



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 16 November 2022

Time: 10:00 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Member Chicky Rudkin – Chairperson
Member Tanya Fila – Deputy Chairperson
Member Trinity Edwards
Member Harmonie Gundry
Member Jessie McVeagh
Member Mike Edmonds

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 16 November 2022 at 10:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER**2 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.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed on at the meeting.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

10.05 am – Hokianga Sports Club

10.10 am - Kaimoana Queens (Wekaweka Valley Community Trust)

10.15 am – Ngapuhi Hokianga Ki Te Raki Society

10.20 am – Nga Mahi Toi o Horeke

10.25 am – Rawene Area Residents Association

10.30 am – SMC Events Ltd

10.35 am – Te Whakaora Tangata

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3962403

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 20 October 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. **Minutes - Kaikohe-Hokianga Community Board 20 October 2022 - A3946758** [↓](#) 

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON THURSDAY, 20 OCTOBER 2022 AT 11:30 AM**

PRESENT: Member Trinity Edwards, Member Tanya Filia, Member Harmonie Gundry, Member Jessie McVeagh, Member Chicky Rudkin, Member Mike Edmonds

IN ATTENDANCE: Mayor Elect Moko Tepania, Cr Elect Kelly Stratford, Cr Elect John Vujcich. Cr Elect Kapa, Cr Elect Penetaui Klescovic, Bay of Islands-Whangaroa Member Belinda Ward

STAFF PRESENT: Aisha Huriwai (Chief Executive Officer's Appointed Officer), Melissa Woods (Community Board Coordinator), Beverly Mitchell (Community Board Coordinator), Patrick Smith (Manager – Te Hono), Laurel Belworthy (Community Development Advisor), Kim Hammond (Funding Advisor), Llani Harding (Team Leader – Te Hono), Sophie Radovanovich (Whenua Maori Engagement Officer), Simone Tongatule (Kaiarahi Kaupapa Maori), Ted Wihongi (Kaiarahi Kaupapa Maori), Ruben Garcia (Manager - Communications).

1 KARAKIA TIMATANGA / OPENING PRAYER

Chief Executive Officer's Appointed Officer, Aisha Huriwai, commenced the meeting and Mayor Elect Moko Tepania open with a karakia.

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

No apologies received for this inaugural meeting.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

No public forum for this inaugural meeting

4 NGĀ TONO KŌRERO / DEPUTATIONS

No public forum for this inaugural meeting

5 NGĀ KAIKŌRERO / SPEAKERS

No speakers for this inaugural meeting.

6 REPORTS

6.1 MAKING AND ATTESTING OF DECLARATIONS

Agenda item 6.1 document number A3913787, pages 8 - 8 refers

The Chief Executive Officer's Appointed Officer, Aisha Huriwai, witnessed the Attestation and Declaration of Community Board Members:

- Member Mike Edmonds
- Member Trinity Edwards,
- Member Tanya Filia,
- Member Harmonie Gundry,
- Member Jessie McVeagh,

- **Member Chicky Rudkin,**

Notes:

- *Member Elect Mike Edmonds recited his declaration for the Far North District instead of Kaikohe-Hokianga.*
- *Member Elect Jessie McVeagh recited her declaration for the Far North District instead of Kaikohe-Hokianga.*

6.2 ELECTION OF KAIKOHE-HOKIANGA COMMUNITY BOARD CHAIRPERSON

Agenda item 6.2 document number A3904611, pages 9 - 11 refers

The Chief Executive's Appointed Officer, Aisha Huriwai, presided over the election of Chairperson.

RESOLUTION 2022/48

Moved: Member Mike Edmonds

Seconded: Member Chicky Rudkin

That the Kaikohe-Hokianga Community Board:

- a) **use System A as the preferred voting system to elect a Chairperson.**

CARRIED

- b) **elect member Chicky Rudkin as Chairperson for the triennium October 2022 to October 2025, in accordance with Standing Orders.**

Member Rudkin presided over the remainder of the meeting as Chairperson. Member Edmonds requested that Member Rudkin repeat the declaration as newly appointed Chairperson for the Kaikohe-Hokianga Community Board.

11:55 am meeting adjourned, returned 12:05 pm

6.3 ELECTION OF KAIKOHE-HOKIANGA COMMUNITY BOARD DEPUTY CHAIRPERSON

Agenda item 6.3 document number A3904622, pages 12 - 14 refers

RESOLUTION 2022/49

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board:

- a) **use System A as the preferred voting system to elect a Deputy Chairperson.**

CARRIED

RESOLUTION 2022/50

Moved: Member Chicky Rudkin

Seconded: Member Jessie McVeagh

- b) **elect Tanya Filia as Deputy Chairperson for the triennium October 2022 to October 2025, in accordance with Standing Orders.**

CARRIED

6.4 EXPLANATION OF LAWS AFFECTING ELECTED MEMBERS

Agenda item 6.4 document number A3913812, pages 15 - 101 refers

RESOLUTION 2022/50

Moved: Member Chicky Rudkin

Seconded: Member Tanya Fila

That the Kaikohe-Hokianga Community Board note the report "Explanation of Laws Affecting Elected Members", and the advice provided at this meeting.**CARRIED****6.5 NOTING OF KAIKOHE-HOKIANGA COMMUNITY BOARD STANDING ORDERS**

Agenda item 6.5 document number A3913829, pages 102 - 103 refers

RESOLUTION 2022/51

Moved: Member Chicky Rudkin

Seconded: Member Mike Edmonds

That the Kaikohe-Hokianga Community Board note the Kaikohe-Hokianga Community Board Standing Orders.**CARRIED****6.6 KAIKOHE-HOKIANGA COMMUNITY BOARD FIRST MEETING**

Agenda item 6.6 document number A3912988, pages 104 - 104 refers

RESOLUTION 2022/52

Moved: Member Mike Edmonds

Seconded: Member Chicky Rudkin

That the Kaikohe-Hokianga Community Board November/December meetings be held on Wednesday 16 November and Wednesday 14 December 10am in Council Chambers.

AMENDMENT - WITHDRAWN

~~Moved: Member Tanya Fila~~~~Seconded: Member Harmonic Gundry~~~~That the Kaikohe-Hokianga Community Board December 2022 meeting be held Weds 14 December 1:00 pm at Council Chambers.~~**CARRIED****8 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 11:21 am.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 16 November 2022......
CHAIRPERSON

7 REPORTS

7.1 MAKING AND ATTESTING OF DECLARATIONS

File Number: A3963160

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To set out the process for making and attesting of declarations.

TĀHUHU KŌRERO / BACKGROUND

At the 27 October Council meeting Councillor John Vujcich was appointed as the Councillor to the Kaikohe-Hokianga Community Board.

Clause 14(1) & (2) Schedule 7 of the Local Government Act 2002 (The Act) states that no person shall be capable of acting as a member of any local authority until he or she has made an oral and written declaration as set out in Clause 14 (3) Schedule 7 of The Act, as set out below. Section 54 (2) of the Act states that these parts of Schedule 7 apply to Community Boards.

At the 20 October 2022 Kaikohe-Hokianga Community Board inaugural meeting the English version of the declaration given by Member Elects Mike Edmonds and Jessie McVeagh erroneously referred to the Far North District instead of the Kaikohe-Hokianga Community. This is not considered a substantive error that requires corrective action, however members Edmonds and McVeagh have been offered the opportunity to do so if they wish.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The Chairperson will witness the declaration of the Kaikohe-Hokianga Community Board Members. The declaration that each member is required to take is set out in Clause 14(3) Schedule 7 of the Act and reads:

DECLARATION BY MEMBER

I, _____, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Kaikohe-Hokianga Community the powers, authorities, and duties vested in, or imposed upon, me as member of the Kaikohe-Hokianga Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated: at Kaikohe this 16th day of November 2022.

AND / OR

Ko au ko, _____, ka ōati ai ki runga i te pono me te tika ka mutu ki te taumata o tōku atamai me āku whakataunga. Ka mahi ai mō te painga o Te Hapori o Kaikohekohe ki Hokianga, haere tonu ki ngā ihi me ngā herenga mahi, ka pā ki roto, ka uruhi ki runga i ahau hei mema o Te Poari o Te Hapori o Kaikohekohe ki Hokianga, e ai ki te Ture Kāwanatanga ā-Rohe 2002. Te Ture Kāwanatanga ā-Rohe mō ngā Kōrero Whakamōhio me ngā Huihuinga Kōrero 1987, me tāpiri atu ki ērā atu o ngā Ture raini.

He mea whakaū tēnei ki Kaikohekohe i tēnei te ra rua tekau mā ono o Whiringa ā Rangi rua mano rua tekau ma rua.

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

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

ĀPITIHINGA / ATTACHMENTS

Nil

7.2 PROJECT FUNDING REPORTS

File Number: A3945442

Author: Kim Hammond, Meetings Administrator

Authoriser: Shayne Storey, Community Development Advisor

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) R. Tucker Thompson Sail Training Trust – Youth Development Voyage

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 - R. Tucker Thompson Sail Training Trust - A3945443 [↓](#) 

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:

Name & location of project:

Date of project/activity:

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

Amount received from the Community Fund:

Board meeting date the grant was approved:

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
This funding supported one trainee onto our 7-day Youth Development Voyage	\$2,140.00	
	\$	
	\$	
	\$	
Total:	\$2,140.00	

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

Outlined below

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

As above

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:

www.facebook.com/rtuckert

This report was completed by:

Name:

Address:

Phone: mob:

Email:

Date:

7.3 FUNDING APPLICATIONS

File Number: A3962218

Author: Kim Hammond, Funding Advisor

Authoriser: Shayne Storey, Community Development Advisor

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 November 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 \$60,034.30 to date from the Community Board Funding Account, leaving an unallocated budget of **\$35,915** for the 2022/23 financial year.
- The Community Board has allocated a total of \$28,000 to date from the Community Board Placemaking Account, leaving an unallocated budget of **\$72,000** for the 2022/23 financial year.
- Eight applications for funding were received requesting a total of \$21,067.92.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- a) approves the sum of **\$2,925** (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Sports Club for rent/venue hire and facilitator/professional fees, to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable.

That the Kaikohe-Hokianga Community Board:

- b) approves the sum of **\$950** (plus GST if applicable) be paid from the Boards Community Fund account to Wekaweka Valley Community Trust (Kaimoana Queens) for rent/venue hire, facilitator/professional fees and equipment hire to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable.

That the Kaikohe-Hokianga Community Board:

- c) approves the sum of **\$1,800** (plus GST if applicable) be paid from the Boards Community Fund account to Ngapuhi Hokianga Ki Te Raki Society Incorporated for rent/venue hire, equipment hire and the purchase of hardware/materials, to support the following Community Outcomes:
- i) Proud, vibrant communities
- ii) Communities that are healthy, safe, connected and sustainable.

That the Kaikohe-Hokianga Community Board:

- d) approves the sum of **\$4,000** (plus GST if applicable) be paid from the Boards Community Fund account to SMC Events Limited on behalf of Sanitarium Health and Wellbeing Company for the TRY Challenge Kits for participants to support the following Community Outcomes:

i) Communities that are healthy, safe, connected and sustainable.
<p>That the Kaikohe-Hokianga Community Board:</p> <p>e) approves the sum of \$1,951 (plus GST if applicable) be paid from the Boards Community Fund account to <u>Te Whakaora Tangata</u> for the purchase of tables, water urn and flags to support the following Community Outcomes:</p> <p>i) Communities that are healthy, safe, connected and sustainable.</p>
<p>That the Kaikohe-Hokianga Community Board:</p> <p>f) approves the sum of \$550 (plus GST if applicable) be paid from the Boards Community Fund account to <u>Rawene Area Residents Association</u> for advertising/promotion costs and room hire to support the following Community Outcomes:</p> <p>i) Communities that are healthy, safe, connected and sustainable.</p>
<p>That the Kaikohe-Hokianga Community Board:</p> <p>g) approves the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Fund account to <u>Nga Mahi Toi o Horeke</u> for rental costs for the stage hire to support the following Community Outcomes:</p> <p>i) Communities that are healthy, safe, connected and sustainable.</p>
<p>That the Kaikohe-Hokianga Community Board:</p> <p>h) approves the sum of \$1,000 (plus GST if applicable) be paid from the Boards Community Fund account to <u>Manaki Tinana Trust</u> for rental costs for the hireage of Rawene Town Tall to support the following Community Outcomes:</p> <p>i) Communities that are healthy, safe, connected and sustainable.</p>

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
Hokianga Sports Club – Kickboxing and Youth Space	\$3,200 (54%)	\$2,925	<p>Hokianga Sports Club provides a wide range of activities – kickboxing, rippa rugby, softball, basketball, surfing and more for youth to participate in and there is a large number of youth who participate. The organisation not only focuses on providing sporting opportunities but focus on health and wellbeing with a particular focus on Māori.</p> <p>The kickboxing programme is being run in partnership with Team Alpha Kickboxing Club and has only ran for one term to date.</p>	Sport and Recreation

			The amount recommended aligns with the Community Grants Policy, that applicants only apply for up to 50% of the project costs.	
Wekaweka Valley Community Trust (Kaimoana Queens) – Fishing/Diving wananga	\$2,276.92 (50%)	\$950	Participants are required to pay \$30 each to partake in this event. If the applicant was to charge participants more to participate, they could cover more of the cost for the project. Or another option could be to charge those that are coming from outside Northland and especially the Kaikohe-Hokianga Community Board area more to participate. The amount recommended covers the costs of rent/venue hire, facilitator fees and equipment hire.	Sport and Recreation
Ngapuhi Hokianga Ki Te Raki Society Incorporated – Xmas in the Park	\$4,700 (94%)	\$1,800	This activity is for four local schools to come together for the Xmas in the Park. The amount recommended is based on funding of the rent/venue hire, equipment hire, purchase of hardware and materials. If this event was open to the public it would need to be advertised/marketed, however as it is being offered to local schools there is no need for marketing. The amount recommended also aligns with the Community Grants Policy which states that applicants can only apply for up to 50% of the project cost.	Events
SMC Events LTD - Sanitarium Weet-Bix Kids TRY Challenge	\$4,000 (27%)	\$4,000	SMC Events had previously applied to the Events Fund, however the Board members asked that their application be presented to the Community Boards for consideration due to the new format. The new format will allow more participants due to the programme being delivered in schools, is more activities than just the TRY-athlon.	Sport and Recreation
Te Whakaora Tangata - Emotional Healing Workshops – Mobile	\$1,951 (6%)	\$1,951	Te Whakaora Tangata are physically located in Kaitaia. To be able to deliver much needed services to the Hokianga they are going to need to be mobile and use facility's when and where they can. And when they cannot still have the	Community Development

Delivery (Hokianga)			resources to be able to deliver their programme.	
Rawene Area Residents Association – Operational Costs for RARA Monthly Meetings	\$900 (50%)	\$550	The amount recommended is based on funding for advertising/promotion and meeting room fee. By funding administration for printing and travel/milage to complete banking and attend community board meetings, sets the precedent for all community organisations to apply for these costs as well. The Community Board has limited funding and cannot fund all groups for these costs.	Community Development
Nga Mahi Toi o Horeke	\$3,000 (28%)	\$3,000	For small rural communities like Horeke, community events are way to gather, connect and socialise. Families may not be able to get into Kaikohe for larger Christmas events and so it is as important to support these little events as it is for the large ‘town’ events.	Event
Manaki Tinana Trust	\$1,040	\$1,000	Manaki Tinana Trust are working with Akau to look at future plans for the gym and ways to make better use of the Reserve. Once this work has been completed it is hoped that they will not longer need to rent to the town hall and will be able to host more exercise classes at the gym.	Sport and Recreation

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 - Hokianga Sports Club - A3962157  
2. Application - Wekaweka Valley Community Trust (Kaimoana Queens) - A3962164  

3. **Application - Ngapuhi Hokianga Ki Te Raki Society Incorporated - A3962785** [↓](#) 
4. **Application - Sanitarium WeetBix Kids Try Challenge - A3966075** [↓](#) 
5. **Application - Te Whakaora Tangata - A3962201** [↓](#) 
6. **Application - Rawene Area Residents Association (Operational Costs) - A3966351** [↓](#) 
7. **Application - Ngā Mahi Toi o Horeke - A3967349** [↓](#) 
8. **Application - Manaki Tinana Trust (Rawene Hall Rental) - A3972987** [↓](#) 

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.

8 INFORMATION REPORTS

8.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 SEPTEMBER 2022

File Number: A3956782

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Acting General Manager - Corporate Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 30 September 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
<ul style="list-style-type: none"> • Plus, unused funds from 2016-2022 	\$113,821.18
Less funds granted and uplifted to 30 September 2022	\$46,352.00
<ul style="list-style-type: none"> • Less funds not uplifted from previous community meetings (committed to projects) 	\$164,003.48
Community Fund Account balance as at 30 September 2022	\$106,676.70

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 30 September 2022 is \$106,676.70.

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 30 September 2022 is attached.

ATTACHMENTS

1. **Statement of Community Fund Account Kaikohe-Hokianga as at 30 September 2022 - A3956623** [↓](#) 

8.2 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 2022.

File Number: A3959451

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Acting General Manager - Corporate Services

PURPOSE OF THE REPORT

The purpose of the report is to provide the Kaikohe-Hokianga Community Board with financial statements for the period ended 30 September 2022.

EXECUTIVE SUMMARY

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

Understanding the report

- Variances in excess of \$100k and significant “%” variances will be commented on.
- The financial year runs from 01 July 2022 to 30 June 2023.
- The “Year to Date” columns reflect income and expenses for the period 01 July 2022 to 30 September 2022.
- The variances column highlights the difference between the budget set in the 2021/31 Long Term Plan (2021/2022 Year 1) and actual income and expenses as at 30 September 2022.
- The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2022 to 30 June 2023.
- The full year forecast column shows the best estimate for the actual year end position as advised by Managers.
- Unfavourable variances will represent expenses higher than budget or income less than budget.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 30 September 2022.

BACKGROUND

This is the first quarterly financial report for 2022-2023 detailing the financial performance of community activities to be provided to the Kaikohe-Hokianga Community Board.



DISCUSSION AND NEXT STEPS

Refer to commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **KHO Statement of Financial Performance Activities by Ward for the period ending 30 September 2022 - A3959377**  

8.3 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE NOVEMBER 2022

File Number: A3970643

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 actions from decisions dated from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Action sheets are a mechanism to communicate progress against decisions/resolutions.
- Action sheets are also in place for all formal elected member meetings.

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an action sheet, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding action points with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

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

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

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. KHCB Action Sheet - November 2022 - A3971270 [↓](#) 

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE