



KAIKOHE-HOKIANGA COMMUNITY BOARD



Whirinaki Native School

AGENDA

Kaikohe-Hokianga Community Board Meeting

Friday, 4 February 2022

Time: 10:30 am

Location: Virtual via TEAMS

Membership:

Member Mike Edmonds - Chairperson
Member Emma Davis – Deputy Chairperson
Member Laurie Byers
Member Kelly van Gaalen
Member Alan Hessel
Member Moko Tepania
Member Louis Toorenborg
Member John Vujcich



Far North District Council



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

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

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

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

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
Moko Tepania	Teacher	Te Kura Kaupapa Māori o Kaikohe.	Potential Council funding that will benefit my place of employment.	Declare a perceived conflict
	Chairperson	Te Reo o Te Tai Tokerau Trust.	Potential Council funding for events that this trust runs.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Te Rarawa	As a descendent of Te Rarawa I could have a perceived conflict of interest in Te Rarawa Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Whaingaroa	As a descendent of Te Rūnanga o Whaingaroa I could have a perceived conflict of interest in Te Rūnanga o Whaingaroa Council relations.	Declare a perceived conflict
	Tribal Member	Kahukuraariki Trust Board	As a descendent of Kahukuraariki Trust Board I could have a perceived conflict of interest in Kahukuraariki Trust Board Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga ā-Iwi o Ngāpuhi	As a descendent of Te Rūnanga ā-Iwi o Ngāpuhi I could have a perceived conflict of interest in Te Rūnanga ā-Iwi o Ngāpuhi Council relations.	Declare a perceived conflict

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held Virtually via TEAMS on:
Friday 4 February 2022 at 10:30 am

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1 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / 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 Democracy 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 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

3 TE TONO KŌRERO / DEPUTATION

- Rene de Vries – Hokianga Sailing Club
- June Hicks and Anna Belz – Broadwood Community

4 NGA KAIKORERO / SPEAKERS

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3538453

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 8 December 2021 as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

- 1. 2021-12-08 Kaikohe-Hokianga Community Board Minutes [A3510833] - A3510833** [↓](#) 

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 8 DECEMBER 2021 AT 10.32 AM**

PRESENT: Chairperson Mike Edmonds, Member Emma Davis, Member Louis Toorenburg, Member Kelly van Gaalen, Member Alan Hessel, Member Laurie Byers, Member John Vujcich, Member Moko Tepania

IN ATTENDANCE:

STAFF PRESENT: Kim Hammond (Funding Advisor), Laurel Belworthy (Community Development Advisor), Marlema Baker (Democracy Advisor).

1 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

Apologies were received from Members Moko Tepania (11:15 am) and Deputy Chairperson Emma Davis (12:00 pm) for early departure.

2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Shaun Reilly

- Dairy Factory grass in Kaikohe still not mowed. Footpaths needed to the Kaikohe Showgrounds and from the Marae to cemetery on Mangakahia Road. Planter boxes on Recreation Road are a safety hazard on a heavy traffic byway.

Jill Reilly

- Stop sign at Thorpe road is ineffective. Cycle-whare (noticeboard) vandalised. New pedestrian crossing on Mangakahia Road.
- Linda Bracken – Walkway to the showgrounds and the extending of the cycle track through to Ngawha. RFS to clean up Rangihamama Road.

3 NGĀ TONO KŌRERO / DEPUTATIONS

Healthy Families – Slideshow Presentation.

- Sophie McCarthy, Kath Keremete, Tawhi Tua

4 NGĀ KAIKŌRERO / SPEAKERS

Funding Applicants:

- Jessie McVeagh – Hokianga Community Education Trust. Item 8.4a refers.
- Gwen Freese – Rawene Community Hall Management Committee. Item 8.4c refers.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3052601, pages 10 - 18 refers

RESOLUTION 2021/84

Moved: Member John Vujcich

Seconded: Chairperson Mike Edmonds

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 8 November 2021 as a true and correct record with the following corrections:

- **Members Moko Tepania, Kelly van Gaalen and Laurie Byers were absent but recorded as present.**

CARRIED

6 REPORTS

6.1 SETTING OF 2022 MEETING SCHEDULE

Agenda item 7.1 document number A3490925, pages 19 - 24 refers

MOTION

Moved: Member John Vujcich

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board:

a) adopt the following meeting dates:

- **Wednesday, 2 March 2022.**
- **Wednesday, 13 April 2022.**
- **Wednesday, 25 May 2022.**
- **Wednesday, 6 July 2022.**
- **Wednesday, 17 August 2022.**
- **Wednesday, 28 September 2022.**

LOST

RESOLUTION 2021/85

Moved: Member Kelly van Gaalen

Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board:

a) adopt the following monthly meeting dates:

- **Friday, 4 February 2022**
- **Wednesday, 2 March 2022.**
- **Wednesday, 6 April 2022.**
- **Wednesday, 11 May 2022.**
- **Wednesday, 1 June 2022.**
- **Wednesday, 6 July 2022.**
- **Wednesday, 3 August 2022.**
- **Wednesday, 14 September 2022.**

b) adopt the following Hokianga Spraying Committee Meeting dates:

- **Friday, 4 Feb 2022 – 2:30 pm.**
- **Wednesday, 11 May 2022 – 2:30 pm.**
- **Wednesday, 6 July 2022 – 2:30 pm.**

c) and delegates to Chair Mike Edmonds authority to change the meeting dates.

CARRIED

6.2 GROUND LEASE OVER PART OF OKAIHAU RECREATION RESERVE TO OHAEAUWAI COMMUNITY EDUCATION TRUST

Agenda item 7.2 document number A3475952, pages 25 - 29 refers

RESOLUTION 2021/86

Moved: Member Laurie Byers

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board, acting under delegated authority and pursuant to section 73(3) of the Reserves Act 1977 recommends to Council:

- a) that a public consultation process, under Reserves Act, is commenced on the granting of a new ground lease to Ohaeawai Community Education Trust over approximately 780 square metres of Pt Lot 1 DP 24206, being part Record of Title NA618/108, vested in Far North District Council as recreation reserve and located at 3 Michie Street, Okaihau.
- b) that the Kaikohe-Hokianga Community Board is appointed to hear any submissions received in response to the consultation process and to then make recommendations to the Council in respect of granting the proposed lease;

and

- c) that the Kaikohe-Hokianga Community Board expresses extreme disappointment in the delays and apologises and shares in all of the grief of the affected parties.

CARRIED

The meeting was adjourned from 12:15 pm to 12:37 pm.

6.3 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 OCTOBER 2021

Agenda item 7.3 document number A3492300, pages 30 - 33 refers

RESOLUTION 2021/87

Moved: Member Kelly van Gaalen

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 October 2021.

CARRIED

6.4 FUNDING APPLICATIONS

Agenda item 7.4 document number A3489218, pages 34 - 67 refers

RESOLUTION 2021/88

Moved: Member Alan Hessel

Seconded: Member Louis Toorenburg

That the Kaikohe Hokianga Community Board:

- a) approves the sum of **\$2,999** (plus GST if applicable) be paid from the Board's Community Fund account to Hokianga Community Educational Trust for the purchase of a shredder/chipper to support the following Community Outcomes:
 - i) Proud, vibrant communities

- ii) **Communities that are healthy, safe, connected and sustainable.**

CARRIED 6/0

RESOLUTION 2021/89

Moved: Member Kelly van Gaalen

Seconded: Member John Vujcich

That the Kaikohe Hokianga Community Board:

- b) approves the sum of **\$1,059** (plus GST if applicable) be paid from the Board's Community Fund account to Parent to Parent Northland for the transport, admission and catering from Manea Footprints of Kupe, facilitator fees and volunteer costs for the Siblings Activity Day to support the following Community Outcomes:

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

CARRIED 6/0

RESOLUTION 2021/90

Moved: Member Kelly van Gaalen

Seconded: Member Alan Hessell

That the Kaikohe Hokianga Community Board:

- c) approves the sum of **\$3,296** (plus GST if applicable) be paid from the Board's Community Fund account to Rawene Community Hall Management Committee to purchase chairs support the following Community Outcomes:

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

CARRIED 6/0

RESOLUTION 2021/90

Moved: Member John Vujcich

Seconded: Member Alan Hessell

That the Kaikohe Hokianga Community Board:

- d) approves the sum of **\$1,749** (plus GST if applicable) be paid from the Board's Community Fund account to Te Pu o Te Wheke Community Art Gallery Trust for costs to install an oven and track spotlights the following Community Outcomes:

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

CARRIED 6/0

CARRIED

6.5 PROJECT FUNDING REPORTS

Agenda item 7.5 document number A3435216, pages 68 - 83 refers

RESOLUTION 2021/91

Moved: Member Kelly van Gaalen

Seconded: Member Laurie Byers

That the Kaikohe-Hokianga Community Board note the project report received from:

- a) **Ākau Foundation – Bling Bling Toi Marama 2021, Kaikohe**
- b) **Bay of Islands Canine Association – Pet Dog Training 2020 – 2021**
- c) **Kaikohe Business Association – Community Patrol Vehicle 2020/21 and 2021/22**
- d) **Te Puna o Kūpenuku Incorporated – Campus in Rawene (Interim Report)**

CARRIED

7 INFORMATION REPORTS

7.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE NOVEMBER 2021

Agenda item 8.1 document number A3492441, pages 84 - 89 refers

RESOLUTION 2021/92

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update November 2021.

CARRIED

8. MAJOR ITEM NOT ON THE AGENDA - POHUTUKAWA TREES - OPONONI

RESOLUTION 2021/93

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board:

- a) **resolves to consider the item not on the agenda, Pohutukawa Trees - Opononi.**
- b) **notes the item was not on the agenda because the information was received late.**
- c) **the report cannot be delayed because there will be an increase in tourism and traffic in the area during the summer months which endangers the roots of the trees.**

CARRIED

8.1 POHUTUKAWA TREES - OPONONI

RESOLUTION 2021/94

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board fund water-filled barriers to protect the Pohutukawa trees during the 2021/22 summer months.

CARRIED

9 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 1:35 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 4 February 2022.

.....
CHAIRPERSON

6 REPORTS

6.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2021

File Number: A3557022

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Angie Thomas, Manager - Accounting Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 December 2021.

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.

Community Fund Account balance as at 1 July 2021	\$203,211.00
• Plus, carry forward – Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	\$19,523.79
• Plus, carry forward – Junior Bike Park	\$14,376.54
• Plus, Unspent from 2020/21 – BOI Canine Association	\$2,580.00
• Plus, Unspent from 2020/21 – Nth Hokianga A&P Society 2021 Show	\$3,720.00
• Plus, Unspent from 2020/21 – Outward Bound Student Sponsorship	\$6,000.00
• Plus, Unspent from 2020/21 – Allocation to the Tamariki	\$10,751.00
• Less funds granted and uplifted to 31 December 2021	\$33,116.55
• Less funds not uplifted from 2016/2017 Commitment Carry Forward – Junior Bike Park	\$14,376.54
• Less funds not uplifted from 2019/2020 Commitment Carry Forward – Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at memorial park	\$19,523.79
• Less funds not uplifted from 03 February 2021 for North Harbour A&P Society	\$3,720.00

<ul style="list-style-type: none"> Less funds not uplifted from 02 June 2021 for Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for jobs and Allocation to the Tamaraki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year 	\$16,751.00
<ul style="list-style-type: none"> Less funds not uplifted from 04 August 2021 for travel and attendance costs for students attending Outward Bound in association with the Mayors Taskforce for Jobs 	\$4,724.16
<ul style="list-style-type: none"> Less funds not uplifted from 06 October 2021 for Pioneer Village Kaikohe for costs towards 2021 Halloween event 	\$1,500.00
<ul style="list-style-type: none"> Less funds not uplifted from 08 December 2021 for Hokianga Community Educational Trust for the purchase of a shredder/chipper 	\$2,999.00
<ul style="list-style-type: none"> Less funds not uplifted from 08 December 2021 for Parent to Parent Northland for the transport, admission and catering from Manea Footprints of Kupe, facilitator fees and volunteer costs for the Siblings Activity Day 	\$1,059.00
<ul style="list-style-type: none"> Less funds not uplifted from 08 December 2021 for Te Pu o Te Wheke Community Art Gallery Trust for costs to install an oven and track spotlights 	\$1,749.00
<ul style="list-style-type: none"> Community Fund Account balance as at 31 December 2021 	\$160,643.29

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 December 2021 is \$227,045.78.

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 relevant community board funds to the Kaikohe-Hokianga 31 December 2021 is attached.

ATTACHMENTS

1. Statement of Community Fund Account Kaikohe-Hokianga as at 31 December 2021 - A3557011 [!\[\]\(e40bb48ad1470e3a14017c64c5673877_img.jpg\)](#) 

Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 31 December 2021

Allocation Grants & Donations Annual Budget 2021-22	103,211.00	
Community Board Placemaking Fund	100,000.00	
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
Carry Forward - Junior Bike Park	14,376.54	
Unspent from 2020/21 - BOI Canine Association	2,580.00	
Unspent from 2020/21 - Nth Hokianga A&P Society 2021 Show	3,720.00	
Unspent from 2020/21 - Outward Bound Student Sponsorship	6,000.00	
Board Contribution to Rural Travel Funding	10,751.00	
		260,162.33

Less Expenditure 2021/22 (Funds Uplifted)

July 21

Okaihau Community Association for costs towards town signage repair	425.00
Bay of Islands Canine Association for costs towards community dog education and training	2,580.00
Hush Dance Studio for costs towards Dance Showcase and Dinner	1,550.00

August 21

Kaikohe and Districts Sportville for costs towards Māori Warden monitoring of Penney Cres parking	1,000.00
Hokianga Community Education Trust for costs towards Walks of the Hokianga publication	4,316.00
Hokianga Country Music Festival for costs towards 2021 Hokianga Country Music Festival	3,235.00

October 21

Youthline Auckland Charitable Trust for costs towards Youthline services	3,000.00
Ngā Mahi Toi o Horeke for costs towards installation of murals along Te Pou Herenga cycle trail	1,785.00

November 21

South Hokianga War Memorial Hall for costs towards the purchase and installation of an AED defibrillator	4,098.60
Ngapuhi Hokianga Ki O Rahi for costs towards 2021 Christmas event	1,300.00
Okaihau Residents Association for costs towards the replacement of community hall lights	1,555.95
Kaikohe Business Association for costs towards 2021 Christmas Festival	2,500.00

December 21

Rawene Residents and Ratepayers for costs towards reprinting "Rawene: A past in pictures"	2,475.00
Rawene Community Hall Management Committee to purchase chairs	3,296.00

33,116.55

Balance as at 31 December 2021

\$227,045.78

Less Commitments 2021/22 as at 31 December 2021 (Funds not yet uplifted)

**Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 31 December 2021**

2016/2017 Commitment

Carry Forward - Junior Bike Park	14,376.54
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2019/2020 Commitment

Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79
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Meeting 03.02.21

North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show	3,720.00
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Meeting 02.06.21

Outward Bound Student that were selected for sponsorship through the Mayors Taskforce for Jobs.	6,000.00
Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	10,751.00

Meeting 04.08.21

Far North District Council for travel costs and attendance costs towards three students attending Outward Bound in association with the Mayors Taskforce for Jobs	4,724.16
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Meeting 06.10.21

Pioneer Village Kaikohe for costs towards 2021 Halloween event	1,500.00
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Meeting 08.12.21

Hokianga Community Educational Trust for the purchase of a shredder/chipper	2,999.00
Parent to Parent Northland for the transport, admission and catering from Manea Footprints of Kupe, facilitator fees and volunteer costs for the Siblings Activity Day	1,059.00
Te Pu o Te Wheke Community Art Gallery Trust for costs to install an oven and track spotlights	1,749.00

66,402.49

Balance 31 December 2021 Uncommitted/(Overcommitted)	<u>\$160,643.29</u>
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6.2 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2021**File Number: A3557067****Author: Segun Rotimi, Accounting Support Officer****Authoriser: Angie Thomas, Manager - Accounting Services****PURPOSE OF THE REPORT**

The purpose of the report is to provide the Kaikohe-Hokianga Community Board with financial statements for the period ended 31 December 2021.

EXECUTIVE SUMMARY

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

Understanding the report

- Variances in excess of \$100k and significant “%” variances will be commented on.
- The financial year runs from 01 July 2021 to 30 June 2022.
- The “Year to Date” columns reflect income and expenses for the period 01 July 2021 to 31 December 2021.
- The variances column highlights the difference between the budget set in the 2021/31 Long Term Plan (2021/2022 Year 1) and actual income and expenses as at 31 December 2021.
- The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2021 to 30 June 2022.
- The full year forecast column shows the best estimate for the actual year end position as advised by Managers.
- Unfavourable variances will represent expenses higher than budget or income less than budget.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 31 December 2021

BACKGROUND

This is the second quarterly financial report for 2021-2022 detailing the financial performance of community activities to be provided to the Kaikohe-Hokianga Community Board.



DISCUSSION AND NEXT STEPS

Refer to commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **KHO Statement of Financial Performance Activities by Ward for the period ending 31 December 2021 - A3557013**  

Statement of Financial Performance
Community Activities by Ward
for the period ending
31-December-2021
Kaikohe - Hokianga

	Year to date		Year to date		Full year			Full year
	Actual (\$000)	Annual Plan Budget (\$000)	Variance (\$000)		Annual Plan Budget (\$000)	Carry Forward Budgets (\$000)	Total Annual Budget (\$000)	Forecast (\$000)
Operations								
Operational income								
Rates - general (excl water supply rates)	1,197	1,130	67	6%	2,267	0	2,267	2,267
Rates - penalties	0	28	(28)	-100%	56	0	56	56
Fees & charges (inc water supply rates)	19	21	(2)	-12%	46	0	46	46
Central govt subsidies - operational	2	10	(9)	-85%	21	0	21	21
Other income	2	1	2	190%	2	0	2	2
Capital income								
Central govt subsidies - new works	0	86	(86)	-100%	6,146	0	6,146	6,146
Central govt subsidies - renewals	0	57	(57)	-100%	230	0	230	230
Total operating income	1,220	1,334	(114)	-9%	8,767	0	8,767	8,767
Expenditure								
Amenity Lighting	16	18	3	14%	37	0	37	37
Carparks	32	39	7	18%	78	0	78	78
Cemeteries	26	58	32	55%	116	0	116	116
Community Centres	68	63	(5)	-8%	124	0	124	124
Footpaths	75	88	13	15%	175	0	175	175
Halls	233	241	8	3%	461	0	461	461
Lindvart Park Recreation Hub	7	34	27	81%	67	0	67	67
Museums	34	42	9	21%	50	0	50	50
Parks & Reserves	448	456	7	2%	903	0	903	998
Public Toilets	196	188	(8)	-4%	375	0	375	375
Swimming Pools	62	27	(35)	-131%	107	0	107	129
Town Maintenance	117	158	42	26%	317	0	317	317
Total operating expenditure	1,312	1,412	100	7%	2,809	0	2,809	2,926
Net operating surplus/(deficit)	(92)	(78)	(14)		5,958	0	5,958	5,841

Commentary - Kaikohe - Hokianga

There is no significant variance, however

Capital Income

Central Government Subsidies New Works

- Funding for construction of new footpaths were not approved by Waka Kotahi (NZTA) in the 2021-24 Programme. Cashflow forecast would be reviewed in the October/November period.

Central Government Subsidies Renewals

- Footpath renewals programme is being reviewed following funding approval by Waka Kotahi (NZTA) for the 2021-24 Programme.

6.3 FUNDING APPLICATIONS

File Number: A3549200

Author: Kim Hammond, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which application/s will receive funding at the 4 February 2022 meeting.

The Community Board has also received two requests to extend the length of time for an applicant to spend funds that have been allocated and then report back.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Four new applications for funding were received requesting a total of \$145,322.80.
- The balance of this amount available for the Board to allocate is \$56,865.00.
- The Board also has \$100,000 for placemaking funding to grant in the 2021/22 financial year.
- Agree to the extension requests for previous funding allocated from Manāki Tinana Trust and Kaikohe Pioneer Village.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe Hokianga Community Board:

- declines the funding application received from Hokianga Sailing Club for the tar sealing of the accessway for the Sailing Club and Hokianga Gym and suggests the Hokianga Sailing Trust make a submission during the next Long Term Plan submission process with support from the Kaikohe-Hokianga Community Board Strategic Planning process.**
- approves the sum of \$758.00 (plus GST if applicable) be paid from the Board's Community Fund account to Manāki Tinana Trust for the purchase of a laptop to support the following Community Outcomes:**
 - Proud, vibrant communities**
 - Communities that are healthy, safe, connected and sustainable.**
- approves the request from Manāki Tinana Trust to extend the project timeframe for the funding that was allocated in February 2020 for hiring the Rawene Town Hall for weekly exercise sessions.**
- approves the sum of \$1,650 (plus GST if applicable) be paid from the Board's Community Fund account to Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, to support the following Community Outcomes:**
 - Proud, vibrant communities**
 - Communities that are healthy, safe, connected and sustainable.**

noting that sand must be deposited landward side of the Mean High Water Springs line (MHWS). Sand is not to be deposited in the Coastal Marine Area without attaining consent from the Northland Regional Council.
- approves the request from Pioneer Village Kaikohe to roll over the \$1,500 that was allocated for the costs of the 2021 Halloween Party to now be used for the 2022 Halloween Party.**

- f) approves the sum of \$56,041.80 (plus GST if applicable) be paid from the Board's Placmaking Fund account to June Hicks for the completion of the Broadwood Bridge Feasibility Study to support the following Community Outcomes:**
- i) Proud, vibrant communities**
 - ii) Communities that are healthy, safe, connected and sustainable.**

1) TĀHUHU KŌRERO / 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 Long Term Plan (LTP) and all provisions listed on the application form.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Type
Hokianga Sailing Trust	Tar sealing accessway to sailing and gym building	\$86,873.00	Decline	<p>26 Clendon Esplanade, Rawene is leased to the Hokianga Sailing Club but also shares the space with the Hokianga Gym.</p> <p>The applicant has supplied an email from Council staff noting that there is budget in the 24/25 Long Term Plan for this reserve which could be brought forward. The budget in the Long Term Plan is for renewals for the accessway area but would not cover the amount needed to tar seal this area. The Hokianga Sailing Trust could submit to the Long Term Plan, with the support of the Kaikohe-Hokianga Community Board, for additional budget for the work to be completed.</p>	Community
Manāki Tinana Trust	Purchase of Microsoft Laptop	\$758.00	Approve	<p>It is essential that organisations can operate safely and implement safety precautions and practices under the COVID-19 Protection Framework. The purchase of this laptop will enable the applicant to manage this process in a timely manner for their clients.</p> <p>The applicant has a healthy bank balance and normally for such a small amount requested this would not been seen as a priority for funding. However, the applicant has a capital project planned for the future and the funding in their bank balance will help them to achieve the capital project.</p>	Community

Applicant	Project	Requested	Recommended	Comments	Type
Manāki Tinana Trust	Project Extension Request	N/A	Approve	<p>Manāki Tinana Trust were allocated \$1,560 at the Kaikohe-Hokianga Community Board meeting in February 2021 (applicant has 2020 in the letter received – but funding was allocated in 2021) for the hireage of the Rawene Town Hall for the weekly exercise classes. The applicant budgeted, based on quotes provided, that the funding would be spent by February 2022. However due to being charged less for hall hireage and having to cancel classes due to COVID-19, the funding allocated has not been spent and will not fully be spent by the end of February 2022.</p> <p>The applicant still has \$480 remaining of the funding allocated and is requesting to be allowed to continue to run the project and then report back on it once the funding allocated has been spent.</p>	Community
Rob Pink	Sand – Clendon Esplanade	\$1,650	Approve	<p>Staff have investigated how this request aligns with the Regional Plan. As it is a small volume of sand to be deposited the deposition would be within permitted activity thresholds. The applicant must however make sure that the sand is deposited landward of the MHWS and not into the Marine Coastal Area (MCA). If sand was to be deposited in the MCA then as this would require a Minor Coastal Consent from Northland Regional and funding would not be paid out until the applicant received this consent.</p>	Community / Environment
Pioneer Village Kaikohe	2022 Halloween Event	N/A	Approve	<p>Pioneer Village Kaikohe was allocated \$1,500 for the 2021 Halloween Event at the Kaikohe-Hokianga Community Board meeting on 6 October 2021. The 2021 Halloween Event had to be cancelled due to COVID-19 restrictions.</p> <p>Pioneer Village Kaikohe has requested that the \$1,500 allocated can be rolled over for the 2022 Halloween Event. Staff recommend that this request is approved to allow the Pioneer Village Kaikohe to hold this successful event. If the Community Board was to request the funding allocated be returned, Pioneer Village Kaikohe would need to resubmit an application closer to the event. By approving the request now, this removes the need for this and will allow the successful event to go ahead in 2022 without any additional administration tasks.</p>	Event

Applicant	Project	Requested	Recommended	Comments	Type
Broadwood Community June Hicks	– Broadwood Bridge Feasibility Study	\$56,041.80	Approve	<p>Council has allocated \$103,000 in the 2022-2023 Long Term Plan towards the rebuild of the Broadwood Bridge however the \$103,000 is not going to cover the cost of the rebuild.</p> <p>For the community to be able to secure the remainder of the funding, the community are going to need to show that a detailed feasibility study has been completed. The feasibility study is going to cover a wide range of activities from community consultation (with both locals and hapu), ecology, landscape and design, cost estimation and much more.</p>	Community Infrastructure

Take Tūtohunga / Reason for the recommendation

The applicants are 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 – including the request to extend the project timeframe for Manāki Tinana Trust and Pioneer Village Kaikohe and request the funds be returned.

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) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ĀPITI HANGA / ATTACHMENTS

1. Application - Hokianga Sailing Trust - A3549836 [↓](#) 
2. Application - Manāki Tinana Trust - A3550216 [↓](#) 
3. Letter - Manaki Tinana Trust Requesting Extension - A3550171 [↓](#) 
4. Application - Rob Pink - A3550533 [↓](#) 
5. Letter from Pioneer Village Kaikohe requesting Carry Over - A3555619 [↓](#) 
6. Application - Broadwood Bridge Feasibility Study - A3561546 [↓](#) 

Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / 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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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	Hokianga Sailing Trust, Hokianga Gym		Number of Members	173 total
Postal Address	PO Box 82, Omapere 0444		Post Code	0444
Physical Address	26 Clendon Esplanade, Rawene		Post Code	0473
Contact Person	Rene de Vries	Position	President Hokianga Sailing Club	
Phone Number	09 405 8842	Mobile Number	021 0239 3844	
Email Address	devriesrene@xtra.co.nz			

Please briefly describe the purpose of the organisation.

Combined application - Hokianga Sailing Trust -
Hokianga Gym - provision of gym facilities

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

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

☐ Bay of Islands-Whangaroa

No

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

Please see attached

The Hokianga Sailing Trust (HST) and the Hokianga Community Gym (HCG) are both located in Clendon Esplanade in Rawene, and operate from the same shared building - the Hokianga Community Shed. The shed is located on Rawene Recreational Reserve land owned by the FNDC and leased from the Council by the Hokianga Sailing Trust.

Both facilities share the same accessway and parking area. The area (see attached map) is roughly gravelled with overgrown grass edges, and becomes muddy in winter and very dusty in summer. The general appearance of the driveway area plus the dust nuisance and bogging difficulties prompted us to put in an RFS to the Council last July to request improvements.

We received two responses to the RFS - the first (see attached) was from Rob Stewart, Senior Facilities Technical Officer, who advised us to apply to the Community Board for funding to assist, hence this application to you.

The second response (also attached), was from Estee Rapatini, Facilities Property Technical Officer, promising to provide information about funding, and appropriate staff to help. We never heard back from her again.

The area needs to be tarsealed. The present metalled accessway is an unattractive entrance to the only recreational community building in Rawene, a building that serves the sporting and exercise needs of the whole of South Hokianga.

Who will benefit and how, and how will this broaden the range of activities and experiences available to the community?

This area is the sporting and recreational hub of Rawene.

If the access way was tarsealed, the Hokianga Community Gym (membership 143), would benefit from easier parking and a reduction in mud and dust tracked in across the floor, as well as a reduction in dust on the gym equipment. Because of the heat in summer, most people exercising in the gym open all the doors, and experience constant dust blowing in. Mud tracked in in winter makes for a dirty environment, especially for people exercising on the floor.

The Hokianga Sailing Trust would also benefit. It has a core membership of 30, but offers sailing lessons twice a week to a much larger number of people - children from Rawene School during school hours, and the whole community on Sundays. As such, there are frequently a lot of people around the sailing shed area, again bringing mud and dust into the building. The club uses vehicles and trailers to tow boats to the water for launching, and these have got bogged after rain.

The Hokianga Horse Club, run by Rob Pink, also uses the same area for riding lessons.

In addition, the driveway provides direct access to the Rawene Domain, part of the recreational reserve, potentially benefitting all of Rawene.

And finally, if the area was to be tarsealed, it could double as a basketball court, offering some positive activity for our youth, now that the netball court at the school has been fenced off and is inaccessible. Being right outside the gym, but also accessible to the whole community, it would also provide a dry area for a number of other outdoor activities such as cross-fit training.

We have attached a quote from Downer NZ, for the work. This is the only quote we have been able to obtain.

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	\$86,873 + GST	\$86,873 + GST
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	\$86,873 + GST	\$86,873 + 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 113822546

How much money does your organisation currently have? \$18,568-09

How much of this money is already committed to specific purposes? \$14,740-00

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

Purpose	Amount
2 Optimist Boats (Sport Northland)	\$7840
Trailers (Lottery Community)	\$6900
TOTAL	

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

Funding Source	Amount	Approved
None		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
Life Vests	\$645-87	29/4/19	Y / N
2 Shower Hesters	\$1800-00	Oct 2020	Y / N
			Y / N
			Y / N

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A2686814

(version Sept 2018)

Page 4

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)

Hokianga Sailing Trust

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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 René de Vries Position President
 Postal Address 84 Waihuka Road Post Code 0444
 Phone Number 09 405 8842 Mobile Number 021 02393844
 Signature [Signature] Date

Signatory Two

Name Craig Joiner Position Sailing Tutor
 Postal Address P.O. Box 26 Rawene Post Code 0443
 Phone Number 09 4057631 Mobile Number 021 1487984
 Signature [Signature] Date 15/12/2021

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A2686814

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Schedule of Supporting Documentation**HOKIANGA SAILING TRUST AND MANAKI TINANA TRUST****(Tar-sealing Accessway to Sailing and Gym Building)**

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

1	Quote/Pricing: Downer x 2 pages
2	Area Layout and Photos x 3 pages
3	Emails from Council Staff x 2 pages
4	Statement of Financial Performance to March 2021 x 3 pages
5	Bank Statement x 1 page

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
- N/A ☐ Your organisation's business plan (if applicable)
- N/A ☐ 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>Manaki Tinana Trust</u>	Number of Members	<u>126</u>
Postal Address	<u>P.O. Box 112 Rawene</u>	Post Code	<u>0443</u>
Physical Address	<u>20 Clendon Esplanade Rawene</u>	Post Code	<u>0473</u>
Contact Person	<u>Jenny McDougall</u>	Position	<u>Funding Secretary</u>
Phone Number	<u>09 4057598</u>	Mobile Number	<u>0211477751</u>
Email Address	<u>jennymcd@xtra.co.nz</u>		

Please briefly describe the purpose of the organisation.

We operate as Hokianga Community Gym, running a community gym in Rawene, serving the Hokianga

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Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Purchase of microsoft laptop Date Feb 2022

Location Rawene Time

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

If so, how much?

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

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

Please see attached -

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We are a small not-for-profit community gym which works to provide training and fitness facilities for the Hokianga community.

We aim to accomodate everyone in the community, regardless of age or fitness level, with exercise classes, a fitness instructor and a fully equipped gym. We also have partnerships with Sport Northland's Green Prescription programme, and Hauora Hokianga's Mental Health Team, who bring their clients to the gym as a support for their physical and psychological well-being.

To meet the diverse needs of all our members, and to make it as easy as possible for everyone to use the gym whenever they can, we are open 24/7, with our members using an electronic key tag door entry system. Once they have joined the gym, each of our members receives an activated key tag which allows them entry to the gym at any time, night or day.

We purchased this door entry system over two years ago, from a contractor who has also continued to service the system for us, activating and deactivating key tags as our members either joined up, or left. However, our contractor has not always been able to deliver this service as soon as we requested it, and this became a real issue for us recently when the new COVID traffic light settings were introduced. In order to remain open at the COVID red and orange settings, we were required by Government mandate to only allow entry to the gym to fully vaccinated members. To comply with the mandate, all our unvaccinated members' key tags were required to be deactivated and their memberships put on hold, either until they were fully vaccinated, or until we reach the green light setting and can safely open to everyone again.

We provided our contractor with a list of key tags to deactivate, but he was unable to act on this as soon as required, leaving us vulnerable and potentially in breach of the mandate. Through this experience, we have realised that in order to be responsive to government requirements in a timely fashion, and to keep our members safe, we must be able to manage the door entry/key tag system ourselves.

We have now gained the expertise to do this, but require a basic laptop able to run Windows from Microsoft to operate the door entry system programme, and we are applying to you for funding to purchase this item. This laptop would be dedicated to all gym business, including our gym session booking system, which was instituted to keep gym members safe by limiting the numbers in the gym at any one time, in order to comply with Government COVID social distancing requirements. It would be used exclusively for gym business, but kept at a trustee's home for security, and taken to the gym only when the door system needed monitoring, or key tags required activating or deactivating.

Running our own door entry and booking systems from a dedicated laptop will ensure the safety of our members, who expect to be assured that they are using a fully-vaxxed gym, and will give us confidence going forward that we are able to respond to all government mandates and requirements on time and efficiently. It will allow us to check at any time the frequency of gym use, so that we can better schedule our services to suit. And it will also save us on contractor's fees, allowing that money to instead be used to purchase equipment or services for the benefit of our members.

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)		
Acer Laptop	758-00	758-00
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)	\$1,000.00 (see seperate page)	not applicable
Other (describe)		
TOTALS	\$1,758.00 758-00	758-00

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

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A2898814

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Local Grant Application Form



Financial Information

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

How much money does your organisation currently have? (9/1/22)

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): (until 31/9/22)

Purpose	Amount
Contractor payments, cleaning materials	15955-00
Utilities (power, insurance)	1800-00
Security	1000-00
Admin (printing, Xero, auditor)	2500-00
Equipment (repairs, maintenance)	2000-00
TOTAL	

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

Funding Source	Amount	Approved
please see attached		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
Mayor's fund - cleaning	996-46	June 2019	(Y) / N
Community Board - equipment	4000-00	May 2019	(Y) / N
Community Board - hall hireage	1560-00	-Feb 2021	Y / (N) pending
			Y / N

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Manaki Tinana Trust

Hokianga Community Gym

*Volunteer time in support of Door Entry/Key Tag Management
laptop funding application*

23/11/21	Manaki Tinana Trust Board of Trustees <i>Communication with all gym members re vaccine passes</i>	2 hrs
23/11/21	onwards Elizabeth Moynahan (Treasurer) & Anthony Wright (Board Member & IT Support)) <i>Validating and recording vaccine passes</i>	23 hrs
2/12/21	Fiona Fleming (Board Member), Elizabeth Moynahan & Anthony Wright <i>Completion of deactivation list and communication with contractor</i>	15 hrs
25/12/21	Fiona Fleming <i>Communication with contractor</i>	1 hr
24/12/21	Jenny McDougall (Funding Secretary) <i>Training to download and access PRESCO door entry system</i>	3 hrs
27/12/21	Jenny McDougall <i>Training to activate and deactivate key tags</i>	3 hrs
28/12/21	Anthony Wright <i>Training in all aspects of managing door entry system and key tags</i>	3 hrs
Total		50 hrs
@ \$20 per hr = \$1000		

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)


Manaki Tinana Trust

We, the undersigned, declare the following:


In submitting this application:

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

Signatory One



Signatory Two



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Local Grant Application Form



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

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

Signatory One

Name Elizabeth Stiller Moynahan Position Treasurer
 Postal Address 48 Parnew Street - Rawene Post Code 0443
 Phone Number 092835928 Mobile Number 02102660157
 Signature [Signature] Date 3/01/2022

Signatory Two

Name Jennifer McDougall Position Funding Secretary
 Postal Address 246 Wharekawa Rd RD3 Kaikohe Post Code 0473
 Phone Number 094057598 Mobile Number 0211477751
 Signature [Signature] Date 3/1/2022

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Page 6

Schedule of Supporting Documentation**MANAKI TINANA TRUST****(Purchase of a Laptop)**

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

1	Quote – Acer Aspire 3 x 1 page
2	Quote – Microsoft Surface Laptop x 1 page
3	Performance Report for Year Ended 31 March 2021 x 13 pages
4	Bank Balance x 2 pages
5	Health and Safety Plan x 2 pages

Manāki Tinana Trust Hokianga Community Gym



4 November 2021

Kaikohe-Hokianga Community Board

Request for an Extension of Time to Expend a Community Board Grant

Kia ora,

At your Community Board meeting in February 2020, you kindly made a grant of \$1560 to Manaki Tinana Trust Hokianga Community Gym. This amount was to cover the cost of hiring the Rawene Town Hall for twice-weekly exercise sessions for our Over 60's Ladies classes for a year.

We applied for this grant as we have ongoing capacity issues at our gym, necessitating the hiring of an outside venue to run classes.

When we first received the grant, the fee for each hour's hireage of the Town Hall was \$15, and we based our application to you on this, but the Town Hall Committee subsequently reduced the fee to \$10 per hour. Alongside this, several Covid lockdowns this year have meant that there have been periods of time when it has not been safe, or permitted, to meet for exercise sessions in a group setting, and so we have not been able to use the Town Hall as often as we had expected to.

These two factors have resulted in a grant underspend. We project that by February next year we will still have about \$480 of the original grant of \$1560 in hand, and we would like to request that we retain this funding until August 2022, to cover the cost of hall hireage for a little longer.

To relieve our capacity issues, we are presently working towards the construction of another building, but do not expect it to be ready for some time yet, and so we will continue to need to hire a venue for exercise classes for a while longer. In the meantime, we would appreciate an extension of time to fully utilise the grant, and to continue to run the exercise classes in the Town Hall.

Nga mihi,

Jenny McDougall

Hokianga Community Gym
PO Box 112, Rawene, 0443
Email: manakitinanatrust@gmail.com

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	<input type="text" value="Rob Pink"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="P.O. Box 146"/>	Post Code	<input type="text" value="0443"/>
Physical Address	<input type="text" value="5 Marine Street, Rawene"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Rob Pink"/>	Position	<input type="text"/>
Phone Number	<input type="text" value="021 131 7941"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text" value="robpink@rocketmail.com"/>		

Please briefly describe the purpose of the organisation.

Replenish sand on our Rawene Beach Clendon Esplanade, Rawene

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A2698914 (version Sent 2018)

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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 Sord - Clevedon Esplanade Date February 2022

Location Rawene Beach 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.

Residents of Rawene, In particular
the younger generation.
Summer Activity.

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)	1250	1250
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage Carriage	400	400
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 2chrs	400	not applicable
Other (describe)		
TOTALS	2050	1650

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

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A2999814

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Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
TOTAL	

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

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

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

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

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A2000014

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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)

Rob Pink

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

Pink

Signatory Two

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A2666614

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Doc 5

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 Robert J. Pink Position
 Postal Address P.O. Box 146, Rawene Post Code 0443
 Phone Number 021 131 7941 Mobile Number
 Signature [Signature] Date 10/1/2022

Signatory Two

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

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A2699914

(version Sept 2018)

Dma

Schedule of Supporting Documentation**ROB PINK****(Sand – Clendon Esplanade)**

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

1	Quote – Jerkovich Transport Ltd x 1 page
---	--



18 January 2022

Kaikohe Hokianga Community Board
Far North District council office
Memorial Ave
Kaikohe

The Chairman and Board Members.

RE: Approved Halloween Funding – Carry over to 2022 event

Pioneer Village Kaikohe was very fortunate to have received funding in October 2021 towards the annual Halloween event, like most events this was cancelled due to Covid Restrictions.

We do however plan to go ahead with the event this coming year and are asking if these funds could be carried over and utilised for the same purposes, we do not plan to uplift the funds until closer to the event.

Many Regards

A handwritten signature in blue ink, appearing to read "Kelly van Gaalen".

Kelly van Gaalen
Operations Manager

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
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- 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 (Application form will be signed by June and Peter on the day of the meeting).

Applicant details

Organisation	<input type="text" value="The Broadwood Community, c/o - June Hicks"/>	Number of Members	<input type="text" value="726 in 2018"/> census
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Physical Address	<input type="text"/>		Post Code <input type="text"/>
Contact Person	<input type="text" value="June Hick"/>	Position	<input type="text" value="Member of the community"/>
Phone Number	<input type="text" value="09 409 5595"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text" value="ngatieke@gmail.com"/>		

Please briefly describe the purpose of the organisation.

June has lived in Broadwood for a number of decades and is an active member of the community who is supported by a number of other locals in obtaining support to have the old swing bridge replaced. If the Community Board needs an organisation to umbrella June this can be arranged

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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.

The swing bridge was built in 1993 by the community using funding from the Hokianga Community Board fund and then vested in Council as an asset. The swing bridge was boarded up due to safety concerns since the deck warped several years ago. Two submissions were received during the Long Term Plan submissions requesting that the bridge either be repaired or rebuilt as soon as possible. Staff recommendation noted that the bridge would shortly be demolished – which was completed by Council in May/June 2021.

This project offers a huge opportunity for the Broadwood and North Hokianga community. It provides a rare opportunity to draw more locals and tourists to the area. The project has overwhelming community support, which has led to the securing of some project funding. Completing a feasibility study will ensure that the development is undertaken in a considered manner, with local knowledge and technical experience.

The feasibility study will focus on:

- multi criteria options route, including several bridge types in several locations.
- technical assessments to inform site option include
 - * ~~planning and property,~~
 - * ecology,
 - * landscape architecture/design
 - * survey
 - * geotechnical
 - * ~~structural~~
 - * civil
 - * cost estimation; and
 - * constructibility
- consultation with mana whenua and community.

The feasibility report will also support business case applications for additional funding. It is clear that the \$100,000 set aside for this bridge in the LTP is not going to cover the costs of replacing this bridge and that the community will need to secure additional funding.

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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	\$46,412.00 (excluding GST)	\$46,412.00
Administration (incl. stationery/copying)	\$2,320.00 (excluding GST)	\$2,320.00
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)	\$5,500.00	not applicable
Other (describe)		
TOTALS	\$54,232.00	\$56,041.80 (including 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
This project has not yet been affiliated with an established organisation, however there is some that could be utilised for this project or otherwise a separate group may need to be set up. Our community members are well experienced in financial management of community/organisation groups.	
TOTAL	

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

Funding Source	Amount	Approved
Far North District Council - Long Term Plan	\$103,000.00 (2022-23)	<input checked="" type="checkbox"/> Yes / Pending
The project will likely require additional funding and this feasibility stage will help us to understand what the costs might be. We plan to apply for additional funding from such organisations as the MBIE Tourism Infrastructure Fund, Foundation North, Lotteries and others.		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

June Hick and Peter McCraith on behalf of the Broadwood Community

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

June Hick

Signatory Two

Peter McCraith

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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	<input type="text" value="June Hick"/>	Position	<input type="text" value="Local Resident"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text" value="09 409 5595"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Signatory Two

Name	<input type="text" value="Peter McCraith"/>	Position	<input type="text" value="Local Resident"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

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Schedule of Supporting Documentation**BROADWOOD BRIDGE REINSTATEMENT – FEASIBILITY STUDY**

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

1	Feasibility study plan and quote
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7 INFORMATION REPORTS

7.1 COMMUNITY AND CUSTOMER SERVICE ACTIVITIES - 6 MONTHLY REPORT

File Number: A3555152

Author: Jacine Warmington, Manager - Community and Customer Services

Authoriser: Dean Myburgh, General Manager - District Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to provide information to the Kaikohe-Hokianga Community Board for the community and customer service activities including Libraries and Museum, i-SITES, Customer Care (Service Centres, Contact Centre), Housing for Elderly tenancy, Event applications and Cemeteries plots and burials.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This information-only report provides an update to Community Boards every six months.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Community and Customer Service Activities - 6 Monthly Report.

TĀHUHU KŌRERO / BACKGROUND

Statistical information in relation to the Community and Customer Services Department of the District Services Group is provided to the Kaikohe-Hokianga Community Board giving an overview of activity and performance for the months of July to December 2021 for the Kaikohe-Hokianga area.

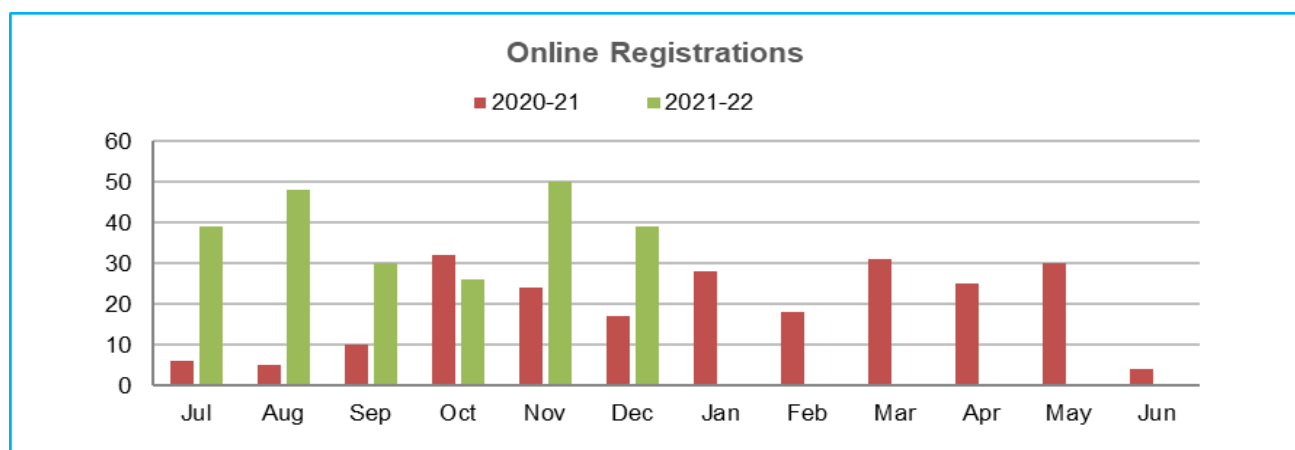
MATAPAKI ME NGĀ KŌWHIRINGA / Discussion and Next Steps

Contact Centre

When comparing statistics against the same time last year it needs to be recognised that, the Far North was in full lockdown due to Covid-19 for 23 working days over August, September and October 2021, halting building inspections and reducing customer contact. Te Ahu experienced a further seven days in lockdown in November.

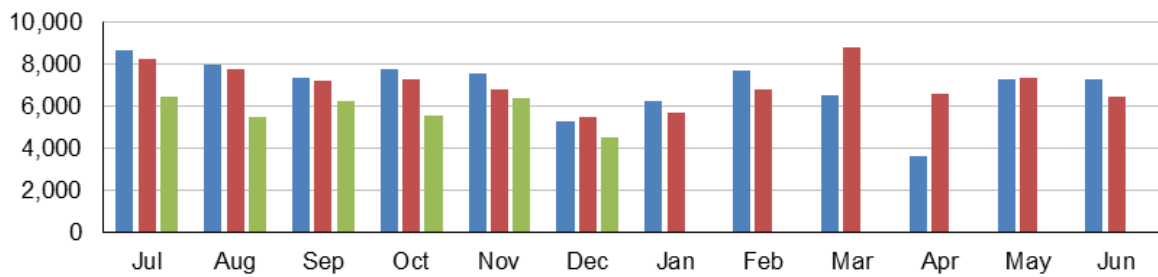
Customer interactions district-wide for the six months ending December 2021 totalled 61,542 which is a 27.2% decrease (down from 84,526) for the same six months in the previous year. These interactions included Phone calls: 34,686, AskUs emails: 7,659, Requests for Service: 13,339, and Booking Building Inspections: 4,120.

Online Registrations are now part of our regular reporting. This data indicates the number of customers who have registered on FNDC's online portal which enables them to track and view details of their properties, see the status of applications, licences, and make payments online.



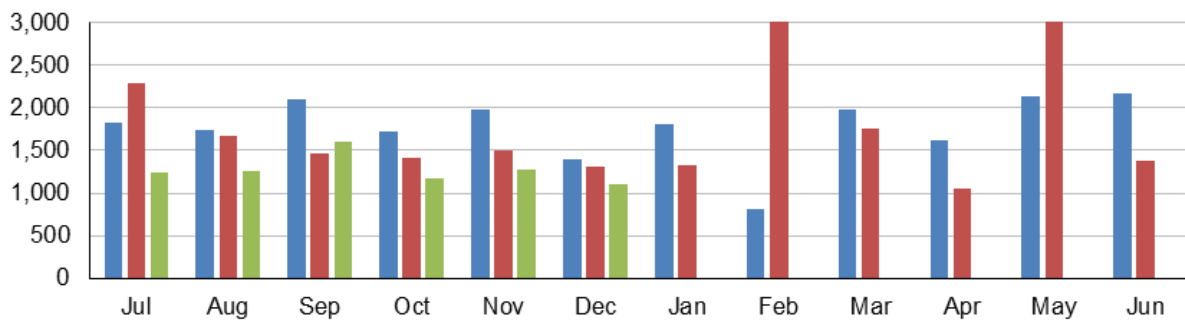
Incoming Calls

■ 2019-20 ■ 2020-21 ■ 2021-22



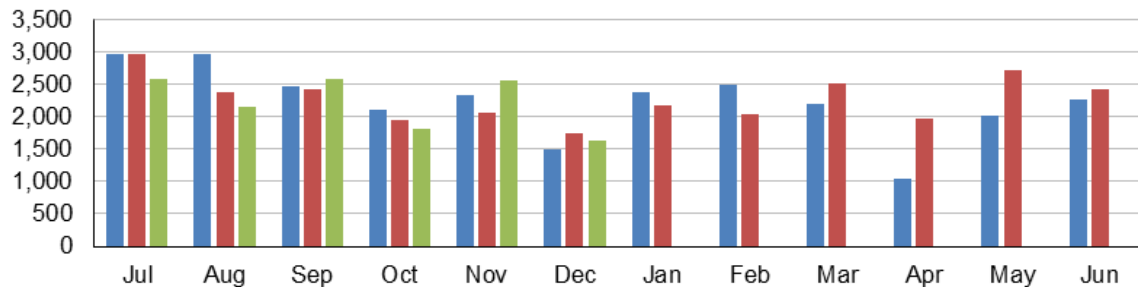
AskUs Emails

■ 2019-20 ■ 2020-21 ■ 2021-22



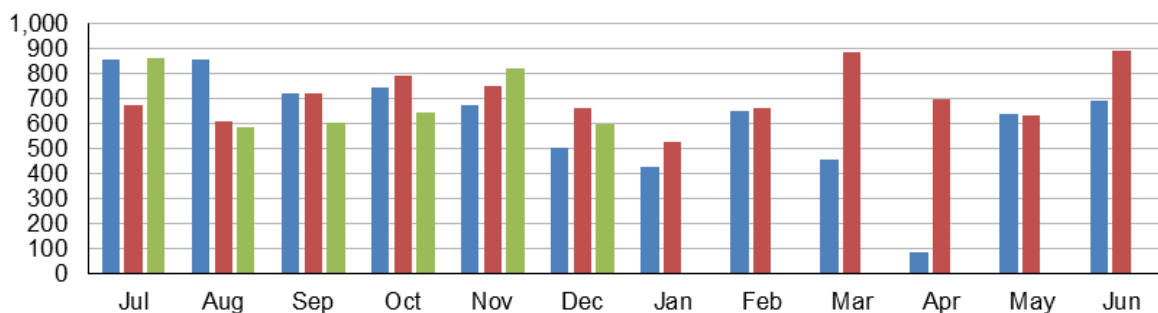
Request for Service Created

■ 2019-20 ■ 2020-21 ■ 2021-22



Building Inspections Booked

■ 2019-20 ■ 2020-21 ■ 2021-22

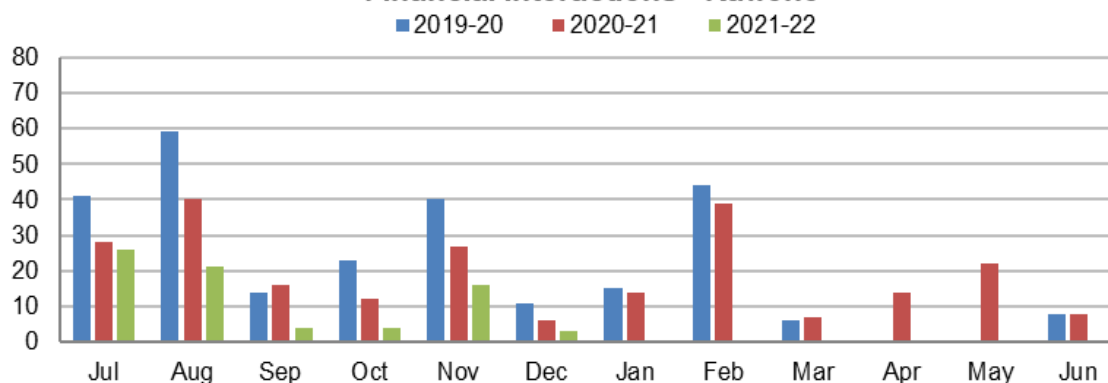


Service Centres

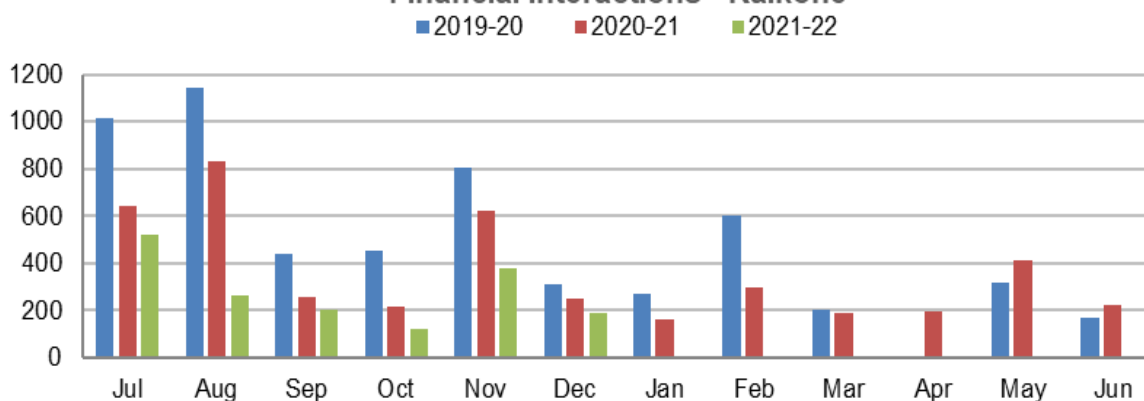
The Covid-19 lockdowns halted face-to-face interactions for 23 workdays over August, September and October 2021. During this down-time, affected service centre staff assisted with administrative work for other teams in Council.

The position of 'Multi-skilled CSO' was assessed and deemed at high risk of transmission or infection of COVID-19, resulting in this customer facing role requiring a Vaccination Pass from 10 January 2022.

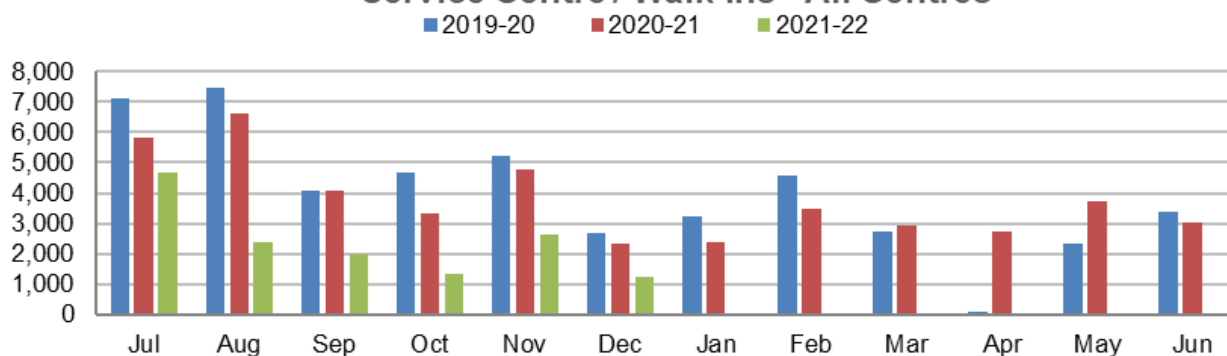
Financial Interactions - Rawene



Financial Interactions - Kaikohe



Service Centre / Walk-Ins - All Centres

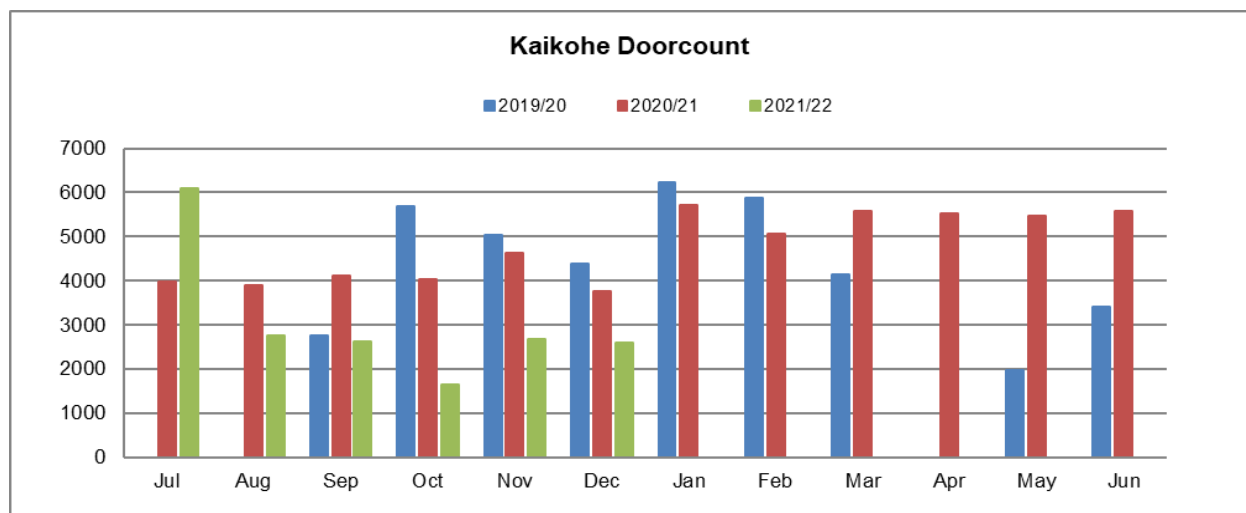
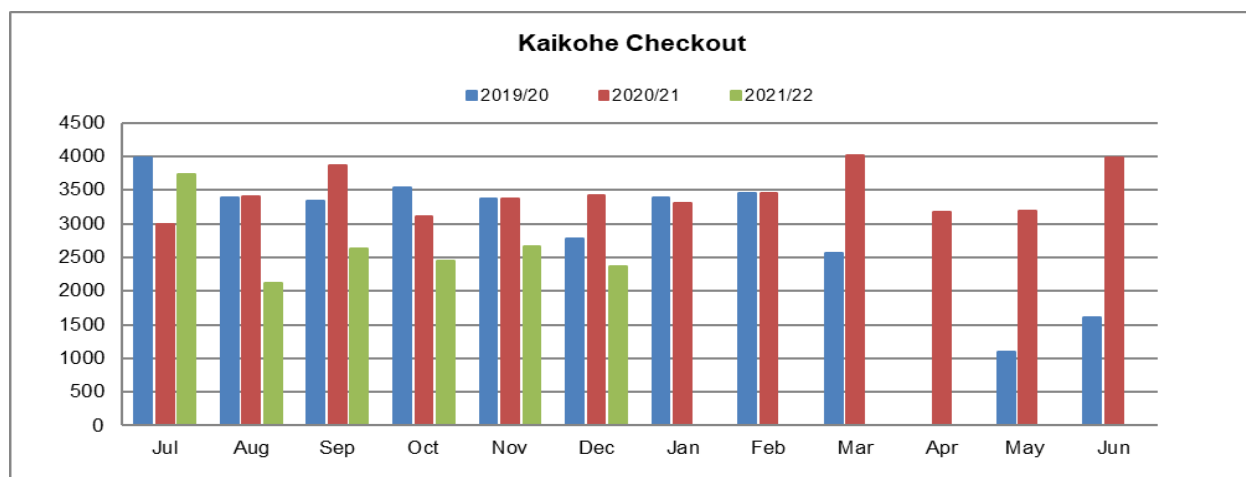


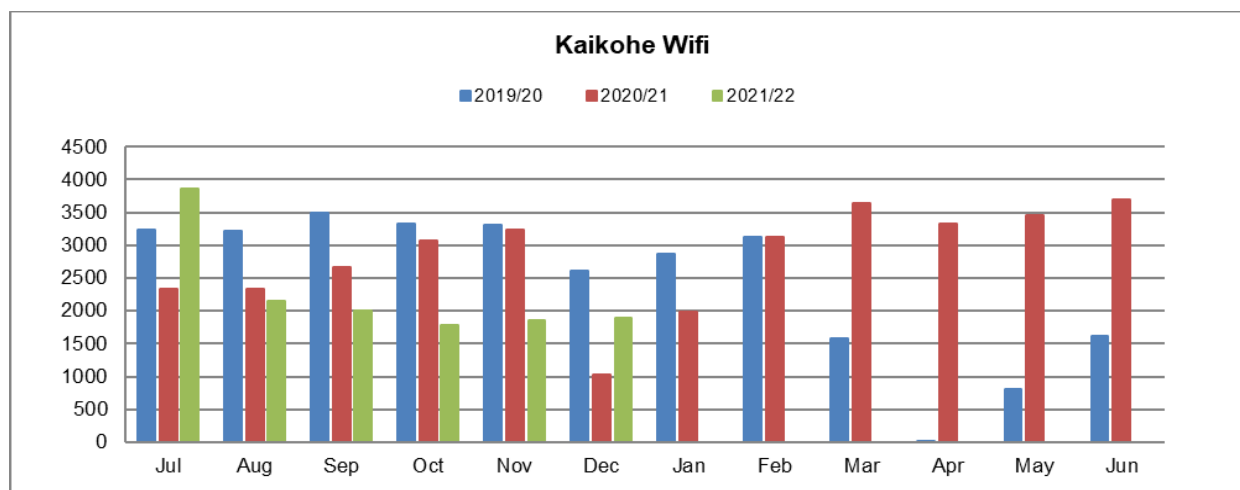
Kaikohe Library

All library services were affected by Covid-19 lockdowns in the second half of 2021. Libraries have had to implement reduced levels of service during this period in response to Covid-19 guidelines classifying libraries as public gathering spaces, including restrictions on programmes, events, and school visits. Mask-wearing and sign-in requirements were also in place. This combination of factors led to lower physical borrowing and usage numbers than in previous reporting periods. However, digital borrowing continues to grow as customers adapt to the Covid-19 environment.

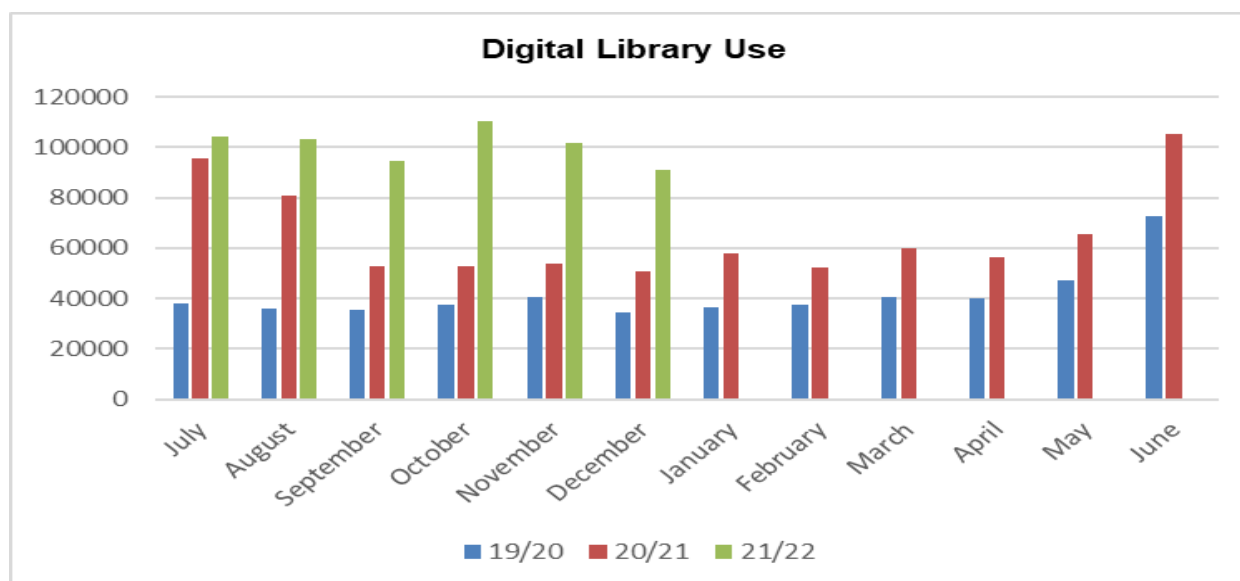
Self-check machines were installed across Far North District Libraries in December. These units will enable customers to have more freedom in their journey through the library and will provide staff with more time to be involved in value-added library work.

Senior Librarian Joanna Boyd has resigned and shifted back to the lower North Island to be closer to family. During her time at Kaikohe Library, Joanna worked hard to develop community and school connections, and to improve the range of programmes and events taking place in the library. For four months from 10 January 2022, Megan Hindmarsh will act in the new role of Kaikohe and Kawakawa Senior Librarian.





Digital Library Use



Hokianga i-SITE

All the i-SITES have been affected by the Covid-19 lockdowns and Aucklanders being unable to travel. This has reduced the sales made and the number of visitors.

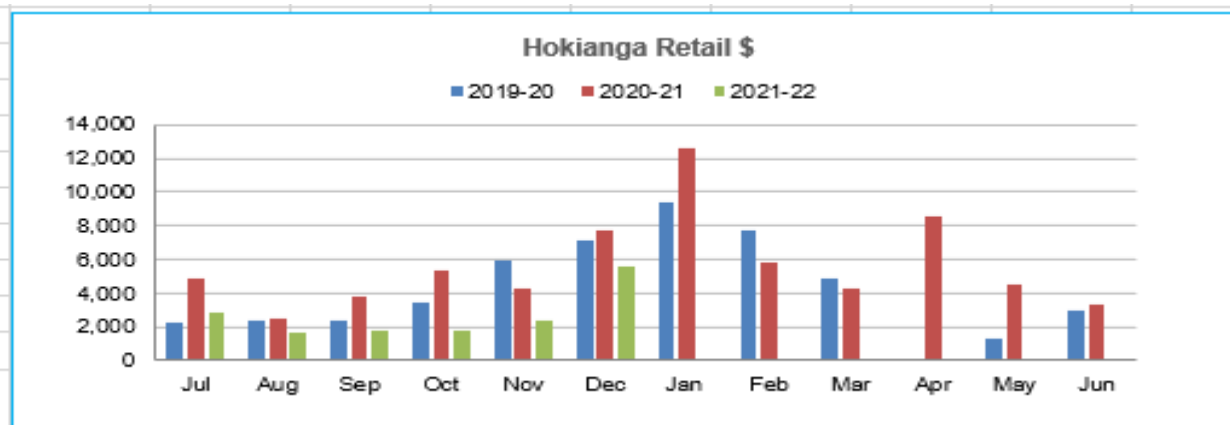
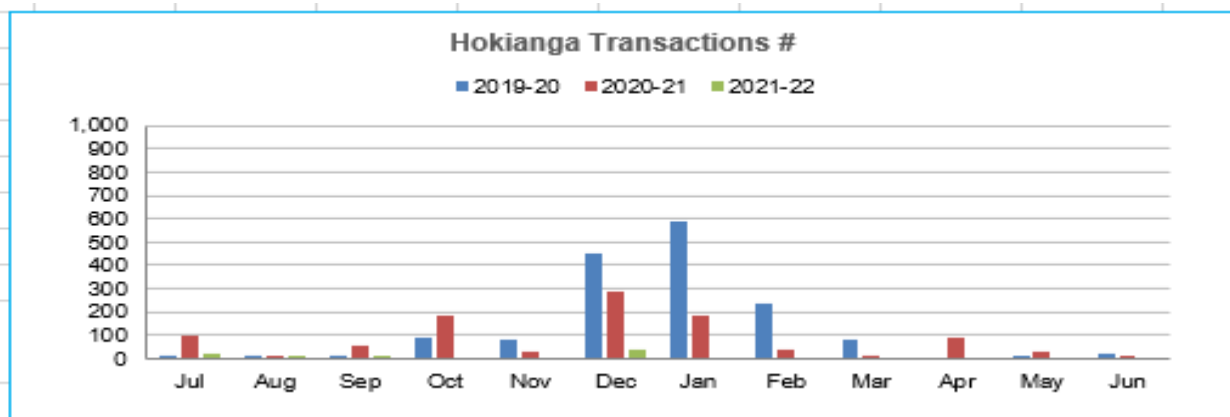
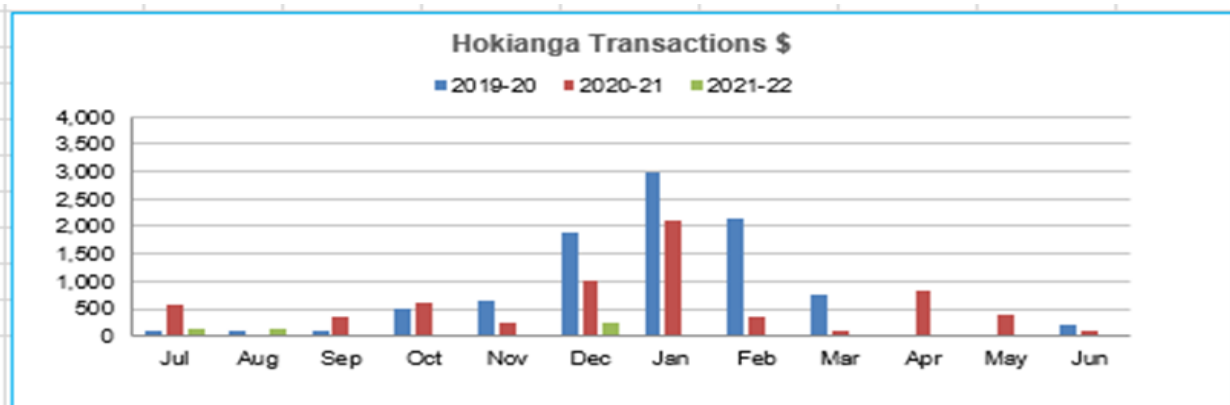
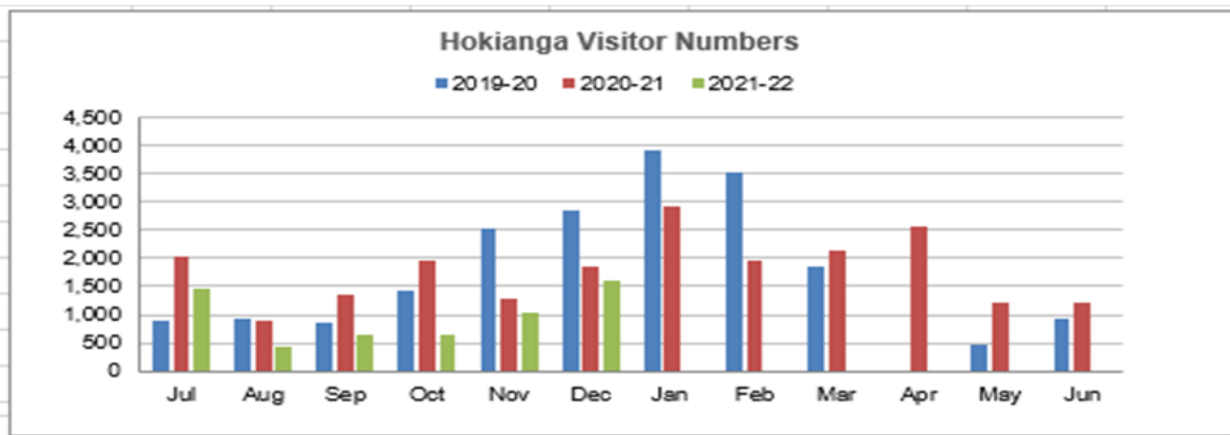
In terms of activities in the Hokianga, the Hokianga Express (boat trip to the sand dunes including sand boarding) has been the most popular trip with visitors. Manea Footprints of Kupe is also a strong seller and this activity is getting very good feedback and continues to grow in demand.

The Opononi camping ground has sold and there is now no camping ground for camper vans or tents in Opononi or Omapere.

Retail is selling well with good support from locals and visitors. There has been a strong push to have local product on sale and this has had been well received. There are some very interesting and special products available.

Over the lock-down period when i-SITES were not able to operate, staff undertook other administration and customer contact tasks such as contacting the Housing for Elderly tenants regularly, updating contact details of ratepayers on Council's database and checking the dog registration database to ensure information was up to date and accurate.

i-SITES offer Council services such as general Council enquiries, dog registrations, receipt payments for rates, etc. While transaction volumes are not high, ratepayers and visitors do appreciate having these local facilities available to them for Council business.



Events on Council Reserves and other Council Managed Spaces

Permits are issued to applicants for the use of Councils open spaces for many kinds of activities such as weddings, family picnics, sporting events, circuses, fairs and large community events.

From July to the end of December 11 events were successfully held across the district. COVID19 level changes meant 12 events were cancelled with one postponed to March 2022. Unfortunately the Kerikeri Half Marathon, the Coastal Classic and Christmas Parades were among the events that had to be cancelled.

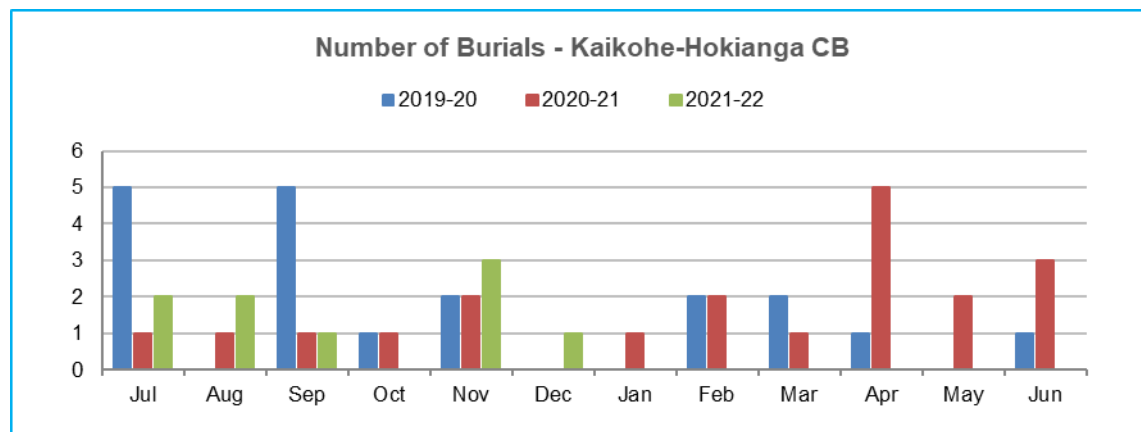
Most of the event organisers have taken advantage of Councils online application process, and all event organisers are encouraged to use this process. <https://www.fndc.govt.nz/Our-Facilities/Parks-playgrounds-and-reserves/Book-a-Park-Reserve-or-Open-Space>

Cemeteries – Sexton Services

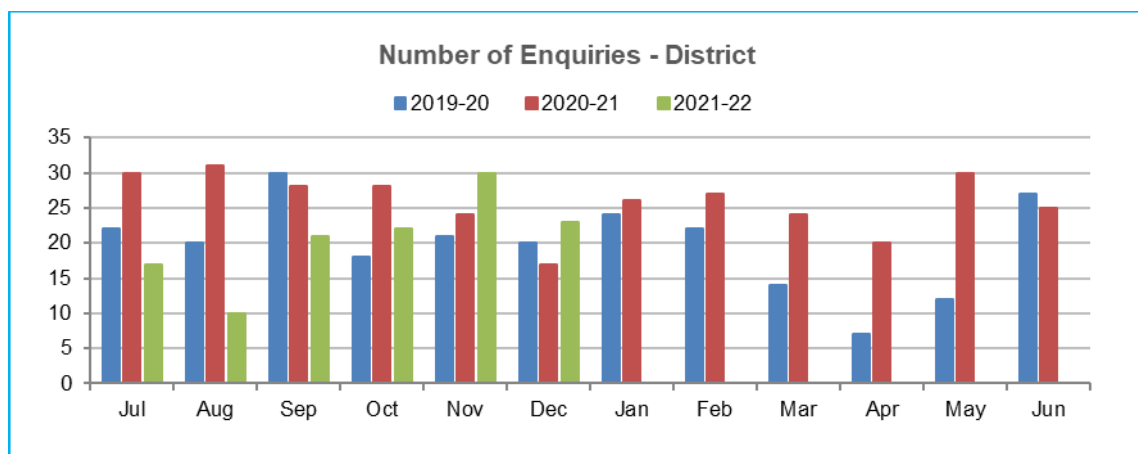
Council manages the Kaikohe, Kohukohu, Okaihau and Rawene public cemeteries under the legislation of the Burial and Cremation Act 1964 and Far North District Council By-Law 1401-1442.

Plans remain in place for the management the Council-run cemeteries during the COVID 19 pandemic.

Families have struggled to arrange burials under Covid 19 restrictions with many choosing ash burials. After the 15 December 2021, when Aucklanders were able to travel outside of their district, there was a notable increase in the number of ash burials across the district as families were able to gather together. There are still a large number of ash burials on hold until overseas family members can return.



There were 8 full burials and 1 ash burials in the Kaikohe-Hokianga Ward over this period.



There has been an average of 20.5 enquiries per month during the period July to end of December 2021.

Housing for the Elderly

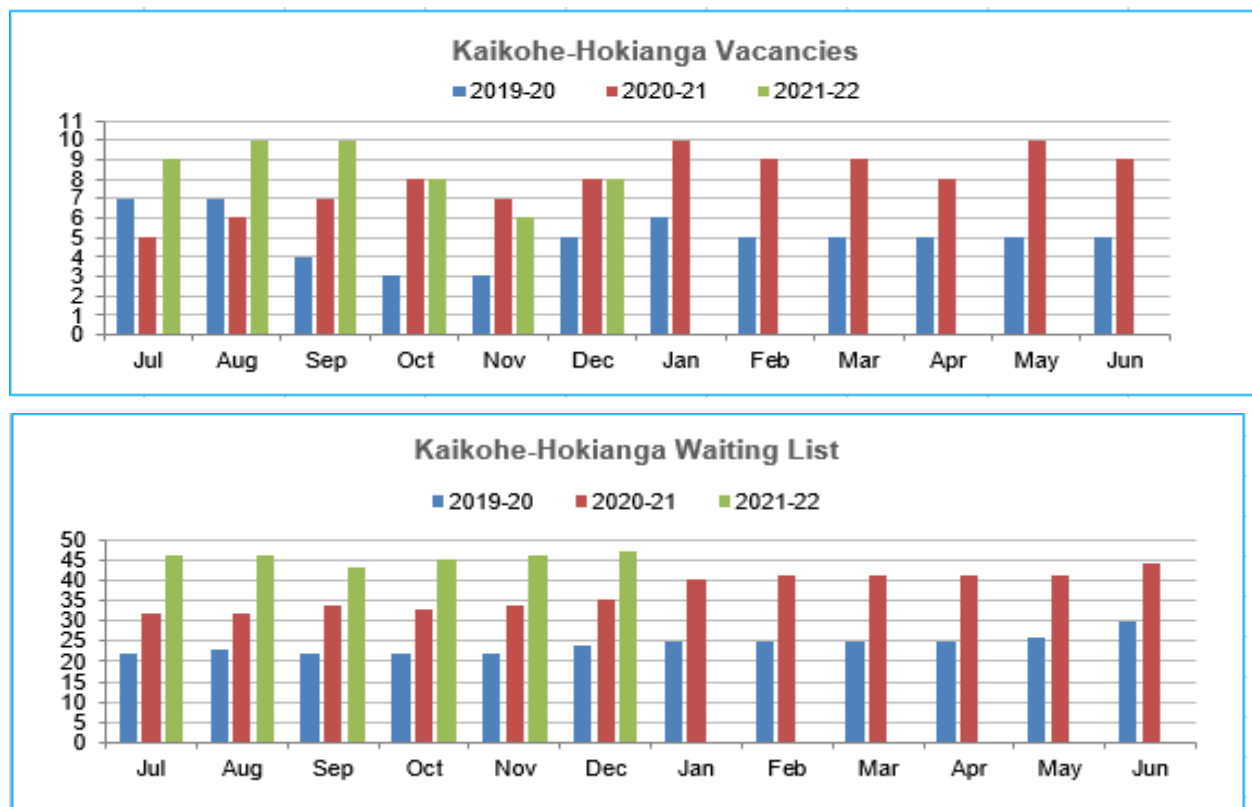
The number of units available to be tenanted has been reduced from 147 to 144, this is due to a block of three units in the Oxford Street village in Kaitaia being structurally compromised and the need for them to be demolished, this is currently underway and set to be completed by the end of January 2022. The three tenants that were in this block have been re-tenanted in other Housing for the Elderly villages.

In the Kaikohe-Hokianga area there are Villages at:

Location	Two/Three bedroom	One bedroom	Bed-sit	Vacancies
<i>Horeke</i>	-	2	-	0
<i>Kaikohe</i>	-	2	36	3
<i>Kohukohu</i>	-	6	-	0
<i>Omapere</i>	6	3	-	1
<i>Rawene</i>	-	6	4	3
<i>Waima</i>	-	3	-	1

During the period from 1 July – 31 December 2021, seven tenancies began (4x Kaikohe, 2x Rawene and 1x Omapere). 5 tenancies ended (3x Kaikohe and 2x Rawene).

There are currently 8 vacancies in the Hokianga ward. (3x Kaikohe, 1x Omapere, 3x Rawene and 1x Waima). 3 of these units (Kaikohe) are ready to tenant and interviews will be held in early January. 4 units are undergoing repairs, maintenance, and refurbishment (Omapere, Waima and 2x Rawene) before being re-let. One unit in Rawene is ready to tenant, however due to issues with the footpath leading to this unit it has been decided to not tenant the unit the issues are fixed. This work is currently with the Asset Management and District Facilities teams.



PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

ĀPITIHINGA / ATTACHMENTS

Nil

7.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JANUARY 2022**File Number:** A3555904**Author:** Marlema Baker, Meetings Administrator**Authoriser:** Aisha Huriwai, Team Leader Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update January 2022.

TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITI HANGA / ATTACHMENTS

1. **ACTION SHEET - Kaikohe-Hokianga Community Board - January 2022 - A3562750**  

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Thursday, 27 January 2022 10:01:26 am Date From: 1/01/2021 Date To: 27/01/2022	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 2/06/2021	Kaikohe-Hokianga Footpath Programme	MOTION Moved: Member Louis Toorenburg Seconded: Member Alan Hessel That the Kaikohe-Hokianga Community Board: a) Agree to the 2021/2022 footpath programme to include the following 'top nine' prioritised and subject to funding availability: i) Parnell Street Rawene - Hospital to Clendon Esplanade (Est \$500,000) ii) Manning Street Rawene - Existing to House #54 Manning Street (Est \$70,000) iii) Koutu Point Road Koutu - SH12 to 68 Koutu Point Road (Est \$340,000) iv) Old Wharf Road Omapere - SH12 to Wharf (Est \$40,000) v) Freese Park Road Omapere – Old Wharf Road to end (Est \$40,000) vi) Horeke Road Okaihau - Existing to house 2054 (Est \$230,000) vii) Honey Street – Parnell Street to End (Est \$120,000) viii) Taumataiwi Street Opononi – Walkway to SH10 - via bowling green (Est \$30,000) ix) Michie Street – Start to Playschool (Est \$30,000) That the Kaikohe-Hokianga Community Board: b) Identify and recommend to Council a list of footpaths from the above priority safety programme to the value of \$150,000 to be constructed 100% funded from Far North District Council Funds.	15 Sep 2021 11:16am Baker, Marlema - Reallocation Action reassigned to Jordan, Cushla by Baker, Marlema - This action has been reassigned to you as Sandi Morris has left Council. 23 Nov 2021 12:41pm Baker, Marlema A virtual workshop was held 18 August 2021 ti KHCB members, FNDC staff and NTA staff to discuss KHCB Footpaths. Chair Edmonds and Nick Marshall (NTA) were to liaise and review Footpaths Matrix for KHCB. No update received to date. 24 Jan 2022 2:27pm Baker, Marlema 27/01/2022 Update from Elizabeth Stacey (NTA): NTA is currently conducting a gap analysis and prioritisation matrix of the footpath network for the Kaikohe-Hokianga area. The Community Board currently has \$450,000 in footpath budget to allocate over Year 2 and Year 3 of the LTP. Of the money to be allocated, \$150,000 is carry over from 2021-2022, giving a total of \$300,000 to allocate in Year 2. NTA is requesting a workshop at the April community board meeting to prioritise and select footpath locations for design and construction in Years 2 and 3.
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OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
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		Workshop with Sandi Morris (NTA) for Monday 14 June 2021 at Pioneer Village 10am.	
Kaikohe-Hokianga Community Board 6/10/2021	Koutu Mangeroa Picnic Area Encroachment	RESOLUTION 2021/62 Moved: Member Alan Hessel Seconded: Member Louis Toorenburg That the Kaikohe-Hokianga Community Board. a) engage with the kaitiaki of the Koutū Mongeroa Picnic Area to formalise a Kaitiaki Agreement for the lawful use of the area as a campground; and b) engage with the kaitiaki to obtain the necessary consents under the Resource Management Act, Local Government Act and Health Act to facilitate the lawful use of the area as a campground. CARRIED	23 Nov 2021 12:51pm Baker, Marlema This matter has been returned to Council. Staff are preparing a report for the February 2022 Council Meeting., Update from Cr Tepania (17/11/2) – “the kaitiaki group cannot make decisions around the site alone and included in the conversations needs to be Ngāti Korokoro. For the time being they will need to follow tikanga around next steps forward as a kaitiaki group and Ngāti Korokoro and asked for me to pass on to council that until they have had time to have these conversations, and reach out, council staff are asked to respect conditions not to be on the whenua there.” 24 Jan 2022 2:34pm Baker, Marlema This matter is ongoing. No update or directives have been received from the Kaitiaki Group to date.
Kaikohe-Hokianga Community Board 6/10/2021	Upgrade Memorial Park, Kaikohe	RESOLUTION 2021/64 Moved: Member Moko Tepania Seconded: Member Kelly van Gaalen That Kaikohe-Hokianga Community Board: a) approves the final concept for Memorial Park as developed by AKAU. b) approves the removal of the Casuarina Tree close to the final location of the Wharepaku.	23 Nov 2021 1:02pm Baker, Marlema Notice of Motion presented to KHCB members at the meeting held 8/11/2021 as follows: The amendment became the substantive motion., RESOLUTION 2021/74, Moved: Chairperson Mike Edmonds, Seconded: Member John Vujcich, That the Kaikohe-Hokianga Community Board:

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		c) approves the use of Streetscapes budget for the landscaping, furniture, footpaths, tree works and learn to ride paths within Memorial Park (\$344,200). d) approves the use of Town Beautification budget for the new civil works and surfacing for the new Playground within Memorial Park (\$100,000). e) approves the use of the Amenity Lighting budget for new lights within Memorial Park (\$18,500). CARRIED ABSTAINED : Member Byers	a) revokes part (d) of the resolution passed as part of item 6.4 (6 October 2021) and replaces it with; 'Reserves the final approval of the playground portion of the design to the board, which must be given separately before any money is spent on purchase and civil works for the playground.' b) and that Chair Mike Edmonds and members Moko Tepania, John Vujcich and Kelly Van Gaalen be delegated that final approval. In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John Vujcich, Against: Nil, CARRIED 24 Jan 2022 10:43am Baker, Marlema 19/01/2022 Update from Jeanette England: There has not be any further progress with the project as the final design has not been approved by the Community Board. Design changes to the overall concept were being made by AKAU and they were discussing direct with KHCB Chairperson. Progress with other works is also on hold pending receipt of the final approved design.

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Kaikohe-Hokianga Community Board 6/10/2021	Omapere Wharf - Renewal of End section	RESOLUTION 2021/65 Moved: Member Louis Toorenburg Seconded: Member Emma Davis That the Kaikohe-Hokianga Community Board: a) Receive the report Omapere Wharf - Renewal of End section. b) Supports the new design concept for the replacement section of the Wharf; and c) that inter-tidal steps be strongly recommended and incorporated into the design. CARRIED	23 Nov 2021 12:53pm Baker, Marlema Helen Ronaldson awaiting a report back from FHNL at the beginning of December. 23 Nov 2021 1:18pm Baker, Marlema Helen Ronaldson is expecting a report back from FHNL in December. 24 Jan 2022 10:15am Baker, Marlema Update received from Helen Ronaldson: The recommendation for intertidal steps has been included in the design and can be included in existing budgets available for this project. This project will now progress to approval at the appropriate delegation so contracts can be awarded.
Kaikohe-Hokianga Community Board 6/10/2021	Kaikohe-Hokianga Footpath Programme	RESOLUTION 2021/66 Moved: Chairperson Mike Edmonds Seconded: Member Louis Toorenburg That the Kaikohe-Hokianga Community Board identifies: a) Manning Street Rawene - Existing to House #54 Manning Street (Est \$70,000) to be constructed 100 % from the footpath budget and a list of Kaikohe footpaths be brought back to Kaikohe-Hokianga Community Board for consideration; and b) request that the remaining footpath budget from 2020 (estimated 80k) be found and returned for allocation to Kaikohe-Hokianga Community footpaths CARRIED	24 Jan 2022 2:36pm Baker, Marlema 27/01/2022 Update from Elizabeth Stacey (NTA): NTA is currently conducting a gap analysis and prioritisation matrix of the footpath network for the Kaikohe-Hokianga area. The Community Board currently has \$450,000 in footpath budget to allocate over Year 2 and Year 3 of the LTP. Of the money to be allocated, \$150,000 is carry over from 2021-2022, giving a total of \$300,000 to allocate in Year 2. NTA is requesting a workshop at the April community board meeting to prioritise and select footpath locations for design and construction in Years 2 and 3.

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