



KAIKOHE-HOKIANGA COMMUNITY BOARD



Mitimiti

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 14 September 2022

Time: 10.30 am
Location: Council Chambers
Memorial Avenue
Kaikohe

Membership:

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



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

20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 14 September 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

To be confirmed on the day.

3 NGĀ TONO KŌRERO / DEPUTATION

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

4 NGĀ KAIKŌRERO / SPEAKERS

Funding Applicants:

- 10.30 am – Bay of Islands Animal Rescue Trust
- 10.35 am – Hokianga Community Education Trust
- 10.40 am – Hokianga Country Music Club Incorporated
- 10.45 am – Kaikohe Business Association
- 10.50 am – Kaikohe Yun Jung Do Development Trust
- 10.55 am – Okaihau Bowling Club Incorporated
- 11.00 am – Pioneer Village Kaikohe
- 11.05 am – Te Pokapu Tiaki Taiao o Te Tai Tokerau Trust

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3538493

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 3 August 2022 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. Kaikohe-Hokianga Community Board Minutes - 3 August 2022 - A3819131 [↓](#) 

Kaikohe-Hokianga Community Board Meeting Minutes **Unconfirmed**

3 August 2022

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 3 AUGUST 2022 AT 10:35 AM**

PRESENT: Chairperson Mike Edmonds, Deputy Chairperson 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

Nil

2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Shaun Reilly – Ohaeawai streets and footpathing.

3 NGĀ TONO KŌRERO / DEPUTATIONS

There are no deputations for this meeting

4 NGĀ KAIKŌRERO / SPEAKERS

Rob Pink – representing Hokianga Bowling Club Incorporated. Item 6.1 a) refers. Also acknowledged the Kaikohe-Hokianga Community Board for approving previous funding.
At 10:46 am, Member Kelly van Gaalen left the meeting. At 10:58 am, Member Kelly van Gaalen returned to the meeting.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3538481, pages 8 - 12 refers

RESOLUTION 2022/46

Moved: Chairperson Mike Edmonds

Seconded: Deputy Chairperson Emma Davis

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 6 July 2022 as a true and correct record.

CARRIED

6 REPORTS

6.1 FUNDING APPLICATIONS

Agenda item 7.1 document number A3791421, pages 13 - 31 refers

RESOLUTION 2022/47

Moved: Member Louis Toorenburg

Page 1

Seconded: Deputy Chairperson Emma Davis

That the Kaikohe-Hokianga Community Board:

- a) approves the sum of **\$5,580** (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Bowling Club Incorporated for the purchase and installation of a storage shed at 61 Clendon Esplanade, Rawene, to support the following Community Outcomes:

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

NOTE: Payment will only be made once the Hokianga Bowling Club has been granted Council permission for the storage shed to be built on 61 Clendon Esplanade, Rawene by Council.

CARRIED

RESOLUTION 2022/48

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That this funding application be left to lie on the table.

- b) ~~approves the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Fund account to Te Pokapu Tiaki Taiaroa O Te Tai Tokerau Trust (Eco Centre Kaitiaki) for the purchase of a mobile phone, mobile plan and workshop facilitator fee, to support the following Community Outcomes:~~

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

**LEFT TO LIE
CARRIED**

7 INFORMATION REPORTS

7.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2022

Agenda item 8.1 document number A3805777, pages 32 – 34 refers

RESOLUTION 2022/49

Moved: Member Moko Tepania

Seconded: Member John Vujcich

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

CARRIED

Note:

The Board request that the Amenity Lighting Report to be brought forward to the September meeting.

8 MAJOR ITEMS NOT ON THE AGENDA

MAJOR ITEM NOT ON THE AGENDA - VISUAL COMMUNICATIONS AND PUBLIC RELATIONS FOR MEMORIAL PARK.

RESOLUTION 2022/50

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board:

- a) resolves to consider the item not on the agenda: Visual Communications and Public Relations for Memorial Park.
- b) and notes that Member Kelly van Gaalen provided an explanation of why this item was not on the agenda and why it could not be delayed.

CARRIED

8.1 MAJOR NOT ON THE AGENDA – VISUAL COMMUNICATIONS AND PUBLIC RELATIONS FOR MEMORIAL PARK

RESOLUTION 2022/51

Moved: Member Kelly van Gaalen

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board;

- a) allocate \$3,000 from the Boards Placemaking Fund towards Visual Communications and Public Relations to advise the local community and visitors of planned work at Memorial Park.
- b) ask that Sportsville be encouraged to do the same.
- c) ask that the CE and Communications Manager draft these communications, and
- d) delegates final approval of the draft, before publication, to Member Kelly van Gaalen .

CARRIED

9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2022/52**

Moved: Member John Vujcich

Seconded: Member Alan Hessel

That the public be excluded from the following parts of the proceedings of this meeting.**The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:**

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED**10 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 11:12 am.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 14 September 2022.

.....
CHAIRPERSON

6 REPORTS

6.1 CHAIRPERSON REPORT

File Number: A3876920

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The purpose of this report is to provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board;

- a) notes the report from Chairperson, Mike Edmonds.**
- b) allocates \$5,000 from the Placemaking Fund to the Okaihau Community Association to fund up to 100% of a design and price for kitchen and/or toilets for the Okaihau Hall, to be uplifted upon submission of a grant application for the same before the Board meeting in June 2023. If an application is not received the Board should reallocate the funds at its June 2023 meeting.**
- c) earmark \$20,000, from the Placemaking Fund, for the Chief Executive of the Far North District Council to prepare a Museum Strategy for the Kaikohe-Hokianga Ward, with particular attention paid to the Kaikohe Pioneer Village, with a view to including its recommendations for funding in the next annual or long-term plan.**
- d) add the following section to the Kaikohe-Hokianga Community Board Standing Orders, and that any minor editing for readability and consistency be delegated to the Chair;**

"Election of Chairperson"

The election of the Chairperson of the Board is a serious matter and should be done, as far as it can, in a deliberate manner. The first meeting of a Board may be a strange place for a new member, who should not be confused or rushed.

A majority decision is, therefore, appropriate and 'System A' (Local Government Act 2002 Sch7 (25), while the act requires a meeting decision, is recommended.

"System A" is described in the Act:

It requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the Board present and voting; and

It has the following characteristics:

- (i) there is a first round of voting for all candidates; and*
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*

- (iv) *in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.*

The following clarifications are added to these Standing Orders;

- (i) *no formal nomination procedure is required for candidates for Chair - an Expression of Interest is sufficient,*
- (ii) *candidates may speak for 3 minutes in support of their candidacy prior to the election process,*
- (iii) *where 2 or more candidates tie for the highest number of votes, subject to (v), further rounds of voting are undertaken until the tie is broken,*
- (iv) *the meeting may be adjourned, and/or further discussion may be undertaken between votes,*
- (v) *where three or more candidates are tied for the highest number of votes, the meeting may remove a candidate by majority vote before the next round of voting*
- (vi) *where 2 candidates continue to tie for the highest number of votes and three tie breaking votes have been taken, the meeting may decide to audition the candidates by alternating the Chair between the remaining items on the agenda and continue voting later in the meeting,*
- (vii) *the order of the chairing of items in (vi) should be agreed by the candidates or, in the absence of agreement, by lot.*
- (viii) *these directions are subject to the Act which requires that a Chair be elected at the first meeting.*
- (ix) *the Deputy Chair should not be elected before the Chair*

A complete description of this Standing Orders section must appear in the agenda of the first meeting”.

e) add the following section to the Kaikohe-Hokianga Community Board Standing Orders, and that any minor editing for readability and consistency be delegated to the Chairperson;

“Unanimous Consent

In order to promote an efficient meeting, these standing orders may be varied by the chair by unanimous consent. That is, if no objections are received, or points of order made, the chair may assume that unanimous consent has been given for the change in a single instance. Such a variation, by itself, is not a reason to invalidate any meeting decision.

For example, if the members appear interested in a speaker whose speech is exceeding a time limit, the chair may allow them to continue without seeking the explicit consent of the meeting. An alternative is to seek a suspension of the standing orders which require a 75% vote.

Another example is the requirement for a mover and seconder. If a motion is uncontroversial, the chair may assume the wording and progress to a discussion and vote, or in some cases simply to a vote. A decision to adopt the minutes as a true and correct record of a previous meeting is an example of this.

The chair may choose to highlight the use of unanimous consent by using the words ‘if there is no objection ...’

A single member objecting violates unanimous consent which then requires the following of the standing orders as written.

Unanimous consent does not permit the violation of any rule encoded outside the Standing Orders, such as legislation”.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

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

The report from the Chairperson is attached.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Chairs Report - Mike Edmonds - A3875983** [↓](#) 

Compliance schedule:

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

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

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

Chair's Report to the Meeting of September 2022

I thank the members of the board for your effort and decision-making over the last three years. While I think we are all disappointed with the level of support of the communities of our ward by the council, I think one of our major contributions is a principled approach to decisions.

In particular, I will highlight three of them

1. The funding of a community plan for Mangamuka, a community that seems to be right at the end of any funding decisions. To the extent that the council will fund many 100s of \$1000's for toilet blocks in other communities, but cannot see past a budget of \$30k for a public toilet in Mangamuka – which is in the middle of an hour long trip between Okaihau and Kaitaia, and was a stopping point for tourist buses until the pandemic.
2. The principled approach to footpath allocation that sought to make redress for lack of previous investment in small communities.
3. The insistence of a formal design approach (using Akau) to the upgrade of Memorial Park, to put an end to the old way of 'plonking down' of new infrastructure.

I ask the board to consider the following proposals to cement in the strategic aims of this board.

Okaihau Hall Projects

Summary

I propose that the board puts \$5000 aside to pay up to 100% for a design and pricing of a kitchen and bathrooms for Okaihau Hall, should the project that is proposed by council (in response to a complaint about the state of the hall toilets) not go ahead.

Background

The Okaihau Community Association has been asking the council for a kitchen and bathroom upgrade (amongst other things) for many years. There have been many false starts in response to their requests, and my requests. Requests for design and pricing to support a business case to be taken to long term plans have fallen on deaf ears. With the board success in getting support in response to completed designs, I suggested that the OCA apply for grant funding for such a design.

In the meantime, there was an unfortunate incident, involving a wheelchair bound resident, in the bathrooms, which has prompted the council to initiate a bathroom replacement. One of the options involves using the space the kitchen now occupies, and rebuilding the kitchen in an old used space in the centre of the building.

Rather than a full reliance on the council to follow through on this plan, I have suggested to the OCA that they get a price for a design anyway, and have plan B ready to execute. That is, have the community board pay for it.

To ensure that the money is available, I recommend that the board earmark \$5000 for this, to be granted to the OCA before the meeting in June 2023, or be relocated to some other project at that meeting.

Recommendation

That the board allocates \$5000 from the place making fund to the Okaikau Community Association to fund up to 100% of a design and price for kitchen and/or toilets for the Okaihau Hall, to be uplifted upon submission of a grant application for the same before the board meeting in June 2023. If an application is not received the board should relocate the funds at its June 2023 meeting.

Ward Museum Strategy**Summary**

I propose that the board put \$20000 aside for the CE of FNDC to prepare a museum strategy for the Kaikohe-Hokianga ward, with particular attention paid to the Kaikohe Pioneer Village, with a view to including its recommendations for funding in the next annual or long term plan.

Background

One of the board's strategic priorities is the Pioneer Village museum in Kaikohe. The board advocated for a modest increase in the annual grant this year.

The village was set up by a previous mayor, and many elected members have volunteered at the village in some manner since the 70's. Three current members of the board have joined the Pioneer Village during their terms, because they see it as an important part of Kaikohe.

This agenda includes an application, with a substantial quantity of supporting evidence, for a grant to the Pioneer Village.

To remain a part of Kaikohe, the museum must have a stable and predictable income base that allows it to remain in place, on top of which it can seek other income and third party funding for the buildings and collection. In much the same way that the Kaitia museum has.

I propose that the board fund a Kaikohe-Hokianga museum strategy to, firstly, confirm that the museum is a desirable feature of the ward and district, and, secondly, establish a level of funding that removes the uncertainty of the financial security of the village, and to form a case for long term plan funding.

This recommendation offers a choice to the board of the method of funding such a strategy. Via a grant, or a direct earmarking of funds for the CE to undertake this work.

Recommendation

That the board earmark \$20000, from the place making fund, for the CE of FNDC to prepare a museum strategy for the Kaikohe-Hokianga ward, with particular attention

paid to the Kaikohe Pioneer Village, with a view to including its recommendations for funding in the next annual or long term plan.

Standing Orders Modification 1

Summary

I propose that the board ensures that, if any recommendation is made at the first meeting, option A is the preferred method of electing a chair, being consistent with STV elections, and that a similarly consistent approach to resolve ties is taken.

Recommendation

That the following section be added to the Kaikohe-Hokianga Community Board Standing Orders, and that any minor editing for readability and consistency be delegated to the chair

Election of Chairperson

The election of the chairperson of the board is a serious matter and should be done, as far as it can, in a deliberate manner. The first meeting of a board may be a strange place for a new member, who should not be confused or rushed.

A majority decision is, therefore, appropriate and 'System A' (Local Government Act 2002 Sch7 (25)), while the act requires a meeting decision, is recommended.

System A is described in the act:

It requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the board present and voting; and

It has the following characteristics:

- (i) there is a first round of voting for all candidates; and
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

The following clarifications are added to these standing orders

- (i) no formal nomination procedure is required for candidates for chair - an expression of interest is sufficient
- (ii) candidates may speak for 3 minutes in support of their candidacy prior to the election process
- (iii) where 2 or more candidates tie for the highest number of votes, subject to (v), further rounds of voting are undertaken until the tie is broken
- (iv) the meeting may be adjourned, and/or further discussion may be undertaken between votes,
- (v) where three or more candidates are tied for the highest number of votes, the meeting may remove a candidate by majority vote before the next round of voting
- (vi) where 2 candidates continue to tie for the highest number of votes and three tie breaking votes have been taken, the meeting may decide to audition the candidates by alternating the chair between the remaining items on the agenda and continue voting later in the meeting.
- (vii) the order of the chairing of items in (vi) should be agreed by the candidates or, in the absence of agreement, by lot.
- (vii) these directions are subject to the act which requires that a chair be elected at the first meeting.
- (viii) the deputy chair should not be elected before the chair

A complete description of this standing orders section must appear in the agenda of the first meeting.

Standing Orders Modification 2

Summary

I propose that the board encodes the practice of the current chair of unanimous consent as a method of expediting uncontentious business in the standing orders.

Recommendation

That the following section be added to the Kaikohe-Hokianga Community Board Standing Orders, and that any minor editing for readability and consistency be delegated to the chair

Unanimous consent

In order to promote an efficient meeting, these standing orders may be varied by the chair by unanimous consent. That is, if no objections are received, or points of order made, the chair may assume that unanimous consent has been given for the change in a single instance. Such a variation, by itself, is not a reason to invalidate any meeting decision.

For example, if the members appear interested in a speaker whose speech is exceeding a time limit, the chair may allow them to continue without seeking the explicit consent of the meeting. An alternative is to seek a suspension of the standing orders which require a 75% vote.

Another example is the requirement for a mover and seconder. If a motion is uncontroversial, the chair may assume the wording and progress to a discussion and vote, or in some cases simply to a vote. A decision to adopt the minutes as a true and correct record of a previous meeting is an example of this.

The chair may choose to highlight the use of unanimous consent by using the words 'if there is no objection ...'

A single member objecting violates unanimous consent which then requires the following of the standing orders as written.

Unanimous consent does not permit the violation of any rule encoded outside the standing orders, such as legislation.

6.2 PROJECT FUNDING REPORTS

File Number: A3809407

Author: Kim Hammond, Meetings Administrator

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project reports received from

- a) Hokianga Community Educational Trust
- b) Hokianga Community Educational Trust (Composting Project)
- c) Kaikohe & Districts Sportsville.
- d) Manaki Tinana Trust
- e) Rawene Area Residents Association

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

The Kaikohe-Hokianga Community Board has the following options in relation to the request from Hokianga Community Educational Trust:

Option 1: Approve the request and allow Hokianga Community Education Trust to purchase the additional equipment; or

Option 2: Decline their request and Hokianga Community Educational Trust will need to return the unspent funds to the Kaikohe-Hokianga Community Board.






Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

ĀPITIHINGA / ATTACHMENTS

- 1. Project Report - Hokianga Community Educational Trust - A3832511 [↓](#) 
- 2. Project Report - Hokianga Community Educational Trust (Composting Project) - A3832632 [↓](#) 
- 3. Project Report - Kaikohe & Districts Sportsville - A3809475 [↓](#) 
- 4. Project Report - Manaki Tinana Trust - A3842771 [↓](#) 
- 5. Project Report - Rawene Area Residents Association - A3877574 [↓](#) 

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.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the project reports to be approved, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation: Hokianga Community Educational Trust

Name & location of project: Ngā Hikoi o Hokianga

Date of project/activity: 2022

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga X

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$4316

Board meeting date the grant was approved:

June 2021

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
S Robertson-Barnes	\$1500	
A Gale	\$700	
Calder Print	\$1916.61	
NZ Courier	\$76	
R Thorne	\$1800	
Total:	\$5992.61	

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

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

1

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

The earlier publication has been out of print for some years, so this was an updated version. The publication has been a resource for both local people and visitors to know about and appreciate the walks around Hokianga. This time, we have involved tangata whenua in the preparation of the text, with older names and stories. In a couple of instances this has meant respecting local people and withdrawing walks they were not happy to have tourists visiting. Adding this material has meant, partly due to Covid, that the preparation has taken much longer than we expected.

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

Kaikohe-Hokianga Community Board is acknowledged on the inside front cover.

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

<https://www.hokiangacommunityeducationaltrust.com/> (please note that we received the books today and have not had time to add them to our list of publications.)

This report was completed by:

Name: Janine McVeagh

Address: P.O. Box 96, Rawene, 0443

Phone mob: 021 187 1492

Email: Janinemcveagh108@gmail.com

Date: 29/7/22

Schedule of Supporting Documentation**HOKIANGA COMMUNITY EDUCATIONAL TRUST****(Ngā Hikoi o Hokianga)**

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

1	Invoice: Calders Design and Print Co
2	Invoice: Gravel Down Wines Ltd
3	Invoice: Scott Robertson-Barnes



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation: Hokianga Community Educational Trust

Name & location of project: Community Composting Project, Hauora Hokianga- Hokianga Hospital

Date of project/activity: ongoing

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 2999.00

Board meeting date the grant was approved:

Dec 2021

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Hot compost bins x 3	\$ 8,000	
The CarbonCycle Company Ltd- shredder chipper	\$1750.00	<input checked="" type="checkbox"/>
The Toolshed Webstore- Multi-head and pole saw attachment	\$1614.42	<input checked="" type="checkbox"/>
	\$	
Total:	\$11,364.42	

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

Highlights of our project so far are diverting around 7 cubic metres of 'waste' into excellent compost that is growing organic vegetables for our hospital patients and whanau in need. We have also set up a demonstration site that people visit and see different methods of composting and discuss the connection between waste, compost, growing good soil and kai. This project has influenced our hospital to stop burning rubbish and inspired many people to take steps to reuse and recycle waste. It is difficult to calculate how many people have been fed, visited us or been influenced.

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

1

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

The shredder/ chipper and pole saw and compost systems allow us to easily process cardboard, compostable food packaging and coffee cups, food, kitchen and garden waste and turn it into high quality compost. This has diverted waste away from being incinerated or into landfill, and changed the habits at Hauora Hokianga into more environmentally sustainable practices. Hospital staff, including those who visit to walk the Ara Rongoa or see the gardens, as well as our volunteers, patients and members of the public come to see what we are doing and discuss composting, waste, gardening and Rongoa. We have 3 different types of composting systems now set up, as well as a worm farm. Now that we have less Covid-19 restrictions we will be able to welcome groups to see the different ways we are turning 'waste' into useful resources that restore Papatuanuku. Our community benefits as we reduce our collective carbon footprint and waste and change our habits to care for our soils, waters, air and own health.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:**If you have a Facebook page that we can link to please give details:****This report was completed by:**

Name: Jessie McVeagh

Address: 48 De Thierry st Rawene

Phone

mob:

Email: jessiencveagh72@gmail.com

Date: 28/07/2022

Schedule of Supporting Documentation**HOKIANGA COMMUNITY EDUCATIONAL TRUST**
(Community Composting Project, Hauora Hokianga)

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

1	Invoice: Garden Shredder
2	Invoice: Cordless Power Head and Pole Saw Attachment



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:

Kaikohe and Districts Sportville Incorporated

Name & location of project:

Lindvart Park, Kaikohe

Date of project/activity:

September 2022

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$625

Board meeting date the grant was approved:

5 August 2020

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Creative Cavalry video productions. Presently we have discussed scope and a timeline has been drawn up, and all people to be interviewed have been approached	\$3600	x
	\$	
	\$	
	\$	
Total:	\$3600	

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

We were originally going to use Tivarn Potiki to do the video. This was stymied over lockdowns and Covid outbreaks. Then, due to ongoing issues with communication with Tivarn, we approached Harley from Creative Cavalry. Harley has met and discussed the project, and worked out what the video is to look like. Filming will take place in September with various sports people from Kaikohe who have achieved at national or international level. The purpose of this video is to promote Lindvart Park, the new complex and Kaikohe to funders, locals and people from further afield.

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

1

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

To come. We shall send you the video when completed.

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

To come. We shall send you the video when completed.

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

<https://www.facebook.com/groups/kdsportsville>

This report was completed by:

Name: DebbieRaphael

Address: 19 Oromahoe School Road, RD2 Kaikohe

Phone 09 601 1074 mob: 021 0821 1637

Email: admin@kaikohesport.org.nz

Date: 24 July 2022

Schedule of Supporting Documentation**KAIKOHE AND DISTRICT SPORTSVILLE INCORPORATED****(Lindvart Park, Kaikohe)**

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

1	Invoice for Promotional Video
2	Bank Statement showing payment of Invoice



Far North
District Council

**Project Report
COMMUNITY GRANT FUND - LOCAL**

FO080402

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

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

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

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation:

Manaki Tinana Trust

Name & location of project:

TV & trolley for exercise class videos - Rauene

Date of project/activity:

June - July 2022

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$1658.00

Board meeting date the grant was approved:

1 June 2022

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
Loctek Trolley	\$239.99	✓
Phillips TV 65"	\$1148.85	✓
Delivery	\$70.36	✓
HDMI cables, ext hard drive & chain	\$205.31	✓
please see attached volunteer hours	Total: \$1664.51	

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

Hokianga Community Gym, administered by Manaki Tinana Trust, runs exercise classes in the Rauene Town Hall. The TV and monitor have greatly expanded the range of exercise videos that can be offered to the 20-strong group of older women who attend.

Private Bag 752, Kaikohe 0440, New Zealand. Phone: (09) 425 2750, Fax: (09) 401 2137, Email: esk.nz@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

We work to encourage older women to keep fit, and are now able, through the purchase of the TV, to support our regular classes by presenting a range of exercise videos encompassing aerobics, yoga, balance, stretching, dance and HIIT (high intensity interval training).

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

The TV and trolley were unveiled by Manāki Tinana Trust chairman Pallen August. Photos of this event, and thanks to the Community Board were posted on our facebook page. The TV is securely locked away and chained up in the Rowena Town Hall.

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

Facebook - Hokianga Community Gym

This report was completed by:

Name: Jenny McDougall
 Address: 246 Wharekawa Rd, RD3, Kaikohe 0473
 Phone: 09 4057598 mob: 021 1477751
 Email: jennymcd@xtra.co.nz
 Date: 10 August 2022

Schedule of Supporting Documentation**HOKIANGA COMMUNITY EDUCATIONAL TRUST****(Ngā Hikoi o Hokianga)**

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

1	Invoice: Calders Design and Print Co
2	Invoice: Gravel Down Wines Ltd
3	Invoice: Scott Robertson-Barnes



Far North
District Council

**Project Report
COMMUNITY GRANT FUND - LOCAL**

Kerikeri Service Centre
FO080402
10 JUN 2022

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

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

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

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation:

Rawene Area Residents Association

Name & location of project:

Reprint Photo Booklet "Rawene, the Past in Pictures" - Rawe

Date of project/activity:

March 2022

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$2,846.25 get inclusive

Board meeting date the grant was approved:

November 2021

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
* Megalee LTD T/A Artech Print	\$2,987.70	✓
* Funding received from Community Board	\$2,846.25	✓
* Contribution to the project by members of Rawene Area Residents Association including	\$	
Travel, Redrafting of Booklet & subsidized printing quote by Artech LTD	\$2,428.75	
Total: \$2,428.75		

* Bank Statement showing proof of expenditure

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

The Booklet printed "Rawene, the Past in Pictures" is on sale at a number of retail outlets in the Rawene township. This is a positive retail experience for the visitors to the town and highlights our Heritage Precinct.

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

The first time the Booklet was printed it produced good sales and accumulated approximately \$3,900.00 funds raised. The Rawene Area Residents Association is committed to continue this fund raising exercise with the expectation that the funds will be used to beautify the town in the future.

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

The Retail Outlets selling this Booklet acknowledge the contribution from the Community Board at each point of sale. The shop owners take a reduced retail mark up on this Booklet which acknowledges the input of community funds.

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

This report was completed by:

Name:
Address:
Phone: mob:
Email:
Date:

Project Report - Schedule of Supporting Documentation**RAWENE AREA RESIDENTS ASSOICATION****(Reprint Photo Booklet “Rawene, The Past in Pictures”)**

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

1	Invoice: Printing of Booklet – x 1 page
2	Invoice: Far North District Council to Uplift Funding – x 1 page
3	Bank Statement: Payment to Penstemon Publishing – x 1 page

6.3 FUNDING APPLICATIONS

File Number: A3868049

Author: Kim Hammond, Funding Advisor

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the September 2022 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Board has a total of \$103,211 to allocate during the 2022/23 financial year, and an additional \$100,000 for Placemaking activities/projects.
- The Community Board has allocated a total of \$15,915 to date from the Community Board Funding Account, leaving an unallocated budget of \$87,296 for the 2022/23 financial year.
- The Community Board has allocated a total of \$3,000 to date for from the Community Board Placemaking Account, leaving an unallocated budget of \$97,000 for the 2022/23 financial year.
- Eight applications for funding were received requesting a total of \$160,149.30.
- The application received from Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust was considered at the August 2022 meeting but left to lie on the table for consideration at the September 2022 meeting.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- a) approves the sum of \$10,000 (plus GST if applicable) be paid from the Boards Community Fund account to Bay of Islands Animal Rescue Trust for the Community Vaccination and Desexing Programme, to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable.
- b) approves the sum of \$5,000 (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Community Educational Trust for two co-ordinators at the Arts Hub, to support the following Community Outcomes:
 - i) Proud, vibrant communities
- c) approves the sum of \$2,625 (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Country Music Club Incorporated for the additional costs of ferrys' during the 2022 Hokianga Country Music Festival, to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) Prosperous communities supported by a sustainable economy
 - iii) Communities that are healthy, safe, connected and sustainable
- d) approves the sum of \$3,817 (plus GST if applicable) be paid from the Boards Community Fund account to Kaikohe Business Association for advertising/administration, equipment hire, decorations, portaloos, lollies and road closure and traffic management for the 2022 Kaikohe Santa Parade, to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable

e)	approves the sum of \$2,500 (plus GST if applicable) be paid from the Boards Community Fund account to Kaikohe Yun Jung Do Development Trust for rent of Memorial Hall to run classes, to support the following Community Outcomes:
i)	Proud, vibrant communities
ii)	Communities that are healthy, safe, connected and sustainable
f)	approves the sum of \$90,000 (plus GST if applicable) to be paid from the Boards Place-Making Fund account to Okaihau Bowling Club for the purchase and installation of an all-weather surface, to support the following Community Outcomes:
i)	Proud, vibrant communities
ii)	Communities that are healthy, safe, connected and sustainable
g)	approves the sum of \$4,164.30 (plus GST if applicable) to be paid from the Boards community Fund account to Omanaia Marae for the purchase and installation of carpet in the multipurpose room, to support the following Community Outcomes:
i)	Proud, vibrant communities
ii)	Communities that are healthy, safe, connected and sustainable
iii)	We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.
h)	declines the application from Pioneer Village Kaikohe due to Council undertaking a review and development of the Arts, Culture and Heritage Strategy in Council, which will achieve the Community Boards outcome without having to allocate funding towards this piece of work.
i)	Uplifts the funding application from Te Pokapu Tiaki Taiao O Te Tai Tokerau (Eco Centre) that was left to lie on the table at the 03 August 2022 meeting for consideration.
j)	approves the sum of \$2,335 (plus GST if applicable) be paid from the Boards Community Fund account to Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitia) for the purchase of a mobile phone, mobile plan and workshop facilitator fee, 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 and Project	Requested	Recommend	Comments	Type
Bay of Islands Animal Rescue Trust – Community Vaccination and Desexing Programme	\$20,000 (6%)	\$10,000	The applicant has applied to the Bay of Islands-Whangaroa and Te Hiku Community Board. Bay of Islands-Whangaroa Community has allocated the applicant \$17,000 and Te Hiku Community will consider their application at a later meeting. Unlike the SPCA, the applicant does not receive funding from Central	Community Development

			<p>Government to undertake the work they do.</p> <p>The applicant works with Far North District Council to help re-home pound dogs from Horeke and help to put on Bark in the Park annual event in different locations, with the last event being hosted in the Kaikohe-Hokianga Community Board area.</p> <p>The applicant may have started three years ago just focusing on the Bay of Islands-Whangaroa area, they are now getting call outs and providing services across the Far North District.</p>	
Hokianga Community Educational Trust – Setting Up and Managing an Arts Hub	\$6,000 (43%)	\$6,000	<p>Applicant requires this funding to be able to continue the delivery of arts courses at the Hokianga Community Campus.</p> <p>There are other funding schemes that the applicant can apply to for these costs, however the funding is required now to be able to continue to offer this programme.</p>	Arts, Culture and Heritage
Hokianga Country Music Club Inc – 2022 Hokianga Country Music Festival	\$2,625 (5%)	\$2,625	<p>The Hokianga Country Music Festival is an affordable ticketed event, that not only locals to the area enjoy, but also bring in visitors from outside the district who book accommodation, purchase food and drinks and spend their money in the area over the weekend.</p> <p>The applicant has asked for a small amount compared to the total event costs and the funds will be used locally and achieve three of the community outcomes in the Long-Term Plan 2021/31.</p>	Events
Kaikohe Business Association – 2022 Kaikohe Christmas Parade	\$4,860 (63%)	\$3,817	<p>This is a free event, providing opportunities for family to spend time together. The event will also allow local business, education providers and sports groups to partake in the parade and other events.</p> <p>Last year the event had to be modified to meet COVID-19 restrictions, this year the Kaikohe Business Association is aiming to make this a bigger and better Christmas Parade than previous years. Of course, with a bigger and better Christmas Parade comes additional costs.</p>	Events

			The staff recommendation is based upon that funding requested may not exceed 50% of the total cost.	
Kaikohe Yun Jung Do Development Trust – Yun Jung Do Martial Arts	\$2,500 (26%)	\$2,500	Kaikohe Yun Jung Do Development Trust work hard to keep the classes affordable for participants. If this was not available in Kaikohe, then children and adults would need to travel to other areas like Kerikeri or Kaitaia to participate adding additional costs to participants and whanau.	Sport and Recreation
Okaihau Bowling Club – All Weather Surface	\$100,000 (33%)	\$90,000	<p>Placemaking inspires to collectively reimagine and reinvent public spaces as the heart of every community and to strengthen the connection between people and the places that they share.</p> <p>Okaihau Bowling Club is placed shared between members of the club, other local organisations who use the facility and other members of the public across the district.</p> <p>The cost to maintain a grass seed green is becoming unaffordable to local bowling clubs and this has seen some clubs fold and others who are working hard to fundraise and save to install an old weather surface so that bowls can continue to be played in Northland.</p> <p>The Okaihau Bowling Club is becoming the hub of the community by expanding the services provided and branching out from just being a 'traditional' bowling club.</p>	Sport and Recreation
Omanaia Marae	\$4,164.30 (0.84%)	\$4,164.30	<p>This is the final step to complete the multi-purpose room for not only whanau and hapu, but for the whole community to use. The multipurpose room is hired out at a very affordable rate to the community.</p> <p>Omanaia Marae was allocated \$492,430 to upgrade the facility as part of the Provincial Growth Fund. Upgrades included a new tomokanga (entranceway), waharoa (main entranceway) and pou as well as the multipurpose area.</p>	Infrastructure
Pioneer Village Kaikohe	\$20,000 (100%)	Decline	Council is undertaking work to complete an Arts, Culture and Heritage Strategy in which museums from across the district.	Arts, Culture and Heritage

			Staff and Council understand that Pioneer Village plays a vital role for not only Kaikohe, but the district and that Council needs to include a yearly grant for Pioneer Village in the Annual Plan and Long-Term Plan. This annual grant would then allow Pioneer Village to continue to operate and maintain and upgrade the facilities and exhibitions.	
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust – Tai Tokerau Timebank	\$2,455 (13%)	\$2,335	Te Pokapu Tiaki Taiao o Te Tai Tokerau is based in Kaitaia. With travel being difficult they are now wanting to run workshops in Kaikohe so that more people can attend without having to travel to Kaitaia. The costs in this application are for the Kaikohe workshops. The consumables that they would like to purchase are materials for the workshop e.g. wax for bee wrap workshop. The mobile phone will be used to the Kaikohe-Hokianga Time Bank Coordinator. The amount recommended by staff does not include the funding of administration costs.	Environment

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.

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

ĀPITIHINGA / ATTACHMENTS

1. Application - Bay of Islands Animal Rescue Trust - A3868478 [↓](#) 
2. Application - Hokianga Community Educational Trust - A3868413 [↓](#) 
3. Application - Hokianga Country Music Club Incorporated - A3832275 [↓](#) 
4. Application - Kaikohe Business Association - A3831947 [↓](#) 
5. Application - Kaikohe Yun Jung Do Development Trust - A3851206 [↓](#) 
6. Application - Okaihau Bowling Club Incorporated - A3868391 [↓](#) 
7. Application - Omanaia Marae - A3868422 [↓](#) 
8. Application - Pioneer Village Kaikohe - A3856854 [↓](#) 
9. Application - Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre) - Left to Lie on the Table - A3868434 [↓](#) 

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.	There are 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	The Bay of Islands Animal Rescue Trust	Number of Members	10
Postal Address	52 Gillies Street, Kawakawa	Post Code	0210
Physical Address	Same as above	Post Code	
Contact Person	Stacey Honey	Position	Vice Chair & Administrator
Phone Number	021 036 2094	Mobile Number	021 036 2094
Email Address	boianimalrescue@gmail.com		

Please briefly describe the purpose of the organisation.

The Bay of Island Animal Rescue is a charitable organisation with the purpose of rescuing, treating, and rehabilitating neglected, abused, and abandoned animals in the Far North.

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 Bay of Islands Animal Rescue (BOIAR) has run a vaccination and desexing programme for dogs in the Far North since 2018 in an effort to alleviate stress on the community and the Council pound system. Our desexing programme helps ensure that less unwanted litters are born, which limits the number of stray and roaming animals and helps protect both dogs and the community, as well as ease numbers in the pound. Our vaccination programme ensures that the spread of diseases (such as Parvo) is slowed in our communities. Essential for the welfare of our animals, vaccination also helps to reduce the stress on Council to treat and put down infected dogs when they are impounded.

The BOIAR reaches out to those who would not normally visit a vet or interact with Council, meaning we are able to educate those harder-to-reach members of the community around dog care and ownership. For example, when organising a Dog Day in Horeke to encourage owners to have their dogs chipped, vaccinated, and desexed, the local group that had requested the event was unwilling to invite Council along, stating that many would not attend if Council staff were present.

The BOIAR has been working closely with the Council for the last few years to treat, rehabilitate, and rehome unclaimed dogs in the pound so that they can be safely reintegrated into the community and remain compliant with Council's Dog Policy and Bylaw. The pound regularly releases adult dogs into the BOIAR's custody when they need medical treatment the pound is not equipped to provide or when an animal has not been rehomed within nine days. The BOIAR takes on the full cost of treating and caring for these dogs until they are successfully rehomed.

While we feel that we should be funded by the central government, the reality is that we are not. Our vaccination and desexing programmes are ongoing and will never stop being offered to our community, nor will we turn our backs on a single animal in need. However, with vet bills for the previous financial year totalling \$495,000 and the BOIAR surviving off donations and the occasional grant, we are constantly seeking financial assistance to ensure that all of the animals in need of care receive it.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Veterinary costs: vaccination and desexing (3 months)	120,000	20,000
TOTALS	120,000	20,000

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Day-to-day operations	20,037
TOTAL	

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

Funding Source	Amount	Approved
BOI-Whangaroa Community Board	21,000	Yes
NZCAR	10,000	Pending
Gladys Howell Trust	15,000	Yes
Kaikohe-Hokianga Community Board	20,000	Pending

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

Purpose	Amount	Date	Project Report Submitted
Bark in the Park advertising	3,800	December 2020	Yes
Vaccination & desexing	20,000	May 2021	Yes
Vaccination & desexing	500	December 2021	Yes

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

The Bay of Islands Animal Rescue 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	<input type="text" value="Summer Johnson"/>	Position	<input type="text" value="Director"/>
Postal Address	<input type="text" value="c/o 52 Gillies Street, Kawakawa"/>		Post Code <input type="text" value="0210"/>
Phone Number	<input type="text" value="021 022 06951"/>	Mobile Number	<input type="text" value="021 022 06951"/>
Signature			Date <input type="text" value="07/07/2022"/>

Signatory Two

Name	<input type="text" value="Stacee Honey"/>	Position	<input type="text" value="Vice Chair & Administrator"/>
Postal Address	<input type="text" value="326 Puketona Road, Haruru"/>		Post Code <input type="text" value="0204"/>
Phone Number	<input type="text" value="021 036 2094"/>	Mobile Number	<input type="text" value="021 036 2094"/>
Signature			Date <input type="text" value="07/07/2022"/>

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Schedule of Supporting Documentation**BAY OF ISLANDS ANIMAL RESCUE TRUST**
(Community Vaccination and Desexing Programmes)

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

1	Cover Letter – x 1 page
2	Background Information – x 2 pages
3	Tracking Sheet – x 1 page
4	Quote from Vet – x 1 page
5	Balance Sheet, Profit and Loss – x 3 pages
6	Bank Statement – x 1 page

Local Grant Application Form

Instructions

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- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
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- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	HOKIANGA COMMUNITY EDUCATIONAL TRUST		Number of Members	10
Postal Address	c/- P.O. BOX 96, RAWENE		Post Code	0443
Physical Address	21-48 DE THIERRY ST, RAWENE		Post Code	0443
Contact Person	JANINE McVEIGH	Position	SECRETARY	
Phone Number	021 187 1492	Mobile Number	021 187 1492	
Email Address	janinemcveigh1082@gmail.com			

Please briefly describe the purpose of the organisation.

To support educational opportunities for the people of Hokianga

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Local Grant Application Form

Project Details

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

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

Clearly describe the project or event:

Name of Activity Setting up and running an Arts Hub Date SEPT - OCT

Location HOKIANGA COMMUNITY CAMPUS 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 activity:

Contract two part-time people, Ako, to manage the delivery of Arts courses at the Hokianga Community Campus for the months of September and October,

Ako have been researching, developing and delivering a series of short Arts courses at the Hokianga Community Campus over the past year, funded by the Covid Recovery fund. As part of this, they have been granted funds to pay tutors and materials so that local people can attend for minimal cost. The courses, which are scheduled to run well into 2023, have been fully subscribed and sometimes oversubscribed – the database contains over 120 names of participants.

While there is funding for the course costs, the original grant for the management team, Ako, has been used up and reported on.

HCET is applying for funding from other funders; the earliest time these might be available is late October. Therefore, at this crucial time we are asking for funds to keep them going for the next two months.

The benefits of these courses to the Hokianga community are many and diverse, ranging from learning the skills themselves, the social and wellness aspects to the potential for employment and self-employment down the track. In addition, they add value and vibrancy to the campus.

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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	\$400.00	NIL
Advertising/Promotion		
Facilitator/Professional Fees ²	\$8,400.00	\$6,000.00
Administration (incl. stationery/copying)	\$600.00	—
Equipment Hire	—	—
Equipment Purchase (describe) MATERIALS	\$400.00	—
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)	—	not applicable
Other (describe) TUTORS' FEES + TRAVEL	\$4,000.00	NIL
TOTALS	\$13,800.00	\$6,000.00

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

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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
ARTS HUB COURSE DELIVERY (tutors, materials, rent) tagged as hokenia	\$26,000.00
HOKIANGA RECORDING STUDIO	\$18,000.00
ADMIN (COGS FUND)	\$6,000.00
HOKIANGA SCIENCE FESTIVAL	\$1,000.00
TOTAL	\$51,000.00

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

Funding Source	Amount	Approved
LOTTERIES (partially spent)	\$36,000.00	Yes / Pending
MCH	\$86,000.00	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
BOOK FESTIVAL	\$5,000.00	2017	Y / N
FARM FESTIVAL	\$3,700.00	2018	Y / N
FESTIVAL FOR CHANGE	\$4,800.00	2019	Y / N
PUBLICATION (WALK BOOK)	\$4,316.00	2021	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)

HOKIANGA COMMUNITY EDUCATIONAL TRUST

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

J. E. Meen

Signatory Two

J. E. Meen

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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 JANINE McVEAGH Position SECRETARY

Postal Address P.O. Box 96 RAUENE Post Code 0443

Phone Number 021 187 1492 Mobile Number 021 187 1492

Signature J. McVeagh Date 16/8/22

Signatory Two

Name MICHAEL ALBRECHT Position TRUSTEE

Postal Address P.O. Box 96, Rauene Post Code 0443

Phone Number 021 137 1097 Mobile Number same

Signature M. Albrecht Date 16/8/22

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Schedule of Supporting Documentation**HOKIANGA COMMUNITY EDUCATIONAL TRUST****(Setting up and managing an Arts Hub)**

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

1	Outline of Project – x 1 page
2	Financial Report – 1 page
3	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
- ☐ 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 Country Music Club Inc	Number of Members	
Postal Address	110 State Highway 12, RD3, Kaikohe	Post Code	0473
Physical Address	110 State Highway 12, Pakanae	Post Code	0473
Contact Person	Medina Davis	Position	Medina Davis
Phone Number	094058064 Home	Mobile Number	0275551530
Email Address	hokiangacountrymusic@gmail.com		

Please briefly describe the purpose of the organisation. *To share our music with others in the community - elderly, hospice*

To foster, encourage, develop the musical talents of all members.
To promote Hokianga as an ideal holiday (tourism) destination (Festival)

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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 2022 Hokianga Country Music Festival Date 30 Sept - 2nd Oct 2022

Location Waimamaku, Opononi, Rawene, Kohukohu Time 11am - midnight

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

If so, how much? All Weekend Badge \$40, Day Badge \$20

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

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

We are applying for Funding for Bands/Performers Ferry Crossings as well as Special Ferries for our bands and visitors.

- Our festival venues are located in Waimamaku, Opononi, Rawene and Kohukohu. Continuous music is played at all venues throughout the weekend, with the opportunity for everyone to also enjoy the Hokianga at their leisure, our spectacular seaviews and green countryside and our Hokianga hospitality. These are special memories for our visitors and often is what they look forward to coming back to every year at festival time. Our communities also look forward to this weekend as they also come along to the festival, it's a special occasion for everyone.

Our bands and festival fans will be crossing on the Ferry during the weekend to the Kohukohu Hotel venue. Kohukohu is an 'off the radar' township that so many of our festival patrons take the opportunity to go see.

With the increase in people in Hokianga here for the festival, our local businesses, Holiday homes, garages, takeaway, cafes, shops, Ferry all look forward to our annual event. We estimate 1000 visitors over the weekend.

- We acknowledge all the volunteers who give of their time, the ladies from our Lions group who man the doors, all our door people, Courtesy Van Drivers, Advertising board painters, and our Committee who organise bands, programs, accommodation, venues, funding, flyers, badges, venue decorations. When the festival weekend begins on Friday night, that is when everyone who helped make this special event feel it was all so worth the effort.

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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
Band Accommodation	Actual	23179	
Band Accommodation paid	Actual	14394	
Ferry	Actual	2625	2625
PA Technicians	Actual	9800	
Venue Hire - Rawene/Opononi	Estimate	660	
Advertising	Estimate	500	
Stationery	Estimate	600	
Festival Travel	Estimate	1000	
Levys & Fees	Estimate	600	
		53358	2625

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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?

\$ 14181.81

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

\$ 12331.71

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

Purpose	Amount
These funds are to committed to Club Member Activities. Members have raised these funds over the years (includes membership) and is held in a separate account for Club Activities.	\$12331.71
TOTAL	\$12331.71

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

Funding Source	Amount	Approved
Rob Crainy (Notified 29/7/22)	\$32979	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
Fund Special Ferries	\$2785	Sept 2019	Y / N
"	\$1500	2018	Y / N
"	\$2179	2017	Y / N
"	\$2296	2016	Y / N

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Hokianga Country Music Club Incorporated

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two

 Taranaki

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

Signatory One

Name Ruki Te Rore Position Committee/Signatory
 Postal Address Box 999, Omarepe Post Code 0474
 Phone Number 094058134 Mobile Number 0274058134
 Signature [Signature] Date 25/7/22

Signatory Two

Name Charlotte J. Taranaki Position ~~Chair~~ V. Pres.
 Postal Address 15 Okina St. Omarepe Post Code 0474
 Phone Number 09.4058061 Mobile Number 02108274091
 Signature [Signature] Date 25.07.22

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Schedule of Supporting Documentation**HOKIANGA COUNTRY MUSIC CLUB INCORPORATED****(2022 Hokianga Country Music Festival)**

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

1	Cover Letter
2	Quote: Additional Ferry's
3	Accommodation for Bands
4	Technician Costs and Venues
5	Ferry Timetable for Bands
6	2022 Hokianga Country Music Festival Timetable
7	Advertising
8	Health and safety Plan
9	Statement of Income and Expenditure as of 31 December 2021
10	Bank Statement
11	Deposit Slip

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	Kaikohe Business association		Number of Members	30+
Postal Address	19 Raihara Street, Kaikohe 0405		Post Code	
Physical Address	N/A		Post Code	
Contact Person	Anika Whapshott	Position	Administrator	
Phone Number	0211240382	Mobile Number	0211240382	
Email Address	admin@kaikohe.town			

Please briefly describe the purpose of the organisation.

To cover the overheads incurred to facilitate the Kaikohe Christmas Parade!

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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
 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 kaikohe and Hokianga community as a whole will benefit it is a time to celebrate, Christmas and also our community

The event is all about families spending time together and enjoying the celebrations -having fun!

Local businesses and education and sports groups will be encouraged to join in the parade - which will be based around a theme.

There will be a range of activities for whanau to enjoy some will be free and some will incur a gold coin donation

We will encourage support and sponsorship from local businesses much the same as last year.

Each year this event gets better and better we expect a good turn out this year

We will be providing a fun, safe environment and atmosphere to enjoy and to celebrate in.

_____ We have answered the request from the community and we will be bringing the back to the main street of Kaikohe - Broadway and the parade will end on the site of the Old Hotel 65 - 69 Broadway . we will make sure there is a celebration

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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	0	0
Advertising/Promotion BBM and Printing	750 + 326	1076
Facilitator/Professional Fees ²		0
Administration (incl. stationery/copying)	1250	1250
Equipment Hire stage and sound	400	400
Equipment Purchase (describe) Prize Money	300	0
decorations	250	250
Utilities Portaloos	254	254
Hardware (e.g. cement, timber, nails, paint)	50	
Consumable materials (craft supplies, books)	250 lollies and decorations	250
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	2000	not applicable
Other (describe) Road closure traffic mangement	1370	1370
Emcee and music	260	260
Childrens entertainers	400	0
TOTALS	\$7635	\$4860

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
CCTV Scheme	36 864.87
Community Patrol Vehicle -	420.70
Community Lighting	360.50
- Administration -	2000
AGM	840
TOTAL	40,486.07

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

Funding Source	Amount	Approved
Proceeds of crime	\$60,000	Yes X / Pending
Incoming Subs - not back yet		Yes / Pending X
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Christmas in the village \$2500 OCT 2021	2500		Yes/ N
Past and present dinner \$2000 August 19	2000		yes / N
xmas in the village 2021	2500		Yes/ N
xmas in village 2020	2500		Yes/ N

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

kaikohe Business association

We, the undersigned, declare the following:

In submitting this application:

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

Signatory Two Mike Shaw

Jack Poutsma

Mike Shaw

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

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

Signatory One

Name	<input type="text" value="Jack Poutsma"/>	Position	<input type="text" value="Treasurer"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	 <small>Jack Poutsma (Aug 3, 2022 14:59 GMT+12)</small>	Date	<input type="text"/>

Signatory Two

Name	<input type="text" value="Mike Shaw"/>	Position	<input type="text" value="Secretary"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	 <small>Michael Shaw (Aug 3, 2022 16:13 GMT+12)</small>	Date	<input type="text"/>

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Schedule of Supporting Documentation**KAIKOHE BUSINESS ASSOCIATION****(Kaikohe Christmas Parade 2022)**

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

1	Quote: Portable Toilets
2	Quote: Traffic Management
3	Quote: Advertising and Marketing
4	Quote: Administration and Advertising/Marketing
5	Quote: Entertainment and Sound System
6	Bank Statements
7	Safety Plan
8	Annual accounts as 31 March 2022

Local Grant Application Form

Kaikohe Service Centre

12 AUG 2022



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 N/A
- ☐ 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 N/A
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation KAIKOHE YUN JUNG DO DEVELOPMENT TRUST **Number of Members** 30-40
Postal Address 106 HILLCREST ROAD - KAIKOHE **Post Code** 0405
Physical Address Box 626 KAIKOHE **Post Code** 0405.
Contact Person JOHN COWAN **Position** TREASURER / INSTRUCTOR.
Phone Number 09 4013030 WORK. **Mobile Number** 021 861 707
Email Address John.cowan@xtra.co.nz

Please briefly describe the purpose of the organisation.

SELF DEFENCE / MARTIAL ARTS TRAINING AND DEVELOPMENT CAMPS FOR ALL AGES FOR KAIKOHE AND THE GREATER SURROUNDING AREAS

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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 YUN JUNG DO MARTIAL ARTS Date MONDAY + TUESDAYS
Location MEMORIAL HALL - KAIKOHE. Time 5.30 - 8 pm.

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

If so, how much? SCHOOL AGE \$2 PER TRAINING - ADULTS \$4 PER TRAINING.

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 YUN JUNG DO CLUB HAS PROVIDED MARTIAL ARTS TRAINING AND YOUTH DEVELOPMENT CAMPS FOR 27 YEARS IN KAIKOHE. 70% OF OUR CLASSES ARE SCHOOL AGE AND THE BENEFITS OBVIOUS FROM THEIR FIRST TRAINING ONWARDS. EARLY SIGNS CONFIDENTS, SELF-ESTEEM AND SELF-BELIEF. PHYSICALLY STUDENTS IMPROVE OVERALL BODY STRENGTH, FLEXIBILITY, BALANCE, COORDINATION AND RIGHT + LEFT SIDE EQUILIBRIUM. WORK ETHIC AND PERSEVERANCE FOLLOWS AS RESULT OF TRAINING CONSISTENCY.

THE CAMPS ARE A CHANCE TO ENJOY AND CHALLENGE OUTSIDE THE MARTIAL ARTS IN OUR NORTHLAND ENVIRONMENT.

WE USE LONSDALE PARK - WHANAKI CONSERVATION CAMP - LIONS TANGIHUA LODGE CAMP AMONG OTHERS. TENTING, CANOEING, BUSH CRAFT, BUSH WALKS, WATER SAFETY FOOD PREPARATION, CONFIDENTS COURSES ETC..

THESE CAMPS SUPPORTED BY LOTTERY AND COGS 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	3187	2500
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 327	6540	not applicable
Other (describe)		
TOTALS	9727	2500

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
3 x DEVELOPMENT CAMPS	4820
EQUIPMENT	2000
TOTAL	

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

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

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

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

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)


KAIKOHE YUN JUNG DO DEVELOPMENT 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 JOHN COWAN Position TREASURER/INSTRUCTOR.
 Postal Address P.O. BOX 626 KAIKOHE Post Code 0405.
 Phone Number 09 4013030 Mobile Number 021 861 707
 Signature [Signature] Date 21/7/2022

Signatory Two

Name KIRSTY EDMONDS Position SECRETARY
 Postal Address P.O. BOX 162 Post Code 0440
 Phone Number — Mobile Number 021 038 3435.
 Signature [Signature] Date 27/7/2022

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Schedule of Supporting Documentation**KAIKOHE YUN JUNG DO DEVELOPMENT TRUST****(Yun Jung Do Martial Arts)**

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

1	Invoice for 2021 Memorial Hall Bookings x 2 pages
2	Volunteer Hours Breakdown for 2022 x 1 page
3	Bank Statement x 1 page
4	Balance Sheet and Profit and Loss Sheet x 2 pages

Local Community Grant Fund Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered.
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.

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

- ☒ Signed applicant declaration
- ☒ Two quotes for purchases where practicable, **or** evidence of expected purchases
- ☒ Business plan (including project costs)
- ☒ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☒ Programme outline (if applying for operating costs)
- ☒ A health and safety plan

Applicant details

Organisation	<u>OKAIHAU BOWLING CLUB</u>	Number of Members	<u>30</u>
Postal Address	<u>20 SETTLERS WAY</u>	Post Code	
Physical Address	<u>OKAIHAU</u>	Post Code	<u>0978</u>
Contact Person	<u>DANIEL AMOSA</u>	Position	<u>CLUB MEMBER</u>
Phone Number		Mobile Number	<u>0224360997</u>
Email Address	<u>daniel_amosa@hotmail.com</u>		

Please briefly describe the purpose of the organisation.

TO PROVIDE A VENUE FOR THE COMMUNITY
TO ENJOY THE SPORT OF BOWLS, AND
CONGREGATE TO ENJOY REFRESHMENTS & FOOD.

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

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

--

☒ No

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

- How it will enhance access to facilities and for whom
- How it will broaden the range of activities and experiences available to the community
- How it will enhance/communities or volunteer capability to provide services.

STRATEGIC PLAN ATTACHED:

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

Why does the Okaihau Bowling Club now need an all-weather surface?

- Able to host local competitions all year round. The term 'local' would encompass the wider area that feeds into the Okaihau Bowling Club such as the Southern Hokianga, Far North and wider Northland communities reaching out to both coasts
- We currently only run 5 tournaments on average per year for the public whereas an all-weather surface would most definitely triple this ability with the possibility of hosting high level Centre tournaments
- Economic development through being able to attract persons to the area for bowling tournaments and other bowling coaching seminars, that will in turn encourage local businesses to open and receive that support which could lead to potential employment opportunities for our younger people.
- District wide benefit in so much that as some clubs are closing e-g Waitangi and other clubs struggling for membership, the Okaihau Bowling Club will be able to offer a playing surface that will not only encourage those members to be able to continue their love of bowls without having to travel too far but it will also be able to withstand the projected increase use of the surface thereby directly providing a longer term district wide benefit.
- There have been several champions to date out of the Okaihau Club that have represented Far North Bowls in Centre wide tournaments. An all-weather surface will allow continued growth in this sport and a commitment for future development of bowlers that could further enable them to go on and represent not only the region but Far North as a whole – which reflects positively on the Far North District Council as administrators of the Far North communities.
- An all-weather surface will provide f out-of-season local school coaching and development seminars that will potentially serve not only provide younger persons with possible sporting direction but would serve as a coaching mechanism in areas of sportsmanship, etiquette, and teamwork. School involvement will most likely result in school team competitions which has been indicated in the school support letters attached.
- Potential for wider community connections in terms of business and other sporting group team building exercises e-g “wellbeing or team building days”



Why does the Okaihau Bowling Club now need an all-weather surface? – cont.

- Club growth – an all-weather surface will also and most definitely promote and provide for the Club's growth. With that growth brings opportunities for young people to be a part of what would be a growing and forward-thinking club, which in turn secures the areas future and development opportunities e.g., early interest sparks early talent growth.
- People will want to be a part of a successful entity and as the club grows so too does the area in terms of residency, economy, schooling, reputation, and contribution.
- Training and development opportunities for persons to learn about areas such as green management, club management, people management, tournament organizing, catering management, licensing holder opportunities and compliance responsibilities, all of which have the potential to lead onto bigger and better options for young person's looking for career and or direction.

What have we done so far to work towards this goal?

We have started to improve our facilities which in turn generates income for the club,

A new kitchen has been installed through the Far North District Council grants system making the catering aspect of the club easier and more presentable for visitors and members

A new chemical shed has been purchased via a grant from Pub Charities and a 14ft shipping container was brought onto site , meaning we are compliant with Health and Safety and HSNO regulations regarding chemicals storage.

A new watering system was purchased for \$10,000 and installed which the club itself paid for

Seed for the green has been purchased with funding from the Oxford Sports trust

We also have an Okaihau Pool Club that use the premises to play against other pool clubs from around the far north, this helps the club financially during the winter months when the green is closed.

We also host birthday parties, local business meetings, refreshments for funerals wakes and even baby showers which all contributes towards the club's growth

The Club has played host to the Far North 4x4 Fundraiser Club which meet at the Bowling Club for breakfast and award ceremonies

Business house bowls and Twilight bowls has provided members of the local and wider communities an opportunity to participate in playing bowls (to date only during daylight savings hours).



Local Community Grant Fund Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²	\$298,600.00	\$100,000.00
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value		not applicable
Other (describe)		
TOTALS	\$298,600.00	\$100,000.00

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

Local Community Grant Fund Application Form



Financial Information

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

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

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

Purpose	Amount
POWER	\$2889-00
PHONE & EFFIOS	\$532-00(PH)
INSURANCE	\$ 2760-00
WATER RATES	\$ 1181-00
GREEN	\$ 11,331-00
TOTAL	\$ 18,693-00

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

Funding Source	Amount	Approved
OKAHAU BOWLING CLUB	45,000	Yes / Pending
PUB CHARITIES	20,000	Yes / Pending
FOUNDATION NORTH	20,000	Yes / Pending
OXFORD TRUST	15,000	Yes / Pending
BNZ BANK LOAN	40,000	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
KITCHEN RE-FIT	5000	9/12/2020	Y / (N)
BOWLS MATS & JACKS	1599-92	7/4/2021	Y / (N)
			Y / N
			Y / N

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Local Community Grant Fund Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

OKAIHAU BOWLING CLUB INC

We, the undersigned, declare the following:

In submitting this application:

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

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Local Community Grant Fund 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.
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.
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.
11. To notify the Far North District Council immediately if our GST status changes.

Signatory One

Name Kathryn Haines Position Bar person / Match Committee
 Postal Address 556 Waiake Rd R.D.1 Okaihau Post Code 0475
 Phone Number 09 4019768 Mobile Number 021 233 0437
 Signature [Signature] Date

Signatory Two (if applicable)

Name EILEEN PICKERY Position MEMBER / SIGNATORY
 Postal Address P.O. Box 80 OKAIHAU Post Code 0447
 Phone Number 09-401-9296 Mobile Number
 Signature [Signature] Date 8/8/22

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Schedule of Supporting Documentation**OKAIHAU BLOWING CLUB INCORPORATED****(All Weather Surface)**

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

1	Quote: Tiger Turf – x 4 pages
2	Quote: Field Turf NZ – x 5 pages
3	Minutes of Okaihau Bowling Club – x 3 pages
4	Okaihau Bowling Club Inc Strategic Plan - x 19 pages
5	Financial Statements – x 13 pages
6	Bank Reconciliation – x 1 page
7	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
- ☒ 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="Omanaia Marae"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="R689 State highway 12, Rawene 0"/>	Post Code	<input type="text" value="0473"/>
Physical Address	<input type="text" value="Omanaia Road, Omanaia"/>	Post Code	<input type="text" value="0473"/>
Contact Person	<input type="text" value="Tanya Filia"/>	Position	<input type="text" value="marae administrator"/>
Phone Number	<input type="text" value="021 407678"/>	Mobile Number	<input type="text" value="021 407678"/>
Email Address	<input type="text" value="omanaiamarae@gmail.com"/>		

Please briefly describe the purpose of the organisation.

marae reservation for the purposes of gathering, hui, tangi for the wharau, hapu o Ngati Kaharaume Ngati Hau

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: *Project.*

Name of Activity *Multipurpose Room Flooring* Date *Aug/Sept 2022*

Location *Omanaia marae* Time *n/a*

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

If so, how much? *not an event / a project.*

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

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

We make application for the purpose of flooring installation - to complete our newly refurbished multi purpose room. This room has been completely refurbished into a space that can be used by whānau hapu and all /any community groups. It stands as a building that can serve as a space for community organisations to host/ present groups. As a break out space for conferences and workshops. Having recently secured an 8 week Sept - Dec 2022 Ministry of Social Development booking, for a yoth-rangatahi programme for our region. This refurbishment has been part of a ten year strategic planned upgrade to our marae complex, buildings & facilities. A state of the art complex for the use of our hapori (community). We request funding to pay for our carpet flooring and install. Multipurpose room includes an office & mattress room.

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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	n/a	
Advertising/Promotion	n/a	
Facilitator/Professional Fees ²	n/a	
Administration (incl. stationery/copying)	n/a	
Equipment Hire	n/a	
Equipment Purchase (describe)	n/a	
Utilities	n/a	
Hardware (e.g. cement, timber, nails, paint)	Flooring & Install.	\$4,164-30¢
Consumable materials (craft supplies, books)	n/a	
Refreshments	n/a	
Travel/Mileage	n/a	
Volunteer Expenses Reimbursement	n/a	
Wages/Salary	n/a	not applicable
Volunteer Value (\$20/hr)	n/a	not applicable
Other (describe)		
TOTALS	nil	\$4,164-30¢

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 N/A

How much money does your organisation currently have? \$84,540.41

How much of this money is already committed to specific purposes? \$82,000.00

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

Purpose	Amount
JD Builders final invoice upon CCC signed off	\$71,000 —
Burnse Ferral store (final)	\$ 9,000 —
mtly Utilities, Gas, Power, Insurance phone	\$ 2,000 —
TOTAL	\$82,000 —

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

Funding Source	Amount	Approved
TRAION Application	\$3,000.00	Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Purchase 8 foot trestle tables X25"	\$2,450 —	19/5/21.	<u>(Y)</u> / N
			Y / N
			Y / N
			Y / N

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A2686814

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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)

Omanaia Marae (Trustees)

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

[Signature]

Signatory Two

[Signature]

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Local Grant Application Form



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

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

Signatory One

Name Jack Korewha Position Chairperson
 Postal Address Box 229 Rawene Post Code 0443
 Phone Number N/A Mobile Number 0274 74 9205
 Signature [Signature] Date 14/8/22

Signatory Two

Name Alecia Robinson Position Treasurer
 Postal Address 1689 State Highway 12, Rawene Post Code 0473
 Phone Number 094057642 Mobile Number N/A
 Signature [Signature] Date 14/8/22

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Schedule of Supporting Documentation**OMANAIA MARAE****(Multipurpose Room Flooring)**

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

1	Quotes: Flooring – x 2 pages
2	Performance Report – x 20 pages
3	Bank Statements – x 3 pages

Local Grant Application Form

Kaikohe Service Centre

16 AUG 2022



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	Pioneer Village Kaikohe	Number of Members	
Postal Address	1A Recreation Road, KAIKOHE	Post Code	0405
Physical Address	1A Recreation Road, KAIKOHE	Post Code	0405
Contact Person	Kelly van Gaalen	Position	Operations Manager
Phone Number	09) 4010816	Mobile Number	
Email Address	info@pioneer-village.org.nz		

Please briefly describe the purpose of the organisation.

Protect our Heritage, Preserve our Past, Educate our Future.

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 STRATEGY + SURVIVAL. Date ASAP

Location KAIKOHE + DISTRICT. 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.

To clearly identify Pioneer Villages Importance and ensure a strong support from both Community and Far North District Council.

People from the past and many future generations benefit from the villages existence.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		\$20,000 - 00.

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have? 139,268.82.

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

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

Purpose	Amount
KICB - GRANT HALLOWEEN \$1500 TRACTION \$12,000	\$ 13,500.00
LOTTERIES & SETTLERS WHARE RESTORATION FIVE.	\$ 55,000.00.
M.H.F & FOUNDATION NORTH PROJECTS. collection education.	\$ 33,000.00
Wages/Service/R+M/Operations.	\$ 40,000.00.
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
Traction Engine.	\$ 11994.50	*Project still in progress. 2022	Y / <u>(N)</u>
Halloween.	\$ 1500.00.	*Funds not uplifted yet. 2022.	Y / <u>(N)</u>
			Y / N
			Y / N

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

Kaikohe - Districts Historical & Mechanical 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
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 - 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.
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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.
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10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

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Schedule of Supporting Documentation**PIONEER VILLAGE KAIKOHE****(Strategy and Survival)**

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

1	Breakdown of Costs for Project – x 1 page
2	Background/History Information on Pioneer Village - x 3 pages
3	News article from 1970 – x 1 page
4	Previous Statements from Kaikohe-Hokianga Community Board Strategic Plan 2015/2016 – x 2 pages
5	Pioneer village Kaikohe Strategic Plan 2021 – 2026 – x 20 pages
6	Bank Statements – x 3 pages

Local Grant Application Form



Instructions

Please read carefully:

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- **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	Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitiaia)		Number of Members	550
Postal Address	Shop 5, 42 Commerce Street, Kaitiaia		Post Code	0410
Physical Address	Shop 5, 42 Commerce Street, Kaitiaia (entrance off Bank Street)		Post Code	0410
Contact Person	Donna King	Position	Funding & Finance Officer	
Phone Number		Mobile Number	022 458 2313	
Email Address	mebanjo@outlook.com			

Please briefly describe the purpose of the organisation.

We want to make Tai Tokerau a better place for people to live, both socially and environmentally. Our Mission: "We strengthen connections by creating and nurturing local eco-hubs, facilitating meaningful learning opportunities, and contributing to resourceful communities."

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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.

Tai Tokerau Timebank operates like a club where members provide peer to peer help and support and also contribute to community projects, in exchange for time credits. Timebanking enables individuals to trade skills in a community without the need for money. There is no discrimination between skills or time traded. It helps members to help themselves and each other. There are currently over 550 members involving people of a range of ethnicities, ages, and qualifications, including the elderly/retired, parents, school aged children, Maori, Polynesian, Pakeha, new migrants, professionals, low income/unemployed and disabled, and over 55 community groups.

Our Timebank Coordinators help to facilitate exchanges and arrange working bees; workshops; and, socials in local neighborhoods to encourage inclusion into society. We find that group events, such as socials and workshops, help to break down the barriers preventing people from asking for help, contributing to self-sustainable neighborhoods.

Our Far North Community has some of the highest levels of unemployment in NZ and a very high proportion of families and individuals on low incomes. There are also a high number of people with poor health and/or disabilities.

It is very difficult for many to meet basic needs such as accessing healthy food, transport and medical services. For older people and those with disabilities, social isolation is a common problem, especially for those who live alone and need support, companionship and help with basic household tasks. New arrivals welcome help settling in and contributing to the community. Younger folk enjoy the opportunity to learn from their elders' skills and experience.

By introducing new technology on an upgraded phone, the timebank coordinator will be able to further facilitate trades, community events and workshops, thereby increasing social connectivity and personal development of members.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	2,600	0
Advertising/Promotion	360	0
Facilitator/Professional Fees ²	13,260	0
Administration (incl. stationery/copying) (5%)	930	120
Equipment Hire		
Equipment Purchase (describe) Apple iPhone	869	869
Utilities (Phone Plan \$60/month)	626	626
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	300	300
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Workshop Facilitators (3hrs x \$30/hr x 6)	540	540
TOTALS	19,485	2,455

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
Tai Tokerau Timebank Coordinators & equipment	\$ 29,331
EcoCentre Kaitiaa Contractors	\$ 43,277
Rent	\$ 4,000
Community Garden & Zero Waste Contractors and Equipment	\$ 7,169
Workshops / Training / Creditors	\$ 3,838
TOTAL	\$ 87,615

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

Funding Source	Amount	Approved
Lotteries Northland Community Funding	\$ 10,000	Yes / Pending
Pub Charities	\$ 7,000	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
Creative Communities - Workshops	\$2,500	June 2022	X / N
Te Hiku Ward - CUE	\$5,000	June 2021	Y / X
Te Hiku Ward - Timebank Coordinators	\$3,000	December 2020	Y / X
FNDC Kaikohe - Kohukohu rent	\$1,300	November 2020	Y / X

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Local Grant Application Form



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Applicant Declaration

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

On behalf of: (full name of organisation)

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)

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

Donna King

Signatory Two

lan Kaihe

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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="Donna King"/>	Position	<input type="text" value="Funding & Finance Officer"/>
Postal Address	<input type="text" value="449 Kaitaia-Awaroa Road, R.D. 1, Kaitaia"/>	Post Code	<input type="text" value="0481"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="022 458 2313"/>
Signature	<input type="text" value="Donna King"/>	Date	<input type="text" value="04/07/2022"/>

Signatory Two

Name	<input type="text" value="Ian Kaihe-Wetting"/>	Position	<input type="text" value="Chairperson"/>
Postal Address	<input type="text" value="11 Tahuna Road, Kaitaia"/>	Post Code	<input type="text" value="0410"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="027 210 0870"/>
Signature	<input type="text" value="Ian Kaihe"/>	Date	<input type="text" value="06/07/2022"/>

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(version Sept 2018)

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Schedule of Supporting Documentation**TE POKAPU TIAKI TAIAO O TE TAI TOKERAU TRUST (ECO CENTRE)****(Tai Tokerau Timebank)**

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

1	Quotes: Apple iPhone, Vodafone Mobile Plan, Spark Mobile Plan
2	Job Description TTT Member Support Coordinator December 2020
3	Far North Environment Centre Performance Report 2021
4	Health and Safety Manual
5	Bank Statements
6	Ano Ano June Report

7 INFORMATION REPORTS

7.1 GROW KAIKOHE INFORMATION REPORT

File Number: A3768056

Author: Laurel Belworthy, Community Development Advisor

Authoriser: Darren Edwards, General Manager - Strategic Planning and Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga Community Board with an overview of the Grow Kaikohe Project and the Mayors Taskforce for Jobs Community Recovery Programme funding.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- An update of the progress and achievements of the Grow Kaikohe Project (formerly Kaikohe Cares).
- The Kaikohe Community Stocktake has achieved its initial goal of developing a map of community functions in Kaikohe.
- A Grow Kaikohe Leadership group has been formed with a purpose of articulating a clear vision of aspirations that strengthen collaboration for greater impact towards the regeneration of Kaikohe.
- The draft Community Safety Model Proposal is being held by Kaikohe Business Association (KBA) who are leading this space.
- FNDC has successfully achieved its outcomes for the Mayors Task Force for Jobs (MTFJs) funding.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Grow Kaikohe Information Report.

TĀHUHU KŌRERO / BACKGROUND

In February of this year an information report was presented to the Community Board regarding the Kaikohe Cares Project and Mayors Taskforce for Jobs. This report is to update the board on achievements and progress. Note, the project name is now Grow Kaikohe.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Kaikohe Community Stocktake. *This is a collaboration between Community Connector Scarlet Mocaraka, Sport Northland Community Connector Cheryl Smith and FNDC Community Development Advisor Laurel Belworthy.* The creation of a collaborative document that contributes towards building more connected community functions for Kaikohe has been a success. The stocktake is divided into two sections, one with who, what and how details, the second collates community functions and what levels of contribution exist. This is a powerful map of community work in progress, while highlighting areas to build strength in. *To date, there have been 60 completed submissions, representing a 61.2% completion from 98 starts, and 208 views of the survey.*

Grow Kaikohe Leadership Group. A community led process identified community members to form a leadership group. The vision to include fair representation of community sectors and a purpose of articulating a clear vision of aspiration that strengthens collaboration for greater impact towards the regeneration of Kaikohe was well received at the inaugural hui on 4th July. A workshop to further define and shape this is booked for 9th August.

Kaikohe Community Hui. Currently working with the community to form a 'hui not hui' community development organisation with a focus on events and activities for the community.

Kaikohe Safety Together Draft Proposal. In response to current community focus on community safety and the aspiration for a holistic community response, this proposal provides background, a potential model based on Whangarei City Safe, funding options and collates what the community is already doing. It currently sits with KBA who are leading this work and will indicate how the community wishes to be supported going forward. Draft attached.

Mayor's Task Force for Jobs. *We achieved 42 outcomes of sustainable employment.* The majority being continuous employment pathways for Covid affected employees at Kaikohe Berries. The Berry Bus was a critical part of this success and will continue to provide transportation services to the park until the awarded funding is fully utilised.

This funding has enhanced relationships with key players in the community economic development of Kaikohe, which will continue beyond the funding. This includes the establishment of key educational initiatives in the district; the Maritime Tourism Course in Opuia, and a Digital Skills Programme in Kaikohe, (in progress). Both provide training to employment pathways in growth industries.

The Grow Kaikohe Community Economic Development Workshop Series which took place from the 1 to 14th August 6 included 7 focused workshops alongside pop up events around town. The series focused on engaging the wider community with the aspiration of sparking curiosity about innovation and the opportunities this will provide.

The intended outcome will be a future road map of business, employment, skills and training, social and economic development opportunities.

Take Tūtohunga / Reason for the recommendation

To provide current information regarding the Grow Kaikohe project and Mayors Taskforce for Jobs Community Recovery Funding.

3) 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.

ĀPITIHINGA / ATTACHMENTS

1. **Kaikohe Safer Together Proposal - A3783251** [↓](#) 
2. **Grow Kaikohe Community Economic Development Workshop Series - A3783256** [↓](#) 



Kaikohe Safer Together



Considerations and Proposal for a Whole Community Safety approach in Kaikohe.

Confidential Draft _ V2_July 2022_LB

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Proposal Summary

Community safety is as vital to the revitalisation of Kaikohe as community economic development is to. There is a strong community aspiration to bring a sense of safety back to the community, to restore respect and community pride in Kaikohe.

An intentional collaborative approach that brings the many people and initiatives already working towards this together may strengthen collective impact and more effectively action solutions that create the change the community wants to see.

Kaikohe Safer Together is a vision to create a holistic community approach, including on the ground community security kaitiaki, based on the Whangarei City Safe (WCS) model, <https://citysafe.co.nz/>

This proposal provides further information to underlying issues, solutions, and a proposed model of community safety as a way forward to collectively engage the community for positive impact in Kaikohe.

DRAFT

Introduction

Kaikohe was once the central thriving hub of Northland, referred to as Te Pū o te Wheke by Ngāpuhi, the heart of the octopus. It is culturally rich, but economically depressed, with a recent spike in gang incidents a catalyst for the community to come together to identify issues and find solutions.

Community safety is as vital to the revitalisation of Kaikohe as community economic development is to. There is a strong community aspiration to bring a sense of safety back to the community, to restore respect and community pride in Kaikohe. There are many people and initiatives already working towards this, however a more intentional collaborative approach may strengthen collective impact and more effectively action solutions that create the change the community wants to see. This includes a whole of community safety model which is currently being led by the Kaikohe Business Association with support from FNDC's Community Development team.

This proposal provides further information to underlying issues, solutions, and a proposed model of community safety as a way forward to collectively engage the community for positive impact in Kaikohe.

Background

In the last 30 years, Kaikohe has seen a shift from a thriving main centre to a town which scored 1302 on the deprivation index of disadvantage in 2018, indicating it is the most disadvantaged area in the Far North District. There is an intergenerational dependency on benefits with 2018 stats showing 42.5% were not employed out of total population of 3081 aged over 15 years. Furthermore, Kaikohe has a high youth population; data from the 2018 census shows 62% are aged 39 years and under; 30% aged 0 to 14 and 32% aged 15 to 39. Stats NZ projects the latter age group to rise to 34% in 2023.

In March this year, there was a spike in gang incidents bringing national attention to and negative reputational impact on Kaikohe, [March Violent Incidents](#). Similar concerns were identified 2018 in an article that noted 'In a 2015 data analysis of crime, the town was found to have the greatest number of assaults, robberies and sexual assaults among all "small urban areas" in New Zealand.' [NZ Herald 2018](#). In response to the March incidents, an emergency hui was held on 17 March 2022. Action outcomes from the hui include a letter to police requesting increased presence and support and commitment to exploring a Community Safety Model based on the Whangarei City Safe model. <https://citysafe.co.nz/>. This aligns with local aspiration as articulated in a recent article on Stuff [Local View](#).

While many of the contributing factors are larger social issues that Kaikohe alone cannot solve, there are many locals working tirelessly to find new localised solutions that will disrupt current trends impacting community economic and social wellbeing. These, alongside new projects such as Ngawha Innovation and Enterprise Park, Te Kona Digital Hub and Sportsville bring increased opportunities to shift the line towards a revitalised Kaikohe. Ākau has also completed a Masterplan which brings together years of consultative work with locals, with aspirations to upgrade Memorial Park, build a pumptrack and look at options for a new library. FNDC supports this work with the appointment of a Kaikohe focused Community Development Advisor, the author of this report.

Proposal

The remainder of this proposal examines the current state of several aspects of community safety, considering what currently exists, or could be included, contributing issues and potential solutions for each one. It then articulates community aspirations, with a particular focus on the development of a local City Safe type model, before presenting options for funding and a suggested roadmap forward.

Current State

A. Crime Rates

Police data shows Kaikohe consistently experiences higher crime rates than Kerikeri, despite a lower population. policedata.nz.

Note, the data below shows decreasing crime incidents. The author notes that in 2022, Police stats included 6 crime types, with subsequent years reporting on only 5 and 4 consecutively. There is also minimal data in the period from Jan to March 2022. See Appendix 2 for further information.

Figure 1. Crime Incident Rates – Kaikohe vs Kerikeri

Year	1 Jan - 31 Dec 20	1 Jan - 31 Dec 21	1 Jan - 18 May 22
	Data on 6 crime types	Data on 5 crime types	Data on 4 crime types
Kaikohe *popn 4437	648	550	101
Kerikeri *popn 7164	550	302	82

*2018 census.

B. Kaikohe Business Association (KBA)

The KBA is run by volunteers and holds a leadership role in the community, running events such as the annual Christmas Parade. It is responsible for management and funding of the current CCTV network, including procurement of funding to repair and increase the network, and monthly monitoring costs.

A percentage of businesses and landlords belong to the association, and as there are no targeted business district rates, membership is the only source of income outside of funding procurement. With the recent economic downturn exacerbated by Covid lockdowns, many businesses are not able to pay for membership or contribute to the CCTV network directly. The KBA is planning a business owners' networking event to discuss the development of improved CCTV and inspiring business owners by introducing them to Ngawha Innovation and Enterprise Park developments.

C. Closed-Circuit Television Cameras (CCTV)

The CCTV network is owned by KBA, and currently has # CCTV cameras, with # of these out of operation or in need of repair. Maintenance is contracted to name. The KBA has secured funding through the Proceeds of Crime fund to repair and increase numbers with allocation of \$30K for CBD and \$30K for Lindvart/Sportsville. KBA carries the cost of monitoring and associated costs and maintenance at a total monthly cost of \$#.

Monitoring of footage is limited due to low volunteer numbers and limited access to the Police Station. This means footage is not utilized in real time to identify events as they happen to alert response teams for quick resolution, nor to monitor hot spots and identify trends. There is a push for CCTV cameras to be monitored from Kerikeri which would further reduce local control and response capacity. Furthermore, as some CCTV cameras are in private ownership in shops, not all of them are connected to the network and remain unmonitored. Unfortunately, after the March incidents, many shop owners were intimidated by members of the community seeking to see the footage.

Action Point: Provide missing information above.

D. Under Veranda Lighting, Absentee Property Owners and Empty Streets

There are approximately 70-80 fluorescent light fittings installed in the shop front verandas on both sides of Broadway (SH12), Kaikohe from the Mangakahia Road intersection to Lens Pies at the western end of town.

The 2015/2025 Long Term Plan states “council is not responsible for the operational costs of shop front lighting in town centres”. This confirms under veranda lighting (UVL) is the responsibility of property owners. With absent landlords, it is difficult to hold property owners to account and at a recent rough count, some 36 under verandah lights were not working along the CBD. It is noted that current planting of palms in planter boxes in the main street also have potential to damage lighting as they grow.

Local business Ākau has worked with local rangatahi to create CBD murals that beautify the streets, some of which depict role models from the town. While this builds pride, it doesn't address the increasing problem of absent landlords and empty and/or delapidated shops, contributing to lack of pride and discouraging both locals and the returning tourism market from spending time in Kaikohe CBD.

An American study concludes ‘there is a chance that by recognizing the link between physical conditions and crime and organizing accordingly... cities can create new opportunities for reducing crime and improving the quality of life in these long-suffering neighbourhoods. (Spelman_1993).’

The article [Crime in Empty Streets](#) Guardian 18 May, also addresses this from a NZ perspective.

‘That emptiness may be a key reason for the inner-city crime spikes, says University of Canterbury criminologist Jarrod Gilbert. He cites the theory that for most crime to occur, it needs a likely offender, a suitable target and the absence of a capable guardian – people who, simply by their presence, discourage crime from happening.

Even if offenders and targets remain the same, in New Zealand’s cities right now, “there’s the issue of capable guardians”, he says. “Spaces that are populated by large amounts of people inhibit crime.” And emptiness can beget emptiness: if people feel unsafe, they’re less likely to come out – making environments feel increasingly deserted and vulnerable”.

The KBA has recently successfully acquired absent landlord information that may help address this.

Possible Action Points:

- KBA contacts absent landlords with requests to remedy issues. Approach KHCB to endorse/support this?
- Identify ‘dark areas’ of lighting across Kaikohe and remedy to reduce anti-social behaviours.
- It is also noted that in some American towns ‘Vacant and abandoned buildings are such serious problems that some local governments threaten steep fines if owners allow their unused buildings to fall into disrepair or become safety hazards’. This raises the question, should FNDC consider such bylaws to support improved community safety and pride in Far North towns.

E. Pavement Use

Pavement use and offences for wheeled recreational devices, (skateboards and scooters) are detailed in the Road Use Bylaw 2022 (RUB) [final-road-use-bylaw.pdf \(fndc.govt.nz\)](#). The relevant parts of the bylaw are clause 8 (3) and Schedule 2 a list of roads.

“Clause 8(3) Wheeled recreational devices are prohibited from being used on the roads, or parts of roads, listed in Part C of Schedule 2. A person must not use a wheeled recreational device in contravention of this subclause. Related information Devices include skateboards and scooters, but not cycles. On roads not listed in Part C of Schedule 2,

wheeled recreational devices must be used and operated in accordance with clause 11.1 of the Land Transport (Road User) Rule 2004. The Land Transport (Road User) Rule 2004 also contains restrictions and prohibitions on riding cycles."

Bicycles are covered in the [Land Transport \(Road User\) Rule 2004 11.11](#) legislation forbids bicycles on footpaths.

"11.11 Riding cycles on footpaths, etc

(1)A person must not ride a cycle on a footpath or on a lawn, garden, or other cultivation forming part of a road.

(2)Subclause (1) does not apply to a person who rides a cycle on a footpath in the course of delivering newspapers, mail, or printed material to letterboxes."

The RUB has been made under both the LGA and the Land Transport Act (LTA). Clause 32 discusses penalties. Noting that enforcement of these bylaws is by the Police. An 'enforcement officer, under the act, is a constable or similarly qualified person, not a Council officer/employee. Council staff will conduct "low level" enforcement of the new bylaw, such as providing information and advice, no warrants are needed for them to do that work. Most instances of non-compliance are likely to be effectively dealt with that way because research shows 75-80% of people will comply when they are told what the rules are.

The only Council employee with enforcement powers is the designated "parking warden" and they can only enforce in accordance with section 128E as follows:"

"A person who commits an offense against this Bylaw under the Land Transport Act 1998 may be served with an infringement notice in accordance with sections 22AB and 139 of the Land Transport Act 1998 and may be liable to a fine of up to \$1,000. A person who is convicted of an offense against this Bylaw under the Local Government Act 2002 is liable to a fine not exceeding \$20,000. Breaches of this bylaw may also be offences under the Land Transport (Offences and Penalties) Regulations 1999 with fines of up to \$1000."

Action Point: Follow up with FNDC enforcement team for further information.

F. Community Patrols and Maori Wardens

This Community Patrol and Maori wardens are both volunteer organisations with aging members and diminishing numbers, and therefore presence in the community. As per the Guardian article, "for crime to occur, it needs a likely offender, a suitable target and the absence of a capable guardian – people who, simply by their presence, discourage crime from happening." The reduction of presence of the Community Patrol and Maori Wardens as capable guardians contributes to increased opportunities for crime to happen.

Both organisations rely to an extent on funding, with KHCB recently providing \$1000 towards cost of maintenance of vehicle with further funding from ?

Action Points:

- *Membership Drive for Community Patrol*
- *Investigate an appropriate 'clean slate' policy for Community Patrol candidates to gain Police clearance.*
- *Contact Maori Wardens and establish what they need to begin patrols in Kaikohe again, incorporate as part of a WCS localised model.*
- *Apply to Lotteries Volunteer capacity fund to drive membership for both groups.*

G. Police

The Police Station at Kaikohe is perceived to be inadequately staffed to provide a preventative presence and support a consistent sense of community safety in Kaikohe. The NZ Police Website states it is open from 10am to 2pm Monday to Friday, (Kerikeri is 8.40 to 4pm) and has inadequate staffing to provide adequate community safety in Kaikohe. The building itself is shabby and up for renovation, creating further concern about loss of presence.

As an outcome of the Community Safety hui on March 17th, 2022 a letter with the following requests to address current Police constraints was sent to relevant Government Ministers. Superintendent Tony Hill, District Commander, Northland Police District addressed these in his response shown in italics under each request.

- Increased response rates.
 - *Approximately five years ago, the Mid North Area, which includes Kaikohe, moved to a 24/7 policing model which saw resources make up five Public Safety Teams (PST) that deliver the frontline services for the Mid North Area. Two of these PST teams work out of Kaikohe, two out of Kerikeri and one out of Kawakawa. This has given the communities across the mid-north greater service over the entire day. The five team model is nationally consistent with other districts.*
 - *The additional 1,800 uplift Police staff saw 86 more officers assigned to the Northland District. We have over 80 of those already. This enabled us to have a significant uplift in our frontline services, which included the Mid North Area. Therefore I am confident we have adequate resources, although we have had abstractions due to the Covid environment and general staff movement that has seen a necessity to shift staff into the area on occasion.*
 - *The increased response rates have been consistent across all of Aotearoa and this is not to do with the location of the headquarters. In fact, the District headquarters has been in Whangarei area for the last few decades. The Area Leadership Team is based at both Kaikohe and Kerikeri*
- 24/7 police presence.
 - *Regarding your second point about the end of 24/7 policing in Kaikohe, this is not correct. As previously stated, it was five years ago we started 24/7 policing in the Mid North. At times, the staff working are required to attend jobs out of the Kaikohe township. However, there are staff working 24/7 in the area. Prior to this model staff were required to be called out after hours significantly impacting our ability to respond to critical events in a timely manner.*
 - *We are also fortunate to be a proof of concept district for the Tactical Response Model, one of four nationally. This model provides better tactical support to the frontline, better training for our frontline staff, and dedicated resource to focus high risk offenders. They have spent a considerable amount of time assisting the investigation team working on the gang and organised crime issues in the area.*
 - *We also have great support nationally which was recently demonstrated with Waitemata sending additional staff to work in Kaikohe on the back of the recent gang issues.*
- An urgent upgrade to Kaikohe Police station.
 - *I am pleased to advise you there is a programme of work underway already that is seeing the Kaikohe station receive an uplift. The planning for this has been completed and all alterations should be completed in the next financial year.*
- A dedicated police advisor.
 - *"we have an Area Prevention Manager, Senior Sergeant Peter ROBINSON, who effectively carries out this role. I will discuss with Peter and the Area Commander, about creating greater visibility of his work to you and your team. The points you've raised I am aware he is currently focusing on. "*
- Funding
 - *At a recent meeting with Mayor CARTER and members of the Far North District Council, they asked questions about what could assist in making Kaikohe safer and I suggested the Whangarei City Safe model which has been successful in Whangarei. I support your request for service; however it is my understanding that this is funded by the Whangarei District Council.*

The recent Government Budget announced extra funding including \$94 million to tackle gangs and organised crime. It also commits extra funding to increase police numbers to ensure they "match population growth and to ensure there is at least one police officer for every 480 people, as there currently is". [Recent Budget Police Funding](#)

Action Points:

- *Research the how the \$94 million is to be distributed to see if there is any opportunity for the community to access this funding.*

- Follow up on Community Constable position re-establishment in Kaikohe
- Research if the population-based allocation aligns with population per town, i.e. if Kaikohe has a population of *4437 will Police be allocated to 9.2 in Kaikohe (giving Kerikeri 14.9 with a population of *7164. (*2018 census, numbers to show disproportionality).

H. Truancy

Covid lockdowns have increased the truancy issue across Aotearoa. [Truancy in the Nation](#) Herald 18 May with estimates of one in five students absent last term. Te Tai Tokerau Principals Association president Pat Newman said he surveyed members recently and all who responded were missing significant numbers of children causing concerns schools will lose resourcing due to decreased numbers. He said schools could only do so much, and the wider community needed to tackle truancy too by taking school attendance more seriously. In Kaikohe truants are noticeable with groups regularly gathering around the old Sportsville complex.

The government recently released \$88 million to support improved attendance. There are several locals working with youth and truants, with one of them recently approaching the KHCB to obtain funding to continue his work.

Action Point:

- Connect with the local Community of Learning to gather information on AE, and to see if there are any potential funding streams that can support locals who are currently working in this arena.
- Find current stats for local truancy numbers.
- Create an RBA scorecard using the KAIKOHE YOUTH ACTION PLAN (JULY 2013–JUNE 2015) and assess what has been achieved, what hasn't and what now needs to be done. Use this as a basis for a collective approach to procuring funding to enable Kaikohe bespoke programming and support for Kaikohe rangatahi. Update: this work is in sight by a local community organisation.

I. Gang Violence

Clearly gang violence is not part of a safe community. However as this proposal seeks to inform a holistic approach to community safety, it assumes addressing current gang violence is currently largely a police response, while acknowledging there are local initiatives in progress to address it as well. Instead this proposal offers a perspective from respected community member Jay Hepi, whose lived experience reminds us that gang violence stems from deeply rooted social issues that see our young people slip through the system and lost in a lack of positive alternatives. It provides insight into why gang life is attractive, and what our young people need to be included and supported for equal opportunity to thrive in positive pathways to adulthood.

"From my perspective, everything starts from the home environment. When I was a young boy incarcerated in residential care, foster home, etc. It wasn't because I had misbehaved, but because of the actions of my parents and our home life. Constant domestic violence triggered by alcoholism.

*Growing up in Kaikohe foster homes and going to local schools you soon identified those who were going through the same problems as yourself at home. So you would naturally gravitate toward each other. Many of us young boys felt more secure with our friends and slept at each other's houses, or on the streets so that we didn't have to witness constant fighting in our home or bare the blunt end of hiding ourselves. That is where comradeship is formed and it follows you into teenager status and then to adulthood. **Survival***

Belonging, comradeship, the system fails to take care of them so they see their friends or cousins or uncles in the gang and they want to belong also. However a big part of gang membership these days are bling, Harleys, and quick money. Social media is the key to reaching far and wide"

Action Point:

- *Investigate and develop a community led long term walk alongside mentoring and support framework that gives sustained support for young people and whānau to make changes, alongside the support systems changes needed to provide them.*

J. Reintegration of Correction Facility residents into the Community

Reintegration of Correction facility residents into the community needs a strategy.

Action Point: FNDC Community plan to be discussed more with Jay Hepi and with Pauline from NRCF to inform this.

K. Kaikohe Community Watch Facebook Page

Kaikohe Community Watch Facebook page is a private group aiming to 'make Kaikohe homes, streets, neighbourhoods and community a safer and more caring place to live'. The aim of the group is to 'collect names of offenders, these names will be passed onto the proper authorities'. This is done via FB messaging or an 0800 number provided.

Administration of this page is currently in need of change.

Action Point: Investigate the legal issues regarding posting of photos taken from video footage and placing on SM.

Community Solutions

For many in the community, Kaikohe feels less safe than it used to, but it is important the positive work and sense of community is also celebrated and supported.

While this proposal focuses on direct actions to create a safer community, the wider contributing factors include social issues that safety alone cannot address. For the curve to turn, whole of community support and solutions are needed.

Kaikohe Safer Together

The KBA is leading action on community safety solutions. It's aspiration is a town in which tamariki are walking to school and extra-curricular activities, where shop owners feel safe, where the community is out and about in their neighbourhood, making connections, where tamariki can develop a sense of belonging in their hood because they can roam it safely, where fracas are not happening in the main street attracting national attention and impacting negatively on Kaikohe's reputation. One where there is a sense of respect for and pride in the community and its assets and facilities, an attractive CBD and surrounds in which cyclists and tourists stop and spend time as part of the Twin Coast Highway, Kaikohe as a key stopping point bringing economic activity to the market. Where national attention is not focused on the underbelly, but on a town benefitting from promotion of a Kaikohe that is safe and welcoming.

Kaikohe Safer Together is a vision to create a holistic community approach, including on the ground community security kaitiaki, based on the Whangarei City Safe (WCS) model, <https://citysafe.co.nz/>

The kaupapa behind this model is to provide a user friendly, as opposed to enforcement focused, community safety approach. The WCS model achieves this with a local engagement whānau approach where there are visible street

level teams with a mandate to be engaging, friendly ambassadors who know everyone by name. They are employed via a local security company contracted to WCS, so the teams come trained and qualified in crowd control, guard duty, self defence, health and safety, and are also trained and warranted enforcement officers who can enforce Public Places Bylaws.

Furthermore, weekly reports from CCTV goes to Police, DHB and Council as it contains info about homelessness, truants, alcohol use, relevant to licensing, and helps identify trends and hot spots in real time. This contributes to a better connected network with improved chances of timely, proactive and effective response to issues rather than reactive actions to mitigate behaviours.

The WCS model is a collaborative partnership between Police, WDC, NRC and Northland Chamber of Commerce. It encompasses five other aspects that contribute to community safety. See Appendix 1 for further information.

Local Aspiration

At a community led hui in March, there was a local desire to develop a similar model focused on community patrols. This group provides security at the weekly Kaikohe Markets. Their vision is detailed in this article from Stuff. [Local View](#).

There are further initiatives in early stages of development in the community.

Opportunities

Improved Community Safety

- More people on the streets, safer streets, more social activity
- Builds a safe town reputation and builds community pride
- Partnerships between organisations creates a more collaborative holistic approach that increases opportunity to build initiatives to address wider social contributions to poor community safety outcomes.
- Tourists and visitors more likely to stop and spend time if they feel safe here

Employment and Volunteering

- Local employment generated, ambassadors, CCTV monitoring collation and reporting.
- Increased local procurement opportunity
- Increased funding to Community Patrols increases volunteer opportunities and pipelines into employment
- Potential to give new life to Maori Wardens if they were included in on the ground teams, could lead to mentorship and grow new capacity.

Increased Social Wellbeing

- Safer communities = improved social wellbeing
- More people out and about growing social activity, building stronger communities
- Improved connections between networks enabling proactive responses and solutions
- Police resources can be re-directed from dealing with incidents to building community programmes in a similar way Australian Police do. <https://www.pccnsf.org.au/>

Improved Community Economic Development

- Kaikohe could potentially become an affordable housing area for the growing population of Kerikeri
- Greater population more people in streets, local school populations grow, increased resourcing for education
- With developments at Ngawha Innovation and Enterprise Park, a safer town means satellite gains from the park, including support businesses and community economic development opportunities come to Kaikohe.
- Increased potential to gain from the returning tourism market, especially around the Cycleway and local history of which Kaikohe is rich in.

DRAFT

Potential Funding

Most of these need a lead organisation to apply, hold funds, roll out project and provide accountability reports.

Proceeds of Crime Fund

<https://www.justice.govt.nz/justice-sector-policy/about-the-justice-sector/proceeds-of-crime-fund/>

- Aligns with purpose of testing innovative solutions to complex issues causing crime related harm
- Meets criteria of addressing crime related harm and improving community wellbeing.
- Simple application which KBA has experience with, and a strong relationship with Police, needed to support such an application.
- No update on 2023 dates for application on website

Lotteries Communities

<https://www.communitymatters.govt.nz/lottery-community/>

- Aligns with several outcomes and priorities of the fund
- Community Grant Round 1, opens June 22, closes July 20, 2022, decision in October 2022
- Community Grant Round 2, opens Nov 2nd, closes Nov 30, decision March 2023
- Community and Volunteer Capability Fund opens 13th July. For a one-off project that promotes and supports volunteer/aroha mahi.

Foundation North

<https://www.foundationnorth.org.nz/funding/fund/quick-response-grant>

- Quick response under \$25K open to apply anytime with a two-month turnaround response
- Aligns with several outcomes and priorities of the fund.
- If successful at quick response level, funding relationship begins and larger funds may be gained in following years

Business Improvement District (BID) Targeted Rates

This has been unsuccessfully tried before but would provide increased funding for the business area to increase capability in identified areas. At this stage the understanding is this needs to go into the Long Term Plan via the Community Board strategic plan.

Action Point: *Find out process for a BID and all associated costs and timelines.*

KHCB

KHCB have proactively supported community safety by providing the following funding:

- 2020 - Kaikohe Business Association - \$1,000 for community patrol car
- 2021 - Kaikohe Business Association - \$1,000 for community patrol car
- 2021 - Kaikohe and Districts Sportsville - \$1,000 for Maori warden parking security
- They also have an application for consideration for \$5,000 from Wipe Out Project
- KHCB have capacity to provide further funding if it aligns with their strategy.

Northern Regional Council

Noting that the Whangarei City Safe Model names NRC in its funding partners. Further information needed to understand how this works.

Rotary

Rotary have capacity to fund local projects. Further information needed.

Where to from here?

It is recommended that a working party be formed to drive a community led collective initiative, utilizing current awareness and publicity of the need for this in Kaikohe.

The group would need a mandate to make decisions on behalf of the community to complete this proposal, define the desired approach, model and framework from which funding applications can be made.

FNDC can provide support through their Community Development team, as agreed to with such a group.

DRAFT

Appendix 1

City Safe Whangarei Hui Notes

Oct 2021 | Dave Palmer (WDC Community Safety Officer) and Laurel Belworthy (FNDC)

City safe grew out of Safer Whangarei group, and is not yet branded as such, a concept brand. <https://citysafe.co.nz/>
City Safe is a collaborative partnership between Police, Whangarei District Council, Northland Regional Council and Northland Chamber of Commerce. They have a Governance Board that meets bi-monthly. It relies on strong relationships between these organisations, and those built in the community by City Safe Ambassadors.

The project includes the following:

1. City Safe Ambassadors

- Genesis is to focus on CBD, youth and anti social behaviour.
- Mandate is to be ambassadors and engage, local, know everyone by name. Friendly.
 - trained and warranted enforcement officers who can enforce Public Places Bylaws.
 - User friendly profile, primarily Māori, local engagement whānau approach.
 - Kaupapa is user friendly not enforcement focused
 - Employed via a security company who are contracted to City Safe.
 - Upside = trained and qualified pre-City Safe in crowd control, guard duty, self defence, Health and Safety.
 - Downside = low paid industry so percentage of high turnover

2. Summer Safe Carparks

- Volunteer Ambassadors in car parks greeting and advising visitors
- Presence in carparks prevents crime

3. Graffiti

- Community Paint programme

4. City Safe Online

- Report a hazard
- Information about programme and volunteering

5. 24 Hour Freephone Call Centre

- Toll free number to report any hazard, graffiti or safety issues

CCTV Activate Programme

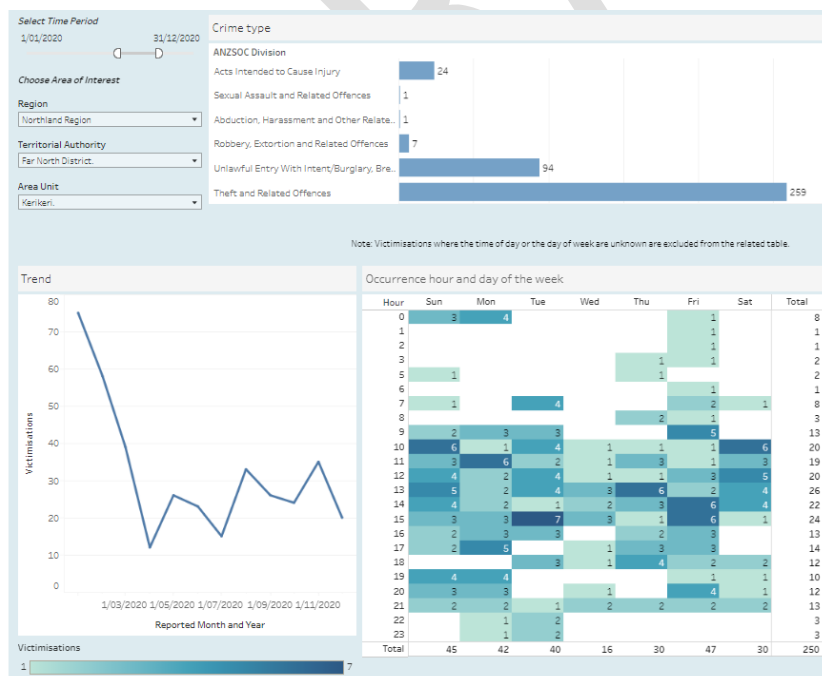
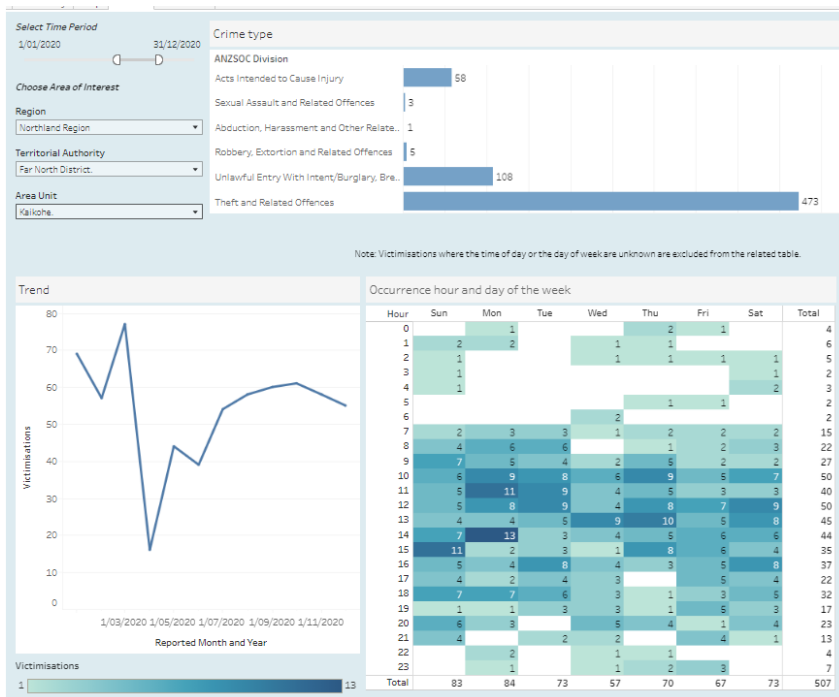
This funded separately and is not part of the City Safe Contract.

- Council supply infrastructure of 60+ cameras, funded through normal rates business pay.
- Contractor downloads all CCTV and provides a weekly reviewed report
- Works with City Safe Officers
- CCTV volunteers managed by Police, cited in Police Station
- Weekly report goes to Police, DHB and Council as containing info about alcohol use, relevant to licensing.
- Ministry of Justice used to fund it via Crime Prevention fund but not funding to Territorial Local Authorities anymore. (?)

Top Issues Identified

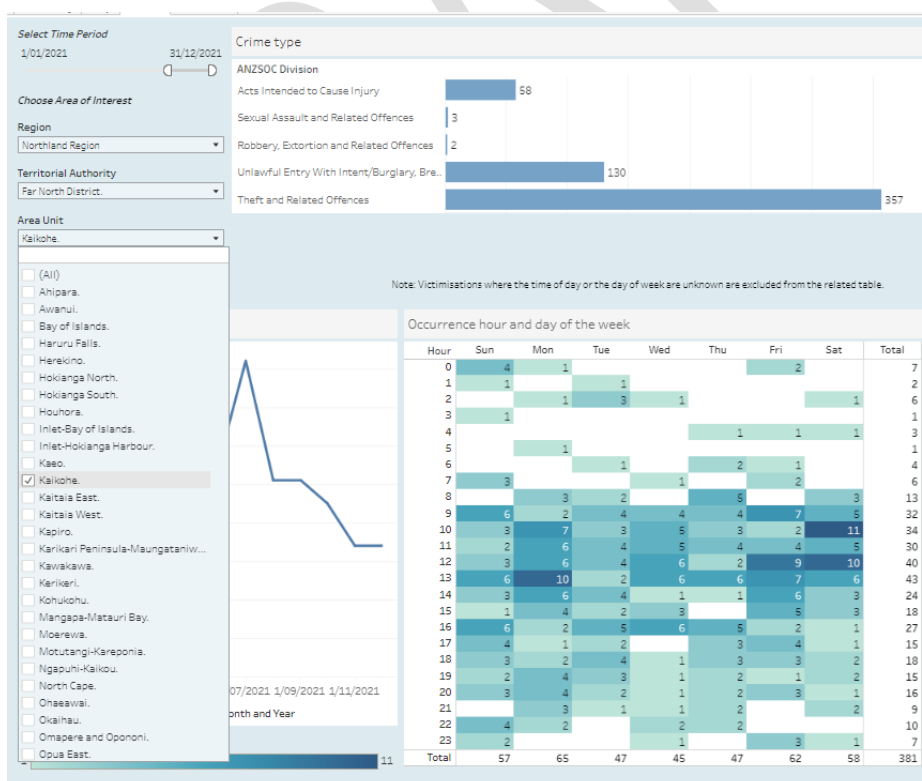
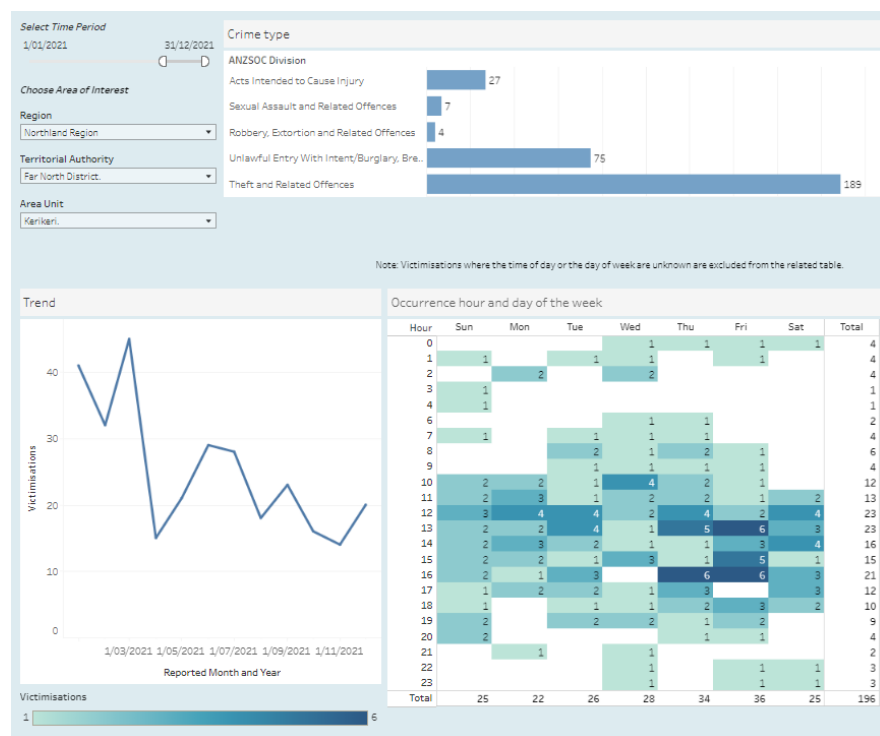
- Youth; truancy, youth gang subsets, Mental Health, Gangs – meth use, Homelessness

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Appendix 2. Crime Incidents 2020 – 2022 | Kaikohe vs Kerikeri | policedata.nz

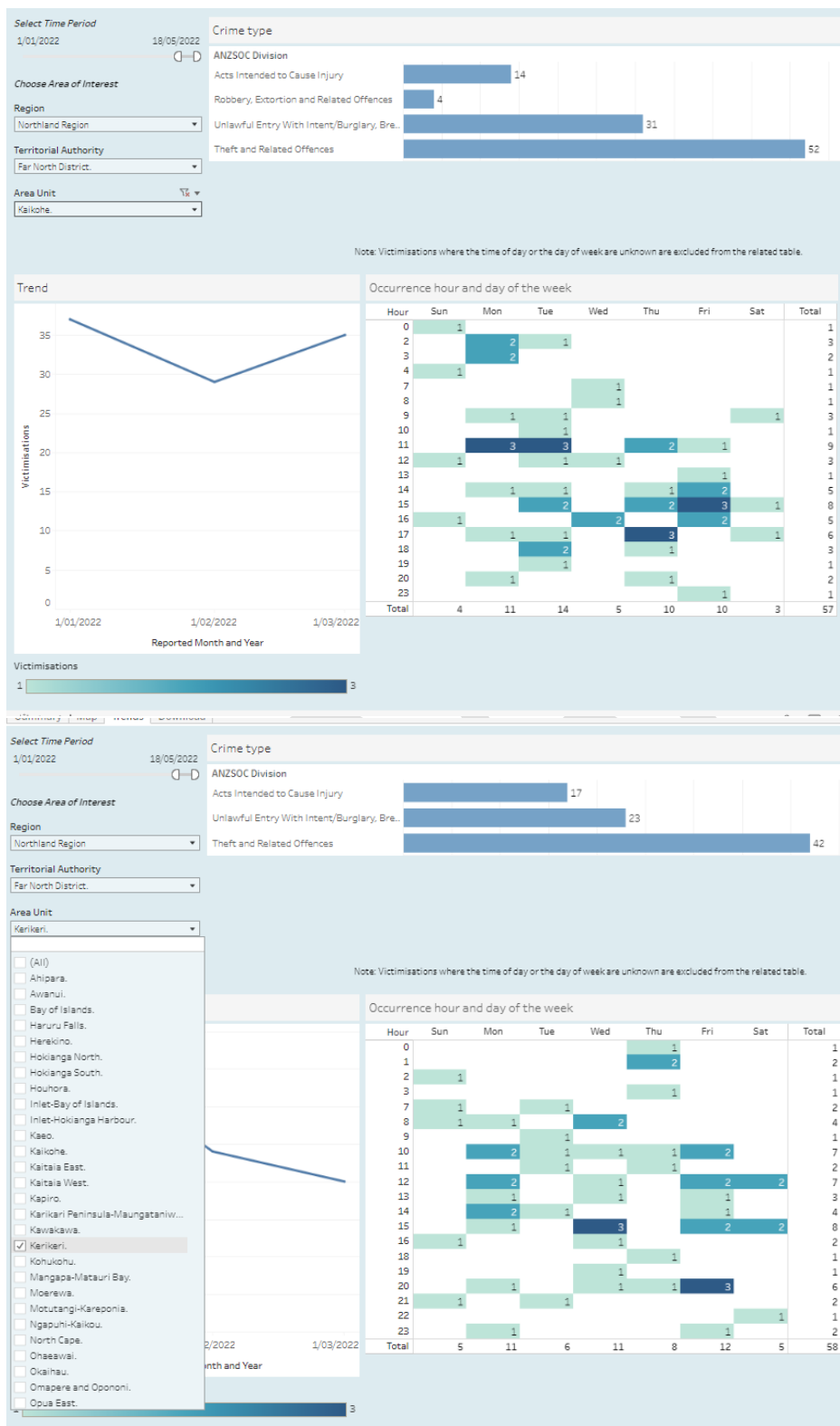
KAIKOHE SAFER TOGETHER | Draft Proposal and Considerations_May 2022_LB

17



KAIKOHE SAFER TOGETHER | Draft Proposal and Considerations_May 2022_LB

18



KAIKOHE SAFER TOGETHER | Draft Proposal and Considerations_May 2022_LB

Grow Kaikohe

**1st to 14th
August**

*Look out for
pop up events
around town*

Community Economic Development Workshop Series

What is innovation? How does it contribute to community economic development? Come along to learn, contribute your ideas and build connections to grow a thriving Kaikohe future for everyone in our community. **FREE Entry and Spot Prizes!**

Workshop Title		Date	Time	Venue	Contact
Our Community, Our Future	Come along community people, groups and organisations and share your dreams for what future mahi, skills and opportunities you want to see developed for our community?	Tuesday 2nd August	10 to 11.30 am	Council Chambers FNDC	Laurel.belworthy@fndc.govt.nz 027 264 5430
What is Happening at Ngawha Innovation and Enterprise Park?	Come along and learn about Ngawha Innovation and Enterprise Park and what opportunities it has to offer you and the Kaikohe Community.	Wednesday 3rd and 10th August	10 – 11.30am 2 – 3.30pm	Ngawha Park Office 21 Broadway	wayne.rogers@ngawhainnovation.co.nz 021 771 358
Innovation Station	Calling all tamariki to come and have some fun exploring innovation through VR headsets, crafts and robotics.	Friday 5th August	Afternoon time TBC	Kaikohe Library	Roxanne.Harrison@fndc.govt.nz
The (Economic?) Development of Kaikohe	The intention of this workshop is to expose core, causative factors to Kaikohe's 'Problems' and to lay the groundwork for the regenerative economic and civic development of Kaikohe.	Saturday 6th August	10am - 3.30pm	68 Broadway, Rear Workshop	dj@resilientcommunitiesfn.co.nz
Through Our Creative Minds	Calling Creative Artists and Organisations to join us in planning our future. Bring your creative ideas, hopes, visions and desires as we explore innovative ideas to support existing and new growth businesses for the Kaikohe Creative Arts Sector.	Tuesday 9th August	9.30 to 2pm	Te Pu O Te Wheke Gallery 118 Broadway	melanie@creativenorthland.com 027 668 5384
Taiohi	Calling Taiohi to come and share your aspirations for training and jobs you would like to see in your future and our community	Friday August 12	4 – 6pm	Te Kona Digital Hub 74 Guy Road, Kaikohe	ekara@tkemkt.co.nz

**We are.
LGNZ.**

Te Kāhui Kaunihera o Aotearoa.

MTFJ

MAYORS TASKFORCE FOR JOBS



**Far North
District Council**

Te Kaunihera o Tai Tokerau ki te Raki

7.2 FOOTPATH PROGRAMME 2022-2024 PRIORITISATION

File Number: A3860905

Author: Elizabeth Stacey, NTA Road Safety and Traffic Engineer

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present the footpath ranking made by the Community Board in workshop sessions for action by the Northland Transportation Alliance.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Kaikohe-Hokianga Community Board have prioritised locations for the next two years of FNDC Unsubsidised and Community Board funding for the footpath program. The Northland Transportation Alliance (NTA) has compiled this prioritisation for confirmation by the Board.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Footpath Programme 2022-2024 Prioritisation and confirm the listed locations and priority order.

TĀHUHU KŌRERO / BACKGROUND

The NTA submitted a three-year program of work for funding consideration to Waka Kotahi, however the projects were not ranked high enough under the prioritisation criteria to be eligible in this LTP period. As a result, the footpath program is now fully funded by FNDC and not subject to the Waka Kotahi prioritisation.

The Board has met and prioritised the following list of footpaths for funding in the 2021-2024 period. The Board has a total of \$450,000 in Community Board Funds and \$940,000 in FNDC Unsubsidised funds to allocate during this time-period. As a result, the Board has selected a number of projects that may exceed the available funding but will give the Northland Transportation Alliance guidance of the Board priorities for consideration in future years.

Footpath Location	CB Priority Order	Notes	Cost Estimate
Horeke Road: End of Existing to School	1	Priced for design & consent (\$200,000) and quick win sections for construction this LTP period (\$200,000)	\$400,000
SH 12 Ohaeawai: Existing to Rugby Field	2		\$50,000
SH 12 Ohaeawai: Preschool to Existing	2		\$25,000
Manning Street - #54 to Existing	3		\$100,000
Parnell Street: Gap between Honey Street & School	3	Retaining required	\$160,000
Parnell @ Nimmo Street	3	Required Nimmo Street Closure	\$15,000
SH 12 Kaikohe: Reservoir Road to Showgrounds	4	Requires safe crossings, look at options for alternative all weather path construction past SH 15. Design for the full extent, consider construction staging. Coordination with FNHL & Waka Kotahi required.	\$875,000
Okaihau: Mitchie Street (Lawn to End)	5		\$35,000
KohuKohu Road: Tautehihi Rd to Old Beach Road	6		\$340,000
SH 15 (Mangakaihia Road): #77 to Kohewhate Marae	7	Requires safe crossing, look at mix of treatments - traditional footpath to Cumber Rd, all weather path construction for remainder - able to phase if needed	\$675,000
Penny Crescent: SH 15 to End	8		\$125,000

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The NTA will use the list of funding priorities provided by the Board to deliver the footpath programme over the next two years. The NTA will provide the Board with regular updates to the status of all projects (2021-2024) and keep the board informed of progress on the design and construction process throughout this time period.

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

The list of prioritised footpaths utilises budget already identified for the footpath programme. There are no additional financial or budgetary implications.

ĀPITI HANGA / ATTACHMENTS

Nil

7.3 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2022

File Number: A3871637

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Angie Thomas, Acting Chief Financial Officer

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 July 2022

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 2022	\$203,211.00
• Plus, unused funds from 2016-2022	\$113,821.18
Less funds granted and uplifted to 31 July 2022	\$7,112.00
• Less funds not uplifted from previous community meetings (committed to projects)	\$115,469.18
Community Fund Account balance as at 31 July 2022	\$194,451.00

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The committed balance in the Community Fund account as at 31 July 2022 is \$194,451.00.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Kaikohe-Hokianga 31 July 2022 is attached.

ATTACHMENTS

- Statement of Community Fund Account Kaikohe-Hokianga as at 31 July 2022 - A3871603**





Far North District Council
Kaikohe - Hokianga Community Board
Statement of Community Fund Account as at **31-July-2022**

Far North District Council		
Kaikohe - Hokianga Community Board		
Allocation Grants & Donations Annual Budget 2021-22	103,211.00	
Community Board Placemaking Fund	100,000.00	
Community Fund Account Balance as at 1 July 2022		\$ 203,211.00
Unused funds from 2016/17 - Junior Bike Park	14,376.54	
Unused funds from 2019/20 - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
Unused funds from 2020/21 - Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	10,751.00	
Unused funds from 2021/22 - 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	
Unused funds from 2021/22 - Balance of funding initially set aside (but not required) for the Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for Jobs be added to the funds set aside for Rural Travel Funding	1,275.84	
Unused funds from 2021/22 - Pioneer Village Kaikohe for costs towards 2021 Halloween event to now be used for the 2022 Halloween Party	1,500.00	
Unused funds from 2021/22 - Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees	5,000.00	
Unused funds from 2021/22 - Kaikohe Business Association for costs towards their Community Patrol vehicle	1,000.00	
Unused funds from 2021/22 - Far North Land and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Unused funds from 2021/22 - Hokianga Sailing Trust for the purchase of an outboard motor	60.00	
Unused funds from 2021/22 - Rawene Area Residents Association for venue hire, legal fees and incorporation costs, including incorporation fee	1,002.00	
Unused funds from 2021/22 - 2022/2023 Rural Travel	10,000.00	
Unused funds from 2021/22 - The design work for the Kaikohe - Ngawha shared footpath	39,607.85	
Plus, unused funds from 2016-22		\$ 113,821.18
		\$ 317,032.18

Less Expenditure 2022/23 (Funds Uplifted)		
July 22		
Far North Land and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Living Theatre Trust for Matariki Glow Show	1,110.00	
Rawene Area Residents Association for venue hire, legal fees and incorporation costs, including incorporation fee	1,002.00	
Less funds granted and uplifted to 31 July 2022		\$ 7,112.00
Balance as at 31 July 2022		\$ 309,920.18
Less funds not uplifted from previous community meetings at 31 July 2022		
2016/2017 Commitment		
Carry Forward - Junior Bike Park	14,376.54	
2019/2020 Commitment		
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
Meeting 02.06.21		
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	
Balance of funding initially set aside (but not required) for the Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for Jobs be added to the funds set aside for Rural Travel Funding	1,275.84	
Meeting 06.10.21 & 04.02.22		
Pioneer Village Kaikohe for costs towards 2021 Halloween event to now be used for the 2022 Halloween Party	1,500.00	

Meeting 04.02.22		
Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees	5,000.00	
Meeting 03.06.20		
Kaikohe Business Association for costs towards their Community Patrol vehicle - from 21/22	1,000.00	
Kaikohe Business Association for costs towards their Community Patrol vehicle - from 22/23	1,000.00	
Meeting 01.06.22		
Hokianga Sailing Trust for the purchase of an outboard motor	60.00	
2022/2023 Rural Travel	10,000.00	
The design work for the Kaikohe - Ngawha shared footpath	39,607.85	
Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, Rawene	1,650.00	
Kaikohe (Rau Marama) Charitable Trust for the administration, equipment hire, purchase of hardware and materials plus travel and mileage for Wipe Out Project	5,000.00	
Less funds not uplifted from previous community meetings (committed to projects)		\$ 115,469.18
Community Fund Account balance as at 31 July 2022		\$ 194,451.00

7.4 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE SEPTEMBER 2022**File Number: A3862186****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 September 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 - KHCB September 2022 - A3874419  

OUTSTANDING ACTIONS REPORT			
Division: Committee: Kaikohe-Hokianga Community Board Officer:		Printed: Wednesday, 7 September 2022 11:24:17 am Date From: 1/01/2020 Date To: 7/09/2022	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 3/08/2022	Major Not on the Agenda -	RESOLUTION 2022/51 Moved: Member Kelly van Gaalen Seconded: Member John Vujcich That the Kaikohe-Hokianga Community Board; a) allocate \$3,000 from the Boards Placemaking Fund towards Visual Communications and Public Relations to advise the local community and visitors of planned work at Memorial Park. b) ask that Sportville be encouraged to do the same. c) ask that the CE and Communications Manager draft these communications, and d) delegates final approval of the draft, before publication, to Member Kelly van Gaalen . CARRIED	05 Sep 2022 2:57pm Wood, Melissa - Target Date Revision 25 Aug 22: CBC discussed with Member Van Gaalen; Communications Manager has been requested to draft comms for release prior to end of Triennium and liaise direct with CB Member to finalise.
Kaikohe-Hokianga Community Board 6/07/2022	Major Items not on the Agenda that cannot be Delayed	RESOLUTION 2022/45 Moved: Deputy Chairperson Emma Davis Seconded: Member Moko Tepania That the Kaikohe-Hokianga Community Board requests that the CE provide a report to the Board addressing the following; a) Kohukohu Hall progress report b) Progress report on hall delegations CARRIED	05 Sep 2022 3:04pm Wood, Melissa - Target Date Revision Staff are working on a report re: Hall Delegations for the 22 September Council meeting. 27/7/22: A Progress report about Kohukohu Hall was provided to Board from CE office.
Kaikohe-Hokianga Community Board 1/06/2022	Amenity Lighting and Town Beautification Budgets	The amendment became the substantive motion. RESOLUTION 2022/40 Moved: Chairperson Mike Edmonds Seconded: Member Emma Davis That the Kaikohe-Hokianga Community Board leave this report to lie on the table until a workshop is held to discuss the Amenity Lighting and Town Beautification budget allocations. CARRIED LEFT TO LIE	25 Jul 2022 10:15am Baker, Marlema Update from Jeanette England; This information is still being gathered and will not be available for the August meeting. It is likely that a report will not be presented back to the CB before November or December now., • District Facilities have just completed the review of the CB Plans to ensure that we have not excluded any requests from the community and board. , • The next step to obtain costings for lighting. ,

OUTSTANDING ACTIONS REPORT			
Division: Committee: Kaikohe-Hokianga Community Board Officer:		Printed: Wednesday, 7 September 2022 11:24:17 am Date From: 1/01/2020 Date To: 7/09/2022	
Meeting	Title	Resolution	Notes
			<ul style="list-style-type: none"> In the current financial year the Amenity Lighting budget is allocated to the Memorial Park development.
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	06 Sep 2022 8:59am Wood, Melissa - Target Date Revision MWood: 6 sept. Staff have now received an invite to meet with Ngati Korkoro. A hui is being held during second week of September to discuss Koutu Point. Manager Environmental Services will provide a verbal update re: outcome of hui and next steps to KHCB at the Board's meeting on 14 Sept. 06 Sep 2022 9:08am Wood, Melissa - Reallocation Action reassigned to Deane, Rochelle by Wood, Melissa

8 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Ground Lease over part of Okaihau Recreation Reserve	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.2 - Kaikohe Library Progress Report	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

10 TE KAPINGA HUI / MEETING CLOSE