KAIKOHE-HOKIANGA COMMUNITY BOARD
AGENDA

RAWENE TOWN HALL
9 PARNELL STREET, RAWENE

WEDNESDAY 01 FEBRUARY 2017
COMMENCING AT 9:30 AM

Membership
Mike Edmonds (Chairperson)
Robert Cassidy
Emma Davis
Shaun Reilly
Louis Toorenbu
Kelly van Gaalen
Cr John Vujcich

Document number A1809091
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 & 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.

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-Wrangara 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:

Document number A1809091
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

Document number A1809091
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.
FAR NORTH DISTRICT COUNCIL

KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
01 FEBRUARY 2017 COMMENCING AT 9:30 AM
RAWENE TOWN HALL, 9 PARNELL STREET
RAWENE

A G E N D A

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 MAKING AND ATTESTING OF DECLARATION

Document number A1809221

3.0 PUBLIC FORUM 9:35 AM - 10:05 AM

4.0 SPEAKER

10:05 am Representative from Kaikohe and District Historical and Mechanical Trust

5.0 CONFIRMATION OF PREVIOUS MINUTES

Document number A1809093

6.0 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 Wandering with Ancestors Memorial

Document number A1814297

7.0 CORPORATE SERVICES GROUP

7.1 Appointments to Management Committees

Document number A1814809

7.2 Kaikohe-Hokianga Community Board Schedule of meetings 2017

Document number A1810482

7.3 Funding Project Reports

Document number A1809095
7.4 Statement of Kaikohe-Hokianga Community Board Community Fund Account as at 31 December 2016
Document number A1809098

7.5 Funding Application - Ohaeawai Taiamai Residents Association
Document number A1815480

7.6 Funding Application - Kaikohe and Districts Historical and Mechanical Trust
Document number A1815873

7.7 Funding Application - Youthline Auckland Charitable Trust
Document number A1800160

8.0 STRATEGIC PLANNING AND POLICY GROUP
8.1 Kaikohe-Hokianga Community Board Strategic Plan
Document number A1816830

9.0 INFORMATION REPORTS
Document number A1809099
   a) Kaikohe-Hokianga Community and Customer Services Activities
   b) Flooding Otengi Road, Panguru
   c) New Footpath Request - Manning Street Rawene
   d) Action Sheet report for the period ending 22 December 2016

10.0 PUBLIC EXCLUSION
10.1 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 of Papahawaiiki Stream Drainage is being dealt with for the reason to maintain the effective conduct of public affairs through -

   (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or
   (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment.

11.0 CONFIRMATION OF DECISIONS AND INFORMATION IN OPEN MEETING

Recommendation

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

12.0 CLOSE OF MEETING
Executive Summary
The purpose of this report is to set out the process for making and attesting of declarations.

Recommendation
THAT Councillor John Vujcich be welcomed as a member of the Kaikohe-Hokianga Community Board.

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

The Far North District Council wishes for each Community Board to have one Councillor among its membership, and has nominated Councillor John Vujcich to be a member of the Kaikohe-Hokianga Community Board.

2) Discussion and Options
The chairperson will witness the declaration of the Kaikohe-Hokianga Community Board Member.

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

DECLARATION BY MEMBER

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

3) Financial implications and budgetary provision
There are no financial implications or the need for budgetary provision as a result of this report.
4) **Reason for the recommendation**

To present the process for Elected Members to make and attest declarations.

General Manager: Roger Ackers - General Manager Corporate Services Group (Acting)
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>None.</td>
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<td>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.</td>
<td>No</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>No</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision.</td>
<td>There are no financial implications or the need for budgetary provision arising from this report.</td>
</tr>
<tr>
<td>Chief Financial Officer review.</td>
<td>The Chief Financial Officer has not reviewed this report.</td>
</tr>
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</table>
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 12 December 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 12 December 2016 - Document number A1806692
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.

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<td>Not applicable.</td>
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<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>This is a Community Board report.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision.</td>
<td>There are no financial implications or the need for budgetary provision as a result of this report.</td>
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MINUTES OF THE MEETING OF THE KAIKOHE-HOKIANGA COMMUNITY BOARD
HELD AT COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE ON MONDAY 12 DECEMBER 2016 COMMENCING AT 09:30 AM

PRESENT
Chairperson
Mike Edmonds
Members
Louis Toorenbung
Robert Cassidy
Emma Davis
Kelly van Gaalen
Shaun Reilly
John Vujcich Councillor

IN ATTENDANCE
Colin Dale Chief Executive Officer (Acting) until 11:06 am

STAFF PRESENT
Robert Willoughby Community Development Advisor
Kate Barnes Team Leader Governance Support
Melissa Wood Meetings Administrator

1.0 APOLOGIES AND DECLARATIONS OF INTEREST
There were no apologies.
Member Reilly declared an interest in item 6.4 - Funding Application - Kaikohe Community Arts Council.

2.0 APPOINTMENT OF WARD COUNCILLOR TO COMMUNITY BOARD
2.1 Appointment of Ward Councillor to Community Board
Agenda item 2.1, document number A1805341, pages 1-3 refers.

Reason for the resolution
For the Kaikohe-Hokianga Community Board to note the report that was provided to Council regarding the Appointment of Ward Councillors.

Resolved Toorenburg/Davis

THAT the Council report “Appointment of Ward Councillors to Community Boards” dated 30 November 2016 be noted.
Carried

2.2 Making and Attesting of Declaration
Agenda item 2.2, document number A1805114, pages 5-7 refers.

Reason for the resolution
To witness the attestment and declaration of Councillor Vujcich as a voting member of the Board. To provide a vital link of information of the views of the Council’s district direction and represent the views of the Board at Council discussions.

Resolved Edmonds/Davis

THAT Councillor John Vujcich be welcomed as a member of the Kaikohe-Hokianga Community Board.
Carried
3.0 PUBLIC FORUM
Agenda item 3.0 refers.
Willie Maihi re-iterated previous requests in regard to installation of artwork, placement of
topsoil and funding support relating to the old Kaikohe Landfill site.

4.0 SPEAKERS
Agenda item 4.0 refers.
Shaun Reilly representative on behalf of the Kaikohe Community Arts Council spoke to the
funding application - agenda item 6.4 refers. Linda Hahn also appeared partway through the
presentation.

5.0 PUBLIC FORUM (CONTINUED)
Taal Smith provided a verbal report on the activities of Sportsville and discussed the issue of
Council funding arrangements.

6.0 CONFIRMATION OF PREVIOUS MINUTES
Agenda item 5.0, document number A1805042, pages 9-23 refers.

<table>
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<tbody>
<tr>
<td>The minutes of the previous Kaikohe-Hokianga Community Board meeting are attached to</td>
</tr>
<tr>
<td>allow the Board to note the previous minutes.</td>
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Resolved Reilly/Davis

THAT the minutes of the meeting of the Kaikohe-Hokianga Community Board held on Tuesday 15 November 2016 be noted.

Carried

7.0 CORPORATE SERVICES GROUP

7.1. The Community Board's First Meeting of 2017
Agenda item 6.1, document number A1805231, pages 25-26 refers.

<table>
<thead>
<tr>
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<tr>
<td>To schedule the first Kaikohe-Hokianga Community Board meeting for 2017.</td>
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Moved Toorenburg/Reilly

THAT the first Kaikohe-Hokianga Community Board meeting for 2017 is Wednesday 01 February 2017 at 9:30 am at Council Chamber in Kaikohe.

Amendment moved van Gaalen/Vujcich

THAT the first Kaikohe-Hokianga Community Board meeting for 2017 is Wednesday 01 February 2017 at 9:30 am at the Rawene Town Hall subject to venue availability.

Carried
7.2. **Proposed Amendment to the Board’s Standing Orders**

Reason for the resolution

The Chairperson, in his Chairperson’s report (refer to agenda item 6.2, attachment 1) proposed a recommendation to rule 3.7.2 of the Board’s current standing orders.

Moved

Toorenburg/Reilly

**THAT** rule 3.7.2 of the Board’s Standing Orders be amended to state “The agenda is to contain a list of items, and attached information, of business to be brought before the meeting and shall consist of those items referred to it by the Far North District Council, items delegated to it by the Far North District Council, and any other item that, in the opinion of the Chairperson, is within the purview of the board, so far as is known. At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the meeting or the chairperson accord precedence to any business set down on the agenda.”

Amendment moved

Edmonds/Reilly

**THAT** the proposed amendment to rule 3.7.2 of the Kaikohe-Hokianga Community Board’s Standing Orders be left to lie on the table.

Carried

Attendance: The Chief Executive Officer (Acting) left the meeting at 11:06 am.

7.3. **New Pedestrian Crossings on Broadway, Kaikohe**

Reason for the resolution

Member Reilly, in his member’s report (refer to agenda item 6.2, attachment 3) drew attention to the issue of Broadway, Kaikohe being modified by the the instalment of a pedestrian crossing by the New Zealand Transport Authority (NZTA) without consultation with local businesses.

Resolved

Edmonds/van Gaalen

**THAT** a letter be sent from the Kaikohe-Hokianga Community Board to NZTA asking about the consultation undertaken and reminding them that the community’s interests should be considered, and notice given, before works of this kind are undertaken.

Carried

7.4. **Chairperson and Members’ Reports**

Agenda item 6.2, document number A1804501, pages 27-37 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

van Gaalen/Davis

**THAT** the report from Chairperson Edmonds and Members Davis, Reilly, and Toorenburg be noted.

Carried
7.5. **Funding Project Reports**


<table>
<thead>
<tr>
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<tbody>
<tr>
<td>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.</td>
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</tbody>
</table>

Resolved

\[\text{van Gaalen/Toorenburg}\]

**THAT the project reports received from:**

- Hokianga Country Music Club;
- Hokianga Health; and
- Hokianga Historical Society;

be noted.

Carried

The meeting adjourned at 11:25 am and resumed at 11:45 am.

7.6. **Funding Application - Kaikohe Community Arts Council**

Agenda item 6.4, document number A1802189, pages 45-57 refers.

Attendance: Member Reilly left the meeting at 11:46 and was present as a member of the public.

<table>
<thead>
<tr>
<th>Reason for the resolution</th>
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<tbody>
<tr>
<td>The Kaikohe-Hokianga Community Board has evaluated the application and determined its eligibility for Community Funding under Policy #3209 - Community Grant Fund - Local.</td>
</tr>
</tbody>
</table>

Resolved

\[\text{Toorenburg/van Gaalen}\]

**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 $600.00 (plus GST if applicable) to be paid from the Board’s Community Fund account to Kaikohe Community Arts Council;**

**AND THAT the Board considers that the application for funding for the purpose of a Santa’s Grotto 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:**

\[1) \text{Support and value all people; especially the young, the elderly, and people with disabilities.}\

\[2) \text{Improve community participation, which creates pride and resilience, in Community based planning.}\

\[3) \text{Build strong relationships, common vision, values and purpose to create cohesive communities.}\

Carried

Attendance: Member Reilly returned to the meeting at 11:56 am
8.0 **MAJOR ITEM NOT ON THE AGENDA**

Document number A1801416 refers.

Reason for the resolution

A report entitled “Notification of the Lindvart Park Reserve Management Plan Review” dated 23 November 2016, has been prepared for the 15 December 2016 Council meeting. To comply with Kaikohe-Hokianga Community Board Standing Orders and the LGOIMA it is recommended that the Community Board pass the following motion to allow for this report to be discussed at the Board’s meeting of 12 December 2016.

Resolved Edmonds/Davis

**THAT an item regarding the proposed Council resolution about a reserve management plan consultation for Lindvart Park be discussed under the Local Government Official Information Act (LGOIMA) 1987 S46A (7). The item did not appear on the agenda because it was not known about in time and it cannot wait until the next meeting as this matter is on the Council agenda for their meeting of 15 December 2016.**

Carried

9.0 **PROPOSED CONSULTATION FOR LINDVART PARK RESERVE MANAGEMENT PLAN**

Reason for the resolution

The Kaikohe-Hokianga Community Board discussed the proposed Lindvart Park Reserve Management Plan consultation with the intention of indicating the Board’s views to Council.

Resolved Edmonds/Davis

**THAT the Kaikohe-Hokianga Community Board recommend to Council that the consultation for the Lindvart Park Reserve Management Plan not be undertaken until both Kaikohe and District Sportsville and the Kaikohe-Hokianga Community Board approves the pre-consultation document and that the consultation be comprehensive, inclusive and convenient.**

Carried

10.0 **MAJOR ITEM NOT ON THE AGENDA**

Reason for the resolution

Kaikohe-Hokianga Community Board Standing Orders 3.7.5 state that a major item not the agenda may be discussed. This is in accordance with Section 46A(7) of the Local Government Official Information Meetings Act (LGOIMA).

Resolved Toorenburg/van Gaalen

**THAT the matter of the resolution made by the Board in regard to Easter Sunday Trading Hours (refer to item 10.1 of the minutes of meeting of 15 November 2016) be considered by the Kaikohe-Hokianga Community Board as a matter for urgent consideration. This is as provided for in Section 46A(7) of LGOIMA, on the grounds that it ought not to be deferred until a later date as the proposed policy is an item on the agenda of the Council meeting of 15 December 2016.**

Carried
11.0 EASTER SUNDAY TRADING

Reason for the resolution
The Kaikohe-Hokianga Community Board wishes to clarify the intention of a previous resolution made in respect of a proposed Easter Sunday Trading policy that states “That the Kaikohe-Hokianga Community Board prefers option 2 - status quo, in the Draft Statement of Proposal for the Easter Sunday Trading Policy”.

Resolved Edmonds/van Gaalen

THAT the Kaikohe-Hokianga Community Board wishes to clarify the intention of its' previous resolution made in respect of item 10.1 of the minutes of the Board’s meeting of 15 November 2016 that the Board's preference in regard to Easter Sunday Trading refers to the entire district.

Carried

12.0 ADDITIONAL PAPERS

Reason for the resolution
That the items put forward at a meeting of the Kaikohe-Hokianga Community Board be noted.

Resolved Edmonds/Reilly

THAT the additional papers, correspondence from Willie Maihi be noted.

Carried

13.0 CLOSE OF MEETING

The meeting closed at 1:15 pm.

__________________________
Mike Edmonds
Chairperson

/ / /
Executive Summary

The purpose of the report is to advise the Kaikohe-Hokianga Community Board of a request by Wong Liu Shueng representing the Chinese Community, to have placed on the Rawene Cemetery a Memorial Commemorating the sinking of the SS Ventnor in October 1902 and the reported burial of bones in the Rawene Cemetery (recovered from the SS Ventnor which were being repatriated to China) of Chinese men who had died whilst working in New Zealand.

Recommendation

THAT the application of Wong Liu Shueng to have erected, at no cost to Council, a memorial at the Rawene Cemetery be approved;

AND THAT its installation be approved subject to an exception being obtained under Section K schedule 1 of the Building Act;

AND THAT further consultation be undertaken with the Rawene and wider Community, Hapu and Iwi to ensure Community support is given to the project.

1) Background

In October 1902, the SS Ventnor sank 10 miles off the coast, south west of the Hokianga Harbour. The end result was that 13 lives were lost, and with it, the cargo of high quality coal from Westport, and the 499 bone coffin boxes holding the human remains of Chinese who had died in New Zealand. They were making their final journey to their home villages in Guangzhou province, where their descendants awaited to offer the traditional rituals each year in honour of their contribution to generation after generation who collectively make today’s descendants. A small boat was commissioned to look for the ship, and most importantly the coffins, but the water where the SS Ventnor was in fact far too deep.

08 April, in any year is when Chinese all over the world go to the graves of their ancestors. It is often called Grave Sweeping Day, where graves are cleared and cleaned, joss sticks are lit, messages are sent to the ancestors, food is consumed, and the ancestors become present for the living. It is a day of joy.

This date also will be the launch of Wandering with Ancestors, included in one of the By-way projects for the Twin Coast Discovery Route from Northland Inc. It will begin with:

Site 1 - Te Roroa Headquarters where coffins floated up at Kawerua and were re-buried by Māori and Pakeha. It is as much Māori history as it is for the Chinese.

Site 2 - Signal Station Road - to gather an overview ‘10 o’clock, and 10 miles at sea’ where the SS Ventnor still lies, the Hokianga Harbour where the lifeboats came ashore over the difficult and dangerous bar that guards the harbour entrance, and the
northern beaches, where the bones came ashore and the community around Mitimiti gathered the bones and were reportedly reburied in the Rawene Cemetery.

**Site 3 - Old Wharf Road** - the place of the well known photograph of the lifeboats and the local community who came to assist. The Officers, Crew and some Chinese who were accompanying the men ‘home’ were cared for by the community of Omapere and Opononi.

**Site 4 - Hokianga Museum** where there is a permanent collection given the importance of place and history of the area. While not yet confirmed, it is hoped that the objects from the SS Ventnor will be open for viewing for the three weeks of Ching Ming 2017. This will be organised by Te Papa.

**Site 5 - Rawene Cemetery** is supported by Police oral history and given to the police National Archives, FNDC archives and Police records have been unable to locate the exact location where the bones were reportedly buried in the Rawene Cemetery. However, oral history from the Mitimiti Iwi indicated the bones were gathered from the Mitimiti area, and handed over to the police. Police oral history suggests that they were buried in a shallow grave in the Rawene Cemetery with the intention that at some future date the bones would be claimed and returned to China.

**Site 6 - The red gate in Mitimiti Urupa** overlooks the Mitimiti beach where one can imagine the bones being washed ashore, picked up to be returned.

These 6 sites make up the **Wandering with Ancestors**.

**Site 5 - The Rawene Cemetery**

In October of last year approval was granted by Council for an approved archaeologist to carry out an exploratory dig to ascertain where the bones had been buried and this work was only undertaken after consultation with local hapu and the wider community.

3 sites were explored with no evidence of bones being buried at the Cemetery, but strong oral evidence points to the bones being buried at the Rawene Cemetery. However the Chinese Community still wish to proceed with placing a Memorial at the Cemetery to commemorate the names of those Chinese whose bones were being shipped and ultimately lost. The proposed Memorial will likely to be called **Remembering the Ancestors - Chinese Māori, Pakeha. The aftermath of the sinking of the SS Ventnor in 1902.**

There will be several educational boards and a short form of the story (rest on the App). For the first time in New Zealand, we will have the names of the 499 men plus 2 whole bodies, plus the 13 crew and Chinese passengers who lost their lives in the sinking.

The Chinese community understands that:

- The proposed installation at the Rawene Cemetery is a nation-wide contribution for the education of this story to all New Zealanders and tourists, as Chinese have been in NZ, since the 1860’s.
- This installation differs from the two plaques, one in Te Roroa, and the other at Mitimiti where there are plaques of thanks to Māori for their care and respect of the human remains.
- This installation will have the names of the men, and will be the only place where these names will be available for viewing. This as a way to honour their ancestors and those who died at sea.
- It is intended that the memorial will help make Rawene a tourist destination.
• The site required is parallel to the fence line close to de Thierry Street and the lower edge away from any graves. This means that it will have the least amount of disruption to the rest of the cemetery. There is also parking there for buses (a consideration)
• The installation project must begin with the approval of the Far North District Council.
• The memorial will be constructed of concrete.
• There will be a place for joss sticks to be placed. A suitable place will be built into the installation to ensure their safety against a fire.
• The New Zealand Chinese Association - head office, Wellington will own the project and wish it to be in the Rawene urupa, and therefore be protected from graffiti. It is the place where we confidently say, “Somewhere in this vicinity (exact location not yet defined) are the bones of the Chinese gathered by Māori from Mitimiti beach after the sinking of the SS Ventnor 28th October 1902 and re buried here.”

2) Discussion and options
The proposed memorial (Attachments 1, 2, 3) does not sit within any Policy that relates to Cemeteries, or Cemetery management.

This is a unique application, but we have applied Policy #5105-08 Art in a Public Place when considering its merits.

The objectives and criteria of Policy #5105-08 are:
1. To contribute to the creation of unique identities for the towns and communities of our district - a sense of place.
2. To ensure community involvement in decision-making regarding site and art selection.
3. To provide a clear process to follow when a request to install public art is received.
4. To promote public art of excellence that inspires and challenges us to encourage art works that has relevance to their site; to the history of our district, to the environment, or cultural significance
5. To ensure public art works are well managed, maintained and promoted.

This application clearly meets these requirements.

Because the site chosen is the Rawene Cemetery and because of the diverse Cultural requirements of both the Maori and the Chinese Communities, local Hapu and Iwi, along with the ‘local Rawene Community need to be consulted.

Although both groups were consulted prior to the archaeological dig searching for the bones of these Chinese men, further consultation should be undertaken prior to the installation of a memorial.

Due to the height and size of the sculpture, normally a Building Consent would be required, however, under Section K of schedule 1 of the Building Act, the applicant can seek an exemption, provided the installation is supervised by an Engineer who can provide PS1 and PS4 certificates certifying its design and construction in accordance with the design.
3) **Financial implications and budgetary provision**

There is no cost to Council for the supply and installation of the proposed Memorial however, further discussion needs to be had around the Memorial's ownership and ongoing maintenance responsibilities and costs.

4) **Reason for the recommendation**

Subject to the Community being consulted and Community and Iwi approval, the application be granted as it complies with Policy #5105-08 - Art in Public Places by meeting its objectives and criteria (Attachment 2).

Manager: Jacqui Robson - General Manager Infrastructure and Asset Management Group

Attachment 1: Proposed Memorial image 1 - Document number A1817373
Attachment 2: Proposed Memorial image 2 - Document number A1817376
Attachment 3: Proposed Memorial image 3 - Document number A1817377
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.

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<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>Policy #5105-08 Art in a Public Place</th>
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<tr>
<td>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.</td>
<td>Yes, hence the need to consult with local Hapu</td>
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<td>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.</td>
<td>Yes, hence the need for community consultation</td>
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<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council’s Policy #2124?</td>
<td>No</td>
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<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>Community relevance</td>
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<td>Financial Implications and Budgetary Provision. Chief Financial Officer review.</td>
<td>No</td>
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Executive Summary
The purpose of the report is to facilitate the appointment of Board representatives to management committees in the Kaikohe-Hokianga Ward.

Recommendation
THAT the Kaikohe-Hokianga Community Board make appointments to the management committees as detailed below:

1) Background
The Kaikohe-Hokianga Community Board is entitled to appoint a representative to the management committees of each of the following community assets:

- Rawene Community Hall
- Okaihau Community Hall
- South Hokianga War Memorial Hall (Opononi)
- Taheke Community Centre
- Kohukohu Community Hall
- Horeke Community Hall
- Kaikohe Senior Citizens Hall

2) Discussion and options
Board appointees would be expected to keep the Board updated of issues of relevance and to communicate the Board’s views to the management committee when necessary.

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

4) Reason for the recommendation
To provide a list of management committees to which Board representatives can be appointed.

Manager: Roger Ackers - General Manager Corporate Services (Acting)
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. | Not applicable. |
Executive Summary

The purpose of the report is to propose the scheduled dates for the Kaikohe-Hokianga Community Board meetings for 2017.

Recommendation:

THAT the Kaikohe-Hokianga Community Board adopt the following meeting dates for 2017, at venues to be determined by the Board:

- 01 March 2017
- 12 April 2017
- 24 May 2017
- 05 July 2017
- 16 August 2017
- 27 September 2017
- 08 November 2017

AND THAT the Kaikohe-Hokianga Community Board delegates the authority to amend the schedule of meetings for 2017 to the Chief Executive Officer.

1) Background

At the end of every year, Council sets the formal meeting calendar for the incoming year. For the 2016-2019 triennium, Council resolved, at its meeting of 15 December 2016, to adopt a meeting schedule whereby Council and committees meet on a 6 weekly cycle. In the previous triennium the 6 weekly meetings cycle incorporated community boards and usually commenced with primary consideration of matters by each of the three community boards, followed by consideration at committee and finally decisions were made at the Council meeting. Community boards are responsible for setting their own schedules, but are encouraged to consider Council’s cycle when planning their own.

2) Discussion and options

The Chief Executive Officer (Acting) recommends that the Board consider the frequency of meetings in light of the whole Council calendar. Holding a meeting requires significant administrative support and the timing of decision making is aligned with the other tiers of Council. Report writing staff plan their work on the basis of the 6 weekly schedule, and all deadlines are calculated on this basis.

It is recommended that the scheduling of Board meetings considers these factors.
3) **Financial implications and budgetary provision**

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

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4) **Reason for the recommendation**

To schedule the formal meetings of the Kaikohe-Hokianga Community Board for 2017 and to ensure all Board Members are available for relevant meetings, and to allow adequate resources for processing all requirements for meetings.

Manager: Caroline Wilson - Manager District Administration Services

Attachment 1: 2017 Schedule of Formal Council & Committee meetings with recommended Community Boards Schedule - Document number A1810358
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.

<p>| 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? | Community Boards are considering their conflicts of dates at their December meetings and chairmen will give feedback at the Council meeting of 19 December 2013. |
| Financial Implications and Budgetary Provision. | There are no financial implications or the need for budgetary provision arising from this report. The Chief Financial Officer has not reviewed this report. |</p>
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**Notes:**
- **HEARING:** Indicates a hearing or meeting.
- **Reserve Council Workshop:** References a workshop conducted by the Reserve Council.
- **Combined CB workshop:** Indicates a workshop involving multiple Community Boards.
- **GOOD FRIDAY:** Refers to a day off for the Good Friday holiday.
- **EASTER MONDAY:** Refers to a day off following Easter Sunday.
- **ANZAC:** Refers to the ANZAC Day, a national holiday in New Zealand to commemorate the service and sacrifice of its military personnel in the two World Wars.
- **CREATIVE COMMUNITIES:** Indicates meetings related to the Creative Communities initiative.
- **ANNUAL PLAN HEARINGS:** Refers to hearings for the annual plan process.
- **WAITANGI:** Refers to Waitangi Day, a national holiday in New Zealand.
- **LABOUR DAY:** Refers to the Labour Day holiday.
- **XMAS:** Refers to Christmas Day.
- **BOXING:** Refers to Boxing Day, a traditional holiday following Christmas Day.
- **CLOSED:** Indicates a closed meeting or day off.
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 Okaihau Community Association and The Kaikohe and Districts Historical and Mechanical Trust.

Recommendation
THAT the project reports received from:
- Okaihau Community Association; and
- The Kaikohe and Districts Historical and Mechanical Trust;
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 - Okaihau Community Association - Document number A1810102
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
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<tr>
<td>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.</td>
<td>No</td>
</tr>
<tr>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>No</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>This is a Community Board report.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision.</td>
<td>There are no financial implications or the need for budgetary provisions.</td>
</tr>
<tr>
<td>Chief Financial Officer Review.</td>
<td>The Chief Financial Officer has not reviewed this report.</td>
</tr>
</tbody>
</table>
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: LUCY MOORE

2. Name & location of project: Cakewalk erosion control & bank stabilisation, Mangatoware Rd.

3. Date of project/activity: 8/11/16

4. Amount received from the Council Community Fund: $1100

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:

   Erosion Control Co Ltd $1100

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

   10 adults & 3 children spent about 3hrs planting the grass. It was hard work - very steep & difficult.
   Auckland Auckland's picking up his cows was very impressed with our voluntary effort.

7. Describe the main findings in your evaluation of the project.

   The bank was very unstable in places. Hopefully, without too much rain the plants can get established & hold firm.
   More plants will be needed to complete work on the bank.

8. This report was completed by:

   Name: LUCY MOORE
   Address: 5 Wakekekeni Farm Rd
   E1, Okahou 0475
   Date: 26/11/16
   Phone: 401-3535 mob: 
   Email: Lincie@farmside.co.nz
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 or organisation: Kaikohe and Districts Historical and Mechanical Trust
   Applicant - Previous Manager (Sue James) and Chair (Bruce Gillies)

   Name & location of project: Signs for Taheke and Station Road Cycle track information Booths and Paint for Village trellis surrounding the Station.

2. Date of project/activity: Originally 2014

3. Amount received from the Council Community Fund: $1500.00 (Received April 17 2014)

4. Please give details of how the money was spent: (PROJECT NOT YET COMPLETED)

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

   1. Paint $135.50
   2. $
   3. $
   4. $

   Total: $

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

   Not complete. Please see attached letter.

6. Describe the main findings in your evaluation of the project:

   Not complete. Please see attached letter.

7. This INTERIM report was completed by:

   Name: Linda Bracken
   Address: 1 Williams Ave. Kaikohe 0405
   Date: Jan 14th 2017
   Phone: 09 4011980 mob: 021 1474795
   Email: linbrac56@clear.net.nz
Jan 14th 2017

Members of the FNDC Community Board.

It has come to our attention that we received a grant in 2014 for Paint and the cost of signs to be placed at the Cycle Track entrances in Kaikohe (Taheke road and Station Road)
The original application has been located. The deposit into the bank account confirmed. Receipt for the paint located and the fence no longer blue.
To my knowledge the signs were never purchased.
This will be rectified as soon as possible.
A full report will be submitted when this is completed.
An Interim report is included so we are on track.

We apologise for any inconvenience this has caused.

Linda Bracken
Trust Board Secretary.
Kaikohe and District Historical and Mechanical Trust.
Item: 7.4

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
01 FEBRUARY 2017

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

Author: Aisha Huriwai - Meetings Administrator
Date of report: 16 January 2017
Document number: A1809098

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 December 2016” be noted.

1) Background
The statement is attached for the Board’s information and to provide sufficient information to enable the Board of 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:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Funding Sought For</th>
<th>Amount Requested</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Community Fund Account balance as at 31 December 2016</td>
<td>$49,312.00</td>
<td></td>
</tr>
<tr>
<td>Ohaeawai Taiamai Residents Association</td>
<td>Taiamai Day event on 25 March 2017.</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>Kaikohe and Districts Historical and Mechanical Trust</td>
<td>Fencing part of the site to meet Health and Safety requirements.</td>
<td>$3,658.99</td>
<td></td>
</tr>
<tr>
<td>Youthline Auckland Charitable Trust</td>
<td>Service delivery costs involved in providing crisis helpline support to youth and their families in the Kaikohe-Hokianga community.</td>
<td>$1,255.53</td>
<td></td>
</tr>
<tr>
<td><strong>Total of funding applications as listed above</strong></td>
<td></td>
<td><strong>$5,664.52</strong></td>
<td></td>
</tr>
</tbody>
</table>
Community Fund Account balance less listed funding | $43,647.48

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 December 2016 is $49,312.00

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 30 November 2016 and as at 31 December 2016 is attached (attachment 1 and attachment 2).

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 30 November 2016 - Document number A1809743

Attachment 2: Kaikohe-Hokianga Community Board Statement of Community Fund Account as at 31 December 2016 - Document number A1817416
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>Community Funds Policy #3209.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>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.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>This matter is of low significant as their financial consequences are budgeted for.</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>The Community Fund account is an account over which the Community Board has discretion.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision.</td>
<td>Budgetary Provision has been made and grants are allocated in accordance with the Community Funds Policy #3209 - Community Grant Fund - Local.</td>
</tr>
<tr>
<td>Chief Financial Officer review.</td>
<td>Chief Financial Officer has reviewed this report.</td>
</tr>
</tbody>
</table>
Far North District Council  
Kaikohe - Hokianga Community Board  
Community Fund Account as at 30 November 2016

Allocation Grants & Donations Annual Budget 2016-17  
82,569.00

<table>
<thead>
<tr>
<th>Less Expenditure 2016/17 (Funds Uplifted)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sept'16</strong></td>
<td></td>
</tr>
<tr>
<td>Hokianga Health Enterprise Trust for a men's health promotion evening</td>
<td>5,350.00</td>
</tr>
<tr>
<td>Kaikohe Amateur Football Club for professional fees</td>
<td>5,260.00</td>
</tr>
<tr>
<td><strong>Oct'16</strong></td>
<td></td>
</tr>
<tr>
<td>Rawene Primary School for entertainment and equip hire for the Rawene Christmas in the Park</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Rawene Area Residents Assoc for publishing a booklet of old photographs</td>
<td>1,733.00</td>
</tr>
<tr>
<td>Hokianga Country Music Club for ferry travel for a music festival</td>
<td>2,179.00</td>
</tr>
<tr>
<td>Okaihau Community Assoc. for purchasing vetiver grass to be planted for erosion control and stabilisation of bank along Cycle Trail</td>
<td>1,100.00</td>
</tr>
<tr>
<td><strong>Nov'16</strong></td>
<td></td>
</tr>
<tr>
<td>Kaikohe Rugby Football Club for road closure, equip hire, promotion and entertainment for the Kaikohe 2016 Christmas Parade</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Hokianga Historical Society for building a retaining wall in the Society's carpark</td>
<td>2,275.00</td>
</tr>
<tr>
<td>Ohaeawai Taihapei Residents Assoc. for holding a Christmas community celebration</td>
<td>800.00</td>
</tr>
<tr>
<td>Hokianga Health Enterprise returned unused Grant portion</td>
<td>-440.00</td>
</tr>
<tr>
<td><strong>Balance as at 30 November 2016</strong></td>
<td>27,257.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Less Commitments 2016/17 (Funds not yet uplifted)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting 15.11.16</strong></td>
<td></td>
</tr>
<tr>
<td>John Matene (Hones Nursery) equipment costs associated with Project Peru for local children</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Ngati Hine Health Board Trust communication cost for Te Hauora o Pukepake Rau</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Whangarei Youth Music Society Inc for costs towards summer music camp</td>
<td>500.00</td>
</tr>
<tr>
<td>Kohukohu Town Hall committee towards community christmas luncheon</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Kohukohu Community Trust for performers fees for Soundgarden arts concert</td>
<td>1,400.00</td>
</tr>
<tr>
<td><strong>Balance 30 November 2016 Uncommitted/(Overcommitted)</strong></td>
<td>5,400.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior Year Commitments (Funds not yet uplifted)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2014/15</strong></td>
<td></td>
</tr>
<tr>
<td>Meeting 16.06.15</td>
<td></td>
</tr>
<tr>
<td>Unexpended balance for 2014/15 year to be accumulated to spend on projects identified in the Kaikohe-Hokianga Community Board Strategic Plan</td>
<td>20,666.75</td>
</tr>
<tr>
<td><strong>Balance Commitments 2014/15</strong></td>
<td>20,666.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Less Commitments 2015/16 (Funds not yet uplifted)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting 17.05.16</td>
<td></td>
</tr>
<tr>
<td>Celebration Trust for the July 2016 free school holiday programmes</td>
<td>1,500.00</td>
</tr>
<tr>
<td><strong>Balance Commitments 2015/16</strong></td>
<td>1,500.00</td>
</tr>
</tbody>
</table>

| Balance Prior Year Commitments                    | 23,666.75|


Document number A1809743  
Page 1 of 1
Far North District Council
Kaikohe - Hokiaiga Community Board
Community Fund Account as at 31 December 2016

Allocation Grants & Donations Annual Budget 2016-17 82,569.00

Less Expenditure 2016/17 (Funds Uplifted)

Sept’16
Hokianga Health Enterprise Trust for a men's health promotion evening 5,350.00
Kaikohe Amateur Football Club for professional fees 5,260.00

Oct’16
Rawene Primary School for entertainment and equip hire for the Rawene Christmas in the Park 4,000.00
Rawene Area Residents Assoc for publishing a booklet of old photographs 1,733.00
Hokianga Country Music Club for ferry travel for a music festival 2,179.00
Okaihau Community Assoc. for purchasing vetiver grass to be planted for erosion control and stabilisation of bank along Cycle Trail 1,100.00

Nov’16
Kaikohe Rugby Football Club for road closure, equip hire, promotion and entertainment for the Kaikohe 2016 Christmas Parade 5,000.00
Hokianga Historical Society for building a retaining wall in the Society's carpark 2,275.00
Ohaeawai Taiaimai Residents Assoc. for holding a Christmas community celebration 800.00
Hokianga Health Enterprise returned unused Grant portion -440.00

Dec’16
Kohukohu Community Trust for performers fees for Soundgarden arts concert 1,400.00
Whangarei Youth Music Society Inc for costs towards summer music camp 500.00
Kohukohu Town Hall committee towards community christmas luncheon 1,500.00
Kaikohe Community Arts Council for costs towards Santa's Grotto 600.00

31,257.00

Balance as at 31 December 2016 $51,312.00

Less Commitments 2016/17 (Funds not yet up lifted)

Meeting 15.11.16
John Matene (Hones Nursery) equipment costs associated with Project Peru for local children 1,000.00
Ngati Hine Health Board Trust communication cost for Te Hauora o Pukepuke Rau 1,000.00

2,000.00

Balance 31 December 2016 Uncommitted/(Overcommitted) $49,312.00

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 20,666.75

Balance Commitments 2014/15 20,666.75

Less Commitments 2015/16 (Funds not yet up lifted)

Balance Prior Year Commitments $20,666.75
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 $750.00 (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 costs associated with the community event Taiamai Day to be held in Ohaeawai on 25 March 2017, 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.

iii) Improve community participation, which creates pride and resilience, in Community based planning.

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.

<table>
<thead>
<tr>
<th>Policy requirements</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the application complete?</td>
<td>Yes the application is complete. The supporting documents have been sent under separate cover.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?</td>
<td>No. The applicant has requested $1,500.00, 52% of the total cost. The remaining 48% is allocated to volunteer value of $1,400.00, making the total budget $2,900.00.</td>
</tr>
<tr>
<td>Has the applicant received funding since 31 October 2013?</td>
<td>Yes. The applicant has received five grants:</td>
</tr>
<tr>
<td></td>
<td>07.03.14 $2,000.00 - Taiamai Day 2014</td>
</tr>
<tr>
<td></td>
<td>10.02.15 $1,500.00 - Taiamai Day 2015</td>
</tr>
<tr>
<td></td>
<td>01.12.15 $2,000.00 - Xmas event 2015</td>
</tr>
<tr>
<td></td>
<td>23.02.16 $1,750.00 - Taiamai Day 2016</td>
</tr>
<tr>
<td></td>
<td>20.09.16 $800.00 - Xmas event 2016</td>
</tr>
<tr>
<td>Has a Project Report Form been received for funding previously allocated?</td>
<td>Yes. The project report for the most recent grant is due on or before 11 February 2017.</td>
</tr>
<tr>
<td>Is the application for any purpose contrary to the policy?</td>
<td>No</td>
</tr>
<tr>
<td>Is the application retrospective?</td>
<td>No</td>
</tr>
<tr>
<td>Is the application of a commercial nature or purpose?</td>
<td>No</td>
</tr>
<tr>
<td>If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?</td>
<td></td>
</tr>
<tr>
<td>Will the funds be used for purposes on private property?</td>
<td>No</td>
</tr>
<tr>
<td>If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?</td>
<td></td>
</tr>
<tr>
<td>Does the application include disclosure of funding received for the project/event from other sources?</td>
<td>No</td>
</tr>
<tr>
<td>Does the application concern an activity or project that Council also delivers?</td>
<td>No</td>
</tr>
<tr>
<td>Is the initiative likely to succeed? Does it have a high degree of local input and benefit?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the initiative duplicate an existing project/event/programme?</td>
<td>No</td>
</tr>
<tr>
<td>Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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

| Prudent financial management within long term strategic planning | 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. |
| Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit | 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. |
| Safe, healthy, resilient places and people | 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. |
| **Our environment is protected, enhanced and wisely managed** | • 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. |
| **Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District** | • 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. |
| **Enabling Māori Development** | • 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.**

### 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 A1815477

Attachment 2: Schedule of supporting documentation - Ohaeawai Taiamai Residents Association - Document number A1815482
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>Considered in the application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Considered in the application.</td>
</tr>
<tr>
<td>Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.</td>
<td>Considered in the application.</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>No</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>This is a Community Board report.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision.</td>
<td>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</td>
</tr>
<tr>
<td>Chief Financial Officer review.</td>
<td></td>
</tr>
</tbody>
</table>
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

OHAEAWEI TAIAPAI RESIDENTS ASSOCIATION

What is your organisation’s address?

Postal address

101 STATE HIGHWAY 1, OHAEAWEI

City/Town

0476 NORTHLAND

Physical address (If different from above)

What are your organisation’s contact details?

Phone number    Email

081 1710306     MARTINE2907@LIVE.COM

Which Community Board is your organization applying to?

Te Hiku     ✓ Kaikohe-Hokianga     Bay of Islands-Whangaroa

Clearly describe the project or event.

SEE ATTACHED NOTE!
Note 1

Tiaimai Day is a fun community event that has taken place in Ohaeawai for many years. This event brings the people of Ohaeawai and the surrounding areas together. It is popular event and well patronised. A good variety of Stallholders pay $15 each which generates some income and we have local entertainment for young and old. Ohaeawai Tiaimai Residents Association volunteers donate their time freely to help run this event. Any funds raised will be put towards our 2017 Vision (attached).

Note 2

The basic set-up for Tiaimai Day is similar to previous years however we are hoping to attract new stallholders and involve the local businesses as well.

The residents of Ohaeawai and the surrounding areas can have a stall at Te Corner which is booked in advance with OTRA for a small fee of $15.

The main purpose of this event is to get everybody out and about and create a sense of community. To encourage neighbours and residents to engage and interact. It is a low socio-economic area and this offers residents the opportunity to generate some income for themselves – as well as purchase any items they may need at a low cost.

On the day, you will find a large variety of items, from second hand clothing to books; local art and local produce. The atmosphere is welcoming and exciting.

OTRA will have their own gazebo up, manned by volunteers to promote the vision for Ohaeawai and support the surrounding areas. As always, we will make sure we keep the young ones happy with entertainment such as music, colouring competitions and a bouncy castle. OTRA provides free tea and coffee and tea as well for those who want to have a rest and just relax.

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

Note 3

Current financial obligations:

<table>
<thead>
<tr>
<th>Accountants Fees:</th>
<th>500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpaid Christmas party expenses:</td>
<td>557.00</td>
</tr>
<tr>
<td>Ohaeawai Church (power)</td>
<td>75.00</td>
</tr>
<tr>
<td>Mail man (delivery Christmas newsletter)</td>
<td>40.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1172.00</strong></td>
</tr>
</tbody>
</table>

Chairperson’s Note:

On behalf of OTRA, we would like to express our thanks to the Far North District Council for their continued support of our community. We are a very small community with a limited number of volunteers and your backing is invaluable to our community.
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.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Column 1 (Total cost)</th>
<th>Column 2 (Amount requested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages/Salary</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Facilitators Fees</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Volunteer expenses reimbursement</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Volunteer Value</td>
<td>1400</td>
<td>0</td>
</tr>
<tr>
<td>Administration</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Travel/Mileage</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Stationery</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Photocopying</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Advertising/Promotion</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Rent</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Telephone/Internet (Power/Water)</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Venue Hire</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Food/Refreshments</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Equipment Hire of <strong>Booby Castle</strong> <strong>&amp; Engine</strong></td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Equipment Purchase (describe)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Consumable materials (e.g. craft supplies, tapes, books)</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Hardware (e.g. Cement, timber, nails, paint)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Other (describe)</td>
<td>Rubbish</td>
<td>150</td>
</tr>
</tbody>
</table>

| Totals                                        | 2000                  | 1500                        |

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.

SEE ATTACHED NOTE 2

Where and when will this project or event take place.

25 MARCH 2017 – 8 AM

FINANCIAL INFORMATION

Please provide information regarding your organisation’s finances.

Is your organisation registered for GST?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Yes - give number</th>
</tr>
</thead>
</table>

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).

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NZD 1642.1-</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NZD 1172.1-</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEE ATTACHED NOTE 3</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>


Community Funding Application Form

FINANCIAL INFORMATION .....continued

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.

<table>
<thead>
<tr>
<th>Funder description</th>
<th>Amount applied for</th>
<th>Decision Date</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTACT INFORMATION

What are your organisation’s contact details?

Phone number  Email address
07 56 00 66 17 ELIZABETH MURRAY hochmail.com 18

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

First name Last name
ELIZABETH MURRAY 19 20
Position Day time phone number
CHAIR PERSON 07 56 00 66 21 22
Alternative phone number Email address
— 23 — 24

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

First name Last name
MARTINE RAVAYS 25 26
Position Day time phone number
SECRETARY / TREASURER 07 19 10 30 27 28
Alternative phone number Email address
09 40 59 99 06 29 MARLINE J7 D LIVE.COM 30

CHECKLIST (please tick appropriate boxes).

✓ Application form completed in full and easy to read
✓ Applicant declaration signed
✓ A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
✓ A bank account statement with account name and number attached.
✓ 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)

OUNEAUAI TAIAMAI 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

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

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

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 organisation
- A regularly maintained tax record (if applicable)
- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g. through a spreadsheet or journal entry
- Regular financial reporting to every full meeting of the governing body

Signatory One

First name | Last name
--- | ---
ELIZABETH | MORRAY

Postal Address | City/Town/Postcode
115/B STATE HIGHWAY | 0996 OHAEAWAI

Daytime phone number | Alternative phone number
027 5960060 | ---

Position
CHAIR PERSON

Signature | Date
--- | ---
[Signature] | 10.1.2017

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 agency, 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.

<table>
<thead>
<tr>
<th></th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASB Society Cheque account statement 30 November 2016</td>
</tr>
<tr>
<td>2</td>
<td>Taiamai Day flyer</td>
</tr>
<tr>
<td>3</td>
<td>Ohaeawai: A Vision for 2017</td>
</tr>
<tr>
<td>4</td>
<td>Financial Statements for year ended 31 March 2016</td>
</tr>
</tbody>
</table>
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 $3,658.99 (plus GST if applicable) to be paid from the Board’s Community Fund account to The Kaikohe and Districts Historical and Mechanical Trust;

AND THAT the Board considers that the application for funding for the purpose of fencing part of the site to meet Health and Safety standards in the Kaikohe-Hokianga community, 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 health and safety for our people through regulation, support, or advocate on their behalf.

ii) Ensure built environments are attractive, well designed, safe, and meet the needs of the community.

iii) Improve community participation, which creates pride and resilience, in Community based planning.

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.

<table>
<thead>
<tr>
<th>Policy requirements</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the application complete?</td>
<td>Yes the application is complete. The supporting documents have been sent under separate cover.</td>
</tr>
<tr>
<td>Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?</td>
<td>No. The applicant has requested $7,317.97, 64% of the total cost.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Has the applicant received funding since 31 October 2013?</td>
<td>Yes. $1,500.00 was received on 7th March 2014 for paint and signage.</td>
</tr>
<tr>
<td>Has a Project Report Form been received for funding previously allocated?</td>
<td>An interim report has been received for the grant received on 7 March 2014. The grant has not been fully spent and the applicant had explained the reason for this in their letter dated 14 January 2017 (attached to the interim report). The Board should note that the applicant signed an Application Declaration which forms part of the application form; this states that funds should be spent within 12 months of the date of approval of the grant.</td>
</tr>
<tr>
<td>Is the application for any purpose contrary to the policy?</td>
<td>No</td>
</tr>
<tr>
<td>Is the application retrospective?</td>
<td>No</td>
</tr>
<tr>
<td>Is the application of a commercial nature or purpose?</td>
<td>No</td>
</tr>
<tr>
<td>If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?</td>
<td></td>
</tr>
<tr>
<td>Will the funds be used for purposes on private property?</td>
<td>No</td>
</tr>
<tr>
<td>If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?</td>
<td></td>
</tr>
<tr>
<td>Does the application include disclosure of funding received for the project/event from other sources?</td>
<td>Assistance has been requested from NZ Rail but no response has been received to date.</td>
</tr>
<tr>
<td>Does the application concern an activity or project that Council also delivers?</td>
<td>No</td>
</tr>
<tr>
<td>Is the initiative likely to succeed? Does it have a high degree of local input and benefit?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the initiative duplicate an existing project/event/programme?</td>
<td>No</td>
</tr>
<tr>
<td>Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the project/purpose for which the grant is made normally provided or funded by an</td>
<td>No</td>
</tr>
</tbody>
</table>
organisation outside the Council?

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

| Prudent financial management within long term strategic planning | • 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. |
| Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit | • 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. |
| Safe, healthy, resilient places and people | • 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. |
| Our environment is protected, enhanced and wisely managed | • 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.

<table>
<thead>
<tr>
<th>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Achieve sustainable communities through services, facilities, infrastructure, and technology solutions.</td>
</tr>
<tr>
<td>• Provide the right services delivered in the right places, to an agreed standard.</td>
</tr>
<tr>
<td>• Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Promote the strategic value of the District’s state highways.</td>
</tr>
<tr>
<td>• Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure.</td>
</tr>
<tr>
<td>• Maintain or improve the quality of the District’s public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enabling Māori Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Work with Māori to align strategies and policies that provides for social, economic and environmental growth.</td>
</tr>
<tr>
<td>• Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential.</td>
</tr>
<tr>
<td>• Assist hapū to build their capacity to develop iwi/hapū environmental management plans.</td>
</tr>
<tr>
<td>• Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi.</td>
</tr>
<tr>
<td>• Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development.</td>
</tr>
<tr>
<td>• Actively promote Māoritanga to enhance development of positive social outcomes.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Strengthen Marae, hapū and/or iwi capacity and skills to participate in natural resource management; and</td>
</tr>
</tbody>
</table>
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.

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 - The Kaikohe and Districts Historical and Mechanical Trust - Document number A1815870
Attachment 2: Schedule of supporting documentation - The Kaikohe and Districts Historical and Mechanical Trust - Document number A1815874
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Considered in the application.</td>
</tr>
<tr>
<td>Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.</td>
<td>Considered in the application.</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>No</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>This is a Community Board report.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision.</td>
<td>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</td>
</tr>
</tbody>
</table>

Chief Financial Officer review.
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 organization’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

| The Kaikohe and Districts Historical and Mechanical Trust. Aka Pioneer Village Kaikohe |

What is your organization’s address?

| Postal address |
| 1a Recreation RD |

| City/Town |
| Kaikohe 0405 |

Physical address (if different from above)

What are your organisations contact details?

| Phone number |
| 094010816 |

| Email |
| heritagekaikohe@gmail.com |

Which Community Board is your organization applying to?

| Te Hiku # Kaikohe-Hokianga Bay of Islands-Whangaroa |

Clearly describe the project or event.

| The Pioneer Village, Heritage park Museum holds valuable collections of Mid North history which they restore, care for and display to local citizens and visitors. Apart from 1 F/T curator/manager the organisation is totally reliant on volunteers to restore, fix and repair its collection of antiquities and machines most of which are donated by families and enthusiasts who wish to share and preserve this unique Northland heritage. Visitor access and in particular visiting schools requires a robust level of Health & Safety protocols that must be met. An audit was undertaken early in 2016 by FNDC highlighted a number of deficiencies that require attention. These are listed in the attachments. The cost to meet these standards is $11,418.00 unexpected cash cost is unaffordable to the Trust. This application is to meet the H&S compliance standards in order to maintain and build its visitor thru-puts. The latest Trust cash profit position is tight and efforts are being made to improve this by the members and advisory support from Council. In the meantime we need to bring our facilities up to OSH standards of safety otherwise we run the risk of not operating or opening to the public. That would be disastrous for the Museum. |
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.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Column 1 (Total cost)</th>
<th>Column 2 (Amount requested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages/Salary¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitators Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer expenses reimbursement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Value² (205hrs x $20)</td>
<td>$4100.00</td>
<td></td>
</tr>
<tr>
<td>Administration/Subs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel/Mileage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stationery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopying/Printing/Photographs, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising/Promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent/Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone/Internet/Power/Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue Hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food/Refreshments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumable materials (e.g. craft supplies, tapes, books)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardware (e.g. Cement, timber, nails, paint)³</td>
<td>$7317.97</td>
<td>$7317.97</td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Community survey to gather views, needs and feedback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Research study &amp; environmental scan analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Compilation into project management study and a planning document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Totals                                                    | $11,418.00            | $7317.97                    |

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.

There is no doubt this collection of Northland heritage is an important feature of our history. It must be preserved, shared and taught to our children, citizens and visitors. A robust business model is being developed to build its ongoing viability. But first we must be OSH compliant.

As well as heritage value the Museum holds precious machinery that has been restored into good working order and features in most community events, open days, Xmas parades and special events. Participation is in providing a free community service that features highly in community aspirations.

The Museum has links into the heritage tourism industry. In addition the opportunity to bring more Maori heritage into the exhibitions as Maori featured strongly in the pioneer days also. By building on these heritage features and building a new business model will increase visitor and local interest and gate revenues. It will also link to the Pou Herenga trail. Building and growing means more employment for local curators, guides and volunteer support.

Where and when will this project or event take place.

Work will commence immediately once the materials are purchased and labour provided by volunteers.

FINANCIAL INFORMATION

Please provide information regarding your organisation's finances.

Is your organisation registered for GST?

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       | $64043.64 |

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

ALL

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and wages</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>Building and Machine maintenance (Licences)</td>
<td>$26,000.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$17,000.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$63,700.00</td>
</tr>
</tbody>
</table>
A statement of financial position as at Y/E March 2016 is attached. You will note the cash profit trading position and also the “Statement of Changes in Trustee Funds”. I draw your attention to the Trustee Funds of $672,561. This amount is mostly a revaluation of assets relating to the value of antiquities, machinery, buildings ($581,486) and the balance ($91,075) being the operating assets of the Museum Trust. This valuation is done on the basis of insurance value rather than replacement value.

FINANCIAL INFORMATION …..continued

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.

<table>
<thead>
<tr>
<th>Funder description</th>
<th>Amount applied for</th>
<th>Decision Date</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>NZ Rail (Assistance)</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTACT INFORMATION

What are your organisation’s contact details?

Phone number: 09 4010816
Email address: heritagekaikohe@gmail.com

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

First name: Linda
Last name: Bracken
Position: Trustee / Secretary-Treasurer
Day time phone number: 021 1474795 or 09 4011980
Email address: Linbrac56@clear.net.nz

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

First name: Delwyn
Last name: Walker
Position: Curator/Manager
Day time phone number: 09 4010816
Email address: heritagekaikohe@gmail.com

CHECKLIST (please tick appropriate boxes).

- Application form completed in full and easy to read
- Applicant declaration signed
- A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
- A bank account statement with account name and number attached.
- 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)
The Kaikohe and District Historical and Mechanical Trust.

We the undersigned declare the following:
In submitting this application -
1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. 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 organisation’s 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
Linda     Bracken
Postal Address  City/Town/Postcode
1 Williams Ave KAIKOHE 0405
Daytime phone number  Alternative phone number
021 1474795  09 4011980
Position
Trustee  Secretary/ Treasurer
Signature  Date

Signatory Two
First name  Last name
Delwyn  Walker
Postal Address  City/Town/Postcode
5676 State Highway 12 RD2 KAIKOHE 0472
Daytime phone number  Alternative phone number
09 4010816  022 6972758
Position
Curator / Manager
Signature  Date

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

THE KAIKOHE AND DISTRICTS HISTORICAL AND MECHANICAL TRUST

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Site Map</td>
</tr>
<tr>
<td>2</td>
<td>Photo’s showing areas to be fenced</td>
</tr>
<tr>
<td>3</td>
<td>Summary of costs</td>
</tr>
<tr>
<td>4</td>
<td>Quote: Resene 4 January 2017</td>
</tr>
<tr>
<td>5</td>
<td>Quote: Frosted Safety Glass Strip</td>
</tr>
<tr>
<td>6</td>
<td>Quote: NZ Safety Blackwoods</td>
</tr>
<tr>
<td>7</td>
<td>Quote: All Glass and Windscreens 11 June 2016</td>
</tr>
<tr>
<td>8</td>
<td>Quote: Bunnings 9 January 2017</td>
</tr>
<tr>
<td>9</td>
<td>Alternate quote: JT 2 December 2016</td>
</tr>
<tr>
<td>10</td>
<td>Minutes from meeting 8 August 2016</td>
</tr>
<tr>
<td>11</td>
<td>ASB Society Cheque Account Statement</td>
</tr>
<tr>
<td>12</td>
<td>Annual Report year ended 31 March 2016</td>
</tr>
</tbody>
</table>
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 $1,255.53 (plus GST if applicable) to be paid from the Board’s Community Fund account to Youthline Auckland Charitable Trust;

AND THAT the Board considers that the application for funding for the purpose of service delivery costs involved in providing crisis helpline support to youth and their families in the Kaikohe-Hokianga community, 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.

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.

<table>
<thead>
<tr>
<th>Policy requirements</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the application complete?</td>
<td>Yes the application is complete. The supporting documents have been sent under separate cover.</td>
</tr>
<tr>
<td>Does the applicant indicate at least a 50% contribution (in financial value) towards the total costs stated in the application?</td>
<td>Yes. The applicant has requested $1,255.53, 40% of the total cost.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Has the applicant received funding since 31 October 2013?</td>
<td>No</td>
</tr>
<tr>
<td>Has a Project Report Form been received for funding previously allocated?</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Is the application for any purpose contrary to the policy?</td>
<td>No</td>
</tr>
<tr>
<td>Is the application retrospective?</td>
<td>No</td>
</tr>
<tr>
<td>Is the application of a commercial nature or purpose?</td>
<td>No</td>
</tr>
<tr>
<td>If it is, does it effectively demonstrate that associated profits will be of direct benefit to the community?</td>
<td>No</td>
</tr>
<tr>
<td>Will the funds be used for purposes on private property?</td>
<td>No</td>
</tr>
<tr>
<td>If they are, does the application effectively demonstrate that the project/event will be of direct benefit to the community?</td>
<td>No</td>
</tr>
<tr>
<td>Does the application include disclosure of funding received for the project/event from other sources?</td>
<td>Yes. A total of $1,869.67 has been received from MSD - Social Services, COGS Far North, Lottery Grant, and donations from fundraising events.</td>
</tr>
<tr>
<td>Does the application concern an activity or project that Council also delivers?</td>
<td>No</td>
</tr>
<tr>
<td>Is the initiative likely to succeed? Does it have a high degree of local input and benefit?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the initiative duplicate an existing project/event/programme?</td>
<td>No</td>
</tr>
<tr>
<td>Does the application demonstrate that the applicant has the appropriate capability and capacity to deliver to the level as agreed?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the project/purpose for which the grant is made normally provided or funded by an organisation outside the Council?</td>
<td>No</td>
</tr>
</tbody>
</table>
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

| Prudent financial management within long term strategic planning | • 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. |
| Strong partnerships with Māori, communities, businesses, government, Northland councils, non-profit, voluntary groups and communities that improve quality of life and maximise community benefit | • 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. |
| Safe, healthy, resilient places and people | • 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. |
| Our environment is protected, enhanced and wisely managed | • 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.

<table>
<thead>
<tr>
<th>Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve sustainable communities through services, facilities, infrastructure, and technology solutions.</td>
</tr>
<tr>
<td>Provide the right services delivered in the right places, to an agreed standard.</td>
</tr>
<tr>
<td>Achieve more efficient use of existing infrastructure, including managing demand, to deliver value for money services and that infrastructure is planned and affordable.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Promote the strategic value of the District’s state highways.</td>
</tr>
<tr>
<td>Protect the environment and people and enable sustainable development through provision of water, stormwater, and wastewater infrastructure.</td>
</tr>
<tr>
<td>Maintain or improve the quality of the District’s public recreation, leisure, amenities and facilities appropriate to their locations and the needs of communities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enabling Māori Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with Māori to align strategies and policies that provides for social, economic and environmental growth.</td>
</tr>
<tr>
<td>Support the development and implementation of sustainable hapū management plans to enable Marae and Hapū to develop their potential.</td>
</tr>
<tr>
<td>Assist hapū to build their capacity to develop iwi/hapū environmental management plans.</td>
</tr>
<tr>
<td>Support a collaborative economic development strategy that enables the growth of a sustainable economic base with whānau, hapū and iwi.</td>
</tr>
<tr>
<td>Attain increased wealth and self-determination for hapū and iwi through sustainable economic growth and social development.</td>
</tr>
<tr>
<td>Actively promote Māoritanga to enhance development of positive social outcomes.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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 - Youthline Auckland Charitable Trust - Document number A1800153

Attachment 2: Schedule of supporting documentation - Youthline Auckland Charitable Trust - Document number A1800161
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. | 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 |
| Chief Financial Officer review. | |
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

Youthline Auckland Charitable Trust

What is your organisation’s address?

Postal address

PO Box 8670

City/Town

Auckland 1150

Physical address (if different from above)

13 Maidstone Street, Grey Lynn 1021

What are your organisation’s contact details?

Phone number

Email

09 376 6645

ChangingLives@youthline.co.nz

Which Community Board is your organization applying to?

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

Clearly describe the project or event.

Youthline requests funding towards the service delivery costs involved in providing our crisis helpline support to youth and their families in the Far North District – Kaikohe Hokianga region.

Youthline’s crisis helpline is an essential service for Kaikohe Hokianga region young people struggling to transition into adulthood. Our free 24/7 helpline counselling service works with young people who are in situations of low, high and imminent risk. The services are both a preventative intervention for young people who need to talk through stressors and concerns as well as a first point of entry for young people who are experiencing crisis such as self-harming, suicidal thoughts or behaviour, family violence and a range of other difficulties.

This national service is staffed by a large team of approximately 400 helpline volunteer counsellors - supported by our Clinical Triage Team - providing immediate support, development opportunities and referral to local support services. Last year Youthline’s helpline received approximately 900 contacts from Kaikohe Hokianga region youth for support. Only one third of the costs required to provide this vital helpline service are funded by the New Zealand government.

To continue to provide this essential service throughout the country we are requesting support from the Far North District Council to provide help to struggling Kaikohe Hokianga youth.
**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.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Column 1 (Total cost)</th>
<th>Column 2 (Amount requested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages/Salary ^1  (.Triage staff)</td>
<td>$1985.22</td>
<td>$800.00</td>
</tr>
<tr>
<td>Facilitators Fees - Volunteer training</td>
<td>$440.44</td>
<td>$215.53</td>
</tr>
<tr>
<td>Professional Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer expenses reimbursement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Value ^2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration - Management costs</td>
<td>$39.94</td>
<td>$20.00</td>
</tr>
<tr>
<td>Travel/Mileage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stationery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising/Promotion</td>
<td>$150.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Rent - Facility costs</td>
<td>$31.32</td>
<td>$20.00</td>
</tr>
<tr>
<td>Telephone/Internet/Power/Water Supply</td>
<td>$478.28</td>
<td>$300.00</td>
</tr>
<tr>
<td>Venue Hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food/Refreshments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Purchase (describe) ^3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumable materials (e.g. craft supplies, tapes, books)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardware (e.g. Cement, timber, nails, paint) ^3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

$3125.19  $1255.53

---

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.

New Zealand youth are struggling. They are growing up in a rapidly changing world and research shows high numbers of adolescent depression, addiction and apathy for others. Young people deal with many challenges which often leave them feeling shut off from the world and believing that there is no way out of their situation and unaware of how to access support. Youthline helps young people. We link them with the help they need, we offer support services and positive role models to encourage, motivate and inspire young people to reach their full potential and create a resilient community.

Youthline services equip youth with skills and insights on how to build self-esteem and improve mental-health, how to actively problem-solve and recover from setbacks. Counsellors link them with local support services to assist their ongoing development. Through their improved emotional and self-management skills young people are less likely to fall into helplessness, depression, addictive behaviours, dangerous relationships and unemployment.

Our goal is to effectively provide support and resource young people with information to enable them to successfully transition into adulthood, to help them recover from their circumstances and encourage them to become positive contributors and leaders in their family and community now as well as into the future.

Where and when will this project or event take place.

Youthline's crisis helpline service is available to young people looking for support 24/7. Last year our service received 275,000 requests for help from young people throughout New Zealand including 32,000 phone contacts, 18,000 online contact and approx 225,000 youth contacting us through text. Specifically Youthline's crisis helpline received approx 900 contacts from Kaitaia Hokitika region youth seeking support.

FINANCIAL INFORMATION

Please provide information regarding your organisation’s finances.

Is your organisation registered for GST?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes - give number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8782601</td>
</tr>
</tbody>
</table>

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

|$49,049.88$

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

|$18,679.67$ of this is tagged towards providing helpline services to Kaitaia/Hokitika.

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youthline helpline, nationwide, other regions</td>
<td>$20,704.75</td>
</tr>
<tr>
<td>Face to Face Mentoring &amp; Counselling</td>
<td>$15,282.00</td>
</tr>
<tr>
<td>Volunteer training scheme, other regions</td>
<td>$611.73</td>
</tr>
<tr>
<td>Shared Support Costs</td>
<td>$611.73</td>
</tr>
</tbody>
</table>

TOTAL

|$47,180.21$
Community Funding Application Form

FINANCIAL INFORMATION .....continued

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.

<table>
<thead>
<tr>
<th>Funder Description</th>
<th>Amount Applied For</th>
<th>Decision Date</th>
<th>Amount Granted towards this region</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSO - Social Services</td>
<td>$706.00</td>
<td>14 July 2016</td>
<td>$584.32</td>
</tr>
<tr>
<td>COGS - Far North</td>
<td>$706.00</td>
<td>18 Aug 2016</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lottery - National</td>
<td>$731.52</td>
<td>13 Oct 2016</td>
<td>$492.30</td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
<td>$292.54</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$1,869.67</strong></td>
</tr>
</tbody>
</table>

CONTACT INFORMATION

What are your organisation's contact details?

<table>
<thead>
<tr>
<th>Phone number</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 376 6645</td>
<td><a href="mailto:charginglives@youthline.com">charginglives@youthline.com</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Day time phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nickie</td>
<td>Mouncey</td>
<td>027 442 8084</td>
</tr>
<tr>
<td><em>Funding Coordinator</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09 376 6645</td>
<td><a href="mailto:nickie@youthline.com">nickie@youthline.com</a></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Day time phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geoff</td>
<td>Lawson</td>
<td>021 727 004</td>
</tr>
<tr>
<td><em>Funding Coordinator</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Geoff@youthline.com">Geoff@youthline.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHECKLIST (please tick appropriate boxes).

- ✔ Application form completed in full and easy to read
- ✔ Applicant declaration signed
- ✔ A job description / quotes x 2 / programme outline attached (if applying for this costs) as per section 9, page 2
- ✔ A bank account statement with account name and number attached.
- ✔ 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)

Youthline Auckland Charitable Trust

We the undersigned declare the following:
In submitting this application -
1 We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2 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: Nickie
Last name: Mooney
Postal Address: 13A Walter Avenue, Buddleia Beach, Auckland 2012
Daytime phone number: 027 442 8054
Alternative phone number: 09 376 6645
Position: Funding Coordinator
Signature: [Signature]
Date: 25/10/16

Signatory Two
First name: Geoff
Last name: Lawson
Postal Address: 91 Norfolk Street, Penzance, Auckland 1021
Daytime phone number: 021 727 004
Position: Funding Coordinator
Signature: [Signature]
Date: 25/10/16

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

**YOUTHLINE AUCKLAND CHARITABLE TRUST**

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

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover Letter</td>
</tr>
<tr>
<td>2</td>
<td>Proposal and Project Budget</td>
</tr>
<tr>
<td>3</td>
<td>Current bank account balances 19 December 2016</td>
</tr>
<tr>
<td>4</td>
<td>Bank deposit slip</td>
</tr>
<tr>
<td>5</td>
<td>Letter of Support: The Parenting Place 29 January 2016</td>
</tr>
<tr>
<td>6</td>
<td>Letter of Support: New Zealand Bluelight Ventures Inc 20 March 2015</td>
</tr>
<tr>
<td>7</td>
<td>Letter of Support: North Shore Community Ministries 29 February 2016</td>
</tr>
<tr>
<td>8</td>
<td>Individual Employment Agreement for Julian Barnett, Youth Development &amp; Triage Worker</td>
</tr>
<tr>
<td>9</td>
<td>Update to Employment Agreement 15 August 2011</td>
</tr>
<tr>
<td>10</td>
<td>Certification of employment of Julian Barnett 17 August 2016</td>
</tr>
<tr>
<td>11</td>
<td>Annual Report Auckland Region 2015-2016</td>
</tr>
</tbody>
</table>
Executive Summary

The purpose of the report is to enable the Kaikohe-Hokianga Community Board (KHCB) to adopt the previous Community Board’s Strategic Plan. The KHCB will continue to develop the KHCB Strategic Plan to inform the 2018-28 Long Term Plan (LTP) and for the KHCB to determine priorities for allocation of Community Grant Funding.

Recommendation

THAT the Kaikohe-Hokianga Community Board adopt the Kaikohe-Hokianga Community Board Strategic Plan and continue the development of the Plan to inform the 2018-28 Long Term Plan.

1) Background

The Community Boards were given a mandate to develop their own Strategic Plans, as part of the 2015-2025 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 and 2017/18 Annual Plan and to develop a prioritisation tool that informs how the KHCB allocates its Community Grant funding.

2) Discussion and options

A formal handing over of the draft KHCB Board Strategic Plan by the previous Board was actioned through a Community Board resolution prior to the 2016 Local Body Elections. The KHCB Strategic Plan remains is in draft form, and while the Board has the right to start again, projects in the current plan are active and the Board should give cognisance to the Strategic Plan and continue its development to inform and/or influence Council decisions.

The KHCB Board will need to:

- Continue to define the prioritisation methodology for allocating Community Grant Funding
- Consider alignment of past and current Community Plans/Hapu Management Plans (HMP)
- Engage with community to determine their priorities for Council planning processes
- Engage with other Council supported groups, e.g. Youth Council, Disability Action Group, etc.
- Use the Strategic Plan as a basis for submissions to the 2017/18 AP and the 2018-28 LTP.
The most up-to-date 2016/17 KHCB Strategic Plan is attached. Community Policy and Development staff will continue to support the Board in the development of its Strategic Plans.

3) Financial implications and budgetary provision
No immediate financial implication. The KHCB Strategic Plan will contribute to planning and funding for the 2018-28 LTP.

4) Reason for the recommendation
To formally adopt the 2016/17 KHCB Strategic Plan and continue its development for the 2018-28 Long Term Plan.

Manager: Bill Lee - Manager Community Policy and Development
Attachment 1: Kaikohe-Hokianga Community Board Strategic Plan - Document number A1816518
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>Long Term Plan 2015-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Considered as part of Board’s strategic planning</td>
</tr>
<tr>
<td>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.</td>
<td>Considered as part of Board’s strategic planning</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council’s Policy #2124?</td>
<td>No</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board’s views been sought?</td>
<td>It is a Community Board Plan</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision. Chief Financial Officer review.</td>
<td>There are no financial implications or need for budgetary provision.</td>
</tr>
</tbody>
</table>
Kaikohe-Hokianga Community Board Strategic Plan
2015/16 - 2016/17

And Setting the Direction
for the Long Term Plan
2018-28
Kaikohe Hokianga Community Board Members

Six community board members are elected from three subdivisions to represent communities of the Kaikohe Hokianga Ward for a three-year term. The following community board members were elected on 8 October 2016 and sworn in on 15 November 2016.

Mike Edmonds (Chair)
Kaikohe
Phone: 027 532 9920
Email: mike.edmonds@fndc.govt.nz

Emma Davis (Deputy Chair)
North Hokianga
Phone: 0276 404 080
Email: emma.davis@fndc.govt.nz

Louis Toorenburg
South Hokianga
Phone: 405 4581
Email: louis.toorenburg@fndc.govt.nz

Robert Cassidy
South Hokianga
Phone: 020 4125 6258
Email: robert.cassidy@fndc.govt.nz

Kelly van Gaalen
Kaikohe
Phone: 022 350 8960
Email: kelly.vangaalen@fndc.govt.nz

Shaun Reilly
Kaikohe
Phone: 021 026 72575
Email: shaun.reilly@fndc.govt.nz
Board Vision and Priorities

Mission

To encourage, support and foster community development within each community in the Kaikohe Hokianga ward.

Additionally, the Kaikohe Hokianga Community Board supports the Statements of Purpose in the vision, values and expectations as expressed in the Far North Councils “Our Voices Our Vision”.

To achieve this 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 wellbeing of the Kaikohe Hokianga ward and its communities.

“Our Voices Our Vision” is a Statement of Purpose

• A fresh approach to planning for Far North’s future
• An inclusive kaupapa where everyone plays a part
• Enables and aligns community aspirations to a common purpose
• It will require courage, determination and resilience to give effect to this plan and our aspirations
• Embraces a better future for the Far North
• It puts up a clear statement of what is important to us
• A platform for smart and cost effective decision-making
• A momentum for change to lead the way in doing things for ourselves
• Adds strength and resilience in growing and building our communities

Our Values

• He Whenua Rangatira - A District of sustainable prosperity and well-being
• Tikanga – To things right
• Manawatopu - 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 and cultural 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 – a rich heritage diverse, respected and celebrated. A great place
  where whanau can flourish
- Tangata whai ora – Where whanau are happy, healthy, safe and purposeful
- He waka hourua – Where whanau are happy, healthy, safe and purposeful
- Kokiri tahi - Empowered communities, working together

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
deliberations. 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 – As per appendix 1

Priorities 2016/17

Major Infrastructure Works
- Rawene Courthouse refurbishment – painting contractors
  engaged
- Rawene Housing for the elderly
- Opononi Housing for the elderly
- Broadwood toilets -
- Rawene Toilets – site location confirmed, resource consent application submitted
- Kaikohe Housing for the elderly renewals
- Mangakahia Road 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/Omanaia water project commission date set for August 2017
- Find new water sources for Opononi/Omapere area. Test bores search commence in Jan 2017 for new aquifer and consider water tanks for new builds
- Kaikohe -Ngawha Springs new transfer pump station installation
- Kohukohu resource consent approval for treated discharge. Causes and effects consultation is in play with Hapu and community constituents
- Horeke hall refurbishment
- Opononi boat ramp and waterfront improvements
- Omapere and Ohaeawai Toilet upgrades
- 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 and important events
- Support the Youth Council of Kaikohe
- Consider reinstating beautification funds for specific community projects
- Consider funding support for town annual Christmas events
- Develop Community Development Plans for North Hokianga including Broadwood, Panguru, Mitimiti, Pawarenga and Motuti
- Upgrade town security surveillance systems to monitor probable
- Activate Ngapuhi Tertiary Hub program for people/students to access education options and career pathways for themselves
- Lindvart Park pavilion upgrade
- Kaikohe Pensioner flats upgrade
- Safe Streets for Kaikohe-speed reduction installs around schools, ECE centres and high risk intersections

**Recreation and Walkways**
● Complete the Pou Herenga Tai Twin Coast Cycle Trail, Cycle Lanes in Kaikohe and Kauri Coast Cycle Trail into a seamless network of navigation for cyclists
● Market/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 Don’t’s and helpful hints to enhance local and visitor experience
● Update the track strategy to prioritise upgrades, new initiatives to link with existing walk ways and supporting infrastructure
● Support the promotion of Kaikohe Pioneer Village and its treasures as a unique visitor experience for Kaikohe
● Launch the new skate park in Kaikohe

Amenities
● Promote community Amenity Lighting needs
● Uphold community services, health and safety standards by providing rubbish bins, benches, bollards and signage

Priorities 2017/18
● New Community Development Plans for Mangamuka, Mangataipa
● Review existing community plans and update these starting with Kaikohe

Variations from the 2015-25 Long Term Plan (LTP)
No major variation or retiming is proposed
Future Priorities (LTP 2018-28)
• Under construction

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, heritage and tradition
- Conservation goodwill and resource management including lands, forests, and coastal environs

What we have heard – kanohi ki kanohi

Maori want to engage with council but not always at an 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
- Maintaining relationships with Iwi/Hapu collectives and Ngapuhi Rungaga

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
- The Twin Coast Discovery Route (TCDR) engagement with Opononi Residents, NZTA and FNDC
- Te Waangaga o Ngapuhi Tertiary project for student career and employment pathways
- Community consultations for annual plan reviews
- Community Board funding for community based projects and events

Role of Community Boards

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
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 – is 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.

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 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 and/or Long Term Plan.

10. Provide information

**Ward Rate**

Council set a targeted rate based on 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 per the Ward in which the rating unit is located. This is described below for all rating units located within each Ward.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Percentage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Te Hiku Ward</td>
<td>29%</td>
<td>$5,311,702</td>
</tr>
<tr>
<td>Bay of Islands / Whangaroa Ward</td>
<td>48%</td>
<td>$3,280,727</td>
</tr>
<tr>
<td>Kaikohe / Hokianga Ward</td>
<td>23%</td>
<td>$2,624,494</td>
</tr>
</tbody>
</table>

The Total Rate expected to be available is in the table above (Source: 2015/16 Funding Impact Statement).

**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 Cycle way, 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, available and fit for purpose 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 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 development and renewable energy for power generation
● 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 fairness and affordability

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

Changes 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)
- Waiairiki 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:

<table>
<thead>
<tr>
<th>Gender</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Females</td>
<td>6,225</td>
<td>50.5%</td>
</tr>
<tr>
<td>Males</td>
<td>6,111</td>
<td>49.5%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>12,336</strong></td>
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#### Ethnic Groups:

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Count</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>European</td>
<td>4,899</td>
<td>39.7%</td>
</tr>
<tr>
<td>Maori</td>
<td>7,290</td>
<td>59.1%</td>
</tr>
<tr>
<td>Pacific Peoples</td>
<td>573</td>
<td>4.6%</td>
</tr>
<tr>
<td>Asian</td>
<td>177</td>
<td>1.4%</td>
</tr>
<tr>
<td>Middle Eastern/Latin/African</td>
<td>15</td>
<td>0.1%</td>
</tr>
<tr>
<td>New Zealander</td>
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<tr>
<td>Other ethnicity</td>
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<td>0%</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>100.00%</strong></td>
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#### Qualifications:

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<tr>
<th>Qualification</th>
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<tbody>
<tr>
<td>Higher Degree</td>
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</tr>
<tr>
<td>Bachelor Degree</td>
<td>447</td>
<td>4.8%</td>
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<tr>
<td>Post School (excluding University)</td>
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<tr>
<td>School Qualification</td>
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<tr>
<td>No qualification</td>
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<tr>
<td>Not stated/included</td>
<td>2,151</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>9,261</strong></td>
<td><strong>100.00%</strong></td>
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#### Employment Status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Count</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Employed full-time</td>
<td>2,709</td>
<td>59.0%</td>
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<tr>
<td>Employed part-time</td>
<td>1,086</td>
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<tr>
<td>Unemployed</td>
<td>795</td>
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<tr>
<td><strong>Total</strong></td>
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#### Individual Income

<table>
<thead>
<tr>
<th>Income Range</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative or zero income:</td>
<td>843</td>
<td>9.1%</td>
</tr>
<tr>
<td>$1 - $5,000</td>
<td>465</td>
<td>5.0%</td>
</tr>
<tr>
<td>$5,001 - $10,000</td>
<td>633</td>
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</tr>
<tr>
<td>$10,001 - $15,000</td>
<td>1,170</td>
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</tr>
<tr>
<td>$15,001 - $20,000</td>
<td>1,023</td>
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<tr>
<td>$25,001 - $30,000</td>
<td>462</td>
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<tr>
<td>$30,001 - $40,000</td>
<td>693</td>
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<tr>
<td>$40,001 - $50,000</td>
<td>489</td>
<td>5.3%</td>
</tr>
<tr>
<td>$50,001 - $70,000</td>
<td>480</td>
<td>5.2%</td>
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<tr>
<td>$70,001 - $100,000</td>
<td>222</td>
<td>2.4%</td>
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<tr>
<td>$100,001 or more</td>
<td>90</td>
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<tr>
<td>Not stated</td>
<td>2,013</td>
<td>21.8%</td>
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<td><strong>Total</strong></td>
<td><strong>9,216</strong></td>
<td><strong>100.00%</strong></td>
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#### Household Income

<table>
<thead>
<tr>
<th>Income Range</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative or zero income:</td>
<td>72</td>
<td>1.6%</td>
</tr>
<tr>
<td>$1 - $5,000</td>
<td>66</td>
<td>1.5%</td>
</tr>
<tr>
<td>$5,001 - $10,000</td>
<td>99</td>
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<td>$10,001 - $15,000</td>
<td>267</td>
<td>6.0%</td>
</tr>
<tr>
<td>$15,001 - $20,000</td>
<td>339</td>
<td>7.6%</td>
</tr>
<tr>
<td>$20,001 - $25,000</td>
<td>267</td>
<td>6.0%</td>
</tr>
<tr>
<td>$25,001 - $30,000</td>
<td>291</td>
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### Occupations

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<th>Count</th>
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</thead>
<tbody>
<tr>
<td>Managers</td>
<td>714</td>
<td>18.9%</td>
</tr>
<tr>
<td>Professionals</td>
<td>546</td>
<td>14.5%</td>
</tr>
<tr>
<td>Technicians and trades workers</td>
<td>300</td>
<td>7.9%</td>
</tr>
<tr>
<td>Community and personal service workers</td>
<td>432</td>
<td>11.4%</td>
</tr>
<tr>
<td>Clerical and administrative workers</td>
<td>330</td>
<td>8.7%</td>
</tr>
<tr>
<td>Sales workers</td>
<td>207</td>
<td>5.5%</td>
</tr>
<tr>
<td>Machinery operators and drivers</td>
<td>165</td>
<td>4.4%</td>
</tr>
<tr>
<td>Labourers</td>
<td>660</td>
<td>17.5%</td>
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<tr>
<td>Not stated/included</td>
<td>423</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,440</td>
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### Industries

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

<table>
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<th>Family Type</th>
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<tr>
<td>Couples with children</td>
<td>798</td>
<td>27.7%</td>
</tr>
<tr>
<td>Couple with dependent children</td>
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<td>27.7%</td>
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<td>Couple with adult children only</td>
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<td>One parent families</td>
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<td></td>
</tr>
<tr>
<td>One parent family with dependent children</td>
<td>693</td>
<td>24.0%</td>
</tr>
<tr>
<td>One parent family with adult children only</td>
<td>201</td>
<td>7.0%</td>
</tr>
<tr>
<td>One parent family with children – dependency</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Couple without children</td>
<td>1,062</td>
<td>36.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,793</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
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

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
• 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

Kaikohe

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
01 FEBRUARY 2017

Name of item: INFORMATION REPORTS
Author: Aisha Huriwai - Meetings Administrator
Date of report: 17 January 2017
Document number: A1809099

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:

b. “Flooding Otengi Road, Panguru” dated 13 January 2017;
c. “New Footpath Request - Manning Street Rawene” dated 17 January 2017; and
d. “Action Sheet for the period ending 22 December 2016” dated 22 December 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:

Attachment 1: “Kaikohe-Hokianga Community and Customer Services Activities” dated 13 January 2017 - Document number A1807451

Attachment 2: “Flooding Otengi Road, Panguru” dated 13 January 2017 - Document number A1815839

Attachment 3: “New Footpath Request - Manning Street, Rawene” - Document number A1816963

Attachment 4: “Action Sheet for the Period Ended 22 December 2016” dated 22 December 2016 - Document number A1811450
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>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.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision.</td>
<td>There are no financial implications or the need for budgetary provision.</td>
</tr>
<tr>
<td>Chief Financial Officer review.</td>
<td>The Chief Financial Officer has not reviewed this report.</td>
</tr>
</tbody>
</table>
MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
01 FEBRUARY 2017
Name of item: COMMUNITY AND CUSTOMER SERVICES ACTIVITIES
Author: Jacine Warmington - Manager Community and Customer Services
Date of report: 13 January 2017
Document number: A1807451

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 months of October, November and December 2016 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
- Cemeteries Administration

Contact Centre
Technology
- As has been previously reported, the Contact Centre is undergoing changes in order to provide reliable contact centre services. A phased approach is being adopted, i.e.:
  o Phase 1 - Provide reliable contact centre services in the short term
    ▪ Since 18 August 2016, contact centre software and hardware has been provided by Phoneplus (Council's after hours service).
    ▪ While reporting is limited, the service has provided an improved level of stability resulting in fewer hardware/software outages.
  o Phase 2 – Provide a medium term contact centre solution.
    ▪ An All of Government (AOG) procurement process was undertaken to find the most suitable Contact Centre solution with Datacom being engaged as the successful vendor. The Implementation project which is being done in conjunction with Kaipara District Council has commenced.
    ▪ Estimated ‘Go Live’ date is late March 2017.
Phase 3 - Provide a long-term contact centre solution to provide a robust and scalable multi-channel contact centre solution.

- Phase 2 option may be continued if it fits all the requirements and would accommodate the possibility of shared services with other Northland Councils.

Service

- For the months of October, November and December 2016 the typical types of calls offered included rates queries with the second instalment of rates falling due 20 November, followed by penalty letters. Enquiries regarding rates rebate applications have continued as there is a backlog in processing this (through Department of Internal Affairs).
- With 8.87 FTEs (full time employees), the Contact Centre is also responsible for the administration of a number of Council functions and provides cover at other service centres which totalled 166 hours for October, November and December. The use of Casual staff has been necessitated by staff absence due to illness, and staff secondments to other areas of Council. However this has not provided a full staffing level with an average of 6.87 FTE for the Contact Centre and Kaikohe front counter, resulting in increased abandoned call rates compared to last year for November and December.

![Calls Offered](chart1.png)

![Calls Answered](chart2.png)
Service Centres

The second Rates instalment was due 20 November followed by penalties in December. The most common non-financial transactions at Kaikohe are rates enquiries, property enquiries and property file requests to view.

Kaikohe Library

A short course style series of Funding workshops run by Kaikohe Library’s Senior Librarian were held throughout November and December. While the demands of the season and attendees’ professional roles resulted in a number of drop-outs, feedback on the course content and delivery was overwhelmingly positive. Due to
demand these courses will run again in April / May 2017 with a new morning timeslot and a slightly shorter course length.

The library's Collection maintenance is well underway, with all books in the Non-Fiction and Children's Picture book collections that have not been borrowed in over 18 months marked with a red sticky dot as a means of identifying these to our patrons. Library customers have until the end of January to ‘save’ books they feel we should still keep by borrowing them. Managers at the other FNDC libraries will be invited to Kaikohe to select any of these items that they may want to take back to their own branches. All remaining marked books will be withdrawn in March and April, with local Community libraries - Rawene, Broadwood and Ngawha prison being invited to select what they want before staff at Kaikohe decide if there’s enough left over to hold a Book sale event in May.

Staff have been familiarising themselves with the requirements of the Studylink website in preparation for February; during February staff will be made available two afternoons a week over two to three weeks (depending on demand) to assist people with their enrolments since this is always a stressful time for those returning to study.

As per most School Holidays, casual colouring in, dress-ups and using the puppet theatre as a cubby house are all hits with visiting children this summer.
Hokianga i-SITE

- Visitor numbers, transactions and retail are up. Retail sales are doing extremely well and are helped by keeping the i-SITE well stocked with suitable products.
- The weather has been good resulting in very few cancellations of the Hokianga Express.
Cemeteries - Sexton Services
Council manages the Kaikohe, Kohukohu, Okaihau and Rawene public cemeteries. Community cemetery committees manage Broadwood, Mangungu Orira (Umawera) and Waiotemarama.

- In total there were 10 burials for the Kaikohe-Hokianga ward for the months of October, November and December 2016.

![Number of Burials - Kaikohe-Hokianga CB](chart)

**Housing for the Elderly**
Council owns and rents out 147 pensioner flats and bedsits. In Kaikohe / Hokianga area there is:

<table>
<thead>
<tr>
<th>Location</th>
<th>3 bedroom units</th>
<th>2 bedroom units</th>
<th>1 bedroom units</th>
<th>Bedsits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rawene</td>
<td>-</td>
<td>-</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Kohukohu</td>
<td>-</td>
<td>-</td>
<td>6</td>
<td>-</td>
</tr>
<tr>
<td>Omapere</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Kaikohe</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>Waima</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>Horeke</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>-</td>
</tr>
</tbody>
</table>
There were vacancies at Kohukohu, Omapere and Kaikohe in October and only Kaikohe in November. There are no issues filling these vacancies once the units are available after any required refurbishment of maintenance, given there are always at least 30 people on the waiting list.

- Opportunities to refurbish are taken when tenants vacate a Unit, but this is also dependent on the availability of tradesmen.
- Since no December data was available at the time of finalising this report, that information will be provided in the next report.

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. |
Attachment Item: 9.0b

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
01 FEBRUARY 2017

Name of item: FLOODING AT OTENGI ROAD, PANGURU
Author: Trevor Green - Roading Engineer
Date of report: 13 January 2017
Document number: A1815839

Executive Summary
The purpose of the report is to update the Community Board on work undertaken to alleviate flooding at Otengi Road in Panguru and other matters discussed at the Hui.

1) Background
The Panguru community invited the Far North District Council (FNDC) and the Northland Regional Council (NRC) to a meeting on the Panguru Marae on the 22nd of September 2016 at 5.30pm to discuss the issue of frequent flooding on Otengi Road (and West Coast Road). At the Hui, the community raised a number of concerns around the flooding issues, including:

- The rapid rise and unpredictability of flood water during rainfall events;
- The increasing frequency of these occurrences;
- The serious safety issue of children wading through flood water to get to and from school;
- Children missing school;
- Residents missing work;
- Residents being denied access to medical services;
- Lengthy periods of isolation, resulting in residents being cut off from family, food, emergency services, etc.

As a result of the Hui, FNDC and NRC gave an undertaking to investigate options to alleviate flooding at Otengi Road (and West Coast Road), including road raising, river management, or a combination of both.

2) Discussion and options
Since the Hui, a number of options have been investigated and a considerable amount of work has been undertaken.

Doing nothing was dismissed as not an option, given the real and significant health and safety issues raised.

NRC then supplied their historical maximum flood level data and provided some opinion on the various options proposed by FNDC. As a result, NRC and FNDC concluded that further raising of Otengi Road would likely cause additional flooding upstream of Otengi Road, impacting on the township of Panguru (keeping in mind that the road was raised as far as NRC would allow two years ago in response to resident’s concerns over flooding). NRC has proposed that the raising of West Coast Road is a viable option near the Refuse Transfer Station where flooding occurs regularly. This option would require significant resources for assessment and design. The physical works would also be costly. It would be prudent to assess the benefit of the recent river management works before exploring this option. It is possible that...
other options, such as further river management works, may reduce the recurrence of flooding. It should be considered whether the raising of roads is a sustainable response to perceived increases in flooding events.

FNDC also explored two options for re-routing the road, but determined that Maori land ownership made those options impractical to implement, given that NZTA will only fund maintenance of roads if Council owns the underlying land.

River management options were explored by FNDC, resulting in the programming of some immediate maintenance work.

FNDC looked into options for the maintenance of the Whakarapa River waterway immediately upstream, downstream and under the Otengi Road Bridge. It was concluded that a small improvement was able to be done immediately without NRC Resource Consent under the provisions for bridge maintenance and would increase the capacity of the waterway 20m upstream and downstream of the bridge. However, the work on its own was anticipated to be of limited short term benefit without more substantial waterway maintenance.

The FNDC Area Road Engineer worked closely with the NRC River Management Field Engineer, to arrange for the FNDC road maintenance contractor to perform additional waterway management works on the Whakarapa River in and around Panguru. These works were combined with the bridge maintenance already programmed.

The NRC funded $5,000 for work downstream of the Otengi Road Bridge and $2,000 for work immediately upstream of the West Coast Road Bridge. The FNDC component was funded out of existing maintenance budgets.

The works were completed around the 9th of December 2016.

Works completed to date

In summary, the physical works completed to date include:

1. Restoring the bridge capacity by excavating the river bed under the Otengi Road bridge by approximately 1m (FNDC).
2. Increasing capacity of the waterway upstream of the West Coast Road Bridge and cutting the flood path on the upstream bend (NRC).
3. Lowering the river bed downstream of Otengi Road Bridge for approximately 300m, with around 200-300m³ of aggregate being removed (NRC).
4. Removing sediment at the confluence of the Whakarapa River and the side drain adjacent to the Refuse Transfer Station on West Coast Road (NRC).
5. Removing a large log that spanned the full width of the river just below the above confluence (NRC).
6. Cutting a flood water spillway from the river into the mangrove estuary at the confluence (NRC).

The combination of these works has greatly increased the capacity of the waterway in the Otengi Road area. It is anticipated that this will provide a reduction in the frequency and duration of inundation events on Otengi and West Coast Roads in the short to medium term (over the next couple of years or up to the next significant storm event, whichever comes first). The removal of the large log in particular resulted in a pronounced drop in the water level upstream of Otengi Road.

It is testament to established working relationships between FNDC road engineers and NRC field engineers that work was done in collaboration with the NRC and is also a positive signal to the community that their concerns are being taken seriously.
However, it should be emphasised that the work done to date will only provide short to medium term relief.

**Next steps**

FNDC will monitor the effectiveness of the works completed to date during a storm event and determine whether any further maintenance work is required by FNDC.

FNDC and NRC should continue working together to ensure that accumulations of aggregate are removed from the river following any future flooding events.

FNDC is developing a Sustainable Development Strategy (SDS) to provide, amongst other things, a policy direction for addressing climate change (including inundation/sea level rise). This will be publically consulted and adopted later this year. The SDS will be a key document that will guide any future investment for projects in the Long Term Plan 2018-28 for this road and the many others in coastal areas around the District that are affected by sea level rise and flooding/inundation.

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**3) Financial implications and budgetary provision**

Works to date have been funded from NRC contribution and existing FNDC bridge maintenance budgets.

Next steps could involve significant investment, which is yet to be determined or approved.

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**4) Reason for the recommendation**

To provide an update on work completed to date, to inform the Community Board of the next steps, and to highlight the need for a Sustainable Development Strategy, which will set the FNDC direction with regard to climate change and guide any long term investment aimed at resolving coastal inundation issues.

Manager: Jacqui Robson - General Manager - Infrastructure and Asset Management Group
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>In line with planned road maintenance in Long Term Plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>No significant implications for work to date. Possible implications for next steps, if approved.</td>
</tr>
<tr>
<td>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.</td>
<td>Views of the local residents were sought at the Hui at Panguru Marae.</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>No.</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>Community relevance, hence ongoing reporting to the Community Board.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision. Chief Financial Officer review.</td>
<td>No financial implication to date. Next steps could involve significant expenditure, if approved.</td>
</tr>
</tbody>
</table>
Attachment Item: 9.0c

MEETING: KAIKOHE HOKIANGA COMMUNITY BOARD
01 FEBRUARY 2017

Name of item: NEW FOOTPATH REQUEST- MANNING ST, RAWENE

Author: Ben Lutze - Project Manager - Footpath and Cycleways

Date of report: 17 January 2017

Document number: A1816963

Executive Summary
The purpose of this report is to provide information to the Kaikohe-Hokianga Community Board regarding a request for a footpath extension in Rawene.

1) Background
The IAM Roading team received a request for service on the 1st November 2016 (RFS 3790677). Natali Allen requested a footpath be installed along Manning Street in Rawene.

2) Discussion and options
The roading team’s transport planner Keith Kent and Footpath Project Manager Ben Lutze reviewed the RFS and defined the length of the footpath to be from Mariner Street to the Rawene Holiday Park.
The following criteria were then used to prioritise the request against other footpath requests across the ward:

- Road Category = Access <999 AADT
- Low Speed 50kph
- Local / Familiar users
- Footpath available on nearby Parnell Street (would benefit from some upgrades)
- Geometry - Up and down roadside banks. Easier to walk on road
- Some existing road reserve encroachments, so local objection risk

The footpath has been assessed as having a low priority.
The following option is to be considered:
The board acknowledges receipt of the request from Natali Allen and explains that, unfortunately, the request does not achieve the necessary requirements to have a footpath constructed as a priority. The roading team will undertake further on site investigations to see if there are opportunities to improve the level and width of the existing berm area so that pedestrians do not have to walk in the road.

3) Financial implications and budgetary provision
Not currently available.

4) Reason for the recommendation
To advise the Community Board of the request for a footpath along Manning Street from Mariner Street to the Rawene Holiday Park.
To advise the Community Board that the request has been assessed as a low priority and that unfortunately the request does not achieve the necessary requirements to have a footpath constructed as a priority.

To ask the Board if it supports the roading team undertaking further investigations to improve the berm along the proposed route of the footpath.

Manager: Jacqui Robson - General Manager Infrastructure and Asset Management Group

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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>It is consistent with current footpath policy</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td>No negative implications are anticipated</td>
</tr>
<tr>
<td>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.</td>
<td>Ongoing consultation with residents</td>
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<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>Low</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>This report includes information about the desired footpath extension</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision. Chief Financial Officer review.</td>
<td>Not applicable.</td>
</tr>
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</table>
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 22 December 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 22 December 2016 - Document number A1811451
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.

<p>| 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. |</p>
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Agenda Item No</th>
<th>Minutes Item No</th>
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<th>Staff member</th>
<th>SMT</th>
<th>Progress</th>
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<tbody>
<tr>
<td>08.09.15</td>
<td>6.3</td>
<td>6.3</td>
<td>Lindvart Park Hockey Turf - Lease to BOI Hockey Assoc</td>
<td>C Andries</td>
<td>J Robson</td>
<td>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 02.11.16 This will now be looked at as part of the Reserves Management Plan review which has commenced and now being handled by the IAM Reserves Planner.</td>
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<td>Recommendation to Council via CSD Committee to approve lease.</td>
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<td>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.</td>
<td>M Colebrook</td>
<td>J Robson</td>
<td>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 costing 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 formally completed it is to remain on the action sheet. 31.08.16 No change MC. 20.09.16 The Board reiterates their request to obtain an acoustics engineer assessment on the acoustics of the Hall. 02.11.16 This will be undertaken once budgets allow. MC</td>
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<td>20.10.15</td>
<td>S.1</td>
<td>5.1</td>
<td>Oakihau - Two Ponga Park SH1 Road.</td>
<td>B Lutze/M Osborne</td>
<td>J Robson</td>
<td>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. 22.12.16 Completed. Siteworx will also be constructing the new Station Road Kaikohe footpath also. 01.09.16 GR: Station Road Kaikohe is complete. 22.12.16 Completed.</td>
</tr>
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</table>

20.10.15 5.1 5.1 Omapere SH12 Signal Station Rd | 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. 22.12.16 New information received from NZTA in relation to the Twin Coast Cycle Trail and Heartland Rides has initiated the need for a review within FNDC as to the need/strategic fit of a footpath in this location. |
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<tr>
<td>20.10.15</td>
<td>5.2</td>
<td>5.2</td>
<td>Installation of Cycle Lanes in Kaikohe Proceed with installation of lanes &amp; 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</td>
<td>Adrienne Tari</td>
<td>J Robson</td>
<td>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. 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.</td>
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<td>05.04.16</td>
<td>4.1</td>
<td>4.1</td>
<td>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.</td>
<td>M Colebrook</td>
<td>J Robson</td>
<td>05.04.16 - THAT the motion: &quot;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&quot; 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). 22.12.16 Broadwood Youth Group now have all the information required and will submit to the LTP.</td>
<td>Completed</td>
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<td>17.05.16</td>
<td>N/A</td>
<td>7</td>
<td>Request that all reports that affect the Kaikohe-Hokianga Ward be included in the information report section of the KHO agenda papers.</td>
<td>M Wood</td>
<td>R Ackers</td>
<td>Outcome from meeting with CB chair &amp; deputy Chair, this item won't be actioned. 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.</td>
<td>Completed</td>
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<td>17.05.16</td>
<td>N/A</td>
<td>9.2</td>
<td>That the Board requests Council to report back to the Board on the Northland Forward Together Banner.</td>
<td>M Wood</td>
<td>R Ackers</td>
<td>Outcome from meeting with CB chair &amp; deputy Chair, this item won't be actioned. 09.08.2016 Councillor Vujcich to follow up on this item and will email an update to the KHCB members</td>
<td>09.08.2016</td>
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<td>17.06.16</td>
<td>10</td>
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<td>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.</td>
<td>M Wood</td>
<td>R Ackers</td>
<td>The tabled Information and requests have been sent to NRC; FNDC infrastructure Committee; FNDC IAM group. 22.12.16 Chris Powell from NRC has advised he will forward a response to the Board early in the new year. Along with the suggestion about submitting to the regional land transport plan in 2017.</td>
<td>Completed</td>
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<td>28.06.16</td>
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<td>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.</td>
<td>M Colebrook</td>
<td>J Robson</td>
<td>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&amp;M. 27.10.16 The work has been prioritised and waiting on design for roof and porch work.</td>
<td>27.10.16</td>
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<td>09.08.16</td>
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<td>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.</td>
<td>M Wood</td>
<td>R Ackers</td>
<td>25.08.16 This will be included in process reviews scheduled for the new triennium. 27.10.16 Review work will continue to be progressed by staff with the intention of finalising any changes to the funding documentation and processes early in the new year.22.12.16 This will continue as and when staff resources allow.</td>
<td>27.10.16</td>
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<td>09.08.16</td>
<td>09.08.16</td>
<td>7.0</td>
<td>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.</td>
<td>A Reilly</td>
<td>J Robson</td>
<td>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 workshoped with Elected Members. 22.12.16 Work is progressing and information will come to the Board in due course.</td>
<td>29.08.16</td>
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<tr>
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<tr>
<td>09.08.16</td>
<td>Public Forum</td>
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<td>Refurbishing of MM Park for rugby league. Letter presented at public forum</td>
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<td>02.09.16 Advice has been received from Sportsville 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.</td>
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