



**Far North
District Council**



AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 2 October 2019

Time: 10.30 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

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

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

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

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

Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 2 October 2019 at 10.30 am

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1 APOLOGIES AND CONFLICTS OF INTEREST

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

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

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

2 PUBLIC FORUM**3 DEPUTATIONS**

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

4 SPEAKERS

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2681864

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 4 September 2019 as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. 2019-09-04 Kaikohe-Hokianga Community Board Unconfirmed Minutes - A2646752**

**MINUTES OF KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 4 SEPTEMBER 2019 AT 10.30 AM**

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

IN ATTENDANCE:

STAFF PRESENT: Ken Ross (Community Development Advisor), Sheryl Gavin (Manager, Strategic Planning and Policy), Marlema Baker (Meetings Administrator)

1 APOLOGIES AND CONFLICTS OF INTEREST

Nil

2 PUBLIC FORUM

- Kim Robinson, Eddie Hokianga spoke on behalf of the Learn NZSL with Eddie Trust funding application: Item 7.5 refers.
- Wally Hicks, Delvene Morrissey and Keith Lyndell spoke on behalf of the Kohukohu Community Plan: Item 6.1 refers.

11:30 am Meeting adjourned for morning tea. 11:45 am Meeting resumed.

3 DEPUTATIONS

Nil

4 SPEAKERS

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2627987, pages 10 - 15 refers

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 7 August 2019 as a true and correct record.

CARRIED

6 STRATEGIC PLANNING AND POLICY GROUP

6.1 KOHUKOHU COMMUNITY PLAN REPORT

Agenda item 6.1 document number A2588722, pages 16 - 69 refers

RESOLUTION 2019/81

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board receive the Kohukohu Community Plan Report.

.CARRIED

6.2 KAIKOHE BUSINESS ASSOCIATION FUNDING FOR SECURITY LIGHTING

Agenda item 6.2 document number A2615553, pages 70 - 74 refers

RESOLUTION 2019/83

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board:

- a) **Provide a grant of \$5,000 from the 'Western Amenity Improvement Levy' to the Kaikohe Business Association for the upgrade and operation of security lighting in the pedestrian zone of Kaikohe.**
- b) **Request that Council consult affected ratepayers on a targeted rate sufficient to cover the ongoing cost of amenity and security lighting in the pedestrian zone of Kaikohe:**
 - i) **Effective 1 July 2020 if an LTP amendment proceeds in 2019/20; or**
 - ii) **Effective 1 July 2021 (year one of the 2021-31 LTP) if an LTP amendment does not proceed in 2019/20.**

CARRIED

7 CORPORATE SERVICES GROUP

7.1 FUNDING PROJECT REPORTS

Agenda item 7.1 document number A2629104, pages 75 - 82 refers

12:01 pm Chairperson declared a conflict and vacated the chair. Member Davis assumed the Chair. 12:03 pm Member van Gaalen declared a conflict and did not participate in the discussion.

RESOLUTION 2019/84

Moved: Member Alan Hessel

Seconded: Member Shaun Reilly

That the Kaikohe-Hokianga Community Board notes the Project Reports from:

- a) **Pioneer Village Kaikohe - Growing Opportunities**
- b) **Pioneer Village Kaikohe - Park-Up Safely**

CARRIED

Member Vujcich abstained

12:08 pm Chairperson Edmonds resumed as Chair

7.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 JULY 2019

Agenda item 7.2 document number A2601652, pages 83 - 84 refers

RESOLUTION 2019/85

Moved: Cr John Vujcich

Seconded: Member Louis Toorenborg

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

CARRIED

7.3 APPLICATION FOR FUNDING - HOKIANGA COUNTRY MUSIC CLUB

Agenda item 7.3 document number A2629121, pages 85 - 96 refers

RESOLUTION 2019/86

Moved: Member Louis Toorenborg

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board approves the sum of \$2,785 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Country Music Club Inc for costs towards special ferry and ferry crossing expenses for bands and performers attending the 2019 Hokianga Country Music festival, to support the following Community Outcomes:

- a) Liveable communities that are healthy, safe, connected and sustainable.**
- b) Prosperous communities supported by a growing economy.**

CARRIED

7.4 APPLICATION FOR FUNDING - WAIMAMAKU COMMUNITY GARDEN GROUP

Agenda item 7.4 document number A2632044, pages 97 - 99 refers

RECOMMENDATION

The Kaikohe-Hokianga Community Board recommends that the funding application made by the Waimamaku Community Garden be deferred to the October meeting for consideration.

7.5 APPLICATION FOR FUNDING - LEARN SIGN LANGUAGE WITH EDDIE TRUST

Agenda item 7.5 document number A2632124, pages 111 - 113 refers

RESOLUTION 2019/87

Moved: Cr John Vujcich

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board approves the sum of \$2,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Learn New Zealand Sign Language with Eddie Trust for costs towards:

- a) Venue hire
- b) Advertising and promotion
- c) Facilitator fees
- d) Administration
- e) Consumable materials *and*
- f) Travel

to support the following Community Outcomes:

- a) Liveable communities that are healthy, safe, connected and sustainable
- b) Proud, vibrant communities

CARRIED

Member Reilly abstained.

7.6 APPLICATION FOR FUNDING - TE POKAPU TIAKI TAIAO O TE TAI TOKERAU

Agenda item 7.6 document number A2632157, pages 122 - 124 refers

RECOMMENDATION

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board approves the sum of \$2,880 (plus GST if applicable) to be paid from the Board's Community Fund account to Te Pokapu Tiaki Taiao o Te Tai Tokerau for costs towards engaging a Timebank Coordinator to support the following Community Outcomes:

- a) Liveable communities that are healthy, safe, connected and sustainable
- b) Proud, vibrant communities.

LOST

TABLED PAPERS

RESOLUTION 2019/88

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board receives the following tabled paper:

- a) Proposal for a Memorial of the SS Ventnor tabled by Sheryl Gavin

.CARRIED

8 MEETING CLOSE

The Meeting closed at 12:35 pm.

The minutes of this meeting were confirmed at the Kaikohe-Hokianga Community Board Meeting held on 2 October 2019.

.....
CHAIRPERSON

6 CORPORATE SERVICES GROUP

6.1 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 JUNE 2019

File Number: A2603546

Author: Sam Chapman, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

The purpose of the report is to provide the Kaikohe-Hokianga Community Board with financial statements for the period ended 30 June 2019.

EXECUTIVE SUMMARY

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

Understanding the report

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

The financial year runs from 01 July 2018 to 30 June 2019.

The “Year to date” columns reflect income and expenses for the period 01 July 2018 to 30 June 2019.

The variances column highlights the difference between the budget set in the 2018/19 Long Term Plan (year 1) and actual income and expenses as at 30 June 2019.

The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2018 to 30 June 2019.

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

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 30 June 2019

BACKGROUND

This is the fourth financial report for 2018-2019 detailing the financial performance of community activities to be provided to the Kaikohe-Hokianga Community Board.

DISCUSSION AND NEXT STEPS

Refer to commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

- 1. 2019-09-04 KCHB Statement of Financial Performance Activities by Ward for the period ending 30 June 19 - A2564705**

Statement of Financial Performance
Community Activities by Ward
for the period ending
30-June-2019
Kaikohe - Hokianga

	Year to date		Year to date		Full year			Full year
	Actual	Annual Plan Budget			Annual Plan Budget	Carry Forward Budgets	Total Annual Budget	
Operations								
Operational income								
Rates - general (excl water supply rates)	2,426	2,419	7	0%	2,419	0	2,419	2,419
Rates - penalties	0	55	(55)	-100%	55	0	55	55
Fees & charges (inc water supply rates)	64	64	(0)	0%	64	0	64	64
Central govt subsidies - operational	14	0	14	100%	0	0	0	0
Other income	2	1	0	16%	1	0	1	1
Capital income								
Central govt subsidies - new works	114	0	114	100%	0	0	0	99
Central govt subsidies - renewals	30	0	30	100%	0	0	0	0
Total operating income	2,649	2,540	110	4%	2,540	0	2,540	2,639
Expenditure								
Amenity Lighting	33	38	5	14%	38	0	38	38
Carparks	74	68	(6)	-9%	68	0	68	68
Cemeteries	69	66	(4)	-5%	66	0	66	66
Community Centres	131	86	(46)	-53%	86	0	86	86
Footpaths	176	188	13	7%	188	0	188	188
Halls	394	427	33	8%	427	0	427	427
Museums	45	48	2	5%	48	0	48	48
Parks & Reserves	266	821	555	68%	821	0	821	792
Public Toilets	324	354	29	8%	354	0	354	354
Swimming Pools	130	131	1	1%	131	0	131	160
Town Maintenance	318	314	(5)	-1%	314	0	314	314
Total operating expenditure	1,962	2,540	578	23%	2,540	0	2,540	2,540
Net operating surplus/(deficit)	687	(0)	687		(0)	0	(0)	99

Commentary - Kaikohe - Hokianga

Operational Income

Rates Penalties - there were no rates penalties applied.

Central Government Subsidies Operational - Footpaths Subsidy from NZTA not budgeted for.

Capital Income

Central Government Subsidies New and Renewals - Footpaths Subsidy from NZTA not budgeted for and TIF funding for Opononi and Mitimiti public toilets which were unbudgeted.

6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 AUGUST 2019

File Number: A2658661

Author: Sam Chapman, Accounting Support Officer

Authoriser: Angie Thomas, Chief Financial Officer (Acting)

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Fund Account as at 31 August 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 1 July 2019	\$115,902.00
• Less funds granted and uplifted to 31 August 2019	\$5,700.00
• Less funds not uplifted from 7 August 2019 for Kaikohe Business Association for the Te Wairua o Kaikohe Event	\$2,000.00
Community Fund Account balance as at 31 August 2019	\$108,202.00

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 August 2019 is \$0

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **2019-10-02 Statement of Kaikohe-Hokianga Community Board Fund Account as at 31 August 2019 - A2658623**

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

Allocation Grants & Donations Annual Budget 2018/19	82,569.00	
Community Board Placemaking Fund	<u>33,333.00</u>	115,902.00
Less Expenditure 2019/20 (Funds Uplifted)		
July 19		
Youthline Auckland for telecommunications costs	1,800.00	
Carbon Neutral New Zealand work with FNDC Youth Council	2,500.00	
August 19		
Francher Ltd for the Rawene Good Vibes Event for advertising, administration, equipment hire, travel and accommodation	<u>1,400.00</u>	5,700.00
Balance as at 31 August 2019		<u>\$110,202.00</u>
Less Commitments 2019/20 (Funds not yet up lifted)		
Meeting 07.08.19		
Kaikohe Business Association for the Te Wairua o Kaikohe Dinner Event costs towards venue hire, advertising and promotion, administration, equipment hire, hardware and volunteer reimbursements	<u>2,000.00</u>	2,000.00
Balance 31 August 2019 Uncommitted/(Overcommitted)		<u>\$108,202.00</u>
Prior Year Commitments (Funds not yet Uplifted)		
2018/19		
Meeting 05.06.19		
Kaikohe Basketball Court Project on Memorial Park Reserve to assist with beautification of basketball court area	7,714.01	
Rural travel grant to Matihetihe School	515.00	
Matihetihe School support children participating in regular sporting activity during 2019 winter season	85.00	
Meeting 13.02.19		
Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	<u>115.79</u>	
Balance commitments 2018/19	8,429.80	

6.3 CHAIRPERSON AND MEMBERS REPORT

File Number: A2664524

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

- a) That the Kaikohe-Hokianga Community Board notes the report from the Chairperson.
- b) That the Kaikohe-Hokianga Community Board recommend to the CE that he investigate the costs and benefits of a governance training program and make a recommendation to the council that a budget be created in the LTP for candidate governance training in the year leading up to each local government elections.
- c) That the Kaikohe-Hokianga Community Board request, of the FNDC, that the Elected Member's Training Policy be changed to give the community boards final approval of their member's training.
- d) That the Kaikohe-Hokianga Community Board recognise the support that the FNDC, and its CE and staff have given the board over the last three years.

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. 2019-10-02 KHCB Chairpersons Report - A2664500

Compliance schedule:

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

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

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

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
2 OCTOBER 2019
ITEM: CHAIR'S REPORT
AUTHOR: CHAIR MIKE EDMONDS
DATE OF REPORT: 11 SEPTEMBER 2019

Recommendations Contained in Chair's Report

"that the Kaikohe-Hokianga Community Board recommend to the CE that he investigate the costs and benefits of a governance training program and make a recommendation to the council that a budget be created in the LTP for candidate governance training in the year leading up to each local government elections"

"that the Kaikohe-Hokianga Community Board request, of the FNDC, that the Elected Member's Training Policy be changed to give the community boards final approval of their member's training"

"that the Kaikohe-Hokianga Community Board recognise the support that the FNDC, and its CE and staff have given the board over the last three years."

Governance Training For Candidates

I have been observing the candidates for the upcoming elections. I am concerned that, in the main, they do not have the experience to be able to hit the ground running in the next term. This will make it harder for the community board to achieve its goals. This also holds true for council.

While training is available to elected members, not all of them take it up, and not all of them use it for governance training. In any case, six months or 18 months later is too late.

I'd like to see the Far North District Council offer free governance training for prospective candidates in the year leading up to elections. Candidates could then use a graduation certificate in their campaign.

This program might generate interest in being a candidate, and maybe more interest in voting because the candidates are better informed.

My recommendation is *that the Kaikohe-Hokianga Community Board recommend to the CE that he investigate the costs and benefits of a governance training program and make a recommendation to the council that a budget be created in the LTP for candidate governance training in the year leading up to each local government elections.*

Elected Member Training Policy

The Elected Member Training Policy requires that the CE of the FNDC approve any application for training. The policy also describes what training and how much is appropriate.

I'd like to see final approval for training for community board members rest with the board itself. Provided that the rest of the policy is satisfied.

I have been told that this policy is reviewed at the beginning of each term.

I recommend *that the Kaikohe-Hokianga Community Board request, of the FNDC, that the Elected Member's Training Policy be changed to give the community boards final approval of their member's training*

Thank you

This is the last meeting of the term. This board has achieved some very important and long outstanding things. Amongst them are:

- getting the Panguru flood works onto the FNDC LTP (which subsequently was also added to the NRC LTP)
- getting the depreciation system reviewed as a result of the Rawene-Omanaia water recommendation
- formulating a solution to the ongoing under verandah lighting issue in Kaikohe
- overseeing the return of footpath construction in Kaikohe and Hokianga.

I'd like to thank each of the current board members, as well as Rob Cassidy, who left midterm for Australia.

In addition we have had good support from the Governance Support department of the FNDC. The Chief Executive's Office has been invaluable, and the other staff of the FNDC have also helped the community board achieve its goals.

The councilors and mayor have also been supportive this term, and have, on occasion, gone above and beyond in their support of our community board and community boards in general.

I recommend ***that the Kaikohe-Hokianga Community Board recognise the support that the FNDC, and its CE and staff have given the board over the last three years.***

6.4 FUNDING PROJECT REPORTS

File Number: A2681766

Author: Marlema Baker, 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.
- Two Project Reports have been received from Kerikeri Theatre Company and Pioneer Village Kaikohe.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board notes the Project Reports from:

- a) **Kerikeri Theatre Company - Ladies Night Production**
- b) **Pioneer Village Kaikohe - CCTV**

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 these project reports are attached for the Board's information.

Should Board members have concerns or issues with these reports, they should be raised for discussion at this part of the meeting.

Reason for the recommendation

In providing this Project Report the recipient has satisfactorily complied with the Community Grant Policy requirements, Section 1, Clause 15.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

1. **2019-10-02 KHCB - Project Report - Kerikeri Theatre Company - A2681750**
2. **2019-10-02 KHCB - Project Report - Pioneer Village Kaikohe - A2681752**

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. (For example, youth, the aged and those with disabilities).	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**

KAIKOHE/HOKIANGA

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402
Kerikeri Service Centre

30 AUG 2019

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: Kerikeri Theatre Company
Name & location of project: Ladie Night - Various Far North
Date of project/activity: 22 June - 6 July 2019

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 657.00

Board meeting date the grant was approved: 5.6.19

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)
Travel/mileage	\$ 57.00	
A.V.I.T Equipment Hire	\$ 300.00	
Tony Kay Set build	\$ 300.00	
	\$	
Total:	\$ 657.00	

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

Audiences of up to 150, with 12 performers & stage crew, Ladies Night was a fantastic success, bringing a varied & entertaining show to Far North communities by local performers. This was KTC's first touring show & as the tour progressed so did the Ladies Night fever! We had full & excited audiences who participated whole heartedly. It was great to see people out & enjoying theatre who normally wouldn't attend.

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029,

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

*West coast has a small audience to draw from, so it will be important to ensure there are no clashes with other events. We changed our performance date to accommodate another community event, which wasn't ideal.
 *This was something out-of-the-box for the Opononi community and was difficult to engage the community in presales. However door sales were successful, & the audience was engaged.
 *Door security will be important next time
 *Opononi Hotel is a great venue with a lot of potential for future shows.
 Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

By the time we received funding, all of our promotional material had been printed & distributed. However we had an MC during the show, and each night he acknowledged our sponsors and funders. We are extremely grateful for the generosity shown by the Kaikohe/Hokianga board (considering I did not attend the meeting to talk to my application) and this was shared with our audiences all over the Far North.

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

Kerikeri Theatre Company

This report was completed by:

Name: Janna Sicely
 Address: P.O. Box 168, Kerikeri
 Phone: 0272269974 mob:
 Email: kerikeritheatrecompany@gmail.com
 Date: 30.8.19

⑧ Receipts

Due to the nature of production, receipts are not often received for services. Therefore, I have attached proof of payment by way of our bank statement/transactions, so you can see where/when the funding was spent. Thank you for your understanding.

Janna. ²

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029,
 Phone: (09) 405 7750 Fax: (09) 401 2137 Email: ask.us@indc.govt.nz Website: www.indc.govt.nz



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

Te Kaunihera o Tai Tokerau Ki Te Raki
The top place where talent
wants to live, work and invest

5 June 2019

Janna Sicely
 Kerikeri Theatre Company
 PO Box 168
 KERIKERI
 0245

Dear Janna,

Letter of Agreement for Funding Application Kerikeri Theatre Company

Thank you for submitting your funding application to the Kaikohe-Hokianga Community Board for the meeting on 5 June 2019.

The Board considered your funding application and are pleased to advise that they have approved the sum of \$657.00 (plus GST if applicable) for costs toward the production of the 'Ladies Night' performances.

To uplift the grant:

1. Acknowledge receipt of this Letter of Agreement and agree to the purpose and conditions of the granting of the funds by signing in the space provided on page two.
2. Return this signed letter of agreement to us (both pages must be returned).
3. Send a GST tax invoice inclusive of your GST number, addressed to the Far North District Council, **quoting our reference P065167**, details of the bank account to which the funds are to be deposited, and a bank deposit slip.

Please uplift the funds at your earliest convenience. Any allocation or portion thereof that is not uplifted within three months of the date of this letter will expire and be returned to the Community Grant Fund.

Please keep your receipts or bank statements showing how the money was spent (refer to Project Report Form requirements below).

Conditions for use of the funds

The use of the grant must be consistent with the purposes outlined in the application and the Community Grant Policy.

Project Report Form

Attached is a project report form. This form is required, under the Community Grant Policy, to be completed and returned to this office no later than two months after the completion of the project and/or use of the funds.



The project report must identify:

- The organisation to which funding was granted;
- Description of the activity, including highlights and numbers participating, with any photographs attached;
- Council funding received, with receipts or explanatory notes attached; - please ensure this reflects the purposes for which the funding was authorised.
- The applicant's (financial) contribution to the activity;
- Overall outcomes and main benefits of the activity.

Please note that section 1, clause 15 of the Community Grant Policy states: "*Recipients who do not complete this form are ineligible for Council funding for a period of five years*".

If you have any queries please contact the Board Chairperson Adele Gardner, or myself.

For and on behalf of Far North District Council



Marlema Baker
MEETINGS ADMINISTRATOR
Email Marlema.Baker@fndc.govt.nz
Direct Phone: (09) 401 5224

We acknowledge receipt of the above letter and this copy, and agree to the purpose and conditions of the granting of the funds:

For and on behalf of **Kerikeri Theatre Company**



.....
(Signature required)

encl: A copy of this agreement for your own records
A project report form



Transaction list

Kaikohe/Hokianga

27 Aug 2019

Transactions for Non-Profit 03 0351 0012927 000 between 1 Jun 2019 and 27 Aug 2019

Date	Description	Details	Type	Money out	Money in	Balance
27 Aug 2019	8430Lucy Houtas	Lucy0043 Aug21 and 22	BILL PAYMENT	\$300.00		
27 Aug 2019	8430Lucy Houtas	Lucy0042 Aug14 and 15	BILL PAYMENT	\$260.00		
27 Aug 2019	7770LANDLORD	RENT Studio Aug to Sept	BILL PAYMENT	\$2,587.50		
23 Aug 2019	3560Landlord	17 Sam Rent BILL PAYMENT	BILL PAYMENT	\$149.97		
20 Aug 2019	3560Landlord	17 Sam Rates BILL PAYMENT	BILL PAYMENT	\$699.80		
16 Aug 2019	4550NZ Playmarket	Ladies Night BILL PAYMENT	BILL PAYMENT	\$1,022.30		
12 Aug 2019	5380JAY	Director Fee Ladies Night	BILL PAYMENT	\$1,000.00		
						\$57.00 (travel)
12 Aug 2019	8430Lucy Houtas	Lucy0041 Aug7 and 8	BILL PAYMENT	\$260.00		
09 Aug 2019	8680Contact Energy L	StudioAUG 16 501235314	BILL PAYMENT	\$205.51		
08 Aug 2019	1680S Campion C Bran	Wardrobe BILL PAYMENT	BILL PAYMENT	\$1,840.00		
08 Aug 2019	4300Playmarket NZ	Royalty Kari Theatre	BILL PAYMENT	\$1,022.30		
08 Aug 2019	2320Whangarei Theatr	WTC Hire BILL PAYMENT	BILL PAYMENT	\$180.00		
02 Aug 2019	8430Lucy Houtas	Lucy0040 Jul31 Aug1	BILL PAYMENT	\$260.00		
02 Aug 2019	3890INKY and Hubby	1xTruck fill Ladies Night	BILL PAYMENT	\$100.00		
30 Jul 2019	5380JAY	childcare Final 2weeks	BILL PAYMENT	\$480.00		
30 Jul 2019	4880Heidi	KYT22& 29HEI Term3 July	BILL PAYMENT	\$120.00		
30 Jul 2019	4880Heidi	Masterclass 24thJuly	BILL PAYMENT	\$45.00		
29 Jul 2019	8430Lucy Houtas	Lucy0039 July24 & 25	BILL PAYMENT	\$240.00		
26 Jul 2019	7770LANDLORD	RENTjuly Aug Inv10013 KTC	BILL PAYMENT	\$2,587.50		
26 Jul 2019	5870BAND	Band LN Inv 364	BILL PAYMENT	\$1,500.00		
26 Jul 2019	5380JAY	CARTERS BILL Ladies Night	BILL PAYMENT	\$168.04		
26 Jul 2019	6860Mindy	M BEREN Zero INV 0866	BILL PAYMENT	\$115.00		
22 Jul 2019	6780NICK	Nick Ladies inv 0686	BILL PAYMENT	\$3,810.00		
						\$300.00 (Equipment)
22 Jul 2019	2490Tony Kay	Tony set LN Inv 1100	BILL PAYMENT	\$2,806.82		
						\$300.00 (set).
22 Jul 2019	5460MIKE Ross	M Ross LN 21776to78 +	BILL PAYMENT	\$2,078.05		
22 Jul 2019	1660Atannah Curtis	Tuition Ladies Night	BILL PAYMENT	\$2,000.00		
22 Jul 2019	2490Tony Kay	Tony STUDIO inv 1101	BILL PAYMENT	\$1,760.00		
22 Jul 2019	8430Lucy Houtas	Lucy0038 July3and4	BILL PAYMENT	\$160.00		
22 Jul 2019	9340Tracy	refund 3 x 28ticket	BILL PAYMENT	\$84.00		
09 Jul 2019	3070BKirkman	KTC Reimburse	BILL PAYMENT	\$245.88		
09 Jul 2019	3070BKirkman	KTC Reimburse	BILL PAYMENT	\$230.00		
08 Jul 2019	2570Ramada Tsipa	Accom BILL PAYMENT	BILL PAYMENT	\$148.00		
04 Jul 2019	6210Willie	KYT willT2 29Ap1Jul	BILL PAYMENT	\$820.00		
04 Jul 2019	8680Contact Energy L	StudioJuly 501235314	BILL PAYMENT	\$335.69		
04 Jul 2019	8430Lucy Houtas	Lucy0037 June 26.27	BILL PAYMENT	\$240.00		
26 Jun 2019	7770LANDLORD	RENTjunejuly inv10011	BILL PAYMENT	\$2,587.50		
26 Jun 2019	5380JAY	Childcare 5 w to Jun28	BILL PAYMENT	\$1,200.00		
21 Jun 2019	8430Lucy Houtas	Lucy0035 June 12 & 13	BILL PAYMENT	\$240.00		



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

19/10/19

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:

Pioneer Village Kaikohe.

Name & location of project:

Security System - CCTV installation.

Date of project/activity:

June-July 2019.

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 1928 + GST. (P065164). \$2217.20

Board meeting date the grant was approved:

5 June 2019.

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)
ARA Security	\$ 2760.00	✓
Computer Upgrade	\$ 950.32	✓
	\$	
	\$	
Total:	\$ 3710.32	

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

The installation of cameras has allowed staff to monitor the village grounds and ensures the safety of visitors whilst onsite. The cameras and signage has deterred theft as now it is known that can be monitored. The Police have been notified and congratulated the village on increased security.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

Incidents on the ground can be observed and identification can be noted. We have realised there has been a missing component and the connection of at least 3 further cameras are needed to capture a bigger field of visibility and security. Ensuring safety at our community, visitors and assets is of highest priority. A further application is intended to put charity for further 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:

We have commended The KHCB's support in discussions with further health & safety meetings.
NZ Police, Fire Emergency, Waimata - Firewatch. A general appreciation post on Facebook.
Massive Thanks for your Awesome Support.

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

pioneer village kaikohe

This report was completed by:

Name: Kelly van Gorden
Address: 1a Recreation Road, Kaikohe 0405
Phone: (09) 4010816 mob: 0223508960
Email: info@pioneer-village.org.nz
Date: 17/9/15.

PB Tech Head Office

PB Technologies Ltd

587 Great South Rd, Manukau
PO Box 97746, Manukau, Auckland

Phone: 09-526-9200 Fax: 09-526-9207

Website: <http://www.pbtech.co.nz/>**Tax Invoice SIHD2067311**To: **NWB608492****PIONEER VILLAGE KAIKOHE**
1A RECREATION ROAD
KAIKOHE
KAIKOHE
Phone: 275329920

SIHD2067311
GST Number 61-280-472

Date 13-Jun-2019
Page Number Page 1 of 1
Your Order WO1478545
Additional Ref WO1478545
Sales Order SOHD2371250
Sales Analysis Robot (OS)
Processed By Richard WANG



Deliver To:
Pioneer Village Kaikohe
Mike Edmonds
1A Recreation Road
Kaikohe
Kaikohe 0405
New Zealand

Code	Description	Qty Inv.	Price	GST	Total
KEYLOG2551807	Logitech MK270r Wireless Desktop Keyboard and Mouse Combo (MPN: 920-006314)	1	46.95	7.04	53.99
MONSAM24F350	Samsung S24F350F 24" LED Monitor, 1920x1080, 4ms, 75x75mm VESA, HDMI+VGA, (MPN: LS24F350FHEXXY)	1	173.04	25.96	199.00
WKSPB42003	PB Family PC Series 42003 AMD Athlon 200GE Dual Core up to 3.2Ghz with Radeon Vega Graphics,VGA/DVI/HDMI display output, 1TB HDD, 8GB RAM ,USB3.0, Windows 10 HOME 64 bit,Wireless Ready	1	599.00	89.85	688.85
FREIGHT	Freight charge on: 3 carton(s) and total weight of 13 kg(s) WKSPB42003 serial No: SOHD2016322-18 Courier Post Tracking No: 2986680136886401KKH004AS Courier Post Tracking No: 2986680136886502KKH004AS Courier Post Tracking No: 2986680136886603KKH004AS	1	7.37	1.11	8.48

Unless otherwise specified all products carry warranty conditions and terms specified by the manufacturer. PB Technologies is not responsible for any associated equipment, data or peripheral failures or expense as a result of a product fault. Special order products are ordered on the strict understanding that the sale is final and the purchaser is responsible for ensuring the goods are suitable in advance as no returns or refunds will be accepted unless the goods are faulty. Due to Licensing and Copyright law and regulations, software is non-returnable and non-refundable. Removal of any seals, tampering or similar unauthorised or inappropriate use voids the warranty. Any products supplied with trial software or promotional services are the responsibility of the relevant manufacturer/vendor. PB Technologies Ltd takes no responsibility for their functionality, suitability or availability during or after the trial period. Software related issues are not covered by warranty. PB Technologies Ltd has service facilities to resolve these issues; however standard service charges will apply. Business/trade purchases are not covered by the Consumer Guarantees Act. All goods returned are subject to a restocking fee. Retail returns incur a minimum 20% fee. Goods cannot be returned for a refund after 7 days from invoice date. Goods remain the property of PB Technologies Ltd until payment in full has been received. PB Technologies Ltd reserve the right to collect any unpaid goods by any lawful means and register any outstanding debts with the appropriate credit rating agency. Please check that you have received all your goods.

Signature _____ Date _____
Print Name _____

Strictly Net Cash		Total Ex GST	GST	Total Incl GST
ANZ - 01	\$950.31	NZD	826.36	123.95
				950.32

Payments can be made into 06-0225-0205867-01 using the reference NWB608492.

Printed: 13/06/2019 4:01:27PM

ARA Group NZ Ltd t/a ARA Security Ltd 6042049 | www.arasec.co.nz | NZBN: 9429 042



Tax Invoice

Bill To:

Pioneer Village
1 Recreation Road
Kaikohe 405

Invoice No: S36187
Invoice Date: 16/08/2019
Page: 1 of 1
GST Number: 120-579-711

Job No.
64487

Site: Northland Residential
Address: Northland Residential Site
Job Ref: UNV CCTV installation

Purchase Order:

Code	Description	Unit	Qty	Unit Price	Ext Price
IV01	Quoted Price			\$2,400.00	\$2,400.00

Quote Consists of the following:

1 x NVR (network Video Recorder) located at the front reception desk
1 x 5MP CCTV camera located inside reception area for general coverage
1 x Ubiquiti point to point link located on the barn and the main building allowing video to be recorded back to the NVR
1 x 5MP CCTV camera located inside the barn / shed giving a general overview of the tool area
1 x 5MP CCTV camera located on the front of the barn giving a general coverage of the main walkways and buildings
1 x 4 POE switch located in the barn to power the cameras
1 x installation, commission, Training & travel

TOTAL QUOTE: \$2,400.00

Payment Terms: 20th of the Following Month

ARA Group NZ Ltd
Bank Account Details: 03-0175-0661759-00

Equipment remains the property of ARA Group NZ Ltd until paid in full. In the event that this invoice is not paid by the due date, you may be referred to our collection agency. You will be liable for all costs of collection incurred by the collection agency.

Subtotal: \$2,400.00
GST: \$360.00
Invoice Total: \$2,760.00
Balance Due: \$2,760.00

PO Box 19508
Avondale, Auckland 1026
Phone: 09 828 2626
Email: accounts@arasec.co.nz

79 General Gates Ave,
Kerikeri 0230
Phone: 09 407 8665
Email: accountsnorth@arasec.co.nz

Unit E2, 63 Marsden St.
Wellington
Phone: 04 567 0011
Email: accounts@arasec.co.nz

6.5 APPLICATION FOR FUNDING - WAIMAMAKU COMMUNITY GARDEN GROUP**File Number: A2678918****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT:**

To present the Community Board with information on the Local Community Grant application from Waimamaku Garden Club Group to assist members in determining whether to approve, or decline the application.

EXECUTIVE SUMMARY

Waimamaku Community Garden seeks funding to assist with costs towards purchasing resources, equipment, machinery and infrastructure items for the Waimamaku Community Garden.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board approves the sum of \$6,451 (plus GST if applicable) to be paid from the Board's Community Fund account to Waimamaku Community Garden Group for costs towards purchasing the following:

- a) Broad fork**
- b) First aid kit**
- c) Greenhouse**
- d) Compost bins and safety gear**
- e) Water tank *and***
- f) Machinery**

to support the following Community Outcomes:

- a) Liveable communities that are healthy, safe, connected and sustainable**
- b) Prosperous communities supported by a growing economy.**

1) BACKGROUND

The Waimamaku Community Garden Group is a recent addition to the small community of Waimamaku established in 2018 as part of a wider community conversation on community development.

The Group consists of experienced and seasoned gardeners, expert ecologists, horticulturalists and rangatahi. It holds regular gardening workshops and provides educational opportunities to learn horticultural skills to encourage whanau in the area to grow healthy kai.

It also encourages the community to develop small-scale gardening enterprises for the purpose of providing for their own income and financial security.

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.

This is a new applicant.

Option 1 Authorise the full amount requested

This application is for \$6,451 which is 48.17 % of the total project cost.

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. **2019-10-02 KHCB Application - Waimamaku Community Garden - A2678921**
2. **Schedule of Supporting Documentation - Waimamaku Community Garden - A2678994**

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 (for example, youth, the aged and those with disabilities).	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	<u>Waimamaku Community Garden</u>	Number of Members	<u>20</u>
Postal Address	<u>7233 SH 12, Waimamaku</u>	Post Code	<u>0473</u>
Physical Address	<u>7233 SH 12, Waimamaku</u>	Post Code	<u>0473</u>
Contact Person	<u>Courtney Davis</u>	Position	<u>Secretary</u>
Phone Number	<u>09 4396443</u>	Mobile Number	<u>0220809675</u>
Email Address	<u>cdavis@terorog.iwi.nz</u>		

Please briefly describe the purpose of the organisation.

see attached sheet

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

4

Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity

Community Garden

Date _____

Jan 2019

Location

Waimamaku, Hakeianga

Time

[illegible]

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

If so, how much?

1

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

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

See attached sheet

Community Fund Application

The Waimamaku Community Garden is a relatively recent addition to the landscape of the small community of Waimamaku, only being established in the middle of last year after initial talks last year as part of a wider conversation on community development. The Waimamaku Community Garden Group is umbrellered by the South Hokianga Ginger Group. Our group consists of a core team of people who are passionate about the environment and about good quality, healthy, organic food. We believe that this group will expand as the mahi begins and the garden grows. Currently our group consists of experienced, seasoned gardeners, expert ecologists and people with horticultural qualifications and rangatahi keen to learn. So far we have established raised beds and a community composting area and have secured funding for the establishment of a food forest within the village and the development of a pataka kai (food cupboard) on site.

We are also engaged in the holding of regular gardening workshops where we provide an educational space for learning horticultural skills in order to encourage whanau within our area to use these skills to provide healthy kai for themselves and their families. These skills can also be used to develop small-scale horticultural enterprises that can provide income and financial security for these whanau, something that would be incredibly beneficial in an area with high unemployment and limited employment opportunities.

In order to assist us in this kaupapa we seek funding to facilitate us in providing more educational resources as well as infrastructure and tools to enable us to produce high quality kai to distribute to those in need within our area. Some of these tools are out of reach of our average community member, so we hope to establish a tool library that can be loaned out to members of our community for them to be able to better produce better food or take care of themselves. The educational resources will enable us to teach a wider range of skills and a more holistic approach to gardening that is mindful of the environment.

We also require a range of health and safety materials that will keep our people safe while working with machinery, equipment and gear. These include items such as earmuffs, safety gloves and a first aid kit.

We live in a low socio-economic area with some of the highest levels of unemployment in New Zealand. By teaching skills that can generate income and reduce living costs as well as improve health outcomes we hope to have a significant impact on the health of our community as a whole and improve our resiliency and become more self-sufficient.

The items:

The following is a list of items we are requesting funding for to enable us to grow and continue our work. We have chosen them because they are of high quality and good price point and best suited to our work. Because of their quality construction, they will serve us well into the future as we continue in our mission to provide quality kai and the knowledge to grow it to the community of Waimamaku.

We selected the Promax 1000L tank as we know that sufficient water is key to the growing of food. We currently receive water courtesy of a supportive local business, but to ensure that we provide adequate water over the hot, dry Summer months, it is essential that we develop a water supply system of our own that we can rely upon. We selected this tank as Promax is known to have high quality products and is the closest supplier to our area.

We have selected a worm farm because as part of our educational work we are seeking to develop a range of food-waste reduction systems within our community composting centre. With this we can effectively demonstrate a range of food-waste production techniques that can turn unwanted food waste and organic matter into nutrient rich fertiliser for producing quality food. Food-waste going to landfill is a significant contributor to climate change as it creates methane gas. By educating people about this we are not only mitigating climate change, we are helping whanau grow healthy food for themselves.

A Compost Tumbler will be another valuable addition to our community composting centre where we seek to educate about and demonstrate the reduction of food waste and recycle organic matter into productive compost that can be distributed back to the community or used in the community garden.

The Masport Biowizz 5.0hp Chipper Shredder will be a valuable addition to our community tool library. It would enable both the community garden and the community as a whole to effectively turn valuable organic matter, in the form of small logs, twigs, etc, into woodchip that could be recycled into compost in our composting system or used as mulch to protect the orchard we will be planting or suppress weeds in our garden. This unit is produced by a reputable manufacturer and has a superior price point. Because of its' quality construction it will serve our community well into the future. Its' price puts this kind of tool out of reach of the vast majority of our community, but if it is communally held in trust it will be able to serve many people.

The greenhouse we have selected is from Redpath NZ. This is a very reputable supplier of greenhouses and nurseries. We have chosen this particular one because it is heavy duty and easy to assemble. The cost of shipping is also included in the quote which makes it a very economical option.

We have chosen a compliant first aid kit from Trade Workwear. We selected this one as it is a high quality and compliant first aid kit from a reputable supplier that also engages in health and safety training. This will ensure that whilst engaging in our work we can provide adequate first aid in the case of an accident. This one is also wall mounted so we can ensure it is well looked after. We also understand that we need to provide health and safety equipment for using machinery in order to keep volunteers safe so have included gloves and earmuffs. We have selected these from Bunnings as we are hoping to purchase a number of other equipment from there.

We have decided to purchase as much of the equipment as possible from the same supplier to reduce the cost and environmental impact of shipping things from around the county. We live in a very isolated area and are quite far from any main business districts. This is why we have not provided competing quotes, as we are very limited with where we can actually source items from without paying a lot in shipping.

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)		
TOTALS	See budget	\$6,451

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

Budget

ITEM	COST	AMOUNT REQUESTED FROM FNDC	SUPPLIER	PURPOSE
Broadfork	\$352.00	\$352.00	Crafty Gatherer	Gardening
First Aid Kit	\$115.00	\$115.00	Trade Workwear	Health and Safety
Greenhouse	\$1,325.00	\$1,325.00	Redpath	Propagation
Compost Bins and safety gear	\$527.00	\$527.00	Bunnings	Education
Watertank	\$810.00	\$810.00	Promax	Water storage
Machinery	\$3322.00	\$3322.00	Stihl	Gardening
Workshop hours	30hrs@ \$20p/h - \$600.00	In kind	Waimamaku Community Garden	Education
Volunteer hours in garden	250hrs@\$20p/h - \$5000.00	In kind	Waimamaku Community Garden	Gardening
Promotion education hours	15hrs@\$20p/h - \$300.00	In kind	Waimamaku Community Garden	Gardening
Administration	52hrs@\$21p/h \$1040.00	In Kind	Waimamaku Community Garden	Administration
TOTAL	\$13391.00	\$6451.00		

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
Pataka Kai	\$750
Educational display boards	\$750
Free community workshops	\$1500
Raised beds	\$500
Food forest	\$1000
TOTAL	\$4500.00

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

Funding Source	Amount	Approved
Pub Charity Ltd	\$11,000.00	Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

South Hokianga Ginger 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

Lindy

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 Liam Kieley Position Treasurer
 Postal Address 7233 State Highway 12 Post Code 0478
 Phone Number 09 4054661 Mobile Number
 Signature Liam Kieley Date 15.7.2019

Signatory Two

Name Courtney Davis Position Secretary of Waimamaku Garden Group
 Postal Address 7233 SH12, Waimamaku Post Code 0473
 Phone Number 022 0809675 Mobile Number
 Signature Courtney Davis Date 15/7/19

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Schedule of Supporting Documentation**WAIMAMAKU COMMUNITY GARDEN**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover

1.	Applicant Details
2.	Quote: Stihl Shop
3.	Quote: Bunnings Kerikeri
4.	Quote: Redpath Pacific Ltd
5.	Quote: Trade Workwear and Safety
6.	Quote: Crafty Gatherer
7.	Quote: Promax
8.	NZ Companies Office: Alteration of Rules
9.	Health and Safety Plan

6.6 APPLICATION FOR FUNDING - FRIENDS OF THE SCHOOL (OPONONI AREA SCHOOL)**File Number: A2679440****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on the Local Community Grant application from Friends of the School (Opononi Area School), to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks a grant for costs towards the purchase of a replacement shade-sail at Opononi Area School
- This is stage 1 of an overall Opononi Area School shade-sail project.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board authorises the sum of \$5,727 (plus GST if applicable) to be paid from the Board's Community Fund account to Opononi Area School (OAS), for costs towards the purchase of a replacement shade-sail at Opononi Area School, to support the following Community Outcome:

- i. Proud vibrant communities**

1) BACKGROUND

Friends of the School are a non-profit organisation that works alongside Opononi Area School to create fundraising opportunities and volunteer hours to these events.

Friends of the School Shade-Sail project aims to provide much needed shade at Opononi Area School. The overall project is valued at \$25,955.

Stage 1 of the project aims to replace the shade-sails on the tiger-turf area where existing poles are already in place.

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

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

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$5,727 which is 22.06 % of the total project cost

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

Option 1 is recommended by staff so the application aligns with the community policy and community outcomes of the LTP and aligns with previous funding allocated.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. 2019-10-02 KHCB Funding Application - Friends of the School - A2679541**

Compliance schedule:

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

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

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

Local Grant Application Form



Instructions

Please read carefully:

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

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

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

Applicant details

Organisation	<u>Friends of the School (OAS)</u>	Number of Members	<u>10</u>
Postal Address	<u>Private bag 759 Raikone</u>	Post Code	
Physical Address	<u>SH12 Omapere</u>	Post Code	
Contact Person	<u>Christine Gamman</u>	Position	<u>Secretary</u>
Phone Number	<u>09405 8500</u>	Mobile Number	<u>0211204471</u>
Email Address	<u>cnrissyg@opononi.school.nz</u>		

Please briefly describe the purpose of the organisation.

Nonprofit organisation: That works alongside the school to create fundraising opportunities and to provide volunteer hours to these events.

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Shade sail @ DAS Date —

Location Omapere 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.

This project is to provide much needed shade at Opononi Area School. The overall project is valued at 25,955 but stage 1 of the project is to replace the shade sails on the tiger turf area where existing poles are already situated at a value of 5,727.

We as a committee will continue our fundraising efforts along side the school to raise funds for the rest of the shade sail project.

This area ~~of~~ of the school is used by other community members during the weekends and school holidays eg Hokianga Soccer Club, Lions club & mara, Church groups, Kapa haka and many more.

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)	Overall shadesail project for playground 17,590+GST & 4980+GST	Stage 1 of the project replacing shadesails 4980+GST
TOTALS	25,955	\$5,727

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

9/9/2019

Fwd: Quote for Shade Area Options - chrissyg@opononi.school.nz - Opononi Area School Mail



Gmail

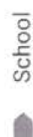


label:school-gala



3 of 21

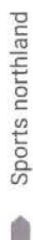
Compose



School



Gala



Sports northland



Tournaments



Ki-o-rahi



Touch



Chrissy

Alex Gamman
Sent a message

Below is my email I sent to Anita and Janna, in December last year, and attached Quote for the Playground shade and Courtyard shade Structures

Many Thanks Stephanie

Hello Anita and Janna

Thank you for the opportunity to quote on some shade for areas at Opononi Area School, much appreciated, and taking the time discuss the areas.

As discussed, Please see attached Quote for these options

Also mentioned was the replacement shade sails in the Junior Block Courtyard where it has been astro turfed, to install 2 new sails to existing Timber poles already standing out of our seriously strong Monotec 370 fabric, would be **\$4980.00 + GST**, this would have to take place at the same time as any of the other structures are installed, for this price to be remain.

And in the same courtyard area, to install a C.O.L.A Canopy over top of the whole courtyard (please see attached Profiles for this type structure/or in hand booklet I gave Anita) , an estimate for this structure at 26.0m x 20m wide = **\$230,000.00 + GST**

Anita and Janna, I trust the attached is acceptable, please feel free to call me to discuss anything, or if anything is unclear

I look forward to hearing from you regarding these options, and working with you further...

<https://mail.google.com/mail/u/1/?tab=wm&ogbl#label/School%2FGala/FMfcgxdqjnbDhmpkwwVPGCzKLXgzp>

1/1



• Your 'turn-key' investment options are...for 6 Sails

STRUCTURE	FABRIC Colour	FINISH	INVESTMENT
Base: Shade Sails Shadetec 320 Fabric	TBA	Timber Poles	\$ 25,590.00 + GST
Recommended: Shade Sails Shadetec 320 Fabric	TBA	Hot Dipped Galvanised Poles	\$ 28,390.00 + GST
Premium: Shade Sails Monotec 370 Fabric	TBA	Hot Dipped Galvanised Poles	\$ 30,990.00 + GST

Or alternatively option #2 – to shade the playground only, not the add on Swing set & Playset.

• Your 'turn-key' investment options are...for 3 Sails

STRUCTURE	FABRIC Colour	FINISH	INVESTMENT
Base: Shade Sails Shadetec 320 Fabric	TBA	Timber Poles	\$ 15,890.00 + GST
Recommended: Shade Sails Shadetec 320 Fabric	TBA	Hot Dipped Galvanised Poles	\$ 17,590.00 + GST
Premium: Shade Sails Monotec 370 Fabric	TBA	Hot Dipped Galvanised Poles	\$ 18,590.00 + GST

Please see overleaf for some project profile options...



Westpac New Zealand Ltd
PO Box 934
Shortland Street
Auckland 1140
Phone: 0800 400 600

30 August 2019

Friends of the School
C/- Opononi Area School
Private Bag 759
Kaikohe 0440



Non - Profit Organisation

Account name: **Opononi Area School Support Group**

Account number: **03 0334 0123043-00**
Last summary date: **30 July 2019**
This summary date: **30 August 2019**
Summary number: **313**

At a glance

your current balance

\$537.74

Current credit interest rates

These are the current per annum interest rates. They are subject to change without notice.

BALANCE	INTEREST RATE
Under \$5,000	0.00%
\$5,000 to \$9,999	0.10%
\$10,000 and over	0.10%

The interest you earned for this period was calculated on your daily credit balance and paid to you monthly.

Your transactions

Account number: 03 0334 0123043-00
This summary date: 30 August 2019
Summary number: 313

Opononi Area School Support Group

TYPE	NAME OF OTHER PARTY	TRANSACTION PARTICULARS	MONEY OUT \$	MONEY IN \$	DATE	OPENING BALANCE	CLOSING BALANCE
There has not been any money in or money out since your last summary							537.74
							537.74

To report lost or stolen cards or PINs (Personal Identification Number) phone 0800 888 111, 24 hours a day.

If you have any questions please call us on 0800 400 600.

You can get a copy of the current disclosure statement for Westpac New Zealand Limited from westpac.co.nz or any Westpac branch in New Zealand free of charge.

Westpac New Zealand Limited

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
TOTAL	

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

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

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

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

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Local Grant Application Form



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)

Friends of the School (Opunoni Area School)

We, the undersigned, declare the following:

In submitting this application:

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

Postal Address 1087 WEKAWKA RD, RD 3, KAIKOHE Post Code 0473

Phone Number 09 4058439 Mobile Number

Signature [Signature] Date 02/09/19

Signatory Two

Name KARINA DONOVAN Position COMMITTEE MEMBER

Postal Address P.O. Box 76, OPONONI Post Code 0445

Phone Number 021 172 0259 Mobile Number 021 172 0259

Signature [Signature] Date 03/09/19

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6.7 APPLICATION FOR FUNDING - WEKAWEKA VALLEY COMMUNITY TRUST**File Number: A2679806****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT:**

To present the Community Board with information on the Local Community Grant application from Wekaweka Valley Community Trust to assist members in determining whether to approve, or decline the application.

EXECUTIVE SUMMARY

Wekaweka Valley Community Trust seeks funding to assist with operational costs to run the Waimamaku Resource Centre in 2020.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board approves the sum of \$5,287 (plus GST if applicable) to be paid from the Board's Community Fund account to Wekaweka Valley Community Trust to assist with the 2020 operational costs for the Waimamaku Resource Centre;

- a) Telephone and internet**
- b) Repairs and maintenance**
- c) Rent**
- d) Printing, postage and stationery, and**
- e) Power and gas**

to support the following Community Outcomes:

- a) Liveable communities that are healthy, safe, connected and sustainable**
- b) Prosperous communities supported by a growing economy**

1) BACKGROUND

The Wekaweka Valley Community Trust was established on 30 June 1991, its objectives are to:

- Reduce welfare dependence in the community.
- Promote, provide and support education and training programs.
- Promote provide and support recreational and cultural activities.
- Promote, provide and support other activities related to conservation of the environment.
- Work in conjunction with other groups having common objectives.

In 1996 the Trust began discussing and developing initiatives that would improve the lives of the people in Waimamaku. The idea of a Resource Centre in Waimamaku was born.

The Waimamaku Resource Centre is located in the heart of town and was established with the intent to provide services, support and create employment opportunities for the people of Waimamaku.

There has been renewed interest from a number of community members to revitalise the Resource Centre and redefine the kaupapa, however funding and resourcing is low which may lead to the closing of the Centre.

To that end Wekaweka Valley Community Trust seeks funding to assist with supporting the operational costs of the Waimamaku Resource Centre for the year 2020.

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.

This is a first-time applicant.

Option 1 Authorise the full amount requested

This application is for \$5,287 which is 49.47 % of the total project 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. 2019-10-02 KHCB - Application - Wekaweka Valley Community Trust - A2679755**
- 2. 2019-10-02 KHCB - Schedule - Wekaweka Valley Community Trust - A2679787**

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 for example, youth, the aged and those with disabilities).	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	Wekaweka Valley Community Trust		Number of Members	8
Postal Address	PO Box 5, Waimamaku		Post Code	0475
Physical Address	7233 SH12, Waimamaku		Post Code	0473
Contact Person	Courtney Davis	Position	Trustee	
Phone Number	09 4396443	Mobile Number	0220809675	
Email Address	cdavis@terorona.iwi.nz			

Please briefly describe the purpose of the organisation.

(see attached)

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

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

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

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

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

(see attached)

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?

Community discussions began in 1995 on developing initiatives that would improve the lives of the people in Waimamaku. Waimamaku is a small town situated in a valley that runs between Waipoua Forest and the Hokianga Harbour. It is incredibly isolated with poor communication utilities and limited access to services.

From these initial discussions the idea of a Resource Centre in Waimamaku was born. The Resource Centre, located in the heart of town was established with the intent to provide services, support and create employment opportunities for the people of Waimamaku. The Resource Centre was successful in supporting a number of initiatives such as herb gardening. It was also a great space for the sharing of knowledge, information, developing training opportunities and recycling through the redistribution of secondhand clothing and goods. Now twenty years later the Resource Centre is still operational. This is a true testament to the resilience of the people of Waimamaku who have kept it running with little funding and through the utilisation of committed volunteers. In such a small community with low visitor numbers it is a great achievement that its doors are still open. However, over the years, as participation has dwindled, so have the services it has been able to provide and the very kaupapa of the space has changed from being that of a Community space to a retail space with its primary function now being an op shop.

Over the last year there has been a renewed interest from a number of community members to revitalise the space and redefine its kaupapa taking it back to a true community space that serves the community and community groups in the area.

Earlier this year three of the long standing trustees of the Wekaweka Valley Community Trust resigned and six new trustees came on board. Initial discussions were very exciting as everyone shared ideas on how the space could be used to best serve the community. Ideas such as tool libraries, book exchanges, workshops, classes, workstations and better access to technology were suggested.

There are many active community groups in Waimamaku that do not have an administrative space. It was discussed that the Resource Centre should support these groups by providing space for them to work, administration facilities and facilitate connections with other groups. There are many creative people in the Waimamaku Valley who have ideas of starting small business initiatives such as cheese-making, lavender and herb cultivation, tourism ventures and food production. We believe the Resource Centre should be a place to support such social enterprise. We believe our coordinators could do this by providing advice on bookkeeping, funding or connecting them with those that could help.

The vision for the Waimamaku Resource Centre is of a vibrant and humming community space that is inclusive, welcoming and well-used by all that live in the Waimamaku Valley. We hope that the Resource Centre can support those wanting to start their own initiatives, support community groups and be a dynamic and interesting place that residents feel like they own.

To this end, we are seeking funding for the operational costs to run the Resource Centre for the next year. We have applied for funding to pay a project coordinator and to update our technology but still require the funds to pay for operating costs such as rent, power and internet. As you can see from our financials we are very low on resources and without funding to pay for the operating costs we may have to close our doors.

We believe the Resource centre will have many positive outcomes for our community. We hope that the Resource Centre will function well for our community and that means being welcoming and accessible to everyone. We believe it will help to bring our community together. There is a lot of evidence that the opportunity to gather together and pursue shared interests brings many benefits to personal, and community, physical and mental health, well-being, resilience and strength.

Budget

EXPENDITURE	TOTAL COSTS	AMOUNT REQUESTED
Telephone and internet	\$1664	\$1664
Repairs and maintenance	\$500	\$500
Rent	\$1200	\$1200
Printing, postage and stationary	\$621	\$621
Power and gas	\$1302	\$1302
Volunteer value \$20p/h for 270hrs	\$5400	0
TOTAL	\$10687	\$5287

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)	Attached Budget	
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)		
TOTALS	\$10687	\$5287

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 \$9282-38

How much money does your organisation currently have?

How much of this money is already committed to specific purposes? \$8874.86

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

Purpose	Amount
Infrastructure + technology	\$8874.86
TOTAL	

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

Funding Source	Amount	Approved
Lotteries Commission for wages for coordinator	\$40,000	Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Wekaweka Valley Community 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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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="TERESA LOMAS"/>	Position	<input type="text" value="TREASURER"/>
Postal Address	<input type="text" value="PO Box 33, Waimamaku"/>	Post Code	<input type="text" value="0446"/>
Phone Number	<input type="text" value="09 4054535"/>	Mobile Number	<input type="text" value="021 405811"/>
Signature	<input type="text" value="TERESA LOMAS"/>	Date	<input type="text" value="9-9-19"/>

Signatory Two

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>	Post Code	<input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

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Schedule of Supporting Documentation**WEKAWEKA VALLEY COMMUNITY TRUST**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover

1.	Applicant Details
2.	Cash Flow Sheet
3.	Performance Report Y/E 31 March 2019
4.	Trust Deed
5.	Health and Safety Policy

6.8 APPLICATION FOR FUNDING - DYNAMO CYCLING AND SPORTS CLUB INC**File Number:** A2680148**Author:** Marlema Baker, Meetings Administrator**Authoriser:** Aisha Huriwai, Team Leader Governance Support**PURPOSE OF THE REPORT:**

To present the Community Board with information on the Local Community Grant application from Dynamo Cycling and Sports Club Inc to assist members in determining whether to approve, or decline the application.

EXECUTIVE SUMMARY

Dynamo Cycling and Sports Club Inc seeks funding to assist with costs towards purchasing finishers medals and trophies for the 2020 Tour of Northland Cycle Challenge.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board approves the sum of \$1,650 (plus GST if applicable) to be paid from the Board's Community Fund account to Dynamo Cycling and Sports Club Inc for costs towards purchasing:

- a) finishers medals and**
- b) trophies**

to support the following Community Outcome:

- a) Proud vibrant community**

1) BACKGROUND

The event was first held in 2001. It has continued because of popular demand and has become an icon event for Northland. The 2020 event will be the 20th edition of the Tour of Northland Cycle Challenge.

This event makes big contributions to various local communities that it visits. One of the biggest days each year is in Opononi. The locals are generally very supportive.

Dynamo expects in excess of 300 competitors along with their supporters: approximately 500 people staying in the Paihia, Russell and Opononi areas for the night.

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.

In 2019 this applicant received joint funding from 3 Councils however the Kaikohe-Hokianga Community Board has not previously funded this applicant.

Option 1 Authorise the full amount requested

This application is for \$1,650 which is 45.36 % of the total project 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. 2019-10-02 KHCB - Application - Dynamo Cycling & Sports Club Inc - A2679753
2. 2019-10-02 KHCB - Schedule - Dynamo Cycling & Sports Club Inc - A2679785

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 for example, youth, the aged and those with disabilities).	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	<u>Dynamo Cycling Sports Club Inc.</u>	Number of Members	<u>1125.</u>
Postal Address	<u>P.O Box 8068, Urlich Ave Hamilton 322</u>	Post Code	<u>3245</u>
Physical Address	<u>476 Peacocks Road RD2, Hamilton</u>	Post Code	<u>3282</u>
Contact Person	<u>Stephen Cox.</u>	Position	<u>General Manager</u>
Phone Number	<u>07-8436215</u>	Mobile Number	<u>0274 925 672.</u>
Email Address	<u>Stephen@dynamoevents.co.nz.</u>		

Please briefly describe the purpose of the organisation.

To provide events that are fun, friendly, affordable, safe, to people of all ages and abilities

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 Tour of Northland Cycle Challenge Date 19th - 22nd March 2020

Location Whangarei - Paikia - Opunoni - Dargaville Time 9am - 2pm each day

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

If so, how much? Competitors \$219 spectators, supporters FREE.

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.

2020 will be the 20th Edition of this event which has become an iconic Northland event. We expect in excess of 300 competitors and along with their supporters means in excess of 500 people staying in the Paikia/Russell area for 1 night and then in Opunoni area the next night. This obviously provides a big economic benefit for these 2 regions.

It is the only major event for Northland competitors in the region.

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: *See full attached event Budget.*

- 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>Finishers Medals & Trophies</i>	<i>3637</i>	<i>\$ 1650</i>
TOTALS	<i>3637</i>	<i>1650</i>

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

(1)

**P O BOX 8068, Urlich Ave, Hamilton**19th August 2019.

Information for FNDC Local Grant application.

Tour of Northland Cycle Challenge "The 20th Edition" 19th to 22nd March 2020

We have made application to two of the community boards for \$160 each as for the 2019 event the 3 Councils contributed \$3330 +gst each towards the event. This year we need to make application to the various councils funds to obtain this amount for the 2020 event.

Event background:

The event was first held in 2001 and next year will be the 20th Edition of the event. It has continued to be held because of the popular demand for the event and it has become an icon event for Northland.

Funding for the event is always a challenge and most funding comes from entry fees, sponsorship from BDO Northland, and then we apply for funding from various organizations. The 3 Northland Councils provided \$10,000 in funding for this year's event, which took a huge strain of the battle to fund this event. We are seeking that same support from different funds via all 3 councils again this year.

Community benefits.

The event makes a big contribution to the various local communities that its visits. We are told that it is one of the biggest days in Opononi each year. Generally, the local community is very supportive of the event. Day 1 has its finish in Russell and then the days presentation is in the Village Green in Paihia, prior to leaving the next morning to may our way to Opononi.

There is obviously a big economic benefit to the local communities we visit as there is some 500 people staying a night in each of these communities.

Health & Safety and Traffic management.

Attached is a copy of the 2019 H&S document. The TMP for the 2020 event has not been submitted to the various councils as yet but will be identical to the 2019 events so no problems are expected to achieve sign off of this.

(2)

**Financial Information:**

Enclosed are the Club's Audited 2018 accounts: The club has an independent accountant and meets all its obligations as an incorporated society. We have good processes in place and use the myob/banklink systems. In general, the Club has good cash flow as we have a number of events on all of the time.

Budget Notes:

The attached budget is based on the 2019 event.

At this stage we have not updated quotes for major costs as we do that as we start to confirm all aspect of the event. There are only a few items that we get quotes for as in most cases we have set suppliers for event items.

We are expecting to use a new provider for the traffic management in 2020.

Event.			Tour of Northland 2020	
Income;			Budget	Notes
Entry Fees	\$	60,000.00		
Grant funding				
Sponsorship BDO	\$	8,000.00		
Council Funding	\$	10,000.00		Expect the 3 Councils to contribute in total \$10,000approx FNDC, KDC, WDC.
Volunteer hours	\$	7,000.00		contra
TOTAL INCOME	\$	85,000.00		exclusive of GST
Expenses			Budget	Notes
Accom & Meals	\$	4,000.00		During event all support team
Administration	\$	400.00		office expenses
Advertising & Reach Media flyer	\$	2,100.00		
Competitors Drinks /snacks	\$	4,000.00		drink /fruit after each day
Contingency	\$	1,000.00		
Presentation Dinner				
Entry Form / Poster	\$	1,700.00		printing & postage
General Expenses	\$	500.00		
Hirage/ Truck x2 & van	\$	1,500.00		truck, baggage, truck stage equipment, van delivery equipment
Marshals Donations	\$	2,000.00		
Mechanics Service	\$	3,000.00		3 people & vehicles over 4 days.
Merchandise				
Finishers Medals 20th Edition	\$	3,255.00		300 as per 2019.
Trophies 20th Edition.	\$	2,578.00		38 as per 2019 @\$59
PRIZES	\$	5,000.00		15% of entry fee
Race numbers	\$	750.00		competitors numbers
Race Packs	\$	2,400.00		1 pack per rider
Medical cover	\$	4,945.00		Triple Care
Traffic Management	\$	10,500.00		supplier TBC
Timing service	\$	7,000.00		Electronic timing required
Vehicle expenses	\$	1,000.00		Race week costs
Venue hire	\$	750.00		
Wages	\$	15,000.00		Event management contract
Wages Admin	\$	4,000.00		GM allocation of time
Website	\$	500.00		update
pre event trips	\$	1,000.00		4 trips petrol & accommodation
Event only wages	\$	4,000.00		additional staff for event
Event lease fee	\$	4,000.00		
Merchant Fee on \$60K	\$	1,200.00		
Volunteer hours @\$20per hour	\$	7,000.00		12 volunteers which = 350hr in total over the 4 days.
Total Expenses	\$	95,078.00		
Nett loss.	-\$	10,078.00		

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 72-889-776

How much money does your organisation currently have? \$49,000

How much of this money is already committed to specific purposes? \$49,000

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

Purpose	Amount
Te Akaa Gravel Grinder event.	\$7,000
Team Championship Series.	\$28,000
CrossFit Team Nationals.	\$9,000
General Managers Wages - Sept.	\$5,000
TOTAL	

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

Funding Source	Amount	Approved
Sponsorship.	\$8,000	(Yes) / Pending
WDC Council.	\$3,500	Yes / (Pending)
Kaipara Development Board	\$3,500	Yes (Pending)
Oxford Trust. (yet to apply).	\$5,000	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
There was a joint funding agreement with the 3 Northland Councils for the 2019 event.			(Y) / N
			Y / N
			Y / N
			Y / N

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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)

Dynamo Cycling & Sports Club Incorporated

We, the undersigned, declare the following:

In submitting this application:

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

DW

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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 Stephen Cox Position General Manager
 Postal Address 476 Peacocks Road, RD2, Hamilton Post Code 3282
 Phone Number 07-8436215 Mobile Number 0274 925672
 Signature [Signature] Date 26/8/19

Signatory Two

Name Dave Spring Position Vice President
 Postal Address 442/1 Airport Rd, R.D.2, Hamilton Post Code
 Phone Number 07-8471544 Work Mobile Number 021 429-253
 Signature [Signature] Date 26/8/19

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Schedule of Supporting Documentation**DYNAMO CYCLING AND SPORTS CLUB INC**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover

1.	Applicant Details
2.	Letter of Support: Sport Northland
3.	Quote: Right Count NZ Ltd (Medals)
4.	Invoice: Right Count NZ Ltd (Trophies)
5.	Promotions: Photo Gallery (5 pages)
6.	ANZ: Account Information (6 pages)
7.	Business & Tax Centre Ltd: Financial Statements (13 pages)
8.	Qualworx: Outdoors Mark Audit Report: Health and Safety (3 page)
9.	Qualworx: Certificate
10.	Health and Safety Plan (44 pages)

6.9 APPLICATION FOR FUNDING - KOHUKOHU COMMUNITY TRUST - THE HERALD BUILDING

File Number: A2680212

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT:

To present the Community Board with information on the Local Community Grant application from Kohukohu Community Trust to assist members in determining whether to approve, or decline the application.

EXECUTIVE SUMMARY

- a) The Kohukohu Community Trust submits this funding application on behalf of the Hokianga Herald Building Group.
- b) The Hokianga Herald Building Group seeks funding to towards the operational costs associated with opening a Resource Centre in the Herald Building.
- c) The Resource Centre is expected to coordinate existing community activities plus provide opportunities for new and expanded activities and experiences.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board approves the sum of \$6,945 (plus GST if applicable) to be paid from the Board's Community Fund account to Kohukohu Community Trust to assist with operational costs towards creating a Resource Centre in the Kohukohu Herald Building, to support the following Community Outcomes:

- a) Liveable communities that are healthy, safe, connected and sustainable.**
- b) Prosperous communities supported by a growing economy.**

1) BACKGROUND

The Herald Building is owned by the Kohukohu Community Trust which is the governing body for the Hokianga Herald Building Group.

The Hokianga Herald Building Group intends to create a Resource Centre that provides opportunities for the community to increase its capacity for resilience, for food security in tough times, for business development and the sharing of skills, services, goods and knowledge. It also aims to strengthen the social and practical connections between communities and generations.

This project will initiate and coordinate many of the elements proposed in the 2019 Kohukohu Community Plan which is now part of the Far North District Council plan.

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.

This applicant previously received funding in 2016. A project report was received for that project.

Option 1 Authorise the full amount requested

This application is for \$6,945 which is 12.94 % of the total project 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. **2019-10-02 KHCB - Application - Kohukohu Community Trust Herald Building - A2679757**
2. **2019-10-02 - KHCB - Schedule - Kohukohu Community Trust - A2679786**

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 for example, youth, the aged and those with disabilities).	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	Kohukohu Community Trust The Herald Building (under Kohukohu Community Trust)		Number of Members	6
Postal Address	PO Box 7, Kohukohu		Post Code	0453
Physical Address	1366 Kohukohu Road, Kohukohu		Post Code	0491
Contact Person	Wally Hicks	Position	Co-Chair	
Phone Number	929 5922	Mobile Number	021 0514294	
Email Address	wallyhicks56@gmail.com			

Please briefly describe the purpose of the organisation.

Please refer 'Aims, Objectives & Core Values' of attached Herald Building Information (pg 3)

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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 Herald Building - Community Resource Centre Date Opens 1 Nov 2019
Location 1366 Kohukohu Road Time Daily 5-7 hours

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

If so, how much? Various nominal venue hire, printing & other fees (see attached 'functions')

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.

NB

- The people of Kohukohu & North Hokianga (see attached Kaupapa, Method & Functions)
- We estimate potential participant numbers = 3,170*
- The Herald Building Resource Centre is expected to coordinate, pool and 'nest' existing activities plus provide numerous opportunities for new and expanded community activities and experiences (see attached Kaupapa, Method & Functions)
- * Participant numbers include local residents and visitors to the Herald Building information & resource centre open 5 or 7 hours 360 days per year.
- The Herald Building project fulfills numerous goals in Tirohanga/Vision Kohukohu-Poutaki Hapori/Community Plan

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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	3000	3000
Advertising/Promotion <i>Newspaper printing</i>	480	320
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	172	172
Equipment Hire		
Equipment Purchase (describe) <i>Printer, computers, light bulbs, fire extinguisher & smoke alarms</i>	1343	885
Utilities <i>Electricity & Internet w phone</i>	2640	1908
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	1020	
Refreshments	1321	660
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	43680 <i>see also attached method</i>	not applicable
Other (describe)		
TOTALS	53656	6945

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

Notes on Project total costs and amount requested:

Advertising - we are only requesting 2 months of printing costs in anticipation that the printer will be purchased earlier than 3 months.

Equipment purchase – we've reduced the amount asked for to off-set the chair that's already been donated, and the hope of another being forthcoming from the community so have subtracted \$458.

Utilities - are currently approx. \$120 p/month for both power & internet. We anticipate that the power usage will go up when the centre is used, so this has been budgeted for \$100 p/month and we would hope to increase our internet to an unlimited plan which would be \$120 p/month, but we will have a koha for the community internet use, so we are only seeking funding for the cost of power and the current capped rate of \$59 for internet.

Consumables - we are looking to purchase a colour laser printer for the cost effectiveness, we believe the newspaper production and charging the community printing at cost will cover the price of the toner consumables.

Refreshments - we have budgeted \$25.40 p/week on the purchase of tea & coffee & as with the internet service we look to provide, we will have a koha jar in the centre to offset this cost and are only seeking half of this amount to be funded.

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have? Kohukohu Community Trust 116092
Herald Building 4590

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

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

Purpose	Amount
* Kohukohu Community Trust - Heritage preservation & restoration activities	116092
* Herald Building - Kai Ora Fund - Healthy food access, self-sufficiency & community resilience	4590
TOTAL	120682

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

Funding Source	Amount	Approved
Kai Ora Fund	\$5000	<input checked="" type="checkbox"/> Yes / Pending
Give-a-Little Page (1 Oct)	???	<input checked="" type="checkbox"/> Yes / Pending
NZ Lotteries Environment & Heritage (Conservation Report)		Yes / Pending
Architect's Report (6 Nov)	20000	Yes / <input checked="" type="checkbox"/> Pending
plus Kaha at Location	???	<input checked="" type="checkbox"/> Yes

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

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

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Kohukohu Community Trust (Umbrella for The Herald Building)

We, the undersigned, declare the following:

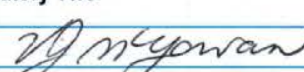
In submitting this application:

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 MARG MORROW Position TRUSTEE
 Postal Address PO Box 7 Kohukohu Post Code 0453
 Phone Number 021-1897751 Mobile Number 021-1897751
 Signature [Signature] Date 10/Sept '19

Signatory Two

Name VIVIANNE JOY M'GOWAN Position SECRETARY
 Postal Address 38 YARBOROUGH STREET, KOHUKOHU Post Code 0492
 Phone Number (09) 9295844 Mobile Number 021 679 510
 Signature [Signature] Date 10 SEPT '19

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Applicant: Te Ropu Herara - The Hokianga Herald Building Group

Name of activity: The Herald Building Community Resource Centre

Location: Old Herald Building, Main street, Kohukohu.

Note: This project will initiate and co-ordinate many of the elements proposed in the 2019 updated Kohukohu Community plan, now part of the FNDC District Plan.

The kaupapa is to provide opportunities for the community to increase: - its capacity for resilience - food security in tough times - business development - sharing of local skills, services, goods, knowledge - strengthening the social and practical connections between communities and generations.

The method is to open a community resource centre in the old Herald Building. This is in the main street in Kohukohu on the waterfront, with easy access and roadside parking for locals and visitors. It is owned by the Kohukohu Community trust, the governing body for the Herald Group. The resource centre will be open 7 days a week, with summer hours being 9am to 4pm and winter hours 10am to 3pm. These hours comprise 49hrs p/week in summer, & 35hrs p/week in winter equating to 2184 total hours annually, or a volunteer cost of \$ 43 680 annually - this will be staffed by a roster of timebank volunteers.

We aim to open on the 1st November, 2019.

The functions of the centre will include:

1. Monthly newsletter production for rural delivery to all North Hokianga households. Many homes are without cellphone or internet connectivity. The newsletter will help to overcome isolation, share information, and support other organisations eg. sports groups, & the Panguru-based Hokianga Community Development Group.
2. Timebank office - this will provide staff & workers for most proposals here, and encourage and co-ordinate the system of sharing skills, services, & goods between individuals, generations and communities that leads to resilience.
3. Community venue for meetings, workshops, education, & drop-ins. To be charged at nominal community appropriate rates when applicable.
4. Support and promote local business by:

- a) A board for business notices, brochures, information, contacts, photographs.
 - b) Offer appropriate experienced support contacts via the timebank.
 - c) Have a shop on the premises to showcase and sell local art, craft, whakairo, rongoa, honey, nuts.
 - d) Operate an online sales service for local products.
 - e) Internet facility for tech support, research, tuition.
5. Welcome and information centre for visitors - promotion of local activities and Accommodation.
6. Ecocentre - information on environmental issues, marine health, pests/weeds, disease, identification, and controls. Possible co-ordination for pest/weed control action groups.
7. Co-ordination for food security - community gardens, food forest, local produce market days, bulk-buying food co-op.

*These are the planned initial basic functions for the centre. It is probable they will adapt and evolve as the community does.

*Once the centre is strongly established and recognised as such, it is possible it may be used by government services eg. a co-ordination base for our local PD workers doing weed control?

*It is also planned to investigate the feasibility of establishing a local bio-fuel production plant, using the existing abundant weed growth in our area. The elephant grass rampant along our roadsides is considered one of the top bio-fuel species overseas.

*The uncertainties of climate change - the probability of increased wilder weather, flooding, slips, temporary isolation, power outages, food and fuel shortages etc, can be partially offset in a community that already has resilient systems in place.

Te Ropu Herara Hokianga – The Hokianga Herald Group

Aims

- Facilitate community development
- Support a resilient and sustainable local economy
- Provide educational opportunities
- Encourage and make possible income generation
- Seek and accept funding to fulfill these aims

Objectives

1. Make the Hokianga Herald building available to the North Hokianga Community
 - a) Maintain the building in a safe and insured condition
 - b) Ensure the availability of appropriate building services such as power and internet access
2. Restore the building to a condition compatible with its position in the Kohukohu Heritage Precinct
3. Use the building to provide a space for community activities and meetings:
 - a) A community distribution outlet for e.g., garden produce, healthy food, the work of local artisans
 - b) Public or private meetings
 - c) Educational activities both facilitated in person and online in subjects such as art, music, dance, writing, creativity, computer use and sustainability
4. Provide a community drop-in centre
5. Provide a clearing house for information and skills in areas such as:
 - a) Recycling and upcycling materials
 - b) Gardening and environmental subjects
 - c) Resilient local communities
 - d) Networking
6. Establish a community garden supported by the garden produce, healthy food, growing skills, seed bank, environmental networking and distribution activities
7. Apply for funding to meet these objectives

Core Values

Put the individual and the community at the centre of everything we do:

- Be open and inclusive
- Be receptive and responsive
- Act with honesty and integrity
- Have fun and enjoy
- Act within the law

Schedule of Supporting Documentation**KOHUKOHU COMMUNITY TRUST – THE HERALD BUILDING**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover

1.	Applicant Details
2.	Letter: Pikiparia Marae
3.	Letter: Ngai Tupoto Marae Trustees
4.	Meeting Minutes: Herald Building Group
5.	Quote: Rawene and Districts Community Development Inc
6.	Letter: Kohukohu Community Trust – Building Rental Amount
7.	Westpac: Transactions List
8.	Statement: Ecotricity NZ
9.	Invoice: UBER Broadband
10.	Quote: DM Enterprise
11.	Charities Services: Annual Return Summary
12.	Quotes: Warehouse Stationery (10 pages)
13.	Health and Safety Plan

7 MEETING CLOSE