



**Far North
District Council**



AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 5 June 2019

Time: 10.30 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Chairperson 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 & Kaitiaia 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 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 Toorenburg	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	Declare interest and abstain

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
			owned assets	
	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 5 June 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

- 11:40 am Representative from Pou Herenga Tai Twin Coast Cycle Trail Trust

4 SPEAKERS

- 11:00 am Representative from Pioneer Village Kaikohe – Growing Opportunities application
- 11:05 am Representative from Pioneer Village Kaikohe – Park up Safely application
- 11:10 am Representative from Kaikohe Rugby Football & Sports Club Inc
- 11:15 am Representative from Hokianga Community Education Trust
- 11:20 am Representative from Hokianga Harbour Care
- 11:25 am Representative from Rawene Area Residents Association
- 11:30 am Representative from Kerikeri Theatre Company
- 11:35 am Representative from Sport Northland

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2438751

Author: Marlema Baker, 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 agrees the minutes of their meeting held 1 May 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. Unconfirmed Minutes - KHCB 1 May 2019 - A2460275** [↓](#) 

**MINUTES OF FAR NORTH DISTRICT COUNCIL
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 1 MAY 2019 AT 10.29 AM**

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

STAFF PRESENT: Melissa Wood (Meetings Administrator), Marlema Baker (Meetings Administrator), Gordon Dellar (Assets Manager)

1 APOLOGIES AND CONFLICTS OF INTEREST

There were no apologies or declarations of interest.

2 PUBLIC FORUM

Gwen Freese spoke on behalf of the Hokianga Hospital Auxiliary funding application, Item 6.6 refers, and tabled an amended copy of page 4 of their application, with updated financial information

Trevor Kohowski, Richard Schutt, Delvene Morrissey, local community residents spoke in regard to the Kohukohu Community Hall.

David Mules, Chairperson North Hokianga Development Trust spoke about the Hokianga Ferry operator review, with particular regard to a community proposed business model.

3 DEPUTATIONS

There were no deputations.

4 SPEAKERS

Jenny McDougall, Fiona Fleming, and Pam Collins representatives from Manaki Tinana Trust spoke to their funding application Agenda Item 6.7 refers. Further documentation was presented to the Board in support of their application.

Cheryl Smith, Sport Northland Rural Funding Coordinator spoke to the report Agenda Item 6.3 refers.

Gordon Dellar (Assets Manager – Far North District Council) spoke to the Board regarding the progress of the Kohukohu Community Hall repairs.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2427532, pages 10-15 refers

RESOLUTION 2019/38

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

Subject to the following corrections to item 7.1:

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board writes a letter of support for the application from the Opononi Omapere Water Liaison Group to NRC for grant funding for the definition phase of the comprehensive environmental study for the Hokianga Harbour.

The Kaikohe-Hokianga Community Board confirm the minutes held 3 April 2019 be a true and correct record.

CARRIED

6 CORPORATE SERVICES GROUP

6.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 6.1 document number A2427582, pages 16 - 20 refers

RESOLUTION 2019/39

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

The board amends the strategic statement updated at the February 2019 meeting by adding the following words:

Electoral Representation

The 2010 Representation Review resulted in Okaihau being split across two subdivisions – despite a number of objections. It is the board's position that this decision was counterintuitive and appeared to be a simple exercise of balancing numbers despite the provisions of the Local Electoral Act (2001) S19JA(2). The board supports the realignment of subdivisions (in the 2022 Representation Review) so that Okaihau again sits within one subdivision.

Funding Priorities

The board will give higher priority to funding requests:

- for events that are identified within community plans**
- for projects that are identified within community plans**
- for seed funding (including initial design, business case, feasibility study) for projects that the board considers have a good chance of success and that will generate a significant multiple of the funding amount**
- and that up to \$2500 be allocated for a Christmas parade (or similar function) in each of Rawene and Kaikohe.**

Council Procurement

The board supports any change to the procurement practices of the FNDC such that the following local factors be taken into account:

- social benefit**
- economic benefit**
- environmental benefit**
- maintenance of community capacity (in whatever form)"**

CARRIED

Moved: Chairperson Mike Edmonds
Seconded: Cr John Vujcich

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

CARRIED

6.2 RURAL TRAVEL FUNDING PROJECT REPORTS

Agenda item 6.2 document number A2431527, pages 21 - 25 refers

RESOLUTION 2019/40

Moved: Member Shaun Reilly
Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board note the Rural Travel Project Report from Kaikohe Rugby Football and Sports Club - Junior Rugby.

CARRIED

6.3 RURAL TRAVEL FUNDING - APPLICATIONS WINTER ROUND 2018/19

Agenda item 6.3 document number A2431516, pages 26 - 42 refers

RESOLUTION 2019/41

Moved: Chairperson Mike Edmonds
Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board allocates funding in accordance with the recommendations received from Sport Northland as follows:

Kaikohe Amateur Football Club	\$2,100
Kaikohe Rugby Football and Sports Club	\$3,000
Mid North United Sports	\$2,178
North Hokianga Junior Sports	\$1,250
Rawene School	\$1,800
Tautoro Titans Rugby League Club	\$2,250

CARRIED

6.4 FUNDING PROJECT REPORTS

Agenda item 6.4 document number A2427543, pages 43 - 46 refers

RESOLUTION 2019/42

Moved: Member Louis Toorenborg
Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board note the project report from Rawene Golf Club.

CARRIED

6.5 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MARCH 2019

Agenda item 6.5 document number A2438043, pages 47 - 50 refers

RESOLUTION 2019/43

Moved: Cr John Vujcich

Seconded: Member Alan Hessel

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

CARRIED

6.6 APPLICATION FOR FUNDING - HOKIANGA HOSPITAL AUXILIARY INC

Agenda item 6.6 document number A2427590, pages 51 - 60 refers

RESOLUTION 2019/44

Moved: Member Kelly van Gaalen

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2,800 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Hospital Auxiliary Incorporated for costs towards the 2019 Wearable Arts Event, to support the following Community Outcomes:

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

CARRIED

6.7 APPLICATION FOR FUNDING - MANĀKI TINANA TRUST

Agenda item 6.7 document number A2432169, pages 61 - 71 refers

RESOLUTION 2019/45

Moved: Member Kelly van Gaalen

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Manāki Tinana Trust for costs toward purchasing gym equipment, to support the following Community Outcomes:

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

CARRIED

7 MEETING CLOSE

The Meeting closed at 12:03 pm.

The minutes of this meeting were confirmed at the Kaikohe-Hokianga Community Board Meeting held on 5 June 2019.

.....
CHAIRPERSON

6 STRATEGIC PLANNING AND POLICY GROUP

6.1 BASKETBALL COURT PROJECT - MEMORIAL PARK, KAIKOHE

File Number: A2479610

Author: Robert Willoughby, Community Development Advisor

Authoriser: Darrell Sargent, General Manager - Strategic Planning and Policy

PURPOSE OF THE REPORT

To seek approval from Council to build the asset when sufficient funding has been secured.

EXECUTIVE SUMMARY

A proposal by residents requesting a basketball court on Memorial Park in Kaikohe was received in 2018. The Kaikohe Community Youth Charitable Trust (KCYCT) was formed to raise funds to build the Basketball Court. Quotes from two parties have been obtained. The estimated cost of the project is \$100,000. To date the Trust has raised \$72,000, a shortfall of \$28,000.

A preferred location for the asset has been agreed and Council confirms there are no consenting requirements. The Trust has asked Council to manage the project, and the Trust would like Council to maintain the asset in perpetuity.

Legal opinion confirms that the asset will automatically vest in Council by virtue of being on the reserve.

This report recommends that Council build the asset when sufficient funding has been secured.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board recommends to Council

- a) That approval be given to construct a basketball court on Memorial Park reserve once the Kaikohe Community Youth Charitable Trust has secured sufficient funding.
- b) That Council staff manage the project using funds received from the Kaikohe Community Youth Charitable Trust.
- c) That sufficient operational funding be allocated in the 2020/21 Annual Plan and subsequent Long Term Plans to maintain, insure and depreciate the asset.

1) BACKGROUND

A public petition of 1500 signatures to the Far North District Council requesting a basketball court on Memorial Park in Kaikohe was received in 2018. The cost of the project has been quoted at \$100,000. The Kaikohe Community Youth Charitable Trust was formed to raise funds to build the asset. To date the Trust has raised \$72,000 from the following donors:

Oxford Trust	30,000
Pub Charity	10,000
Kaikohe-Hokianga Community Board	20,000
Northland District Health Board	5,000
Te Kotahitanga e Mahi Kaha Trust	5,000
Ngapuhi Runanga	1,500
New World Kaikohe	500
Total Raised	72,000

There is a short-fall of funding.

Council and KCYCT have agreed a preferred location for the court and Council staff confirm that there are no consenting requirements. Memorial Park does not have a reserve management plan in place. There is therefore no restriction on the placement of an asset such as this.

A concept plan has been developed by the community, led by AKAU, to articulate the design, size and structure of the court and the surrounding area.

KCYCT wants Council to manage the project and own and maintain the court once it is completed.

2) DISCUSSION AND OPTIONS

Project management, ownership and responsibility for maintenance

Council automatically becomes the owner of the asset once it has been constructed on a Council reserve. Operating costs have been estimated at \$5,000 per year including maintenance, insurance and depreciation.

Assuming that the asset will be constructed in 2019/20, operating costs will not arise until 2020/21. These costs will therefore be included in the 2020/21 Annual Plan and subsequent LTP.

Should the project go ahead, Council will need to manage the construction of the asset to ensure it is fit for purpose, constructed to the required standard and safe for users.

Funding shortfall

KCYCT are \$28,000 short of the quoted cost. The Trust itself has sought the quotes the funding target is based on. Since Council will project manage and own the resulting asset, it is necessary for Council's procurement process to be followed and therefore more work done on securing quotes to lay the foundation. Two quotes have also been received for the astro-turf and court fitout element. Foundation costs seem to vary depending upon the locality of the contractor. It is possible that the cost for foundation could be reduced.

Options are:

Option 1 (preferred): Work with KCYCT to review the quoted cost using Council contractors. The Trust has received two quotes. Given the cost variances between them a third quote is being sought. Staff recommend the asset should not be built until the funding streams have been secured.

Option 2: KCYCT continues its fundraising efforts and works with Council to phase the project so that funds already raised can be put to use. Although this mitigates the risk of having to repay donor funds, Council faces the possibility that the Trust is unsuccessful in raising the rest of the money, leaving Council with the cost of completing the build.

Approval to construct the asset on Memorial Park Reserve

The Community Board does not have the delegated authority to approve construction of the asset on a reserve. Therefore, Council approval needs to be sought.

Reason for the recommendation

The project is recognised by Council as an excellent place-making initiative that will attract substantial use by the youth of Kaikohe and visitors. The community has done a good job of raising a significant amount of funding and is close to target but requires more time to get to their goal.

Since the asset will be owned and maintained by Council it is important that Council's procurement and construction processes be adhered to. For this reason the recommendation is to proceed only when Council-approved quotes have been received and sufficient funding has been confirmed.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

ATTACHMENTS

1. **AKAU Kaikohe Basketball Court Report - A2482196** [↓](#) 

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	The project holds a high level of significance for the youth of Kaikohe to engage in positive recreational activity. Urban basketball is a growing sport with increasing participation rates.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The projects sits well as a Place-Making activity for Kaikohe and fits within the social development goals of the Kaikohe Community Plan to engage youth in developing programs and activities for their community.
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.	<p>The Kaikohe-Hokianga Community Board supports, in principle, the proposal to install a basketball court to Memorial Park, Kaikohe at no cost to the Council (excepting potential funding grants), subject to</p> <ol style="list-style-type: none"> i. All funds for the project being secured by 1 December, 2018 (subsequently reviewed to 1st April 2019) ii. The Final location and design being approved by the Board and subject matter Council staff. iii. Funds for maintaining the court until the next Long Term Plan budget (2021-31) is set are provided by the petitioner. iv. The Board notes that the petitioner will work with Council staff to meet legal and safety requirements regarding this project.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no unforeseen implications for Maori. The project is supported by Ngapuhi Runanga who have contributed to the project.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration	The basketball court will be constructed at the recreational end of Memorial Park. No encumbrances to access are foreseen. Kaikohe Police have been

to their views or preferences.	engaged in the project and support its purpose and outcomes. The area is under regular surveillance
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications until 2020/2021 where budget provision will be provided for in the Annual Plan and subsequent Long Term Plan.
Chief Financial Officer review.	The Chief Financial Officer (Acting) has reviewed this report.

Kaikohe Basketball Court
Taitamariki and Community
Concept Design Workshop
Summary Document, 2019

*This is an A3 document.
Print at this scale for best viewing.

190407_REVISION A



www.akau.co.nz | kiaora@akau.co.nz | 027 496 2585

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About the ĀKAU Foundation

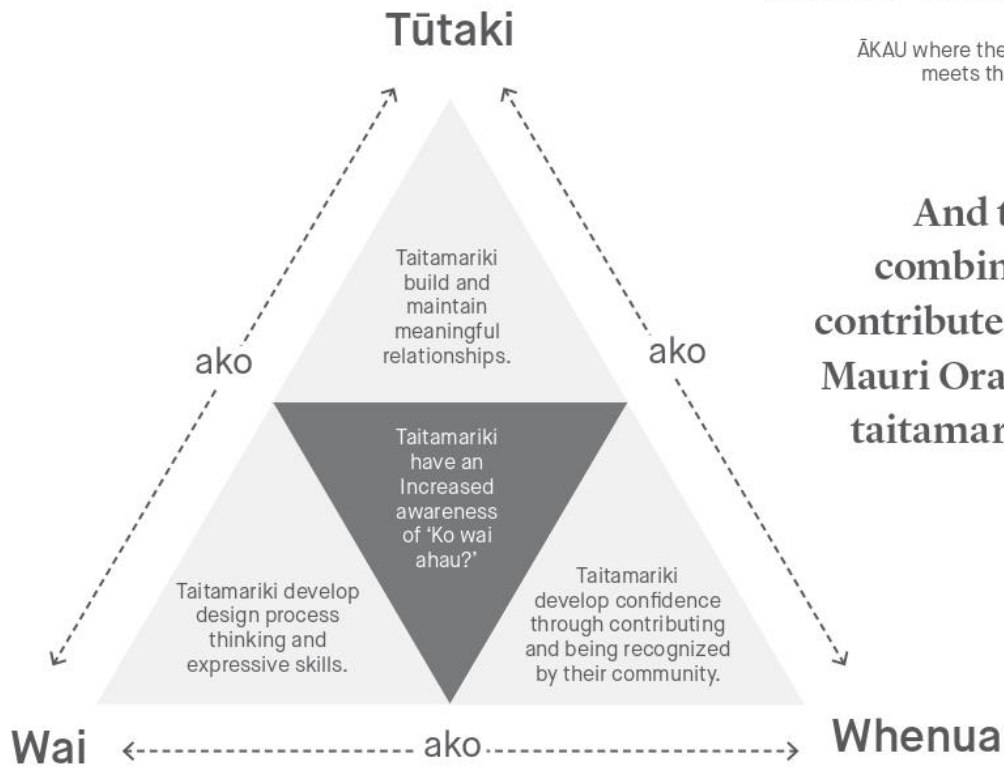
We value the ideas young people have for making their environment more awesome. By using design to engage taitamariki we hope to walk alongside them from exclusion, to inclusion, to greatness.

The ĀKAU Foundation strives to empower taitamariki around Aotearoa to feel more connected and creative so that they can navigate the future with confidence. We help taitamariki recognize and harness the creativity of their tupuna by involving them in tangible projects that have real impact for taitamariki, their whānau and their community.

The Foundation is connected to the ĀKAU Studio which is a unique design and architecture practice that places people and community at the heart of our projects. Profits from the Studio help fund more opportunities for young people.



Through ĀKAU...



About the ĀKAU Studio

ĀKAU is a unique design and architecture practice that places people and community at the heart of our projects. Our intention is for every project to create positive impact beyond its built outcome.

We see ourselves as a connection point between client, consultants, taitamariki and the wider community. We value a collaborative design approach because this allows us to engage with communities in an authentic way. As a result, project outcomes are more meaningful, appropriate and speak of the people and place in which they are built.

Our team is made up of architects, interior designers, graphic designers and artists. We offer complete architectural services, taking projects from the seed of an idea to completed construction. We can deliver all stages of projects including community engagement, concept design, construction documentation and building contract administration.

The Studio work's alongside the ĀKAU Foundation ensuring taitamariki are engaged in the design process of each of our projects.

ĀKAU is a social enterprise and 100% of our profits support the ĀKAU Foundation.

About the Project

PROJECT OUTLINE

This project has been driven by the local community and is currently being led by Renee Reilly.

“In 2017 the New Zealand Breakers offered a local Kaikohe school the opportunity to play the curtain raiser basketball game at the North Shore Events Centre. We traveled to Auckland and stumbled across the ‘Boroughs Project’ - full sized outdoor basketball courts, free for the community to utilise with free Wi-Fi included. The kids of Kaikohe decided WE NEED THIS in our community!”

ĀKAU were engaged to assist on this project to develop an overall vision for the site encompassing the dreams, aspirations and stories of the community. The original scope was thought to include the following:

- New full size Outdoor Basketball Court with Acrylic court finish.
- Tables, seating, rubbish bins, shade elements, water fountains etc.
- Reinvigoration of Skate-bowl.
- Consideration of Links to surrounding areas and amenities.

Concept Design Workshop

The desire to engage whānau and community is key to leading a successful community focused design project such as this kaupapa. For this reason the ĀKAU Foundation engaged taitamariki in the design process for this proposed community led development.

WORKSHOP DETAILS
31st January, 2019
10am - 3pm

WHO: 8 Tamariki from local basketball teams, 7 Community members with an interest in basketball and the development of the community.
Russell Cooper (WSP-Opus), Tukaha Milne, Ana Heremaia & Matenga Ashby (ĀKAU).
WHERE: ĀKAU Studio, Kaikohe & the proposed site for the Basketball Court.

The following is a summary of the taitamariki and community design outcomes from the workshop.



The Process

DESIGN CHALLENGE

To develop design concepts for the Kaikohe Basketball Court that reflects stories and concepts reflective of Kaikohe, its culture and community.



01 SHARING KNOWLEDGE

Russell from the WSP-Opus team inspired the taitamariki with innovative designs of recently built basketball courts all over the country that takes a simple lined court and turns it into an impressive community feature. The workshop participants used this new found knowledge to create graphical and visual concepts that connect all of the spaces in Kaikohe together.



02 SITE ASSESSMENT

After the project brief was outlined to the participants our taitamariki explored the site and identified its' strengths and opportunities. Some of the strengths were identified as large amounts of free space and trees for shelter from weather conditions. Some of the weaknesses were being too close to the WINZ, Child Youth and Family Buildings. The skatebowl was seen as potentially hazardous due to its steepness and a lack of whanau areas.



03 EXPLORING KO WAI AHAU

Part of the way Akau does things to inspire creativity is to have them design spaces using ko wai ahau - who am i. This exercise is a way to understand what people value and draw from the common themes that arise from all of the individuals in the room.



04 DEVELOPING CONCEPTS

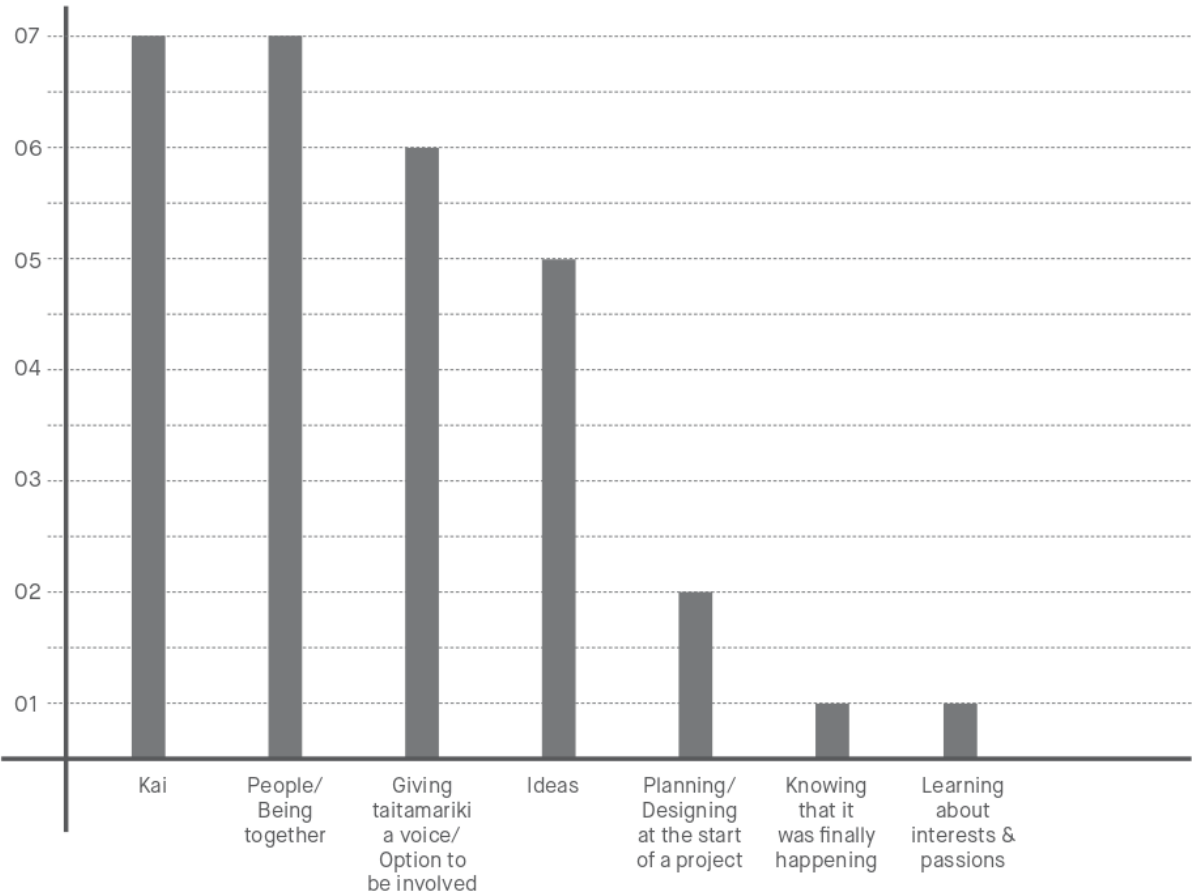
In groups the tamariki and community members focused on aspects that were important to them when in a public sharing space. They developed their concepts based on ko-wai-ahau in context to their kainga. This phase really pushed our taitamariki outside their comfort zone but it was AMAZING seeing how they all translated their ideas into a visual format.

Taitamariki and Community Outcomes

01 WHAT DID TAITAMARIKI SAY THEY LOVE ABOUT THE WORKSHOPS?

“I enjoy basketball and I wanted to be a part of this.

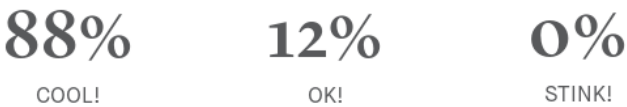
~ Taitamariki Workshop Participant
Age 15



02 WHAT DID TAITAMARIKI SAY THEY LEARNT DURING THE WORKSHOP?

- Being open minded
 - Thinking outside the box
 - Getting thoughts and ideas out
 - Different ways to design
 - Meeting new people
 - Modelling
 - Designs
- Size of court/dimensions
 - The design process
 - How to utilize and consider an outdoor space
 - How things can be purposeful for our rangatahi, community and whanau

03 HOW DID TAITAMARIKI FEEL ABOUT BEING GIVEN THE OPPORTUNITY TO CONTRIBUTE TO THIS PROJECT?



- WHY?
- “Our community doesn’t really have things so this is cool to do”
 - “Feels like we were giving back”
 - Community involvement
 - Different and informative
 - “Because of the outcome”
 - “Coming up and letting people know what the community may like”
 - “Increased understanding”

“It was cool because we were all on the same waka.

~ Taitamariki Workshop
Participant, Age 16

04 DID TAITAMARIKI HAVE FUN? AND WHY?



- WHY?
- Seeing Rangatahi work together
 - Whanau oriented
 - Hanging with friends
 - “Got to see my basketball family”
 - “Because I’m passionate about basketball”
 - “Dreams come true”
 - “Creating and drawing”

05 WHAT COULD WE DO BETTER NEXT TIME?

- Dream boards to take home
- Find more people and include them
- Not stand out in the sun too long when doing site visits

Taitamariki

Site Assessment



Taitamariki assessing the site.

- 01

WHAT THINGS WORKED WELL IN THE SPACE?

- Plenty of trees for shade
 - Huge grassy area to run around
 - Close to food/Mcdonalds
 - Good place to hang out with friends
 - Open community area
- 02

WHAT THINGS ARE NOT SO GOOD ABOUT THE SPACE?

- The new extension to the skatebowl is too steep for our taitamariki, collects rubbish and is used for things other then skating/biking. Use your imagination (!)
 - Not many whānau areas to sit down together.
 - Public toilets are too far from the park itself (McDonalds)
 - Lack of seating
- 03

WHAT ARE SOME THINGS THAT COULD BE INCLUDED IN THE SPACE?

- Whānau oriented
 - FUN (whanaungatanga)
 - Welcoming and open
 - Multi-purpose and functional
 - A space that helps to develop taitamariki
 - Basketball Court at an international standard
 - Cultural element/ Pride
 - Inspirational space
 - Utilised by more local people

- Water fountain
 - More shade
 - Fences/ball guard
 - Storage area and ball pumps
 - Exercise equipment
 - Seating/benches
 - Bike stands
 - BBQ Area
 - Score system



Community leaders developing their ideas!

Taitamariki and Community Design Concepts

The following are key concepts that came from the design process facilitated with community members.

01 WHĀNAU FIRST

This was a common theme throughout the activities and steered a lot of the conversations throughout the day. The concepts developed by our taitamariki and community members had a central heart space dedicated to whānau to be able to come together. This central space allowed whānau to eat, play, hangout and train together while having a view to all the adjacent areas. This is not only for safety but to also retain the sense of inclusion that they are all there, enjoying their time together.



The central element of this concept designed by local young people features a central whānau BBQ area.



Taitamariki developing their concepts with the help of some professional advice from OPUS.

02 OPEN SPACE

During the design workshop, taitamariki indicated that one of the highlights for them after a visit to the site was the sense of open space. The wide-open space they believe contributed to be the space being welcoming, inviting and positive. Design elements were to enhance this and not to detract from it, which led to the placement of bench seating, storage of personal belongings and also included the design of a back netting (to stop balls from damaging vehicles or the hassle of retrieving balls from car parks adjacent) as well as the flow of the foot paths all of which must consider utilizing materials and design which is functional whilst not detracting from the free flowing open space.



Taitamariki and Community Design Concepts

03 GRAPHIC FEATURES

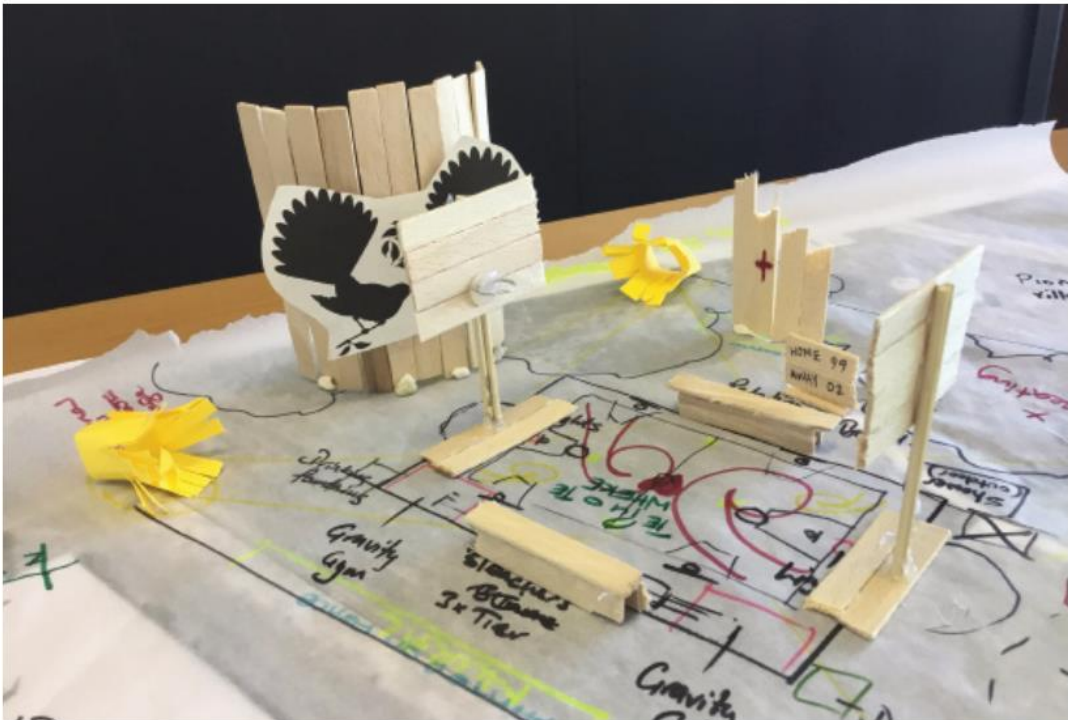
The tai tamariki and whānau participating in this workshop were keen on integrating graphic design and art into the design of the basketball court as well as the surrounding features and amenities.

There was a few ideas discussed and at the heart of the discussions the tai tamariki were in agreeance that the design needed to be reflective of them and their identity. Although no definitive conclusion was agreed upon as to exactly what that would be there were some common themes:

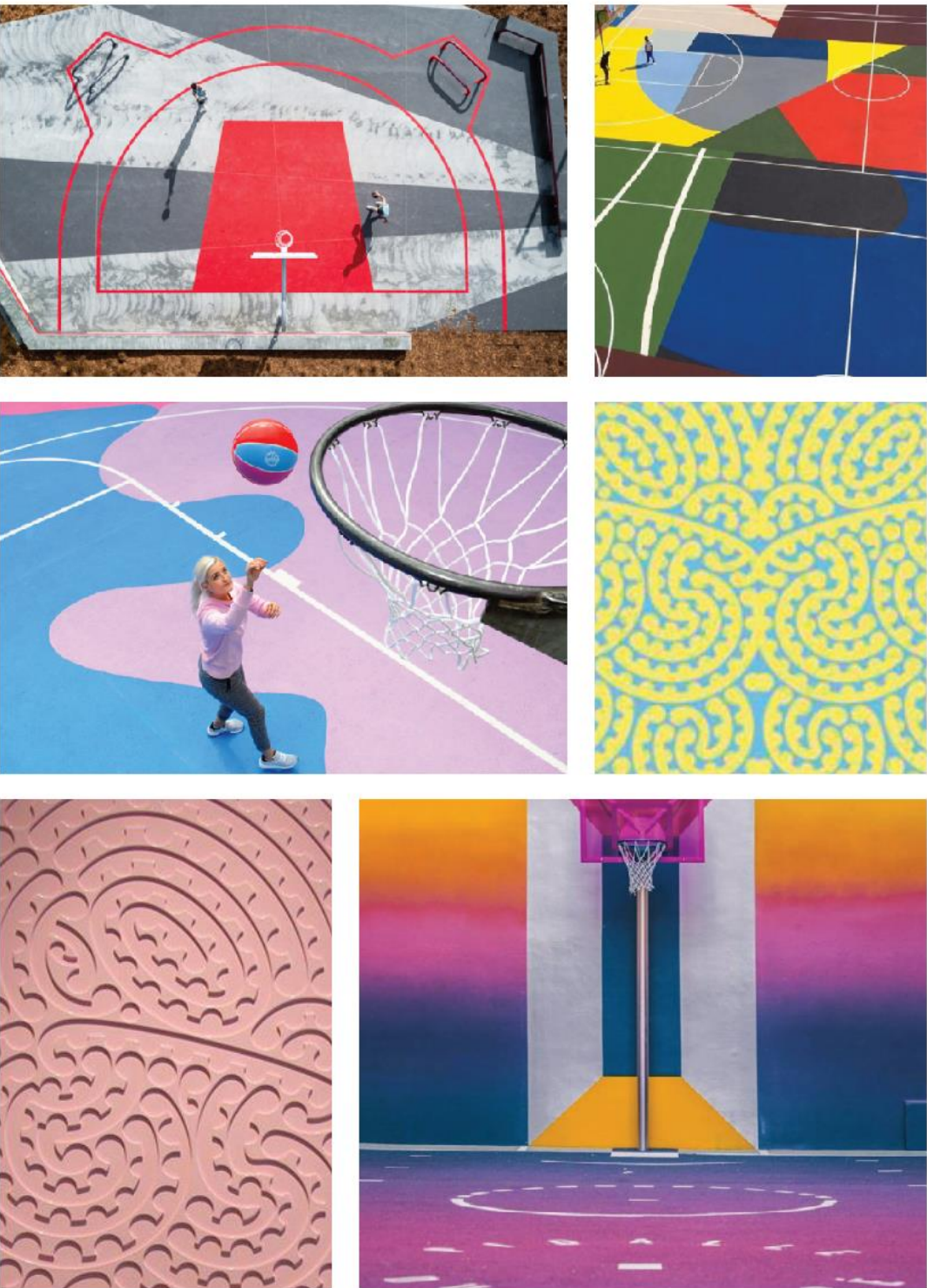
- Nature inspired e.g. birds, animals, trees etc...
- Contemporary Māori art inspired
- Bright vibrant colors
- Minimalistic but eye catching.



Some of the explorative basketball court designs by taitamariki.

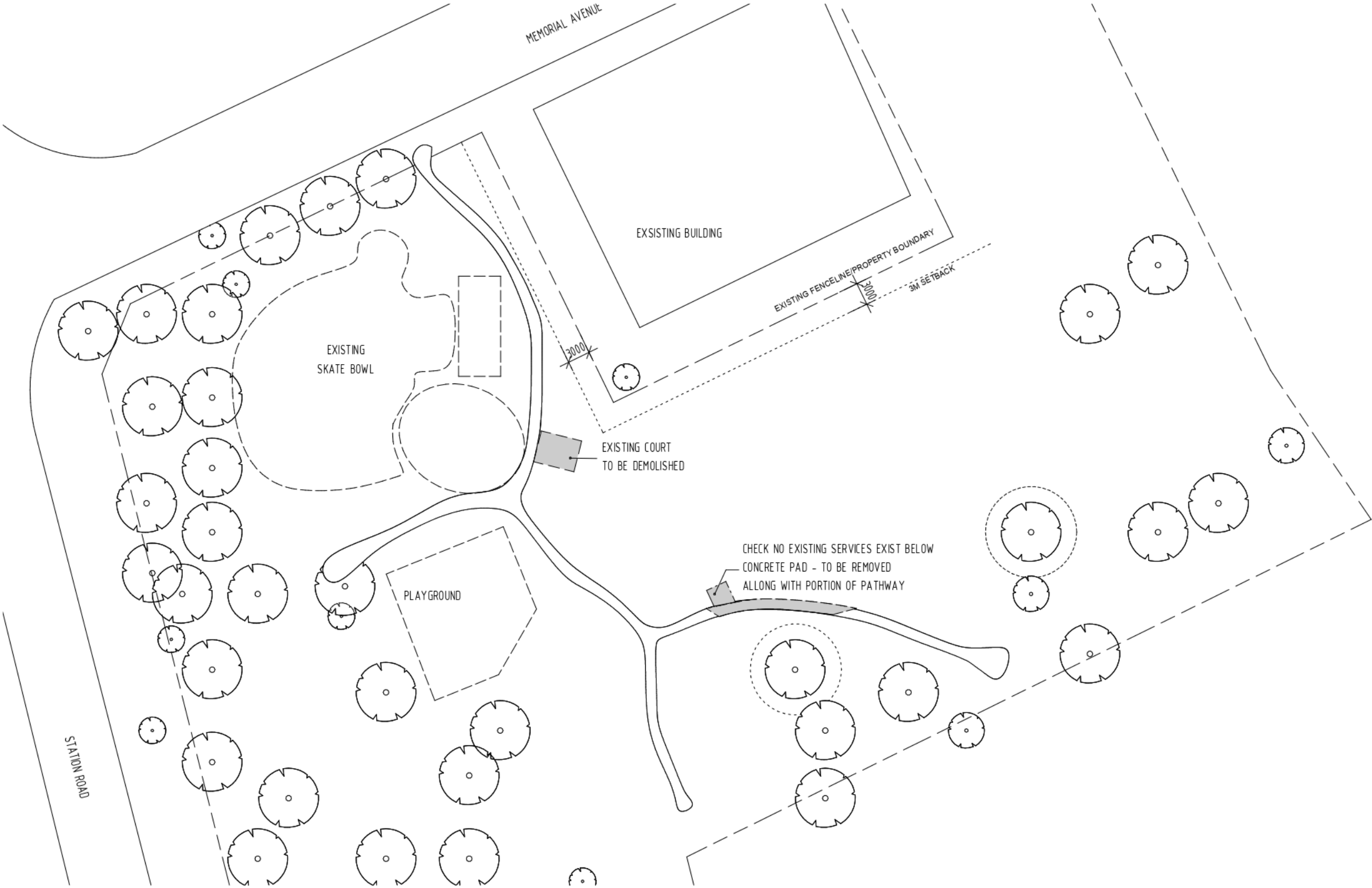


Inspiration!



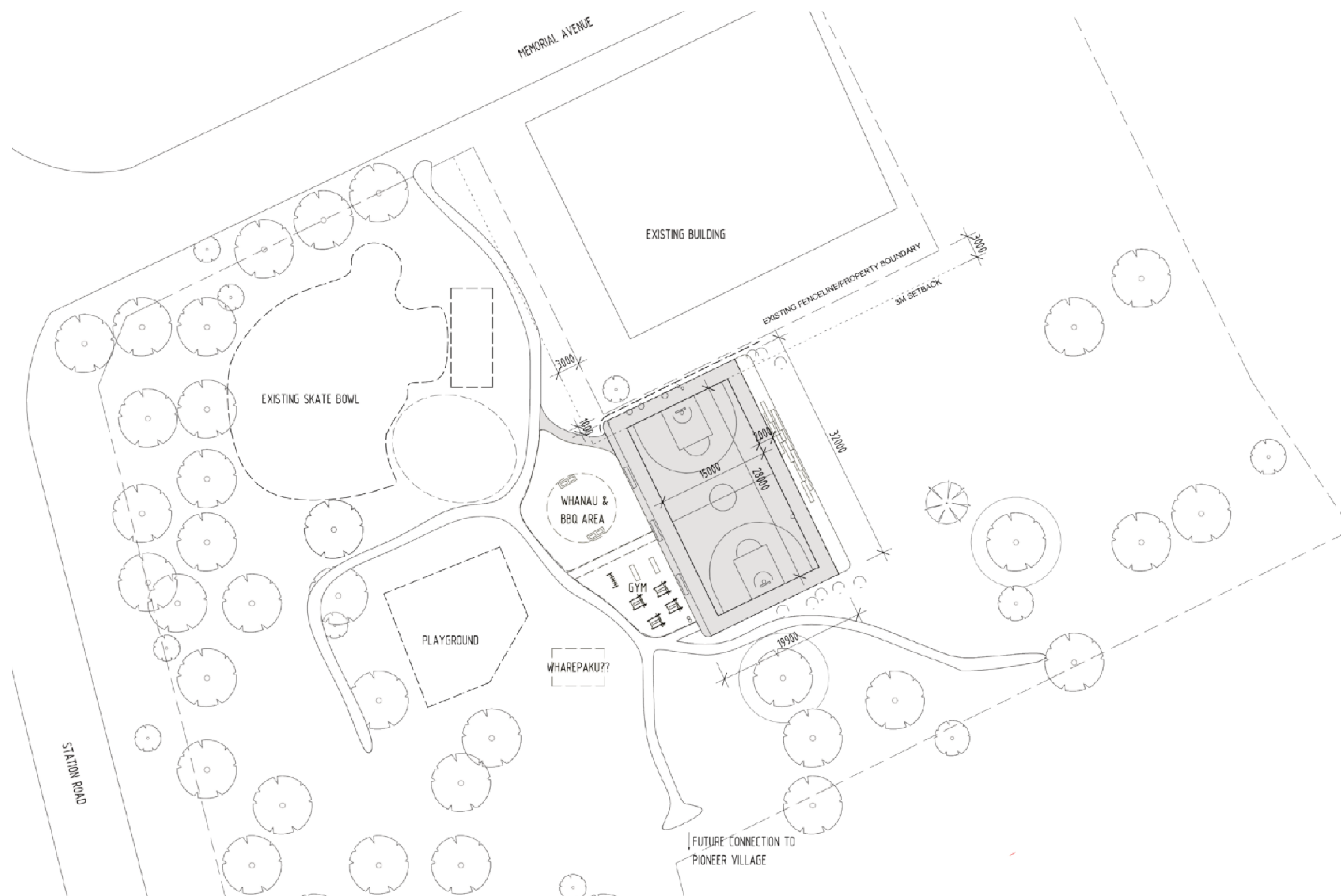
Existing Site Plan

SCALE 1:1000@A3



Proposed Site Plan

SCALE 1:1000@A3



Proposed Plan

SCALE 1:200@A3



Design Elements

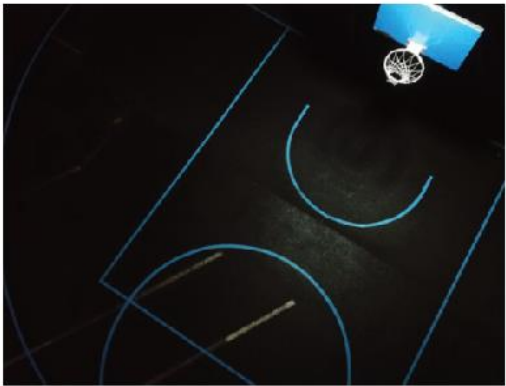
01 BASKETBALL COURT

Orientation
During the workshops it was discussed at what times the court would mainly be occupied. Taitamariki decided that they would predominatly use the court after school into the evening. The location and direction of the court has been positioned to avoid direct sun at either ends of the court during this time so as to not interfere with people shooting.

Lighting
Taitamariki said they would love to play Basketball late into the evening and considered all sorts of lighting from glow in the dark court lines, glow in the dark hoops and more standard lighting fixtures. As a community the decision for lighting needs to be considered, as lighting up areas can have both negative and positive impacts.

Graphics
The integration of dynamic graphics was a desire during the workshop. We imagine this would be developed in the next phase of this project and could be a collaboration between local artists and local taitamariki.

This is one example of how we can further develop the concept of 'whānau first' through the design. A ponahi design with its central spiral anchored in the centre of the whānau area. Unaunahi pattern flowing out from this space representing movement, growth and aspiration of our people.



One lighting solution could be the solar powered ParkLight which is fitted to Basketball Towers to allow for play after dark.



Graphics can be installed to most outdoor basketball court applications.



02 WHĀNAU SPACE

Orientation
This space would be located central to the design to enable a connection between all areas of the park.

Features
Taitamariki imagined this would be a place for BBQ's, shared kai and general hang out space.

Shade
It is important that this space would incorporate shade which could include natural tree shade as well as picnic tables that had a space to BYO picnic umbrellas. It was noted that whānau do not like the monolithic concrete style picnic tables so other options would need to be explored.



No concrete eating tables here thanks!

03 BENCH SEATING

Custom Bench seating would be used throughout the whānau zone and around the Basketball Court. This would be a combination of single tier as well as multiple tier seating around the basketball court for bigger community matches.



The whānau area would incorporate curved elements and a central focal area.

04 CUSTOM BALL SCREEN

The adjacency of the Basketball court to Work and Income NZ can be resolved by a combination of planting and a sculptural ball screen to provide a barrier between this court and this space. This concept will be developed further in the next phase of this project.

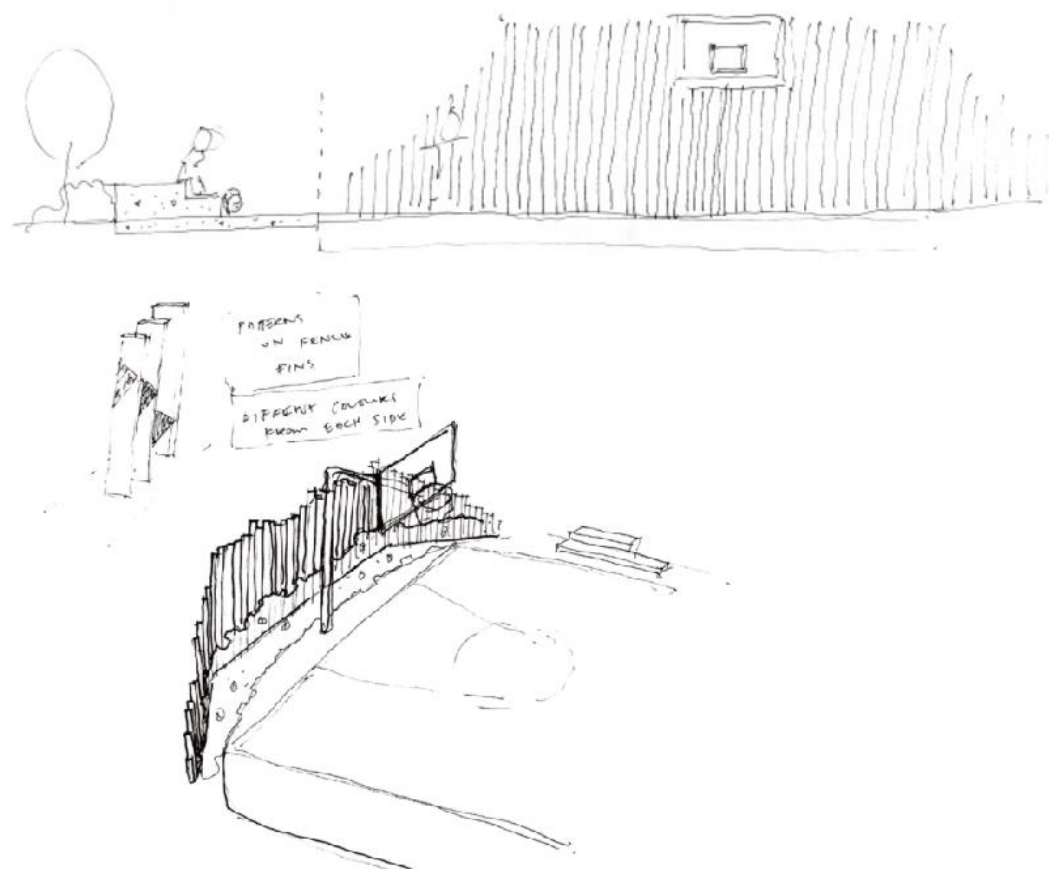
10 EXISTING PATHS

We have utilised existing paths but one concept derived from taitamariki was to have a consistent graphic spiraling from the centre whānau space out to the skatepark, pathways and basketball court. Graphics could be paint applied, poured resin or other.



Resin Surfaces are the provider of premium decorative, architectural and coloured surfacing solutions.

Design Elements



Concept Sketches showing the possibility of a custom screen and adjacent seating.

06 EXERCISE ZONE

Some community members had a desire to see a gravity gym incorporated into the design. Patu Kaikohe, although unable to attend the workshop would like to explore what this zone might look like to ensure any equipment developed is utilised, has many functions and can be used by local organisations for the hauora of our whānau.



What might exercise equipment look like?

11 OTHER

Some elements were raised that could be incorporated into the design:

- AED Equipment
- Storage of equipment for local organisations to be able to access for trainings.
- Reinstatement of the once existing toilet blocks. Currently whānau have to utilise the toilets at McDonalds.
- Scoring system.
- Outdoor Shower

Other Connections

TWIN COAST DISCOVERY

ĀKAU are part of a winning tender collated and prepared by Isthmus (<http://isthmus.co.nz>) for the 'Twin Coast Discovery Route (TCDR) Township Plans' project by NZTA. This project presents an opportunity to connect both journey and destination, and to explore the duality and balance of tangata whenua (local) and manuhiri (visitor) perspectives, from east coast to west coast. We are working

with the team to help design and facilitate creative place-based workshops at each township along the Twincoast Discovery to enable the team to develop meaningful town designs for these communities. We believe this project is important to the townscape of Kaikohe and believe this can fit into the extended korero of this community and beyond.



The Communities part of the 'Twin Coast Discovery Route (TCDR) Township Plans'

7 CORPORATE SERVICES GROUP

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A2438794

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To note the reports from the Chairperson and Members.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board notes the reports from the Chairperson and Member Toorenborg.

1) BACKGROUND

The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community

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

2) DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **KHCB Chairs Report - Mike Edmonds - A2484042** [↓](#) 
2. **KHCB Members Report - Louis Toorenborg - A2489162** [↓](#) 

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	Not applicable
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable
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.	Not applicable
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.	Yes
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

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
5 JUNE 2019

ITEM: CHAIR'S REPORT

AUTHOR: CHAIR MIKE EDMONDS

DATE OF REPORT: 14 MAY 2019

Recommendations Contained in Chair's Report

The board amends the strategic statement updated at the May 2019 meeting by adding the following words:

Kaikohe Hall

For consistent treatment of halls across the district the board will seek to have the Kaikohe Memorial Hall be classified as a hall of district significance.

Delegations

The board seeks to be delegated full responsibility for community halls (except for Kaikohe Memorial Hall).

As governance skills, policies, and systems, are developed, further delegations will be sought.

The board will work with the other community boards to achieve a consistent approach amongst them.

Revenue Review

The board recognises the desire, by FNDC staff, to fund footpaths from the general rate (vs ward service rates). The board submits to the FNDC Revenue Review that footpaths should be equitably distributed and that a general principle that the length of footpaths in each ward should be in proportion to the populations of each ward and that expenditure on footpaths in each ward should be guided (as it is now) by community boards.

Board Communications

The board will operate its Facebook page as a means of communication.

The board will maintain the domain name "kaikohe-hokianga.community" to be used for email addresses by board members who desire to. It is the board's aim to have this domain name transferred to FNDC for long term administration.

Kaikohe Business Rate

The board will work with the Kaikohe Business Association and the FNDC to establish a

targeted rate for the provision of CCTV and under verandah lighting.

Local Government Act

In accordance with the Local Government Act (2002), the board will seek sufficient information from the FNDC to enable the board to:

- a) maintain an overview of services provided by the territorial authority within the community and*
- b) prepare an annual submission to the territorial authority for expenditure within the community*

Recreation

Safe cycling: The board allocated the funds remaining from the 2017/18 community grant fund to a junior cycle park in Kaikohe

Lindvart Park: The board supports Kaikohe and Districts Sportsville and the upgrade of facilities at Lindvart Park

Dogs: The board will seek to have a dog exercise park established in Kaikohe

General: The board supports well designed spaces in parks and reserves.

Waterways

The board will seek ways to to reduce, or eliminate, pollution of waterways by wastewater, stormwater, and other community waste.

Water

The board will advocate for a sustainable water strategy, providing clean, affordable, water for each community

Economic Development

The board will seek to have consistent looking town (and surrounds) visitor information maps in the following settlements: Mangamuka, Horeke, Kohukohu, Kaikohe, Okaihau, Rawene, Opononi, and Omapere.

The board will advocate for public wifi in the ward's settlements.

The board supports the elimination of cell phone blackspots in the ward.

Futhermore, for funding and other purposes, the board declares that the strategic statements have the same status as a strategic plan"

Strategic Statement

The Kaikohe-Hokianga Community Board is currently working on its strategic plan.

This plan will not be adopted in time to be considered as part of the FNDC's annual plan process.

The board adopted a Strategic Statement in December 2018, and modified it in February and May 2019. In a workshop the board offered some more points, to be discussed, as additions.

I recommend that the following amendment to the board's Strategic Statement be adopted and communicated to the FNDC.

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Louis Toorenborg members report to Kaikohe Hokianga Community Board – June 2019

Mike Edmonds Chair of the Kaikohe – Hokianga Community at yesterday's Kohukohu meeting challenged me to write a report for the next Community Board meeting, I don't think this is what he had in mind.

I go to many meetings in our community, dealing with all sorts of frustrations and I am seen as part of what appears to be a very ineffectual council, as things are always going wrong or are not being done or community not being consulted. There are always challenges from the community for me to do better or get things happening.

I went to a Climate Change meeting in Rawene on 27 April. The issue of Glyphosate being sprayed in large quantities along our roadsides and other areas which is showing links to cancer and other illnesses. Community plans encouraged by Council, with communities being supported by council staff in preparing the plans, so that Council, Community boards have some guidelines about peoples aspirations for the areas they live in. Many plans ask for friendlier options than spraying to be used. However I was challenged yesterday at our monthly CB meeting about the costs of alternatives and whether the whole community was prepared to pay higher rates. It is an option for those communities to have alternatives methods used, but there has to be a will from the whole community to pay for it, as opposed to just the wishes of a few.

I went to community organised meeting in Rawene on 30 April, about contract now up for renewal for the Vehicle Ferry in Rawene. But again community interests are being ignored and council and the consultants hired are opting for a commercial venture. Concerns were expressed by the community that this profit motivated option, could seriously impact on the community and those that use the service with increase in fares, reduction of services and opportunities for improvements. Council took a long time to act on the suggestion from Community to provide Eftpos facilities for ferry fares, that little change has made life so much easier and safer for users and staff.

I have been to lots of meetings in both the Rawene and Opononi areas with regard to water and sewerage, communities are concerned that there has to be a better way than what Council is doing now. Rawene with Te Mauri o te wai group is having the opportunity to research options for a landbased system, it was part of their resource consent and outside consultants have been meeting with the group which includes the wider community and hapu, hopefully their wishes can be accommodated and afforded. Janine McVeagh has for Te Mauri o te wai and for FNDC has done an excellent report on wastewater schemes around the Hokianga Harbour. There is a push to get more of the work funded by Central Government as ratepayers pay for the services used by visitors to the area.

Opononi has a similar group, they too have concerns about the treated waste going into the harbour adding to the toxic sludge already in our harbour from not only human waste but also animal waste. With test results showing bovine waste probably the largest contributor, forestry waste and soil runoff also adding to the mess. The Opononi group is pushing for a peer review of the work done so far by independent engineering group and work needing to be done. They are also asking for a state of our harbour survey. The Opononi scheme requires a new Resource Consent for its discharge in August, but FNDC has to have their application in by the end of May, otherwise the NRC consent expires at the end of August and a whole new process has to begin, FNDC has already missed its first deadline which was at the end of February, if it had been done FNDC would have been able to continue work on the renewal until such time the work was completed, if it misses the May deadline even NRC will not be able to help

with extensions. The Opononi Scheme has been in breach of its consent conditions and NRC had in place since 2016 an abatement notice on FNDC to do something about the high E-coli readings, so high that the method they use to record is not able to show how far off the chart it is. FNDC has been trying to make changes by improving maintenance on the plant, removing sludge, replacing equipment. The liaison group wants all the wetland cells reinstated, the larger one being taken out for dealing with sludge removed from the ponds. The replanting the last time wasn't very successful, and better stock proof fences are need to keep wild cattle out of the wetland cell area. The group doesn't want a battle between FNDC and NRC and hopes the issues can be sorted amicably, as it will be our rates to both councils that will pay legal costs, fines and potential daily fines that maybe imposed for everyday FNDC is in breach.

A recent report to Council on sludge shows that the treated waste for 30,000 Northland people enter our Hokianga Harbour from schemes not only from Rawene, Opononi and Omapere and Kohukohu but also from Kaikohe, with Kerikeri and Russell sludge being trucked to Kaikohe plant for treatment added to this is the Septic tank waste for much of the mid north which gets emptied in Kaikohe and Rawene treatment plants.

<https://www.fndc.govt.nz/your-council/meetings/record-of-meetings/2018/2018-07-31-infrastructure-network-committee/2018-07-31-Infrastructure-Network-Committee-Report-5.2-A2121718..pdf>

People from the Hokianga don't want this to happen anymore, a Hikoi to Waitangi about the state of our Harbour this year was quite successful, getting lots of attention from media and ministers. Our foodbasket is threatened, with tests being conducted on several shellfish beds that have died, also our beaches have been closed over recent summers seasons because of health concerns, not good for communities so reliant on their beaches for economic wellbeing.

Central Government is also looking at the issue of 3 Waters and looking at bringing it all under their umbrella. I went to their workshop in Kaikohe recently, very informative, but I worry about who pays the bills as the Far North has so many issues, these have to be paid for from somewhere.

A Resource Consent application has gone in for taking bore water from Smoothy Road for Opononi and Omapere, tests done shows ample good quality water (although concerns being expressed that tests were done during an extremely wet summer), Hopefully Council will need less reliance on the Waioitemarama and Waiarohia Streams which get severely impacted during dry summers, consent conditions also require FNDC to let more water pass down stream, increased from 10lps to 14 in August this year. It is now up to NRC to decide whether or not it is publicly notified. There are concerns that it may impact on nearby springs from which a number of houses and farms draw water as well as taking more water out of the Waioitemarama Catchment. FNDC is asking for it to be non-notified.

At a recent meeting of CB we had a visit from the Chief Executive, Shaun Clark, he also attended a meeting of the Opononi and Omapere Ratepayers Association, message was largely the same, apologising for not getting all the work done there is just too much off it, so changes has been made that all work targeted through the long term plan and paid for by our rates, gets reviewed in October to see what can be achieved, only about 60% is being done around the district at present. I want to put it to our CE, staff and to Council what percentage of the work is being done in Kaikohe or Hokianga, it would be great if it was 60%, I hazard a guess 5%, I think a huge rate reduction is in order, we have paid the rates, let's get the work we paid for done. Part of the problem for Hokianga is that it is so far away from

contractors to do the work and that local contractors find it difficult to meet requirements to become a Council contractor like insurance and safety requirements.

The issue of much needed footpaths in our ward comes to mind, over the last 5 years I have been on site with 3 or 4 different staff members, contractors and community leaders, looking at proposals for work to be done, being told yes this will be done before October, Christmas, June in 2014, 2015 etc, Money for footpaths and rated for has been accumulating for almost 6 years at \$150,000 a year, only to be told by the latest staff person at a recent CB, that there is a new system in place, one that is subsidised by NZTA at 66% so we would get more work done on footpaths in our district pity very little or any are in the Hokianga. So what happened to the money already budgeted and rated, previous staff person at another CB meting said it was safe and the work will be done. New guy, nah sorry I haven't been told about this. Come on FNDC, how about throwing some of the crumbs out Hokianga way. I won't repeat the comments our Chair Mike Edmonds made at the now disbanded Footpath group and repeated at yesterday's CB meeting.

Tomorrow I go to a meeting in Rawene with NZTA, hopefully they will have some answers for some of the community's concerns, speed limits, footpaths, State Highway status for Twin Coast Highway, ferry etc.

I wonder why the Mayor used his casting vote to bring down the rate review I have been pushing for many years, firstly through submission process to annual and long term plans, and later through CB after being elected. There appears to be an imbalance there, with smaller communities now having to pay for their infrastructure through various targeted rates, with depreciation added to the mix, with infrastructure being revalued upwards every couple of years and then depreciation now being charged over the increased value with the view of future replacement, what happens to the many millions now stashed away in the depreciation accounts for our sewerage plants, water infrastructure, halls etc., one estimate I was told \$60 million, it is used to pay debt, and what happens then when something is replaced, money sought through subsidy and increased rates and loans and then the whole process begins again, the ratepayer forever being asked to pay more for something that has been paid for over and over.

I recently went to the bi annual conference of Community Boards in New Plymouth, this was well attended and the things that came through strongly were to give Community boards more power and resources to achieve the aspirations of the people they have been elected to advocated on their behalf, this has been done in Coromandel-Thames area, with great results and costs savings.

And to encourage the youth of our area to stand for community boards, it was great to see so many younger people at our conference. So I would like to make the following recommendations.

"That the Kaikohe Hokianga Community Board asks that Council investigates what has been achieved by Coromandel Thames when community board has been given more responsibility"

"That the Kaikohe Hokianga Community Board, invite or co-opt to our board one or more members from the Far North District Council Youth Council, to participate in our meetings"

2 May 2019

7.2 ADDITIONAL WINTER RURAL TRAVEL FUNDING APPLICATION FROM MATIHETIHE SCHOOL

File Number: A2474542

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To seek approval from the Community Board for payment of a rural travel grant to Matihetihe School for the 2018/19 Winter sporting season.

EXECUTIVE SUMMARY

- The Rural Travel Fund application received from Matihetihe School was not considered by the Kaikohe-Hokianga Community Board as part of their grant approvals, due to it being assigned to the incorrect Ward area.
- The Sport Northland advisor has considered their application within the context of the other applications received and made a recommendation based on this.
- A recommendation is being made to redirect a refund of unspent grant funds to Matihetihe School in accordance with Sport Northland's recommendation.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board

- Allocates a Rural Travel grant to Matihetihe School of \$515 following the advice from Sport Northland.**
- authorises a sum of \$75 from the Board's Community Fund account to Matihetihe School to support children participating in regular sporting activity during the 2019 winter season to support the following community outcome:**
 - Liveable communities that are healthy, safe, connected, and sustainable**

1) BACKGROUND

The Rural Travel Fund was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented. The strategy is yet to be developed.

Matihetihe School (Mitimiti) submitted a rural travel funding application, which was inadvertently assigned to the incorrect Community Board area for processing. Subsequently it was not tabled to the Kaikohe-Hokianga Community Board (KHCB) at their last meeting on 1 May. The total amount of funding allocation for KHCB for the Winter 2019 round has now been committed.

2) DISCUSSION AND OPTIONS

Council has recently received a refund of \$515 of unspent funds from a grant approved in an earlier Rural Travel Funding allocation round, providing a small amount left uncommitted in the budget. While there is provision with Rural Travel Funding to carry forward a small uncommitted balance like this, staff recommend it be granted to this applicant as the application was completed and submitted correctly and is eligible for funding.

The funding application submitted was for \$1,000. The Sport Northland advisor has assessed it in the same way the applications granted at the last meeting were assessed and recommended a sum of \$600.

There has been an instance previously where the Community Board have had insufficient rural travel funding to allocate to all eligible applications, and the Board had resolved to allocate some of its community grant fund to fund the remaining amount. Staff recommends that the Board do the same again for this application to allocate the full amount of \$600 to the applicant as recommended by the Sport Northland advisor.

The applicant has not applied for any Rural Travel Funding assistance in either this triennium or the 2013-2016 triennium.

The application and supporting documentation has been checked by staff and meets all the requirements of the eligibility criteria.

Option 1

Authorise the allocation of the \$515 returned unspent rural travel funds to Matihetihe School to support students' participation in local sporting activities

Option 2

Decline to authorise the allocation of the \$515, which would be returned to the grant allocations for distribution in the next sporting season.

Option 3

Authorise a sum of \$515 from the rural travel budget and a sum of \$75 from the Community Grant Fund to provide the application with a grant of \$600 as recommended by the Sport Northland Representative.

Option 3 is the recommended option as it aligns with the objectives of the Rural Travel Grant Fund and Community Grant Policy.

Reason for the recommendation

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand and the Kiwisport agreement with Sport Northland to increase participation in sport by young people living in rural communities.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Funding is provided by Sport Northland (Kiwisport) and Sport New Zealand (Rural Travel).

ATTACHMENTS

1. Rural Travel Funding Application - Matihetihe School - A2465551 [↓](#) 

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	This report is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Council promotes a vibrant and thriving economy that encourages a wide range of sporting activities and a safe a healthy district where young people are valued.
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 delegated to Community Boards to consider.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are none that affect Maori any greater than other residents of the District.
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.	Anyone in the district participating in organised sporting activities could be eligible for funding. To try and capture everyone the funding is advertised a month in advance in newspapers, social media and word of mouth
State the financial implications and where budgetary provisions have been made to support this decision.	Funding is provided by Sport Northland (Kiwisport) and Sport New Zealand (Rural Travel).
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



FAR NORTH RURAL TRAVEL FUND APPLICATION FORM

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

A. Details

Name of organisation: MATIHETIHE SCHOOL
 Postal address: 3835 WEST COAST RD, RD2 KOKUKOKU 0492
 Primary contact name: LINDA RUDOLPH
 Telephone: 09 4095337 Email: principal@matihetihe.school.nz

B. Secondary Contact Name

Name: TISH CAMPBELL Telephone: 09 4095337
 Email: office@matihetihe.school.nz

C. Organisation Details

1. Is your organisation registered for GST? 55-165-599
 No ☐ Yes ☒ give number 55
2. How many members belong to your club/organisation? SCHOOL
3. Will the travel subsidy benefit participants aged between 5 and 19 (please circle) YES NO
 (If so how many participants) _____
4. How many participants are aged between 5-12 yrs 34
5. How many participants are aged between 13-19 yrs nil
6. What percentage of your participants are new to this sporting activity? 60 %
7. What is this funding going to be used for? (Briefly explain)

Travel costs to other schools in the
North Hokianga region on a
weekly basis, to allow our students
to participate in local sporting activities.

D. Financial Details**1. Budget**TOTAL budget required \$ \$1800.00Your contribution \$ 800.00*Other funders/parent contributions \$ 400.00This Application Is For \$ 1000.00

* The intention of this fund is to subsidise expenses. Applicants need to show they have made a partial financial contribution towards the travel costs.

Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

2. Please briefly explain where/how you have sought funding from other organisations and if so what was the result.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
Parents contribution	\$12.00 per student x 34.	\$196 collected to date.

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: LINDA RUDOLPHPosition in organisation / title: PRINCIPALSignature: L. Rudolph Date: 01/04/20192. Name: TISH CAMPBELLPosition in organisation / title: OFFICE ADMINSignature: T. Campbell Date: 01/04/2019**Checklist:**

1. If you have applied for funding in the past please ensure a project report form has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Is your balance sheet or financial statement attached?
4. Is your deposit slip attached? (in case your application is approved)
5. Is your draft travel calculation breakdown attached? (refer to your Sport Northland representative).

7.3 FUNDING PROJECT REPORTS

File Number: A2438819

Author: Marlema Baker, 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.
- Project reports have been received from Kaikohe Business Association and Hokianga Harbour Care Inc.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project reports from Kaikohe Business Association and Hokianga Harbour Care Inc.

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. 2019-06-05 KHCB Project Report Form - Kaikohe Business Association - Community Patrol - A2478330 [↓](#) 
2. 2019-06-05 KHCB Project Report Form - Hokianga Harbour Care Native Plant Propagation - A2494875 [↓](#) 

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to 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.

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:

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation: KAIKOHE BUSINESS ASSOCIATION
Name & location of project: KAIKOHE COMMUNITY PATROL
Date of project/activity: 3 yrs to 2020

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 3000 at \$1000 pa

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	Amount	Receipt/s attached (please tick)
Broker Web Risk Services	\$ 760.80	✓
NZTA	\$ 88.79	✓
CPNZ Affiliation	\$ 52.17	✓
Petersen Motors (Maintenance, WOF)	\$ 230.88	✓ ✓
Other (Cellphone, Stationery etc) Total:	\$ 242.61	

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

Police Support role, patrolling at least 3 nights per week
We currently have 10 patrollers, rostered on a weekly basis

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

Night time patrols provide extra eyes and ears for police. The patrols act as trained witnesses who can provide accurate information to police in the event of an incident. This is important to police as they may not be able to respond immediately. This benefits the community at large.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

If you have a Facebook page that we can link to please give details:

--

This report was completed by:

Name:	Joe Nol		
Address:	47 ORRS RD KAIKOHE		
Phone	027 260 2329	mob:	
Email:	joenol@xtra.co.nz		
Date:	6/5/2019		

PETERSEN MOTORS

PO Box 303, Kaikohe 0440
69 Broadway
Kaikohe 0405

Hudspeth Motors Ltd
GST No: 14-109-587

Phone: 401 0388

Email: noreen.jordan@petersenmotors.co.nz

100706

December 18, 2018

Tax Invoice**W1 118199-1**

KAIKOHE COMMUNITY PATROL
c/- J NOL
47 ORRS RD
KAIKOHE 0405

Customer Id: KAIKOHE/CO

Description: WARRANT OF FITNESS
Vehicle: HUB473 2009 Nissan Tiida
Reading: 101854

VIN No
WOF Expiry 18/12/2019

Part Number	Description	Qty	Price	Total
	Carried out Warrant of Fitness Check CHECK & ISSUE WOF			
	NOTE: NAIL IN RR TYRE			
Warrant of Fitness				43.48

BANK ACCOUNT NUMBER 06 0333 0027295 00**"VEHICLES STORED ON SITE AT OWNERS RISK"**

Terms: 20th Day of Next Month

Materials \$43.48

Sub-Total \$43.48

GST \$6.52

W1 118199-1 Printed: 18/12/18 8:39AM

TOTAL \$50.00

27/07/2018

NZ TRANSPORT AGENCY
WAKA KOTAHU

100702

Motor vehicle licence MR1

Plate no: **HUB473**
Reminder no: **721478**
Licence expiry: **3/09/2018**

COMMUNITY PATROLS OF NEW ZEALAND CHARITABLE TRUST
PO BOX 3017
WELLINGTON 6140

Licence period

	Online	In-store
<input type="checkbox"/> 12 months	\$99.02	\$102.11
<input type="checkbox"/> 6 months	\$51.66	\$54.75
<input type="checkbox"/> 3 months	\$28.01	\$31.10
____ months (1-12)		

Don't want paper reminders?
Tell us your email address!
www.nzta.govt.nz/address

li there,
Your NISSAN's licence
expire on 3 September

There's no need to wait
easy, and secure to do

You can renew any time from
licence always starts the day

Customer no: 345875751
Make: NISSAN
Model: TIIDA
Colour: SILVER
Usage: Private passenger
Physical address:
180 MOLESWORTH STREET
THORNDON
WELLINGTON

NEW ZEALAND POST
PEOPLE REACHING PEOPLE

New Zealand Post Limited
KAIKOHE

24-AUG-2018 14:20:54

TXN NO. : W1231020 31142
Teller Id : WORK2

Acknowledgement Of Agency Payment

PRODUCT	QTY	\$ AMOUNT
NZTA		
MVR RELICENCE	1	102.11
SUBTOTAL		\$102.11
TRANSACTION TOTAL		\$102.11
Cheque (1)		\$102.11

NEW ZEALAND POST
PLEASE RETAIN AS PROOF OF PURCHASE

For more information visit www.nzta.govt.nz
or call us on **0800 108 809**

MR1 0618

100701

Invoice INV-1298 from Community Patrols of New Zealand Charitable Trust for Kaikohe Community Patrol

Teena Cornall <messaging-s
To: Kaikohe Community Patrol

1 attachment View

Invoice INV-1298.pdf (113.7 KB)

Details

09:50



Invoice INV-1298.pdf

114 KB

powdrill@xtra.co.nz

Shares

Community Patrols of
New Zealand Charitable
Trust
Attention:
National Office
PO Box 3017
Wellington 6140
NEW ZEALAND

TAX INVOICE

Kaikohe Community Patrol

Invoice Date
27 Jul 2018Invoice Number
INV-1298Reference
Affiliation FeesGST Number
076-273-626

Description	Quantity	Unit Price	Amount NZD
Affiliation Fees 1 July 2018 - 30 June 2019	1.00	52.17	52.17
		Subtotal	52.17
		TOTAL GST 15%	7.83
		TOTAL NZD	60.00

Due Date: 10 Aug 2018

ASB Bank Account 12 3233 0563756 00

Please use your Invoice Number as the reference if payment is made electronically.

If a Formal Receipt is required please indicate and supply the full return address.

PAY

To: Cc
At
Nr
PC
W
NE

ASB BANK

ASB

24 AUG 2018

Deposit Receipt

Confirmed ☐ KAIKOHE

Kaikohe Community Patrol

INV-1298

.00

Aug 2018

Enter the amount you are paying above

Account Number: 12-3233-0563756-00

Cheque: \$60.00

Total Deposit: \$60.00

Statement Reference:
INV1298

Date

Time

3097

90111688

PETERSEN MOTORS

PO Box 303, Kaikohe 0440
69 Broadway
Kaikohe 0405

Hudspeth Motors Ltd
GST No: 14-109-587

Phone: 401 0388

Email: noreen.jordan@petersenmotors.co.nz

100700

August 15, 2018

Tax Invoice**W1 116288-1**

KAIKOHE COMMUNITY PATROL
c/- J NOL
47 ORRS RD
KAIKOHE 0405

Description: SERVICE
Vehicle: HUB473 2009 Nissan Tiida
Reading: 100198

Customer Id: KAIKOHE/CO

VIN No
WOF Expiry

Part Number	Description	Qty	Price	Total
CA10234	AIR FILTER	1.00	41.06	41.06
36	FILTER OIL	1.00	18.04	18.04
SERVICE	CONSUMABLES, ENVIRONMENTAL LEVY/DISP	1.00	8.89	8.89
U1030	UNILUBE 10W30	3.50	11.66	40.81
90430-12031	GASKET	1.00	3.60	3.60

10,000 Km Service carried out.

Changed motor oil & oil filter. Checked tyre pressures. Check operation of lights, indicators, horn and wipers. Checked and topped up all fluid levels as required. Checked drive belts. Checked condition of battery and wiper blades. Road tested vehicle.

Replaced air filter element

BANK ACCOUNT NUMBER 06 0333 0027295 00

"VEHICLES STORED ON SITE AT OWNERS RISK"

CPN2

Terms: 20th Day of Next Month

1.00 Hrs Tech Fee \$75.00
Materials \$112.40

Sub-Total \$187.40
GST \$28.11

W1 116288-1 Printed: 15/08/18 9:32AM

TOTAL \$215.51



100709
BrokerWeb Risk Services Limited

PO Box 71, Kerikeri 0245
4 Fairway Drive, Kerikeri 0230

T 09 407 0190 F 09 407 7890 E insurenorthland@bwrs.co.nz

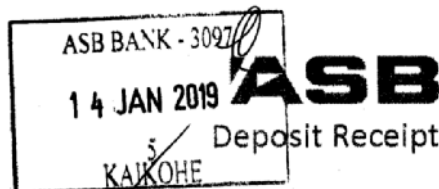
TAX INVOICE

Kaikohe Business Association
C/- Ngaire Powdrill
P O Box 497
KAIKOHE
0440

INVOICE DATE	12.12.2018
TAX INVOICE NUMBER	I00487752
GST NUMBER	115-512-021
OUR REFERENCE	TWG-02850-0075210-006
YOUR BROKER	Carolyn Smith

INSURER: Vero Insurance (NZ) Limited
INSURER RATINGS: Standard & Poor's Rating Agency | Rating: A+ (Strong) | Dated: 07/01/2012
POLICY CLASS : Commercial Motor
POLICY NO: HOBSP4682945
PERIOD OF COVER: 1 me

INVOICE DETAILS:
Renewal - Commercial Motor



Confirmed ☒

Please Note:

You are reminded that failure to disclose all facts which Insurers would regard as likely acceptance or assessment of this insurance the contract of insurance could result in the voided.

If any doubt whether facts are material, the

Some covers are GST exempt and therefore showing on this Tax Invoice, then GST is n

Policy Charge may include a Broker Service

Credit Card Payments:

Visa & Mastercard credit card payments are 1.9% loading. To make payment please vis

Account Number: 12-3109-0124510-51

Cheque: \$874.92

Total Deposit: \$874.92

Statement Reference:
I00487752

Date: 14 Jan 2019
Time: 10:11 a.m.

	\$752.35
	\$8.45
	\$114.12
	\$874.92

3097
90332908

INVOICE REMITTANCE ADVICE

CLIENT Kaikohe Business Association

Please return with your payment to :-

BrokerWeb Risk Services Ltd
P O Box 71 KERIKERI 0245

Or pay by direct credit to our bank - Details as follows:

Bank Details: ASB Bank Ltd
Account Name: BWRS Northland Branch
Account Number: 12-3109-0124510-51

REFERENCE

TWG-006-02850-0075210

INVOICE NUMBER

I00487752

Payment of this invoice is due in 14 days

TOTAL DUE (NZD)	\$874.92
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**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to 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.

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: governance@fndc.govt.nz (PDF attachment via email is preferred) OR:
Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Hokianga Harbour Care INC
Name & location of project: Native Plant Propagation
Date of project/activity: 6/8/2018

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 5000.00

Board meeting date the grant was approved: 5th September 2018

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	Amount	Receipt/s attached (please tick)
Potting mix -	\$ 1084.00	
Propagation trays - Daffons	\$ 1389.6	
Propagation trays - Transplant systems	\$ 790.28	
Rent a Water - Pioneer Village Trust	\$ 1249.72	
Horticulture - PB planter Bags	Total: \$ 353.63	

BANK STATEMENT ATTACHED.

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

P.D workers regularly attend nursery working bees.
Working bees with our members and volunteers
Planting out days at Rogers Darry farm Otang,
Te Roroa Iwi Kaharua Dairy Farm Planting days
with Kaikohe Christian School and Te Kura
Kaupapa Maori O Kaikohe

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029,
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

Describe the main findings in your evaluation of the project/event; describe how your project/
~~event~~ benefited the community:

Hokianga Harbour Care has just over 10,000 native plants to supply landowners in the Hokianga catchment this year. We have also had several workshops and many successful working bees which has supported community engagement in terms of water quality restoration. Community can visibly see progress being made in terms of improving the health of the Hokianga Harbour.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

We have recognised the hōkioha and Hokianga Community Board on our Facebook page:
 Tiaki Nga Wai o Hokianga

If you have a Facebook page that we can link to please give details:

Tiaki Nga Wai o Hokianga

This report was completed by:

Name: Justin Blackie
 Address: 293 Te Anau Ave Road
 Phone: ~~027~~ mob: 627 542292
 Email: justinb@arc.govt.nz
 Date: 22/5/2019

5/22/2019

Bill Blaster-00 - Kiwibank Internet Banking



Bill Blaster-00

Account name: HOKIANGA HARBOR CARE INCORPORATED
 Account number: 38-9019-0853899-00
 Available balance: \$433.30

Search results

Future

Add a goal

Showing 30 of 30

Search again account		Bill Blaster-00 \$433.30 ▾			
Show transactions from:		5/9/2018	to 22/5/2019	Search again	Clear
Date	Description	Deposits	Withdrawals	Balance	
6 May '19	PAY PIONEER VILLAGE TRUST		\$224.50	\$433.30	
6 May '19	PAY GMS NORTHLAND LTD		\$167.90	\$657.80	
30 Apr '19	IRD WITHHOLDING TAX 33.000%		\$0.02	\$825.70	
30 Apr '19	INTEREST CREDIT	\$0.06		\$825.72	
31 Mar '19	IRD WITHHOLDING TAX 33.000%		\$0.02	\$825.66	
31 Mar '19	INTEREST CREDIT	\$0.06		\$825.68	
21 Mar '19	DIRECT CREDIT WAIMAMAKU 4SUB - KOHA WAIMAMAKU TRADI	\$100.00		\$825.62	
21 Mar '19	DIRECT CREDIT BRUCE LOMASSUB LOMAS T D & B R	\$20.00		\$725.62	
13 Mar '19	FROM D L MARTIN	\$10.00		\$705.62	
11 Mar '19	BILL PAYMENT MITIMITI ANA BERICIH FEE BERICIH ANA J	\$10.00		\$695.62	
1 Mar '19	PAY HORTICENTRE LTD		\$353.63	\$685.62	
28 Feb '19	IRD WITHHOLDING TAX 33.000%		\$0.02	\$1,039.25	
28 Feb '19	INTEREST CREDIT	\$0.07		\$1,039.27	
27 Feb '19	CASH DEPOSIT	\$160.00		\$1,039.20	
4 Feb '19	PAY PIONEER VILLAGE TRUST		\$680.00	\$879.20	
4 Feb '19	PAY GMS NORTHLAND LTD		\$115.00	\$1,559.20	
31 Jan '19	IRD WITHHOLDING TAX 33.000%		\$0.05	\$1,674.20	
31 Jan '19	INTEREST CREDIT	\$0.16		\$1,674.25	
31 Dec '18	IRD WITHHOLDING TAX 33.000%		\$0.05	\$1,674.09	
31 Dec '18	INTEREST CREDIT	\$0.16		\$1,674.14	
30 Nov '18	IRD WITHHOLDING TAX 33.000%		\$0.05	\$1,673.98	
30 Nov '18	INTEREST CREDIT	\$0.16		\$1,674.03	
9 Nov '18	PAY PIONEER VILLAGE TRUST		\$345.22	\$1,673.87	
2 Nov '18	PAY GMS NORTHLAND LTD		\$674.36	\$2,019.09	
2 Nov '18	PAY GMS NORTHLAND LTD		\$126.78	\$2,693.45	
31 Oct '18	IRD WITHHOLDING TAX 33.000%		\$0.06	\$2,820.23	
31 Oct '18	INTEREST CREDIT	\$0.17		\$2,820.29	
29 Oct '18	PAY TRANSPLANT SYSTEMS LTD		\$790.28	\$2,820.12	
29 Oct '18	PAY DALTONS LTD		\$1,389.60	\$3,610.40	
18 Oct '18	DIRECT CREDIT FNDC 99999 FAR NORTH DISTRICT C	\$5,000.00		\$5,000.00	

Find your monthly statements in your statement vault

<https://www.ib.kiwibank.co.nz/accounts/view/2E9920C72FD9F8DAE67DC1CE980A9DAD>

1/1

7.4 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 30 APRIL 2019

File Number: A2485961

Author: Ajay Kumar, Management Accountant

Authoriser: Angie Thomas, Chief Financial Officer (Acting)

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 30 April 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
• Plus refund of unused portion of grant from Rawene Area Ratepayers Association	\$1,500.00
• Less funds granted and uplifted to 30 April 2019	\$34,716.75
• Less funds not yet uplifted at meeting 01 May 2019 for Hokianga Hospital Auxiliary Inc and Manāki Tinana Trust	\$6,800.00
• Less funds not yet uplifted at meeting 03 April 2019 for Hokianga Environmental Protection Group, Hokianga Sailing Trust, Taheke Marae Trustees/Board and Volunteering Northland	\$13,298.24
• Less funds not yet uplifted at meeting 13 February 2019 for Rawene Golf Club Inc. and Kaikohe Community & Youth Centre Trust	\$20,700.00
Community Fund Account balance as at 30 April 2019	\$41,887.01

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 30 April 2019 is \$41,887.01.

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 30 April 2019 is attached.

ATTACHMENTS

1. **2019-06-05 KHCB Statement of Kaikohe-Hokianga Community Board Community Fund Account as at 30 April 2019 - A2485875** [!\[\]\(b1b781be830eb908d845c527ab08d5f8_img.jpg\)](#) 

Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 30 April 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 Roope 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	
Feb 19		
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	
Kaikohe Basketball Court for architecture design services re basketball court	5,750.00	
Mar 19		
Hokianga Memorial RSA Hall for costs involved in commemorating the 100th Anniversary of signing the Armistice Treaty	2,500.00	
Rawiri Love - Smiley Campaign to assist with the cost involved in promoting "Get Fit Kaikohe"	2,500.00	
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	1,176.00	
Apr 19		
Taiamai Day - Ohaeawai Taiamai Residents Association	1,500.00	
		<u>34,716.75</u>
Balance as at 30 April 2019		\$82,685.25
Less Commitments 2018/19 (Funds not yet up lifted)		
Meeting 01.05.19		
Hokianga Hospital Auxiliary Incorporated for costs towards the 2019 Wearable Arts Event	2,800.00	
Manāki Tinana Trust for costs toward purchasing gym equipment	4,000.00	
Meeting 03.04.19		
Hokianga Environmental Protection Group to assist with Real Food Hokianga	2,000.00	
Hokianga Sailing Trust to assist with the cost of replacing life vests	504.90	
Taheke Marae Trustees/Board to assist with the cost of scaffolding hire and purchase of aluminium windows	7,093.34	
Volunteering Northland to assist with their annual operational costs	3,700.00	
Meeting 13.02.19		
Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	700.00	
Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	20,000.00	
		<u>40,798.24</u>
Balance 30 April 2019 Uncommitted/(Overcommitted)		\$41,887.01
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	
Balance Commitments 2017/18		\$14,376.54

Far North District Council
 Kaikohe - Hokianga Community Board
 Statement of the Community Fund Account as at 30 April 2019
 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	<u>\$4,359.60</u>
Balance Prior Year Commitments	<u>\$18,736.14</u>

7.5 APPLICATION FOR FUNDING - PIONEER VILLAGE KAIKOHE - CCTV**File Number: A2455747****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on Pioneer Village Kaikohe application for a grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with the purchase and installation of CCTV
- The Board has previously funded the applicant in this triennium. Project reports have been received for these grants.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,928 (plus GST if applicable) to be paid from the Board's Community Fund account to Pioneer Village Kaikohe for costs towards the purchase and installation of CCTV, to support the following Community Outcomes:

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

1) BACKGROUND

The purpose of the Pioneer Village Kaikohe is to provide a unique and educational museum experience, promote, preserve and make accessible our heritage, and encourage a sense of belonging and pride in our community.

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.

The applicant has requested \$1,336 for the computer upgrade. The quote provided shows that the computer upgrade is for \$336 – making the total project cost only \$3,856.

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$2,800 - 49% of the total project cost

Option 2 Authorise partial funding of the amount requested

The Community Grant Policy states that an application can only apply for up to 50% of the total project cost which is \$1,928.

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. Pioneer Village Kaikohe Application Form - A2455719 [↓](#) 
2. Schedule of Supporting Documents - Pioneer Village Kaikohe - A2455828 [↓](#) 

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 Kaikohe-Hokianga 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.

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☐ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

18 APR 2019
Kaikohe Service Centre

Applicant details

Organisation	<u>Pioneer Village Kaikohe</u>	Number of Members	<input type="text"/>
Postal Address	<u>1A Recreation Road, Kaikohe</u>	Post Code	<u>0100</u>
Physical Address	<u>1A Recreation Road, Kaikohe</u>	Post Code	<u>0100</u>
Contact Person	<u>Kelly van Gaalen</u>	Position	<u>Operations Manager</u>
Phone Number	<u>09 4010816</u>	Mobile Number	<u>0223508960</u>
Email Address	<u>info@pioneer-village.org.nz</u>		

Please briefly describe the purpose of the organisation.

To provide a unique and educational museum experience, promote, preserve and make accessible our heritage. Encourage a sense of belonging and pride in our community

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

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A1859967



- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

Security System Upgrade

Recently Pioneer Village fell victim to a break in and suffered a loss of a large piece of equipment and fencing damages. Due to raised concerns the village has incurred extra unexpected expenses to ensure the safety of the village and ability to replace losses.

Due to the age of many of the buildings, an alarm system was not recommended, however the installation of CCTV cameras which can be monitored from office computer and mobile phone networks was a sensible approach which can lead to further advantages in the future.

We are seeking funding to purchase and install a CCTV system which will benefit the village and community in some of the following ways:

- Alert staff and members of theft as it occurs or after the fact
- Enable identification and proof of crime
- Keep village assets, exhibits and visitors safe
- Linking with the overall Kaikohe scheme which will provide a wider coverage for the community.

Project costs:

Quote attached from A1 Security – CCTV	2400.00 + GST
Utilities (expected increase in power for initial 12 months)	520.00
Volunteer Value 30hrs- preparation works for installation	600.00
Computer upgrade and 230vac (transformer)	1336.00 + GST

Insert Minutes from 11th April 2019 meeting:

- **Motion:** The board approve the purchase of a new computer within the budget of \$1000 and authorise payment from PVK operations budget
- Russell/Mike 2nd

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) serv - installation	2400.	2400
Utilities	520.	0
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	600.	not applicable
Other (describe) Computer upgrade & 230vac	1336.	0
TOTALS	4856.00	2400.00

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

Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Pioneer Village Kaikohe - THE KAIKOHE & DISTRICT HISTORICAL
& MECHANICAL TRUST

KAIKOHE 044

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

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

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Page 5

Schedule of Supporting Documentation**Pioneer Village Kaikohe - CCTV**

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: TSL Transformers New Zealand
2	QUOTE: ARA Security
3	ASB – Bank Statement

7.6 APPLICATION FOR FUNDING - KERIKERI THEATRE COMPANY

File Number: A2484524

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with the information on Kerikeri Theatre Company's application for a Community grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with their performances in Opononi
- The Board has not funded the applicant previously

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,314 (plus GST if applicable) to be paid from the Board's Community Fund account to Kerikeri Theatre Company for costs toward their performances of 'Ladies Night' to support the following community outcomes:

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

1) BACKGROUND

Kerikeri Theatre Company provides learning, experience and performance opportunities in the performing arts and film. They are performing their production of Ladies Night at 6 venues across the district during June/July 2019, including the Opononi Hotel. Their intention is also to gauge an interest from these communities with a view to extending their classes/workshops/productions into these areas in the future.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

The applicant has not been previously funded by the Board.

This application is for 13% of the costs for this production. They have also applied to Te Hiku Community Board, and Creative Communities. Their application to Bay of Islands-Whangaroa Community Board was ineligible as it was submitted too late.

Option 1 Authorise the full amount requested

Funding of \$1314 which is 13% of the total project cost could be considered.

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

Option 3 Decline the request

Option 1 is recommended by staff as it complies with the Community Grant Policy.



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. **2019-06-05 KHCB Funding Application - Kerikeri Theatre Company - Ladies Night Production - A2478486** [↓](#) 
2. **KHCB 2019-06-05 Schedule of Supporting Documents - Kerikeri Theatre Company - Ladies Night Production - A2479730** [↓](#) 

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 Kaikohe-Hokianga 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.

RFS
3950346.

Kaikohe/Hokianga

Kerikeri Service Centre

03 MAY 2019



Local Grant Application Form

Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

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

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>Kerikeri Theatre Company</u>	Number of Members	<u>150</u>
Postal Address	<u>P.O. Box 168, Kerikeri</u>	Post Code	<u>0245</u>
Physical Address	<u>17B Sammaree Place, Kerikeri</u>	Post Code	<u>0245</u>
Contact Person	<u>Janna Sicely</u>	Position	<u>Secretary</u>
Phone Number	<u>0272269974</u>	Mobile Number	<u>0272269974</u>
Email Address	<u>kerikeritheatrecompany@gmail.com</u>		

Please briefly describe the purpose of the organisation.

To provide learning, experience and performance opportunities in the Performing Arts and film.

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Local Grant Application Form



Project Details

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

☐ Te Hiku ☒ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Ladies Night (theatre production) Date 20th June - 6th July
Location Opononi Hotel (as part of Far North tour) Time 7:30-10:30pm

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

If so, how much? \$25-\$28.00/head

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

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

Over the past 7 years Kerikeri Theatre Company has developed a strong following of child, youth & adult actors & practitioners who have had the opportunity to learn new skills and perform to their local community. This will be the first ever opportunity for our team to take their skills on the road, enhance their experience & professionalism and show a wider audience all of the energy & hard work that goes into the creation of a performance. Similarly the Far North's rural communities very rarely have the opportunity to engage in high-quality theatre performance within their own community. Kerikeri Theatre Company regularly receives requests from surrounding areas, to offer theatre classes and stage productions in their towns - Not only will this theatre production reach a whole new audience, it will be an opportunity for Kerikeri Theatre Company to gauge an interest from these communities for all that we offer, with a view to extending our classes/workshops/productions in these areas in the future. He Whiria te Tangata ~ weave the people of the Far North together.

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Kaikohe - Hokianga.

Local Grant Application Form

Performance at Opononi Hotel.



melissa.wood@fndc.govt.nz

Project Cost

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

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

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

Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive. Kerikeri Service Centre
- 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

08 MAY 2019

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire (RSA venue KTA)	200.00	
Advertising/Promotion (Print + Design quote)	2195.00	366.00
Facilitator/Professional Fees? (Alanah Curtis)	2000.00	
Administration (incl. stationery/copying)	1800.00	
Equipment Hire (A.V.I.T quote)	1800.00	300.00
Equipment Purchase (describe) (Tony Kay quote)	2000.00	334.00
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	1885.00	314.00
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		Please note: The requested amounts are to the value of 1/6 of the total cost to reflect the number of performances in this catchment.
TOTALS	10,080.00	1,314.00

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Building Lease: 17B Sammaree Place Kerikeri	\$31,050 (incl GST)
Building overheads/outgoings	\$ 5,100.00 + GST
TOTAL	\$ 36,150.00

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

Funding Source	Amount	Approved
Creative Communities	2000.00	Yes / Pending
Local Grant B01/Whangaroa	2195.00	Yes / Pending
Local Grant Te Hiku	1885.00	Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Kerikeri Theatre Company

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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

Signatory One

Name Janna Sicely Position Secretary
 Postal Address P.O. Box 168, Kerikeri Post Code 0245
 Phone Number Mobile Number 0272269974
 Signature J Sicely Date 2/5/19

Signatory Two

Name BARBARA KIRKMAN Position President
 Postal Address P.O. Box 703, KERIKERI Post Code 0245
 Phone Number 021 870 296 Mobile Number 021 870 296
 Signature B Kirkman Date 2.5.19

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Project Outline:

Kerikeri Theatre Company Presents "Ladies Night", a hilarious and cheeky kiwi comedy written by Stephen Sinclair and Anthony McCarten. Ladies Night is about a group of down on their luck, working class, middle aged men who decide to form a strip tease group as an escape from unemployment, relationship issues and depression. It was first performed in December 1987 at Auckland's Mercury Theatre and is the most commercially successful play in New Zealand's theatre history.

Director: Janna Sicely

Choreographer: Alannah Curtis

Live Music: Scarlet Fever

Process:

Over a period of 12 weeks, actors (8) will rehearse 2-3 times/week in preparation for performance at Kerikeri Theatre Company studios. Actors will also attend dance rehearsals to prepare choreographed movement. Actors will rehearse with live music provided by band, Scarlet Fever.

In the two weeks prior to performance, actors & musicians will undertake a series of dress rehearsals in each venue to prepare for performances.

Performances will be held Thursday-Saturday over a 3-week period, in a variety of venues throughout the Far North.

Venues:

Opononi Hotel – Opononi

The Duke of Marlborough Hotel – Russell

The Twin Pines Manor – Haruru

The Pioneer Tavern – Kerikeri

Mangonui Hotel - Mangonui

RSA - Kaitaia

A comprehensive advertising and promotional programme will be undertaken in the 6-weeks prior to the performance dates.

Tony Kay
94 Waitapu Creek Rd
RD1
KAEO 0478
021 0457 123

Estimate

Estimate: 1003

10 April, 2019

TO

Kerikeri Theatre Company
c/- Janna
6a Canon Drive
KERIKERI

FORStage set for *Ladies Night*:

Labour only to build set at Studio 17

\$2,000



PHONE: 09 407 8824
14 Hobson Ave, PO Box 135, Kerikeri
info@keriprint.co.nz www.keriprint.co.nz

Date: 3/04/19

Kerikeri Theatre Company

Quote No.
6456

Phone:

Fax:

Attention: Jo Danilo

We have much pleasure in offering this quote for your consideration.

Collateral Ladies "Night"

Programmes (1 x A4 sheet, Double-sided, folded with no bleed)

x 300

A3 Posters with bleed

x 60

A5 Flyers with bleed

x 300

Quantity	1
Printing	\$550.00
Total	\$550.00

The above prices are exclusive of GST. Freight charged extra (if required).

Any variations on the above specifications will result in this quote being invalid and requiring review.

PAYMENT: Full payment is required on pickup / delivery unless account arrangements have been made.

ARTWORK: Supplied artwork must meet our requirements. Any extra design work may incur an additional charge.

OUR GUARANTEE: We will match or better any other price of comparable quality.

This quote will be valid for one month from the above date.

Entered By:

Accepted

Quantity



PHONE: 09 407 8824
14 Hobson Ave, PO Box 135, Kerikeri
info@keriprint.co.nz www.keriprint.co.nz

Date: 4/04/19

Quote No.
6455

Kerikeri Theatre Company

Phone:

Fax:

Attention: Jo Danilo

We have much pleasure in offering this quote for your consideration.

Signage "Ladies Night"

Corflute Signs (1200x800) 5 mm
x 12

Corflute Signs (2440 x 1220mm) 5mm
x 3

Quantity	1
Printing	\$1,245.00
Total	\$1,245.00

The above prices are exclusive of GST. Freight charged extra (if required).

Any variations on the above specifications will result in this quote being invalid and requiring review.

PAYMENT: Full payment is required on pickup / delivery unless account arrangements have been made.

ARTWORK: Supplied artwork must meet our requirements. Any extra design work may incur an additional charge.

OUR GUARANTEE: We will match or better any other price of comparable quality.

This quote will be valid for one month from the above date.

Entered By:

Accepted

Quantity



Quote for Kerikeri Theatre Company:
Ladies Night

April 2019

DESIGN: LADIES NIGHT

Initial Design
Audition Poster
Event Poster (Portrait and Landscape)
Corflute signs 1200 x 800mm
Large hoarding 2440 x 1220mm
A5 flyers
Social Media Event Image & Posts

Approx. 8 hours @ \$50 per hour \$ 400.00

TOTAL

\$ 400.00

Please note, Bread & Butter is not registered for gst

jodanilo@hotmail.com

• 021 0286 2708

• 18 Macadamia Lane | Kerikeri



Dear Janna

Thank you for the opportunity to quote on your upcoming audio visual requirements for Ladies night

I am happy to provide audio and lighting for the shows

Show dates:

Thursday 20th June

Friday 21st June

Saturday 22nd June

Thursday 27th June

Friday 28th June

Saturday 29th June

Venues:

The Duke Tavern

Twin Pines Tavern

The Pioneer Tavern

Opononi Hotel

Mangonui Hotel

Kaitaia RSA

The costs will be \$300 + GST per show plus travel at \$1.00 + GST per kilometre on a return trip



Nick Laird
M 027 356 6401
E nick@avil.co.nz
W www.avil.co.nz
P 185 Kerikeri Road, Kerikeri 0210
Audio Visual Integration
Technology Solutions
Business IT design Computer Sales
and Support Networking Wireless
Audio Visual Digital Signage



Quote

For: Kerikeri Theatre Company Inc.

Details: To choreograph and teach dance and movement to actors for Ladies Night theatre production to be performed in a range of venues in June 2019.

<u>Description:</u>	<u>Hours:</u>	<u>Total:</u>
Choreography	8	
Rehearsal	10	
Performance	2	
		20 @ \$100/hr
		\$2000.00

Alannah Curtis



15th April 2019,

FAR NORTH (KAITAIA) RSA I

12 Matthews Avenue
P.O. Box 163, KAITAIA 044
Phone (09) 408 0423

Kerikeri Theatre Company,

Attention: Janna Sicely,

Thank you for booking our premises for your up in coming show on Thursday
27th June 2019.
Our function room to hire is \$200 Incl GST.

Warm Regards

Tracy Russell
Club Manager
Far North Kaitaia RSA Inc.

Email farnorthrsa@gmail.com
Ph-09 4080520.

Our Account Details
Far North(Kaitaia)RSA Inc
Wespac 03-0339-0360160-02

NEVER LOOK DOWN ON ANYBODY UNLESS YOU'RE HELPING THEM UP

Ladies Night

Travel distances:

Home destination:

Kerikeri Theatre Company
17B Sammaree Place
Kerikeri

Destination 1:

The Duke Tavern
Russell

Return mileage: 80kms

Destination 2:

Twin Pines Tavern
Haruru Falls

Return mileage: 40kms

Destination 3:

The Pioneer Tavern
Kerikeri

Return mileage: 8.8kms

Destination 4:

The Opononi Hotel
Opononi

Return mileage: 162kms

Destination 5:

The Mangonui Hotel
Mangonui

Return mileage: 122kms

Destination 6:

Kaitia Returned Serviceman's Association
Kaitia

Return mileage: 176kms

Total mileage: 588.8kms @ 0.40 cents/km = \$235.52/vehicle

8 vehicles = **\$1,884.16**

Schedule of Supporting Documentation**Kerikeri Theatre Company – Ladies Night Production**

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	Project Outline
2	QUOTE: Tony Kay
3	QUOTE 6456: Design & Print
4	QUOTE 6455: Design & Print
5	QUOTE: Bread & Butter Design
6	QUOTE: AVIT Solutions
7	QUOTE: DDF Dance Studios
8	QUOTE: Far North RSA Kaitaia
9	LIST: Travel & Mileage
10	FINANCIAL Performance Report
11	ASB: Bank Statements
12	Updated Health and Safety Policy

7.7 APPLICATION FOR FUNDING - PIONEER VILLAGE KAIKOHE - PARK UP SAFELY**File Number: A2485172****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on Pioneer Village Kaikohe application for a grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with the creation of a safe park-up zone
- The Board has previously funded the applicant in this triennium. Project reports have been received for these grants.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Pioneer Village Kaikohe for costs towards the creation of a safe park-up zone which will benefit the village and community, to support the following Community Outcomes:

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

1) BACKGROUND

The purpose of the Pioneer Village Kaikohe is to provide a unique and educational museum experience, promote, preserve and make accessible our heritage, and encourage a sense of belonging and pride in our community.

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 \$5,000 - 46% of the total project cost

Option 2 Authorise partial funding of the amount requested**Option 3 Decline Funding**

Option 1 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. 2019-06-05 KHCB Funding Application - Pioneer Village - Park Up Safely - A2479694  [↓](#)
2. 2019-06-05 KHCB Schedule of Supporting Documents - Pioneer Village Kaikohe Park Up Safely - A2479721  [↓](#) 

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 Kaikohe-Hokianga 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.

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

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

- ☐ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☐ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

Kaikohe Service Centre

09 MAY 2019

Applicant details

Organisation	Pioneer Village Kaikohe		Number of Members	
Postal Address	1A Recreation Road, Kaikohe		Post Code	04405
Physical Address	1A Recreation Road, Kaikohe		Post Code	04405
Contact Person	Kelly van Goolen	Position	Operations Manager	
Phone Number	(09) 4010816	Mobile Number	0223508960	
Email Address	info@pioneer-village.org.nz			

Please briefly describe the purpose of the organisation.

To provide a unique and educational museum experience, promote, preserve and make accessible our heritage. Encourage a sense of belonging and

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pride in our community x TO Understand the past and Inspire the future.

Page 1

Local Grant Application Form



Project Details

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

☐ Te Hiku ☒ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Park up Safely Date ASAP - ongoing

Location Recreation Road Kaikohe Time

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

If so, how much?

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

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

See attached.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) Tree Remedy Works.	1000.00	-
Utilities		
Hardware (e.g. cement, timber, nails, paint)	765.00	-
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 170 hrs	3400.00	not applicable
Other (describe) Car park Quote.	5630.00	\$5,000.00.
TOTALS	10,795.00.	\$5,000.00.

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

Local Grant Application Form

Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 101-541-231

How much money does your organisation currently have? 67,000

How much of this money is already committed to specific purposes? 67,000

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

Purpose	Amount
Operational costs for utilities, insurance, licences	15,000 =
R + M - buildings, grounds, plant & machinery	20,000 =
Wages / Salary - curator & manager	32,000 =
TOTAL	67,000 =

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Christmas in The village	2800 =	Dec 2018	Y / N
Signage & Promotion	2270 =	May 2018	Y / N
Cycle trail signage & Paint	1500 =	2014	Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

The Kaikohe and District Historical and Mechanical Trust T/A Pioneer Village Kaikohe

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

[Signature]

Signatory Two

[Signature]

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

Signatory One

Name Kelly van Gaalen Position Operations Manager
 Postal Address 21 Thorpe Road RD1 Kaikohe Post Code 0474
 Phone Number 09 4010816 Mobile Number 022 350 8960
 Signature [Signature] Date 9/5/19

Signatory Two

Name Delwyn Walker Position
 Postal Address 5787 State Highway 12 RD2 Kaikohe Post Code 0472
 Phone Number 09 4010816 work Mobile Number 022 697 2758
 Signature [Signature] Date 9/5/19

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Who will benefit from the activity and how: and**How it will broaden the range of activities and experiences available to the community.**

We are seeking funding to create a Safe park up zone which will benefit the village and community in some of the following ways:

- Ensure an off road safe parking zone for Staff and Volunteers

Looking after our volunteers and there safety is of extreme importance to the Pioneer Village, as is with all volunteer organisations.

- Provide schools and elderly with a safe unloading zone when visiting

Visiting groups especially the young, elderly and disabled giving them the ability to pull off the heavy traffic bypass and safely unload and load with easier entrance options.

- Alternative motorhome/campervan parking unique and safe surroundings

Day or Overnight parking sites also have a positive impact on local businesses and communities. Relieve the congestion in the main street by providing a secure area for day visitors to roam freely without concerns of vandalism and theft.

- Assist in keeping the Heavy Traffic bypass clear.

Future and current roading, state highway re alignments, increase in heavy traffic use it is crucial that future proofing accessibility for community users is a priority.

Project costs:

Quote attached from Jerkovich Transport	5,630.00 + GST
Tree works - as estimated, delimb, prune and mulch	1,000.00
Hardware –materials: paint, signage, beautification, lighting	765.00 + GST
Volunteer Value 170hrs- signage, internal gates and beautification	3,400.00
	\$10,795.00

Schedule of Supporting Documentation**Pioneer Village Kaikohe – Park Up Safely**

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 – Kerkovich Transport Ltd
2	Quotes – Bunnings
4	Quote: Far North Decorating Supplies Ltd
3	ASB: Bank Statement

7.8 APPLICATION FOR FUNDING - PIONEER VILLAGE KAIKOHE - GROWING OPPORTUNITIES

File Number: A2485259

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with information on Pioneer Village Kaikohe application for a grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with the purchase of a coffee machine and coffee grinder.
- The Board has previously funded the applicant in this triennium. Project reports have been received for these grants.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$6,630 (plus GST if applicable) to be paid from the Board's Community Fund account to Pioneer Village Kaikohe to assist with the purchase of a coffee machine and coffee grinder, to support the following Community Outcomes:

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

1) BACKGROUND

The purpose of the Pioneer Village Kaikohe is to provide a unique and educational museum experience, promote, preserve and make accessible our heritage, and encourage a sense of belonging and pride in our community.

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 \$6630 - 29% of the total project cost

Option 2 Authorise partial funding of the amount requested

Option 3 Decline Funding

Option 1 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. **2019-06-05 KHCB Funding Application - Pioneer Village - Growing Opportunities - A2470496** [↓](#) 
2. **KHCB 2019-06-05 Schedule of Supporting Documents - Pioneer Village Kaikohe - Growing Opportunities - A2479727** [↓](#) 

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 Kaikohe-Hokianga 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.

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

- ☐ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☐ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

Kaikohe Service Centre
30 APR 2019

Applicant details

Organisation	Pioneer Village Kaikohe		Number of Members	
Postal Address	1A Recreation Road, Kaikohe	Post Code	0405	
Physical Address	1A Recreation Road, Kaikohe	Post Code	0405	
Contact Person	Kelly van Gaalen	Position	Operations Manager	
Phone Number	09 4010 816	Mobile Number	022 350 8960	
Email Address	info@pioneer-village.org.nz			

Please briefly describe the purpose of the organisation.

To provide a unique and educational museum experience, promote, preserve and make accessible our heritage. Encourage a sense of belonging and

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– pride in our community page 1 & to understand the past and inspire the future.

Who will benefit and how it will broaden the range of activities and experiences for the community.

Socially engaging, educational and fun, whilst assisting the economic development opportunities for our Community and district.

Coffee isn't just a hot beverage, it boosts productivity, facilitates collaboration, and increases engagement, offering an escape from a stressful office, the chance to maintain or grow a relationships, a place to get away to do some reflective work, a place to do business. **Coffee is a destination!!** And just as importantly will add value to the experience of visiting Pioneer Village.

In the past year the village has taken extensive steps with marketing and promotion, hosting open days and events to lift the image and gain confidence with our locals. We have been hugely supported and regularly have referrals from the locals now as that, a destination "The place to visit in KAIKOHE"

Our prime location and tranquil surrounds offer up a unique experience
"It's this simple touch that will keep people coming back time and time again"

Pioneer Villages desire to diversify its core existence, leads us to ask that the Kaikohe Hokianga Community Board support both Pioneer Village in its growth, that of the Districts economy and Tourism enhancement.

We are seeking seed funding of \$6630.00 to secure the purchase of an opportunity.

Equipment	Coffee Machine	5985 + GST	
	Grinder	645 + GST	
Installation	Plumber	700 + GST	
	Electrician	700 + GST	
Barista	Training		220.00
	Volunteer 30hrs per week/6 months		14,400
			\$22,650.00

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) - coffee machine + grinder (Savanna Hospitality)	6630.00	6630.00
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement <i>Training</i>	220.00	-
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	14,400.00	not applicable
Other (describe) <i>Installation</i>	1400.00	-
TOTALS	\$ 22,650.00	\$ 6630.00

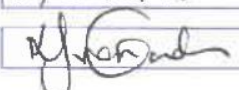
² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

<h2 style="text-align: center;">Local Grant Application Form</h2>	
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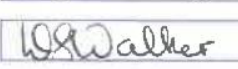
We agree to the following conditions if we are funded by Local Community Grant Funding:

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

Signatory One

Name	Kelly van Gaalen	Position	Operations Manager
Postal Address	21 Thorpe Road RD.1 Kaikohe	Post Code	0474.
Phone Number	09 4010816 (wrt)	Mobile Number	022350 8960.
Signature		Date	17/4/19.

Signatory Two

Name	Walter Walker	Position	Collections Manager
Postal Address	5787 State Highway 12, RD2, Kaikohe	Post Code	0472
Phone Number	09 4010816 (WK)	Mobile Number	022 697 2758
Signature		Date	30/04/2019.

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Schedule of Supporting Documentation**Pioneer Village Kaikohe – Growing Opportunities**

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: Southern Hospitality – Espresso Machine
2	QUOTE: Southern Hospitality – Coffee Grinder
3	QUOTE: Northtec – Barista Training Course Costs
4	QUOTE: Tobin Plumbing Ltd – Installation Costs
5	ASB: Bank Statement

7.9 APPLICATION FOR FUNDING - KAIKOHE RUGBY FOOTBALL & SPORTS CLUB INC**File Number: A2486079****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on Kaikohe Rugby Football & Sports Club Inc application for a grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with repairing the clubroom roof and the roof of the external toilet.
- The Board has previously funded the applicant in this triennium. Project reports have been received for these grants.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,558 (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Rugby Football & Sports Club Inc for costs towards purchasing hardware to repair the clubroom roof and external toilet roof, to support the following Community Outcomes:

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

1) BACKGROUND

Kaikohe Rugby Football & Sports Club Inc. is an organisation that strives to provide a variety of sporting opportunities to people to play a variety of sports.

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 \$4558 - 48% of the total project cost

Option 2 Authorise partial funding of the amount requested**Option 3 Decline Funding**

Option 1 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. **2019-06-05 KHCB Funding Application - Kaikohe Rugby Football & Sports Club Inc - A2478559** [!\[\]\(8c4dca64662d21542001ca0ed7eeb688_img.jpg\)](#) 
2. **KHCB 2019-06-05 Schedule of Supporting Documents - Kaikohe Rugby Football & Sports Inc - A2479734** [!\[\]\(d1438aeefda19c86ae7477bf1fb30796_img.jpg\)](#) 

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 Kaikohe-Hokianga 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.

Local Grant Application Form

E-MAILED

9/5/2019
RB



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

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

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☒ A health and safety plan
- ☒ Your organisation's business plan (if applicable)
- ☒ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>Kaikōhe Rugby Football & Sports Club Inc.</u>	Number of Members	<u> </u>
Postal Address	<u>P.O. Box 307</u>	Post Code	<u>0440</u>
Physical Address	<u>Penney Crescent, Kaikōhe</u>	Post Code	<u> </u>
Contact Person	<u>Nichole Robinson</u>	Position	<u>Secretary</u>
Phone Number	<u>09 4011667 (wk)</u>	Mobile Number	<u>021 088 49757</u>
Email Address	<u>nichole@kaikoherugby.club</u>		

Please briefly describe the purpose of the organisation.

The Kaikōhe Rugby Football & Sports Club is an organisation that strives to provide a variety of sporting opportunities to people to play a variety of sports.

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Local Grant Application Form



Project Details

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

☐ Te Hiku ☒ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Upgrade Roofing Project Date May 2019
Location Kaikohe Rugby Football & Sports Club Time

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

If so, how much?

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

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

The Roof of the Kaikohe Rugby Football & Sports Club need repairs to the roof of the clubrooms and also the roof of the outside toilets.

CLUBROOM ROOF:

The leaks in the roof of the clubroom have damaged the ceiling of the women's toilets. When it rains, a puddle of water is left on the floor of the women's toilet, which is a health and safety concern for our club. The roof needs to be urgently repaired.

OUTSIDE TOILETS:

The roof of the outside toilet is also in need of urgent repairs. These toilets are used by the players on game day and on training nights as we do not have toilets inside the changing rooms.

WHO WILL BENEFIT:

Volunteers, players (both home team and visitors), members of the club and visitors.

Local Grant



Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	9116.00	4558.00
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	440.00	not applicable
Other (describe)		
TOTALS	9556.00	4558.00

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 043-328-859

How much money does your organisation currently have? 49,754.00

How much of this money is already committed to specific purposes? 49,754.00

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

Purpose	Amount
Day to Day Operating Expenses	34,131.00
Upgrade of Food Storage Facilities	15,623.00
TOTAL	49,754.00

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Kaikohe Christmas	\$10,650.00	2017	<input checked="" type="radio"/> Y / N
Security Upgrade	\$2,650.00	2018	<input checked="" type="radio"/> Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Kaikohe Rugby Football and Sports Club Inc.

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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

Signatory One

Name Cheryl Waaka Position President
 Postal Address 5978 FSH12 RD2 Kaikohe Post Code
 Phone Number 027 43 43 417 Mobile Number
 Signature [Signature] Date 7.5.2019

Signatory Two

Name Nichole Robinson Position Secretary
 Postal Address 55 Omanaia Road, Omanaia Post Code
 Phone Number 021 08849757 Mobile Number
 Signature [Signature] Date 7/5/2019

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Schedule of Supporting Documentation**Kaikohe Rugby Football and Sports Club Inc**

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 Q002347: Roof Bay of Islands = \$4251.58
2	QUOTE Q002348: Roof Bay of Islands = \$4864.63
3	Annual Report
4	ASB: Account Statement

7.10 APPLICATION FOR FUNDING - RAWENE COMMUNITY HALL MANAGEMENT COMMITTEE**File Number: A2486121****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on Rawene Community Hall Management Committees application for a grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards the cost of an Assurance Review and contributions towards Booking Administration and Cleaning
- The Board has not funded the applicant within the current triennium

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 Rawene Community Hall Management Committee for costs towards the Assurance Review and contributions towards Booking Administration and Cleaning, to support the following Community Outcomes:

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

1) BACKGROUND

The purpose of the Rawene Community Hall Management Committee is to provide a fit for purpose, affordable community facility that members, community groups and individuals may use.

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

Member Davis was appointed as the Kaikohe-Hokianga Community Board member on the Rawene Community Hall Management Committee.

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 \$2,500 - 15% of the total project cost

Option 2 Authorise partial funding of the amount requested**Option 3 Decline Funding**

Option 1 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. **2019-05-06 KHCB Funding Application - Rawene Community Hall - Improving Community Facility - A2483472** [↓](#) 
2. **2019-06-05 KHCB Schedule of Supporting Documents - Rawene Community Hall - Improving Community Facility - A2483491** [↓](#) 

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 and the Community Facilities and Community Hall 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 Kaikohe-Hokianga 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.

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, 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 (if applicable) including project costs
- ☒ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☐ Programme outline (if applicable)
- ☒ A health and safety plan (if applicable)
- ☒ Most recent financial statements / annual accounts
- ☒ A deposit slip

Applicant details

Organisation	<input type="text" value="Rawene Community Hall Management Committee"/>	Number of Members	<input type="text" value="7"/>
Postal Address	<input type="text" value="PO Box 51, Rawene"/>	Post Code	<input type="text" value="0443"/>
Physical Address	<input type="text" value="9 Parnell St, Rawene"/>	Post Code	<input type="text" value="0443"/>
Contact Person	<input type="text" value="Lorene Royal"/>	Position	<input type="text" value="Secretary, Treasurer"/>
Phone Number	<input type="text" value="09 4057821"/>	Mobile Number	<input type="text" value="0226198213"/>
Email Address	<input type="text" value="loreneroyal@gmail.com"/>		

Please briefly describe the purpose of the organisation.

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Local Grant Application Form



Project Details

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

☐ Te Hiku ☒ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

Are you applying for annual funding for the remaining years of the triennium¹? ☐ Yes ☒ No

If so, how much?

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

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

People of Rawene and the Hokianga. There are very limited facilities in the Hokianga to cater for the various and increasing needs of communities. Being a largely decile one area, affordability is also an issue, as well as volunteer capacity, capability to meet compliance. The Hall is currently used by groups and individuals to provide: wellness and local markets, social events (weddings, funerals, birthdays, events for the elderly), Health and mental health workshops and consultations, creative events; expressive youth workshops, meetings, Tai-chi, dance tuition, dance socials and Hokianga wide public consultations.

The volunteer Hall committee has been extremely proactive in the last 16 months to upgrade and improve the facility, including repainting the Hall interior in 2018 and putting systems in place.

By supporting the volunteer committee to operate this Council facility this will broaden the range of activities and experiences available to the community.

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

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²	400	400
Administration (incl. stationery/copying)	200	
Equipment Hire		
Equipment Purchase (describe) Cleaning station	1,500	
Utilities	1,580	
Hardware (e.g. cement, timber, nails, paint)	500	
Consumable materials (craft supplies, books)	460	
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement	100	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	6,640	not applicable
Other (describe)	5,600	2,100
TOTALS	16,980	2,500

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

Local Grant Application Form



Financial Information

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

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
Floor Upgrade, Blackout Blind Installation (Pub Charity Grant)	8,480
Cutlery Replacement	460
Contract payments for Cleaning & Bookings	680
Maintenance, Chair Ends recapped	300
Bond refund (\$100), Power (\$264), Admin (\$30)	394
TOTAL	10,314

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

Funding Source	Amount	Approved
COGs Pending	2,500	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
none			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Rawene Community Hall Management Committee

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

Signatory One

Name	<u>Lorane Royal</u>	Position	<u>Treasurer, Secretary</u>
Postal Address	<u>Po Box 51, Rawene</u>	Post Code	<u>0443</u>
Phone Number	<u>09 4057 821 (home)</u>	Mobile Number	<u>022 619 8213</u>
Signature	<u>L Royal</u>	Date	<u>14/05/2019</u>

Signatory Two (if applicable)

Name	<u>Gwen Freese</u>	Position	<u>Committee Member</u>
Postal Address	<u>Box 79 Rawene 0443</u>	Post Code	<u>0443</u>
Phone Number	<u>09 4057 801</u>	Mobile Number	<u>N/A</u>
Signature	<u>Gwen Freese</u>	Date	<u>14.5.19.</u>

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From: [Lorene Royal](#)
To: [Marlema Baker](#)
Subject: Re: Local Grant Application - Rawene Community Hall Management Committee
Date: Friday, 17 May 2019 1:37:33 PM
Attachments: [image003.png](#)

Hi Marlema

The \$400 is for Assurance Review.

The \$2,500 covers the Assurance Review and contributions towards both Booking Admin Contract and Cleaning - the total cost of these two services would be \$5,600 so we're asking for \$2,100 towards that (unless they'd like to give us more)

These are itemised in the attached Annual Budget.

I found it really difficult to include more details on the page (I can't hold a pen, struggle to hand write, and the application form was strangely uneditable, it would only let me type in huge script on the "other costs").

I hope that clarifies?

Regards
Lorene Royal

On Fri, May 17, 2019 at 1:17 PM Marlema Baker <Marlema.Baker@fndc.govt.nz> wrote:

Hi Lorene,

Thank you for sending in an application for Local Community Grant funding on behalf of Rawene Community Hall Management Committee.

I have a few questions regarding the application. Are you able to clarify the following please:

1. PROJECT COSTS – page 3

- a. Facilitator/Professional Fees – RCHMC are requesting **\$400.00**. Is this in relation to the Cleaning Contract? Please explain further.

2. PROJECT COSTS – PAGE 3

- a. Other (describe) – RCHMC are requesting **\$2500.00**. What are the 'Other' costs? Is this in relation to the Hall Admin Contract? If so/not please explain further

Page 3 - PROJECT COSTS need to be amended to include more details outlining where the requested funds will be spent.

Thank you. Have a great day and if you have any questions please let me know.

Nga mihi



Marlema Baker
Meetings Administrator

Corporate Services, Far North District Council | **24-hour Contact Centre** 0800 920 029

ddi +6494015224 | Marlema.Baker@fndc.govt.nz

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Address: Memorial Avenue, Private Bag 752, Kaikohe 0440, New Zealand

Please consider the environment before printing this email.

Schedule of Supporting Documentation**Rawene Community Hall Management - Committee Improving Community Facility**

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	Hall Admin Contract
2	Hall Cleaning Contract for Service
3	Volunteer Hours & Volunteer Expenses 2018-2019
4	Ongoing Voluntary Hours July 2019 – June 2020
5	Rawene Hall Agreement
6	Rawene Hall Projected Income
7	Performance Report
8	ASB – Deposit Slip

7.11 APPLICATION FOR FUNDING - HOKIANGA COMMUNITY EDUCATIONAL TRUST**File Number: A2487589****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on the Hokianga Community Educational Trust application for a Community Grant to assist members in determining whether to approve or decline the application.

- The Applicant seeks funding towards professional fees, administration, travel/mileage, accommodation and publishing costs associated with the *2020 Festival for Change* - Book and Film Festival.
- The Board has previously funded the applicant in this triennium. Project reports have been received for these grants.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$6,600 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Community Educational Trust for costs toward the 2020 Festival for Change Book and Film festival to support the following community outcomes:

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

1) BACKGROUND

The purpose of Hokianga Community Educational Trust is to support and promote education in Hokianga and to provide opportunities for educational, cultural, and art activities for the people of Hokianga.

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.

This application is for 29% of the total project costs event.

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$6,600 - 29% of the total project cost

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

Option 3 Decline Funding

Option 1 is recommended by staff as it complies with the Community Grant Policy.



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. **2019-06-05 KHCB Funding Application - Hokianga Community Educational Trust - A2480390** [!\[\]\(223f1a84e0bc2cacb9c165f716817dcc_img.jpg\)](#) 
2. **KHCB 2019-06-05 Schedule of Supporting Documents - Hokianga Community Educational Trust - A2480432** [!\[\]\(5325e9c836a444f145b8307dfcd1cfab_img.jpg\)](#) 

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 Kaikohe-Hokianga 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.

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

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

- ☐ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	HOKIANGA COMMUNITY EDUCATIONAL TRUST		Number of Members	7
Postal Address	C/- P.O. BOX 96 RAWENE		Post Code	0443
Physical Address	C/- 48 DE THIERRY ST RAWENE		Post Code	0443
Contact Person	JANINE McVEAGH	Position	SECRETARY	
Phone Number	021 187 1492	Mobile Number	021 187 1492	
Email Address	janinemcveagh108@gmail.com			

Please briefly describe the purpose of the organisation.

TO SUPPORT AND PROMOTE EDUCATION IN HOKIANGA AND TO PROVIDE OPPORTUNITIES FOR EDUCATIONAL, CULTURAL AND ARTS ACTIVITIES FOR THE PEOPLE OF HOKIANGA.

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Local Grant Application Form



Project Details

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

☐ Te Hiku ☒ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

Description of project

After the successful Film and Book Festivals held in the last couple of years, HCET has decided to plan a larger event early next year. **The Festival for Change** is a multi-arts event to be held in Hokianga on the weekend of 21-23 February, 2020.

Through a range of arts, including music, visual arts, film, storytelling and literature as well as transformational technology and environmental displays, our community will explore the various aspects of changes in the environment and society.

By using all the arts we will involve the whole community including tamariki and rangatahi. We plan to invite all local schools to offer material for a book of students' writing and illustration. We will also offer a storyteller to visit some schools during the preceding week. Visual art works will be displayed at the three galleries, including a display of children's art. Music and films will be offered at the Rawene hall and, if available, the Masonic Hotel over the weekend.

One group will research a technology that will address some aspect of change. Another group will offer a display and workshop on environmental actions being undertaken locally.

The whole festival will be zero waste with an emphasis on plant-based and local foods to fit the theme of change.

Invited guests may include artists, musicians and others who will offer workshops on the theme of change.

We believe the whole community will benefit from the event as it will draw on talents already here and give them an opportunity to show their skills, invite new people and new ideas in to cross-fertilise with these talents and bring people in from other places as well, which benefits the local businesses.

We also believe that with the rapid changes happening in society and in the environment, the arts can offer ways to understand these and think about how to address them as a community. We have included technology and environment to broaden that discussion and provide practical ways people can be actively involved in positive change.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire <i>Hall 3 x GALLERIES</i>	<i>1405.00</i>	
Advertising/Promotion	<i>1200.00</i>	
Facilitator/Professional Fees ² <i>Co-ordinator + 6 PRESENTERS</i>	<i>8,100.00</i>	<i>4,800.00</i>
Administration (incl. stationery/copying)	<i>300.00</i>	<i>300.00</i>
Equipment Hire <i>3 movies @ \$300</i>	<i>900.00</i>	
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments <i>2 x UNDAUNTED 2 x AFTERNOON TEA</i>	<i>500.00</i>	
Travel/Mileage <i>LOCAL 308.00 GUESTS 2100.00</i>	<i>2408.00</i>	<i>1000.00</i>
Volunteer Expenses Reimbursement	<i>8100.00</i>	
Wages/Salary	<i>-</i>	not applicable
Volunteer Value (\$20/hr)	<i>3000.00</i>	not applicable
Other (describe) <i>ACCOMMODATION LAYOUT, DESIGN, PRINT BOOKS</i>	<i>1950.00 3500.00</i>	<i>500.00</i>
TOTALS	<i>23,563.00</i>	<i>6,600.00</i>

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
FUNDS HELD FOR NGA WHAKAHIKI	400.00
HEPG	658.00
REPRINT MISTS OF TIME	1200.00
ACCOUNTANCY FEES	665.00
HOWEARTH WHANAU - ROYALTIES	400.00
UPDATE & PRINT & PUBLISH HISTORIC HOKIANGA	5000.00
TOTAL	8323.00

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

Funding Source	Amount	Approved
* NOT YET APPLIED FOR		Yes / Pending
Civilian Comm.	\$2000.00	Yes / Pending
COGS	\$2000.00	Yes / Pending
DIA	\$4000.00	Yes / Pending
CNZ	\$2500.00	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
BOOK FESTIVAL	\$2,500	AUG 2018	(Y) / N
FILM FESTIVAL	\$3,500	AUG 2017	(Y) / N
			Y / N
			Y / N

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Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

HOKIANGA COMMUNITY EDUCATIONAL TRUST

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

J. I. Barrett

Signatory Two

J. E. M. M. M.

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

Signatory One

Name Jan Baratt Position Chairperson
 Postal Address PO Box 67, Omapere Post Code 0444
 Phone Number Mobile Number 02102366424
 Signature J. Baratt Date 12/5/2019

Signatory Two

Name JANINE McVEAGH Position SECRETARY
 Postal Address P.O. Box 96 RAUENE Post Code 0443
 Phone Number 021 187 1492 Mobile Number 021 187 1492
 Signature J. McVeagh Date 12.5.19

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Schedule of Supporting Documentation**Hokianga Community Educational Trust**

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	Performance Report
2	Kiwibank: Account Statements
3	Job Description: Coordinator
4	Health & Safety Plan
5	QUOTE: The Postmaster's Lodgings
6	QUOTE: Imagined Worlds
7	QUOTE: Rawene Hall
8	QUOTE: The Vibrations Band
9	QUOTE: No.1 Parnell – Rawene Gallery

7.12 APPLICATION FOR FUNDING - RAWENE AREA RESIDENTS ASSOCIATION - MANNING STREET RESTORATION PROJECT**File Number: A2489853****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on the Rawene Area Residents Association application for a grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with the Manning Street Restoration Project
- The Board has previously funded the applicant in this triennium. A project report has been received for this grant.

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 Rawene Area Residents Association for costs towards professional fees and hirage of a heavy duty mulcher for the Manning Street Restoration Project, to support the following Community Outcomes:

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

1) BACKGROUND

The purpose of the Rawene Area Residents Association is the wellbeing of ratepayers and residents in the township area of Rawene

This application is for funds towards facilitator/professional fees and equipment hire as part of the Manning Street Restoration Project.

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.

The applicant is seeking \$5000.00 which is 100% of the total project costs.

Option 1 Authorise partial funding of the amount requested

Partial funding of a maximum of \$2500.00 should be considered to align with the Community Grants Policy "funding requested may not exceed 50% for the total cost."

Option 2 Authorise the full amount requested

Authorising the full amount requested is an option however as it goes against the policy it is not recommended and if the Board were to agree to authorise a grant that was outside of policy they would need to provide a reason for doing so.

Option 3 Decline Funding

Option 1 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. **2019-06-05 KHCB Funding Application - Rawene Area Residents Association - Manning St Restoration - A2489121** [↓](#) 
2. **KHCB 2019-06-05 Schedule of Supporting Documents - Rawene Area Residents Association - Manning St Restoration - A2489136** [↓](#) 

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 Kaikohe-Hokianga 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.

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDJ (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

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

- ☐ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☐ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Rawene Area Residents Association		Number of Members	15
Postal Address	c/- P.O.Box 26 Rawene		Post Code	0443
Physical Address	4-3 Webster St, Rawene		Post Code	0473
Contact Person	Km Joiner	Position	Secretary/Treasurer	
Phone Number	09 4057631	Mobile Number	021 2367682	
Email Address	Kirsty@araz.co.nz			

Please briefly describe the purpose of the organisation.

The well being of ratepayers and residents in the township and area of Rawene

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Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Manning Street Restoration Project. Date 14/5/2019.
Location Rawene Time

Will there be a charge for the public to attend or participate in the project or event?

☐ Yes ☒ No

If so, how much?

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

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

- Ecological restoration of a weed infested area that has periodically caught on fire putting local residents at risk. Project partners are DOC, FNDC, Hokianga Harbour Care Inc, Te Roopu Ahi kaa and Rawene Area Residents Association. We are moving into the second phase of this project and require funding for control and eradication of noxious weeds which will enable us to continue planting the area with indigenous coastal plants.

- Benefits - community creating an easily accessible public space where people can enjoy nature flora and fauna and learn about ecological restoration with the future addition of interpretive panels explaining the ecological restoration and the cultural and ecological value of the plants and animals of the public reserve.

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22 May 2019

To FNDC

Kaikohe Hokianga Community Board

RE: Funding Application Manning Street Revegetation Project;

This letter is to outline a scope of work for the Ecological Contractor that we hope to employ to co-ordinate and carry out weed control. Residents in Rawene generally advocate for minimal to nil use of herbicides around the township and as such we require the services of a suitably qualified contractor to:

The following scopes of work pertain to the area identified in the revegetation plan of the Manning Street DOC and FNDC reserves (a plan has been developed for this project and can be supplied to the community board if requested)

- 1) Judiciously utilize herbicides to control difficult weeds i.e. pampass and elephant grass
- 2) Co-ordinate PD workers and volunteers to carry out manual removal of other weeds e.g. gorse, lantana, tobacco weed and kahili ginger
- 3) Provide a report to RARA indicating a projected cost of staying on top of the weed issues associated with the revegetation project and suggested workplan to meet this objective.
- 4) The work will be delivered alongside a planting plan so that blocks of the total area are dealt with in a progressive fashion so as to achieve project milestones outlined in the initial project plan.

Yours sincerely,

Justin Blaikie- Project lead on behalf of RARA

justinb@nrc.govt.nz

0275422992

RAPA amended application 22/5/2019.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²	Ecological contractor for weed control	\$2000
Administration (incl. stationery/copying)		
Equipment Hire	Heavy duty mulcher	\$2000
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	Ecological contractor	not applicable
Volunteer Value (\$20/hr)	\$5000.00	not applicable
Other (describe)		
TOTALS	\$10,000	\$5000.00

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Community Hui & Township Beautification	3,060.00
TOTAL	3,060.00

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

Rawene Area 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)
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 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

Travis E. Donald

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Local Grant Application Form



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

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

Signatory One

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

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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)

Rawene Area 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

Signatory One

Signatory Two

[Signature]

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

Signatory One

Name Kirsty Joiner Position Secretary/Treasurer
 Postal Address P.O. Box 26, Rawene Post Code 0443
 Phone Number 09 4057631 Mobile Number 021 2367682
 Signature [Signature] Date 15 May 2019

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

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Rawene Area Residents Association

P.O.Box 26 Rawene

0443

Secretary – Kirsty Joiner

To elected members of the Kaikohe Hokianga Community Board,

on behalf of RARA I am writing to you requesting \$5000.00 of funding as indicated in the attached application form, the funding is being sought so that we can continue on with the next phase of a community ecological restoration project namely; Manning Street Revegetation Project.

RARA wishes to acknowledge previous funding allocated from the community board for this project which was used to purchase plants, carry out weed control work and form a walking track leading down from Manning Street to the foreshore. A firebreak to protect houses in the immediate area from the risk of another fire was also established with that funding.

The next phase of the project is to eliminate weeds from the next area to be planted, RARA wishes to do this largely without the use of herbicides for several reasons, the most pertinent one being that the majority of the local community are against the use of herbicides on public land within the Rawene township.

We have had several very successful volunteer days removing rubbish from the site, planting natives, hand weeding around those native plants and mulching both the track surface plants that have required extra attention due to last summers drought.

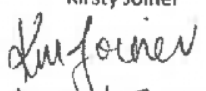
A Pou has been erected and blessed during a dawn ceremony at the site which serves to acknowledge the four hapu which most closely have cultural and historical connections to the Rawene Peninsula. It is pleasing to not that the amount of rubbish being left at the site (which has historically been an illegal tip) has greatly reduced since the inception of this project.

Hokianga Harbour Care Inc is supplying the native plants for the next phase of the project for no cost and we have also secured support for hand releasing of plants through a youth development and training program 'Eco Toa' which is being delivered by Recruit Me (a local forestry training provider).

In the long term a walkway along the foreshore of Peninsula is planned which will link the township of Rawene to this revegetation project and also provide a link to a very significant DOC reserve of pristine coastal forest, it is envisaged this will be a great asset to the local community but also a significant drawcard for visiting tourists.

Yours faithfully,

Kirsty Joiner


Secretary / Treasurer, Rawene Area Residents Association

Schedule of Supporting Documentation**Rawene Area Residents Association – Manning Street Restoration Project**

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	LETTER: Kirsty Joiner
2	EMAIL/QUOTE: Xav Wesley
3	EMAIL/QUOTE: Michelle and Rob Newman

7.13 APPLICATION FOR FUNDING - HOKIANGA HARBOUR CARE INC**File Number: A2494800****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with the information on Hokianga Harbour Care's application for a Community grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with the propagation of native tree seeds for donation to landowners wanting to improve water quality on their property
- The Board has previously funded the applicant in this triennium. A project report has been received for this grant.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Harbour Care Inc for costs toward the propagation of native tree seeds for donation to improve water quality, to support the following community outcomes:

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

1) BACKGROUND

Hokianga Harbour Care Inc is an incorporated society established to restore the mauri of Hokianga Harbour and other catchments influencing the health of Te Moana Nui a Kiwa.

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

This application is for 50% of the total project costs.

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 \$5,000 which is 50% of the total project cost.

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

Option 3 Decline Funding

Option 1 is recommended by staff as it complies with the Community Grant Policy.



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. **2019-06-05 KHCB Funding Application - Hokianga Harbour Care Inc Water Quality Improvement - A2482510** [!\[\]\(13dd0e1ab3baa23f7c1ed52b3eec2756_img.jpg\)](#) 
2. **KHCB 2019-06-05 Schedule of Supporting Documents - Hokianga Harbour Care Inc - Water Quality Improvement - A2482522** [!\[\]\(9df44d2794f927e8a7eb6682863e4aa8_img.jpg\)](#) 

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 Kaikohe-Hokianga 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.	There are medium 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.

Local Grant Application Form

Kaikohe Service Centre

13 MAY 2019

Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☐ A health and safety plan – emailed to FNDc governance email.
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Hokianga Harbour Care Inc	Number of Members	
Postal Address	273 Te Ahu Ahu Road	Post Code	0472
Physical Address	R.D.2 Kaikohe	Post Code	
Contact Person	Justin Blaikie	Position	Chairman
Phone Number	027 542 2992	Mobile Number	027 542 2992
Email Address	tiakingawa@hokianga@gmail.com		

Please briefly describe the purpose of the organisation.

We collect native tree seeds, propagate them at Pioneer Village Nursery and donate supply trees to landowners wanting improved water quality on their property. Donated

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improved water Page 1 quality on their property.

Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Water Quality Improvement Date 2019

Location Hokianga Catchment Time ongoing.

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

If so, how much?

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

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

→ schools. - We actively work with schools on waterway enhancement.

→ Department of Corrections - we regularly have support from P.O. workers at our nursery - these workers really enjoy that opportunity.

→ Wider Hokianga Community - Long term benefits to Harbour's Health strengthens community socially and provides for manaakitanga as kai can be assured to be pristine coming from a clean healthy harbour.

→ Landowners - save money and we assist with planting so that improving water quality on farm becomes an easier task.

→ Upskilling hapu and community - at our working bees we educate people as to how they can grow their own native plants from seed they collect.

22/05/19

Amended. ⇒

Hokianga Harbour Care Incorporated

2019*



Local Grant Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire 1,500	Rent and Water Charges	\$ 1,500
Advertising/Promotion		
Facilitator/Professional Fees ²	\$ 1,000	\$ 1,000
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	propagation trays PB3 planter bags \$1000	\$1,000
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	potting mix \$1,500	\$1,500
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) ✓	\$5,000 250 hours @ \$20.00	not applicable
Other (describe)		
TOTALS ✓	\$10,000	\$5,000

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

Local Grant Application Form

Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Glasshouse Rental Pioneer Village	325.00
TOTAL	325.00

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

Funding Source	Amount	Approved
Volunteer hours	250 hrs @ \$20.00	Yes / <u>Pending</u>
		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
Plant propagation	\$ 500.00	18/0ct/2018	<u>Y</u> / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Hokianga Harbour Care Incorporated

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

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

Signatory One

Name Justin Blackie Position Chairman
 Postal Address 273 Te Ahu Ahu Road RD2 Kaikohe Post Code 0472
 Phone Number Mobile Number 027 542 2992
 Signature [Signature] Date 13/5/2019

Signatory Two

Name Megan Hindmarsh Position Secretary
 Postal Address 273 Te Ahu Ahu Road RD2 Kaikohe Post Code 0472
 Phone Number 4059868 Mobile Number 021 243 7470
 Signature [Signature] Date 13-5-19

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Schedule of Supporting Documentation**Hokianga Harbour Care Inc - Water Quality Improvement**

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	EMAIL: Justin Blaikie to FNDC Governance
2	LETTER: Justin Blaikie
3	DRAFT: Contractor Position
4	QUOTE: Steven Shreeve
5	INVOICE: Daltons Ltd
6	INVOICE: Pioneer Village Kaikohe
7	KIWIBANK: Bank Statement
8	HAZARD REGISTER: Hokianga Harbour Care

8 INFORMATION REPORTS

8.1 BROADWOOD COMMUNITY PLAN REPORT

File Number: A2450925

Author: Aya Morris, Community Development Advisor

Authoriser: Darrell Sargent, General Manager - Strategic Planning and Policy

PURPOSE OF THE REPORT

To receive the Broadwood Community Plan from the Broadwood working party.

EXECUTIVE SUMMARY

The Broadwood working party has completed this significant body of work on behalf of the Broadwood community. The working party is already engaging on priorities with individuals and community groups are applying themselves to various opportunities and tasks. The focus areas are;

- Natural Environment
- Built Environment & Infrastructure
- People and Community
- Economy

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the Broadwood Community Plan from the Broadwood working party.

1) BACKGROUND

The Broadwood Community Plan has been completed by the Broadwood working party and socialised within their community for approval.

2) DISCUSSION AND OPTIONS

Council has encouraged communities to engage in a community planning process to highlight and prioritise their needs and wants. This plan gives direction to the community to develop sustainably and frame up projects that can be supported on a wider scale.

The Broadwood working party is now engaging with the various focus groups to map out priorities and timings and leading implementation to build community spirit. There are no perceived conflicts with Council policies and strategies, and working with communities is consistent with Council's approach to community development. Administration supported the development of the plan.

Reason for the recommendation

The Broadwood Community has completed the Broadwood Community Development Plan to address changing community needs and wants, and now seeks endorsement for the plan from the Kaikohe-Hokianga Community Board.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is no financial implication. Any future budgetary provision for projects would be through Annual Plans or Long Term Plans.

ATTACHMENTS

1. **Broadwood Community Plan - A2503470** [↓](#) 

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	This proposal is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<p>Council's community development framework defines the work we do in developing Far North communities which includes;</p> <ul style="list-style-type: none"> Increases opportunities for communities to determine the things they care about Gives communities a chance to have their say and engage in meaningful dialogue on the things that affect them To empower communities to design, prioritise and engage on local initiatives To build community spirit <p>Community planning uses a 3 stage process as follows;</p> <ul style="list-style-type: none"> A community engagement meeting to initiate content. Establish a working party to process, consolidate, review and build the plan. Production of the final plan and socialise it with each sector group
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 plan has ward relevance and is now being presented to the Community Board for their endorsement and consideration for alignment with the Kaikohe-Hokianga Community Board Strategic Plan.
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	Members of the Māori communities surrounding Broadwood have been involved in the planning process and have shared their feedback during the wider community consultation. Their participation is a critical component of the Broadwood Community Plan

land and/or any body of water.	success.
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.	A great deal of effort has gone into the plan to capture the thoughts and aspirations of community members, and the wider Broadwood community.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications.
Chief Financial Officer review.	The report has not been reviewed by the Chief Financial Officer.



Image from Flickr <https://www.flickr.com/photos/flissphil/4662946548>

BROADWOOD COMMUNITY PLAN

FOCUS AREAS FOR THE BROADWOOD COMMUNITY PLAN

<p>Built Environment & Infrastructure: Vision Statement The Broadwood community is clean, welcoming and visually attractive, with drivable roads and accessible communications networks, and infrastructure is safe, sustainable, structurally sound and well maintained.</p>	<p>People & Community: Vision statement A range of social opportunities and community facilities are available in Broadwood for people of all ages.</p>	<p>Economy: Vision statement Broadwood offers tourism experiences showcasing local natural, historic and cultural attractions. Tourism is well supported by infrastructure. There are strong local economic opportunities in agriculture, apiculture, forestry, weed control, pest control and social enterprise.</p>	<p>Natural Environment: Vision Statement River catchments in the wider Broadwood area are clean and cared for, and environmental initiatives are in place to protect indigenous flora and fauna. Ecotourism is well supported by infrastructure.</p>
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Focus area: Built Environment and Infrastructure

The Broadwood community is clean, welcoming and visually attractive, with drivable roads and accessible communications networks, and infrastructure is safe, sustainable, structurally sound and well maintained.

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
A clean, welcoming and visually attractive environment	Improved waste disposal facilities and opportunities	Bins by the new Broadwood toilets	FNDC, Northland Waste
		Recycle bin in Broadwood by the shop or rest area	FNDC
		Inorganic collection days at Broadwood 2-4 times per year	FNDC
		Stock effluent disposal facility to serve North Hokianga area – possibly at Mangamuka Bridge	MPI
		Septic disposal facility for motor caravans/campervans, possibly at A&P Showgrounds with Motor Caravan Association parking	Motor Caravan Association North Hokianga A & P Association
A clean, welcoming and visually attractive environment	Improved waste disposal opportunities	Community volunteer support to clean up roadsides	NRC, FNDC, community
		Support from PD workers to clean up roadsides	NRC, FNDC, Corrections
		Support for those with unattractive and highly visible rubbish collections on private land to have these removed for free or at a subsidised cost – rubbish amnesty	NRC, FNDC
		“No Dumping” signage – with phone numbers to report illegal dumping. Located at rubbish hot spots	FNDC, Northland Waste

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
A clean, welcoming and visually attractive environment	Community education to reduce littering and pollution (People and Community section)	Adult community education – waste reduction workshops held at marae and/or community facilities	Community Business & Environment Centre (CBEC), Far North Eco Centre (FNEC), Transition Towns, Kaitaia Timebank, Northland Waste, Para Kore
		Community education for kids – waste reduction education in school or through environmental holiday programmes	Te Kura Takiwa o Mangonuiowae, Te Rarawa, FNEC, CBEC
A clean, welcoming and visually attractive environment	Removal of noxious weeds (Environmental section)	Better usage of Council road maintenance resources, as roadside mowers currently mowing mainly privet and other fast-growing weeds which could be removed	NRC, FNDC, CBEC
A range of community facilities are available, well maintained and well used	Community hall is a warm, dry, healthy environment	Seek funding to install heating in Broadwood hall and cover ongoing energy costs	North Hokianga A & P Association. FNDC, Kaikohe-Hokianga Community Board, Foundation North, funders
A range of community facilities are available, well maintained and well used	Improve the quality of public toilets in Broadwood, possibly through Tourism Infrastructure Fund	FNDC to inspect new Broadwood public toilets, add “toilet” signage and implement a solution to low water flow in the handbasins and high water use with the flush	FNDC
	Improve the visual attractiveness of public toilets in Broadwood	Design and paint a mural, display the historical saw which was donated	FNDC, Creative Communities, local school
A range of community facilities are available, well maintained and well used		Improve disability accessibility at Broadwood toilets by adding a handrail as the seats are low.	Disability Action Group, FNDC
A range of community facilities are available, well maintained and well used	Establish a community playground at the rest area in Broadwood. Slide, swings, climbing gear, water park with water pumped from the river	Submission to FNDC Long Term Plan 2018-2028 to allocate funds to a playground. Apply to other groups for funds also	FNDC, community boards, community groups, funders

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
A range of community facilities are available, well maintained and well used	Establish community gardens	Check with the school and clinic whether there is interest in hosting these	Te Kura Takiwa o Manganuiowae, Te Rarawa, FNEC, CBEC, Hauora Hokianga, Kai Ora fund
A range of community facilities are available, well maintained and well used	Provide drinking water taps in public spaces	Work with FNDC and NDHB to advocate for drinking water in public spaces	FNDC, NDHB, Hauora Hokianga
The roads which connect North Hokianga communities are sustainable, structurally sound and well maintained, safe, and suitable for tourism	Identify and remedy urgent hazards to the safety of road users	Request a safety audit to be conducted by a road safety engineer	FNDC
		Request that drainage issues contributing to flooding and road closures should be remedied, e.g Wainui drains frequently blocked	NRC, FNDC
The roads which connect North Hokianga communities are sustainable, structurally sound and well maintained, safe, and suitable for tourism	Improve the safety of one-way bridges	Request repairs to damaged bridge on south side of Broadwood, investigate lack of queueing space or signage to indicate queues ahead at one-way bridges, and give-way signs placed too close to one-way bridges	NZTA, Northland Inc, FNDC
	Improve signage for road hazards to ensure safety of tourist drivers	Request signage for un-signposted sudden dips and uneven surfaces on the Twin Coast Discovery Highway	NZTA, Northland Inc, FNDC
	Improve signage for navigation to provide better information for tourist drivers	Request maps at key intersections, perhaps through Tourism Infrastructure Fund	NZTA, Northland Inc, FNDC
	Improve signage for navigation to provide better information for tourist drivers	Signage for alternate routes – e.g signage at Mangamuka/Broadwood/Kohukohu junction to state Kaitia can be reached via Broadwood	NZTA, Northland Inc, FNDC

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
The roads which connect North Hokianga communities are sustainable, structurally sound and well maintained, safe, and suitable for tourism	Seek increased investment into the roading network	Advocate to NZTA to improve the roads on the Twin Coast Discovery Highway. from Kohukohu to Ahipara via Broadwood and Herekino	NZTA, Northland Inc, FNDC
	Ensure that road names are clear to facilitate better Emergency Services response times	Review names for Kaitaia-Awaroa Rd and Broadwood-Awaroa Rd to speed up emergency services response	FNDC, Community Boards
	Request review for road maintenance schedule for mowers & graders, ensure follow-up spraying takes place after roadworks to address weed growth	Smarter use of resources so that resource is deployed where and when it is needed rather than on a regular schedule whether the work is necessary or not	FNDC, community
Communications infrastructure is sustainable, structurally sound and well maintained, safe, and suitable for tourism	Improved access to mobile phone networks and broadband internet to enable education, economic opportunities and tourism	Advocate for improved mobile phone networks and broadband internet	FNDC, telecommunications companies, local schools

Focus area: People and Community

A range of social opportunities and community facilities are available in Broadwood for people of all ages.

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
Broadwood and North Hokianga communities are safe	Improve internet and mobile coverage to improve ability to contact emergency services, use panic alarms and medical alerts, and electronically monitor people on parole or periodic detention	Advocate for improved access to mobile phone networks and broadband internet. Build on local solutions and develop similar initiatives for other areas where connectivity is lacking	FNDC, telecommunications companies, local schools

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
Broadwood and North Hokianga communities are safe	A community constable is available to serve North Hokianga communities	Advocate for an active police presence at the Kohukohu station to be reinstated	Local community, NZ Police
A range of community connection opportunities are available and community facilities support these	Community hall is a warm, dry, healthy environment	Seek funding to install heating in Broadwood hall and cover ongoing costs	North Hokianga A & P Association. FNDC, Kaikohe-Hokianga Community Board, Foundation North, funders
	Continue to hold regular community pot-luck dinners several times a year	Community members to organise	Community
	Events are available for young people, e.g youth group or pop-up youth events such as outdoor movies	Seek funding and support to run these types of events	Community organisations, community volunteers
Establish a recreation area for children and young people in the Broadwood area as outlined in the Built Environment and Infrastructure section of the plan	Develop a community playground at the rest area in Broadwood. Slide, swings, climbing gear, water park with water pumped from the river, concrete area for bikes/skaters	Seek funds for this through the FNDC Long-Term Plan 2018-2028 and potentially through community funding applications	FNDC, Kaikohe-Hokianga Community Board, North Hokianga A&P Assn, Broadwood Resource Centre
A range of community education opportunities are available	Organise local courses - gun licenses, driver licenses, HT licences, Youth in Emergency Services, gardening, building, house painting, forestry, fencing and chainsaw safety	Seek support from education providers or community organisations to provide these opportunities locally	Northtec, MSD, NZ Fire service, St John, Far North REAP, Papa Taiao, local schools
Communication between FNDC and the Broadwood community is effective	Ensure that community engagement takes place between FNDC and the local community regarding matters of local relevance, perhaps with the North Hokianga A&P Assn serving as a stakeholder group	Seek information on FNDC activities e.g signage installed on swing bridge and gone the next day – with no local communication, the community are uncertain whether the signs were meant to be removed	FNDC, community
	Ensure that equitable FNDC engagement methods are used in communities with poor connectivity	Hard copies of online surveys are posted to citizens/communities without internet or mobile coverage	FNDC, community

Focus area: Economy

Broadwood offers tourism experiences showcasing local natural, historic and cultural attractions. Tourism is well supported by infrastructure. There are strong local economic opportunities in agriculture, apiculture, forestry, weed control, pest control and social enterprise.

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
Accessible communications infrastructure to boost the local economy and improve the visitor experience	Improved access to mobile phone networks and broadband internet, and good information for visitors on where to access these	Advocate for improved access to mobile phone networks and broadband internet and build on existing community initiatives	FNDC, telecommunications companies, local schools, Regional Development fund
Infrastructure is in place to meet local and tourist needs, as outlined in infrastructure section of plan, particularly around signage, maps and roading	Road maintenance and improvements are prioritised for the Twin Coast Discovery Highway as a key driver of economic development for the area	Partnership approach with a Regional Development focus	FNDC, NZTA, Northland Inc, Regional Development fund
A range of accommodation opportunities are available in the area to attract and retain visitors	Local small businesses or social enterprises are established or supported to offer backpacker/mobile home/farmstay or other forms of accommodation	Seek free training opportunities and other incentives for local businesses	Iwi, Hapū, community, FNDC, Northland Inc, Te Puni Kokiri, Te Hiku Iwi Development Trust
Beautification initiatives increase the attractiveness of the area to visitors	Broadwood beautification initiatives are supported to create town themes with murals, carvings, plantings, public art and signage	Community organisations seek funds and lead these projects	Iwi, Hapū, community organisations, FNDC, Kaikohe-Hokianga Community Board, Creative Communities Scheme, Creative Northland
	The iconic Broadwood swing bridge is restored and promoted as a local attraction	Seek support from Council and other organisations toward this	FNDC, funders, community groups
	The Broadwood School mural depicting Dame Whina Cooper and other significant local figures is restored to its former glory	Funding applications for the project to be done in partnership with the school	Te Kura Takiwa o Mangonuiowae, local artists, Creative Communities, funders

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
A North Hokianga History Trail is established to attract tourism	Promote Broadwood's history and connections to historic & cultural sites such as the Kohukohu Historic Walk, Motuti Museum, the Ventnor memorial at Matihetihe, hometown of Dame Whina Cooper in Panguru, and various historic churches and cemeteries	Work with iwi, funders and community organisations to develop historic attractions, and produce promotional materials such as maps, pamphlets and web content	Iwi, Hapū, Heritage NZ, DOC, Far North Regional Museum Trust, Motuti Museum, Foundation North, Lotteries, Northland Inc
Ecotourism opportunities are available to attract tourism, as outlined in environment section of plan	Enhance and promote natural attractions to grow the market for ecotourism activities such as walks, hikes, horse treks, farm stays, fishing, diving, hunting, eeling and possibly Dark Skies reserve	Develop and maintain tracks and parking to allow access to natural attractions such as rivers, waterfalls, dark skies, mud volcano, and swing bridge leading to Monty's Track bushwalk	Iwi, Hapū, DOC, local tourist providers, community, businesses and private landowners, FNDC
Broadwood events are well advertised to attract visitors and engage local businesses	Ensure events are promoted across North Hokianga communities and beyond, for instance through Te Hiku Events Calendar, social media, creation of a local annual events calendar	Broadwood businesses/social enterprises target their activities to times of visitor activity in North Hokianga, such as the Mitimiti Kutai Festival, North Hokianga A & P Show, Dog Trials, Pawarenga Carnival, Christopher Harris cup & Herekino Wild Food Festival	Te Hiku Events Calendar, Northland Inc, event organisers
Support or establish a local contracting company to increase local employment opportunities	Build local skill base in areas such as business management, clearing slips, trimming vegetation, mowing, weed eradication & pest control	Encourage local companies/organisations to tender for service contracts in the area and to train and employ locals	Iwi, Hapū, Wananga, Northtec, Papa Taiao Earthcare,
Social enterprise initiatives are in place to boost local employment and create social good	Pursue social enterprise opportunities such as community co-operatives, local food production	Work with local experts in social enterprise such as Far North Thrive participants and Resilient Economies Incubator Groups	FNDC, Akina Foundation, Far North Thrive, Maori Women's Development Inc,

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
Small businesses create opportunities for self-employment	Small businesses are developed by locals, for instance mobile handyman, mobile food caravan, arts and crafts, honey, furniture made of hemp or recycled plastics, innovative use of waste material from forestry, and growing crops such as hemp, flax, tobacco & coffee	Seek free training opportunities and other incentives for local businesses	Iwi, Hapū, community, FNDC, Northland Inc, Te Puni Kokiri, Te Hiku Iwi Development Trust, Maori Women's Development Inc

Focus area: Natural Environment

River catchments in the wider Broadwood area are clean and cared for, and environmental initiatives are in place to protect indigenous flora and fauna. Ecotourism is well supported by infrastructure.

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
Catchment plans are in place for significant waterways in the Broadwood area	Develop Catchment Plan for Broadwood waterways	Catchment Plan to be developed. Oversight vested into the communities.	NRC, Iwi, community, FNDC, Warawara Whakaora Ake, Whitebait Connection
Plan for extreme flooding in the design of infrastructure plans	Infrastructure plans for roads, bridges, embankments and buildings.	Infrastructure assessment plans that are linked to an annual and LTP submission process.	Community, NRC and FNDC
Reduce sedimentation issues linked to forestry practices	Forestry logging creating sedimentation flows into streams and rivers in rainy season	Establish set back rules on forestry blocks where sedimentation flows are near waterways. Measure sedimentation outflows of harbours	NRC, Communities need to form strategic alliances with DOC, schools, farming and environmental groups, Whitebait Connection
Kiwi protection	Build awareness of kiwi populations in the Broadwood area	Encourage local landowners to consider Kiwi aversion training for dogs and contain animals at night	DOC, Iwi, community, Warawara Whakaora Ake

What are some possible goals?	What would need to be done to achieve this goal?	How might it be done?	Who will be involved?
Preserving Nature	Link up with DOC and Papa Taiao Trust as environmental foot soldiers, and make use of NRC for cage traps on loan, subsidised weed spray and poison for pest control	Project and programme design attacking specific tasks and priorities <ul style="list-style-type: none"> - Weed eradication - Pest Control program - Track cutting 	Iwi, Students, DOC, NRC, community and school projects, Warawara Whakaora Ake, Whitebait Connection
Install Recycling Centre at Broadwood for visitors to sort waste streams	Place in town and where visitors congregate and use. A recycling centre for residents too	Submission to FNDC Community Board for a recycling centre	Community, Community Board, FNDC
Eco-Tourism walking tracks such as Te Araroa trail are fit for purpose	Walking tracks require toilet facilities to cope with increasing visitors. Composting toilets on nature tracks. Tracks cut/maintained	Invest in signage, track maintenance, facilities, and improved mobile coverage for safety reasons	DOC, Community employment, Tourism
Kauri Die Back prevention	Community submission to DOC DOC to install washing stations	Identify Kauri areas and install foot washing stations	DOC Iwi
Explore possible establishment of a Dark Skies Reserve for North Hokianga	Consult with community, measure light levels, research Dark Skies	Advocate for rules to limit local night lighting that may impact on views of the night sky	FNDC, Iwi, Warawara Whakaora Ake

8.2 KAIKOHE - HOKIANGA HALL COMMITTEE ANNUAL GENERAL MEETING MINUTES, FINANCIAL STATEMENTS AND / OR USAGE DATA**File Number: A2458267****Author: Ngawaiata Harris, Support Officer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

The purpose of the report is to present to the Kaikohe – Hokianga Community Board the Minutes of the Annual General Meeting, Financial Statements and / or usage data as provided by the respective Hall Committees being: Rawene Hall – Rawene, South Hokianga Hall – Opononi, Okaihau Hall – Okaihau.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe - Hokianga Hall Committee Annual General Meeting Minutes, Financial Statements and / or Usage Data.

BACKGROUND

Rural Domain/Reserve Management committees were established to provide administration and basic maintenance to specific domains/reserves. These domains/reserves were generally remote and it was therefore considered more efficient for them to be managed locally.

Rural Domain/Reserve Management committees are not decision-making bodies; the overall management of the reserve rests with Council or their delegated authority, the local Community Boards.

The onus on the management committees is to ensure that the land they administer is used in the first instance, to foster and promote sport and recreation.

DISCUSSION AND NEXT STEPS

The Hall Committees are community elected committees which manage the halls and reserve operation on behalf of the Kaikohe Hokianga Community Board. This includes all operational charges, unless expressly remitted by the Community Board.

The Committee, as a delegated body on behalf of the Community Board, is responsible for producing annual audited accounts and statistical information in regard to the use and numbers of users. The Committee is also responsible for all operational expenditure including water, pan charges, power, phone and cleaning.

Going forward it is planned that letters will be sent to all Hall Committees in September / October annually requesting copies of their AGM Minutes, Financial Statements and usage data for the previous year. Two further reminder letters will follow at which time, early in the New Year an Information Report will be presented to each of the Community Board's providing the information as provided, noting which Committees have not responded.

As such, letters were sent to the Northern Hall Committees on 8 February 2019, with a reminder letter sent 4 March 2019.

Information has not been received from the following Hall Committees in time to present in this report, they being: Horeke Hall, Kaikohe Senior Citizens Hall, Kohukohu Hall and Taheke Hall.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications and budgetary provisions.

Attachments

1. **Rawene Community Hall Annual Report - A2468397**  
2. **South Hokianga Hall Annual Report - A2468399**  
3. **Okaihau Hall AGM Minutes 2017 - A1900167**  

Please complete the following questions:

Name of Business / Hall: Raure Community Hall

Contact Name: Lorene Regal (temporary)

Contact Phone Number: 022 619 8213

COUNCIL COMMUNITY HALL USAGE FORM - Number of bookings per month

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December
2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2018	10	14	18	19	20	17	20	4	23	23	24	14

Comments: The Hall was shut for interior repainting from 26 July 18 - 22 August.

Total bookings - 2016 include 181 regular user bookings and 25 events

or non-regular bookings. NA = Not available. This information was not clearly available to the new committee of Dec 2018.

Rawene Community Hall Management Committee

7 Parnell St
C/- PO Box 51
Rawene, 0443

Estee Rapatini
Infrastructure and Asset Management
Far North District Council

Kia ora Estee

Re: Annual Accounts:

Please find enclosed requested information:

- 1 Copy of latest AGM minutes (draft Sept 2018)
- 2 Performance Report for the year ended 30 June 2018
- 3 Data usage for 2018 Jan - Dec*
- 4 Committee member details (see below)
- 5 Investments/maintenance work in Hall (separate doc)

***Regarding the 2017 data for hall bookings:**

A record of the booking information for Jan 2017 - Dec 2017 was not available and was prior to the system this new committee put in place in December 2017.

Contact details for the Rawene Community Hall Management Committee:Officers:

Chair - Graeme Wylie: ph 094057821, 0210550149

Treasurer/Secretary - Lorene Royal ph 0226198213
email: loreneroyal@gmail.com

Signatory - Gwen Freese 09 4057801

Minutes Secretary - Carol Fife 09 4057739

Bookings - Lorene Royal (temporary) 0226198213

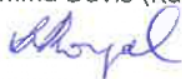
Other Committee Members:

David Kearns (Hokianga Lodge 69 Rep) 09 4057595

Karl Freese (Lodge 69) - 09 4057801

Mike Albrecht - 09 4057529

Emma Davis (Kaikohe, Hokianga Community Board) 09 4057433



Regards

Lorene Royal
Secretary / Treasurer

Performance Report

Rawene Community Hall Management Committee
For the year ended 30 June 2018

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3	Directory
4	Approval of Financial Report
5	Statement of Income and Expenses
6	Movements in Accumulated Funds
7	Balance Sheet
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11	Independent Auditor's Report

Directory

Rawene Community Hall Management Committee For the year ended 30 June 2018

Nature of Activity

Community Hall Management Committee

Entity Type

Unincorporated not for profit organisation

Management Committee Members

Graeme Wylie
Lorene Royale
Gwen Freese
Karl Freese
David Kearns
Michael Albrecht
Emma Davis

Physical Address

7 Parnell Street
Rawene

Independent Auditor

Teresa Lomas
LCT Accounting Ltd

Bankers

ASB Bank
Kaikohe

Approval of Financial Report

Rawene Community Hall Management Committee

For the year ended 30 June 2018

Cash Basis

The Management Committee are pleased to present the approved financial report including the historical financial statements of Rawene Community Hall Management Committee for year ended 30 June 2018.

APPROVED



Date 10/12/2018 ¹⁸ ga

Statement of Income and Expenses

Rawene Community Hall Management Committee For the year ended 30 June 2018

	2018	2017
Income		
Hall Hire	5,693	3,198
Total Income	5,693	3,198
Expenses		
Administration Expenses		
Bond Refunds	250	-
Cleaning & Laundry	100	-
Gas Bottle Costs	360	-
General Expenses	204	117
Light Power & Heating	1,264	882
Printing & Stationery	61	-
Security	497	-
Total Administration Expenses	2,735	999
Repairs and Maintenance		
Minor Assets	-	220
Repairs & Maintenance - Buildings	530	-
Total Repairs and Maintenance	530	220
Non-cash expenses		
Depreciation	150	-
Total Non-cash expenses	150	-
Total Expenses	3,415	1,219
Net Increase (Decrease) in Funds for the Year	2,278	1,979

Movements in Accumulated Funds

Rawene Community Hall Management Committee For the year ended 30 June 2018

	2018	2017
Accumulated Funds		
Opening Balance	4,465	2,486
Current Year Increase (Decrease) in Funds	2,278	1,979
Total Accumulated Funds	6,743	4,465

Balance Sheet

Rawene Community Hall Management Committee As at 30 June 2018

	30 JUN 2018	30 JUN 2017
Assets		
Current Assets		
Cash and Bank		
Bank Cheque Account	6,153	4,465
Total Cash and Bank	6,153	4,465
Total Current Assets	6,153	4,465
Non-Current Assets		
Property, Plant and Equipment	590	-
Total Non-Current Assets	590	-
Total Assets	6,743	4,465
Net Assets	6,743	4,465
Accumulated Assets		
Retained Earnings	6,743	4,465
Total Accumulated Assets	6,743	4,465

Schedule of Property, Plant and Equipment

Rawene Community Hall Management Committee

For the year ended 30 June 2018

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE	PRIVATE USE AMOUNT
Plant & Equipment								
Public Address system - Mixing desk and speakers	3,600	-	3,600	-	150	150	3,450	-
Total Plant & Equipment	3,600	-	3,600	-	150	150	3,450	-
Total	3,600	-	3,600	-	150	150	3,450	-



Statement of Accounting Policies

Rawene Community Hall Management Committee

For the year ended 30 June 2018

1. Reporting Entity

Rawene Community Hall Management Committee is an unincorporated entity. This special purpose financial report was authorised by the Management Committee on the date specified on page 3.

2. Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Rawene Community Hall Management Committee. These financial statements are special purpose financial statements prepared specifically for the members of Rawene Community Hall Management Committee and may not comply with NZ GAAP.

Accounting Policies

The following specific accounting policies have been used in the preparation of the financial statements.

Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

Bank Accounts and Cash

Bank accounts and cash in the Balance Sheet comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants are recognised as revenue on receipt where no performance conditions have been specified on receipt of the grant.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

Property, Plant and Equipment

Property, plant and equipment and Investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

3. Audit

These financial statements have been subject to audit. Please refer to the independent auditor's report.

Statement of Accounting Policies**4. Contingent Assets and Liabilities**

There were no known contingent assets or liabilities at balance date. (2017: Nil)

5. Related parties

Michael Albrect is a committee member. He received payment of \$430 for building work completed at normal arms length business terms.

There were no other material transactions with related parties during the period.

6. Going Concern

The entity is a going concern and will continue to operate into the foreseeable future.

AUDIT REPORT

To the Members of Rawene Community Hall Management Committee



I have audited the accompanying Performance Report of Rawene Community Hall Management Committee, which comprises the Directory Information, Statement of Income and Expenses, Movements in Accumulated Funds, Balance Sheet as at 30 June 2018 and Notes to the Financial Report.

I conducted my audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements New Zealand) ISAE (NZ) 3000 (Revised).

My responsibilities under those standards are further described in the *Auditors Responsibilities for the Audit of the Performance Report* section of My report. I am independent of Rawene Community Hall Management Committee in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and I have fulfilled my other ethical responsibilities in accordance with these requirements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other than in my capacity as auditor I have no relationship with, or interests in Rawene Community Hall Management Committee

Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of this Financial Report in accordance with Special Purpose Financial Reporting Non-GAAP and for such internal control as the committee members determine is necessary to enable the preparation of a Financial Report that is free from material misstatement, whether due to fraud or error.

The Management Committee are responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statements; the preparation and fair presentation of the performance on behalf of the entity which comprises:
the entity information, the Statement of Service Performance, Statement of Receipts and Payments, Statement of Resources and Commitments and Notes to the Performance Report in accordance with generally accepted accounting practice, and
- b) such internal control as the Management Committee determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Management Committee are responsible on behalf of Rawene Community Hall Management Committee for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Management Committee either intend to windup Rawene Community Hall Management Committee or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Performance Report

My objectives are to obtain reasonable assurance about whether the financial report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- a) Identify and assess the risks of material misstatement of the performance report, whether due to fraud or

error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- b) Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d) Conclude on the appropriateness of the use of the going concern basis of accounting by the Management Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Rawene Community Hall Management Committee ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Rawene Community Hall Management Committee to cease to continue as a going concern.
- e) Evaluate the overall presentation, structure and content of the performance reports, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- f) Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

I communicate with the Management Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Teresa Lomas
LCT Accounting Ltd
Waimamaku
30th November 2018

Rawene Community Hall Management Committee

C/- PO Box 51

Rawene, 0443

25 February 2018

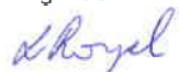
Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management
Far North District Council

Annual Accounts:

Investments/maintenance work in Rawene Hall:

- Gas supply was upgraded to a commercial standard by Kohukohu Gas fitters (2 x 45kg bottles).
- **Interior decoration** was completed in August 2018 for just under \$20,000. (The Hokianga Lodge 69 received a donation from the Manukau Westmere Masonic Lodge, the original owners of Town Hall).
- **Plumbing:** all water control valves have been replaced.
- The hot water cylinder has had a drainage system installed, a new element, and a new thermostat.
- **Lighting:**
 - Exterior security lights have been fitted.
 - All toilet lights have been renewed with LED lights.
 - The main hall lighting has been upgraded with LEDs.
 - Stage lighting has been upgraded.
- 70 of the hall chairs have been professionally reupholstered.

Regards



Lorene Royal
Secretary

Draft Minutes of the Annual General Meeting of the Rawene Community Hall Management Committee held on, Monday 24th September 2018 at the Rawene Town Hall at 7 pm .

Meeting Started: 7:15 pm

Present: Graeme Wylie, Karl Freese, Gwen Freese, Lorene Royal, Mike Albrecht, Emma Davis

Apologies: Dave and Lorraine Kearns

Noted that the AGM was advertised in local newsletter and Rawene What's Up FB page.

Previous AGM Minutes: 20th March 2018

Minutes Confirmed as a True and Correct Record:

Moved: Gwen

Seconded: Karl

Carried.

Matters Arising:

Addressed in Chair's report.

Chairs Report:

Report Read and accepted.

Matters Arising

Graeme/ Gwen:

Financial Report:

As stated in the Chair's report the assurance review was not ready for this AGM, the financial statements for two periods included in the assurance review were presented:

Statement of Income and Expenditure for period 1 July 2016 – 30 June 2017

Statement of Income and Expenditure for period 1 July 2017 – 30 June 2018

Resolution: That the Statements of Income and Expenditure for the two periods tabled are accepted.

Moved: Lorene

Seconded: Gwen

The Committee reaffirmed Teresa Lomas as assurance reviewer.

Also, the following were authorised as signatories on various accounts:

ASB Bank signatories: are Gwen Freese, Lorene Royal, Graeme Wylie (Cheque Account) with read and print only Fastnet Business account.

Independent Power Pass Card - the Committee has been issued one under Michael Albrechts Bunnings Account, with Graeme Wylie and Michael Albrecht as authorised users with a limit of \$500 before further authorisation from the Committee.

Rawene Foodmart Signatories: are Gwen, Lorene and Graeme.

Gwen/Emma

Carried.

Election of Committee Members:

Graeme / Mike moved that all committee members be reappointed.

Carried.

Dave Kearns is acknowledged as Lodge 69 representative.

The Committee Members are: Dave Kearns, Karl and Gwen Freese, Graeme Wylie, Michael Albrecht, Lorene Royal and Emma Davis as Kaikohe / Hokianga Community Board member.

Meeting Closed at approx 8:30 pm.

Followed by a Committee only meeting

Election of Officers:

Chairperson: Graeme Wylie nominated.

Gwen/ Michael

Nominations closed: Graeme accepted.

Treasurer and Interim Secretary: Lorene nominated
Emma/Karl

Nominations closed. Lorene accepted.

Co-opting a secretary: Gwen to invite Fiona Fleming, and Carol Fife to come to the next meeting as possible appointees to the position.

Gwen moved / Lorene Seconded

Booking officer: Lorene

Gwen/Emma

General Business:

Public Liability Insurance: Emma advised the Council position. It was agreed that a quote be sought from Aon (Not For Profit) Insurance.

ASB Bank Deposit Card: Lorene informed committee that as advised by ASB she applied for and received a deposit card (to bank cash and cheques at the ATM out of bank hours). To be ratified at next meeting.

Review of Fees for Hall Hire:

It was agreed that for groups of less than 50 people the rate would be \$15 per hour, plus \$25 Kitchen.

For groups of more than 50 people the rate would be \$15 per hour with an added 0.50c per person surcharge, Kitchen use \$25.

Also that, an upper limit attendance figure would be required for events, to establish the rate.

Action: We need to investigate the legal capacity of the Hall.

Professional Cleaning:

A local cleaning duo were asked to consider a draft cleaning contract for a monthly clean within our proposed budget of \$120 (copies presented to committee). They are happy to accept the contract with the opportunity to review any duties on the list after their first clean, if necessary.

Action - Kitchen stove: needs a fireguard between fridge and stove. Mike and Graeme.

Kitchen use: request by a mini market user to use the kitchen on Sat market day, it was agreed to trial.

Expanding Chair Storage Cupboard:

Action: Mike and Graeme will look at the wall between chair cupboard and music room.

Resolution: for \$50 to compensate Graeme for mobile phone top-up. Gwen/ Karl Carried.

Hokianga Lodge 69 – Redecorating Donation

It was agreed that a letter would be sent to The Hokianga Lodge 69 acknowledging and thanking them for the generous redecorating donation, and also the trestle tables.

Meeting Closed: 9:10 pm

Next meeting: Monday 26th November, 2 pm.

Signed:

Date:

**Chairs Report to the Annual General Meeting of
Rawene Community Hall Management Committee
Monday 24th September**

Chairs Report

Tena koutou katoa

The Committee lost Garry and Lisa Clarke who moved to Kaipara in December 2017, both played a significant role in running the hall for nine years. We also co-opted on to the committee Mike Albrecht from the Dance Club in December.

Hall Constitution

The Committee created a Constitution in February 2018. The Constitution acknowledges that the Committee is an elected delegated body of the Hokianga, Kaikohe Community Board. Under the Far North District Councils Community Facilities and Community Halls Policy, it is responsible for: all bookings, fee collections and day to day operations, internal maintenance of building and equipment, replacement of equipment, service & utilities payments, cleaning. The committee is also responsible for producing statistical information in regards to use and numbers of users.

The Hokianga Lodge 69 also has a member on the Committee and a 999-year lease agreement with the Council.

The mission of the Committee is to provide a fit for purpose, affordable community facility that Members, Community Groups and individuals may use.

Our financial year is now in line with Councils financial year which is 1 July - 30 June.

New policies: We also have new policies and procedures on: Health and Safety, Hire-age, and Host Responsibility, Alcohol licensing.

Compliance: There is a lot of work involved in compliance i.e. issuing invoices, health and safety certification, security etc. The committee has appointed a local accountant to provide an assurance review. Due to unforeseen circumstance our review is not ready at the time of this AGM, however the financial reports for this AGM, for the last 2 periods: 1 JULY 2016 - 30 JUNE 2017, 1 JULY 2017 - 30 JUNE 2018, have been presented to our accountant.

Hall improvements:

The Hokianga Lodge 69 hall received a generous donation from the Manukau Westmere Masonic Lodge, (the original owners of Town Hall) to redecorate the interior. The Hall was closed for a month and this work has just been completed. We were also able to;

**Chairs Report to the Annual General Meeting of
Rawene Community Hall Management Committee
Monday 24th September**

upgrade the lighting throughout the hall, upgrade some plumbing, and upgrade the Hot water cylinder. The Zip Water heater has been repaired. We have installed Gas Cylinders at the rear of the Hall, and there has been a huge decluttering - many thanks to Karl and Gwen Freese. The historic photos that are on loan to the Hall and community from Paul and Claire White are yet to be rehung with renewed captions (work in progress). Hand rails have been fitted to the stage stairs and rear deck stairs, and the rear deck water blasted.

Work still to be completed:

- Toilets are not compliant with Disability access.
- North side entrance door needs new hinges.
- Sand and refinish the floor to the main hall.
- Recover the fabric chairs with donated fabric from Lance Shepherd (requires a small team to do this in stages).
- Subject to agreement, expanding the existing chair storage cupboard into the front storage room to house all the tables, chairs, ladders and relocating cleaning cupboard.
- Adequate heating and also black out blinds for film screenings.

Is the present management model sustainable?

The Hall is well used at the moment, with 5 regular user community groups as well as repeating bookings from organisations both local and regional.

This places a lot of responsibility on a small group of older people to manage hall use, health and safety, and security. Can this group of volunteers sustain this level of responsibility? The committee is considering monthly professional cleaning with possible extra cleaning on demand. Hall users, with prior agreement, would pay for this. We are grateful for the support from local tradesmen and community.

No reira, many thanks for the commitment and large input of work from committee members this year.

Graeme Wylie

Rawene Community Hall Management Committee (Rawene Town Hall)

Income and Expenditure Statement 1 July 2017 – 30 June 2018

Opening Balance at 1 July 2017	\$4,465.19
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Income:

Hall Hire:

REGULAR Users;

(Dance, Yoga, Tai Chi, Music, Sat Market)	\$2,867.50
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EVENTS:	\$2,466.70
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Bonds	\$250.00
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Keys	\$70.00
------	---------

Sundries	\$29.00
----------	---------

Total Income:	\$5,733.20
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Expenditure:

Power	\$1,264.01
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Bond refunds	\$250.00
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Sundries (Consumables)	\$204.02
------------------------	----------

Keys	\$496.80
------	----------

Maintenance/upgrade	\$529.75
---------------------	----------

Gas: Installation, Refill, Lease	\$1,100.00
----------------------------------	------------

Cleaning	\$100.00
----------	----------

Printing/Stationery	\$60.56
---------------------	---------

Bank Fees	\$40.00
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Total Expenditure:	\$4,045.14
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Opening Balance:	\$4,465.19
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Net surplus	\$1,688.06
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Closing Balance @ 30 June 2018	\$6,153.29
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Rawene Community Hall Management Committee (Rawene Town Hall)
Income and Expenditure Statement 1 July 2016 – 30 June 2017

Opening Balance at 1 July 2016 \$2,486.00

Income:

Hall Hire:

Regular Users;
(Dance, Yoga, Tai Chi, Music, Sat Market) \$1,273.00
Events: \$1,925.00

Total Income: \$3,198.00

Expenditure:

Contact Energy \$882.38
Sundries (Consumables) \$116.63
Minor Equipment \$219.80

Total Expenditure \$1,218.81

Net surplus \$1,979.19

Closing Balance @ 30 June 2017 \$4,465.19

**MINUTES OF THE SOUTH HOKIANGA WAR MEMORIAL HALL COMMITTEE ANNUAL GENERAL MEETING
HELD AT 6PM ON WEDNESDAY 12TH SEPTEMBER 2018 IN THE HALL MEETING ROOM**

COMMITTEE PRESENT: Ian Leigh-McKenzie (Chairman), Sue Jackson (Caretaker)

ATTENDING: Louis Toorenburg (Community Board Member), Sue Toorenburg, Bill Rawiri, Dave Adams, Peter Beer, Jenny Read, Diane Hunia, Lindsay Gray, Lyn Browne, Gayle Sinclair, P Sampson, Ana Bissett, Libby Springett, J Paniora, B Paniora, J Browne.

APOLOGIES: None

CHAIRMAN'S REPORT

The hall was closed for a period of time due to a roof support beam that need to be replaced and new ceiling fitted .

The work was carried out by Brain Crooks on behalf of FNDC.

The whole roof was checked over at this time.

Hall has steady bookings with monthly markets run by Pauline Wynyard

We were saddened at the passing of Betty Pennell in August .Betty maintained an interest in the hall and attended meetings right to the end.

Thanks to Chrissie Williams for work as our secretary until her resignation early this year, to take care of her husband David.

Special thanks to Sue for the grand job she does of cleaning and checking the hall

No minutes of last AGM presented

TREASURER REPORT

Finances at present 30:7:18 bank statement \$4821:17

Income : Hireage 9:4:18 _ 4:5:18 \$350

Expenditure Vac Cleaner \$600

Louis reminded the meeting that the hall committee need to make reports to their Community Board Representative who then inturn reports to the Community Board and FNDC

ELECTION OF OFFICERS

Louis Toorenburg took the chair for the nominations and election of officers

Chairman: Nominations: D Adams, Proposed . P. Beer, Seconded A. Bissett, D.Adams was duly elected

Secretary: Nominations : G.Sinclair, Proposed : D.Hunia, Seconded J.Read, G.Sinclair was duly elected

Treasurer : Nominations : J.Read, Proposed D.Hunia, Seconded B.Rawiri, J.Read was duly elected

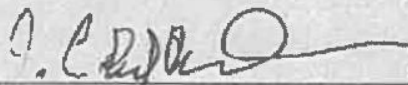
Committee Members : D.Hunia, Ian Leigh MacKenzie, Penny Samson, Lyn Browne.

Louis handed back to Ian who welcomed the new officers and committee and handed over to the new Chair, Dave Adams

Dave asked the new committee to remain behind for their initial committee meeting.

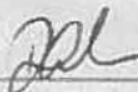
Dave closed the AGM meeting at 6.24pm

Signed as a true and correct record:



Outgoing Chairman

Signed as a true and correct record:



Incoming Chairman

South Hokianga War Memorial Hall Committee

15 STATE HIGHWAY 12, P.O. BOX 33, OPONONI, KAIKOHE, 0445

Opononi Hall Committee

Chairperson	Dave Adams	Mobile 021 377 720	daveadams555@gmail.com
Treasurer	Jenny Read	Mobile 021 121 1203	jennyhound@gmail.com
Secretary	Gayle Sinclair	Mobile 027 278 0133	gayle_msincclair@hotmail.com
Committee	Lyn Browne	Mobile 021 500 125	johnandlyn@gmail.com
Committee	Diane Hunia	Mobile 021 112 6601	diane.hunia@xtra.co.nz
Committee	Ian Leigh-McKenzie	Mobile 0274 284 789	sleighmack@xtra.co.nz
Committee	Penny Samson	Mobile 021 425 042	clydes84@yahoo.co.nz
Council Rep	Louis Toorenborg	Mobile 021 030 8027	puzzles@nzanity.co.nz
Caretaker	Renei Hyland	Mobile: 021 179 4881	renehiland@gmail.com



Account no 12-3097-0212504-00
Opening date 30 Jan 19
Statement no 345
Page no 1 of 1

Transaction details

Transaction details				Debit/Withdrawal \$	Deposit \$	Balance \$
Date	Other Party	MTS	Particulars	Code	Reference	
30 Jan	Opening Balance					
07 Feb	Meridian Energy Ltd		Meridian Ene S0906216			3,983.65
18 Feb	TFR From P Wynyard	DC	P Wynyard Market		15 12 18	4,023.65
20 Feb	TFR To Caretaker	AP	Reneil Hyland		Caretaker	3,923.65
20 Feb	TFR From Hokianga Me	DC	Hmisa		Haidonation	3,973.65
20 Feb	Far North District C		RA4004306	Water	15 State Htg	3,820.65
21 Feb	TFR From M Korewha	DC	22 FEB1 Mar		Dance	3,880.65
21 Feb	Far North District C		13856		FND C 13856	3,980.65
27 Feb	10 Dave Adams					3,862.05
28 Feb	Closing Balance					3,862.05

ASB Bank Limited, PO Box 35, Shortland Street, Auckland 1140, New Zealand. Telephone 0800 803 804 asb.co.nz A member of the CA. www.asb.co.nz

Please complete the following questions:

Name of Business / Hall: SR Hokianga Heretaunga Hall

Contact Name: Dave Adams

Contact Phone Number: 021 3771120

COUNCIL COMMUNITY HALL USAGE FORM - Number of bookings per month

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December
2017	1	4	8	6	12	3	4	1	10	3	6	5
2018	4	3	7	6	3	9	6	12	9	10	5	11

Comments: As the new committee changes have been made:

Rotation of the facility and an on-line booking site.

Regular Invoices and clearer accounts now exist.

Meetings take place bi-monthly on a set date.

**Okaihau Community Association
AGM
Held on
Monday 7th August 2017 7.30pm**

1. Present:
Karen Campbell, Neil MacMillan, Hazel MacMillan, Lindy Mason, Chairman Blue Newport, Ann Rolston, Eileen Pickery, Jackie Poole
2. Apologies:
Daphne Graham, Janet Graham, Andy Meale
3. Minutes:
The minutes of the previous AGM (1/08/2016) were read by Blue Newport, and accepted as true and correct. *Hazel / Neil*
4. Matters Arising from the Minutes:
Nil
5. Correspondence:
Nil
6. Financial Report:
Treasurer Karen Campbell presented the unaudited accounts (see attached) for the year ending 30 June 2017. The accounts will be presented to our auditor (Adele Maraki) for auditing.

Moved: Karen C 2nd: Neil

Karen noted that a new suffix account has been opened for the Okaihau 150th celebrations.
7. Matters Arising from the Financial Report:
 - 7.1. Karen moved that we give Adele a \$150 petrol voucher this year as thanks for auditing our accounts. This will be combined with the \$150 we agreed to give her last year, but haven't as yet – giving a total of \$300.

Moved: Karen 2nd: Hazel
 - 7.2. There is still an unused amount (\$38) from the Lotteries grant. We initially had this earmarked for the History Board opening, but that has not happened. We need to check what the requirements of the grant are & whether this needs to be returned.
Check the Lotteries Commission grant requirements **Karen C**
 - 7.3. It should be noted that where it reads "Velveteer Grass" it should read "Vetiver Grass".
8. Chairman's Report:
Blue distributed his report (copy attached), and spoke briefly on the contents.
He noted the work being undertaken organising the Okaihau 150th celebrations in 2018

and anticipates a great event to celebrate our community –Past, Present and Future. He also mentioned the Cycleway Trust and the hard work being put in to develop the management structure to oversee this exciting asset. The Christmas Parade, held in December last year, was another great success which was well supported & attended by the community. He noted that the FNDC have been very helpful with assistance relating to the maintenance of the Hall, which is a very valuable asset for our township. He finished by thanking all the office holders of the Community Association for their work – which includes Lorna who performs a great job managing the Hall bookings.

9. Election of Officers

Chairman	Blue Newport	<i>Hazel McMillan/ Ann Rolston</i>
Treasurer	Karen Campbell	<i>Lindy Mason/ Ann Rolston</i>
Secretary	Lindy Mason	<i>Hazel MacMillan / Blue Newport</i>
Vice chairman	Russell Park	<i>Blue Newport / Lindy Mason</i>

(The above was subject to Russell's agreement, as he hadn't yet been contacted prior to the meeting.)

Auditor Adele Maraki

Cheque signatories: To remain the same as for 2016, namely:
Karen Campbell, Blue Newport, Lindy Mason
(2 people must sign each cheque) *All agreed.*

10. General Business:

10.1. Subs are due..... \$2 each.

This is a nominal amount as it is imperative that we have financial members before they can have speaking rights and / or vote. This protects the right of the committee.

10.2. Lindy discussed the Hall keys – and a number of people confirmed the keys that they have, signing the appropriate new form. Still a few more to confirm but this will be done as we have time and see the relevant people.

Meeting closed at 8pm, and was immediately followed by the General Meeting.

Signed

Date

9 MEETING CLOSE