

Community Development Committee Agenda

Date: Thursday, 18 April, 2024

Time: 11:00 am

Location: Civic Centre, Te Iwitahi, 9 Rust Avenue

Elected Members: Cr Gavin Benney (Chairperson)
Cr Carol Peters (Deputy Chairperson)
His Worship the Mayor Vince Cocurullo
Cr Nicholas Connop
Cr Ken Couper
Cr Jayne Golightly
Cr Phil Halse
Cr Deborah Harding
Cr Patrick Holmes
Cr Scott McKenzie
Cr Marie Olsen
Cr Simon Reid
Cr Phoenix Ruka
Cr Paul Yovich

For any queries regarding this meeting please contact the Whangarei District Council on (09) 430-4200.

1. Declarations of Interest / Take Whaipānga	
2. Apologies / Kore Tae Mai	
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7.1 Northland Events Centre Trust 2021 - Lease agreement Outgoings	
8. Closure of Meeting / Te katinga o te Hui	

Recommendations contained in the agenda are not the decisions of the meeting.

Please refer to minutes for resolutions.

Community Development Committee – Terms of Reference

Membership

Chairperson	Councillor Gavin Benney
Deputy Chairperson	Councillor Carol Peters
Members	His Worship the Mayor Vince Cocurullo Councillors Nicholas Connop, Ken Couper, Jayne Golightly, Phil Halse, Deborah Harding, Patrick Holmes, Marie Olsen, Scott McKenzie, Simon Reid, Phoenix Ruka and Paul Yovich
Meetings	Monthly
Quorum	7

Purpose

To oversee functions of Council that interact, support and provide services for the community, including to disburse funds as determined by the Whangarei District Council Grants, Concessions and Loans Policy.

Key responsibilities

- Policy and planning for the provision of community development, culture, arts and heritage and events
- District venues and community events
- Libraries services (Central Library, Branch Libraries, Mobile Library services)
- Customer Services
 - Customer Services Civic Centre and Ruakaka Service Centre
 - Contact Centre Services
 - Isite services
 - National Claphams Clock Museum
 - Request system
- Community services
 - Community sector liaison and support (Advisory Groups)
 - Community safety (City Safe, CCTV)
- Pensioner housing
- Property asset management
 - Pensioner housing

- Forum North
- Community halls
- Civil Defence Emergency Management
- Heritage, culture, arts and creative industries sector liaison
- Community development led programmes
- Operational accountability of performance including:
 - Health and Safety
 - Regular reporting on service delivery
 - Compliance
 - Sustainability
 - Finance
- Reporting on capital projects
- Procurement – general procurement relating to the areas of business of this committee, within delegations
- Shared services – investigate opportunities for shared services for recommendation to council
- To carry out the funding process in accordance with the Whangarei District Council Grants, Concessions and Loans Policy in an objective, fair and transparent way.
- Council Controlled Organisations (CCOs) – monitoring the financial and non-financial performance of CCOs whose functions would otherwise fall under the scope of this committee. Includes trading CCOs (CCTOs) and those CCOs exempted under the LGA. Responsibilities include:
 - advising on the content of annual Statement of Expectations to CCOs
 - agreement of the Statement of Intent
 - monitoring against the Statement of Intent
 - for exempted CCOs, monitoring and reporting as agreed between Council and the organisation
 - quarterly reporting on performance

CCO accountable to this committee:

- Hatea Art Trust (HAT)
- Hundertwasser Art Centre (HAC)
- Whangarei Art Museum (WAM)
- Northland Events Centre Trust 2021 (NECT2021)

Delegations

- (i) All powers necessary to perform the committee's responsibilities, including, but not limited to:
- a) approval of a submission to an external body.
 - b) establishment of working parties or steering groups.
 - c) adoption of strategies and policies relating to the key responsibilities of this committee (except for those that cannot be delegated by Council under Clause 32(1)(f) of Schedule 7 of the Local Government Act (LGA).
 - d) the approval of expenditure of less than \$5 million plus GST.
 - e) the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction (this allows for setting of fees and bylaw making processes up to but not including adoption).
 - f) the power to delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002.

The Committee does not have:

- I. The power to establish sub-committees.
- II. The powers Council is expressly prohibited from delegating as outlined in Clause 32(1)(a)-(h) of Schedule 7 of the Local Government Act 2002; being:
 - the power to make a rate
 - the power to make a bylaw
 - the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
 - the power to adopt a long-term plan, annual plan or annual report
 - the power to appoint a chief executive the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
 - the power to adopt a remuneration and employment policy.

Item 3.1
Community Development Committee Meeting Minutes

Date: Thursday, 21 March, 2024

Time: 11:00 a.m.

Location: Civic Centre, Te Iwitahi, 9 Rust Avenue

In Attendance

Cr Gavin Benney (Chairperson)
 Cr Carol Peters (Deputy Chairperson)
 His Worship the Mayor Vince Cocurullo
 Cr Nicholas Connop
 Cr Phil Halse
 Cr Deborah Harding
 Cr Patrick Holmes
 Cr Scott McKenzie
 Cr Marie Olsen
 Cr Simon Reid
 Cr Phoenix Ruka
 Cr Paul Yovich

Not in Attendance

Cr Ken Couper
 Cr Jayne Golightly

Scribe

C Brindle (Senior Democracy Adviser)

1. Declarations of Interest / Take Whaipanga

No interests were declared.

2. Apologies / Kore Tae Mai

Crs Jayne Golightly and Ken Couper

Moved By Cr Gavin Benney

Seconded By His Worship the Mayor

That the apologies be sustained.

Carried

3. Confirmation of Minutes of Previous Community Development Committee Meeting / Whakatau Meneti

3.1 Minutes Community Development Committee Meeting held
15 February 2024

Moved By His Worship the Mayor

Seconded By Cr Carol Peters

That the minutes of the Community Development Committee meeting held on Thursday 15 February 2024, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

Carried

4. Decision Reports / Whakatau Rīpoata

4.1 Community Group Priority Projects Update 2024

Moved By Cr Carol Peters

Seconded By Cr Nicholas Connop

That the Community Development Committee:

1. Receives the report, Community Group Priority Projects 2024 and;
2. Endorses the list of identified priority projects of the Community Group up to the end of the 2024-2025 financial year.

Carried

4.2 Northland Event Centre (2021) Trust Draft Statement of Intent (SOI) 2024-2027

Moved By Cr Deborah Harding

Seconded By Cr Paul Yovich

That the Community Development Committee:

1. Receives the NECT2021 draft Statement of Intent 2024-2027.
2. Provides feedback to NECT2021 on the draft Statement of Intent and its alignment with council's expectations of the Council Controlled Organisation for the 2024-2025 financial year.
3. Acknowledges the financial forecasts and anticipated losses and provides feedback on the Trust.

Carried

4.3 Whangarei Art Trust Draft Statement of Intent (SOI) 2024 - 2027

Moved By Cr Gavin Benney

Seconded By Cr Carol Peters

That the Community Development Committee:

1. Receives the Whangarei Art Trust draft Statement of Intent 2024-2027

2. Provides feedback to the Whangarei Art Trust on the draft statement of Intent and its alignment with council's expectations of the Council Controlled Organisation for the 2024-2025 financial year.
3. Acknowledges the financial difficulties of the Trust as indicated within the draft Statement of intent and further discussions and decisions on the Trusts funding and future will be required.
4. Requests the Whangarei Art Trust to develop a remedial plan that demonstrates:
 - further operational savings
 - additional priority revenue streams and'
 - a timeline of implementation;

to reduce the forecast financial deficit year ending June 2024 as indicated in the half yearly report 2023-2024,

and

aim to mitigate further financial losses in future years' financial forecasts,

and

present the plan and implementation progress to the 18 April 2024 Community Development Committee.

Carried

Cr Halse requested his vote against be recorded.

Items 5.3 and 5.4 were taken after Item 4.3. Item 5.1 was taken after Item 5.4.

5. Information Reports / Ngā Pūrongo Kōrero

5.1 Community Safety Update: September 2023 – February 2024

Moved By His Worship the Mayor

Seconded By Cr Nicholas Connop

That the Community Development Committee receives and notes the Community Safety operations presentation.

Carried

5.2 Post Event Report - Wahine Toa II International Boxing

Moved By His Worship the Mayor

Seconded By Cr Nicholas Connop

That the Community Development Committee receives the post event report for Wahine Toa II International Boxing.

Carried

Item 5.5 was taken after Item 5.2.

5.3 Northland Event Centre (2021) Trust Half Yearly Financial Report July- December 2023

Moved By His Worship the Mayor

Seconded By Cr Carol Peters

That the Community Development Committee:

1. Notes the current financial position of the Northland Event Centre Trust (2021) and the current level that performance measures are being met halfway through the financial year in alignment with the current NECT2021 Statement of Intent 2023-2026 and;
2. Receives the Northland Event Centre (2021) Trust's Half Yearly Report for the period of July- December 2023.

Carried

5.4 Whangārei Art Trust Half Yearly Report July – December 2023

Moved By Cr Carol Peters

Seconded By Cr Scott McKenzie

That the Community Development Committee:

1. Receives the Whangarei Art Trust's Half Yearly Report for the period of July- December 2023.
2. Acknowledges the current financial difficulties of the Trust as indicated within the Half-yearly report July 2023 – December 2023.
3. Notes performance measures being met to date in alignment with the current Whangarei Art Trust Statement of Intent 2023-2026.

Carried

5.5 Community Group Operational Report March 2024

Moved By His Worship the Mayor

Seconded By Cr Nicholas Connop

That the Community Development Committee receives the operational report for March 2024.

Carried

6. Public Excluded Business / Rāhui Tangata

There was no business conducted in public excluded.

7. Closure of Meeting / Te katinga o te Hui

The meeting concluded at 12.29pm

Confirmed this 18th day of April 2024

Councillor Gavin Benney (Chairperson)

4.1 Youth Week 2024

Meeting: Community Development Committee
Date of meeting: 18 April 2024
Reporting officer: Isaac Watts, Community Development Adviser

1 Purpose / Te Kaupapa

To update the Committee about Youth Week 2024.

2 Recommendation / Whakataunga

That the Committee receives and notes the Youth Week 2024 update.

3 Background / Horopaki

Youth Week is a nationwide celebration that honours young people, their talents, and their interests. Youth Week provides an exciting opportunity for young individuals to explore new experiences and share what they love. It's a fantastic way for them to stay informed about local happenings and enhance their quality of life.

This year Youth Week runs from Monday the 20th to Sunday the 26th of May. Each year, there is a theme, and for 2024, the theme is: "We may not have it all together, but together we have it all" 'Māwherangi a tama roto ka taka, kāpuia ake ka pūrangiaho'.

Staff from the Community Development Department have worked closely with colleagues from Volunteer Northland and with the Chairperson of the WDC's Youth Advisory Group (YAG) and formed a committee to ensure that Youth Week 2024 is well advertised and that the events being held over the week are well coordinated.

A highlight of Youth Week 2024 will be the Puawai Wellness Festival in Putahi Park on Saturday the 25th of May which the YAG Chairperson is overseeing. The Puawai Festival will bring together young people to share their cultural, musical, theatrical and enterprising talents. It will also be an opportunity for them to learn about wellness and the various youth services that are available around Whangarei.

In addition, 2024 is the inaugural year for the Whangarei District Council's Youth Week Fund, the intention of which is to grow the leadership skills of young people by providing an opportunity for them to create an event of their own.

Members of the Youth Week Organising Committee will be presenting more fully the programme of events being held during Youth Week 2024 at the Community Development Committee meeting.

4 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

5.1 Grants – Community Fund (Round 3, 2023-24)

Meeting: Community Development Committee
Date of meeting: 18 April 2024
Reporting officer: Cindy Fields, Community Funding Coordinator

1 Purpose / Te Kaupapa

To determine grant allocations from Round 3 of the 2023-2024 Community Fund.

2 Recommendation/s / Whakataunga

That the Community Development Committee approves Community Fund grant allocations as follows:

1. Air Training Corps of New Zealand for No 20 Whangarei – operating costs	\$2,000
2. Bream Bay United AFC – 50 th anniversary event	\$4,353
3. Deaf Action New Zealand – NZSL classes	\$2,000
4. Hikurangi Historical Museum – operating costs	\$10,000
5. Hikurangi Rugby Union Football Club – clubroom deck	\$12,237
6. It's Up To You Charitable Trust – community garden irrigation	\$7,500
7. Manaia Tigers Football Club – storage container	\$5,000
8. Mangakahia Lions Club – True Tales book	\$3,500
9. Maungakarama Sports Club – drinks chiller	\$3,295
10. New Zealand Indoor Bowls – national competition venue	\$5,000
11. Piroa Charitable Trust – riparian plant starter packs	\$2,900
12. SeniorNet Bream Bay – operating costs	\$1,000
13. Tai Tokerau Artisan Fashion Trust – Fashion Fusion event	\$5,000
14. The Bach (Whangarei) Inc – operating costs	\$2,000
15. Waipu Business and Community (Promote Waipu) – visitor map	\$3,930
16. Wandering Angels Animal Sanctuary – dog and cat management	\$6,000
17. Weed Action Native Habitat Restoration Trust – moth plant management	\$3,500
18. Whangarei Cat Rescue Trust – cat management	\$10,000
19. Whangarei Museum and Heritage Trust – live days	\$5,996
20. WithIN Nature Charitable Trust – operating costs	\$20,000

3 Discussion / Whakawhiti kōrero

The Community Fund provides support for a wide range of community initiatives and events. The grant maximum is \$20,000 but most allocations are under \$10,000. This is the third and final funding round for the 2023-24 year.

3.1 Applications received

	<i>Received</i>	<i>Recommended</i>
<i>Number of applications</i>	42	20
<i>Total \$</i>	\$366,182	\$115,211

The recommended allocation of \$115,211 uses up the remaining budget for the Community Fund.

The applications and recommendations are discussed in the attached document.

3.2 Method of assessment

A fair, transparent, equitable, and consistent approach has been applied in application assessments to provide the best outcomes for the community and for Council's available grants budget.

The Funding Coordinator assesses each application based on:

- eligibility and alignment with criteria and Council priorities
- completeness and quality of application proposals
- community need and impact, and a desire for equitable outcomes
- readiness of the applicant, and ability to deliver
- level of risk
- available budget
- prior levels of support for the type of activity that funding is sought for, and
- professional insight.

3.3 Funding criteria

The community funding programme has four priority areas (or criteria) for funding, each with a guideline for budget allocation. Based on the round's budget of \$115,000:

Priority	Guideline %	Guideline of spend against budget	As recommended
Arts, Culture and Heritage	30%	\$34,500	\$26,496 (23%)
Recreation and Sport	20%	\$23,000	\$31,855 (28%)
Environment	15%	\$17,500	\$22,400 (19%)
Community Wellbeing	35%	\$40,250	\$34,430 (30%)

The Recreation and Sport and Environment priority areas are proposed to receive allocations higher than the guidelines. This reflects the number and quality of applications received in those categories compared to the other two. Previous funding rounds have typically been lower in these categories, so the year-end result across all funding is likely to be on track with these targets.

3.4 Risks

The Community Funding Coordinator has made recommendations for grant allocations that align with agreed policy and practice. This minimises risk to Council, perceived or actual.

4 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

5 Attachment / Ngā Tāpiritanga

Attachment 1 – Summary of applications received

Applications received – Community Fund (Round 3, 2023-24)

Applications recommended for support

Application and recommendation	Amount
Air Training Corps of NZ for No 20 Whangarei Branch - lease costs - \$7,000 Criteria – Recreation and Sport Resubmission from last funding round where declined. To cover the annual cost of their ground lease at Whangarei District Airport. Some inconsistencies between budget and financial statements: stated lease cost is \$7k per year but P&L says \$4k, and projected expenditure for 2024 is \$23k compared to \$14k in 2023. The application does not clearly demonstrate the need for the amount requested. The branch had a net profit of <\$3k in 2023, and Statement of Financial Position was not provided. Given the demands in the funding round and that the application needs development, the recommendation would normally be to decline this request. However, as a repeat request, a benefit-of-the-doubt token contribution may be preferable by the committee. As such, \$2,000 is proposed.	\$2,000
Bream Bay United AFC - Venue hire for 50th Anniversary - \$4,353 Criteria – Recreation and Sport For hire of the Celtic Barn for the club's 50th anniversary celebration in July. Expecting 250 guests of past and present members. A good proposal and reasonable request. Recommended for support.	\$4,353
Deaf Action NZ - NZSL classes - \$4,020 Criteria – Community Wellbeing To run 5 blocks of NZ Sign Language classes for free in 2024. The application lacks some detail on the proposed classes, and how these relate to paid-for classes. Council granted \$4k in November to lease a space for the year for classes. Recommend partial support.	\$2,000
Hikurangi Historical Museum Inc - operating costs - \$10,000 Criteria – Arts, Culture, Heritage For the operating costs of the museum, which is budgeted at \$14k for the year with \$4k income to contribute. The budget includes the purchase of a gazebo so that they can better host visiting groups - they have become aware that serving refreshments in the main room of the museum is not appropriate tikanga, given the photographs of ancestors and taonga in the room. The Society, despite operating extremely lean, is continuing to innovate to develop this museum and its stories, and this is slowly being reflected in increased visitor numbers, donations, and requests for tours. The Society received \$15k from WDC in the November funding round for two strategic projects. It will be useful for them to show positive impacts of this support when complete, and to seek any additional funding elsewhere in the near future. This request is recommended for support.	\$10,000

<p>Hikurangi Rugby Union Football Club Inc - deck and baby change table - \$12,237 Criteria – Recreation and Sport</p> <p>To support the club's project for making some 'family friendly' improvements to the clubrooms. This includes a new 40m2 deck for viewing games up off the mud, installing fixed picnic tables and a shade sail, and installing a baby changing facility. Total project cost is \$28k, the balance of which the club will cover. The clubrooms are a key amenity for the Hikurangi community, supporting several sporting codes and wider community events, and therefore this is recommended for full support.</p>	\$12,237
<p>It's Up To You Charitable Trust - irrigation for Raumanga community garden - \$8,186 Criteria – Community Wellbeing</p> <p>To install irrigation lines and water pump for watering this large community garden. This is currently a labour-intensive activity, especially as the water pressure is low. The pump and irrigation lines will free up the volunteers to focus on other garden tasks and will help produce more and better-quality crops. Endorsed by Manaia View School. Good application. The Trust has no reserves to call upon, recommended for support. *After this application was submitted, the Trust were successful in receiving some funding for the water pump from the Kai Ora Fund. This portion is deducted from the final amount recommended.</p>	\$7,500
<p>Manaia Tigers Football Club - storage container - \$9,377 Criteria – Recreation and Sport</p> <p>To install and paint a 20ft storage container at the Parua Bay sports fields. This is to store club equipment on site and easily accessible, such as portable goal posts, balls and pumps, cones, bibs, and extra uniforms. They currently store these items across some club members' garages and some at the Riverside Drive fields storage. The request includes painting of the container which is the request of the neighbouring kindergarten where the container will be stored. This is quoted at \$2,500 and seems a 'nice-to-have' addition. Insufficient information given on the club, such as how many members this would support, and the need for the paint. Given the pressure on funds, a partial contribution is recommended.</p>	\$5,000
<p>Mangakahia Lions Club - True Tales book - \$5,000 Criteria – Arts, Culture, Heritage</p> <p>For editing and printing of True Tales of Mangakahia Valley book (250 copies). Budget shows shortfall is expected to be less than this, so recommending the shortfall.</p>	\$3,500
<p>Maungakarama Sports Club Inc - drinks chiller - \$3,295 Criteria – Recreation and Sport</p> <p>To replace the bar's drinks chiller which is at the end of its useful life. The club is home to hockey and cricket teams and is a local community gathering place. The club has run at a loss in the last few years and has limited reserves to call on. Recommended for support.</p>	\$3,295

<p>NZ Indoor Bowls Inc - venue hire for national champs - \$11,000 Criteria – Recreation and Sport</p> <p>To fund the hire of McKay Stadium for 8 days for the national championships in June. Expecting 500-700 attendees, of which at least half will come from outside of the district. Will bring benefit to the local economy in terms of visitor spend and support the local players. Northland last hosted the event in 1998. Budget shows an overall event shortfall of \$7k with grant funding for other aspects of the event to be confirmed, so the amount requested is not accurate. Recommending partial support.</p>	\$5,000
<p>Piroa Charitable Trust - riparian plant starter packs - \$2,900 Criteria – Environment</p> <p>To support riparian planting along Waipu and Waihoihoi Rivers for improved water quality. Packs contain 50 native plants each, and this request will support 10 packs to go to landowners. The plants are to come from Waipu Waters community nursery, which appears to be part of the Piroa Charitable Trust. This conflict is not initially declared, except in stating: "While our prices are higher compared to Kauri Park Nursery, our plants are approximately twice the size of those provided by Kauri Park Nursery. By growing our own larger and more robust plants, we are ensuring the effectiveness and sustainability of our riparian planting initiative, ultimately benefiting the local ecosystem and community."</p> <p>The Trust has received significant funding from MPI for their Bream Bay Rivers Community Project, which this request seeks to complement. Overall, a good initiative, but some uncertainty about the appropriateness. As it is a modest request and applying the benefit-of-the-doubt approach, it is recommended for support.</p>	\$2,900
<p>SeniorNet Bream Bay Inc - operating costs - \$1,000 Criteria – Community Wellbeing</p> <p>To contribute to their operating budget, particularly for repairs and maintenance of their digital equipment. The applicant supports seniors in the Bream Bay area in digital technology to enable greater independence and confidence with technologies. They supported 119 students in 2023 with over 1,000 learner hours (all increased from 2022). Their operating budget is \$25k and they generally manage well within budget. They have reserves of \$39k, meaning they can afford to fund this themselves. However, a modest request for a small, local entity that supports seniors. Recommended for support.</p>	\$1,000
<p>Tai Tokerau Artisan Fashion Trust - Fashion Fusion exhibition - \$5,000 Criteria – Arts, Culture, Heritage</p> <p>To support an amended version of this annual creative fashions event, whereby instead of the live runway production the pieces will be exhibited in an existing space. This is an innovative solution to the challenge of increasing costs and reduced funding being available. The exhibitions will be part of the Fringe Festival, and audiences will be able to walk through at their leisure and vote on their favourite pieces. This may attract a new and different audience and offer an alternative to a costly production. The applicant has not provided a budget as the project is still in the early stages of</p>	\$5,000

development. A great solution to an affordability issue and a unique offering for Fringe audiences. Recommended for support.	
The Bach (Whangarei) Inc - operating costs - \$10,000 Criteria – Arts, Culture, Heritage To support the operating costs of this gallery and shop at the Town Basin, which showcases only Northland artists and provides a unique visitor experience with their interactive community tapestry. The application is incomplete, however. No data on visitor numbers or sales, and no evidence of current costs or loss of income. Also, no suggestion of how they will help themselves improve going forward. Financial data from 2021 and 2022 (2023 not available yet) show net profit of \$8k each year. Given the demands in the funding round and that the application needs development, the recommendation would normally be to decline this request. However, as a repeat request, a benefit-of-the-doubt token contribution may be preferable by the committee. As such, \$2,000 is proposed.	\$2,000
Waipu Business and Community (Promote Waipu) - visitor map update and reprint - \$3,930 Criteria – Community Wellbeing To update and modernise the Waipu visitor map and reprint, to encourage Northlanders and visitors to explore the Waipu area. Our District Development team endorses this request and will connect with Promote Waipu for greater synergy in future. Recommended for support.	\$3,930
Wandering Angels Animal Sanctuary - Dog and cat desexing programme - \$10,000 Criteria – Environment To contribute to dog and cat desexing and rehoming. The Trust was established in May 2023 and is one of two local dog rescues that supports WDC's Animal Management team. They adopt litters of puppies which Animal Management have no capacity to house beyond the 7 days hold, and they adopt pound dogs that do not find homes within a 6-8 week time frame to avoid euthanasia. They are aiming for 100 dogs and 10 cats to be desexed and vaccinated this year, at a cost of approximately \$32k. Endorsed by WDC Animal Management. Recommended for support with partial contribution to keep within available budget.	\$6,000
Weed Action Native Habitat Restoration Trust - Moth plant management programme - \$9,551 Criteria – Environment To support an annual programme of work aimed at galvanising the community to have moth plant on the Heads controlled by 2030. The proposal lacks some detail and evidence of costs, and the project is stated to start before funding decisions are made making it likely ineligible. This Trust currently receives \$15k from the WDC Parks team as an operating grant, which raises issues of fairness and equity of Council's support. A partial contribution is proposed to the costs evidenced with quotes: signage and skip bins \$3,500.	\$3,500

<p>Whangarei Cat Rescue Trust - cat desexing programme - \$13,750 Criteria – Environment</p> <p>To support their community cat management programme for low-income owners. This amount will enable 70-100 cats to be treated, supporting owners to comply with the WDC Animal Bylaw, which mandates desexing, microchipping, and registration of cats six months and older. The Trust has a positive history of meeting their previous grant obligations and delivering on their objectives. They work closely with WDC Animal Management. Recommended for support with partial contribution to keep within available budget.</p>	<p>\$10,000</p>
<p>Whangarei Museum and Heritage Trust - live days - \$5,996 Criteria – Arts, Culture, Heritage</p> <p>To deliver the 'live days' at Kiwi North and the heritage park free for all visitors. For a contribution to the heritage clubs to compensate for vital 'lost income' to enable them to provide free activities and rides, to pay for a couple of rides on the park for free for families and cover some cost of printing and lucky dip prizes for the Heritage Club Trail provided on the day. The day is usually an earner for these clubs, so this grant would continue to support them while enabling a free event for families. Recommended for support.</p>	<p>\$5,996</p>
<p>WithIN Nature Charitable Trust - operating costs - mentor wages - \$20,000 Criteria – Community Wellbeing</p> <p>To support two mentors for youth development through their Marakai, through all stages from garden to plate. This organisation was established mid-2023, with what seems like a strong kaupapa and dedicated team. As a new and local organisation that supports youth development and sustainable land and food practices through a Te Ao Māori lens, this is an organisation to watch grow.</p> <p><i>"At WithIN NATURE, we prioritise personal development and empowerment for these youth by providing guidance from professional expert mentors in their respective fields. Our overarching goal is to nurture environmental stewards and positive community members who feel deeply connected to their culture and surroundings. Recognising the intricate linkages between the climate crisis and poverty, we advocate for solutions rooted in Māori values and perspectives, actively contributing to the advancement of Māori wellbeing and the promotion of social and environmental equity. Our work revolves around building connections between sustainable living, land restoration, poverty alleviation, and addressing cultural inequalities, all viewed through a Te Ao Maori lens. Through WithIN NATURE, we engage predominantly Maori Rangatahi from various parts of Whangārei, empowering them to confront these interconnected issues. Our ultimate objective is to address these challenges through youth empowerment, thereby fostering a more resilient and thriving community for future generations. "</i></p> <p>It is noted that they have applied to the Māori Wellbeing Fund, which is perhaps best placed to support this. They have also been successful in securing over \$100k from</p>	<p>\$20,000</p>

other funders for their first year of operations. In line with the Community Funding Policy statement on valuing Te Ao Māori and enabling outcomes for Māori, this application is recommended for full support.	
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Applications recommended to be declined

Application and comment

Age Concern Whangarei - operating costs - community engagement - \$14,460

Criteria – Community Wellbeing | Decline – pressure on funds

To fund two staff to conduct phone check-ins of their membership base, for the rest of the year. This project is already underway, and the community outcomes are not clearly demonstrated. The applicant is in a strong financial position with \$1.2m in bank for a circa \$200k operating budget - meaning they can afford to fund this themselves. Given the pressure on our funds, it is recommended to decline this request.

Babystart Charitable Trust - operating costs - Babystart boxes - \$8,840

Criteria – Community Wellbeing | Decline – pressure on funds

To provide 20 Babystart boxes for families in Whangarei, via midwives and social workers, containing clothing, bedding, nappies etc for newborns. 25% of the cost is for the organisation's overheads. A nice initiative that supports low-income families. With the cost-of-living crisis, this may be a good initiative to support, despite it not being a local organisation. However, having considered all other applicants in this round, and prioritising local organisations first, the pressure on funds leads the recommendation to be to decline this request.

English Language Partners New Zealand - operating costs - lease and coordinator - \$17,000

Criteria – Community Wellbeing | Decline – pressure on funds

To cover the lease costs for their premises on Rathbone Street (\$10k) and contribute towards an additional coordinator (\$7k). Enrolments in English-language classes have increased (131 in 2023, up from 98 in 2022, presumably returning to pre-Covid levels). An additional resource is required to support growing class numbers. The applicant also wishes to change their library into an additional classroom to cater to the demand. English language classes are provided free under their TEC contract and supports migrant integration and 'welcoming communities'. This is a nationally run organisation with an \$11.5m budget and a surplus of \$400k most years. Given the pressure on funds, their financial position, and the amount the applicant has requested, it is recommended to decline this request.

For Our Real Clean Environment - Tool library - \$15,000

Criteria – Community Wellbeing | Decline – needs development

To start up a membership-based library of DIY tools, operating out of a container at the Ecohub. Costs include purchase of tools for the library, office computer, and coordinator wages. No evidence of costs provided, and the proposal needs development to prove viability and reduce risk to Council. The recommendation is to decline this request.

Hukerenui School Board of Trustees - playground replacement - \$20,000

Criteria – Community Wellbeing | Decline – needs development

To contribute to the school and community's junior playground, which was destroyed in Cyclone Gabrielle. The school is busy funding for the project, which is estimated at \$260,000. While they have some applications pending with other funders, they are still a long way off achieving this goal. It is recommended to decline this request and encourage the applicant to apply under our facilities partnership funding later in the year.

MenZShed Waipu Inc - Right-Of-Way construction - \$10,000

Criteria – Community Wellbeing | Decline – needs development

"The council indicated that it would be providing a right of way to the land they recently lease to the Menzshed. A recent e-mail advised that they were not proceeding with this. The grant is to cover some of the cost in putting a right of way." This is all that is in the proposal. No quotes and no project budget provided. Recommending that this is declined as incomplete and needing development. The applicant will be encouraged to apply under our facilities partnership funding later in the year.

Momentum Charitable Trust - Life101 skills workshops - \$7,580

Criteria – Community Wellbeing | Decline – needs development

To deliver 4 x 1-day life skills workshops at Whangarei Probation Centre. The applicant is not local to Whangarei, and there is no evidence of support from the Department of Corrections or the probation centre, nor numbers of participants. On the Corrections website it states that life skills training is provided to those in prison or on probation, and it does seem like this is something that Corrections should fund themselves. The Life101 website states that they regularly work with Corrections to deliver this (presumably through a contract), so the relationship with Momentum is not clear. Recommend that this application is declined.

Neighbours Day Aotearoa - operating costs - district coordinator - \$7,578

Criteria – Community Wellbeing | Decline – incomplete

To fund a district coordinator for Whangarei to facilitate increased engagement within local communities. No supporting information provided, such as letters of support or financial report. This is also a nationally run organisation. WDC already supports local community engagement via the Community Associations Fund and the support provided for community coordinators. Recommended for decline.

Northland Youth Theatre - emerging directors programme - \$13,230

Criteria – Arts, Culture, Heritage | Decline – pressure on funds

To run a mentoring programme for up to three emerging directors aged under 24, to build capability, support youth in the arts, and lead to youth-led works for Fringe. Costs are for mentors (\$6k), the youth directors (\$3k), NYT's rehearsal space (\$3k), and the remainder on materials. A good initiative for youth, but the investment per participant is high. Council already supports NYT with a operating grant, and any further investment would ideally be for strengthening existing operations rather than new add-ons. A small contribution may be possible, but it is unclear if the project would proceed on this basis. Due to the pressure on funds, it is recommended to decline this request.

NZ Council of Victim Support Groups - operating costs - \$10,000

Criteria – Community Wellbeing | Decline – pressure on funds

For a contribution to their Northland services general operating costs. Victim Support supported 2,900 victims of crime and trauma in Whangarei last year. This is a nationally run organisation with an \$11m budget (although they have run at a large loss in the last two years). Given the pressure on funds and the need to support local first, it is recommended to decline this request.

People First NZ - Speaking Up course - \$8,000

Criteria – Community Wellbeing | Decline – incomplete

To run a 6-session course for those with learning/intellectual difficulties in human rights, speaking up, and where to get help. The course includes how to engage with local and central government consultations. The course is run using Easy Read format workbooks. Participant numbers are capped at 15. The project budget appears to include some 'add on' expenses like two forms of 'administration' costs, and travel costs which are not eligible. No quotes provided. The applicant is a large, national organisation with a \$2m budget and strong contract funding. Without quotes or evidence of costs, or even details on when and where the course will be held, it is difficult to support this in a competitive funding round. Therefore, it is recommended to decline this request.

Raukatauri Music Therapy Trust - operating costs - lease - \$15,000

Criteria – Community Wellbeing | Decline – pressure on funds

To contribute 50% of their annual lease cost of their premises in The Avenues. The Trust supports 300 clients per week in Whangarei, with needs including physical and developmental challenges, dementia and brain injuries, trauma, and mental health challenges. The Trust cites increased scarcity in available grant funding, and a small loss is noted in their 2023 financial report. This is a nationally run organisation with a \$1.5m operating budget and \$800k in cash reserves. Given the pressure on funds and the need to support local first, it is recommended to decline this request.

Showquest Charitable Trust - Showquest youth event 2024 - \$7,000

Criteria – Arts, Culture, Heritage | Decline – pressure on funds

To support the annual Showquest event for Northland schools, to be held at Forum North in June. Attracts approximately 300 students from across the region. As a large, national organisation with good access to funding, and as a school-centred event, this is a difficult one to continue to support when there is pressure on funds, as such it is recommended to be declined. As a not-for-profit, they are likely to be eligible for the discounted rate for Forum North hire.

Soil of Cultures Charitable Trust - Collective cooking session - \$3,522

Criteria – Community Wellbeing | Decline – incomplete

To run a community collective cooking session on Asian cuisine. This is part of an exhibition and workshop series at Hihiaua Cultural Centre. "The June 29 event will be open to the public, free of charge, anticipating around 80 attendees from diverse backgrounds. Participants will learn to prepare four traditional Asian recipes using produce from our gardens, with the opportunity to savour the dishes afterwards. The event will also feature zines containing stories and recipes from Back to the Roots participants for guests to take home." Back to the Roots is a 6-month programme of work funded by Foundation North. Most of the project costs relate to the recipe magazine that they intend to print which does not seem like a good use of funds, along with \$1,000 for food which is not eligible. The only quotes provided were for venue hire and printing (<\$1,000). It feels like this event is part of the Foundation North-funded programme. The group is also new, having just registered as a trust in late 2023. Without adequate information and quotes, it is difficult to support this in a competitive funding round. Therefore, it is recommended to decline this request.

Te Pokapu Tiaki Taiao - Timebank coordinator wages - \$10,000

Criteria – Community Wellbeing | Decline – pressure on funds

To fund the coordinator for Whangarei for one year. The Timebank provides a platform for members to trade time and expertise with time credits. Application is a copy of their previous application, including still referencing data from the 2020-2021 year. The grant report received also doesn't clearly demonstrate the impact of the Timebank and its coordinator. Membership numbers were not provided in this application, nor the report, except to say that they are down on previous years. Given the pressure on funds, it is recommended to decline this request.

Waitakere City Workers' Educational Assoc - Slow cooker classes - \$9,912

Criteria – Community Wellbeing | Decline – incomplete

To run 32 classes in Becoming Financially Fit - Cooking with a Slow Cooker. Classes to be held in the Opuawhanga/Hikurangi/Oakura areas as this is where the local coordinator now resides (previously worked for the Trust in Auckland). No quotes provided, no local letters of support, and the budget seems excessive and without explanation. It also includes mileage costs of \$1,700 which are not eligible. Without adequate information and quotes, it is difficult to support this in a competitive funding round. Therefore, it is recommended to decline this request.

Whangarei Blue Light Ventures - emergency services family fun day - \$6,933

Criteria – Community Wellbeing | Decline – incomplete

For the emergency services family fun day in November, for the NZME media costs (\$4k), flyer printing (\$500), and purchase of a sound system (\$2.5k). No event budget provided, and no rationale for purchase of sound system vs hire for the event. As an incomplete application, it is recommended to decline this request.

Whangarei Croquet Club - greens maintenance - \$3,000

Criteria – Recreation and Sport | Decline – incomplete

To help the club with maintenance of their greens, in particular mower service, fertilizer, water rates and electricity. No proof of costs provided, and costs are estimated. This applicant has received two grants in the current financial year totaling \$15k, with one project still waiting on completion. Recommending that this is declined.

Already declined as ineligible

The following applications received for this round have already been declined by staff because of ineligibility.

- Bream Bay Learning Community – funding for Pukapuka Party 16 March 2024. Event occurs before funding outcomes are confirmed, and not an eligible entity.
- Fifth Ave Community Garden – funding for various supplies. Not an eligible entity.
- Garden to Table Trust – funding for salary costs for programme coordinator. Programme is an in-school initiative part of the curriculum.
- Whangarei South Rotary Charitable Trust – funding for Health Expo 13 April. Event occurs before funding outcomes are confirmed.

5.2 Review of 2019 Partnership Fund grant allocation

Meeting: Community Development Committee
Date of meeting: 15 February 2024
Reporting officer: Cindy Fields, Community Funding Coordinator

1 Purpose / Te Kaupapa

To determine next steps for the 2019 Partnership Fund grant of \$150,000 allocated to Taiharuru Marae Incorporated, as grant conditions have not been met.

2 Recommendation/s / Whakataunga

That the Community Development Committee

1. Endorse staff to seek the reimbursement to Council of the \$150,000 grant from Taiharuru Marae Incorporated;

OR

2. Does not pursue reimbursement of the grant from Taiharuru Marae Incorporated and considers the matter closed;

AND

3. Notes that Taiharuru Marae Incorporated and its trustees and nominated parties will not be eligible for further funding from Council until grant conditions have been met to Council's satisfaction.

3 Discussion / Whakawhiti kōrero

In September 2019, Taiharuru Marae Incorporated was awarded a Partnership Fund grant of \$150,000 for their Marae project, in particular the Whare Wananga.

The outcome letter sent 2 September 2019 included the grant terms and conditions:

By accepting this grant, you agree to:

- *Ensure that the grant is spent as intended and as indicated in the application, and be used (the project completed) within four years of the date of this letter.*
- *Provide us with a brief project progress report each June and December, and a final completion report demonstrating the impact of the funding received. You can send this to funding@wdc.govt.nz.*
- *Acknowledge the support of Whangarei District Council where appropriate.*
- *Return any unspent funds or the full grant should the project not proceed.*

The four-year time limit on the grant expired in September 2023.

Progress reports have been intermittent and insufficient in the last two years to demonstrate satisfactory progress and comfort in the project. The last official progress report was received by funding staff in May 2022.

Staff's attempts to contact the Society and resolve the matter went unanswered. The Society were offered the opportunity to demonstrate progress on the project and to present a case for elected members to consider granting an extension.

Further extensive opportunities were provided to the Society to provide the documentation, a face to face meeting was attended Monday 4 March 2024 by two Society members, the General Manager Community and council's Community Funding Advisor where an agreement to close the matter if documentation was provided was agreed and a new timeframe set to the end of March 2024.

No further information has been received by council staff, hence this matter is now escalated for elected members' decision on next steps.

3.1 Further concerns and considerations

Staff heard rumour in the community in 2022 that the project is not proceeding. Insufficient evidence has been provided to show progress.

Foundation North previously provided a one-year extension to the grant they gave the project. This extension was until 30 November 2021. It is believed that this grant has now been cancelled. Attempts to get confirmation on this were not answered by Taiharuru Marae Incorporated.

Progress reports over the four years repeatedly stated that consent lodgement would be made 'soon'. Evidence of this was not provided when requested.

Financial reporting as required for their charitable status has not been lodged for the 2022-23 year. This was due 30 September 2023.

Nothing was filed for the year ended 31 March 2020, which would have shown the grants from Council and Foundation North and others.

With limited financial reporting available on the Charities website, the Society's financial position (including the status of Council's grant and other funding received) is unknown. Requests for these financial statements were not responded to.

3.2 Steps taken

Below is a timeline of progress reports received and communications with the Society. Main communications over the four years have been via email, and this was working well up to 2022. Phone calls have also been made.

It is noted that there are two versions of the committee's email address: taiharurumarae@gmail.com and taiharuru.marae@gmail.com. The first address (without the dot) is the registered contact email on the Charities Register and was provided as the primary contact in 2019.

Both versions of the email address have been used, alongside personal email accounts of three executive members. No error messages (bounce backs) on these email accounts were received.

Staff involved in attempting to contact the Society include the:

- Community Funding Coordinator
- General Manager Community

- Executive Assistant to GM Community, and
- General Manager Strategy and Democracy.

Date	Type	Notes
August 2019	WDC funding approved	\$150k granted and paid Time limit of 4 years (to September 2023)
December 2019	Progress report	Design discussions with Smart Steel Funding discussions with DIA and TPK New survey – Reyburn and Bryant Geotechnical testing – TMC Engineers Building Consent lodgement delayed, ETA March 2020
August 2020	Progress report	COVID delayed BC lodgement Investigated project management firms and engaged Griffiths and Associates Intending to apply to Oranga Marae funding in October
February 2021	Progress report (late)	Decided to move build site to alternative location Further discussion on design Requested Foundation North extension of time on grant Did not submit Oranga marae funding application BC lodgement ETA July 2021
June 2021	Progress report	Architectural plans being finalized by Dylan French Final assessment for technical reporting requirements Foundation North granted extension to 30 November 2021 BC lodgement ETA “very soon”
March 2022	Progress report (late)	Project Managers working with Architect and Engineers re new site BC lodgement ETA “soon” Requested update on Foundation North grant after extension – no response
December 2022	Nil	Progress report due but not requested by staff and not received
Expiry of 4-year timeframe		
19 September 2023	Staff emailed update request	No response
23 November 2023	Staff emailed follow up	No response

7 December 2023	Staff email letter re expiry of timeframe	Trust responded requesting to meet Staff attempt multiple times to arrange a meeting – no response
18 December 2023	Staff emailed request for proposal due 24 Jan	No response
15 January 2024	Staff send follow up email	No response
26 January 2024	Staff request discussion on return of grant	Response from Trust – saying they will work on proposal over weekend – nothing received Alternative contact details (email) provided for Chair and Secretary Staff requested proof of RC lodgement, financials, and status of FN grant same day as interim measure – nothing received
31 January 2024	Staff send urgent email to Chair and Secretary	No response
14 February 2024	Staff email re final opportunity to submit extension request, due 19 Feb	No response
+/- 21 February 2024	GM Strategy and Democracy contact by phone and advise the Society that they need to sort this	Trust responds requesting a meeting with GM Community. Meeting set for Monday 4 March.
1 March 2024	Staff investigate further – resource consent lodgement found	Internal investigation reveals that a resource consent was lodged in August 2023. This is on hold – planners requested further information in January and this has not been received to date.
4 March 2024	Meeting held	<ul style="list-style-type: none"> • Attended by GM Community, Community Funding Coordinator, and two members of the Society. • Society assured that all things are on track. Agreed for them to complete a grant completion report providing full evidence of having spent the funds on project costs leading to consent/build stage. • Got confirmation of their contact details. • Emailed grant completion report form and what was agreed to at meeting. Deadline for report set for end of March.
21 March 2024	Staff email reminder about grant report being due end of the month	No response
2 April 2024	Staff proceed to escalate for Elected Members' decision.	
3 April 2024	Letter informing the Society that the funding issue is being escalated to elected members for a decision was sent via email with the final opportunity to send in the	

	documentation before 10 th April 2024 agenda deadline.	
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Relevant correspondence is attached.

Normal practice is for staff to invoice for the return of the grant, or portion thereof, if the project doesn't proceed, grant conditions have not been met, or if the project is completed under budget. This is after looking at alternative solutions such as an extension of time. Usually this is by mutual agreement as most grant recipients understand funding requirements and the importance of maintaining positive relationships for further funding opportunities.

This situation is unique in the amount of money involved, the 4-year grant timeframe, the reluctance of the Society to engage with staff to resolve the matter, and of Council's desire to strengthen relationships with Hapū.

Due to this unique situation, staff have made multiple attempts to resolve this without the matter being brought back to council. Internal discussions have been held with senior leadership and advice sought from the Māori Outcomes department.

3.3 Next steps

If this Committee endorses staff to proceed with invoicing for the grant's return, an invoice for the full amount will be raised and sent via email and post to the Society. Council's payment terms are 20th of the month following invoice or as otherwise agreed. A payment plan with a direct debit authority could be arranged if required. Any returned funds can be added to the community funding budget for reallocation or used to offset overspend in other areas.

If this Committee agrees to not pursue the return of the funds, staff will note the decision, advise the Society, and close the matter accordingly.

With either outcome, it is recommended that the Society would not be considered eligible for further funding from Council unless all concerns are sufficiently addressed and measures are in place to prevent this situation in future.

Staff do not support granting an extension of time as an alternative option due to the inaction and concerns raised above (3.1 and 3.2).

3.4 Risks

Council values its relationship with treaty partners, which is why staff have taken more than reasonable steps to resolve the matter before bringing the matter back to council. Recalling a grant in this manner is not a step taken lightly for any organisation but may pose additional risk to the Tiriti relationship.

Not acting on a breach of grant terms and conditions is contrary to Policy, may weaken Council's position in similar situations in future, and may attract criticism about bias and inconsistency.

There is a reputational risk to the Society of the matters presented in this paper, which may impact future opportunities for them, such as with other funders.

3.5 Policy implications

The grant terms and conditions applied to this Partnership Fund grant comply with and are echoed in the Community Funding Policy. In particular:

- "Council may withhold funding or request funding to be returned if reports are overdue, incomplete or indicate funds received were not used as intended."

- “The community funding programme will not support: [...]
 - applicants it has significant concerns with, financial or otherwise
 - applicants who have not completed their obligations for prior funding received.”

The current community funding review addresses the need for improved processes around these larger grants. Remedies include payment of grants when key milestones are met, and improved progress reporting and tracking.

Fund guidelines and policy will also include stronger wording around grant conditions.

4 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council’s Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

5 Attachments / Ngā Tāpiritanga

1. Recent correspondence
2. Charities Register summary
3. Progress reports collated
4. Final letter sent to the Society regarding this agenda item

Cindy Fields

From: Cindy Fields
Sent: Thursday, 21 March 2024 5:04 pm
To: donnella@tewaiariki.com; tneho@ymail.com; sharlene-toka@live.com
Subject: FW: 2019 Partnership Fund grant - accountability report
Attachments: Outcome letter - Taiharuru Marae.pdf; Funding-Report-Form.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Kia ora Donnella

A reminder that this is due end of next week.

Ngā mihi | best wishes

Cindy Fields *she / her*

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitahi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | **DDI** 09 945 4422 | www.wdc.govt.nz

From: Cindy Fields
Sent: Thursday, 7 March 2024 4:42 pm
To: 'donnella@tewaiariki.com' <donnella@tewaiariki.com>; 'tneho@ymail.com' <tneho@ymail.com>; 'sharlene-toka@live.com' <sharlene-toka@live.com>
Cc: Victoria Harwood (victoria.harwood@wdc.govt.nz) <victoria.harwood@wdc.govt.nz>
Subject: FW: 2019 Partnership Fund grant - accountability report
Importance: High

Kia ora

As discussed on Monday, please complete an accountability report for your 2019 Partnership Fund grant. You can use the attached report form, or your own version (as long as it details expenditure and project progress).

Your report should include all costs associated with the preliminary work for the marae project (consultants, surveys, project management, consents etc). Please also include grant funding received for this stage so we have a complete picture.

Along with your report form please provide your latest financial report and relevant invoices, and your timeline milestones/progress to date.

Return to funding@wdc.govt.nz by end of March please.

Ngā mihi

Cindy Fields *she / her*

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitihi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | **DDI** 09 945 4422 | www.wdc.govt.nz

From: Cindy Fields

Sent: Tuesday, 19 September 2023 4:49 pm

To: taiharuru.marae@gmail.com

Subject: 2019 Partnership Fund grant - accountability report due

Importance: High

Kia ora Donnella

The Partnership Fund grant we gave you in 2019 had a 4-year time limit on it – which is now up.

If your project is complete – (or at least, our portion of the funds expended as intended), you can complete your final grant report using the attached form and providing appropriate evidence of expenditure.

If your project is on hold, delayed, or cancelled – let's discuss. I'd be happy to come out to meet with you on site if that helps. Contact me on 945-4422 or funding@wdc.govt.nz.

Ngā mihi

Cindy Fields *she / her*

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitihi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | **DDI** 09 945 4422 | www.wdc.govt.nz

From: Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz>

Sent: Monday, 2 September 2019 10:48 am

To: Taiharuru Marae <taiharuru.marae@gmail.com>

Subject: Outcome letter - Taiharuru Marae

Dear Trina and Donnella

Partnership Fund outcome

Thank you for your application to the Partnership Fund for 2019-20.

I'm pleased to advise that your application for the Taiharuru Marae Whare Wananga project was successful, with \$150,000 allocated. Congratulations!

By accepting this grant, you agree to:

- Ensure that the grant is spent as intended and as indicated in the application, and be used (the project completed) within four years of the date of this letter.
- Provide us with a brief project progress report each June and December, and a final completion report demonstrating the impact of the funding received. You can send this to funding@wdc.govt.nz.
- Acknowledge the support of Whangarei District Council where appropriate.
- Return any unspent funds or the full grant should the project not proceed.

To receive your grant, please send us an invoice for the amount of **\$150,000** (GST not applicable), quoting the reference number of **CD04398**. You can email your invoice to funding@wdc.govt.nz.

Once again, congratulations and best wishes for the project.

Kind regards, ngā mihi

Cindy Velthuisen

Community Funding Officer – Community Development

Whangarei District Council | Forum North | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4200 | **DDI** 09 945 4422 | **E** cindy.velthuisen@wdc.govt.nz

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My office is at Walton Plaza level 1.

From: [Victoria Harwood](#)
To: [donnella@tewaiariki.com](#); [trinahadfield@live.com](#); [tneho@ymail.com](#); [taiharurumarae@gmail.com](#)
Cc: [Cindy Fields](#); [Jacki Cooper](#); [Mark Scott](#); [Sarah King](#)
Subject: Final opportunity to make a proposal for an extension of time for your Partnership Fund grant for the Taiharuru Marae project
Date: Thursday, 15 February 2024 8:49:19 am
Attachments: [image001.png](#)
Importance: High

Tēnā koutou katoa,

I am emailing you to discuss the Partnership Fund grant for the Taiharuru Marae project. The project that this funding was awarded for needed to be completed within four years. This deadline, which was the end of September 2023, has now passed. The Whangarei District Council's Community Funding Co-ordinator, Cindy Fields, has written a number of times about this, both before and after this deadline passed, seeking to understand where the project has got to and requesting an update on progress as there has been none provided since May 2022.

From the email we received on the 26 January 2024 from Donella, we understand that a site visit by the Project Managers was taking place soon, and that Donella was in the process of writing up the proposal to request an extension of time.

We understand that this is a busy time of the year in Te Tai Tokerau, and that there are other demands on your time that may have pushed this report from the top of your list of priorities. However, we are now in the situation that we must go to Council for a decision in accordance with our grant T&Cs and policy.

At this stage we have not received a proposal from the Taiharuru Marae project to request an extension of time to use the Partnership Fund grant.

If you would like Council to consider extending the length of time then you need to put together a proposal which includes the following:

- March 2022 and March 2023 financial reports in full
- Updated contact details for the Trust's chair and secretary
- Timeline of activities and progress to date
- Evidence of progress including consents, plans, meeting records, invoices for progress payments made etc
- Evidence of other funding for the project
- Project timeline with milestones to track against until completion
- Any further evidence to demonstrate that the project remains active and to give confidence to the elected members of Council to continue supporting the project.

Please provide this proposal to us by 4pm on Monday 19th February 2024.

This is the final opportunity to provide the project extension request.

Please do contact myself or my Executive Assistant, Sarah King (email: sarah.l.king@wdc.govt.nz mobile Ph. No. 021 854 087) or Cindy Fields (email: cindy.fields@wdc.govt.nz Ph. No: 09 945 4422) if you wish to discuss this further.

Ngā mihi**Victoria Harwood**

General Manager | Community Group

Whangarei District Council | Forum North | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4200 | M 021 240 6856 | E victoria.harwood@wdc.govt.nz

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From: [Cindy Fields](#)
To: trinahadfield@live.com; tneho@ymail.com; taiharurumarae@gmail.com
Subject: Partnership Fund grant
Date: Wednesday, 31 January 2024 9:22:00 am
Attachments: [RE Organising a meeting and reminder of the Proposal deadline 24th January 2024.msg](#)
[image001.png](#)
[image002.png](#)
[Partnership Funding Follow up.msg](#)

Kia ora Katrina, Tatyana, and committee

I'm reaching out again to you about your 2019 Partnership Fund grant from WDC for the marae project. We're concerned that we have not heard from the committee executive to address our concerns about the grant given. Donnella eventually replied to us but has been slow in providing the necessary information.

Despite us emailing the trust's gmail account, we have had no response from that since May 2022. We have finally got your contact information from Donnella, hence why I'm reaching out this way instead.

We would prefer to we speak to the Chair, so would appreciate it if you could get back to us with either the information requested in the attached email or confirmation that you are aware of the issue and authorise Donnella to act on your behalf.

We look forward to hearing from you.

Ngā mihi

Cindy Fields [she / her](#)

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitahi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | DDI 09 945 4422 | www.wdc.govt.nz



Youth Week Fund

He Iti te Toki | From Small Beginnings

This fund supports rangatahi and tamariki aged 12-20 to deliver a community event or project to celebrate Youth Week in Whangārei.

Apply at www.wdc.govt.nz/funding

Cindy Fields

From: Donnella Piripi <donnella@tewaiariki.com>
Sent: Friday, 26 January 2024 11:36 am
To: Sarah King; Cindy Fields
Cc: Victoria Harwood; Mark Scott; Jacki Cooper
Subject: Re: Organising a meeting and reminder of the Proposal deadline: 24th January 2024

EXTERNAL: This email originated from outside Whangarei District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Mōrena koutou,

Arohamai, I have only just returned from Christmas Leave this Monday and are catching up on my email inbox this week.

I have made contact with our Project Managers to request the information below:

- Updated Timeline of activities and progress to date
- Updated Evidence of progress including consents, plans, meeting records, invoices for progress payments made etc
- Project timeline with milestones to track against until completion

Late December, they were in the process of updating all of the above as we have submitted our Resource Consent to WDC but we had to postpone our site visit due to tangihanga. That visit will happen over the next few weeks though.

I am wondering if you have availability to meet late next week? I am away from 30th January but will return on 1st February.

Alternatively, we can meet after Waitangi if that works better?

The contact details of our team are:

Chairperson - Katrina Hadfield: trinahadfield@live.com

Secretary - Tatyana Diamond: tneho@ymail.com

Marae Committee - taiharurumarae@gmail.com

I will start drafting the proposal over the long weekend to get that request completed.

Nāku nōa, nā

Donnella Piripi

Kaitiaki | Trustee | Treasurer

Te Waiariki | Ngāti Kororā | Ngāti Takapari

<https://tewaiariki.com/>

Kia tū ake tō tātou mana ake o Te Waiariki

Te Waiariki will stand firm to preserve, protect and affirm that which is ours

The information in this email is intended for the named recipient only. It may contain privileged material or information in confidence and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you received this email by error please destroy and notify me by email.

From: Sarah King <sarah.l.king@wdc.govt.nz>
Sent: Monday, January 15, 2024 3:08 PM
To: Donnella Piripi <donnella@tewaiariki.com>
Cc: Victoria Harwood <victoria.harwood@wdc.govt.nz>; Mark Scott <mark.scott@wdc.govt.nz>; Cindy Fields <Cindy.Fields@wdc.govt.nz>; Jacki Cooper <jacki.cooper@wdc.govt.nz>
Subject: Organising a meeting and reminder of the Proposal deadline: 24th January 2024

Tēnā koe, Donella,

I hope this finds you and your Whānau well and that you had a happy festive season.

In Cindy's absence, I'm just reminding you that the deadline for the proposal requesting an extension to the funding for the Taiharuru Marae project is Wednesday 24 January.

The proposal needs to include the following information:

- March 2022 and March 2023 financial reports in full
- Updated contact details for the Trust's chair and secretary
- Timeline of activities and progress to date
- Evidence of progress including consents, plans, meeting records, invoices for progress payments made etc
- Evidence of other funding for the project
- Project timeline with milestones to track against until completion
- Any further evidence to demonstrate that the project remains active and to give confidence to the elected members of Council to continue supporting the project.

I'm sorry that we didn't manage to get a meeting set up before Christmas. If you would like to arrange one once Cindy returns from leave on the 22 January, please let me know when would suit you and I'll start to organize it. We can do it in person, or we can organize it on-line, whichever suits you best. It would be best to meet sometime on the 23 or 24 January so we can align with Council deadlines. As explained in an earlier email the decision to grant an extension of time to complete this project now has to be made by Council and the written proposal you are compiling is necessary for this request. It would be useful for us all to discuss this while there is still time to make changes to the proposal before it has to be submitted.

I hope to hear from you soon,

Ngā mihi, Kia pai tō rā

Sarah King - she/ her ([why share pronouns?](#))

Executive Assistant to General Manager - Community

Whangarei District Council | Te Iwitihi Civic Centre, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | DDI 09 945 4368 | M 021 854 087 | E sarah.l.king@wdc.govt.nz

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Cindy Fields

From: Cindy Fields
Sent: Monday, 18 December 2023 12:18 pm
To: Donnella Piripi; taiharuru.marae@gmail.com
Cc: Victoria Harwood (victoria.harwood@wdc.govt.nz)
Subject: Taiharuru Marae - proposal needed by 24 January

Importance: High

Kia ora Donnella and members of the Trust

Unfortunately we have not been able to make a time to meet with you this side of Christmas. As the grant given is now outside of the allocated four years' timeframe and therefore not meeting our grant Terms and Conditions, it will require formal approval by Council for any extension to the grant.

The Trust will need to prepare a formal written proposal to go to the February meeting of the Community Development Committee of Council. If you are no longer on the Trust, please provide contact details of who to send this to.

I will need your written proposal no later than Wednesday 24 January to meet our internal agenda deadlines. Your proposal should include:

- March 2022 and March 2023 financial reports in full
- Updated contact details for the Trust's chair and secretary
- Timeline of activities and progress to date
- Evidence of progress including consents, plans, meeting records, invoices for progress payments made etc
- Evidence of other funding for the project
- Project timeline with milestones to track against until completion
- Any further evidence to demonstrate that the project remains active and to give confidence to the elected members of Council to continue supporting the project.

I look forward to hearing from you in the new year (note that I return from leave on 22 January).

Ngā mihi

Cindy Fields *she / her*

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitahi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | DDI 09 945 4422 | www.wdc.govt.nz



From: [Sarah King](#)
To: [Victoria Harwood](#)
Cc: [Cindy Fields](#); [Jacki Cooper](#); [Mark Scott](#)
Subject: RE: Taiharuru Marae
Date: Friday, 15 December 2023 2:11:49 pm
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon,

I called Donella on Wednesday and left her a message, then text her, to let her know I needed to talk to her to organize a time to meet with her and the chair of the Taiharuru Marae Trust.

I then called her again yesterday and spoke to her, but she was not free to talk, so I briefly explained that I needed to organize a time to talk to her about arranging a meeting. She said she would check her calendar and get back to me with a time for the meeting.

Given that I haven't heard back from her so far today, I think it's safe to assume that we will not be meeting before Christmas. The placeholder that I've put into your calendars, Victoria and Cindy, for Tuesday next week is unlikely to be required.

I will call Donella again on Monday if I don't hear from her today.

Unfortunately Victoria's calendar is already fully booked in January, so if Donella wants us to go out to Taiharuru Marae to meet (which I still need to ascertain when I speak with her) I won't be able to organize that until early February.

I hope this is clear.

Ngā mihi, Kia pai tō rā (Kind regards, have a good day)

Sarah King - she/ her ([why share pronouns?](#))

Executive Assistant to General Manager - Community

Whangarei District Council | Te Iwitihi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | **DDI** 09 945 4368 | **M** 021 854 087 | **E** sarah.l.king@wdc.govt.nz


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Wishing everyone a safe and

MERRY CHRISTMAS

MERI KIRIHIMETE



Council offices

close 2pm
22 Dec

reopening
8 Jan 2024

The time between 20 December to 10 January is excluded from our normal 20 working day processing of PIMs, building consents, resource consents and alcohol licences. Please note the cut-off date has passed for the issuing of LIMs before Christmas.

Please let me know if you have any questions,

From: Victoria Harwood <victoria.harwood@wdc.govt.nz>

Sent: Friday, December 15, 2023 1:29 PM

To: Sarah King <sarah.l.king@wdc.govt.nz>

Cc: Cindy Fields <Cindy.Fields@wdc.govt.nz>; Jacki Cooper <jacki.cooper@wdc.govt.nz>; Mark Scott <mark.scott@wdc.govt.nz>

Subject: Taiharuru Marae

Hi Sarah

Could you send us a quick update on progress contacting Donella at Taiharuru Marae please regarding the partnership Fund and if we have heard back recently with an update?

Thank you

Ngā mihi

Victoria Harwood

General Manager | Community Group

Whangarei District Council | Forum North | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4200 | M 021 240 6856 | E victoria.harwood@wdc.govt.nz

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Wishing everyone a safe and
MERRY CHRISTMAS
MERI KIRIHIMETE



**Council
offices**

close 2pm
22 Dec

reopening
8 Jan
2024

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Cindy Fields

From: Cindy Fields
Sent: Friday, 8 December 2023 3:16 pm
To: Donnella Piripi
Cc: Taiharuru Marae; Mark Scott; Jacki Cooper
Subject: RE: Taiharuru Marae - Funding Update

Kia ora Donnella

I will ask Victoria's EA to find a time for us to meet before Christmas. Could we have contact details for the chair of the Trust?

We'll also need your 22-23 Financial Report uploaded to the Charities Register (it was due 30 September). Please make sure it is a full and complete report, as I noticed that the previous one was only the P&L.

Thanks

Ngā mihi

Cindy Fields *she / her*

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitihi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | **DDI** 09 945 4422 | www.wdc.govt.nz

From: Donnella Piripi <donnella@tewaiariki.com>
Sent: Thursday, 7 December 2023 5:19 pm
To: Cindy Fields <Cindy.Fields@wdc.govt.nz>
Cc: Taiharuru Marae <taiharuru.marae@gmail.com>; Mark Scott <mark.scott@wdc.govt.nz>; Jacki Cooper <jacki.cooper@wdc.govt.nz>
Subject: Taiharuru Marae - Funding Update

EXTERNAL: This email originated from outside Whangarei District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Kia ora Cindy,

Could I please make a time to come see you about the Taiharuru Marae project. Last night we hosted a Hui to bring our whanau up to date on the progress over the past year and would be happy to share this update with you. We are at Resource Consent stage and are currently awaiting the outcome of this but won't expect to hear back until early 2024.

The project team have met with funders who are willing to support the project several times this year and anticipate the next stage of building to start June 2024. Our project is being managed by Scope (formerly Griffiths and Associates) and they have been an integral part of keeping this kaupapa on track.

I note that the letter advises that "the project has not progressed and may no longer be proceeding" which isn't the case, it's just taken a bit longer than anticipated. I am also hoping that the Taiharuru Marae project has been included as part of the Parua Bay and Whangārei Heads FDS and/or LTP.

If it's easier to set an online hui that's fine as well and if you have any queries please feel free to give me a call on 022 4753249.

Nāku nōa, nā

Donnella Piripi

Cindy Fields

From: Victoria Harwood
Sent: Thursday, 7 December 2023 4:28 pm
To: taiharuru.marae@gmail.com; donnellap@gmail.com
Cc: Mark Scott; Cindy Fields; Jacki Cooper
Subject: Partnership Funding Follow up
Attachments: Taiharuru Marae - Partnership Fund letter December 2023.pdf

Kia ora Donnella

I hope this email finds you well?

On behalf of the Whangarei District Council I am just following up on the progress and status of the Partnership Funding and Project which you were successful in receiving in 2019. Please find the attached letter requesting an update at the 4 year mark.

I look forward to hearing from you

Ngā mihi

Victoria

[General Manager](#) | Community Group

[Whangarei District Council](#) | Forum North | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4200 | **M** 021 240 6856 | **E** victoria.harwood@wdc.govt.nz

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7 December 2023

Trina Hadfield
 Taiharuru Marae Inc
 20 Charles Street
 Kamo
 Whangarei 0112

Rust Avenue, Whangārei
 Private Bag 9023, Te Mai,
 Whangārei 0143, New Zealand
 P +64 9 430 4200
 E mailroom@wdc.govt.nz
www.wdc.govt.nz/ContactUs

Tēnā koe Trina

Partnership Fund grant

In September 2019, we were pleased to provide Taiharuru Marae a Partnership Fund grant of \$150,000 for the Marae's Whare Wananga project.

A condition of this grant was a time limit of four years for completing the project. This has now passed.

In September this year, we emailed you regarding the expiry of the grant term. We have not heard from you.

We note your last progress update to us was in March 2022 when we were advised that the project was progressing although slowly.

We understand now that the project has not progressed and may no longer be proceeding. Under the grant terms and conditions, this means that the full amount of the grant needs to be returned.

However, we understand the difficulties the last few years have posed in progressing large projects like this, and we want to work with you to see if an appropriate solution can be found.

Please talk to us so that we can help you.

Contact either myself or Cindy Fields, Community Funding Coordinator to arrange a time for us to meet – phone 09 430 4200 or email funding@wdc.govt.nz.

If we don't hear from you and resolve this by 31 January 2024, we will need to invoice you for the grant's return – something that I'm sure we both would like to avoid if possible.

Nāku noa

A handwritten signature in black ink that reads "Victoria J. Harwood".

Victoria Harwood
 General Manager Community



Areas of Operation

New Zealand:	Northland
Percentage spent overseas	0

Purpose & Structure

Purpose

To enhance and provide a structural foundation for the purpose of a Marae for Whanau , uri of Ngati Korora, Te Waiariki and the wider community

Entity Structure

To uphold and strengthen the tikanga of our Marae, Whanau , Hapu and Iwi using our principles & values:

Aroha
 Manaakitanga
 Kaitiakitanga
 Whakawhanaungatanga
 Mana Motuhake
 Wairuatanga
 Rangatiratanga
 Kotahitanga

Activities

Main Activity:	Other (please state)
Activities:	Other: A combination of all stated activities;A Marae facility for the community, Caring for Kaumatua/Kuia,

Sectors

Main Sector:	Marae on reservation land
Sectors:	accommodation / housing, Education / training / research, Health, Marae on reservation land, Community development, Emergency / disaster relief, Religious activities, Arts / culture / heritage, Sport / recreation, Fund-raising, Disability, Promotion of volunteering

Beneficiaries

Main Beneficiary:	General public
Beneficiaries:	Children / young people, Voluntary bodies other than charities, Older people, People with disabilities, General public, Family / whanau, Religious groups

Annual Returns

Date Submitted	For Year Ended	Total Income	Total Expenditure	Reference
01/04/2024	31/03/2024			AR007
01/04/2023	31/03/2023			AR006
06/09/2022	31/03/2022	1,300		AR005
06/09/2022	31/03/2021	22,396	19,546	AR004
17/01/2020	31/03/2019	37,415	12,954	AR002
14/01/2020	31/03/2018	9,657	3,798	AR001

Officer Details

Current Officers

Name	Officer Type	Position	Position Appointment Date
Kaio Mahanga	Individual	Trustee	20/11/2016
Tatyana Te Hira	Individual	Secretary	20/11/2016
Audrey Mei	Individual	Trustee	03/11/2019
Chanceree Hadfield	Individual	Trustee	03/11/2019
Charmaine Te Rauna	Individual	Assistant Secretary	03/11/2019
Donnella Piripi	Individual	Treasurer	03/11/2019
Joe Mahanga	Individual	Deputy Chairperson	03/11/2019
Katrina Hadfield	Individual	Chairperson	03/11/2019
Sharlene Toka	Individual	Assistant Treasurer	03/11/2019

Past Officers

Name	Officer Type	Position	Last Date as an Officer
Dawnette Neho	Individual	Secretary	19/08/2017
Ngaire Cooper	Individual	Treasurer	12/11/2017
Chanceree Hadfield	Individual	Assistant Treasurer	08/07/2018
Kenneth Connor	Individual	Chairperson	08/07/2018
Te Ratahi (Harry) Mahanga	Individual	Vice Chairperson	08/07/2018
Ana Kake	Individual	Trustee	03/11/2019
Ani Phillips	Individual	Trustee	03/11/2019
Aroha Mahanga	Individual	Trustee	03/11/2019
Isabella Mehana	Individual	Trustee	03/11/2019
Khalia Hadfield	Individual	Trustee	03/11/2019
Monique Puru	Individual	Trustee	03/11/2019
Samantha Mehana	Individual	Trustee	03/11/2019
Terri Saunders	Individual	Trustee	03/11/2019

Annual Returns

51

Annual Returns are due within 6 months of a charity's balance date (financial year-end), or a longer period if an extension has been granted.

For Year Ended	Due Date	Date Submitted	Total Income	Total Expenditure	Financial Statements	Annual Return Summary
31/03/2024	30/09/2024	-	-	-	To be filed	To be filed
31/03/2023	30/09/2023	-	-	-	To be filed	To be filed
31/03/2022	30/09/2022	6/09/2022	\$1,300	\$0	<u><0.1MB-</u> ...	Mar/2022
31/03/2021	30/09/2021	6/09/2022	\$22,396	\$19,546	<u><0.1MB-</u> ...	Mar/2021
31/03/2019	30/09/2019	17/01/2020	\$37,415	\$12,954	<u>0.41MB-</u> ...	Mar/2019
31/03/2018	30/09/2018	14/01/2020	\$9,657	\$3,798	<u>0.39MB-</u> ...	Mar/2018

Cindy Fields

From: Cindy Fields
Sent: Thursday, 23 November 2023 2:18 pm
To: taiharuru.marae@gmail.com
Subject: FW: 2019 Partnership Fund grant - accountability report due
Attachments: Outcome letter - Taiharuru Marae.pdf; Funding-Report-Form.pdf
Importance: High

Kia ora

Just following up on the below email as we have not heard back from you.

Ngā mihi

Cindy Fields *she / her*

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitahi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | **DDI** 09 945 4422 | www.wdc.govt.nz

From: Cindy Fields
Sent: Tuesday, 19 September 2023 4:49 pm
To: taiharuru.marae@gmail.com
Subject: 2019 Partnership Fund grant - accountability report due
Importance: High

Kia ora Donnella

The Partnership Fund grant we gave you in 2019 had a 4-year time limit on it – which is now up.

If your project is complete – (or at least, our portion of the funds expended as intended), you can complete your final grant report using the attached form and providing appropriate evidence of expenditure.

If your project is on hold, delayed, or cancelled – let's discuss. I'd be happy to come out to meet with you on site if that helps. Contact me on 945-4422 or funding@wdc.govt.nz.

Ngā mihi

Cindy Fields *she / her*

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitahi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | **DDI** 09 945 4422 | www.wdc.govt.nz

From: Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz>
Sent: Monday, 2 September 2019 10:48 am
To: Taiharuru Marae <taiharuru.marae@gmail.com>
Subject: Outcome letter - Taiharuru Marae

Dear Trina and Donnell

Partnership Fund outcome

Thank you for your application to the Partnership Fund for 2019-20.

I'm pleased to advise that your application for the Taiharuru Marae Whare Wananga project was successful, with \$150,000 allocated. Congratulations!

By accepting this grant, you agree to:

- Ensure that the grant is spent as intended and as indicated in the application, and be used (the project completed) within four years of the date of this letter.
- Provide us with a brief project progress report each June and December, and a final completion report demonstrating the impact of the funding received. You can send this to funding@wdc.govt.nz.
- Acknowledge the support of Whangarei District Council where appropriate.
- Return any unspent funds or the full grant should the project not proceed.

To receive your grant, please send us an invoice for the amount of **\$150,000** (GST not applicable), quoting the reference number of **CD04398**. You can email your invoice to funding@wdc.govt.nz.

Once again, congratulations and best wishes for the project.

Kind regards, ngā mihi

Cindy Velthuisen

Community Funding Officer – Community Development

Whangarei District Council | Forum North | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4200 | **DDI** 09 945 4422 | **E** cindy.velthuisen@wdc.govt.nz

[Like us on Facebook](#)



My office is at Walton Plaza level 1.

Cindy Fields

From: Cindy Fields
Sent: Tuesday, 19 September 2023 4:49 pm
To: taiharuru.marae@gmail.com
Subject: 2019 Partnership Fund grant - accountability report due
Attachments: Outcome letter - Taiharuru Marae.pdf; Funding-Report-Form.pdf
Importance: High

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If your project is on hold, delayed, or cancelled – let's discuss. I'd be happy to come out to meet with you on site if that helps. Contact me on 945-4422 or funding@wdc.govt.nz.

Ngā mihi

Cindy Fields *she / her*

Community Funding Coordinator | Community Development Department

Whangarei District Council | Te Iwitihi, 9 Rust Avenue | Private Bag 9023, Te Mai, Whangārei 0143

P 09 430 4200 | **DDI** 09 945 4422 | www.wdc.govt.nz

From: Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz>

Sent: Monday, 2 September 2019 10:48 am

To: Taiharuru Marae <taiharuru.marae@gmail.com>

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Partnership Fund outcome

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- Acknowledge the support of Whangarei District Council where appropriate.
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Once again, congratulations and best wishes for the project.

Kind regards, ngā mihi

Cindy Velthuisen

Community Funding Officer – Community Development

Whangarei District Council | Forum North | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz

P 09 430 4200 | **DDI** 09 945 4422 | **E** cindy.velthuisen@wdc.govt.nz

[Like us on Facebook](#)



My office is at Walton Plaza level 1.

Cindy Fields

From: Cindy Velthuisen
Sent: Thursday, 3 March 2022 9:35 am
To: Taiharuru Marae
Subject: RE: FW: Partnership Fund - progress update - Taiharuru Marae

Thanks Donella. Has your Foundation North grant been extended again?

Ngā manaakitanga

Cindy Velthuisen

Community Funding - Whangarei District Council

I'm working from home most days during the Omicron outbreak. I am available by phone, email and video chat.

From: Taiharuru Marae <taiharuru.marae@gmail.com>
Sent: Wednesday, March 2, 2022 6:34 PM
To: Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz>
Subject: Re: FW: Partnership Fund - progress update - Taiharuru Marae

EXTERNAL: This email originated from outside Whangarei District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Kia ora Cindy

We are making good progress with our Marae Project, our Project Managers Griffiths and Associates are currently working with the Architect and the Engineers Soil and Rock to finalise the placement of our Buildings on our site.

When they have done this, the Quantity Surveyor will be able to price our final build costs and then we will be ready to apply for our Building Consent. Please let Building Consent office know to expect our application soon :)

COVID has caused significant delay to our project, like many others, however we are very much still proceeding with our peoples vision to have a Marae in Taiharuru.

Could you please update my contact number to 0274370766.

If you have any questions, please do not hesitate to contact me.

Nga mihi,
 Donnella

On Mon, 28 Feb 2022 at 11:55 AM, Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz> wrote:

Kia ora Donnella

We don't seem to have received your December update, and I had heard a rumour that the project was not proceeding. Could you please give us an update?

I look forward to hearing from you.

Ngā manaakitanga

Cindy Velthuisen

Community Funding - Whangarei District Council

I'm working from home most days during the Omicron outbreak. I am available by phone, email and video chat.

From: Cindy Velthuisen

Sent: Thursday, December 9, 2021 9:23 AM

To: Taiharuru Marae <taiharuru.marae@gmail.com>

Subject: RE: Partnership Fund - June progress update - Taiharuru Marae

Kia ora Donnella

Just checking in how the project is going. Could you give us a brief update?

Ngā manaakitanga

Cindy Fields

From: Taiharuru Marae <taiharuru.marae@gmail.com>
Sent: Wednesday, 9 June 2021 7:15 pm
To: Cindy Velthuisen
Subject: Re: Partnership Fund - June progress update - Taiharuru Marae

EXTERNAL: This email originated from outside Whangarei District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Kia ora Cindy,

We are well underway with getting our Marae progress, our architectural plans are currently being finalised by our Architect Dylan French. We recently had a surveyor come out onto the block to do a final assessment for the technical reporting requirements and this included getting drone footage of the area. Once these come through I will send a copy through for you to see how it is all going to look once it's been completed.

We received good news from Foundation North recently, they have extended the term of our funding grant to 30th November this year so we are very grateful to still have this available to us for our project. Griffiths and Associates are our Project Managers managing the project, they are really knowledgeable and helpful and are making good progress in quite a short time. Very soon we will be ready to lodge our Building Consent Application so expect to see us in the queue very soon.

If you have any queries please let me know.

Nga mihi,
 Donnella Phillips
Treasurer

On Wednesday, June 9, 2021, Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz> wrote:

Kia ora Donnella

It's time for another brief update on where things are at with this project.

Your previous update is noted below.

A couple of lines via email is all I need, many thanks 😊

Noho ora mai,

Cindy Velthuisen

Community Funding Officer - Whangarei District Council | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz |
P 09 430 4200 | [Like us on Facebook](#)

From: Taiharuru Marae <taiharuru.marae@gmail.com>
Sent: Friday, February 12, 2021 9:42 AM
To: Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz>
Subject: Re: Partnership Fund grant progress report for December

EXTERNAL: This email originated from outside Whangarei District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Kia ora Cindy,

Project Update:

In our last update we advised that we had begun engagement with Griffiths & Associates to Project Manage our build, we have now fully engaged and contracted G&A to Project Manage the project until completion. We've moved the build site to a more elevated position on the whenua and have had several hui to finalise the details on the latest design concept. We should be ready to submit for building consent before July 2021.

We've been in contact with Foundation North to arrange the Extension of Time for our project to ensure that those funds are still secured, and we are still to apply to Oranga Marae for further funding but will do so once the final concepts are finalised.

Our project has had a number of delays in 2020 due to Covid and then the changing of the marae site, but with dedication and perseverance we will see this through.

Any further queries please let me know.

Nga mihi,

Donnella Phillips

Treasurer

On Tue, Feb 9, 2021 at 4:34 PM Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz> wrote:

Kia ora Trina

Following up on the 6-monthly progress update in relation to Council's grant from 2019 – if you could get back to me after your meeting on Thursday with an update on how the project is going, that'd be appreciated.

Noho ora mai,

Cindy Velthuisen

Community Funding Officer - Whangarei District Council | Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz |
P 09 430 4200 | [Like us on Facebook](#)



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Nga mihi,

Cindy Fields

From: Taiharuru Marae <taiharuru.marae@gmail.com>
Sent: Friday, 12 February 2021 9:42 am
To: Cindy Velthuisen
Subject: Re: Partnership Fund grant progress report for December

EXTERNAL: This email originated from outside Whangarei District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Kia ora Cindy,

Project Update:

In our last update we advised that we had begun engagement with Griffiths & Associates to Project Manage our build, we have now fully engaged and contracted G&A to Project Manage the project until completion. We've moved the build site to a more elevated position on the whenua and have had several hui to finalise the details on the latest design concept. We should be ready to submit for building consent before July 2021.

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Noho ora mai,

Cindy Velthuisen

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--

Nga mihi,
Taiharuru Marae Executives

Cindy Fields

From: Cindy Fields
Sent: Friday, 26 January 2024 10:53 am
To: Cindy Fields
Subject: FW: Overdue: Partnership Fund progress report - June 2020

From: Taiharuru Marae <taiharuru.marae@gmail.com>
Sent: Thursday, 6 August 2020 8:47 pm
To: Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz>
Subject: Re: Overdue: Partnership Fund progress report - June 2020

EXTERNAL: This email originated from outside Whangarei District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

*Ki*Kia ora Cindy,

Partnership Fund progress report

Our initial planning timeline was delayed at the end of 2019 and our aim was to have everything finalised and ready for building consent application by March 2020. The Covid19 pandemic delayed that progress even further and so we are just starting to complete the smaller milestones so that we can make good progress in the short term.

During lockdown the Marae Trustees had online hui via Zoom, during those hui it was decided that we would start making enquiries into local project management firms. We wanted to find an experienced local company to take our project to the next stage, post-lockdown.

When we went into Level 1 the Marae Trustees met with Griffiths and Associates, and other key organisations to see what things looked like for us post-Covid19. During those hui we decided to begin engagement with G&A, they will be the Project Managers for the Marae build from August 2020. We believe that G&A will help us get our project on track quickly, so that we can make good progress quickly and minimise any further delays in the project.

We want to ensure that we are ready for the next Oranga Marae funding round in October for assistance with completion of Stage 3 of the Marae Project. Applications to other organisations for funding will also be completed when the consented build pack has been approved.

Nga mihi,

Taiharuru Marae Executives

On Mon, Aug 3, 2020 at 11:31 AM Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz> wrote:

Kia ora

Your Partnership Fund progress report is unfortunately overdue. Please correct this as soon as possible to avoid further action.

Your report only needs to be a couple of paragraphs in an email providing us with an update on where the marae build project is at, including funding applications made.

Thanks in advance.

Noho ora mai / all the best,

Cindy Velthuisen

Community Funding Officer - Whangarei District Council

Private Bag 9023, Whangarei 0148 | www.wdc.govt.nz | **P 09 430 4200** | **DDI 09 945 4422** | [Like us on Facebook](#)

From: Cindy Velthuisen

Sent: Thursday, July 2, 2020 1:22 PM

To: taiharuru.marae@gmail.com

Subject: Partnership Fund progress report - June 2020

Kia ora

It is time for your mid-year progress report for the Partnership Fund you received last year.

We understand that COVID-19 will have delayed things, and that project timeframes often slip for a variety of reasons. These progress reports help us to understand the usage and impact of our funding, and is part of the obligations of receiving funding from us.

Your previous report is attached for reference.

Noho ora mai / all the best,

Cindy Velthuisen

Cindy Fields

From: Taiharuru Marae <taiharuru.marae@gmail.com>
Sent: Monday, 16 December 2019 11:11 am
To: Cindy Velthuisen
Subject: Re: Partnership Fund grant report
Attachments: 13.12.2019_WDC Partnership Fund Dec 2019 Report.pdf

EXTERNAL: This email originated from outside Whangarei District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Kia ora Cindy,

Apologies for the delay, I have attached our progress report to this email please let us know if there is anything else we can help with.

Nga mihi,

Taiharuru Marae Executive Committee

On Fri, Dec 13, 2019 at 10:06 AM Cindy Velthuisen <cindy.velthuisen@wdc.govt.nz> wrote:

Hi there – a reminder that this is due.

Thanks,

Ngā mihi

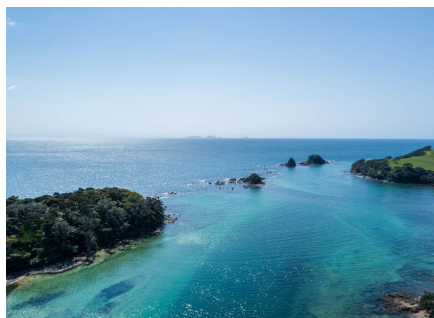
Cindy Velthuisen

Community Funding Officer – Community Development

Whangarei District Council

From: Cindy Velthuisen
Sent: Tuesday, November 26, 2019 2:11 PM
To: Taiharuru Marae <taiharuru.marae@gmail.com>
Subject: RE: Partnership Fund grant report

Just email is fine 😊



Monday 16th December

Whangarei District Council

Cindy Velthuizen

Community Funding Officer

Taiharuru Marae Incorporated

Kia ora Cindy,

Please find below a progress report from July 2019 to date advising what steps we've taken to achieve our goals, including changes and challenges encountered.

July 2019

- WDC Partnership Fund Application submitted
- Executive Committee members attended Te Karearea Hui to speak about the Marae Project and request support for funding from WDC
- Department of Internal Affairs (DIA) Oranga Marae Technical Reports Application submitted

August 2019

- WDC Partnership Fund decision due
 - ◆ Successfully obtained \$150k
- Smart Steel
 - ◆ Final design and size considerations
 - ◆ Cost effectiveness/efficiency discussions
 - ◆ Looking at alternative, cost saving measures
- DIA Technical Reports Application decision due
 - ◆ *Application delayed until final design set, next round not available until April 2020*

September 2019

- Marae site visit held with whanau, owners, beneficiaries & members of the community
 - ◆ DIA & Te Puni Kokiri (TPK) in attendance to talk about funding & resources available
 - ◆ WDC Councillors in attendance to show support & see where the marae will be located
 - Mayor Sheryl Mai & Local Councillor Greg Innes
- Outcome: Further surveying & geotechnical reports to be done before finalising final design & size
- *Delayed for 6 months: Final building design to go to Architect*

October 2019

- Reyburn & Bryant contracted to complete a new survey
- *Delayed until April 2020: Step 3 Oranga Marae Funding Application*
- *Delayed for 6 months: Building consent application to be submitted*

November 2019

- TMC Engineers contracted to complete geotechnical testing on the ground area
- 2019 Annual General Meeting held
 - ◆ Previous committee re-elected for the next 3 years term
 - ◆ Includes 2 new committee members, and 3 new Trustees

December 2019

- Monthly meeting unable to be held, delayed until January 2020

Timeline

Our initial planning timeline has been delayed due to the reconsiderations required for the Marae Complex in terms of final design, as a result, we aren't ready to file the building consent application to WDC until roughly March 2020. Once we have filed (and approved) that consent we will be able to apply to DIA for Stage 3 funding in April 2020, and seek additional support from other funders such as The Lion Foundation. These delays mean that our project "start date" could be delayed until July-August 2020, rather than the anticipated March-April 2020 date expected.

Nga mihi,

Taiharuru Marae Executive Committee



3 April 2024

Katrina Hadfield, Donella Piripi, Tatyana Te Hira and Sharlene Toka,
Taiharuru Marae Inc
20 Charles Street
Kamo
Whangarei 0112

Rust Avenue, Whangārei
Private Bag 9023, Te Mai,
Whangārei 0143, New Zealand
P +64 9 430 4200
E mailroom@wdc.govt.nz
www.wdc.govt.nz/ContactUs

Via email only to:

taiharurumarae@gmail.com,
donnella@tewaiariki.com
tneho@ymail.com
sharlene-toka@live.com

Tēnā koutou katoa

Partnership Fund grant

In September 2019, we were pleased to provide Taiharuru Marae a Partnership Fund grant of \$150,000 for the Marae's Whare Wananga project.

A condition of this grant was a time limit of four years for completing the project. This has now passed.

In September 2023, we emailed you regarding the expiry of the grant term. We received no response.

In December 2023 we sent you another letter giving you a deadline of 24 January 2024 to provide an update. In that letter we explained that we needed an update from Taiharuru Marae Incorporated on the progress of the project or we would need to consider invoicing the Trust to return the funding.

There was some contact between the Taiharuru Marae Incorporated's Treasurer, Donnella Piripi, and ourselves at that time in regards to making a time to meet. However it was not possible to make a time that suited all parties. We still did not receive an update on the progress of the project.

We received an email from the Ms. Piripi on the 26 January 2024 saying that they were on the process of writing a proposal to request an extension of time to use the funding. At that stage we extended the deadline to provide this proposal to 19 February 2024 by sending Ms. Piripi an email outlining specifically what needed to be provided by that deadline. We did not receive the proposal to extend the deadline.

After a phone conversation between the General Manager – Strategy and Democracy and the Treasurer we held a meeting on 4 March 2024 to discuss progress on the project. Present at that meeting were myself, the Community Funding Coordinator, Cindy Fields, Donnella Piripi and Tatyana Te Hira. Sharlene Toka was also invited, however she had other commitments and was unable to join the meeting.

It was agreed at that meeting that Taiharuru Marae Incorporated would write a completion report explaining that the funding received from us had been used on the preliminary work required for the project which was due at the end of March 2024. We have not received this yet.

As such, and as previously indicated, this is now being escalated to the elected members of Council to determine the appropriate action to take.

Under the grant terms and conditions and our Community Funding Policy, "Council may withhold funding or request funding to be returned if reports are overdue, incomplete or indicate funds received were not used as intended."

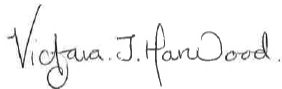
The Community Development Committee of Council will make this decision at their meeting on 18 April 2024.

We will advise you of their decision shortly after this date.

Please note that the decision made may have an impact on any current and future applications for funding from the Whangarei District Council.

If we receive the required documents before 10 April 2024 we can withdraw the item from the Community Development Committee meeting.

Nāku noa



Victoria Harwood
General Manager Community

5.3 Hikurangi Business Association proposal for 7 King Street, Hikurangi

Agenda: Community Development Committee
Publish date: 18 April 2024
Reporting officer: Jacki Cooper, Manager Community Development

1 Purpose / Te Kaupapa

To seek Council's approval to lease the ex WDC customer services building (locally known as the Hikurangi BNZ Building) located at 7 King Street Hikurangi, to the Hikurangi Business Association for a nominal fee of \$1.00 to support the facilitation of a community-led restoration of the building and increase the availability of usable community space in Hikurangi.

2 Recommendations / Whakataunga

That the Council:

- 1) Receives Hikurangi Business Association's proposal for the Hikurangi BNZ Building located at 7 King Street, Hikurangi; and
- 2) ***Either.***

Option 1:

Approves the lease of the Hikurangi BNZ Building to Hikurangi Business Association for a period of 10 years with two 5-year rights of renewal at Council's discretion, for a nominal amount of \$1.00, in exchange for the Hikurangi Business Association undertaking repairs of the Hikurangi BNZ Building.

Leases the Hikurangi BNZ Building to the Hikurangi Business Association terms that specifies the type of activities permitted in the building, and includes:

- a) performance measures specific to the preservation of the building,
- b) a condition that any profit is reinvested into the ongoing operational and maintenance costs of running the building
- c) a condition that the lease will not affect the ability to make decisions relating to the pensioner housing on the site
- d) a condition that, with three months' notice, entitles Council to make changes to the lease to align with its new policy settings
- e) an ability for capital improvements made to the building to be vested to Council upon completion of those improvements.

Delegates to the Chief Executive Officer the authority to finalise all terms and conditions relating to the lease of the building, to complete the transaction.

Or

Option 2:

Declines the HBA proposal for the Hikurangi BNZ Building, located at 7 King Street, Hikurangi and retains the asset without leasing it.

3. Notes that engagement and consultation has not been recommended, with information being available on our website and through community channels, Council could choose to consult or engage on this matter **before** making a decision.

3 Background / Horopaki

The Hikurangi BNZ Building is situated at 7 King Street, Hikurangi (Part Lot 23 DP 18252) and is listed as a scheduled Group B built heritage item in the District Plan.

The building was established in its current location on King Street in Hikurangi in 1910, by the Bank of New Zealand. Costing 285 pounds to construct, it was made from Kauri and Rimu heart timber and was constructed by a builder in Whangarei. In 1985 the bank was closed and gifted to the Hikurangi Town Council. After the Hikurangi Town Council amalgamated with the Whangarei District Council it was used as a customer services centre.

When the building was no longer required for Council purposes, it became a community building and was used by the local community for a variety of meetings and activities. Healthy Hikurangi and Revive Hikurangi held their monthly meetings in this building and the Hikurangi Māori Wardens also used the facility for their monthly meetings. It has also been used as a facility hosting community sewing classes.

Due to the lack of ongoing maintenance to the building over several years, the building is no longer suitable for any type of use and has become dilapidated. The entire building needs attention, internally and externally, including its structural components.

In 2023 the Hikurangi Community Coordinator liaised with Council on a proposal for Hikurangi Friendship House Charitable Trust to take over ownership and management of the building. With Hikurangi Friendship House's heritage building requiring significant renovation and restoration, they are no longer able to progress the BNZ Building proposal.

Community groups with an interest in the proposal agreed to Hikurangi Business Association (HBA) picking up the proposal and progressing it, as HBA is better positioned to take over the building via a lease, in order to restore it for community use.

4 Discussion / Whakawhiti korero

The property that the Hikurangi BNZ Building is situated on is owned by Council's Community Development Department. The site is 369m² with the building located at the front of the lot and two pensioner housing units located at the rear of the lot. While the building isn't deemed to be a strategic asset for council, the site at 7 King Street is.

Hikurangi Business Association (HBA) has developed a proposal for Council's consideration.

The proposal meets two needs in the community – the restoration of a heritage building and (once the restoration is completed) increased availability of community space that can be



used by local community groups and businesses.

To progress the proposed restoration, HBA were initially seeking to secure the acquisition of the building and submitted a funding application to Lotteries Environment and Heritage (LEH) fund, which closed, 28 February 2024. The application has been submitted pending Council support.

It has since become apparent that the current status of the land as a strategic asset means the gifting of the building is not straight forward; only the building would be able to be gifted which would mean that HBA would not be able to undertake any action as a landowner. If the Council wanted to gift both the land and the building to HBA, the portion of land under the building would need to be subdivided off and the gift would require consultation as part of a Long-Term Plan as affecting the ownership and control of part of a strategic asset.

As an alternative, the recommendation is to provide HBA with a long-term lease, providing them with security of tenure, but without affecting the strategic asset landholding. HBA's funding application to Lotteries Environment and Heritage (LEH) fund will be amended to reflect this change.

Council staff have sought advice and consultation would not be required for the lease of the BNZ building at 7 King Street. There is an understanding of the views and preferences of those most likely to be affected by the proposal through both the letters of support attached to the request, and the opposition expressed by some members of/groups within the community.

HBA Funding Opportunities

Although the Lottery Grants Board funding rounds for 2024/25 have not yet been set, there are usually two LEH funding rounds per financial year. The next funding round would be expected to open in June 2024. The timing of Council's decision will have an impact on when HBA is able to progress their proposal with external funders.

HBA's proposal for the Renovations of the Hikurangi BNZ Building includes:

- Background and history of the building
- A project overview detailing how the building could be used to benefit the wider community.
- A development plan/SWOT analysis of the project
- Project requirements outlining the restoration's scope of works.
- Staged approach details outlining the project timeline and how the project intends to be funded.

The proposal outlines several community uses that could be facilitated through use of the building, once it is restored; these include:

- A business hot desk space where professionals can lease the space for short hours to use as office space for their private business, this may include public agency leases
- A base for the soon-to-start Hikurangi Shuttle Service
- A base for operating the Hikurangi Civil Defence Committee
- A space for Hikurangi Māori Wardens to use as their primary meeting space
- A showcase space for lease to Hikurangi businesses who do not have shop space but want to promote themselves via drop-in days
- A pop-up facility that can provide food or other supplies that can be distributed to support community members in need.

Council is committed to providing community buildings in the district as a means of enabling thriving and vibrant communities. Securing a long term lease would enable HBA to apply for funding for the restoration of the building. The HBA may also apply to Council for contestable funding where appropriate, with any applications assessed on merit.

Once restored, the building will provide a space that community groups and local businesses alike can utilise, contributing to Council achieving its Community Outcomes.

Council has been provided with copies of support letters from the Hikurangi Civil Defence committee, Hikurangi Friendship House Charitable Trust, Momentum Health, Hikurangi Historical Museum and Hikurangi Maori Wardens. Letters of support have also been obtained from Council's pensioner housing tenants (as the most affected parties).

Financial/budget implications

The property is owned by the Council's Community Development Department as a community asset, there is currently no budget attached to the repairs and maintenance of the Hikurangi BNZ Building. Community Development are not seeking any LTP funds for future upgrades to the building which is expected to cost upwards of \$100,000.00.

The building is currently held as a strategic asset as it shares a site with two pensioner housing units. The building has a cost of \$130,000 with accumulated depreciation of \$55,570.57.

As indicated above this building is held within the Community Department's community property portfolio for community purposes. Some community leases are provided at rental market value, with a corresponding rent concession provided by Council. This maintains transparency as to the full value of the benefit provided to the community organisation. In this instance a \$1.00 lease is suggested as opposed to a market rental with a concession. Firstly, considering the current state of the building the rental market value would be minimal.

Secondly, in this instance HBA would be repairing/ restoring the building (being a Council asset) therefore there is an exchange between the two parties – rather than a concessional arrangement.

In recognition of the potential for areas of the building to be rented out by HBA, it is proposed that any lease include a condition that any profit is reinvested into the ongoing operational and maintenance costs of running the building.

Policy and Planning implications

Community Development Framework

Whangarei District Council's Community Development Framework (adopted in 2018) seeks to support communities to collectively impact positively upon the issues, needs and aspirations identified as important by those communities.

HBA's proposal is aligned to the outcomes that Council seeks to achieve through the framework, which encourages communities to be self-determining and for members to work together to achieve positive outcomes within their communities.

Hikurangi Placemaking Plan

One of the key outcomes sought through the Hikurangi Placemaking Plan is the preservation and enhancement of Hikurangi's built heritage and natural character. Supporting a community led restoration of the Hikurangi BNZ building by transferring ownership to a community organisation would align with this outcome.

Council's Property Policy

Council's property policy allows for the sale or lease of its heritage buildings to external parties on the proviso that adequate safeguards (lease conditions or covenants) are in place to protect its heritage value. The policy also allows for the provision of income from commercial activities to offset the costs of providing a space for community purposes.

Therefore, Council should expect that any income generated from community and commercial hireage of the space be reinvested into the ongoing operational and maintenance costs of running the building. This expectation should be articulated as a condition when leasing the building to HBA.

Pensioner Housing Review

The site that the Hikurangi BNZ Building is situated on has two pensioner housing units at the rear of the section. Council is currently undertaking an investigation into future development and delivery options for its Pensioner Housing portfolio. Findings and recommendations from the investigation are due to be submitted to Council in April 2024. The terms of the lease can ensure that if the council wishes to undertake different options regarding the site, these are not impacted by the long-term lease of the Hikurangi BNZ Building.

District Plan

The building is listed as a Group B scheduled heritage item and the site is zoned as Settlement Zone Residential in the District Plan. Demolition, destruction, or relocation (on-site or off-site) of a scheduled Group B built heritage item is classed as a Discretionary Activity.

Community Occupancy Policy

Council has no set policy relating to the approval of leases or how rent is struck across Council's various property portfolios, in cases which are not subject to commercial terms. Each asset owner adopts their own practice which had led to the inconsistent use of rent concessions.

It should be noted that Community Development are seeking to develop a Community Occupancy Policy to improve transparency, consistency and fairness, as part of its rent concessions review. Therefore a condition will be included under the proposed lease, that with three months' notice, Council is entitled to review its policy that apply to leases of this nature. This will provide a mechanism for council to implement changes that may come as part of the adoption of a Community Occupancy Policy.

Significance and Engagement Policy

Pensioner Housing is listed as a strategic asset in Council's Significance and Engagement Policy, this land has two pensioner housing units on the site.

A Long-term lease of the Hikurangi BNZ Building would not trigger the Significance and Engagement Policy. However, to gift the building and underlying land would require consultation during a Long-Term Plan pursuant to Section 97 of the Local Government Act as the land is a strategic asset.

Options

Option 1 – Lease the Hikurangi BNZ Building located at 7 King Street, Hikurangi to HBA for \$1.00

Council may wish to lease the BNZ building to Hikurangi Business Association for a period of 10 years plus two rights of renewal of five years each at a total cost of \$1.00 per annum in exchange for the HBA undertaking the necessary repairs and maintenance of the building and abiding by the conditions of the lease.

Option 2 – Decline the HBA proposal for the Hikurangi BNZ Building, located at 7 King Street, Hikurangi and retain the asset.

Council may wish to decline the proposal and retain the asset without leasing it.

An alternative option could be to undertake community consultation and engagement on the proposal outlined in Option 1 to lease the Hikurangi BNZ Building to HBA, prior to Council making any decision.

Although Council has not received any other expressions of interest from other community groups in relation to acquiring the BNZ Building, leasing the building to HBA without undertaking community consultation and engagement could be viewed as lacking transparency and fairness. Given that there is often local interest in Council decisions that affect the Hikurangi community, and that there are known relationship issues between different representatives of the community, undertaking community consultation and engagement may go some way to mitigating this perception. However, this decision is not considered significant and there is no requirement to consult on a lease of this nature. Given this, and that the views and preferences of those most likely to be affected are understood,

consultation prior to the decisions outlined under the options above has not been recommended.

However, should Council wish to undertake community consultation and engagement prior to a decision this would likely include information about the HBA proposal being available for feedback over a calendar month through:

- information packs (hardcopy and online material)
- Council News
- Council's Facebook page
- the local Hikurangi Bulletin

The feedback would then be brought back to council to consider in their decision making to lease the building or not if this option were the preferred option of council.

Staff Recommendation

Staff recommend Option 1 the leasing of the BNZ Building to HBA for \$1.00 per annum in accordance with lease conditions to be determined to retain council's asset but provide an opportunity for a community building to be renovated and made available for the benefit of the Hikurangi community.

Risks

Reputational risk

- Leasing the building to HBA without undertaking any community consultation and engagement could be viewed as lacking transparency and fairness. However, there is no requirement to undertake community consultation and engagement, with council being aware of varying views and relationships within the Hikurangi community. There are letters of support from Community Organisations for the proposal (Attachment 2) and there will be different views to these letters of support from within the same community. Should council decide to lease the building to HBA without undertaking community consultation and engagement, it acknowledges the differing views and potential impacts on affected / interested parties.
- The time frames to undertake community consultation and engagement could jeopardise the funding application outcomes currently submitted to the LEH funding round, as the funding application is based on the timing of council's decision making.
- From an asset management perspective, Council has an obligation to ensure the continued integrity of the building to avoid further deterioration. From a Council asset management perspective to allow the building to deteriorate to such a state that it could not be salvaged may be perceived to be a failure of Council by ratepayers.
- If a community led restoration is not able to progress, there may be an expectation from the Hikurangi community that Council invests its funds to undertake the restoration of the building itself.

Financial risk

- Leasing the building to the HBA retains the value of the asset but offers the opportunity for the building to be repaired and maintained without additional cost to Council. If HBA's funding application to the LEH fund is not successful, there is a possibility that they may not want to lease the building. In this scenario, the responsibility for maintenance of the building would remain with Council.

- The Community Development Department has not sought funding through the Long-Term Plan for future upgrades to the building and there is currently no repairs and maintenance budget tagged to the building.

Future use/development constraints

Because relocation of the building is classed as a discretionary activity in the District Plan, Council would be required to go through a resource consent process to remove the building from the site, meaning that there is no guarantee that the building will be able to be relocated if an alternative use for the site was determined in the future. It is recommended that conditions in any lease require HBA to obtain any necessary consents for the upgrade of the building.

5 Significance and engagement / Te Hira me te Arawhiti

While the decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, there is likely to be localised interest in Council leasing the building to Hikurangi Business Association. While engagement and consultation has not been recommended, with information being available on our website and through community channels, Council could choose to consult or engage on this matter before making a decision.

6 Attachments / Ngā Tāpiritanga

Attachment 1: HBA Business Plan

Attachment 2: HBA LOS

Attachment 3: GIS Aerial of 7 King Street Hikurangi

PROJECT BUSINESS PLAN

Hikurangi BNZ/WDC Building Renovation

Version 2, November 2023

admin@hikurangi.co.nz



Contents

Executive Summary	Page 3
Background and History	Page 4
Project Overview	Pages 5 - 6
Development Plan	Page 7
Project Requirements	Pages 8, 9, 10
Staged Approach Details	Page 11 - 12

Executive Summary

The Hikurangi Village is made up of many historic buildings, some of which over the years have deteriorated significantly and require a lot of work to bring them back up to a safe and healthy standard. One of these buildings is located along King Street and is owned by WDC. Local community groups and residents have come together with expressions of interest in saving this building and reinstating it back to a building that can be of use to local community groups for the benefit of all the community.

The building in discussion, referred to as “the BNZ building”, is sought after by the community to be gifted to the community so it can be restored and revitalised. The following document outlines the Hikurangi Business Association’s plan for restoration and use of the building.

Background and History

The building in discussion was established in its current location on King Street in Hikurangi in 1910, by the Bank of New Zealand. Costing 285 pounds to construct, it was made from kauri and rimu heart and was constructed by a builder in Whangarei. In 1985 the bank was closed and the building was gifted to the Hikurangi Town Council who maintained ownership. When the Hikurangi Town Council amalgamated with the Whangarei District Council, the Hikurangi Town Council eventually closed, but the building ownership has only recently been legally rectified to show the owners as the Whangarei District Council.

After it was not in use by the bank and then the council, it was used by the local community for a variety of meetings and small classes. Healthy Hikurangi and Revive held their monthly meetings in this building and the Hikurangi Maori Wardens also used the facility for their monthly meetings. It has also been used as a facility hosting community sewing classes.

Due to the condition of the building and the lack of ongoing maintenance, all aspects of the building became unhealthy and is no longer suitable for use. With mould issues inside, electrical wiring issues, and the obvious need for repiling, the entire building needs attention and repairing/replacement of structural features.

The community has recently engaged with the council and requested the building be restored so it can once again be utilised by the community. A proposal has been presented from WDC to Friendship House Charitable Trust to take over the ownership/management of the building and plan was put in place for them to do so in 2023. However, with one of their own heritage buildings now becoming vacant and requiring large amounts of renovations, restoring, and funding, it has been agreed within the local community groups that the Hikurangi Business Association is better positioned to take over ownership of the building and to restore it for community use.

The goal is for the community to renovate and upgrade the “BNZ building” back to a standard where it can again be used by local community groups in a way that meets the community’s needs. There are ideas in place of what the building can be utilised for, with the primary ideas being outlined in the overview below.

Project Overview

There are multiple ideas in mind by the members of the Hikurangi Business Association for the ongoing use of this building if it is to be repurposed. The ideas will work hand-in-hand together so the building will be used regularly. The ideas are:

1. The Hikurangi Maori Wardens wish to start using the building again as their base within the Hikurangi village. When they were no longer able to use the building a few years ago, they had to move their base to nearby suburb of Whakapara and this has somewhat removed their visibility from within the Hikurangi village. They wish to return to the village on a permanent basis. This would mean one of the areas within the building would be set up as a round table meeting setting;
2. As the Hikurangi Business Association has good knowledge and experience of business needs in Hikurangi, the members are in agreeance that there is a need for a office space where individuals from various career types could hire the facility and have internet/printing access at hand. This would work in a way similar to a “hot desk” and would allow a space for private meetings (for example: for real estate agents, for medical practitioners, for government departments etc where privacy is required) of which there is currently no space available for such administration and privacy needs in Hikurangi;
3. We have plenty of locals who are self employed in their own businesses who do not have a shop or other base where they can operate their business in the public eye. Examples of such businesses include: product makers who do not have a space where public can come and see their products first hand, real estate agents who have nowhere to display their local listings, businesses such as machinery contractors that do not require having a shop space but have the need for advertising and are keen to utilise showcase areas, etc. An idea for this space is to every so often (say once a month) offer it (possibly over weekends) as a “showcase space” for small local businesses who could use the building as a place to showcase their products or services via an open day etc. This would benefit local businesses to be more visible within the community and could help local residents find products or services that they may need to use, in the local environment where they can “support local”;
4. There are some locals within Hikurangi who have previously run a community food bank and are interested in starting another one up in the village as well as a free store, in these times where lots of people are struggling with the rise in living costs. There is a group in Ruawai called Mauri Ora who have been providing food supplies to Hikurangi in small doses for a few months now and are keen to establish a permanent arrangement for ongoing food distribution to the Hikurangi community. Between Mauri Ora providing food, and the locals who are willing and keen to operate a food bank and a free store (where people can swap clothes, household

items, blankets, etc) this would be an opportunity for the building to be used as a “pop-up” space for when food or other supplies become available to be distributed amongst the community to support those in need;

5. Hikurangi Friendship House is working on bringing a community shuttle to the village and it has been agreed that if the BNZ Building was to go back to community use, that it would be a good base for the shuttle to operate from. With it being within walking distance from where most of the retirement units reside, as well as having ample parking and sufficient space for seating, it is the perfect facility to operate such a service from;
6. The local civil defence team which has recently been set up is seeking a venue they can utilise as a meeting base and also as a facility to store equipment ready for a civil defence emergency. In an evacuation a meeting space needs to become quickly available for the coordinators to meet and make plans for evacuations and other emergency responses required. The BNZ building has adequate storage space and will make a suitable meeting space for the civil defence team.

The ideas above will be the primary uses for the building, however it is also worthy of noting that the building would feature in the developing “Heritage Trail” that the Hikurangi Historical Museum is working on. Please see the note below from the museum on the inclusion on this building within their plans:

“The Hikurangi Historical Museum is engaged with recording and sharing of the history of our community. We envision an independent walking (and driving) trail/tour, which can be undertaken to learn more about the Hikurangi community. For this the places/sites of significance will be indicated on a paper/printed brochure for those without devices. But otherwise, this heritage trail can be undertaken supplemented by a specially devised google map tour accessed on a device. We see all aspects of our history as important - since it is this diversity that gives a true sense of what creates a community: such as social, cultural, agricultural, economic, industrial, and environmental factors. The Hikurangi Historical Museum is working with the community to record their stories. The former BNZ building situated at 7 King Street, will be a very important part of this tour. Not only is it an interesting historic building but it is also testament to the independence of the Hikurangi township and its economic history”.

Development Plan

We hope to develop this building into a community use building that will serve the village for generations to come.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Community group collaboration to seek resolution • Providing a hub for the Maori Wardens within the village • Keeping a much loved historic asset • Keeping within the goal of upgrading heritage buildings to develop the heritage trail • Community facility managed and used by local not-for-profit groups that provide supplies/services to the community 	<ul style="list-style-type: none"> • Lack of income to fully renovate the building in a short time frame • Consistent access • Health and safety hazards in the short term • Amount of work required to restore
Opportunities	Threats
<ul style="list-style-type: none"> • To add other initiatives that are able to utilise the building • To provide a meeting space for other small groups needing a base • To highlight and promote the concept of the heritage trail • To promote the history of the building to residents and locals • To offer a space to benefit smaller local businesses • To offer further support to entities working within our district at irregular times and for short periods 	<ul style="list-style-type: none"> • WDC not wanting to restore building • Concept of building being relocated • Access to water/power • Health and safety hazards in the interim

Project Requirements

Areas	Requirements	Tradesman	Quote	Extra Requirement/Prep
RENOVATIONS				
Electrical	Replace power points, check all other electrical are safe	Steve/Positively Wired	\$1,370.80	Nil
Joinery	Replacement of window sills	Neil/Baxters NZ	Incl in cladding quote	Nil
Roofing	Replace screws and fix rust where required	Jethro/JHS Painting	\$1,745.70	Waterblast (donated by Blastaway Guys)
Painting (exterior)	Full sand and repaint incl all windows and doors	Jethro/JHS Painting	\$7,923.50	Waterblast (donated by Blastaway Guys)
Painting (interior)	Full sand and repaint all windows and doors	Jethro/JHS Painting	\$4,427.50	Nil
Re-pile	Full repile	Chris/Total Repile	\$23,000	Fencing, builder to attach final nail plates
Floor	Replace bearers if required	Unknown	Unknown	Bearer timber
Plumbing & drainage	Replace kitchen and bathroom plumbing, replace kitchen sink, replace bathroom vanity	Cory/SureFlo Plumbing	\$6,844.26	Lifting for access (to be done during repiling)
Windows/doors	Replace broken glass in front window	Unknown	Unknown	Nil
Cladding	Replace weatherboards	Neil/Baxters NZ	\$48,975	Replace internal timber framing if

	on front			required
SERVICES				
Meeting space	Set up one room with table and chairs			
Food bank	Storage area (shelving) set up with space for upright fridge/freezer			
Free store	Storage area for larger equipment			
Hot desk	Basic office equipment and internet connection			
EQUIPMENT REQUIRED				
Power	Mains connected with power points & light in each room			
Water	Connected and accessible from single sink in one room, water connection to bathroom.			
Table & chairs	Extendable dining table and chairs for meeting space and packing table			
Fridge Freezer	Free standing unit for storage of frozen/chilled			

	foods			
Shelving	Timber for extensive shelving in storage rooms			
Internet	Public wifi connection			
Desk	Single person desk			
Printer/Copier	Colour wireless printer with copy count			

Staged Approach Details

STAGE 1			
Task	Cost	Proposed Funder	Proposed Timeframe
Repiling	\$23,000	Private through Fundable	Autumn 2024
Plumbing	\$6,844.26	Private through Fundable	Autumn 2024
Flooring (if required)	Unknown	Sponsorship/donations/fundraising	Autumn 2024
Electrical	\$1,370.80	Private through Fundable	Autumn 2024
Desk/copier	Unknown	Sponsorship/donations/fundraising	Autumn 2024
TOTAL COST:	\$31,215.06		
BUILDING USABLE AT THE END OF STAGE 1			
MAORI WARDENS MEETINGS,CIVIL DEFENCE MEETINGS, HOT DESK BEGINS HERE			
STAGE 2			
Task	Cost	Proposed Funder	Proposed Timeframe
Roofing	\$1,745.70	Private through Fundable	Spring 2024
Joinery	incl in below	Private through Fundable	Spring 2024
Cladding	\$48,975.00	Private through Fundable	Spring 2024
Exterior Painting	\$7,923.50	Private through Fundable	Spring 2024
TOTAL COST:	\$58,644.20		
HERITAGE TRAIL USAGE, SHUTTLE BEGINS HERE			
STAGE 3			
Task	Cost	Proposed Funder	Proposed Timeframe
Interior Painting	\$4,427.50	Private through Fundable	Autumn 2025
Window Replacement	Unknown	Private through Fundable	Autumn 2025

Tables and Chairs	Unknown	Sponsorship/donations/fundraising	Autumn 2025
TOTAL COST:	\$4427.50		
PUBLIC MEETING SPACE, BUSINESS SHOWCASE BEGINS HERE			
STAGE 4			
Task	Cost	Proposed Funder	Proposed Timeframe
Fridge/Freezer	Unknown	Sponsorship/donations/fundraising	Spring 2025
Shelving	Unknown	Sponsorship/donations/fundraising	Spring 2025
FREE STORE/SOCIAL SUPERMARKET BEGINS HERE			

To Whom It May Concern,

The Hikurangi Civil Defence committee has just been reestablished after about an 8 year gap where there was no active committee in place. We have recently reviewed the emergency plan for the village and found that it has significantly changed since the last plan was published in 2014.

As our committee is committed to ensuring our community is cared for in the case of an emergency and/or evacuation, we need to maintain quarterly meetings and have a space to store our emergency equipment such as generators, first aid equipment, and other emergency supplies.

Therefore our committee fully supports the proposal put forward by the HBA to retain the BNZ building in central Hikurangi for community use, and we would like to express our interest in using it as a base for our committee and community based emergency supplies.

Kind Regards
Cory Haslam
Hikurangi Civil Defence Chairman.



**Hikurangi
Friendship House
Charitable Trust**

10 A King Street,
Hikurangi,
Whangarei 0114
Office 09 4338 452
friendship@hikurangi.co.nz
library@hikurangi.co.nz
Library 09 4338 773

To Whangarei District Council

9/1/2024

I am writing to give Friendship House Charitable Trusts support for the gifting of the BNZ building to the Hikurangi Business Association.

The original plan was for the BNZ building to be gifted to Friendship House to restore for community use. This is not feasible for Friendship House to achieve at this stage as the accommodation portion of the library is now vacant and we aim to restore the library building. This will take up all our available resources, therefore we fully support the Hikurangi Business Association proposal to restore the BNZ building and make it available for community use.

We feel that preserving the BNZ building in its current location is important as the Hikurangi community has a strong focus on our history and preserving the heritage feel of our village.

Yours sincerely,

Paul Cook (Chairperson for Friendship House Charitable Trust)

Good Afternoon Sharleen,

I'm writing to express Momentum Health's full support for the Hikurangi Business Association's initiative to have the old BNZ Building on King Street gifted by the Whangarei District Council for community use.

As an advocate for community health and well-being, I am keenly aware of the impact that a project of this nature can have on Hikurangi. The proposed multifaceted use of the building aligns closely with our ethos at Momentum Health, where we strive to support initiatives that enhance community health and cohesion.

The restoration and repurposing of the BNZ Building present a unique opportunity to address various community needs. The building's proposed potential uses – as a base for the Maori Wardens, the Community Shuttle, and the Hikurangi Civil Defence team, a showcase space for local businesses, a hot desk for professionals, a node in the Hikurangi Heritage Trail, or a venue for essential services like a pop-up food bank – are commendable. Any combination of these services will play a crucial role in building a resilient and interconnected community.

Furthermore, the vision to restore the building for heritage preservation not only honours Hikurangi's past but also provides a tangible symbol of community strength and unity.

Momentum Health recognises the urgency of securing funding and the necessary support for this project. We are particularly supportive of the proposed use of the building for pop-up services, which can offer invaluable assistance in times of need, as evidenced during the Covid-19 pandemic, where we required a base to conduct our operations from. We provided over 600 people with food and medical supplies during the pandemic and these all needed to be stored somewhere, and accessible to our team of volunteers doing the packaging and deliveries. The proposed space could greatly benefit initiatives like Hikurangi Care which is a new initiative being developed based around expanding holistic health care, providing a local hub for delivering comprehensive wrap-around services to our community. The BNZ building could possibly provide an administrative base where doctors, nurses, or other health professionals could conduct the administration activities.

We, therefore, wholeheartedly support the Hikurangi Business Association's efforts in this endeavour and are eager to see the positive changes this project will bring to our community. Please feel free to include this letter as part of your application to the Whangarei District Council, and we look forward to the successful realization of this significant community project.

Kind regards,
Ben Gray
Occupational Health Physiotherapist, Momentum Health
Co-founder, Provida
Hikurangi Community Advocate

Hikurangi, 28/12/2023

Letter of Support

Re: Gifting the old BNZ Building in Hikurangi to the Hikurangi Business Association

To whom it may concern

The Hikurangi Historical Museum would like to support the attempt of the Hikurangi Business Association (HBA) to get the old BNZ Building in 7 King Street gifted to them from the Whangārei District Council. We also see the urgent need to restore this iconic building for future generations before it is too late. We are glad to see that the HBA is taking on this task.

Hikurangi has a rich history and our historic buildings are an essential part of our visible heritage. If we lose these old buildings, our village will lose its unique character, and an important asset for the future to provide the people of Hikurangi with a connection to its history. People from other parts of New Zealand and international tourists come to places like Hikurangi because they are looking for unique and authentic experiences. Original historic buildings play a vital role in this.

The Hikurangi Historical Museum is working on the creation of a heritage trail through our village. This will give visitors an opportunity to learn more about Hikurangi and its unique history, whilst encouraging local tourism. Historic buildings will be central to its success, particularly the BNZ Building which is one of Hikurangi's most iconic buildings. Once the trail is established, we plan to have a plaque located in front of the BNZ Building which will provide

Hikurangi Historical Museum • 1 Alfred Street • Hikurangi 0114 • hikurangi.museum@gmail.com

information about this particular building, including a QR-code so people will be able to look at historic photos and listen to stories from the past.

Last but not least, we also support the idea to open the restored BNZ Building for use by community groups. These groups are run by volunteers and need a permanent place to do their important work from. The old BNZ Building situated in the center of Hikurangi, nearby the library would be a perfect location.

If you have further questions, please contact us.

Kind regards,



(Thorsten Hoppe – Chairperson Hikurangi Museum)



To the Whangarei District Council,

On behalf of the Hikurangi Maori Wardens I would like to present this letter of support for the proposal put forward of WDC gifting the old BNZ building in Hikurangi to HBA for community use.

In the past we have used this building as our monthly meeting space. However it was deemed unusable by WDC and we have had to hold out meetings outside of the Hikurangi village in nearby Whakapara for a number of years now. If this building was restored, we would be wanting to use it as our meeting space again.

We have worked closely with the HBA in the last couple of years and can understand their need for such a space to be established in Hikurangi.

In 2021 we worked in partnership with the HBA to establish a Hikurangi Covid Response Team and we were the primary deliverers for food, medical supplies, RAT's, and prescriptions to Hikurangi based residents, both within the village and in the wider district. Through this initiative we strengthened our relationship with Mauri Ora, which is a food provider based in Ruawai who donates food for the needy. They provided us with a large volume of fresh foods that we were able to distribute within the community to those families and individuals who were isolating with covid19. The Mauri Ora founder has discussed with us their interest in establishing a permanent food service in our area, similar to a food bank or social supermarket. We have not progressed these discussions as to date we do not have an adequate facility for this to take place.

We also strengthened our connections with Ngati Hine health trust and Kia Ora Ngati Wai who provided us with a range of supplies to support unwell people, including RAT tests, masks, pain relief medicines, hydration supplies, oximeters, and Whanau Ora boxes. These items also needed to be stored and there was also potential during the pandemic to offer a space for drop-in RAT testing and vaccinations had our community had an appropriate facility to utilize.

Overall we see the huge benefit this building could once again contribute to our community and we would not like to see it removed or destroyed. It is an important part of our community's history and believe it can be an important part of our community's future.

Nga Mihi,
Maryann Vogt.





Hikurangi Business Association
1 King Street, Hikurangi
Email: admin@hikurangi.co.nz
www.hikurangi.co.nz

Thursday 1st February 2024

To the Tenant at 7 King Street,

The Hikurangi Business Association has put a proposal in to the Whangarei District Council to have the building located at 7a King Street, known as 'the old BNZ building', to be gifted to the HBA to be fully restored for community use.

The goal is to have community based operations taking place within the building, and to fully restore the building back to its heritage nature. Some of the ideas for uses for the building include:

- A business 'hot desk' space where professionals can lease the space for short hours to use as office space for their private business, this may include public agency leases such as councils or government departments;
- A base for the soon-to-start Hikurangi Shuttle Service;
- A base for the operating Hikurangi Civil Defence Committee;
- A base for the Hikurangi Maori Wardens to use as their primary meeting space;
- A 'show case' space for lease to businesses who do not have shop space in Hikurangi but operate a business in Hikurangi and want to show the public what they sell or what services they offer, by way of drop-in days;
- A pop-up facility that can provide food or other well-being products when these are provided to the Hikurangi community but need somewhere to be stored and to be given out to the public from.

As an immediately affected resident of the proposal, we are seeking your support to present to council for these initiatives to proceed. If you are happy to support the proposal details as suggested above, please fill in the following:

NAME: E.M.H. PERKINS

SIGN: [Signature]

ADDRESS: 7A KING ST

DATE: 1/2/24



Hikurangi Business Association
1 King Street, Hikurangi
Email: admin@hikurangi.co.nz
www.hikurangi.co.nz

Thursday 1st February 2024

To the Tenant at 7 King Street,

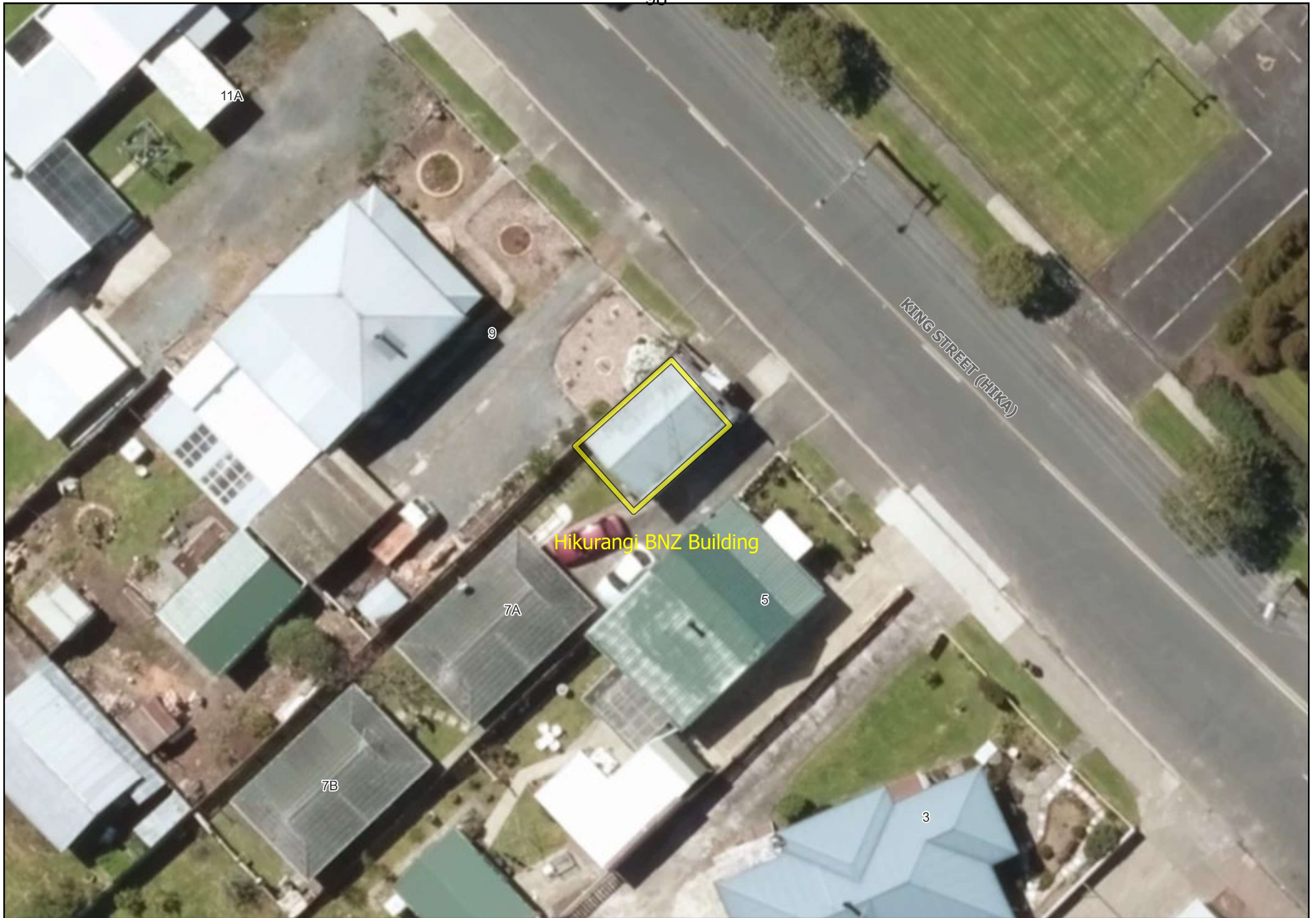
The Hikurangi Business Association has put a proposal in to the Whangarei District Council to have the building located at 7a King Street, known as 'the old BNZ building', to be gifted to the HBA to be fully restored for community use.

The goal is to have community based operations taking place within the building, and to fully restore the building back to its heritage nature. Some of the ideas for uses for the building include:

- A business 'hot desk' space where professionals can lease the space for short hours to use as office space for their private business, this may include public agency leases such as councils or government departments;
- A base for the soon-to-start Hikurangi Shuttle Service;
- A base for the operating Hikurangi Civil Defence Committee;
- A base for the Hikurangi Maori Wardens to use as their primary meeting space;
- A 'show case' space for lease to businesses who do not have shop space in Hikurangi but operate a business in Hikurangi and want to show the public what they sell or what services they offer, by way of drop-in days;
- A pop-up facility that can provide food or other well-being products when these are provided to the Hikurangi community but need somewhere to be stored and to be given out to the public from.

As an immediately affected resident of the proposal, we are seeking your support to present to council for these initiatives to proceed. If you are happy to support the proposal details as suggested above, please fill in the following:

NAME: Dee Ruben SIGN: Dee Ruben
 ADDRESS: 76 King St. DATE: _____



6.1 Whangarei Art Trust (WAT) Financial Remedial Plan Update

Meeting: Community Development Committee
Date of meeting: 18 April 2024
Reporting officer: Victoria Harwood General Manager Community

1 Purpose / Te Kaupapa

The Whangarei Art Trust (WAT) update on the financial remedial plan as requested by the Community Development Committee from the March 2024 meeting.

2 Recommendation / Whakataunga

That the Committee receives the update from the Whangarei Art Trust on the next steps in the financial remedial plan as requested by the Committee at the March 2024 Committee meeting.

3 Background / Horopaki

The ongoing financial deficit being experienced by the Whangarei Art Trust for the Hundertwasser Art Centre has prompted the Community Development Committee to request a further update on the financial remedial plan the Trust have implemented and future plans to mitigate the situation, after receiving the draft Statement of Intent of the Trust for 2024-2027 and the next three-year financial forecast expected losses.

4 Discussion / Whakawhiti kōrero

The Whangarei Art Trust have provided an overview of the remedial plan to assist in reducing expenses and increasing revenue for the Hundertwasser Art Centre as requested by council.

The Trust are reaching a stage where reducing expenses is becoming harder to achieve, while keeping Health and Safety requirements in place and providing the living wage for staff.

The increase in revenue has become the most likely option to relieve the financial deficit.

Ongoing financial difficulties will start to impact the Whangarei Art Museum operations and finances with both entities under the Trust being underfunded in comparison to other similar museums and art centres in New Zealand operating under a Council Controlled Organisation model.

The remedial plan will take time to implement and demonstrate whether revenue has increased. HAC has only been operational for two years requiring longer to become an established tourist attraction after the country's border closures, weather emergencies and

cyclone impact recovery actions which includes the road issues and reduced accessibility into the region.

The Whangarei Art Trust are working hard to review and implement changes to improve the financial situation. The following are actions in response to this:

Work in Progress:

- Workshop held with Council staff, HAC Director, WAM Director and board members Ken Couper, Eileen McNaughton, and Bill Shepherd to brainstorm further cost savings and other potential income streams.
- A new marketing plan has been commissioned with a contractor. The new marketing plan will focus on increasing admissions, Museum Shop sales, and online shop sales.
- Board members and directors have met online with a potential fundraising contractor to look at expanding revenue streams.
- WAM must also constrain activities without a grant increase that aligns with inflation.
- HAC plans to reduce wages and salaries by approximately \$32,000 by moving 3 staff from permanent to casual contracts.
- HAC staff are working with Council staff to improve signage from SH 1 to the Hundertwasser Art Centre.

Because there has been no Council grant increase for WAM over the past 3 years and none forecast for the next year, and wages and salaries go up irrespective of our cost-cutting, WAM needs approximately \$96,000 over the 3-year term of the SOI to restore its purchasing power to 2021 levels.

The focus of improving revenue streams is on improving revenue without incurring further permanent costs, i.e., they must be self-funding.

Given these current work streams' variable and unknown outcomes, the Board cannot give Council any reliable commitment to reducing forecast cash deficits.

If Council wishes to see SOI forecasts with no cash deficits, then Council must consider an operational grant to cover the HAC forecast cash deficits.

4.1 Financial/budget considerations

Council will be provided further information through the long-term plan process.

5 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via this Agenda publication on the website.

6.2 Community Group Operational Report March 2024

Meeting: Community Development Committee
Date of meeting: 18 April 2024
Reporting officer: Victoria Harwood, General Manager- Community

1 Purpose / Te Kaupapa

To provide an overview of operational activities occurring in the month of March 2024, across the Community Group services that the Community Development Committee govern under their Terms of Reference.

2 Recommendation / Whakataunga

That the Community Development Committee receives the operational report for March 2024.

3 Background / Horopaki

This report provides an overview of operational activities and highlights for March 2024, including the five Community Group departments and two Council Controlled Organisations (CCO's), and provides commentary on future activities planned.

4 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website and through the public meeting.

5 Attachments / Ngā Tāpiritanga

Attachment 1 – Community Group – Operations Report for the April Community Development Committee 2024 on March Operations 2024.

Operations Report Community Group

April 2024

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1 Community Group Overview

1.1 Health and Safety

Current Community Group Focus:

- Continue to be proactive in mitigating anti-social behaviour impacts displayed towards front line staff

1.2 Current Priorities

GM Community Group current focus areas:

- Reporting on and developing systems to track and report priority projects for the Community Group departments
- Finalising the NECT32021 lease agreement and NECT2021 relationship management
- Northland Events Centre Stadium Asset Management Plan review
- Whangarei Art Trust relationship management
- Five Council Departments staffing and operations
- Staff wellbeing
- Long-term plan
- Cruise ship season round up
- Half-yearly reports and Draft Statement of Intent from CCO'

Agenda items outside the Community Development Committee meeting

- City Safe Contract information agenda
- City Safe Contract decision agenda – Council meeting
- Community Funding Review – Te Karearea and Council Briefing
- Community Group Priority projects – Te Karearea

Other Operations

- Asset Management Plan reviews
- Request system improvements and remedial plan
- LTP Community Consultation meetings

1.3 Current challenges/issues

- Ongoing Financial situation – Whangarei Art Trust
- Ongoing lease negotiations with NECT2021
- Staff numbers in departments being at the minimum numbers to deliver operations – puts a lot of pressure on staff when there are staff absences.

1.4 Future focus areas

- Long-term plan 2024-2034

- After Hours call centre procurement process
- Library re-carpet and refresh procurement process
- Pensioner housing review and future new housing - next steps
- Forum North (current and future)
- isite café procurement
- Developing Community Group Department strategies, aligning outcomes of the strategy review with the long-term plan process and key priorities
- Stadium Roof replacement
- Community Funding Review
- Hikurangi Business Association Proposal King Street
- Community Led Projects Review
- Old Municipal Building restoration

2 Council Controlled Organisations – Monthly reporting

Whangarei Art Trust - Hundertwasser Art Centre (HAC) and Whangarei Art Museum (WAM).

Hundertwasser Art Centre

February admission sales were lower than budgeted, but shop sales significantly higher:

February 2024		
Hundertwasser Art Centre	Admission sales	Museum Shop sales
Budget	\$104,173	\$46,493
Actual	\$76,824 (74%)	\$66,844 (144%)

March admission sales and shop sales so far (20 March) are at 50% of budget.

March sales have been affected by the closure of State Highway One at the Brynderwyn Hills.

1-20 March 2024		
Hundertwasser Art Centre	Admission sales	MuseumShop sales
Budget	\$82,935	\$67,824
Actual	\$41,917 (51%)	\$35,424 (52%)

On 9 April, BDO Information Systems will visit the Hundertwasser Art Centre to review the IT systems used. The implementation of PatronBase has been a protracted and difficult process and has failed for the instore Museum Shop, so this review is much needed. The review will give guidance on which IT systems are fit for purpose for the organisation.

Applications for a \$16,796 grant for security improvements for HAC and WAM to the Oxford Sports Trust since the Board last meeting. Grant Applications for HAC billboards to Pub Charity or Lion Foundation (up to \$10,000) and HAC artist fees and a sculpture for WAM to the Lottery Environment and Heritage Grant (up to \$15,000) are in preparation and will be submitted before the deadlines in early April and early July, respectively.

Two local Whangārei media and communications companies have prepared a proposal and a quote to complete a long-term marketing plan.

On 24 February HAC participated in the interactive arts festival ArtBeat which took place at the Town Basin for the first time this year. Art workshops were undertaken, and all tickets were discounted at 50%. Twice as many tickets were sold as would otherwise have been expected, resulting in \$1,000 additional revenue.

The third and final cruise ship this season visited Whangārei on 7 March. Few passengers visited HAC as it was a smaller ship and there was not a dedicated tour this visit as our package was added late by Destination Management Company, but there were higher than average Museum Shop sales from the few passengers who visited.

The Hundertwasser Art Centre sculpture committee consisting of representatives from Te Parawhau, Creative Northland, the Hundertwasser Foundation and the Hundertwasser Art Centre met to discuss ten proposals for sculptures. Five sculptures were shortlisted: two will be installed outside the Hundertwasser Art Centre with Wairau Māori Art Gallery in April and the other three will be installed later in the year.

Two staff have moved to casual contracts, this will help to reduce staff capacity over the winter months and save on staff costs.

Temperature and humidity readings for the Hundertwasser exhibition for February were sent to the Hundertwasser Non-Profit Foundation early March. Most temperature and humidity readings were within the target range (target range temperature: 20-22 degrees; target range humidity: 45-55%). Some readings were higher than 55% on three consecutive days but the HVAC system corrected itself after this. The Foundation was not concerned.

Whangārei Art Museum

Visitor Numbers - 28,596 cumulative visitors so far, this financial year. February saw 4,058 visitors, which is a 34% increase on February 2023. As of 21 March, March has seen 2,609 visitors, a 6.7% increase on the same time in March 2023. For this financial year, there is currently a 17% decrease in visitors compared with the previous financial year. However, it is expected that the gap will close before the year ends and are optimistic for a marginal increase.

Staffing - The contract for our fixed-term Educator role ends this week. Creative Northland have indicated that they may have funds to help. An application to Four Winds Foundation to extend the role has been submitted.

Unfortunately, our request for a \$60,308.47 increase to our annual operating grant for the upcoming 2024-25 financial year (which would remedy an effective reduction of the operating grant over the previous two years and account for inflation this year) has not included in the draft LTP so far. These funds were intended to be used to hire a permanent Educator.

Foyer/Hatea Studio - Council District Development team has advised that they are waiting on an external valuation of the foyer space before they can add it to the lease. This will take approximately two months. No progress to report on council's planned -site construction at the end of the foyer until new council staff start in vacant roles.

Public Programmes - Two highly successful talks were presented to the public: Tuesday 19th March at 1pm: *Building A House for Adele*. Wednesday 20th March at 10am: *What would Adele think?*. These talks were very well attended, including by approximately 20 students from the local Design School.

A resource of video interviews with exhibiting artists is being provided for Northland-based high schools to use as educational tools for their art students.



Financial Update

Summary to date (end Feb 2024)

Recent reporting including the draft Statement of Intent (SOI) for the next three years of operations and the Half Year Report have been submitted to council. These reports were submitted 5 and 6 March (due 29 Feb and 1 March respectively). Measures have been taken to ensure the information required for these reports going forward is available well prior to the report compilations, including diary reminders for those responsible.

HAC February admissions and sales are up 157% on prior year figures at 172k (down 6% on budget). HAC YTD loss (before depreciation) is **\$156k** (\$184k last month)

WAM net profit is forecasting to be within 8k of budget.

Expenses

HAC expenses excluding wages and depreciation to date are under budget by \$145k and expected to be underbudget by \$199K for the year.

Wages & professional services forecasted to 30 June 2024 for HAC of \$1.076m are reduced by \$219k from 30 June 2023 actuals of \$1.295m. Costs YTD are over budget by \$189k and expected to be over budget by \$286k by the end of the year. This was due to lower than budgeted staff reductions and not due to increased staff. Staffing will continue to be monitored for efficiencies.

Profit

The year-to-date position before depreciation is a loss of **\$54k** (budgeted \$410k profit YTD).

	Forecast		Budget		
Summary of Profit:	To 29 Feb	To 31 Jan	To 31 Dec	to June 24	to June 24
WAM Loss (Profit) to date	(181,643)	(225,357)	(262,708)	(13,796)	(30,673)
HAC Loss (Profit) to date	156,037	184,037	226,215	360,342	(394,142)
WAT costs to date	79,165	75,288	71,412	83,914	130,421
Loss (Profit) before depreciation	53,558	33,969	34,919	430,460	(294,394)
Depreciation	639,886	563,834	482,537	959,852	950,000
Total Loss	693,444	597,802	517,456	1,390,312	655,606

Cashflow

Bank Summary

Whangārei Art Trust

For the period 1 February 2024 to 29 February 2024

ACCOUNT	STATUS	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Bank					
BNZ 00 (WAM)	Active	222,290	91,037	155,705	157,621
BNZ 01 (HAC)	Active	385,878	219,742	192,125	413,495
BNZ 25 (Bond Funds)	Active	56,931	249	-	57,180
Westpac 00 (HAC)	Active	3,445	-	50	3,395
Total Bank		668,544	311,027	347,881	631,690
Total		668,544	311,027	347,881	631,690

February cashflow was a net decrease of \$36,854 (budgeted increase of \$3,924)

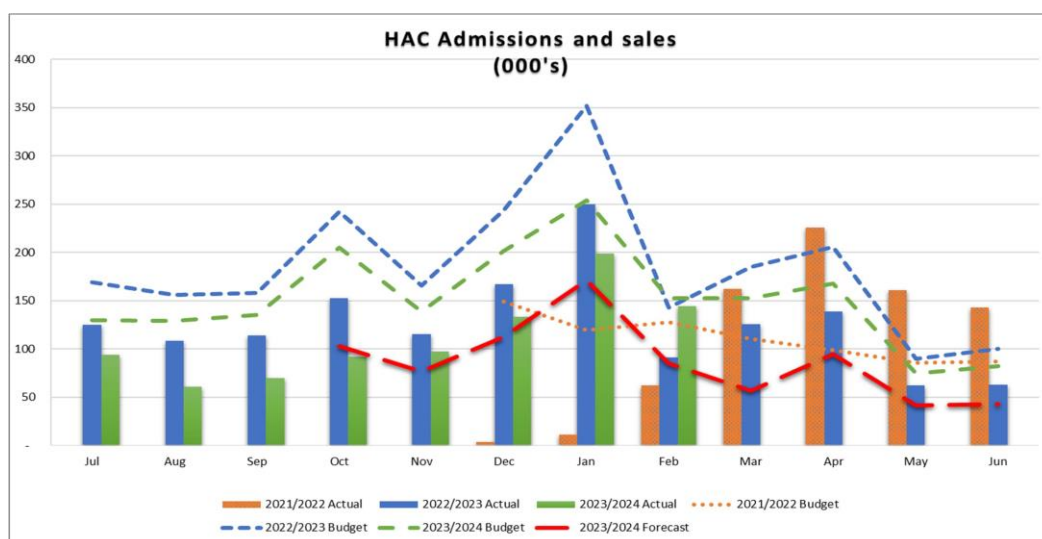
It is important the board focus on bringing in funds, including grants of all kinds especially operating funds in light of the current SH1 closure.

The online shop has seen sales are covering PatronBase costs, however shop sales are around 5 months behind budgeted expectations. Slow growth in this area is expected, however a targeted advertising strategy will be helpful to speed up making this area a meaningful part of the shop sales.

With the closure of SH 1 current forecasts are difficult to predict. There has been some advertising by various northland groups encouraging the taking of scenic routes to northland which is hoped can mitigate some of the impact.

The board has approved to transfer further \$300k from the Guarantee funds at council (Currently \$750k held) to cover any uncertainty around the SH1 closure. This will be requested during March.

The Statement of Intent for the next three years was submitted to council as part of the half yearly reporting due by the end of March.



*have swapped Feb/Mar expected sales around from previous forecasts – timing due to road closures

HAC Admissions and sales \$'000s	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2021/2022 Budget						149	119	128	110	99	86	87	779
2021/2022 Actual				-	-	4	11	62	162	226	161	143	769
2022/2023 Budget	169	156	158	242	166	244	352	143	185	206	90	100	2,211
2022/2023 Actual	125	109	114	153	115	167	250	92	126	139	63	63	1,515
2023/2024 Budget	130	129	136	205	139	202	254	153	153	168	75	82	1,825
2023/2024 Actual	94	61	70	92	98	133	199	144					891
2023/2024 Forecast				103	77	113	172	85	57	95	41	43	1,011
2021/2022 % of budget						3%	9%	48%	147%	229%	187%	164%	99%
2022/2023 % of budget	74%	70%	72%	63%	70%	69%	71%	64%	68%	67%	70%	63%	69%
2023/2024 % of budget	72%	47%	52%	45%	70%	66%	78%	94%					
2023/2024 % of Forecast				90%	127%	118%	116%	169%					
2023/2024 % of last year	75%	56%	62%	60%	85%	80%	79%	157%					
Account Number			Actual Month 8	Budget Month 8	Variance Month 8		Actual YTD	Budget YTD	Variance YTD		Forecast 2023/2024	Full Year 2023/2024	Variance 2023/2024
Period Ending 29 February 24			Actual Month 8	Budget Month 8	Variance Month 8		Actual YTD	Budget YTD	Variance YTD		Forecast 2023/2024	Full Year 2023/2024	Variance 2023/2024
WAM													
Income			(2,893)	(3,575)	683		(516,287)	(497,601)	(18,686)		(712,834)	(694,939)	(17,895)
Expenses			16,854	17,076	(222)		116,751	134,237	(17,486)		367,978	374,186	(6,208)
Wages and non legal Prof Services			33,722	21,680	12,042		217,893	193,720	24,173		331,060	290,080	40,980
Depreciation			-	-	-		-	-	-		-	-	-
Net loss (profit) WAM			47,683	35,181	12,503		(181,643)	(169,644)	(11,999)		(13,796)	(30,673)	16,877
HAC													
Income			(194,819)	(167,930)	(26,889)		(1,117,934)	(1,570,169)	452,235		(1,474,802)	(2,142,821)	668,019
Expenses			81,036	62,640	18,396		554,490	699,555	(145,065)		758,384	957,659	(199,274)
Wages and non legal Prof Services			85,782	57,925	27,857		719,480	530,480	189,000		1,076,759	791,020	285,739
Depreciation			74,779	77,878	(3,099)		629,171	623,024	6,147		944,849	934,536	10,313
Net loss (profit) HAC			46,778	30,513	16,265		785,208	282,890	502,318		1,305,191	540,393	764,797
Trust													
Income			-	-	-		-	-	-		-	-	-
Expenses			3,877	1,302	2,575		44,569	44,514	55		49,319	46,921	2,398
Wages, Mgmt and non legal Prof Services			0	6,958	(6,958)		34,596	55,667	(21,071)		34,596	83,500	(48,904)
Depreciation			1,273	1,289	(15)		10,715	10,310	405		15,003	15,464	(462)
Net loss (profit) Trust			5,150	9,549	(4,399)		89,880	110,490	(20,611)		98,917	145,885	(46,968)
Totals													
Income			(197,712)	(171,506)	(26,206)		(1,634,221)	(2,067,770)	433,549		(2,187,636)	(2,837,760)	650,124
Expenses			101,767	81,018	20,749		715,810	878,306	(162,496)		1,175,681	1,378,766	(203,085)
Wages and non legal Prof Services			119,504	86,563	32,941		971,969	779,867	192,102		1,442,415	1,164,600	277,815
Expenses prior to depreciation			221,271	167,582	53,690		1,687,779	1,658,173	29,606		2,618,096	2,543,366	74,730
Net loss (profit) prior to depreciation			23,559	(3,924)	27,483		53,558	(409,597)	463,156		430,460	(294,394)	724,854
Depreciation			76,052	79,167	(3,115)		639,886	633,333	6,552		959,852	950,000	9,852
Net loss (profit) Total			99,611	75,243	24,369		693,444	223,736	469,708		1,390,312	655,606	734,706
WAT split into HAC & WAM													
WAM			48,705	37,076	11,630		(163,808)	(147,719)	(16,089)		5,833	(1,724)	7,557
HAC-WMAG			50,906	38,167	12,739		857,252	371,455	485,797		1,384,479	657,330	727,149
			99,611	75,243	24,369		693,444	223,736	469,708		1,390,312	655,606	734,706

2.1 Northland Events Centre Trust

Updates from the Trust will be provided once the new Chief Executive is recruited.

3 Community Development

3.1 Health and Safety

Community Safety

CitySafe Community Officers have had four Health and Safety incident reports for February, with all occurring during the day for:

- slight pain and discomfort when picking up rubbish
- abuse and threatened to be spat upon by a known homeless male with mental health issues, who was confronting the CitySafe Community Officers about the lack of bylaw enforcement of people riding bikes through the Cameron Street Mall
- intimidation by a youth swinging a standard while swearing and hitting plants in the Rose Gardens at Cafler Park
- an accidental bump by a heavily intoxicated male when trying to give the intoxicated male assistance after he had allegedly been assaulted by a youth.

At the time of reporting, three reports have been made for March, also occurring during the day for:

- breaking up a fight between multiple groups of youths at the Vine Street Carpark after school
- abuse and being spat at by an unwell homeless male with mental health issues who was in the process of being trespassed from the Rose St Bus Stop and toilets after being reported for continually using the female toilets and abusing the Rose St Bus Stop guard
- threats and abused by a homeless male when assisting in the serving of a trespass notice for the Central Library after the male had previously assaulted the security guard at the library and another homeless male in the Mall.

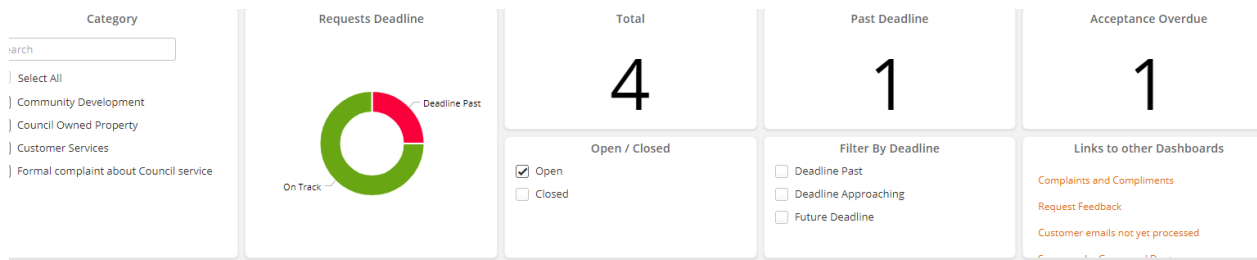
3.2 Current Priorities

- Funding programme review.
- Grants management system business case development.
- Progressing Hikurangi Hall partial roof replacement.
- Procurement for Pensioner Housing Tenancy Management and Pensioner Housing Grounds Maintenance contracts.
- Progressing future growth and delivery options for Pensioner Housing.
- Supporting the Summer Safe Carpark Programme at our high-risk carparks over the summer period until Easter Monday.
- Providing additional CitySafe Community Officer patrols in the Town Basin for cruise ship arrivals on the 4th and 22nd February and the 7th March, and Taste Whangarei, the Race Relations Day festival on the 21st March.

3.3 Performance measures and compliance

Reported annually.

3.4 Request system dashboard update



3.5 Current challenges/issues

- Resourcing pressures for community funding.
- Working with a prior Partnership Fund grant recipient to fulfil their grant obligations.
- Increased supply, labour and materials costs, e.g. scaffolding to be used in exterior building maintenance painting works and pensioner housing refurbishments.
- Deterioration of pensioner housing wooden floors due to the age of some units which are not suitable to manage foot movement in kitchens and bathrooms.
- Supporting Council's tenancy managers to work through complex pensioner housing tenancy issues.
- Budget requirements to maintain current levels of service for the CitySafe Community Officer Contract post the Better Off Funding allocation that expires on 30 June 2024.
- Unremoved graffiti vandalism in the Inner City, shopping centres, and on the main arterial routes, that continues to detract from the city's image of being a safe and welcoming city.
- Resourcing for all graffiti removal contractors with i-pad devices for accessing the Stop Tags database to provide more accurate data on the number of graffiti being removed by the various departmental contractors within Council.

3.6 Overview of Operational Activities for March

Advisory Groups

- The Disability Advisory Group (DAG) had an LTP workshop to discuss the drafting of the DAG LTP submission, instead of the usual meeting. Newly recruited members were invited to attend before their first official meeting in April.
- Positive Ageing Advisory Group had presentations on the LTP, Future Development Strategy and the Silver Festival.

Community Led Projects (CLP)

- The school/community pool partnership between Raurimu Avenue School and the Onerahi Community Association is continuing successfully.
- Onerahi is also continuing to plan for the pocket park in more detail, with the support of the local Lions Club and Roding staff.
- Maungatapere Village Inc (MVI) in partnership with the Maungatapere Mountain Trust held a successful Maungatapere Mountain Discovery Day on 17 March. Nearly 40 people attended and those who missed out want to see this happen again.

- MVI met with council staff regarding public toilets and suitable locations. They are also slowly progressing with security cameras at the SH14/15 intersection and are looking to apply for funding.
- A meeting between staff from the Parks and Recreation Department and members of the Waipu River Walk Committee will take place early April to discuss the future management and maintenance of the Waipu River Walk.
- The Tikipunga CLP group continue to work towards a hui with hapū to progress its signage project. The park and wayfinding signage is on hold due to the Parks and Recreation department decision to audit their signage.
- Raumanga Community Roopu – a community coordinator has been contracted for 6 months to work in the community on behalf of the roopu.
- A hui was held in Raumanga by the Raumanga community coordinator on Monday 25 of March. 14 agencies attended the hui. The goal is to move from agency representation to community representation.
- Community Development Advisers continue working on a review of the Community Led Project program. Three alternative program structures are being considered in addition to the status quo. This review is almost complete.

Community Development

- Best Practice Grant-Seeking Workshop in partnership with Volunteering Northland and Strategic Grants – well attended and lots of positive feedback. A second workshop is scheduled for May.



- Kai Ora partners are hosting a workshop in Whangarei on the 6th of April. The workshop is called “Local Food Security”. The focus of the workshop is to create greater levels of cooperation among community groups. Based on feedback at the first workshop held on the 15th March, cooperation will be the overarching theme of the remaining workshops in 2024.
- The Children’s Day organising committee held a review meeting and will begin planning in preparation for Children’s Day 2025.

- The Chief Executive Forum will receive a draft of the Te Tai Tokerau Regional Accessibility Strategy in their April meeting after they ran out of time at the previous meeting.

Welcoming Communities

- The Welcoming Communities Coordinator is looking to confirm a new date for the Statement of Commitment Signing Ceremony after postponing the event which was to occur on the 11th March 2024.
- The Welcoming Communities survey closes on 18 April 2024, at 4.30 pm. 136 people had responded to the survey by 13th March 2024. The survey is still being promoted and it is anticipated that more responses will be received:
[Welcoming Communities - Whangarei District Council \(wdc.govt.nz\)](https://www.wdc.govt.nz/communities).
- Work continues on community engagement and building a framework for the stocktake report to be presented to Council mid-2024.
- Taste Whangarei, a collaboration between Community Development and Venues and Events, was held on the 21st of March 2024. Key community partners for the event were English Language Partners, Multicultural Whangarei, WINGS and Volunteering Northland. The event was well attended and feedback on the event has been positive.



Total Mobility Scheme (TMS)

Last three months charges:

- December \$15,645.65
- January charges \$14,103.25
- February charges \$16,067.81

The total FY spend to date stands at \$130,117.68. The total forecasted spend (based on monthly averages) remains at \$195k.

From July 2024 onwards, the Total Mobility budget will be transferred from Community Development to the Northland Transportation Alliance (NTA) to manage.

Community Funding

- Funding rounds this month:
 - Creative Communities Scheme (Round 3) – outcomes being processed
 - Community Fund (Round 3) – pending committee decisions
 - Youth Week Fund – assessment stage
- Approx. 60 funding applications received in March.
- Review of community funding model and policy.

Community Property

- The Community Property Adviser continues to work with Northpower to re-route power lines for the safe installation of scaffolding around Hikurangi Hall to progress the partial roof replacement. A solution has been reached with Northpower and an electrical plan has been approved of \$22,662 to proceed in the re-routing of the power lines.
- 48 Smoke detectors to be replaced at the Old Library.
- The revised Pensioner Housing application form has been completed.
- Currently working through procurement processes for Pensioner Housing Tenancy Management and Pensioner Housing Grounds Maintenance contracts.

Community Safety

- The CCTV Network has no new projects planned, with the focus being on maintaining the existing infrastructure.
- The Proceeds of Crime funded CCTV for this month has focused on the operational maintenance of the Hikurangi and Kamo Community CCTV.
- Continued planning with NTA for cameras from Stage 5 of the Kamo Shared Pathway to be connected to the CCTV network, along with the proposed cameras on the Whau Valley Shared Pathway and the cameras planned as part of the Rose Street Bus Stop upgrade.
- The Stop Tags database hot spots for Council's graffiti removal contractors have been the Pohe Island and Tarewa skate parks, and in the Inner City, with an additional device provided to the Parks and Recreation graffiti removal contractor so that graffiti is entered into the database when they have two staff working.
- The Better Off funded community safety programme of two part-time community officers at the Rose Street Bus Stop ends on the 30th of June 2024. The fund also allowed Council to remunerate the CitySafe Community Officers with the living wage over the 18-month period to assist with staff retention. With the fund ending and no increase in the existing CitySafe Community Officer budget, the same level of service is unsustainable for the contractor. An agenda paper is being submitted to Council on a proposed variation to the contract to enable the contractor to continue to pay their staff the living wage.

CitySafe reporting

The following reporting is to be read in conjunction with the CitySafe Graphs attached to this report.

- *CitySafe Monthly Totals*

Overall CitySafe reporting for February had a significant increase over the previous month and is significantly up on previous years, with a 139% increase in antisocial behaviour (ASB) reporting, a 76% decrease in bylaw reporting and a 154% increase in other reporting.

Preliminary reporting for March has seen a significant decrease in reporting for all categories.

Community officers reported an additional 99 maintenance requests for service in February, being 12% of their overall total reporting to Council, with graffiti vandalism and rubbish being the highest reported activities, and preliminary reporting for March showing 115 service requests, being 17% of their overall reporting.

- *CitySafe Anti-Social Behaviour (ASB) Monthly*

There has been a significant 139% increase in overall antisocial behaviour (ASB) reporting for February, with increases in all areas, apart from assault, dishonesty, gang and vomit reporting, with breach of the liquor ban continuing to be the highest reported ASB activity.

The significant increase in reporting for February over the same month in previous years has been attributed to the increase in disorder, drugs, drunks, homeless, truancy and youth reporting.

Preliminary reporting for March has seen a decrease on overall antisocial behaviour, but significant increases in assaults and a slight increase in disorder.

- *CitySafe Dashboard – Day ASB – Three-Month View*

Daytime ASB for February had a slight reduction in breach of the liquor ban, dishonesty offending and public urination, but has seen a significant increase in damage, disorder, drugs, drunks, fighting and gang reporting.

Preliminary reporting for March has seen an increase in assaults, breach of the liquor ban and disorder, but a significant decrease in damage, dishonesty, drugs, and drunks.

- *CitySafe Dashboard – Night ASB – Three-Month View (Vibe and Bottle Count)*

Night-time ASB for February has seen an increase in breach of the liquor ban, damage, fighting and a significant increase in public urination. This corresponds with a Night-time Vibe average of 6.3 for the month, as compared to 5.6 average for the same month in the previous year and a 12-month average of 6.5. The Bottle Count average was 43, as compared to a 32 average for the same month in the previous year and a 12-month average of 38.

Preliminary reporting for March has seen a significant decrease in breach of the liquor ban, drunks and public urination, but a slight increase in assaults and damage. This corresponds with a significant increase in the average nightly bottle counts (64) and a deterioration in the night-time vibe (6.6).

- *CitySafe Bylaw and Other Community Safety Monthly Totals & Three-Month View*

Total Bylaw and Other reporting for February has seen significant 130% increase, with significant increases in homeless, suspicious, truancy, vehicle and youth reporting.

Preliminary reporting for March has seen a significant decrease in overall reporting in all areas.

Homeless reporting for February increased to 70 and associated ASB reporting increased to 30 - predominantly for breach of the liquor ban, disorder, drugs, drunks and mental health.

Preliminary reporting for March has seen a decrease in homeless reporting to 54 and a reduction in overall associated ASB reporting to 22, however, there has been an increase in assaults being reported and two men were arrested by Police for antisocial behaviour offending, with one male trespassed from the Rose Street Bus Stop and the other from the Central Library.

Two people continue to live under the Walton St Bridge and a couple live in their vehicle the Bascule Carpark, as well as a young woman living out in the open under the eaves at Manaia House in Rathbone Street. People living under the Te Matau a Pohe Bascule Bridge have been moved due to health and safety concerns.

Nine people are reported to be living at the Okara Reserve, with others living on park reserves at Beach Road, Onerahi and at the Otaika Sports Park (Blue Goose). The Parks and Reserve and Health and Bylaws Departments monitor these locations.

CitySafe Graphs

CitySafe Monthly Totals

The CitySafe Monthly Totals (Figure 1) are “Year-on-Year” reporting all monthly totals (apart from Patrol Logs) taken from the CitySafe Dashboard that commenced mid-October 2021.

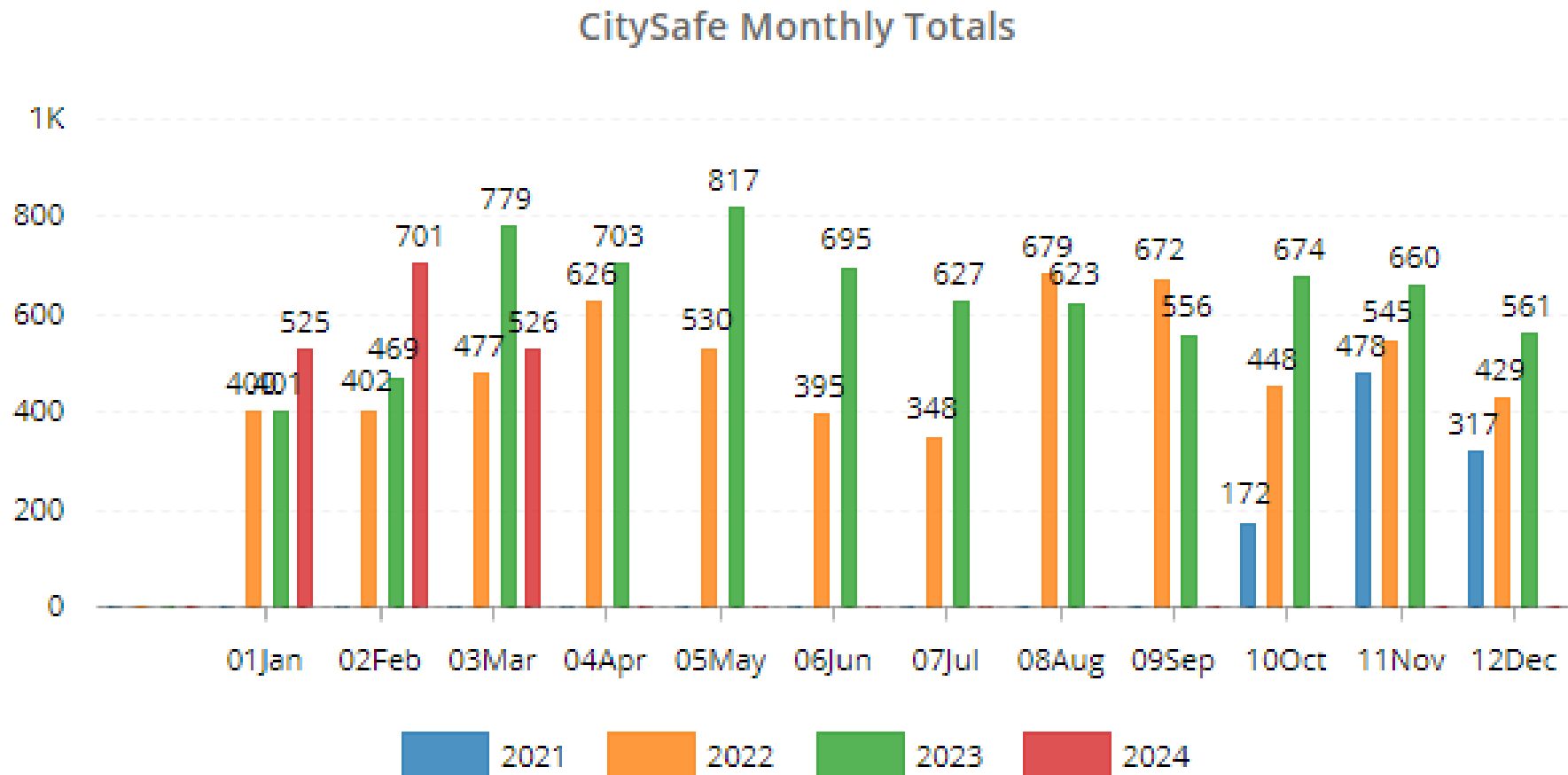


Figure 1. Monthly CitySafe Year on Year Totals: 15 October 2021 to 27 March 2024

CitySafe Anti-Social Behaviour (ASB) Monthly

This data is further broken down to report on anti-social behaviours (ASB) (Figure 2)

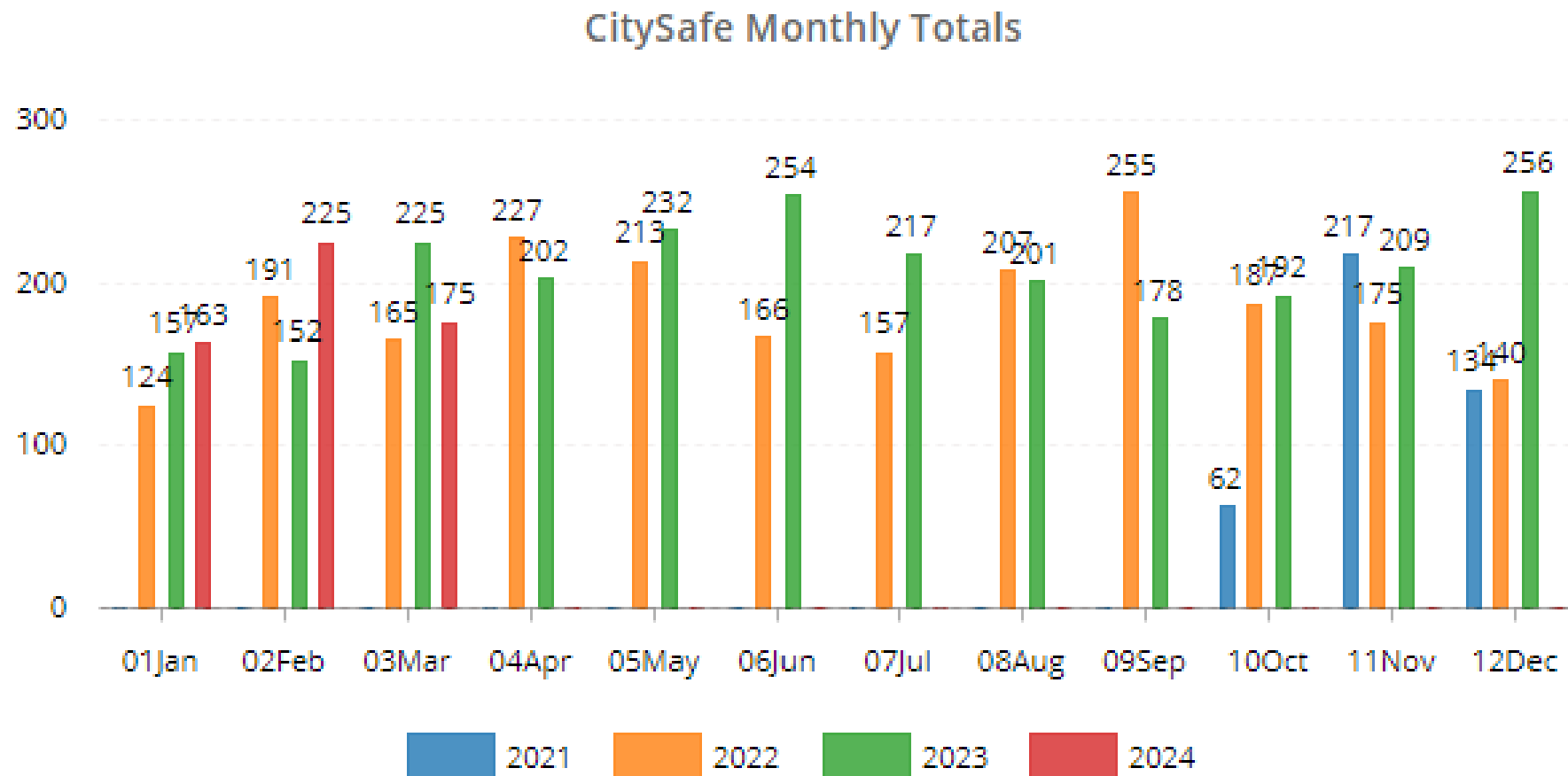


Figure 2. Monthly CitySafe Year on Year Anti-Social Behaviour Totals: 15 October 2021 to 27 March 2024

CitySafe Dashboard – Day ASB – Three-Month View

and now has the ability to report ‘Day ASB’ (Figure 3) .

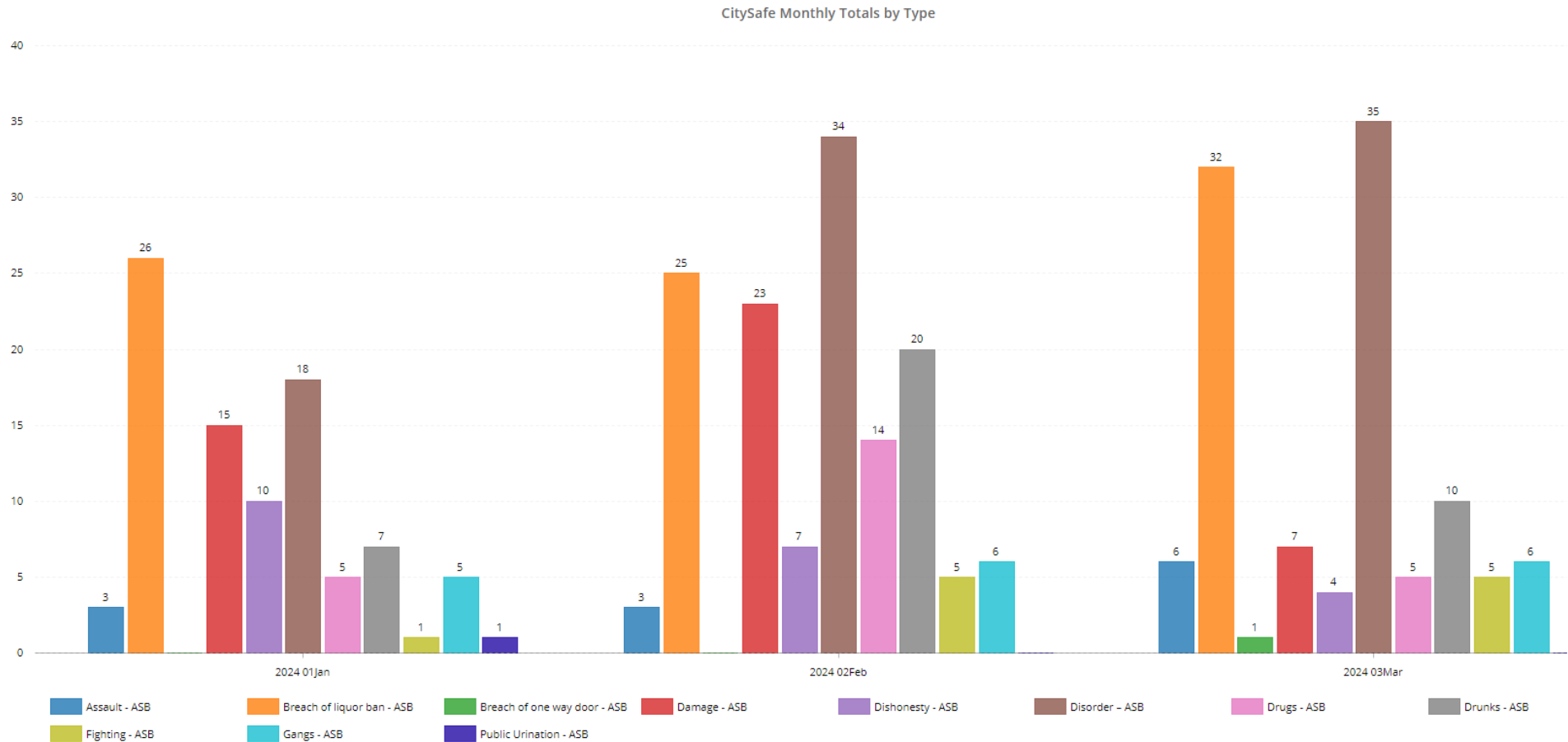


Figure 3. One-Month breakdown of Anti-Social Behaviour reporting by type: January 2024 to 27 March 2024

CitySafe Dashboard – Night ASB – Three-Month View

'Night ASB' (Figure 4);

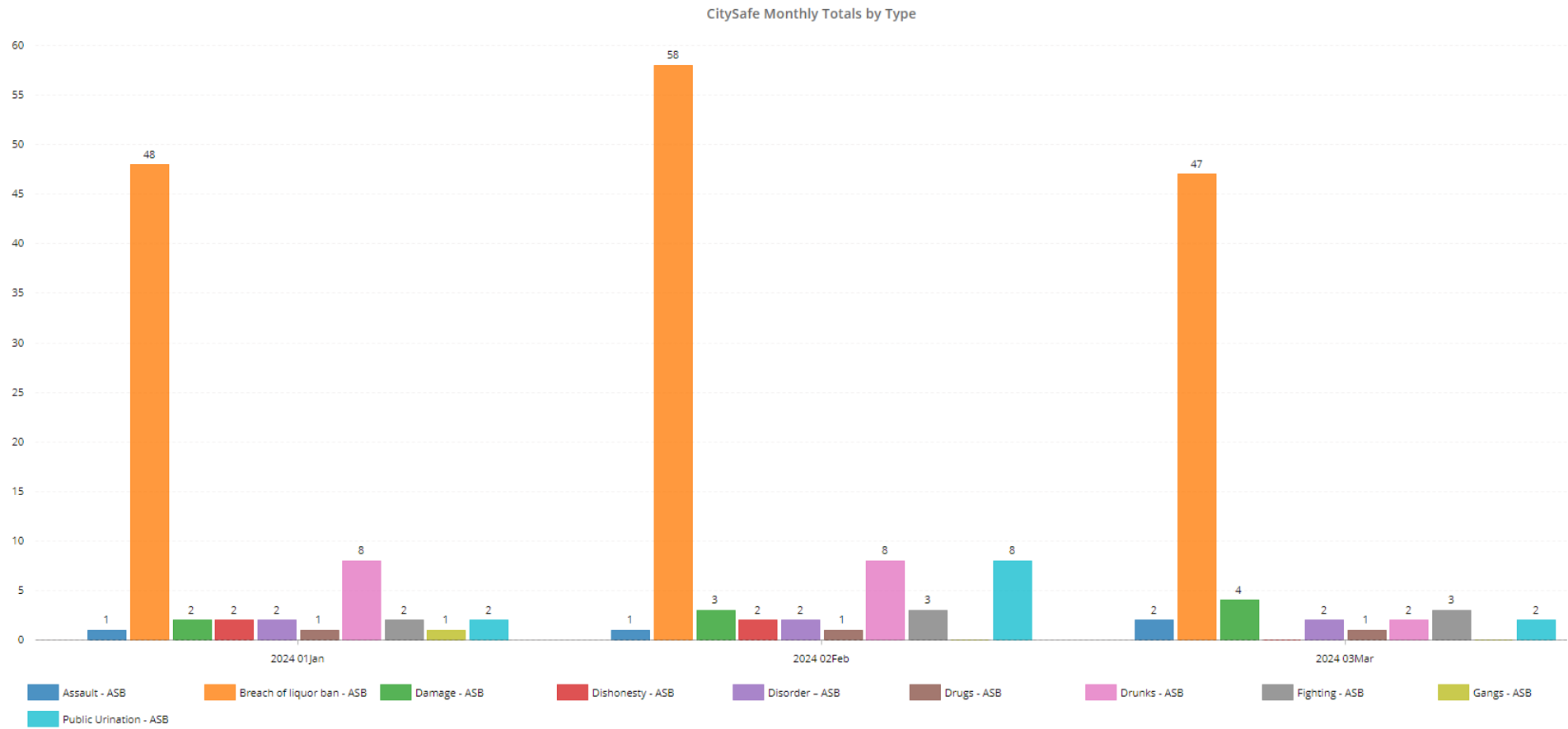


Figure 4. One-Month breakdown of Anti-Social Behaviour reporting by type: January 2024 to 27 March 2024

CitySafe Dashboard – CitySafe Night-time General Vibe

Night-time General Vibe (Figure 5) and Night-time Bottle Count (Figure 6)

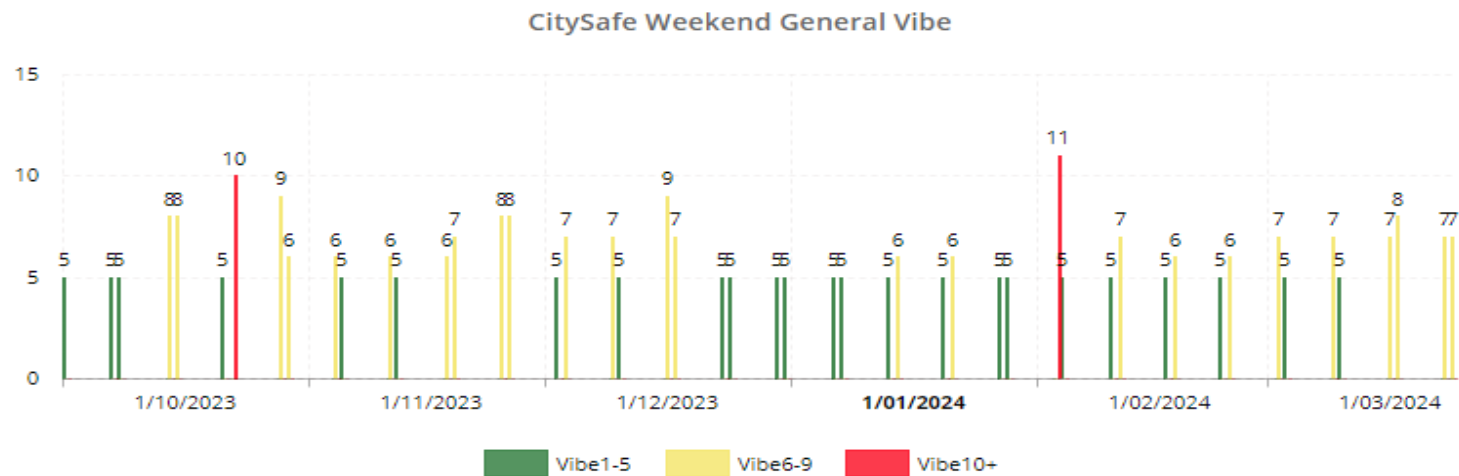


Figure 5. Six-Month overview of weekend night-time vibe: October 2023 to 27 March 2024

CitySafe Dashboard – CitySafe Night-time Bottle Count

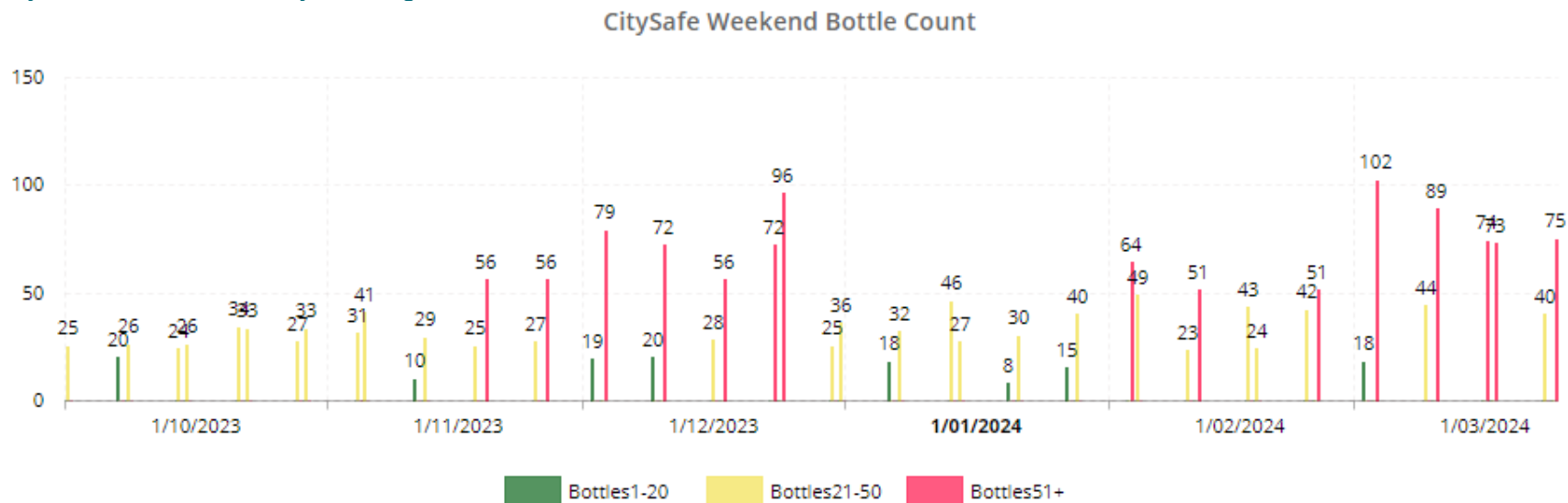


Figure 6. Six-Month overview of weekend night-time bottle count: **October 2023 to 27 March 2024**

CitySafe Bylaw and Other Community Safety Monthly Totals

“Year-on-Year” Bylaw and Other Community Safety Monthly Totals (Figure 7)

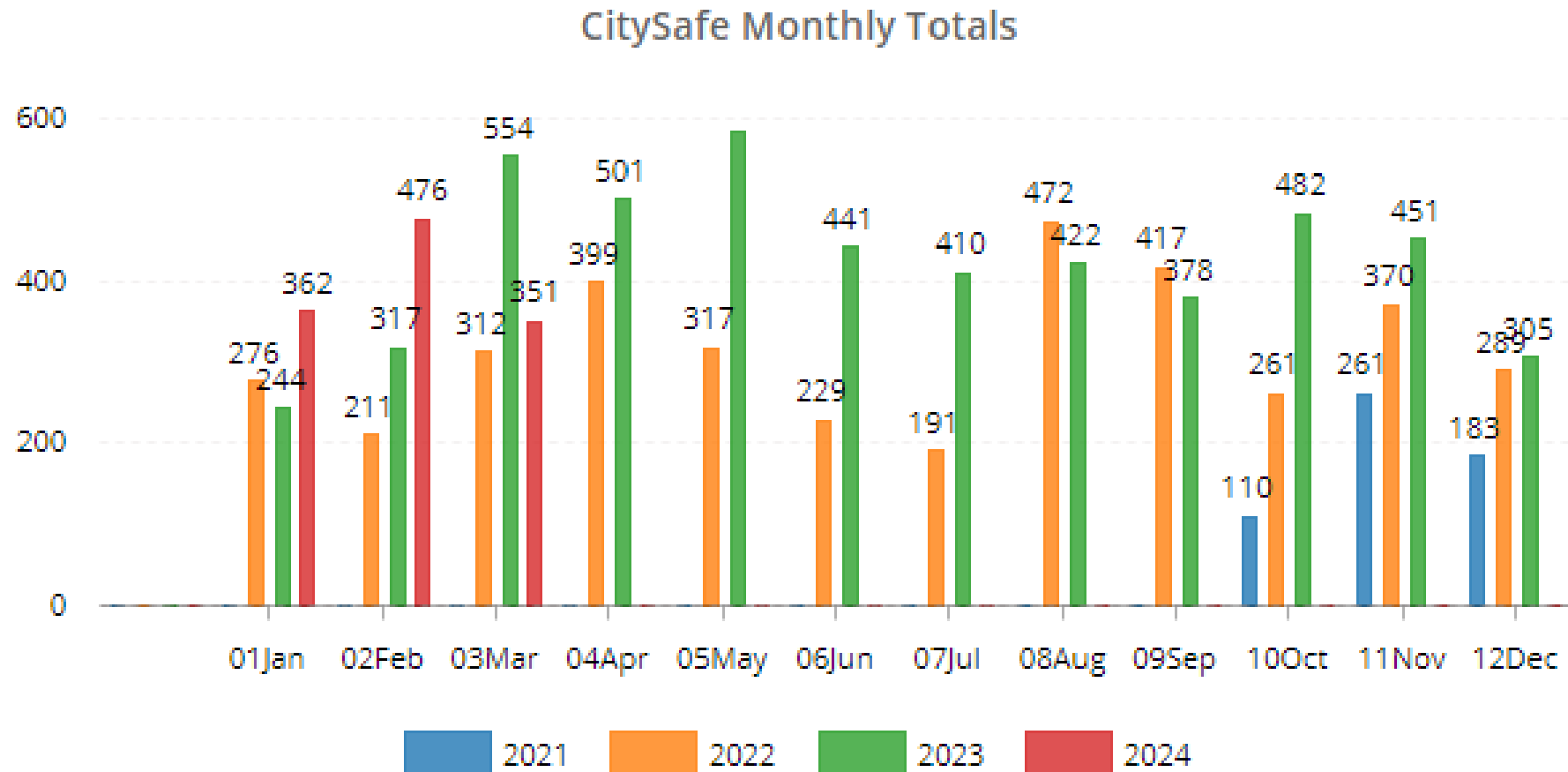


Figure 7. Monthly CitySafe Year on Year Bylaw and Other Community Safety Monthly Totals: 15 October 2021 to 27 March 2024

CitySafe Dashboard – CitySafe Bylaw and Other - Three-Month Totals

One-Month Bylaw and Other Totals (Figure 8). Note: The two additional part-time “Better Off” funded community officers commenced patrolling the Rose St Bus Stop from 1 May 2023 (2:30pm to 5:30pm, Monday – Friday) that will have an effect on the overall CitySafe reporting up until 30 June 2024. Patrol Logs have been removed from the data, in order to provide a more accurate reflection of reported activities

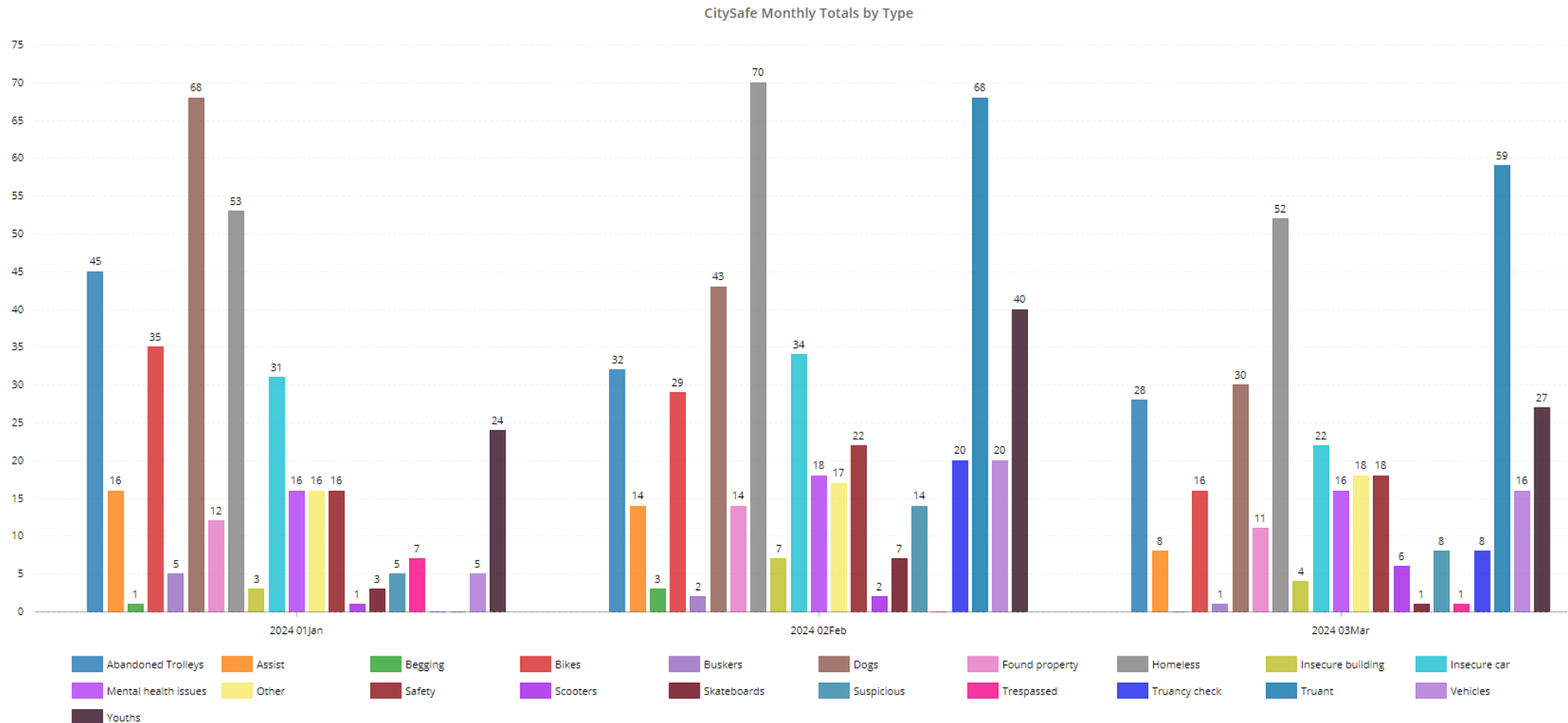


Figure 8. One-Month breakdown of Bylaw and Other Community Safety reporting by type: January 2024 to 27 March 2024

3.7 Risk to the Tiriti Relationship

Nothing to report.

3.8 Delegated Financial Authority Policy

Nothing to report.

3.9 Legislation changes or updates

Nothing to report.

3.10 Future Planning / What's coming next?

Community Development

- Disability Advisory Group induction.

Community Funding

- Community funding model and policy for briefing in April (implementation in May/June)
- Grants management system business case and procurement (aiming for implementation from July)
- District Amenities Fund multi-year funding application form and guidelines update (opens in March)

Community Property

- Progress on roof repair works to commence soon at Hikurangi war Memorial Hall so that an electrical power re-route plan has been approved by Northpower.
- Housing contracts are due for renewal before 30 June 2024, including tenancy management services, grounds maintenance services and heat pump maintenance services.
- Finalising the Asset Management Plan for the Community Property portfolio.

Community Safety

- Continuing to progress CCTV installation at Whangarei, Kamo and Hikurangi for Year 2 of the programme.

Welcoming Communities

- The Welcoming Communities coordinator is working on preparing a stocktake analysis report to be presented by the middle of this year. Two events under this program are under planning: 1) An inclusive Statement of Commitment signing ceremony, 2) An ethnicity focused Matariki Hui in May/June.

3.11 Capital Works

Major Projects – Community Development	Current Stage	Estimated Construction Start Date	Estimated Completion Date
Old Municipal Building (OMB)	Construction	17/7/2023	Start of 2025
<p>Summary:</p> <p>The seismic strengthening of the building is scheduled to be completed by mid-April, following this the roof reconstruction will begin. The clock tower is planned to be installed in May followed by the Roof cladding.</p> <p>The project is still currently scheduled to be complete early January 2025, however, there has been additional strengthening tasks added by the engineer that could extend the programme.</p> <p>The project is on Budget.</p> <p>Contractor: Arco</p>			

4. Customer Services

4.1 Health and Safety

Te Iwitihi

Airflow issues continue with some days very cold for desks in the Customer Services team areas, this will continue to be logged via MySafety. Workers have been addressing the aircon this week, so a solution is being sought.

Claphams Clocks

The Health & Safety Representative for Claphams attended the March H&S meeting at Council. She completed the Annual H&S Site Review and updated the Working Alone procedure for the museum.

isite

There was one incident reported for the isite in March. It involved a distressed member of the public entering the isite and being assisted by isite staff. Numerous police officers arrived on the scene and were outside in the carpark and some questioned the man. Isite team remained calm and continued serving visitors until police and member of the public left the building. No information regarding this incident was provided by the police.

4.2 Current Priorities

Customer Services – Te Iwitihi, Ruakākā

- Looking at recruitment options for current vacant Customer Relations Coordinator.
- Currently training the two newest Customer Services Representatives on Reception, so they are confident in providing our service at isite.
- isite will become a Council Service Centre from 2 April 2024. All Council services will be provided except Dog Registration. Our worst cases of aggression and abuse are from dog owners and any potential incident of this kind is to be avoided at the isite. Whilst isite has a permanent security guard, it does not have the security measures such as the glass barrier which is present at te Iwitihi.
- Team Leader for Customer Experience is now also acting Team Leader for Contact Centre. Customer Services Team Leader will be assisting with Customer Relations Coordinators.

Contact Centre

- The current afterhours service provided by Secom finished on 29 February. The procurement for another provider has been started and the Registration of Interest (ROI) documents will shortly be provided to our known interested parties and uploaded to the online portal, GETS.
- The Manager Customer Services and Team Leader Contact Centre have been working on a temporary arrangement for the provision of the afterhours service while the procurement process is undertaken.
- Armourguard Auckland have been engaged, as they are currently our Health and Bylaws contractor. They have indicated that they are not interested in the permanent contract, but this keeps our process fair and equitable to all interested parties.
- Armourguard have been granted access to TechOne which means that for each afterhours call, they are now able to load a request directly into our system. This is a much smarter process than the spreadsheet one used by Secom because it reduces double handling for our Contact Centre and improves accuracy and reporting. The new service took over on 1 March. The Team Leader – Contact Centre and Customer Services Manager have been to Auckland and spent some time with Armourguard and conducted some online training. Staff are confident that the service level provided will improve but also aware that there is a lot of information for the team to learn and for the first week or so there will be a steep learning curve.

isite

- Hundertwasser Art Centre Supplier Agreement – Hundertwasser retail items to be sold at isite
- Café – working with District Development to source tenant. ROI circulated; TL met with one potential tenant on 27 March.
- Event ticketing – reviewing contracts for Ticketek and Ticketmaster

Claphams Clocks

- Supporting enrolment process for new team member to undertake the 18 month NZ Certificate in Museum Practice, Level 4 (run through ServicelQ).
- Planning and design for a new, ergonomic front of house/reception desk, that allows for 2 POS to cope with busy season/cruise season ticketing for museum and gift shop. Feasibility and cost analysis is underway in liaison with Business Support.
- Finalising construction of new built-in shelving for the clockmaker's workshop and the office/store room to support operational museum requirements and shop stock storage.

Property Assessment Team

- Working with the People and Capability department on recruitment of two staff
- Tightly managing and prioritising our workloads and processes with staff absences and Kete search issues to ensure timeframes are met and clear communication is provided to any impacted customers or our supporting teams.

4.3 Performance measures and compliance

The community accesses Customer Services activities through our service centres and contact centre, which provide a 'first point of contact' service.

Performance Measure	2022 – 23 target	Compliance
Contact centre service calls answered in under 20 seconds.	≥85%	83.11
Wait time for walk-in customers	No more than six mins	Exceeded

An accurate booking and information service which influences more visitors to stay longer and spend more will be provided.

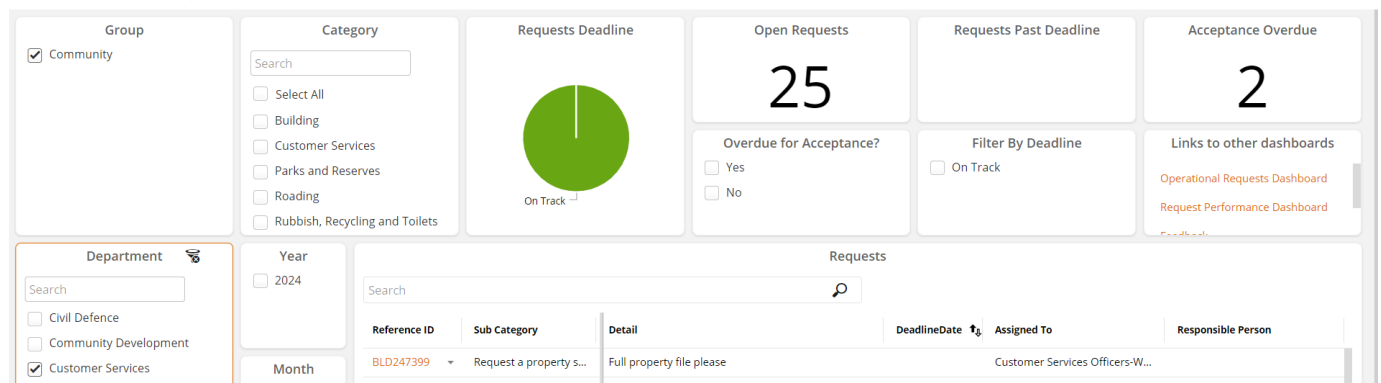
Performance Measure	2022 – 23 target	Compliance
Visitors' satisfaction with the service provided by the information consultants at our information centres.	≥80%	Exceeded

isite

Visitors' satisfaction with the service provided by the information consultants at our information centres - Exceeded

4.4 Request system dashboard update

Departmental View of Open and Overdue Requests



4.5 Current challenges/issues

Claphams Clocks

Focus on ensuring minimum staffing levels while there is always one team member on annual leave (in order to reduce large annual leave balances) – this situation will continue into 2025.

Contact Centre

Working hard to get our temporary After Hours provider, Armourguard, up to speed. It has been quite challenging as they are based in Auckland and have needed to provide a reasonable amount of support and training. The Team Leader – Contact Centre and one of the team travelled down in March to spend some time with the overnight team and offer live assistance when calls came in.

isite

- As per last few months – complaints that café is closed.
- Homeless sleeping in cars, most are transient. Two are staying in carpark long term.

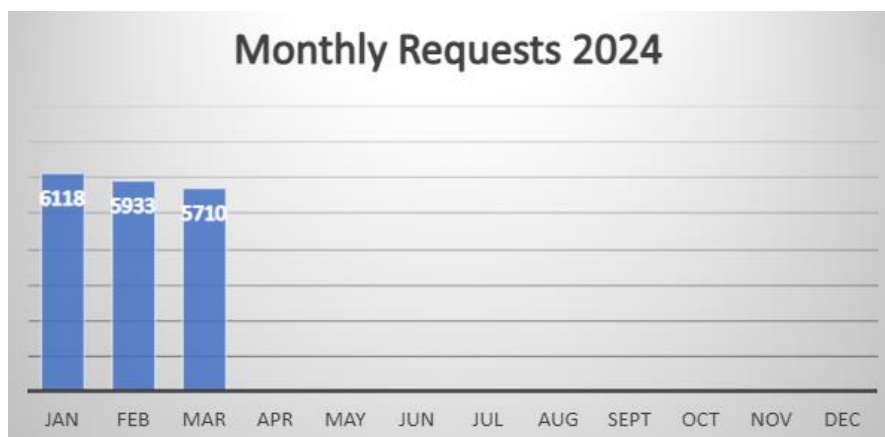
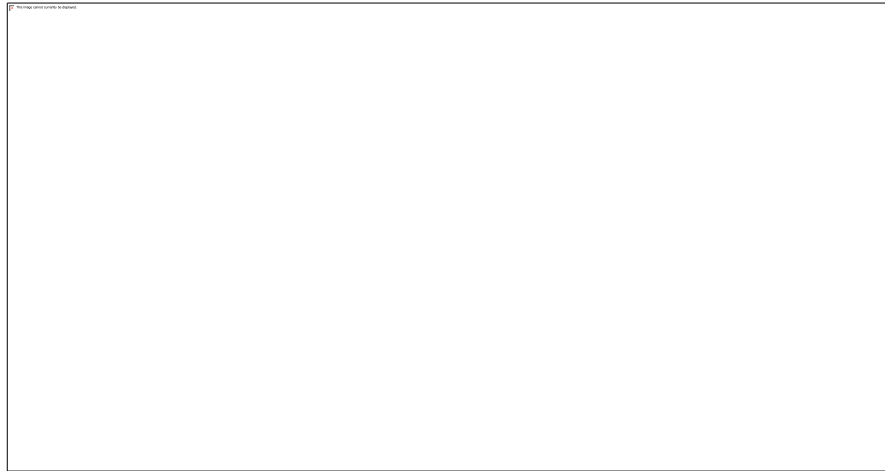
Property Assessment Team

- The Microsoft issue impacting Kete search results has made a significant impact on the time taken to fully search Council records and has caused details this month as we go into week four of the outage. The Council Records team are assisting by manually searching and providing spreadsheet records to be checked. Having this information and additional checks have satisfied that there is no additional risk of information not being provided to our customers.

4.6 Overview of Operational Activities for March

Contact Centre

- The Contact Centre continue to receive a high volume of calls regarding the Brynderwyns road closures.

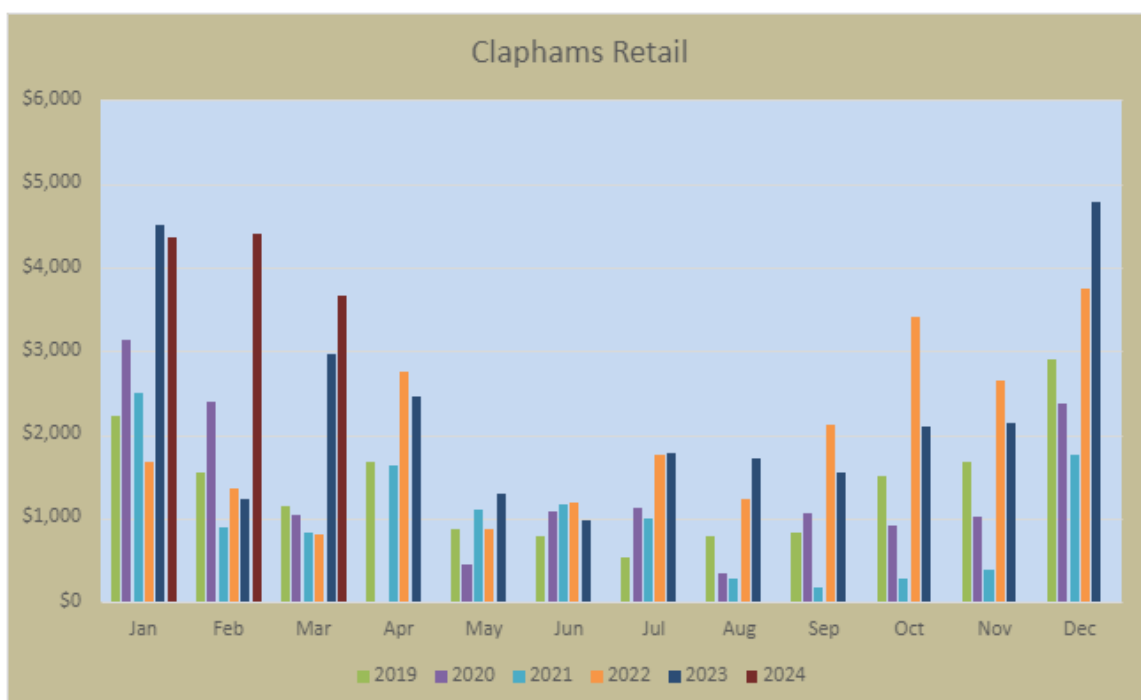
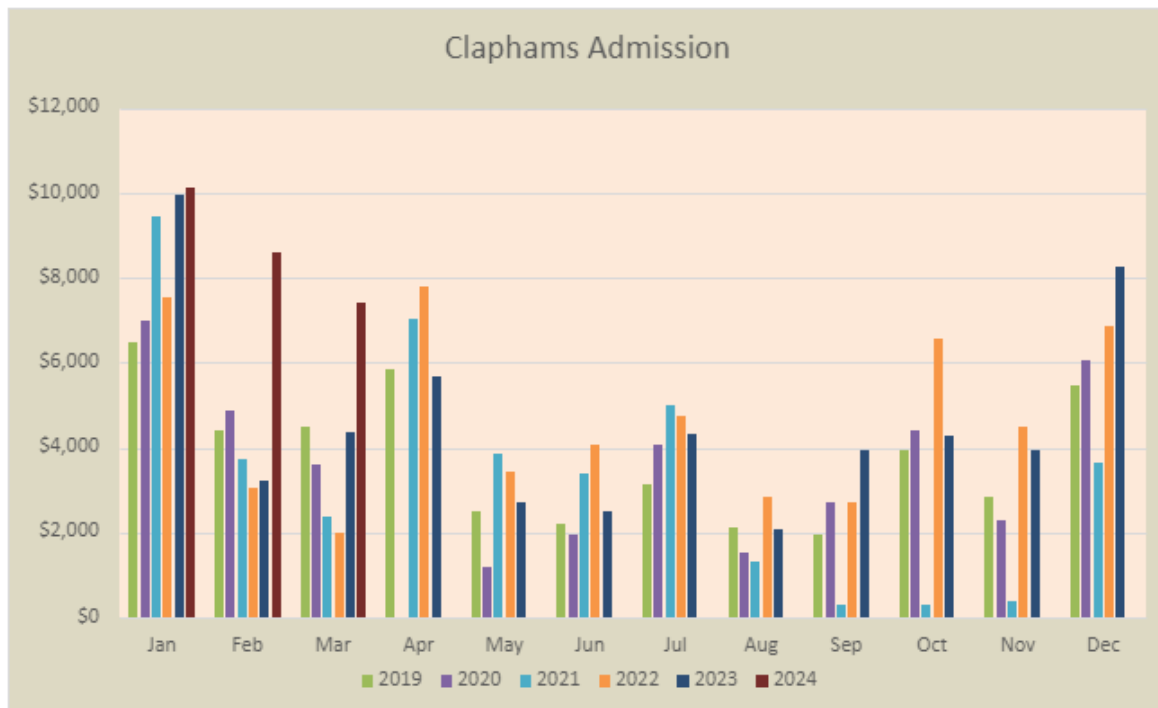


Clapham Clocks

- **Visitor numbers (door count)** 4626 (up 30% on March 2023)
- **Admission numbers** 961 (up 49% on March 2023)
- **Admission revenue** \$7398 (up 70% on March 2023)
- **Net retail revenue** \$3671 (up 24% on March 2023)
- **Total revenue for March 2024** - \$11,069 (up 51% on March 2023)

On 5th March 2024 the Clapham's clock team delivered 4 special tours for our cruise ship guests. The museum was closed to general admission during these half days, with the museum shop remaining open to all. This was the last cruise ship for this trial season.

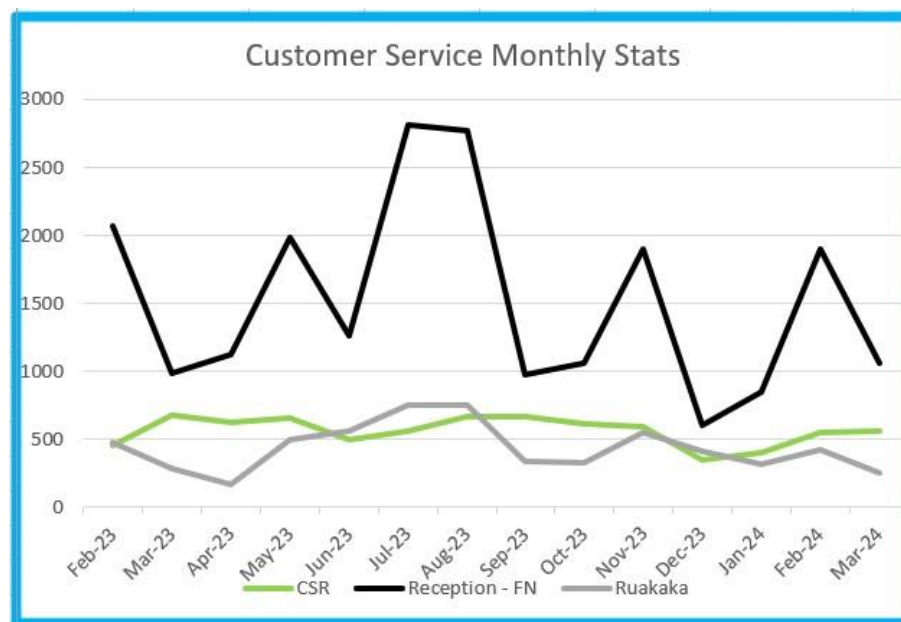
The Gift Shop continues to generate strong revenue. Despite the closure of the Brynderwyns, the Clock Museum has welcomed high visitor numbers during March, with the majority being international tourists.



Customer Services – Te Iwitihi Civic Centre and Ruakākā

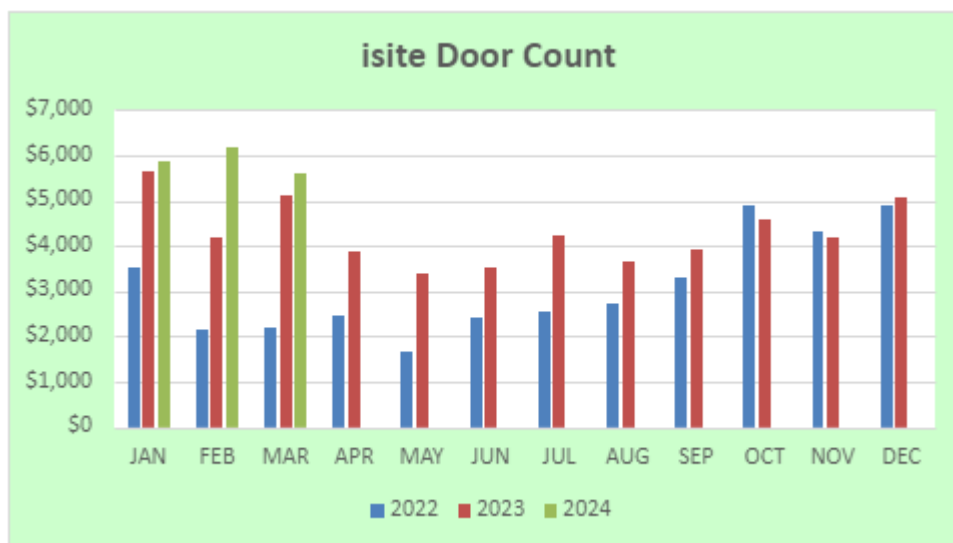
The graph below shows the activity for Customer Services Representatives and Coordinators. The black line is the number of applications received at the front counter which includes over 70 parking, LIM requests and any other over the counter applications. The volume of over-the-counter applications is gradually declining, partly due to the decentralising recycling bins initiative together with efforts to encourage customers to book appointments.

The green line is the number of applications dealt with by the Customer Services Representatives at the Civic Centre such as building consents, vehicle crossings and public utility applications. The grey line is the number of applications handled by our satellite Service Centre at Ruakākā.



isite

Visitor numbers were 5,585 up 9% on March 2023



Booking revenue was \$933 – down 18% on March 2023



Retail revenue was \$3,168 – down 34% on March 2023



Shower and 24-hour toilet (as recorded by NDS static guard 9am – 430pm daily)

- Toilets – 6,955 total for the month.
- Shower users – 292

ANVIG meeting

On 22 March, Whangarei hosted the quarterly ANVIG meeting (Auckland Northland Visitor Information Group).

In attendance – Paul Yeo isite NZ, Julia Crane FNDC, Derek Batchelor-Cook Interislander, Lesley Ashcroft and Reana Te Hei WDC.

Derek presented Interislander update and Whangārei sales stats, organisational priorities, current challenges, new products, and support resources information.



Paul discussed current priorities for the isite network – Tiaki brand, isite NZ dashboard, NZQA certificate in Tourism training for staff, and the Bellwether system:



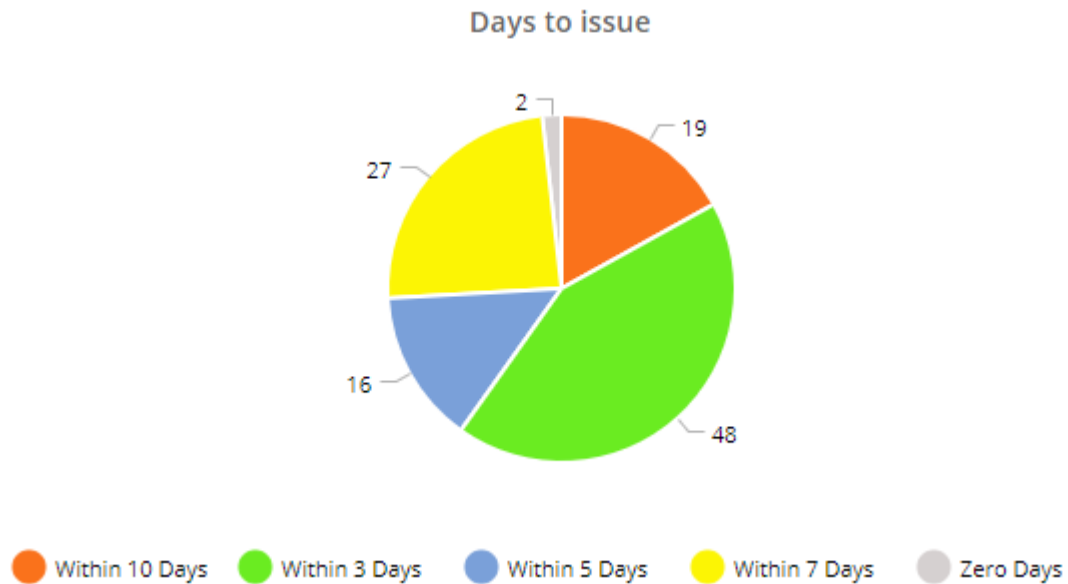
'Counting customers, visitors and people in all walks of life with software that is accurate, easy to use and hardware that provides powerful footfall insights.'

As confirmed at Engagement Hui last year, process is now confirmed for members who do not currently use the Bellwether footfall counting sensors (Whangārei):

- All members to install by July 2024
- VIN Inc will reimburse 50% of installation fees: \$2,300+GST per sensor
- Ongoing cost is \$69+GST per month
- Option to integrate Ibis sales data – additional \$20 per month

Property Assessment Team

- PCS and LIM report applications remained steady this month. With one team member on leave, another away unwell and the Kete search issues the team have done well to continue to issue within the 10 day timeframe for LIMs.
 - LIM online application option awaiting capacity in the Web Team.
 - Building consent numbers (PAs and PIMs) are down on previous months, maintaining our service levels with one team member still in training.
 - A consultation process was initiated, feedback received and confirmed to update the role descriptions in the team from PIM/LIM Officers to dedicated roles. This being Project Assessment Officer (PIM/PAs) and Information Assessment Officer (LIM/PCS). This reflects the specialised work the team are currently doing with no impact on FTE and was well received.
-
- Project Information Memorandums (PIMs): 8
 - Planning checks of Building consents: 88
 - Total PIM, Building Consents and amendments, CoAs *received* – 95
 - Potential Contaminated Site Reports: Received 16. Completed: 6, 100% <20-day internal target
 - LIMs received: 156. Completed: 112, average days to report 4, 100% <10 days
 - LIM Summary report:



4.7 Risk to the Tiriti Relationship

Nothing to report

4.8 Delegated Financial Authority Policy

Nothing to report

4.9 Legislation changes or updates

- Local Government Amendment Act 2023, work will be commencing in second half of 2024.

4.10 Future Planning / What's coming next?

Contact Centre

- The procurement process for a new After-Hours provider has begun and documents for the ROI are being uploaded in the next week.

Customer Services – Te Iwitihi Civic Centre and Ruakākā

- Developing a plan to train and support all Business Units with the request system, with a view to increasing the level of service to our customers, and for internal and external users to have the confidence to use the system to its full capacity.
- The Customer Services team have several team members already seconded to various business units aiding in CiA Request management.
- Customer Services team to resume field visits with the Compliance teams to assist with their learning

isite

- Team Leader to meet with HAC discuss Retail Agreement and order product – April
- Next steps to find café tenant
- Brochure and Digital Display. Team Leader to visit Whangārei operators

Property Assessment Team

- Recruitment to fill vacant FTE and continue to develop competency in the team to future proof for workloads.
- Working with web team on Online LIM application form which is currently in test and refreshed LIM report branding.

4.11 Request Remedial Plan Update

Issue	Solution	Timeframe	Status
Historic requests	Additional resources to deal with these in departments with the highest number	All 2022 requests closed and communicated by end 2023.	2021 requests cleared
	Remove requests that do not require a response		2022 requests in progress
Closure messaging to customers when work not complete or scheduled	Refresher training and new training on use of automated messaging.	When Customer Requests Analyst is in place.	Training programme currently being developed
Systems Analyst role and lack of system management	Use funding now available from customer services role to fund this Customer Requests Analyst role to achieve governance and system configuration. Business Analyst role recruited to fill a vacancy in ICT, will work with CRA to develop training programme and provide required configuration based on individual departmental need.	Incumbent in place by August 2023.	Completed
Training programme and lack of ongoing training for staff	Utilise the Customer Requests Analyst to deliver training and support to existing and new staff.	January 2024.	Started CRA meeting with high volume users and contractors to assess needs
Subject Matter Experts (SME's) and staff support for high volume requests and business as usual	High volume users around the organisation will be identified as part of the SME training programme. This SME group will include many of the Customer Services team who will be able to support the rest of the organisation with specialist assistance.	January 2024	Progressing Customer Services staff seconded to NTA, Parks, Heath, and Bylaws, Waste and RMA to assist with historical requests.

Issue	Solution	Timeframe	Status
Lack of oversight of staff and contractors' management of requests	Incorporate dashboard checks every fortnight through Strategic Leadership Team meeting.	Immediate and ongoing.	Progressing Began 30 May
	Chief Executive to communicate remedial plan to staff at All Staff.	July 4 th All staff meeting	Completed
	General Managers to inform their managers to ensure staff are managing requests effectively and check in during one-on-one meetings with their staff.	Current and ongoing.	Ongoing monitoring
Gap in reporting to elected members	Groups to include a dashboard overview of their departments in relevant Committee Operations reports	June / July 2023.	Completed
	Customer Services to report monthly to the Community Development Committee on progress of the remedial plan	June 2023.	Ongoing

Time has been spent with the Democracy team and councillors are asked to help with the success of this improvement programme by following these guidelines.

- **If logging a straightforward request for service such as a pothole or rubbish collection,** please ring the Contact Centre on 430 4200 or log the request directly through our 'Report an Issue' portal on the council website. These issues are standard requests and do not need to be emailed to staff members. If councillors direct emails to different staff members there is much double handling and confusion. Logging a request into the system means there is one source of truth, and the issue can be resolved quickly and efficiently.
- **If councillors have an escalated issue from a customer which needs some urgent attention due to non-response or an unacceptable response from council,** please bring this issue to the attention of the Democracy team. Please do this by emailing EMrequests@wdc.govt.nz and the team will ensure that the right staff members are involved in the response. The request response can then be coordinated by the Democracy team and the customer responded to in a timely and efficient way. Emailing individual staff members creates rework and confusion and adds time delays.

5. Libraries

5.1 Health and Safety

A security guard was assaulted by a person who has previously been trespassed from council premises. He has now been trespassed from Central Library and it is possible charges will be laid. The circumstances around the homeless person who has been camping out at Tikipunga library are being investigated

5.2 Current Priorities

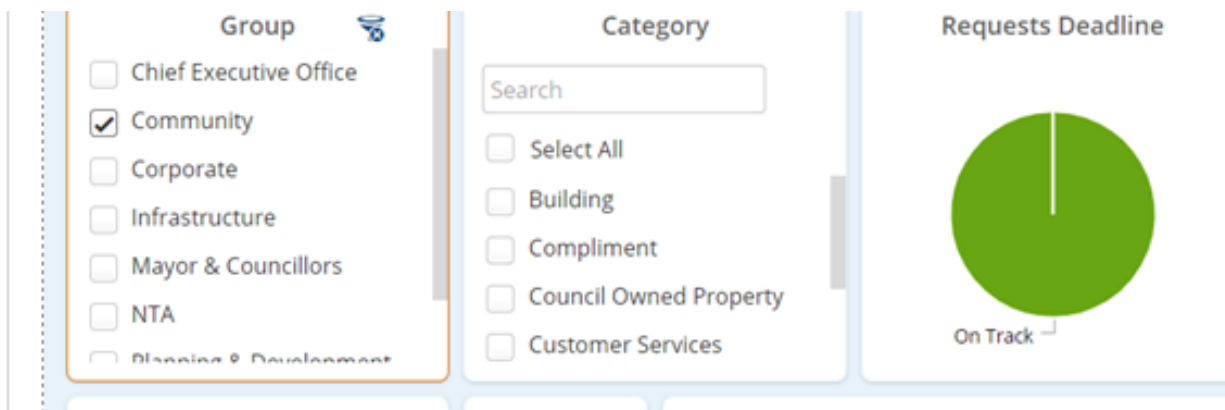
- Finalising book supply contract
- New air conditioning unit at Kamo library

5.3 Performance measures and compliance

These are reported annually.

5.4 Request System dashboard update

No outstanding requests



5.5 Current challenges/issues

- Ongoing health and safety issues around unacceptable behaviour
- Managing staffing levels with staff away on leave

5.6 Overview of Operational Activities for March

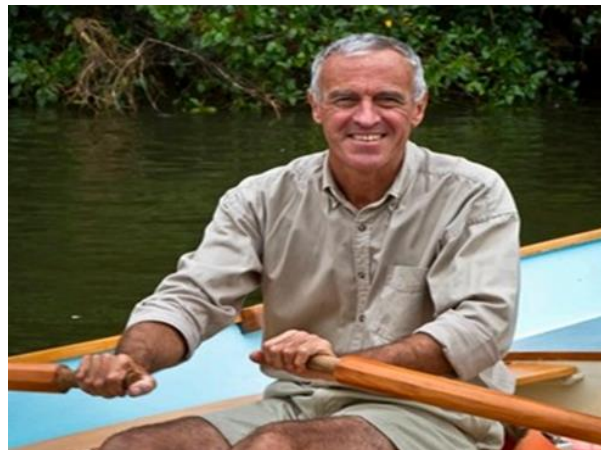
Eyes in Space



Dr Francesc March de Ribot delivered an entertaining and informative talk about University of Otago's aerospace innovation project

Optimising Your Healthy Longevity

This series of three talks was presented by Jefferson Chapple who for 45 years has been a personal, group and team facilitator. The themes for the two talks held in March were Conscious Connected Breathing and Anatomy of an Upset.



Children's Day

Held at Te Ora Hou Tikipunga the annual Children's Day celebration is an opportunity to acknowledge the importance of safeguarding our children and putting their needs first.

Heritage Talks

Archaeologist Dr James Robinson presented a historical and archaeological perspective on the history of Okiato Point in the Bay of Islands. This was the site Governor William Hobson chose as New Zealand's capital in 1840.



Picture above is a pencil drawing by Mathew Felton showing Government House at Okiato Point, Bay of Islands, 6 April 1840.

Alexander Turnbull Library, Wellington 22331599.

Year of the Dragon



In honour of the Year of the Dragon, Whangarei Central Library has been gifted a beautiful dragon (lóng, 龙) by China Culture Centre. It has symbolic characteristics and colours that represent luck, prosperity, friendliness and auspiciousness.

Ockham New Zealand Book Awards

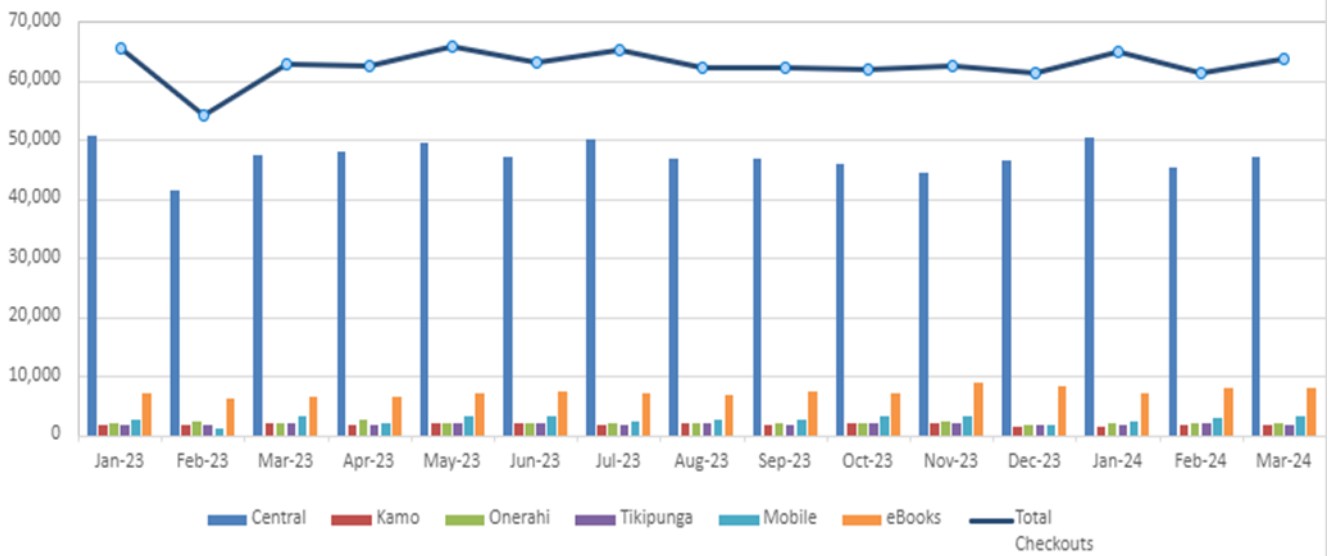


The books nominated for these awards, which are often referred to as the Oscars for New Zealand authors, are currently on display in Central.

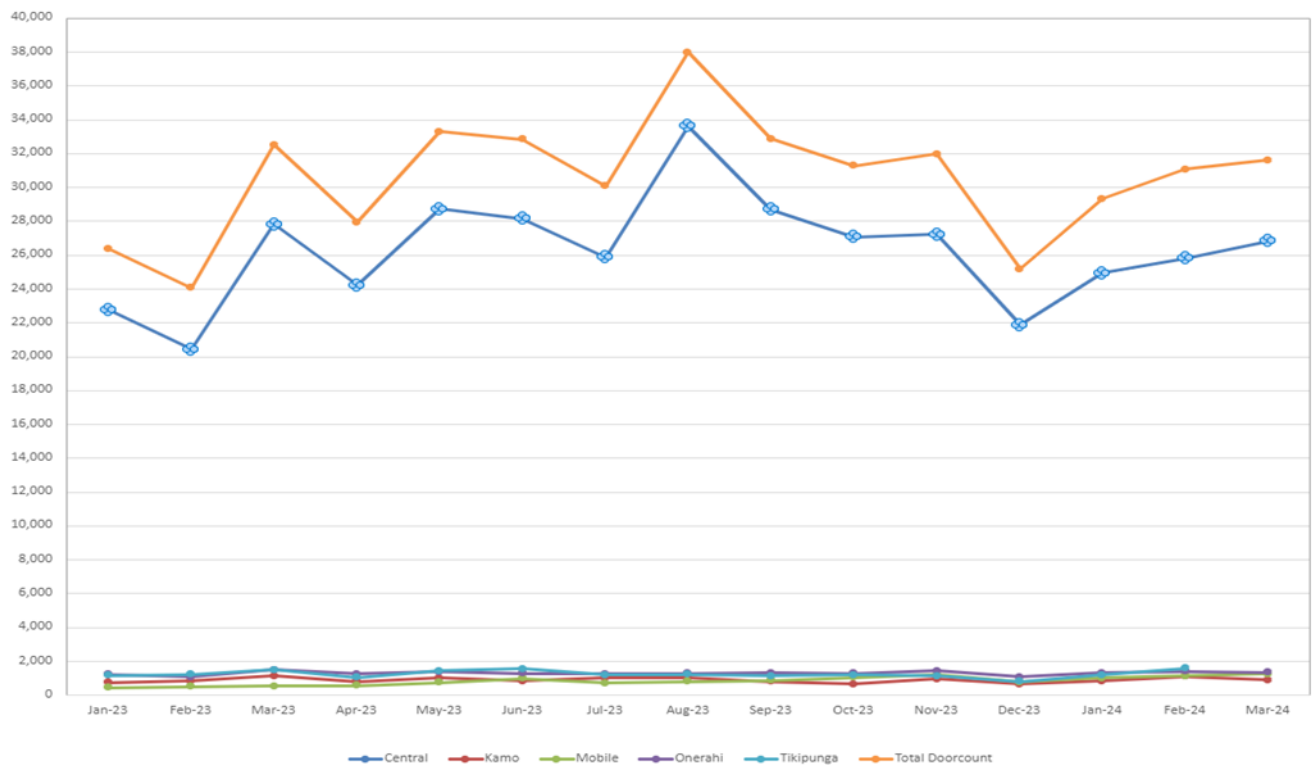
Statistics

The total number of items checked out in March 2024 was 63,689 compared to 62,731 in March 2023 while the number of visits recorded was 31,613 compared to 32,517 in March 2023. The number of eBooks borrowed remains steady at 12% of the total. The branch libraries and mobile totalled 8,679 items checked out and a visitor count of 4,763.

Libraries Checkouts



Libraries Door Count



5.6.1 Risk to the Tiriti Relationship

Nothing to report

5.7 Delegated Financial Authority Policy

Nothing to report

5.8 Legislation changes or updates

Nothing to report

5.9 Future Planning / What's coming next?

- Planning for school holiday programmes
- Flash fiction workshop
- Heritage Talk "Seascapes of Encounter" with Bill Edwards speaking on the role of the French in early European history
- Raranga Tonu (Carry on Weaving) - a fortnightly hui for weavers

6. Venues and Events

6.1 Health and Safety

There have been no major H&S related incidents to report in Venues and Events during March.

Movies in the Park H&S incidents = 2 minor incidents (1 x bee sting & 1 x contusion/bruising)

6.2 Current Priorities

Our current priorities focus on the Whangārei inaugural Mega Nazcar street race on 6 –7 April and assuring this event is safe and fit for purpose. After a successful start to the year the team are gearing up to support ANZAC day in Whangarei and Waipu and Puanga Matariki 2024.

Through exceptional teamwork we have developed a streamlined events process to support our small team to coordinate and manage all event requirement successfully. The 6 weekly Events round table meeting has become a reliable source of ‘across WDC connectivity’ and offers engagement with Police, Fire and Emergency NZ and Health.

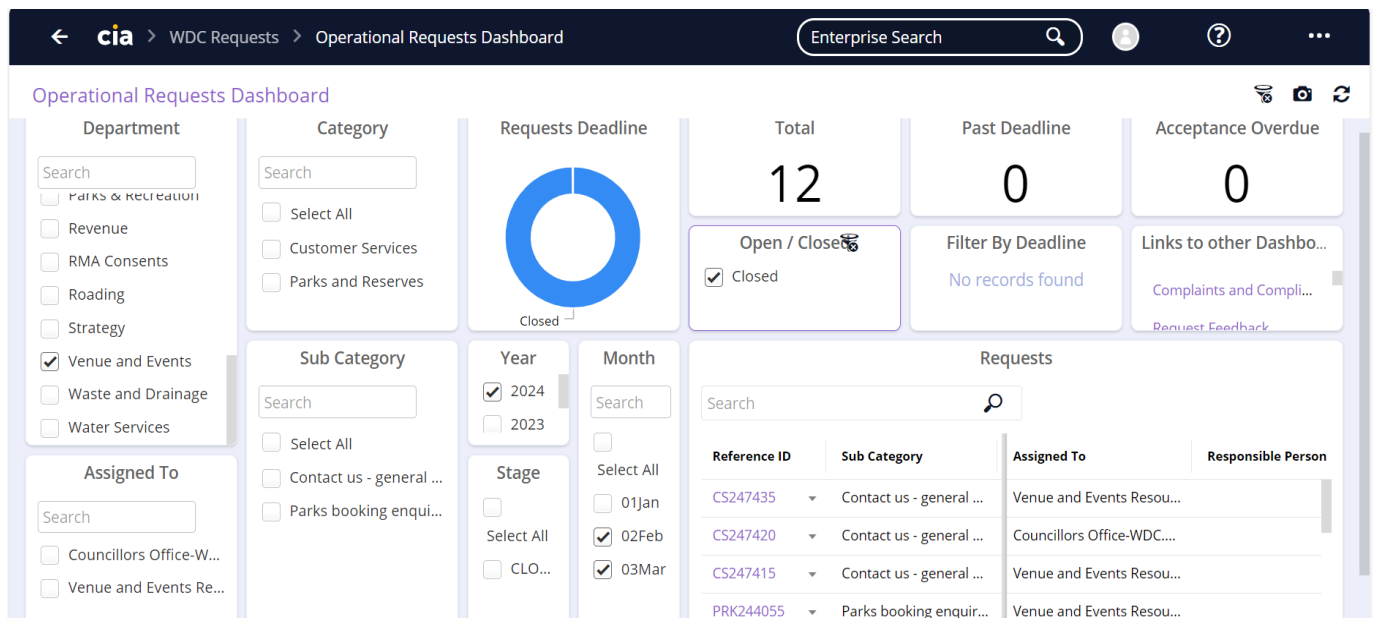
WoW - What's on Whangarei, Whangārei's social media events page is taking traction with local business and communities with large growth in activities and subscribers.

E newsletters: are the next step in communicating what's on Whangārei to our district. This includes a Forum North specific What's on and a community what's on. Enabling us to communicate directly to our audiences.

6.3 Performance measures and compliance

These are reported annually

6.4 Request System dashboard update



6.5 Current challenges/issues

- Venues and Events current challenges are based around staffing and assuring we can successfully staff events to appropriate levels for the safety of all. Developing stronger relationships with community to work together on events takes time to assure we can meet their expectations and work within existing budget envelopes
- The future of Forum North is a challenge we are looking forward to gaining some direction on. We are begun work to refit spaces. The Cafler suites have had a fresh paint making these spaces more attractive to conference organisers.
- Working towards finalising the briefing for the Stadium Roof and look forward to working across council as the project comes into fruition.

6.6 Operational Activities for March

Forum North

The annual check and recertification of the rigging and safety lines in the theatre were conducted in March by Cookes. All systems are in good order, being on target with capex spend the last big item, a new projector for the theatre is on order.

Community Events

Movies in the Park Waipu:

Venue and Events teamed up with local community group Promote Waipu to bring Movies in the Park to Waipu. The event was held on the 16th March 2024 at Waipu Primary School. The event was well attended, estimated that between 1000 – 2000 people attended, and initial feedback has been positive.

Post event feedback from Promote Waipu Chairman Peter Gibbs:

*Hi team,
Just wanted to say a huge thank you on behalf of Promote Waipu and the Waipu community.
It was a great night, well organised and enjoyed by all. We have had many positive comments back.
There were obviously some little things that can be improved but overall it was greatly
and gratefully received by the community.
We can look any improvements in our debrief and plan to make the next one even better!*

Thanks again for your hard work and professionalism.

On behalf of the committee.

A full post event report will be provided to council at a later date, event photos below:



Cultural Events

Northland Pasifika Fusion Festival – The event was an enormous success for the organisers with a greater turn out from the previous year.

Learnings from the event going forward would be better planning for traffic management as there was significant congestion early in the morning which NTA and Kia Tupato managed smoothly. A full sponsorship event report will be submitted in April.



Puanga Matariki Festival – We have held 2 community hui to date with 21 community members in attendance representing the following organisations: North Haven Hospice, Sistema, Concert Group, Reyburn House, Hundertwasser Art Centre, Wairau Maori Art Gallery, Whangarei Art Museum, Rangatahi Ora, Kiwi North, Whangarei Library, Whakapara Marae, Te Wananga o Aotearoa, Northland Astronomical Society, Hihiaua Cultural Centre, Multicultural Whangarei, WBHS.

One of the positive outcomes from the hui has resulted in several collaborative projects being initiated. A third and final community hui is planned for April 8th.

Taste Whangarei: Multicultural Food Fair – The event was incredibly successful with Whangarei Central buzzing during and after the event with great online feedback. This inaugural Welcoming Communities event for Race Relations day on the Whangarei District Council Facebook page with many people asking it was to become a yearly or even a biannual event. Approx. 2000 attended with no incidents reported.

Key organisations that contributed to success and organisation of this Welcoming Communities Race Relations Day event were; Multicultural Whangarei, W.I.N.G.S (Womans International Newcomers Group Social), English Language Partners, The Market Ladies and Whangarei District Council.



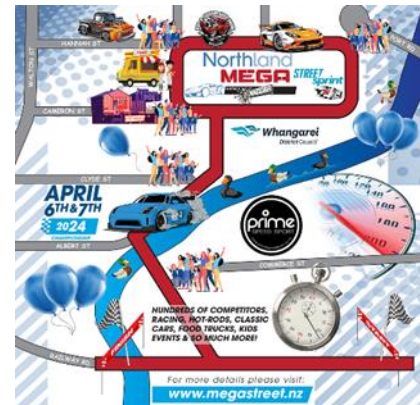
Major Events

Pride Festival – Pride Festival was a success with many events happenings over the month-long festival. The Parade was a standout with more people attending than in the previous year.

As an Event Development fund recipient WDC sponsored the festival with \$50,000 through split over 2 years with the final year in 2024 seeing \$20,000 used to support the event



NAZCAR - Northland Mega Street Sprints are well underway for the event on the 6th and 7th of April 2024 – Whangārei District Council is sponsoring the event with the sum of \$30,000



Events on Council Land Permits issued in March

- NTA Walk2work Event - Pūtahi Park (13th March 2024)
- The Red Arrows Dixie Band - Town Basin, Outside Claphams Clock Museum (17th March 2024)
- Whangārei Pride Parade & Gayla - Pūtahi Park + Hātea Loop (17th March 2024)
- The Amazing Dinosaur Discovery - William Fraser Park (18th March – 1st April 2024)
- Maranga Mai E Te Iwi, Te Tai Tokerau Senior Kapa Haka Regionals 2024 - Kensington Park (23rd March 2024)
- Whangārei Youth Space Te Hononga - Kua Mārama - The Rose Gardens Cafler Park (5th April 2024)
- NTA Relay Event - Hātea Loop, Pūtahi Park + Canopy Bridge (24th May 2024)

Temporary Road Closure Applications processed in March:

- Chilltech Beach to Basin - 3 March
- Taste Whangarei A Multicultural Food Fair – 21 March
- Northland Car Club – application to council 28 March

**Operational Activities**

Over the month of March 2024 Forum North Hosted

- 13 Community Events over 17 days
- 3 Commercial Event over 3 days

Forum North tickets issued in March: 1565

Ticketed shows in March:

- The Michael Jackson HIStory Show
 - Total tickets issued: 307
- Tutus on Tour – 7 & 8 March
 - Total tickets issued: 667 (two sold out shows)
- Elton John vs Billy Joel NZ Tribute – 22 March
 - Total tickets issued: 323
- Dance Fusion - 24 March
 - Total tickets issued: 330 (sold out)
- The Big Bike Film Night – 27 March
 - Total tickets issued: 194

Other public events in Forum North:

- Puanga Matariki Community Hui – 5 March
- Antique & Collectors Fair – 9 March
- Library Heritage Talk Hobsons Choice – 27 March
- Whangarei Film Society

Current Marketing Underway:

- Forum North Theatre Shows
- Puanga Matariki Festival
- NaZCAR

6.7 Future Planning / What's coming next?

Forum North Upcoming Events

In April there are 14 events

- 5 Commercial and 9 Community events
- 10 days of events in the Theatre
- 9 days of events in the Conferencing Area

Upcoming public events/shows at Forum North

- Whangarei Film Society 4th April
- Whangarei Dance Festival 5 - 7th April
- Land of the Long Long Drive (Childrens show) 6th April
- Puanga/Matariki Public Hui 8th April
- Kaylee Bell Concert 14th April
- Whangarei Film Society 18th April
- Velocity Dance Competition 20th, 21st April
- Whangarei Film Society 25th April
- The Grand International Magic Show 27th April

Upcoming Events on Council Land Permitted Events – April 2024

- The Amazing Dinosaur Discovery – William Fraser Memorial Park (18th March to 1st April).
- Whangarei Youth Space Te Hononga - Kua Marama – Cafler Park/Rose Gardens (5th April).
- Sport Northland BDO Half Marathon – Whangārei Falls (6th & 7th April).
- South Rotary 'Check yourself out' Expo – Canopy Bridge + Pūtahi Park (13th April).
- Whangārei Anzac Parade/Commemorations – Laurie Hall Park (25th April).

Future Temporary Road Closure Applications:

- NaZCAR – 5 to 8 April
- Super Rugby Moana Pasifika v Queensland Reds - 12 April
- Northland Car Club - 21 April
- ANZAC Day - 25 April
- Northland Car Club – 19 May, 16 June, 14 July

Future Community Events

- CommUnity After 5 2024 Series:
 - 14th May - Topic: Event Marketing.
 - 16th July - Topic: Event Permit's, Bylaws & TMP's.
 - 24th September - Topic: Event Funding/Sponsorship.
- Sponsored Community Events:
 - Whangarei Central RSA Anzac Parade/Commemorations (25th April 2024).
 - Waipu RSA Anzac Parade/Commemorations (25th April 2024).

Future Cultural Events

- Puanga Matariki Festival – 31st May to 30 June 2024
- Supporting Welcoming Communities with a Matariki Hui in May/June.
- Supporting Welcoming Communities in collaboration with Multicultural Whangārei, English Language Partners and Wings with a Tour of Local Landmarks event.

Future Major Events

- NAZCAR/Rev Up (6 & 7 April)

6.8 Risk to the Tiriti Relationship

None to report

6.9 Delegated Financial Authority Policy

Nothing to report

6.10 Legislation changes or updates

Nothing to report

6.11 Capital Works

Major Projects – Venues & Events	Current Stage	Estimated Construction Start Date	Estimat ed Compl etion Date
Stadium Roof	Planning	TBC	TBC
Summary: The business case that outlines the construction options is complete. The Council briefing on these options occurs in May. Consultant: BECA			

7. Civil Defence Emergency Management (CDEM)

7.1 Health and Safety

No Health & Safety issues to report.

7.2 Current Priorities

Emergency Operations Centre (EOC) Refresh

- A review of the Whangarei District Council Emergency Operating Centre (EOC) is underway, in regard to review of procedures, policies and documentation.

Tsunami Resources

- Tsunami Information Board annual checks are underway to ensure the community Tsunami Boards are not damaged and still readable – 90% complete.
- The new inundation modelling is still to happen and once completed the boards will have the new inundation maps installed – last quarter of the calendar year.
- Tsunami Siren Replacement Project underway.
- Tsunami Testing for 7 April.

Community

Community and Organisational engagement, with specific attention to meeting Iwi Māori and isolated communities to continue developing strong relationships.

- Community Response Group engagement continues through the sharing of information, reviewing and developing response plans. Looking to establish more community response groups where communities have expressed an interest.

Multi Agency Coordination Centre (MACC)

Minister for Emergency Management and Recovery – **Mark Mitchell** visited recently. He visited the proposed multi-agency co-ordination centre (MACC) site – located behind the Whangārei Fire Station.

During his visit, the Minister also made an announcement that the government will contribute an additional \$1.037 million to the project – which until now had been a funding shortfall that was challenging the project. The MACC site will be Northland's first stand-alone regional-level emergency co-ordination centre (ECC) building. It'll also be the northernmost facility of its type in New Zealand.

Once complete the centre will enable all of Northland's response agencies to come together under one roof, making it easier to share info, allocate resources, and work together during, and emergencies.

7.3 Performance measures and compliance

Assessment of the Northland CDEM Group Plan 2021-2026 will be undertaken by the Northland CDEM Group office staff at intervals. The next reporting is to the Northland CDEM Group Joint Committee in April 2024, then again June 2024.

7.4 Request System dashboard update

Nothing to report

7.5 Current Issues and Challenges

Phone systems are in place for the Emergency Operations Centre with the assistance of ICT.

7.6 Overview of Operational Activities for March reporting period:

Response

No adverse weather events or other events requiring a CDEM response or monitoring.

Emergency Operations Centre (EOC):

- Work is continuing to further develop the WDC EOC with a review and update of all EOP's and documentation.
- Welfare training is scheduled for April and some Function training for May.
- 28 WDC staff have completed a recent CIMS4 course.

Community Engagement Activities:

Community engagement and response planning continues. This engagement is to develop a better understanding of the risks, and concerns in communities.

Community engagement activities for the month of March include,

- Review of community response plans
- Attended Community Response Group (CRG) and community meetings in:
 - Oakura CRG
 - Matapouri hapū
 - Ruakaka CRG
 - Parua Bay CRG
 - Whangarei Heads CRG
 - Tamaterau/Waikaraka CRG
 - Piplwai CRG
 - Whangaruru CRG.

A further meeting with Tutukaka CRG is scheduled for April.

Tsunami Siren Replacement Project:

All new replacement sirens have arrived in New Zealand and construction is underway preparing the sirens for installation. A 'ground blessing' will occur Friday 5th April in Whangarei (Pohe Island, William Fraser Memorial Park) to start the process.

The plan for the Whangarei District installations are:

Roll out Areas	Beginning	Day of week	District
Langs/Waipu	22/04/2024	Monday	WDC
Ruakaka/Marsden	29/04/2024	Monday	WDC
Whangarei CBD	13/05/2024	Monday	WDC
Onerahi	16/05/2024	Thursday	WDC
Whangarei Heads	29/05/2024	Wednesday	WDC
Ngunguru/Tutukaka	12/06/2024	Wednesday	WDC
Whananaki	24/06/2024	Monday	WDC
Whangaruru	1/07/2024	Monday	WDC

7.6.1 Risk to the Tiriti Relationship

Nothing to report

7.7 Delegated Financial Authority Policy

Nothing to report

7.8 Legislation changes or updates

The Emergency Management Bill has been postponed until November 2024 (due to new government).

7.9 Future Planning / What's coming next?

- Marae Preparedness Plan and Māori Engagement within the Whangarei District.
- EOC staff training – 18 courses planned for 2024.
- EOC process and documentation review.
- Tsunami Siren test – **7 April 2024**
- SLA (Service level Agreement) review for 30 June.
- Tsunami Siren Replacement Project community engagement.
- Tsunami Board review with new inundation modelling.
- Online NEMA legislation workshop to be held for some key council EOC staff (and others) on 30 April.

2024 Civil Defence Emergency Management Forum

The 2024 CDEM Forum is being held Wednesday 1 May, at Semenoff Stadium. Hosted by the Northland CDEM team, this event provides delegates with the opportunity to network as well as hear from guest speakers on relevant emergency management related topics.

Registration information has been circulated amongst our stakeholders and partners, including Iwi, marae and community response groups.

Upcoming Training Courses:

5 th April	ITF (Welfare)	NRC
23 rd April	(Welfare) CDC set up	NRC
20 th May	Intel/Planning	WDC/Manaia
22 nd May	Logistics	WDC/Manaia
24 th May	Operations	WDC/Manaia
14 June	(Welfare) Needs Assessor	NRC
22 nd & 23 rd July (Mon/Tues)	CIMS 4	WDC/Manaia
24 th July	Planning	WDC/Manaia
25 th July	Intelligence	WDC/Manaia
26 th July	Operations	WDC/Manaia
29 th July	Needs Assessor (Welfare)	
9 th & 10 th Sept (Mon/Tues)	CIMS 4	NRC/Kaipara & Whangaroa
11 th September	Welfare	WDC/Manaia
12 th September	Logistics	WDC/Manaia
13 th September	Intelligence	NRC/Kaipara
11 th & 12 th Nov (Mon/Tues)	CIMS 4	NRC/Kaipara & Whangaroa
13 th Nov	Logistics	WDC/Manaia
14 th Nov	NRC Staff Exercise	NRC/Kaipara & Whangaroa
15 th Nov	Planning	WDC/Manaia

RESOLUTION TO EXCLUDE THE PUBLIC

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

The general subject 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(1) 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(1) for passing this resolution
1.1	Northland Events Centre Trust 2021 – Lease agreement Funding Outgoings	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public, are as follows:

Item	Grounds	Section
1.1	To maintain legal professional privilege To enable Council to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)	Section 7(2)(g) Section 7(2)(i)

Resolution to allow members of the public to remain

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

Move/Second

"That _____ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item _____.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because _____.

Note: Every resolution to exclude the public shall be put at a time when the meeting is open to the public.