



**Far North
District Council**



AGENDA

Te Hiku Community Board Meeting

Tuesday, 16 July 2019

Time: 10:00 AM

Location: Te Ahu

**Cnr South Road & Matthews Ave
Kaitaia**

Membership:

Chairperson Adele Gardner
Member Lawrie Atkinson
Member Bronwyn Bauer-Hunt
Member Melanie Dalziel
Member Awhina Murupaenga
Member Nuū Ward
Cr Felicity Foy

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 & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	The Far North 20/20, ICT Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Bronwyn Hunt	CBEC		Director	Stand aside from any discussion held
	Independent Hearings Commissioner			Continue to be available as a commissioner with the exception of any within the Te Hiku area.
	Te Rarawa Anga Mua	Senior member of TRAM and technical advisor to PSGE for Te Runanga o Te Rarawa		Remove oneself from discussion and any decision making
	Principle Advisor Policy, Strategy and Service Delivery	Te Hiku Beach Governance Board		Continue to provide technical advice to the board, no decision making authority with respect to the board
	Reconnecting Northland (Chair)			
	Te Ahu Charitable Trust (member)		Council is a tenant of the Te Ahu Facility	
	R Tucker Thompson Sail Training Trust		Trust leases a building and mooring currently operated by Far North Holdings	Abide by the trust document, remove oneself from discussion and any decision making.
	Far North Regional Museum Trust (chair)		Museum located and operated by FNDC, Advisory and responsibility of trust is with the collections.	Abide by the MOU (May 2017)

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Was employed between 1995-2010 as a senior manager within Council. There are staff who are still with FNDC that once reported to me. Don't think there's a conflict but would like it noted.			
Awhina Murupaenga	No form received			
Melanie Dalziel	No form received			
Nuu Ward	No form received			
Lawrie Atkinson	No form received			
Felicity Foy	Director - Northland Planning & Development	<p>I am the director of a planning and development consultancy that is based in the Far North and have two employees.</p> <p>Property owner of Commerce Street, Kaitaia</p>		<p>I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.</p> <p>I will declare a conflict of interest with any planning matters that relate to resource consent processing, and the management of the resource consents planning team.</p> <p>I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.</p>
	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties on Weber Place, Seaview Road, and Allen Bell Drive.		

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight, and Allen Bell Drive.	
	Foy Farms partnership	Owner and partner in Foy Farms - a farm in three titles on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 6 dwellings on Church Road, Kaingaroa and 2 dwelling on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
Partner Felicity Foy	Employed by Justaplumber Taipa			
	Friends with some FNDC employees			

Far North District Council
Te Hiku Community Board Meeting
will be held in the Te Ahu, Cnr South Road & Matthews Ave, Kaitaia on:
Tuesday 16 July 2019 at 10:00 AM

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	6.1 Confirmation of Previous Minutes	15
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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 SPEAKERS

10:30 am Representative from Far North Joyfest Group

10:35 am Representative from Lions Club of Mangonui

10:40 am Representative from Carbon Neutral NZ

4 DEPUTATIONS

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

5 NOTICE OF MOTION**5.1 NOTICE OF MOTION - APPOINTMENT OF BOARD REPRESENTATIVE TO KAITAIA BUSINESS ASSOCIATION****File Number: A2551089**

I, Te Hiku Community Board Chairperson Adele Gardner, give notice that at the next Te Hiku Community Board Meeting to be held on 16 July 2019, I intend to move the following motion:

MOTION

That the Te Hiku Community Board appoint _____ as Board representative to the Kaitaia Business Association

RATIONALE

Member Hunt, who was appointed as representative by the Board at their meeting on 3 February 2017, has tendered her resignation to the position effective as of 2 July 2019.

I commend this Notice of Motion to the Te Hiku Community Board.

ATTACHMENTS

1. **Notice of Motion 2 July 2019 - Chairperson Adele Gardner - A2552720**  
2. **Member Hunt - Resignation notification - Board representative to Kaitaia Business Association - A2551114**  

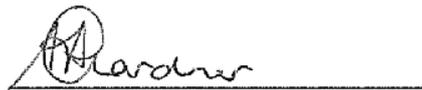
2 July 2019

I, Te Hiku Community Board Chairperson Adele Gardner, give notice that at the next Community Board meeting to be held on 16 July 2019, I intend to move the following motion:

Motion

That the Te Hiku Community Board appoint _____ as Board representative to the Kaitaia Business Association

Reason: Member Hunt, who was appointed as representative by the Board at their meeting on 3 February 2017, has tendered her resignation to the position effective as of 2 July 2019



Signed: Adele Gardner
Te Hiku Community Board Chairperson

Melissa Wood

Subject: FW: Notice of resignation as liasion with Kaitaia Business Association

From: Bronwyn Bauer-Hunt <Bronwyn.Bauer-Hunt@fndc.govt.nz>

Date: Tuesday, 02 Jul 2019, 8:12 AM

To: Adele Gardner <Adele.Gardner@fndc.govt.nz>

Cc: Shaun Clarke <Shaun.Clarke@fndc.govt.nz>, Hon John Carter QSO <John.Carter@fndc.govt.nz>, Felicity Foy <Felicity.Foy@fndc.govt.nz>

Subject: Notice of resignation as liasion with Kaitaia Business Association

Good morning Adele,

this email serves as my formal resignation as the Te Hiku Community Board representative on the Kaitaia Business Association. After recent events I believe that they, the board and wider business community would be better served having the Chair of the Board as the representative, particularly given the current relationship between all parties.

I will of course continue to support the business community, that will be done outside that of the KBA.

If this could be placed on the agenda for the July meeting to formally arrange the transfer, that would be useful for all concerned.

Nga mihi

Bronwyn

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2497569

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

true and correct record of the previous meeting.

RECOMMENDATION

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 28 May 2019 be confirmed as a true and correct record.

1) BACKGROUND

Local Government Act 2002 Schedule 7 Section 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 Te Hiku Community Board Standing Orders Section 27.3 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. Te Hiku Community Board Unconfirmed Minutes - 28 May 2019 - A2491244  

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.	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.	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE KAITAIA GOLF CLUB, TAKAHE STREET, AHIPARA
ON TUESDAY, 28 MAY 2019 AT 10:08 AM**

PRESENT: Chairperson Adele Gardner, Member Lawrie Atkinson, Member Bronwyn Bauer-Hunt, Member Awhina Murupaenga, Member Nuū Ward, Cr Felicity Foy

STAFF PRESENT: Melissa Wood - Meetings Administrator, Marlema Baker - Meetings Administrator, Aya Morris - Community Development Advisor, Nina Gobie - Team Leader Facilities Operations

1 APOLOGIES AND CONFLICTS OF INTEREST

APOLOGY

COMMITTEE RESOLUTION 2019/29

Moved: Chairperson Adele Gardner
Seconded: Member Bronwyn Bauer-Hunt

That the apology received from Member Melanie Dalziel be accepted and leave of absence granted.

CARRIED

No conflicts of interest were declared.

2 PUBLIC FORUM

There were no speakers for public forum

3 DEPUTATIONS

There were no deputations

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2485501, pages 12 - 13 refers

RESOLUTION 2019/30

Moved: Member Bronwyn Bauer-Hunt
Seconded: Member Nuū Ward

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 16 April 2019 be confirmed as a true and correct record.

CARRIED

5 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

5.1 ROAD NAMING - PRIVATE ROAD, COOPERS BEACH

Agenda item 6.1 document number A2470455, pages 21 - 22 refers

RESOLUTION 2019/31

Moved: Member Bronwyn Bauer-Hunt

Seconded: Chairperson Adele Gardner

That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private right-of-way, Frazer Place, addressed off Vidar Way, Coopers Beach as per map (A2470359).

CARRIED

5.2 TE HIKU HALL COMMITTEES AGM MINUTES, FINANCIAL STATEMENTS AND / OR USAGE DATA

Agenda item 6.2 document number A2458167, pages 25 - 26 refers

RESOLUTION 2019/32

Moved: Chairperson Adele Gardner

Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board receive the report "Te Hiku Hall Committees AGM Minutes, Financial Statements and / or Usage Data".

CARRIED

At 10:21 a.m., Cr Felicity Foy left the meeting. At 10:23 a.m., Cr Felicity Foy returned to the meeting.

6 SPEAKERS

Janna Sicely from Kerikeri Theatre Company spoke to the Board in regard to the funding application agenda item 7.7 refers.

Lesley Wallace, Sport Northland funding coordinator spoke to the Board in regard to the Rural Travel Funding applications agenda item 7.2 refers. She also provided an update to the Board on the Ahipara Community Plan.

The meeting was adjourned from 10:58 am to 11:19 am.

7 CORPORATE SERVICES GROUP

7.1 RURAL TRAVEL FUNDING PROJECT REPORTS

Agenda item 7.1 document number A2405086, pages 48 - 50 refers

COMMITTEE RESOLUTION 2019/33

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Nuu Ward

That the Te Hiku Community Board note the Rural Travel Project Reports from:

a) Aupouri Rugby Football Sports Club

- b) Bay of Islands Special Olympics Kaitaia (May 2017)
- c) Bay of Islands Special Olympics Kaitaia (November 2017)
- d) Kaingaroa School
- e) Kaitaia College
- f) Kaitaia Pirates Sports Club
- g) Kaitaia United Associated Football Club
- h) Mangonui School
- i) Peria School
- j) Te Kura Kaupapa Maori o Pukemiro

CARRIED**7.2 RURAL TRAVEL FUNDING - APPLICATIONS WINTER ROUND 2018/19**

Agenda item 7.2 document number A2407290, pages 71 - 75 refers

RESOLUTION 2019/34

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Nuū Ward

That the Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:

- | | |
|---|--------|
| a) Aupouri Rugby Football & Sports Club | \$1200 |
| b) Eastern United Rugby & Sports Club | \$200 |
| c) Kaitaia Pirates Sports Club | \$700 |
| d) Kaitaia Rugby Club JMB | \$1700 |
| e) Mangonui School | \$1100 |
| f) Ngataki School | \$370 |
| g) Panguru Rugby Football Club | \$375 |
| h) Panguru Sweat Shop and Sports Club | \$375 |
| i) Peria School | \$600 |
| j) Taipa Area School | \$500 |
| k) Te Hapua School | \$540 |
| l) Te Kura Taumata o Panguru | \$600 |
| m) Te Kura Kaupapa Maori o Pukemiro | \$1500 |
| n) Te Rarawa JMB Rugby Club | \$1800 |

CARRIED

7.3 CHAIRPERSON AND MEMBER REPORTS

Agenda item 7.3 document number A2407344, pages 104 - 105 refers

RESOLUTION 2019/35

Moved: Member Bronwyn Bauer-Hunt
Seconded: Member Lawrie Atkinson

That the Te Hiku Community Board note the reports from the Chairperson, and Members Ward, and Atkinson.

CARRIED

The meeting was adjourned from 12:22 pm to 1:09 pm .

7.4 ELECTED MEMBER CONFERENCE ATTENDANCE REPORTS - 2019 COMMUNITY BOARDS CONFERENCE

Agenda item 7.4 document number A2474408, pages 111 - 113 refers

RESOLUTION 2019/36

Moved: Chairperson Adele Gardner
Seconded: Member Bronwyn Bauer-Hunt

That Council note the report entitled "Elected Member Conference Attendance Reports - 2019 Community Boards Conference"

CARRIED

7.5 FUNDING PROJECT REPORTS

Agenda item 7.5 document number A2439473, pages 118 - 120 refers

RESOLUTION 2019/37

Moved: Chairperson Adele Gardner
Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board notes the following Local Community Grant Project Reports from:

- a) **Ahipara Coastal Patrol**
- b) **Doubtless Bay Fishing Contest & Auction**
- c) **Far North Environment Centre**
- d) **Kaitaia and Districts Agricultural and Pastoral association**
- e) **Pukenui Community Gardens (St Mary's Community Church)**
- f) **Te Ropu o Muriwhenua Inc**

CARRIED

7.6 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MARCH 2019

Agenda item 7.6 document number A2438112, pages 134 - 135 refers

MOTION

Moved: Member Bronwyn Bauer-Hunt
Seconded: Member Nuu Ward

That the Te Hiku Community Board receives the report "Te Hiku Statement of Community Fund Account as at 31 March 2019".

AMENDMENT

Moved: Member Bronwyn Bauer-Hunt
Seconded: Chairperson Adele Gardner

That the Te Hiku Community Board:

- a) receives the report "Te Hiku Statement of Community Fund Account as at 31 March 2019".
- b) allocates the remaining balance of unspent Local Community Grant Account funds as at 30 June 2019, towards the Centennial Park project, in alignment with the Board's strategic priorities.

CARRIED

The amendment became the substantive motion

RESOLUTION 2019/38

Moved: Member Bronwyn Bauer-Hunt
Seconded: Chairperson Adele Gardner

That the Te Hiku Community Board:

- a) **receives the report "Te Hiku Statement of Community Fund Account as at 31 March 2019".**
- b) **allocates the remaining balance of unspent Local Community Grant Account funds as at 30 June 2019, towards the Centennial Park project, in alignment with the Board's strategic priorities.**

CARRIED**7.7 APPLICATION FOR FUNDING - KERIKERI THEATRE COMPANY**

Agenda item 7.7 document number A2474645, pages 137 - 139 refers

RESOLUTION 2019/39

Moved: Member Bronwyn Bauer-Hunt
Seconded: Member Nuu Ward

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,514 (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'.

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

CARRIED

3 MEETING CLOSE

The Meeting closed at 1:35 pm.

The minutes of this meeting were confirmed at the Te Hiku Community Board Meeting held on 16 July 2019.

.....
CHAIRPERSON

7 CORPORATE SERVICES GROUP

7.1 CHAIRPERSON AND MEMBER REPORTS

File Number: A2407331

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

special interest groups within the community.

RECOMMENDATION

That the Te Hiku Community Board note the reports from the Chairperson, and Members Atkinson, Ward and Dalziel.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

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

The 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. **Chairperson Gardner Report May-June 2019 - A2537116**  
2. **Member Atkinson Report May-June 2019 - A2537119**  
3. **Member Ward Report May-June 2019 - A2539565**  
4. **Member Dalziel Report May-June 2019 - A2539546**  

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.

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Te Hiku
Chairperson's Name	Adele Gardner
Subdivision	Kaitaia – Te Hiku
Date	28 May – 24 June 2019

REPORT

- 1) **Meetings**
 - 28 May - Te Hiku Community Board Meeting
 - 29 May - Combined Community Board Workshop Kaikohe
 - 30 May - Audit Risk & Finance Meeting Kaikohe
 - 7 June - Centennial/Jaycee Park workshop at Te Ahu
 - 13 June - Te Ao Maori Workshop at Kohewhata Marae Kaikohe
 - 13 June - Council Meeting Kaikohe
 - 19 June - Awanui River Liaison – re Infrastructure Works
 - 20 June - Prototype workshop re Strategy 2100 at Kaikohe
 - 20 June - Kaitaia Business Association monthly meeting
 - 21 June - Te Ahu Trust Meeting
 - 21 June - NZTA Twin Coast workshop at Awanui

- 2) **Issues - Lake Ohia Hall.**

- 3) **Resource Consents:**
 - RMA2190573 – Parry Family Trust. Lot 3 DP 50555 & Pt lot 2 DP 50555 at 3-5 North Road Kaitaia. To change existing Motel to be used as permanent residential accommodation units in the residential zone.

- 4) **Request for Service:**
 - RFS393558 – Rangiputa – yellow lines wiped out. Asked to be redone by Queens Birthday weekend.

Report to Community Board Te Hiku
Members Name Lawrie Atkinson
Subdivision Whatuwhiwhi
Date May/June 2019

Meetings and other Activities

15/5/2019 Kaingaroa Hall Committee
18/5/2019 Karikari Community Hall Public security Issues
20/5/2019 Tokerau Beach/Whatuwhiwhi Ratepayers association
28/5/2019 Te Hiku Community Board Meeting
29/5/2019 Combined Community Board meeting in Kaikohe
6/6/2019 Meeting with Councillor Kitchen and Rangiputa residents
17/6/2019 Tokerau beach/Whatuwhiwhi ratepayers association
19/6/2019 Kaingaroa Hall Committee
21/6/2019 NZTA Workshop – Awanui, Twin Discovery

Issues

- Awanui workshop, Poor attendance by elected members
- Boat trailer parking – Rangiputa/Perehipe – response 14/6 did not happen
- CCTV cameras Tokerau beach/Whatuwhiwhi
- Request for information re Reserves Karikari Peninsula

RFS

- 3952285 – Storm water issue Tuitonga road
- 3959082 – Reserves Karikari Peninsula
- 3956269 – Boat trailer parking

Resource consents – Nil

COMMUNITY BOARD MEMBER'S REPORT**Report to Community Board**

Te Hiku Community

Member's name

Nuu Ward

Subdivision

Doubtless Bay

Date

24 June 2019

1). Meetings:

28 May Kaitaia Golf Club

2). Issues:

Mangonui, new foot path on Hwy 10

Swamp Palace, repair progressing.

3). Resource consents:

Doubtless Bay 182 Sh 10. RC2-190603A: A dwelling that has several breaches. I have noted on the application that these breaches must be sorted before any work can be done. Once sorted, all good.

Resource consent: 20/05/19. A new dwelling to replace existing house and cottage on general coastal zone. RC2 190606. Doubtless Bay.

Consent 2190696-RMACOM-5 Lot 22 Freya Cres Lot 2 Torbsy Rd, 20 residential lots Stage 2 and 3, North Star Co.

4). Requests for service

RFS# 3946835 and 3952406: Cable Bay toilet parking lot sealing.

Te Hiku Community Board Report

June 2019

Board Member: Melanie Dalziel

Meetings Attended:

- Houhora Rate Payers Meeting – June 2019

Issues:

- Pukenui Sports Field – Regular updates required (progress)
- Rubbish Bin Facility at Henderson Bay
- Road Repairs
- Street Lighting in Pukenui
- Removal of Shrubs overhanging on State Highway 1
- Reserve Mowing
- Camera required at Pukenui Commercial Wharf

Request for Service:

- RFS: 3953551 Rubbish at Henderson Bay
- RFS: _____ Mowing of Lawns at Pukenui

7.2 FUNDING PROJECT REPORTS

File Number: A2497596

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

EXECUTIVE SUMMARY

Recipients of grants from the Community Fund must complete and submit a project report within two months of completion of their project. A Project report has been received from Far North Avocado Festival Trust, and Awhina Hoiho.

RECOMMENDATION

That the Te Hiku Community Board notes the following Local Community Grant Project Reports from:

- a) Far North Avocado Festival Trust
- b) Awhina Hoiho

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. Further supporting documentation provided by the applicant has been provided to Board Members for their consideration separately. Should Board members have concerns or issues with the report, they should be discussed at this part of the meeting.

Reason for the recommendation

To receive the project reports 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. Community Grant Fund project report - Far North Avocado Festival Trust - A2526378 
2. Community Grant Fund project report - Awhina Hoiho - A2539967 

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:

FAR NORTH AVOCADO FESTIVAL TRUST

Name & location of project:

Kaitiaki - Annual Christmas Carnival

Date of project/activity:

Saturday 15th December, 2019

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$5750.00

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)
please see attach expenditure sheet.	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

This was a very successful day for our Community. It was held in Old Paki's Carpark. With family activities and concert up to 1000 people. Float parade had floats. Santa's Grotto for photos had family participants.

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

This year is the last year for Far North Avocado Festival Trust to be involved. The Trust is folding due passing of one of original and current trustee's feel it is time to pass on the mantle and support another organisation to manage. Shire on Kaitiāia and He Māramāta Trust have taken this on board over the past 2 years. It is pleasing this annual event is still viable for this community.

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

Please find enclosed advertisement's placed in Northland Age, photo's from parade, Facebook Page and in carpark itself

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

Kaitiāia Christmas Carnival

This report was completed by:

Name: Shirley Williams
Address: 41 B Puckey Ave, Kaitiāia
Phone: 09 408 2426 mob: 021 027 89896
Email: shirleywilliams@extra.co.nz
Date: 02/05/19.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

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: Awhina hoiho Charitable Trust

Name & location of project: Awhina hoiho. Located Diggers Valley Road

Date of project/activity: Ongoing project providing emotional learning and therapy

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

Amount received from the Community Fund:

Board meeting date the grant was approved:

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	Bank statement attached
Norf Norf	\$ 1116.20	√
Signs of life	\$ 300.00	√
Equine hoofcare	\$ 517.40	√
Te whare marama- partial payment from the grant	\$ 1044.40	√
Total:	\$ 2978.00	

Awhina hoiho has contributed to the project over the last 4 months;

- Administration time - \$1200 (48 hrs costed at \$25/hr)
- Admin consumables- \$200
- Practitioner client time and record keeping- \$6600(264hrs@\$25/hr)
- Horse lease- \$1500
- Facilities lease- \$400
- Horse costs- \$1500
- training- \$600

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

Awhina hoiho has been providing therapy and emotional learning to people of the Far North. Most clients we have had in the last 4 months have been attending weekly. We have 7 weekly individuals on the books and 3 family and 1 group clients. Awhina hoiho is now a year old and this grant has been important in providing money to develop pamphlets, flyers and signage in order to promote our service and grow the client base.

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

We are finding growing interest in this service as we continue to promote it. People coming almost inevitably have attended other forms of therapy or support and found the room based 'usual' counselling processes uncomfortable and at times unhelpful. Bearing and sharing personal feelings and pain is hard for people and our methods with the horses as co-facilitators provides free-er exploration for the client.

As we are becoming more known people in crisis are contacting us for support.

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

The grant so gratefully received from FNDC has allowed us to have professionally designed promotional material. Signs were developed for our gateway and when we have displays. Norf/Norf has designed posters, flyers and pamphlets for distribution. Posters will be placed in doctors clinics and public places next week. (see attached)

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

www.facebook.com/awhinahoiho

This report was completed by:

Name: Wendy Sporle

Address: Diggers valley road, RD1, Kaitaia

Phone 09 4084241

mob:

Email: awhinahoiho@xtra.co.nz

Date: 20/06/19

7.3 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MAY 2019**File Number: A2526421****Author: Sam Chapman, Accounting Support Officer****Authoriser: Angie Thomas, Chief Financial Officer (Acting)****PURPOSE OF THE REPORT**

Fund Policy.

RECOMMENDATION

That the Te Hiku Community Board receives the report “Te Hiku Statement of Community Fund Account as at 31 May 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	\$146,701.00
<ul style="list-style-type: none"> Plus Grant refunded from He Whanaumarama Trust 	\$3,000.00
<ul style="list-style-type: none"> Less Allocate funds towards Jaycee Park Project (Children's Playground). \$33,300 from Community Board Placemaking Fund, \$19,500 from Local Community Grant Fund (Strategic Plan allocation) 	\$52,800.00
<ul style="list-style-type: none"> Less funds granted and uplifted to 31 May 2019 	\$73,468.00
<ul style="list-style-type: none"> Less funds not uplifted from 08 Nov 2018 for ANZAC expenses – (THCB Strategic Plan allocation, printing) 	\$200.00
<ul style="list-style-type: none"> Less funds not uplifted from 28 May 2019 for Kerikeri Theatre Company – costs towards their performances of ‘Ladies Night’ 	\$1,514.00
Community Fund Account balance as at 31 May 2019	\$21,719.00

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 May 2019 is \$21,719.00.

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 Te Hiku Community Fund account to the Te Hiku Community Board. The statement of the Community Fund account as at 31 May 2019 is attached.

ATTACHMENTS

1. **2019-07-16 Statement of Te Hiku Community Board Community fund Account as at 31 May 2019 - A2526406** [□](#) 

**Far North District Council
Te Hiku Community Board**

Statement of the Community Fund Account as at 31 May 2019

Allocation Grants & Donations Annual Budget 2018-19	113,368.00	
Community Board Placemaking Fund	33,333.00	
Grant refunded from He Whanaumarama Trust	3,000.00	
Allocate funds towards Jaycee Park Project (Children's Playground). \$33,300 from Community Board Placemaking Fund, \$19,500 from Local Community Grant Fund	<u>(52,800.00)</u>	96,901.00
Less Expenditure 2018/19 (Funds Uplifted)		
Aug 18		
Community Business and Environment Centre for Wastewise School programme	1,658.00	
No 64 Squadron Air Training Corp. Support Committee for costs for the 2018 Spirits Bay Tramp Programme	<u>6,140.00</u>	
Oct 18		
Mangonui Lions Club for the 2018 Mangonui Lions Fund Run and Walk event	311.00	
He Whanau Marama Charitable Trust for Shine on Kaitaia youth mural project	2,597.00	
Whatuwhiwhi & Tokerau Rate Payers Assoc. for costs toward the 2018 annual Seniors Christmas luncheon	900.00	
Kaitaia Golf Club for costs toward Fairway renovations and improvements	3,000.00	
Far North Avocado Trust for costs towards annual Kaitaia Christmas Carnival 2018/19	5,000.00	
Children's Autism Foundation for venue hire costs for their 2018 workshops and clinics	<u>400.00</u>	
Nov 18		
Te Ropu o Muriwhenua Incorporated for costs toward their wananga series	3,000.00	
Whakawhihi Ora Pai Community Health for Pukenui Clinic accessibility upgrade project	<u>10,000.00</u>	
Jan 19		
Doubtless Bay Promotions for rental costs for Doubtless Bay Information Centre	3,000.00	
Doubtless Bay Fishing Contest for Doubtless Bay Fish Contest and Auction 2019	5,000.00	
Epilepsy NZ for purchase of a field service vehicle	3,000.00	
Business and Professional Women Kaitaia for costs for publishing book '10 years of art 2 wear in Kaitaia'	<u>4,000.00</u>	
Feb 19		
Kaitaia Business Association for Christmas wreaths and flags for town decorations	2,184.00	
Kaitaia & Districts Agricultural and Pastoral Association for 2019 Kaitaia A&P Show	3,000.00	
Life Education Trust Far North for 2019 annual visits to Northland Schools	<u>3,000.00</u>	
Apr-19		
NZ Offshore Powerboat Association - 2019 Doubtless Bay race day event	3,000.00	
Be Free Incorporated - 2019 Be Free Event in Mangonui	1,000.00	
Awhina Hoiho Charitable Trust - operational expenses to support Proud vibrant communities & liveable communities that are healthy, safe, connected and sustainable	<u>2,978.00</u>	
May-19		
Volunteering Northland - Assist with annual operational costs	5,000.00	
Far North Palliative and Cancer Care Charitable Trust - Costs toward a palliative care specialist service	5,000.00	
Anzac Expenses - THCB Strategic Plan - catering	<u>300.00</u>	
		<u>73,468.00</u>
Balance as at 31 May 2019		<u>\$23,433.00</u>
Less Commitments 2018/19 (Funds not yet uplifted)		
Meeting 28.05.19		
Kerikeri theatre Company - Costs towards their performances of 'Ladies Night'	1,514.00	
Meeting 08.11.18		
Anzac Expenses - THCB Strategic Plan - printing	<u>200.00</u>	
		<u>1,714.00</u>
Balance 31 May 2019 Uncommitted/(Overcommitted)		<u>\$21,719.00</u>

7.4 APPLICATION FOR FUNDING - FAR NORTH ENVIRONMENT CENTRE

File Number: A2539432

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with the information on Far North Environment Centre'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 'Crafty Mondays' workshops
- The Board has funded the applicant previously

RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$990 (plus GST if applicable) to be paid from the Board's Community Fund account to Far North Environment Centre for costs toward their Crafty Mondays workshops.

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

1) BACKGROUND

The Far North Environment Centre (Eco-Centre), managed by Te Pokapū Tiaki Taiao O Te Tai Tokerau Trust, is a centre for community groups working in the Far North with an environmental and sustainability focus. They bring together individuals, groups and local government to bolster the resilience of the local community. It is staffed by a team of volunteers drawn from across the groups involved, along with administrative support and project staff when funded projects allow. The aim of workshops is to facilitate the sharing of knowledge and skills. Funding enables workshops to continue at no cost (or koha) ensuring there is no financial barrier to participation.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

The applicant has been previously funded by the Board in 2016 and 2017. Project reports have been received.

This application is for 46% of the costs for this project. They have also applied to Creative Communities, who approved a grant of \$1,150.

Option 1 Authorise the full amount requested

Funding of 46% 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 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. **Funding Application - Far North Environment Centre - A2538299** [□](#) 
2. **Schedule of supporting documentation - Far North Environment Centre - A2538311** [□](#) 

Compliance schedule:

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

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

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

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

Ecocentre Kaitaia / FAR NORTH ENVIRONMENT CENTRE

Organisation	Te Pokapu Tiaki Taiaro O Te Tai Tokerau Trust		Number of Members	300+
Postal Address	Shop 5, 42 Commerce Street, Kaitaia	Post Code	0410	
Physical Address	Shop 5, 42 Commerce Street, Kaitaia	Post Code	0410	
Contact Person	Donna King	Position	Funding & Finance Officer	
Phone Number	09 408 1086	Mobile Number	022 458 2313	
Email Address	info@ecocentre.co.nz			

Please briefly describe the purpose of the organisation.

The EcoCentre Kaitaia works at the grassroots, aiming to provide environmental education to encourage protection of the environment, to work towards zero waste, to build community capacity to adapt, empower ourselves with information and skills, achieve food security for all and organise for community resilience, whilst networking with existing groups.

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

We aim to facilitate the sharing of knowledge and skills, through our workshops, which have been run in the past for a koha or very low fee, through the resources and information available at the EcoCentre and by working alongside local crafts people and others who share our aims.

This involves people in a range of ages, ethnicities and qualifications including the elderly, retired, parents, school aged and pre-schoolers; Maori, Pakeha and recent new residents; professional, unemployed, those on low incomes and sickness beneficiaries and the disabled. Participants in the workshops learn new skills that they can take home and employ themselves to create low, or no, cost alternatives of common purchases for themselves and their whanau.

By reusing materials already in circulation, that would otherwise end up in landfill, we can show participants how participating in these activities does not have to be expensive, and can lead to a more sustainable lifestyle.

How it will broaden the range of activities and experiences available to the community

Some of the activities we have been involved in so far with our Crafty Monday workshops include: making beeswax wraps, rag rugs, reusable bags, newspaper bin liners; sewing, knitting and crochet; preserving and jam making; constructing a mosaic; making soap and alternative cleaning products; upcycling desk tidies; Japanese art of Furoshiki. These workshops are repeated as requested, with new sustainable workshops being included as they become available.

This funding would aid us in continuing to facilitate workshops at no cost to the participants ensuring that there is no financial barrier to participation. Facilitators can be reimbursed for their time and contributions to the workshops.

Participants are able to use these skills to create projects in their own home. For example: they are able to crochet their own dishcloths; make their own beeswax wraps; make their own soap. By introducing these crafts to a range of people we help to ensure that knowledge of these crafts is perpetuated and awareness is raised around the issues of sustainability and how their new skills work towards a more sustainable lifestyle. Participation also encourages socialisation and breaks down some of the isolating barriers in the community.

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	990	990
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	330	
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement (Artists)	825	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	2145	990

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 71-849-252

How much money does your organisation currently have? \$51,176

How much of this money is already committed to specific purposes? \$46,665

* Additional funds held against Accounting fees, insurance, contingencies etc.
List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Timebank Workshops / Working Bees	2540
Timebank Membership support coordinators	15804
Rent	5000
Centre Manager & Finance officer	19368
Plastics Free Kaikōhia Co-ordinator	1920
outstanding invoices, GST, etc.	2033
TOTAL	\$46,665

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

Funding Source	Amount	Approved
Creative Communities Scheme	\$1150	(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
Kaitiāia Kapu - reusable cups	\$1023-50	1/06/19	Y / (N)
Rent	\$4882-00	18/01/18	(Y) / N
Plastics buy back scheme	\$500	1/08/16	Y / N
Rent	\$4000	1/11/16	(Y) / N
Rent	\$500	1/06/16	(Y)

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Rent \$3576 1/06/15 (Y)

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)

Te Pokapu Tiaki Taiao O Te Tai Tokerau 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

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 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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Schedule of Supporting Documentation**Far North Environment Centre**

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

1	Project Costs
2	Bank account statement 30 April 2019
3	Independent Contractor Agreement 20 March 2019
4	Health & Safety Plan
5	Programme schedule information

7.5 APPLICATION FOR FUNDING - FAR NORTH JOYFEST GROUP

File Number: A2526613

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with the information on Far North Joyfest Group'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 Joyfest health and wellbeing event
- The Board has not funded the applicant previously

RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$6,543 (plus GST if applicable) to be paid from the Board's Community Fund account to Far North Joyfest Group for costs toward their 2019 Joyfest event.

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

1) BACKGROUND

Far North Joyfest will be a family friendly event which combines health and wellbeing with conscious living. It will take place at Butler Point, Hihi on Sunday 27 October 2019. The objective of the festival is to bring people together in community in a holistic way that promotes personal and environmental well-being, as well as celebrating diversity. It will also support local businesses and promote the area. The event is being organised by a group of volunteers who have formed a not for profit group. This is the first time the event has been held.

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 of the event. They have also applied to Creative Communities, who approved a grant of \$900 at their June meeting. An application is being prepared for FNDC events funding and the applicant is looking into other funding options.

Option 1 Authorise the full amount requested

Funding of 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 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. **Funding Application - Far North Joyfest Group - A2534159** [□](#) 
2. **Schedule of supporting documentation - Far North Joyfest Group - A2533808** [□](#) 

Compliance schedule:

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

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

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

24th June deadline.
\$1,000 - \$10,000



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 - *briefing page.*
- 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: Number of Members:
 Postal Address: Post Code:
 Physical Address: Post Code:
 Contact Person: Position:
 Phone Number: Mobile Number:
 Email Address:

Please briefly describe the purpose of the organisation.

TO ORGANISE EVENTS / FESTIVALS WHICH INCREASE ACCESS AND FACILITATE PARTICIPATION IN HEALTH & WELLNESS & CONSCIOUS LIVING ACTIVITIES.

Who will benefit from the activity and how?

Far North Joyfest is going to be a family friendly event which combines health and well-being with conscious living. It will take place at Butler Point, Hihi, in the Far North of New Zealand, on Sunday 27th October 2019. The mission of the festival is to help people to Live their Best Life in all senses of the word.

Objectives of Joyfest

- 1) To increase the sense of joy of all participants.
- 2) To put the Far North on the festival map, enhancing the profile of the region and increasing economic prosperity not just for those facilitating workshops, running stalls or sharing their wisdom but for all local businesses too.
- 3) To be a festival that celebrates diversity whilst honouring the values of living in a conscious and respectful way. For example, this festival will feature plant-based food but also sustainable and respectful hunting and fishing practices.
- 4) To cultivate understanding so we may celebrate the diversity of local spiritual and cultural traditions.
- 5) To bring people together in community in a holistic and wholesome way that promotes personal and environmental well-being.

We are aiming this event at families with children as well as individuals interested in health and well-being, sustainability, caring for the earth, living with more awareness. Entry cost is being kept as low as possible as we want people to be able to access this event; 13 and under go free, 14-18-year olds \$10, 19 and over \$35. We are targeting people aged 22-50 living in the Far North – Whangarei upwards.

The event is being organised by a group of volunteers who have formed a not for profit group. This funding will enable the group to book the sound system, the key marquees and contribute to getting a marketing campaign off the ground. This is the first year of holding such an event and so marketing is crucial for ticket sales. As ticket sales increase, we can add in more marquees and pay workshop facilitators, as well as cover the other costs involved in making this happen. Extra marquees will ensure there are enough activities happening to cater for numbers. If we get this Grant it means we can also keep ticket prices low and make this event accessible especially given we are in a low decile area. We are aiming for 300 ticket sales at \$35 and 50 at \$10 which we feel is achievable. The Kaeo Children's festival had 840 people attend recently, ours is similar although aimed at the whole family, the people attending that would likely attend this event. More and more people locally are looking for things to do where they don't have to travel miles and this would provide a really good/positive day out for them.

The event will directly benefit all participants. The event will provide information on new ways of living which are more in tune with the world around us. We will have people talking about their experience of building more sustainable homes, of reducing waste, of using nature's resources in a way that preserves and protects the environment, honouring and respecting where resources come from. Every decision we take has an impact on someone or something else, this event aims at increasing our awareness of this so we can make decisions which are more compassionate to the earth and to others.

The event will nourish people's souls connecting them with a higher sense of themselves as well as rooting them firmly on the earth. Our physical and mental bodies give us the ability to change the way we think and feel; they are a gateway to more subtle sensations providing us with stronger connection to who we are. Previous memories, painful pasts are stored at a cellular level, as we begin to move our bodies physically, we can start to let go and release the past. Science has shown that exercise realises endorphins which increases our sense of well-being. All of the dance and yoga that will be on offer will give people an experience of this.

The event will benefit families and the wider community. People returning home will have an increased sense of joy which will ripple out to those around them. When we are balanced and happy within ourselves, we are much more able to create strong and happy families.

Stallholders, musicians and workshop facilitators will benefit in that more people will become aware of the services and products they offer. They will also benefit financially as a result of selling their services/products which in turn helps to increase the economic abundance within the local community.

Local restaurants and accommodation providers will benefit from people coming to the Far North for the event. Promoting the area and increasing prosperity for all.

How will it broaden the range of activities and experiences available to the community?

The Far North, to our knowledge, has never hosted an event like this so straight away it is bringing new experiences to people living here. Our aim is to make the event as participatory as possible. For example, there will be a universal dances of peace session; a practice which gets people to make easy dance moves as a group, whilst singing uplifting and elevating songs from a range of spiritual traditions including Maori. There will be a ceilidh, again a fun way to dance together and create a sense of community amongst participants. We will have live harp music, mantra, as well as more well-known musicians. We are in conversation with a singer from the Op Shop as well as a Fijian Master percussionist, both of whom live in the area. There will be a range of yoga sessions, dance sessions including Zumba and wisdom talks on permaculture, eco construction, bee keeping and more. Lots of people may have heard of some of this but may never have taken part or accessed it, for others it will be a completely new experience.

Healthy, nutritious food will be on sale giving people the opportunity to try new food combinations, maybe inspiring them to change the way they eat. We are promoting healthy lifestyles at every level.

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	2000	
Advertising/Promotion	2800 3220	2800
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	224	
Equipment Hire	13508	3743
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	1408	
Refreshments	1725	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	5984	not applicable
Volunteer Value (\$20/hr) 1006 HRS	20120	not applicable
Other (describe) PUBLIC LIABILITY DONATION ST. JOHNS	1132.	
TOTALS	49 321	6543

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
CONTRIBUTION TO VENUE HIRE	120
TOTAL	

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

Funding Source	Amount	Approved
CREATIVE COMMUNITIES	2,042.41	Yes / Pending
	\$900	Yes / Pending
FNDC Events Fund	\$5000	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

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)

FAR NORTH JOYFEST GROUP

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

Hui Bons Angell Carr.

Signatory Two

E. R. Sherriff.

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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	<input type="text" value="HARI BANS ANGELL KAUR"/>	Position	<input type="text" value="CHAIR"/>
Postal Address	<input type="text" value="1036 TAWPO BAY ROAD, RDI, MANGONUI"/>	Post Code	<input type="text" value="0494"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021 570126"/>
Signature	<input type="text" value="Hari Bans Angell Kaur"/>	Date	<input type="text" value="14/5/19"/>

Signatory Two

Name	<input type="text" value="Cheyl Sherriff"/>	Position	<input type="text" value="secretary"/>
Postal Address	<input type="text" value="5493 S.H.10. Karangaha, RD3 Kaitiaki"/>	Post Code	<input type="text" value="0483"/>
Phone Number	<input type="text" value="02108832153"/>	Mobile Number	<input type="text"/>
Signature	<input type="text" value="C. L. Sherriff"/>	Date	<input type="text" value="29.05.2019"/>

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Schedule of Supporting Documentation

Far North Joyfest Group

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

1	Event outline
2	Business Plan
3	FNJG Constitution
4	Correspondence about pricing
5	Budget Schedule
6	Bank account statement 6 June 2019
7	Volunteer hours schedule
8	Correspondence/ quotes from event service providers
9	Quotes for consumables
10	Quote - Top Print Kaitaia
11	Quote - Live Wire Media
12	Quote - North Hire Marquees
13	Quote - Kerikeri Party Hire
14	Quote - Top Hire Marquees
15	Quote - Bridge Recording
16	Quote - AoN - Public Liability Insurance
17	Quote - Whalers Museum
18	Quote - Music & Yoga
19	Quote - DBay Hire
20	Health & Safety Plan
21	Site Plan

7.6 APPLICATION FOR FUNDING - LIONS CLUB OF MANGONUI CHARITABLE TRUST**File Number: A2526649****Author: Melissa Wood, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with the information about Lions Club of Mangonui's application for a Community grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding for assistance with hosting the Lions District 202K Convention to be held in November 2019
- The Board has funded the applicant previously for another event

RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$3,976 (plus GST if applicable) to be paid from the Board's Community Fund account to Lions Club of Mangonui Charitable Trust for costs toward hosting the 2019 Lions District 202K Convention.

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

1) BACKGROUND

The Mangonui Lions Club works on projects to improve and serve their community and the environment. Their motto is "We Serve". They are part of Lions Clubs International, a worldwide service organisation. The Lions Club hold conventions as their AGM. Members gather to discuss ideas, gain information and inspiration to support their commitment to their service values. The 202K District extends from Cape Reinga to Te Kauwhata, Thames-Coromandel, and includes Tonga, Fiji, Samoa and American Samoa. The convention is being held at Taipa Area School and Te Ahu in Kaitaia.

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

The applicant has been previously funded by the Board for their fun run event in 2017 and 2018. Project reports have been received.

The convention is open to non-Lions Club members as well as members. There are small registration costs for various events that are part of the convention.

When making its decision the Board should take into consideration how the event might benefit a significant sector of the community as noted in Point 11 of the Community Grant Policy.

Option 1 Authorise 50% of the costs

The applicant has requested \$6,331 which is 80% of the costs of hosting the Convention, however this exceeds the amount allowed under the Community Grant Policy which states "Grant funding from any Council source shall not exceed 50% of the total project costs" This has been reflected in the report recommendation.

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered, in alignment with the Board's strategic approach to allocating grant funding. This could be an amount less than the 50% or an amount assigned to specific costs.

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. **Funding Application - Lions Club of Mangonui - A2534414**  
2. **Schedule of supporting documentation - Lions Club of Mangonui - A2537239**  

Compliance schedule:

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

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

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

Local Grant Application Form

FNDG ADMIN
11 JUN 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
- 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: Number of Members:
 Postal Address: Post Code:
 Physical Address: Post Code:
 Contact Person: Position:
 Phone Number: Mobile Number:
 Email Address:

Please briefly describe the purpose of the organisation.

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 DEISTRICT 202K ANNUAL CONVENTION Date 8,9,10 NOV'19
 Location TAIPA AREA SCHOOL / KAITIARA TE AHU CENTRE Time 8.00AM - MIDNIGHT

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

If so, how much? REGISTRATION FEE FOR EACH DELEGATE & PARTNER.

Outline your activity and the services it will provide. Tell us: REG FORM ATTACHED A PROGRAM

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

LIONS 202K DISTRICT EXTENDS FROM CAPE REENGA TO TE KAUWHATA - THAMES - COROMANDEL & ALSO INCLUDES TONGA; FIJI; SAMOA & AMERICAN SAMOA.

LIONS CLUBS HOLD CONVENTIONS AS OUR AGM. LION MEMBERS GATHER TO DISCUSS & PASS ON IDEAS, GAIN INFORMATION, LISTEN TO INSPIRATIONAL SPEAKERS - EITHER LOCAL OR FROM LIONS CLUB INTERNATIONAL. WE REDEDICATE OURSELVES TO THE ORGANISATION AS WE GO OUT TO OUR COMMUNITIES TO SERVE.

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 AS P. SCHEDULE (a)	1620	HAVE BEEN APPLIED TO PUB CHARITY LTD
Advertising/Promotion ATTACHED		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	200	200
Equipment Hire AS P. SCHEDULE (b)	2756	2756
Equipment Purchase (describe) ATTACHED		
Utilities "KOHU" AS P. SCHEDULE ATTACHED (c)	400	400
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)		not applicable
Other (describe) CONVENTION BOOK COACH HERE SAT MORNING ✓ ✓ ✓ EVENING	1175 900 900	1175 900 900
TOTALS	7951	6331

AS PER BUDGET 3 HIGHLIGHTED

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? SEE ACCOUNTS & EXPLANATION

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

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

Purpose	Amount
TOTAL	

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

Funding Source	Amount	Approved
LEONS 202K DEBT GRANT	1380	(Yes) / Pending
PUB CHARITY	1620	Yes / Pending
MAYORAL FUNDS	} 6331	Yes / Pending
LOTTERY		Yes / Pending
A WINDS TRUST OXFORD TRUST		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
LEONS Fun Run	311-00	2018	(Y) / N
- / - / -	342-00	2017	(Y) / N
- / - / -	NIL	2016	X / (N)
- / - / -	500-00	2015	(Y) / N
- / - / -	300-00	2014	(Y)

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)

LEONS CLUB OF MANGONUI - CHARITABLE TRUST

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. 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]
PRESIDENT

Signatory Two

[Signature]
SECRETARY

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(version Sept 2018)
A1859967

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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 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

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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A1859987

Schedule of Supporting Documentation

Lions Club of Mangonui Charitable Trust

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

1	Conference registration form
2	Programme
3	Conference budget
4	Quote - Petrichevich Tour Services x 2
5	Quote - Combined Hireage
6	Quote - Empire Mart
7	Quote - Printing.Com x 2
8	Quote - Cleaning (venue)
9	Summary Cashbook 1/7/18 - 31/5/19
10	Bank account statement x 3 May 2019
11	Health & Safety Plan
12	Trust Deed
13	Trust Certificate of Registration
14	List of Trust members
15	LCNZ - Zone registration information
16	List of attachments
17	Schedule of annual community activities, projects and donations
18	Bank deposit slip

7.7 APPLICATION FOR FUNDING - NZ BAROK INCORPORATED

File Number: A2497611

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with the information on NZ Barok'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 Baby Baroque free children's concert in Kaitaia
- The Board has not funded the applicant previously

RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2,930 (plus GST if applicable) to be paid from the Board's Community Fund account to NZ Barok Incorporated for costs toward their Baby Baroque children's concert in Kaitaia.

- Proud vibrant communities**

1) BACKGROUND

NZ Barok is New Zealand's only period instrument orchestra. Comprising leading baroque specialists from all over New Zealand, NZ Barok performs using instruments and playing styles of the period. The Baby Baroque Free Kids Concert is for children aged between 0-6 years. The concert is designed to expose young children to a rich, engaging, interactive live music experience.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

The applicant has not been previously funded by the Board.

This application is for up to 51% of the costs for this production. Funding has also been sought from other sources.

Option 1 Authorise 50% of the total cost

Funding of 50% of the total project cost could be considered. The applicant has indicated they are requesting up to \$3,000, which is 51% of the costs. The recommendation in this report is for 50% of the event costs which is \$2,930.

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

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. Funding Application - NZ Barok - A2537917** [📄](#) 
- 2. Schedule of supporting documentation - NZ Barok - A2537919** [📄](#) 

Compliance schedule:

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

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

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

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	NZ Barok Incorporated	Members	20
Postal Address	P O Box 26001, Epsom, 1344		
Physical Address	49B Wainui Ave, Point Chevalier Auckland 1022		
Contact person	Angela Hicks	Position	Development manager
Mobile number	021 0228 3549		
Email	info@nzbarok.org.nz or angela_m_hicks@hotmail.com		

Brief description

The primary objective of NZ Barok is to provide New Zealand with a baroque chamber orchestra of international quality, performing on original instruments. NZ Barok aims to perform a range of concerts each year, including a subscriber series and free concerts for children in regional centres around the country and in central and suburban Auckland. The intention of the concerts and touring is to provide New Zealanders of all ages with the opportunity to experience live, the unique sounds of a baroque instrument orchestra in their own area.

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.

The Baby Baroque Free Kid's Concert is for children aged between 0-6 years. Short musical extracts of baroque music are interspersed in a narrated story, *A Magical Day with Ruby May (40 minutes)*. The story follows Ruby May and her brother Tamariki, and their adventures. The music has been carefully selected to enhance this imaginative journey and children can join in by waving fabric, using shakers, and marching. The story includes local landmarks with te reo used throughout. After the concert parents and children can meet the musicians and try mini-violins (20 minutes). The concert is designed to expose young children to a rich, engaging, interactive live music experience. A book with cd will be available free to the audience.

While set within a western classical music context, the concert story includes aspects of Maori culture. The performance celebrates heritage and cultural diversity by bringing these two dimensions together. Both te ao Maori and pakeha world views are used within the story in relation to characters, greetings, landmarks, birds, flora and fauna, kai, and the final waiata is sung in both te reo and English. Tamariki at the concert are included by joining in with the music and the story and are offered shakers and scarves to play with. Whilst the baroque musical masterpieces within the concert are drawn from 16th and 17th century Europe, the story is a bi-cultural one.

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	-	-
Advertising	707	250
Professional fees	1873	1873
Admin	1100	-
Equipment hire	712	-
Utilities	-	-
Hardware	-	-
Consumables	10	-
Travel	520	-
Vol Expenses	-	-
Wages	-	NA
Volunteer value	-	NA
Other – Per Diems	1125	1125
Other – Insurance	12	-
Other – Venue Management	135	-
TOTALS	\$5861	Up to \$3000

Local Grant Application Form



Financial Information

Is your organisation registered for GST? Yes No GST Number 105 039 816

How much money does your organisation currently have? \$ 33,344.76

How much of this money is already committed to specific purposes? \$ 32,844.76

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

Purpose	Amount
BABY BAROK - 5 OTHER CONCERTS	\$ 15,000
ENCHANTED FOREST - 3 CONCERTS	\$ 17,844.76
TOTAL	\$ 32,844.76

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

Funding Source	Amount	Approved
AUCKLAND REGIONAL ARTS & CULTURE FOUNDATION NORTH	\$ 500	(Yes) / Pending
	\$ 1,000	Yes / Pending
PUB. CHARITY	\$ 2,500	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

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)

NZ Barok Incorporated. (NEW ZEALAND'S BAROQUE ORCHESTRA)

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

HELEN BRINKMAN.

Helen Brinkman

Signatory Two

M. Hills

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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 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

Schedule of Supporting Documentation**NZ Barok**

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

1	Cover letter to THCB
2	Flier - 2019 concerts
3	Kaitaia Budget 27 July event
4	Quote - Helen Vause publicity
5	Schedule of players' fees
6	Players' contracts
7	Performance Report - 31 December 2018
8	Bank Statement - 31 May 2019
9	Deposit slip
10	Director's contract
11	Meeting minutes

7.8 APPLICATION FOR FUNDING - YOUTHLINE AUCKLAND CHARITABLE TRUST**File Number: A2526333****Author: Melissa Wood, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with the information about Youthline Auckland Charitable Trust's application for a Community grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding for assistance with operational costs
- The Board has funded the applicant previously

RECOMMENDATION

That the Te Hiku Community Board approve the sum of \$1,535 (plus GST if applicable) to be paid from the Board's Community Fund account to Youthline Auckland for operational costs (excluding wages or salaries) to support the following Community Outcome:

- Communities that are healthy, safe, connected and sustainable**

1) BACKGROUND

YACT works with young people, their families and those supporting young people. Youthline was established to ensure young people know where to get help and can access support when they need it.

YACT received \$500 for service delivery costs in 2017 and has completed the Project Report form.

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

The application has been checked by staff for completeness and complies with the 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

This application is for \$2,737 (3% of the cost of the project) - The Board could fund the full amount with an exclusion applying to wages / salary.

Option 2 Authorise partial funding of the amount requested

The Community Grant Policy states that wages or salaries are not eligible for funding. Of the \$2,737 requested, \$1,202 is requested for wages or salaries.

Option 3 Decline funding

Option 2 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. **Funding Application - Youthline Auckland Charitable Trust - A2520097** [!\[\]\(98c3439640e8122a03f969d30960402b_img.jpg\)](#) [!\[\]\(505edbd5f6004229b4536f9a570aa0da_img.jpg\)](#)
2. **Schedule of supporting documentation - Youthline Auckland Charitable Trust - A2520082** [!\[\]\(f0211989653d67a3f79f900230bf9646_img.jpg\)](#) [!\[\]\(642661af0346b1dc9482daf976a41ff3_img.jpg\)](#)

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 does not have district wide relevance
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 **Number of Members**
Postal Address **Post Code**
Physical Address **Post Code**
Contact Person **Position**
Phone Number **Mobile Number**
Email Address

Please briefly describe the purpose of the organisation.

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.

Youthline Auckland operates a free, 24/7 national Helpline for young people in need. Last year we received 142,000 texts, calls and emails through the Helpline which is staffed by over 200 volunteer counsellors.

Many of the young people who contact us are disillusioned, disengaged and desperate. They are growing up in a rapidly changing world and dealing with many challenges which often leave them feeling shut off from the world and believing that there is no way out of their situation.

Last year we worked with 41,000 individual young people. We link them with the help they need and we offer support services and positive role models to encourage, motivate and inspire young people to reach their full potential and create a resilient community.

An estimated 501 young people aged 15-24 years contacted us from the Te Hiku area. There are 2,360 15-24 year olds living in the area which means that 1 in 5 of young people in your area contacted us for help.

In this digital world, phone, text and online are key means of connecting with young people. So it makes no difference if the young person is in Houhora and the counsellor is in Auckland or Invercargill. We counsel and refer. We encourage the young person to connect with support in their community. We provide information regarding services available in their town. We work collaboratively with local support agencies in your towns to provide the right sort of care for these vulnerable young people. Often we are the only service a young person in a rural area will have access to that is free, anonymous and accessible on a youth-friendly platform.

We are working with complex issues. More young people are presenting with mental health issues than ever before. And of these, more are presenting with suicide issues than ever before.

We expect a similar level of contact in the ensuing year.



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)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) <i>Telecommunications - text and telephone</i>	<i>\$100,100</i>	<i>\$2,737</i>
TOTALS		

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

Youthline Helpline Budget FY2020**Direct Costs**

	Budget FY2020	Te Hiku Share
Costs		
Facilities Costs	\$ 5,200	\$ 18
Administration Costs		\$ -
Organisation & Management		\$ -
Support Services - Clinical Supervision	\$ 37,920	\$ 133
Service Delivery - Volunteer Training Services	\$ 70,500	\$ 247
Volunteer Resources	\$ 4,000	\$ 14
Salaries - Triage Clinical support	\$ 254,572	\$ 894
Salaries - Volunteer Manager	\$ 87,630	\$ 308
Contract Staff - Triage	\$ 22,500	\$ 79
Staff Development	\$ -	\$ -
Telecommunications Costs	\$ 100,100	\$ 351
Promotion & Communications	\$ 32,000	\$ 112
Travel & Vehicles	\$ -	\$ -
Social Enterprise Costs		\$ -
Fundraising Expenses	\$ 157,000	\$ 551
Youthline National	\$ 8,400	\$ 29
Expenses Total	\$ 779,822	\$ 2,737

Youthline Application		\$ 2,737
------------------------------	--	-----------------

The share calculation is based on the proportion of young people aged 15-24 years living in the Te Hiku community
--



Local Grant Application Form

Financial Information

Is your organisation registered for GST? Yes No GST Number 87528601

How much money does your organisation currently have? \$381,743.80

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

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

Purpose	Amount
Helpline Funding	\$16,500
TOTAL	

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

Funding Source	Amount	Approved
Ministry of Youth Development	\$26,608	Yes / Pending
Various Auckland Council	\$51,227	Yes / Pending
Southern Trust	\$20,000	Yes / Pending
Blue Sky Community Trust	\$10,000	Yes / Pending
The Kingdom Foundation	\$10,000	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Helpline Funding - Bay of Plenty Whangarei	\$2466.84	Feb 2017	Y / N
Helpline Funding - Te Hiku	\$500.00	Feb 2017	Y / N
Helpline Funding - Kaikohe Hokitanga	\$1255.53	Feb 2017	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)

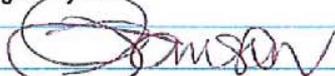
YOUTHLINE AUCKLAND CHARITABLE TRUST

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. 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 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

Schedule of Supporting Documentation**YOUTHLINE AUCKLAND CHARITABLE TRUST**

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

1	Cover Letter
2	Additional Information for the THCB Board including statistics
3	Letter of Support - Bluelight
4	Letter of Support - Papakura High School
5	Letter of Support - Psychologist
6	Youthline Financial Statements - 31 March 2018
7	Explanation of Financial Position
8	Bank Statement as of May 2019
9	Telecommunication Costs
10	Example Quote - Vodafone
11	Example Quote - Modicagroup

7.9 APPLICATION FOR FUNDING - CARBON NEUTRAL NEW ZEALAND TRUST**File Number: A2551437****Author: Kim Hammond, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information received from Carbon Neutral New Zealand Trust (CNNZT) for facilitation/professional fees for the great Kiwi Carbon Challenge and to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Te Hiku Community Board approve the sum of \$7,694 (plus GST if applicable) to be paid from the Board's Community Fund account to Carbon Neutral New Zealand Trust for facilitators/professional fees to support the following Community Outcomes:

- i. Communities that are healthy, safe, connected and sustainable**
- ii. A wisely managed and treasured environment that recognises the special role of tangata whenua as kaitiaki**

1) BACKGROUND

CNNZT is a citizen led initiative with the goal to help tangata whenua make a behaviour change to mitigate the climate crisis and improve wellbeing. The Great Kiwi Carbon Challenge is a carbon calculator based on conditions in New Zealand which also considers sequestering CO2 by trees and land.

CNNZT has applied for a total of \$23,080 from all three of the Community Board's in the Far North district. CNNZT has not applied for funding previously from the Community Boards.

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

The application has been checked by staff for completeness and complies with the 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

This application for all three Community Board is for \$23,080 (29% of the cost of the project).

Option 2 Authorise partial funding of the amount requested**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. **Funding Application - Carbon Neutral NZ Trust - A2551446** 
2. **Schedule of Supporting Documentation - Carbon Neutral NZ Trust - A2551456** 

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 does not have district wide relevance
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.	<p>Medium implications for Maori in relation to land and / or water. The likely impact on iwi/hapū/whānau and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.</p> <p>The Applicant needs to provide evidence of engagement with Tangata Whenua as the application states:</p> <p>"The goal of the application is to help Tangata Whenua to make a massive behaviour change to mitigate the</p>

	climate crisis / improve wellbeing” Ted Wihongi (Senior Maori Development Advisor) is available to advise the Applicant on engagement with Tangata Whenua/Maori.
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
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- **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	CARBON NEUTRAL NZ TRUST CC56037	Number of Members	37 + 302
Postal Address	POB 688 WAIHEKE	Post Code	1081
Physical Address	28 LANDING ROAD KERIKERI	Post Code	0230
Contact Person	INGE BREMER	Position	TREASURER
Phone Number	09-407 3598	Mobile Number	021-08341021
Email Address	carbonneutraltrust@gmail.com		

Please briefly describe the purpose of the organisation.

A CITIZEN LED INITIATIVE WITH THE GOAL TO HELP TENGATA WHENUA TO MAKE A MASSIVE BEHAVIOUR CHANGE TO MITIGATE THE CLIMATE CRISIS, IMPROVE WELLBEING



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 THE GREAT KIWI CARBON CHALLENGE Date 2019-2029 A TEN YEAR PROGRAM

Location THE FAR NORTH, STARTING FROM KERIKERI Time CONTINUOUS

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

If so, how much? N.A.

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.

1. Students, their parents, their whole whanau, business managers, teachers and administrators will benefit from using and understanding the Great Kiwi Carbon Challenge, a carbon calculator based on NZ conditions, which also considers sequestering CO2 by trees and land.
2. The aim/plan is to teach students how to use the calculator together with their parents (who hold the electricity and petrol bills) so that everyone understands what can be done (personal empowerment!). We are presenting to schools and organisations and have already received very positive responses.
3. The benefit is for students to gain confidence that they can understand what the climate crisis is about and what they can do personally and together with their parents.
4. As a result the family may be able to save money for electricity and petrol, reduce plastic waste, start composting and food growing. Food bills could also decrease.
5. There may also be health improvements through walking, biking, and sailing more, and driving less, as well as by better food choices.
6. The communities can become the first ones in NZ who are approaching carbon neutrality in a strategic way with a fairly good chance of succeeding because we have a large properties with many trees in Northland and room for planting more.
7. It will become visible how many new job opportunities are there - from tree planting, to EV maintenance, pollution analysis, and many more.
8. Understanding of chemistry, physics and maths will be improved and may even become more popular.

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	
Carbon Neutral Trust Expenditure summary June 2019			
		amount requested	quotation from
1 rent/revenue hire	210	0	MPRE
2 advertising/promotion	4,036	0	MPRE
3a facilitation/professional fees	6,000	6,000	Kevin Lewis, calculator
3b facilitation/professional fees	6,360	6,360	Cliff Mail, website, fb, ig
3c facilitation/professional fees	4,600	4,600	ION Jamie Penny, calculator
3d facilitation/professional fees	6,120	6,120	MPRE Bronwyn Porter, videos
4 administration (incl stationary, copying)	1,200	0	MPRE
5 equipment hire	0	0	
6 equipment purchase	2,000	0	MPRE
7 utilities	0	0	
8 hardware (e.g. timber, nails, paint)	900	0	MPRE
9 consumable materials (craft supplies, books)	2,950	0	MPRE
10 refreshments	0	0	
11 travel/mileage	1,440	0	MPRE
12 wages/salary	0	0	
13 volunteer value (\$20/hr)	43,000	0	
14 Other	0	0	
	78,816	23,080	

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

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Local Grant Application Form

Financial Information

Is your organisation registered for GST? Yes No GST Number

How much money does your organisation currently have? *as per 31.3.19*

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
	<i>NIL</i>
TOTAL	

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

Funding Source	Amount	Approved
	<i>NIL</i>	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
	<i>NIL</i>		Y / N
			Y / N
			Y / N
			Y / N

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)

CARBON NEUTRAL NZ 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
INGE BREYER
Inge

Signatory Two
LINDSAY JEFFS
Lindsay Jeffs

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	<input type="text" value="Blaine BREMER"/>	Position	<input type="text" value="Treasurer"/>
Postal Address	<input type="text" value="28 Landing Road"/>	Post Code	<input type="text" value="0230"/>
Phone Number	<input type="text" value="09-407 3598"/>	Mobile Number	<input type="text" value="021-0834 1021"/>
Signature	<input type="text" value="Blaine"/>	Date	<input type="text" value="4.6.2019"/>

Signatory Two

Name	<input type="text" value="Lindsay Jeffs"/>	Position	<input type="text" value="Secretary"/>
Postal Address	<input type="text" value="9 Tetley Road, Surtdale, Waiheke Island"/>	Post Code	<input type="text" value="1051"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="0274 351 732"/>
Signature	<input type="text" value="Lindsay Jeffs"/>	Date	<input type="text" value="5/6/2019"/>

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(version Sept 2018)
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Schedule of Supporting Documentation**CARBON NEUTRAL NZ TRUST**

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

1	Cover Letter
2	Quote – MPRE Marketing
3	Quote/Project Proposal - ION Technologies Limited
4	Quote - Cliff Mail
5	Quote – Keven Lewis
6	Carbon Neutral NZ Trust Dossier
7	Carbon Neutral NZ Trust risk Management Policy
8	Statement of Financial Performance for year ending 31 March 2019
9	Bank Statement dated June 2019

8 MEETING CLOSE