



**Far North
District Council**



AGENDA

Te Hiku Community Board Meeting

Tuesday, 10 December 2019

Time: 10:00 am

Location: Te Ahu

**Cnr Matthews Ave and South Road
Kaitaia**

Membership:

Chairperson Adele Gardner
Member Lawrie Atkinson
Member Darren Axe
Member Sheryl Bainbridge
Member John Stewart
Member Jaqi Brown
Cr Felicity Foy

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

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

- 10.30am Kaitaia Sport and Leisure Trust
- 10.35am Kaitaia and Districts Age Concern
- 10.40am Kaitaia People's Centre Nga Hoa Awhina Inc
- 10.45am Grey Power Far North
- 10.50am Kaitaia Business Association

5 NOTICE OF MOTION

5.1 NOTICE OF MOTION - REVOKE RESOLUTION 2019/77 REVIEW BALLOTING FOR THE CONTINUATION OF THE KAITAIA BUSINESS IMPROVMENT DISTRICT PROGRAMME

File Number: A2760796

I, Chairperson Adele Gardner, give notice that at the next Ordinary Meeting of the Te Hiku Community Board to be held on 10 December 2019, I intend to move the following motion:

MOTION

That The Te Hiku Community Board as per Standing Orders 23.1-3 revoke parts b and c of Te Hiku Community Board Resolution 2019/77

- 'b) requests a ballot of the Kaitaia Business Association voting members to determine whether the Kaitaia Business Improvement District Programme should continue or cease at the commencement of the 2020/21 financial year.**
- c) agrees the ballot be completed by 12 November 2019'**

RATIONALE

At the meeting of the Te Hiku Community Board held 1 October 2019 the Board resolved

Resolution 2019/77

That the Te Hiku Community Board:

- a) agrees to uplift the item left to lie on the table "Review Balloting for the Continuation of the Kaitaia Business Improvement District Programme".*
- b) requests a ballot of the Kaitaia Business Association voting members to determine whether the Kaitaia Business Improvement District Programme should continue or cease at the commencement of 2020/21 financial year.*
- c) agrees the ballot be completed by 12 November 2019.*

Further information has since been provided to the Board that there is a significant cost involved to undertake such a ballot, making it a prohibitive exercise which the Board deems would be unreasonable.

Furthermore the MOU cited in the report and upon which the Board's vested authority to mandate such a decision is superceded by a prior partnership agreement, of which the Board was not aware at the time of the decision.

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

ATTACHMENTS

1. Notice of Motion - A Gardner 18 November 2019 - A2768444  

Notice of Motion to Revoke Resolution 2019/77 Review Balloting for the continuation of the Kaitaia Business Improvement District programme

I, Chairperson Adele Gardner, give notice that at the next Ordinary Meeting of the Te Hiku Community Board to be held on 10 December 2019, I intend to move the following motion:

MOTION

That The Te Hiku Community Board as per Standing Orders 23.1-3 revoke parts b and c of Te Hiku Community Board Resolution 2019/77

- b) requests a ballot of the Kaitaia Business Association voting members to determine whether the Kaitaia Business Improvement District Programme should continue or cease at the commencement of the 2020/21 financial year.
- c) agrees the ballot be completed by 12 November 2019

RATIONALE

At the meeting of the Te Hiku Community Board held 1 October 2019 the Board resolved

"Resolution 2019/77

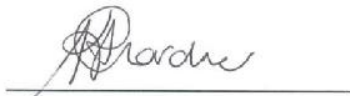
That the Te Hiku Community Board:

- a) agrees to uplift the item left to lie on the table "Review Balloting for the Continuation of the Kaitaia Business Improvement District Programme".
- b) requests a ballot of the Kaitaia Business Association voting members to determine whether the Kaitaia Business Improvement District Programme should continue or cease at the commencement of 2020/21 financial year.
- c) agrees the ballot be completed by 12 November 2019."

Further information has since been provided to the Board that there is a significant cost involved to undertake such a ballot, making it a prohibitive exercise which the Board deems would be unreasonable.

Furthermore the MOU cited in the report and upon which the Board's vested authority to mandate such a decision is superseded by a prior partnership agreement, of which the Board was not aware at the time of the decision.

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



Adele Gardner
Chairperson Te Hiku Community Board

Signed: 

Name: Laurie Atkinson

Signed: 

Name: John Stewart

Dated 18 November 2019

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2758703

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 5 November 2019 be confirmed as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness".

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. Te Hiku Community Board Unconfirmed Minutes - 5 November 2019 - A2741697**  

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
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.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
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.	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
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 arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD, KAITAIA
ON TUESDAY, 5 NOVEMBER 2019 AT 10:09 AM**

PRESENT: Chairperson Adele Gardner, Member Lawrie Atkinson, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member Jaqi Brown, Cr Felicity Foy

IN ATTENDANCE: Mayor John Carter, Cr Dave Collard, Cr Rachel Smith, Cr Mate Radich

The meeting opened with a powhiri

1 PUBLIC FORUM

Agenda item 2, page 7 refers.

There was no public forum.

2 DEPUTATIONS

Agenda item 3, page 7 refers.

There were no deputations.

3 CORPORATE SERVICES GROUP

3.1 MAKING AND ATTESTING OF DECLARATIONS

Agenda item 5.1 document number A2699639, pages 8 - 8 refers

His Worship The Mayor John Carter witnessed the attestment and declaration of Community Board Members

Lawrie Atkinson
Darren Axe
Sheryl Bainbridge
Jaqi Brown
Adele Gardner
John Stewart
Cr Felicity Foy

The meeting was adjourned from 10:36 am to 10:56 am.

His Worship The Mayor addressed the Board Members

Chief Executive Officer Shaun Clarke addressed the Board Members

His Worship The Mayor presided over the election of Chairperson

3.2 ELECTION OF CHAIRPERSON

Agenda item 5.2 document number A2699693, pages 9 - 11 refers

RESOLUTION 2019/83

Moved: Member Sheryl Bainbridge
Seconded: Member Lawrie Atkinson

That the Te Hiku Community Board:

- a) use System B as the preferred voting system to elect a Chairperson.
- b) elect Adele Gardner as Chairperson for the triennium October 2019 to October 2022, in accordance with Standing Orders.

CARRIED

Chairperson Adele Gardner assumed the Chair

3.3 ELECTION OF DEPUTY CHAIRPERSON

Agenda item 5.3 document number A2699728, pages 12 - 14 refers

MOTION

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

That the Te Hiku Community Board:

- a) use System B as the preferred voting system to elect a Deputy Chairperson.
- b) elect Lawrie Atkinson as Deputy Chairperson for the triennium October 2019 to October 2022, in accordance with Standing Orders.

AMENDMENT

Moved: Member John Stewart

Seconded: Member Darren Axe

That the Te Hiku Community Board:

- a) use System B as the preferred voting system to elect a Deputy Chairperson.
- b) elect Jaqi Brown as Deputy Chairperson for the triennium October 2019 to October 2022, in accordance with Standing Orders.

LOST

The original motion became the substantive motion

RESOLUTION 2019/84

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

That the Te Hiku Community Board:

- a) use System B as the preferred voting system to elect a Deputy Chairperson.
- b) elect Lawrie Atkinson as Deputy Chairperson for the triennium October 2019 to October 2022, in accordance with Standing Orders.

CARRIED

Chairperson Adele Gardner abstained from voting

4 APOLOGIES AND CONFLICTS OF INTEREST

Agenda item 1, page 7 refers

There were no apologies. Member Jaqi Brown declared an interest in item 6.4 Rural Travel Funding Applications (member of Te Rarawa JMB Rugby Club Committee)

5 CORPORATE SERVICES GROUP (CONTINUED)

5.1 NOTING OF TE HIKU COMMUNITY BOARD STANDING ORDERS

Agenda item 5.4 document number A2699899, pages 15 - 16 refers

RESOLUTION 2019/85

Moved: Member Jaqi Brown

Seconded: Member John Stewart

That the Te Hiku Community Board adopt the Te Hiku Community Board Standing Orders.

CARRIED

5.2 EXPLANATION OF LAWS AFFECTING ELECTED MEMBERS

Agenda item 5.5 document number A2699901, pages 89 - 90 refers

RESOLUTION 2019/86

Moved: Member Adele Gardner

Seconded: Member Jaqi Brown

That the Te Hiku Community Board note the report “Explanation of Laws Affecting Elected Members”, and the advice provided at this meeting.

CARRIED

6 SPEAKERS

Whina te Whiu and B J Natanahira, representatives from IO Creatives Te Hiku Maori Arts Group spoke to the Board regarding the funding application, agenda item 6.1 refers.

Thomas Hinz, representative from Circability Trust spoke to the Board regarding the funding application, agenda item 6.1 refers.

The meeting was adjourned from 1:08 pm to 1:50 pm

7 STRATEGIC PLANNING AND POLICY GROUP

7.1 LOCAL COMMUNITY GRANT FUNDING APPLICATIONS

Agenda item 6.1 document number A2718802, pages 182 - 186 refers

RESOLUTION 2019/87

Moved: Member Jaqi Brown

Seconded: Member Sheryl Bainbridge

That Te Hiku Community Board, in considering the provisions of the Community Grant Policy, authorise funding (plus GST if applicable) be paid from the Board’s Community Fund to the following applicants:

a) The Wild Wild West Foundation Charitable Trust for their 2020 annual horse trek	\$1,100
b) IO Creatives - Te Hiku Māori Arts Group for the 2019 IO Creations Festival	\$4,874
c) Circability Trust for their 2020 Inclusive Circus Arts Tour for expenses specifically for the Te Hiku Ward area	\$3,000
Total	\$8,974
	CARRIED

Cr Felicity Foy left the meeting at 3:00 pm.

7.2 RURAL TRAVEL FUNDING - APPLICATIONS SUMMER ROUND 2019/20

Agenda item 6.4 document number A2690887, pages 236 - 239 refers

COMMITTEE RESOLUTION 2019/88

Moved: Member Sheryl Bainbridge

Seconded: Member Adele Gardner

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

a) 408 Community Trust	\$1800
b) Te Hapua School	\$740
c) Te Kura Taumata o Panguru	\$1800
Total	\$4,340

CARRIED

7.3 RURAL TRAVEL FUNDING PROJECT REPORTS

Agenda item 6.3 document number A2690773, pages 213 - 215 refers

RESOLUTION 2019/89

Moved: Member Adele Gardner

Seconded: Member Jaqi Brown

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

- a) Eastern United Rugby Football Club
- b) Kaitaia Basketball Association
- c) Kaitaia City Rugby Union Football Club
- d) Kaitaia Pirates Sports Club
- e) Ngataki School
- f) Taipa Area School
- g) Te Hapua School
- h) Te Rarawa JMB Rugby Club
- i) Te Kura Taumata o Panguru

CARRIED

8 CORPORATE SERVICES GROUP (CONTINUED)**8.1 TE HIKU COMMUNITY BOARD FIRST MEETING**

Agenda item 5.6 document number A2702785, pages 176 - 176 refers

RESOLUTION 2019/90

Moved: Member Darren Axe

Seconded: Member Lawrie Atkinson

That the Te Hiku Community Board receive the report “Te Hiku Community Board First Meeting”.

CARRIED

8.2 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 2019

Agenda item 5.7 document number A2715722, pages 177 - 177 refers

RESOLUTION 2019/91

Moved: Member Adele Gardner

Seconded: Member Sheryl Bainbridge

That the item be left to lie on the table until Council staff attend the next Board meeting to provide an explanation to the Board about how to interpret the Statement.

CARRIED

8.3 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 30 SEPTEMBER 2019

Agenda item 5.8 document number A2708817, pages 179 - 180 refers

RESOLUTION 2019/92

Moved: Member Adele Gardner

Seconded: Member Jaqi Brown

That the Te Hiku Community Board receives the report “Te Hiku Statement of Community Fund Account as at 30 September 2019”.

CARRIED

9 STRATEGIC PLANNING AND POLICY GROUP (CONTINUED)**9.1 TE HIKU COMMUNITY BOARD APPOINTMENT TO DISABILITY ACTION GROUP**

Agenda item 6.2 document number A2701410, pages 208 - 210 refers

RESOLUTION 2019/93

Moved: Member Adele Gardner

Seconded: Member Jaqi Brown

That the Te Hiku Community Board appoint Darren Axe as its representative on the Disability Action Group.

CARRIED

5 MEETING CLOSE

The Meeting closed at 3:24 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting scheduled to be held on 10 December 2019.

.....
CHAIRPERSON

7 CORPORATE SERVICES GROUP

7.1 APPOINTMENTS TO MANAGEMENT COMMITTEES

File Number: A2703059

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

The purpose of the report is to facilitate the appointment of Board representatives to management committees in the Te Hiku Ward.

RECOMMENDATION

That the Te Hiku Community Board make appointments to Management Committees as follows:

Araiawa Hall (Raio Hall)

Awanui Community Centre / Sports Complex

Kaingaroa Community Hall

Karikari Hall

Lake Ohia Community Hall

Mangonui Hall

Oruru Community Hall (Swamp Palace)

Fairburn Cemetery

Houhora Cemetery

Mangonui Cemetery

Oruaiti Cemetery

Peria Cemetery

Takahue Cemetery

Waihara Cemetery

Waipapakauri Cemetery

Te Ahu Museum

Te Hiku Sports Hub

Awanui River Liaison Committee

1) BACKGROUND

The Te Hiku Community Board is entitled to appoint a representative to the management committees of each of the following community assets / organisations:

Community Halls

Araiawa Hall (Raio Hall)
Complex

Awanui Community Centre / Sports

Kaingaroa Community Hall

Karikari Hall

Lake Ohia Community Hall

Mangonui Hall

Oruru Community Hall (Swamp Palace)

Committee managed local cemeteries:

Fairburn Cemetery

Houhora Cemetery

Mangonui Cemetery

Oruaiti Cemetery

Peria Cemetery

Takahue Cemetery

Waihara Cemetery

Waipapakauri Cemetery

Other:

Te Ahu Museum

Te Hiku Sports Hub

Awanui River Liaison Committee

2) DISCUSSION AND OPTIONS

Board appointees would be expected to keep the Board updated of issues of relevance and to communicate the Board's and Council's views to the management committee when necessary.

The Community Halls Policy states that each Community Board has responsibility for community buildings that provide a space for social interaction, (i.e. Council owned halls), and delegated authority to oversee the halls' operation. The hall committees are required to have a minimum of 5 members. In addition, a Community Board Member will be appointed to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.

There are 15 committee managed local cemeteries across the District. These committees are responsible for all aspects of operation and maintenance. The Community Board's role is to oversee the operation of cemeteries within the Policy guidelines by:

- monitoring the need for future facilities and their likely location
- liaising with representatives of local cemetery committees to ensure compliance with Council policy
- monitoring the effectiveness of maintenance, in conjunction with staff
- recommending to Council on decisions related to capital expenditure

The Te Ahu Museum Trust deed states that a Community Board representative is to sit on their Trust. The Te Hiku Sports Hub comes under the Parks and Reserves Community Board delegations. Northland Regional Council administers the Awanui River Liaison Committee and have requested an FNDC representative be part of the committee.

Reason for the recommendation

To provide a list of management committees to which Board representatives can be appointed.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

Nil

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Halls Policy; Cemeteries 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 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.	There are no implications specific to Māori.
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).	This does not impact on any identified persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provisions required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.2 NOMINATION OF FAR NORTH COMMUNITY BOARD EXECUTIVE COMMITTEE REPRESENTATIVE

File Number: A2700011

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

The purpose of the report is to inform Board members of the election to the next Community Board Executive Committee as per the advice received from Local Government New Zealand.

RECOMMENDATION

That the Te Hiku Community Board:

- a) nominates Member _____ as the Zone 1 Community Board Executive Committee Representative.**
- b) nominates Member _____ as the Zone 1 Community Board Executive Committee alternate.**

1) BACKGROUND

Local Government New Zealand (LGNZ) has a Committee called the Community Board Executive Committee. Since mid-2002 the Executive Committee has been working with LGNZ and have in place a Memorandum of Understanding which gives the Executive Committee the status of an advisory committee to the National Council of LGNZ.

The Community Board Executive Committee (CBEC) represents all the community boards in New Zealand. The Committee's role is to advocate in favour of community boards, advise the National Council of LGNZ, and promote best practice amongst community boards.

The CBEC meets four times a year in Wellington. As well as these meetings, each Zone representative runs regular zone forums to update community board members and focus on topical issues.

LGNZ constitution divides New Zealand into seven zones. Each zone appoints a representative to CBEC. The Far North is part of Zone One, along with Whangarei and Kaipara District Councils, and Northland Regional Council. As the other Councils in Zone One don't have Community Boards the representative will be elected from the Far North.

LGNZ have advised that the preference is for the three Boards to agree to each nominate the same representative. If the Boards do not reach an agreement on who the representative and alternate should be, each Board can nominate a candidate and Council staff will carry out an email ballot. During the ballot, all Board members can confidentially vote for their preferred candidate for the two positions. CBEC's first meeting will occur as soon as possible, after the results have been announced.

Prior to the 2019 Local Government Election, the membership of the CBEC consisted of:

1. Mick Lester, CBEC Chair & Zone 3 Representative - Hastings Rural Community Board Member
2. Bronwyn Hunt, CBEC Zone 1 Representative - Te Hiku Community Board
3. Allan Sole, CBEC Zone 2 Representative - Waihi Beach Community Board
4. Christine Papps, CBEC Zone 4 Representative - Otaki Community Board

5. Alexandra Davids, CBEC Zone 5 Representative - Linwood-Central-Heathcote Community Board
6. Ryan W Jones - CBEC Zone 6 Representative - West Harbour Community Board
7. Tania Tapsell - Rotorua Lakes Community Board
8. Don Cameron | National Council Representative

2) DISCUSSION AND OPTIONS

Throughout the country LGNZ have in previous years received the nominations from each board and facilitated an election process. Because the Far North District Council is unique in that it is the only Council in Zone One with Community Boards LGNZ have advised that they are happy for the Far North District Council to coordinate this process and advise them who the representative is.

There will be a Community Board Local Government New Zealand training session held 3 December 2019, which all community board members have been invited to. There will be some time allocated at this session to discuss the role on the Community Board Executive Committee and to provide members with an opportunity to signal interest in being the representative.

These reports form part of the agenda for the December Community Board meetings to resolve who the delegate and alternate should be. If consensus is not reached between the 3 boards through formal resolution, an email ballot will be conducted by Democracy Services. Each Board needs to consider who the best Far North Community Board member is to fulfil this role, not necessarily who the best member of their Board is, as it is an appointment on behalf of the 3 Community Boards as a collective.

Reason for the recommendation

To elect a representative for the Community Board Executive Committee and Zone One.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision as a result of nominating a member to the Committee. When the member is appointed costs will be incurred to travel to and from meetings. All costs and arrangements are made by LGNZ.

ATTACHMENTS

Nil

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	There are no Far North District Council policies or legislation relevant to this role. The role is to represent all the community boards in New Zealand. The Committee's role is to advocate in favour of community boards, advise the National Council of LGNZ, and promote best practice amongst community Boards.
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.	There are no implications specific to Māori.
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).	This does not impact on any identified persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provision required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.3 TE HIKU COMMUNITY BOARD CALENDAR OF MEETINGS 2020

File Number: A2766492

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To propose the scheduled dates for the Te Hiku Community Board meetings for the 2020 calendar

EXECUTIVE SUMMARY

- Continuation of 6 weekly meeting cycle
- Community Board meetings frequency to follow 2019 pattern

RECOMMENDATION

That the Te Hiku Community Board:

a) adopt the following meeting dates for 2020 at venues to be determined by the Board:

- 10 March
- 21 April
- 2 June
- 14 July
- 25 August
- 6 October
- 17 November

b) delegate the authority to amend the schedule of Community Board meetings, to the Chief Executive Officer.

1) BACKGROUND

The Local Government Act (LGA) requires a local authority (Board) to hold meetings that are necessary for the good government of its region or district. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings. Neither the LGOIMA or the LGA requires a Board to schedule meetings a year in advance it is considered good practise throughout New Zealand.

The Council and Committee meeting schedule for 2020 is not scheduled to be adopted until 19 December 2019, it is understood that their intent is to schedule meetings on a six-weekly cycle. Council has also historically held its meetings on a Thursday. Council have indicated that moving future Council meetings will be held on either a Tuesday or Wednesday. National and Regional events and meetings tend to occur on Monday, Thursday or Fridays, so avoiding these days enables Far North participation at such events.

At the end of every year, Council sets the formal meeting calendar for the coming year. The draft meeting calendar for Council / Committee meetings is scheduled to be adopted at the Council's meeting on 19 December. Community boards are responsible for setting their own schedules.

2) DISCUSSION AND OPTIONS

In the previous triennium the Board's meetings were scheduled on a 6-weekly cycle. The recommendation is to continue with this cycle. To effectively facilitate good government as required by the LGA, it is recommended that the Community Board meeting schedule align with the schedule of Council and Committee meetings. While that schedule is not intended for adoption by

the time of the Board's meeting, the recommendations contained in this report take the draft Council meeting schedule into consideration to avoid potential conflicts.

Holding a meeting requires a high level of administrative support, and a six weekly cycle will support effective reporting processes, and therefore decision making.

In keeping with the Board's role to advocate on behalf of its community, and considering the large geographical area of its community, the Board should consider holding meetings throughout the community. Members need to however also be mindful of logistical challenges that can arise from holding meetings at locations that are not Council owned and operated, and consideration should also be given to venue amenities and the likely prevailing weather conditions for the time of year.

Consideration should also be given to enable opportunity for community engagement with the Boards meetings. While the meetings are advertised in newspapers through public notices, and by staff on social media, public attendees to meetings often comment that community members were not aware meetings were being held in their vicinity. FNDC Communications Team can assist with this at the request of the Member, if required. Members play a role in advocating for their constituents to ensure that they are not only aware of the Boards meetings and activities but encouraged to engage.

Ultimately the Board are responsible for setting their own meeting schedule. If the Board are not in a position to be able to advise in advance the preferred locations of their meetings, confirmation will be required at least six weeks prior to meet advertising deadlines and allow staff sufficient time to make arrangements.

Reason for the recommendation

To schedule the formal meetings of the Te Hiku Community Board, for 2020 to ensure all Board Members are available for relevant meetings, and to ensure timely reporting to Committees and Council for those items referred to them by the Board.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is a cost the Far North District Council in supporting Community Boards. These costs are covered within the operational budgets, set more than a year in advance, and based on prior year expenditure. Community Boards are ultimately funded through ratepayer income.

ATTACHMENTS

1. **THCB proposed 2020 meeting calendar - A2779310** [!\[\]\(4695f05050b0d393767d0512587d4e50_img.jpg\) !\[\]\(e6380cce6342e403c00cb7c9feb7e762_img.jpg\)](#)

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987
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.	There are no particular implications for Māori
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.	This does not impact on any identified persons.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial costs of holding Community Board meetings is budgeted for, based on a 6-weekly cycle.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

2020 Formal Meetings														THCB										
2020																								
	January		February		March		April		May		June		July		August		September		October		November		December	
Sat																1								
Sun				1												2					1			
Mon				2							1	QUEENS BIRTHDAY				3					2			
Tue				3							2	THCB				4		1			3		1	
Wed	1	NEW YEARS		4		1					3		1			5		2			4		2	
Thu	2			5		2					4		2			6		3		1	5		3	
Fri	3			6		3		1			5		3			7		4		2	6		4	
Sat	4		1	7		4		2			6		4			8		5		3	7		5	
Sun	5		2	8		5		3			7		5			9		6		4	8		6	
Mon	6		3	9		6		4			8		6			10		7		5	9		7	
Tue	7		4	10	THCB	7		5			9		7			11		8		6	THCB	10		8
Wed	8		5	11		8		6			10		8			12		9		7		9		11
Thu	9		6	WAITANGI	12			7			9		9			13		10		8	12		10	
Fri	10		7	13		10	GOOD FRIDAY	8			12		10			14		11		9	13		11	
Sat	11		8	14		11		9			13		11			15		12		10	14		12	
Sun	12		9	15		12		10			14		12			16		13		11	15		13	
Mon	13		10	16		13	EASTER MONDAY	11			15		13			17		14		12	16		14	
Tue	14		11	17		14		12			16		14	THCB		18		15		13	THCB	15		
Wed	15		12	18		15		13			17		15			19		16		14		16		
Thu	16		13	19		16		14			18		16			20		17		15		19		
Fri	17		14	20		17		15			19		17			21		18		16		20		
Sat	18		15	21		18		16			20		18			22		19		17		21		
Sun	19		16	22		19		17			21		19			23		20		18		22		
Mon	20		17	23		20		18			22		20			24		21		19		23		
Tue	21		18	24		21	THCB	19			23		21			25	THCB	22		20		24		
Wed	22		19	25		22		20			24		22			26		23		21		25		
Thu	23		20	26		23		21			25		23			27		24		22		26		
Fri	24		21	27		24		22			26		24			28		25		23		27		
Sat	25		22	28		25		23			27		25			29		26		24		28		
Sun	26		23	29		26		24			28		26			30		27		25		29		
Mon	27	ANNIVERSARY	24	30		27	ANZAC	25			29		27			31		28		26	LABOUR DAY	30		28
Tue	28		25	31		28		26			30		28					29		27		29		
Wed	29		26			29		27					29					30		28			30	
Thu	30		27		30			28					30							29			31	
Fri	31		28					29					31							30				
Sat			29					30												31				
Sun				31				31																
	January	February	March	April	May	June	July	August	September	October	November	December												

7.4 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 OCTOBER 2019**File Number: A2761184****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 Te Hiku Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

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

BACKGROUND

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

Community Fund Account balance as at 01 July 2019	\$146,701.00
<ul style="list-style-type: none"> Plus Grant refunded from Be Free Inc 	\$86.96
<ul style="list-style-type: none"> Less funds allocated towards Centennial Park planting project 	\$17,000.00
<ul style="list-style-type: none"> Less funds granted and uplifted to 31 October 2019 	\$18,468.00
<ul style="list-style-type: none"> Less funds not uplifted from 1 October 2019, 2020 Anzac Day Te Ahu Service Expenses, Placemaking project for Awanui 	\$33,833.00
<ul style="list-style-type: none"> Less funds not uplifted from 16 July 2019 for NZ Baroq Incorporated 	\$1,000.00
Community Fund Account balance as at 31 October 2019	\$76,486.96

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 balance in the Community Fund account as at 31 October 2019 is \$76,486.96.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Te Hiku Community Fund account to the Te Hiku Community Board. The statement of the Community Fund account as at 31 October 2019 is attached.

ATTACHMENTS

1. **Statement of Te Hiku Community Board Fund Account as at 31 October 19 - A2762842**



**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 October 2019**

Allocation Grants & Donations Annual Budget 2019-20	113,368.00	
Community Board Placemaking Fund	33,333.00	
Refund unused Community Board Grant from Be Free Inc	86.96	
Centennial Park planting project in Kaitaia	(17,000.00)	
		129,787.96
Less Expenditure 2019/20 (Funds Uplifted)		
July 19		
Far North Environmental Centre for Crafty Mondays workshops	990.00	
Youthline Auckland Charitable Trust operational costs	1,535.00	
Lions Club Mangonui Charitable Trust for coach hire and koha expenses of hosting 2019 Lions District 202K Convention	2,200.00	
August 19		
Deaf Action NZ Learn NZSL with Eddie Trust for costs of providing New Zealand Sign Language classes in Kaitaia	4,067.00	
Mangonui Lions Club 2019 Fun Run and Walk event	276.00	
September 19		
Whatuwhiwhi and Tokerau Ratepayers Association 2019 Senior Christmas Luncheon	900.00	
October 19		
Far North Joyfest Group costs towards 2019 Joyfest event	3,000.00	
Te Houtaewa Maori Charitable Trust for the 2020 Te Houtaewa Challenge	3,000.00	
Karikari Recreation Hub project to establish a basketball blackboard at the Whatuwhiwhi multipurpose courts	2,500.00	
		18,468.00
Balance as at 31 October 2019		\$111,319.96
Less Commitments 2019/20 (Funds not yet uplifted)		
Meeting 01.10.19		
2020 Anzac Day Te Ahu Service Expenses	500.00	
Placemaking project for Awanui, consultation with Awanui Progressives Ratepayers Association and the Awanui Community	33,333.00	
Meeting 16.07.19		
NZ Barok Incorporated for Baby Baroque children's concert in Kaitaia	1,000.00	
		34,833.00
Balance 31 October 2019 Uncommitted/(Overcommitted)		\$76,486.96

8 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

8.1 BUS STOP CHANGES - BLENCOWE STREET KAITAIA

File Number: A2747431

Author: Keith Kent, Transport Planner

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To inform the Te Hiku Community Board of decisions taken on operational changes to the bus stop on Blencowe Street Kaitaia.

EXECUTIVE SUMMARY

Council has received a request to convert the bus stop on Blencowe Street in Kaitaia into car parks.

This has been escalated through a motion to Council in which staff were asked to investigate and confirm a decision by 01 November 2019.

Staff and the Senior Leadership Team (SLT) have considered this matter and wish to share details of their decisions with Te Hiku Community Board.

RECOMMENDATION

That the Te Hiku Community Board receive the report Bus Stop Changes - Blencowe Street Kaitaia.

BACKGROUND

A Request for Service (RFS) has been received from a business that has recently moved into a property on the corner of Commerce Street and Blencowe Street in Kaitaia. They question why the bus stop exists and wish to have it changed to car parks.

It is understood that the bus stop originally existed to serve Intercity Coaches but these now operate via Te Ahu resulting in limited continuing use of the bus stop by a school bus. On this basis, parking exemption permits had previously been granted for their staff to park cars in the bus stop but these permits have now expired.

Staff responded to the RFS noting that Council is undertaking a full review of the District Plan parking provisions for businesses aimed at reducing the reliance by businesses on roadside parking for staff and customers. Public transport and car parking provision will also be considered in the development of the District Transport Strategy (DTS) and the customer's concerns will be raised and considered during workshops. The business owner was advised that an option that would be considered as part of the DTS workshops would include reducing the double size bus stop to single and adding two new P120 car park bays.

The lack of immediate action prompted the customer to contact their local Councillor. This resulted in a notice of motion to Council on 3 October, 2019 and the following resolution:

That the hours of bus usage for the bus park on Blencowe Street in Kaitaia be reviewed to allow for more public use, and that the CEO/Staff complete diligence on the proposal in order to achieve a decision by 01 November 2019.

As part of preparing this proposal as required under the Council resolution, the following information was ascertained:

- The Bus stop is double size @ approximately 28m. The normal size of a bus stop is 13m
- The Bus stop is confirmed as scheduled in the current Parking and Traffic Control Bylaw
- The Bus stop is acknowledged as infrequently used by only one operator.
- Petricevich Buses operate a school run between Kaingaroa and Awanui 5 days a week, drop off only service on Blencowe Street between 2.45pm and 3.15pm using a 55 seat bus.
- The bus operator is amenable to a reduction in size of the bus stop.

OPTIONS

Three options were evaluated:

1. Renew the temporary parking exemption permits for the business pending the outcome of the District Plan review and District Transport Strategy
2. Sign the bus stops for shared use subject to a daily prohibition period for bus use only
3. Reduce the length of the bus stop and provide two P120 car parks

DISCUSSION

On-street parking falls outside of the Community Board delegations and as such it would normally be dealt with as an operational matter by staff, but this particular case warranted additional consideration by Council's Strategic Leadership Team.

In relation to Option 1, the renewal of parking permits to occupy on-road parking spaces by a specific business has the potential to set an undesirable and unsustainable precedence that the District Transport Strategy and subsequent Parking Plan will not support.

In relation to Option 2, staff are aware of times when the school bus has been forced to double park due to vehicles parked in the bus stop. Double parking is a serious safety hazard to other motorists and bus passengers.

Northland Regional Council Public Transport Team have been contacted to ascertain whether Option 2 is technically feasible. They have confirmed that certain combinations of signage would make shared use possible but that the resulting signs and markings may not be easy to interpret on site. In addition, the associated schedule changes to the Parking and Traffic Control Bylaw necessary to allow enforcement would be somewhat complicated and time consuming. Consideration was also given to the potential for recurrences of occupation of the spaces during allotted bus use periods which could give rise to further undesirable double parking of buses.

Of relevance to the enforcement of Options 2 and 3, all Parking and Traffic Control Bylaw schedule changes are currently being held pending review by staff prior to expiry of the Bylaw in June 2020. This means that until then, any changes to parking signs and markings on site would be unenforceable unless the existing scheduled bus stop was used as the basis for issuing tickets for vehicles staying beyond the indicated 120 minutes. Alternatively, offending vehicles could be ticketed for inconsiderate parking.

The provision of two car park spaces in Option 3 is made possible because there is a reduced demand for use of the double length bus stop. The proposed P120 limit for these spaces is considered appropriate in the context of similar restrictions along Blencowe Street and is deemed to adequately cater for adjacent business customer use.

DECISIONS

On 21 October 2019, council's Strategic Leadership Team considered a report prepared by council's Transport Planner and made the following decisions:

Adopt Option 3

- **Reduce the bus stop to a large single bus bay of approx. 16m length**
- **Provide two new 6m long P120 car park bays and advise Monitoring department of the enforcement options**
- **Provide an information report to Te Hiku Community Board 10 December Meeting**

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The estimated cost of \$800 for remarking and erection of traffic signs will be met through existing Roothing Maintenance, Operational and Renewal Budgets.

ATTACHMENTS

Nil

9 STRATEGIC PLANNING AND POLICY GROUP

9.1 FUNDING PROJECT REPORTS

File Number: A2762522

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Community Development Advisor

PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

RECOMMENDATION

That the Te Hiku Community Board note the project reports received from:

- a) Kaitaia Business Association for the 2018 Christmas street decorations
- b) Mangonui Lions Club for the Fun Run
- c) Whakawhiti Ora Pai for the Pukenui Clinic accessibility upgrade

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

- 1. Project Report - Kaitaia Business Association - A2765026  
- 2. Project Report - Mangonui Lions Fun Run - A2749584  
- 3. Project Report - Whakawhiti Ora Pai - A2764114  

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	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.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports should be considered as part of the relevant report.
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).	This report is asking for the project reports to be approved, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to: funding@fndc.govt.nz PDF attachment via email is preferred) OR:

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:	Kaitaia Business Association Limited
Name & location of project:	Christmas Wreaths and Flags for Kaitaia's Commercial Business District
Date of project/activity:	December 2018

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$2184

Board meeting date the grant was approved: 8 November 2018

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Celebrations/Pre-decorated Christmas Wreaths	\$1792	✓
Celebrations/Lamppost Banners	\$830	✓
	\$	
	\$	
Total:	\$2622	

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

The highlight was seeing the collaboration of the council, the KBA and Top Energy contributing their time and resources to bring the spirit of Christmas into Kaitaia. This was not a project where we could give numbers, but Christmas season is amongst the busiest time of the year for Kaitaia so it's nice to showcase our town by acknowledging Christmas amongst our businesses.

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

Hanging these wreaths and flags on the main street in town brought the spirit of Christmas. All those who drove through town or walked through town new that Christmas was here! It added to the atmosphere during the Santa parade and will look great for years to come. Top Energy contributed their time by installing and removing the decorations from the council structures. They also provide storage for these decorations at no added cost to the KBA.

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

Unfortunately, it does not look like enough was done in this area. With the new Executive and Coordinator we will ensure that this is done in future. Our sincerest apologies!

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

<https://www.facebook.com/kaitaiaid/>

This report was completed by:

Name: Anita Lasike

Address: 3 Redan Road, Kaitaia

Phone: 02108150060 mob:

Email: kaitaiaid@gmail.com

Date: 19 November 2019



Far North
District Council

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

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

Name of organisation: MANAWA LIONS CLUB
Name & location of project: LIONS FUN RUN AND WALK
Date of project/activity: SUNDAY 6 OCTOBER 2019

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 276 -

Board meeting date the grant was approved: 20/8/19

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)
BAY SIGNS - Date change decals.	\$ 92 -	✓
GLOSS MANAWA - Photocopying	\$ 25 -	✓
CODPERS BEACH FOUR SQUARE - disposable cups	\$ 19.90	✓
RIDERS SPORTS DEPOT - Engraving trophies	\$ 42.50	✓
TRAVEL - as claimed.	Total: \$ 120 -	
	\$302.40	

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

There were 146 taking part in the 6km and 8km events, with 3 children in their 2km Beach Run. The 146 was the second-highest total in our seven year history. We put this down to a combination of a) school holidays, b) perfect weather, and c) the beneficiaries were the Dabblers & Big Kindergartens.

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

1

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

We were pleased to get so many participating this year. A large number were family groups, but there were many outsiders who travelled here from Bay of Islands, Kaitake, Kaitake & Whangarei. Having DB Kindergarten as beneficiary did help as the public is always good at supporting young children.

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

Our Facebook page used the same cover photo as previously, and this includes the FNDC as a major sponsor. This is also acknowledged on this page's list of supporters.

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

www.facebook.com/mangonui.lions.fun.run

This report was completed by:

Name: Alan Dow
 Address: 35 STRATFORD DR, CABLE BAY, MANOANUI
 Phone: 09-406-0136 mob: 021-217-0366
 Email: agdow54@gmail.com
 Date: 2/11/19



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to:

Governance Support

Far North District Council

Private Bag 752

KAIKOHE 0440

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

Name of organisation: Whakawhiti Ora Pai
 Name & location of project: Pukerua Clinic accessibility upgrade project
 Date of project/activity: MARCH 2019

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund: \$10,000 plus GST

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	Samount	Receipt/s attached (please tick)
<u>Blithe Concrete</u>	<u>\$11,120.50</u>	<input checked="" type="checkbox"/>
	\$	
	\$	
	\$	
Total:	\$	

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

Pukerua clinic now has a concreted accessibility for patient parking and access to make it easier and safer for those with mobility disabilities. In the 2018-2019 financial year over 8000 patients accessed our Pukerua clinic

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

1

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

No evaluation required.
Community have benefited as those with walking frames, crutches and walking difficulties are no longer walking on loose gravel.

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

Acknowledgement was made in our bi-monthly Newsletter
- Email photo attached
- Photos of our 3 clinics including Pukerua can be viewed on our website www.wop.co.nz

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

Whakawhiti Ora Pai Community Health Centre

This report was completed by:

Name: EARRL MURRAY
Address: 6652 FAR NORTH RD. TE HAO RD. 4 KAITIA
Phone: (09) 409 7880 mob: 021 761 686
Email: eko@mowop.co.nz
Date: 18.11.2019

9.2 FUNDING APPLICATIONS REPORT

File Number: A2762884

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Community Development Advisor

PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the 10 December 2019 meeting.

EXECUTIVE SUMMARY

- Te Hiku Community Board has \$63,912 unallocated funding available for the 2019/20 financial year.
- Seven applications for funding have been received, requesting a total of \$38,267.

RECOMMENDATION

That Te Hiku Community Board, in considering the provisions of the Community Grant Policy, authorise (plus GST if applicable) be paid from the Board's Community Fund as follows:

a)	Kaitaia and Districts Age Concern - for drop-in centre operating expenses	\$8,720
b)	Grey Power Far North – for Christmas dinner and operating expenses	\$3,085
c)	Kaitaia Business Association – for landscape architect consultant fees	\$10,000
d)	Kaitaia People's Centre – for drop-in centre operating expenses	\$5,029
e)	Kaitaia Sport and Leisure Trust – for 2020 Kaitaia Invitational Dart Tournament	\$3,091
f)	Resonance Tour 2020 – for tour including music masterclasses at schools	\$2,000
g)	Whakawhiti Ora Pai – for whanau life-skills camp in January 2020	\$1,342
		\$33,267

1) BACKGROUND

Each 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.

2) DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Purpose	Community Outcome	Type
Kaitaia and Districts Age Concern	Drop-in centre operating expenses	\$8720 (33%)	\$8720	Annual operating expenses	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Operating
Grey Power Far North	Operating expenses	\$3085 (30%)	\$3085	Annual operating expenses	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Operating
Kaitaia Business Association	Town Centre revitalisation	\$15,000 (50%)	\$10,000	Landscape artist consultant fees for Kaitaia Town Centre	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Infrastructure
Kaitaia People's Centre	Drop-in centre operating expenses	\$5029 (33%)	\$5029	Annual operating expenses	Proud, vibrant communities Communities that are healthy, safe,	Operating

Applicant	Project	Requested	Recommended	Purpose	Community Outcome	Type
					connected and sustainable	
Kaitaia Sport and Leisure Trust	2020 Kaitaia Darts Invitational	\$3091 (6%)	\$3091	Darts Tournament	Proud, vibrant communities	Events
Resonance Tour	Musical introduction and masterclass	\$2000 (20%)	\$2000	Tour including musical masterclasses with students at schools	Proud, vibrant communities	Event
Whakawhiti Ora Pai	2020 Whanau Training Camp	\$1342 (50%)	\$1342	Week long camp for whanau working on whanau structure and building positive life skills.	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Event

Assessment of Applications

The applicant was required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

Reason for the recommendation

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

ATTACHMENTS

1. **Funding Application - Age Concern - A2762875** [↓](#) 
2. **Schedule of Supporting Documents - Age Concern - A2764297** [↓](#) 
3. **Funding Application - Grey Power - A2762878** [↓](#) 
4. **Schedule of Supporting Documents - Grey Power - A2764301** [↓](#) 
5. **Funding Application - Kaitaia Business Association - A2762877** [↓](#) 
6. **Schedule of Supporting Documents - Kaitaia Business Association - A2764302** [↓](#) 
7. **Funding Application - Kaitaia People's Centre - A2762876** [↓](#) 
8. **Schedule of Supporting Documents - Kaitaia People's Centre - A2764299** [↓](#) 
9. **Funding Application - Kaitaia Sports Trust - A2762874** [↓](#) 
10. **Schedule of Supporting Documents - Kaitaia Sports Trust - A2764303** [↓](#) 
11. **Funding Application - Resonance 2020 - A2762880** [↓](#) 
12. **Schedule of Supporting Documents - Resonance Tour - A2764298** [↓](#) 
13. **Funding Application - Whakawhiti Ora Pai - A2762879** [↓](#) 
14. **Schedule of Supporting Documents - WOP - A2764300** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	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 Māori 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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@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	Kaitiaki and District Age Concern Regional Council Inc.		Number of Members	320
Postal Address	PO Box 538, Kaitiaki		Post Code	0441
Physical Address	16 Commerce Street, Kaitiaki		Post Code	0410
Contact Person	Julie Moebus	Position	Manager / Secretary	
Phone Number	09 408 2997	Mobile Number	027 237 9134	
Email Address	julie.ageconcernkta@xtra.co.nz			

Please briefly describe the purpose of the organisation.

Serving and Supporting the needs of older people in the Far North

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

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 Operating Expenses for our Drop-in Centre Date Ongoing
Location 16 Commerce Street, Kaitiaia 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.

Our drop-in centre provides free and confidential information, advice and advocacy for Older People, their whanau/family and carers in the Far North.

We also hold the contract with MSD/Oranga Tamariki to provide the Elder Abuse Response Service (EARS) for all of Northland- (Kaipara, Whangarei & Far North Districts). This contract does not cover all expenses.

We are just starting up on Accredited Visiting Service (AVS) so that Older people can be visited, which reduces isolation & loneliness.

We provide a weekly exercise class designed for Older People which helps with socialisation, strength, balance & Falls Prevention.

We provide monthly meetings which are open to the public, outings and a bi-monthly newsletter.

In the Last Year (Nov 2018 - Oct 2019) we responded to 3549 requests for our services, 1091 people attended our events and we assisted 90 people with our elder Abuse Response Service.

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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	15,600	5,200
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	3,698	1,232
Equipment Hire		
Equipment Purchase (describe)		
Utilities Power, Phone Internet	6,864	2,288
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	26,162	8,720

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 62-702-338

How much money does your organisation currently have? at 15/11/19 \$49,320.34

How much of this money is already committed to specific purposes? \$49,320.34

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

Purpose	Amount
EARS Contract.	\$24,082.80
Operating Expenses	\$23,207.54
AVS Service	\$2030
TOTAL	\$49,320.34

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

Funding Source	Amount	Approved
Lotteries Grants Board	20,000	<u>Yes</u> / 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
Operating Expenses	\$7,000	4/4/16	<u>Y</u> / N
Operating Expenses	\$6,000	26/3/15	<u>Y</u> / 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)

Kaitiaki and District Age Concern Regional Council Inc

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

[Signature]

Signatory Two

[Signature]

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

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 Gloria Austin Position President/Treasurer
 Postal Address 61 Church Road, Kaitiaki Post Code 0410
 Phone Number 09 408 0431 Mobile Number 027 4158152
 Signature [Signature] Date 15/11/19

Signatory Two

Name Julie Moebus Position Manager/Secretary
 Postal Address 16 Commerce Street, Kaitiaki Post Code 0410
 Phone Number 09 408 2997 Mobile Number 027 237 9134
 Signature [Signature] Date 15/11/19

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Schedule of Supporting Documentation**KAITAIA AND DISTRICT AGE CONCERN**

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

1	Bank Account Details
2	Financial Performance Report for 2018/19
3	Deed of Lease
4	Contact Energy Invoice
5	Spark Invoice

Local Grant Application Form



Instructions

Please read carefully:

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- 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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@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>Grey Power Far North</u>	Number of Members	<u>140</u>
Postal Address	<u>28 Allen Bell Drive</u>	Post Code	<u>0410</u>
Physical Address		Post Code	
Contact Person	<u>Graham Dormer</u>	Position	<u>President</u>
Phone Number	<u>09 408 3316</u>	Mobile Number	
Email Address			

Please briefly describe the purpose of the organisation.

Grey Power Far North is the local chapter of a national ageing advocacy body.

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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 Grey Power Christmas Date TBC
 Location Kaitia RSA 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.

Grey Power Far North has approximately 140 members and the current application is to support operational costs and a Christmas event to bring members together. Grey Power is run entirely by volunteers and members run social events and attend regular meetings which provide opportunities for social engagement. The president often visits ill and elderly members in their homes, at hospital and at the Switzer Home.

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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)		\$1030.35
Equipment Hire		
Equipment Purchase (describe)		
Utilities		\$195.00
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		\$15,00.00
Travel/Mileage		\$360.00
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	520 hours	not applicable
Other (describe)		
TOTALS		\$3085.35

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Internet fees	\$1030.35
TOTAL	\$1030.35

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

Funding Source	Amount	Approved
N/A		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
N/A			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)

Grey Power Far North

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

[Signature]

Signatory Two

[Signature]

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Local Grant Application Form



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

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

Signatory One

Name GRAHAM RONALD DORMER Position PRESIDENT
 Postal Address 281A WHEATBELT DRIVE KAITIAIA Post Code 0410
 Phone Number 01 083316 Mobile Number
 Signature [Signature] Date 14-11-2019

Signatory Two

Name BRIAN HUGH MULCAHY Position VICE-PRES.
 Postal Address 6 RONGOPAI PLACE KAITIAIA Post Code 0410
 Phone Number 021 0511 621 ← Mobile Number
 Signature [Signature] Date 14-11-19

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Schedule of Supporting Documentation**GREY POWER FAR NORTH**

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

1	Quote from Kaitaia RSA – Christmas Buffet
2	Minutes of Grey Power Zone 1 Meeting – 27 June 2019
3	Bank Account Details
4	NZ Post Invoice for PO Box

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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.

- **Send your completed form** to funding@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>Kaitia Business Association</u>	Number of Members	<u>300 approx</u>
Postal Address	<u>PO Box 220 Kaitia</u>	Post Code	<u>0441</u>
Physical Address	<u>Redan Rd Kaitia</u>	Post Code	<u>0441</u>
Contact Person	<u>Anaera Panther</u>	Position	<u>Chairperson</u>
Phone Number		Mobile Number	<u>02108411927</u>
Email Address	<u>Kaitiabid@gmail.com</u>		

Please briefly describe the purpose of the organisation.

To promote business in Kaitia with an aim to revitalise and encourage economic outputs

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

We seek to contract a local landscape architect to develop a master plan for Kaitia. This plan will include a theme/character representing our history and culture.

We aim to develop a Town Centre Revitalisation plan with community input and consultation.

Once the master plan is agreed on then we can plan a staged process to develop and work towards physical projects to reach the end goal.

We aim to lobby for central government funding + other sources.

Not only the whole town will benefit from this Town Centre Revitalisation plan but all visitors to our area.

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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) Landscape Architect Consultant Fees.	30,000 + GST	15,000 + GST.
TOTALS	30,000 + GST	15,000 + GST

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Security Cameras maintenance / capital	100,000
TOTAL	

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

Funding Source	Amount	Approved
KBA BID RATE	15,000	Yes <input checked="" type="radio"/> 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
KBA BIDRATE	50,000 p/a.		<input checked="" type="radio"/> Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Kaitia Business Association

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
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 - 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:

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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 Andrea Panther Position Chairperson
 Postal Address PO Box 117 Kaitake Post Code 0449
 Phone Number 021 084 11927 Mobile Number
 Signature [Signature] Date 15.11.19.

Signatory Two

Name MARK Frost Position Vice Chairperson
 Postal Address 359 Kimberly rd. Ngataki Post Code 0410
 Phone Number 0276777711 Mobile Number 0276777711
 Signature [Signature] Date 18.11.19

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Schedule of Supporting Documentation**KAITAIA BUSINESS ASSOCIATION**

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

1	Quote for Landscape Design Concept Kaitaia Master Plan
2	Business Plan and Strategic Recommendations
3	Financial Statements

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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@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	Kaitiaki People's Centre Nga Hoa Awhina Inc		Number of Members	<input type="text"/>
Postal Address	6 South Road, Kaitiaki	Post Code	0410	
Physical Address	6 South Road, Kaitiaki	Post Code	0410	
Contact Person	Julie Moebus	Position	Chairperson/Treasurer	
Phone Number	09 408 2997	Mobile Number	027 237 9134	
Email Address	julie.ageconcernkta@xtra.co.nz			

Please briefly describe the purpose of the organisation.

Our purpose is to provide free and confidential information, guidance and support to all individuals in our area

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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 Operating Expenses for our drop-in centre Date Ongoing

Location 6 South Road, Kaitiaki 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.

Our drop-in centre provides free and confidential information, advice and advocacy to anyone who comes in our door or phones us. We work to support the disadvantaged in our community. We help people who may be feeling disempowered to find their voice with our support and provide the skills and resources they need. We work closely with other groups in our community to ensure our clients receive the best help possible. We hold a free legal clinic every fortnight, these are always fully booked. 357 people attend last year to March 2019. We provide a CV writing service which is well used, we also receive referrals from WINZ for this service. Kaitiaki People's Centre is a place where people can come to feel welcome and also comfortable in the knowledge they can ask for help with any issue, and know that we will go out of our way to provide them with help and support.

The number of clients coming in to see us is increasing. In the year to March 2019, we had 1806 people through our doors, typed 68 CVs and 357 people visit lawyers.

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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:

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- 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	9,542	3180
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	1925	641
Equipment Hire		
Equipment Purchase (describe)		
Utilities power & phone	3,625	1208
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	15,092	5,029

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

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Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 93-980-018

How much money does your organisation currently have? \$10,344.12

How much of this money is already committed to specific purposes? \$10,344.12

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

Purpose	Amount
<u>Operating Expenses + Wages</u>	<u>\$10,344.12</u>
TOTAL	

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

Funding Source	Amount	Approved
<u>Lotteries Grants Board (operating costs + wages)</u>	<u>\$10,000</u>	<u>Yes</u> / Pending
<u>FNOC Long Term Plan (operating costs + wages)</u>	<u>\$10,000</u>	<u>Yes</u> / 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
<u>Operating Expenses from</u>			Y / N
<u>FNOC Long Term Plan</u>	<u>\$10,000</u>	<u>every 6 months</u>	<u>Y</u> / N
			Y / N
			Y / N

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

Kaitia People's Centre - Nga Hoa Awhina Inc

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

[Signature]

Signatory Two

[Signature]

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Local Grant Application Form



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

Signatory One

Name Julie Moebus Position Chairperson / Treasurer
 Postal Address PO Box 538, Kaitia Post Code 0441
 Phone Number 09 408 2997 Mobile Number 027 237 9134
 Signature [Signature] Date 15/11/19

Signatory Two

Name Gloria Austin Position Committee Member
 Postal Address 61 Church Road, Kaitia Post Code 0440
 Phone Number 09 408 0431 Mobile Number 0274 158 152
 Signature [Signature] Date 15/11/19

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Schedule of Supporting Documentation**KAITAIA PEOPLE'S CENTRE**

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

1	Letter of Support – Home Support North
2	Bank Account Details
3	Statement of Accounts
4	Financial Performance Report for 2018/19
5	Deed of Lease
6	Spark invoice



P.O. Box 72, Kaitaia. 0441 - E: kbclub2015@gmail.com Mobile: 021 027 89896

18th November, 2019

The Secretary,
Funding Advisor,
Far North District Council,
Private Bag 752,
Kaikohe 0440

FAR NORTH DISTRICT
COUNCIL

18 NOV 2019

KAITAIA SERVICE CENTRE

Dear Sir/ Madam,

Re: Te Hiku Community Board - Funding Application – Kaitaia

Please find funding application papers for an event planned for Saturday February 29th, 2020 at Te Ahu in Kaitaia. We have included local businesses for this fund application. This event is an exhibition darts match with local players and NZ ranked players. To provide the opportunity to fundraise for our community. This event also will give the local community a chance to see darts in a live setting. There is also local live entertainment.

This will be an afternoon event (1pm – 8pm) and we have planned it on the same footprint as last year's inaugural event –the committee has run events at Te Ahu for the past 6 years. Either in the name of Kaitaia Boxing Club Inc. or Kaitaia Sport and Leisure Trust.

We have had 1 successful application with Community Board in 2018. We are now slightly limited in Kaitaia now as we have only 2 pub gaming charities to source funds off, due to change of allegiance of one outlet in Kaitaia, the outlining areas are not designated to Kaitaia applications, even though they are under Far North District Council Licencing region.

I am happy to meet and discuss application at December Board meeting and look forward to a positive outcome for the Trust.

Regards

A handwritten signature in blue ink that reads "Shirley Williams".

Shirley Williams,
Administrator
Mob 021 027 89896

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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.

- **Send your completed form** to funding@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	KAITIA SPORT AND LEISURE TRUST		Number of Members	4
Postal Address	PO Box 72, KAITIA	0441	Post Code	0441
Physical Address	Shop 8, 2 Bank St, Kaitia		Post Code	0410
Contact Person	Shirley Williams	Position	SECRETARY / ADMINISTRATOR	
Phone Number	021 027 89896	Mobile Number	021 027 89896	
Email Address	kbcclub2015@gmail.com / shirleywilliams@xtra.co.nz			

Please briefly describe the purpose of the organisation.

Our Trust holds an annual event related to sports this year will be our 2nd Dart Invitational Exhibition Event for Te Hiku Ward residents to attend.

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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 2020 Kaitiaia Darts Invitational Date 29/02/2020

Location Te Anu - Kaitiaia Time 1pm - 8pm

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

If so, how much? We have 3 tier pricing \$60, \$40 or \$30 pax

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

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

The event is held annually by Trust to provide an event our Community in the Te Hiku Wairarapa region does not see. This event brings 8 NZ ranked players (darts) to compete and showcase their talents against 8 local players. This type of event is usually on TV or in large cities. NZ Dart Players were impressed with type of show staged last year in Kaitiaia. This showcase brings a very visual display of the sport. We also work with local for North Darts Association, local players are selected from local clubs.

The staffing required for this type of event (150) is sourced from local community groups eg. ATE, Fire Brigade, Wairarapa Club, local school students, etc. on Kaitiaia. We engage as many local business for services. We do have to engage out of town for some professional services.

Also NZ Dart Players have a fan base and they attend this event, local and National.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure		Total Cost	Amount Requested
Rent/Venue Hire	1	1750.	1750..
Advertising/Promotion	2	1360.	441
Facilitator/Professional Fees ²	3	16550	
Administration (incl. stationery/copying)	4	16472	
Equipment Hire	5	2470	900
Equipment Purchase (describe)	6		
Utilities <i>Liability Insurance</i>	7	500	
Hardware (e.g. cement, timber, nails, paint)	8		
Consumable materials (craft supplies, books)	9		
Refreshments <i>water (Liq. Hic)</i>	10	250	
Travel/Mileage	11	3700	
Volunteer Expenses Reimbursement	12		
Wages/Salary <i>12 weeks</i>	13	1200	not applicable
Volunteer Value (\$20/hr) <i>2 people 12 weeks 192 hrs</i>	14	3840	not applicable
Other (describe) <i>Accommodation</i>			
<i>1 night / or 2 nights.</i>	15	2800	
TOTALS		50892	3091

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 119-873-908

How much money does your organisation currently have? 2000.00.

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

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

Purpose	Amount
Bar Licence	201
Wristbands	115
Stationery	200
Staff meal	800
Advertising	150
TOTAL	1472

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

Funding Source	Amount	Approved
Beginning December 2019		Yes / Pending
2019 January 2020		Yes / Pending
February 2020		Yes / Pending
		Yes / Pending
Oxford Sports Trust + Four Winds		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Accommodation	1640	07/04/2018	(Y) / N Refund 46
Not granted	—	28/09/2017	(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)

KAITIAIA SPORT AND LEISURE 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) N/A
 - ☒ 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

Stephen Williams

Signatory Two

B. L. Morrissey

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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 Shirley Williams Position SECRETARY/ADMINISTRATOR
 Postal Address 41 B PUCKEY AVE KAITIA Post Code 0410
 Phone Number 021 027 89896 Mobile Number 021 027 89896
 Signature Shirley Williams Date 15/11/19

Signatory Two

Name Brendan Morrissey Position Chairperson
 Postal Address 8 Eden Terrace, Kaitia Post Code 0410
 Phone Number 09 4080255 Mobile Number 027 8900842
 Signature B. L. Morrissey Date 15/11/19

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Schedule of Supporting Documentation**KAITAIA SPORT AND LEISURE TRUST – DARTS INVITATIONAL 2020**

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

1	Quote - Te Ahu Centre
2	Quote – Printing.Com
3	Quote – North Hire Marquees
4	Budget
5	Bank Account Details
6	Financial Statements
7	Promotional Poster and sample ticket
8	Run sheet (programme)
9	Event layout plan
10	Newspaper articles of event

Local Grant Application Form



Instructions

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- 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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@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>RESONANCE TOUR</u>		Number of Members	<u>7</u>
Postal Address	<u>40 JOHN STREET, STOKES VALLEY, LOWER HUTCH</u>		Post Code	<u>5019</u>
Physical Address	<u>"</u>		Post Code	<u>"</u>
Contact Person	<u>JONATHAN PIRINI</u>	Position	<u>BAND LEADER / TEACHER</u>	
Phone Number	<u>0212986289</u>	Mobile Number	<u>0212986289</u>	
Email Address	<u>jmpthechimp@gmail.com</u>			

Please briefly describe the purpose of the organisation.

positive & vibrant.
Help Far North student musicians develop a healthy self identity
and vision for their futures by being connected with other industry professionals

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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 Resonance Tour

Date February 2020 - 13th - 23rd

Location Kaitiaki / Hōwhiri / Tai Pā

Time Various see timetable
(Potential for more)

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.

→ Kaitiaki College & Tai Pā Area School students
via masterclasses, workshops, tuition in composition/song-
writing & use of music technology (setting up & operating
sound system + recording technology)

→ Exposure to jazz, funk, & fusion music & also brass
instruments (trumpet, saxophone) at a professional level as
well as drums, bass, piano & guitar

→ Connecting to services & facilities beyond the Far North
that will help students develop ideas for their own
futures & understand pathways to achieve this.

→ Establish regular & meaningful connections between Far North
High Schools & universities.

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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:

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- 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	\$500	
Facilitator/Professional Fees ²	\$1000 —	
Administration (incl. stationery/copying)	—	
Equipment Hire	\$1150	\$1000
Equipment Purchase (describe)	—	
Utilities	—	
Hardware (e.g. cement, timber, nails, paint)	—	
Consumable materials (craft supplies, books)	—	
Refreshments	\$1000	
Travel/Mileage (WGT - KTA) Fuel	\$2000	\$500
Volunteer Expenses Reimbursement	—	
Wages/Salary	\$7000	not applicable
Volunteer Value (\$20/hr)	—	not applicable
Other (describe) Food	\$500	\$500
TOTALS	\$10150	\$2000

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Sound & Light Hire	\$1150
Travel	\$2000
Wages - Musicians/Tutors	\$7000
TOTAL	\$9150

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

Funding Source	Amount	Approved
NZ Music Commission	\$2000	Yes / Pending
Kaitiaki College	\$2000	Yes / Pending
Tairāwhiti Area School	\$1200	Yes / Pending
Various shows around 'Te Hiku'	\$3000	Yes / Pending
		Yes / Pending

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

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

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

RESONANCE TOUR

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

Signatory One

[Signature]

Signatory Two

N/A.

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Local Grant Application Form



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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.
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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 JONATHAN PIRINI Position BAND LEADER
 Postal Address 60 JOHN STREET, STOKES VALLEY, LOWER HUTT Post Code 5019
 Phone Number 0212986289 Mobile Number →
 Signature [Signature] Date 17/11/2019

Signatory Two

Name AKASH DUTTA Position BAND MEMBER
 Postal Address 51 ADAMS TERRACE, KELISBURN, WGT Post Code 6021
 Phone Number → Mobile Number 0221009357
 Signature A. Dutta Date 17/11/2019

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Schedule of Supporting Documentation**RESONANCE TOUR**

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

1	Overview of tour
2	Quote – Lakeside Sound and Light
3	Health and Safety Plan

Local Grant Application Form



Instructions

Please read carefully:

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- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
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- **Send your completed form** to funding@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	<input type="text" value="Whakawhiti Ora Pa"/>	Number of Members	<input type="text" value="19"/>
Postal Address	<input type="text" value="6652 Far North Rd, Kaitiā"/>	Post Code	<input type="text" value="0484"/>
Physical Address	<input type="text" value="As above"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Bryar Crewther - Abraham"/>	Position	<input type="text" value="Health Promotion"/>
Phone Number	<input type="text" value="09 4097880"/>	Mobile Number	<input type="text" value=""/>
Email Address	<input type="text" value="bryarc@wop.co.nz"/>		

Please briefly describe the purpose of the organisation.

Health and Social Non Government
Organisation

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Local Grant Application Form



Project Details

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



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity

Kaikokini, Kaitautoko Ruri

Date

13 Jan 20 - 17 Jan 20

Location

Te Pahi Far North

Time

1 x Week

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.

Programme is setup for whanau, with a focus on tamariki and parents. It is a week long camp that will encourage whanau to immerse in their own whanau structures becoming dependant on making successful decisions, what skills are required at different times, shared knowledge, building up skills, how to remain positive and have fun. They will have the opportunity to meet others, build relationships, step out of their comfort zone, tackle new challenges and strengthen whanau links. There is no other services that provide this kind of programme in the area and being so isolated and rural it is a welcomed activity for whanau and tamariki in this area (Tche).

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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	800.00	400.00
Advertising/Promotion <i>Sun hats</i>	345.69	172.84
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)	298.01	149.00
Refreshments		
Travel/Mileage <i>Vouchers</i>	240.00	120.00
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
<i>Food</i>	1000.00	500.00
TOTALS	2683.70	1341.85

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

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Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 67 271 718

How much money does your organisation currently have? 450,000.00

How much of this money is already committed to specific purposes? 450,000.00

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

Purpose	Amount
Cash Reserve keep for WAGO	65,000
Balance for purchase/renovation new clinic.	385,000
TOTAL	450,000

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

Funding Source	Amount	Approved
Whakawhiti Ora Pai	400.00	<u>Yes</u> / Pending
	172.80	<u>Yes</u> / Pending
	149.00	<u>Yes</u> / Pending
	120.00	Yes / <u>Pending</u>
	500.00	<u>Yes</u> / Pending

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

Purpose	Amount	Date	Project Report Submitted
Creata Communities Grant	1937.75	28-6-18	Y / N
Cooperating Partners	11,500.00	20-11-18	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)

Whakawhiti Ora Pai Community Health & Social Service

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

Enik Muna

Signatory Two

Abraham

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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 Errol Murray Position General Manager
 Postal Address 6652 Far North Rd Te Koro RD 4 Kaikōura Post Code 484
 Phone Number (09) 409 7880 Mobile Number 021 761 686
 Signature Errol Murray Date 18/11/19

Signatory Two

Name Bryar Crewther-Abraham Position Health Promotion
 Postal Address 6652 Far North Rd, RD4 Kaikōura Post Code 0484
 Phone Number (09) 4097880 Mobile Number 02046584028
 Signature Abraham Date 18/11/2019

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Schedule of Supporting Documentation**WHAKAWHITI ORA PAI**

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

1	Bank Account Details
2	Quote from Able Print and Promo
3	Invoice from Ngati Kuri Tourism Ltd for hire of Te Paki House
4	Whakawhiti Ora Pai Whanau Camp – Food Breakdown
5	Audited Financial Reports

10 MEETING CLOSE