



**Far North
District Council**



AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 6 March 2019

Time: 10.30 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Mike Edmonds - Chairperson
Cr John Vujcich
Member Emma Davis
Member Shaun Reilly
Member Louis Toorenborg
Member Kelly van Gaalen
Member Alan Hessell

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Maori.

5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

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

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

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Mike Edmonds	Chair	Kaikohe Mechanical and Historic Trust	Council Funding	Decide at the time
	Committee member	Kaikohe Rugby Football and Sports Club	Council Funding	Withdraw and abstain
Shaun Reilly	No form received			
Kelly van Gaalen	No form received			
Louis Tooreburg	No form received			
Alan Hessel	Nil	Nil	Nil	Nil
Emma Davis	Secretary	Pompallier Hokianga Trust	Council Funding	Decide at the time to withdraw and/or abstain
	Trustee	Raiatea Resource Centre	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Rawene Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Kohukohu Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Member of teaching staff	Broadwood Area School	Council Funding	Decide at the time to withdraw and/or abstain
John Vujcich	Board Member	Ngati Hine Health Trust	Matters pertaining to property or decisions that may impact of their health services	Declare interest and abstain
	Board Member	Pioneer Village	Matters relating to funding and assets	Declare interest and abstain
	Director	Waitukupata Forest Ltd	Potential for council activity to directly affect its assets	Declare interest and abstain
	Director	Rural Service Solutions Ltd	Matters where council regulatory function impact of company services	Declare interest and abstain
	Director	Kaikohe (Rau Marama) Community Trust	Potential funder	Declare interest and abstain
	Partner	MJ & EMJ Vujcich	Matters where council regulatory function impacts on partnership owned assets	Declare interest and abstain

Name	Responsibility Chairperson etc) (i.e.	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
	Member	Kaikohe Business Association	Possible funding provider	Declare a Conflict of Interest

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 6 March 2019 at 10.30 am

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1 APOLOGIES AND CONFLICTS OF INTEREST

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

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader 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 PUBLIC FORUM**3 DEPUTATIONS**

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

4 SPEAKERS

5 NOTICE OF MOTION**5.1 NOTICE OF REVOCATION - FUNDING APPLICATION - HOKIANGA MEMORIAL RSA INC**

File Number: A2378346

PURPOSE OF THE REPORT

To revoke the resolution passed at the Kaikohe-Hokianga Community Board meeting on 5 December 2018 in relation to the funding application for Hokianga Memorial RSA Inc.

MOTION

That the Kaikohe-Hokianga Community Board:

Rescinds the resolution 6.6 titled Funding Application - Hokianga Memorial RSA Inc that was passed at the meeting of 5 December 2018.

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy, authorise the sum of \$2,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Memorial RSA Inc to assist with the cost involved in commemorating the 100th Anniversary of signing the Armistice Treaty for the following reasons:

Support and value all people, especially the young, the elderly, and people with disabilities

Build strong relationships, common vision, values and purpose to create cohesive communities

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy, authorise the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Memorial RSA Inc to assist with the cost involved in commemorating the 100th Anniversary of signing the Armistice Treaty for the following reasons:

Support and value all people, especially the young, the elderly, and people with disabilities

Build strong relationships, common vision, values and purpose to create cohesive communities

RATIONALE

The above resolution be rescinded as an typographical error had been located in the figure approved by the Board. And replaced with a new resolution to confirm that the Board allocated a grant of \$2,500.

ATTACHMENTS

Nil

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2363393

Author: Maryn Ashby, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirm the minutes held 13 February 2019 be confirmed as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. 2019-02-13 Kaikohe-Hokianga Community Board Minutes - A2362642** [↓](#) 

**MINUTES OF FAR NORTH DISTRICT COUNCIL
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 13 FEBRUARY 2019 AT 10.42AM**

PRESENT: Chairperson Mike Edmonds, Cr John Vujcich, Member Emma Davis, Member Shaun Reilly, Member Louis Toorenborg, Member Kelly van Gaalen, Member Alan Hessel

IN ATTENDANCE:

STAFF PRESENT: Tanya Nowell - Team Leader Infrastructure Programmes, Infrastructure & Asset Management, Jaco Cronge - Project Manager, Footpaths & Cycleways, Infrastructure & Asset Management, Gordon Dellar - Assets Manager, Infrastructure & Asset Management, Robert Willoughby - Community Development Advisor, Strategic Planning & Policy, Rob Koops - Property Services, Aisha Huriwai - Team Leader, Governance, Kim Hammond - Meetings Administrator, Maryn Ashby - Meetings Administrator

1 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

1.1 SUSPENSION OF STANDING ORDERS

RESOLUTION 2019/1

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board suspend standing orders:

3.3.4 to enable members of the Board to ask questions without going through the Chairperson; and

3.8 to enable discussion on the report without moving a motion.

CARRIED

1.2 KAIKOHE-HOKIANGA NEW FOOTPATHS PROGRAMME 2018/2019

RESOLUTION 2019/2

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board agrees to the revised programme in agenda item 6.1, furthermore the Kaikohe-Hokianga Community Board agrees to write a letter to the CE expressing its continued extreme displeasure at the performance of the Council in regards to delivering the footpath programmes in the Kaikohe-Hokianga ward, and invite the CE and appropriate staff to a workshop to make right the situation.

CARRIED

1.3 RESUMPTION OF STANDING ORDERS

RESOLUTION 2019/3

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board resumes standing orders.

CARRIED

2 APOLOGIES AND CONFLICTS OF INTEREST

Nil

3 PUBLIC FORUM

Cheyne Hakamaia - Representative from E TU Tai Tokerau, spoke of recent success mentoring youth in Kaikohe through trade experience. He spoke of the potential for Council to utilise youth for small works like footpaths and paving.

Renee Reilly - Proposed Site Plan for Multipurpose Court tabled, requesting the CB approve the funding that was left to lie on the table in October 2018.

Dallas Williams - acknowledged the contribution of the Kaikohe-Hokianga Community Board, Council and Hapu regarding the Omanaia water treatment plant. She also acknowledged the progress made on the slips in Panguru.

She raised concerns over the poor working relationship between community liaison groups and Council. She also expressed her dissatisfaction with the lack of action in regards to Te Karaka Rd and the matrix Council uses for road sealing.

At 11:55 a.m., Member Kelly van Gaalen left the meeting.

At 11:56 a.m., Member Kelly van Gaalen returned to the meeting.

Rawiri Love - Speaking to Item 7.7

The meeting was adjourned from 12:13pm to 12:46pm

4 DEPUTATIONS

Nil

5 SPEAKERS

Nil

6 CORPORATE SERVICES GROUP

6.1 LEASE COUNCIL BUILDING 11 PARNELL STREET, RAWENE

RESOLUTION 2019/4

Moved: Member Shaun Reilly

Seconded: Member Emma Davis

That Council offers a new lease to RAD at nominal (peppercorn) rent, still allowing RAD to sub-let part of the premises to other groups and organisations AND recommend that Council approves that \$62,000 of available renewal funding is put towards the internal fit-out proposed by RAD.

In Favour: Emma Davis, Shaun Reilly, Louis Toorenburg and Alan Hessel

Against: Mike Edmonds, John Vujcich and Kelly van Gaalen

CARRIED 4/3

CARRIED

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS MINUTES

RESOLUTION 2019/5

Moved: Cr John Vujcich

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board confirm the minutes of the Extraordinary meeting held 12 September and the meeting held 5 December 2018 be confirmed as a true and correct record.

CARRIED

6 CORPORATE SERVICES GROUP

6.1 CHAIRPERSON AND MEMBERS REPORT

RESOLUTION 2019/6

Moved: Cr John Vujcich

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board notes the reports from the Chairperson, Member Reilly and Member Toorenburg.

CARRIED

6.1a CHARIPERSON'S REPORT

RESOLUTION 2019/7

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board recommends to the FNDC that the Kaikohe memorial Hall be classified as a facility of district significance such that it complies with existing policies for funding from the general rate.

CARRIED

6.1b CHAIRPERSON'S REPORT**RESOLUTION 2019/8**

Moved: Chairperson Mike Edmonds

Seconded: Member Shaun Reilly

That the Kaikohe-Hokianga Community Board requests that the Chief Executive provide advice about the relinquishing of Lindvart Park delegations.

CARRIED

6.1c CHAIRPERSON'S REPORT**RESOLUTION 2019/9**

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

The Kaikohe-Hokianga Community Board amends the strategic statement made at the December 2018 meeting to add the following words to the Economic Development section:

The Kaikohe-Hokianga Community Board asks that any investment in Kaikohe be undertaken according to a plan to make Kaikohe a more attractive and liveable place and that the FNDC undertake a more encompassing urban planning and design process alongside other imminent consultation for Kaikohe.

CARRIED

At 1:18 p.m., Cr John Vujcich left the meeting.

At 12:14 p.m., Cr John Vujcich returned to the meeting.

6.1d MEMBER TOORENBURG'S REPORT**RESOLUTION 2019/10**

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board asks the CE for a copy of the Council Long Term water strategy as it relates to Rawene, Opononi and Kaikohe.

CARRIED

6.1e MEMBER TOORENBURG'S REPORT**RESOLUTION 2019/11**

Moved: Member Louis Toorenburg

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board ask that the Board members be recorded as interested parties to any water related resource consent applications in the Kaikohe-Hokianga ward.

CARRIED

6.1f MEMBER TOORENBURG'S REPORT**RESOLUTION 2019/12**

Moved: Member Louis Toorenburg

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board April 2019 meeting be held in Opononi /Omapere and that interested parties be invited to attend to speak on Hokianga waste water issues.

CARRIED

6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 DECEMBER 2018**RESOLUTION 2019/13**

Moved: Chairperson Mike Edmonds

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Fund Account as at 31 December 2018.

CARRIED

6.3 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2018**RESOLUTION 2019/14**

Moved: Chairperson Mike Edmonds

Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 31 December 2018.

CARRIED

6.5 FUNDING PROJECT REPORT**RESOLUTION 2019/15**

Moved: Member Shaun Reilly

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board note the project reports from Te Kura o Waima, Hokianga Memorial RSA, Hokianga Bowling Club, Pioneer Village, Rawene Area Residents Association and Kaikohe Community Art Council.

CARRIED

6.6 FUNDING APPLICATION - RAWENE GOLF CLUB INC**RESOLUTION 2019/16**

Moved: Member Kelly van Gaalen

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$_____ (plus GST if applicable) to be paid from the Board's Community Fund account to Rawene Golf Club Inc to assist with the cost of food and water for The Hokianga Golf Fun Day 2019 to support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

AMENDMENT

Moved: Member Kelly van Gaalen

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$700.00 (plus GST if applicable) to be paid from the Board's Community Fund account to Rawene Golf Club Inc to assist with the cost of operational cost for The Hokianga Golf Fun Day 2019 to support the following Community Outcomes:

- i. Proud vibrant communities**
- ii. Liveable communities that are healthy, safe, connected and sustainable**

CARRIED

6.7 FUNDING APPLICATION - SMILEY CAMPAIGN**RESOLUTION 2019/17**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$_____ (plus GST if applicable) to be paid from the Board's Community Fund account to Rawiri Love - Smiley Campaign to assist with the cost involved in promoting "Get Fit Kaikohe" to support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

AMENDMENT

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2500 (plus GST if applicable) to be paid from the Board's Community Fund account to Rawiri Love - Smiley Campaign to assist with the cost involved in promoting "Get Fit Kaikohe" to support the following Community Outcomes:

- i. Proud vibrant communities**

ii. Liveable communities that are healthy, safe, connected and sustainable**CARRIED****7 INFORMATION REPORTS****7.1 COMMUNITY AND CUSTOMER SERVICES ACTIVITY REPORT 1 JULY - 31 DECEMBER 2018****RESOLUTION 2019/18**

Moved: Member Louis Toorenborg

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board receives the report entitled Community and Customer Services Activity, dated 31 December 2018.**CARRIED****8.0 TABLED ITEM****RESOLUTION 2019/19**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board receive the Proposed Site Plan for the Basketball Court on Memorial Park, tabled at the meeting**CARRIED****9 CORPORATE SERVICES GROUP****9.1 ITEM LEFT TO LIE ON THE TABLE - APPLICATION FOR FUNDING - KAIKOHE COMMUNITY & YOUTH CENTRE TRUST****COMMITTEE RESOLUTION 2019/20**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board uplifts the report from the table.

Moved: Member Alan Hessel

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy, authorise the sum of \$_____ (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Community & Youth Centre Trust for the cost of the installation of the basketball court and hoops at Memorial Park, Kaikohe, to support the following: Community Outcomes:

a.) Proud, vibrant communities

AMENDMENT

Moved: Member Kelly van Gaalen

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy, authorise the sum of \$20,000 (plus GST if applicable) to be paid from the Board's Placemaking fund and if required the Community Board fund account to Kaikohe Community & Youth Centre Trust for the cost of the installation of the basketball court and hoops at Memorial Park, Kaikohe, provided that the Council legal requirements are met, to support the following Community Outcomes:

a.) **Proud, vibrant communities**

CARRIED

MOTION

Moved: Member Alan Hessel

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board supports the addition of the capital and operating expense of the proposed multi-purpose court on Memorial Park, Kaikohe from 1 July 2021 to the ward rate in the Long Term plan 2021-31.

CARRIED

10 MEETING CLOSE

The Meeting closed at 2.37pm.

The minutes of this meeting were confirmed at the Kaikohe-Hokianga Community Board Meeting held on 6 March 2019.

.....
CHAIRPERSON

7 CORPORATE SERVICES GROUP

7.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 JANUARY 2019

File Number: A2360626

Author: Jolene Graham, Accounting Support Officer

Authoriser: Angie Thomas, Manager - Accounting Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Fund Account as at 31 January 2019.

BACKGROUND

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

Community Fund Account balance as at 01 July 2018	\$115,902.00
<ul style="list-style-type: none"> Plus refund of unused portion of grant from Rawene Area Ratepayers Association 	\$1,500.00
<ul style="list-style-type: none"> Less funds granted and uplifted to 31 January 2019 	\$20,290.75
<ul style="list-style-type: none"> Less funds not yet uplifted approved at meeting 05 April 2017 for Kaikohe Business Association for 18/19 funds 	\$1,000.00
<ul style="list-style-type: none"> Less funds not yet uplifted at meeting 07 April 2018 for Hokianga Memorial RSA Hall 	\$2,000.00
<ul style="list-style-type: none"> Less funds not yet uplifted at meeting 05 December 2018 for Kaikohe Basketball Court 	\$5,750.00
Community Fund Account balance as at 31 January 2019	\$88,361.25

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 January 2019 is \$88,361.25.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Kaikohe-Hokianga Community Fund account to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 31 January 2019 is attached.

ATTACHMENTS

1. **2019-03-06 KHCB Statement of Community Fund Account as at 31 January 2019 - Document Number - A2360621** [!\[\]\(9a53fe79a03d38d8322f7a2c5a875b36_img.jpg\)](#) 

Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 31 January 2019**

Allocation Grants & Donations Annual Budget 2018/19	82,569.00	
Community Board Placemaking Fund	33,333.00	
Refund of unused portion of grant from Rawene Area Ratepayers Association	1,500.00	
		<u>117,402.00</u>
Less Expenditure 2018/19 (Funds Uplifted)		
Jul 18		
Maranga Ake Expressive Arts Group for running workshops	2,500.00	
Aug 18		
Hokianga Community Education Trust for The Hokianga Book Festival 2018	2,500.00	
Sep 18		
Kaikohe Community Arts Council for costs in hosting the silk purse event	831.75	
Hokianga Country Music Club Inc. for Ferry Transport for Music Festival	1,500.00	
Te Roopu Rangatahi o Motuti to assist with a Family Fun Day at Motuti Marae	1,500.00	
Oct 18		
Hokianga Tourism Assoc. Inc. to assist with creating a new user-friendly website	1,725.00	
Hokianga Health to assist with the cost of hosting an evening event during Mental Awareness Week	565.00	
Waima School for costs re hosting Te Ahurea Kapa Haka o Te Tonga o Hokianga	1,774.00	
Nov 18		
Epilepsy NZ to purchase a field service vehicle	1,000.00	
Kaikohe Rugby Football and Sports Club for a resource consent application	1,245.00	
Dec 18		
Rawene Primary School for the Hokianga Christmas in the Park 2018	2,650.00	
Jan 19		
Pioneer Village Kaikohe for family friendly Christmas Event	2,500.00	
		<u>20,290.75</u>
Balance as at 31 January 2019		\$97,111.25
Less Commitments 2018/19 (Funds not yet up lifted)		
Approved at Meeting 05.04.17 for 18/19 funds		
Kaikohe Business Association \$1,000 per annum towards running costs for the Kaikohe Community Patrol Vehicle for three years - Final year 18/19	1,000.00	
Meeting 07.04.18		
Hokianga Memorial RSA Hall for costs involved in commemorating the 100th Anniversary of signing the Armistice Treaty	2,000.00	
Meeting 05.12.18		
Kaikohe Basketball Court for architecture design services re basketball court	5,750.00	
		<u>8,750.00</u>
Balance 31 January 2019 Uncommitted/(Overcommitted)		\$88,361.25
Prior Year Commitments (Funds not yet uplifted)		
2017/18		
Meeting 28.06.17		
Unexpended balance for 2016/17 year to be put towards a junior bicycle park as approved by Samantha Edmonds General Manager Corporate Services	14,376.54	
Less costs for investigation to price reinstatement and ongoing maintenance of the under veranda lighting system in Kaikohe - Maximum of \$1,280.00 - Meeting 07.04.18	(1,280.00)	
Balance Commitments 2017/18		\$13,096.54
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	
Less: payment March 2017 Kaikohe and Districts Historical and Mechanical Trust towards fencing at Pioneer Village	(7,000.00)	
Less: Commitment to pay Kaikohe A P and H Society to assist with the cost involved in the drainage of the main arena - Meeting 06.06.18 \$4045.50	(4,045.50)	
Less: Kaikohe Business Assoc. for running costs for Community Patrol Vehicle Balance of \$1,000	(261.65)	
Less: Hokianga Harbour Care Inc. for propagating plants to use in riparian planting in the Hokianga Harbour - Meeting 03.10.18	(5,000.00)	
Balance Commitments 2014/15		\$4,359.60
Balance Prior Year Commitments		\$17,456.14

7.2 FUNDING PROJECT REPORT

File Number: A2374821

Author: Maryn Ashby, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To receive the project report from funding applicants in accordance with the Community Grants Policy

EXECUTIVE SUMMARY

Recipients of grants from the Community Fund must complete and submit a project report within two months of completion of their project. A project report has been received from Hokianga Tourism Association.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project report from Hokianga Tourism Association.

1) BACKGROUND

The Community Grant Policy - Section 1, Clause 15 states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years"

2) DISCUSSION AND OPTIONS

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

Reason for the recommendation

To receive the project report from funding applicants in accordance with the Community Grants Policy

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements

ATTACHMENTS

1. Project Report Form - Hokianga Tourism Association - A2352523  

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Community Grant Policy applies to this matter and relevant sections are included in the content of the report.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a community board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	None
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The Community Board has delegated authority to allocate funding
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for Budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

PROJECT REPORT

COMMUNITY GRANT FUND - LOCAL

Name of organisation :

Hokianga Tourism Association

Name & location of project :

www.hokianga.com

Date of project/activity :

September - November 2018

Which Community Board did you receive funding from?

Kaikohe-Hokianga

Amount received from the Community Fund :

NZD \$ 1725.00

TO

Governance Support
Far North District
Council
Private Bag 752
Kaikohe 0440

FROM

Hokianga Tourism Association
PO Box 67
Opononi

www.hokianga.com

hokiangatourism@gmail.com

HOKIANGA TOURISM ASSOCIATION



PLEASE GIVE DETAILS HOW MONEY WAS SPENT

Supplier : Tony Bridge Photographer	\$ 1150.00 GST inc
Supplier : Peter Huckle Web Design & Implementation	\$ 1537.69
Domain Renewal costs for purposes of redirecting traffic from old website Hokiangatourism.org.nz to hokianga.com for 24 months	\$ 43.59
Total	\$ 2731.28

Please Note :

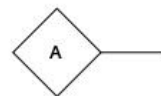
Tony Bridge invoiced as Watertraveller Ltd. Invoice paid on 20.11.18

Peter Huckle invoice paid on 30.11.2018 including the domain redirection fee.

Date	Description	Deposits	Withdrawals	Balance
31 Dec '18	TRANSACTION FEES		\$1.60	\$96.38
24 Dec '18	DIRECT DEBIT -AA TOURISM PUBLISHING LIMITED		\$191.67	\$197.98
24 Dec '18	PAY BLAH BLAH MARKETING		\$373.75	\$289.65
24 Dec '18	TRANSFER FROM HOKIANGA TOURISM ASSOCIATION - 01	\$373.75		\$663.40
7 Dec '18	PAY BIG FISH CREATIVE LTD		\$431.25	\$289.65
6 Dec '18	TRANSFER FROM HOKIANGA TOURISM ASSOCIATION - 01	\$431.25		\$720.90
6 Dec '18	PAY AA TOURISM PUBLISHING LTD		\$191.67	\$289.65
30 Nov '18	TRANSACTION FEES		\$1.20	\$481.32
30 Nov '18	PAY P R & L A HUCKLE		\$1,581.28	\$482.52
30 Nov '18	TRANSFER FROM HOKIANGA TOURISM ASSOCIATION - 01	\$2,000.00		\$2,063.80
27 Nov '18	FOR \$191.67 TO AA TOURISM PUBLIS 26 NOV 18			\$63.80
27 Nov '18	DD DISHONOUR FEE		\$2.50	\$63.80
26 Nov '18	PAY DM EDMONDS		\$200.00	\$66.30
26 Nov '18	PAY PHYLLIS NAHI		\$210.00	\$266.30
23 Nov '18	FROM REPUBLICA LIMITED	\$50.00		\$476.30
21 Nov '18	BILL PAYMENT 201819 WAIRERE BOULDERS GRAHAM AND PAUL	\$50.00		\$426.30
20 Nov '18	PAY WATERTRAVELLER LIMITED		\$1,150.00	\$376.30

COMPANY NAME

CLIENT NAME



03

Pagemakers

4 Church Street
Kohukohu, 0491 New Zealand
Phone: 020 4179 6179 email: peter@pagemakers.co.nz

P
Date: 13 August 2018
Invoice #: 20180813-1

Bill To: Hokianga Tourism Association
P. O. Box 67
Opononi 0445

Service To:

PO #	Sales Rep	Service Date	Terms	Due Date
Product ID	Description	Qty/Hours	Unit Price	Line Total
	Development of the new Hokianga Tourism website www.hokianga.com	68.00	\$20.00	\$1,360.00
	Domain name hokianga.com transfer	1.00	\$14.10	\$14.10
	Domain name tehokianga.nz for development	1.00	\$43.59	\$43.59
	Website hosting – 12 months	1.00	\$120.00	\$120.00

Notes:
Please pay to KiwiBank account 38-9016-0159332-00 in the name of P R Huckle

Subtotal	\$1,537.69
Discount %	\$0.00
Discount Amount	0.00
TOTAL	\$1,537.69
PAID	\$0.00
TOTAL DUE	\$1,537.69

THANK YOU FOR YOUR BUSINESS!



TAX INVOICE

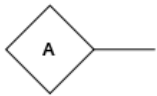
Hokianga Tourism Association
Attention: P.O Box 67
Opononi 0431
Northland
NEW ZEALAND

Invoice Date
20 Nov 2018
Invoice Number
INV-0072
GST Number
123-349-768
Watertraveller Limited
8 Anderson Place
Te Anau 9600
Aotearoa/New Zealand

Description	Quantity	Unit Price	Amount NZD
Commercial Photography for HTA	1.00	1,000.00	1,000.00
		Subtotal	1,000.00
		TOTAL GST 15%	150.00
		TOTAL NZD	1,150.00

Due Date: 27 Nov 2018
Terms: 7 days. Please pay within 7 days to the following account:
06-0350-0843489-00





GIVE A BRIEF DESCRIPTION OF THE HIGHLIGHTS OF YOUR PROJECT INCLUDING NUMBERS PARTICIPATING, HOW IT BENEFITS THE COMMUNITY AND ANY MARKETING COLLATERAL THAT WAS PRODUCED ACKNOWLEDGING THE COMMUNITY BOARD.

C O M P A N Y N A M E

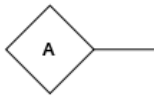
CONTEXT: WITH THE POPULARITY OF HOKIANGA AS A VISITOR DESTINATION INCREASING AND WITH MORE PEOPLE MOVING HERE TO LIVE AND CONTRIBUTE TO THE EMERGENT TOURISM ECONOMY, WE FELT IT TIMELY TO UPDATE OUR ASSOCIATION WEBSITE SO AS TO BETTER COMMUNICATE AND ENGAGE WITH POTENTIAL VISITORS ON WHAT HOKIANGA HAS TO OFFER AS A DESTINATION.

NORTHLAND IS A BEAUTIFUL REGION AS IS THE FAR NORTH. THERE ARE MANY ATTRACTIVE PLACES TO VISIT...THE BAY OF ISLANDS/ PAIHIA IS AN ESTABLISHED TOURIST DESTINATION. WE ARE OPERATING IN A HIGHLY COMPETITIVE TOURISM MARKET AND WE NEED TO REACH POTENTIAL VISITORS TO HOKIANGA BY CREATING COMPELLING REASONS/ DESIRE TO VISIT AND SPEND TIME HERE.

SHOWCASING THE NATURAL AND BUILT ENVIRONMENTS IN THE BEST LIGHT IS THE OBVIOUS FIRST STEP ALONG WITH ENSURING OUR WEBSITE IS USER FRIENDLY, USEFUL AS WELL AS VISUALLY ENGAGING.

THE HIGHLIGHTS OF THIS PROJECT ARE IN THE 90 DAYS OF WEBSITE DATA WHICH FOLLOW.

C L I E N T N A M E



HOKIANGA.COM GOES ‘LIVE’ ON 25.10.2018

1. Hokianga.com is our new domain name - chosen for being more visitor/user friendly than previous lengthy hokiangatourism.org.nz which was more association focused.

We are currently fourth listed on google home page for searches ‘Hokianga’

2. We chose to utilise a fully responsive web design to ensure optimum viewing on different devices : desktop, tablet and smart phone.

3. We consolidated our brand design by incorporating the Hokianga wave motif commissioned for our Hokianga road signs created by local artist.

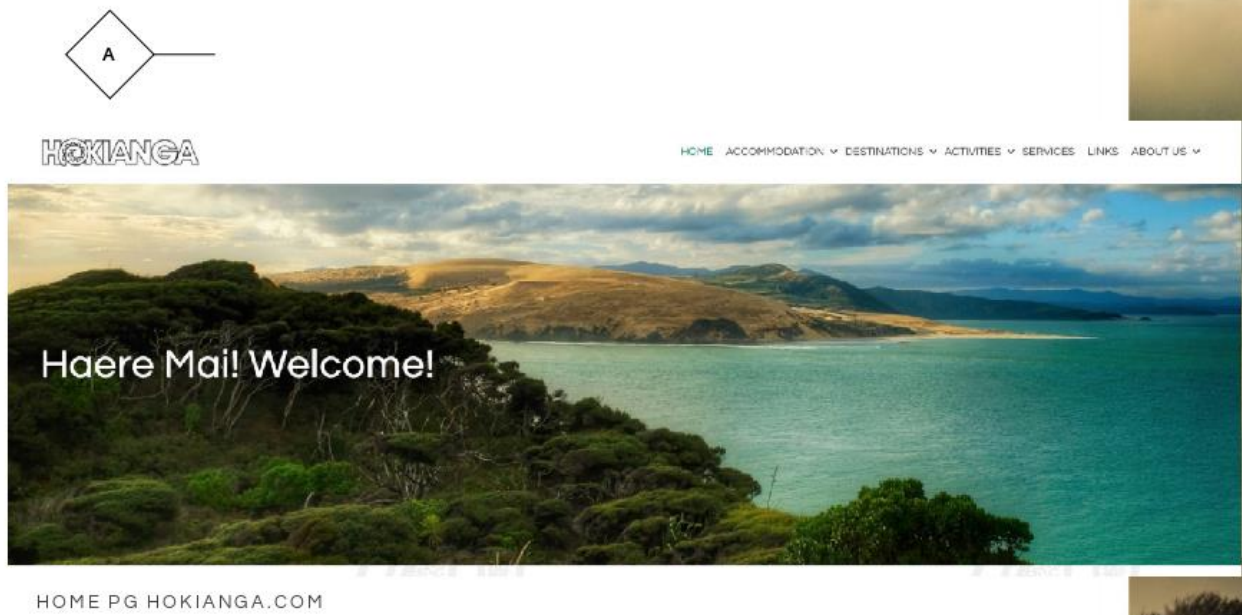
4. We designed the website to be user friendly by creating easy to read content divided into four main categories : destinations, accommodation, activities and services. Each category is then sub-divided by geographical criteria – North, South and Top of the Harbour. In the Destinations tab these sub categories divide into specific locations linked to googlemaps to ensure geographical context.

5. We engaged professional landscape photographer Tony Bridge to produce images from different locations in Hokianga to showcase the natural and built environments in their best light. The key image for each page is the banner image that runs horizontal across the top of the web page. Tony produced 21 landscape photographs for us to use as banner images throughout the site.

6. We were unexpectedly offered a great ‘last minute’ advertising opportunity in the AA Northland Visitor Guide. This being the inside front cover at a majorly discounted rate... on condition that we provide the artwork within 24 hrs. Thanks to having Tony’s images we chose the view from Te Arai Uru (in portrait format) and a landscape image from same shoot was chosen as banner on our home page. Utilising images from the same shoot/viewpoint consolidates a sense of place. This view point of Hokianga from Te Arai Uru encompasses the North, South and Top of the Harbour and includes the bush, sea and sand dunes.

C O M P A N Y N A M E

C L I E N T N A M E



We utilised this opportunity us to announce the new website nationwide, encouraging visitors to the site. The copy was kept simple and to the point.

Hokianga.com went 'live' by end October and the 90,000 copies of the AA guide were distributed throughout NZ, mainly at i-sites (but also in the main airports) in the last week of November. Our analytics data covers 90 days of activity :from the 25th of October to the 25th of January.

INSIDE COVER AA NORTHLAND VISITOR GUIDE 2019



A



AT A GLANCE:

We have had 6 thousand visitors to the site, with 7,300 sessions and 13,072 page views.

Each session lasts on average 1 minute and a half. Which means people are reading/scanning / browsing the content.

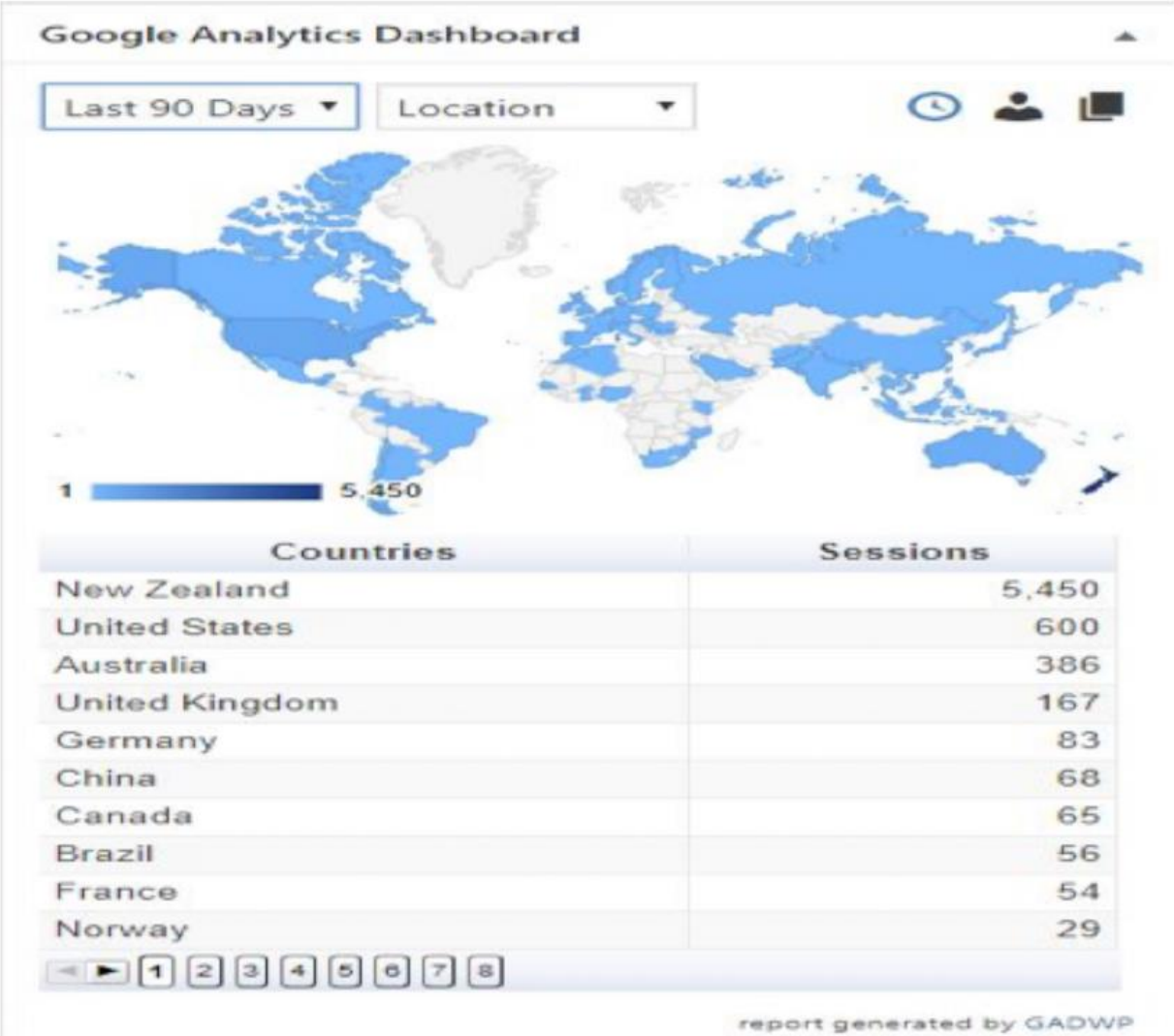
The number of visitors first peaks at the time of distribution of the AA NVG and continues to climb peaking in the week between Christmas and New Year. This would indicate visitors are searching for information specific to Hokianga in real time ie. when touring Northland and/or when in Hokianga to research itineraries, activities mainly.

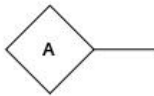
This assumption is supported by the geographical location data of visitors to the site which indicates that the majority of searches – 5450, come from within NZ.

WEBSITE ANALYTICS 25.10.18 - 25.01.19

Off shore visits to site are predominantly from USA, Australia and the UK and these give us an indication of where future potential visitors might be coming from. We haven't printed out all 8 location pages – but can confirm there is interest in Hokianga from all over the world.

COMPANY NAME

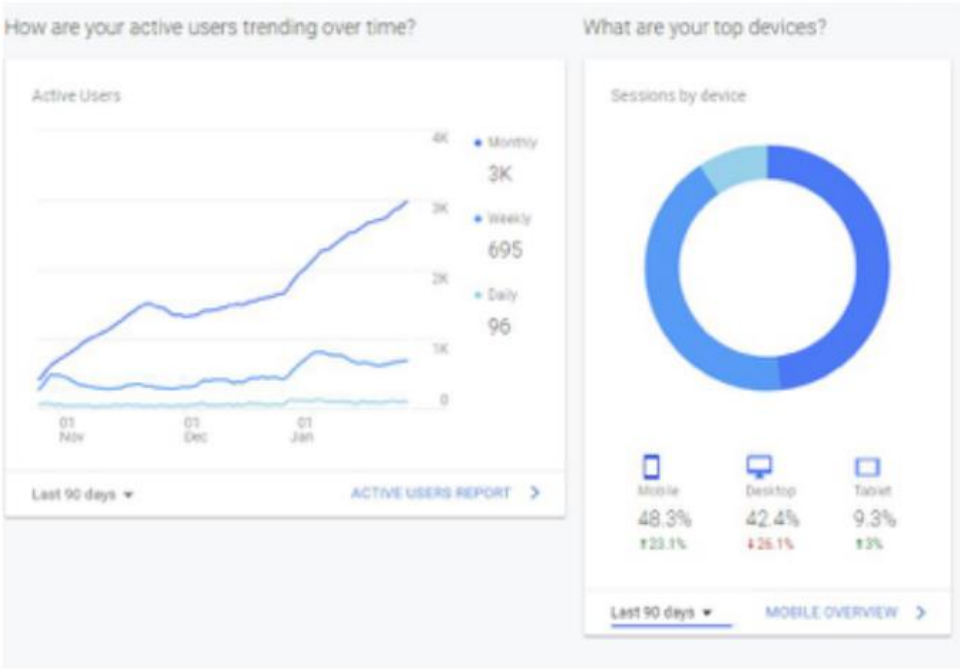




WEB SITE ANALYTICS

BEING FULLY RESPONSIVE IS ESSENTIAL

Device Category		Acquisition		
		Users	New Users	Sessions
		5,643 % of Total: 100.00% (5,643)	5,582 % of Total: 100.00% (5,582)	6,886 % of Total: 100.00% (6,886)
1.	mobile	2,613 (46.27%)	2,592 (46.43%)	3,354 (48.71%)
2.	desktop	2,544 (45.05%)	2,506 (44.89%)	2,909 (42.25%)
3.	tablet	490 (8.68%)	484 (8.67%)	623 (9.05%)



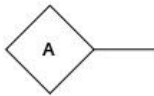
C O M P A N Y N A M E

OVER HALF OF OUR NEW USERS ARE ACCESSING HOKIANGA.COM VIA THEIR SMART PHONE OR TABLET WHEREAS JUST OVER 40% ARE ACCESSING THE SITE FROM THEIR DESKTOP. THIS VALIDATES OUR DECISION TO MAKE OUR WEBSITE FULLY RESPONSIVE IN ORDER TO ACCOMODATE THE REAL TIME ONLINE SMART PHONE USER.

ANYONE ACCESSING INFORMATION VIA THEIR SMART PHONE LANDING ON A WEB SITE THAT IS NOT FULLY RESPONSIVE KNOWS HOW TEDIOUS THIS IS TO NAVIGATE AND THE RESULT IS MORE OFTEN THAN NOT TO CLICK AWAY.

VISITORS CAN FIND OUT WHAT THEY NEED TO KNOW, RESEARCH ITINERARIES, FERRY TIMETABLES, PETROL STATION HOURS AND SO ON WHILST EN ROUTE.

C L I E N T N A M E



WEBSITE ANALYTICS

THERE IS A WHOLE LOT OF HOKIANGA IN HOKIANGA!
- THE WIDER HOKIANGA IS DISCOVERED

A FURTHER ANALYSIS OF PAGE VIEWS SHOWS THAT ALL HOKIANGA DESTINATIONS ARE BEING RESEARCHED FAIRLY EVENLY. WE CAN SEE THAT ACCOMODATION IS NOT AS POPULAR AS DESTINATIONS /ITINERARIES AND ACTIVITIES. THIS WOULD INDICATE THAT PEOPLE HAVE BOOKED THEIR ACCOMODATION THROUGH OTHER PLATFORMS AND ARE RESEARCHING 'WHAT TO DO' WHILST HERE.

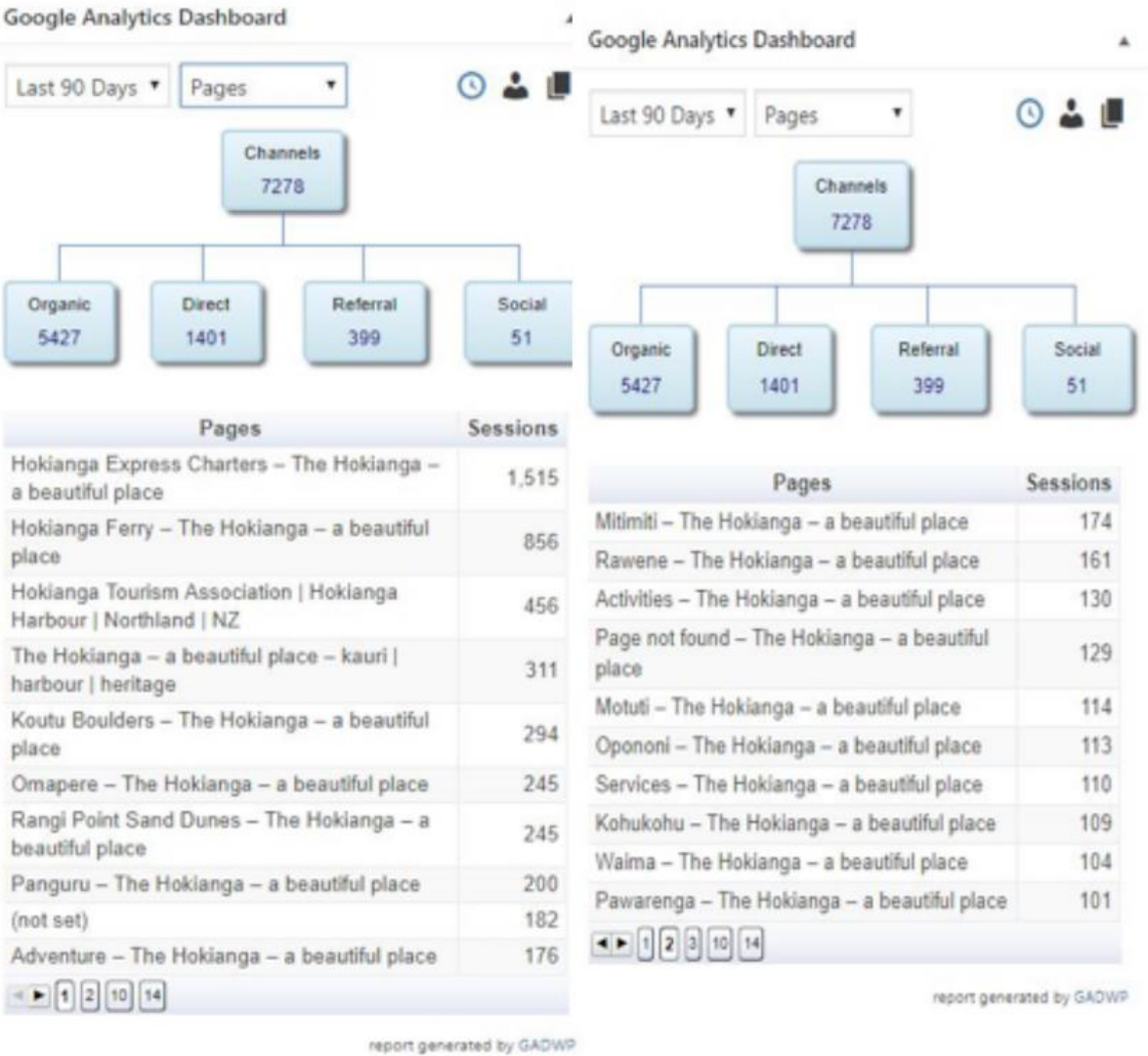
WE CAN SEE BY FAR THE MOST POPULAR PAGE IS THE HOKIANGA EXPRESS CHARTERS (SAND DUNES BOOGY BOARDING) FOLLOWED BY THE HOKIANGA FERRY PAGE.

THIS HAS PROMPTED US TO CONSIDER THESE AS ALTERNATE HOME/LANDING PAGES AND WE ARE GOING TO REDESIGN THESE PAGES TO INCLUDE A BANNER IMAGE BY TONY BRIDGE AND LOOK AT HOW WE CAN USE TEXT ON THESE PAGES TO ENGAGE VISITORS TO FURTHER PERUSE THE SITE/DESTINATION.

WE HOPE THAT BY SHOWCASING THE DIVERSITY IN HOKIANGA THROUGH THE MASTERFUL IMAGES OF TONY BRIDGE WITHIN THE CONTEXT OF AN UP-TO-DATE, USER- FRIENDLY WEBSITE TRANSLATES INTO VISITORS CHOOSING TO SPEND THE TIME AND MONEY IN HOKIANGA

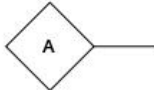
THIS IN TURN CONTRIBUTES TO GROWING THE VIBRANCY OF OUR COMMUNITIES, CONNECTING US TO THE REST OF THE WORLD, SHARING OUR STORIES AND CULTURE & CREATING EMPLOYMENT OPPORTUNITIES FOR THOSE WHO LIVE HERE. TOURISM WORKS IN MICRO CAPITAL SITUATIONS - SOMEONE DRIVING IN THE BACK BLOCKS MIGHT STOP AND BUY FRESH VEGETABLES FROM AN HONESTY BOX & THEREBY SUPPLEMENT AN INCOME. FOR EXAMPLE.

WITHOUT THE SUPPORT FROM THE FNDC COMMUNITY GRANT TOWARDS THE COST OF HIRING A PROFESSIONAL PHOTOGRAPHER AND WEB DESIGNER WE WOULD NOT HAVE ACHIEVED THE RESULTS WE HAVE (TO DATE) WITH HOKIANGA.COM. THESE IMAGES WILL BE FURTHER UTILIZED FOR MARKETING AND PROMOTIONAL PURPOSES DURING THE COURSE OF 2019.



COMPANY NAME

CLIENT NAME



C O M P A N Y N A M E

The Hokianga Tourism Association Inc

The Hokianga Tourism Association Inc (HTA Inc) is a volunteer not-for-profit association established in 1988 with the aim of encouraging and supporting vibrant and sustainable tourism within Hokianga.

To read more about the HTA's objectives [click here](#)

To view the HTA constitution [click here](#)

Meetings

Meetings are held every third Monday of the month in the off-peak season between April and September.

Meetings (unless otherwise specified) are held in Rawene at the RAD Centre starting at 12:30 pm and concluding by 2:30 pm.

If you are interested in tourism in Hokianga you are welcome to join us at our next meeting. We welcome participation and feedback.

Membership

If you would like to become an Association member [click here](#) for your application form.

For a nomination form for our AGM [click here](#).

2018/19 Executive Committee

Acknowledgements

The Hokianga Tourism Association wishes to acknowledge:

- The Far North District Council Community Board - Community Grant Fund for their generous contribution
- Pub Charity for their assistance with our marketing costs
- Website design and implementation - Peter Huckle
- Images by Tony Bridge

Follow us



C L I E N T N A M E

7.3 FUNDING APPLICATION - OHAEAWAI TAIAMAI RESIDENTS ASSOCIATIONS**File Number: A2365988****Author: Maryn Ashby, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on Ohaeawai Taiamai Residents Associations application for a grant to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1940.50 (plus GST if applicable) to be paid from the Board's Community Fund account to Ohaeawai Taiamai Residents Association to assist with the cost of Taiamai Day to support the following Community Outcomes:

- i. Proud vibrant communities**
- ii. Liveable communities that are healthy, safe, connected and sustainable**

1) BACKGROUND

Taiamai Day is a family friendly day aimed at promoting community inclusiveness in Ohaeawai. The day will consist of activities and games for kids as well as food and market stalls. The Ohaeawai Taiamai Residents Association use the money raised on the day to fund other community events like the Christmas community party, prizes for best dressed mailbox and flyer drops.

2) DISCUSSION AND OPTIONS**Preliminary assessment of the application:**

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

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$2,396 - 61.7% of the total project cost

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested should be considered to align with the Community grants Policy "funding requested may not exceed 50% of the total cost."

Option 3 Decline Funding

Option 2 is recommended by staff so the application aligns with the community policy and community outcomes of the LTP and aligns with previous funding allocated.

Reason for the recommendation

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Application Form - Ohaeawai Taiamai Residents Associations - A2377715** [↓](#) 
2. **Schedule of Supporting Documents - Ohaeawai Taiamai Residents Association - A2377745** [↓](#) 

Compliance schedule:

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

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

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

NORTHLAND

Local Community Grant Fund Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered.
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.

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

- ☐ Signed applicant declaration
- ☐ Two quotes for purchases where practicable, or evidence of expected purchases
- ☐ Business plan (including project costs)
- ☐ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☐ Programme outline (if applying for operating costs)
- ☐ A health and safety plan

Applicant details

Organisation OTRA Ohiaewai Taiamai Residents Assoc. Number of Members community

Postal Address 6 Hobson Street Ohiaewai Kaikohe Post Code 01472

Physical Address above Post Code 01472

Contact Person Tracey Gilbert Position chair person

Phone Number 09 4059 717 Mobile Number 0274 921 878

Email Address traceygilbert@xtra.co.nz

Please briefly describe the purpose of the organisation.

OTRA is all about community, providing safety & well being of our area - purchasing solar lights or lighting for Te Corner

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Local Community Grant Fund Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Event

Taiamari Day

Date

30 March 2019

Location

Ohaeawai

Time

8am

Are you applying for annual funding for the remaining years of the triennium?¹

☐ Yes

☒ No

If so, how much?

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

- How it will enhance access to facilities and for whom
- How it will broaden the range of activities and experiences available to the community
- How it will enhance/communities or volunteer capability to provide services.

We are a small town that needs
communities gathering to maintain
the connection between families and
friends also for visitors.
This is a small event is so important to
us which is a highlight for our
wee village.
Taiamari Day is going to be held on the
30th March 2019 at Ohaeawai.
Funds made through this event goes
back into the community.

¹The triennium refers to the three-year period between local elections.

Local Community Grant Fund Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire <i>Burary Castle Hire</i>	350	350
Advertising/Promotion <i>is per AHedg</i>	620	620
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire <i>Entertainment</i>	350	350
Equipment Purchase (describe)		
Utilities <i>Thomas the Tank Engine</i>	320	320
Hardware (e.g. cement, timber, nails, paint)	406	406
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement <i>18</i>		
Wages/Salary <i>10 people 29 hours</i>	1485	not applicable
Volunteer Value <i>16.50 per hr.</i>		not applicable
Other (describe) <i>supervising Burary castle / Thomas the Tank Engine</i>	350	350
TOTALS	3881	2396

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

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Local Community Grant Fund Application Form

Financial Information

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

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

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

Purpose	Amount
Flies - letting the community know what's happening in our area	
- admin exps - photocopying	
R/D delivery, phone	
TOTAL	

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

Funding Source	Amount	Approved
no other funding applied for apart from this grant		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Taiamari Day	\$1500	March 2017	Y / N
Taiamari Day	\$ unsure	March 2014	Y / N
	cant remember		Y / N
			Y / N

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Local Community Grant Fund Application Form

Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

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

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Local Community Grant Fund Application Form



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

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

Signatory One

Name *A* Tracey Albert Position Chairperson
 Postal Address 06 Hobson Street Ohaeawai Post Code
 Phone Number 0274921878 Mobile Number 09 4059717
 Signature TC Albert Date 26-1-19

Signatory Two (if applicable)

Name *A* Sally Campbell Position Community member
 Postal Address 18 Remuera Settlement Rd Ohaeawai Post Code
 Phone Number 0272806755 Mobile Number
 Signature S Campbell Date 26-1-19

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Schedule of Supporting Documentation**Ohaeawai Taiamai Residents Association**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover but published on the Council website as part of the agenda.

1	Quote - Funnyman
2	Quote - Lions Club of Kaikohe Charitable Trust
3	Quote - Bunnings
4	Quote - supervising Thomas the Tank Engine
5	Quote - setting up the bouncy castle and supervising
6	Bank Statement
7	Taiamai Poster
8	Quote - Entertainment
9	Quote - Clown
10	Project Costs

8 MEETING CLOSE