/16	-	-		-	-	-	2,098	-	-	-
Treadmill (Sports Foundation)	30.00P		5,016	123	-	08/06/16	-	-		-	-	123	5,016	-	-	-
Outdoor Exercise Station	.00P		9,404	9 404	-	28/06/17	-	-		-	-	-	-	-	-	9,404
Carpet Gym (2018)	13.50P		2,911	2 256	-	24/01/18	-	-		-	-	393	1,048	-	-	1,863
Line Marker Kombi	13.50P		3,034	2,418	-	02/03/18	-	-		-	-	410	1,026	-	-	2,008
Wall Vinyl (Showers)	13.50P		5,128	4 087	-	27/03/18	-	-		-	-	692	1,733	-	-	3,395

Russell Sports Club Inc

Depreciation Schedule (continued)

For the Year Ended 31 August 2020

	Rate & Type	% PVT USE	Cost on Hand	Opening WDV	Additions	Date of Addition	Sale Price	Profit (Loss)	Disposal Date	Cost	Capital Gain/Loss	DEPN	ACC DEPN	Private Depn	Accum Private	Closing WDV
Security CCTV	30.00D		3,499	2,625	-	30/11/18	-	-		-	-	788	1,662	-	-	1,837
Containers	10.00D		6,336	5,968	-	28/02/19	-	-		-	-	597	965	-	-	5,371
			66,537	32,234	-		-	-		-	-	3,751	38,154	-	-	28,483
TOTAL			328,003	253,069	-		-	-		-	-	4,203	74,137	-	-	253,868

Hartnell Grond Walker
Xero

Russell Sports Club Inc

Notes to and forming part of the Financial Statements

For the Year Ended 31 August 2020

1 Statement of Accounting Policies

Reporting Entity

Russell Sports Club Inc is a club, registered under the Incorporated Societies Act 1908.

The special purpose financial report was authorised for issue by Russell Sports Club Inc.

Statement of Compliance and Basis of Preparation

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

The financial statements have been specifically prepared for internal use.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by incorporated society, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest $.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Property, Plant & Equipment

Property, plant and equipment is recognised at historical cost less aggregate depreciation. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance are recognised as expenses in the Statement of Financial Performance in the financial period in which they are incurred.

Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 2007.

(b) Income Tax

The entity is not liable for income tax, in terms of section CW46 of the Income Tax Act 2007.

(c) Goods and Services Taxation (GST)

Revenue and expenses have been recognised in the financial statements exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST.

(d) Comparative Figures

The comparative figures in the financial statements relate to a period of twelve months. Comparative figures may have been altered where not consistent with the current years presentation, but such alterations have not affected the previously reported financial position.

Russell Sports Club Inc

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 August 2020

(a) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous financial statements.

2 Related Parties

There were no significant transactions or transactions that were on terms and conditions that are likely to be different from the terms and conditions of transactions in similar circumstances, involving related parties during the financial year. (2019 Nil)

3 Capital Commitments

The incorporated society has no capital commitments as at 31 August 2020, (2019 Nil)

4 Contingent Liabilities

The incorporated society has no contingent liabilities and no guarantees as at 31 August 2020. (2019: Contingent Liabilities Nil Guarantees Nil)

5 Events Occurring After Balance Date

There were no events occurring after balance date which require disclosure in these financial statements.

Hartnell Grond Walker
CHARTERED ACCOUNTANTS

John Hartnell NDA, CA
Carlita Grond BCom, CA
Tracey Walker BCom, DipCom, CA

6 Redan Road
PO Box 166
Kaitaia 0441
p. 09 408 0950
f. 09 408 0955
e. info@hgwkaitaia.co.nz

RUSSELL SPORTS CLUB INCORPORATED

Independent Assurance Practitioner's Review Report

For the Year Ended 31 August 2020

Report on the Financial Statements

We have reviewed the accompanying financial statements of RUSSELL SPORTS CLUB INCORPORATED on pages 2 to 7, which comprise the statement of financial position as at 31 AUGUST 2020, and the statement of financial performance for the year then ended, and a summary of significant accounting policies and other explanatory information.

Committee's Responsibility for the Financial Statements

The Committee is responsible 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.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of financial statements in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on these financial statements.

Other than in our capacity as assurance practitioner we have no relationship with, or interest in, RUSSELL SPORTS CLUB INCORPORATED.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements on pages 2 to 7 do not present fairly, in all material respects, the financial position of RUSSELL SPORTS CLUB INCORPORATED as at 31 AUGUST 2020, and its financial performance for the year then ended, in accordance with special purpose reporting.

31 March 2021
Hartnell Grond Walker
Chartered Accountants
Kaitaia

2020-21 Reserve / Domain Management Committee Information and Statistics

RESERVE / DOMAIN DETAILS			
Name of Reserve / Domain:	**Kawakawa Domain Management Committee**		
Physical address:	Four sites are managed by the above Committee		
Contact Person (*name*):	Bernard Goodhue / Larrie Taylor		
Booking Officer (*contact*):	Ph: 4041243 Ph: 4041350	Mobile:	Email:
Afterhours contact (*name*):			
Emergency Contact (*name*):	Bernard Goodhue (President)		
Afterhours (*contact*):	Ph.: 4041243	Mobile0273835820	Email:
Other:	Isobelle Cherrington (Sec / Treas) 0272727450 issybill@xtra.co.nz		

RESERVE / DOMAIN COMMITTEE DETAILS				
Position	**Name**	**Postal Address**	**Email address**	**Phone number**
Committee	Ken Sharp			021890183
	Dean Fraser			402 8465
	Larrie Taylor			404 1350
	Bill Cherringtons			404 1355
	Graeme Shaw			404 1956

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	)Due to Covid restrictions regular meetings were not held
How often did the Committee meet in the year?	)
Date of the last AGM?	October 2020

RESERVE / DOMAIN INFORMATION	
Usage Data	)
Number of bookings:	)
Number of estimated users:	)
Type of use	
Community ***(regular users)***:	**Functions, School Fund Raisers, Sports Days**
Casual ***(one off)***:	**Rugby Union Tournaments, Family Bowling Tournaments**

Commercial:			
Hire rates (per hour)			
Community:		**Commercial:**	
Casual:		**Other:**	
2020/21 Financial Statement	Attached: **yes** / no		
Improvements completed:	Late in 2021		
Maintenance completed:	Lat in 2021		
Works proposed for the remainder of 2021/22:			
Issues being faced:			
Check list *(cross out as provided)*	Committee members details completed	Financial information	Statistics completed	Form fully completed

We are also improving our website content / information and would like to provide a basic description of what the reserve / domain is used for etc. If you could provide information about the following, which we believe will help potential hirers that would be much appreciated:

Reserve / Domain details incl. types of activities and events held e.g.: *rugby, soccer, market days etc.*	**All sports, school track and field, Cross Country event** **School Fund Raising Events** **Community Hirers – 21st, Funerals, Weddings**
Other information, facilities, assets and services available e.g.: *playground, toilets, car-parking, lighting etc.*	**Car Parking, Commercial Kitchen, large Hall, Toilets**

Thank you for your co-operation.

KAWKAWA RESERVES AND DOMAIN MANAGEMENT COMMITTEE

Minutes of meeting held at United Kawakawa Rugby Football Club
on 28th October 2021 at 7.00 pm

Present: Bernard, Isobelle, Bill, Ken, Dean, Larrie and Graeme Shaw
In Attendance:

Apologies: Nil

Correspondence: Letter from KK Bowling Club
It was resolved that this matter be discussed in General Business. Ken / Bill

Matter Arising:

Financial Report: Bank Statement Balance as at 30/9/2021 - **$10,721.60**

Audit of Accounts: Completed for 2020 with Accounts and invoice sent to FNDC

General Business:

Fencing around grounds at United KK Rugby Club – This work will be completed by Contractor (No's. 1 &2) at end of season.

Bowling Club requested assistance in order to maintain bowling green for the upcoming season.

Considering our present bank balance it was resolved that $2,000 be granted to both the United KK Rugby Football Club and KK Bowling Club. Isobelle / Ken

Meeting closed at 7.30 pm.

ANNUAL REPORT 2021

KAWAKAWA DOMAIN MANAGEMENT COMMITTEE

The past 18 months have been difficult for many Businesses, Communities and Sports facilities in general due to the COVID 19 pandemic.

The Domain Board consists of seven members and are responsible for the following leases:-

Kawakawa Bowling Club

Mill Road area is shared by Kawakawa Roping Club and M Bhika for cattle grazing.

United Kawakawa Rugby Club

Both the United Kawakawa Rugby Football Club and Kawakawa Bowling Club are used widely by the Community for a variety of reasons.

Great sporting and recreation facilities, firmly entrenched as multipurpose venues for the wider community and beyond.

Senior and junior rugby, School Cross Country, Bark in the Park, Karetu School Gala Day, Motor Home Association, Country Women's Institute not to mention community meetings such as FNDC SNA meeting.

The Bowling Club is a multi functional premise which promotes bowling for the young and old, considered a great way to exercise. Most important for the many elderly who are members and the secondary schools for their competitions. Many Community functions held in this facility.

i.e. Funerals, Sports Days, Family events, Civil Defence and Taumarere Flood Community meetings.

Projects were undertaken by the two main Sporting facilities in 2020 as follows:-

UKKRFC – clearing drains, clearing fence line and repairing fences.

KK Bowling Club – Driveway and parking area

Bank surrounding Clubhouse (to prevent further flooding)

Projects for the coming year for UKKRFC will include fencing on boundary, new rails around carpark and roof replacement.

Boards around the greens at the Bowling Club need major work and that will be the main focus this year.

KAWAKAWA DOMAIN MANAGEMENT COMMITTEE

STATEMENT OF RECEIPTS AND PAYMENT
FOR THE PERIOD 1 APRI, 2020 TO 31 MARCH 2021

Receipts		
Far North District Council		5,000.00
KK Bowling Club		100.00
Westpac – Gross Interest		6.14
Total Receipts		5,106.14
Payments		
KK Bowling Club	5,000.00	
United KK Rugby Club	5,000.00	
KK Bowling Club	100.00	
IRD – Resident withholding tax on interest	1.06	
Total Payments		**10,101.06**
Excess Payments over Receipts		**$4,994.92**

Assets:

Westpac Bank Account	
Opening Bank Balance1 April 2020	15,714.31
Less Excess Payments over Receipts	4,994.92
Closing Bank Balance 31 March 2018	**$ 10,719.39**

8.3 MOEREWA TRAFFIC CALMING DELIVERY STRATEGY

File Number: **A3627320**

Author: **Elizabeth Stacey, NTA Road Safety and Traffic Engineer**

Authoriser: **Glenn Rainham, Manager - Infrastructure Operations**

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is present the project strategy for the Local Area Traffic Management (LATM) program in Moerewa.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The LATM project in Moerewa is directed towards slowing speed in specific targeted areas, noting there is not enough funding in the current project to address every street. Through LATM planning, proposed treatments can be weighted and prioritised in terms of reported crashes, crash costs, nearby assets, traffic data, and street width to determine the need for speed reduction treatments. This enables effective, informed decision making within the budgetary allocation. A variety of permanent and quick build alternatives are available to the project team. We are recommending a hybrid delivery model which allows the maximum benefit to the community with the proposed plan of a rolling program of treatments during each LTP period focusing on both permanent and quick build solutions.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Moerewa Traffic Calming Delivery Strategy.

TĀHUHU KŌRERO / BACKGROUND

Moerewa's wide streets and lack of pedestrian facilities do not promote safe traffic speeds. Community members have raised concerns about excessive speed around the marae, along Ōtiria Road, and in the town centre along Main Road (SH1). Although most crashes are along SH1 (Main Road), traffic calming treatments to reduce speed are likely to address the midblock and minor intersection crashes occurring in the rest of the township. LATM/traffic calming will aid in addressing these issues in a cost effective and time efficient manner.

As the project team evaluated a variety of traffic calming treatments, we investigated three different delivery model options.

Option A "quick build" is an implementation approach that uses low-cost materials such as paint, delineator posts, and concrete planter boxes. Also known as an "interim" approach, these materials have a durability of about five years – although with proper maintenance they can last longer. The quick build approach enables the testing of changes to the street environment and the treatment layout can be easily modified if need be. Stormwater drainage is typically unaffected with a quick build approach, so obtaining surveyed road levels and digging out the road surface is not needed. Therefore, the design and construction costs are much lower than conventional road works resulting in more areas being able to be treated.

Option B uses more traditional permanent materials such as concrete kerb realignment, concrete platforms and pavers, and in-ground landscaping. Within the budgetary constraints, only some of the high priority locations can be addressed through this method.

Option C applies the permanent treatments where they are most needed (the truck-compatible raised safety platforms along Ōtiria Road, especially at the school zebra crossing) and lower cost quick build treatments at other high priority locations. Option C treats more streets than Option A but less

than Option B striking a balance between safety benefits, costs and achieving a long term, permanent solution.

A map of proposed treatment locations and types can be are included as an attachment to this report and can also be found here.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Given the needs of the community and the number of requests received for traffic calming, the project team proposes to use Option C, a hybrid delivery option. Using both traditional materials and quick build alternatives will provide an increased benefit for the budget allocated to the project and is in line with the national Road to Zero strategy.

Part of the strategy of using a hybrid model allows us to test treatments in locations prior to a permanent build and inform a rolling program of improvements for future works planning. During each LTP period of number of quick build locations would be formalised with permanent builds and new locations would be installed as part of the quick build program. Coupled with the speed limit reviews in the Moerewa, this strategy is envisage to have a positive outcome for safety, public health, active transport choices and increased sense of community.

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

There are no budget implications as a result of this project.

ĀPITIHANGA / ATTACHMENTS

1. ArcGIS - Moerewa LATMv2 - A3640191

Moerewa LATM

Traffic calming in Moerewa

200m

Maxar | © OpenStreetMap contributors | Keith Kent, Transport Planner, FNDC | Feature Layer from Eagle Technology Group Ltd Managed by eaglegis Created: Mar. 25, 2020 Updated: Oct. 19, 2020 View Count: 14,662 | New Zealand Base Data and Live Feeds Shared By: eaglegis Data Source: services.arcgis.com | Department of Conservation | Esri Community Maps Contributors, LINZ, Stats NZ, Eagle Technology, Esri, HERE, Garmin, METI/NASA, USGS

8.4 KERIKERI REDWOOD - DECEMBER 2021 ARBORIST REPORT

File Number: **A3617652**

Author: **Rob Stewart, Senior Faciltiies Technical Officer**

Authoriser: **Andy Finch, General Manager - Infrastructure and Asset Management**

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present the Arborlab Tree Report dated 28 February 2022 concerning the Kerikeri Redwoods located on Wendywood Lane and Hawking's Crescent, Kerikeri.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Kerikeri Redwoods are a significant feature and asset in Kerikeri.
- Arborlab are qualified and registered to carry out a risk assessment using the Quantified Tree Risk Assessment (QTRA) method.
- Arborlab carried out an initial Level 1 and some trees, a Level 2 assessment.
- It was noted the trees have a reduced level of vigour and vitality and the level of risk associated with both stands of trees is assessed as being within the Broadly Acceptable range and for Council to continue to add well aged tree mulch to the trees root zone.
- Upon further investigation, it has been recommended a root investigation be undertaken to a sample of trees to confirm the health of the trees root systems by way of an audible decay test including a Picus tomography assessment.
- The outcome of this additional assessment will determine what will happen next.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Kerikeri Redwood - December 2021 Arborist Report**.**

TĀHUHU KŌRERO / BACKGROUND

The stand of Redwood trees located at Wendywood Lane and Hawking's Crescent, Kerikeri are a significant feature and asset in the Kerikeri area.

Redwoods are not native to New Zealand and as such the trees suffer from New Zealand's environmental conditions and tend to fail from the inside out making them an extreme health and safety risk if not carefully monitored.

There have been several reports requesting Council to remove these trees due to the potential harm they could cause should they fail but these have been declined.

As such, Council continues to carry out an annual inspection of the trees and the subsequent report is forwarded to Council's Chief Financial Officer for insurance purposes and the CE, Kerikeri Retirement Village.

Council's insurance would become invalid should a tree cause damage / harm especially if there is anything untoward identified in the report that is not actioned.

As such, recommendations in the report are generally actioned as soon as practical.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Arborlab was engaged to carry out an inspection of the trees in 2021 but were delayed due to the various COVID lockdowns. An inspection was carried out December 2021 based on visual assessments with the initial findings being:

- Both groups of trees indicate signs of decreased vigour and vitality, indicated by twiggy dieback at the outer extent of trees' canopies.
- Some trees in the group have suffered tip dieback to the extent that dead tops have been removed and the presence of epicormic shoots developing on trees' main stems.
- Since the previous assessment in October 2020, mulch has been applied to the root zones of the trees in accordance with previous recommendations.
- Council staff to continue to apply well-aged tree mulch to as much of the permeable root zone as possible to a maximum depth of 100mm and to ensure the mulch does not come into contact with the tree trunks.
- That staff reactively attend to any other tree matters such as removing pruning, as needed.
- In addition, work continues to add numbered tags to each individual tree to help identify and therefore attend to / report on specific trees.

Due to these recommendations being based on a Level 1 and for some trees Level 2, the following information was received from Arborlab.

The risk assessment involved walking through and visually inspecting every tree which is an industry accepted method when addressing risk where there is a large tree population and a means of identifying any gross signs of structural weakness or declining health. There were several occasions where a Level 2 assessment was undertaken requiring a closer look of individual trees.

That their finding that the trees have a reduced level of vigour and vitality should not be interpreted as an increase in tree failure potential, i.e. generally, tree health does not automatically link to tree stability. Tree health can change due to periods of stress over their lifetime and can fluctuate seasonally. Further, the reduced vitality is more likely to do with pest attack, rather than a root zone disturbance issue and that there were no visual indicators to suggest that the reduced vitality of the trees is associated with decay within the stem.

As such, further recommendations from Arborlab include:

- Collecting foliage samples from the canopy and send to a laboratory to confirm presence of any pests - best carried out in Spring.
- Identify a sample of trees that the Rest Home is most concerned about and conduct a root investigation to confirm the health of the trees root systems by way of an audible decay test carried out including a Picus tomography assessment. Picus technology uses sound waves to create a 3d image of the tree stem, which in turn indicates wood qualities as per a Level 3 assessment.

The Kerikeri Retirement Village have provided information concerning 5 trees that required removal from 127 Kerikeri Road back in 2016. This has been forwarded to Arborlab to review.

While these additional recommendations could be considered disproportionate to the level of risk posed, they could also give a level of reassurance to both the council and affected parties.

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

At this stage, there will be additional financial implications if Council proceeds with the Level 3 assessment. It is expected this will cost approximately $5,000 including labour and equipment based on a sample selection of approx. 20 trees.

The cost of which will be found within the Parks and Reserves operating budget.

ĀPITIHANGA / ATTACHMENTS

1. 2021 Kerikeri Redwoods Annual Risk Assessment Report - A3622075

Arborlab

Creating Green Space
Sustainability

Arboricultural Report

Redwood Rows

Wendywood Lane and Ruatara Drive, Kerikeri

Arboricultural Report

Prepared for: Far North District Council
Infrastructure and Asset Management
Rob Stewart - Rob.Stewart@fndc.govt.nz

Prepared by: Leon Saxon – Consultant Arborist
027 495 7221
leon@arbolab.co.nz

Reviewed by: Jon Redfern – Consultant Arborist

Arborlab Limited
PO Box 35 569,
Browns Bay
Auckland 0630
office@arborlab.co.nz
arborlab.co.nz
09 379 3302

Head Office
76D Paul Matthews
Road, Albany Auckland
0632

Date: 28 February 2021

Job Ref. 34541

Contents

Abstract 3
Introduction 4
Site Description 4
Findings 6
Visual Tree Assessment 6
QTRA Analysis 6
Discussion 6
Conclusions 7
Recommendations 7
Appendix A – Assessment Methodology, Limitations, Summary of QTRA and Duty of Care 8
Limitations 8

Abstract

Trees can provide a wide variety of benefits, as well as potential risks. Tree safety management is a matter of balancing the two. Tree failures can have significant consequences to health and safety, and result in property damage. Risk assessments are often applied to guide decisions regarding the safety of trees and to mitigate the potential impacts of full or partial failure. Understanding and being able to manage risk may help reduce preventable tree failures and unnecessary removals.

Risk is often defined as the probability of some specified adverse event occurring within a specified time interval, using a combination of the likelihood of an event occurring and the severity of its potential consequences. Typically, risk considers the likelihood that all or part of the tree will fail, the likelihood of the target being present/struck and the consequences of failure. Also considered as part of the assessment are environmental factors, such as soil, precipitation, pests, etc, which might cause failure, species-specific failure profiles, and site history.

Introduction

1. Arborlab Consultancy Services Limited has been engaged by Far North District Council to undertake an arboricultural assessment of two separate groups of Redwood trees (*Sequoia sempervirens*) growing within Council land near Wendywood Lane and Ruatara Drive, Kerikeri.

2. The trees were initially inspected on 28 October 2020 with a report provided in March 2021. The trees were reinspected in December 2021 with this report prepared as an update to the March 2021 report.

3. The findings and recommendations contained herein are based on the visual assessments undertaken in October 2020 and December 2021.

4. The purpose of this report is to identify any changes in the trees' conditions and any alterations to the risk posed by the trees, provide a current assessment of the condition of the trees and recommend management recommendations to mitigate and minimise any risks identified. This report should be read in conjunction with the March 2021 report.

5. The risk assessments were carried out using the Quantified Tree Risk Assessment (QTRA) method. Occupation rates on the use of the site and the adjacent public land were estimated. For further information on tree risk methodology and limitations please refer to Appendix A.

Site Description

6. The two sites are located near central Kerikeri. Both groups are linear in nature, but rather than a single row, there are multiple trees 'across the width' of the rows.

7. One of the groups has its north-western end located between Wendywood Lane carriageway and a carpark at New World supermarket, and its south-eastern end located between a recreational reserve and two private properties. The row is approximately 175m long and is generally10m wide.

8. The other row is located between Kerikeri Retirement Village to the south-west and other private residential properties to the north-east. The row is approximately 190m long and up to 25m wide.

9. The two groups are located within Recreational Activity zoned areas, as per the Far North District Plan Maps.

10. Both rows of trees are linear groups of mature redwoods (*Sequoia sempervirens*). The two sites and locations of the subject trees are depicted in Figures 1 and 2 below.

Figure 1: Group of redwood at Wendywood Lane circled.

Figure 2: Group of redwood at Ruatara Drive circled.

Findings

9. The following table provides an average description of the trees within both the groups of redwoods.

Table 1: Tree Inventory

Botanical Name	Common Name	Height (m)	Girth at 1.8m above ground level (mm)	Crown Spread (m)	Form	Structure	Vitality (Health)	Age Class
Sequoia sempervirens	Redwood	34	3000	10	Good	Good	Fair	Mature

Visual Tree Assessment

10. Both groups of trees indicate signs of decreased vigour and vitality. This is indicated by twiggy dieback at the outer extent of trees' canopies. Some trees in the group having suffered tip dieback to the extent that dead tops have been removed and the presence of epicormic shoots developing on trees' main stems.

11. It was noted during the assessment that mulch has been added to the root zones of the trees since the 2021 assessment in accordance with previous recommendations.

QTRA Analysis

12. When considering the level of risk posed by groups of trees, the highest risk in the group is quantified and if that risk is Broadly Acceptable, it is reasonable to expect that risks from the remaining trees will also be Broadly Acceptable and no further detailed calculations are necessary.

13. For both groups of trees, two scenarios were assessed. These were for lateral branch failure and for whole tree failure. Both groups have similar target ratings, with fixed targets of residential dwellings. The probability of failure for both lateral branches and whole tree failure is assessed as low, (POF 6 – 1/100K -> 1/1M) within the QTRA framework.

14. The annual risk of harm of both these failure risks were assessed to be within the Broadly Acceptable range (<1/1,000,000 ARoH), within the QTRA framework.

Discussion

15. Both groups of trees have a reduced vitality, likely due to alterations to their growing environment over time, and potentially due to a number of droughts being experienced within the last decade. These effects may have resulted in the removal of some trees and the decline of others, to the extent that their tops (having died from the top down) have been removed.

16. No dead trees, or trees in severe decline (with dead tops) were noted during the assessment. Some trees were noted to have reduced vitality, which in isolation does not necessarily increase the probability of failure or the ARoH.

17. In order to improve the long-term prognosis of their successful retention, the health of both groups should be monitored and measures could be implemented to improve health. A simple and cost-effective way to improve tree health is by adding well-aged tree mulch to as much of the permeable root zone area as possible. This improves soil health and water retention within the soil during dry periods.

Conclusions

18. In general, the trees have a reduced level of vigour and vitality.

19. The level of risk associated with both groups is assessed to be within the Broadly Acceptable range.

Recommendations

20. The trees are reassessed every two years by a suitably qualified arborist.

21. Continue adding well aged tree mulch to the trees' root zones. Mulch should be limited to a maximum depth of 100mm and should not be in contact with the trees' trunks.

Appendix A – Assessment Methodology, Limitations, Summary of QTRA and Duty of Care

Limitations

1. This assessment of the tree has been undertaken to determine the risk posed and provide measures to mitigate the risk; no assessment or reference on the trees' values and benefits have been evaluated.

2. A Visual Tree Assessment (VTA) consistent with modern arboricultural practices (Mattheck and Breloer, 1994) was conducted on 20 December 2020. The model is derived from the principles of biomechanics and uses the trees' growth responses and form as a way of detecting and if necessary, investigating potential issues that can increase the likelihood of tree or branch failure.

3. All observations were made from ground level only and the trees were assessed as a group as a Level 1 assessment. The inspection was limited to a Level 1 assessment, which is focused on identifying trees with imminent and/or probable likelihood of failure. In a Level 1 visual assessment, the assessor is looking for obvious defects such as, but not limited to dead trees, large cavity openings, large dead or broken branches, fungal fruiting bodies, large cracks and severe leans.

4. Hand-held devices have been used to record data onsite. Trunk height, girth and crown spread were estimated.

5. A risk assessment was carried out using the Quantified Tree Risk Assessment (QTRA) method. Occupation rates on the use of the site and the adjacent public land were estimated.

6. No decay detecting equipment, such as a Picus tomograph or Resitograph was used as part of the inspection process.

7. No soil analysis, tissue sampling and/or geological investigations were carried out and all data was collected without the use of any invasive and/or diagnostic tools.

8. It should be noted that trees are dynamic organisms by nature and are exposed to varying weather conditions, which on occasion can be severe. In general, risk assessments are undertaken with consideration to normal weather conditions experienced over a 12-month period. While the QTRA model is a very useful tool, there are necessary limits to its ability to predict tree failure. The QTRA method looks for what is most likely to happen as a probability, not a prediction. Importantly, probability of failure (PoF) is expressed as an annual probability under normal weather conditions across the year. This is because trees can generally be expected to have adapted to their environment to meet these normal conditions. Weather that departs significantly from 'normal' conditions may produce a different failure rate.

9. This report provides an Annual Risk of Harm (ARoH) using the framework of QTRA. While QTRA provides advisory thresholds to assist risk decision making, it is for the tree manager/owner to adopt these or other thresholds, having taken account of their own

management priorities, objectives and resources, and the potential impact on third parties. In some occasions, the ARoH may not reflect arboricultural best practice, in as such, the management of the tree needs to be considered in regards to best practice, albeit this will be led by target prioritisation.

Quantified Tree Risk Assessment

1. Quantified Tree Risk Assessment (QTRA) is an internationally recognised model, which enables accredited users to determine the annual risk of harm (ARoH) from tree and branch failure. The assessment process involves:

   - An analysis of the land use adjacent to the tree in terms of its vulnerability to an impact and its likely occupation
   - A consideration of the likely consequences of an impact based on the size of the tree/branch
   - An estimate of the probability that the tree or branch will fail within the coming 12 months (based on prevailing weather conditions for the geographical location)

22. QTRA expresses the annual risk of harm from tree or branch failure as a probability. Advisory thresholds contained within the QTRA model enable tree owners to determine their 'tolerability' of a given risk and decide what, if any, action is needed to manage the risk.

23. QTRA's advisory thresholds are based on the Tolerability of Risk Framework (ToR). ToR is a conceptual model developed by the UK's Health and Safety Executive. By taking into account the magnitude of a risk and the level of societal concern it is likely to engender, ToR enables risks to be categorised into one of three defined 'tolerability regions'.

24. Some risks will be of such magnitude they are simply unacceptable to society regardless of the benefits that might be derived. Others risks are considered to be so insignificant they are regarded as being broadly acceptable in the context of daily life. Other risks will generally be tolerated by society so that the associated benefits can be secured as long as the risk is managed in a way that it is as low as reasonably practical (a concept referred to as ALARP).

25. Table 1 is an abridged version of the 'tolerability regions' incorporated into QTRA's advisory thresholds.

Table 1: QTRA Advisory thresholds

Tolerability region	Annual of risk of harm
Unacceptable risk	Risks >1/10,000
Tolerable risk	Risks between 1/10,000 and 1/1,000,000
Broadly acceptable risk	Risks <1/1,000,000

26. Even though QTRA's advisory thresholds provide a robust, proportionate and defendable framework for managing the risk of harm from tree and branch failure the factors and processes which ultimately determine the tolerability of a given risk are dynamic in nature, and can vary, depending on a multitude of factors. This makes it important that tree owners ultimately decide, based on their local circumstances, objectives and priorities what constitutes an acceptable, tolerable and unacceptable level of risk.

Duty of care

a. The owner of the land on which a tree stands, together with any party who has control over the tree(s) owes a duty of care to ensure:

- that insofar as is reasonably practical that people and property are not exposed to unreasonable levels of risk from tree failure.
- reasonable care is taken to avoid acts or omissions that cause a reasonably foreseeable risk of injury/harm to persons or property.

b. The concept of 'a reasonably foreseeable risk of harm' reflects the potential for healthy and structurally sound trees to occasionally fail and the practical limitations associated with identifying any asymptomatic degradation in roots, stems and branches.

8.5 MORETON BAY FIG, RUSSELL - 2021 ARBORIST REPORT

File Number: **A3624377**

Author: **Rob Stewart, Senior Faciltiies Technical Officer**

Authoriser: **Andy Finch, General Manager - Infrastructure and Asset Management**

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present the Arborlab Tree Report dated 28 February 2022 concerning the Historical Moreton Bay Fig located on The Strand, Russell.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Moreton Bay Fig is a notable tree listed in the Far North District Council schedule of notable trees.
- This tree is a significant feature on the Russell's waterfront landscape.
- Arborlab are qualified and registered to carry out a risk assessment using the Quantified Tree Risk Assessment (QTRA) method.
- Arborlab report notes the tree has a low level of vigour and vitality with the canopy density being thinner on its southern aspect.
- The level of risk associated with this tree is assessed as being within the Broadly Acceptable range.
- Council to continue to improve the soil health within the root zone as prescribed in the report.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the Moreton Bay Fig, Russell - 2021 Arborist Report.

TĀHUHU KŌRERO / BACKGROUND

The Moreton Bay Fig located on The Strand, Russell is a notable tree listed in the Far North District Council schedule of notable trees and is a significant feature of the Russell landscape.

As per the 2021 report, this tree was planted in 1870 – 1871 approx.

In 2017, some of the dead and dying limbs were removed.

The tree is located mainly on the carriageway where it has incurred layers of asphalt over a number of years.

The two buildings in the dripline of the tree include the Duke of Marlborough Hotel and the historic Police Station.

Council is required to provide 'continued protection' of this tree given its notable status.

Arborlab carried an assessment in October 2020 and January 2021. The report back then identified the following recommendations:

- Assessing the tree annually by a suitably qualified arborist
- Monitoring for infestations of fig psyllid
- Monitoring for and removing deadwood as required
- Discourage use of chemical sprays within the vicinity of the tree
- Improving the soil health within the root zone of the tree

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The current report noted the tree was re-inspected in December 2022. It noted there were no visible changes between January and December 2021. Although the canopy density is thinner on its southern aspect.

The surface roots and trunk were examined and the area of decay on the eastern aspect of the trunk was probed with no discernible changes identified.

Fallen leaves were inspected for Fig psyllid and only minor amounts were noted.

The tree has a low level of vigour and vitality, likely due to a variety of biotic and abiotic factors over a long period of time.

From a risk remediation perspective, the tree's sparse foliar cover will reduce the loading to lateral branches and branch unions. Over time, the reduced vigour and vitality will affect the tree's ability to continue wood development and respond to decay, leading to an increase in the probability of failure and an increased risk of harm.

It has been assessed that the most likely failure event at this point in time has an Annual Risk of Harm (ARoH) in the Broadly Acceptable range.

Recommendations and next steps outlined within the report include;

- Assessing annually by a suitably qualified arborist.
- Monitor for infestations of Fig psyllid and if severe, consider the use of injected systemic insecticide.
- Monitor for deadwood and remove as required.
- Continue to discourage the use of chemical sprays within the vicinity of the tree.
- Continue to improve soil health within the root zone of the tree by, adding high fungal content compost, humates and aged tree mulch to as much of the root zone areas as possible.
- Consider the installation of an irrigation line to enable watering of the Fig during dry periods.

Another option to consider is the inclusion of this tree and its future as part of the Russell Placemaking exercise.

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

At this stage, there are minimal financial implications. The main focus will be the cost associated with a suitable dripper / soaker line, water source, monitoring and reacting to outcomes of any findings.

The cost of this work is unknown at the time of writing this report.

ĀPITIHANGA / ATTACHMENTS

1. 2021 Russell Moreton Bay Fig Annual Risk Assessment Report - A3622080

Arborlab

Creating Green Space
Sustainability

Arboricultural Report

Moreton Bay Fig

The Strand, Russell

Arboricultural Report

Prepared for: Far North District Council
Infrastructure and Asset Management
Rob Stewart - Rob.Stewart@fndc.govt.nz

Prepared by: Leon Saxon – Consultant Arborist
027 495 7221
leon@arbolab.co.nz

Reviewed by: Jon Redfern – Consultant Arborist

Arborlab Limited
PO Box 35 569,
Browns Bay
Auckland 0630
office@arborlab.co.nz
arborlab.co.nz
09 379 3302

Head Office
76D Paul Matthews
Road, Albany Auckland
0632

Date: 8 April 2021

Job Ref. 36219

Executive Summary

Arborlab has been engaged to reassess the health and structure of the notable Moreton Bay fig tree (*Ficus macrophylla*) growing within Council land adjacent to The Strand, Russell. The assessment includes a risk assessment. The tree was last inspected by Arborlab in January 2021.

The vigour and vitality of the tree is assessed to be low, with a notably thin foliar coverage.

It has been assessed that, using the Quantified Tree Risk Assessment (QTRA) framework and the most likely failure event within the identified risk analysis timeframe, the tree has an Annual Risk of Harm (ARoH) of 'Broadly Acceptable'.

Contents

Executive Summary 2
Abstract 3
Introduction 4
Findings 4
Visual Tree Assessment 4
QTRA Analysis 5
Discussion and Conclusions 6
Recommendations 6
Appendix A – Assessment Methodology, Limitations, Summary of QTRA and Duty of Care 7
Limitations 7
Methodology 8
Appendix B – Bibliography 10

Abstract

Trees can provide a wide variety of benefits, as well as potential risks. Tree safety management is a matter of balancing the two. Tree failures can have significant consequences to health and safety, and result in property damage. Risk assessments are often applied to guide decisions regarding the safety of trees and to mitigate the potential impacts of full or partial failure. Understanding and being able to manage risk may help reduce preventable tree failures and unnecessary removals.

Risk is often defined as the probability of some specified adverse event occurring within a specified time interval, using a combination of the likelihood of an event occurring and the severity of its potential consequences. Typically, risk considers the likelihood that all or part of the tree will fail, the likelihood of the target being present/struck and the consequences of failure. Also considered as part of the assessment are environmental factors, such as soil, precipitation, pests, etc, which might cause failure, species-specific failure profiles, and site history.

Introduction

1. Arborlab Consultancy Services Limited has been engaged to undertake an arboricultural assessment of the notable Moreton Bay fig tree growing on the Russell foreshore. The tree appears to straddle the boundary between the road and an adjacent property at 39 The Strand, Russell.

2. The tree was previously inspected on 28 October 2020 and again on the 22 January 2021, and a report was prepared in March 2021. The tree has been re-inspected in late December 2021. The findings and recommendations contained herein are based on the visual assessments undertaken on these dates.

3. The purpose of this report is to identify any changes in the tree's condition and any alterations to the risk posed by the tree, provide a current assessment on its condition and provide any management recommendations to mitigate and minimise risk. This report should be read in conjunction with the March 2021 report.

4. The risk assessments were carried out using the Quantified Tree Risk Assessment (QTRA) method. Occupation rates on the use of the site and the adjacent public land were estimated. For further information on tree risk methodology and limitations please refer to Appendix A.

Findings

Table 1: Tree Inventory

Botanical Name	Common Name	Height (m)	Girth at 1.8m above ground level (m)	Crown Spread (m)	Form	Structure	Vitality	Age Class
Ficus macrophylla	Moreton Bay Fig	25	9.6	30	Good	Fair	Poor	Mature

Visual Tree Assessment

5. The tree was reinspected in December 2022 and viewed from all quadrants. The foliar cover and density do not appear to have visibly changed between the January 2021 and December 2021 assessments. In general, the canopy density is thinner on its southern aspect.

6. The surface roots and trunk were examined and the area of decay on the eastern aspect of the trunk was probed. There were no discernible changes to these parts of the tree.

7. Fallen leaves were inspected for Fig psyllid and only minor amounts were noted.

Figure 1 – Subject tree viewed from the south. Arborlab – December 2021.

QTRA Analysis

8. Two scenarios with the most likely potential of failure were identified and assessed in 2021. Scenario 1, failure of the southern main stem onto the Duke of Marlborough Hotel building causing property damage; Scenario 2, failure of a lateral branch onto a person within the outdoor seating area of the Duke of Marlborough Hotel. Table 2 details the QTRA risk calculations of these potential failures.

Table 2: QTRA Analysis

Potential Risk	Target	Size	Probability of Failure	Annual Risk of Harm
Scenario 1 (Main stem failure onto Duke of Marlborough building)	3 (Property)	Property (size is accounted for in the Target assessment)	6	Broadly Acceptable (<1/1M)
Scenario 2 (Lateral branch onto a patron in the outdoor seating area of the Duke of Marlborough)	2	1	6	Broadly Acceptable (<1/1M)

9. The annual risk of harm from both scenarios were calculated to fall within the Broadly Acceptable range (Risks less than 1/1M), within the QTRA framework.

10. Following the 2022 reinspection and assessment, no further risk scenarios have been identified or considered. The annual risk of harm has not changed between 2021 and 2022, and remains Broadly Acceptable.

Discussion and Conclusions

11. The tree has a low level of vigour and vitality, likely due to a variety of biotic and abiotic factors over a long period of time.

12. From a risk remediation perspective, the tree's sparse foliar cover, will reduce the loading to lateral branches and branch unions.

13. Over time, the reduced vigour and vitality will affect the tree's ability to continue wood development and respond to decay. This may lead to an increase in probability of failure and an increased ARoH.

14. It has been assessed that the most likely failure event at this point in time has an ARoH in the Broadly Acceptable range.

Recommendations

15. The tree is reassessed annually by a suitably qualified arborist.

16. Monitor for infestations of Fig psyllid. If infestations become severe, consider the use of injected systemic insecticide.

17. Monitor for deadwood and remove as required.

18. Continue to discourage the use of chemical sprays within the vicinity of the tree.

19. Continue to improve soil health within the root zone of the tree by; adding high fungal content compost, humates and aged tree mulch to as much of the root zone areas as possible.

20. Carry out watering during dry periods (January – March). Approximately 250 should be applied

once a week with a suitable dripper / soaker hose. Watering should not be carried out if there is a significant rain event during the week.

Appendix A – Assessment Methodology, Limitations, Summary of QTRA and Duty of Care

Limitations

1. This assessment of the tree has been undertaken to determine the risk posed and provide measures to mitigate the risk; no assessment on the tree's attributes, values and benefits have been evaluated.

2. All observations were made from ground level only.

3. Hand-held devices have been used to record data onsite. Tree height was recorded using a digital laser range finder (Nikon Forestry Pro). Trunk girth, crown spread and the open cavity and decayed buttress roots measurements were made using conventional measuring tapes.

4. A risk assessment was carried out using the Quantified Tree Risk Assessment (QTRA) method. Occupation rates on the use of the site and the adjacent public land were estimated.

5. No decay detecting equipment, such as a Picus tomograph or Resitograph was used as part of the inspection process.

6. No soil analysis, tissue sampling and/or geological investigations were carried out and all data was collected without the use of any invasive and/or diagnostic tools.

7. It should be noted that trees are dynamic organisms by nature and are exposed to varying weather conditions, which on occasion can be severe. In general, risk assessments are undertaken with consideration to normal weather conditions experienced over a 12-month period. While the QTRA model is a very useful tool, there are necessary limits to its ability to predict tree failure. The QTRA method looks for what is most likely to happen as a probability, not a prediction. Importantly, probability of failure (PoF) is expressed as an annual probability under normal weather conditions across the year. This is because trees can generally be expected to have adapted to their environment to meet these normal conditions. Weather that departs significantly from 'normal' conditions may produce a different failure rate.

8. This report provides an Annual Risk of Harm (ARoH) using the framework of QTRA. While QTRA provides advisory thresholds to assist risk decision making, it is for the tree manager/owner to adopt these or other thresholds, having taken account of their own management priorities, objectives and resources, and the potential impact on third parties. In some occasions, the ARoH may not reflect arboricultural best practice, in as such, the management of the tree needs to be considered in regards to best practice, albeit this will be led by target prioritisation.

Methodology

1. A Visual Tree Assessment (VTA) consistent with modern arboricultural practices (Mattheck and Breloer, 1994) was conducted on 21 July 2020. The model is derived from the principles of biomechanics and uses the tree's growth response and form as a way of detecting and if necessary, investigating potential issues that can increase the likelihood of tree or branch failure. VTA involves observing all parts of the tree and looking for signs of structural weakness and assessing the response growth.

Quantified Tree Risk Assessment

1. Quantified Tree Risk Assessment (QTRA) is an internationally recognised model, which enables accredited users to determine the annual risk of harm (ARoH) from tree and branch failure. The assessment process involves:

   - An analysis of the land use adjacent to the tree in terms of its vulnerability to an impact and its likely occupation
   - A consideration of the likely consequences of an impact based on the size of the tree/branch
   - An estimate of the probability that the tree or branch will fail within the coming 12 months (based on prevailing weather conditions for the geographical location)

2. QTRA expresses the annual risk of harm from tree or branch failure as a probability. Advisory thresholds contained within the QTRA model enable tree owners to determine their 'tolerability' of a given risk and decide what, if any, action is needed to manage the risk.

3. QTRA's advisory thresholds are based on the Tolerability of Risk Framework (ToR). ToR is a conceptual model developed by the UK's Health and Safety Executive. By taking into account the magnitude of a risk and the level of societal concern it is likely to engender, ToR enables risks to be categorised into one of three defined 'tolerability regions'.

4. Some risks will be of such magnitude they are simply unacceptable to society regardless of the benefits that might be derived. Others risks are considered to be so insignificant they are regarded as being broadly acceptable in the context of daily life. Other risks will generally be tolerated by society so that the associated benefits can be secured as long as the risk is managed in a way that it is as low as reasonably practical (a concept referred to as ALARP).

5. Table 2 is an abridged version of the 'tolerability regions' incorporated into QTRA's advisory thresholds.

Table 1: QTRA Advisory thresholds

Tolerability region	Annual of risk of harm
Unacceptable risk	Risks >1/10,000
Tolerable risk	Risks between 1/10,000 and 1/1,000,000
Broadly acceptable risk	Risks <1/1,000,000

6. Even though QTRA's advisory thresholds provide a robust, proportionate and defendable framework for managing the risk of harm from tree and branch failure the factors and processes which ultimately determine the tolerability of a given risk are dynamic in nature, and can vary, depending on a multitude of factors. This makes it important that tree owners ultimately decide, based on their local circumstances, objectives and priorities what constitutes an acceptable, tolerable and unacceptable level of risk.

Duty of care

1. The owner of the land on which a tree stands, together with any party who has control over the tree(s) owes a duty of care to ensure:

   - that insofar as is reasonably practical that people and property are not exposed to unreasonable levels of risk from tree failure.
   - reasonable care is taken to avoid acts or omissions that cause a reasonably foreseeable risk of injury/harm to persons or property.

2. The concept of 'a reasonably foreseeable risk of harm' reflects the potential for healthy and structurally sound trees to occasionally fail and the practical limitations associated with identifying any asymptomatic degradation in roots, stems and branches.

Appendix B – Bibliography

- Fig psyllid Disease Profile – Mark Hartley 2009
- https://www.validtreerisk.com/tree-risk-assessment-&-tree-risk-management-news
- QTRA – Practice Note – Version 5
- https://www.yates.co.nz/products/lawn-care/lawn-weed-control/yates-weed-n-feed-double-action-hose-on/

8.6 WHARAU ROAD AND RESERVE - A WAY FORWARD

File Number: **A3624042**

Author: **Carla Ditchfield, Legal Services Officer**

Authoriser: **William J Taylor MBE, General Manager - Corporate Services**

TAKE PŪRONGO / PURPOSE OF THE REPORT

Wharau Road and Reserve is a popular public space in the Bay of Islands. The Esplanade Reserve and Road provide the public with access to water and public spaces to enjoy recreational activities that a reserve and coastline inspires. Maximising the public space in this area is of interest to residents of the District and Council itself. This report deals with balancing those interests and provides a road map for the betterment of the area moving forward.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council recognises the wonderful public spaces that Wharau Road and the Esplanade Reserve provides.
- The area encompasses a sandy beach, green space on both Esplanade Reserve and Road corridor as well as space for parking.
- The area is enjoyed by many with a keen interest in preserving it for future enjoyment.
- In 2020, members of the public brought to Council's attention structures, evidenced by a boundary survey, that have encroached on portions of the public space.
- Work has been undertaken in the area, without Council consent.
- Not all interested parties who have voiced their interest in the area are aligned.
- Council has listened.
- Council through its staff now advises the Community Board on its plan to open up public space in the area, demarcate the space for use by the public and its intention for ongoing maintenance of the area.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Wharau Road and Reserve - A Way Forward.

TĀHUHU KŌRERO / BACKGROUND

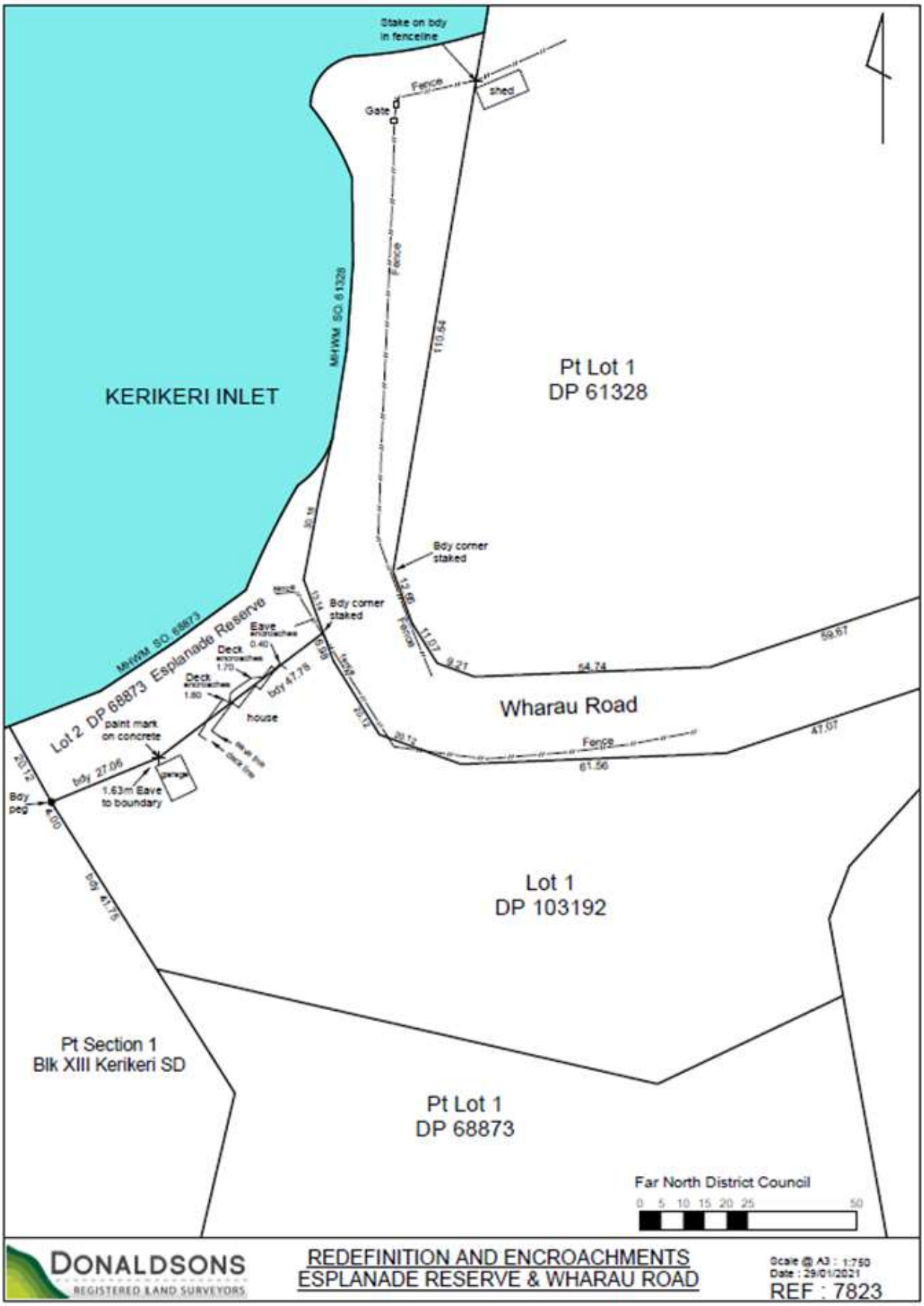
Wharau Road and Esplanade Reserve is a popular area and one of interest to the public given its location and access to the Kerikeri River and coastline. Users of the area have brought to Council's attention encroachments on Wharau Road and Esplanade Reserve. This report outlines those encroachments and provides a way forward for the betterment of the area in the use of its public encroachments along Wharau Road. Council's current Reserves Policy provides the necessary guidance for encroachment on Reserve.

The two areas of encroachment on Wharau Road:

1. 456 Wharau Road, Kerikeri being Lot 1 DP 61328 - a fence and gate enveloping a portion of road.
2. 457 Wharau Road, Kerikeri being Lot 1, DP 103192 – fence along formed road.spaces. Council's roading authority (NTA – Northern Transport Alliance) has provided a decision on

The area of encroachment on Esplanade Reserve:1.

457 Wharau Road, Kerikeri – Lot 1, DP 103192 - a deck, eave and concrete pad (fronting a garage).



456 Wharau Road

Yellow line approximate Wharau Road boundary

457 Wharau Road

Yellow line approximate Esplanade Reserve boundary

1. Wharau Road

Wharau Road navigates from Kerikeri Inlet Road and weaves its way to water's edge, the Marine Coastal Area. There are numerous properties along Wharau Road with 456 and 457 at its coastal end.

The NTA are the Far North's authority on roads and have issued a decision on encroachments at 456 and 457 Wharau Road.

At 456 Wharau Road, a large grassy area (currently enclosed by fence and gate) is to be made available to the public. An adjustment of the fence line at 456 will be made to align with the surveyed boundary. This will open up significant usable space for the public. Due to the topography of a portion of the road corridor, the fence line will not be able to follow the surveyed boundary in its entirety but will provide the public with an increase in usable green space. The remainder of space encroached due to topography will be accepted and legalised by a Licence to Occupy (which is being finalised with the landowner at the time of writing this report).

Further, NTA have issued a decision on encroachment of a fence line at 457 Wharau Road. The encroachment follows the formed road and is accepted, considerations included road width, public safety, formed road alignment, road contour/topography.

The matters of encroachment on Road will continue to be managed by the NTA. For completeness we have included the information in this report.

2. Esplanade Reserve

The Esplanade Reserve available to the public encompasses a sandy beach (Marine Coastal Area) plus a green space adjacent to the beach. 457 Wharau Road is the contiguous property to the Esplanade Reserve.

Historical encroachment as well as recent additional encroachment of structures exist at 457 Wharau Road. The historical encroachment includes a deck, eave, and garden. New structures include a concrete pad in front of a garage and a slight extension of the existing deck.

In considering these encroachment types on Esplanade Reserve we refer to Council's Reserves Policy which states:

Encroachments on Council Owned Land

There are some encroachments by private landowners onto Council administered land. This land may be formed or unformed legal road, public reserves held pursuant to the Reserves Act 1977, or other pieces of land acquired for utility purposes under the Public Works Act provisions.

Encroachments and private uses usually arise from the adjoining properties and vary from private access ways (permanent, semi-permanent, or casual) to building or other permanent structures, including walls, decks, garages, carports, patios, or just garden extensions with landscaping. In some instances, the encroachments are substantial.

More minor encroachments onto public roads for such things as retaining walls or underground tanks are managed under a staff delegation by requiring the property owner to enter into a Licence to Occupy agreement for the structure.

Landowners sometimes contact Council staff and request that these encroachments be formalised by Council. To enable the requests to be actioned there is a need for a Council policy to be in place, which will ensure consistency and provide support to Council staff in the stance taken. It will also aid in ensuring a balance between resolving the issue in a way that will positively discourage encroachment but that is also not too heavy-handed in the eyes of the public.

In this instance the following considerations are relevant:

- Whether removal of encroachments involving partial demolition of a dwelling would significantly impair the privacy and security of occupants.
- Whether public access can be maintained to the Reserve.
- Legalisation of other encroachments in the area (Road at 456), equitable approach.
- Contextually, the effect of the encroachment on members of the public.
- Minor uses on Esplanade Reserves (which include decks, gardens, pads) can be approved by Council officers and legalised by Licence to Occupy.
- Appropriate demarcation of areas to establish boundaries and available usable public space.
- Signage for public safety and identification of requisite areas.

A licence to occupy will be issued to legalise the minor encroachments on the Esplanade Reserve and accepted space between the Reserve (demarcated by bollards) and private property. Terms and conditions will be imposed by Council and for adherence by the landowner.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Ongoing maintenance of the Esplanade Reserve

Council will demarcate the Esplanade Reserve with bollards, this is for the benefit of the public and the security and privacy of the adjacent landowner. Signage will be erected pointing to the Reserve and the public's right to use it. All and any unconsented boats/structures or other on the Road or Reserve will be removed.

The Esplanade Reserve will be maintained by Council henceforth. Any future works on the Reserve or Road will be performed by Council or its contractors only. In the immediate future, no consent will be given to any persons outside of Council to perform works in the Wharau Road and Reserve area, contravention of which will be met with enforcement where appropriate.

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

Council will acquire budget to maintain the Reserve, erect appropriate signage and remove structures where necessary. Costs to remediate any contravention will be recouped where necessary.

ĀPITIHANGA / ATTACHMENTS

Nil

8.7 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE MARCH 2022

File Number: **A3636005**

Author: **Joshna Panday, Democracy Advisor**

Authoriser: **Aisha Huriwai, Team Leader Democracy Services**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Bay of Islands-Whangaroa Community Board with an overview of outstanding decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update March 2022.

TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHANGA / ATTACHMENTS

1. Action Sheet as at 23 March 22 - A3644277

OUTSTANDING ACTIONS REPORT

Division:
Committee: Bay of Islands-Whangaroa Community Board
Officer:

Printed: Wednesday, 23 March 2022 12:09:32 PM
Date From: 23/01/2020
Date To: 23/03/2022

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 5/11/2020	Notice of Motion - Public Access to Tapu Point Okiato	**RESOLUTION 2020/111** Moved: Manuela Gmuer-Hornell Seconded: Lane Ayr **That Bay of Islands-Whangaroa Community Board recommend that Council:** **a) reviews the public access to Tapu Point, Okiato via unformed paper road, and;** **b) identify the boundaries by survey and erect appropriate signage to officially mark the public access to Tapu Point, Okiato via unformed paper road.** **CARRIED** Abstained: Rachel Smith	IAMS Management working with staff for an update
Bay of Islands-Whangaroa Community Board 4/02/2021	RESOLUTION	**RESOLUTION 2021/9** Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board recommend to the Strategy and Policy Committee that a framework be developed for the funding of community facilities across the Far North as a matter of urgency.** Abstained: Cr Rachel Smith **CARRIED**	Sheryl Gavin last updated the board 3/3/22: It is in progress

OUTSTANDING ACTIONS REPORT

Division:
Committee: Bay of Islands-Whangaroa Community Board
Officer:

Printed: Wednesday, 23 March 2022 12:09:32 PM
Date From: 23/01/2020
Date To: 23/03/2022

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 5/08/2021	Alfresco Dining Application - Duke of Marlborough Limited	**RESOLUTION 2021/61** Moved: Chairperson Belinda Ward Seconded: Member Manuela Gmuer-Hornell **That the Bay of Islands-Whangaroa Community Board:** **a) approve the Alfresco Dining Application from the Duke of Marlborough Limited; until it expires on 30th June 2022.** **b) request an urgent review of the Alfresco Dining Policy (#3116) is done in particular in relation to The Strand, Russell to ensure the Alfresco Dining Policy (#3116) is fit for purpose.** **c) decline the relocation request for 3 public seats situated in front of the Duke of Marlborough Limited.** **d) note community board members engage with the Russell community to develop a Placemaking kaupapa for the Strand, Russell.** **CARRIED** Against: Member Dave Hookway-Kopa	Following up with Roger Ackers (SPP) for an update on items b) to d)
Bay of Islands-Whangaroa Community Board 2/09/2021	Pa Road Petition	**RESOLUTION 2021/72** Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board receives the Pa Road Petition.** In Favour: Chairperson Belinda Ward, Members Lane Ayr, Manuela Gmuer-Hornell, Frank Owen and Manuwai Wells	Elizabeth Stacey update to the board: Post construction safety audit is complete The safety auditor agreed with the designer recommendation that no guard rails was not needed Going to do an enhancement by delineate the outside of the curve to make it more obvious

OUTSTANDING ACTIONS REPORT

Division:
Committee: Bay of Islands-Whangaroa Community Board
Officer:

Printed: Wednesday, 23 March 2022 12:09:32 PM
Date From: 23/01/2020
Date To: 23/03/2022

Meeting	Title	Resolution	Notes
		Against: Nil Abstained: Member Rachel Smith **CARRIED** **RESOLUTION 2021/73** Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board:** a) **receives the Pa Road Petition; and,** b) **acknowledges staff have yet to complete Post Construction Road Safety Audit, and request a report to come back to Community Board.** In Favour: Chairperson Belinda Ward, Members Lane Ayr, Frank Owen and Manuwai Wells Against: Nil Abstained: Members Manuela Gmuer-Hornell and Rachel Smith **CARRIED**	
Bay of Islands-Whangaroa Community Board 7/10/2021	Eastern Ward Tree Removals Request	**RESOLUTION** Moved: Chairperson Belinda Ward Seconded: Member Manuela Gmuer-Hornell **That the Bay of Islands-Whangaroa Community Board leave the approval of unbudgeted OPEX expenditure of $60,000+GST for the removal of the Leyland-Cyprus hedge located on the eastern boundary of the Kerikeri Sports Complex and is replaced by appropriate fencing as agreed with the associated private**	The survey was completed just before Xmas. Awaiting report and plans to come through from the surveyor

OUTSTANDING ACTIONS REPORT

Division:
Committee: Bay of Islands-Whangaroa Community Board
Officer:

Printed: Wednesday, 23 March 2022 12:09:32 PM
Date From: 23/01/2020
Date To: 23/03/2022

Meeting	Title	Resolution	Notes
		property owners to lie on the table pending further information related to unknown costings and confirmation of boundaries. In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa Against: Nil **CARRIED** **RESOLUTION** Moved: Member Manuela Gmuer-Hornell Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board recommend the Infrastructure Committee:** **a) approve the removal of the of Eucalyptus Trees along the boundary line walkway behind 121 & Lot 13 Waitotara Drive;** **b) approve the maintenance to the Eucalyptus trees along the Fairy Pools track and reserve posing potential immediate risk.** In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa Against: Nil **CARRIED**	

Far North District Council Page 4 of 6

OUTSTANDING ACTIONS REPORT

Division:
Committee: Bay of Islands-Whangaroa Community Board
Officer:

Printed: Wednesday, 23 March 2022 12:09:32 PM
Date From: 23/01/2020
Date To: 23/03/2022

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 7/10/2021	Permit to Occupy Plantation Reserve - Te Wahapu Road Pomare Bay	**RESOLUTION 2021/90** Moved: Chairperson Belinda Ward Seconded: Member Dave Hookway-Kopa **That the Bay of Islands -Whangaroa Community Board leave Permit to Occupy Plantation Reserve - Te Wahapu Road Pomare Bay to lie on the table until a site visit and additional information are reported back to the board in the form of a report.** In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa Against: Nil **CARRIED**	Update from Kay Meekings: Site Visit to be completed.
Bay of Islands-Whangaroa Community Board 2/12/2021	Notice of Motion - Cherry Park House	**RESOLUTION 2021/115** Moved: Member Frank Owen Seconded: Member Manuela Gmuer-Hornell **That the Bay of Islands – Whangaroa Community Board receive the Cherry Park House Management Committee report and refer it to Council staff requesting their advice as to steps that can be taken to address the issues raised in the report.** Abstained: Rachel Smith **CARRIED**	Darren James updated the board Fit for purpose – waiting for an update from Nina Gobie's team

OUTSTANDING ACTIONS REPORT

Printed: Wednesday, 23 March 2022 12:09:32 PM

Division:
Committee: Bay of Islands-Whangaroa Community Board
Officer:

Date From: 23/01/2020
Date To: 23/03/2022

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 3/03/2022	Ness Road	Site visit with member Dave Hookway-Kopa regarding duck bend to follow up with NTA	Elizabeth and Dave to meet at the site on 4/3/2021

Far North District Council Page 6 of 6

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE