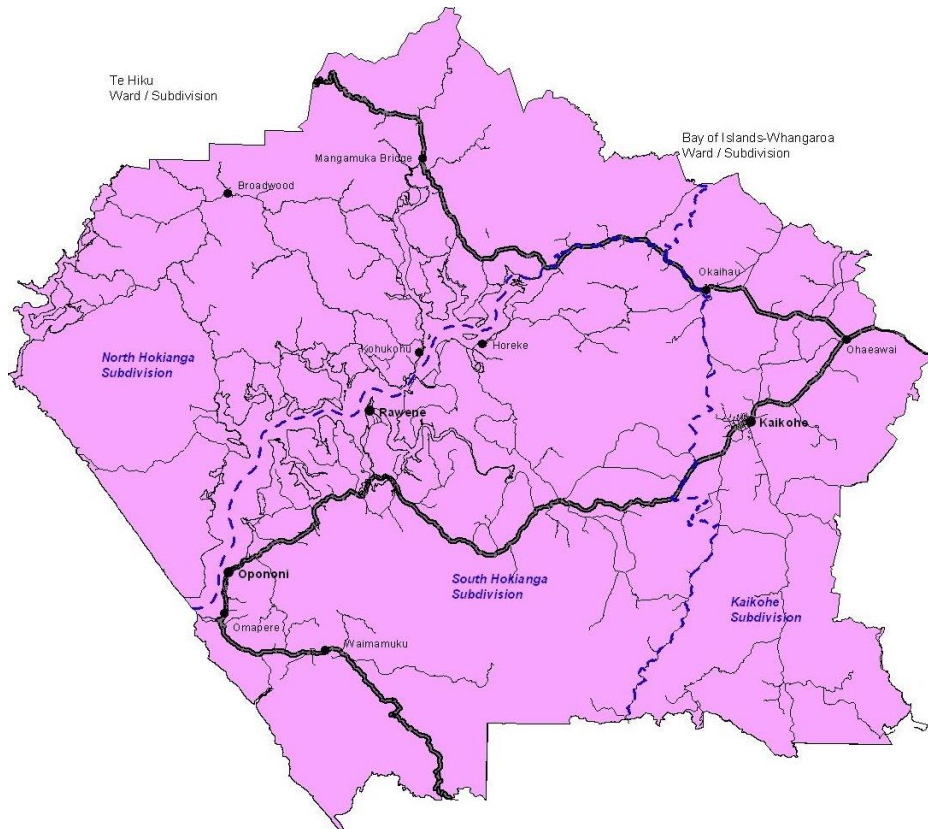




Far North District Council



KAIKOHE-HOKIANGA COMMUNITY BOARD AGENDA

**KOHUKOHU FIRE STATION
24 BEACH ROAD, KOHUKOHU**

**TUESDAY 20 SEPTEMBER 2016
COMMENCING AT 9:30 AM**

Membership

Pauline Evans (Chairperson)
Debbie Beadle
John Schollum
Louis Toorenburg

Garry Clarke
Win Stephens
Councillor John Vujcich

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

- (a) Represent, and act as an advocate for, the interests of its community;
- (b) Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- (c) Maintain an overview of services provided by the territorial authority within the community;
- (d) Prepare an annual submission to the territorial authority for expenditure within the community;
- (e) Communicate with community organisations and special interest groups within the community;
- (f) Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards

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

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

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

1. Set local priorities for minor capital works in accordance with existing strategies, Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centres.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council,
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:

- i) Control of Use of Public Spaces – Dispensations on signs
 - ii) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - iii) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - iv) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - v) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
 16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia
 17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
 18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
 19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
 20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

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

Protocols

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

1. Provide appropriate management support for the Boards
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a. the disposal and purchase of land
 - b. proposals to acquire or dispose of reserves
 - c. representation reviews
 - d. development of new maritime facilities
 - e. community development plans and structure plans
 - f. removal and protection of trees
 - g. local economic development initiatives
 - h. Changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff

5. Prepare an induction/familiarisation process targeting new members in particular early in the term
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information

**FAR NORTH DISTRICT COUNCIL
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
20 SEPTEMBER 2016 COMMENCING AT 9:30 AM
KOHUKOHU FIRE STATION
24 BEACH ROAD
KOHUKOHU**

A G E N D A

Item

1.0 APOLOGIES AND DECLARATIONS OF INTEREST

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

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

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

2.0 PUBLIC FORUM 9:30 AM - 10:00 AM

3.0 CONFIRMATION OF PREVIOUS MINUTES

Document number A1764885

4.0 DEPUTATION

Roger Ludbrook to speak about Ohaeawai Rugby Club lawn mowing

5.0 SPEAKERS

10.00 am Representative from Hokianga Historical Society

10:05 am Representative from Kaikohe Rugby Football and Sports Club inc

10:10 am Representative from Lighting the Way Group

10:15 am Representative from Manifesto Productions

10:20 am Representative from Rawene Primary School

6.0 STRATEGIC PLANNING AND POLICY GROUP

- 6.1 The Kaikohe-Hokianga Community Board Strategic Plan**
Document number A1761585

7.0 CORPORATE SERVICES GROUP

- 7.1 Chairperson and Members' Reports**
Document number A1764886
- 7.2 Funding Project Report**
Document number A1764888
- 7.3 Statement of Kaikohe-Hokianga Community Board Fund as at 31 August 2016**
Document number A1764890
- 7.4 Item Left to Lie on the Table From 09 August 2016 - Funding Application Okaihau Community Association**
Document number A1766711
- 7.5 Funding Application - Hokianga Historical Society**
Document number A1765681
- 7.6 Funding Application - Kaikohe Rugby Football Club**
Document Number A1766512
- 7.7 Funding Application - Lighting The Way**
Document number A1765679
- 7.8 Funding Application - Manifesto Productions**
Document number A1766616
- 7.9 Funding Application - Ohaeawai Taiamai Residents Association**
Document number A1766513
- 7.10 Funding Application - Rawene Primary School**
Document number A1766511
- 7.11 Funding Application - Hokianga Country Music Club**
Document number A1766618

8.0 INFORMATION REPORTS
Document number A1764891

9.0 PUBLIC EXCLUSION

9.1 Resolution to Exclude the Public

THAT the public be excluded from the meeting pursuant to section 48 (1)(a) of the Local Government Official Information and Meetings Act 1987 on the grounds that the public conduct of the proceedings would be likely to result in the disclosure of information for which good reason for withholding exists, while the matter listed below is being dealt with for the reason as set out below:

1.0 Confirmation of Previous Minutes

Reason: To enable the local authority holding the information to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiation)

10.0 CONFIRMATION OF DECISIONS AND INFORMATION IN OPEN MEETING

THAT the Kaikohe-Hokianga Community Board confirms that the information and decisions contained in the part of the meeting held with the public excluded are not to be restated in public meeting:

11.0 CLOSE OF MEETING

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: CONFIRMATION OF PREVIOUS MINUTES

Author: Melissa Wood - Meetings Administrator

Date of report: 29 August 2016

Document number: A1764885

Executive Summary

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

Recommendation

THAT the minutes of the Kaikohe-Hokianga Community Board meeting held on 09 August 2016 be confirmed as a true and correct record.

1) Background

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

2) Discussion and options

The minutes of the meeting are attached.

Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 states that no discussion shall arise on the substance of the minutes in any succeeding meeting, except as to their correctness.

3) Financial implications and budgetary provision

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

4) Reason for the recommendation

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

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Kaikohe-Hokianga Community Board Minutes dated 09 August 2016 - Document number A1754461

Compliance schedule:

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

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

This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Relationship with existing policies and Community outcomes.	Not applicable.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	None
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Not applicable.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	Not applicable.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	There are no financial implications or the need for budgetary provision as a result of this report. The Chief Financial Officer has not reviewed this report.

**MINUTES OF THE MEETING OF THE KAIKOHE-HOKIANGA COMMUNITY BOARD
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE ON TUESDAY 09
AUGUST 2016 COMMENCING AT 9:32 AM**

PRESENT

Chairperson

Pauline Evans

Members

Debbie Beadle

Garry Clarke

Deputy Chairperson

Win Stephens

John Vujcich

Councillor

APOLOGIES

John Schollum

Louis Toorenborg

IN ATTENDANCE

John Carter

His Worship the Mayor (from 10:03 to 10:35 am)

STAFF PRESENT

Roger Taylor

General Manager (until 10:25 am)

Mike Colebrook

Manager - Facilities Operations

Darren Edwards

Manager - Compliance

Robert Willoughby

Community Development Advisor

Aaron Reilly

Lighting Technician

Bianca Staines

Meetings Administrator

1.0 APOLOGIES AND DECLARATIONS OF INTEREST

Reason for the resolution

The Community Board may grant leave of absence to a member from a meeting upon application by the member. If a member has not obtained a leave of absence an apology may be tendered on behalf of the member and the apology may be accepted or declined by the Community Board. Acceptance of the apology shall be deemed to be granting of a leave of absence for that meeting.

Resolved

Evans/Vujcich

THAT the apology from Member Toorenborg and Member Schollum be accepted.

Carried

There were no declarations of interest.

2.0 PUBLIC FORUM

Agenda item 2.0 refers.

Pat Gardiner spoke regarding the 'geriatric hospital' sign at the intersection between De Merle St and Park Road, Kaikohe, and requested the Community Board consider renaming the sign to 'Kaikohe Care Centre.

Shaun Reilly spoke regarding the possibility of laying topsoil, to cover the former Kaikohe Landfill, in order to utilise this area to play rugby league. Mr Reilly also referred to an issue relating to the two acres of land where Station Road East merges with Thorpe Road, opposite the transfer station. Additionally Mr Reilly expressed his support for Mr Willie Maihi's proposed artwork for the former Kaikohe Landfill site.

3.0 DEPUTATION

Agenda item 5.0 refers.

Heather Ayrton spoke about the future Management of Monument Hill Reserve in Kaikohe, and encouraged the Board to support the Pioneer Village in Kaikohe. The Community Board formally thanked Ms Ayrton for her commitment to the community and devotion to the Reserve gardens.

4.0 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 3.0, document number A1747592, pages 1-11 refers.

Reason for the resolution

To confirm the minutes of the previous Kaikohe-Hokianga Community Board as a true and correct record of the previous meeting.

Resolved

Evans/Clarke

THAT the minutes of the Kaikohe-Hokianga Community Board meeting held on 28 June 2016 be confirmed as a true and correct record.

Carried

5.0 SPEAKERS

Agenda item 3.0 refers.

Pat Dargaville and Tina Quitta representatives from Hokianga Health Enterprise Trust, spoke to the funding application, agenda item 6.6 refers.

Alex Graham and Sean White representatives from Kaikohe Amateur Football Club, spoke to the funding application, agenda item 6.7 refers

Attendance: His Worship the Mayor left the meeting at 10:35 am.

The meeting adjourned at 10:35 am and reconvened at 10:53 am.

6.0 CORPORATE SERVICES GROUP

6.1. Chairperson and Members' Reports

Agenda item 6.1, document number A1747593, pages 13-17 refers.

Reason for the resolution

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

Resolved

Evans/Clarke

THAT the report from Chairperson Evans be noted.

Carried

6.2. Funding Project Report

Agenda item 6.2, document number A1748594, pages 19-24 refers.

Reason for the resolution

To receive the project report from the funding applicants in accordance with paragraphs 4.6.2 and 4.6.3 of Policy #3209 - Community Grant Fund - Local.

Resolved

Evans/Vujcich

THAT the project reports received from:

- ***Kaikohe Community Arts Council;***
- ***Opononi Bowling Club; and***
- ***Project Litefoot Trust;***

be noted.

Carried

6.3. Statement of Kaikohe-Hokianqa Community Board Fund as at 30 June 2016

Agenda item 6.3, document number A1748531, pages 25-29 refers.

Reason for the resolution

The Community Fund account provides information on financial matters relating to the Kaikohe-Hokianga Community Board's Community Fund which is allocated in accordance with Policy #3209 - Community Grant Fund - Local.

Resolved

Evans/Vujcich

THAT the report entitled "*Statement of the Kaikohe-Hokianga Community Board Community Fund account as at 30 June 2016*" be noted.

Carried

6.4. Item Left to Lie on the Table from 23 February 2016 - Funding Application AKAU Ltd

Agenda item 6.4, document number A1752854, pages 31-50 refers.

Reason for the resolution

To allow debate to resume on an item “left to lie upon the table’ from a previous meeting

Resolved Evans/Vujcich

THAT the question from the meeting of 23 February 2016:

“THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local;

- authorises the sum of \$_____ (plus GST if applicable) to be paid from the Board’s Community Fund account to AKAU Ltd;***

OR

- declines to support the funding application from AKAU Ltd;***

AND THAT the Board considers that the application for funding for the purpose of wages, professional fees and administrations costs meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) Improve community participation, which creates pride and resilience, in Community based planning;***
- ii) Build strong relationships, common vision, values and purpose to create cohesive communities.***

OR

does not meet the requirements of Policy #3209 in the following particular respects:

i).....”

be uplifted from the table.

Carried

Resolved Vujcich/Clarke

THAT the Kaikohe-Hokianga Community Board note that the application from AKAU Ltd has been withdrawn by the applicant.

Carried

6.5. Funding Application - Rawene Area Residents Association

Agenda item 6.5, document number A1748530, pages 51-63 refers.

Reason for the resolution

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Resolved

Evans/Clarke

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$1,733.00 (plus GST if applicable) to be paid from the Board's Community Fund account to Rawene Area Resident's Association;

AND THAT the Board considers that the application for funding for the purpose of publishing a booklet of old photographs entitled 'Rawene the Past in Pictures' with a print run of 1000 copies, meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) To support and value all people; especially the young, the elderly, and people with disabilities;***
- ii) Build strong relationships, common vision, values and purpose to create cohesive communities.***

Carried

6.6. Funding Application - Hokianga Health Enterprise Trust

Agenda item 6.6, document number A1748533, pages 65-77 refers.

Reason for the resolution

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Resolved

Clarke/Vujcich

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$5350.00 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Health Enterprise Trust;

AND THAT the Board considers that the application for funding for the purpose of costs towards a men's health promotion evening to promote men's health awareness of specific health issues meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) To support and value all people; especially the young, the elderly, and people with disabilities;*
- ii) Improve community participation, which creates pride and resilience, in Community based planning;*
- iii) Build strong relationships, common vision, values and purpose to create cohesive communities; and*
- iv) Improve health and safety for our people through regulation, support, or advocate on their behalf.*

Carried

6.7. Funding Application - Kaikohe Amateur Football Club

Agenda item 6.7, document number A1752646, pages 79-94 refers.

Reason for the resolution

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local. The project was granted the full amount requested by the applicants, however, when the funding project report returns to the Community Board, in due course, the Board would like to see a newly filled in application form attached to the report, outlining more detail around the project and factoring in the applicants' hours of voluntary work.

Resolved

Evans/Vujcich

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$5260.00 (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Amateur Football Club;

AND THAT the Board considers that the application for funding for the purpose of payment of professional fees meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) To support and value all people; especially the young, the elderly, and people with disabilities;*
- ii) Improve community participation, which creates pride and resilience, in Community based planning.*
- iii) Build strong relationships, common vision, values and purpose to create cohesive communities.*

Carried

6.8. Funding Application - Okaihau Community Association

Agenda item 6.8, document number A1748528, pages 95-107 refers.

Reason for the resolution

Following discussions, the Kaikohe-Hokianga Community Board requested this item be left to lie on the table to investigate alternative funding options.

Resolved

Beadle/Stephens

THAT the item entitled "Funding Application - Okaihau Community Association" dated 19 July 2016 be left to lie on the table to enable the Kaikohe-Hokianga Community Board to investigate alternative funding options;

AND THAT a report be presented providing an update on the Cycle Trail to a future Board meeting.

Carried

7.0 INFORMATION REPORTS

Agenda item 7.0, document number A1747595, pages 109-149 refers.

Reason for the resolution

To provide the Kaikohe-Hokianga Community Board with a list of information only reports as provided for in the Council resolution of 12 March 2015 and to explain the process for processing information reports in the future.

Resolved

Evans/Vujcich

THAT the following information reports entitled:

- 1. "Community and Customer Services Activities" dated 14 July 2016;***
- 2. "Community Services and Maintenance Contract - 6 Month Performance Assessment September 2015 - February 2016" dated 29 June 2016;***
- 3. "Increased Animal Management Resources for the Kaikohe-Hokianga Area" dated 20 July 2016;***
- 4. "Response to Questions Regarding Kaikohe Under Veranda Lighting" dated 25 July 2016; and***
- 5. "Action Sheet for the period ending 22 July 2016" dated 28 July 2016;***

be noted.

Carried

Attendance: Member Beadle left the meeting at 12:00 pm and returned at 12:02 pm.

8.0 ADDITIONAL PAPERS

Reason for the resolution

That the additional papers put forward at a meeting of the Kaikohe-Hokianga Community Board for members information be noted.

Resolved

Evans/Clarke

THAT the following additional papers:

1. ***Request from Mrs Pat Gardiner to have the 'geriatric hospital' sign renamed to 'Kaikohe Care Centre' at the intersection between De Merle St and Park Road;***
2. ***Quote provided by Mr Shaun Reilly from 'Glenn Jerkovich Cartage Contractor' to reform former Kaikohe Landfill, Maihi Memorial Park;***
3. ***Letter provided by Mr Shaun Reilly from Willie Maihi, Chairman of Maihi Memorial Parks Trust;***
4. ***Kaikohe-Hokianga Community Board Plan 2015/16 - 2016/17 provided by Community Development Advisor Robert Willoughby;***

be noted.

Carried

Attendance: Member Beadle left the meeting at 12:28 pm and returned at 12:35 pm.

9.0 PUBLIC EXCLUSION**9.1. Resolution to Exclude the Public**

Agenda item 8.1 refers.

Resolved

Evans/Vujcich

THAT the public be excluded from the meeting pursuant to section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 on the grounds that the public conduct of the proceedings would be likely to result in the disclosure of information for which good reason for withholding exists, while the matters listed below are being dealt with for the reasons as set out below:

1.0 Placement of Bike Park on Kaikohe Landfill

Reason: To enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiation.

Carried

At the conclusion of the business of the meeting held with the public excluded the business of the Board resumed in open meeting.

10.0 CONFIRMATION OF DECISIONS AND INFORMATION IN OPEN MEETING

Agenda item 9.0 refers.

Resolved

Evans/Vujcich

THAT the Kaikohe-Hokianga Community Board confirms that the decisions and information contained in the part of the meeting held with the public excluded are not to be restated in public meeting.

Carried

11.0 CLOSE OF MEETING

The meeting closed at 1:47 pm.

Chairperson

/ /

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: THE KAIKOHE-HOKIANGA COMMUNITY BOARD
STRATEGIC PLAN

Author: Robert Willoughby - Community Development Advisor

Date of report: 19 August 2016

Document number: A1761585

Executive Summary

The purpose of the report is to support the current Kaikohe-Hokianga Community Board to handover the Board's Strategic Plan to the incoming Board, post the 2016 Local Body Elections. The new Board will then continue to develop the Strategic Plan to inform the 2018-28 Long Term Plan (LTP), and prioritise how the Board allocates its Community Grant funding.

Recommendation

THAT the Kaikohe-Hokianga Community Board pass on the ongoing development of the Kaikohe-Hokianga Community Board Strategic Plan for the 2018-28 Long Term Plan to the new Kaikohe-Hokianga Community Board, post the 2016 Local Body Elections.

1) Background

The Community Boards were given a mandate to develop their own Strategic Plans, as part of the 2015-25 Long Term Plan. Each Board, supported by Community Policy and Development staff has developed a Strategic Plan. The first stage was to inform the 2016/17 Annual Plan and to develop a prioritisation tool that informs how the Board allocates its Community Grant funding.

2) Discussion and options

While the new Board would have the right to start again, a formal handing over of the current draft means that the new Board must give cognisance to that plan, and to continue its development to inform and/or influence Council decisions for the 2018-28 LTP.

The new Board will need to:

- Develop a recommendation for the 2017/18 Annual Plan (AP)
- Continue to define the prioritisation methodology/tool
- Consider further alignment of past and current Community Plans/Hapū Management Plans
- Engage with other Council supported groups e.g. Youth Council, Disability Action Group, etc.
- Consider some form of community consultation for the Board Strategic Plan, prior to the 2018-28 LTP.
- Use the Strategic Plan to define the Board's input into the 2018-28 LTP development
- Use the Strategic Plan as a basis for submissions (if needed) to the 2017/18 AP and the 2018-28 LTP.

The most up to date Kaikohe-Hokianga Community Board Strategic Plan is attached. Community Policy and Development staff will continue to support the new Board to develop its Strategic Plan.

3) Financial implications and budgetary provision

There are no financial implication, the Strategic Plan will guide the Board's Community Grant funding and will contribute to planning and funding for the 2018-28 LTP.

4) Reason for the recommendation

To formally pass the Community Board Strategic Plan from the current Board to the new Board for the next triennium.

Manager: Bill Lee - Manager Community Policy and Development

Attachment 1: Kaikohe-Hokianga Community Board Strategic Plan - Document number A1766826

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	A specific requirement in the 2015-25 Long Term Plan.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Māori are considered as part of the strategy.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Considered as part of overarching strategy.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	Not significant.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	Led by Community Boards.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Nil. The Chief Financial Officer has not reviewed this report.

Kaikohe-Hokianga Community Board

Strategic Plan

2015/16- 2016/17

And Setting the Direction for The Long Term Plan 2018-28

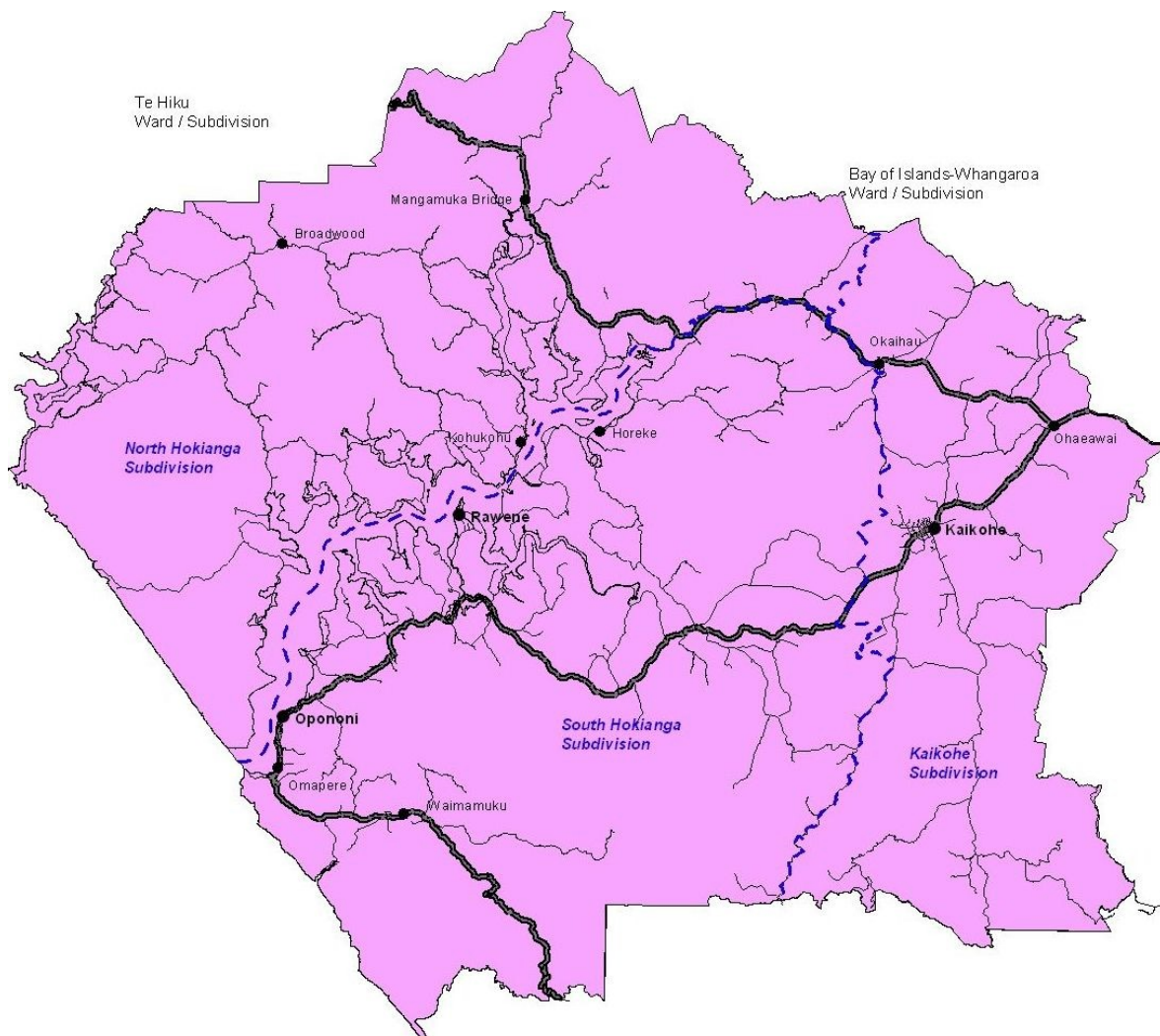


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Your Community Board Members



Pauline Evans

Phone: 09 405 5855

Email: Pauline.Evans@fndc.govt.nz

Appointments:

*Chair - Kaikohe-Hokianga Community Board Member
(North Hokianga subdivision)
Community Services & Development Committee
Kohukohu Town Hall Committee
Hokianga Ferry Liaison Group*



Garry Clarke

Phone: 09 405 7688

Email: Garry.Clarke@fndc.govt.nz

Appointments:

*Deputy Chair - Kaikohe-Hokianga Community Board Member
(South Hokianga subdivision)
Rawene Town Hall Committee
Hokianga Ferry Liaison Group*



John Schollum

Phone: 021 1133 073

Email: John.Schollum@fndc.govt.nz

Appointments:

*Kaikohe-Hokianga Community Board Member
(Kaikohe subdivision)*



Win Stephens

Phone: 0274 984 830

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Appointments:

*Kaikohe-Hokianga Community Board Member
(Kaikohe subdivision)
Disability Action Group
Executive Committee Member CBEC
Community Board Committee LGNZ*



Louis Toorenburg

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Appointments:

*Kaikohe-Hokianga Community Board Member
(South Hokianga subdivision)
Opononi Town Hall Committee*



Debbie Beadle

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Appointments:

Kaikohe-Hokianga Community Board Member

Board Vision and Priorities

Mission and Vision

The Kaikohe Hokianga Community Board values the knowledge of their communities and wishes to better understand the community's priorities that we serve.

Additionally The Kaikohe Hokianga Community Board supports the Statements of Purpose in the vision, values and expectations as expressed in the Councils "Our Voices Our Vision".

To achieve this the Kaikohe Hokianga Community Board embraces the principles of asset based community development as a way of achieving the revitalisation of the social, cultural, environment and economic well being of the Kaikohe Hokianga communities.

Our Vision, Our Voices Background

The Statement of Kaupapa and Purpose He waka eke noa

- It is a fresh approach to planning for Far North's future and in particular for the
- It is an inclusive kaupapa with a role for everyone
- It will enable all organisations and groups in the Far North to align their efforts with the aspirations expressed in Our Voices - Our Vision
- This approach requires courage, determination and resilience

The Purpose of Our Voices - Our Vision is to create

- A better future for the Far North
- A clear statement of what is important to us
- A platform for better decision-making and action
- Momentum for change
- Resilient Communities

The Vision

- He Whenua Rangatira - A District of sustainable prosperity and well-being
- Tikanga - Our Values
- Manawatapu - Unity of purpose and working together
Whanaungatanga - Family, community, connecting and caring
Tu tangata - Strong cultural identities
- Rangatiratanga - Empowerment, self-determination and self-reliance
Mana tangata - Respect and fairness
- Te Tiriti o Waitangi - Partnership
- Kaitiakitanga - Environmental stewardship and sustainability

Tumanako - Our Expectations

- He wahi ataahua - Valuing the outstanding beauty of our District
- Oranga taiao, oranga tangata - Nurturing the environment so it nourishes us
Oranga kainga - A thriving, sustainable local economy
- Mana I te whenua - The role of tangata whenua is valued and respected
Te ira tangata - Rich heritage and diversity respected and celebrated
Whanau - A great place for our families to flourish
- Tangata whai ora - Happy, healthy, safe and purposeful people
- He waka hourua - Fit for purpose infrastructure underpinning success
Kokiri tahi - Empowered communities, working collaboratively;

Role of Community Boards

The Far North District Council's three Community Boards are a valuable resource for their communities and should be contacted about local issues before the Council itself is approached.

The Boards have locally elected members who know and support their communities and are the best place to go when there are local issues, problems or situations that need to be addressed.

They are the Bay of Islands/Whangaroa, Te Hiku, and Kaikohe/Hokianga Community Boards.

Our Community Boards are the Council's "eyes, ears and voice" at grass roots level and are often able to resolve issues within their communities without needing to refer them on to other people. However, when extra help is needed, they have the ready attention of the Council and can liaise with other agencies as required.

Community Boards play a statutory role in the governance structure of Council and is defined under the Local Government Act 2002.

- a. Represent and act as an advocate for the interests of its communities
- b. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- c. Maintain an overview of services provided by the territorial authority within the community;
- d. Prepare an annual submission to the territorial authority for expenditure within their communities;
- e. Communicate with community organizations and special interest groups within the community;
- f. Undertake any other responsibilities that are delegated to it by the territorial authority

Community Board Delegations

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

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

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

Therefore Community Boards:

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

5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centres.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council,
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a. Control of Use of Public Spaces – Dispensations on signs
 - b. Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted
 - c. Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d. Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e. Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying

the provisions of the Local Government Official information and Meetings Act 1987.

17. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance program, insurance and appropriate location, and to agree to their installation.
18. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommends to be declined.
19. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference:

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

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

Protocols

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

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

Ward Rate

Council set a targeted rate on the basis of a fixed amount assessed on every SUIP (*Separately Used or Inhabited Part of a Rating Unit*) to fund urban, recreational and other local services and activities within the three wards of the district. The Ward Rate has been set on a differential basis according to the Ward in which the rating unit is located. This is described below for all rating units located within each Ward.

Te Hiku Ward	47%
Bay of Islands / Whangaroa Ward	29%
Kaikohe / Hokianga Ward	24%

What the Board Funds

Provides and administers community grants

- Community local grants scheme
- Contestable Community – District Plan Scheme and the Sports and Recreation Loan Scheme
- Creative Communities Scheme on behalf of Creative New Zealand
- Rural Travel Fund on behalf of Sport New Zealand
- The Mayoral Fund(s)
- As appropriate on behalf of other funding bodies

The Kaikohe Hokianga Community Board supports

- Increased opportunities for high speed internet and improved cellphone coverage
- Improved cycling and walking infrastructure, the establishment of the Pou Herenga Tai Twin Coast Cycleway, Cycle Lanes in Kaikohe, Kauri Coast Cycle Trail and improved safety for cyclists and walkers and more cycle friendly roads.
- The re-emergence of thriving rural region with Kaikohe at the heart, a town that is strategic both culturally and geographically (quote from Kaikohe Business Association).
- Maintaining and enhancing public bus transport between Kaikohe and Hokianga and the Hokianga ferry. The ferry is a major water transport link connecting the Pou Herenga Tai and Hokianga Harbour communities on the West Coast to the East Coast. In doing so consider Ferry fare subsidies to support economic development within these communities
- District road improvements (including State Highways) and dust suppression on roads. Fit for purpose road and transport network
- Boat ramps and wharves that are important infrastructure for Hokianga communities
- Clean potable water, affordable and fit for purpose water supplies and waste water schemes.
- Water accessibility, conservation, education and improved distribution and storage systems.
- Better facilities for youth, disabled and elderly in our communities
- Support economic initiatives to increase jobs and sustainable employment for our communities.
- Traffic calming and safety affecting vulnerable people who live close to state highways and main traffic areas.
- Maintain and enhance our existing facilities infrastructure, CBDs, Parks and Reserves, Halls, sporting facilities, walkways and recreational infrastructure, street lighting gardens and historic landmarks of significance that forms the basis of community life and identity.
- Maintaining and enhancing our visitor and community gateways to Kaikohe Hokianga
- Our towns and communities as gateways to important tourist destinations and tourist attractions including coastal landscapes, conservation estates, world class farming and forestry activities and the Ngawha geothermal field.
- Continual review and communication with residents and ratepayers and look at the most cost effective use of funds and ratepayer's time. Investigate causes of rate

burdens and always work towards improving rating affordability.

Community Pride

Priorities 2015/16

These high level priorities were expressed by the community and supported by the Community Board, even if not part of the Board's delegations. The general priorities completed were:

- Horeke Hall refurbishment – Design stage
- Rawene Housing for the elderly – Investigation assessment
- Opononi Housing for the elderly – Design stage
- Rawene public toilets site resolved
- Lindvart Park Netball Courts
- Okaihau Two Ponga Park upgrade
- Kaikohe grandstand reroof
- Freese Park playground
- Parks and Reserves: signage, seating, bollards, tables, carparks, fences
- Allocation of Community Grants Funds was based on Community Development Plans.
- Annual funding of town Christmas events
- Grant allocations reflecting more place based projects were approved to support long term benefits for the Kaikohe Hokianga Ward communities
- Other local community tasks completed – Appendix 1

Priorities 2016/17

Major Infrastructure Works

- Rawene Courthouse refurbishment – awaiting resource consent approval
- Rawene Housing for the elderly
- Opononi Housing for the elderly
- Broadwood toilets
- Rawene Toilets – site location confirmed
- Kaikohe Housing for the elderly renewals
- Mangakahia Road is now classified as a state highway transferring maintenance to NZTA and freeing up funds for dust mitigation projects
- More cost-effective road maintenance solutions being sought for unsealed roads
- Rawene new water source and Rawene/Omanaia treated water supply
- Find new water sources for Opononi/Omapere. Test bores and consider water tanks for new builds
- Kaikohe -Ngawha Springs new transfer pump station
- Kohukohu discharge resource consent
- Horeke hall upgrade
- Opononi boat ramp and waterfront improvements
- Omapere/Ohaeawai Toilet renewals

- New footpath and crossing signal for Station Rd, Kaikohe
- Consider grant allocations to reflect more place based activities and infrastructure projects that have long term benefit for Kaikohe Hokianga Ward communities

Community

- Review Community Plans for currency. Update with latest statistics and mapping including upcoming significant events
- Support the Youth Council of Kaikohe
- Consider reinstating beautification funds
- Annually, consider funding support for town Christmas events
- New Community Development Plans for North Hokianga including Broadwood, Panguru, Mitimiti, Pawarenga, Motuti
- Upgrade town security surveillance systems to monitor probable security risks
- Activate the Ngapuhi Tertiary Hub program for people/students to access education options and pathways
- Lindvart Park pavilion upgrade
- Kaikohe Pensioner flats upgrade
- Speed reduction installs around schools, ECE centres and high risk intersections in Kaikohe
- Consider funding/revenue for part - time Parking Wardens Kaikohe and Rawene

Recreation and Walkways

- Complete the Pou Herenga Tai Twin Coast Cycle Trail, Cycle Lanes in Kaikohe and Kauri Coast Cycle Trail
- Populate the Cycle Trails to show “Things to do and see”, places to stay, eateries, public facilities and other visitor services
- Establish Bylaws to regulate use of the Cycle Trails including Health and Safety standards, Do’s and Dont’s and helpful hints to enhance local and visitor experience
- Update the Track Strategy, prioritise upgrades, new initiatives to link with existing walk ways to the cycleway and supporting infrastructure
- Support the promotion of Kaikohe Pioneer Village as a visitor experience for Kaikohe
- Launch the new skate park in Kaikohe

Amenities

- Amenity Lighting
- Bins, benches, bollards, signs,

Priorities 2017/18

- New Community Development Plans for Mangamuka/Mangataipa

Variations from the 2015-25 LTP

No major variation or retiming is proposed

Future Priorities (LTP 2018-28)

- Under construction

The Ward Story

Location and Boundaries:

West Ward is bounded by the localities of Herekino, Karikari Peninsula-Maungataniwha, Mangapa- Matauri Bay and Waihou Valley-Hupara in the north, the locality of Pokere-Waihaha in the east, the Whangarei District and the Kaipara District in the south, and the Tasman Sea in the west.

Settlement History:

European settlement dates from the 1820s, when kauri trade, ship building industries and dairy farming were established. Growth took place during the late 1800s and early 1900s, particularly in the townships of Horeke, Kohukohu and Rawene. Timber milling remained an important industry until the early 1900s, when dairy farming became the dominant industry. Significant development occurred from the post-war years, particularly in Kaikohe from the 1950s to the 1970s. The population declined in Hokianga North and Hokianga South during the 1960s and 1970s, largely due to the decline in small dairy farming. The population of the Ward declined slightly between 1996 and 2013, a result of few new dwellings being added and a decline in dwelling occupancy rates and the average number of persons living in each dwelling.

Land Use:

West Ward is a predominantly rural area, with small townships at Horeke, Kaikohe, Kohukohu, Omapere, Opononi, Pungaru and Rawene, and numerous small settlements. Land is used largely for forestry, horticulture and farming (particularly beef and dairy farming), with tourism also being an important industry.

Economic Profile:

Kaikohe-Hokianga ward's main service town for primary industries is Kaikohe. Primary industries play a significant role in the ward economy. The primary sector focuses on farming (dairy, cattle and sheep), as well as forestry. Kaikohe is also the main centre in the ward for public services e.g. FNDC, Ministry of Justice, and MSD etc. Kaikohe is also a base for Top Energy. It must be noted that the tourism / arts sectors are an important SME sector of the Hokianga and will be an emerging sector in town and townships (e.g. Kaikohe, Okaihau and Horeke) along the Pou Herenga Tai Twin Coast Cycle Trail once construction is complete.

Kaikohe Hokianga Ward Business Associations

Kaikohe Business Association (KBA)

KBA market and promote Kaikohe as a business destination as well as carry out a range of place making projects.

Hokianga Tourism Association (HTA) and SME Tourist business networks that market and promotes Hokianga as a destination for domestic and international visitors.

Economic Data

The Kaikohe-Hokianga Ward's three largest industry sectors by employment are:

- Agriculture, forestry and fishing (753 people or 20.5%)
- Education and training (453 people or 12.3%)
- Health care and social assistance (417 people or 11.4%)

In combination these three industries employed 1,623 people in total or 44.2% of the employed resident population

Change in sector employment 2006 to 2013

Top 3 job gains

1. Health care and social assistance (+51)
2. Public administration & safety (+27)
3. No employment growth in any other ANZSIC sector

Top 3 job losses

1. Construction (-93)
2. Retail Trade (-57)
3. Rental, hiring and real estate (-51)

(NB All ANZSIC reported negative job growth apart from the two mentioned above.)

Major Features:

Major features of the area include:

- Hokianga Harbour including the entrance to Hokianga Harbour and the giant sand dunes and the significant maunga in the area, Whangape Harbour
- Kaikohe Airport, Hokianga Ferry, Hokianga Hospital, North Tec (Rawene Campus), Kaikohe Learning Centre (North Tec), Ngawha Power Station, Northland Region Corrections Facility, Council offices (FNDC – Kaikohe, Rawene, Omapere)
- Waiiriki Pools (Ngawha Hot Springs), Lake Owhareiti
- Labyrinth Woodworks & Maze
- Clendon House, Hokianga Historical Society Museum, Mangungu Mission House, Pioneer Village, Te Waimate Mission House, the Hone Heke memorial reserve in Kaikohe and the 2 designated heritage precincts in Rawene and Kohukohu, the Opo the Dolphin Statue, Golden Stairs Walk and St Gabriels Church Pawarenga. Te Araroa NZ Walking Trail. Mangamuka is the link between 2 sections of this trail

- Omahuta Forest, Pukewharariki Forest, Rakautao Forest, Tapuwae Forest, Tokawhero Forest, Waima Forest, Waipoua Forest, Warawara Forest, Rawene Domain, Mangamuka Gorge Scenic Reserve, Motukaraka Scenic Reserve, Tapuwae Scenic Reserve, Tane Mahuta (Giant Kauri), Koutu Boulders, Wairere Boulders
- Kaikohe Speedway, Kaikohe Golf & Squash Club, Northland College Community Swimming Pool, Twin Coast Cycle Trail and numerous schools.

The Ward Demographics

Population:

Females	6,225	50.5%
Males	6,111	49.5%
Total	12,336	100.00%

Ethnic Groups:

European	4,899	39.7%
Maori	7,290	59.1%
Pacific Peoples	573	4.6%
Asian	177	1.4%
Middle Eastern/Latin/African	15	0.1%
New Zealander	108	0.9%
Other ethnicity	0	0

Qualifications:

Higher Degree	189	2.0%
Bachelor Degree	447	4.8%
Post School (excluding University)	1,476	15.9%
School Qualification	2,409	26.0%
No qualification	2,589	28.0%
Not stated/included	2,151	23.2%
Total	9,261	100.0%

Employment Status:

Employed full-time	2,709	59.0%
Employed part-time	1,086	23.7%
Unemployed	795	17.3%
Total	4,590	100.0%

Individual Income

Negative or zero income:	843	9.1%
\$1 - \$5,000	465	5.0%
\$5,001 - \$10,000	633	6.9%
\$10,001 - \$15,000	1,170	12.7%
\$15,001 - \$20,000	1,023	11.1%
\$20,001 - \$25,000	633	6.9%
\$25,001 - \$30,000	462	5.0%
\$30,001 - \$40,000	693	7.5%
\$40,001 - \$50,000	489	5.3%
\$50,001 - \$70,000	480	5.2%
\$70,001 - \$100,000	222	2.4%
\$100,001 or more	90	1.0%
Not stated	2,013	21.8%
TOTAL	9,216	100.0%

Household Income

Negative or zero income:	72	1.6%
\$1 - \$5,000	66	1.5%
\$5,001 - \$10,000	99	2.2%
\$10,001 - \$15,000	267	6.0%
\$15,001 - \$20,000	339	7.6%
\$20,001 - \$25,000	267	6.0%
\$25,001 - \$30,000	291	6.6%
\$30,001 - \$40,000	420	9.5%
\$40,001 - \$50,000	270	6.1%
\$50,001 - \$70,000	408	9.2%
\$70,001 - \$100,000	369	8.3%
\$100,001 or more	243	5.5%
Not stated	1,329	29.9%
Total	4,440	100.0%

Occupations

Managers	714	18.9%
Professionals	546	14.5%
Technicians and trades workers	300	7.9%
Community and personal service workers	432	11.4%
Clerical and administrative workers	330	8.7%
Sales workers	207	5.5%
Machinery operators and drivers	165	4.4%
Labourers	660	17.5%
Not stated/included	423	11.2%
Total	3,777	100.0%

Industries

Agriculture, forestry and fishing	753	20.5%
Mining	0	0%
Manufacturing	135	3.7%
Electricity, gas, water and waste services	30	0.8%
Construction	177	4.8%
Wholesale Trade	39	1.1%
Retail Trade	276	7.5%
Accommodation and food services	207	5.6%
Transport, postal and warehousing	96	2.6%
Information media and telecommunications	9	0.2%
Financial and insurance services	24	0.7%
Rental, hiring and real estate services	78	2.1%
Professional, scientific and technical services	93	2.5%
Administrative and support services	87	2.4%
Public Administration and safety	225	6.1%
Education and training	453	12.3%
Healthcare and social assistance	417	11.4%
Arts and recreation services	27	0.7%
Other services	108	2.9%
Not elsewhere included	435	11.9%
Total	3,669	100.0%

Family Types

Couples with children		
Couple with dependent children	798	27.7%
Couple with adult children only	132	4.6%
Couple with children – dependency unknown	0	0%

One parent families		
One parent family with dependent children	693	24.0%
One parent family with adult children only	201	7.0%
One parent family with children – dependency	0	
Couple without children	1,062	36.8%
Total	2,793	100.0%

What we have heard from Community Plans

Council has been consistently informed that community and economic development is important in delivering a vibrant and thriving district. Community plans have been written for;

- Opononi/Omapere
- Kaikohe
- Kohukohu
- Ohaeawai
- Okaihau

These plans are well thought out and articulate their community aspirations. Each plan has its own vision and objectives highlighted as follows;

Land/Living

- Zoning (settlement and land use)
- Heritage and tradition
- Community living, gardens and lifestyle choices
- Conservation and nature protection
- Housing affordability
- Telecommunications and broadband

Infrastructure

- Clean portable water to households
- Efficient drainage and waste water systems
- Solid waste disposal
- Transport systems and roading maintenance
- Jobs, employment, health and education
- Infrastructure planning, maintenance and service levels
- Complete the rail corridor cycle way to activate community tourism
- Power and Energy

What we have heard from Hapu Management Plans

Interface with Maori aspirations important for all Far North district communities as Ngapuhi progress their Treaty Settlements with government. Encouragement and support from council to assist hapu in developing hapu plans and community plans. Maori make up 45% of the Far North population and are a significant land owner. Working with Maori at all levels is important to the overall wellbeing of our communities. Maori priorities are highlighted as being;

- District plan coordination with council and determining a way forward on the rating of Maori land and Maori land status
- Economic development for the Maori economy to work for them and their communities
- Jobs and employment partnerships focusing on capacity building
- Health, housing, education and youth development
- Customs and tradition
- Conservation good will and resource management including lands, forests, and coastal environs

What we have heard – kanohi ki kanohi

Maori want to engage with council not always at Iwi level. Developing Hapu plans is a start to establishing minimum baselines and conversations of engagement with council. Effective engagement is underpinned by the Treaty of Waitangi principals of partnership, protection and participation. These relationship structures work well for Maori in building trust and confidence

- The bringing together of Hapu in South Hokianga as a collective Taskforce (Te Huihuinga Punawai o Te Tonga o Hokianga)
- Ngati Rangi Development Trust have submitted their Hapu Management Plan
- Ngati Hine have signed an MOU with council

Recent projects

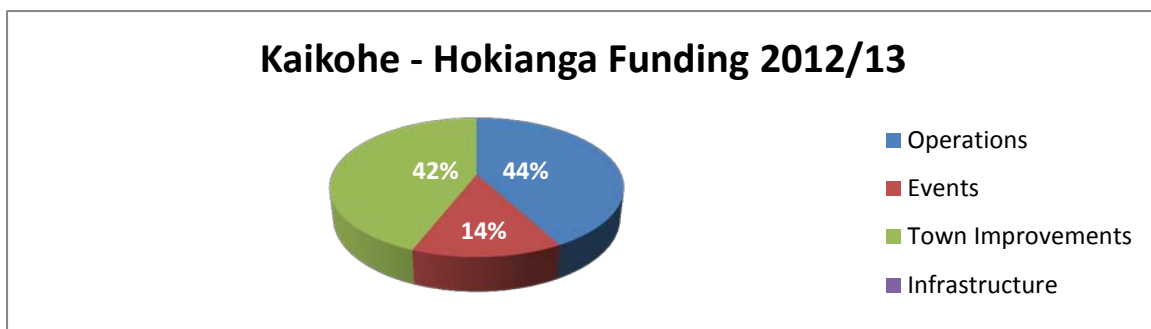
As listed in the Kaikohe Hokianga Community Board – Community Fund Account as at 31st March 2015/16 accounts. In addition the following progress has been made;

- Activation with the South Hokianga Hapu on upgrading clean water and waste water systems for Rawene, Omanaia, Waima, Whirinaki, Opononi/Omapere
- Te Waangaga o Ngapuhi Tertiary project for student career and employment pathways
- Community consultations for annual plan reviews

What we have funded

Community Boards fund a range of projects through their Local Community Funding. Analysis of previous years funding is shown graphically below and has been categorised as follows:

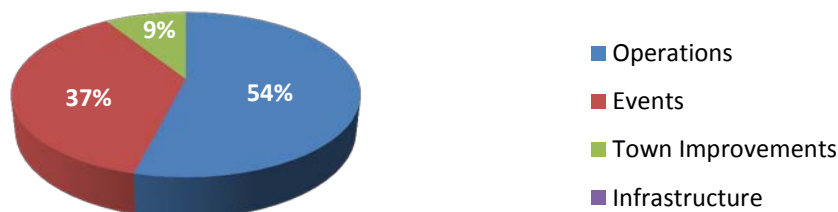
1. Operations
2. Events
3. Town Improvements
4. Infrastructure



Kaikohe - Hokianga Funding 2013/14



Kaikohe - Hokianga Funding 2014/15



What has been achieved?

- We have capable, credible, civic leadership that advocates for people and is trusted by the communities they serve
- We continue to build safe, healthy, resilient communities, places and people
- Our residents and ratepayers engage with us, understand and have confidence in our decision making.
- Our environment and heritage is protected, enhanced and wisely managed to pass on to our children
- We have prudent financial management within long term strategic planning
- We continue to build strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities where quality of life is important and community benefits are maximised
- We build sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of our communities and the Far North district
- We work with Maori to enable Māori development of their lands, communities and resources

Appendix 1

North Hokianga

Infrastructure

- Safety work North Hokianga landing
- Broadwood public toilet tender
- Kohukohu library path and public toilet upgrade
- Hokianga Narrows new dry vault toilet
- Broadwood swing bridge upgrade
- Mangamuka village new road seal

Community

- Kohukohu sewerage scheme liaison group
- Hokianga ferry liaison group set up
- Far North Thrive – Akina Foundation support
- NRC LTP submission – Public transport and Oil exploration
- Our Voices, Our Vision consultation
- Chinese Historic Ventnor trail development
- Horeke Play centre and ECE building

South Hokianga

Infrastructure

- Opononi I Site built
- Community Toilets re-branded – community mural project
- Carpark sealed and illegal parking addressed for road safety
- Water supply for Whirinaki and Waima progressing
- Water plan being designed for Rawene and Omanaia
- Water tanks being considered as part of building compliance for new homes

Community

- Water fountain for I Site
- Plans to develop Freeze Park Playground
- NRC Bus Service continuing
- Summit meetings with Council
- Community grant funds – local public services, amenities and events established
- RFS system be more responsive reporting back to initiator

Kaikōhe

Infrastructure

- Mangakahia Rd changed to main highway status under NZTA
- Cycle lanes established on Station Rd and cycle racks installed
- Lower Broadway footpaths upgraded
- Planter boxes established in Broadway retail district

Community

- Ngapuhi Festival, 30,000 visitors
- Taonga Wahine celebrating Young Women Achievers

- Weaving class established at Pioneer Village
- Ngapuhi Rungaga establishes rural regeneration fund to attract families back onto their land
- Kaikohe Cooperative established for food production
- Kaikohe participants in the Thrive Northland program
- Town murals painted to brighten up town

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: CHAIRPERSON AND MEMBERS' REPORTS

Author: Melissa Wood - Meetings Administrator

Date of report: 30 August 2016

Document number: A1764886

Executive Summary

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

Recommendation

THAT the report from Chairperson Evans be noted.

1) Background

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

2) Discussion and options

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

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

The report from Chairperson Evans is attached.

3) Financial implications and budgetary provision

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

4) Reason for the recommendation

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

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Chairperson Evans' report - Document number A1765072

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Not applicable.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Not applicable.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Yes
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	This has low significance.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	There are no financial implications or need for budgetary provisions. The Chief Financial Officer has not reviewed this report.

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Kaikohe-Hokianga
Chairperson's Name	Pauline Evans
Subdivision	North Hokianga
Date	1 September 2016

REPORT

1) Meetings

Local events, workshops and meetings that I have attended:

- 18/07/2016 Hokianga Tourism Association meeting - Rawene
- 19/07/2016 Combined Community Board Workshop - Kaikohe
- 21/07/2016 Wastewater Liaison Group - Kohukohu
- 26/07/2016 Site meeting in Broadwood with local residents.
- 28/07/2016 Council Meeting
- 09/08/2016 Community Board meeting - Kaikohe
- 15/08/2016 Cycle Trail By-Law Hearing
- 18/08/2016 Council Meeting
- 19/08/2016 Meeting Rawene Resource Centre with committee members of RAD
- 19/08/2016 Kohukohu Town Hall Committee Meeting.
- 26/08/2016 Far North Citizens Awards - Kaitaia
- 31/08/2016 Kaikohe Housing for the Elderly. Site Meeting

2) Issues

- Broadwood community is looking forward to new toilets being installed by Christmas. Tenders were called in July.
- Broadwood. Youth infrastructure. Site meeting was held with local people at Broadwood to further discuss what is needed. There is potential to strengthen links in the village, enhance existing sites and create recreational opportunities for local youth and visitors. Refer to Item 4.1, Community Board meeting 5th April 2016.
- North Hokianga Community Development Plans. Began discussion with some members of the Broadwood Community about developing a Broadwood plan.

- Mangamuka Public Toilets. The next stage is consultation with the community to explore options for upgrade. Refer to Item 5.1 Community Board meeting 23rd February 2016.
- Mangamuka speed limits. Community concerned about speeding traffic through town when school buses are present.
- North Hokianga. Warawara Forest. Following a site meeting in the forest reserve on 6th May regarding poor access into the forest for essential conservation work. See Item 7.1 Council Meeting 28 July for an update.
- Rawene. Council leased building next to Town Hall. Information and Resource and Advocacy Centre. Continue to work with Rawene and Districts Community Development Inc (RAD) and the community to ensure a sustainable future for this site..Including short and long term maintenance and strategic planning.
- Kohukohu.Improve the main street stone wall/cannons areas and upgrade the existing heritage signage.
- Kohukohu. Rakautapu Road. Upgrade the entrance area with signage, weed control and seating.
- Kohukohu. Consider extending existing Kohukohu Road footpath at least to the southern end of the village for improving safety of pedestrians.. This is consistent with the goals of the Kohukohu Community Plan.
- Kohukohu toilets. Internal upgrade of floor/walls still required.
- Kohukohu Wastewater Liaison Group continues to meet and work through issues.
- Kohukohu Town Hall committee is active and a small group works hard to maintain the hall and to work with Council on issues as they arise.
- Hokianga Ferry Liaison Group. One of the current issues is the upcoming review of the ferry fares. Northern Hokianga ferry landing upgrade still in progress. It is proposed for the group to meet 3 monthly for the time being.
- Kaikohe.Looking forward to a draft revised Kaikohe Community Development Plan.
- Kaikohe. Hone Heke Memorial Reserve. Develop a plan for the future management of this reserve. Landscape plan required to ensure historic integrity of this reserve is maintained. Refer to Heather Ayrton QSM for historical documents about the development of the reserve.
- Kaikohe. Library Square area. New lighting and security cameras will help protect and enhance this area. Bike and skateboard use damages grassed areas. Monitor the condition of the native timber seats and the toilets.
- Kaikohe Pioneer Village. At the public forum of the last Community Board meeting, the Board was reminded to continue to be an interested party in the progress of developments at the Village.

3) Resource Consents

Nil

4) Requests for Service

RFS 3752049 Scheduled re-paint of the exterior walls of Rawene Library (former Rawene courthouse) and the use of heritage colours. A Resource Consent

application has been approved for full external repaint in 1870's colours. Remedial work is underway.

RFS 3756418 Archaeological dig and historical interpretation at Rawene Cemetery, as part of preparation for the opening of the "Wandering with Ancestors" Trail in 2017. Archaeological dig is going ahead, a date is yet to be confirmed.

RFS 3764622 Condition of drinking fountain in Broadway and the need for recycling bins in Kaikohe.

RFS 3764621 Request for toilet facilities in the vicinity of Memorial Park and The Warehouse, Kaikohe.

RFS 3764620 Marino Place Kaikohe, public toilets. Concern for condition and cleanliness.

RFS 3764616 The state of the Housing for the Elderly in Kaikohe. On site meeting was held on 31/08/2016 to look at issues relating to this housing.

RFS 3778368 Local request to change Geriatric Hospital sign in Kaikohe. (requested at Public Forum Kaikohe-Hokianga Community Board August meeting)

RFS 3772051 Rodent invasion of Kohukohu Town Hall

RFS 3773798 Upgrade the entrance area of Lance Andrewes Park, Rakautapu Road Kohukohu. Sign, picnic table, seat, weed control.

RFS 3772747 and 3730573 Status of concrete water tank at Kohukohu Town Hall.

RFS 3771111 Local request to improve roadside drainage Tautoro Road, Panguru.

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of Item: FUNDING PROJECT REPORTS

Author: Melissa Wood - Meetings Administrator

Date of report: 30 August 2016

Document number: A1764888

Executive Summary

Recipients of funds from the Community Board Council Community Fund must complete and submit a project report within two months of completion of their project. Project reports have been received from Kaikohe Amateur Football Club.

Recommendation

THAT the project report received from:

- ***Kaikohe Amateur Football Club;***
be noted.

1) Background

Policy #3209 - Community Grant Fund - Local, paragraph 4.6.2 states that: *“At the completion of a project that received community funding, recipients are required to complete a Project Report for the Community Board. These reports are to be received no later than two months after the completion of the project”*, and paragraph 4.6.3 states *“Applicants who fail to provide a project report within the required time will not be considered for future funding”*.

2) Discussion and options

A copy of the project report is attached for the Board to receive. If Board members have concerns or issues with this report, they should be discussed at this point of the meeting.

3) Financial implications and budgetary provision

There are no financial implications or budgetary requirements.

4) Reason for the recommendation

To receive the project report from the funding applicants in accordance with paragraphs 4.6.2 and 4.6.3 of Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Project Report - Kaikohe Amateur Football Club - Document number
A1769000

Compliance schedule:

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

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

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Relationship with existing policies and Community outcomes.	Paragraph 4.6.2 and 4.6.3 of Policy #3209 - Community Grant Fund - Local.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	No
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Yes
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer Review.	There are no financial implications or the need for budgetary provisions. The Chief Financial Officer has not reviewed this report.



Project Report Form

COMMUNITY GRANT FUND - LOCAL

At the completion of a project that received community funding, recipients are required, as stated in clause 4.6.2 of Policy #3209 - 2015 - Community Grant Fund - Local, to complete a Project Report Form for the Community Board. These reports are to be received no later than two months after the completion of the project.

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

Please return the completed form to:

Council Advisory Services Department
Far North District Council
Private Bag 752
KAIKOHE 0440

- 1. Name of applicant: KAIKOHE AFC.
2. Name & location of project: LINDVART PARK + NORTHMANA GROUNDS.
3. Date of project/activity: MARCH - SEPTEMBER 2016
4. Amount received from the Council Community Fund: \$ 5260
5. Please give details of how the money was spent.

Your contribution to the project and the Council Community funding you received must be accounted for & receipts or explanatory notes required:

Table with 2 columns: Description, Amount. Row 1: Official rff / 1/2 PROFESSIONAL FEES. \$ 5,283.46.

6. Give a brief description of the highlights of your project including numbers participating. WE HAD APPROXIMATELY 100 PLAYERS PLAYING THIS SEASON FROM MARCH TO SEPTEMBER WEEKENDS + WEEK DAY TRAININGS BRINGING FAMILLES INTO THE CLUB FROM 5YRS TO 75YRS OLD.

7. Describe the main findings in your evaluation of the project. THE PROJECT HAS PUT YOUTH, JUNIORS AND SENIORS ONTO THE PARKS IN A SAFE FAMILY FRIENDLY ENVIROMENT WITH EXERCISE, HEALTHY EATING AND RESPECT OUR 3 MAIN TOPICS THIS SEASON.

8. This report was completed by:

Name: SEAN WHITE
Address: 30 RIVERSTREAM DRIVE
KEEIKEEI RD 2 0295
Date: 29-08-2016
Phone: 094077189 mob: 021402744
Email: sean.white13@xtra.co.nz

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: STATEMENT OF THE KAIKOHE-HOKIANGA COMMUNITY BOARD COMMUNITY FUND AS AT 31 AUGUST 2016

Author: Melissa Wood - Meetings Administrator

Date of report: 30 August 2016

Document number: A1764890

Executive Summary

The Community Fund account provides information on financial matters relating to the Kaikohe-Hokianga Community Board's Community Fund which is allocated in accordance with Policy #3209 - Community Grant Fund - Local.

Recommendation

THAT the report entitled "Statement of the Kaikohe-Hokianga Community Board Community Fund account as at 31 August 2016" be noted.

1) Background

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with Policy #3209 - Community Grant Funds - Local, section 4.3.5, "Applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion".

Applications to the current meeting are summarised as follows and are listed on the agenda as separate items for consideration:

Applicant	Funding Sought For	Amount Requested	Total
Community Fund Account balance as at 31 August 2016			\$70,226.00
Hokianga Country Music Club	Cost of ferry use during the Hokianga Country Music Festival in September 2016.	\$2,179.00	
Hokianga Historical Society	Building a retaining wall to upgrade the car park and metalling the cleared area.	\$4,550.00	
Kaikohe Rugby Football and Sports Club	Kaikohe Christmas Parade and Christmas in the Park concert after the parade.	\$5,050.00	
Lighting The Way Group	Public exhibition and workshop to deliver natural health and wellness programmes.	\$16,010.00	

Manifesto Productions	Payment of license fee to TVNZ to screen their Hokianga based documentary "Hope"	\$5,400.00	
Ohaewaia Taiamai Residents Association	Christmas in Ohaeawai, community celebration event	\$2,675.00	
Okaihau Community Association	For purchasing vetiver grass to be planted for erosion control and stabilisation of bank along Cycle Trail	\$1,265.00	
Total of funding applications as listed above		\$37,129.00	
Community Fund Account balance less listed applications			\$33,097.00

2) Discussion and options

Board members will consider applications on the agenda and make decisions on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 August 2016 is \$70,226.00.

The Grants and Donations annual budget for the financial year 2016-2017 for the Kaikohe-Hokianga Community Board is \$ 82,569.00.

3) Financial implications and budgetary provision

The Far North District Council has delegated the allocation of funds from the Kaikohe-Hokianga Community Board Community Fund account to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 31 August 2016 is attached.

4) Reason for the recommendation

The Community Fund account provides information on financial matters relating to the Kaikohe-Hokianga Community Board's Community Fund which is allocated in accordance with Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - District Administration Services

Attachment 1: Kaikohe-Hokianga Community Board Statement of Community Fund Account as at 31 August 2016 - Document number A1766815

Compliance schedule:

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

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

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Relationship with existing policies and Community outcomes.	Community Funds Policy #3209.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Not applicable.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Not applicable.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	This matter is of low significant as their financial consequences are budgeted for.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	The Community Fund account is an account over which the Community Board has discretion.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and grants are allocated in accordance with the Community Funds Policy #3209 - Community Grant Fund - Local. Chief Financial Officer has reviewed this report.

**Far North District Council
Kaikohe - Hokianga Community Board
Community Fund Account as at 31 August 2016**

Allocation Grants & Donations Annual Budget 2015-16	82,569.00
Less Expenditure 2015/16 (Funds Uplifted)	
	<u>0.00</u>
Balance as at 31 August 2016	82,569.00
Less Commitments 2015/16 (Funds not yet up lifted)	
Meeting 09.08.16	
Rawene Area Residents Assoc for publishing a booklet of old photographs	1,733.00
Hokianga Health Enterprise Trust for a men's health promotion evening	5,350.00
Kaikohe Amateur Football Club for professional fees	5,260.00
	<u>12,343.00</u>
Balance 31 August 2016 Uncommitted/(Overcommitted)	<u>\$70,226.00</u>
Prior Year Commitments (Funds not yet uplifted)	
2014/15	
Meeting 16.06.15	
Unexpended balance for 2014/15 year to be accumulated to spend on projects identified in the Kaikohe-Hokianga Community Board Strategic Plan	<u>20,666.75</u>
Balance Commitments 2014/15	<u>\$20,666.75</u>
Less Commitments 2015/16 (Funds not yet up lifted)	
Meeting 17.05.16	
Celebration Trust for the July 2016 free school holiday programmes	<u>1,500.00</u>
Balance Commitments 2015/16	<u>\$1,500.00</u>
Balance Prior Year Commitments	<u>\$22,166.75</u>

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: ITEM LEFT TO LIE ON THE TABLE FROM 09 AUGUST
2016 - FUNDING APPLICATION – OKAIHAU COMMUNITY
ASSOCIATION

Author: Melissa Wood - Meetings Administrator

Date of report: 07 September 2016

Document number: A1766711

Executive Summary

The purpose of the report is to resume debate on the motion at a subsequent meeting to consider an item of business that was left to lie on the table at meeting of 09 August 2016.

Recommendation

THAT the question from the meeting of 09 August 2016:

“THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$1100.00 (plus GST if applicable) to be paid from the Board’s Community Fund account to Okaihau Community Association;

AND THAT the Board considers that the application for funding for the purpose of purchasing vetiver grass to be planted for erosion control and stabilisation of bank along Cycle Trail meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) To support and value all people; especially the young, the elderly, and people with disabilities;***
- ii) Ensure built environments are attractive, well designed, safe, and meet the needs of the community***
- iii) Maintain or improve the quality of the District’s public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.”***

be uplifted from the table.

1) Background

The Tabling Motion “*THAT the motion lie upon the table*” is intended to terminate debate on a substantive motion, but in a way that allows the assembly to resume the debate on a subsequent occasion.

The motion is debated in a similar way to the original tabling motion. If passed, debate resumes on the original motion as if the debate had never been interrupted.

When the application was considered, staff were asked to seek points of clarification from the applicant. When doing so, the applicant has decided that they no longer wish to seek funding for this project.

2) Discussion and options

Where a member wants to defer further discussion or any decision on a substantive motion this procedural motion may be moved. Although its effect is only temporary, once a motion is tabled in practice it is unlikely to be uplifted for further debate. If someone wants to debate this topic again a new motion is likely to be moved.

The rules relating to tabling this motion are that:

- it does not interrupt a speaker;
- the chairperson can refuse to accept it;
- it does not require a seconder;
- it is not amendable;
- a previous speaker to the substantive motion may not move it;
- if lost, it cannot be moved again;
- where another procedural motion has already been moved it is out of order;
- where an amendment to a substantive motion is being debated both the substantive motion and it's amendment would "lie upon the table" if it is passed;
- if carried, the meeting proceeds to the next business on the agenda; and
- if lost, the interrupted debate resumes.

3.12.3 Procedural motions to terminate or adjourn debate take precedence over other business, other than points of order, and shall, if seconded, be put to the vote immediately without discussion or debate.

3.12.8 Debate on items previously adjourned

The debate on adjourned items of business is to be resumed with of such adjournment being entitled to speak first in the debate. Members who have already spoken in the debate may not speak again.

3.12.9 Adjourned items taken first

Adjourned items are to be taken first at the subsequent meeting in the class of business to which they belong.

3) Financial implications and budgetary provision

There are no financial implications.

4) Reason for the Recommendation

To allow debate to resume on an item "left to lie upon the table" from a previous meeting

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Funding Report Okaihau Community Association - Document number A1748528

Attachment 2: Funding Application - Okaihau Community Association - Document number A1748529

Attachment 3: Schedule of Supporting Documentation - Okaihau Community Association - Document number A1748535

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	The item was left to lie on the table in accordance with Standing Order 3.12(e).
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Not applicable.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Not applicable.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	This matter does not have a high degree of significance or engagement.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	Community Boards delegations are not included in the report as they are unchanged.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report.

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD -
09 AUGUST 2016

Name of Item: FUNDING APPLICATION - OKAIHAU COMMUNITY ASSOCIATION

Author: Melissa Wood- Meetings Administrator

Date of Report: 19 July 2016

Document Number: A1748528

Executive Summary

The purpose of this report is to include an application to the Community Grant Fund - Local against Policy #3209 - Community Grant Fund - Local to assist Community Board Members with their decision to approve or decline the application.

Recommendation

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$1100.00 (plus GST if applicable) to be paid from the Board's Community Fund account to Okaihau Community Association;

AND THAT the Board considers that the application for funding for the purpose of purchasing vetiver grass to be planted for erosion control and stabilisation of bank along Cycle Trail meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) To support and value all people; especially the young, the elderly, and people with disabilities;***
- ii) Ensure built environments are attractive, well designed, safe, and meet the needs of the community***
- iii) Maintain or improve the quality of the District's public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.***

1) Background

Preliminary assessment of the application

The application has been assessed by staff for completeness and compliance with Policy #3209 - Community Grant Fund - Local and their comments are provided in the following table.

Policy requirements	Comments
Is the application complete?	Yes the application is complete. The supporting documents have been sent under separate cover.

Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?	Yes. The applicant seeks a grant of \$1,265.00, being 43.27% of the total cost (GST incl). The project includes significant volunteer value.
Has the applicant received funding since 31 October 2013?	Yes - October 2015 - \$333.50 - signage for community information board
Has a Project Report Form been received for funding previously allocated?	Yes
Is the application for any purpose contrary to the policy?	No
Is the application retrospective?	No
Is the application of a commercial nature or purpose? If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?	No No
Will the funds be used for purposes on private property? If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?	No
Does the application include disclosure of funding received for the project/event from other sources?	Yes
Does the application concern an activity or project that Council also delivers?	No
Is the initiative likely to succeed? Does it have a high degree of local input and benefit?	Yes
Does the initiative duplicate an existing project/event/programme?	No
Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?	Yes
Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?	No

2) Discussion and options

Matters for Board Assessment

The Board needs to decide whether the application will:

- further the promotion and development of good quality infrastructure and local public services for the Far North communities;
- enhance access to facilities for the general public (if the project is to support/develop a facility);
- broaden the range of activities and experiences available to the general public;
- enhance community/volunteer capability to provide services;
- supplement the resources of Council from external sources and community participation (a minimum of 50% funding for the project from sources other than Council); and
- enhance access to services or projects that align with Council's strategic priorities.

Community Outcomes

<p><i>Prudent financial management within long term strategic planning</i></p>	<ul style="list-style-type: none"> • Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use. • Ensure information is accurate and up to date so that financial decisions are strategic, consistent, affordable, and achieve an acceptable level of service, now and in the future.
<p><i>Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit</i></p>	<ul style="list-style-type: none"> • Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities. • Achieve agreed partnership goals and objectives. • Attain high levels of satisfaction with partners working with us.
<p><i>Safe, healthy, resilient places and people</i></p>	<ul style="list-style-type: none"> • Improve community participation, which creates pride and resilience, in Community based planning. • Improve health and safety for our people through regulation, support, or advocate on their behalf. • Ensure built environments are attractive, well designed, safe, and meet the needs of the community. • Support and value all people; especially the young, the elderly, and people with disabilities. • Protect the environment and people with well designed, fit for purpose, Council infrastructure. • Enhance community awareness, and preparedness for emergencies. • Build strong relationships, common vision, values and purpose to create cohesive communities.
<p><i>Our environment is protected, enhanced and wisely managed</i></p>	<ul style="list-style-type: none"> • Protect, maintain and enhance unique landscapes, natural features and indigenous biodiversity. • Access to the coast, rivers and natural areas is maintained and improved. • Protect and improve the Mauri of water, water quality

	<p>and water quantity.</p> <ul style="list-style-type: none"> • Encourage development and population growth, but avoid compromising the District’s natural and social environment. • Reduce waste along with increased recycling to decrease the use of landfills and promote the sustainable management of resources. • Historic and archaeological sites and buildings of significance are recognised and protected. • Support, protect and preserve those Waahi Tapu sites valued by Māori.
<p><i>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</i></p>	<ul style="list-style-type: none"> • Achieve sustainable communities through services, facilities, infrastructure, and technology solutions. • Provide the right services delivered in the right places, to an agreed standard. • Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable. • Ensure people, goods and services can move safely and efficiently within the District and Region by making steady improvement to the transport network and infrastructure. • Promote the strategic value of the District’s state highways. • Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure. • Maintain or improve the quality of the District’s public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.
<p><i>Enabling Māori Development</i></p>	<ul style="list-style-type: none"> • Work with Māori to align strategies and policies that provides for social, economic and environmental growth. • Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential. • Assist hapū to build their capacity to develop iwi/hapū environmental management plans. • Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi. • Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development. • Actively promote Māoritanga to enhance development of positive social outcomes. • Support Whānau, hapū and iwi to exercise mana and kaitiakitanga over their sacred sites and other taonga to sustain and protect resources for current and future generations. • Strengthen Marae, hapū and/or iwi capacity and skills to

	<p>participate in natural resource management; and opportunities to share and promote mātauranga Māori and kaitiakitanga are increased.</p> <ul style="list-style-type: none"> • Protect the environment to sustain all our communities. • Support positive and effective relationships through Council's communications strategy.
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3) Financial implications and budgetary provision

The Kaikohe-Hokianga Community Board allocates funding in accordance with the Policy #3209 Community Grant Fund - Local. At each meeting it considers the applications received against the amount of funding available in the Community Fund account a report on which is included on the agenda for each meeting.

4) Reason for the recommendation

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager District Administration Services

COPY

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Considered in the application.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Considered in the application.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Considered in the application.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report



Received
09 June 2016

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

Community Funding Application Form - Local

Read Carefully

- All applications are to be submitted to any office of the Far North District Council **15 working days** prior to the Community Board meeting where the application will be considered.
- Incomplete or non-complying applications are not eligible for funding.
- Applicants who have failed to complete a Project Report Form for previous funding granted are not eligible for funding.
- Please see application guidelines, Policy #3209 Community Grant Fund - Local, to ensure you are eligible.
- Ask if you are unsure. - know what information is required for the grant provider to make a decision. Call us - we are happy to assist.

What is your organisation's name? (Organisations applying for funding should generally be registered as an incorporated society or under the umbrella of one. If you are a local branch of a national organisation, please specify).

Full name of organization

Okaihau Community Association

1

What is your organisation's address?

Postal address

Box 8 Waikerikeri Ford Rd, RD1,

2

City/Town

Okaihau

3

Physical address (if different from above)

4

What are your organisation's contact details?

Phone number

09-4018835

5

Email

LINKICE@FARMSIDE.CO.NZ

6

Which Community Board is your organization applying to?

<input type="checkbox"/> Te Hiku	<input checked="" type="checkbox"/> Kaikohe-Hokianga	<input type="checkbox"/> Bay of Islands-Whangaroa
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7

Clearly describe the project or event.

To stabilise an unstable bank alongside a section of the cycletrail on Maungatereaire Rd, by planting Vetiver grass for erosion control - followed by in-filling with native shrubs for beautification.

This will take place in two steps. Firstly the planting of the Vetiver grass to help stabilise the bank. Then, once the grasses are established, stage 2 will be to in-fill plant with native shrubs, probably around 6mks later.

8

Community Funding Application Form



Provide a detailed costs estimate for your project or event for which you are applying for funding.

Column 1 - provide the total amount of the estimated cost or quoted cost against the appropriate item. Add your own item if those shown are not appropriate.

Column 2 - provide (against the item) the amount the Board is being requested to contribute.

Expenditure	Column 1 (Total cost)	Column 2 (Amount requested)	9
Wages/Salary ¹			
Facilitators Fees			
Professional Fees			
Volunteer expenses reimbursement			
Volunteer Value ²	\$660		
Administration			
Travel/Mileage			
Stationery			
Photocopying			
Advertising/Promotion			
Rent			
Telephone/Internet/Power/Water			
Venue Hire			
Food/Refreshments			
Equipment Hire			
Equipment Purchase (describe) ³			
Consumable materials (e.g. craft supplies, tapes, books)			
Hardware (e.g. Cement, timber, nails, paint) ³			
Other (describe) Vetiver Grass 200 plants (only 1 quote provided as there is only 1 company which sells these plants in NZ). Native plants	\$1265 \$1000	\$1265	
Totals			

1. If the application is for wages or salary a job description must be attached.
2. The Community Board recognises volunteer value at \$20.00 per hour. If a different value is attached (ie engineer providing advice/drawings etc) please explain.
3. Two quotes for purchases must be provided with the grant.
Attach a programme outline if applying for operating costs.

Clearly describe how your project or event will benefit the community.

By stabilising and beautifying an otherwise ugly clay bank along the cycle trail - to improve the visual aspect for cyclists, but also to assist with erosion control of an unstable area.	10

Where and when will this project or event take place.

As soon as we receive funds, we can order the Vetiver grass. Once it has arrived planting can commence.	11
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FINANCIAL INFORMATION

Please provide information regarding your organisation's finances.

Is your organisation registered for GST?

<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes - give number							12
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Please Note!! If your organisation is GST registered all requested amounts must be GST exclusive. If you are not GST registered all requested amounts must be GST inclusive.

Financial Update

- 1) **Attach** your most recent relevant financial accounts that show your current financial position. This would be your organisation's Treasurer's most recent approved report.
- 2) **Provide** a bank account statement with account name and number shown.

What are your organisation's current financial resources? (For all accounts, including savings and investments).

Amount	
\$24,131.95	13

How much of this (if any) is tagged or committed for specific purposes?

\$12,000	14
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List the purpose and amounts of money already tagged or committed.

Purpose	\$ Amount	
Curtains for Main Hall	\$10,000	15
Kitchen upgrade	\$10,000	
Flooring Maintenance Main Hall	\$2,000	
TOTAL	\$22,000	

Community Funding Application Form

FINANCIAL INFORMATIONcontinued

Tell us about other funding sources your organization has applied to in relation to the project or event applied for in this application.

The Board will look favourably on applicants who have applied for funding elsewhere.

Funder description	Amount applied for	Decision Date	Amount Granted	16
DOC Community Fund	\$1000	Aug/Sep 2016	Unknown	
TOTAL				

CONTACT INFORMATION

What are your organisation's contact details?

Phone number	17	Email address	18
09-4018835		LINRICE@FARMSIDE.CO.NZ	

Who is your organisation's main local contact for this application?

First name	19	Last name	20
LINDY		MASON	
Position	21	Day time phone number	22
SECRETARY		09-4018835	
Alternative phone number	23	Email address	24
		AS ABOVE	

Who is your organisation's second local contact for this application?

First name	25	Last name	26
KAREN		CAMPBELL	
Position	27	Day time phone number	28
TREASURER		09-4019574	
Alternative phone number	29	Email address	30
021 296 7466		rkcampbell@tra.co.nz	

CHECKLIST (please tick appropriate boxes).

<input checked="" type="checkbox"/>	Application form completed in full and easy to read
<input checked="" type="checkbox"/>	Applicant declaration signed
<input checked="" type="checkbox"/>	A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
<input checked="" type="checkbox"/>	A bank account statement with account name and number attached.
<input checked="" type="checkbox"/>	Financial update such as approved Treasurer's report showing current financial position as requested under Financial Information, page 3

Important Information:

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

APPLICANT DECLARATION

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

On behalf of: (full name of organisation)

Okaihau Community Association

We the undersigned declare the following:

In submitting this application -

- 1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2 The organisation we represent, acknowledges and agrees that the Far North District Council and its Community Boards may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding
- 3 We have attached our organisations most recent statement of income and expenditure, annual accounts or other financial documents that demonstrate its ability to manage a grant.
- 4 We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5 The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

We agree to the following conditions if we are funded by a Community Board:

- 1 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from the Community Board before that 12 month period ends.
- 2 To spend the funding only for the purpose(s) approved by the Community Board unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 3 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 4 To acknowledge the receipt of Community Board funding as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the funding.
- 5 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 6 To complete and return a Project Report Form within two months of the funding being fully spent.
- 7 To inform the Far North District Council of significant changes in our organization before this application has been considered, or the funding has been fully used and accounted for. (For example, change in contact details, office holders, financial situation, and intention to wind up or cease operations, or any other significant event.)

Community Funding Application Form



- 8 To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
- 9 Our organisation has declared its GST status. If our GST status changes we will notify the Far North District Council immediately.
- 10 Our organisation has the following set of internal controls in place
 - Two signatories to all bank accounts
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisations
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

First name	Last name
Lindy	Mason
Postal Address	City/Town/Postcode
8 Waikerikeri Ford Rd, R01, OKS	Okaihau 0475
Daytime phone number	Alternative phone number
09-4018835	—
Position	
Secretary	
Signature	Date
	6/6/16

Signatory Two

First name	Last name
Karen E	Campbell
Postal Address	City/Town/Postcode
53 Settlers Way R01	Okaihau 0475
Daytime phone number	Alternative phone number
094019030	094019574
Position	
Treasurer	
Signature	Date
	7/6/16

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

Schedule of Supporting Documentation

OKAIHAU COMMUNITY ASSOCIATION

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

1	Bank Account Statement 31 May 2016
2	Receipts and Payments Statement April - May 2016
3	Quote from John Tomsett - Erosion Control - 1 June 2016

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of Item: FUNDING APPLICATION - HOKIANGA HISTORICAL SOCIETY

Author: Aisha Huriwai - Meetings Administrator

Date of Report: 07 September 2016

Document Number: A1765681

Executive Summary

The purpose of this report is to include an application to the Community Grant Fund - Local against Policy #3209 - Community Grant Fund - Local to assist Community Board Members with their decision to approve or decline the application.

Recommendation

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$2,275 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Historical Society;

AND THAT the Board considers that the application for funding for the purpose of building a retaining wall in the Society's carpark meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) Ensure built environments are attractive, well designed, safe, and meet the needs of the community.***
- ii) Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use.***
- iii) Support and value all people; especially the young, the elderly, and people with disabilities.***
- iv) Protect the environment and people with well designed, fit for purpose, Council infrastructure.***
- v) Protect, maintain and enhance unique landscapes, natural features and indigenous biodiversity.***
- vi) Achieve more efficient use of existing infrastructure,***
- vii) including managing demand, to deliver value for money services and that infrastructure is planned and affordable***
- viii) Maintain or improve the quality of the District's public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.***

1) Background

Preliminary assessment of the application

The application has been assessed by staff for completeness and compliance with Policy #3209 - Community Grant Fund - Local and their comments are provided in the following table.

Policy requirements	Comments
Is the application complete?	Yes the application is complete. The supporting documents have been sent under separate cover.
Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?	No. The applicant seeks a grant of \$4,550 - 100% of the project costs stated on the application.
Has the applicant received funding since 31 October 2013?	No
Has a Project Report Form been received for funding previously allocated?	Not applicable.
Is the application for any purpose contrary to the policy?	No
Is the application retrospective?	No
Is the application of a commercial nature or purpose? If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?	No
Will the funds be used for purposes on private property? If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?	It is unsure on the exact site location however the building is for community use and would therefore be of benefit to the community.
Does the application include disclosure of funding received for the project/event from other sources?	No other funding sources are disclosed.
Does the application concern an activity or project that Council also delivers?	Council does, from time to time to clear slips and re-metal carparks but this particular case is outside the scope of Council's responsibility.
Is the initiative likely to succeed? Does it have a high degree of local input and benefit?	Yes
Does the initiative duplicate an existing project/event/programme?	No
Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?	Yes

Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?	Yes
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2) Discussion and options

Matters for Board Assessment

The Board needs to decide whether the application will:

- further the promotion and development of good quality infrastructure and local public services for the Far North communities;
- enhance access to facilitates for the general public (if the project is to support/develop a facility);
- broaden the range of activities and experiences available to the general public;
- enhance community/volunteer capability to provide services;
- supplement the resources of Council from external sources and community participation (a minimum of 50% funding for the project from sources other than Council); and
- enhance access to services or projects that align with Council’s strategic priorities.

Community Outcomes

<i>Prudent financial management within long term strategic planning</i>	<ul style="list-style-type: none"> • Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use. • Ensure information is accurate and up to date so that financial decisions are strategic, consistent, affordable, and achieve an acceptable level of service, now and in the future.
<i>Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit</i>	<ul style="list-style-type: none"> • Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities. • Achieve agreed partnership goals and objectives. • Attain high levels of satisfaction with partners working with us.
<i>Safe, healthy, resilient places and people</i>	<ul style="list-style-type: none"> • Improve community participation, which creates pride and resilience, in Community based planning. • Improve health and safety for our people through regulation, support, or advocate on their behalf. • Ensure built environments are attractive, well designed, safe, and meet the needs of the community. • Support and value all people; especially the young, the elderly, and people with disabilities. • Protect the environment and people with well designed, fit for purpose, Council infrastructure. • Enhance community awareness, and preparedness for emergencies. • Build strong relationships, common vision, values and purpose to create cohesive communities.

<p><i>Our environment is protected, enhanced and wisely managed</i></p>	<ul style="list-style-type: none"> • Protect, maintain and enhance unique landscapes, natural features and indigenous biodiversity. • Access to the coast, rivers and natural areas is maintained and improved. • Protect and improve the Mauri of water, water quality and water quantity. • Encourage development and population growth, but avoid compromising the District's natural and social environment. • Reduce waste along with increased recycling to decrease the use of landfills and promote the sustainable management of resources. • Historic and archaeological sites and buildings of significance are recognised and protected. • Support, protect and preserve those Waahi Tapu sites valued by Māori.
<p><i>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</i></p>	<ul style="list-style-type: none"> • Achieve sustainable communities through services, facilities, infrastructure, and technology solutions. • Provide the right services delivered in the right places, to an agreed standard. • Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable. • Ensure people, goods and services can move safely and efficiently within the District and Region by making steady improvement to the transport network and infrastructure. • Promote the strategic value of the District's state highways. • Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure. • Maintain or improve the quality of the District's public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.
<p><i>Enabling Māori Development</i></p>	<ul style="list-style-type: none"> • Work with Māori to align strategies and policies that provides for social, economic and environmental growth. • Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential. • Assist hapū to build their capacity to develop iwi/hapū environmental management plans. • Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi. • Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development. • Actively promote Māoritanga to enhance development of positive social outcomes. • Support Whānau, hapū and iwi to exercise mana and kaitiakitanga over their sacred sites and other taonga to

	<p>sustain and protect resources for current and future generations.</p> <ul style="list-style-type: none"> • Strengthen Marae, hapū and/or iwi capacity and skills to participate in natural resource management; and opportunities to share and promote mātauranga Māori and kaitiakitanga are increased. • Protect the environment to sustain all our communities. • Support positive and effective relationships through Council's communications strategy.
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3) Financial implications and budgetary provision

The Kaikohe-Hokianga Community Board allocates funding in accordance with the Policy #3209 Community Grant Fund - Local. At each meeting it considers the applications received against the amount of funding available in the Community Fund account a report on which is included on the agenda for each meeting.

4) Reason for the recommendation

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager - District Administration Services

Attachment 1: Funding Application - Hokianga Historical Society - Document number A1765637

Attachment 2: Schedule of supporting documentation - Hokianga Historical Society - Document number A1765682

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Considered in the application.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Considered in the application.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Considered in the application.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report



Community Funding Application Form - Local

Read Carefully

- All applications are to be submitted to any office of the Far North District Council **15 working days** prior to the Community Board meeting where the application will be considered.
- Incomplete or non-complying applications are not eligible for funding.
- Applicants who have failed to complete a Project Report Form for previous funding granted are not eligible for funding.
- Please see application guidelines, Policy #3209 Community Grant Fund - Local, to ensure you are eligible.
- Ask if you are unsure. - know what information is required for the grant provider to make a decision. Call us - we are happy to assist.

What is your organisation's name? (Organisations applying for funding should generally be registered as an incorporated society or under the umbrella of one. If you are a local branch of a national organisation, please specify).

Full name of organization

Hokianga Historical Society Inc.

1

What is your organisation's address?

Postal address

P.O. Box 26

2

City/Town

Opononi 0445

3

Physical address (if different from above)

14 Waianga Place, Omapere.

4

What are your organisation's contact details?

Phone number

09 4058498

5

Email

hhs@ourhokianga.com

6

Which Community Board is your organization applying to?

<input type="checkbox"/>	Te Hiku	<input checked="" type="checkbox"/>	Kaikohe-Hokianga	<input type="checkbox"/>	Bay of Islands-Whangaroa
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7

Clearly describe the project or event.

We need to upgrade our museum car park by putting in a retaining wall at its rear. It had been bulldozed as a carpark in 2012 while the museum was being erected, but since then its sides and rear have gradually sloped down with weathering, reducing the parking space available. The need for a retaining wall is obvious. The project will involve first re-digging the area to bring back the former straight cut, then building the retaining wall according to the plan attached, and finally re-metalling the cleared rear and side spaces.

8

Community Funding Application Form



Provide a detailed costs estimate for your project or event for which you are applying for funding.

Column 1 - provide the total amount of the estimated cost or quoted cost against the appropriate item. Add your own item if those shown are not appropriate.

Column 2 - provide (against the item) the amount the Board is being requested to contribute.

Expenditure	Column 1 (Total cost)	Column 2 (Amount requested)	9
Wages/Salary ¹			
Facilitators Fees			
Professional Fees			
Volunteer expenses reimbursement			
Volunteer Value ²			
Administration			
Travel/Mileage			
Stationery			
Photocopying			
Advertising/Promotion			
Rent			
Telephone/Internet/Power/Water			
Venue Hire			
Food/Refreshments			
Equipment Hire			
Equipment Purchase (describe) ³			
Consumable materials (e.g. craft supplies, tapes, books)			
Hardware (e.g. Cement, timber, nails, paint) ³			
Other (describe) Quote to build retaining wall for car park and metal the cleared area	\$4550.00	\$4550.00	
Totals	\$4550.00	\$4550.00	

1. If the application is for wages or salary a job description must be attached.
2. The Community Board recognises volunteer value at \$20.00 per hour. If a different value is attached (ie engineer providing advice/drawings etc) please explain.
3. Two quotes for purchases must be provided with the grant. Attach a programme outline if applying for operating costs.

Clearly describe how your project or event will benefit the community.

The museum exists to benefit the community and it is visited and used by both locals and tourists. In addition the twenty-five volunteers who take their turn managing it day by day come from a variety of locations, some from Rawene and two from Horeke, and nearly all need to use their cars. Waianga Place is not wide, and off-street parking is preferred. The car park is accessed from the Omapere Area School's back driveway. With the situation as it is at present, any large car parked there has its front bumper embedded in clay so that its rear end does not impinge too far on to the driveway. This is a situation we need to improve before worse befalls. The benefit will lie in the ease of usage.	10
---	----

Where and when will this project or event take place.

Before the start of the 2016-17 busy season for tourism.	11
--	----

FINANCIAL INFORMATION

Please provide information regarding your organisation's finances.

Is your organisation registered for GST?

<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes - give number							12
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Please Note!! If your organisation is GST registered all requested amounts must be GST exclusive. If you are not GST registered all requested amounts must be GST inclusive.

Financial Update

- 1) **Attach** your most recent relevant financial accounts that show your current financial position. This would be your organisation's Treasurer's most recent approved report.
- 2) **Provide** a bank account statement with account name and number shown.

What are your organisation's current financial resources? (For all accounts, including savings and investments).

Amount

\$20,058	13
----------	----

How much of this (if any) is tagged or committed for specific purposes?

\$13 \$14,967	14
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List the purpose and amounts of money already tagged or committed.

Purpose	\$ Amount	15
Building Extension Fund	13752	
Opa book reprint Fund	1215	
TOTAL	14967	

FINANCIAL INFORMATIONcontinued

Tell us about other funding sources your organization has applied to in relation to the project or event applied for in this application.

The Board will look favourably on applicants who have applied for funding elsewhere.

Funder description	Amount applied for	Decision Date	Amount Granted	16
TOTAL				

CONTACT INFORMATION

What are your organisation's contact details?

Phone number	17	Email address	18
09 - 405 8498		hhs@ourhokianga.com	

Who is your organisation's main local contact for this application?

First name	19	Last name	20
Dawn		Metcalf	
Position	21	Day time phone number	22
Chair person		09 405 8890	
Alternative phone number	23	Email address	24
021 027 10202		Johnmetcalf@xtra.co.nz	

Who is your organisation's second local contact for this application?

First name	25	Last name	26
DOUGLAS		MCKENZIE	
Position	27	Day time phone number	28
Treasurer		09 405 8068	
Alternative phone number	29	Email address	30
027 426 7038		dlnk@xtra.co.nz	

CHECKLIST (please tick appropriate boxes).

<input checked="" type="checkbox"/>	Application form completed in full and easy to read
<input checked="" type="checkbox"/>	Applicant declaration signed
<input checked="" type="checkbox"/>	A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
<input checked="" type="checkbox"/>	A bank account statement with account name and number attached.
<input checked="" type="checkbox"/>	Financial update such as approved Treasurer's report showing current financial position as requested under Financial Information, page 3

APPLICANT DECLARATION

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

On behalf of: (full name of organisation)

HOKIANGA HISTORICAL SOCIETY

We the undersigned declare the following:

In submitting this application -

- 1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2 The organisation we represent, acknowledges and agrees that the Far North District Council and its Community Boards may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding
- 3 We have attached our organisations most recent statement of income and expenditure, annual accounts or other financial documents that demonstrate its ability to manage a grant.
- 4 We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5 The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

We agree to the following conditions if we are funded by a Community Board:

- 1 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from the Community Board before that 12 month period ends.
- 2 To spend the funding only for the purpose(s) approved by the Community Board unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 3 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 4 To acknowledge the receipt of Community Board funding as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the funding.
- 5 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 6 To complete and return a Project Report Form within two months of the funding being fully spent.
- 7 To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for. (For example, change in contact details, office holders, financial situation, and intention to wind up or cease operations, or any other significant event.)
- 8 To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
- 9 Our organisation has declared its GST status. If our GST status changes we will notify the Far North District Council immediately.
- 10 Our organisation has the following set of internal controls in place



APPLICANT DECLARATION

continued.....

- Two signatories to all bank accounts
- A regularly maintained and current cashbook or electronic equivalent
- A person responsible for keeping the financial records of the organisations
- A regularly maintained tax record (if applicable)
- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g. through a spreadsheet or journal entry
- Regular financial reporting to every full meeting of the governing body

Signatory One

First name	Last name
DOUGLAS	MCKENZIE
Postal Address	City/Town/Postcode
PO Box 116	Omapere
Daytime phone number	Alternative phone number
09 405 806 8	027 626 7038
Position	
TREASURER	
Signature	Date
<i>Douglas McKenzie</i>	4-8-16

Signatory Two

First name	Last name
Alexa	Whaley
Postal Address	City/Town/Postcode
P.O. Box 33	Omapere
Daytime phone number	Alternative phone number
09-405 8641	021 024 5227
Position	
Secretary	
Signature	Date
<i>Alex Whaley</i>	4.8.16.

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

Schedule of Supporting Documentation

HOKIANGA HISTORICAL SOCIETY

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

1	Bank account statement 01/07/16
2	Performance Report 30/06/16
3	Information about Society funds
4	Diagramme / plan of proposed retaining wall
5	Quote (Tony Washbrook) 13/06/16
6	Quote (Knight Works) 23/06/16

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of Item: FUNDING APPLICATION - KAIKOHE RUGBY FOOTBALL CLUB

Author: Aisha Huriwai - Meetings Administrator

Date of Report: 07 September 2016

Document Number: A1766512

Executive Summary

The purpose of this report is to include an application to the Community Grant Fund - Local against Policy #3209 - Community Grant Fund - Local to assist Community Board Members with their decision to approve or decline the application.

Recommendation

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Rugby Football Club;

AND THAT the Board considers that the application for funding for the purpose of road closure, equipment hire, promotion and entertainment for the Kaikohe 2016 Christmas Parade and event meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) To improve community participation, which creates pride and resilience, in Community based planning.***
- ii) To support and value all people; especially the young, the elderly, and people with disabilities.***
- iii) To maintain or improve the quality of the District's public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.***

1) Background

Preliminary assessment of the application

The application has been assessed by staff for completeness and compliance with Policy #3209 - Community Grant Fund - Local and their comments are provided in the following table.

Policy requirements	Comments
Is the application complete?	Yes the application is complete. The supporting documents have been sent under separate cover.
Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?	Yes

<p>Has the applicant received funding since 31 October 2013?</p>	<p>In November 2014 \$5,800 was granted to replace windows at the club</p> <p>In May 2016 \$10,000 was granted for lighting the rugby fields.</p> <p>Also to provide some context, the Board has provided support to the Kaikohe Christmas event in the past. Most recently \$2,000 to HYPE, for the 2015 Christmas Parade.</p>
<p>Has a Project Report Form been received for funding previously allocated?</p>	<p>A project report was received for the November 2014 grant. A project report has not been received for the May 2016 grant however this project is still in progress. It is understood part of the grant has been spent to purchase lighting and the remaining funds will be used to install lights when the weather has improved.</p>
<p>Is the application for any purpose contrary to the policy?</p>	<p>No</p>
<p>Is the application retrospective?</p>	<p>No</p>
<p>Is the application of a commercial nature or purpose? If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?</p>	<p>No</p>
<p>Will the funds be used for purposes on private property? If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?</p>	<p>No</p>
<p>Does the application include disclosure of funding received for the project/event from other sources?</p>	<p>No. \$1,000 was allocated by the Creative Communities Committee at a meeting held 6 September for advertising and equipment hire.</p>
<p>Does the application concern an activity or project that Council also delivers?</p>	<p>No</p>
<p>Is the initiative likely to succeed? Does it have a high degree of local input and benefit?</p>	<p>Yes</p>
<p>Does the initiative duplicate an existing project/event/programme?</p>	<p>No</p>

Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?	Yes
Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?	Yes

2) Discussion and options

Matters for Board Assessment

The Board needs to decide whether the application will:

- further the promotion and development of good quality infrastructure and local public services for the Far North communities;
- enhance access to facilitates for the general public (if the project is to support/develop a facility);
- broaden the range of activities and experiences available to the general public;
- enhance community/volunteer capability to provide services;
- supplement the resources of Council from external sources and community participation (a minimum of 50% funding for the project from sources other than Council); and
- enhance access to services or projects that align with Council's strategic priorities.

Community Outcomes

<i>Prudent financial management within long term strategic planning</i>	<ul style="list-style-type: none"> • Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use. • Ensure information is accurate and up to date so that financial decisions are strategic, consistent, affordable, and achieve an acceptable level of service, now and in the future.
<i>Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit</i>	<ul style="list-style-type: none"> • Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities. • Achieve agreed partnership goals and objectives. • Attain high levels of satisfaction with partners working with us.
<i>Safe, healthy, resilient places and people</i>	<ul style="list-style-type: none"> • Improve community participation, which creates pride and resilience, in Community based planning. • Improve health and safety for our people through regulation, support, or advocate on their behalf. • Ensure built environments are attractive, well designed, safe, and meet the needs of the community. • Support and value all people; especially the young, the elderly, and people with disabilities. • Protect the environment and people with well designed, fit for purpose, Council infrastructure. • Enhance community awareness, and preparedness for emergencies.

	<ul style="list-style-type: none"> • Build strong relationships, common vision, values and purpose to create cohesive communities.
<i>Our environment is protected, enhanced and wisely managed</i>	<ul style="list-style-type: none"> • Protect, maintain and enhance unique landscapes, natural features and indigenous biodiversity. • Access to the coast, rivers and natural areas is maintained and improved. • Protect and improve the Mauri of water, water quality and water quantity. • Encourage development and population growth, but avoid compromising the District's natural and social environment. • Reduce waste along with increased recycling to decrease the use of landfills and promote the sustainable management of resources. • Historic and archaeological sites and buildings of significance are recognised and protected. • Support, protect and preserve those Waahi Tapu sites valued by Māori.
<i>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</i>	<ul style="list-style-type: none"> • Achieve sustainable communities through services, facilities, infrastructure, and technology solutions. • Provide the right services delivered in the right places, to an agreed standard. • Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable. • Ensure people, goods and services can move safely and efficiently within the District and Region by making steady improvement to the transport network and infrastructure. • Promote the strategic value of the District's state highways. • Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure. • Maintain or improve the quality of the District's public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.
<i>Enabling Māori Development</i>	<ul style="list-style-type: none"> • Work with Māori to align strategies and policies that provides for social, economic and environmental growth. • Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential. • Assist hapū to build their capacity to develop iwi/hapū environmental management plans. • Support a collaborative economic development strategy

	<p>that enables the growth of a sustainable economic base with whānau, hapū and iwi.</p> <ul style="list-style-type: none"> • Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development. • Actively promote Māoritanga to enhance development of positive social outcomes. • Support Whānau, hapū and iwi to exercise mana and kaitiakitanga over their sacred sites and other taonga to sustain and protect resources for current and future generations. • Strengthen Marae, hapū and/or iwi capacity and skills to participate in natural resource management; and opportunities to share and promote mātauranga Māori and kaitiakitanga are increased. • Protect the environment to sustain all our communities. • Support positive and effective relationships through Council's communications strategy.
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3) Financial implications and budgetary provision

The Kaikohe-Hokianga Community Board allocates funding in accordance with the Policy #3209 Community Grant Fund - Local. At each meeting it considers the applications received against the amount of funding available in the Community Fund account a report on which is included on the agenda for each meeting.

4) Reason for the recommendation

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Funding Application - Kaikohe Rugby Football Club - Document number A1766905

Attachment 2: Schedule of supporting documentation - Kaikohe Rugby Football Club - Document number A1766623

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Considered in the application.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Considered in the application.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Considered in the application.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report



Community Funding Application Form - Local

Read Carefully

- All applications are to be submitted to any office of the Far North District Council **15 working days** prior to the Community Board meeting where the application will be considered.
- Incomplete or non-complying applications are not eligible for funding.
- Applicants who have failed to complete a Project Report Form for previous funding granted are not eligible for funding.
- Please see application guidelines, Policy #3209 Community Grant Fund - Local, to ensure you are eligible.
- Ask if you are unsure. - know what information is required for the grant provider to make a decision. Call us - we are happy to assist.

What is your organisation's name? (Organisations applying for funding should generally be registered as an incorporated society or under the umbrella of one. If you are a local branch of a national organisation, please specify).

Full name of organization

Kaikohe Rugby Football and Sports Club Inc

1

What is your organisation's address?

Postal address

PO Box 585

2

City/Town

Kaikohe

3

Physical address (if different from above)

15 Penney Crescent

4

What are your organisation's contact details?

Phone number

0275329920

5

Email

treasurer@kaikoherugby.club

6

Which Community Board is your organization applying to?

<input type="checkbox"/>	Te Hiku	<input checked="" type="checkbox"/>	Kaikohe-Hokianga	<input type="checkbox"/>	Bay of Islands-Whangaroa	7
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Clearly describe the project or event.

8
Kaikohe Christmas parade
Christmas-in-the-park concert/gathering after the parade
The parade will start at RSA, proceed down and up Broadway, and then to central rugby ground via Station Road. Cars will have been parked on Lindvart Park. Crowd follows Parade to concert in front of grandstand at central park. Community tents, bands, rides, community groups performing.

Community Funding Application

Provide a detailed costs estimate for your project or event for which you are applying for funding.

Column 1 - provide the total amount of the estimated cost or quoted cost against the appropriate item. Add your own item if those shown are not appropriate.

Column 2 - provide (against the item) the amount the Board is being requested to contribute.

Expenditure	Column 1 (Total cost)	Column 2 (Amount requested)	9
Wages/Salary ¹			
Facilitators Fees			
Professional Fees			
Volunteer expenses reimbursement			
Volunteer Value ²	5980		
Administration			
Travel/Mileage			
Stationery			
Photocopying			
Advertising/Promotion	500	500	
Rent			
Telephone/Internet/Power/Water			
Venue Hire	COMMUNITY FACILITY		
Food/Refreshments	COMMUNITY SUPPLIED.		
Equipment Hire	1000	1000	
Equipment Purchase (describe) ³			
Consumable materials (e.g. craft supplies, tapes, books)			
Hardware (e.g. Cement, timber, nails, paint) ³			
Other (describe) ROAD CLOSURE ENTERTAINMENT	\$1550 2000	1550 2000	
Totals	10930	5050	

1. If the application is for wages or salary a job description must be attached.
2. The Community Board recognises volunteer value at \$20.00 per hour. If a different value is attached (ie engineer providing advice/drawings etc) please explain.
3. Two quotes for purchases must be provided with the grant.

Community Funding Application



**Far North
District Council**

Attach a programme outline if applying for operating costs.

11:00am Parade starts

12:30pm Parade enters park and Christmas-in-the-park begins

1:00pm Community groups' performances

5:00pm Bands

8:00pm Close

Clearly describe how your project or event will benefit the community.

10
The parade is held every year to galvanise the community in a one big event. The
Previous organisers were unable to do it this year, so the volunteers amongst
the club's parents asked if they could do it under the umbrella of the club.
This has the benefit of developing leaders in the community.
It is not intended that the club continue to hold the parade, or the concert, next
year, but that our experience be available for the next group who wishes to do it.
Up until about a decade ago fireworks display was held on the park. This was
very successful but was stopped on account of increasing fireworks costs.
Community groups will be able to perform to a large audience

Where and when will this project or event take place.

November 26. Kaikohe	11
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FINANCIAL INFORMATION

Please provide information regarding your organisation's finances.

Is your organisation registered for GST?

<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X	Yes - give number	43	328	859	12
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Please Note!! If your organisation is GST registered all requested amounts must be GST exclusive. If you are not GST registered all requested amounts must be GST inclusive.

Financial Update

- 1) Attach** your most recent relevant financial accounts that show your current financial position. This would be your organisation's Treasurer's most recent approved report.
- 2) Provide** a bank account statement with account name and number shown.

What are your organisation's current financial resources? (For all accounts, including savings and investments).

Amount

I have attached this separately	13
---------------------------------	-----------

How much of this (if any) is tagged or committed for specific purposes?

All of it	14
-----------	-----------

List the purpose and amounts of money already tagged or committed.

Purpose	\$ Amount	15
TOTAL		

FINANCIAL INFORMATIONcontinued

Tell us about other funding sources your organization has applied to in relation to the project or event applied for in this application.

The Board will look favourably on applicants who have applied for funding elsewhere.

Funder description	Amount applied for	Decision Date	Amount Granted	16
TOTAL				

CONTACT INFORMATION

What are your organisation's contact details?

Phone number	0275329920	17	Email address	treasurer@kaikoherugby.club	18
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Who is your organisation's main local contact for this application?

First name	Tania	19	Last name	Edwards	20
Position	Secretary	21	Day time phone number		22
Alternative phone number		23	Email address		24

Who is your organisation's second local contact for this application?

First name	John	25	Last name	Cowan	26
Position	Vice President	27	Day time phone number	09 4013030	28
Alternative phone number		29	Email address	john.cowan@xtra.co.nz	30

CHECKLIST (please tick appropriate boxes).

	<i>Application form completed in full and easy to read</i>
	<i>Applicant declaration signed</i>
	<i>A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2</i>
	<i>A bank account statement with account name and number attached.</i>
	<i>Financial update such as approved Treasurer's report showing current financial position as requested under Financial Information, page 3</i>

Important Information:

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

APPLICANT DECLARATION

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

On behalf of: (full name of organisation)

Kaikohe Rugby Football and Sports Club

We the undersigned declare the following:

In submitting this application -


- 1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2 The organisation we represent, acknowledges and agrees that the Far North District Council and its Community Boards may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding
- 3 We have attached our organisations most recent statement of income and expenditure, annual accounts or other financial documents that demonstrate its ability to manage a grant.
- 4 We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5 The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

We agree to the following conditions if we are funded by a Community Board:


- 1 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from the Community Board before that 12 month period ends.
- 2 To spend the funding only for the purpose(s) approved by the Community Board unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 3 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 4 To acknowledge the receipt of Community Board funding as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the funding.
- 5 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 6 To complete and return a Project Report Form within two months of the funding being fully spent.
- 7 To inform the Far North District Council of significant changes in our organization before this application has been considered, or the funding has been fully used and accounted for. (For example, change in contact details, office holders, financial situation, and intention to wind up or cease operations, or any other significant event.)

- 8 To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
- 9 Our organisation has declared its GST status. If our GST status changes we will notify the Far North District Council immediately.
- 10 Our organisation has the following set of internal controls in place
 - Two signatories to all bank accounts
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisations
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

First name	Last name
Tania	Edwards
Postal Address	City/Town/Postcode
PO Box 585	Kaikohe
Daytime phone number	Alternative phone number
Position	
Secretary	
Signature	Date
	29/08/16.

Signatory Two

First name	Last name
John	Cowan
Postal Address	City/Town/Postcode
PO Box 626	Kaikohe
Daytime phone number	Alternative phone number
09 4013030	021 861 707
Position	
Vice President	
Signature	Date
	29/08/16

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

Schedule of Supporting Documentation

KAIKOHE RUGBY FOOTBALL CLUB

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

1	Bank account transactions statement 28/08/16
2	Information about volunteer value and earmarked funds
3	Traffic Management expenses
4	Quotes and other evidence for funding application
5	Temporary road closure application
6	Quote from music workshop 05/09/16

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of Item: FUNDING APPLICATION - LIGHTING THE WAY

Author: Aisha Huriwai - Meetings Administrator

Date of Report: 07 September 2016

Document Number: A1765679

Executive Summary

The purpose of this report is to include an application to the Community Grant Fund - Local against Policy #3209 - Community Grant Fund - Local to assist Community Board Members with their decision to approve or decline the application.

Recommendation

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$9,190 (plus GST if applicable) to be paid from the Board's Community Fund account to Lighting the Way;

AND THAT the Board considers that the application for funding for the purpose of facilitator, professional fees, administration, venue and equipment hire and refreshments meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities.***
- ii) Improve health and safety for our people through regulation, support, or advocate on their behalf.***
- iii) Support and value all people; especially the young, the elderly, and people with disabilities.***

1) Background

Preliminary assessment of the application

The application has been assessed by staff for completeness and compliance with Policy #3209 - Community Grant Fund - Local and their comments are provided in the following table.

Policy requirements	Comments
Is the application complete?	Yes the application is complete. The supporting documents have been sent under separate cover.
Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?	Yes, the applicant seeks a grant of \$16,010 and the total cost, including the value of voluntary input is \$20,135.60.
Has the applicant received funding since 31 October 2013?	No
Has a Project Report Form been received for funding previously allocated?	Not applicable.
Is the application for any purpose contrary to the policy?	The Board questions in the past, whether food should be funded. \$3,120 has been requested for food. The policy however does allow for catering to be funded, if the Board considers it to be of community benefit.
Is the application retrospective?	There are aspects of quotes that refer to arrangements for 10 September which should be considered retrospective, such as venue hire. However it is understood that the application is for a one day event and that some of the quotes were provided on the basis of two, one day events. - The recommendation and reduction in amount actually requested reflects this.
Is the application of a commercial nature or purpose? If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?	No
Will the funds be used for purposes on private property? If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?	No
Does the application include disclosure of funding received for the project/event from other sources?	The application discloses other applications that have been submitted but the amounts, and outcomes are unknown.
Does the application concern an activity or project that Council also delivers?	No

Is the initiative likely to succeed? Does it have a high degree of local input and benefit?	This is a matter that should be considered by the Board.
Does the initiative duplicate an existing project/event/programme?	No
Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?	This is a new organisation and it is unclear, however the people involved
Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?	Yes

2) Discussion and options

Matters for Board Assessment

The Board needs to decide whether the application will:

- further the promotion and development of good quality infrastructure and local public services for the Far North communities;
- enhance access to facilities for the general public (if the project is to support/develop a facility);
- broaden the range of activities and experiences available to the general public;
- enhance community/volunteer capability to provide services;
- supplement the resources of Council from external sources and community participation (a minimum of 50% funding for the project from sources other than Council); and
- enhance access to services or projects that align with Council's strategic priorities.

Community Outcomes

<i>Prudent financial management within long term strategic planning</i>	<ul style="list-style-type: none"> • Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use. • Ensure information is accurate and up to date so that financial decisions are strategic, consistent, affordable, and achieve an acceptable level of service, now and in the future.
<i>Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit</i>	<ul style="list-style-type: none"> • Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities. • Achieve agreed partnership goals and objectives. • Attain high levels of satisfaction with partners working with us.

<p><i>Safe, healthy, resilient places and people</i></p>	<ul style="list-style-type: none"> • Improve community participation, which creates pride and resilience, in Community based planning. • Improve health and safety for our people through regulation, support, or advocate on their behalf. • Ensure built environments are attractive, well designed, safe, and meet the needs of the community. • Support and value all people; especially the young, the elderly, and people with disabilities. • Protect the environment and people with well designed, fit for purpose, Council infrastructure. • Enhance community awareness, and preparedness for emergencies. • Build strong relationships, common vision, values and purpose to create cohesive communities.
<p><i>Our environment is protected, enhanced and wisely managed</i></p>	<ul style="list-style-type: none"> • Protect, maintain and enhance unique landscapes, natural features and indigenous biodiversity. • Access to the coast, rivers and natural areas is maintained and improved. • Protect and improve the Mauri of water, water quality and water quantity. • Encourage development and population growth, but avoid compromising the District's natural and social environment. • Reduce waste along with increased recycling to decrease the use of landfills and promote the sustainable management of resources. • Historic and archaeological sites and buildings of significance are recognised and protected. • Support, protect and preserve those Waahi Tapu sites valued by Māori.
<p><i>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</i></p>	<ul style="list-style-type: none"> • Achieve sustainable communities through services, facilities, infrastructure, and technology solutions. • Provide the right services delivered in the right places, to an agreed standard. • Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable. • Ensure people, goods and services can move safely and efficiently within the District and Region by making steady improvement to the transport network and infrastructure. • Promote the strategic value of the District's state highways. • Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure. • Maintain or improve the quality of the District's public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.

<p><i>Enabling Māori Development</i></p>	<ul style="list-style-type: none"> • Work with Māori to align strategies and policies that provides for social, economic and environmental growth. • Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential. • Assist hapū to build their capacity to develop iwi/hapū environmental management plans. • Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi. • Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development. • Actively promote Māoritanga to enhance development of positive social outcomes. • Support Whānau, hapū and iwi to exercise mana and kaitiakitanga over their sacred sites and other taonga to sustain and protect resources for current and future generations. • Strengthen Marae, hapū and/or iwi capacity and skills to participate in natural resource management; and opportunities to share and promote mātauranga Māori and kaitiakitanga are increased. • Protect the environment to sustain all our communities. • Support positive and effective relationships through Council's communications strategy.
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3) Financial implications and budgetary provision

The Kaikohe-Hokianga Community Board allocates funding in accordance with the Policy #3209 Community Grant Fund - Local. At each meeting it considers the applications received against the amount of funding available in the Community Fund account a report on which is included on the agenda for each meeting.

4) Reason for the recommendation

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager - District Administration Services

Attachment 1: Funding Application - Lighting the Way - Document number A1765639

Attachment 2: Schedule of supporting documentation - Lighting the Way - Document number A1765680

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Considered in the application.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Considered in the application.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Considered in the application.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report



02 AUG 2016

CENTRE

Community Funding Application Form - Local

Read Carefully

- All Applications are to be submitted 15 working days prior to the Community Board meeting where the application will be considered.
- Incomplete or non-complying applications are not eligible for funding.
- Take note of all submission guidelines, Policy #3209 Community Grant Fund - Local, to ensure you are eligible.
- Ask if you are unsure - know what information is required for the grant provider to make a decision. Call us - we are happy to assist.

What is your organisation's name? (Organisations applying for funding should generally be registered as an incorporated society or under the umbrella of one. If you are a local branch of a national organisation, please specify).

Full name of organisation

Lighting the Way - Group. 1

What is your organisation's address?

Postal address

8 Hanga St 2

City/Town

Kaikohē 3

Physical address (if different from above)

As above. 4

What are your organisation's contact details?

Phone number

(09)4053457 5

Email

berniesoulwithin@xtra.co.nz 6

Which Community Board is your organization applying to?

<input type="checkbox"/>	Te Hiku	<input checked="" type="checkbox"/>	Kaikohē-Hokianga	<input type="checkbox"/>	Bay of Islands-Whangaroa	7
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Clearly describe the project or event.

8

To deliver 'natural' health and social services programmes to the people of Kaikohē and surrounding areas.

By way of public exhibition and workshops.

Provide a detailed costs estimate for your project or event for which you are applying for funding.

Community Funding Application Form



Provide a detailed costs estimate for your project or event for which you are applying for funding.

Column 1 - provide the total amount of the estimated cost or quoted cost against the appropriate item. Add your own item if those shown are not appropriate.

Column 2 - provide (against the item) the amount the Board is being requested to contribute.

Expenditure	Column 1 (Total cost)	Column 2 (Amount requested)	9
Wages/Salary ¹	NA.		
Facilitators Fees	800-	800-	
Professional Fees	1950-	1950-	
Volunteer expenses reimbursement	in travel		
Volunteer Value ²	10,080-	6720-	
Administration	1400-	1400-	
Travel/Mileage	1250-	1250-	
Stationery			
Photocopying	312-22	-	
Advertising/Promotion	453-38	-	
Rent			
Telephone/Internet/Power/Water	80-00	80-00	
Venue Hire	450-00	450-00	
Food/Refreshments	3120-00	3120-00	
Equipment Hire	240-00	240-00	
Equipment Purchase (describe) ³	-	-	
Consumable materials (e.g. craft supplies, tapes, books)	Donated.		
Hardware (e.g. Cement, timber, nails, paint) ³	-	-	
Other (describe)			
Totals	20,135-60	16,010	

1. If the application is for wages or salary a job description must be attached.
2. The Community Board recognises volunteer value at \$20.00 per hour. If a different value is attached (ie engineer providing advice/drawings etc) please explain.
3. Two quotes for purchases must be provided with the grant.
Attach a programme outline if applying for operating costs.

Clearly describe how your project or event will benefit the community.

The overall aim of the expo is to reduce the high prevalence of unwellness of whanau in and around Kaikare area.	10
To engage with whanau	
To provide educational opportunities within the 'natural' health and wellness community to improve health and wellness	

Where and when will this project or event take place.

8 th October 2016 KHO Memorial Hall	11
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FINANCIAL INFORMATION

Please provide information regarding your organisation's finances.

Is your organisation registered for GST?

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes - give number									12
--	--	--	--	--	--	--	--	--	--	----

Please Note!! If your organisation is GST registered all requested amounts must be GST exclusive. If you are not GST registered all requested amounts must be GST inclusive.

Financial Update

- 1) **Attach** your most recent relevant financial accounts that show your current financial position. This would be your organisation's Treasurer's most recent approved report.
- 2) **Provide** a bank account statement with account name and number shown.

What are your organisation's current financial resources? (For all accounts, including savings and investments).

Amount	\$369-60	13
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How much of this (if any) is tagged or committed for specific purposes?

ALL	14
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List the purpose and amounts of money already tagged or committed.

Purpose	\$ Amount	15
Deposit to Hall	300-00	
TOTAL	300-00	

Community Funding Application Form



FINANCIAL INFORMATIONcontinued

Tell us about other funding sources your organization has applied to in relation to the project or event applied for in this application.

The Board will look favourably on applicants who have applied for funding elsewhere.

Funder description	Amount applied for	Decision Date	Amount Granted	16
TRO Ngapuhi	full	Unknown	Unknown.	
Local businesses	Koha	Unknown	Unknown	
People 'good will'	Koha.	Unknown	Unknown.	
TOTAL				

CONTACT INFORMATION

What are your organisation's contact details?

Phone number	17	Email address	18
4053457 0272440379		bernisculwithin@gmail.com	

Who is your organisation's main local contact for this application?

First name	19	Last name	20
BERNADETTE		BROPHY	
Position	21	Day time phone number	22
Admin		027 2440379.	
Alternative phone number	23	Email address	24
As above.			

Who is your organisation's second local contact for this application?

First name	25	Last name	26
LYBINA		RAPATINI	
Position	27	Day time phone number	28
ADMIN / TREASURY		021 071 2707	
Alternative phone number	29	Email address	30
09-4012380 (NW)		lybinarapatini@gmail.com	

CHECKLIST (please tick appropriate boxes).

<input checked="" type="checkbox"/>	Application form completed in full and easy to read
<input checked="" type="checkbox"/>	Applicant declaration signed
<input checked="" type="checkbox"/>	A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
<input checked="" type="checkbox"/>	A bank account statement with account name and number attached.
<input checked="" type="checkbox"/>	Financial update such as approved Treasurer's report showing current financial position as requested under Financial Information, page 3

Community Funding Application Form



Important Information:

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

APPLICANT DECLARATION

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

On behalf of: (full name of organisation)

Lighting the Way Health Expo

We the undersigned declare the following:

In submitting this application -

- 1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2 The organisation we represent, acknowledges and agrees that the Far North District Council and its Community Boards may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding
- 3 We have attached our organisations most recent statement of income and expenditure, annual accounts or other financial documents that demonstrate its ability to manage a grant.
- 4 We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5 The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

We agree to the following conditions if we are funded by a Community Board:

- 1 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from the Community Board before that 12 month period ends.
- 2 To spend the funding only for the purpose(s) approved by the Community Board unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 3 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 4 To acknowledge the receipt of Community Board funding as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the funding.
- 5 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 6 To complete and return a Project Report Form within two months of the funding being fully spent.
- 7 To inform the Far North District Council of significant changes in our organization before this application has been considered, or the funding has been fully used and accounted for. (For example, change in contact details, office holders, financial situation, and intention to wind up or cease operations, or any other significant event.)

APPLICANT DECLARATION

continued.....

- Two signatories to all bank accounts
- A regularly maintained and current cashbook or electronic equivalent
- A person responsible for keeping the financial records of the organisations
- A regularly maintained tax record (if applicable)
- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g. through a spreadsheet or journal entry
- Regular financial reporting to every full meeting of the governing body

Signatory One

First name	Last name
Bernadette	BROPHY
Postal Address	City/Town/Postcode
8 Hongi St Kaikohe	0405
Daytime phone number	Alternative phone number
027 244 0379.	09 4053457.
Position	
Administrator / Treasurer.	
Signature	Date
<i>B Brophy</i>	01.08.2016

Signatory Two

First name	Last name
Lybina	Rapatini
Postal Address	City/Town/Postcode
8 Hongi St.	Kaikohe 0405
Daytime phone number	Alternative phone number
0210712707	09-4012380
Position	
Signature	Date
<i>Rapatini</i>	01/08/16.

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

Schedule of Supporting Documentation

LIGHTING THE WAY GROUP

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

1	Bank Account Statement 01/09/16
2	Emergency Evacuation Wardens (FNDC)
3	Contract for Hire Kaikohe Memorial Hall
4	Quote for catering (M Taylor-Tuiloma)
5	Quote for Chi Kung practioner attendance (N Rodenburg) 28/08/16
6	Invoice (quote) from QXCL Therapies 04/09/16
7	Quote for massage therapist (L Rapatini) 30/08/16
8	Quote for Intuitive Counselling (S Warrior) 29/08/16
9	Quote for services by Pathways to the Light (M Horton) 29/08/16
10	Quote from Maypark Print 19/08/16
11	Quote from Fairfax Media 02/08/16
12	Schedule of estimated expenditure breakdown as at 01/08/16
13	Copy of poster

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of Item: FUNDING APPLICATION - MANIFESTO PRODUCTIONS

Author: Melissa Wood - Meetings Administrator

Date of Report: 07 September 2016

Document Number: A1766616

Executive Summary

The purpose of this report is to include an application to the Community Grant Fund - Local against Policy #3209 - Community Grant Fund - Local to assist Community Board Members with their decision to approve or decline the application.

Recommendation

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$2,700 (plus GST if applicable) to be paid from the Board's Community Fund account to Manifesto Productions;

AND THAT the Board considers that the application for funding for the purpose of payment of a licence fee to Māori Television meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reason:

- i) To support and value all people; especially the young, the elderly, and people with disabilities;***

1) Background

Preliminary assessment of the application

The application has been assessed by staff for completeness and compliance with Policy #3209 - Community Grant Fund - Local and their comments are provided in the following table.

Policy requirements	Comments
Is the application complete?	Yes the application is complete. The supporting documents have been sent under separate cover.
Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?	No. The applicant seeks a grant of \$5,400 - 100%.

Has the applicant received funding since 31 October 2013?	No
Has a Project Report Form been received for funding previously allocated?	Not applicable.
Is the application for any purpose contrary to the policy?	The application does not appear to be contrary to the policy however it doesn't clearly align with the community outcomes so the Board should assess whether or not it is a priority to showcase Northland, and particularly the Hokianga.
Is the application retrospective?	No
Is the application of a commercial nature or purpose? If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?	The application does not appear to be of commercial nature, but the Board should consider how funding this application would benefit the community.
Will the funds be used for purposes on private property? If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?	The funding will pay for the screening of a local production in private homes. The Board should consider how the project benefits the community.
Does the application include disclosure of funding received for the project/event from other sources?	The applicant seeks the full project costs and does not appear to have sought funding elsewhere.
Does the application concern an activity or project that Council also delivers?	No
Is the initiative likely to succeed? Does it have a high degree of local input and benefit?	The creation of the production appears to have a high degree of local input however this project is to screen it nationally, and the local community benefits of this are unclear.
Does the initiative duplicate an existing project/event/programme?	No
Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?	Yes
Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?	Yes

2) Discussion and options

Matters for Board Assessment

The Board needs to decide whether the application will:

- further the promotion and development of good quality infrastructure and local public services for the Far North communities;
- enhance access to facilitates for the general public (if the project is to support/develop a facility);
- broaden the range of activities and experiences available to the general public;
- enhance community/volunteer capability to provide services;
- supplement the resources of Council from external sources and community participation (a minimum of 50% funding for the project from sources other than Council); and
- enhance access to services or projects that align with Council's strategic priorities.

Community Outcomes

<p><i>Prudent financial management within long term strategic planning</i></p>	<ul style="list-style-type: none"> • Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use. • Ensure information is accurate and up to date so that financial decisions are strategic, consistent, affordable, and achieve an acceptable level of service, now and in the future.
<p><i>Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit</i></p>	<ul style="list-style-type: none"> • Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities. • Achieve agreed partnership goals and objectives. • Attain high levels of satisfaction with partners working with us.
<p><i>Safe, healthy, resilient places and people</i></p>	<ul style="list-style-type: none"> • Improve community participation, which creates pride and resilience, in Community based planning. • Improve health and safety for our people through regulation, support, or advocate on their behalf. • Ensure built environments are attractive, well designed, safe, and meet the needs of the community. • Support and value all people; especially the young, the elderly, and people with disabilities. • Protect the environment and people with well designed, fit for purpose, Council infrastructure. • Enhance community awareness, and preparedness for emergencies. • Build strong relationships, common vision, values and purpose to create cohesive communities.
<p><i>Our environment is protected, enhanced and wisely managed</i></p>	<ul style="list-style-type: none"> • Protect, maintain and enhance unique landscapes, natural features and indigenous biodiversity. • Access to the coast, rivers and natural areas is maintained and improved. • Protect and improve the Mauri of water, water quality

	<p>and water quantity.</p> <ul style="list-style-type: none"> • Encourage development and population growth, but avoid compromising the District’s natural and social environment. • Reduce waste along with increased recycling to decrease the use of landfills and promote the sustainable management of resources. • Historic and archaeological sites and buildings of significance are recognised and protected. • Support, protect and preserve those Waahi Tapu sites valued by Māori.
<p><i>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</i></p>	<ul style="list-style-type: none"> • Achieve sustainable communities through services, facilities, infrastructure, and technology solutions. • Provide the right services delivered in the right places, to an agreed standard. • Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable. • Ensure people, goods and services can move safely and efficiently within the District and Region by making steady improvement to the transport network and infrastructure. • Promote the strategic value of the District’s state highways. • Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure. • Maintain or improve the quality of the District’s public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.
<p><i>Enabling Māori Development</i></p>	<ul style="list-style-type: none"> • Work with Māori to align strategies and policies that provides for social, economic and environmental growth. • Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential. • Assist hapū to build their capacity to develop iwi/hapū environmental management plans. • Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi. • Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development. • Actively promote Māoritanga to enhance development of positive social outcomes. • Support Whānau, hapū and iwi to exercise mana and kaitiakitanga over their sacred sites and other taonga to sustain and protect resources for current and future generations. • Strengthen Marae, hapū and/or iwi capacity and skills to participate in natural resource management; and opportunities to share and promote mātauranga Māori

	<p>and kaitiakitanga are increased.</p> <ul style="list-style-type: none">• Protect the environment to sustain all our communities.• Support positive and effective relationships through Council's communications strategy.
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3) Financial implications and budgetary provision

The Kaikohe-Hokianga Community Board allocates funding in accordance with the Policy #3209 Community Grant Fund - Local. At each meeting it considers the applications received against the amount of funding available in the Community Fund account a report on which is included on the agenda for each meeting.

4) Reason for the recommendation

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Funding Application - Manifesto Productions - Document number A1766911

Attachment 2: Schedule of supporting documentation - Manifesto Productions - Document number A1766622

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Considered in the application.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Considered in the application.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Considered in the application.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report



Community Funding Application Form - Local

Read Carefully

- All applications are to be submitted to any office of the Far North District Council **15 working days** prior to the Community Board meeting where the application will be considered.
- Incomplete or non-complying applications are not eligible for funding.
- Applicants who have failed to complete a Project Report Form for previous funding granted are not eligible for funding.
- Please see application guidelines, Policy #3209 Community Grant Fund - Local, to ensure you are eligible.
- Ask if you are unsure. - know what information is required for the grant provider to make a decision. Call us - we are happy to assist.

What is your organisation's name? (Organisations applying for funding should generally be registered as an incorporated society or under the umbrella of one. If you are a local branch of a national organisation, please specify).

Full name of organization

Maifesto Productions

1

What is your organisation's address?

Postal address

c/- Box 27

2

City/Town

Omapere 0444

3

Physical address (if different from above)

Newton Road #100

4

What are your organisation's contact details?

Phone number

09 4058758

5

Email

ffms@farmside.co.nz

6

Which Community Board is your organization applying to?

<input type="checkbox"/>	Te Hiku	<input type="checkbox"/>	***	<input checked="" type="checkbox"/>	Kaikōhe-Hokianga	<input type="checkbox"/>	Bay of Islands-Whangaroa	<input type="checkbox"/>
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7

Clearly describe the project or event.

Maori TV wishes to screen our 90 minute documentary, Hope/Tumanako, five times over the next three years. When the film screened at the 2014 Auckland International Film Festival in 2014, the audience's response was, this should show on Maori TV. For this to happen, we, the production company, have to pay \$6200 in license fees from 2017 to 2020 to TVNZ Use of their archival footage. This is not possible. We self-funded the film aside from koha of (The license fees for the festival showing and for screenings at the Rialto theatres in Auckland and Dunedin already exceed the money we have earned from the showings. Hope/Tumanako can be seen as a 'love poem' to Hokianga, its landscape and its people. It includes some Kaikōhe based people and events as well. It testifies to the power of Community and to the love of the people for their land and their hope for the future.

8

* \$1500 from individuals and have no money left.

Community Funding Application Form

Provide a detailed costs estimate for your project or event for which you are applying for funding.

Column 1- provide the total amount of the estimated cost or quoted cost against the appropriate item. Add your own item if those shown are not appropriate.

Column 2- provide (against the item) the amount the Board is being requested to contribute.

Expenditure	Column 1 (Total cost)	Column 2 (Amount requested)	9
Wages/Salary ¹			
Facilitators Fees			
Professional Fees			
Volunteer expenses reimbursement			
Volunteer Value ²			
Administration			
Travel/Mileage			
Stationery			
Photocopying			
Advertising/Promotion			
Rent			
Telephone/Internet/Power/Water			
Venue Hire			
Food/Refreshments			
Equipment Hire			
Equipment Purchase (describe) ³			
Consumable materials (e.g. craft supplies, tapes, books)			
Hardware (e.g. Cement, timber, nails, paint) ³			
Other (describe) Payment of license fee to TVNZ for the 138 seconds of TV footage included in the film, invoice attached.		\$5400.00 Net of GST	
Totals		\$5400.00	

1. If the application is for wages or salary a job description must be attached.
2. The Community Board recognises volunteer value at \$20.00 per hour. If a different value is attached (ie engineer providing advice/drawings etc) please explain.
3. Two quotes for purchases must be provided with the grant.
Attach a programme outline if applying for operating costs.

Clearly describe how your project or event will benefit the community.

National exposure of the Hokianga's cultural depth and scenic beauty will encourage Tourism. The ability of the schools and health service to recruit high-quality staff will be enhanced. The display of the power of community to benefit all its members is heartening and a useful counter to the 'oh poor us' mentality that can affect our communities.	10
This film is a celebration of the spirit and creativity of over 30 families in the Hokianga and shows the strength and resilience of the community in the face of adversity when the future of the Rawene Hospital was threatened in the 1990s.	

Where and when will this project or event take place.

On Maori TV 5 times over three years from December 2016	11
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FINANCIAL INFORMATION

Please provide information regarding your organisation's finances.

Is your organisation registered for GST?

	No	***	Yes - give number	34	149	941										12
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***Please Note!!** If your organisation is GST registered all requested amounts must be GST exclusive. If you are not GST registered all requested amounts must be GST inclusive.*

Financial Update

- 1) **Attach** your most recent relevant financial accounts that show your current financial position. This would be your organisation's Treasurer's most recent approved report.
- 2) **Provide** a bank account statement with account name and number shown.

What are your organisation's current financial resources? (For all accounts, including savings and investments).

Amount	13
\$983.41	

How much of this (if any) is tagged or committed for specific purposes?

\$1241.00 paid for license fee for festival showing not reimbursed to producer.	14
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List the purpose and amounts of money already tagged or committed.

Purpose	\$ Amount	15
We estimate the cash and donated hours invested		
To exceed \$100,000.00.		
The sweat equity is unrecorded.		
TOTAL	\$100,000	

Community Funding Application Form

FINANCIAL INFORMATIONcontinued

Tell us about other funding sources your organization has applied to in relation to the project or event applied for in this application.

The Board will look favourably on applicants who have applied for funding elsewhere.

Funder description	Amount applied for	Decision Date	Amount Granted	16
none				
TOTAL			0	

CONTACT INFORMATION

What are your organisation's contact details?

Phone number	17	Email address	18
09 4058 758		ffms@farmside.conz	

Who is your organisation's main local contact for this application?

First name	19	Last name	20
Judy		Reinken	
Position	21	Day time phone number	22
Executive Producer		09 4058 758	
Alternative phone number	23	Email address	24
021 069 3946		ffms@farmside.co.nz	

Who is your organisation's second local contact for this application?

First name	25	Last name	26
Lloyd		Latimer	
Position	27	Day time phone number	28
Cinmatographer/Editor		09 929 5818	
Alternative phone number	29	Email address	30
		Lloyd Latimer <horeke@slingshot.co.nz>	

CHECKLIST (please tick appropriate boxes).

X	Application form completed in full and easy to read
X	Applicant declaration signed
N/A	A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
X	A bank account statement with account name and number attached.
N/A	Financial update such as approved Treasurer's report showing current financial position as requested under Financial Information, page 3

Important Information:

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

APPLICANT DECLARATION

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

On behalf of: (full name of organisation)

Manifesto Productions

We the undersigned declare the following:

In submitting this application -

- 1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2 The organisation we represent, acknowledges and agrees that the Far North District Council and its Community Boards may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding
- 3 We have attached our organisations most recent statement of income and expenditure, annual accounts or other financial documents that demonstrate its ability to manage a grant.
- 4 We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5 The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

We agree to the following conditions if we are funded by a Community Board:

- 1 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from the Community Board before that 12 month period ends.
- 2 To spend the funding only for the purpose(s) approved by the Community Board unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 3 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 4 To acknowledge the receipt of Community Board funding as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the funding.
- 5 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 6 To complete and return a Project Report Form within two months of the funding being fully spent.
- 7 To inform the Far North District Council of significant changes in our organization before this application has been considered, or the funding has been fully used and accounted for. (For example, change in contact details, office holders, financial situation, and intention to wind up or cease operations, or any other significant event.)

Community Funding Application Form



8 To lay a complaint with the Police and notify the Far North District Council immediately if an

of the funding is stolen or misappropriated.

9 Our organisation has declared its GST status. If our GST status changes we will notify the Far North District Council immediately.

10 Our organisation has the following set of internal controls in place

- Two signatories to all bank accounts
- A regularly maintained and current cashbook or electronic equivalent
- A person responsible for keeping the financial records of the organisations
- A regularly maintained tax record (if applicable)
- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g. through a spreadsheet or journal entry
- Regular financial reporting to every full meeting of the governing body

Signatory One

First name	Last name
<input type="text"/>	<input type="text"/>
Postal Address	City/Town/Postcode
<input type="text"/>	<input type="text"/>
Daytime phone number	Alternative phone number
<input type="text"/>	<input type="text"/>
Position	
<input type="text"/>	
Signature	Date
<input type="text"/>	<input type="text"/>

Signatory Two

First name	Last name
Susan	Pointon
Postal Address	City/Town/Postcode
1262 State Highway 12, RD3 Kaikohe, Northland 0473	0473
Daytime phone number	Alternative phone number
09 405 7522	<input type="text"/>
Position	
Director/Co-Producer	

Signature

Date 28/08/2016

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

P.S. We are happy for the committee to view a private screening of our film "Hope - Tumanako."

Schedule of Supporting Documentation

MANIFESTO PRODUCTIONS

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

1	Bank Account Statement 26/08/16
2	Tax Summary for year ended 31/03/16
3	Business Income Schedule for year ended 31/03/16
4	Information about accounts
5	'Hope' Publicity Kit Director's Statment
6	Maori TV acquisition programmes - deal memo
7	TVNZ licensing Invoice Request Form
8	Maori TV External File Delivery Specificaiton for Finished Programme Content

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of Item: FUNDING APPLICATION - OHAEAWAI TAIAMAI
RESIDENTS ASSOCIATION

Author: Melissa Wood - Meetings Administrator

Date of Report: 07 September 2016

Document Number: A1766513

Executive Summary

The purpose of this report is to include an application to the Community Grant Fund - Local against Policy #3209 - Community Grant Fund - Local to assist Community Board Members with their decision to approve or decline the application.

Recommendation

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$1,337.50 (plus GST if applicable) to be paid from the Board's Community Fund account to Ohaeawai Taiamai Residents Association;

AND THAT the Board considers that the application for funding for the purpose of holding a Christmas community celebration meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) Improve community participation, which creates pride and resilience, in Community based planning.***
- ii) Support and value all people; especially the young, the elderly, and people with disabilities.***

1) Background

Preliminary assessment of the application

The application has been assessed by staff for completeness and compliance with Policy #3209 - Community Grant Fund - Local and their comments are provided in the following table.

Policy requirements	Comments
Is the application complete?	Yes the application is complete. The supporting documents have been sent under separate cover.
Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?	No. The applicant seeks a grant of \$2,675 - 100%.

<p>Has the applicant received funding since 31 October 2013?</p>	<p>The applicant has received the following grants since 31 October 2014:</p> <ol style="list-style-type: none"> 1) September 2014 \$600 for Christmas event 2) January 2015 \$1,500 for Taiamai Day 3) December 2015 \$2,000 for Christmas event 4) February 2016 \$1,750 for Family day
<p>Has a Project Report Form been received for funding previously allocated?</p>	<p>Yes, project reports have been received.</p>
<p>Is the application for any purpose contrary to the policy?</p>	<p>There are parts of the application that are ineligible. The recommendation has been reduced to reflect the following;</p> <ol style="list-style-type: none"> 1) The applicant does not contribute at least 50% 2) Purchasing presents for children does not align with the policy 3) A grant cannot be paid for a voluntary element as the organisation does not incur a cost for voluntary value.
<p>Is the application retrospective?</p>	<p>No</p>
<p>Is the application of a commercial nature or purpose? If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?</p>	<p>No</p>
<p>Will the funds be used for purposes on private property? If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?</p>	<p>No</p>
<p>Does the application include disclosure of funding received for the project/event from other sources?</p>	<p>No</p>
<p>Does the application concern an activity or project that Council also delivers?</p>	<p>No</p>
<p>Is the initiative likely to succeed? Does it have a high degree of local input and benefit?</p>	<p>Yes</p>

Does the initiative duplicate an existing project/event/programme?	No
Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?	Yes
Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?	Yes

2) Discussion and options

Matters for Board Assessment

The Board needs to decide whether the application will:

- further the promotion and development of good quality infrastructure and local public services for the Far North communities;
- enhance access to facilitates for the general public (if the project is to support/develop a facility);
- broaden the range of activities and experiences available to the general public;
- enhance community/volunteer capability to provide services;
- supplement the resources of Council from external sources and community participation (a minimum of 50% funding for the project from sources other than Council); and
- enhance access to services or projects that align with Council's strategic priorities.

Community Outcomes

<i>Prudent financial management within long term strategic planning</i>	<ul style="list-style-type: none"> • Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use. • Ensure information is accurate and up to date so that financial decisions are strategic, consistent, affordable, and achieve an acceptable level of service, now and in the future.
<i>Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit</i>	<ul style="list-style-type: none"> • Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities. • Achieve agreed partnership goals and objectives. • Attain high levels of satisfaction with partners working with us.

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<p><i>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</i></p>	<ul style="list-style-type: none"> • Achieve sustainable communities through services, facilities, infrastructure, and technology solutions. • Provide the right services delivered in the right places, to an agreed standard. • Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable. • Ensure people, goods and services can move safely and efficiently within the District and Region by making steady improvement to the transport network and infrastructure. • Promote the strategic value of the District's state highways. • Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure. • Maintain or improve the quality of the District's public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.

<p><i>Enabling Māori Development</i></p>	<ul style="list-style-type: none"> • Work with Māori to align strategies and policies that provides for social, economic and environmental growth. • Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential. • Assist hapū to build their capacity to develop iwi/hapū environmental management plans. • Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi. • Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development. • Actively promote Māoritanga to enhance development of positive social outcomes. • Support Whānau, hapū and iwi to exercise mana and kaitiakitanga over their sacred sites and other taonga to sustain and protect resources for current and future generations. • Strengthen Marae, hapū and/or iwi capacity and skills to participate in natural resource management; and opportunities to share and promote mātauranga Māori and kaitiakitanga are increased. • Protect the environment to sustain all our communities. • Support positive and effective relationships through Council's communications strategy.
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3) Financial implications and budgetary provision

The Kaikohe-Hokianga Community Board allocates funding in accordance with the Policy #3209 Community Grant Fund - Local. At each meeting it considers the applications received against the amount of funding available in the Community Fund account a report on which is included on the agenda for each meeting.

4) Reason for the recommendation

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager - District Administration Services

Attachment 1: Funding Application - Ohaeawai Taiamai Residents Association - Document number A1766915

Attachment 2: Schedule of supporting documentation - Ohaeawai Taiamai Residents Association - Document number A1766624

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Considered in the application.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Considered in the application.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Considered in the application.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report



Community Funding Application Form - Local

Read Carefully

- All applications are to be submitted to any office of the Far North District Council **15 working days** prior to the Community Board meeting where the application will be considered.
- Incomplete or non-complying applications are not eligible for funding.
- Applicants who have failed to complete a Project Report Form for previous funding granted are not eligible for funding.
- Please see application guidelines, Policy #3209 Community Grant Fund - Local, to ensure you are eligible.
- Ask if you are unsure. - know what information is required for the grant provider to make a decision. Call us - we are happy to assist.

What is your organisation's name? (Organisations applying for funding should generally be registered as an incorporated society or under the umbrella of one. If you are a local branch of a national organisation, please specify).

Full name of organization

OHAEAWAI TAIAHAI RESIDENTS ASSOCIATION

1

What is your organisation's address?

Postal address

101 STATE HIGHWAY 1, OHAEAWAI

2

City/Town

0472 NORTHLAND

3

Physical address (if different from above)

4

What are your organisation's contact details?

Phone number

021 1710306

5

Email

MARTINE2907@LIVE.COM

6

Which Community Board is your organization applying to?

<input type="checkbox"/>	Te Hiku	<input checked="" type="checkbox"/>	Kaikohe-Hokianga	<input type="checkbox"/>	Bay of Islands-Whangaroa
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7

Clearly describe the project or event.

8

Christmas in Ohaeawai has been a yearly event for many years. It is a time to reflect on the past year and to take a break from our busy working lives. The Ohaeawai Christmas event gives us the start for the holiday season and to have celebrations within our community. It is an event the town looks forward to every year. Lots of people attend and are all in good spirit. It is a happy gathering where everybody can relax and enjoy.

Community Funding Application Form



Provide a detailed costs estimate for your project or event for which you are applying for funding.

Column 1- provide the total amount of the estimated cost or quoted cost against the appropriate item. Add your own item if those shown are not appropriate.

Column 2- provide (against the item) the amount the Board is being requested to contribute.

Expenditure	Column 1 (Total cost)	Column 2 (Amount requested)	9
Wages/Salary ¹			
Facilitators Fees			
Professional Fees	\$ 810	\$ 810	
Volunteer expenses reimbursement			
Volunteer Value ²	\$ 100	\$ 100	
Administration			
Travel/Mileage			
Stationery			
Photocopying			
Advertising/Promotion			
Rent			
Telephone/Internet/Power/Water	\$ 100	\$ 100	
Venue Hire			
Food/Refreshments	\$ 410	\$ 410	
Equipment Hire			
Equipment Purchase (describe) ³			
Consumable materials (e.g. craft supplies, tapes, books)	\$ 175	\$ 175	
Hardware (e.g. Cement, timber, nails, paint) ³			
Other (describe) PRESENTS (FOR CHILDREN FROM SANTA + LETTERBOX PRIZES)	\$ 1080	\$ 1080	
Totals	\$ 2675	\$ 2675	

1. If the application is for wages or salary a job description must be attached.
2. The Community Board recognises volunteer value at \$20.00 per hour. If a different value is attached (ie engineer providing advice/drawings etc) please explain.
3. Two quotes for purchases must be provided with the grant.
Attach a programme outline if applying for operating costs.

Community Funding Application Form

Clearly describe how your project or event will benefit the community.

For this year's Christmas day we have organised Santa to visit the town as usual where he will greet and talk to all the children. Of course he will also listen to what they have to say. The children will receive a small present from Santa.

There will be music for all and the OTRA members are organising old fashioned games for young and old. This will be followed by a BBQ.

This day gives the perfect opportunity to join up with the locals. It is a chance to meet up with parents and make new friends creating bonds in the community that last well beyond the single day, and a good excuse to welcome people that have recently moved into Ohaeawai. It is a perfect way to bond. Photos are taken which are later posted on the OTRA Face book page. Nice memories for those who have their photo taken. This is a day that is enjoyed by all those that take part. We have been able to do this thanks to both our community members and our local Council that take up the challenge to help us to achieve our vision for Ohaeawai. It brings our community together. There are many in this community who are disadvantaged financially and for some children and their families, this is a very important event in the Christmas season. As a community it is so positive we can give a little bid to those that need it the most.

Last year we ran a very successful "decorate your letterbox" contest. This initiative helped us to win a community award through TrustPower!

All time is donated freely by committee members and all funds received are used for the people in the community.

Where and when will this project or event take place.

11 DECEMBER 2016 @ 11 AM. 11

FINANCIAL INFORMATION

Please provide information regarding your organisation's finances.

Is your organisation registered for GST?

<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes - give number							12
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Please Note!! If your organisation is GST registered all requested amounts must be GST exclusive. If you are not GST registered all requested amounts must be GST inclusive.

Financial Update

- 1) **Attach** your most recent relevant financial accounts that show your current financial position. This would be your organisation's Treasurer's most recent approved report.
- 2) **Provide** a bank account statement with account name and number shown.

What are your organisation's current financial resources? (For all accounts, including savings and investments).

Amount

\$ 1061.80 13

How much of this (if any) is tagged or committed for specific purposes?

IT IS FOR ADMIN PURPOSES. WE WERE NOT GRANTED A COGG'S GRANT THIS YEAR. 14

List the purpose and amounts of money already tagged or committed.

Purpose	\$ Amount	15
ADMINISTRATION	50	
PHOTOCOPIES (NEWSLETTER)	50 (+FLYERS)	
FINANCIAL STATEMENT REPORT	500	
TOTAL	600	

Community Funding Application Form



FINANCIAL INFORMATIONcontinued

Tell us about other funding sources your organization has applied to in relation to the project or event applied for in this application.

The Board will look favourably on applicants who have applied for funding elsewhere.

Funder description	Amount applied for	Decision Date	Amount Granted	16
/	/	/	/	
/	/	/	/	
/	/	/	/	
TOTAL				

CONTACT INFORMATION

What are your organisation's contact details?

Phone number	17	Email address	18
027 526 0060		elizabethmurray@hotmail.co.nz	

Who is your organisation's main local contact for this application?

First name	19	Last name	20
ELIZABETH		MURRAY	
Position	21	Day time phone number	22
CHAIRPERSON		027 526 0060	
Alternative phone number	23	Email address	24
N/A		elizabethmurray@hotmail.co.nz	

Who is your organisation's second local contact for this application?

First name	25	Last name	26
MARTINE		RAVAYS	
Position	27	Day time phone number	28
SECRETARY / TREASURER		021 1710306	
Alternative phone number	29	Email address	30
09 4059906		MARTINE.2707@LIVE.COM	

CHECKLIST (please tick appropriate boxes).

<input checked="" type="checkbox"/>	Application form completed in full and easy to read
<input checked="" type="checkbox"/>	Applicant declaration signed
<input checked="" type="checkbox"/>	A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
<input checked="" type="checkbox"/>	A bank account statement with account name and number attached.
<input checked="" type="checkbox"/>	Financial update such as approved Treasurer's report showing current financial position as requested under Financial Information, page 3

Important Information:

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

APPLICANT DECLARATION

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

On behalf of: (full name of organisation)

OHAEAWAI TAIANAI RESIDENTS ASSOCIATION

We the undersigned declare the following:

In submitting this application -

- 1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2 The organisation we represent, acknowledges and agrees that the Far North District Council and its Community Boards may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding
- 3 We have attached our organisations most recent statement of income and expenditure, annual accounts or other financial documents that demonstrate its ability to manage a grant.
- 4 We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5 The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

We agree to the following conditions if we are funded by a Community Board:


- 1 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from the Community Board before that 12 month period ends.
- 2 To spend the funding only for the purpose(s) approved by the Community Board unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 3 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 4 To acknowledge the receipt of Community Board funding as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the funding.
- 5 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 6 To complete and return a Project Report Form within two months of the funding being fully spent.
- 7 To inform the Far North District Council of significant changes in our organization before this application has been considered, or the funding has been fully used and accounted for. (For example, change in contact details, office holders, financial situation, and intention to wind up or cease operations, or any other significant event.)

Community Funding Application Form




- 8 To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
- 9 Our organisation has declared its GST status. If our GST status changes we will notify the Far North District Council immediately.
- 10 Our organisation has the following set of internal controls in place
 - Two signatories to all bank accounts
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisations
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

First name	Last name
ELIZABETH	MURRAY
Postal Address	City/Town/Postcode
115/B ST HIGHWAY 1	OHAEAWAI
Daytime phone number	Alternative phone number
027 526 0060	—
Position	
CHAIR PERSON	
Signature	Date
	25/08/16

Signatory Two

First name	Last name
MARTINE	RAVAYS
Postal Address	City/Town/Postcode
Daytime phone number	Alternative phone number
021 1710306	09 4059906
Position	
SECRETARY / TREASURER	
Signature	Date
	25/08/16

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

Schedule of Supporting Documentation

OHAEAWAI TAIAMAI RESIDENTS ASSOCIATION

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

1	Bank Account Statement 25/08/16
2	Financial Statements year ended 31/06/16
3	Schedule of event expenses
4	Detailed information about costings

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of Item: FUNDING APPLICATION - RAWENE PRIMARY SCHOOL

Author: Melissa Wood - Meetings Administrator

Date of Report: 07 September 2016

Document Number: A1766511

Executive Summary

The purpose of this report is to include an application to the Community Grant Fund - Local against Policy #3209 - Community Grant Fund - Local to assist Community Board Members with their decision to approve or decline the application.

Recommendation

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$2,950 (plus GST if applicable) to be paid from the Board's Community Fund account to Rawene Primary School;

AND THAT the Board considers that the application for funding for the purpose of entertainment and equipment hire for the Rawene Christmas in the Park meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) Improve community participation, which creates pride and resilience, in Community based planning.***
- ii) Support and value all people; especially the young, the elderly, and people with disabilities.***

1) Background

Preliminary assessment of the application

The application has been assessed by staff for completeness and compliance with Policy #3209 - Community Grant Fund - Local and their comments are provided in the following table.

Policy requirements	Comments
Is the application complete?	Yes the application is complete. The supporting documents have been sent under separate cover.
Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?	No. The applicant seeks a grant of \$4,850 - 82%. 50% of the total cost would be \$2,950.

Has the applicant received funding since 31 October 2013?	Since 31 October 2013 the applicant was approved the following grants for Christmas events: Nov 2013 - \$2,000 November 2014 - \$2,600 October 2015 - \$2,000
Has a Project Report Form been received for funding previously allocated?	The 2013 grant was returned, and project reports have been received for the other 2 grants.
Is the application for any purpose contrary to the policy?	No
Is the application retrospective?	No
Is the application of a commercial nature or purpose? If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?	No
Will the funds be used for purposes on private property? If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?	No
Does the application include disclosure of funding received for the project/event from other sources?	It appears that no further applications have been made.
Does the application concern an activity or project that Council also delivers?	No
Is the initiative likely to succeed? Does it have a high degree of local input and benefit?	Yes
Does the initiative duplicate an existing project/event/programme?	No
Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?	Yes
Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?	Yes

2) Discussion and options

Matters for Board Assessment

The Board needs to decide whether the application will:

- further the promotion and development of good quality infrastructure and local public services for the Far North communities;
- enhance access to facilitates for the general public (if the project is to support/develop a facility);
- broaden the range of activities and experiences available to the general public;
- enhance community/volunteer capability to provide services;
- supplement the resources of Council from external sources and community participation (a minimum of 50% funding for the project from sources other than Council); and
- enhance access to services or projects that align with Council's strategic priorities.

Community Outcomes

<p><i>Prudent financial management within long term strategic planning</i></p>	<ul style="list-style-type: none"> • Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use. • Ensure information is accurate and up to date so that financial decisions are strategic, consistent, affordable, and achieve an acceptable level of service, now and in the future.
<p><i>Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit</i></p>	<ul style="list-style-type: none"> • Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities. • Achieve agreed partnership goals and objectives. • Attain high levels of satisfaction with partners working with us.
<p><i>Safe, healthy, resilient places and people</i></p>	<ul style="list-style-type: none"> • Improve community participation, which creates pride and resilience, in Community based planning. • Improve health and safety for our people through regulation, support, or advocate on their behalf. • Ensure built environments are attractive, well designed, safe, and meet the needs of the community. • Support and value all people; especially the young, the elderly, and people with disabilities. • Protect the environment and people with well designed, fit for purpose, Council infrastructure. • Enhance community awareness, and preparedness for emergencies. • Build strong relationships, common vision, values and purpose to create cohesive communities.
<p><i>Our environment is protected, enhanced and wisely managed</i></p>	<ul style="list-style-type: none"> • Protect, maintain and enhance unique landscapes, natural features and indigenous biodiversity. • Access to the coast, rivers and natural areas is maintained and improved. • Protect and improve the Mauri of water, water quality

	<p>and water quantity.</p> <ul style="list-style-type: none"> • Encourage development and population growth, but avoid compromising the District’s natural and social environment. • Reduce waste along with increased recycling to decrease the use of landfills and promote the sustainable management of resources. • Historic and archaeological sites and buildings of significance are recognised and protected. • Support, protect and preserve those Waahi Tapu sites valued by Māori.
<p><i>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</i></p>	<ul style="list-style-type: none"> • Achieve sustainable communities through services, facilities, infrastructure, and technology solutions. • Provide the right services delivered in the right places, to an agreed standard. • Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable. • Ensure people, goods and services can move safely and efficiently within the District and Region by making steady improvement to the transport network and infrastructure. • Promote the strategic value of the District’s state highways. • Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure. • Maintain or improve the quality of the District’s public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.
<p><i>Enabling Māori Development</i></p>	<ul style="list-style-type: none"> • Work with Māori to align strategies and policies that provides for social, economic and environmental growth. • Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential. • Assist hapū to build their capacity to develop iwi/hapū environmental management plans. • Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi. • Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development. • Actively promote Māoritanga to enhance development of positive social outcomes. • Support Whānau, hapū and iwi to exercise mana and kaitiakitanga over their sacred sites and other taonga to sustain and protect resources for current and future generations. • Strengthen Marae, hapū and/or iwi capacity and skills to participate in natural resource management; and opportunities to share and promote mātauranga Māori

	<p>and kaitiakitanga are increased.</p> <ul style="list-style-type: none"> • Protect the environment to sustain all our communities. • Support positive and effective relationships through Council's communications strategy.
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3) Financial implications and budgetary provision

The Kaikohe-Hokianga Community Board allocates funding in accordance with the Policy #3209 Community Grant Fund - Local. At each meeting it considers the applications received against the amount of funding available in the Community Fund account a report on which is included on the agenda for each meeting.

4) Reason for the recommendation

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Funding Application - Rawene Primary School - Document number A1766887

Attachment 2: Schedule of supporting documentation - Rawene Primary School - Document number A1766626

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Considered in the application.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Considered in the application.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Considered in the application.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report



Community Funding Application Form - Local

Read Carefully

- All applications are to be submitted to any office of the Far North District Council **15 working days** prior to the Community Board meeting where the application will be considered.
- Incomplete or non-complying applications are not eligible for funding.
- Applicants who have failed to complete a Project Report Form for previous funding granted are not eligible for funding.
- Please see application guidelines, Policy #3209 Community Grant Fund - Local, to ensure you are eligible.
- Ask if you are unsure. - know what information is required for the grant provider to make a decision. Call us - we are happy to assist.

What is your organisation's name? *(Organisations applying for funding should generally be registered as an incorporated society or under the umbrella of one. If you are a local branch of a national organisation, please specify).*

Full name of organization

Rawene Primary School

1

What is your organisation's address?

Postal address

PO Box 59

2

City/Town

Rawene 0473

3

Physical address (if different from above)

Marmon Street, Rawene

4

What are your organisation's contact details?

Phone number

094057885

5

Email

office@rawene.school.nz

6

Which Community Board is your organization applying to?

<input type="checkbox"/>	Te Hiku	<input type="checkbox"/>	X	Kaikohe-Hokianga	<input type="checkbox"/>	Bay of Islands-Whangaroa	7
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Clearly describe the project or event.

Rawene Christmas In The Park. Rawene School will once again host this year's Annual Christmas In The Event. This is a free family friendly event and is smoke, alcohol and drug free. The event enables local community groups a chance to fundraise. The focus once again is on families especially children. This year we will be putting more emphasis on teenage children as well, as feedback received from this age groups felt that there was not much for them to do at the event. So we would like to have more rides and games that are inclusive of all age groups – from babies to those in their late teens.	8

Community Funding Application Form



Provide a detailed costs estimate for your project or event for which you are applying for funding.

Column 1 - provide the **total amount of the estimated cost or quoted cost against the appropriate item**. Add your own item if those shown are not appropriate.

Column 2 - provide (against the item) the amount the Board is being requested to contribute.

Expenditure	Column 1 (Total cost)	Column 2 (Amount requested)	9
Wages/Salary ¹			
Facilitators Fees			
Professional Fees			
Volunteer expenses reimbursement	300		
Volunteer Value ²	600		300
Administration	100		
Travel/Mileage	200		150
Stationery			
Photocopying			
Advertising/Promotion	100		
Rent			
Telephone/Internet/Power/Water			
Venue Hire	200		
Food/Refreshments	50		
Equipment Hire	3000		3000
Equipment Purchase (describe) ³			
Consumable materials (e.g. craft supplies, tapes, books)	100		
Hardware (e.g. Cement, timber, nails, paint) ³			
Other (describe) Prizes for children events (Gumboot throwing, Coconut shy, Fishing game, Rugby ball throwing)	300		300
Fireworks display	1100		1100
Totals	5,900		4,850

1. If the application is for wages or salary a job description must be attached.
2. The Community Board recognises volunteer value at \$20.00 per hour. If a different value is attached (ie engineer providing advice/drawings etc) please explain.
3. Two quotes for purchases must be provided with the grant.
Attach a programme outline if applying for operating costs.

Clearly describe how your project or event will benefit the community.

The event will be the Annual Christmas In The Park for the Hokianga Area. This is one event where all the community can come together and celebrate this festive time of year without having to worry about the costs involved in coming to an event such as this. (i.e. there children are not limited In participating in the games or rides as everything is free). Because it is a local central (Rawene) event, it is close for Hokianga people to come along to, and we book a late ferry so that North Hokianga can also attend if they wish. Community groups also benefit by being able to fundraise at the event.	10

Where and when will this project or event take place.

Rawene School Field, Friday 2 nd December 2016	11
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FINANCIAL INFORMATION

Please provide information regarding your organisation's finances.

Is your organisation registered for GST?

	No	X	Yes - give number	4	4	3	8	41	1	6	12
--	----	---	-------------------	---	---	---	---	----	---	---	-----------

Please Note!! If your organisation is GST registered all requested amounts must be GST exclusive. If you are not GST registered all requested amounts must be GST inclusive.

Financial Update

- 1) **Attach** your most recent relevant financial accounts that show your current financial position. This would be your organisation's Treasurer's most recent approved report.
- 2) **Provide** a bank account statement with account name and number shown.

What are your organisation's current financial resources? (For all accounts, including savings and investments).

Amount	13
\$168,146.00	

How much of this (if any) is tagged or committed for specific purposes?

\$168,146.00	14
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List the purpose and amounts of money already tagged or committed.

Purpose	\$ Amount	15
All money is tagged for school use only	\$168,146.00	
TOTAL	\$168,146.00	

Community Funding Application Form

FINANCIAL INFORMATIONcontinued

Tell us about other funding sources your organization has applied to in relation to the project or event applied for in this application.

The Board will look favourably on applicants who have applied for funding elsewhere.

Funder description	Amount applied for	Decision Date	Amount Granted	16
Te Runanga a Iwi o Ngapuhi	1000			
TOTAL				

CONTACT INFORMATION

What are your organisation's contact details?

Phone number	17	Email address	18
094057885		office@rawene.school.nz	

Who is your organisation's main local contact for this application?

First name	19	Last name	20
Carla		Robinson	
Position	21	Day time phone number	22
Administrator		094057885	
Alternative phone number	23	Email address	24
02105277152		office@rawene.school.nz	

Who is your organisation's second local contact for this application?

First name	25	Last name	26
Karena		Tamehana	
Position	27	Day time phone number	28
Principal		094057885	
Alternative phone number	29	Email address	30
021772457		karena@rawene.school.nz	

CHECKLIST (please tick appropriate boxes).

<input checked="" type="checkbox"/>	Application form completed in full and easy to read
<input checked="" type="checkbox"/>	Applicant declaration signed
<input type="checkbox"/> N/A	A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
<input checked="" type="checkbox"/>	A bank account statement with account name and number attached.
<input checked="" type="checkbox"/>	Financial update such as approved Treasurer's report showing current financial position as requested under Financial Information, page 3

Important Information:

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

APPLICANT DECLARATION

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

On behalf of: (full name of organisation)

Rawene Primary School

We the undersigned declare the following:

In submitting this application -

- 1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2 The organisation we represent, acknowledges and agrees that the Far North District Council and its Community Boards may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding
- 3 We have attached our organisations most recent statement of income and expenditure, annual accounts or other financial documents that demonstrate its ability to manage a grant.
- 4 We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5 The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

We agree to the following conditions if we are funded by a Community Board:

- 1 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from the Community Board before that 12 month period ends.
- 2 To spend the funding only for the purpose(s) approved by the Community Board unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 3 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 4 To acknowledge the receipt of Community Board funding as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the funding.
- 5 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 6 To complete and return a Project Report Form within two months of the funding being fully spent.
- 7 To inform the Far North District Council of significant changes in our organization before this application has been considered, or the funding has been fully used and accounted for. (For example, change in contact details, office holders, financial situation, and intention to wind up or cease operations, or any other significant event.)

Community Funding Application Form



- 8 To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
- 9 Our organisation has declared its GST status. If our GST status changes we will notify the Far North District Council immediately.
- 10 Our organisation has the following set of internal controls in place
 - Two signatories to all bank accounts
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisations
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

First name	Last name
Karena	Tamehana
Postal Address	City/Town/Postcode
PO Box 59	Rawene 0473
Daytime phone number	Alternative phone number
094057885	021772457
Position	
Principal	
Signature	Date
	26.8.16

Signatory Two

First name	Last name
Joel	Quitta-Moses
Postal Address	City/Town/Postcode
PO Box 164	Rawene 0473
Daytime phone number	Alternative phone number
0272025882	
Position	
Chairperson, Board of Trustees	
Signature	Date
	26.8.16

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

Schedule of Supporting Documentation

RAWENE PRIMARY SCHOOL

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

1	Bank Account Statement 29/07/16
2	Financial Statements for year ended 31/12/15
3	Annual Report for year ended 31/12/15
4	List of anticipated expenses for Rawene Christmas in the Park 2016
5	Bumper Ball Northland 2016 prices
6	Quote Caro's Crazy Critters Mobile Animal Park
7	Trail Blazers Fun Time price list
8	Quote - Fireworks (confidential, sited by staff)

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of Item: FUNDING APPLICATION - HOKIANGA COUNTRY MUSIC CLUB

Author: Aisha Huriwai - Meetings Administrator

Date of Report: 07 September 2016

Document Number: A1766618

Executive Summary

The purpose of this report is to include an application to the Community Grant Fund - Local against Policy #3209 - Community Grant Fund - Local to assist Community Board Members with their decision to approve or decline the application.

Recommendation

THAT the Kaikohe-Hokianga Community Board, after considering the matters set out within this report, and the provisions of Policy #3209 - Community Grant Fund - Local authorises the sum of \$2,179 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Country Music Club;

AND THAT the Board considers that the application for funding for the purpose of funding ferry travel for a music festival meets the requirements of Policy #3209 and will further the promotion and development of good quality infrastructure and local public services for the Far North Communities, for the following reasons:

- i) Support and value all people; especially the young, the elderly, and people with disabilities.***
- ii) Encourage development and population growth, but avoid compromising the District's natural and social environment.***
- iii) Maintain or improve the quality of the District's public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.***

1) Background

Preliminary assessment of the application

The application has been assessed by staff for completeness and compliance with Policy #3209 - Community Grant Fund - Local and their comments are provided in the following table.

Policy requirements	Comments
Is the application complete?	Yes the application is complete. The supporting documents have been sent under separate cover.

Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?	The applicant is seeking 100% of the cost for ferry travel. Attached to the application is information explaining the full costs of the event.
Has the applicant received funding since 31 October 2013?	The applicant received \$2,274 in July 2014 and \$2,296 in September 2015. Both grants were for ferry costs for previous Country Music Festivals.
Has a Project Report Form been received for funding previously allocated?	Yes.
Is the application for any purpose contrary to the policy?	No
Is the application retrospective?	No
Is the application of a commercial nature or purpose? If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?	No
Will the funds be used for purposes on private property? If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?	No
Does the application include disclosure of funding received for the project/event from other sources?	The application states that only Council has been asked to provide funding for the ferry costs.
Does the application concern an activity or project that Council also delivers?	No
Is the initiative likely to succeed? Does it have a high degree of local input and benefit?	Yes
Does the initiative duplicate an existing project/event/programme?	No
Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?	Yes
Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?	Yes, however the applicant is applying to the Community Board as they have funded it annually.

2) Discussion and options

Matters for Board Assessment

The Board needs to decide whether the application will:

- further the promotion and development of good quality infrastructure and local public services for the Far North communities;
- enhance access to facilities for the general public (if the project is to support/develop a facility);
- broaden the range of activities and experiences available to the general public;
- enhance community/volunteer capability to provide services;
- supplement the resources of Council from external sources and community participation (a minimum of 50% funding for the project from sources other than Council); and
- enhance access to services or projects that align with Council's strategic priorities.

Community Outcomes

<p><i>Prudent financial management within long term strategic planning</i></p>	<ul style="list-style-type: none"> • Achieve effective stewardship of our resources and assets and take a long term strategic approach to their use. • Ensure information is accurate and up to date so that financial decisions are strategic, consistent, affordable, and achieve an acceptable level of service, now and in the future.
<p><i>Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit</i></p>	<ul style="list-style-type: none"> • Maintain or enter into effective partnerships to increase knowledge and capacity, co-ordinate scarce resources and avoid duplication, thus enabling action to improve quality of life in our communities. • Achieve agreed partnership goals and objectives. • Attain high levels of satisfaction with partners working with us.
<p><i>Safe, healthy, resilient places and people</i></p>	<ul style="list-style-type: none"> • Improve community participation, which creates pride and resilience, in Community based planning. • Improve health and safety for our people through regulation, support, or advocate on their behalf. • Ensure built environments are attractive, well designed, safe, and meet the needs of the community. • Support and value all people; especially the young, the elderly, and people with disabilities. • Protect the environment and people with well designed, fit for purpose, Council infrastructure. • Enhance community awareness, and preparedness for emergencies. • Build strong relationships, common vision, values and purpose to create cohesive communities.
<p><i>Our environment is protected, enhanced and wisely managed</i></p>	<ul style="list-style-type: none"> • Protect, maintain and enhance unique landscapes, natural features and indigenous biodiversity. • Access to the coast, rivers and natural areas is maintained and improved. • Protect and improve the Mauri of water, water quality and water quantity. • Encourage development and population growth, but

	<p>avoid compromising the District’s natural and social environment.</p> <ul style="list-style-type: none"> • Reduce waste along with increased recycling to decrease the use of landfills and promote the sustainable management of resources. • Historic and archaeological sites and buildings of significance are recognised and protected. • Support, protect and preserve those Waahi Tapu sites valued by Māori.
<p><i>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</i></p>	<ul style="list-style-type: none"> • Achieve sustainable communities through services, facilities, infrastructure, and technology solutions. • Provide the right services delivered in the right places, to an agreed standard. • Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable. • Ensure people, goods and services can move safely and efficiently within the District and Region by making steady improvement to the transport network and infrastructure. • Promote the strategic value of the District’s state highways. • Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure. • Maintain or improve the quality of the District’s public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.
<p><i>Enabling Māori Development</i></p>	<ul style="list-style-type: none"> • Work with Māori to align strategies and policies that provides for social, economic and environmental growth. • Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential. • Assist hapū to build their capacity to develop iwi/hapū environmental management plans. • Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi. • Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development. • Actively promote Māoritanga to enhance development of positive social outcomes. • Support Whānau, hapū and iwi to exercise mana and kaitiakitanga over their sacred sites and other taonga to sustain and protect resources for current and future generations. • Strengthen Marae, hapū and/or iwi capacity and skills to participate in natural resource management; and opportunities to share and promote mātauranga Māori and kaitiakitanga are increased. • Protect the environment to sustain all our communities.

	<ul style="list-style-type: none"> • Support positive and effective relationships through Council's communications strategy.
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3) Financial implications and budgetary provision

The Kaikohe-Hokianga Community Board allocates funding in accordance with the Policy #3209 Community Grant Fund - Local. At each meeting it considers the applications received against the amount of funding available in the Community Fund account a report on which is included on the agenda for each meeting.

4) Reason for the recommendation

The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Funding Application - Hokianga Country Music Club - Document number A1766920

Attachment 2: Schedule of Supporting Documentation - Hokianga Country Music Club - Document number A1766620

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Considered in the application.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Considered in the application.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Considered in the application.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Budgetary Provision has been made and the grant is allocated in accordance with Policy #3209 Community Grant Fund - Local. The Chief Financial Officer has not reviewed this report

Community Funding Application Form - Local

Read Carefully

- All applications are to be submitted to any office of the Far North District Council **15 working days** prior to the Community Board meeting where the application will be considered.
- Incomplete or non-complying applications are not eligible for funding.
- Applicants who have failed to complete a Project Report Form for previous funding granted are not eligible for funding.
- Please see application guidelines, Policy #3209 Community Grant Fund - Local, to ensure you are eligible.
- Ask if you are unsure. - know what information is required for the grant provider to make a decision. Call us - we are happy to assist.

What is your organisation's name? (Organisations applying for funding should generally be registered as an incorporated society or under the umbrella of one. If you are a local branch of a national organisation, please specify).

Full name of organization

HOKIANGA Country Music Club Incorporated. 1

What is your organisation's address?

Postal address

PO Box 116 2

City/Town

Opononi Hokianga 0445. 3

Physical address (if different from above)

110 STATE HIGHWAY 12, RD.3 KAIKOHE 0473. 4

What are your organisation's contact details?

Phone number

(09) 4058 064 5

Email

6

Which Community Board is your organization applying to?

<input type="checkbox"/> Te Hiku	<input checked="" type="checkbox"/> Kaikohe-Hokianga	<input type="checkbox"/> Bay of Islands-Whangaroa	7
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Clearly describe the project or event. FRI. 23rd Sept - Sat 24th Sept - Sunday 25th Sept 2016. 8

The Project is a vital part of the Hokianga Country Music Festival conveying 26 talented Music Bands to Kohukohu Narrows + Return every hour for 3 days / After Normal Ferry Hours we employ a total of 9 Special Ferry Run to Midnight. As the attached Programme displays - 5 Venues from the Hokianga Harbour mouth - Opononi - Masonic Hotel then on to Kohukohu. Present a tour of the Hokianga with continuous Music wherever one goes. from Bands which come from all over NZ. Costing of the Ferry use is calculated on the Ferry Concession TIKTS. Light Vehicle @ \$55 x 10 Trips Plus Passenger C/TIKTS @ \$9 For 10 Trips. Special Ferrys @ \$150 each.

Community Funding Application Form



Provide a detailed costs estimate for your project or event for which you are applying for funding.

Column 1 - provide the total amount of the estimated cost or quoted cost against the appropriate item. Add your own item if those shown are not appropriate.

Column 2 - provide (against the item) the amount the Board is being requested to contribute.

Expenditure	Column 1 (Total cost)	Column 2 (Amount requested)	9
Wages/Salary ¹			
Facilitators Fees			
Professional Fees			
Volunteer expenses reimbursement			
Volunteer Value ²			
Administration	Please Refer T		
Travel/Mileage	ATTACHED. schedule		
Stationery	of ferry		
Photocopying			
Advertising/Promotion			
Rent			
Telephone/Internet/Power/Water			
Venue Hire			
Food/Refreshments			
Equipment Hire			
Equipment Purchase (describe) ³			
Consumable materials (e.g. craft supplies, tapes, books)			
Hardware (e.g. Cement, timber, nails, paint) ³			
Other (describe) HAVE ATTACHED Full programme of Ferry/Band Crossings with Total Costs. Based on Vehicle + Passenger Concession Tickets.	4 x Special Ferrys - Fri. 4 x Special Ferrys - Sat 1 x Special Ferry - Sun + Total Cars = 113 Vehicles Tot Passengers 208 During Normal Day Hours.	\$1,350:00 \$829:50 = \$2179:00	
Totals		\$2179:00	

1. If the application is for wages or salary a job description must be attached.
2. The Community Board recognises volunteer value at \$20.00 per hour. If a different value is attached (ie engineer providing advice/drawings etc) please explain.
3. Two quotes for purchases must be provided with the grant. Attach a programme outline if applying for operating costs.



Clearly describe how your project or event will benefit the community.

The Ferry Free To Public will be afforded After Normal Day hours 10
 4 x Special ferries From Narrows Friday @ 9:30pm 10:30pm 11:30pm 12:30 AM. - 4
 Saturday " " " " - 4
 Sunday " " " " - 1
 THE Hokianga Country Music Festival gives a quality Promotional and
 advertising Boost To The West Coast + Hokianga @ a Time of very
 low fiscal activity. Introducing To Many The Opportunity To Discover Their
 Scenery - forests - The Humidamous Sand Dunes: The Hokianga Harbour itself
 a unique inland water way stretching 50 miles inland. - Big game
 fishing - Beating Coastal + Bushland Walkways -
 An Ideal place To Take a family Holiday/The Scenery Leads
 itself to Tourism with such a diversity of attractions and
 Our festival Promotes/advertises all of This: note Many accom Reservations are

Where and when will this project or event take place.

Venues. Copthorne Tourist Hotel - Omapere. / 23RD - 24TH - 25TH Sept 2016 11
 5/ Opononi Hotel
 Rawene Masalle Hotel
 Kohukohu H Hotel and Opononi RSA Memorial Hall. made after every festival

FINANCIAL INFORMATION

Please provide information regarding your organisation's finances. Attached Pages 7-17.

Is your organisation registered for GST?

<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes - give number							12
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Please Note!! If your organisation is GST registered all requested amounts must be GST exclusive. If you are not GST registered all requested amounts must be GST inclusive.

Financial Update

- 1) **Attach** your most recent relevant financial accounts that show your current financial position. This would be your organisation's Treasurer's most recent approved report. ✓
- 2) **Provide** a bank account statement with account name and number shown. ✓

What are your organisation's current financial resources? (For all accounts, including savings and investments).

Amount To Date Total available funds available. - Cash
 Sixteen thousand, Five hundred forty Seven Dollars. 13

How much of this (if any) is tagged or committed for specific purposes?

festival only / 14

List the purpose and amounts of money already tagged or committed.

Purpose	\$ Amount	15
	0.00	
TOTAL		

Community Funding Application Form



Far North District Council

FINANCIAL INFORMATIONcontinued

Tell us about other funding sources your organization has applied to in relation to the project or event applied for in this application.

The Board will look favourably on applicants who have applied for funding elsewhere.

Funder description	Amount applied for	Decision Date	Amount Granted	16
FNDC Community F	only			
TOTAL ✓				

CONTACT INFORMATION

What are your organisation's contact details?

Phone number	17	Email address	18
(09) 4058 009			

Who is your organisation's main local contact for this application?

First name	19	Last name	20
Robert		Perry	
Position	21	Day time phone number	22
Treasurer			
Alternative phone number	23	Email address	24
021-026-326-48			

Who is your organisation's second local contact for this application?

First name	25	Last name	26
CHARLOTE		TARANAKI	
Position	27	Day time phone number	28
PRESIDENT.		09.4058061	
Alternative phone number	29	Email address	30
021-08274099		char.jess@hotmail.com	

CHECKLIST (please tick appropriate boxes).

<input checked="" type="checkbox"/>	Application form completed in full and easy to read
<input checked="" type="checkbox"/>	Applicant declaration signed
<input checked="" type="checkbox"/>	A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
<input type="checkbox"/>	A bank account statement with account name and number attached.
<input type="checkbox"/>	Financial update such as approved Treasurer's report showing current financial position as requested under Financial Information, page 3

APPLICANT DECLARATION

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

On behalf of: (full name of organisation)

Hokianga Country Music Club Incorporated.

We the undersigned declare the following:

In submitting this application -

- 1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 2 The organisation we represent, acknowledges and agrees that the Far North District Council and its Community Boards may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding
- 3 We have attached our organisations most recent statement of income and expenditure, annual accounts or other financial documents that demonstrate its ability to manage a grant.
- 4 We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- 5 The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

We agree to the following conditions if we are funded by a Community Board:

- 1 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from the Community Board before that 12 month period ends.
- 2 To spend the funding only for the purpose(s) approved by the Community Board unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
- 3 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 4 To acknowledge the receipt of Community Board funding as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the funding.
- 5 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 6 To complete and return a Project Report Form within two months of the funding being fully spent.
- 7 To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for. (For example, change in contact details, office holders, financial situation, and intention to wind up or cease operations, or any other significant event.)
- 8 To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
- 9 Our organisation has declared its GST status. If our GST status changes we will notify the Far North District Council immediately.
- 10 Our organisation has the following set of internal controls in place



APPLICANT DECLARATION

continued.....

- ✓ • Two signatories to all bank accounts
- ✓ • A regularly maintained and current cashbook or electronic equivalent
- ✓ • A person responsible for keeping the financial records of the organisations
- ✓ • A regularly maintained tax record (if applicable)
- N/A • A regularly maintained PAYE record (if applicable)
- ✓ • The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- ✓ • Tracking of different funding, e.g. through a spreadsheet or journal entry
- ✓ • Regular financial reporting to every full meeting of the governing body

Signatory One

First name CHARLOTTE	Last name Taranaki
Postal Address P.O. Box 104. Omapere. 3TH HOKIANGA	City/Town/Postcode 0444.
Daytime phone number 09. 405 8061.	Alternative phone number 021 08274099.
Position PRESIDENT.	
Signature <i>[Signature]</i>	Date 26.08.2016.

Signatory Two

First name Robert	Last name Benny
Postal Address PO Box 116 - Opanoni Hokianga 0445	City/Town/Postcode 0445
Daytime phone number (09) 4058 009	Alternative phone number 021-026-036-48
Position Treasurer	
Signature <i>[Signature]</i>	Date 26/8/2016.

In submitting this application you and/or the organisation you represent (hereinbefore referred to as the 'applicant'), acknowledge and agree that the Far North District Council may disclose or obtain from any other government department or agenda, private person or organisation, and information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

Schedule of Supporting Documentation

HOKIANGA COUNTRY MUSIC CLUB

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

1	Cover letter
2	Bank account statement as at 29/07/16
3	Account transaction history statement as at 23/08/16
4	IRD information
5	Statement of receipts and expenditure for yer ending 31/03/16
6	Summary of Expenses as at 31/03/16
7	Estimates and comparisons of income and expenditure
8	Income and expenditure to date (for year ending 31/03/17)
9	Certificate of Incorporation
10	Certificate of Registration
11	Ferry timetable for participants in 2016 festival
12	Detailed schedule of ferry costs for 2016 festival

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: INFORMATION REPORTS

Author: Melissa Wood - Meetings Administrator

Date of report: 30 August 2016

Document number: A1764891

Executive Summary

Council has resolved that meeting agendas should consist of reports that seek a decision for matters of substance. Reports that provide information only will be listed on this cover report in the agenda and also listed as attachments under separate cover. This will allow any matters arising from these reports to be addressed at the meeting if necessary. The attachments will be emailed to the Elected Members and included online in the electronic agenda. One copy of each report will be available at the meeting for reference. Where there is a need to disseminate the information to the wider public, the full information report will be included in the agenda as a separate item.

Recommendation

THAT the following information reports entitled:

1. ***“Community and Customer Services Activities” dated 22 August 2016;***
2. ***“Statement of Financial Performance - Community Activities by Ward for the Year Ended 30 June 2016” dated 02 August 2016;***
3. ***“Funding Decisions of the Events Investment Panel 2016” dated 03 August 2016;***
4. ***“Hokianga Ferry Liaison Group Meeting” dated 19 August 2016;***
5. ***“Pou Herenga Tai - Twin Coast Cycle Trail Update” dated 31 August 2016;***
and
6. ***“Action Sheet for the period ending 01 September 2016” dated 01 September 2016;***

be noted.

1) Background

At the Council meeting of 12 March 2015 it was resolved, as part of the resolution relating to wider Governance matters, that:

“AND THAT meeting agendas consist of reports seeking decisions for matters of substance and that reports intended for information only be excluded from meeting agendas unless there is a need for broader community information dissemination;”

This report is a cover report for the Information Reports to which this resolution applies and which are referred to as an Attachment to this report.

2) Discussion and options

The attached report is an information only report. As such it meets the criteria set out in the 12 March 2015 Council resolution for exclusion from the meeting agenda.

3) Financial implications and budgetary provision

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

4) Reason for the recommendation

To provide the Kaikohe-Hokianga Community Board with a list of information only reports as provided for in the Council resolution of 12 March 2015 and to explain the process for processing information reports in the future.

Manager: Caroline Wilson - Manager District Administration Services

The following attachments are available on the Council's website at:

<http://www.fndc.govt.nz/your-council/meetings/council-meetings-calendar/meetings-calendar-events/2016-09-20-9.30am-kaikohe-hokianga-community-board>

- Attachment 1: "Community and Customer Services Activities" dated 22 August 2016 - Document number A1761849
- Attachment 2: "Statement of Financial Performance - Community Activities by Ward for the Year Ended 30 June 2016" dated 02 August 2016 - Document number 1754364
- Attachment 3: "Funding Decisions of the Events Investment Panel 2016" dated 03 August 2016 - Document number A1761000
- Attachment 4: "Hokianga Ferry Liaison Group Meeting" dated 19 August 2016 - Document number A1764580
- Attachment 5: "Pou Herenga Tai - Twin Coast Cycle Trail Update" dated 31 August 2016 - Document number A1766698
- Attachment 5: "Action Sheet for the Period Ended 01 September 2016" dated 01 September 2016 - Document number A1752682

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Not applicable.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Not applicable.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Not applicable.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	Not applicable.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	Not applicable.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	There are no financial implications or the need for budgetary provision. The Chief Financial Officer has not reviewed this report.

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: COMMUNITY AND CUSTOMER SERVICES ACTIVITIES

Author: Jacine Warmington - Manager Community and Customer Services

Date of report: 22 August 2016

Document number: A1761849

Executive Summary

The purpose of the report is to provide information to the Kaikohe-Hokianga Community Board for the community and customer service activities.

1) Background

Statistical information in relation to the Community and Customer Service department of the District Services group is provided to the Kaikohe-Hokianga Community Board to provide an overview of activity and performance for the month of July within the Department for the Kaikohe and Hokianga area.

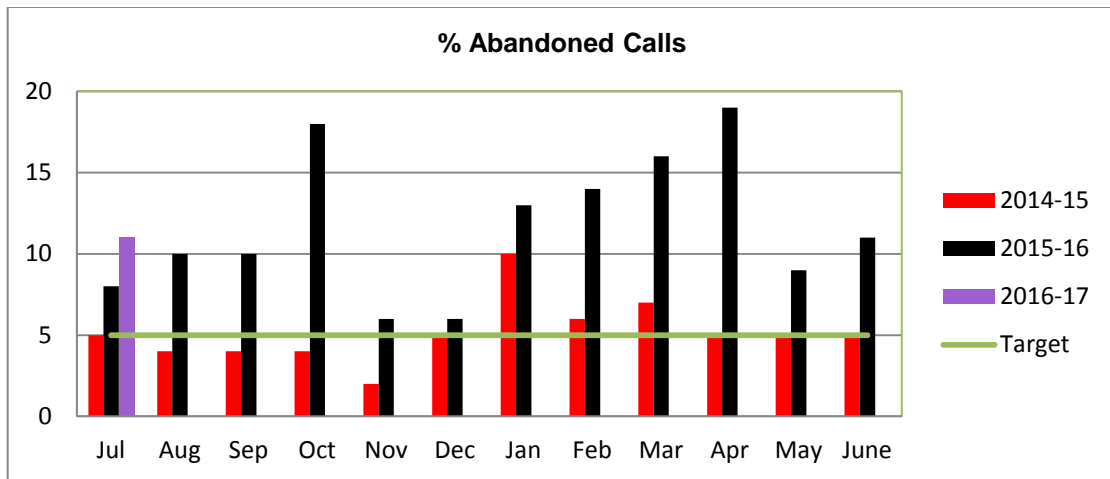
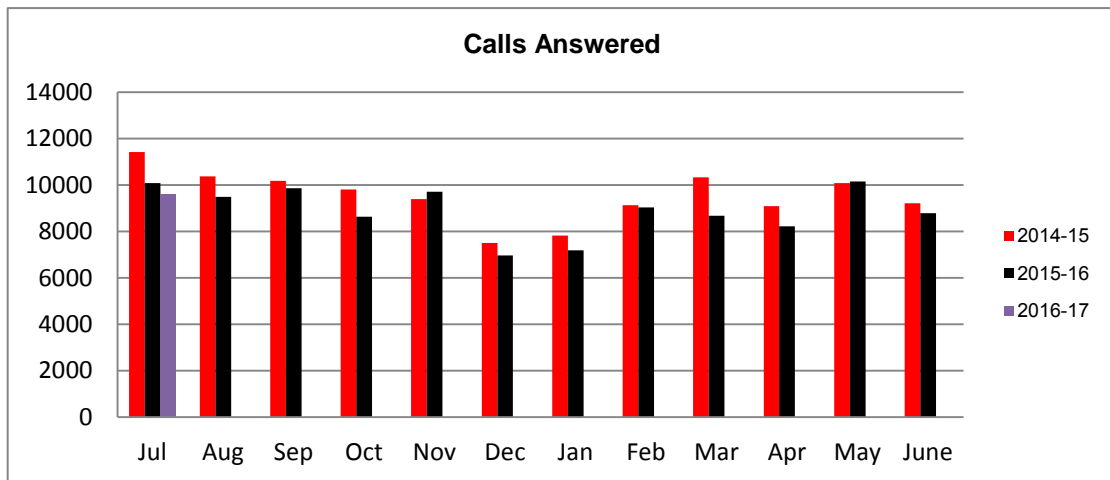
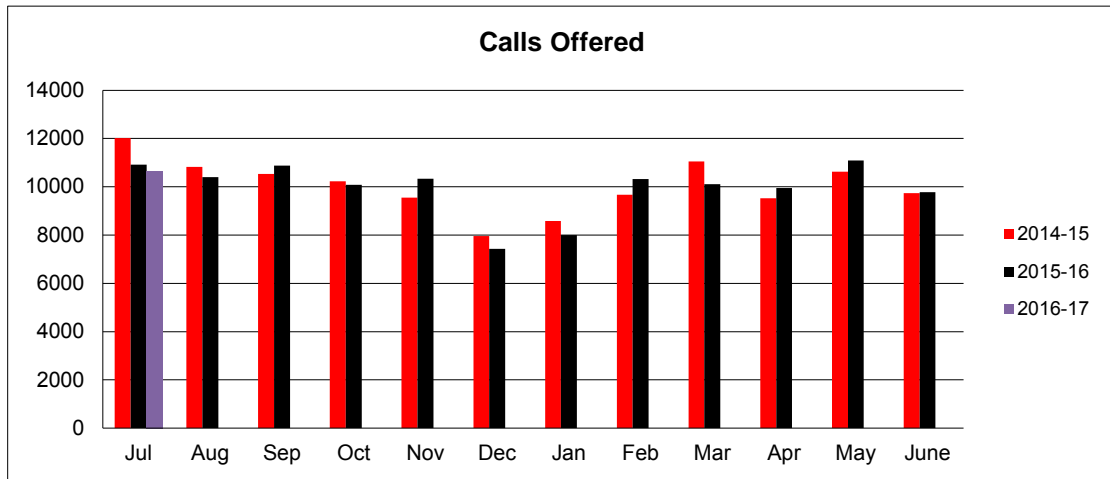
2) Discussion and options

Community and Customer Services deliver essential functions for Council including:

- Customer Service Centres
- Contact Centre
- Libraries
- i-SITEs
- Housing for the Elderly tenancy services
- Sexton Services

Contact Centre

- The number of calls for July has been consistent with same time for the previous year. Typical calls for the months were rates queries with the first instalment of rates due 20 August. Rates rebate calls for the new financial year along with a steady increase in both Property File Requests and Change of Address. Dog registration reduced fees also ended 31 July which generated additional calls. We are averaging around 507 calls offered per day for the month.
- An increase in the percent of calls abandoned was largely caused by lengthier calls relating to rates, dog registration (discount period decreased from two months, to one month) and nominations process for local body elections.
- With an establishment of 8.87 FTEs, the Contact Centre is also responsible for the administration of a number of Council functions. Contact Centre staff also covers other Southern sites with a total of 156 hours of cover provided for July, a higher than normal rate of sick leave has also been experienced, 232 hrs. Staffing average for July was 7.81 FTE.



Request for Service (RFS)

- Customers, Elected Members and staff are all able to use the Request for Service system to report a fault with a service or facility, request information or lodge a compliment, complaint or feedback.
- Council provide different channels to make it as convenient as possible for customers to lodge an RFS. The following is a breakdown of RFS' received through the various contact types.

Percentage of RFS completed within agreed time frame across the organisation

- Definition of an agreed timeframe is dependent on the nature of the RFS. For instance a water break/sewerage spill issue would be prioritised as urgent and dealt within a 1 - 2 hour timeframe others of a lower priority will have longer timeframes but are dealt with as soon as possible.
- Systems and processes are in place to monitor overdue RFS responses back to the customer. Managers are tasked with an overview of outstanding RFS. The Customer Services Team monitor the status and progress of overdue RFS on a regular basis, and work with department staff and management in order to progress the response back to the customer and close the RFS.
- Target of 90% completed on time was exceeded in July.

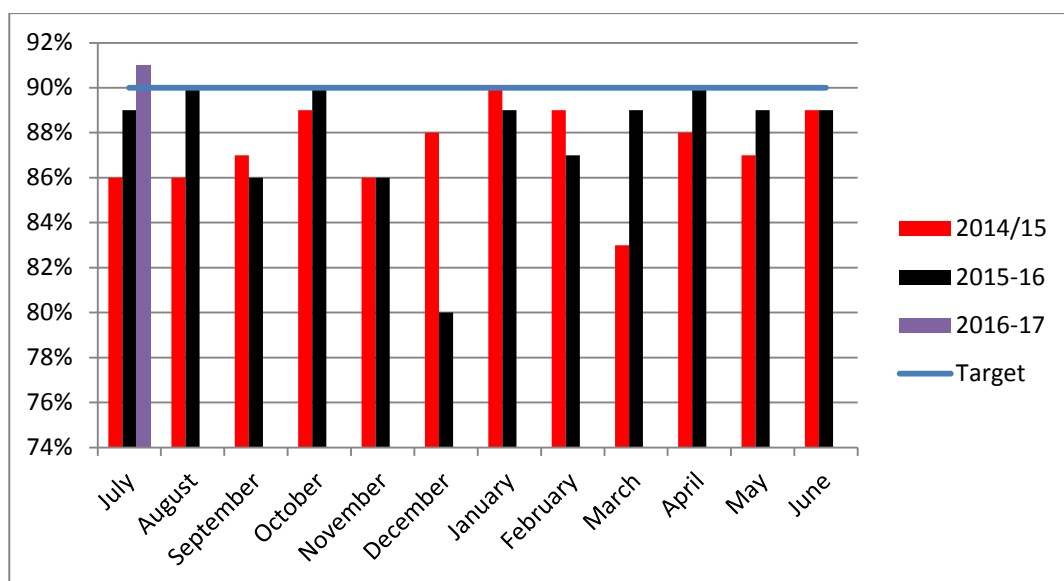
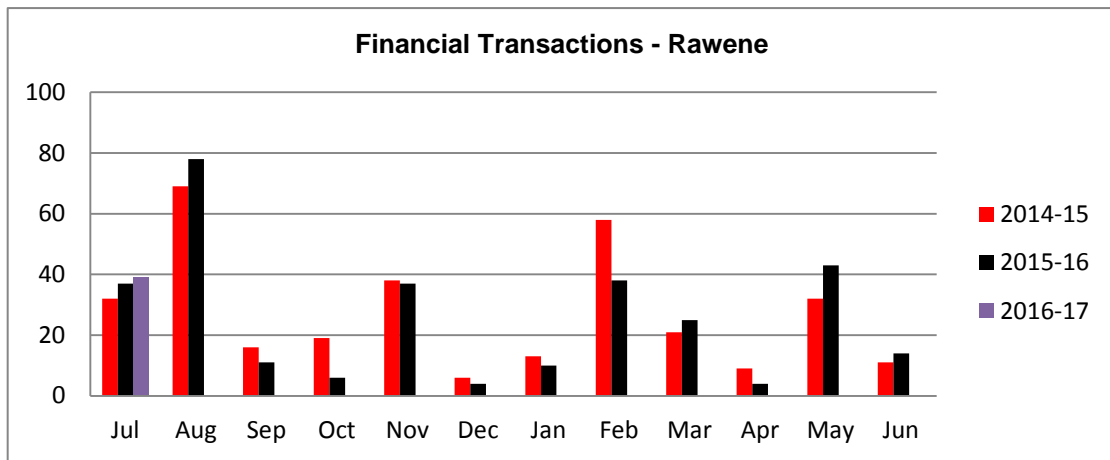
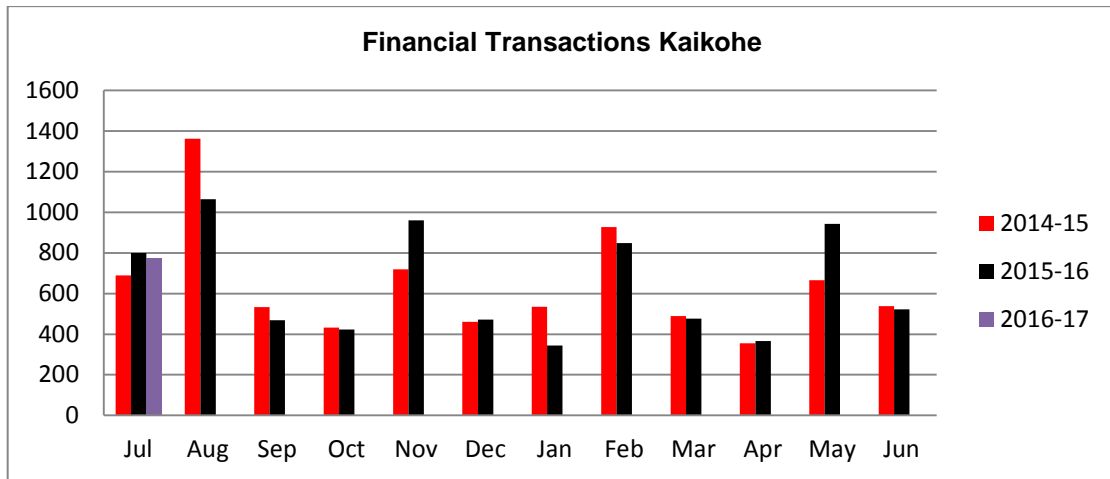


Table below explains the top five types of RFS for July and year-to date

Top	July 2016	Year to date (01/07/2016 to 31/07/2016)
1	Property File Requests (Contact Centre only)	Property File Requests (Contact Centre only)
2	Book Building Inspections	Book Building Inspections
3	Planning Message Track	Planning Message Track
4	Direct debit/new/amend/cancel	Direct debit/new/amend/cancel
5	Rate Rebate Application	Rate Rebate Application

Service Centres

The number of financial transactions for Kaikohe and Rawene are fairly similar to previous years. It has been noted that non-financial transactions, building/planning enquiries, property file requests and change of address requests are increasing.



Kaikohe Library

Kaikohe Library staff are using the Goal Setting process to feed into one, overall Annual planning calendar for the library, and review processes (such as cleaning reporting) and timing of library services such as exchanges in order to deliver a more streamlined, efficient service.

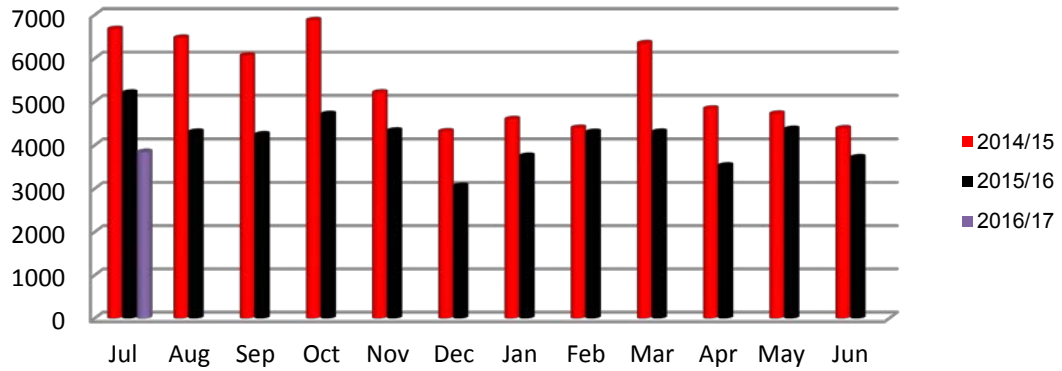
Kaikohe Library’s checkouts are continuing to drop. This is a trend that is seen across most libraries in the district, but at Kaikohe is due in part to over-stocked shelves full of old or out-dated material.

Staff are developing a withdrawals process to concentrate on Adult Fiction, Non-fiction and Children’s collections. As an example, Adult Fiction needs to come down to approximate 2/3s of its current size and be kept there – according to best practice, library shelving should be no more than 2/3 full for optimal visibility of stock. Adult Fiction shelves are currently.

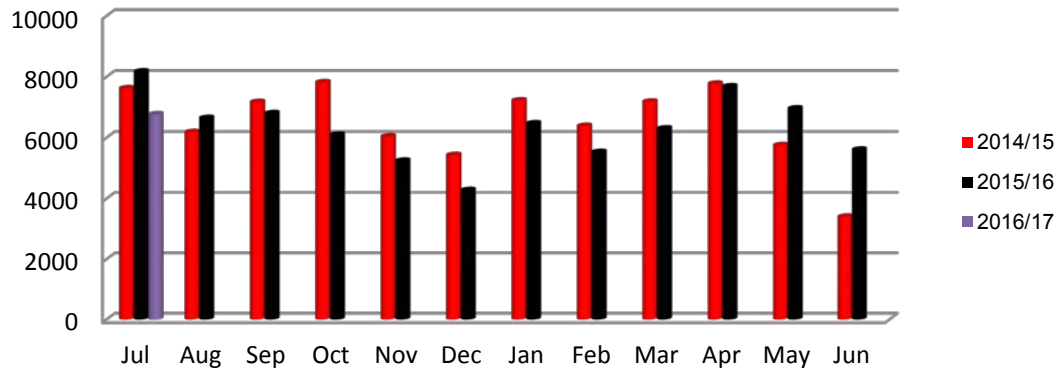
By contrast, library enquiries have nearly doubled in this last year up from 509 in 2015/16 to 966 in 2016/17. This is an ongoing trend at Kaikohe Library with more and more members of the community relying on library help for internet and online enquiries.

Library staff are continuing to get requests for private meeting and training space within the library, especially as there are no other organisations in the local area that offer a similar service.

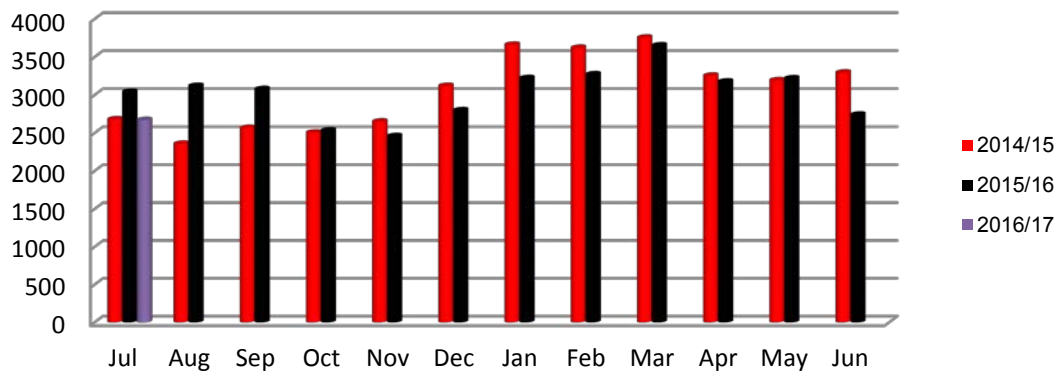
Kaikohe Checkout

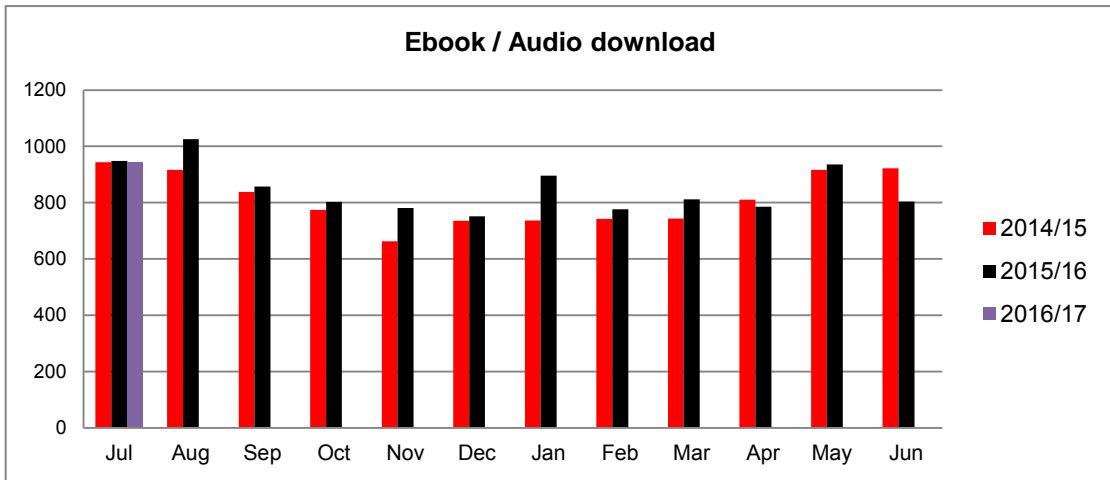
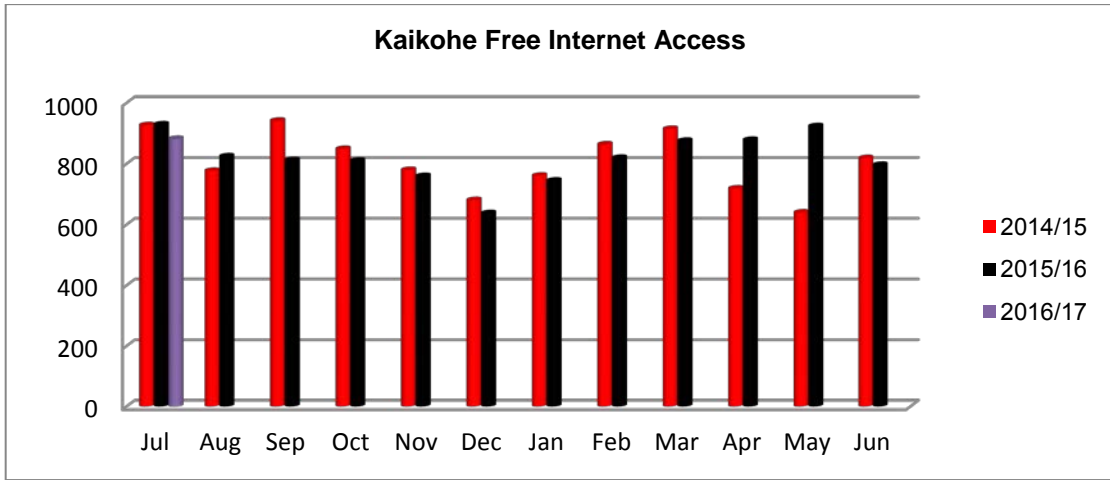


Kaikohe Doorcount



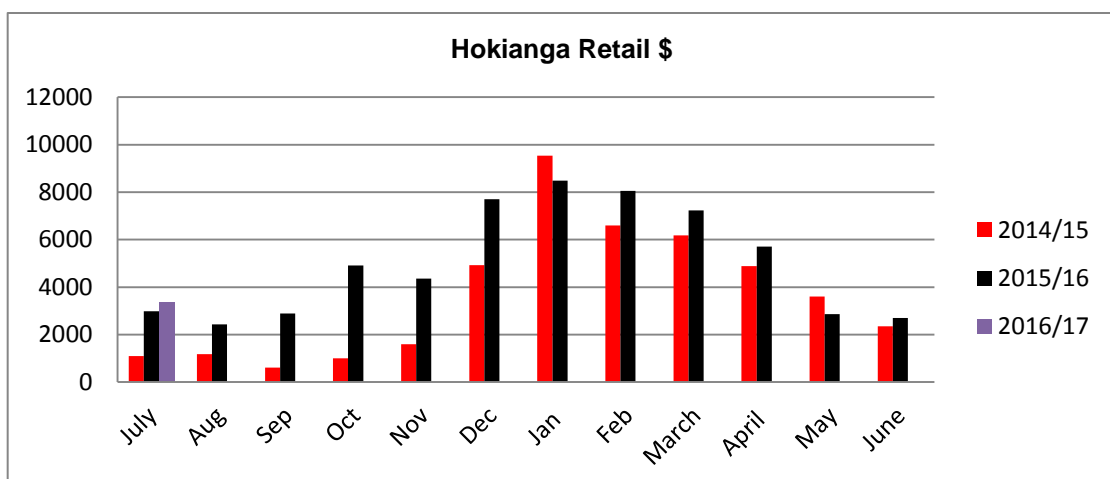
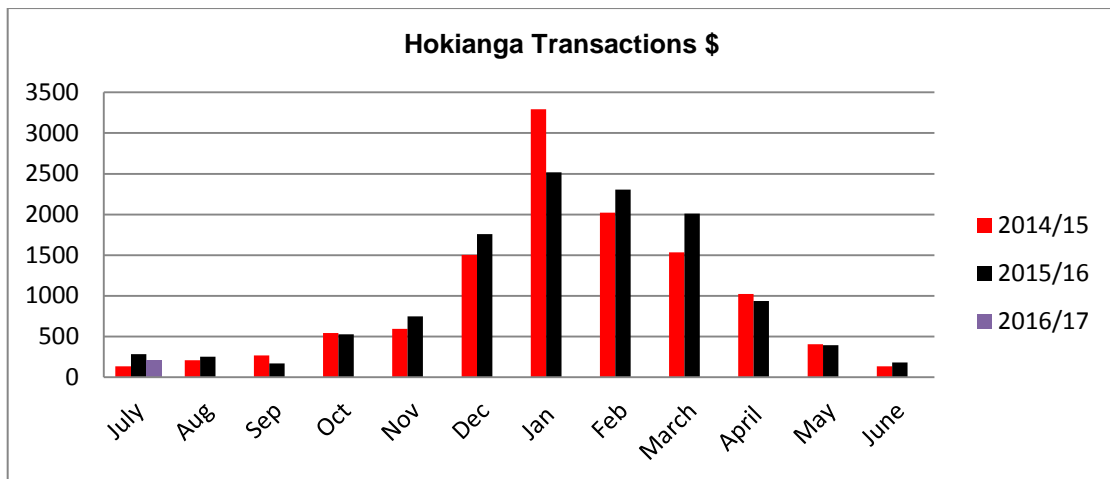
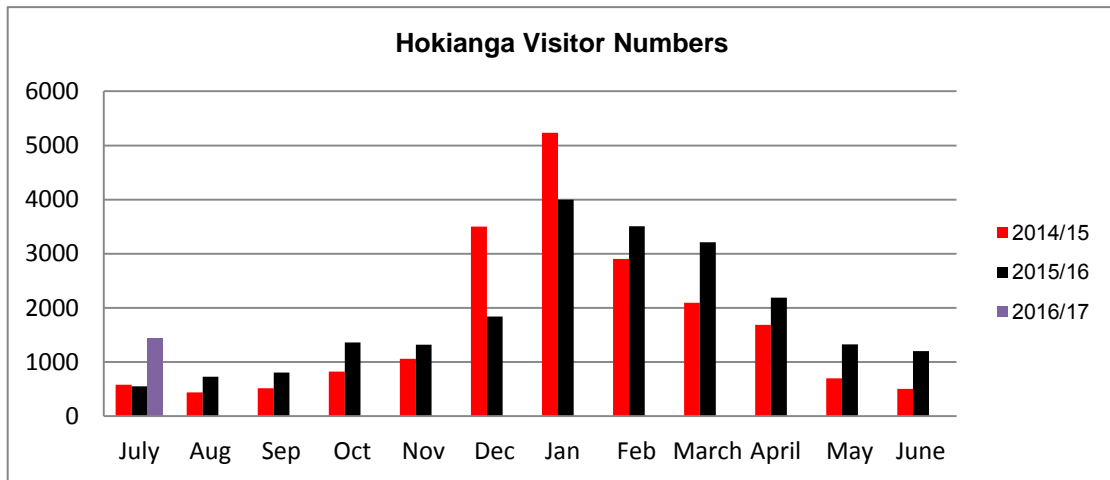
Kaikohe Wifi





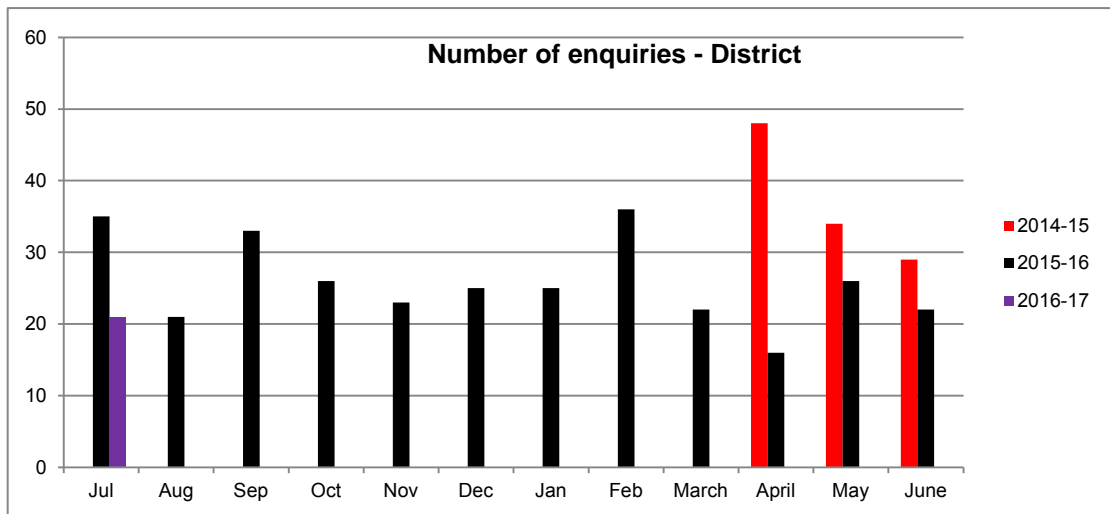
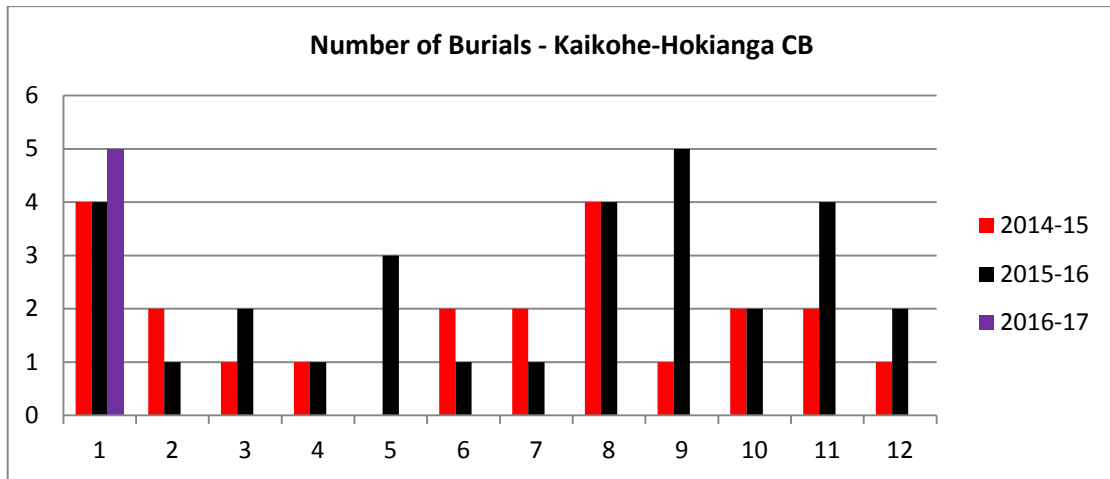
Hokianga i-SITE

Visitor numbers are up in Hokianga with retail sales increasing due to good product and good displays however transactions for activities and accommodation were down on last year.



Cemeteries - Sexton Services

No issues reported by Contractors or Funeral Directors for the month of July. There were five burials for Kaikohe-Hokianga Ward this month.



Housing for the Elderly

Council owns and rents out 147 pensioner flats and bedsits overall. In the Kaikohe / Hokianga area there is:

Rawene - Four one-bedroom units and six bedsits

Kohukohu - Six one-bedroom units

Omapere - Six two-bedroom units, two one-bedroom units and one three-bedroom units

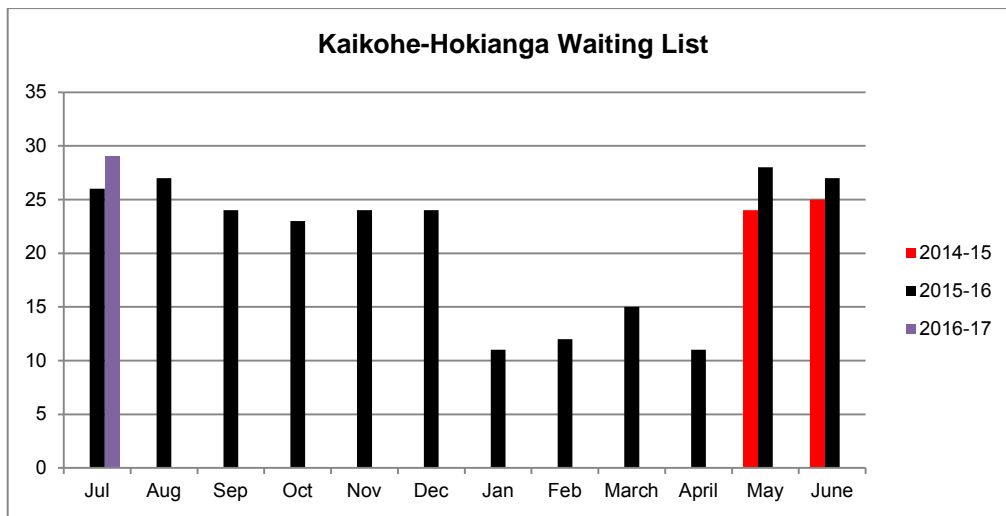
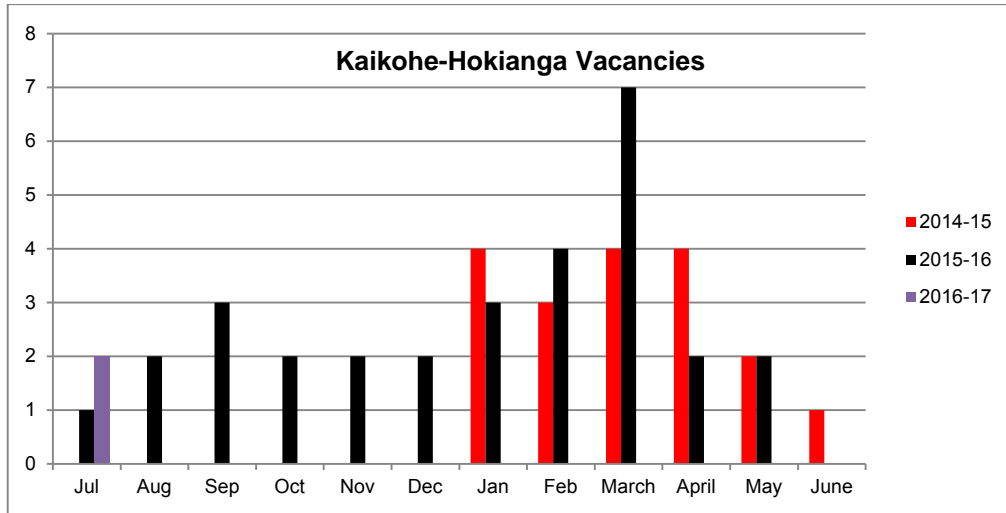
Kaikohe - Two one-bedroom units and 36 bedsits

Waima - Three one-bedroom units

Horeke - Two one-bedroom units

Following graphs show number of vacancies, number on waiting list.

Two vacant units are undergoing refurbishment. The waiting list consists of mostly over 60 year olds but also sickness beneficiaries.



3) Financial implications and budgetary provision

There are no financial implications or budgetary provision requirements.

4) Reason for the recommendation

The report is for information only.

Manager: Jacine Warmington Manager Community and Customer Services Department

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Not applicable.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Not applicable.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Not applicable.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	Not applicable.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	There are no financial implications or budgetary provision requirements. The Chief Financial Officer has reviewed this report

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: STATEMENT OF FINANCIAL PERFORMANCE -
COMMUNITY ACTIVITIES BY WARD FOR THE YEAR
ENDED 30 JUNE 2016

Author: Janice Smith - Chief Financial Officer

Date of report: 02 August 2016

Document number: A1754364

Executive Summary

The purpose of the report is to provide the Kaikohe-Hokianga Community Board with final financial statements for the year ended 30 June 2016.

1) Background

This is the final financial report for 2015-2016 detailing the financial performance of community activities to be provided to the Kaikohe - Hokianga Community Board.

2) Discussion and options

The financial report is ward-specific, covering the activities in the Kaikohe-Hokianga ward only.

Understanding the report

Variances in excess of \$100k and significant “%” variances will be commented on

The financial year runs from 01 July 2015 to 30 June 2016

The “Year to date” columns reflect income and expenses for the period 01 July 2015 to 30 June 2016.

The variances column highlights the difference between the budget set in the Long Term Plan and actual income and expenses as at 30 June 2016.

The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2015 to 30 June 2016.

The full year forecast column shows the best estimate for the actual year end position as advised by Managers.

Unfavourable variances will represent expenses higher than budget or income less than budget.

Key variances to note:

Rates penalties are behind budget as a result of:

- Rate penalties income is lower than budgeted.

Amenity Lighting is behind budget as a result of:

- External Services has not been utilised this year.

Carparks are ahead of budget as a result of:

- Carparks are tracking ahead due to rent for Opononi i-Site carpark.

Cemeteries are behind budget as a result of:

- Contract Services are behind budget due to the budget load for this activity sitting within Parks and Reserves.

Halls are ahead of budget as a result of:

- Loss on disposal of 2014-15 assets renewed in June 2015. The removal of the assets has been recognised in this year

Parks and Reserves are behind budget as a result of:

- There has been less expenditure across most of the activities in Parks and Reserves this financial year.

Swimming Pools are ahead of budget as a result of:

- A change in the Northland College Pool maintenance programme has resulted in additional expenses. This is offset by the Grant to Northland College not being uplifted.

Town Maintenance is ahead of budget as a result of:

- Contract work for Town Maintenance is ahead due to new RSL contract which was renewed at an increased cost.

3) Financial implications and budgetary provision

There are no specific financial implications for this report.

4) Reason for the recommendation

This report is for information only.

Manager: Roger Taylor - General Manager Corporate Services Group

Attachment 1: Statement of Financial Performance Community Activities by Ward for the period ending 30 June 2016 - Document number A1754376

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Not applicable.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Not applicable.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Not applicable.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	Not applicable.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	There are no financial implications or need for budgetary provision. The Chief Financial Officer has reviewed this report.

**Statement of Financial Performance
Community Activities by Ward
for the period ending
30-June-2016
Kaikohe - Hokianga**

	Year to date		Variance		Full year			Full year Forecast
	Actual	Annual Plan Budget			Annual Plan Budget	Carry Forward Budgets	Total Annual Budget	
Operations								
Operational income								
Rates - general (excl water supply rates)	1,996	2,002	(6)	0%	2,002	0	2,002	2,002
Rates - penalties	27	55	(27)	-50%	55	0	55	55
Fees & charges (inc water supply rates)	50	41	9	23%	41	0	41	49
Other income	3	2	1	63%	2	0	2	2
Capital income								
Vested asset contributions	64	0	64	100%	0	0	0	0
Total operating income	2,140	2,099	41	2%	2,099	0	2,099	2,107
Expenditure								
Amenity Lighting	14	28	15	52%	28	0	28	18
Carparks	60	37	(22)	-60%	37	0	37	60
Cemeteries	54	109	56	51%	109	0	109	107
Community Centres	65	67	3	4%	67	0	67	66
Footpaths	180	178	(2)	-1%	178	0	178	176
Halls	396	324	(71)	-22%	324	0	324	412
Museums	50	48	(2)	-4%	48	0	48	49
Parks & Reserves	390	668	279	42%	668	0	668	751
Public Toilets	286	315	29	9%	315	0	315	320
Swimming Pools	100	33	(67)	-207%	33	0	33	133
Town Maintenance	317	290	(27)	-9%	290	0	290	285
Total operating expenditure	1,910	2,099	188	9%	2,099	0	2,099	2,376
Net operating surplus/(deficit)	230	1	230		1	0	1	(269)

0

Commentary - Kaikohe - Hokianga

Rates penalties are behind budget as a result of:
- Rate penalties income is lower than budgeted.

Amenity Lighting is behind budget as a result of:
- External Services has not been utilised this year.

Carparks are ahead of budget as a result of:
- Carparks are tracking ahead due to rent for Opononi i-Site carpark.

Cemeteries are behind budget as a result of:
- Contract Services are behind budget due to the budget load for this activity sitting within Parks and Reserves.

Halls are ahead of budget as a result of:
- Loss on disposal of 2014-15 assets renewed in June 2015 has been recognised in this year.

Parks and Reserves are behind budget as a result of:
- There has been less spend across most of the activities in Parks and Reserves this financial year.

Swimming Pools are ahead of budget as a result of:
- A change in the Northland College Pool maintenance programme has resulted in additional expenses. This is offset by the Grant to Northland College not being uplifted.

Town Maintenance is ahead of budget as a result of:
- Contract work for Town Maintenance is ahead due to new RSL contract which was renewed at an increased cost.

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: FUNDING DECISIONS OF THE EVENTS INVESTMENT
PANEL 2016

Author: Kathryn Trewin - Corporate Planning Coordinator

Date of report: 03 August 2016

Document number: A1761000

Executive Summary

The purpose of the report is to advise the Kaikohe-Hokianga Community Board of the funding decisions made by the Events Panel on 28 July 2016.

1) Background

Council approved its Events Strategy, which is concerned with attracting and investing in high profile events that bring visitors and economic benefit to the district.

At the March 2016 Council meeting, Council resolved:

THAT Council approve updating the Events Strategy to provide the 'Events Panel' (consisting of Chief Executive Officer (Acting), Economic Development Committee Chairperson, Strategy and Governance Committee Chairperson, and Community Services and Development Committee Chairperson) with delegated authority to approve investment in events.

Applications for 2016/17 funding were called for in May 2016, with eleven applications received. The initial staff assessment of the applications included using an Infometric online tool to determine indicative economic impact and Return On District Investment (RODI) of each event. The assessments and recommendations of staff were then referred to the Events Investment Panel for their consideration.

The Events Panel met on 28 July 2016 to assess the applications and allocate funding. It was attended by the Chairpersons of the Economic Development and Community Services and Development Committees and the Chief Executive Officer (Acting). Apologies were received from the Chairperson of the Strategy and Governance Committee.

2) Discussion and options

Using the strategy's criteria for investment, weighting was given to events that meet the definition of a cornerstone event (over 500 event attendees) and have a reasonable estimated Return On District Investment (RODI). Additionally, events that have desirable social, cultural and/or environmental outcomes, as well as non-Bay of Islands events, were highlighted for consideration. The 2016/17 Events Investment Panel endorsed events are shown in Table 1 below.

Funding is only for the current financial year, so events that applied for funding over more than one year have been advised to apply again next year for funding in the next financial year. Some applicants also applied for higher amounts than they were ultimately granted.

It should be noted that the funding for the Bay of Islands Classic Ocean Swim series was approved by Council prior to the adoption of the Events Strategy. The Ocean Swim funding was committed at \$25,000 + GST for three years, with the final payment due in the 2017/18 financial year. Last year, the panel committed \$10,000 to the Russell Walking Weekend for this financial year.

Table 1 2016/17 Events Endorsed by Events Investment Panel

Event	Type of Event	Investment (\$ +GST)	Estimated Economic Impact (\$)*	Est. Return on District Investment* (%)	BOI Based
Kerikeri Half Marathon	Cornerstone	5,000.00	\$750,000	38	Yes
90 Mile Beach Snapper Bonanza	Cornerstone	5,000.00	\$695,000	35	No
Sanitarium Weetbix Kids Try-Athlon	Cornerstone	5,000.00	\$26,000	5	Yes
Pā Wars	Sport	5,000.00	\$109,000	22	No
Russell Birdman	Cornerstone	5,000.00	\$2.4M	40	Yes
Kainui Road Vineyard Concert Series	Cornerstone	10,000.00	\$650,000	65	Yes
Waka Ama Regatta	Cornerstone	10,000.00	\$338,000	17	Yes
# Russell Walking Weekend	Sport	10,000.00	\$757,665	17	Yes
# Paihia Ocean Swim	Cornerstone	25,000.00	Not calculated in 2015		Yes
Total		80,000.00			

*This is an indicative amount only. # This funding was committed by Council

The following event funding applications were declined:

- Bay of Islands Sailing Week
- It BOI Festival
- Mangonui Waterfront Festival
- The Great BOI Bath Tub Race.

Applicants are able to apply to their Community Board for funding for their event (whether they have been successful or not in gaining event funding) and it is up to the Community Board to assess any application on its merits. Unsuccessful applicants have been provided with a Community Board funding application and advised that Council is prepared to work with them to build stronger business cases for future funding applications.

3) Financial implications and budgetary provision

Events Funding of \$80,000 was set aside in the 2016/17 Economic Development budget. This has now all been allocated.

4) Reason for the recommendation

This report is for information only.

Manager: Kathryn Ross General Manager Strategic Planning & Policy

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Events funding is an LTP commitment and aligns with existing policies and Community outcomes.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Māori groups are encouraged to apply for funding.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	This is the responsibility of Event organisers to consider view of people affected by the event.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	Not significant
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This has District-wide relevance.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	Events have already been budgeted for. The CFO has not reviewed this report.

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD 20
20 SEPTEMBER 2016

Name of Item: HOKIANGA FERRY LIAISON UPDATE

Author: Aaron Reilly - Lighting Technician

Date of report: 19 August 2016

Document number: A1764580

Executive Summary

The purpose of this information report is to inform the Board of the purpose and community representation of the Hokianga Ferry Liaison Group. The report also highlights the urgent need for Council to complete a fare review. This is a requirement of the New Zealand Transport Agency's (NZTA's) ongoing funding assistance for the ferry service.

1) Background

The draft Terms of Reference set out the purpose of the Hokianga Harbour Ferry Liaison Group (refer to attachment 1):

- To represent the interests and views of the Community of users
- To liaise with the Hokianga Harbour Community and make recommendations to Council via the Community Board with regard the Hokianga Harbour Ferry
- To maintain an overview of issues of importance in relation to the Hokianga Harbour Ferry operations; and
- Consider options and alternative solutions to address those issues and to maximize the use and viability of the ferry;
- To ensure the Community, Community Boards and Council are well informed (via the Community Board) about matters of concern relating the Hokianga Harbour Ferry
- To identify initiatives and improvements and make recommendations to Council on how these improvements can be implemented
- To provide the Hokianga Harbour community with an opportunity to provide feedback to Council via the Community Board.
- Ensure open and free exchange of information, ideas and concerns between Council and community via the Community Board, and remove the community's perception of Council operating in secrecy.

2) Discussion

The group met on the 11 July 2016 in Council Chambers, Kaikohe. A copy of the minutes is attached to this report (refer to attachment 2).

The group has agreed to meet quarterly initially.

The following community groups were represented at the meeting:

- Kohukohu Representative - Dave King
- Hokianga Health - John Wigglesworth
- Kaikohe-Hokianga Community Board Chairperson - Pauline Evans
- Iwi Representative - Steve Morunga

- Broad Spectrum Ltd (Ferry Operator) - Grant Potter
- Rawene/RARA Representative - Craig Joiner
- Hokianga tourism Association - Phil Evans

A fare review is overdue and was noted within an Investment Audit Report conducted by the New Zealand Transport Agency (NZTA) in March 2016.

A regular fare review is a requirement of the NZTA's ongoing funding assistance for the ferry service. The initial analysis for the fare review has commenced. This involves checking how fare revenue is tracking against NZTA subsidy received to ensure that funding has not increased relative to revenue. Once this work is complete, it will be reported back to the NZTA and further guidance will be sought.

3) Financial implications and budgetary provision

There are no financial implications as a result of this information report.

4) Reason for the recommendation

This is an information report.

Manager: Jacqui Robson - General Manager Infrastructure and Asset Management Group

Attachment 1: Draft Hokianga Ferry Liaison Group Terms of Reference Document number A1769217

Attachment 2: Hokianga Ferry Liaison Group Meeting Minutes 11.07.16 Document number A1765107

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	LTP 2015/25 NZTA NLTP 2015/18
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	None known.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Affected persons are represented at the liaison group.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This is a Community Board report.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	There are no financial implications as a result of this information report. The Chief Financial Officer has not reviewed this report.



Is Hokianga Harbour Ferry Liaison Group Terms of Reference

1. Purpose

The purpose of the Hokianga Harbour Ferry Liaison Group is:

- To represent the interests and views of the Community of users
- To liaise with the Hokianga Harbour Community and make recommendations to Council via the Community Board with regard the Hokianga Harbour Ferry
- To maintain an overview of issues of importance in relation to the Hokianga Harbour Ferry operations; and
- Consider options and alternative solutions to address those issues and to maximize the use and viability of the ferry;
- To ensure the Community, Community Boards and Council are well informed (via the Community Board) about matters of concern relating the Hokianga Harbour Ferry
- To identify initiatives and improvements and make recommendations to Council on how these improvements can be implemented
- To provide the Hokianga Harbour community with an opportunity to provide feedback to Council via the Community Board.
- Ensure open and free exchange of information, ideas and concerns between Council and community via the Community Board, and remove the community's perception of Council operating in secrecy.

2. Membership

The Hokianga harbour Ferry Liaison Group membership will be:

The Chairperson of the Kaikohe-Hokianga Community Board - currently Pauline Evans.

- Kohukohu Representative – Dave King
- Hokianga Health – John Wigglesworth
- Iwi Representative – Steve Morunga
- Broad Spectrum Ltd (Ferry Operator) – Grant Potter
- Rawene/RARA Representative – Craig Joiner
- Hokianga tourism Association – Phil Evans
- Deputy Chair Kaikohe-Hokianga CB - Garry Clarke
- Farmers Representative – John Guest
- Various Infrastructure and Asset Management staff as required.

3. Protocols

Appoint a chairperson

An agenda will be prepared and circulated 5 days in advance of the meeting following a call for items to be notified to the Chairperson.

Advocacy – promote the public's trust and confidence in Council.



Openness – communicating clearly and providing as much information as possible. Ensure open and free exchange of information within the group.

Honesty – observing both the spirit and the letter of the law, policy and procedures.

Respect – treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making.

Responsiveness – dealing with issues within agreed timeframes.

Consider the full range of costs, benefits and risks of alternatives in making recommendations to Council. Ensure alignment with Council's strategic vision and outcomes.

4. Meetings

The Hokianga Harbour Ferry Liaison Group will meet as follows:

Quarterly initially.

5.0 Standing Agenda Items (to be decided)

6.0 Reporting

Minutes of the meetings should be provided to the Council Advisory Services to be included in the Kaikohe-Hokianga Community Board agenda at the following meeting.

7.0 Support

Administrative support is provided by the Council Advisory Services.
covering report for minutes to be provided by Infrastructure and Asset Management Team.

HELD AT: The Far North District Council

ROOM: Chambers

DATE: 11 August, 2016

TIME: 2pm

PRESENT

Wil Pille	Transport Operations Manager
Dave King	Kohukohu Representative
John Wigglesworth	Hokianga Health
Pauline Evans	Kaikohe-Hokianga Community Board Chairperson
Mike Isle	Stakeholder Engagement Advisor, Chief Executive Office
Keith Kent	Transport Planner
Steve Morunga	Iwi Representative
Aaron Reilly	Lighting Technician
Grant Potter	Business Manager Water Northland NZ
Craig Joiner	Rawene/ RARA Representative
Phil Evans	Hokianga Tourism Association

1.0 APOLOGIES

- Apologies from Garry Clarke confirmed and accepted.

2.0 WELCOME

- Wil acknowledged the resignation of Garry McGraw
- Pauline Evans appointed as Chairperson
- Detailed financial information about the ferry service will be available soon and will be distributed to Liaison Group

3.0 HEALTH AND SAFETY

Incident 21st May, 2016

- Grant has acknowledged all those that did works to get the Ferry back up and running again.
- Acknowledgements given for the service of the Passenger ferry that was put in place while the ferry was out of action.
- Pauline asked - if there were more wharf piles, would there have been a different outcome. Grant answered – potentially.
- John advised – what is missing, is an agreed plan for the ferry

Narrows landing road safety works

- Should be completed at the end of the month.
- Goal for the left traffic not crossing the centre line.
- Need obvious arrows and clear signage.
- How are the lanes going to be managed?
- Need better lighting on the North side for car security and toilets
- Funded out of the Roding budget.
- Community Board for funding for planting?

4.0 CHANGES TO REGULATIONS

- Used to have Surveying done by Government
- Can operate under old legacy till 2018
- Need to get all documents done so can go over to Maritime Operator Safety System. Currently in progress to get ahead
- Audited by MNZ
- Dangerous goods – Government have adopted an overseas standard and sis till under discussion.

5.0 OPERATIONAL MATTERS ON THE FERRY

- Electronic ticketing – still under investigation
- Detailed financial information about the ferry service will be available soon and will be distributed to Liaison Group

6.0 ANNUAL FARE REVIEW

- This is overdue. Review required by NZTA.
- A fare review does not necessarily mean a fare increase. However increase to be seriously considered.
- Wil- there has not been growth in ticket sales.
- It is important that community has the information so that the community is able to understand what factors are being considered for a fare review.
- Need to know and review the subsidies, particularly the basis for subsidy. Compare the ferry subsidy to how local roads are subsidised.
- Are Superannuates able to use their Gold cards on the ferry? Can Council apply for Gold Card subsidy?

7.0 VANDALISM AND GRAFFITI

- Temporary door for the skippers for the Wheel house.
- Suggest security cameras on board.
- Grant to liaise with Steve Morunga re: trial of carved maori design work to deter graffiti in passenger cabin.

8.0 MEDIUM TO LONG TERM PLANNING

- Keith (Transport Planner) to give a copy of the plan at the next meeting.
- Dave/ Craig have boxes of information and is able to work closely with Keith.
- Potential ways to reduce costs.
- Community to make recommendations.
- Can we do a cable ferry on that distance and what sort of cable ferry would it be?
- Do we sell the ferry?
- What about electric ferries.
- Strategic plan target. Do we have one?

9.0 COMMUNITY INITIATIVES AND EVENTS

- Country Music group run their own special ticketing

10 PROMOTIONAL ACTIVITIES

11 TERMS OF REFERENCE

- Would it be good to say that these are the members? As long as there is representation from all groups within the community.
- Should there be a Councillor at the meetings?
- How often should the Liaison group meet? Initially quarterly meetings. Could be 6 monthly later on.

12 GENERAL DISCUSSION

- John – praise for ferry staff in regards to ambulance callouts
- Group noted the ferry's important role in the Far North District roading network and the Twin Coast discovery Highway as well as essential local infrastructure.

13 CLOSE OF MEETING

The meeting closed at 4.20pm

Chairperson

Date ____/____/____

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: POU HERENGA TAI - TWIN COAST CYCLE TRAIL UPDATE

Author: Adrienne Tari - Cycle Trail Project Manager

Date of report: 31 August 2016

Document number: A1766698

Executive Summary

The purpose of the report is to provide a construction update for the Twin Coast Cycle Trail and provide information in regard to a recent funding request by the Okaihau Community Association for planting of an identified slip location on private property adjacent to the cycleway.

1) Background

Pou Herenga Tai - Twin Coast Cycle Trail – Update

The total length of Cycle Trail construction is approximately 87km. Construction works completed to date total 68km. 16km is currently under construction.

Council is currently completing Phase 2 of construction 33km.

The implementation of the Cycle Trail project is being undertaken in three phases:

- Phase 1 consists of 49.9 km previously completed
- Phase 2 consists of 33 km under construction
- Phase 3 consists of 5.4 km (permanent solution) of future construction.

Progress on Phase 2

Phase 2 of the Twin Coast Cycle Trail project is split into 13 elements. Of the 13 project elements, four are complete, seven are under construction, (including two on Ngapipito Road, Tirohanga Bridge, Horeke Boardwalk and two truss bridges). The remaining section near Kaikohe Aerodrome is under design.

It is anticipated that all outstanding construction works will be completed by December 2016.

Opuā to Taumarere

The re-piling of the Long Bridge by the BOIVRT has taken considerably longer than expected to complete. Whilst this is a BoIVRT project Council are making every effort to work with the Trust to request the bridge is opened as soon as possible.

Taumarere to Kawakawa

The physical trail is constructed beside the railway corridor and pedestrian access across Tirohanga Stream has been awarded. When construction is complete this section will be open to the public.

Kawakawa to Otiria (5.3 km open to the public)

Otiria to Kaikohe (34 km) – 3 km from Otiria is now complete. The remaining Ngapipito Road contracts have been awarded and fencing works have begun. Earth work construction will begin when the weather is more favourable.

Kaikohe to Okaihau (14 km open)

Okaihau to Horeke (26 km) 12km is open and constructed to the intersection of Horeke/Mangataraire Rd. The remainder is under construction. The Horeke Boardwalk contract has been awarded.

Phase 3

Phase 3 of the Cycle Trail project comprises construction of the permanent cycle track adjacent to the existing railway line between Opuā and Taumarere. No budget has been allocated for Phase 3 in the Long Term Plan 2015-25.

The required works have been scoped. To minimise disruption to Cycle Trail users, it would be preferable to construct the permanent cycle track at the same time that the BoIVRT Colenso Triangle project is delivered.

Cycle Trail Working Party

In August the first inaugural meeting of the Cycle Trail Working Party (“CTWP”) was held in Kaikohe. The role of the CTWP is to provide guidance, advice and recommendations to Council on an appropriate governance model for the Cycle Trail. The CTWP will consider existing models and draw on knowledge from other trails. This group will continue to meet monthly with an update report to Council in November.

Marketing Plan

Council has engaged Blah Blah Marketing to develop a Marketing Plan for the cycle trail. This group will work closely with the Cycle Trail Working Party and governance board (when established) to promote the overall product that will attract visitors to the region.

Walking and Cycling Strategy

Council is currently updating its Walking and Cycling Strategy. This work is being undertaken in conjunction with the wider regional strategy for walking and cycling in Northland, working alongside Whangarei District Council, Kaipara District Council and Northland Regional Council.

Cycle Trail bylaw

Council prepared a draft Bylaw for public consultation in July. Public hearings were held in mid August prior to being considered by the Regulatory & Environment Committee. A final review of the bylaw will be tabled with Council in September prior to being adopted.

OCA Funding Application

The Okaihau Community Association (“OCA”) recently submitted a funding application to the Kaikohe-Hokianga Community Board for native shrubs and vetiver grass on private property adjacent to the cycle trail. Council has not set aside or ring fenced funding in the current budget for planting as part of the Cycle Trail project.

Upcoming events:

Okaihau to Kaikohe Traverse – 25 September, 2016

2) Discussion and options

To ensure the NZ cycle trails continue to provide economic benefit to local communities, MBIE have set up a contestable “Maintaining the Quality of Great Rides Fund” open to proposals from Great Rides that are part of New Zealand Cycle Trail and that are full members of New Zealand Cycle Trail Inc. Funding is only available for projects on sections of trail that are open and hold approved Great Ride status. Out-of-round funding applications are considered for projects that relate to repairing trail damage caused by extreme events, such as storm damage, single-event vandalism, fire, and flooding. The fund does not extend to planting projects.

Council made application to this fund in 2014 during a severe flooding event. In reference to the OCA funding application above, the area identified for planting of vetiver grass adjacent to the cycle trail (near Mangataraire Rd) was one of the identified slip repair locations in 2014.

Council also contacted Rod Brown (Department of Conservation nurseries) in August to request native plants for cycle trail volunteer groups. Rod advised native plants will be tagged for cycle trail in the 2016-17 year.

3) Financial implications and budgetary provision

There is no budget allocation in the current cycle trail budget for volunteer planting projects.

4) Reason for the recommendation

To provide an update on the Cycle Trail to the Kaikohe-Hokianga Community Board and comment on the recent funding application by the Okaihau Community Association to the Kaikohe-Hokianga Community Board.

Manager: Jacqui Robson - General Manager Infrastructure and Asset Management

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Included in the LTP 2015-2025.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Consultation undertaken with adjacent landowners and tangata whenua as part of the resource consent process.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Okaihau Community Association
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	No
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	District wide relevance.
Financial Implications and Budgetary Provision. Chief Financial Officer review	Council is pursuing funding from the FNDC local share for walking and cycling and the New Zealand Transport Agency (NZTA). As this is an information report only with no financial implications it has not been reviewed by the Chief Financial Officer.

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
20 SEPTEMBER 2016

Name of item: ACTION SHEET FOR THE PERIOD ENDING 01
SEPTEMBER 2016

Author: Melissa Wood - Meetings Administrator

Date of report; 01 September 2016

Document number: A1752682

Executive Summary:

The action sheet provides an update on actions requested during previous meetings and is available for the Board's information.

1) Background

An action sheet is maintained by staff as a management tool to collate actions requested, or required as a result of meetings.

The action sheet is then distributed to staff on a regular basis, to maintain updates to actions.

2) Discussion and options

A copy of the action sheet as at 1 September 2016 is attached for the Board's information.

3) Financial implications and budgetary provision

There are no financial implications or need for budgetary provision.

4) Reason for the recommendation

This is provided to the Community Board for information purposes only.

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: Copy of Action Sheet as at 01 September 2016 - Document number
A1767554

Compliance schedule:

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

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

Relationship with existing policies and Community outcomes.	Not applicable.
Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	Not applicable.
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.	Not applicable.
Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?	This is a matter of low significance.
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	This report is intended for the information of the Community Board.
Financial Implications and Budgetary Provision. Chief Financial Officer review.	There are no financial implications or need for budgetary provision. The Chief Financial Officer has not reviewed this report.

KAIKOHE-HOKIANGA COMMUNITY BOARD

ACTION SHEET (as at 1 September 2016)

Meeting of 20 September 2016

Meeting Date	Agenda Item No	Minutes Item No	Request/Resolution	Staff member	SMT	Progress	Completed
08.09.15	6.3	6.3	Lindvart Park Hockey Turf - Lease to BOI Hockey Assoc Recommendation to Council via CSD Committee to approve lease.	K Lethbridge	J Robson	25.11.15 Groups met 20.11.15 Feb 2016 - Further discussions underway with affected parties. 30.03.16 - this is to remain on hold until further advised.KL 23.06.06 Still on hold KL 22.08.2016 The Mayor is working with Lindvart Park Management Committee and Sportsville to resolve these matters. 31.08.16 Working on a solution and future of LP going forward. MC	
			THAT the Kaikohe-Hokianga Community Board asks the Acting Chief Executive that prior to preceding with roof linings an acoustics report be obtained for the Kaikohe Memorial Hall.	M Colebrook	J Robson	Initial enquiries show current budgets are insufficient to allow for acoustic work. 31.03.16 Work not undertaken due to costs. Member Schollum was to meet with acoustic engineer to come up with a recommendation and costings but staff still have insufficient budget to carry out this work. 09.08.16 Mike Colebrook reiterated during the meeting the high costs of acoustic engineering, Member Stephens however because the item was not fomally completed it is to remain on the action sheet. 31.08.16 No change MC.	

Meeting Date	Agenda Item No	Minutes Item No	Request/Resolution	Staff member	SMT	Progress	Completed
20.10.15	5.1	5.1	New Footpath Prioritisation - KH Ward Oakihau - Two Ponga Park/ Ohaeawai - SH1 / Omapere SH12 Signal Station Rd / Kaikohe Station Road.	M Osborne/ G Robertson	J Robson	<p>The Ohaeawai township is getting both renewed and new footpaths. The work currently in progress is being carried out by Siteworx and involves the replacement of the old chip seal footpaths outside the Ohaeawai Hotel, former post office and caltex. 01.09.16 GR The footpath outside the Ohaeawai Hotel on SH 12 is complete.</p> <p>Siteworx will also be constructing the new Station Road Kaikohe footpath also. 01.09.16 GR: Station Road Kaikohe is complete.</p> <p>01.09.16 GR: SH12 Station Road Omapere is not complete. Our January report (24.01.16) to the CSD committee noted that the Kaikohe/Hokianga CB wished to review their recommendation on completing this work. There is no further mention of the work in our later reports. The Board should indicate their recommendation on progressing this. Staff have been updated of the community board's support, as per email from chairperson Evans who requested that this project be followed through.</p>	
20.10.15	5.2	5.2	Installation of Cycle Lanes in Kaikohe Proceed with installation of lanes & widening of footpaths as shared. Routley Ave/ Wihongi St/ Clifford St/ De Merle St/ Rankin St/ Park Rd/ Hillcrest Rd/ Orrs Rd/ Memorial Dve/ Purdy St	Adrienne Tari	J Robson	<p>Council staff circulated a proposal to install cycle lanes in Kaikohe with the aim of connecting the associated infrastructure of the town. Responses to the proposal were low and Council agreed to undertake a door to door survey of identified streets seeking support for the installations. Council will report back on the results of the survey.</p> <p>Council has drafted a bylaw for the cycleway. While general updates have been provided on the cycle trail project as a whole, the progression of cycle lanes, while related to the trail, is a separate project. 09.08.2016 The KHCB requested Council staff provide them with an ETA for this project. 12.08.16 At present Council does not have capacity to carry out this project, but could do following the completion of the CycleTrail in December.</p>	

Meeting Date	Agenda Item No	Minutes Item No	Request/Resolution	Staff member	SMT	Progress	Completed
05.04.16	4.1	4.1	Broadwood Youth Group Requirements left to lie on the table - requiring more information and options regarding suitable facilities for the use and entertainment of the youth within the Broadwood community.	M Colebrook	J Robson	05.04.16 - THAT the motion :“THAT the Kaikohe-Hokianga Community Board include in its Strategic Plan and 2016/17 Annual Plan submission, the provision of facilities that meet the needs of the youth of Broadwood” be left to lie on the table; Mike has been advised by the Chair, she is coordinating a meeting. The Chairperson, with staff have met with the Community Group to explain the options and processes for funding. 31.08.16 Manager DF working with community and assisting them with options and pricing to enable them to make funding applications and submission to LTP/AP. The Community Development team is to assist the community to help identify key facilities for inclusion in their strategic plan (and Council's Long Term Plan and Annual Plan)	

Meeting Date	Agenda Item No	Minutes Item No	Request/Resolution	Staff member	SMT	Progress	Completed
05.04.16	4.2	4.2	<p>Kaikohe Hotel Site</p> <p>The motion was Left to lie on the table - to be considered in a workshop to discuss and clarify sources of funding and the feasibility to the site.</p>	M Colebrook	J Robson	<p>14.09.15 Resolution emailed to report writer KHCB resolution 8 September 2015 - Council staff to work with the owners - Te Rūnanga a Iwi o Ngāpuhi (TRAION) - and Kaikohe Business Association.</p> <p>5.4.16 Resolution - THAT the motion: "THAT the Kaikohe-Hokianga Community Board makes the following recommendation to the Infrastructure Committee: THAT the offer from Te Rūnanga a Iwi o Ngāpuhi, to use the land formally known as the Kaikohe Hotel site as a civic space, be declined"</p> <p>be left to lie on the table. The chairperson is liaising with parties. 8.6.16 • Mike advises that the Chair was going to invite the owners of the site to a Community Board workshop.</p> <p>22.07.2016 University Group are holding a hui with the Runanga as to the future of the site. Invitation has been extended to the Community Board Chairperson.</p> <p>09.08.2016 the KHCB decreed that it was appropriate to wait for an answer from the Runanga. 02.09.16 Correspondence has been received from the Runanga indicating : The vision that Te Rūnanga-Ā-Iwi O Ngāpuhi have for this site is a Whare Matauranga Center for Ngāpuhi, and they have identified that Council has a key role to play in this process. For this reason Te Rūnanga-Ā-Iwi O Ngāpuhi is seeking funding to support this initiative. Community Development Advisor R Willoughby has been assisting the Runanga with a funding application.</p>	
17.05.16	N/A	7	Request that all reports that affect the Kaikohe-Hokianga Ward be included in the information report section of the KHO agenda papers.	M Wood	R Taylor	<p>Outcome from meeting with CB chair & deputy Chair, this item won't be actioned.</p> <p>09.08.2016 Councillor Vujcich offered to provide a report on any matters which affect the KHCB which may emerge from other meetings which he attends.</p>	Completed
17.05.16	N/A	9.2	That the Board requests Council to report back to the Board on the Northland Forward Together Banner.	M Wood	R Taylor	<p>Outcome from meeting with CB chair & deputy Chair, this item won't be actioned.</p> <p>09.08.2016 Councillor Vujcich to follow up on this item and will email an update to the KHCB members</p>	

Meeting Date	Agenda Item No	Minutes Item No	Request/Resolution	Staff member	SMT	Progress	Completed
17.06.16	N/A	N/A	Clarification requested regarding use of old dump site/passive recreation	M Colebrook	J Robson	If the bike trail were to be installed on the old dump site, it would mean that the site would then become non-passive, and this is something we couldn't do. There is a report on the 09/08/2016 Meeting agenda. 09.08.2016 The KHCB wish to make a submission to the Annual Plan to have a HAIL report carried out on the Kaikohe Landfill to assess potential use of this area. 31.08.16 MC: At this stage no further change of use is planned for this site. No investigation is scheduled.	
17.06.16		10	THAT the information from Mr Steve Spargo regarding the condition of public roads in Horeke and surrounds be referred to the Far North District Council Infrastructure Committee and Economic Development Committee for their information and follow up; AND THAT the information from Mr Felix Schaad regarding roading issues and economic decline in South Hokianga be referred to the Northland Regional Council's Regional Transport Committee for their information and follow up; AND THAT the Board requests Far North District Council and Northland Regional Council given serious consideration to special funding for transport in the Kaikohe-Hokianga Ward.	M Wood	R Taylor	The tabled Information and requests have been sent to NRC; FNDC infrastructure Committee; FNDC IAM group.	Completed
28.06.16			THAT the report entitled "RAD Building Repairs and Maintenance" dated 23 May be left to lie on the table to enable the Kaikohe-Hokianga Community Board to undertake an advocacy role; AND THAT a report be provided back to the Board providing further information to a future Board meeting.	M Colebrook	J Robson	July 2016. The chair was to arrange a meeting with RAD and council staff. 31.08.16 No report required at this stage as RAD are going away to propose a way forward whilst FNDC confirms pricing of R&M.	
09.08.16	Public Forum	2.0	Mrs Pat Gardiner requested the Community Board consider renaming the sign "geriatric hospital' sign at the intersection between De Merle St and Park Road, Kaikohe, to 'Kaikohe Care Centre. '	M colebrook	J Robson	Signage request has been forwarded to our Infrastructure & Asset Department for a response. Reference number is RFS- 3778368	
09.08.16	Deputation	3	Expression of thanks from the KHCB to Heather Ayrton included in the minutes 09.08.2016	B Staines	R Taylor	Included in the minutes	Completed

Meeting Date	Agenda Item No	Minutes Item No	Request/Resolution	Staff member	SMT	Progress	Completed
09.08.16	6.7	6.7	Funding Application - Kaikohe Amateur Football Club The project was granted the full amount requested by the applicants, however, when the funding project report returns to the Community Board, in due course, the Board would like to see a newly filled in application form attached to the report, outlining more detail around the project and factoring in the applicants' hours of voluntary work.	M Wood	R Taylor	25.08.16 Applicant has been advised of this requirement in correspondence about the outcome of the funding grant. Project report will be included in the November Agenda	
09.08.16			Due to high number of incomplete application forms in the recent KHCB meeting, the KHCB members have requested that greater attention be given to ensuring the completion of the applications and request that Council staff provide greater assistance to applicants.	M Wood	R Taylor	25.08.16 This will be included in process reviews scheduled for the new triennium.	
09.08.16	6.8	6.8	Funding Application - Okaihau Community Association THAT the item entitled "Funding Application - Okaihau Community Association" dated 19 July 2016 be left to lie on the table to enable the Kaikohe-Hokianga Community Board to investigate alternative funding options; AND THAT a report be presented back to the Board providing an update on the Cycle Trail to a future Board meeting. In order to provide more information regarding queries around Cycle Trail responsibilities	M Wood	R Taylor	25.08.16 Adrienne Tari to provide the Board with more information. Report coming to the Board in September. Funding applicant has been advised. Application to be uplifted from the table at the meeting of 20 September.	
09.08.16	09.08.16	7.0	Member Clarke requested the possibility of having more animal management patrols early in the morning in Rawene as a response to wandering dogs at that time.	D Edwards	D Myburgh	29.08.16 DE: Animal Management can add this into their patrol plans to include occasional morning patrols through Rawene.	
09.08.16	09.08.16	7.0	The KHCB want to be involved in the development of policy around the under-veranda lighting in Kaikohe and involve the Business Association in Kaikohe in the project. This ties in to the process of beautification of the town.	A Reilly	J Robson	29.08.16 The review of the Lighting Policy is a district wide review focusing on cementing Councils position on a number of issues around lighting (including Under Veranda Lighting), this will be workshopped with Elected Members.	
09.08.16	09.08.16	7.0	A draft of the KH Community Board Plan 2015/16 and 2016/17 was distributed at the meeting by Robert Willoughby to the members, he awaits feedback at the next CB meeting.	R Willoughby M Wood	R Taylor	Printed copies were posted to absent members, Schollum and Toorenburg. - 10.08.16. A report to come to the Board in September to recommend the plan to the incoming Board	
	09.08.16	Public Forum	Refurbishing of MM Park for rugby league. Letter presented at public forum			02.09.16 Advice has been received from Sportville about the MM Parks charitable Trust's proposal for a refurbished Rugby League field. The Board will consider a response to MM Parks Trust letter.	